



# HP LaserJet Enterprise MFP M725



## Fax reports

The following sections list the fax reports available on this product. These reports can be printed or viewed on the product control panel.

### The following fax reports are available on this product:

- Fax Activity Log
- Billing Codes Report
- Blocked Fax List
- Speed Dial List
- Fax Call Report

### Use the following steps to print or view a fax report:

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Reports](#)
  - [Fax Reports](#)
3. Select the log or report to print or view.
4. Touch the [Print](#) or [View](#) button.

## Fax activity log

The fax activity log includes the following information.

- The fax header information configured on the product.
- The job number of each fax job.
- Date and time of faxes received, sent, or failed to send.
- The type of fax job; send or receive.
- Identification of the sender (phone number, if available)
- Duration (off-hook time)

- Number of pages
- Result (successfully sent, pending, or failed to send which includes error type and code)

The database stores the most recent 500 fax entries. The database fax entries include any fax session as an entry. For example, a fax session could be a sent fax, received fax, or firmware upgrades. Depending on the activity, there might be fewer than 500 entries in the report.

If you want to use the log for record keeping purposes, print the log periodically and then clear it.

To clear the fax activity log, complete the following steps.

1. On the control panel, touch the [Administration](#) icon.
2. Open the following menus:
  - [Fax Settings](#)
  - [Clear fax activity log](#)
3. Touch the [Clear](#) button to clear the fax activity log.

## Billing code report

The billing code report is a list of the most recent 500 faxes that were successfully sent, listed by billing code. The following information is provided in this report.

- Billing code number
- Date and time of all faxes that were successfully sent
- Identification number
- Duration (off hook time)
- Number of pages sent
- Result (success)

The database stores the most recent 500 faxes. If you want to use the report for record-keeping purposes, print the report periodically and then clear it.

## Blocked fax list report

The blocked fax list report contains the list of fax numbers that the product has been configured to not receive faxes from.

## Speed dial list report

A speed dial list report lists the fax numbers assigned to speed dial names.

## Fax call report

The fax call report is a brief report that indicates the status of the last fax that was sent or received.