

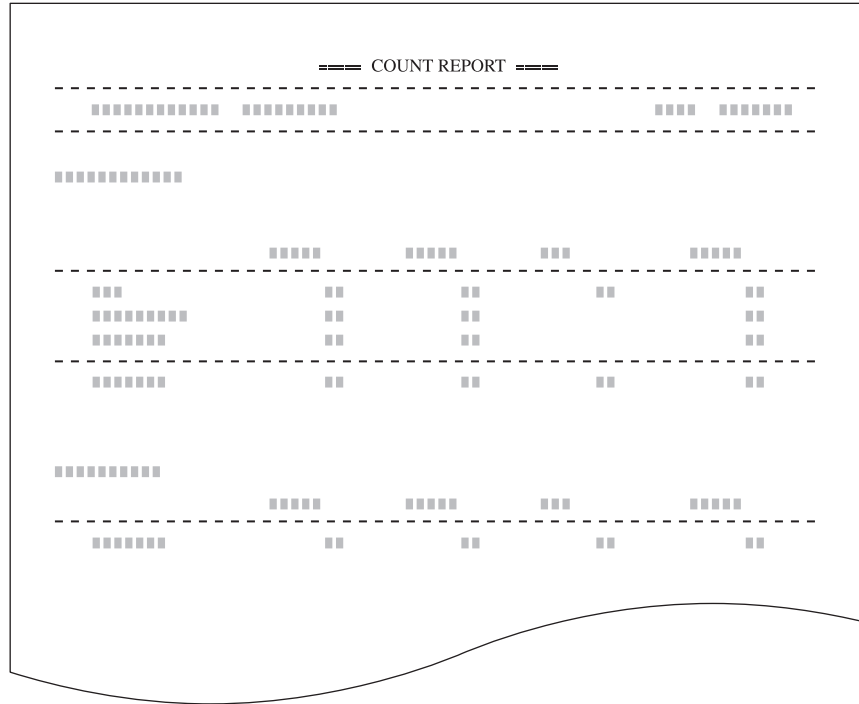
## Checking Total Copy Count

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

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

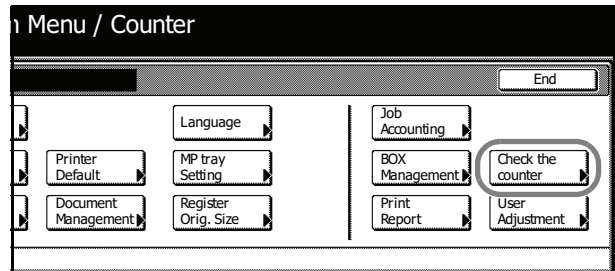
You can also print this information as a counter report.

### Counter Report



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

- 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.