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How to print the Fax Journal

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How to print the Fax Journal?

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You can print the Journal manually.

Important

- The contents of a Journal printed automatically are deleted after printing. Keep the journal if you require a record of transmissions and receptions.

[\[-\] Printing the Journal](#)

To print the Journal manually, select the printing method: "All", "Print per File No.", or "Print per User".

Note

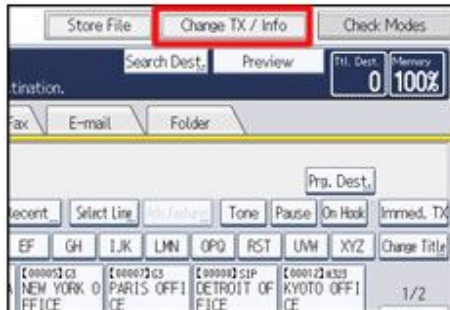
- You can set whether the Journal is automatically printed after every 50 communications in User Parameter (switch 03, bit 7) in the Facsimile Features menu.
- Depending on security settings, the Journal is not automatically printed.
- You can set whether the Journal is printed by line type with the User Parameter (switch 19, bit 1) in the Facsimile Features menu.
- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Facsimile Features menu.
- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit step 1.

- Depending on security settings, the Destination/Sender name may not appear. You can select whether to display the Destination/Sender with the User Parameter (switch 04, bit 4) in the Facsimile Features menu.

[\[-\] All](#)

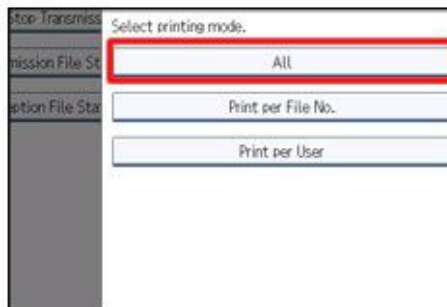
Prints the results of communications in the order made.

- Press **[Change TX / Info]**.



- Press **[Print Journal]**.

- Select **[All]**.



- Press the **[Start]** key.

To cancel a file printing before pressing the **[Start]** key, press **[Cancel]**. The display returns to that of step 3.

To cancel a file printing after pressing the **[Start]** key, press **[Stop Printing]**. The display returns to that of step 3.

- Press **[Exit]** twice.

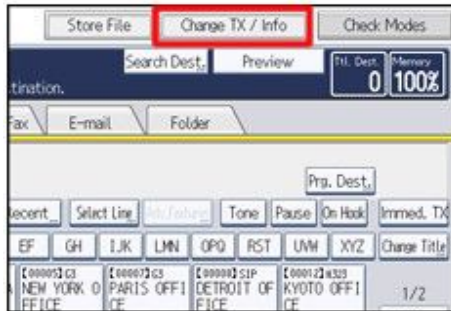
The standby display appears.

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[\[-\] Print per File No.](#)

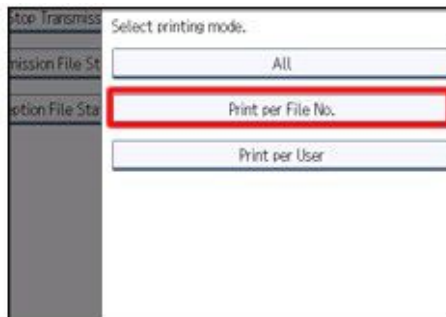
Prints only the results of communications specified by file number.

1. Press **[Change TX / Info]**

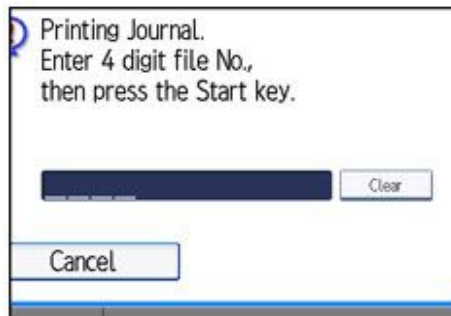


2. Press **[Print Journal]**

3. Select **[Print per File No.]**



4. Enter a 4-digit file number.



If you make a mistake, press **[Clear]**, and then try again.

5. Press the **[Start]** key.

To cancel a file printing before pressing the **[Start]** key, press **[Cancel]** The display returns to that of step 3.

To cancel a file printing after pressing the **[Start]** key, press **[Stop Printing]** The display returns to that of step 3.

6. Press **[Exit]** twice.

The standby display appears.

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[\[-\] Print per User](#)

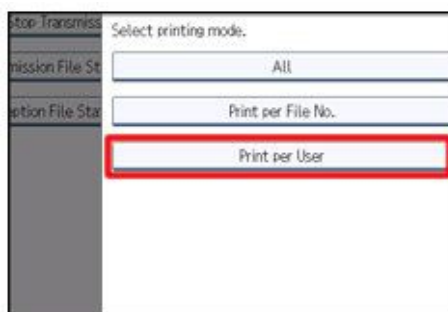
Prints the results of communications by individual senders.

1. Press **[Change TX / Info]**.



2. Press **[Print Journal]**.

3. Select **[Print per User]**.



4. Select a user.



Press **[Cancel]** if the user is not registered. The display returns to that of step 3.

5. Press **[OK]** after checking the user name shown on the display.

Press **[Cancel]** if a wrong user name is selected. The display returns to that of step 3.

6. Press the **[Start]** key.

To cancel a file printing before pressing the **[Start]** key, press **[Cancel]**. The display returns to that of step 3.

To cancel a file printing after pressing the **[Start]** key, press **[Stop Printing]**. The display returns to that of step 3.

7. Press **[Exit]** twice.

The standby display appears.

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[\[+\] Journal \(mainly Europe and Asia\)](#)

[\[-\] Journal \(mainly North America\)](#)

This section explains the items printed in the Journal.

* * * Journal (Nov. 2, 2010 6:38PM) * * *

P. 1

1) ABC.COMPANY
2) DESIGN
(Manual print)

Date	Time	Destination	Mode	TXtime	Page	Result	User Name	File No.
Nov. 2.	2:35PM	NEW YORK OFFICE	G3TESM	0'31"	P.1	OK		0428
	2:36PM	LONDON OFFICE	G3TESM	0'07"	P.2	OK		0529
	2:40PM	SHARE FOLDER	TSM@	0'01"	P.1	OK		0530
	6:27PM	-LAN-Fax->	*DM	0'02"	P.1	---	DESIGN	0536
	6:28PM	NEW YORK OFFICE	G3TEDM	0'53"	P.1	OK	DESIGN	0536
	6:36PM	aaa@abc.company.com:3	TS	0'01"	P.1	---		0537

Date	Time	Sender	Mode	RXtime	Page	Result	User Name	File No.
Nov. 2.	2:45PM	PARIS OFFICE	G3RES	0'04"	P.1	OK		0531
	2:49PM	NEW YORK OFFICE	G3RESC	0'11"	P.2	OK		0532
	2:00PM	LONDON OFFICE	G3RED	0'03"	P.1	OK		0533
	2:30PM	LA FACTORY	G3RES	0'02"	P.1	OK		0534
	2:32PM	BERLIN OFFICE	G3REF	0'03"	P.1	+OK		0535

TX Count	00021	RX Count	00020
# : Batch	C : Confidential	\$: Transfer	P : SEP Code
M : Memory	L : Send later	@ : Forwarding	E : ECM
S : Standard	D : Detail	F : Fine	U : Super Fine
> : Reduction	H : Stored/D.Server	* : LAN-Fax	+ : Delivery
Q : RX Notice Req.	A : RX Notice	↔ : Mail	↔ : IP-FAX
□ : Folder			

CH-010

1. Printing date

Shows the date and time the report was printed.

2. Programmed Fax Header

Shows the sender name programmed for printing.

3. Date

Shows the transmission or reception date.


4. Time


Shows the transmission or reception start time.

5. Other end

- For fax destinations
Shows the name (for display) programmed by the other end.
Shows the programmed fax number if the name (for display) was not programmed. The fax number may not be shown depending on sender's settings.
If neither name nor fax number was programmed by the other end, an entered fax number or a name programmed in a destination list is shown for transmissions.
- For Internet Fax/e-mail destinations
At time of transmission, it shows the e-mail address or name programmed in the destination list. At time of reception, it shows the e-mail address of the sender.
At time of broadcasting transmission, it shows the number of destinations after the e-mail addresses or names of destination.
When documents are transmitted from the computer to the device, "--LAN-Fax -->" appears. To check if the documents are sent to the receiver, confirm the same File No.
- For IP-Fax destinations
Shows the IP-Fax destination or name programmed in the destination list. The fax destination details appear on the reception report.
- For folder destinations.
Shows the name programmed in the destination list.

6. Communication mode

- For fax transmissions and receptions
After the line type, "T" for outgoing faxes or "R" for incoming faxes, and the communication mode appear in alphabetical letters or symbols. If the optional extra G3 interface unit is installed, "G3-1", "G3-2", or "G3-3" appears.
- For Internet Fax/e-mail transmissions and receptions
After  (e-mail mark), "T" for outgoing e-mail or "R" for incoming e-mail, and the communication mode appear in alphabetical letters or symbols. Documents sent from Internet Fax destinations are received by Internet Fax, and documents sent from e-mail destinations are received by Mail to Print. "Q" indicates outgoing e-mail for which a Reception Notice is set in "TX Mode", whereas "A" indicates reception notice e-mail.

- For IP-Fax transmissions and receptions
After <-> (IP-Fax mark), "T" for outgoing faxes or "R" for incoming faxes, and the communication mode appear in alphabetical letters or symbols.
- For folder destinations
After  (folder mark) and "T" for outgoing faxes, the communication mode appears in alphabetical letters or symbols.

7. Communication time

Shows time taken for transmissions or receptions.

8. Number of pages

Shows the number of pages transmitted or received.

9. Communication result

Shows the result of transmissions or receptions.

OK: All pages were properly transmitted or received. When Reception Notice is activated using "TX Mode", receipt of Reception Notice is shown. The results of received documents that were routed are preceded by "+".

--: The Internet Fax or e-mail document was sent to the mail server programmed in this device. (However, this does not mean the e-mail was delivered.) When using LAN-Fax, the results of communication from a computer to this device are shown.

E: A communication error occurred.

D: Power was disconnected during communication. Not all fax documents were transmitted.

10. User name

Shows the sender's name.

11. File number

Shows file management numbers.

Note

- For Mail to Print reception, "P.1" is always printed in the number of pages column and "S", which indicates the Standard resolution, is always printed in the communication mode column regardless of the actual page/resolution.
- The information displayed under "Other end" can be either the fax number or name registered in the device's own address book, or the fax number or name registered by the other end, depending on which you prioritize. For details about prioritizing items of journal information, contact your service representative.

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[\[-\] Transmitting Journal by E-mail](#)

Use this function to send the Journal to the administrator's e-mail address.

The Journal is sent automatically after every 50 communications. A CSV format Journal is attached to the e-mail.

Important

- To transmit the Journal by e-mail, it is necessary to make settings with User Parameter (switch 21, bit 4) in the Facsimile Features menu.
- This device does not store sent CSV files. It is recommended that you double-check the e-mail address of an administrator before the Journal is transmitted. If the e-mail address of the administrator is not correct, your important Journal may be lost. Sent CSV files are not left on the fax machine.

Note

- If the administrator's address is wrong, you may not be able to acquire the Journal.
- If the Journal fails to be transmitted in e-mail format, the Journal is printed out.
- The name of an attached CSV file is "JOURNAL⁺year, month, date, hours, minutes". For example, the file name transmitted in 14:40 on 20th, December, 2007 is "JOURNAL200712201440.csv".
- The subject of a Journal sent by e-mail begins with "Journal".

[\[+\] Journal by e-mail](#)