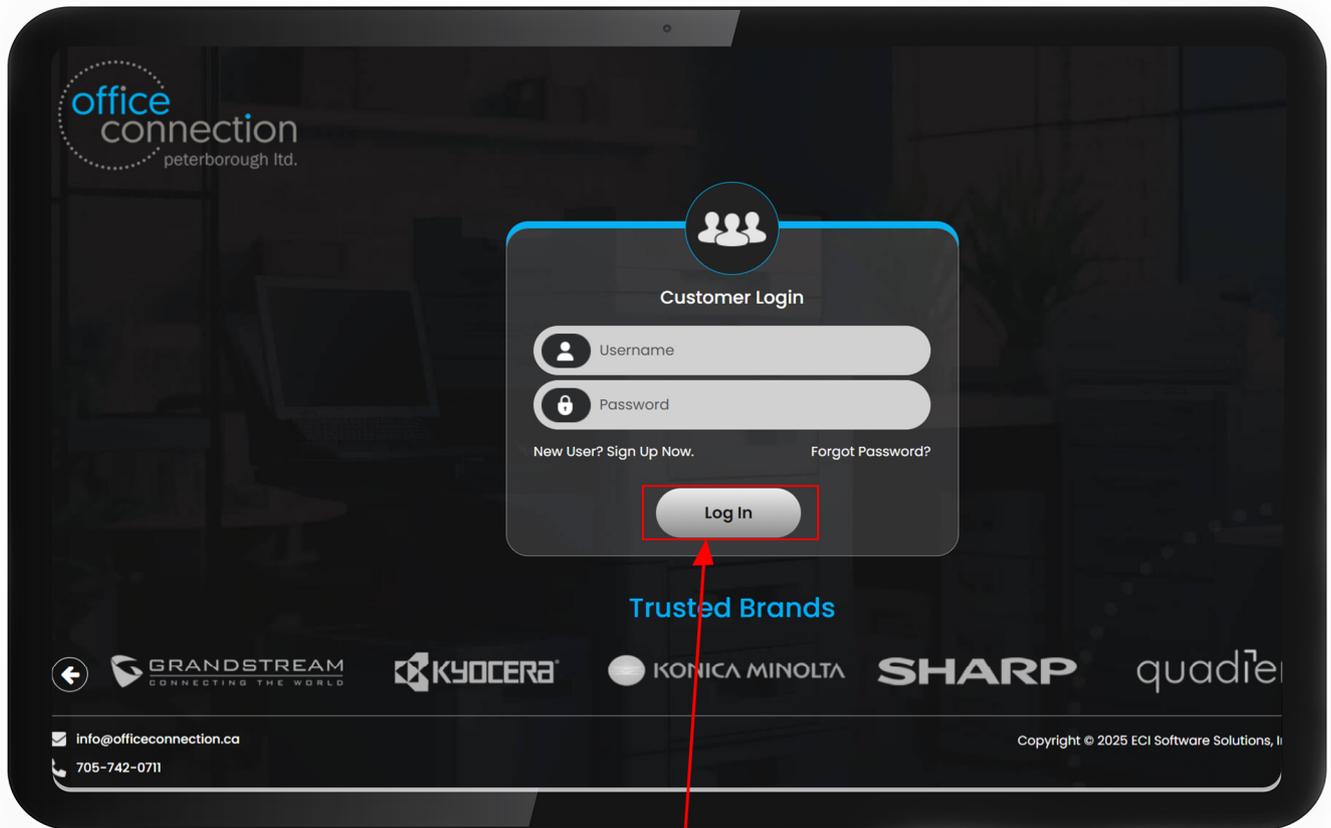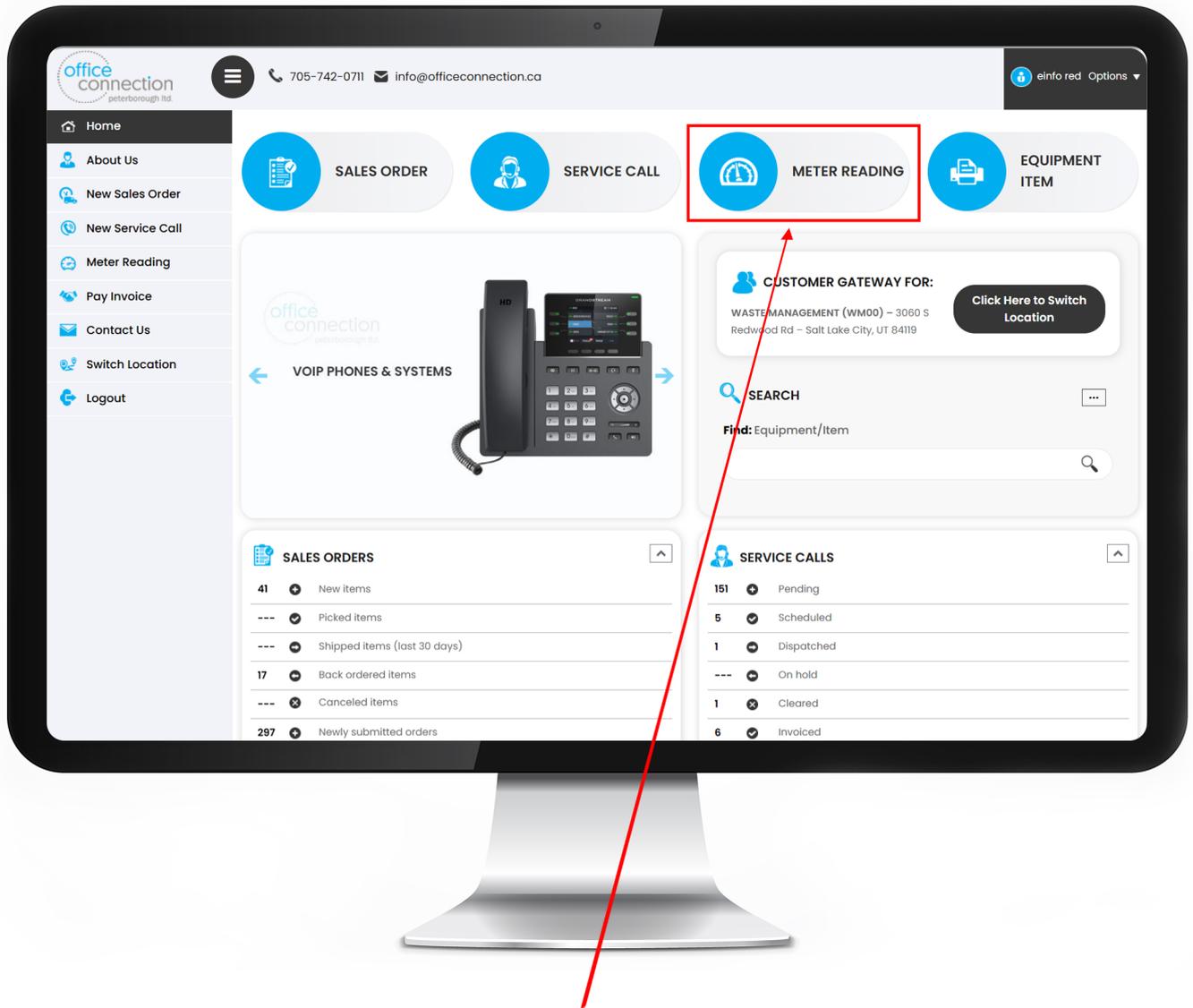# 1. How to Submit a Meter Reading:

→ **1.1) Login :-** On the Login screen, enter your Username and Password. Click the Login button.
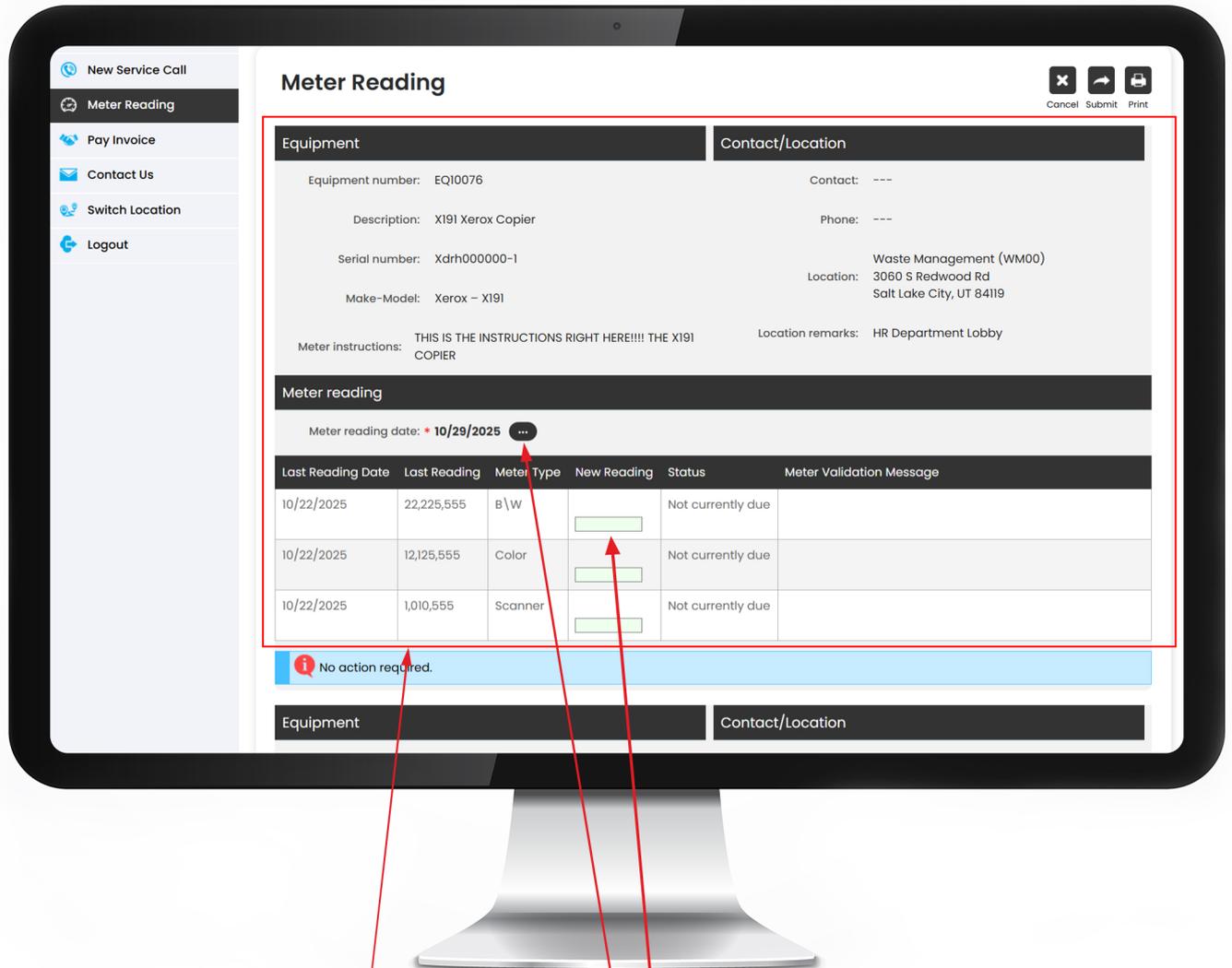

Login Button

1.2) Navigate to the Meters Tile :- On the Dashboard screen, click on the Meter Reading tile.

Meter Reading Tile

1.3) Locate the machine you are submitting a meter for:- On the Meter reading page, scroll to the machine you want to submit a meter for. Choose the date you read the meter.

Meter Reading

Cancel   Submit   Print

Equipment		Contact/Location	
Equipment number:	EQ10076	Contact:	---
Description:	X191 Xerox Copier	Phone:	---
Serial number:	Xdrh000000-1	Location:	Waste Management (WM00) 3060 S Redwood Rd Salt Lake City, UT 84119
Make-Model:	Xerox − X191		
Meter instructions:	THIS IS THE INSTRUCTIONS RIGHT HERE!!!! THE X191 COPIER	Location remarks:	HR Department Lobby

Meter reading

Meter reading date: * **10/29/2025** ...

Last Reading Date	Last Reading	Meter Type	New Reading	Status	Meter Validation Message
10/22/2025	22,225,555	B\W		Not currently due	
10/22/2025	12,125,555	Color		Not currently due	
10/22/2025	1,010,555	Scanner		Not currently due	

ℹ No action required.

Equipment	Contact/Location

Select the date and meter reading text area

1.4) Type new meter reading in :- Type the meter in the New Reading box. This will generate a popup. Click OK to close the popup.

Enter the reading in the text box and click ok

1.5) Click Submit :- Click the Submit button at the top or bottom of the page to save your meter reading.

| | No action required. |

Equipment

Equipment number:	EQ10300
Description:	X191 Xerox Copier
Serial number:	lv1292017a
Make-Model:	Xerox – X191
Meter instructions:	THIS IS THE INSTRUCTIONS RIGHT HERE!!!! THE X191 COPIER

Contact/Location

Contact:	Joe Domino
Phone:	801.492.3576
Location:	Waste Management (WM00) 3060 S Redwood Rd Salt Lake City, UT 84119
Location remarks:	middle of the room

Meter reading

Meter reading date: * **10/29/2025** ...

Last Reading Date	Last Reading	Meter Type	New Reading	Status	Meter Validation Message
10/11/2024	2	B\W		Not currently due	

| | No action required. |

Cancel Submit Print

STILL NEED HELP? **CLICK HERE**

Click on the submit button

Meter Reading Complete