12   Reports

Various Reports and Lists are available to help you navigate through the menu, check the machine configuration, and monitor the use of the machine. Reports can be set up to include specific information or to print automatically.

Setting Up Reports and Lists

Activity and Reception Reports can be set up to print automatically following a transmission, reception, polling, relay, or mailbox operation.

The following reports can be printed automatically:

- **Activity Reports** — Contain the details of send and receive communications and can be set to automatically print everytime a communication takes place or following 40 communications.

- **Confirmation Reports** — Contain details of each type of communication and can be set to print automatically following a communication or only if an error occurs.

- **Reception Reports** — Contain the details of documents received to a Relay Station, Local Mailbox, or Remote Mailbox.