



A Helpful Guide to Using the T3 Catalog

Once you are on the front page of the catalog save the page to your Favorites and rename the link as 'T3Catalog'. If you have an older computer you will need to install Flash Player software.

You should see a brief 'how to' on the left and the front page of the catalog on the right.

Across the top of your page is a menu bar and the description of each function is below on the how to page. Most icons will be self explanatory, however this guide is meant to give you some added helpful hints and ways to use these features. Clicking on HOME will always get you back to where you are now.

TABLE OF CONTENTS – when you click this icon on the toolbar you will have 2 options.

The first is a **QUICK INDEX** - on this page you can quickly look up items alphabetically for relevant page numbers. To zoom in on an area of the page, hover around an area of the page to zoom until the cursor appears as a magnifying glass and click once. Repeat the same to zoom back out.

The second option under Table of Contents is **DETAILED INDEX**. Here you will find an Icon Index. This will help you identify meanings of icons you will find within the pages.

BOOK MARKS - This creates a tab that sticks out from the side of the pages. If you click on the bookmark while on the page you want to save a small window will pop up and the 'name' box will automatically populate with the page #'s. You can change the name to anything you want EX: 'Shelbie's pens' or 'Cindy's Chair'.

NOTES – By clicking on the notes icon a window will appear with any previous notes made and their page #'s. If you click on that note, it will take you to that page and show you the complete corresponding notes. To add a new note, click on the "Add



Note" button in the top right corner of the Notes window. Another small window will pop up so that you can make you notes. When you are done, simply click the "X" and the window will close saving your notes and automatically noting the page #'s. It is important to make sure you are on the page you wish to leave the notes attached to.

ZOOM – You can use – or + to zoom closer to what you need to view items or descriptions. You can also grab and drag the page to bring your item into view. Make sure that your cursor is not pointing to a specific item when you drag. If you hover your cursor over an item for a couple of seconds a Products Info Page will appear if you click that item it will be added to your shopping cart.

LEFT AND RIGHT ARROWS FIRST PAGE, BACK PAGE, NEXT PAGE, LAST PAGE

These icons are for navigating quickly directly to a specific page, flipping through the pages one at a time or going directly to the first or last page of the catalog. You can also **"TURN PAGES" IN THE CATALOG** by placing your cursor over the bottom outside edge of the catalog's pages, and when the cursor is in the shape of a pointing finger, click once.

The **SEARCH** icon lets you use key words or item #'s to find what you are looking for quickly.

PUTTING ITEMS IN YOUR SHOPPING CART– Rolling over a product will highlight the product info and bring a pop-up screen of the item's details. To place that item into your shopping cart, click on the pop up window, and your shopping cart will open and display your newly added item. Here you can **EDIT THE NUMBER OF ITEMS** you are ordering, or **REMOVE ITEMS** from your shopping cart.

VIEWING YOUR SHOPPING CART– Clicking on the shopping cart will take you to your order and give you the option to email the order to T3. Do this by clicking



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the SEND FORM button at the bottom of the Order List. Here you will need to fill in each area at the top completely the first time and after you send your first order the information will be saved for next time.

The envelope or **MAIL** icon allows you to send the catalog to another person via email. It will send open to the last page you were on when you sent.

PRINT – when you click here you will be asked if you would like to print the left or right page

PLEASE NOTE:

If you are purchasing Compatible Ink/Toner cartridges or misc parts for your machine, please use the OEM part #'s and make notes on your order comments that you would like the T3 compatibles. The catalog shows various types/brands; however we only provide our own brand compatibles which are guaranteed 100%.

Information sent to T3 via the catalog will NOT be processed as an order. This process will generate a quote that will be emailed back to you with accurate prices for approval. Once you respond to the quote and verify that the information, products and prices are accurate and provide a PO or payment information, T3 will process the order for shipping.

If you ever have any questions regarding what you find in the catalog or need help using the catalog – we are just a phone call away 916.851.1099