

# Printing Fax Job Log

Printing fax confirmations may be something that your department needs from time to time. Since Lexmark devices are defaulted to print on error only, (ie. If there was a problem with transmission) you will need to change the default yourself if you want a fax confirmation for every fax sent.

However, if you only need a confirmation list periodically, you can do that as well. Below, you will find instructions on how to print out the fax job log.

Printing the fax job log:

1. From the main menu, select the “Menu” icon in the bottom right hand corner. (The icon will either be a wrench or a list of bullet points)
2. Select the “Reports” icon on the current screen.
3. Scroll down the list until you find “Fax Job Log”. Select this icon, and the fax job log will print out.

\*Whenever you print out the fax job log, two sheets will be printed out. On those two sheets, you will find the 50 most recent jobs that have either been sent or received.

