

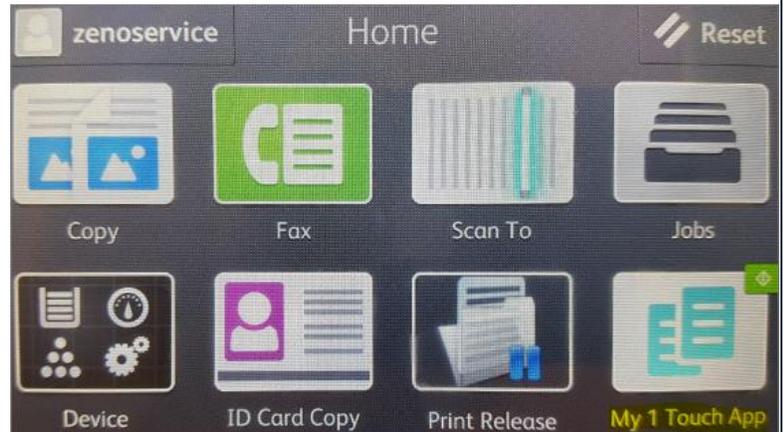
XEROX

Save as 1-Touch App Setup

NOTE: User may have to Login, then enter a valid login name and password prior to creating a Personal 1-Touch App

For frequently performed **Copy, Email, Fax or Scan To** jobs, you can **Save as 1-Touch App** that enables you to save a job's settings and reuse them with a single touch on the Home screen.

1-Touch Apps can be Publicly available to all users (**Public**) or to you only (**Personal**) when you are logged in.



To create a One-Touch App[icon]:

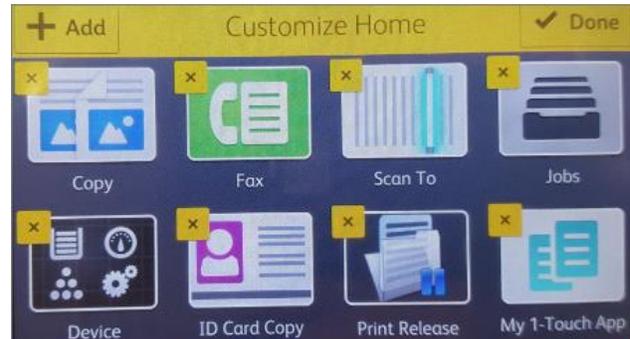
1. From the **Home** screen >
2. Select the **App** required **Copy, Email, Fax or Scan To** >
3. Select the **job** settings [**features**] >
4. Scroll to the bottom, > select **Save** >.
5. Select **Save as 1-Touch App** >
6. Enter **App Name** by using the keypad > touch **Next** >
7. Select a **Color** for your 1-Touch App > touch **Next** >
8. Touch an **Icon** that best suits your One-Touch App > touch **Next** >
9. **Select your desired** option:
 - a. **Review Before Start:** Allows you to **Review** the job settings in the 1-Touch App. [**Copy jobs:** the copy quantity can changed for each job].
 - i. **Enter App Instructions:** To provide instructions for using the 1-Touch App > Use the keypad > touch Next >
 - ii. **Show Quantity:** Allow users to view and update the quantity.
 - iii. **Show Settings:** Displays a **summary** of the **features** programmed for the 1-Touch App.
 - b. **Start Immediately:** Starts the job **without reviewing** the settings.
10. Touch **Next** >
11. **Select your desired** option:
 - a. **Personal (My Home Screen Only):** Displays the 1-Touch App on **your** Home screen **only** when you are **logged in** to your **user account**.
 - b. **Public (Public Home Screen):** Makes the 1-Touch App **accessible** to **all users**.
12. Touch **Done** > The 1-Touch App [**icon**] **appears** on the Home screen.



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To Delete or Hide a One-Touch App [icon]:



1. From the **Home** screen >
2. Scroll to the bottom > select **Customize** >
3. For the required 1-Touch App > touch  > touch an option. Delete: Use this option to.
 - a. **Delete:** Deletes the 1-Touch App [icon] from the printer **permanently**
 - b. **Hide:** Removes the 1-Touch App [icon] from the Home screen. The 1-Touch App [icon] is still **available** [the App can be added to the Home screen at any time].
4. Touch **Done**.

Using a One-Touch App [icon]:

1. From the **Home** screen >
2. Load your original documents >
3. Touch the 1-Touch App required >
4. **Do one of the following:**
 - a. If the **Review Before Start** option was selected during 1-Touch App setup, review the settings. If the quantity is displayed for Copy jobs, update the number of copies, as required. Touch Start.
 - b. If the **Start Immediately** option was selected during 1-Touch App setup, the device starts automatically.
5. Press the **Home** button to return to the **Home** screen or **Logout** .