



Lexmark™

Shortcut Center

Version 5.1

Administrator's Guide

August 2017

www.lexmark.com

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Change history

August 2017

- Added information on showing shortcut icons on the home screen.
- Added instructions on resolving application errors.

July 2016

- Added support for the override of the Limit E-mail Recipients setting.
- Added support for Croatian, Romanian, Serbian, Slovak, and Slovenian.

January 2016

- Initial document release for multifunction products with a tablet-like touch-screen display.

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, e-mailing, or scanning to a destination (such as FTP).

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

Configuring the printer settings

You may need administrative rights to configure 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.
 - From the printer home screen, touch **Settings** > **Network/Ports** > **Network Overview**.
- 2 Open a web browser, and then type the printer IP address.

Securing access to the application

Restricting public access to the application

- 1 From the Embedded Web Server, click **Settings** > **Security** > **Login Methods**.
- 2 From the Public section, click **Manage Permissions**.
- 3 Expand **Function Access**, and then clear **Manage Shortcuts**.
- 4 Click **Save**.

Allowing authenticated access to the application

- 1 From the Embedded Web Server, click **Settings** > **Security** > **Login Methods**.
- 2 Do one of the following:
 - From the Local Accounts section, click **Manage Group/Permissions**.
 - From the Network Accounts section, click **Manage Group/Permissions** beside the login method.
 - From the Additional Login Methods section, click **Manage Permissions** beside the authentication module.
- 3 Click the user group that needs access to the application.
Note: To configure the default user permission, click **All Users**.
- 4 Expand **Function Access**, and then select **Manage Shortcuts**.
- 5 Click **Save**.

Showing secured applications or functions on the home screen

By default, the secured applications or functions are hidden from the printer home screen.

- 1 From the Embedded Web Server, click **Settings** > **Security** > **Miscellaneous**.
- 2 In the Protected Features menu, select **Show**.

3 Click **Save**.

Using the application

Creating a shortcut

- 1 From the home screen, touch the application icon.
- 2 Select a printer function, and then touch **Create Shortcut**.

Note: The Secure E-mail function is not supported.

- 3 Configure the settings, and then touch **Save**.

- 4 Type a unique shortcut name.

Note: To avoid clipped names on the printer home screen, type only up to 25 characters.

- 5 Touch **OK**.

Notes:

- The application automatically generates a unique shortcut number. To launch the shortcut, press **#** and then the shortcut number.
- In Embedded Solutions Framework version 6, the application overrides the Limit E-mail Recipients setting and lets users edit the recipient fields when sending e-mail.

Editing or deleting a shortcut

- 1 From the home screen, touch the application icon.
- 2 Select a printer function, touch  beside a shortcut, and then edit or delete the shortcut.

Note: If you rename the shortcut, then make sure to type a unique name. To avoid clipped names on the printer home screen, type only up to 25 characters.

Showing shortcut icons on the home screen

Note: You can show only a limited number of shortcut icons on the home screen.

- 1 From the home screen, touch the application icon.
- 2 Select a printer function, and then touch  beside the shortcut.
- 3 Depending on your printer model, touch either **Display on Home** or **Show on home screen**.
- 4 Select an icon for your shortcut.
The printer returns to the home screen.

Removing shortcut icons from the home screen

- 1 From the home screen, touch the application icon.
- 2 Select a printer function, and then touch  beside the shortcut.
- 3 Touch **Remove from home screen**.

Troubleshooting

Application error

Try one or more of the following:

Check the diagnostic log

- 1 Open a web browser, and then type **IP/se**, where **IP** is the printer IP address.
- 2 Click **Embedded Solutions**, and then do the following:
 - a Clear the log file.
 - b Set the logging level to **Yes**.
 - c Generate the log file.
- 3 Analyze the log, and then resolve the problem.

Note: After resolving the problem, set the logging level to **No**.

If the printer is running on firmware level 4, then downgrade the application version

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

From the Embedded Web Server, do either of the following:

Check the printer firmware level

- 1 Click **Status**.
- 2 From the Printer section, check the firmware level.

The firmware level must be at least **yyyyy.04y.yyyy**, where **y** is the printer details.

Downgrade the application version

Note: Downgrading the application version removes the existing application configurations.

- 1 Click **Apps**.
- 2 From the list, select the application, and then click **Downgrade**.

Contact your Lexmark representative

Shortcut icon does not appear

Try one or more of the following:

Make sure that the icon is set to appear on the home screen

For more information, see [“Showing shortcut icons on the home screen” on page 7](#).

Note: You can show only a limited number of shortcut icons on the home screen.

Remove unused shortcut icons

For more information, see [“Removing shortcut icons from the home screen” on page 8](#).

Use the shortcut number

To launch the shortcut, press **#** and then the shortcut number.

Cannot launch a shortcut

Try one or more of the following:

Make sure that the printer function is not restricted

- 1** From the Embedded Web Server, click **Settings > Security > Login Methods**.
- 2** Depending on your printer security settings, do one of the following:
 - From the Local Accounts section, click **Manage Group/Permissions**.
 - From the Network Accounts section, click **Manage Group/Permissions** beside the login method.
 - From the Additional Login Methods section, click **Manage Permissions** beside the authentication module.
- 3** Click the user group that needs access to the application.
Note: To configure the default user permission, click **All Users**.
- 4** Expand **Function Access**, and then select the functions that you want users to access.
- 5** Click **Save**.

If you are using the shortcut number, then make sure that the shortcut number exists

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