



Productivity

Quickly and easily create personalized one-touch shortcuts for your frequent copy, fax and e-mail tasks

What is MyShortcut?

If you prefer doing things once versus over and over again, then MyShortcut is for you. This software application lets you create shortcuts for all of your most frequent copy, fax and e-mail tasks. Set up your preferences, destinations or options, give your shortcut a name, then choose an icon. Next time, just click the icon to launch your shortcut.

Think of all the repetitive document tasks that occur throughout the business day – copies that you make and documents that you fax or scan to e-mail. Instead of re-entering your settings, phone numbers and e-mail addresses every time, your Lexmark MFP remembers them for you.

With MyShortcut, every user in your workgroup can create as many shortcuts as they need. Editing or deleting your shortcuts is easy too.

FEATURES



Copy shortcuts

Saves your document settings, including paper size, duplex, scale, darkness and collate.



Review option

During setup, you can choose whether you would like to review your settings each time you use the shortcut.



E-mail shortcuts

Saves your document settings plus e-mail addresses.



Personalization

Enter a name for your shortcut on the touch screen keyboard and select an icon from the icon menu – choose from 24 unique icons.



Fax shortcuts

Saves your document settings plus phone numbers, page totals and cover page information.



Edit and Delete

See all of the shortcuts saved on the MFP then select them to edit your settings or to delete the shortcut.

Ideal For:

- Medical providers
- Law offices
- Retailers
- Banks, insurance agencies
- Tax, accounting and financial advisors
- Schools

Device Compatibility

- X460 Series ^{1,2}
- X650 Series ¹
- X730 Series ¹
- X860 Series ¹

Getting Started

MyShortcut can be implemented on any Lexmark solutions-enabled printer or multifunction device that is equipped with a minimum of 256MB of RAM and a hard disk. Lexmark offers a complete solution of hardware, software and integration services to help you deploy a cost-effective downtime reporting system. To get started, please contact:



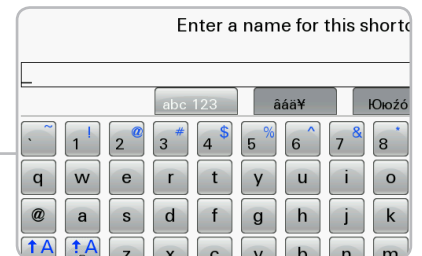
How it works

Launch MyShortcut from the touch screen to create a new shortcut or to edit an existing one.

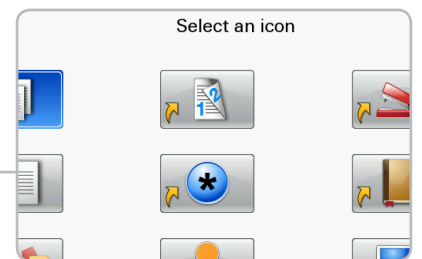
1. Select the function: copy, fax or email.



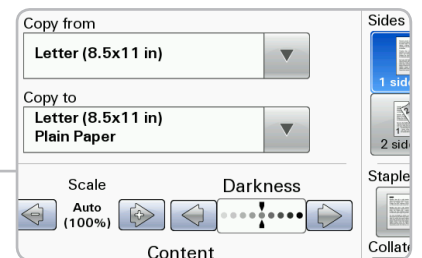
2. Enter the name of your shortcut.



3. Choose an icon to easily identify your shortcut.



4. Select the available settings for the function you have chosen.



5. Select whether you would like the review the settings each time you use the shortcut.

