

Creating an e-mail shortcut on Lexmark

Creating an e-mail shortcut using the Embedded Web Server

1. Type the printer IP address into the address field of your Web browser (chrome,IE,ect...).

If you do not know the IP address of the printer, you can:

- Some Lexmarks Have IP address in top left corner of touchscreen or..
- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2. Click **Settings**.
3. Under Other Settings, click **Manage Shortcuts > E-mail Shortcut Setup**.
4. Type a unique name for the recipient, and then enter the e-mail address.

Note: If you are entering multiple addresses, then separate each address with a comma (,).

5. Select the scan settings (Format, Content, Color, and Resolution).
6. Enter a shortcut number, and then click **Add**.


If you enter a number that is already in use, then you are prompted to select another number.

Creating an e-mail shortcut using the touch screen

1. From the home screen, navigate to:

E-mail > Recipient > type an e-mail address

To create a group of recipients, touch **Next address**, and then type the next recipient's e-mail address.

2. Touch .
3. Type a unique name for the shortcut, and then touch **Done**.
4. Verify that the shortcut name and number are correct, and then touch **OK**.

If the name or number is incorrect, then touch **Cancel**, and then reenter the information.