Reception Report Setup

Reception Reports can automatically be printed by the WorkCentre whenever a document is received at the Relay Station or into a Mailbox.

Refer to the procedures that follow to manually print a Reception report for the Xerox and ITU-T Mailboxes.

To select the automatic Reception Reports print option:

1. Press:

    Menu
    ▲ (3) (6) (0) (3)

    > **Reception reports**
    > **1. Relay station**
    > **2. Local to mailbox**
    > **3. Remote to mailbox**

2. Select the report type you want to setup:

    To automatically print a Relay Station Reception Report, press
    (**1**) . Select **On** or **Off.** A reception list automatically prints following a Relay Station Reception (see Chapter 8, "Relay Communications") if you select **On**.

    To automatically print a Local Mailbox Reception Report, press
    (**2**) . Select **On** or **Off**. A reception list automatically prints when the machine receives/stores a document in a local Mailbox (see Chapter 11, "Mailbox Communications").

    To automatically print a Remote Mailbox Reception Report, press
    (**3**) . Select **On** or **Off**. A reception list automatically prints when the machine receives/stores a document into a Mailbox from a remote party (see Chapter 11, "Mailbox Communications").

    To select another, enter (**0**) , then (**3**) and repeat this step.

3.   Press **Stop** to return to the Standby Mode.

The following information is printed on the Relay Station Report:

Item	Description
Job Nbr	Job number assigned at the Relay Station when the relay request is received by the Relay Station.
Date	Date and time the relay request is received.
Group Nbr	Relay group numbers.
Document Pgs	Number of document pages memory-received by the Relay request.
From	The originator remoteidentification.

The following information is printed on the Mailbox Reception Report:

Item	Description
Job number	Job number.
Mailbox	Mailbox number.
Mailbox Type	Mailbox Type: Poll-once, Multi-poll, Private Mailbox.
Document Pages	Number of document pages entered.
From	Station through which the mail document was entered.