

This setting if set to On will print a confirmation after every outgoing fax.

Printing Administrative Reports (Result Report Setting)

You can print various administrative reports to check the results of fax transmission or the status of the functional setup.

Printing Send Result Reports

Each time you send a fax, you can print a report to confirm whether the fax was sent successfully. You can also print the transmitted image in the send result report.

1 Display the screen.

[System Menu/Counter] key > [Report] > [Result Report Setting] > [Send Result Report] > [Fax]

2 Configure the settings.

- 1 Select [Off] (not to print), [On] (to print), [Error Only], or [Specify Each Job].

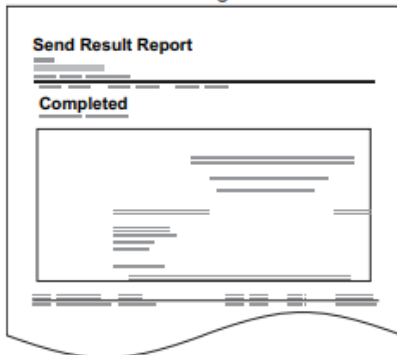
NOTE

When [Specify Each Job] is selected, it is possible to set a send result report when transmitting.

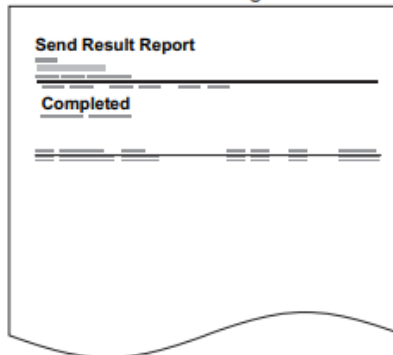
➔ [Activity Report \(Outgoing FAX Report and Incoming FAX Report\) \(7-6\)](#)

- 2 If you selected [On], [Error Only] or [Specify Each Job], specify whether the transmitted image is to be attached by selecting [Off] (do not print transmitted image), [Partial Image] (print part of the transmitted image at full size), or [Full Image] (print the entire transmitted image at reduced size).

With transmitted image



Without transmitted image



Activity Report (Outgoing FAX Report and Incoming FAX Report)

Activity reports are reports of both the sent faxes and the received faxes. Each report lists the history of the latest 50 sent or received fax data.

You can check the information of up to 50 received items. When automatic printout is selected, a report is printed out automatically after every 50 faxes sent or received.

Printing Activity Reports

The latest 50 sent or received fax data are printed as a report.

1 Display the screen.

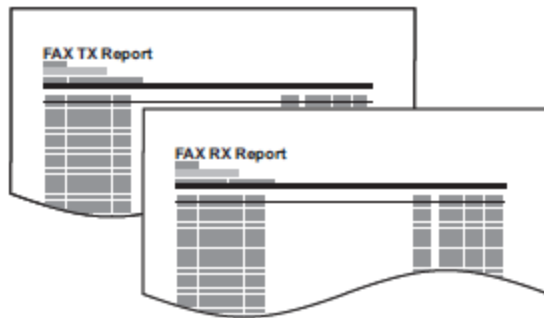
[Status/Job Cancel] key > [FAX Job Log]

2 Print.

1 Select [Outgoing FAX Report] to print the sent fax report, and select [Incoming FAX Report] to print the received fax report.

2 Select [Yes].

The report is printed.



NOTE

You can select a shown fax job and select [Detail] to view detailed information of the job.

Printing Activity Reports Automatically

An activity report is printed out automatically after every 50 faxes sent or received.

1 Display the screen.

[System Menu/Counter] key > [Report] > [Admin Report Settings] > [Outgoing FAX Report] or [Incoming FAX Report]

2 Configure the settings.

Select [Off] (not to print) or [On] (to print).