

Export Settings from Lexmark MFP/Printer

Prerequisites

- You will need your Lexmark's IP address and be able to access the Lexmark's web interface using a browser such as Chrome, Edge, or Safari.
 - Please reach out to Fraser or your IT support team if you do not know the IP address.
- You will need the admin password for your Lexmark.
 - Please reach out to Fraser or your IT support team if you do not have the admin password.

Overview

- The steps on the following pages will explain how to export **Network Information, Address Books** (*stored email addresses and fax numbers*), & **Network Folders** (*if applicable*).
- The steps on the following pages will apply to *recent* generations of Lexmark (~2016 and newer).
 - Older generations may not have the same steps for creating the exported files. Please reach out to Fraser to review the MFP.
- For exporting data from *other* manufacturers, you will need to consult your operations manuals for exporting the files. You may also manually recreate the data in Excel or CSV format. If you are manually creating, please use the following column structure in your Excel or CSV format:
 - FIRST NAME (can be a company name if desired)
 - LAST NAME (leave blank if using a company name for the FIRST NAME)
 - EMAIL ADDRESS (if applicable)
 - FAX NUMBER (if applicable)
 - **We cannot import a CSV of scan folders into a Lexmark due to constraints of Lexmark devices.**
- It is suggested to rename each downloaded file and based it on the location name or IP address of the new MFP/Printer. You will also want to include the type of file in your naming convention. For instance, "Copy Room.csv" and "Warehouse.csv", etc.

Export Settings from Lexmark MFP/Printer

Export Network Information *(The new Lexmark MAC address can be provided upon request)*

1. Navigate to **Reports > Menu Settings Page**.
2. Click **Hide Defaults** to remove the default settings from view and shorten the list.
3. Locate **Ethernet > IPv4 > Set Static IP Address**. Note the following:
 - a. **IP Address**
 - b. **Netmask**
 - c. **Gateway**
4. Locate **TCP/IP**. Note the following:
 - a. **DNS Server Address**
 - b. **Backup DNS Server Address**
5. If your device scans to email, locate **Email > Email Setup**. Note the following:
 - a. **Primary SMTP Gateway**
 - b. **Primary SMTP Gateway Port**
 - c. **Reply Address**
 - d. **Use SSL/TLS**
 - e. **SMTP Server Authentication**. If set to something other than **No Authentication Required**, you will need to provide the **Device Userid** and the **Device Password**.
 - f. **Device-Initiated Email & User-Initiated Email**.
6. Include all applicable information in the reply email.

Export Address Book *(This is how to backup stored email addresses & fax numbers)*

1. On any page, click **Export Configuration** and select **Address Book**. This will generate a CSV file in your downloads folder.
2. Attach the CSV file to the reply email.

Export Scan Center – Network Folders *(This is how to backup stored scan folders if applicable)*

1. Click **Apps** on the left side.
2. Locate and click **Scan Center – Network Folders**
3. Click **Configure** to open a new window.
4. At the bottom, click **Import/Export Configuration**
5. Rename the file if necessary and click the **Export** button. This will generate a UCF file in your downloads folder.
6. Attach the UCF file to the reply email.

Reminder to rename your exported CSV and UCF files to a specific location or IP name so that there is no confusion as to what each file represents and to which machine(s) it's being imported.