



MyShortcut

Administrator's Guide

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Overview

Use the application to create shortcuts for frequently used functions that can be accessed from the printer home screen. These shortcuts can contain saved settings for copying, faxing, or e-mailing.

This document provides instructions on how to use and troubleshoot the application.

Configuring the printer settings

Accessing the Embedded Web Server

- 1 Obtain the printer IP address. Do either of the following:
 - Locate the IP address on the printer home screen.
 - View the IP address in the TCP/IP section of the Network/Ports menu.
- 2 Open a web browser, and then type the printer IP address.

Securing access to the application

Note: This feature is available only in some printer models.

- 1 From the Embedded Web Server, click **Settings > Security > Security Setup**.
- 2 From the Advanced Security Setup section, configure a building block.
- 3 Create a security template, and then select the configured building block for the authentication.
- 4 Click **Access Controls**, and then expand **Device Apps** or **Device Solutions**.
- 5 Locate the application, and then select the created security template.
- 6 Click **Submit**.

Using the application

Creating or editing a shortcut

- 1 From the home screen, touch the application icon.
- 2 Do either of the following:
 - To create a shortcut, touch **Create**, and then select a printer function.
 - To edit a shortcut, touch **Edit/Delete**. Select a shortcut, and then touch **Edit**.
- 3 Type a unique shortcut name, and then touch **Done**.
- 4 Configure the settings.
- 5 Touch **OK**.

Deleting a shortcut

- 1 From the home screen, touch the application icon.
- 2 Touch **Edit/Delete**, and then select a shortcut.
- 3 Touch **Delete** > **Yes**.

Troubleshooting

Application error

Try one or more of the following:

Check the system log

- 1 From the Embedded Web Server, click **Settings** or **Configuration**.
- 2 Depending on your printer model, do one of the following:
 - Click **Apps > Apps Management**.
 - Click **Device Solutions > Solutions (eSF)**.
 - Click **Embedded Solutions**.
- 3 Click **System > Log**.
- 4 Select and submit the appropriate filters.
- 5 Analyze the log, and then resolve the problem.

Contact your Lexmark representative

Shortcut icon does not appear

Try one or more of the following:

Make sure to navigate to the last page on the printer home screen

New shortcuts appear after the last home screen icon.

Make sure that the shortcut is created successfully

Make sure that the printer has sufficient memory

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