## **Generating Fax Sent & Received Reports**

## **Fax Reports Sent**

1) On the fax machine press menu



2) Press number 6 on the number panel on the right of the fax machine



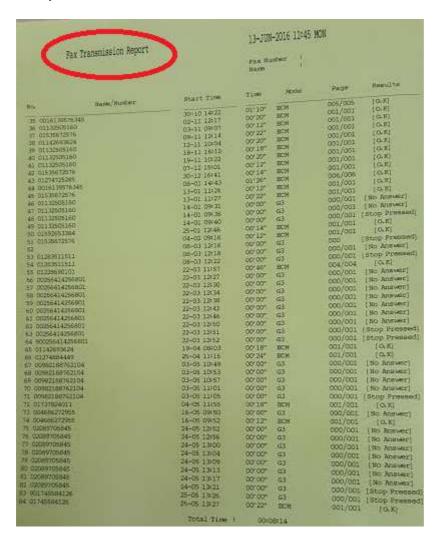
3) Press the right arrow



4) Press OK



On the display panel is will say "printing in progress" The print out will look like this



These copies need filing in the 'Fax Report Sent' folder in the office.

## **Fax Received Report**

Please repeat all the above processes apart from no. 3.

3) Press the right arrow twice this time



## On the display panel it will say "printing in progress" The print out will look like this

Fax Re	ceive Report	13-JUN-2015 13:18 HON  ***********************************					
pin.	Name/Number	Soud Time	Tire	Rodin	Perpil	Rest	
HII Barclave		01-06-06107	00'44"	BOX	100	(0.K	
sus marclays		01-06 06:35	90°24°	BOM	001	0.8	
825 Barulays		01-06-06:24	00'12"	BUCON	001	100.8	
826 Barclays		01+06 06/53	00/36"	ECM	001	FO'R	
E27		01+DE 08:34	90'22"	BCM	001	[0/8	
829		01-06 09:2E	00'42"	BON	001	10.9	
929		01-06 10/00	00/54"	103:	003	10.3	
#30 02084013000		01-06 14:04	00.36*	63	000	[Conn-	
Bil Barolays		01-06 16112	001481	BCM	003	(0.)	
832 Barclays		02-06 05:06	00'46"	BUN	003	10-1	
633 Barclays		02-06-06:11	00144*	ECM	001	10.3	
834 Barclays		02-06-06-28	00*44*	BUN	003	194	
835 Barulays		02-06 07:45	001.401	ECH	001	(0.1	
836 +01833328589		02-06-09:00	00/12*	BOM.	001	(C)	
837 OF F		02-06 10155	00124	ECM	003	(00)	
838 02871865181		02-06 11:44	00'12"	10034	001	[0,3	
639 INTERPAX		02-06 11199	00/24**	RCM	001	(0.)	
840 Barclays		02-06 13(6)	00145"	ECM	001	100	
863 02084013000		02-06 14:59	021061	G3	001	199	
842 02084010000		0.6-06 15:02	01100*	Q3	001	199	
643 Barclays		03-96 06126	001341	SCM:	001	100	
044		03-06 08:42	00,35	BOM	001	10.1	
945 00441322668426		03-06-09(13)	001201	BCH .	001	[0.1	
546 0121-507 4961		03-06 09:57	01'00"	G9:	001	100	
847 01773 531006		03-06 12:34	00'16"	BCH	001 +	100	
948-0161-419-3700		03+06 21:45	171,34.	02	1001	199	
869 Barriaya		06-06 04(5)	00'46"	BUN	001	3100	
858 Barclaya		06+06-06:35	00'44"	BOX	001	TO.	
0.1		06+06-09134	00'56"	GA	001	10.	
52 Barclays		06+06 10:39	00.22	HUM	200	(0,	
5J Barclays		06-06 10:44	00*28*	BCM	001	10.	
54 Barcksys		06+06 10:47	00' 42"	BOM	003	10.	
55 Marclays		06-06 10:51	00'48"	BON	001	i c.	
SS Barglays		06-06 10/67	00'26"	BCM	001	0.	
57 01922656890		06+06 15=21	007.085	ECN	001	10	
68 0161 419 3700		D6-D6 35:58	01'14"	63	201	100	
9 Marclays		07-06 00146	001441	SCH.	001	10.	
50 +441162327501		07-06 05:48	00146	ECM	002	10	
2 Sarciays		07-06 06:15	00/48*	ECM	001		
2 Barclave		07-06 07:10	DO-44*	ECM	0.000	10	
3 03782572042		07-05-08:24	007.267	ECH	001	(0.	
4		07-06 08:50	00'56"	BCH	001	10	
5 02084013000		07-06 14/52	01.00		001	[0	
		09-06 89:42		63	001	[0	
0 Barclaya		09-06 10:33	00'14"	ECH	001	10	
Ti			00:30*	EX.SM	001	(0	
S Barcleys		09-06 17:38	00'48"	BUM.	100	10	
Bartlays		10-06 04:58	00'46"	ECH	001	10	
Harriays		10-06 09:36	00146"	BOM	001	16	
Barclaya		13-66 06:40	001305	EICW	100	60	
		13-06-09:23	00/265	SCH	001	10	
				2000100	A 500-1	10	

These copies need filing in the 'Fax Report Received' folder in the office