

1. In the address bar of the web browser of your choice, type in the **IP Address** of the copier

2. Make sure that **Administrator** is checked

*Note: you may not see this page. If so, click [Logout](#) (upper right side of the screen) and **OK** when asked "Are you sure you want to logout of Public User and go to the login screen?"*

3. Click **Login**

4. Type **12345678** in "Administrator Password" (unless you changed the password then input that instead)

5. Click **OK**

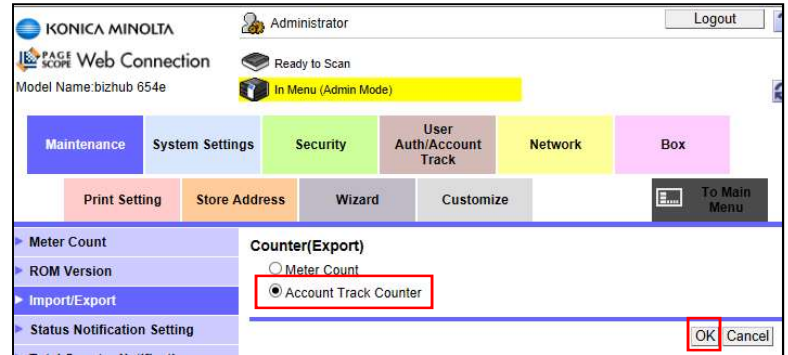
6. Click **Import/Export**

Total Counter			
Total	376	Total Duplex	151
# of Originals	400	Paper Counter	225
No. of Total Pages Output	376		

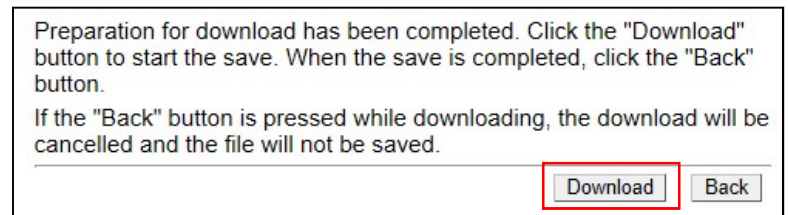
7. Click **Counter**

8. Click **Export**

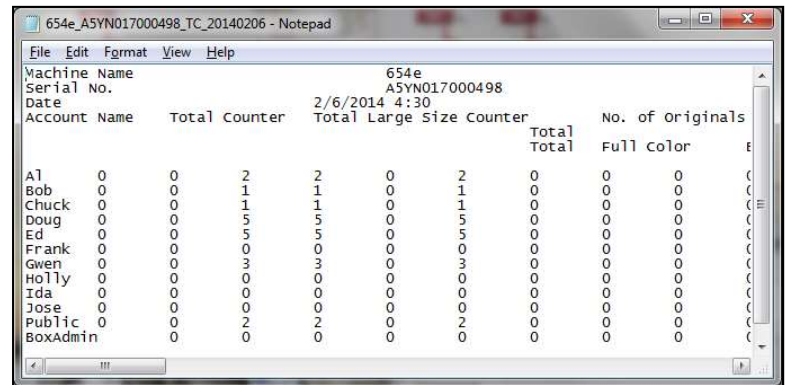
9. Click **Account Track Counter**
10. Click **OK**



11. Click **Download** to save the file where you want it



12. Open the file to view the information



*Note: I would recommend copy and pasting the info in an Excel spreadsheet to better view the results*

