Copy Counts Instructions

How to enter the copy and scan counts for your new Canon Océ copier
**Step 1:** Enter copier serial number  
(on upper left of document feed tray)
Step 2: Press “Counter Check” button on main panel. This opens the Copy Count screen to the left.
Step 3: Note the number on the upper left of the display screen. This is your current copy count.
**Step 4:** Select the “Send/Fax Cntr Check” button. This will open the Scan Count screen.
Step 5: To get your Scan Count, add the numbers shown on the lines labeled “Black and White Scan (Total 1)” and “Color Scan (Total 1).”

In this example, the B&W scans (262) and the Color scans (3) equal 265 total scans.