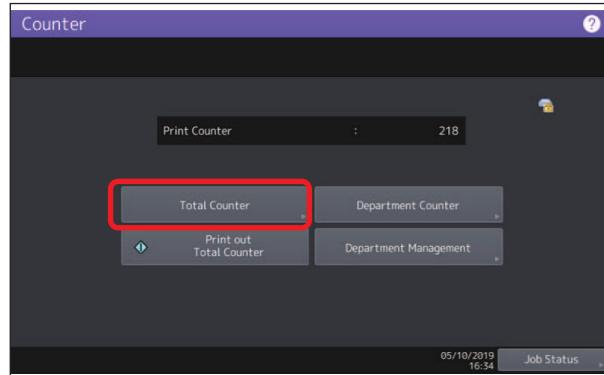


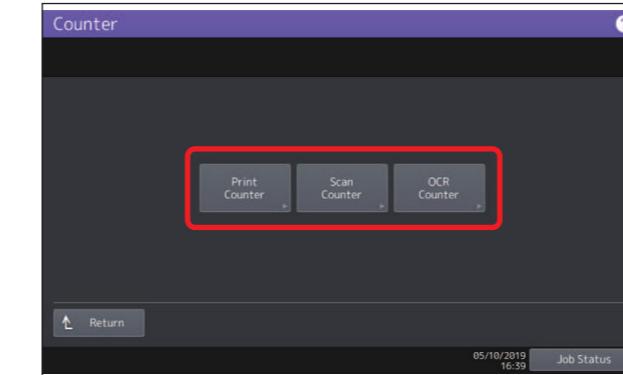
How to Guide - Management

Accessing the Counter Menu



1 | Press [Counter] on the Home screen to access the Counter menu, then press [Total Counter].

Note: If you prefer to print the readings, press [Print out Total Counter].



2 | Select either [Print Counter], [Scan Counter], or [OCR Counter] (if the OCR option is installed).

A) Displaying the Print Counter

This counter displays the total number of sheets output by the device. The print counter contains the following counters:

- Copy Counter** - Indicates the number of sheets printed by copy jobs.
- Fax Counter** - Indicates the number of sheets printed by fax receptions.
- Printer Counter** - Indicates the number of sheets printed by print jobs and E-mail receptions (Internet Fax receptions).
- List Counter** - Indicates the number of sheets printed by system page print jobs.

B) Displaying the Scan Counter

This counter displays the total number of originals scanned by the device. The scan counter contains the following counters:

- Copy Counter** - Indicates the number of originals scanned by copy jobs.
- Fax Counter** - Indicates the number of originals scanned by fax and Internet Fax transmissions.
- Network Counter** - Indicates the number of originals scanned by scan jobs.

C) Displaying the OCR Counter

This counter displays the total number of originals to which an OCR process has been performed by the device. The OCR Counter counts up when the following operations are performed:

- Scanned or fax reception images and output files at the e-mail transmission are stored in any of the following formats when the OCR function is available:
 - PDF** - DOCX
 - Slim PDF** - XLSX
 - PDF/A** - PPTX
- The contents of the barcode are output by enabling the barcode scanning function.

Note: The OCR counter is displayed only when the OCR option is installed.