

LONG ISLAND CARES, INC.
COPIER AND PRINTER METER READING PROCEDURES
Carr Business Systems: (800) 244-1880
Customer #: 10P612 (Haup - all & Fprt - copier) / 10R691 (Fprt - printer)

Machine	Model	Carr Unit #	Location	Procedure
copy machine	BizHub 200	CI342	Warehouse	Press Utility/Counter button. Note "Total Counter" on display.
copy machine	Xerox 5638	CX637	Development	Press Machine Status button. Note "Total Impressions" on display.
copy machine	Xerox 5655	CX646	Hauppauge Storage	Press Machine Status button. Note "Total Impressions" on display. [ADD 240,575 TO THIS NUMBER.]
copy machine	BizHub 501	CV980	Freeport	Press Utility/Counter button. Press "Meter Counts" on the display. Note "Total Counter."
copy machine	BizHub 501	DK278	Near Training Room	Press Utility/Counter button. Press "Meter Counts" on the display. Note "Total Counter."
printer	HP 1100	CY838	Warehouse Manager	Press the button twice. A configuration page prints that shows the meter reading.
printer	HP 4550	CY840	Development	Press Menu until "Information Menu" appears. Press Item until "Print Configuration" appears. Press Select. A configuration page prints. Note the COLOR meter reading and subtract it from the Page Count for BLACK meter reading.
printer	HP 8000	CY842	Accounting	Press Menu until "Information Menu" appears. Press Item until "Print Configuration" appears. Press Select. A configuration page prints that shows the meter reading.
printer	HP 4100	CY843	Operations Director	Press Menu until "Information Menu" appears. Press Item until "Print Configuration" appears. Press Select. A configuration page prints.
printer	HP 4050	CY844	Development Director	Press Menu until "Information Menu" appears. Press Item until "Print Configuration" appears. Press Select. A configuration page prints.
printer	HP 4100	CY845	Agency Relations	Press Menu until "Information Menu" appears. Press Item until "Print Configuration" appears. Press Select. A configuration page prints.
printer	HP 4250	CY846	Agency Relations	Press Menu and down arrow for "Information." Press check, then down arrow, for "Print Configuration." Press check. A configuration page prints.
printer	HP 4000	CY847	Program Services Manager	Press Menu until "Information Menu" appears. Press Item until "Print Configuration" appears. Press Select. A configuration page prints.
printer	HP P2035n	DK716	Freeport	Press Go button until Configuration page prints.
printer	HP P2035n	DK717	Development	Press Go button until Configuration page prints.
printer	HP CP4025	DU452	Controller	Press OK, select "Information," press OK, select "Print Usage Page," press OK.

Note: If a malfunction prevents reading the meter, inform Carr Business Systems of that situation.