Checking Status and Log for Sent and Received Documents

6FRA-050

The statuses and communication logs for sent and received fax and I-Fax documents can be checked separately for sending and receiving.
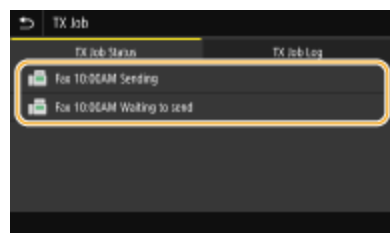

> **IMPORTANT**
>
> ● When <Display Job Log> is set to <Off>, you cannot check the communication logs. ▶**<Display Job Log>**

---

1 **Select <Status Monitor>.**

2 **Select <TX Job> or <RX Job>.**

3 **Check the statuses and communication logs for sent and received documents.**

■**To check the statuses for sent and received documents**

**1** Select the document whose status you want to check in the <TX Job Status> or <RX Job Status> tab.

➠ Displays detailed information about the document.

● If you specified multiple destinations, the number of specified destinations is displayed on the screen. To check the details of specified multiple destinations, select <Destination>.

■**To check the communication logs for sent and received documents**

1 Select the document whose log you want to check in the <TX Job Log> or <RX Job Log> tab.

● <OK> is displayed when a document was sent or received successfully, and <Error> is displayed when a document failed to be sent or received because it was canceled or there was some error.
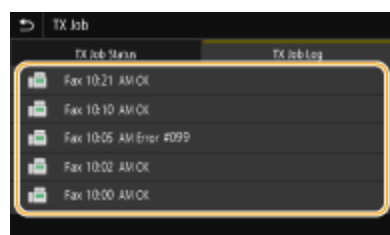
➠ Displays detailed information about the document.

NOTE:

When a three-digit number is shown in the case of <Error>

- This number represents an error code. For more information, see "Troubleshooting (FAQ)" on the online manual website.

Registering the destination of the sent document to the Address Book

- For a document sent to a destination not registered in the Address Book, you can register that destination to the Address Book by selecting <Regst to Add Book> on the details screen.

LINKS

▶**Basic Operations for Sending Faxes**
▶**Canceling Sending Faxes**
▶**Receiving Faxes**
▶**Sending I-Faxes**
▶**Receiving I-Faxes**
▶**Printing Reports and Lists**