



Forms and Favorites

Administrator's Guide

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Overview

This solution is an embedded Java application installed on printers that support the *Lexmark Embedded Solutions Framework (eSF)*. It lets users quickly and easily print frequently used documents directly from the printer control panel. After configuring a bookmark that points to the location of an electronic file, users can access the form or other document by touching the solution icon on the printer home screen.

This document is intended for use by Lexmark service providers and network administrators responsible for the management of this application in their network environment. A working knowledge of Lexmark printers is required for the effective use of this guide. For more information, see the documentation that came with the printer.

Configuring the application

Configuring the application

Accessing the Embedded Web Server

Most configuration tasks will be performed through the Embedded Web Server on the device. To access the Embedded Web Server:

- 1 Type the device IP address or hostname in the address field of your Web browser.
- 2 Use the navigation menu on the left to access settings and report menus.

Note: If the device IP address or hostname is not readily apparent, you can find it by printing a network setup page.

Printing a network setup page

- 1 From the printer home screen, touch **Menus >Reports >Network Setup Page**. After the network setup page prints, the device will return to the home screen.
- 2 On the printout under TCP/IP, locate the IP Address or Fully Qualified Domain Name.

Configuring bookmarks

The following procedure outlines in general terms how to configure bookmarks from the Embedded Web Server. For information on configuring and using the application from the printer control panel, see “Using the application from the printer control panel” on page 8.

For a comprehensive explanation of each setting available when adding or editing a bookmark, see the mouse-over help beside each field

Note: When configuring bookmarks, more options are available from the printer Embedded Web Server than from the printer control panel.

- 1 From the Embedded Web Server, do one of the following:
 - Click **Settings > Device Solutions > Solutions (eSF) > Forms on Demand** or **Forms and Favorites**.
 - Click **Settings > Embedded Solutions >Forms on Demand** or **Forms and Favorites**.
- 2 From the application configuration settings, click **Add**.

Note: You can also edit or delete existing bookmarks.
- 3 Enter a name for the bookmark. To create a bookmark within a folder, enter the name in the format **folder \bookmark**.

Note: If the folder does not yet exist, it will be created.
- 4 Adjust the remaining configuration settings as necessary.

Note: See the mouse-over help beside each field for an explanation of each configuration option.
- 5 Click **Apply**.

Exporting and importing configuration files

After configuring an application, you can export your current settings into a file that can then be imported and used to configure that application on one or more additional printers.

Exporting and importing application settings using the Embedded Web Server

Note: Not available on all printer models.

Exporting configuration settings

- 1 From the application configuration settings, click **Export**.
- 2 Follow the browser prompts to save the configuration file. You will have the option to enter a unique file name or use the default name.

Note: If a JVM Out of Memory error occurs, repeat the export until the settings file is saved.

Importing configuration settings

- 1 From the application configuration settings, click **Import**.
- 2 Browse to the saved configuration file, and then load or preview it.

Note: If a timeout occurs and a blank screen appears, refresh the browser, and then click **Apply**.

Changing display icons and labels

You can change the icons and associated text that appear on the printer home screen. If you do not want to use the default icons for an application, you can import new icons to be used for both the pressed and unpressed button states.

Note: For information about compatible image file types and recommended file sizes, see the mouse-over help next to each field.

- 1 From the application configuration settings you can:
 - Specify new Icon Text, to be displayed above the icon on the home screen.
 - **Browse** to a new icon image file to represent the application on the home screen.
 - **Browse** to a new image file to be displayed while the application icon is being pressed.
- 2 Click **Apply** to save the settings or **Reset** to return to the previous settings.

Using the application from the printer control panel

Bookmarking forms

Adding a bookmark using the printer control panel

- 1 From the home screen of the printer control panel, touch the application icon.
- 2 Touch .
- 3 Enter a name for the new bookmark. This name will be displayed when selecting a form to print.
- 4 If you want to use a PIN to protect access to the bookmark, touch **Confidential**, select **On**, and then touch .
- 5 Touch .
- 6 If prompted, enter a 4-digit PIN, and then touch .
- 7 Touch the location of the file you want to bookmark, and then touch 
 - **Network**—The form is on a network share.
 - **FTP**—The form is on an FTP site.
 - **http**—The form is a web page.
 - **https**—The form is on a secure web page.
- 8 If you selected http or https, enter the URL of the bookmark, and then touch .
- 9 If you selected Network or FTP, select an authentication option, and then touch 

Authentication options include the following:

 - **Guest(Network Folder)/Anonymous**—This does not require users to be authenticated.
 - **Use device authentication credential**—This requires users to enter the authentication credentials as specified on the printer.
 - **Prompt for username and password**—This requires users to enter their system user name and password.
 - **Use static username and password**—This requires administrators to specify a static user name and password when they configure the bookmark. Users will not be prompted to enter these credentials at the printer.
- 10 Follow the instructions on the touch screen to enter the location of the file you want to bookmark. Use  to progress through the screens.

Editing or deleting a bookmark using the printer control panel

- 1 From the home screen of the printer control panel, touch the application icon.
- 2 Touch the bookmark you want to edit or delete.
Note: You can delete multiple bookmarks at one time.
- 3 Touch  to edit a bookmark or  to delete a bookmark.
- 4 If the bookmark is confidential, enter the 4-digit PIN, and touch .
- 5 Follow the instructions on the touch screen to edit or delete the bookmark(s). Use  to progress through the screens.

Configuring folders for bookmarks

Adding a folder using the printer control panel

- 1 From the home screen of the printer control panel, touch the application icon.
 - 2 Touch .
 - 3 Enter a name for the folder, and then touch .
- The folder will appear in the list of bookmarks.

Adding a bookmark to a folder using the printer control panel

- 1 From the home screen of the printer control panel, touch the application icon.
- 2 Touch the folder you want to use.
- 3 Touch .
- 4 Enter the information for a new bookmark. For more information, see “Adding a bookmark using the printer control panel” on page 8.

Editing or deleting an existing folder

- 1 From the home screen of the printer control panel, touch the application icon.
- 2 Touch the folder you want to edit or delete.
- 3 To edit the folder, touch .
To delete the folder, touch .
- 4 Follow the instructions on the screen to edit or delete the folder.

Printing bookmarks

- 1 From the home screen of the printer control panel, touch the application icon.
- 2 Touch the name of the form you want to print, and then touch .
- 3 Adjust the print settings as necessary, and then touch .

Searching for bookmarks and folders

- 1 From the home screen of the printer control panel, touch the application icon.
 - 2 Touch .
 - 3 Enter a search term in the Search For field, and then touch .
- The results of your search are displayed.

Note: Bookmark results begin with **Bookmark/**; folder results begin with **/**.

Saving bookmarks as shortcuts

You can turn frequently accessed bookmarks into shortcuts that show up on the printer home screen.

- 1 From the home screen of the printer control panel, touch the application icon.
- 2 Touch the name of the bookmark you want to save, and then touch .
- 3 Touch .
- 4 Enter the name for the shortcut as you want it to appear on the printer home screen, and then touch .
- 5 Select an icon graphic for the shortcut, and then touch .
- 6 From the confirmation screen, touch **Ok**.

Note: The icon appears on the printer home screen. Because of space constraints, users may need to scroll through the printer home screen to access all of the available icons.

To delete the icon later, repeat steps 1



Troubleshooting

Forms are not available or are not working

These are possible solutions. Try one or more of the following:

MAKE SURE THE BOOKMARK IS CONFIGURED PROPERLY

For information on configuring bookmarks, see “Configuring the application” on page 6.

MAKE SURE THE BOOKMARK IS POINTING TO THE CORRECT LOCATION

Verify that the form resides in the correct network location. The printer will not validate the location that the bookmark points to. As a result, if the URL or network location that was specified when the bookmark was created is incorrect, the printer will not be able to access the document.

Some bookmarks do not appear in an exported configuration file

MORE THAN 60 BOOKMARKS CANNOT BE EXPORTED IN A .UCF FILE

Only up to 60 bookmarks can be exported in a single .ucf file. Any bookmarks that are not included in the file must be added to the printer manually.

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