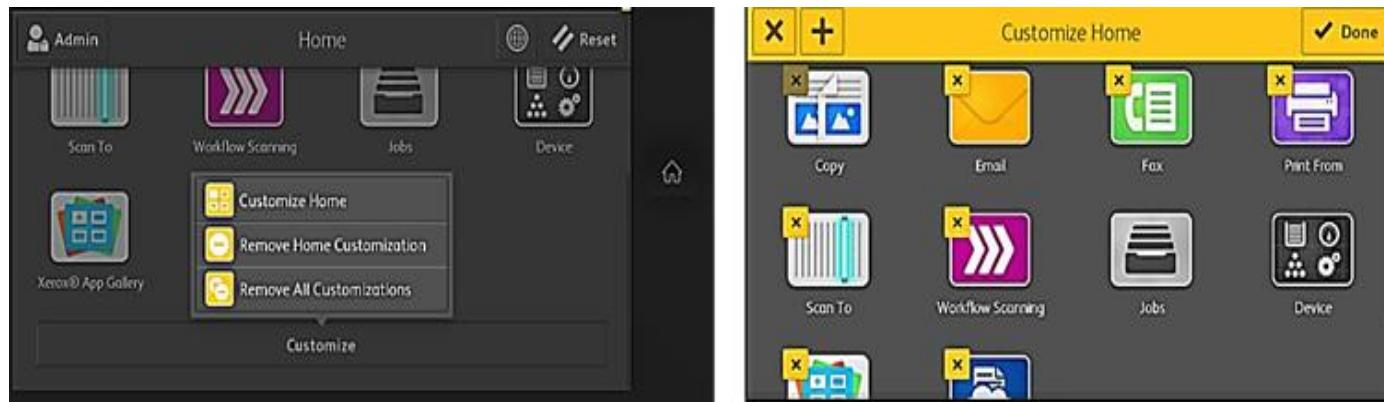


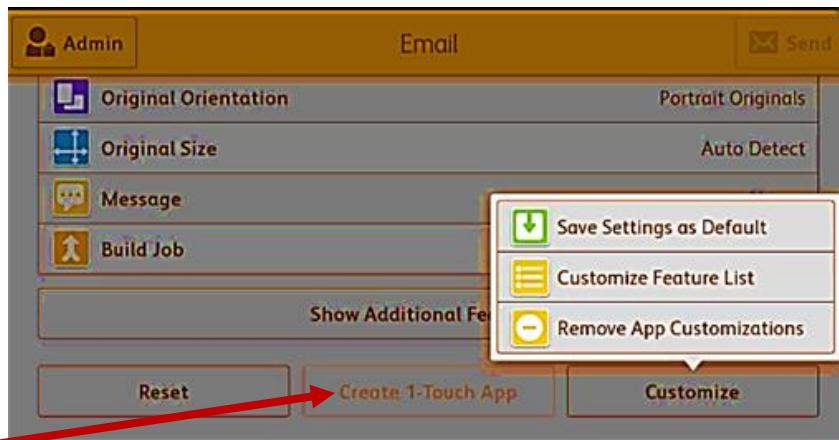
## XEROX AltaLink 81xx

# Customizing-Home Screen, Personalizing Apps

1. **Customizing the Home screen:** Log in as **administrator** > scroll to the bottom of the **Home** screen > touch the **Customize** button > touch **Customize Home**.
2. **Show an App:** To display a hidden app > touch the **Plus (+) icon** [top left of the screen].
3. **Hide an App:** Touch the **X** button [top left corner of the app] > touch **Hide**.
4. **Move an App:** Touch and **hold** the app > **drag** it to the desired position. To save changes, touch **Done**.



- **Personalize Xerox Apps:** Log in as **administrator** > On the Home page > touch an **App** icon > scroll to the bottom of the screen > touch **Customize** > **Customize Feature List**.
- **Reorder Features on the main menu:** Touch and **drag** the **features** in the **appropriate order** > touch **Done** to apply personalized settings.
- **Create Default app settings:** Touch the **App** > select the **job settings** to save as defaults > touch **Customize** > touch **Save Settings as Default**.
- **Show/Hide main menu features:** To **Hide** a feature > touch the eye  icon.



- **1 Touch Apps:** Create and **Save** frequently used **Copy**, **Email**, **Fax** or **Scan To** job settings and reuse them with a **1 Touch Icon** on the **Home** screen. This feature must be **enabled** by an **administrator**.

## AltaLink Customizing the Home Screen from the Control Panel

- Customize Apps, hide, or show Apps on the Home screen, and rearrange the order to suit your job priorities.
- For each App, hide or show individual features and configure desired default settings. Save job settings for repeated use.
- Specify default settings for each App, and save settings for regular jobs.
- Create **One-Touch Apps** to save and simplify lengthy or frequent workflows. One-Touch Apps will appear on the Home screen
- The **Customize** and **Personalize** settings are configured **by a system administrator**.
- **System administrators** can use the Fleet Orchestrator feature to clone and install 1-Touch Apps on other devices.

### Display or Hide an App on the Home screen:

1. Touch **Log In** > enter **admin** for the User Name >touch **Next** > enter **1111** for the Password > touch **Done**.
2. At the printer control panel > press the **Home** button.
3. **Scroll** to the bottom > touch **Customize**.
4. To **Display** an installed, but hidden App:
  - a. Touch **+** > Touch the desired **App** to appear on the control panel.
  - b. Touch **Done**.
5. To **Hide** an installed App:
  - a. For the **desired App**, touch **X**.
  - b. Touch **Done**.
6. **Verify** that only required Apps are appear on the Home screen > **Logout** of **System Administrator** mode.

### Customize the Home Screen at the Control Panel:

1. Touch **Log In** > enter **admin** for the User Name >touch **Next** > enter **1111** for the Password > touch **Done**.
2. At the printer control panel > press the **Home** button.
3. **Scroll** to the bottom > touch **Customize** > **Touch and hold** the required App.
4. **Drag** the App to the new location > **Release** the App.
5. Touch **Done**.
6. **Verify** that the Apps are appear in the correct order on the Home screen > **Logout** of **System Administrator** mode.

### Deleting an App from the Home Screen:

1. Touch **Log In** > enter **admin** for the User Name >touch **Next** > enter **1111** for the Password > touch **Done**.
2. At the printer control panel > press the **Home** button.
3. **Scroll** to the bottom > touch **Customize**
4. For the desired App > touch **X**.
5. At the prompt > touch **Delete** > touch **Done**.
6. **Verify** that only the desired Apps are appear on the Home screen > **Logout** of **System Administrator** mode.

### Customize the Features list for an App:

1. Touch **Log In** > enter **admin** for the User Name >touch **Next** > enter **1111** for the Password > touch **Done**.
2. At the printer control panel > press the **Home** button.
3. Touch the **App** required.
4. Scroll to the bottom > touch **Customize**.
5. Touch **Feature** List.
6. Touch the desired feature:
  - a. To **Hide** a feature > touch the **Eye** icon (the Eye icon appears **with a line** across).
  - b. To **Display** a feature > touch the **Eye** icon (the Eye icon appears **with no** line across).
  - c. To **Reorder** the menu features > **touch** and **drag** the features **into** the desired order.
7. To save the current configuration > touch **Done** > **Logout** of **System Administrator** mode.

## Customizing App Default Settings

1. Touch **Log In** > enter **admin** for the User Name >touch **Next** > enter **1111** for the Password > touch **Done**.
2. At the control panel > the **Home** button.
3. Touch the **App** required.
4. **Configure the required** default settings.
5. Touch **Save**.
6. Touch **Save Defaults**. The new settings **override** the previous default settings > **Logout** of **System Administrator** mode.

## Removing the current App Customization settings

1. Touch **Log In** > enter **admin** for the User Name >touch **Next** > enter **1111** for the Password > touch **Done**.
2. At the printer control panel > the **Home** button.
3. Touch the **App** required.
4. Scroll to the bottom > touch **Customize**.
5. Touch **Remove App Customizations**.
6. At the prompt > touch **Remove** > **Logout** of **System Administrator** mode.

## Removing Customization from the Home Screen

1. Touch **Log In** > enter **admin** for the User Name >touch **Next** > enter **1111** for the Password > touch **Done**.
2. At the printer control panel > press the **Home** button.
3. Scroll to the **bottom** > touch **Customize**.
4. Select an **option**:
  - **Remove Home Customization**: This option removes all customization from the Home screen.  
**NOTE:** This option can cause deletion of **1-Touch, EIP, Single Touch, and Weblet apps**.
  - **Remove All Customizations**: This option removes all customizations for the device.  
**Caution:** This option removes customization from the Home screen, and other customized device settings.
5. At the **prompt** > touch **Remove**. Apps appear in their default location on the Home screen.
6. Touch **Done**.
7. Touch the needed options > **Logout** of **System Administrator** mode.