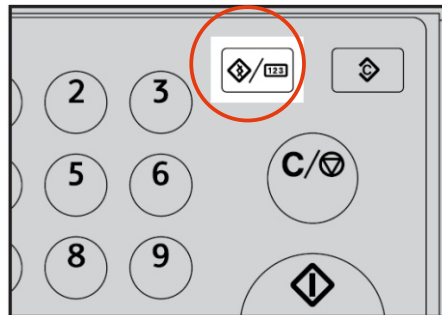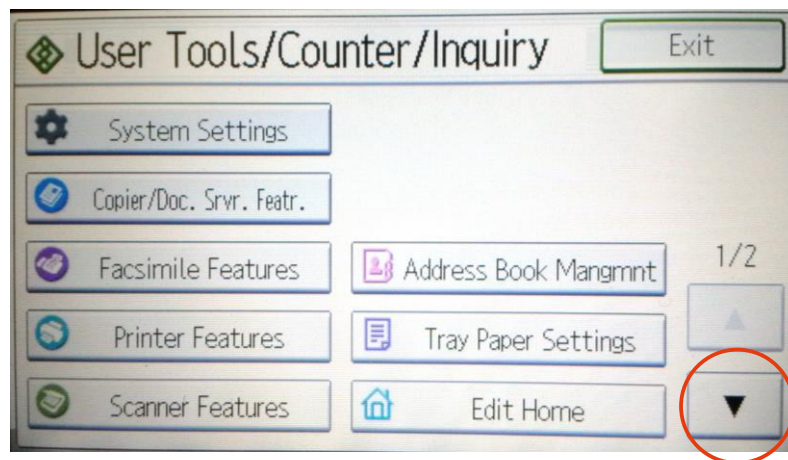# Ricoh 305

How to view/print the Metre Reading

1. Press the 'user tools/counter' key.

2. Find and select the 'Counter' by pressing the down arrow.

3. I will need the TOTAL colour and the TOTAL Black and white. Scan the sheet back to me or manually type the Total figures onto the email.