



My MFP

Administrator's Guide

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Overview

My MFP is an embedded Java application installed as a flash file on multifunction printers (MFPs) that support the *Embedded Solutions Framework* (eSF). The application lets you customize your touch-screen settings and store those preferences on a flash drive. Each time you want to copy, fax, or scan, insert the flash drive into the USB port of the printer. All your personal preferences are automatically uploaded, including job settings, home screen preferences, and address book.

Configuring the application

Configuring My MFP

Using My MFP Setup Wizard

- 1 Insert a flash drive into your printer USB port.

The contents of the drive appear on the display.

- 2 Touch **Back** to return to the home screen.

Note: To configure the My MFP Setup Wizard to launch automatically the first time you insert your flash drive, see “Enabling My MFP Setup Wizard to launch automatically” on page 6. If the setup wizard launches automatically, then skip to step 3.

- 3 From the home screen, touch **Run My MFP Setup Wizard**.

- 4 Select **Yes, setup my preferences**, and then touch **OK**.

Note: If you choose **No** at this step, then you will not be prompted to set up My MFP in the future when you insert the same flash drive into a printer. If you want to set up My MFP later, then you will need to manually delete all .mymfp files from the flash drive. For more information, see “Deleting My MFP data from your USB drive” on page 8.

- 5 Enter your name, and then touch **OK**.

- 6 You can choose to enter an e-mail address for your profile, and then touch **OK**. Otherwise, touch **Skip**.

- 7 You can choose to enter a password, and then touch **OK**. Otherwise, touch **Skip**.

- 8 If necessary, enter the password again, and then touch **OK**.

Enabling My MFP Setup Wizard to launch automatically

You can configure the My MFP Setup Wizard to launch automatically for every *first* time that a flash drive is inserted into the printer.

- 1 Type the printer IP address or host name in the address field of your Web browser.

If you do not know the IP address or host name of the printer, then you can:

- View the information on the printer control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page, and then locate the information in the TCP/IP section.

- 2 Click **Settings** or **Configuration**.

- 3 Click **Device Solutions** > **Solutions (eSF)**, or click **Embedded Solutions**.

- 4 Click **My MFP** > **Configure** tab.

- 5 Select **Automatically show first-time wizard**, and then click **Apply**.

Customizing My MFP settings

- 1 From the home screen, touch **My MFP Configuration**.
- 2 Touch the arrows to select which options to configure.

You can:

- Select home screen icons.
- Import an image as a home screen wallpaper.
- Import one or more address book files.

Note: The address book files must have been exported to your flash drive as *comma-separated values (CSV)* files from Windows Address Book, Lotus Notes, or Mozilla Thunderbird.

- Set preferences for Copy, Fax, E-mail, Scan to USB, and FTP functions.
- Edit your name.
- Password-protect your data.
- Add or edit your e-mail address.
- Remove the My MFP profile from your flash drive.

Using the application

Using My MFP

My MFP lets you use the printer with a personalized profile. Each time you insert your flash drive into the USB port of a printer that supports My MFP, your preferred settings are automatically loaded.

- 1 Insert your flash drive into the USB port.
If you have set password-protect for your profile, then enter your password to continue.
- 2 Select the function you want to use.
If individual functions such as print, copy, or fax are protected by a password or PIN, then you must enter the correct credentials to use those functions.
- 3 When you are finished, remove your flash drive from the printer.

Deleting My MFP data from your USB drive

Using the My MFP interface

- 1 Touch **My MFP Configuration**.
- 2 From the Welcome screen use the arrows to scroll through the list of options until you see Remove My MFP data from the drive.
- 3 Touch **Remove My MFP data from the drive**.
- 4 Select **Delete profile**, and touch **Save Setting** to clear your My MFP settings from your USB drive.

Manually deleting the data

- 1 Insert your USB drive into a computer.
- 2 Locate all files beginning with .mymfp (they will be grouped together).
- 3 Delete all files beginning with .mymfp.

Troubleshooting

My MFP Troubleshooting

Error reading USB drive

Some flash drives may not be compatible with the printer. At a minimum, the flash drive should:

- Be USB 2.0-compatible
- Support the Full Speed standard (low-speed devices will not work)
- Have a USB type “A” connector
- Support the FAT file system (NTFS file system not supported)

For a list of tested and approved flash drives, visit the Lexmark Web site at www.lexmark.com.

Nothing happens when USB drive is inserted

If nothing happens within a few seconds after you insert your USB drive into the MFP, then use of USB drives may be disabled on the device. Contact your system support person for more information.

I forgot the password to My MFP

If you forget the password for your My MFP profile, then you must delete the profile from your USB drive, insert the drive into an MFP, and then run the setup wizard again. To manually delete the My MFP profile from your USB drive:

- 1 Insert your USB drive into a computer.
- 2 Locate the .mymfp.preferences file, as well as any other files beginning with .mymfp (they will be grouped together).
- 3 Delete all files beginning with .mymfp.

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