

# DocuTech 6135 User Guide for WINDOWS 2000

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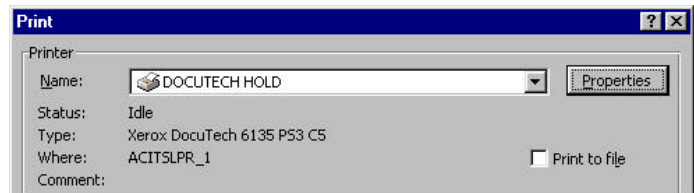


To send jobs to the DocuTech 6135 printer, you must have the DOCUTECHHOLD icon in your Printers folder or listed in the DropDown Printers list of the *Print* dialog box. If these are not available, please email support@mnstate.edu with a request for installation. In the request, please specify your office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

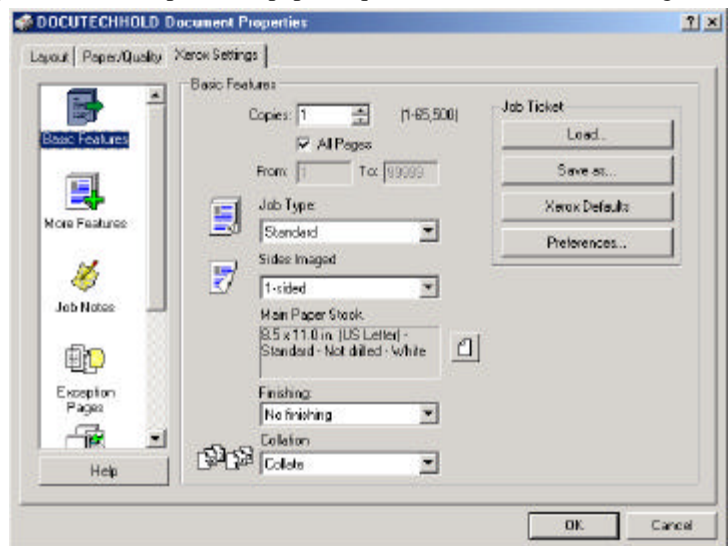



## Printing to the DocuTech 6135:

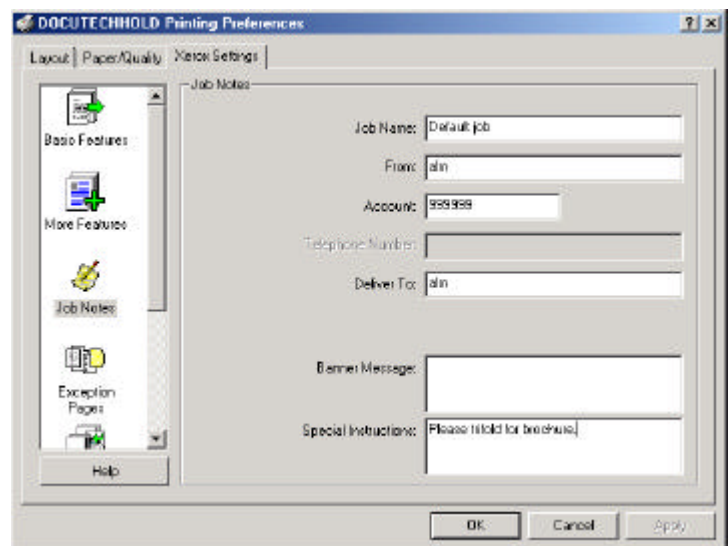
1. Create your document in Windows application (e.g., Word) and SAVE as usual.
2. From the *File Menu*, select **Print**.
3. Select **DOCUTECH HOLD** under Name:  
NOTE: do not change any other settings in this dialog box. DO NOT enter the number of copies here.
4. Click the **Properties** button. Click the **Xerox Settings** tab.  
You must fill out the Properties Information completely since it will replace the paper requisition form before too long.



5. Click **Basic Features** icon in left pane
  - Enter number of Copies.
  - Select All Pages or uncheck and fill in the pages to be printed.
  - Adjust **Sides imaged** option.
  - Select **Finishing** option if needed..
  - Select **Collated/Uncollated** choice.
6. Click **Paper Stock** icon:
  - Select correct page **Size** from drop-down list.
  - Change paper **Type** if needed.
  - Select paper **Color** from drop down list—if desired color is not listed, select **Custom** and fill in the desired color.



7. Click **Job Notes** icon  in the left pane.
8. In the **Job Name:** location enter the document/job name.
9. In the **From:** location, verify your username is present—you may change the name if needed.
10. In the **Account:** location type in the Cost Center to which the job will be charged. *Verify this carefully - it cannot be easily changed once you send the job.*
11. Leave the **Deliver To:** information unless the job will be picked up by a different department.
12. Do NOT enter anything in the **Banner message:** .
13. 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.
14. Click **OK** to save the Job Notes.
15. If special *Covers* are needed call Printing Services for instructions.
16. Click **OK** to save your job Properties.
17. Click **OK** 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.

*This document can be made available in alternative formats by calling 218/236-2652 (V/TTY)  
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