VANTAGE

Submitting Engraving Orders To Customer Service Directly

User Guide

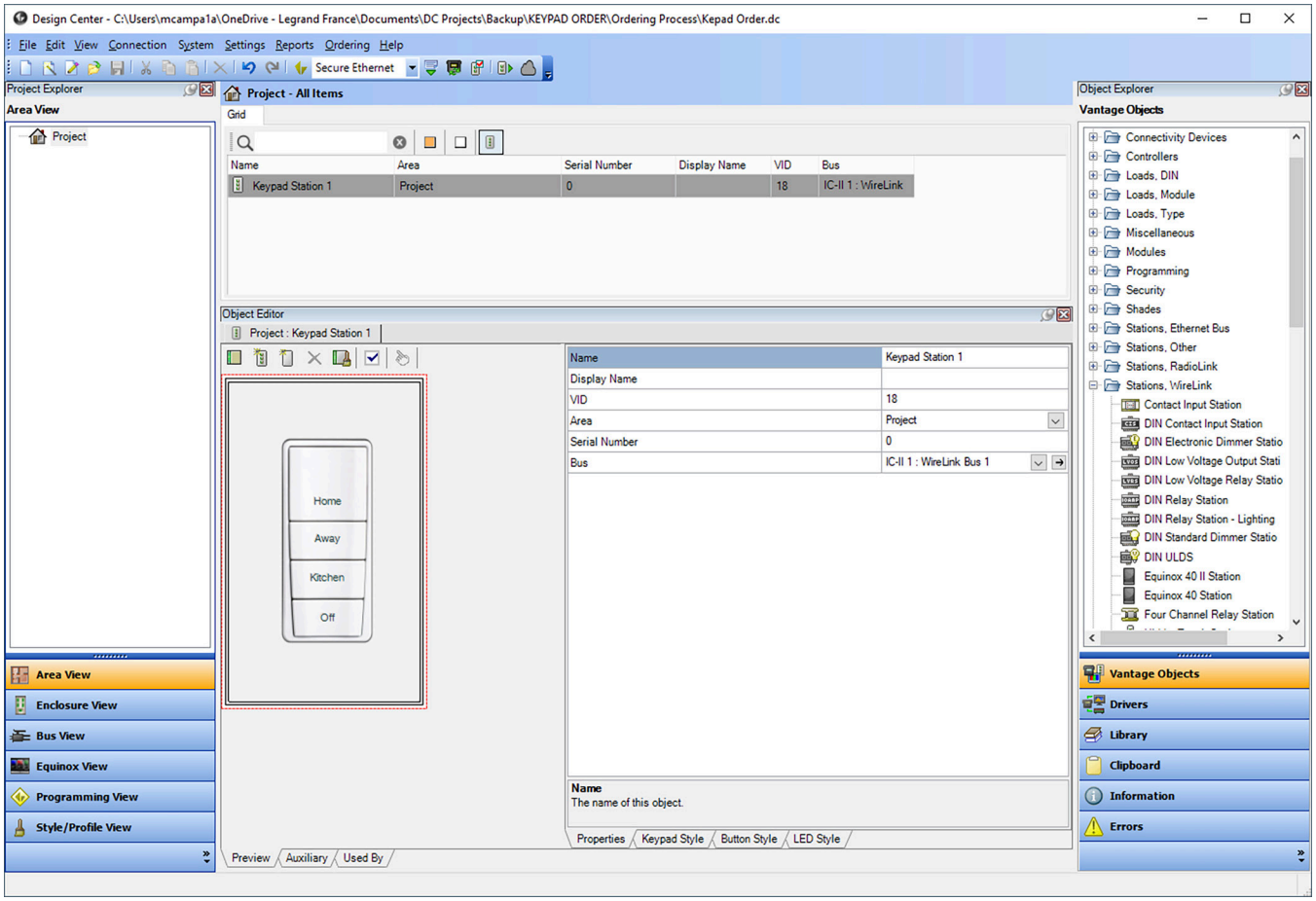
No: 050055 – rev. 1 8/23

OVERVIEW

Custom engraving information could be missing from requests provided to Customer Service if not setup properly. The following steps will ensure these requests contain the necessary information to process custom engravings.

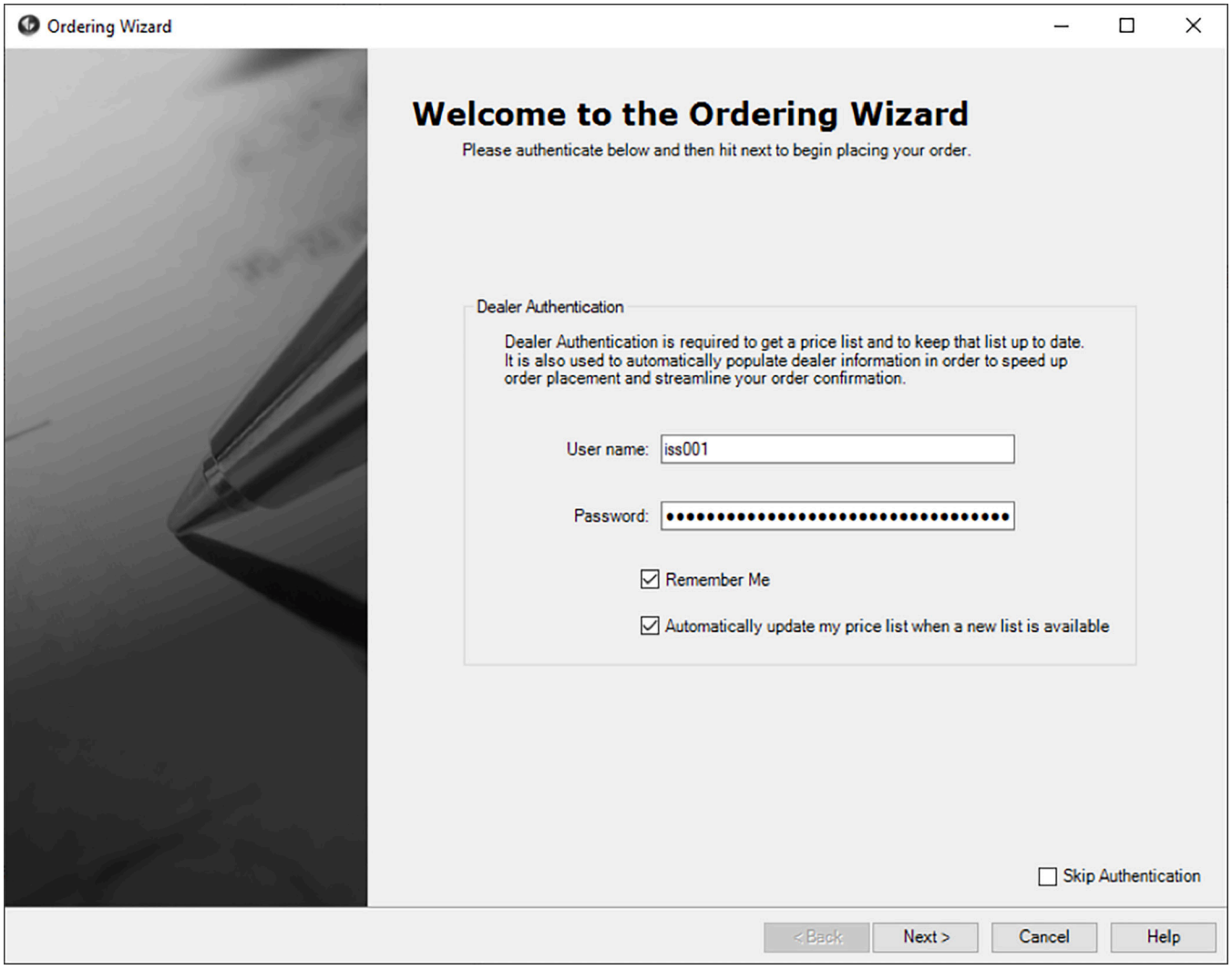
STEP 1: CREATE FILE WITH ENGRAVINGS

Open Design Center and start creating a file with the desired keypads and engravings.



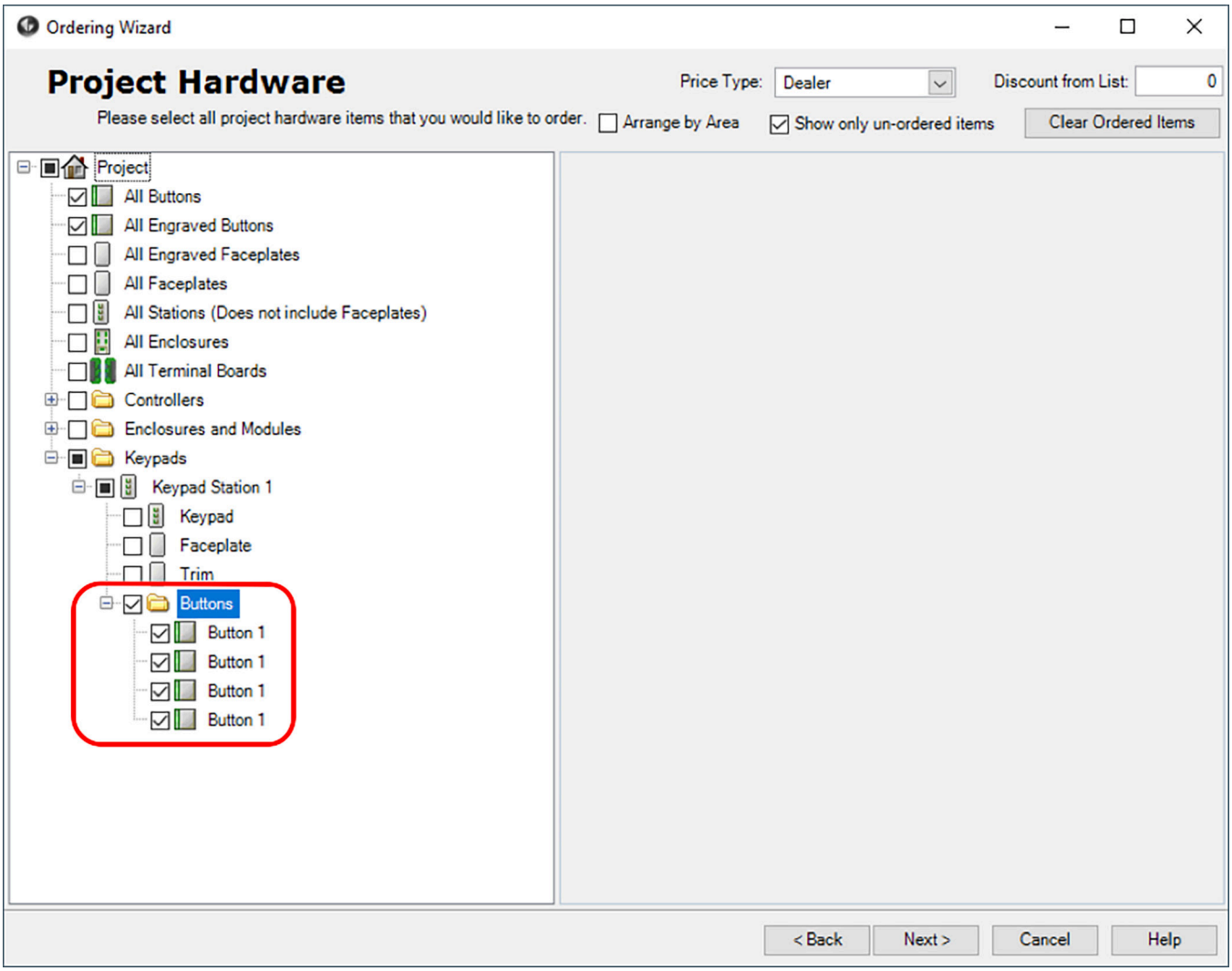
STEP 2: PROJECT HARDWARE PAGE

Open the Ordering Wizard and proceed to the ***Project Hardware*** page.



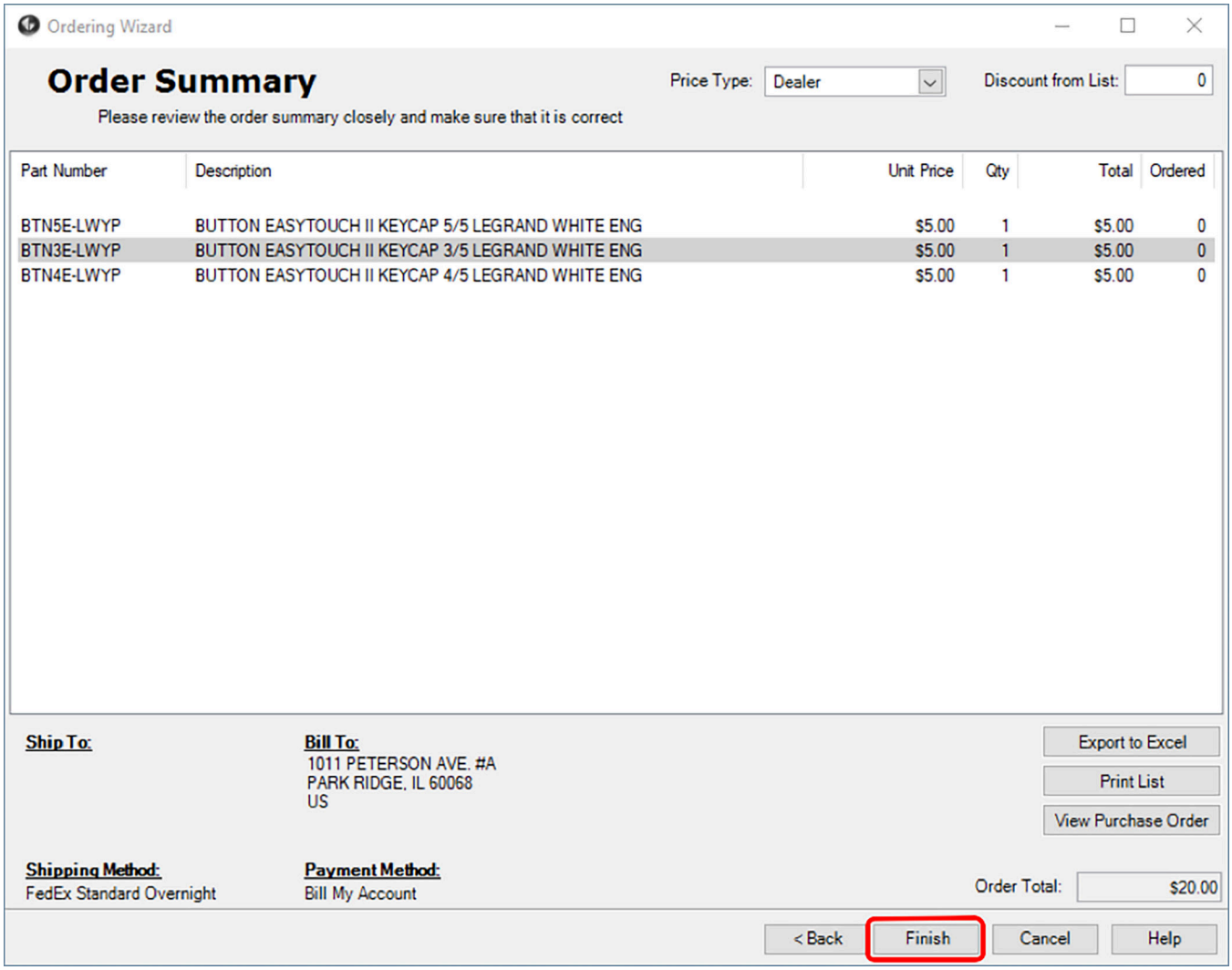
STEP 3: SELECT BUTTONS AND ENGRAVINGS

Select the buttons/engravings you wish to order and proceed to the ***Ordering Summary***.



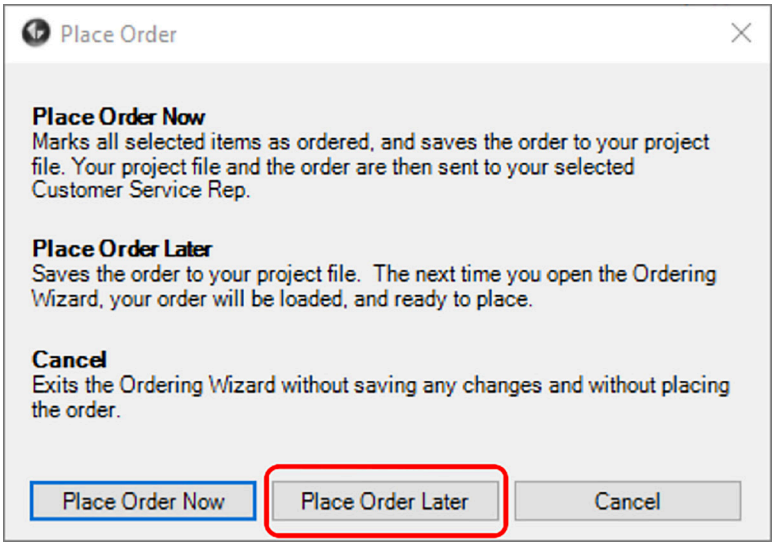
STEP 4: FINISH

Select ***Finish***.



STEP 5: PLACE ORDER LATER

Select ***Place Order Later***, then save the file.



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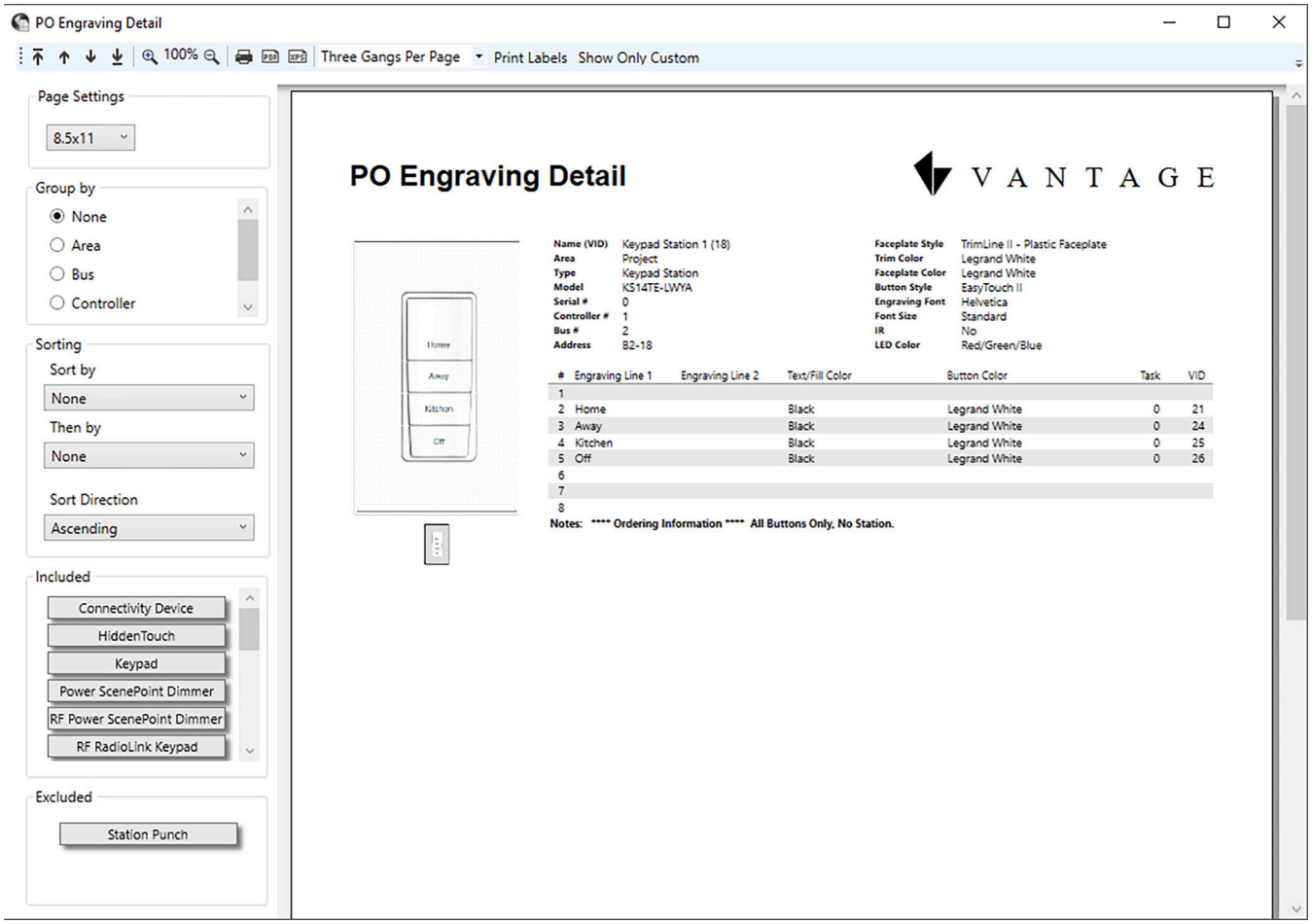
STEP 6: VERIFY PO ENGRAVING DETAIL AND SUBMIT

Review the file for accuracy, then send the file to Customer Service to process the order.



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