**Blue and orange letters on a black background

Description automatically generated**

**Instructions for Ricoh Aficio MP C4503**

Step 1: Go to the printer and click on the screen to turn it on.

Step 2: There are two different types of screens; see the pictures below and continue.

A close up of a machine

Description automatically generated

Step 3: Click the user tools/counter button as pictured below.

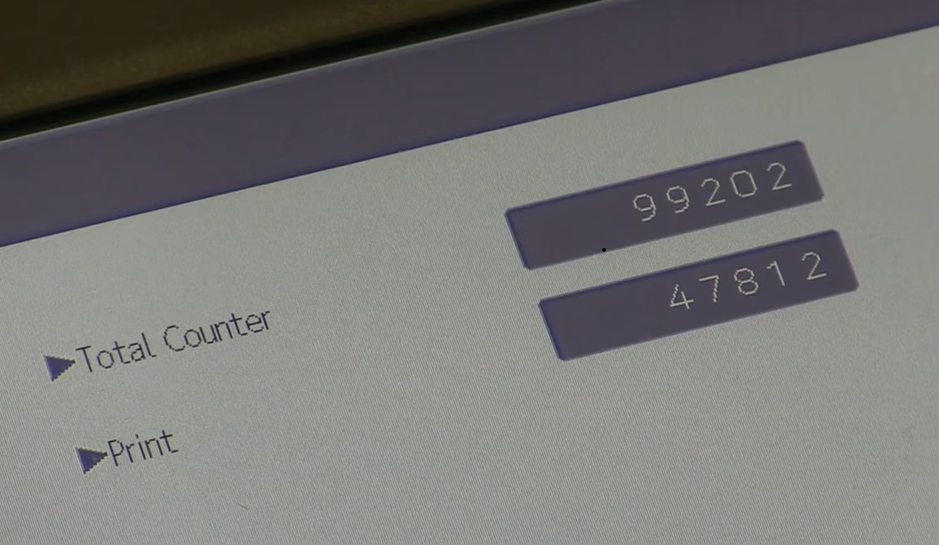
Or if you have a touch screen, swipe to the right, then click user tools. A person pressing a button on a telephone

Description automatically generated

A hand touching a screen

Description automatically generated

Step 3 cont.: swipe to the right and click user tools as pictured to the left.



Step 4: Record the total counter as shown in the picture above.

Step 4 pt 2: if you do not have a touch screen, see below. Click the start button to print off the counter page.

A close-up of a device

Description automatically generated

A screenshot of a computer

Description automatically generated

The highlighted number on the counter pictured above is the meter reads ImageNet Consulting uses to keep track of printing on the machine.

The numbers highlighted on the bottom are what can be entered in the link provided via email or provided over the phone to a meters specialist.

Please send meters and or scan the counter page to [meters@imagenet.com](mailto:meters@imagenet.com) .

**If you need further assistance or have any questions call 1-800-937-2647 and press 9 for meters or 0 for the operator to direct you.**