



# MyShortcuts

## Business Need

Can I preset settings for fast and easy End User access?

### What is MyShortcuts?

The Lexmark MyShortcuts allows End Users quick & easy access to frequently used copy, fax and email settings. Pre-defined by the administrator or end users; the End User selects the required profile and loads the media into the device and the copy, fax or e-mail is made with the predefined settings.

### Examples of use

- Mono only copying
- E-mailing lists
- Group faxing
- Any repetitive task

### How does MyShortcuts work?

1. Lexmark Expert Partners can access the [Lexmark Virtual Solution Centre](#) to download the application.

2. Select the myShortcut Icon



3. Enter the Name of the shortcut



4. Choose the icon for the shortcut



5. Select the required settings then save it



6. The shortcut is now saved and ready for use.

### Print Less, Save More

#### Save Time

Use pre-defined settings to improve end user productivity on the device. Reduce time spent in front of the device.

#### Save Money

Use paper-saving options to reduce paper use. Use pre-configured settings to avoid incorrectly copied documents.

#### Save the Environment

Utilise paper saving options like Multi-Up and Duplex to reduce paper use while copying.

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