# Standard Operating Procedure

## Purpose

To report and submit monthly copier usage

## Items Needed

* Web link for reporting: <https://scsapps.unl.edu/cpccountentry/default.aspx>
* Login and password

## Procedure

For Chemical & Biomolecular Engineering Copier

Canon C5235/5240

1. Enter copier serial number (above display screen)
2. Press 'Counter Check' button on main panel.
3. Note the number at the upper right (current copy count) of the display screen
4. Select the 'Send/Fax Cntr Check' button.
5. To get your scan count, add the numbers shown on lines labeled 'Black and White Scan (Total 1)' and 'Color Scan (Total 1)'.

For different copiers, staff can contact UNL Print & Copy services Cost Per Copy program to get the correct instructions for reading usage. <https://printing.unl.edu/copy/contact.shtml>

To submit usage readings:

1. Use the link above to access the Cost Per Copy Entry system. You will need the machine ID number, and you will also need to create a password.