

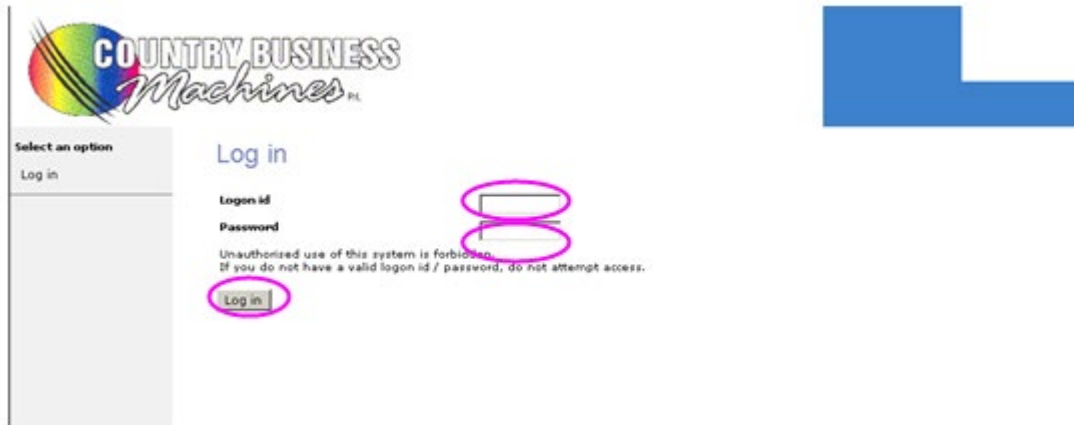
# Log Meter Readings

Meter reads are collected each month as part of the Print Supply contract; therefore not all customers need to enter a meter read.

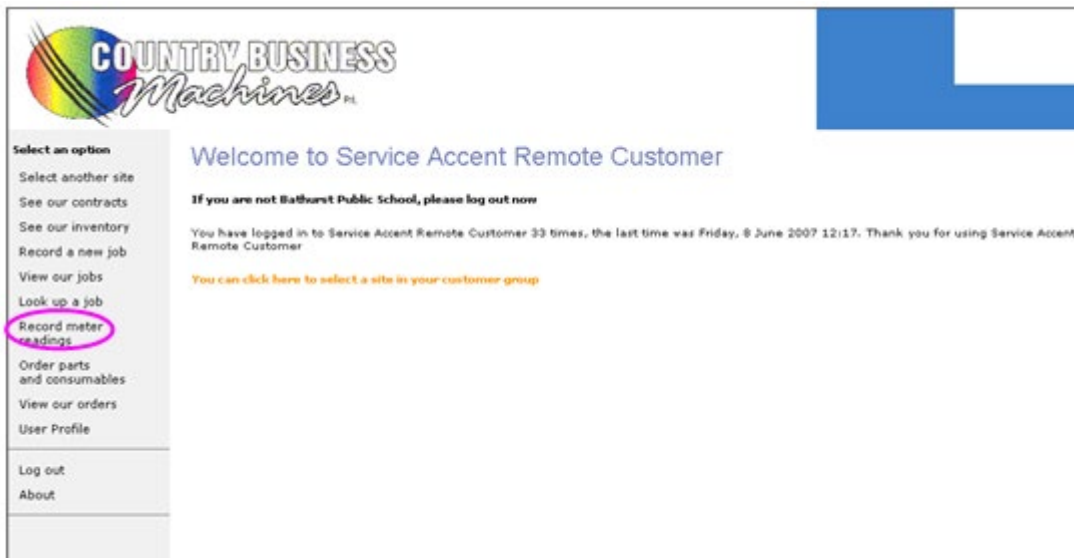
Please follow the below steps to enter your meter reads.

To enter meter reads you need to:

Select the option 'Support and Service' then 'Enter Meter Reads' on the left side of our homepage  
Please use your Customer Number and password to login then click 'Log in'



Select 'Record Meter Readings' on the left side of the monitor



Select 'Next' on the 'Recording Meter Readings' screen (Do not enter any details)

## Recording meter readings

Please select your item via one of the following methods  
**Enter the serial number:**

**Enter the asset number:**

**Or click "Next" to select from a list of your inventory**



'Select' the machine you wish to enter information about and click the 'Next' button


Progress: equipment criteria > **select item** > enter fault details > confirm fault > fault confirmation

### Select inventory item

Please select the item and click **Next** at the bottom

Select	Serial No	Description	Asset No	Location	Site
<input type="radio"/>	26EN01469	1015 Photocopier			CBM
<input checked="" type="radio"/>	40LP03490	7145 COPIER/SCANNER			CBM
<input type="radio"/>	56SP00463	KM7255 Digital Photocopier			CBM
<input type="radio"/>	XSE6Y07984	FS-1030D Laser Printer with Duplex			CBM

Previous **Next**

 If you can't find the item you want to log the fault against, please call us directly

Enter your 'New Meter Reading'

**Reading details for Country Business Machine**

Asset No:  
 Serial No: SA00000000  
 0  
 Product: BIZHUB C650  
 Location: CBM  
 Last reading date: 01/01/2011

Meter (Name)	Current	New Reading
Colour	670377	<input type="text"/>
Black & White	321014	<input type="text"/>
Scan	9802	<input type="text"/>

Confirm the new meter reading is correct then submit by clicking 'Finish'

**Meter readings for Bizhub C650, serial number 000000000CBM**

Please check the readings and then submit by clicking Finish or if any errors, by clicking Previous

Meter (Name)	Current	New Reading	Errors
Colour	670377	700000	No errors
Black & White	321014	331015	No errors
Scan	9802	10000	No errors

For logging a meter reading as per the above steps [click here](#) (opens in a new window).