

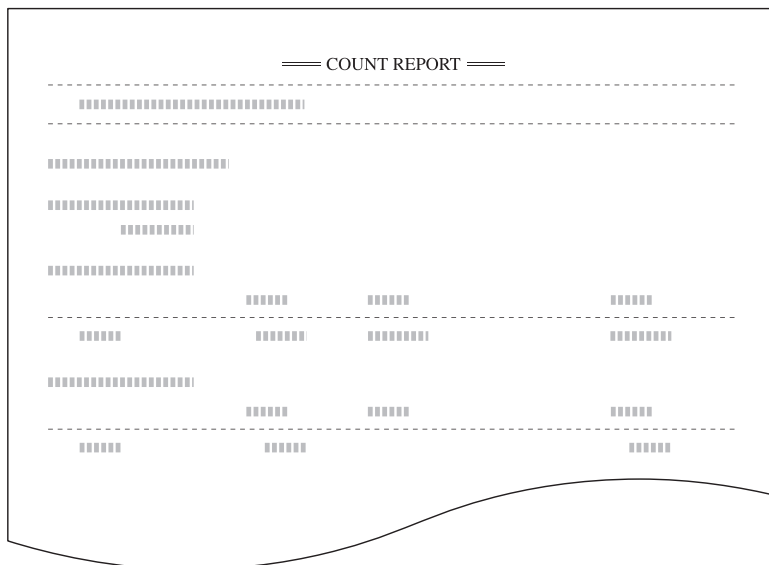
## Checking Total Copy Count

Check the total copy count from the operation panel. You can check the following values.

- Number of copies, number of prints, number of faxes, and total of all of these
- Number of original pages scanned for copy mode and fax send mode, and total of all of these

You can also print this information as a counter report.

### Counter Report



**Note** Before printing reports, verify that either 11 × 8 1/2" or A4 paper is loaded into a cassette.

To use the machine as a printer or fax, you must install the optional printer kit or fax kit.

- 1** Press the **System Menu/Counter** key.
- 2** Press [Check the counter].
- 3** The counts are displayed on the touch panel.

To print a counter report, press [Print Report].

To finish checking, press [Close]. The display is returned to the *System Menu* screen.

