

Printing Account Tracking Reports from Panel



Use the menu buttons or keypad to make a selection.				
Bookmark Display Keypad	Utility			
Utility	1 megistration Box			
	2 User Settings			
	3 Administrator Settings			
	4 Administrator shortcut 9 Device Information			
	5Check Consumable Life			
	11/27/2015 13:17			

the menu buttons or keypad to make a selection. Bookmark Administrator Settings Display Keypad 1/2 * ≪Back] 🖫 # # System Settings Copier Setting Utility + Administrator/ Printer Setting Administrator Settings One-Touch/User Bo: Registration Fax Setting User Authentication, Account Track System Connection Network Settings Security Settings Close 11/27/2015 13:17

- 1. Select **Menu** Button on right hand side of panel
- 2. On the Screen Select Utility



5. Select option

#4 User Authentication/ Account Track



6. Select option **#5 Print Counter List**

	Select 数×11 or 11×17 p Touch [Start] or pres	aper. s [Start] to begin printing.	
Bookmark	Administrator Settin	as Silison Auth (Account Track S Prin	nt Counter List
Display Keypad	Hummistrator Settin	Paper Tray	Simplex/Duplex
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Authentication/		3 🗆 8 🖂 11 🖸 🗂	Print Item
Print Counter			All Data
List			Print Data Only
	11/27/2015 13:17	Ca	incel Start

7. Select paper size and select START

Note: In [Print Item], specify whether to print all information or only to print typed information. Change print settings as required, then tap [Start] to start printing.

How To Reset the Counters ? Resetting the counter is similar to how the reports are printed. Follow the steps below

- 1. [Utility]
- 2. [Administrator Settings]
- 3. Put in the password
- 4. [User Authentication/Account Track]
- 5. [Account Track Settings]
- 6. [Account Track Counter]

You can check the number of pages used for each account and reset the counter. Select the registration number of an account subject to counter checking and tap [Counter Details].