

Steps to print/clear counter

* Please note that once the counter is cleared, it is irrecoverable.

1. Go to machine and login as admin

The screenshot shows a login interface with a dark grey header and footer. The header contains buttons for 'Copier (Classic)', 'Scanner (Classic)', and 'ID Card Scan and Copy', along with a help icon, a 'Login' button, and a moon icon. The main area is titled 'Login' and contains the instruction 'Enter user name and password to log in.' Below this are two input fields: 'User Name' and 'Password'. A red callout box points to these fields with the text 'Key in the login details and click login'. To the right of the input fields is a blue 'Login' button. At the bottom left, there is a 'Language Change Language' button. The footer contains 'Check Status', a back arrow, a home icon, a menu icon, a power icon, and 'Stop'.

Enter user name and password to log in.

User Name

Password

Key in the login details and click login

For MY
Username : admin
Password : password or [blank]

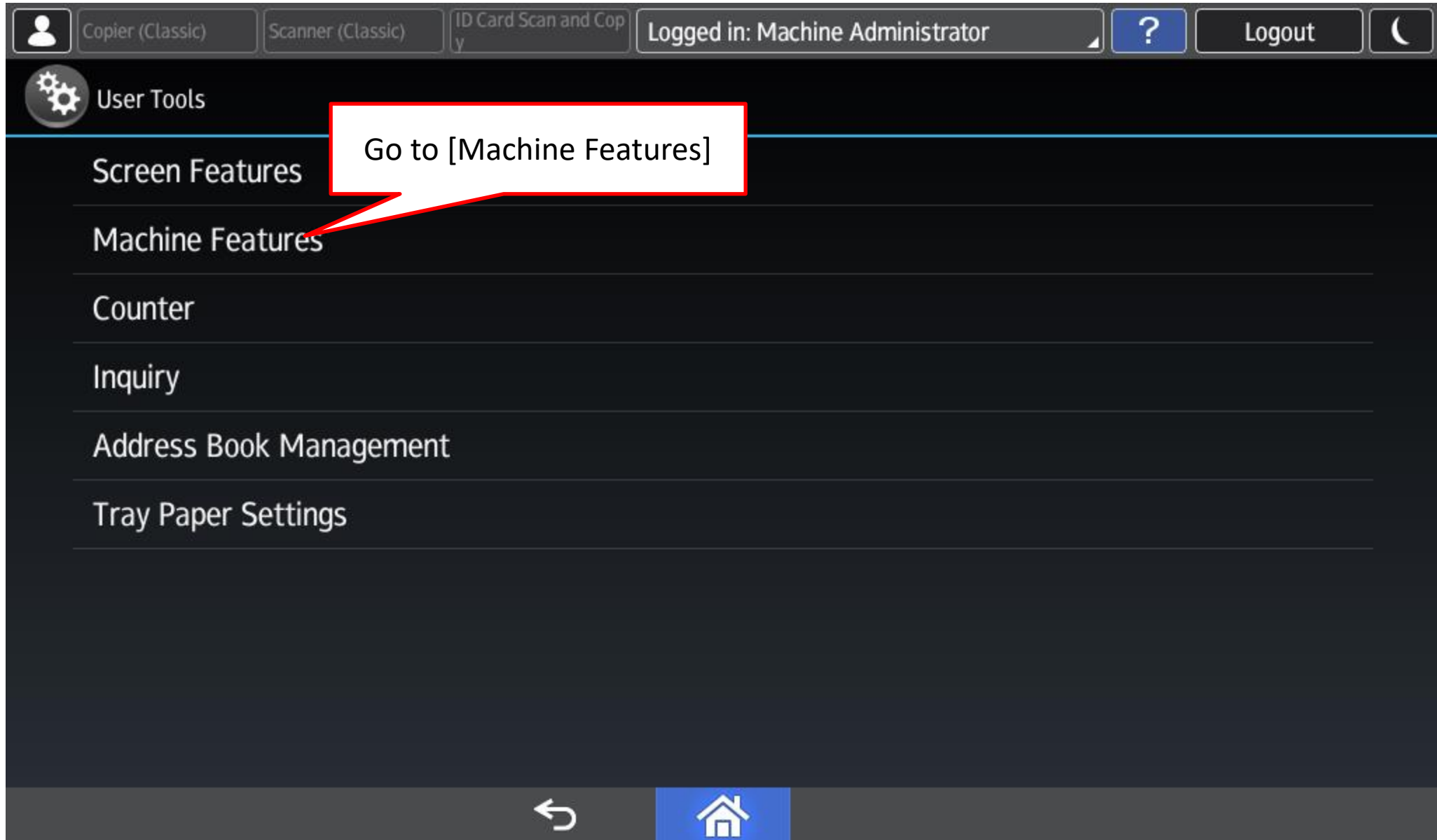
For SG
Username : admin
Password : [blank]

Language Change Language

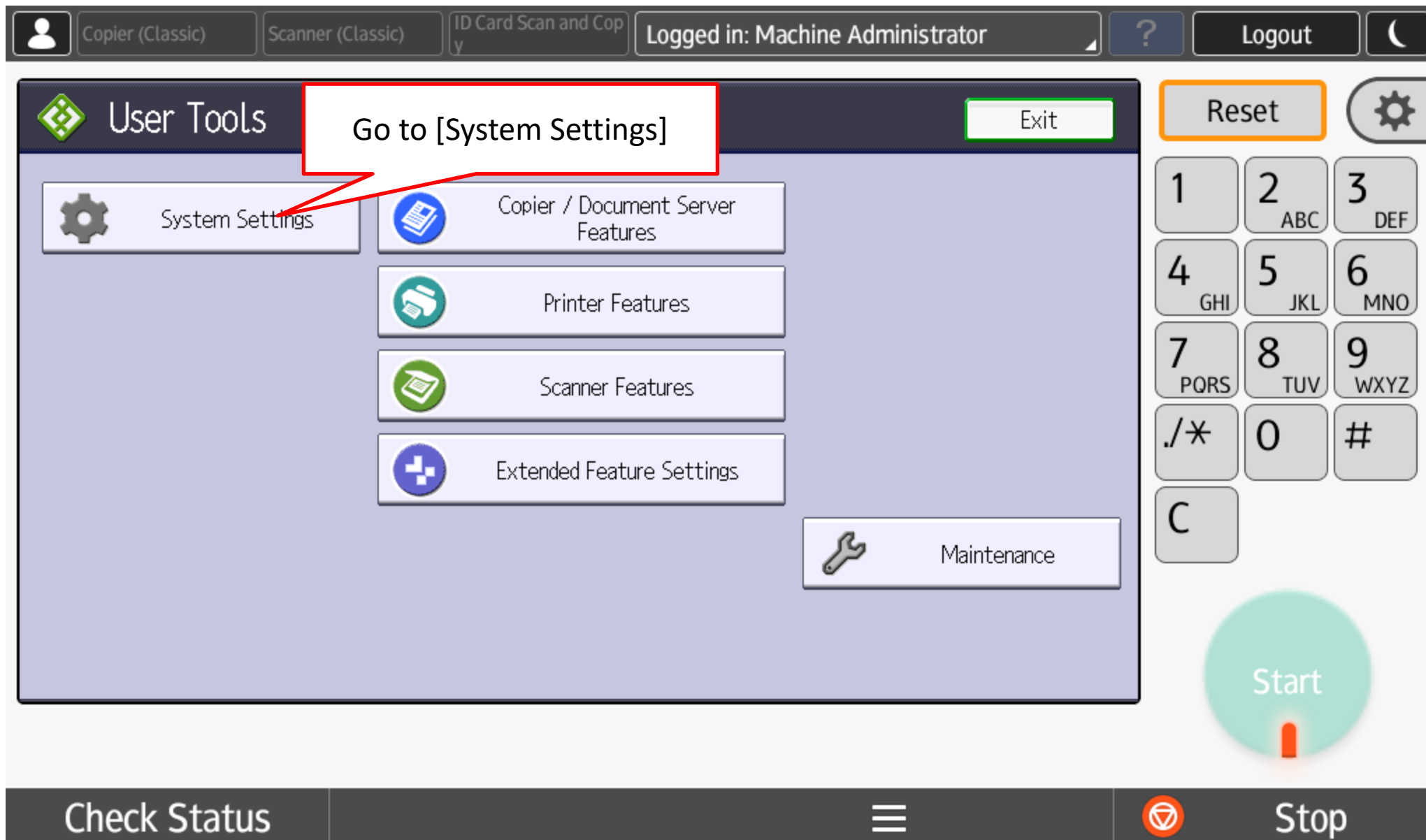
Check Status

Stop

2. Go to [Settings] then select [Machine Features]



3. Go to [System Settings]



4. Go to [System Settings]

Copier (Classic) Scanner (Classic) ID Card Scan and Copy Logged in: Machine Administrator ? Logout

System Settings

1. Go to [Administrator Tools]

2. Choose [Display/Clear/Print Counter per User]

General Features Tray Paper Settings Timer Settings Interface Settings File Transfer Administrator Tools

Address Book Management

Address Book: Program / Change / Delete Group

Address Book: Change Order

Print Address Book: Destination List

Address Book: Edit Title

Address Book: Switch Title Title 1

Backup/Restore: User Custom Settings & Address Book

Auto Delete User in Address Book Off

Delete

Display / Print

Display / Clear / Print Counter per User

Display / Clear Eco-friendly Counter

Display / Clear Eco-friendly Counter per User

1 / 5 Previous Next

Start

Check Status Stop

5.1.1.1 To print counter as per selected user

System Settings

Display / Clear / Print Counter per User Programmed User(s): 10

Copier Printer Fax Scanner

1. Select the user code(s)

User Code	Full color	Black & White	Single Color	Two-color
844	0	0	0	0
2584	2	61	0	0
2680	0	0	0	0
2889	0	29	0	0

2. Click [Print Counter List]

Print Counter List

Clear

Per User

Print Counter List

Clear

2/3

← → ▲ Previous ▼ Next

Start

Check Status Stop

5.1.1.2 To print counter as per selected user

The image shows a copier control panel interface. At the top, there is a status bar with a user icon, 'Copier (Classic)', 'Scanner (Classic)', 'ID Card Scan and Cop y', 'Logged in: Machine Administrator', a help icon, 'Logout', and a moon icon. Below this is the 'System Settings' menu with an 'Exit' button. A dialog box is overlaid on the screen, containing the following text: 'To print the counter list of selected user(s), select counter type, then press [Print].'. The dialog box has a blue border and a blue exclamation mark icon. Inside the dialog, there are several buttons: 'Copier', 'Printer', 'Fax/Faxes', 'Fax Transmission', 'Scanner', and 'Total Prints'. The 'Total Prints' button is highlighted in yellow. Below these buttons are 'Cancel' and 'Print' buttons. Two red callout boxes point to the 'Total Prints' and 'Print' buttons, with the text '1. Select [Total Prints]' and '2. Click [Print]' respectively. To the right of the dialog box is a numeric keypad with buttons for digits 1-9, 0, #, and /*, and a 'C' button. Below the keypad is a large green circular 'Start' button with a diamond icon. At the bottom of the screen, there is a dark grey bar with 'Check Status', a menu icon, a red circle with a white 'v' icon, and 'Stop'.

System Settings

Exit

Display / Cl...

Copier

Select All on

1844

2384

2680

2889

! To print the counter list of selected user(s), select counter type, then press [Print].

1. Select [Total Prints]

2. Click [Print]

Copier

Printer

Fax/Faxes

Fax Transmission

Scanner

Total Prints

Cancel

Print

Reset

1 2 3

4 5 6

7 8 9

./ * 0 #

C

Start

Check Status

Stop

5.1.1.3 Example output of the counter list

[Counter per User]

Data of Today:19 Nov. 2020 15:35

User Name	Name	Total			
		Color		Black & White	
		Pages	Result	Pages	Result
1	1101 Bluez Liang	70	84	40	42
Others		5485	8178	887	9763
total sum		5555	8262	887	9763

Look only at the [Result] column, the number shown including copying & printing.

*please ignore [others]&[total sum] rows

5.1.2.1 To clear counter as per selected user

System Settings

Display / Clear / Print Counter per User Programmed User(s): 10

Copier Printer Fax Scanner

1. Select the user code(s)

User Code	Full color	Black & White	Single Color	Two-color
844	0	0	0	0
2584	2	61	0	0
2680	0	0	0	0
2889	0	29	0	0

2. Click [Clear]

Print Counter List

Clear

Clear

2/3

Previous Next

Start

Check Status Stop

5.1.2.2 To clear counter as per selected user

Clear Counter
By selecting the [All Counters], it will clear the counter for copying & printing.

! To clear the counters of selected user(s), select counter type, then press [OK]. Selecting [All Counters] does not clear Print Volume Counter.

1. Select [All Counters]

2. Click [OK]

System Settings

Copier (Classic) Scanner (Classic) Administrator ? Logout

Reset

Exit

1 2 3
ABC DEF

4 5 6
GHI JKL MNO

7 8 9
PQRS TUV WXYZ

./ * 0 #

C

Start

Check Status Stop

5.2.1.1 To print counter for All users

System Settings

Display / Clear / Print Counter per User Programmed User(s): 10

Copier **Printer** Fax Scanner

Select All on the Page Select user(s) first, then select a function.

	Full Color	Black & White	Single Color	Two-color
1844	0	0	0	0
2384	2	61	0	0
2680	0	0	0	0
2889	0	29	0	0

2/3

Print Counter List

Clear

Print Counter List

Clear

Previous Next

Start

Check Status Stop

1. Click [Print Counter List]

5.2.1.2 To print counter for All users

The image shows a copier control panel interface. At the top, there is a status bar with icons for Copier (Classic), Scanner (Classic), ID Card Scan and Cop, and a user login status: "Logged in: Machine Administrator". There are also "Logout" and "Exit" buttons.

The main screen displays the "System Settings" menu. A dialog box is overlaid on the screen, providing instructions for printing counter lists. The dialog box contains the following text:

! To print the counter list of selected user(s), select counter type, then press [Print].

Below the text, there are several buttons for selecting counter types: Copier, Printer, Fax, and Fax Transmission. The "Total Prints" button under the "Printer" category is highlighted in yellow. A red callout box points to this button with the text "1. Select [Total Prints]".

At the bottom of the dialog box, there are "Cancel" and "Print" buttons. A red callout box points to the "Print" button with the text "2. Click [Print]".

On the right side of the control panel, there is a numeric keypad with buttons for digits 1-9, 0, #, and /*, along with a "Reset" button and a "Start" button. At the bottom of the panel, there are "Check Status", a menu icon, and "Stop" buttons.

5.2.1.3 Example output of the counter list

[Counter per User]

Data of Today:19 Nov. 2020 15:35

User Name	Name	Total			
		Color		Black & White	
		Pages	Result	Pages	Result
1	1101 Bluez Liang	70	84	40	42
Others		5485	8178	887	9763
total sum		5555	8262	887	9763

Look only at the [Result] column, the number shown including copying & printing.

*please ignore [others]&[total sum] rows

5.2.2.1 To clear counter for All users

The screenshot shows the control panel of a copier. At the top, there are navigation buttons for 'Copier (Classic)', 'Scanner (Classic)', and 'ID Card Scan and Copy'. The user is logged in as 'Machine Administrator'. The main menu is 'System Settings', with sub-options 'Display / Clear / Print Counter per User'. The 'Printer' tab is selected. A table displays counter data for four users, with the second and fourth rows highlighted in yellow. A red callout box points to the 'Clear' button in the 'All User' section.

System Settings

Display / Clear / Print Counter per User

Programmed User(s): 10

Copier Printer Fax Scanner

Select All on the Page Select user(s) first, then select a function.

	Full Color	Black & White	Single Color	Two-color
1844	0	0	0	0
2384	2	61	0	0
2680	0	0	0	0
2889	0	29	0	0

All User

Print Counter List

Clear

Per User

Print Counter List

Clear

2/3

← → ▲ Previous ▼ Next

Reset

Start

Check Status Stop

2. Click [Clear]

5.1.2.2 To clear counter as per selected user

Clear Counter
By selecting the [All Counters], it will clear the counter for copying & printing.

! To clear the counters of selected user(s), select counter type, then press [OK]. Selecting [All Counters] does not clear Print Volume Counter.

1. Select [All Counters]

2. Click [OK]

System Settings

Administrator

Logout

Reset

Exit

1 2 3
ABC DEF

4 5 6
GHI JKL MNO

7 8 9
PQRS TUV WXYZ

./ * 0 #

C


Start

Check Status

Stop

NEWSSCAN

passion · integrity · commitment

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