

Lexmark Add E-mail Shortcut

Shortcuts

Status : Ready

Status
Settings
Device
Print
Paper
Copy
Fax
E-mail
FTP
USB Drive
Network/Ports
Security
Renote

Security Reports Shortcuts Shortcuts Sookmark Setup Apps Site Map

Status: Ready

Select Option

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

- 4. Click E-mail for Shortcut Type
- 5. Type in the **Shortcut Name**
- 6. Type in the Shortcut Number
- 7. Type in the e-mail address its going **To**:
- 8. Type in any other required information and click any required features

State at a Fig. State at Select Option Edit Shortcut Status Settings Device Print Paper Copy Fax Shortout Type Shortcut Name Shortcut Number Fax
E-mail
FTP
USB Drive
Network/Ports
Security
Reports
Address Book
Shortcuts
Bookmark Setup
Apps Ta Maximum of 512 characters. Use a comma to separate addresses. O: Limit 512 characters. Limit 512 characters. Subject: Limit 255 characters. Site Map Limit 512 characters. Original Size Mixed Sizes Sides (Duplex) Off 7 Auto Content Type Text/Photo ▼ Color Laser • Darkness Best for content Background Removal Background Detection Content-based ▼ PDF (.pdf) ▼ PDF Settings PDF Version Transmission Log. Print Only For Error ▼ 200 dpi ▼ Save Reset

Click Save when finished The shortcut is now added

Import Configuration Export Configuration

Name Shortcut Type

Details