Feb. 8, 2006

How to obtain Copy Counts:

Canon imageRUNNER 1600, 2000, 2200, 2200N, 2220N, 2800, 3300, 3320i, 2230, 2270, 5000, ir 550
without ID’s. Press the “Counter Check” button on the operator panel, and take the Total 1 number. For
the 2270’s also record number of scans on the same screen. If machines are using I.D. counts, go to
“Additional Functions”, “System Settings”, “Dept ID Mgmt”, “Print Totals”

Canon 6012F, C120F, C120, C122, C122F, C130, C130F: Press the clamshell release button on the left
side of the machine. It will open up and reveal the inside of the copier. The copy counter looks like an old
fashion odometer and is located toward the left front of the copier.

Canon ir 210S, 330, 400, 6230, 4050, C400, C330D, C180, 200L, NP 6050, open front door and find copy
counter. If there is more than one counter, use the top number, (highest number). Looks like an old
fashion odometer, usually located at center left of the machine when you open the door. For the C400, to
obtain ID Counts, Press “Additional Functions”, “ID”, “Auto Zoom”, “Additional Functions”, and take
reading from panel- unit does not print totals. For ID Counts for the ir 210, 210S, 330, 400, press
“Additional Functions”, “Custom Common Settings”, scroll down to menu #6, “Dept ID Mgmt”, press
“print totals”

Canon ic2220, (Religion and Spiritual Life), ic2210 (American Culture) call us, tech will obtain copy
count.

Canon ir 1330, 1310, 1370F, 1630, 1670: press additional function, use the + key to scroll to #8, “count
check”, press set, take reading.

Sincerely yours,

[Signature]

John W. Neubauer, Pres.