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How to pull usage reports on the HP CM4730/CM4540

All usage reports need to be turned in by the 1st of each month.

The total meter count and the figure necessary to calculate your monthly total usage is the total of the 3 Copy/Print/Fax figures that are located under Equivalent Impressions section of the Usage Page.

From the Home Screen, touch Administration to open the Menu structure. You might need to scroll to the bottom of the Home screen to see this feature.

Note- The Administration menu has several sub-menus, which are listed on the left side of the screen. Touch the name of the menu to expand the structure. A Plus sign next to a menu name means it contains sub-menus. Continue opening the structure until you reach the option that you want to configure. To return to the previous level, touch back.

Note- To exit the Administration menu, touch home screen button in the upper left corner of the screen.

Touch Reports menu

Touch Usage Page and select Print. The Usage report should print.

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How to pull usage reports on the HP 700 series machines. HP M725/M775 Ect.

All usage reports need to be turned in by the 1st of each month.

From the Home screen on the control panel, scroll to and touch the Administration button.

Open the reports menu.

Select the configuration/Status Pages

Select the Usage Page, and then touch print.

The total meter count and the figure necessary to calculate your monthly total usage is the total of the 3 Copy/Print/Fax figures that are located under Equivalent Impressions section of the Usage Page.

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How to pull usage reports on the HP M4345/M4555

All usage reports need to be turned in by the 1st of each month.

From the Home screen , touch Administration to open Menu structure.

NOTE: You may need to scroll to the bottom of the Home screen to see this feature. The Administration menu has several sub-menus, which are listed on the left side of screen. Touch the name of a menu to expand this structure. A plus sign next to a menu name means that it contains sub menus. Continue opening the structure until you reach the option that you want. To return to previous level, touch back. To exit the Administration menu, touch the home button in the upper left corner of the screen.

Select the INFORMATION menu, Configuration/Status Pages.

Select Usage page-this should print the usage report.

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How to pull usage reports on the HP 451.

All usage reports need to be turned in by the 1st of each month.

At the Control Panel, press the OK button to open the menus.

Open the Reports Menu.

Select the Usage Page, and then press the OK button to print the report

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How to pull usage reports on the HP 600 Series Machines:

HP M601/M602, M630, M680, Ect.

From the Home screen on the control panel, scroll to and touch the Administration button.

Open the reports menu.

Select Configuration/Status Pages

Select Usage Page, and then touch the print button.

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How to pull usage reports on:

On the HP 500 series model machines.

HP M525, M521, M575, Ect.

From the Home Screen on the control panel, scroll to, and touch the Administration Button.

Open the Reports menu.

Select Configuration/Status Pages.

Select the Usage Page, and then touch Print button.

All usage needs to be turned in by the 1st of each month. Thank you.

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How to pull usage report for HP M375/M475

The usage reports need to be turned in by the 1st of each month.

From the Home screen, touch the setup button.

Touch the Reports button.

Touch the name of the report to print-Usage report.

The Usage report should print out.

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How to pull usage reports on:

On the HP Managed E Series machines.

HP E60055, E60065, E60075, E60155, E60165, E60175, E62555, E62655, E62665, E62575.

How to retrieve your HP count:

From the Home Screen

Touch Reports

Touch Configuration/Status Page

Touch Usage Page

Print Usage Page.