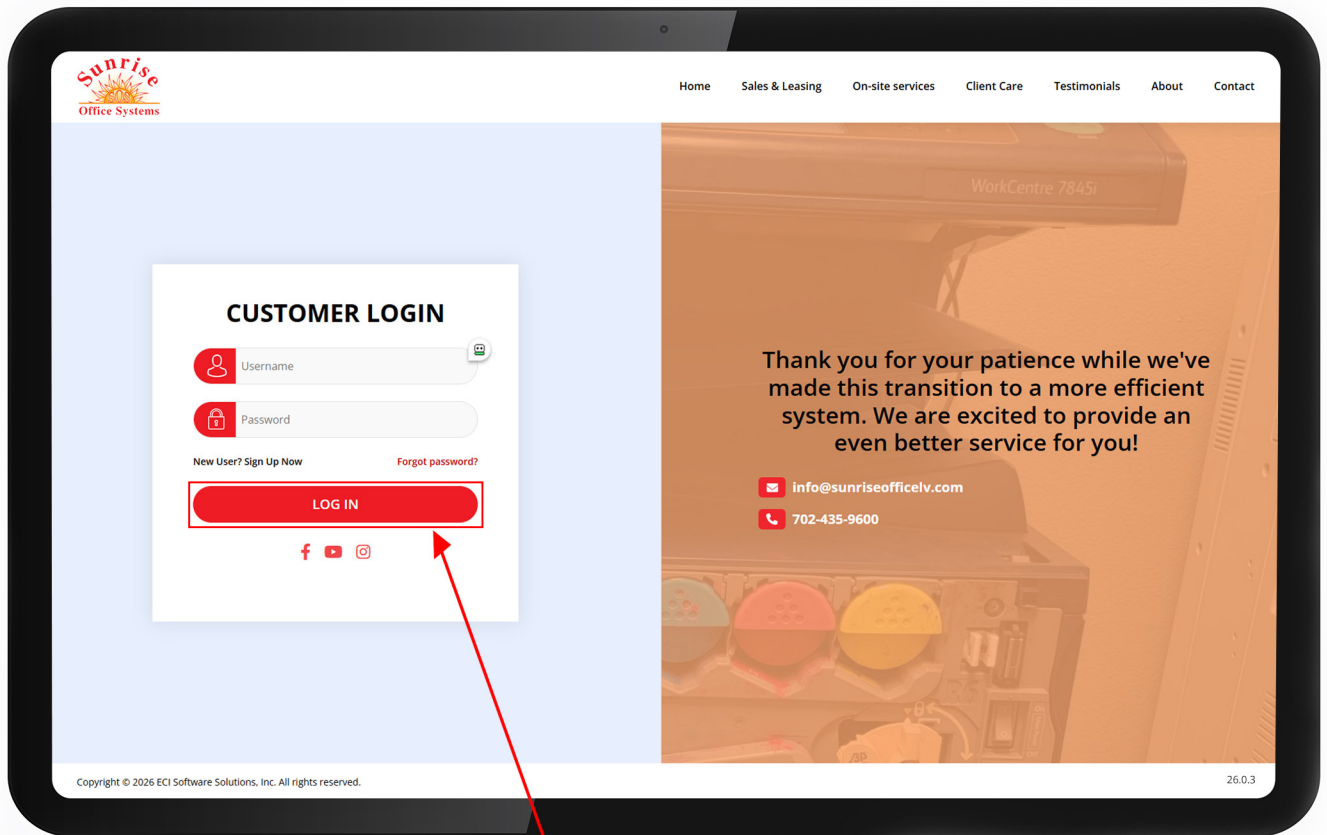


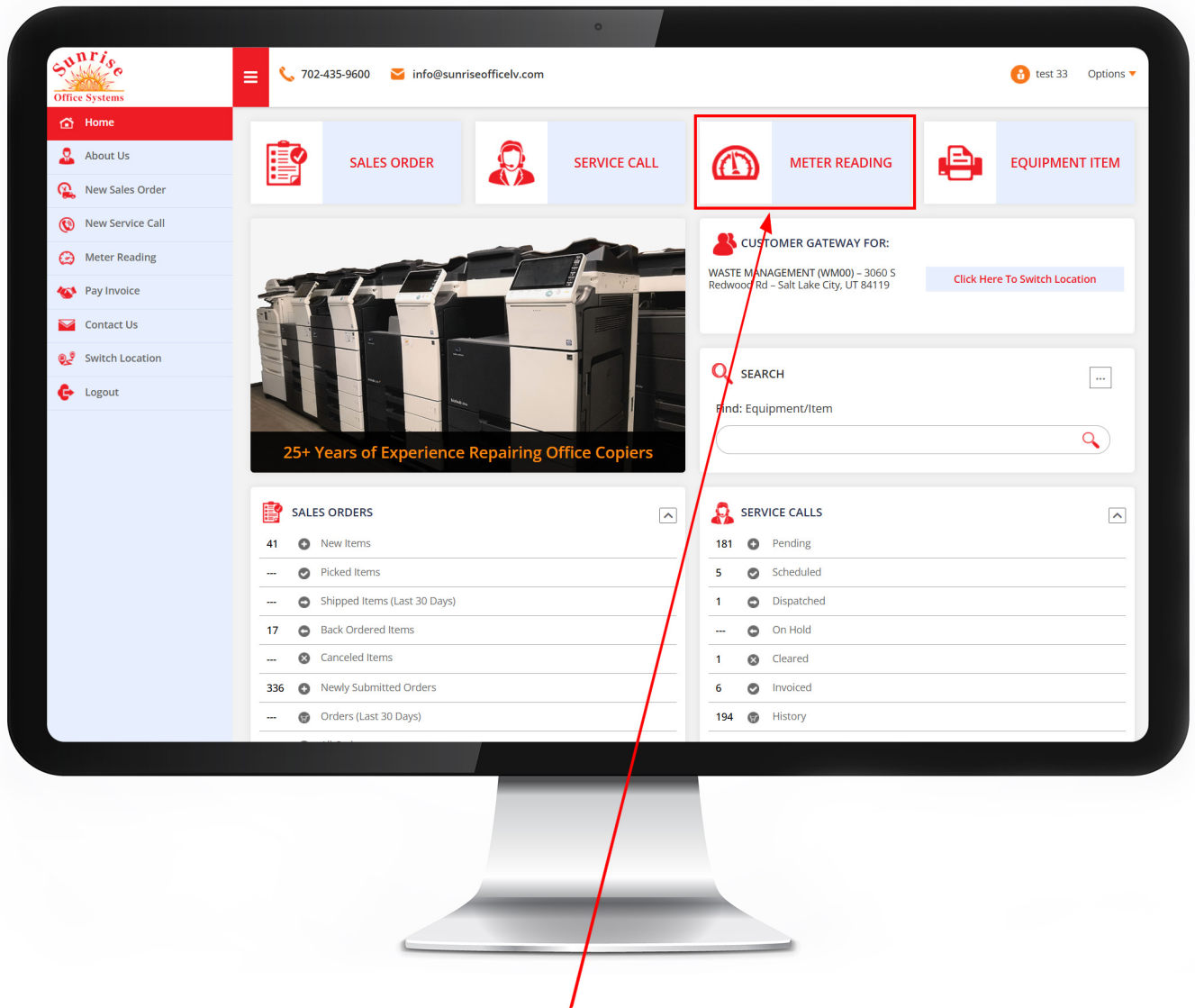
1. How to Submit a Meter Reading:

- **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.

Sunrise Office Systems
702-435-9600 | info@sunriseofficeclv.com

CUSTOMER GATEWAY FOR:
Waste Management (WM00) - 3060 S Redwood Rd - Salt Lake City, UT 84119
[Click Here to Switch Location](#)

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	Location remarks:	HR Department Lobby
Meter instructions:	THIS IS THE INSTRUCTIONS RIGHT HERE!!!! THE X191 COPIER		

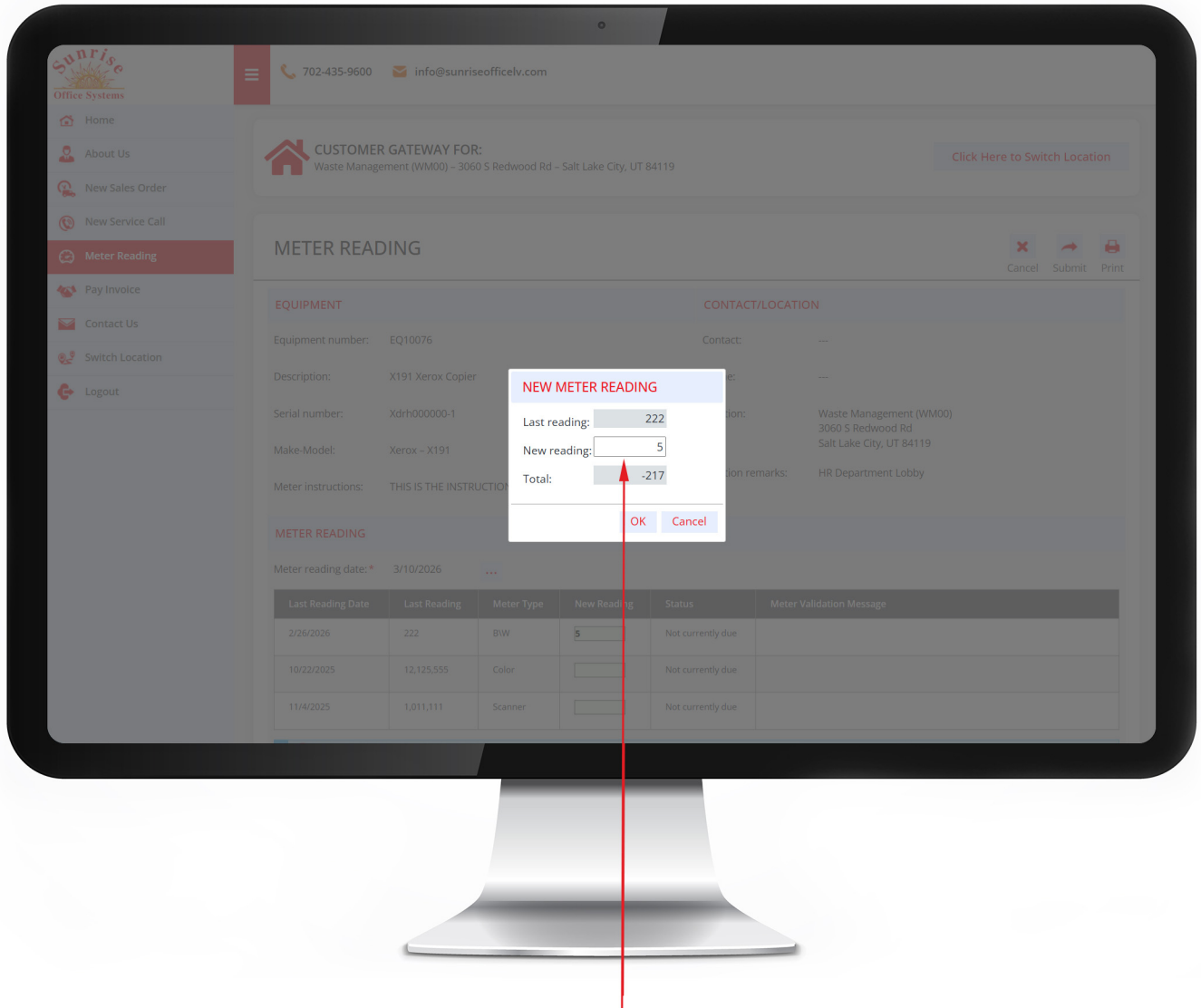
METER READING

Meter reading date: * 3/10/2026 ...

Last Reading Date	Last Reading	Meter Type	New Reading	Status	Meter Validation Message
2/26/2026	222	BW	<input type="text"/>	Not currently due	
10/22/2025	12,125,555	Color	<input type="text"/>	Not currently due	
11/4/2025	1,011,111	Scanner	<input type="text"/>	Not currently due	

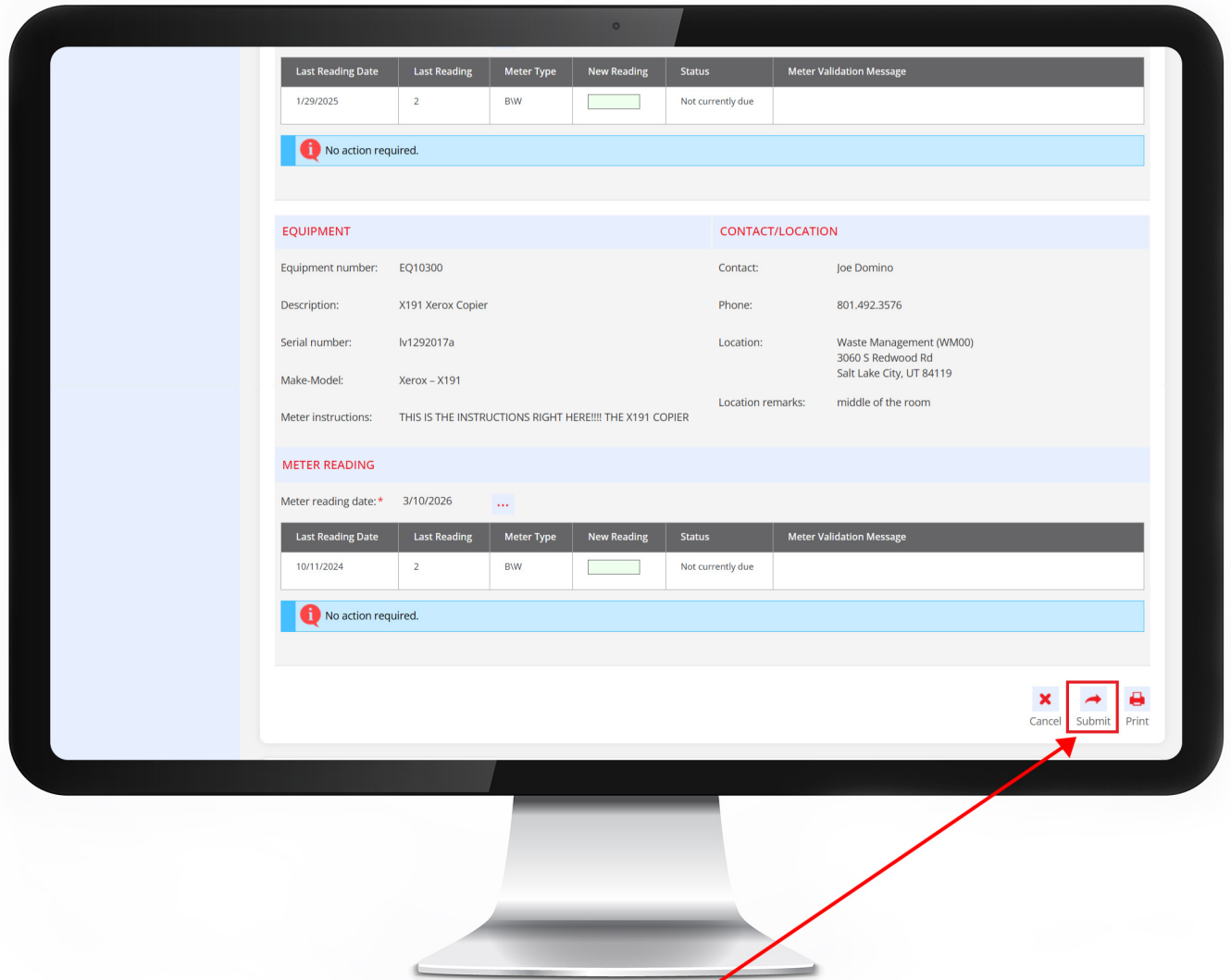
Select the date and meter reading text area

→ **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.



Click on the submit button

Meter Reading Complete