

DocuTech 6135 User Guide for Macintosh


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To send jobs to the DocuTech 6135 printer, you must have the DOCUTECH HOLD icon on your Desktop or in the DropDown Printers list of the *Print* dialog box. If these are not available, please email support@mnstate.edu with a request for installation. In the request, please specify your office location and computer type (Mac/Windows).




Printing to the DocuTech 6135:


1. Create your document in application (e.g., Word) and SAVE as usual.
2. You may need to select the **DOCUTECH HOLD** desktop printer icon as your default printer if it is not listed in Step 4.
3. Select *Print* from the File Menu.
4. Select **DOCUTECH HOLD** under Printer:
5. You must fill out the following information completely.
It will replace the paper requisition form before too long.
6. Destination should be **Printer**.
7. Fill in the number of **Copies**
8. Select **All Pages** or fill in pages to be printed
9. Enter and adjust **Job Setup** with this icon: 


- Select **Sides imaged:**
- Select **Finishing:** option if needed
- Select **Collation:** choice
- Click **OK** to save the Job Setup.


Job Setup 2.7.01


Sides Imaged: **Head-to-Toe** 

Finishing: **Landscape Sta...** 

Collation: **Collated** 

10. Enter and adjust **Job Notes** with this icon: 
 - In the **Job Name:** location fill in a name for the document.
 - In the **From:** location, verify your username is present—you may enter or change the name if needed.
 - Leave the **Deliver To:** information unless the job will be picked up by a different department.
 - In the **Account:** location fill in the Cost Center to which the job will be charged. *Verify this carefully because it cannot be easily changed once you send the job.*
 - Do **NOT** enter anything in the **Banner Message:** location.
 - In the **Special Instructions:** location you **MUST** enter any other information required to process or charge your job. Information that should be entered here includes folding, cutting, padding, etc.
 - Click **OK** to save the Job Notes.

11. Enter and adjust **Paper Stocks** with this icon: 
 - Select **Paper Color** from drop down list—if desired color is not listed, select custom and fill in desired color.
NOTE: use the **Custom** Paper Color option to specify Cover weight or Offset weight papers; e.g., type in *White Cover* or *Ivory Offset*.
 - Change **Paper Type** if needed
 - Select correct **Page Size**
 - Click **OK** to save the **Paper Stock**.

12. If needed, select **Covers** with this icon:  and call Printing Services for additional instructions.
13. Click **Print** button to send job to the DocuTech 6135.

NOTE: You will temporarily need to send a paper requisition form until the billing system is completed.