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How to Get Confirmation of a Sent Fax



Contributor

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A confirmation report is a document confirming that your faxes were sent and received. Many [fax machines](#) and services automatically generate a confirmation report. Follow these steps to receive verification for any faxes you transmit.

Instructions

1. Choose your faxing device. The device can be a standalone machine or an Internet faxing service.
2. Read the [fax](#) manual or online FAQ. The setup instructions will document how to receive a confirmation report.
3. Configure the [fax machine](#) or Internet faxing service to automatically generate a confirmation report. If you prefer, you can manually generate a confirmation report. However, if confirmations are automatic, you will not miss any reports.
4. Send a fax and generate a confirmation report. Review the report for timeouts, busy signals and retry failures.

Tips & Warnings

- Decide how long to keep confirmation reports. You may need the report as proof of delivery of important documents.
- If the information in the confirmation report can be configured, arrange it so that the most important information is listed first.
- Some Internet fax services may charge extra for a confirmation report.
- Depending on the fax machine or service, some confirmation reports are easier to understand than others.

Who Can Help:

- eFax is the world's #1 Internet fax service. Send and receive faxes by email and kiss your fax machine goodbye. 30-Day Free Trial.
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