

# DocuTech 6135 User Guide for WINDOWS 95/98

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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.

5. You must fill out the Properties Information completely since it will replace the paper requisition form before too long.

6. Enter number of **Copies**.

7. Select **All Pages** or uncheck and fill in the pages to be printed.

8. Adjust **Image Description** section:

- Select **Orientation**: option.
- Select **Sides imaged**: option.

9. Adjust **Paper Stock** section:

- 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.
- NOTE: use the **Custom** Paper Color option to specify Cover weight or Offset weight papers; e.g., type in *White Cover* or *Ivory Offset*.

10. Adjust **Finishing** section:

- Select **Collated/Uncollated** choice.
- Select **Finishing** option if needed.

NOTE: The *Custom* option doesn't work. Enter any special finishing in the *Special instructions* section below.

11. Click **Job Notes** button.

12. In the **Job Name**: location type in a name for the document.

13. In the **Account**: location type 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.*

14. In the **From**: location, verify your username is present—you may change the name if needed.

15. Leave the **Deliver To**: information unless the job will be picked up by a different department.

16. Do NOT enter anything in the **Banner message**: location.

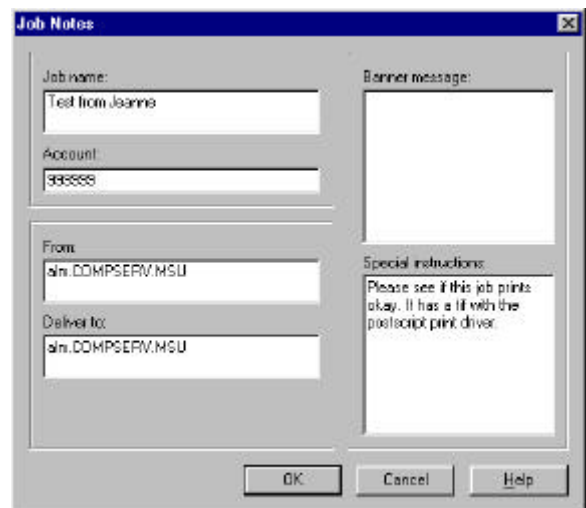
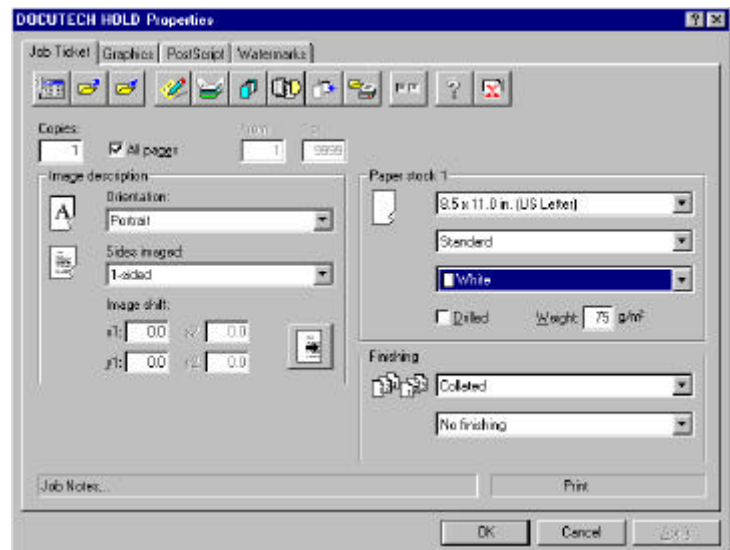
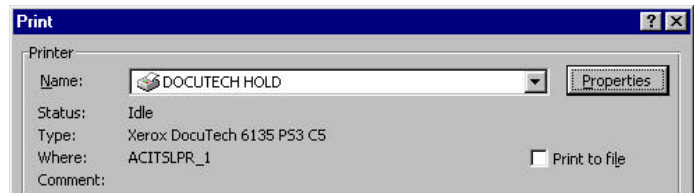
17. In the **Special Instructions**: location you MUST enter any other information required to process or charge your job. Information that should be entered here includes folding, cutting, padding, etc.

18. Click **OK** to save the Job Notes.

19. If special *Covers* are needed call Printing Services for instructions.

20. Click **OK** to save your job Properties.

21. 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.

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