

Printing Reports and Lists

Various reports and lists can be printed detailing information about your WorkCentre and information you have stored in it. The following reports can be printed:

- Activity Report
- Mailbox Reception Reports
- PhoneBook Reports
- Pending Jobs Report
- Department Code Report
- Power Failure List
- Menu Map
- Settings Report

Activity Report

Pressing the **Activity** Function Key enables the WorkCentre to print an Activity Report.

To print the Activity Report:

Open the Access Cover and press:

Activity



Xerox Mailbox Report

The Xerox Mailbox Report lists all documents entered through your own station and remote stations using Xerox's exclusive mailbox system.

Reports

The following information is printed on the Xerox Mailbox Report.

| Item | Description |
|-------------|---|
| Mailbox | Mailbox number. |
| Type | Type of mailbox. |
| pgs | Number of pages. |
| Job | Job number. |
| Date & Time | Time of input. |
| From | Local designates this machine. Name or number designates the remote machine. |

To print a Xerox Mailbox Report:

Press:



The Mailbox Report prints, then the machine returns to the Standby Mode.