

# USING THE TEMPLATE FEATURE

No doubt you have been standing at your copier in recent months trying to remember where a certain function or feature is. If you aren't currently utilizing **TEMPLATES**, it's time you start!

Templates are one-touch, fully customizable buttons that allow you to perform any task without using multiple menus.

Here's how to set-up your personal Templates:

## Using the copier:

1. Simply set-up your specific job requirements as you normally would
2. Instead of pressing "Start", press the "Template" on the touch panel
3. Press the "Registration" tab
4. Select an empty number and press "OPEN"
5. Complete fields and press "OK"
6. Template is now saved for future use (it is also accessible to view/edit through Top Access)

## Using Top Access:

1. Navigate to your Top Access home page
2. Select the "Registration Tab" along the top
3. By default, the list allows you to create your own set of templates, Select an "Undefined" template number and click
4. Complete the required fields to set-up your panel, click "save"
5. You will now notice that Empty Template Icons appear on the screen- choose an empty icon
6. Select the function you want to configure (Copy, Scan, Fax, Email etc...) and click "select agent"
7. Separate boxes now appear below (based on your machine's configuration) to customize your job
  - a. Simply click on each grey button to open the custom screen for each area as desired and save your settings.
8. Once all your changes have been saved, they will automatically appear as a one touch button for you to use on the copier's display panel
9. **At your copier**, press the "Templates" button, select your folder and press the desired template function button

Hopefully spending a few minutes to create your templates now will save you time in the future! If you have any questions or would like further details, please don't hesitate to contact me.