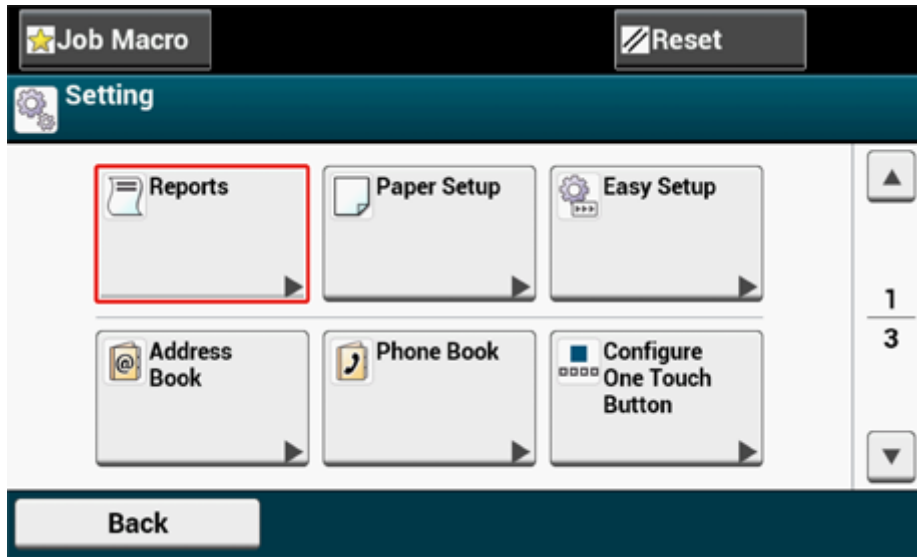# Printing a Report to Check

You can print and check the configuration or the job logs of this machine.

1. Press [Device Settings] on the touch panel.

2. Press [Reports].

3. Select the category of a report to print.

4. Select a report to print.

If the administrator login screen is displayed, enter administrator name and password.

The factory default administrator name and password are "admin" and "999999" respectively.

5. Press [Yes] on a confirmation screen.

> **(!) Note**
>
> If [Admin Setup] > [Manage Unit] > [System Setup] > [Allow All Reports To Print] on the touch panel is set to [Disable], log in as the administrator to print the following reports.
>
> - Scan To Log
> - Speed Dial List
> - Group List
> - Fax Log
> - Address Book

Item		Description
Configuration		Prints detailed settings of this machine.
System	File List	Prints a list of job files.
	Demo Page	Prints a demo page.
	Error Log	Prints an error log.

Fax	Scan To Log		Prints the results of the jobs of Scan To E-mail, Scan To Shared Folder, or Scan To USB Memory.
	Usage Report	Copies	Prints the total of the job logs. Specifies the number of pages to print on the [Copies] screen.
	Network Information		Prints general information on the network.
	Supplies Report		Prints the information about consumables.
	User Counter Report		Prints the user counter report.
	Account Counter Report		Prints the account counter report.
	Job Log		Prints the Job Log.
	Speed Dial List		Prints the list of the fax numbers registered for speed dials.
	Group List		Prints the list of the fax numbers registered in groups.
E-mail/Internet Fax	Fax Tx Log		Prints the list of the transmission results of the latest 100 fax jobs.
	Fax Rx Log		Prints the list of the reception results of the latest 100 fax jobs.
	Fax Tx/Rx Log		Prints the list of the transmission and reception results of the latest 100 fax jobs.
	Daily Tx/Rx Log Report		Prints Tx/Rx report for communications within 24 hours.
	Fcode Box List		Prints the list of Fcode boxes.
	Block Junk Fax		Prints the address list for Block Junk Fax.
	Journal Report		Prints the transmission and reception results of the latest 50 items of Scan To E-mail, Internet Fax, printing e-mail attachment files, and Scan to Fax server.
	Address Book		Prints the registered address list.
Print	PCL Font List		Prints a list of PCL font samples.
	PSE Font List		Prints a list of PSE font samples.
	PPR Font List		Prints a list of IBMPPR font samples.
	FX Font List		Prints a list of EPSON FX font samples.
	Color Tuning Pattern		Prints a color tuning pattern.
	Color Profile List		Prints a color profile list.