

## Lexmark Add Network Folder Shortcut to Home Screen

- 1. In the address bar of the web browser of your choice, type in the **IP Address** of the copier
- 2. Click Apps

Status: Ready Messages: Remote operator panel activated port Configuration Export Config Select Option Apps Select Option

Status

Settings

Device
Print
Paper
Copy
Fax
E-mail
FTP
USB Drive
Network/Ports
Security
Address Book
Shortcuts
Address Book
Shortcuts
Apps Installed Apps Forms and Favorites **PaperCut** Device Quotas
Configure user-level quotas for print, scan, copy and outbox fax with administrator privilege.
\*Requires hard disk. Email basic device information to a dealer or internal help desk for trouble reporting and assistance with technical issues Site Map QR Code Generator Create a Quick Response (QR) code embedded with the device IP address and install the two-dimensional QR code on the Google Drive State: Running Scan Center - Printer Scan Center - Network

- 3. Scroll down and click Scan Center
- 4. Click Configure





## Lexmark Add Network Folder Shortcut to Home Screen

6. Click Create Shortcut



- 8. Click Display on Home Screen
- 9. Click Add Network Folder
- 10. Click Add Network Folder

- 11. Click the folder you want to add
- 12. Click Save

## 13. Click Save

The shortcut will be on the home screen







