

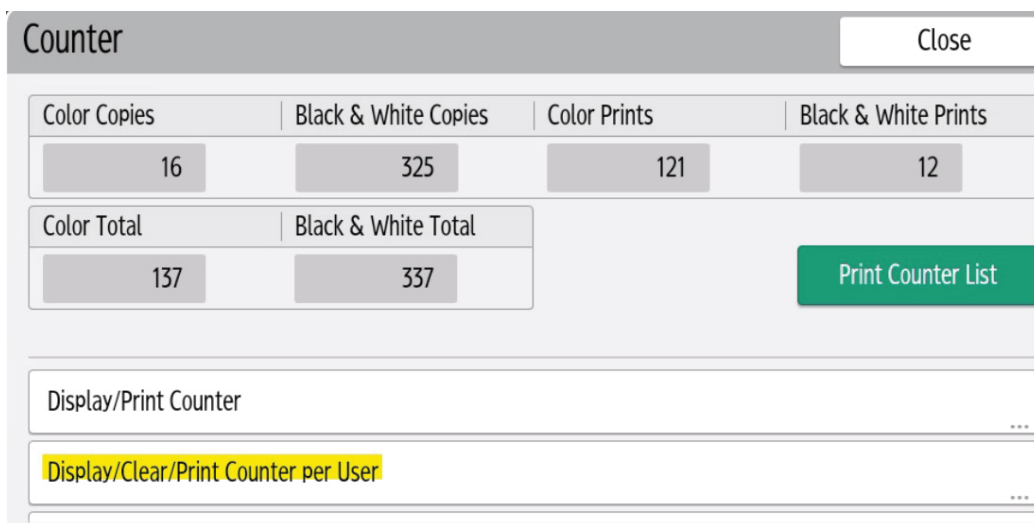
RICOH PRODUCT QUICK GUIDE

MANAGING THE USER CODE REPORT

1. Select Settings at the copier
2. Select Login
3. Username: admin Password: 95973
4. Select Counter



5. Select Display/Clear/Print Counter Per User



6. Select Desired counter Ex. Copy or Print
7. Select users you wish to view/print/clear

Copier Counter							Close
User	Full Color	B & W	Single Color	Two-color	2 Sided Sheets	Combined Pages	
<input checked="" type="checkbox"/> jgunter	0	0	0	0	0	0	

Select All Clear Counter Print Counter List

8. Select Print Counter or Clear Counter
9. Clearing will set the user back to 0