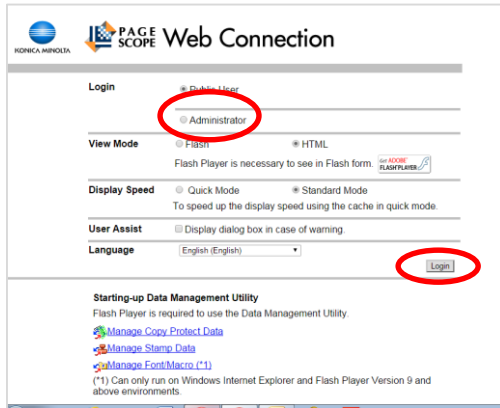
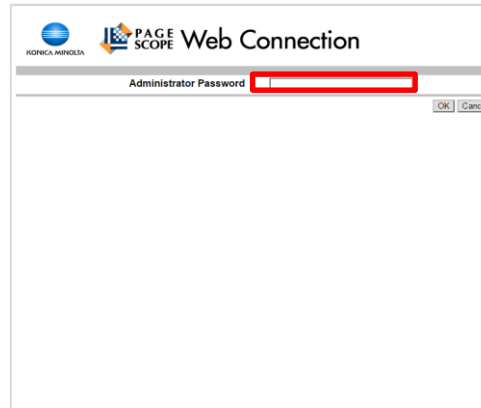


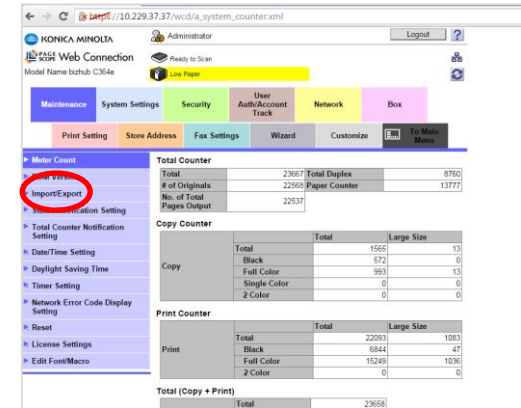
# Exporting Meter Count Reports using Page scope



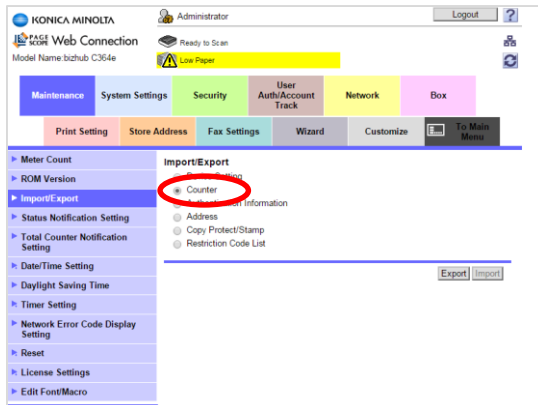
1. Type in the IP address of your device in a web browser
2. Select Administrator and click log in



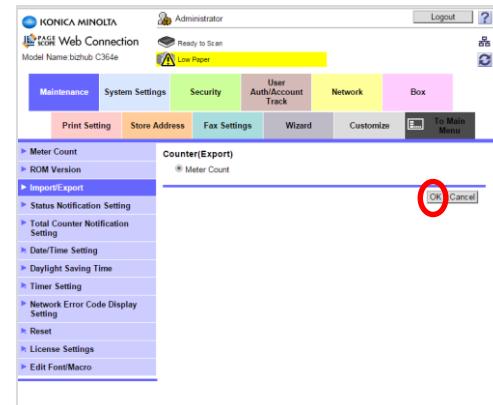
3. Enter Administrator Password and click OK



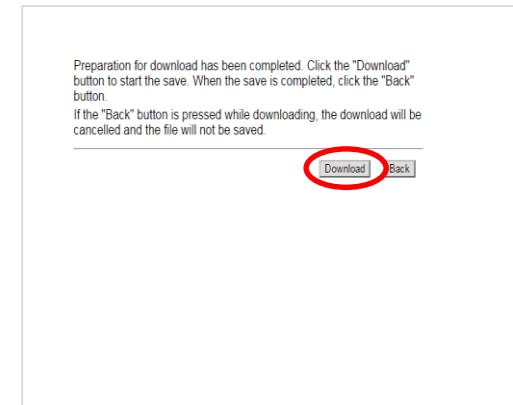
4. Click on **Import/Export** on left side of screen



5. Select **“Counter”**, then click export



6. Select **Ok**



7. Click on **Download**



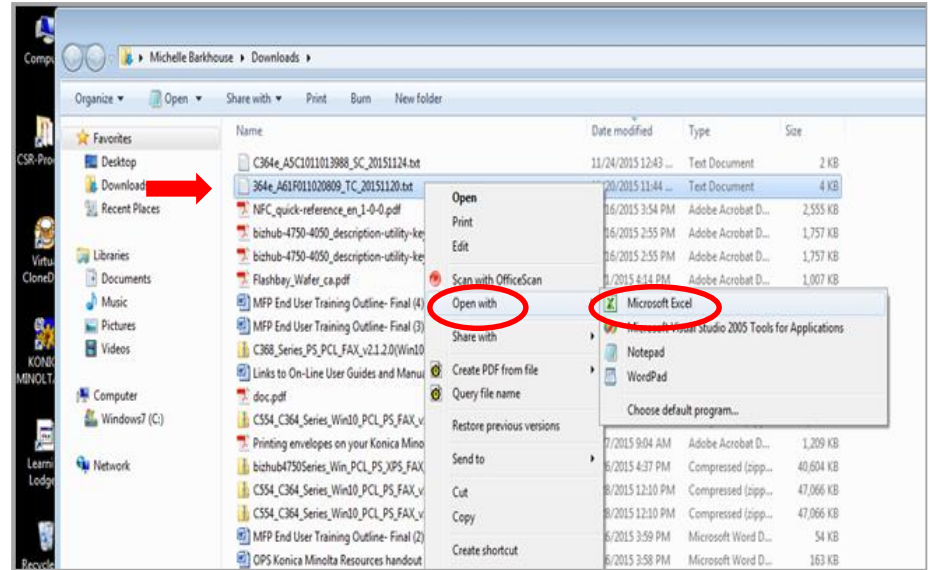
# Exporting Meter Count Reports using Page scope

TEST 364e\_A61F011020809\_TC\_20151120.txt - Notepad

Account Name	11/20/2015 12:45			Total			No. of originals counter			No. of prints counter			Duplex print counter			Total No. Pages output		
	Total	Large	Size	counter	Full color	Black	2 color	Single Color	Total	Full color	Black	2 color	Total	Full color	Black	2 color	Single color	
BIOLOGY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
IT Help Desk	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
CHEMISTRY	0	0	0	4	0	0	0	4	0	0	0	0	4	0	0	0	0	
LCC	0	0	0	2	0	0	0	2	0	0	0	0	2	0	0	0	0	
open	0	0	0	1	0	0	0	1	0	0	0	0	1	0	0	0	0	
other-3	0	0	0	112	74	38	112	0	107	0	0	0	112	0	0	0	0	
Public	0	0	0	1	0	0	0	1	0	0	0	0	1	0	0	0	0	
BoxAdmin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

8. Select the file from your download it will be a .txt file.

Note: The file name is made up using the model, serial number of the device and date.



9. Retrieve the .txt file from your downloads file  
Right click  
Select "Open With"  
Select "Microsoft Excel"

364e\_A61F011020809\_TC\_20151120.txt - Microsoft Excel

Account Name	Total Cou	Total Larg	No. of Origin	No. of Pri	Duplex Pr	Total No.	Copy		
								Total	Full Color
BIOLOGY	0	0	1	1	0	1	0	0	0
IT Help Desk	0	0	0	0	0	0	0	0	0
CHEMISTRY	0	0	4	4	0	4	0	0	0
LCC	0	0	2	2	0	2	0	0	0
open	0	0	1	1	0	1	0	0	0
other-3	0	0	112	74	38	112	0	0	0
Public	0	0	1	1	0	1	0	0	0
BoxAdmin	0	0	0	0	0	0	0	0	0



The report will appear in spreadsheet format

The excel spreadsheet is editable which allows you to eliminate any unnecessary information.