

6. Checking the total counter and printing out the counter report

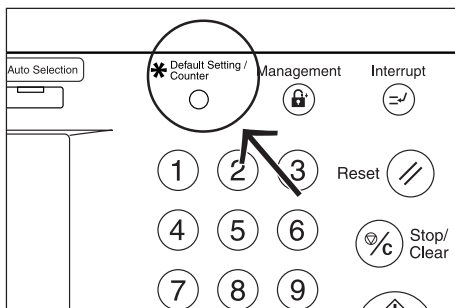
Perform this procedure when you want to check, on the touch panel, the total count of copies, etc., made on this machine as a whole. You can also print out the information as a counter report.

NOTES

- You can also check the total number of printouts made under each of the optional printer, scanner a fax functions.
- You can additionally check the number of originals scanned on this machine.

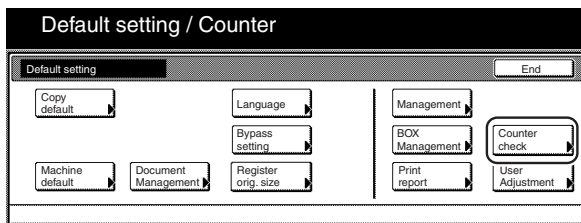
- With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.

The “Default setting” screen will be displayed.

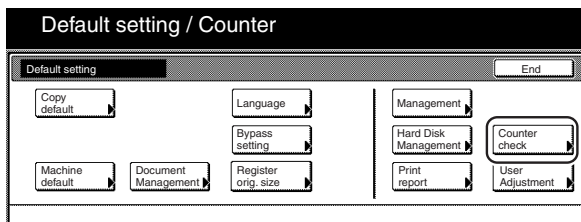


- Touch the “Counter check” key.
- The “Counter check” screen will be displayed.

Inch specifications



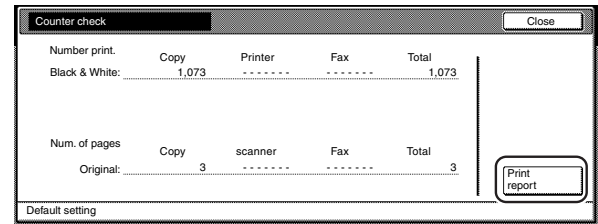
Metric specifications



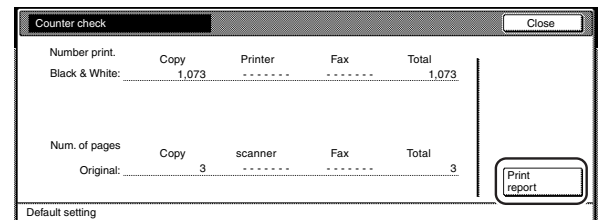
- The total number of copies and printouts made will be displayed.

If you want to print out a counter report, touch the “Print report” key.

Inch specifications



Metric specifications



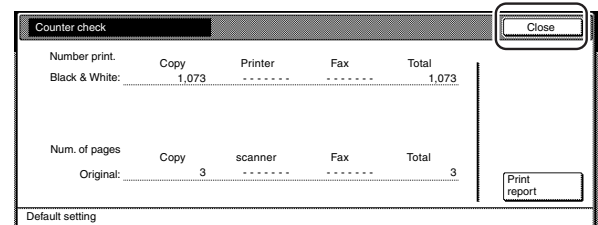
NOTE

Make sure there is 11" x 8 1/2" [A4] size paper loaded in one of the drawers[cassettes] when you print out the counter report.

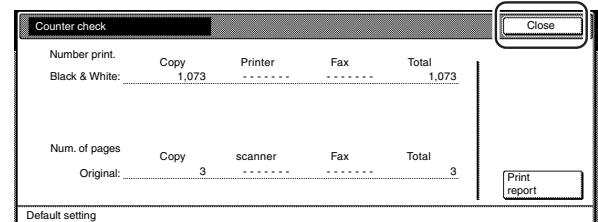
- Once you are finished checking the counts, touch the “Close” key.

The touch panel will return to the screen in step 2.

Inch specifications



Metric specifications



- Touch the “End” key.
- The touch panel will return to the contents of the “Basic” tab.