How to Read a Meter on Canon imageRUNNER Copiers:

The majority of the Canon imageRUNNERs:

1. Select Counter Check (This is located on the front panel and not on the LCD sScreen)
2. All black and white Canon imageRUNNER copiers, please read the 102 meter
3. All color Canon imageRUNNERS copiers, please read the 106 (total color) and the 109 (total black) meters

For older tabletop copiers such as Canon imageRUNNER 1330s and 1370s:

1. Select Additional Functions
2. Down arrow to Page Counter (most of the machines, this is #6, but not all)
3. Read the number in the right-hand corner
4. Reset

For Canon imageRUNNER 330s:

1. Open front door
2. The counter is located on the left side. Please read the top number.
3. Close front door

How to print out an ID usage report

1. Select Additional Functions (not on the LCD Panel – it's located to the right of the LCD panel)
2. Select ID System Settings (lower left-hand corner on LCD panel)
3. Department ID Management (second from top on left on the LCD panel)
4. System Manager Code ID – 1397 (only needed if using System Manage Code)
5. Select Page Totals (this will be on the right side of the LCD Panel)
6. Select Print List on color imageRUNNERs. Select Total Print.
7. Select Clear. Then a prompt will ask you if you are sure, and once you select Yes, the ID account numbers will be cleared forever
8. Done
9. Ok
10. Done
11. Done
12. Select ID

How to add and delete account numbers for ID management

1. Select Additional Functions (Not on the LCD Panel – it's located to the right of the LCD panel)
2. Select ID System Settings (lower left-hand corner on LCD panel)
3. Department ID Management (second from top on left on the LCD panel)
4. System Manager Code ID – 1397 (only needed if using System Manage Code)
5. Register Department
6. Register
7. Enter account number
8. Ok
9. Repeat to enter a new account number
10. To delete an account number, highlight the number and select Edit
11. Select Delete
12. Is it ok to Delete? Select Yes – Then the account will be deleted
13. Done
14. Ok
15. Done
16. Done
17. Select ID