

Procurement

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How to Complete a Gestetner 9002 Copy Count

To complete a monthly copy count on your Gestetner 9002 Copier please follow these simple steps.

Remember, you will need the copy count and the MCPS barcode number assigned to the copier to complete the online copy count form!

Step 1: From the Gestetner 9002 keypad, click the **User Tool**

Step 2: Click **System Settings**

Step 3: Click **Key Operator Tools**

Step 4: Click **Display Print Counter**

Step 5: Click **Print Counter List**

Step 6: Click **'Start' to Print Counter List**

Step 7: [Click Here](#) to return to the online copy count form.

Please submit your copy count on the last business day of each month!

That's it!