| Program Basi | c | R zack | Q Function Search | Job List | |
|----------------------------|-------------|--------------------------------|----------------------|-------------------------|--------------|
| Ready to Cop | у | | No. of Sets | 03/27/2020 14:22 M | Scan |
| Operating Remotely. | | | <u>.</u> | Memory C = 100 % K = | |
| Color | Paper | Zoom | Original -> Output | Check Setting | 自 |
| Auto Color | Auto 🗹 | 100.0 % | 1Sided>1Sided | | Сору |
| Full Color | 1 11x17 🗗 | Minimal | 1Sided>2Sided | | e |
| Black | 2 🗱×11 💭 🍃 | Auto x1.0 | 2Sided>1Sided | | User Box |
| 2 Color (Text Priority) | 3 8½×11 💭 🖃 | 84×14) 84×14) 11×17 84×11 | 2Sided>2Sided | | |
| (Photo Priority) | | 84×11) 11×17) | Binding Position | | 10 Keypad |
| Single Color | | 5½×8½) 11×17) | Combine | Original Type | |
| Density | _ | <u>8½×14</u> <u>8½×11</u> | OFF 2in1 | Finishing | Preview |
| | | 200.0% 50.0% | 4in1 8in1 | Finishing | |
| Light Dark | Settings | Zoom 🕨 | Horizontal Vertical | Application | |
| | // Reset | | Stop | \Diamond | Start |

How to PRINT COUNTER LIST the list (At the machine)

- 1) Select Home button
- 2) Then Utility



| Utility | | | ((\$)) | _ | | |
|---------|----------------------|-----------------------|---------|-----------------------|---------------|----------------|
| | * | 123 | 2 | Ş | 2 | Menu Access |
| | Accessibility | Counter | Utility | Language Selection | Administrator | |
| | i ? | | | ×. | | 1 2 3 4 5 6 |
| | Expert Adjustment | Storage Management | | Device Information | Close | 7 8 9 • 0 # |
| | -11 // F | Reset | | Stop | ♦ Start | |

- 3) Select Administrator
- 4) Enter password 1-8 (1,2,3,4,5,6,7,8)

| Ш | | · · · · · · · · · · · · · · · · · · · | ۹ | ☆ | × |
|-----------------|-------------------------|---------------------------------------|--------|---|---|
| | HOME | Function Search | | | |
| 10 | Maintenance | | Search | | |
| ÷ ® | System Settings | Case Sensitive | | | |
| 0 | Security | | | | |
| P | User Auth/Account Track | | | | |
| 뮵 | Network | | | | |
| e | Box | | | | |
| 4. ₀ | Printer Settings | | | | |
| | Store Address | | | | |
| ŧ | Copier Settings | | | | |
| ĥ | 3 | | | | |

5) Select User Auth/Account Track



6) Select Print Counter List

| | ((•)) | ٩ | ☆ | × |
|---|--|---|-------|---|
| < User Auth/Account Track | Print Counter List | | | |
| Authentication Type | Print Counter List | | | _ |
| User Authentication Setting | | | | |
| Account Track Settings | | | | |
| Print without Authentication | | | | |
| Simple Authentication setting | 2 3 | | | |
| Print Counter List | | | | |
| External Server Settings | Select paper size from 8_1/2x11~11x17. | | | |
| Public User Box Setting | Paper Trav 3 8 1/2" x 11" □ + 1 | | | |
| User/Account Common Setting | | | Start | |
| 合 | | | | |

7) Select which Paper Tray you want to Print the list out of.

- 8) Also scroll down and under Print Item select "Print Data Only"
- 9) Press Start

How to RESET COUNTER LIST (At the machine)

1) Follow steps 1-5 from above

| | | «•» | | ۹ | ☆ | × |
|---------------------------|---------------------------|---------|--|---|---|---|
| < | User Auth/Account Track | | | | | |
| Authe | ntication Type | | | | | |
| ▶ User / | Authentication Setting | | | | | |
| Accou | nt Track Settings | | | | | |
| Print v | vithout thentication | | | | | |
| Simple | e Authe itication setting | | | | | |
| Print (| Counter List | | | | | |
| Extern | nal Server Settings | | | | | |
| Public | User Epx Setting | | | | | |
| User/# | Account Common Setting | | | | | |
| 企 | | | | | | |
| | | | | | | |

- 2) Select Account Track Settings
- 3) Select Account Track Counter

| | ۹ | ☆ | × |
|----------------------------|---|---|---|
| < Aco unt Track Settings | | | |
| Account Trac. Registration | | | |
| Account Track Counter | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| 企 | | | |

| | | | | Q 7 | * * |
|----------------------------|-----------------------|-------------------|------|----------------|------|
| < Account Track Settings | Account Track Counter | | | | |
| Account Track Registration | Account Track Counter | | | | |
| Account Track Counter | | Search by number. | 1-50 | - Go | |
| | | | | Deta | il |
| | No. | Account Name | | | |
| | 1 | zack | | | |
| | 2 | richard | | | |
| | 3 | halie | | | |
| | 4 | laura | | | |
| | | | | Reset All Coun | ters |
| | | | | | |

- 4) Select Account Track Counter.
- 5) Select "Reset All Counters" all the bottom right to clear Account Track list.
- 6) Then "OK"

WARNING Please print the counter list BEFORE you Reset All Counters. If you Reset All Counters before you print the list there is no way of getting the Account Track List back.