

COPIER OPERATIONS TIP OF THE MONTH
November 2020

RETURNING RECYCLED TONER BOTTLES

Partners: Here are your guidelines for returning your empty toner bottles:

NEVER PUT YOUR USED TONER BOTTLES IN THE TRASH.

When you have 4 boxes of used toner bottles (16 bottles) please contact me.

I will send you a printable UPS label. Use this label only one time.

Keep your empties in their original boxes.

Tape all 4 boxes together, put your label on the top box. Then put them in your school's normal UPS pick-up spot.

DO NOT CALL UPS BECAUSE YOU WILL BE CHARGED.

Finally, remember I am only a phone call away and you can contact me on Outlook (Stevarlou_G_Green@mcpsmd.org) for everything you need for your copier.

Stev Green, Customer Service Specialist
Teamworks Central