

Returning your Technotrash Can

Please follow the steps below to return your Box for recycling.

You will need:

- Packing tape
- GreenDisk supplied shipping label
- Scale
- Packing materials

1. Prepare the Technotrash Can for shipping

- Place all printer cartridges in a sealed bag to prevent spilling.
- Review the procedures for packing batteries.
 - <https://greendisk.com/content/pdf/batteries.pdf>
 - Do not include single use batteries. Only **rechargeable batteries** can be included.
- Undo all 4 flaps on the top.
- Add packing materials to minimize movement during shipping. The plastic bag that was used to ship the box or crumpled newspaper work well.
- Fold the two small side flaps into the opening.
- Fold in the back flap.
- Fold in the remaining flap with the GreenDisk name.
- Tape over all edges of both the top and the bottom.

2. Print your FedEx label

- Find the token number on the back of your Box.
- Weigh the box with whatever scale is available (i.e. a bathroom scale).
- Complete the form online <https://greendisk.com/pickup>.
- You will receive an email with your shipping label **which must be used within 10 days**.
- Tape your label to the back of the Can in the square box that says “Put Label Here”.

3. Schedule a FedEx pickup – two options:

- You can drop off your Technotrash Can with label attached at any FedEx location or
- You can schedule a FedEx Ground pickup online. To schedule the pickup, refer to <https://greendisk.com/pickup/instructions> for the latest FedEx procedure. If you prefer to speak to someone at FedEx, you can call **1-800-463-3339**.

For any questions, contact GreenDisk Customer Service with your order number at customerservice@greendisk.com or 800-305-3475.