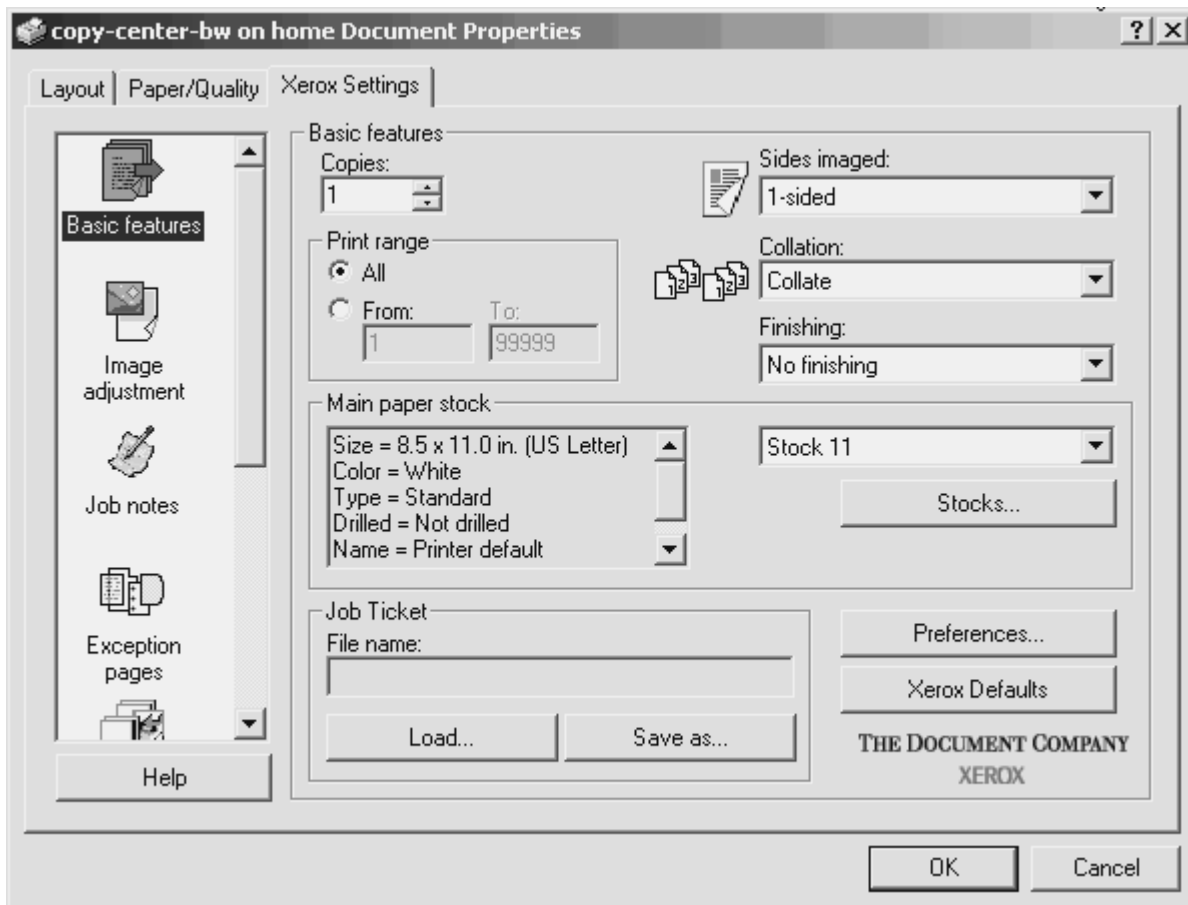


## Using the Xerox Docutech 6115 Printer with Windows 2000/XP

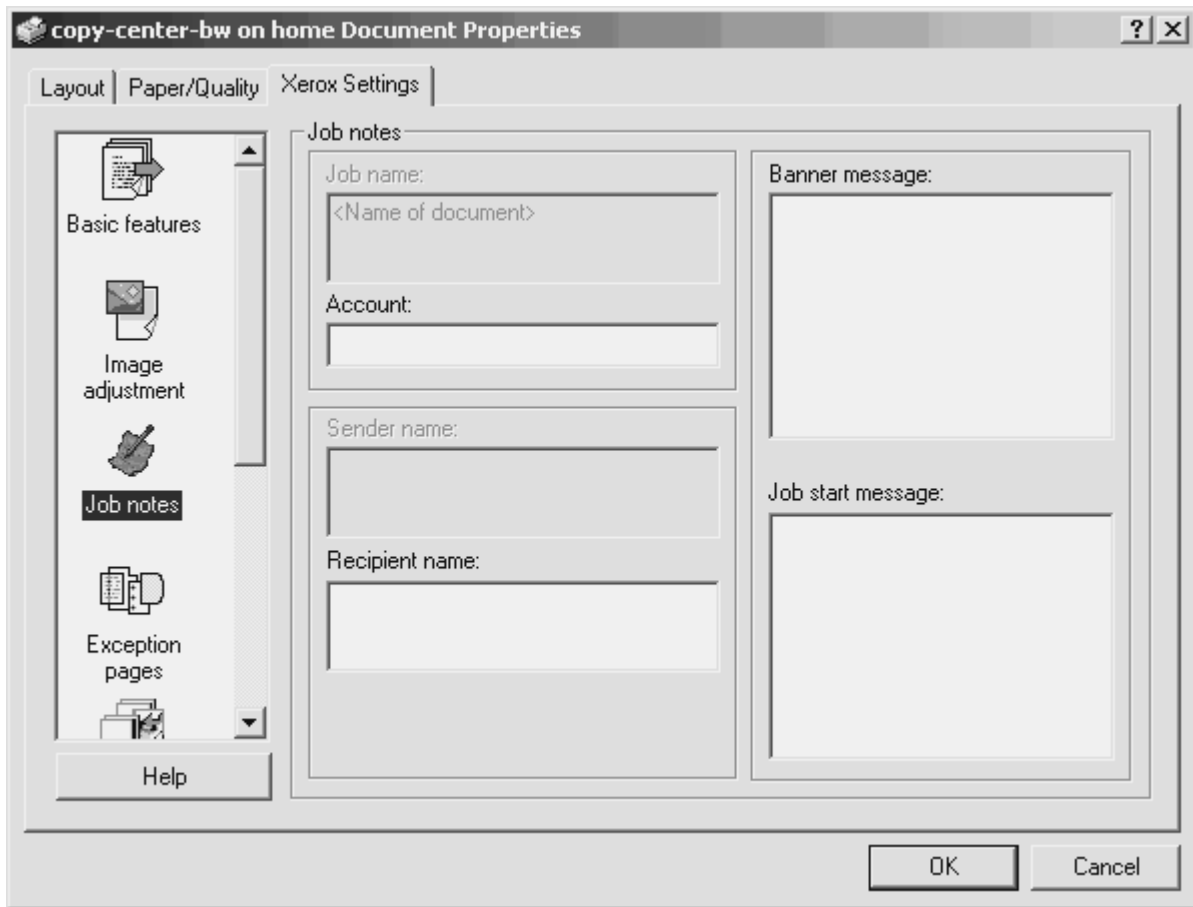
- ◆ The **Xerox Docutech 6115** printer is located in the Willamette Copy Center (Waller Hall, First Floor). Your computer must be configured to access the Xerox printer from your office. Once the setup is done, you can send jobs to the copy center directly from your computer.
    - ⇒ Submit a *WITS Service Request* to have your computer configured for the Xerox printer.
  - ◆ You must select the Xerox printer and complete a *Xerox Job Ticket* (Figures 1, 2, and 3) before you can send a document to the printer. Most applications can do this from the document window.
1. Choose **File > Print** to open the **Print** dialog box. Selecting the printer is slightly different, depending on the software you are using. Instructions for Microsoft Word for Office 2000 follow
    - a. From the **Printer** list, select **copy-center-bw**.
    - b. Click on the **Properties** button, then click on the **Xerox Settings** tab (you will see the **Xerox Docutech Properties** screen, as shown in Figure 1).



[Figure 1]

2. You can set Copies, Orientation, Job Type, Image Description (do not change the Image Shift settings), Paper Stock, and Finishing. For more information on other printing options, visit the Copy Center.
3. Click the **Job Notes** button to proceed to the **Job Notes** form (Figure 2, next page).

*Continued ...*



[Figure 2]

4. Fill out the **Job Notes** form as indicated.
  5. Click the **OK** button when you have finished entering the details for your print job.
  6. Finish sending the job to the printer using the appropriate method for the software you are using.
- ◆ Once printing is complete, set your printer settings back to your local printer.