Obtaining Printouts of Counters Per User

# This Guide will instruct you on how to print out a User Counter Page from the Copier

1. From the Copier Main Panel hit the User Tools/ Counter Button to bring up the User Tools Screen that looks like this.



1. Press the Login Hard button located near the User Tools button on the panel and that will bring up the following Screens. Your login credentials are Username: admin

Password: (leave this line blank and press ok)







1. After logging in you should see the User Tools screen again. Press System Settings to bring up the System Settings Screen.



1. Next hit the Administrator Tools button



1. Scroll down with the up and down arrows in the bottom right of the screen till you find the Display/Clear/Print Counter By User and hit that.



1. Select any of these functions to view a count by User Code. If you are continuing to print these lists then you can select any function.



1. On the display counter screen you can select users and clear or print their counter numbers. To print a list of all users hit the Print List button.



1. From this screen you can select what functions you wish to print for all selected users.



1. After printing is finished hit the login/logout button and that will log you out as an administrator and return you to the home screen.