



MUSCOGEE COUNTY SCHOOL DISTRICT DIVISION OF TECHNOLOGY SERVICES

Prepared by: CSC
Date: 09/15/2009

Title: Page Counters on Ricoh Devices

This self help document is designed to help you with checking the page count on a Ricoh device. As you know, we are charged additional money if we go over our allotted count. This information will be very helpful in monitoring usage.

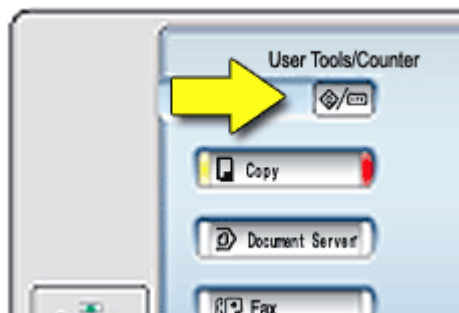
The total counter shows the total number of copies, printouts, etc. that your device has made. There is one total counter for black and white pages and another for color pages.

To display or print the total counter, follow these steps:

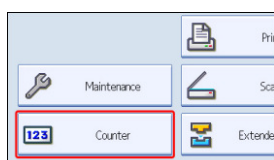
[+] Display or print the counter from the device

[+] Displaying or printing the total counters

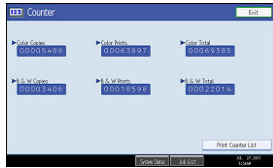
1. Press the **[User Tools/Counter]** key.



2. Press **[Counter]**.

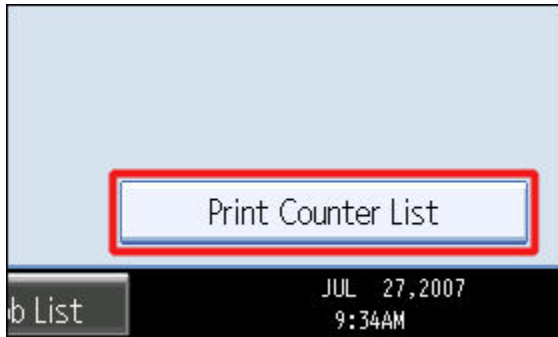


3. The counter list is shown, with the total counters on the right.



The top row contains counters for pages output in color. The bottom row contains counters for pages output in black and white.

4. To print the counter list, press **[Print Counter List]**, and then press the **[Start]** key.

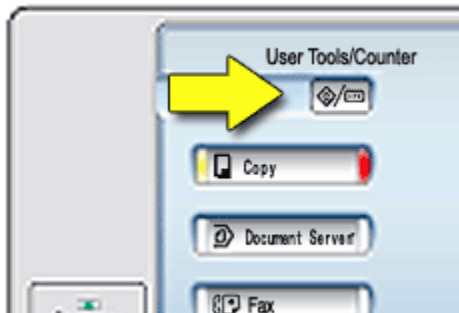


To display or print the counter for single or multiple users, follow the appropriate procedure:

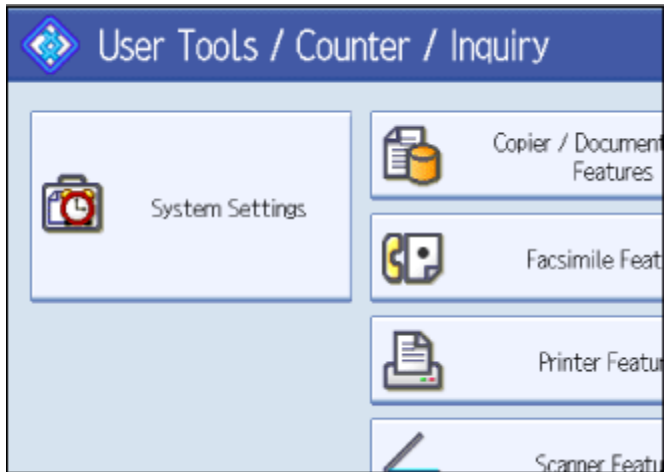
[+] Displaying the Counter for Each User

To display the counter for each user, follow these steps:

1. Press the **[User Tools/Counter]** key.



2. Press **[System Settings]**.



3. Press **[Administrator Tools]**.
4. Press **[Display / Clear / Print Counter per User]**.
5. Select the function usage you want to print from **[Print Counter]**, **[Transmission Counter]**, or **[Scanner Counter]**.

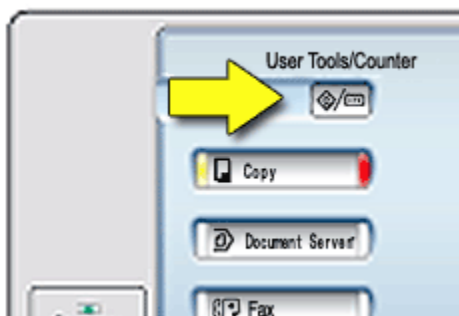
Counters for individual function usage under each user code appear.

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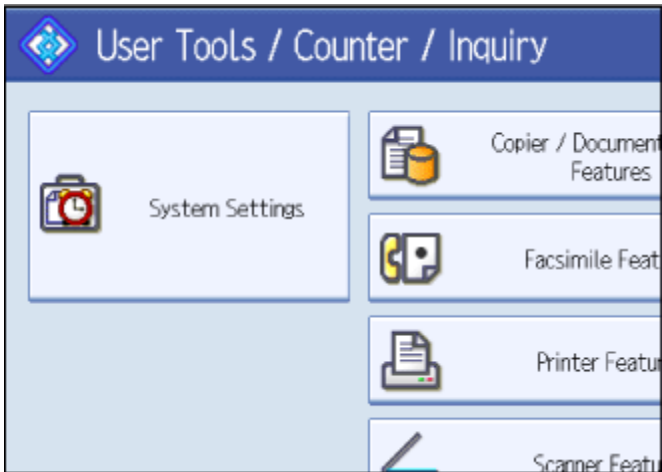
[+] Printing the Counter for Each User

To print the counter for each user, follow these steps:

1. Press the **[User Tools/Counter]** key.



2. Press **[System Settings]**.



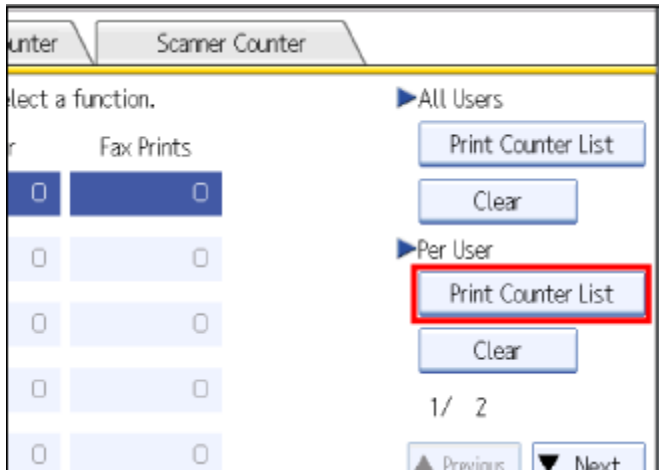
3. Press **[Administrator Tools]**.
4. Press **[Display / Clear / Print Counter per User]**.
5. Select a user code from the left side of the display.

Press **[Select All on the Page]** to select all user codes on the page.

Print Counter		Transmission Counter	Scanner
Select All on the Page	Select user(s) first, then select a function.		
	Copier/Doc. Server	Printer	Fax Print
1111	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1234	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
123456	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
987654	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9999	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Press **[Print Counter List]** under "Per User".

Enter the user code, and then press the **[#]** key if the user code is registered.



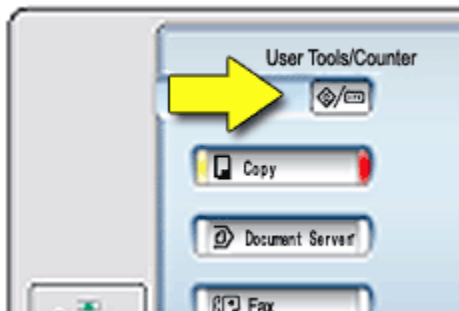
7. Select the function usage you want to print from **[Copier Counter]**, **[Print Counter]**, **[Fax Prints]**, **[Fax Transmission]**, **[Scanner Counter]**, and **[Total Prints]**.
8. Press **[Print]**.

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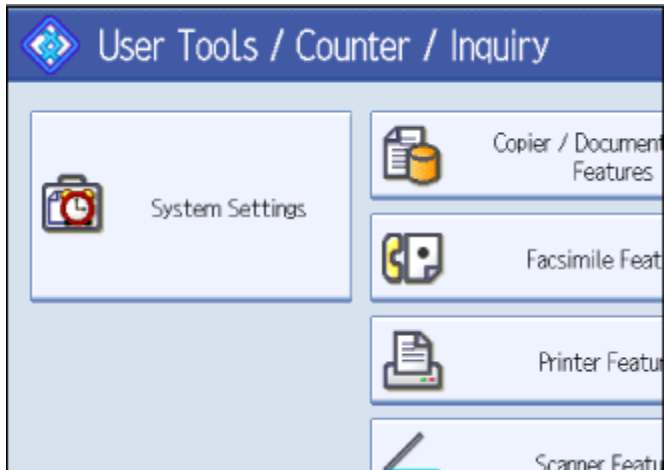
[+] Printing the Counter for All Users

To print the counter for all users, follow these steps.

1. Press the **[User Tools/Counter]** key.



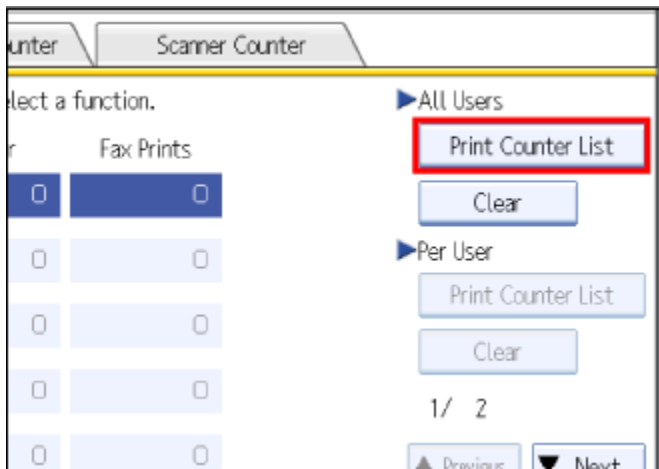
2. Press **[System Settings]**.



3. Press **[Administrator Tools]**.
4. Press **[Display / Clear / Print Counter per User]**.
5. Press **[Print Counter List]** under "All Users".

Enter the user code, and then press the **[#]** key if the user code is registered.

7. Select the function usage you want to print from **[Copier Counter]**, **[Print Counter]**, **[Fax Prints]**, **[Fax Transmission]**, **[Scanner Counter]**, and **[Total Prints]**.



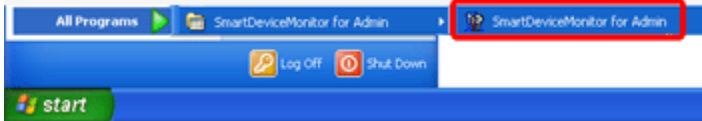
8. Press **[Print]**.

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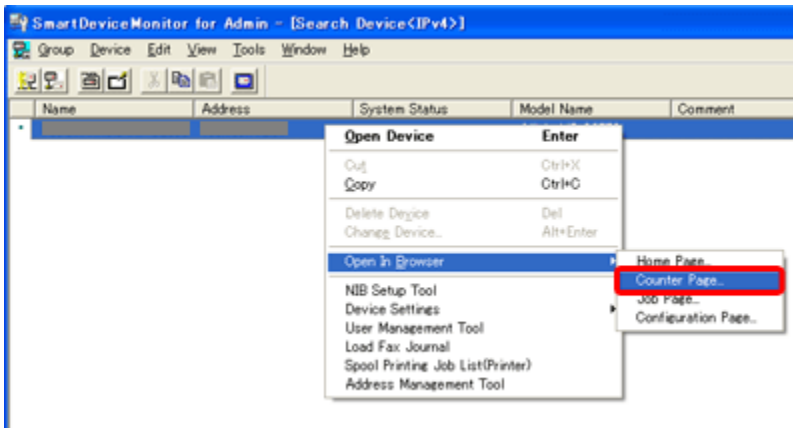
[+] Display the counter from SmartDeviceMonitor for Admin

Note

- If you have set up user codes you can confirm the total number of prints made by each user in SmartDeviceMonitor for Admin.
1. On the taskbar, click **[Start]**, point to **[All Programs]**, point to **[SmartDeviceMonitor for Admin]**, and then click **[SmartDeviceMonitor for Admin]**.



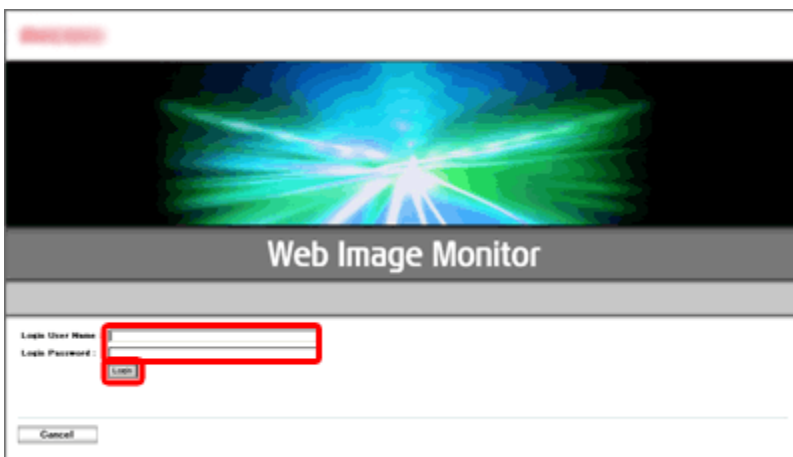
2. Click the printer for which you want to confirm the number of printed sheets, point to **[Open in Browser]** and then point to **[Counter Page]**.



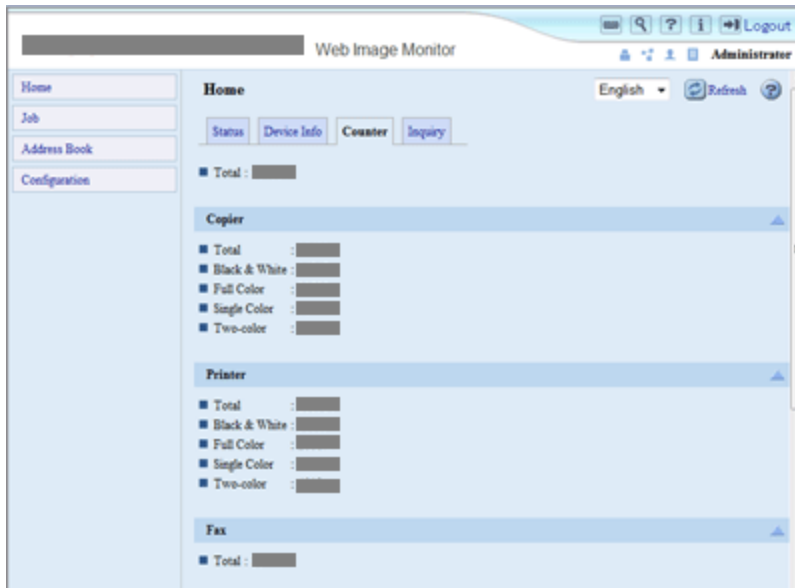
3. When Web Image Monitor is displayed, enter your user name and password, and then click **[Login]**.

Note

- For details about your administrator password, consult "For Administrators" or the "Security Guidebook" which came with the device.



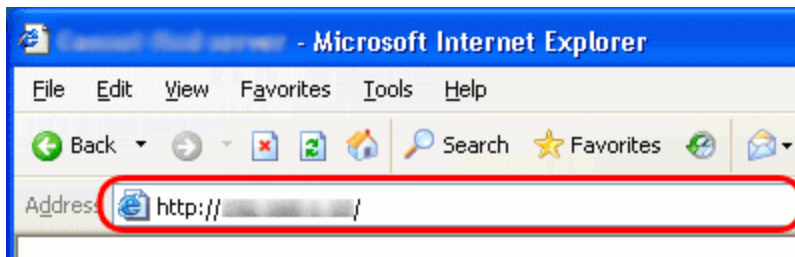
4. The number of prints performed by the print or fax device is displayed.



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[+] Display the counter from a web browser

1. Open a web browser.
2. Enter "http://(IPv4 address of this device)/" in the address box.



3. When the Web Image Monitor page is displayed, click the **[Counter]** tab.

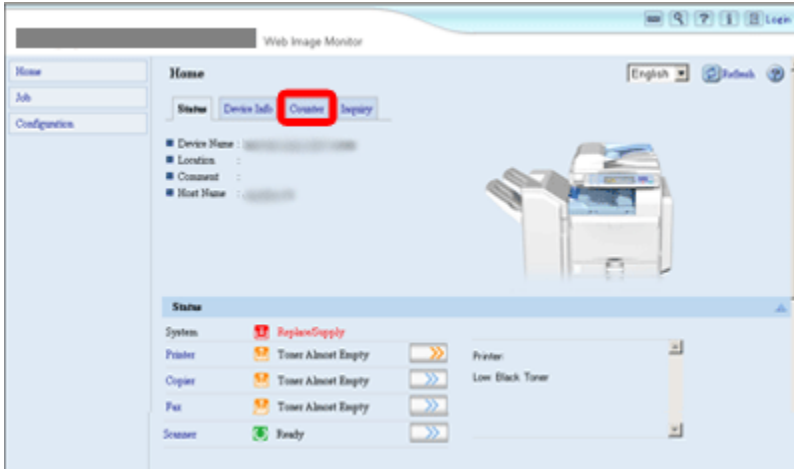
Note

To log in as an administrator, follow these steps:

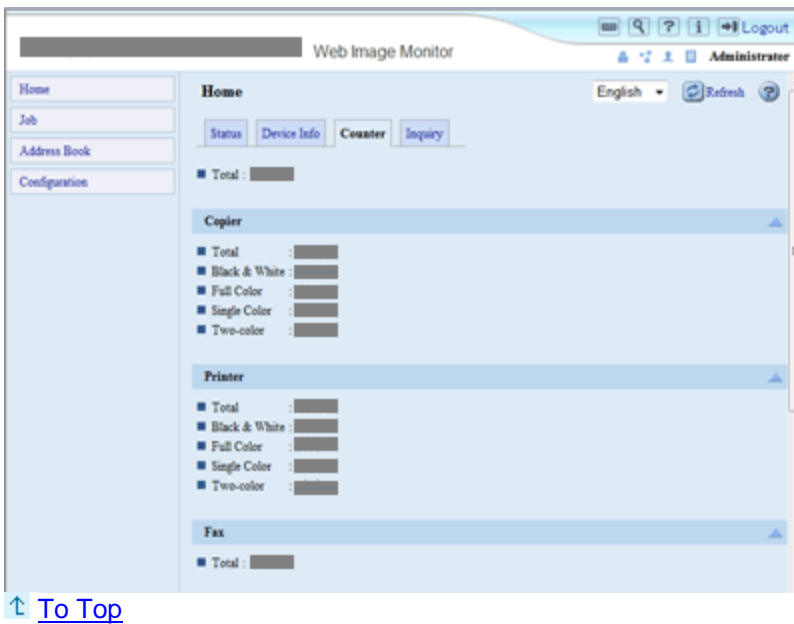
1. Click the **[Login]** button in the top right of the window.
2. Enter the user name and password, and then click **[Login]**.

Ask your administrator for your login user name and password if you do not have it.

For more details about administrator mode, see the Web Image Monitor help.



4. The number of prints performed by the print or fax device is displayed.



For more helpful information please visit the Ricoh customer help website:

https://ricoh.custhelp.com/cgi-bin/ricoh.cfg/php/enduser/std_adp.php?p_faqid=104734