Export Account Track Counts

Get the IP address of the copier

In order to access the web page of the copier, we need the IPv4 address.

1. At the copier, press **[UTILITY]**
2. Select **[DEVICE INFORMATION]**
3. Copy down the **IPv4** address

Login to the copier web page

1. Open a web browser (Edge, Chrome, Firefox, Opera, Safari etc)
2. In the address bar, enter the IP address that you obtained from the copier
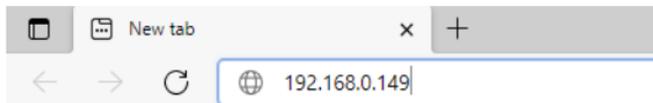
3. Select **[ADMINISTRATOR]** and click **[LOGIN]**
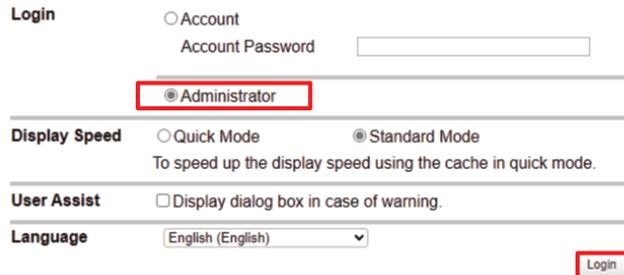
4. Enter the password (default is 12345678) and click **[OK]**
5. Click the **[MAINTENANCE]** tab
6. Select **[IMPORT/EXPORT]**
7. Select **[COUNTER]**
8. Click **[EXPORT]**

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9. Select **[ACCOUNT TRACK COUNTER]** and click **[OK]**

Counter(Export)

○ Meter Count

● Account Track Counter

OK Cancel

10. After preparation has been completed, click **[DOWNLOAD]**

Preparation for download has been completed. Click the "Download" button to start the save. When the save is completed, click the "Back" button.

If the "Back" button is pressed while downloading, the download will be cancelled and the file will not be saved.

Download   Back

11. Wait until the download completes, then click **[BACK]**

Preparation for download has been completed. Click the "Download" button to start the save. When the save is completed, click the "Back" button.

If the "Back" button is pressed while downloading, the download will be cancelled and the file will not be saved.

Back

12. Click **[LOGOUT]**

Administrator   Logout   ?

Ready to Scan

13. Click **[OK]**

Logout

Are you sure you want to log-out?

OK Cancel

14. The counter list will be in your default downloads folder, unless you selected another location. This is a tab-delimitated txt file, which can be imported into MS Excel and likely other spreadsheets.