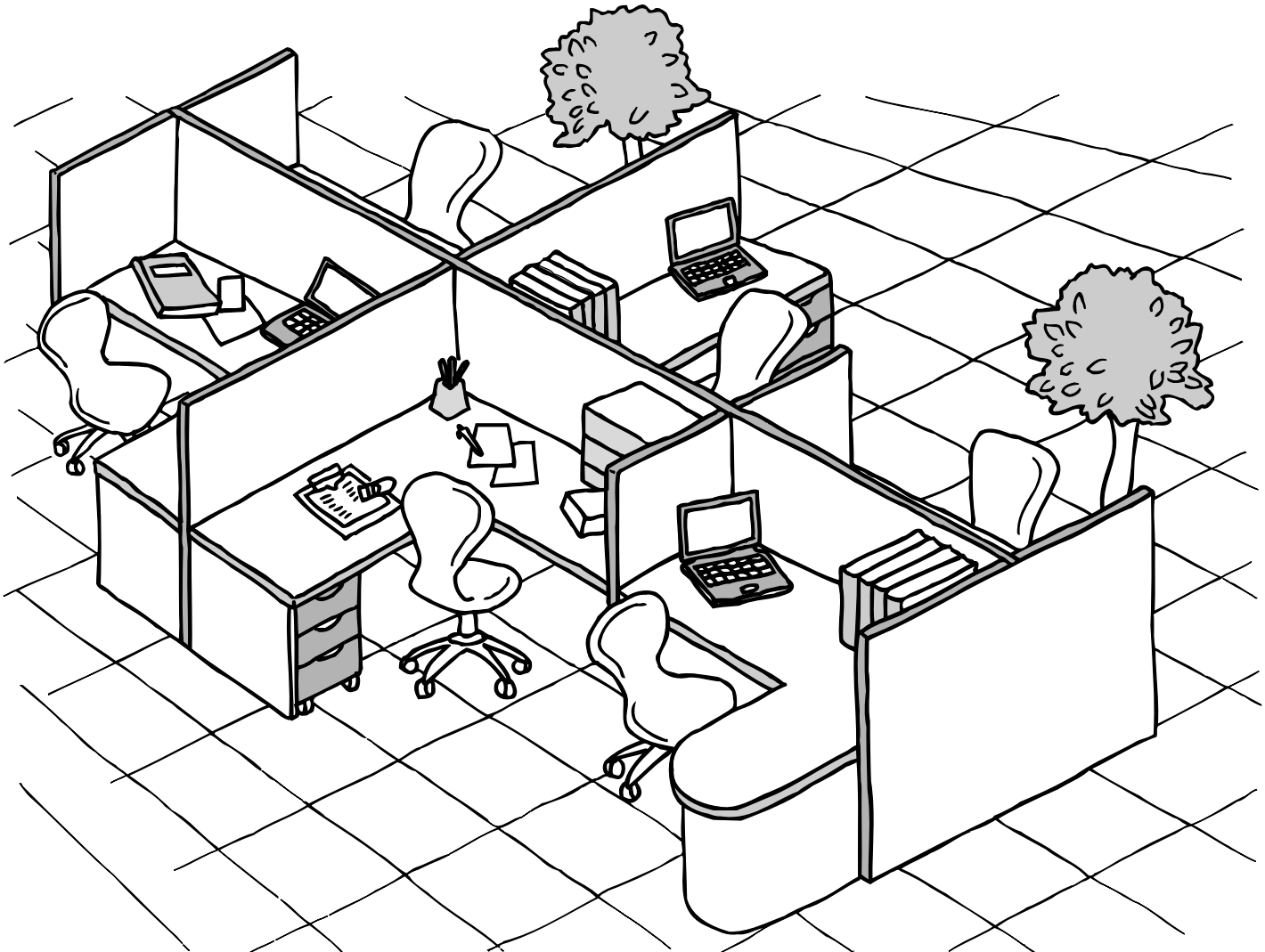


Panasonic®

Digital Imaging Systems Operating Instructions (For Copy & Network Scan Functions)

Model No. **DP-2330/3030**



WORKIO

Before operating this equipment, please read these instructions completely and keep these operating instructions for future reference.

The DP-2330/3030 with options.

English

Getting To Know
Your Machine

Before Starting

Making Copies

Function

Accessories

Network Scanner
(Option)

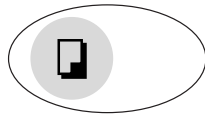
Problem Solving

Others



Getting To Know Your Machine

Useful Office Functions



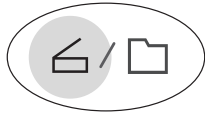
Copy

- Copy up to A3 size.
- Capable of copying text/photos/halftone originals.



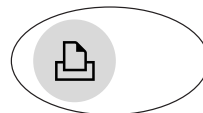
Fax/Email

- Plain Paper High-speed Super G3 compatible Fax with JBIG compression when optional Fax Communication Board (DA-FG300) is installed.
- Quick-Scan
- Quick Memory Transmission
- Email Function capability when optional Internet Fax/E-Mail Module (DA-NF600) is installed.



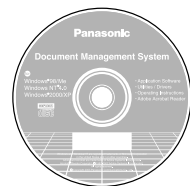
Scan/File

- Monochrome scanner capability when optional Network Scanner Module (DA-NS600) is installed.
- Scanning resolution up to 600 dpi.
- A document can be saved to, or retrieved from the Network Server with this Digital Imaging System.



Print

- Digital printer controller standard, printer resolution 300 or 600 dpi.



Application Software

- Document Manager
- Document Viewer
- Document Network Scanner*
- Utilities (Network Status Monitor, Address Book Editor, Device Configuration Editor)

* Document Network Scanner is only available when the optional Network Scanner Module (DA-NS600) is installed.

Multi-Tasking Job Table

Current Job		Copy	Concurrent Copy*		Network Scanning		GDI/PCL/PS Printing		Facsimile (Sending)		Facsimile (Receiving)	
			Storing Document	Printing	Storing Document	Transmission to PC	Receiving Data	Printing Received Data	Storing Document	Memory Transmission	Memory Receiving	Printing Received Memory Data
2nd Job												
Copy												
Copy		—	—	×	—	—	●	△	—	●	●	△
Concurrent Copy*												
Storing Document		—	—	●	—	—	●	●	—	●	●	●
Printing		—	—	☆	—	●	●	□	—	●	●	☆
Network Scanning												
Storing Document		—	—	—	—	—	●	●	—	●	●	●
GDI/PCL/PS Printing												
Receiving Data		●	●	●	●	●	●*	●	●	●	●	●
Printing Receive Document		☆	☆	☆	●	●	●	☆	●	●	●	☆
Facsimile (Sending)												
Storing Document		—	—	—	—	—	●	●	—	●	●	●
Memory Transmission		●	●	●	●	●	●	●	●	×	×	●
Facsimile (Receiving)												
Memory Receiving		●	●	●	●	●	●	●	●	×	—	●
Printing Received Memory Data		☆	☆	☆	●	●	●	☆	●	●	●	☆

● : Accepts and executes 2nd Job.

△ : Accepts and executes 2nd Job (Copy) only if Current Job has been interrupted.

☆ : Accepts 2nd Job and executes the 2nd Job after Current Job has completed.

□ : Accepts 2nd Job (Concurrent copy printing) and executes the 2nd Job after Current Job (Printing from PC data) has stopped, or at the end of a printing Copy (Electronic/Rotate/Shift/Staple Sort) or the end of a printing Group (Rotate/Shift Stack). After 2nd Job has completed, the remainder of Current Job will restart.

Example:

Current Job (PC print): 2 pages x 2 copies with staple sort; 2nd Job (Concurrent Copy): 1 page

> After one operator sets Current Job, another operator sets 2nd Job. ① 2 pages print stapled (PC print); ② 1 page prints (Concurrent Copy); ③ 2 pages print stapled (PC print)








× : Does not accept the 2nd Job.

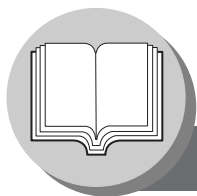
— : None

NOTE

*: HDD (DA-HD30) and additional 16MB (minimum) Image memory are required.

Outline of this Operating Instructions

	Getting To Know Your Machine	<ul style="list-style-type: none"> ● Operation Chart for quick operation (See pages 14, 15) ● Adding Paper, Replacing the Toner Bottle, Removing Misfed Paper and Error Codes (See pages 14-21)
	Before Starting	<ul style="list-style-type: none"> ● Precautions for your safety (See pages 7-12) ● Key/Button/Indicator names on the Control Panel (See pages 23-25)
	Making Copies	<ul style="list-style-type: none"> ● Operating Instructions for making copies according to Function Categories on the LCD Touch Panel Display (See pages 26-55)
	Function	Changing the Initial "modes/ defaults" <ul style="list-style-type: none"> ● Copy, Printer, Scanner (Option) and Fax/Email (Option) (See pages 56-70)
	Options	<ul style="list-style-type: none"> ● Accessories(components); Options and Supplies (See page 71) ● 1-Bin Finisher (DA-FS300) (See pages 41) ● Network Scanner (DA-NS600) (See pages 72-73)
	Problem Solving	<ul style="list-style-type: none"> ● Troubleshooting (See pages 74, 75) ● Replace the Battery/Set the Date and Time (See pages 76, 77)
	Others	Specifications and index (See pages 78-81)



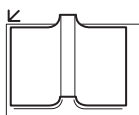
Getting To Know Your Machine

Symbol Marks/Icons

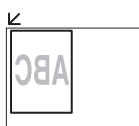
Following symbol marks/Icons are used in this operating instructions for your operation.



Place original(s) on the ADF



Place original(s) on the Platen Glass (Book)



Place original on the Platen Glass (Sheet)



Press any Hard Key on the control panel or touch any Button on the touch panel display

<p>Press Hard Key</p>	<p>Touch any Button</p>
<p>Input numerical</p> <p>● Number of copies, etc.</p>	<p>Input text with keyboard</p>

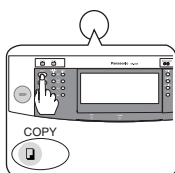


Go to next step

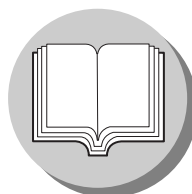


Go to next step (below)

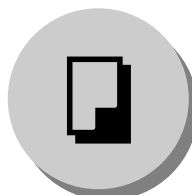
5



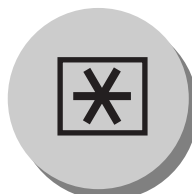
Setting any function(s) if necessary



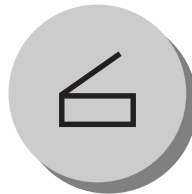
Getting to know your machine Before starting



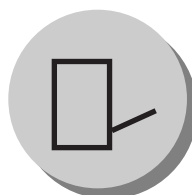
When making copies



When setting the machine modes



Options (ex.: Network Scanner) When scanning document(s)



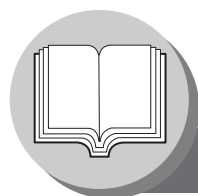
Options (ex.: Finisher)



Problem solving



Others



Getting To Know Your Machine

Table of Contents

Useful Office Functions	2
Multi-Tasking Job table	2
Outline of this Operating Instructions	3
Symbol Marks/Icons	4
Precautions	7
Operation Chart	14
■ Quick Operation Chart	14
■ Problem Solving	15

Before Starting

Energy Star	22
Control Panel	23
Touch Panel Display	24

Making Copies

Basic Menu	26
■ Copying the Same Size Originals (1:1)	26
■ Using for ADF	26
■ Copy on heavy paper (Postal Card etc.) (maximum 133 g/m ²)	26
■ Position of the Original(s)	27
■ Copying with Preset Ratios	28
■ Proof Copying	28
■ Tandem /Remote Copying	28
■ Tandem/Remote Copy Settings (Registration 1)	30
■ Tandem/Remote Copy Settings (Registration 2)	30
■ Tandem/Remote Copy Settings (Editing)	30
■ Tandem /Remote Copy Settings (Deleting)	30
■ Job Queue	32
■ Completion Notice	32
2-Sided/Original → Copy	34
■ 1 → 2, 2 → 1, 2 → 2 Copy	34
■ Book → 2 Copy	34
■ 2 Page Copy	36
■ N in 1 Copy	36
■ Booklet Copy	36
■ Multi-Size Feeding	38
■ JOB BUILD AND SADF Mode	38
Sort/Finish	40
■ When using Sort Mode	40
Zoom/Effects	42
■ Zoom	42
■ Auto Zoom	42
■ Edge	42
■ Book	42
■ Margin	44
■ Centering	44
■ Image Repeat	44
■ Inverse	44
■ Stamping (Page Numbering)	46
■ Stamping (Date Stamp)	46
■ Stamping (Issue Number Stamping)	46
Insertion/Overlay	48
■ Cover	48
■ Page Insertion	48
■ OHP Interleaving	48
■ Presentation	48



Getting To Know Your Machine

Table of Contents

Insertion/Overlay	50
■ Overlay	50
■ File Edit	50
■ Form Overlay	50
Other Features	52
■ Job Memory	52
■ Double Exposure	52
■ Skyshot Mode	54
■ Concurrent Copying	54
■ Energy Saver (Energy Saver Mode, Sleep/Shutdown Mode)	54
■ Interrupt Mode	55

Function

■ Using Function Modes to change the Initial Copy Modes	56
■ Procedure	56
■ GENERAL SETTINGS	58
■ COPIER SETTINGS	58
■ SCANNER SETTINGS	59
■ PRINTER SETTINGS	60
For Key Operator	61
■ GENERAL SETTINGS	61
■ COPIER SETTINGS	63
■ PRINTER SETTINGS	64
For example	66
■ Changing the Auto Contrast Setting	66
■ Changing the Paper Size	66
■ Weekly Timer	66
■ Department Counter	68
■ Network Settings	68
Combined Function Table	70

Accessories

Components	71
■ Options	71
■ Supplies	71

Network Scanner (Option)

■ Registering your PC	72
■ Document Scanning	72

Problem Solving

Troubleshooting	74
Replacing the Battery/Set the Date and Time.....	76

Others

Specifications	78
INDEX	80



Getting To Know Your Machine

Precautions

For Your Safety

■ Laser Safety

LASER SAFETY

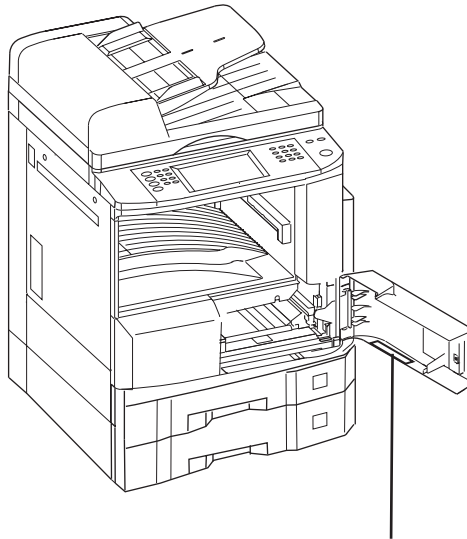
This unit employs a laser. Only qualified service personnel should attempt to service this device due to possible eye injury.

CAUTION:

USE OF CONTROLS, ADJUSTMENTS OR PERFORMANCE PROCEDURES OTHER THAN THOSE SPECIFIED HEREIN MAY RESULT IN HAZARDOUS RADIATION EXPOSURE.



■ Caution Label



- **DANGER** : Invisible laser radiation when open and interlock defeated. AVOID DIRECT EXPOSURE TO BEAM.
- **CAUTION** : Invisible and hazardous laser radiation when interlocks defeated. AVOID EXPOSURE TO BEAM.
- **ATTENTION** : Rayonnement laser invisible dangereux lorsque la sécurité est neutralisée. EXPOSITION DANGEREUSE AU FAISCEAU.
- **VORSICHT** : Unsichtbare Laserstrahlung, wenn Sicherheitsverriegelung überbrückt. NICHT DEM STRAHL AUSSETZEN.
- **PELIGRO** : Cuando se invalida el bloqueo, se producen radiaciones invisibles de láser. EVITESE LA EXPOSICIÓN DIRECTA A TALES RAYOS.
- **VARO!** : Näkymätöntä ja vaarallista lasersäteilyä suojalukitus ohitettaessa. Vältä suoraan altistumista säteelle.
- **ADVARSEL** : USYNLIG LASERSTRÅLING NÅR SIKKERHEDS-LÅS BRYDES. UNNGÅ UDSETTELSE FOR STRÅLING.
- **ADVARSEL** : OSYNLIG LASERSTRÅLING NÅR SPÄRRAR.ÄR URKOPPLADE. STRÅLEN ÄR FARLIG.
- **注意** : 为防止激光照射, 当连接本机时, 请勿暴露在光柱下。
- **주의** : 연결장치가 고장 났을 때에는 눈에 보이지않고 위험한 레이저 방사선이 빛에 직접 닿지않도록 해 주십시오.

FBS8902



Getting To Know Your Machine

Precaution

For Your Safety

To prevent severe injury and loss of life, read this section carefully before using the Panasonic DP-2330/3030 to ensure proper and safe operation of your machine.

■ This section explains the graphic symbols used in this Operating Instructions manual.



WARNING:

Denotes a potential hazard that could result in serious injury or death.



CAUTION:

Denotes hazards that could result in minor injury or damage to the machine.

■ This section also explains the graphic symbols used in this Operating Instructions manual.



These symbols are used to alert operators to a specific operating procedure that must not be performed.



These symbols are used to alert operators to a specific operating procedure that must be emphasized in order to operate the machine safely.

Installation and Relocation Cautions



CAUTION



Do not place the machine near heaters or volatile, flammable, or combustible materials such as curtains that may catch fire.



Do not place the machine in a hot, humid, dusty or poorly ventilated environment. Prolonged exposure to these adverse conditions can cause fire or electric shocks.



Place the machine on a level and sturdy surface that can withstand a weight of 158 lb (72 kg). If tilted, the machine may tip-over and cause injuries.



When relocating the machine, contact your Service Provider.



When moving the machine, be sure to unplug the power cord from the outlet. If the machine is moved with the power cord attached, it can cause damage to the cord which could result in fire or electric shock.

Power and Ground Connection Cautions



WARNING



Ensure that the plug connection is free of dust. In a damp environment, a contaminated connector can draw a significant amount of current that can generate heat and eventually cause fire over an extended period of time.



Always use the power cord provided with your machine. When an extension power cord is required, always use a properly rated cord.

● 240 V/13 A

If you use a cord with an unspecified current rating, the machine or plug may emit smoke or become hot to the touch externally.



Do not attempt to rework, pull, bend, chafe or otherwise damage the power cord. Do not place a heavy object on the cord. A damaged cord can cause fire or electric shocks.



Never touch a power cord with wet hands. Danger of electric shock exists.



If the power cord is broken or insulated wires are exposed, contact your Service Provider for a replacement. Using a damaged cord can cause fire or electric shocks.



Stop operation immediately if your machine produces smoke, excessive heat, unusual noise, or smell, or if water is spilt onto the machine. These conditions can cause fire. Immediately switch Off and unplug the machine, and contact your Service Provider.



Do not disconnect or reconnect the machine while it is on. Disconnecting a live connector can deform the plug and cause fire.



When disconnecting the machine, grasp the plug instead of the cord. Forcibly pulling on a cord can damage it and cause fire or electric shock.



When the machine is not used over an extended period of time, switch it Off and unplug it. If an unused machine is left connected to a power source for a long period, degraded insulation can cause electric shocks, current leakage or fire.



Be sure to switch Off and unplug the machine before accessing the interior of the machine for cleaning, maintenance or fault clearance. Access to a live machine's interior can cause electric shock.



Be sure to switch Off and unplug the machine before accessing the interior of the machine for accessing interface cables, maintenance or fault clearance. Access to a live machine's interior can cause electric shock.



Once a month, unplug the machine and check the power cord for the following. If you notice any unusual condition, contact your Service Provider.

- The power cord is plugged firmly into the receptacle.
- The plug is not excessively heated, rusted, or bent.
- The plug and receptacle are free of dust.
- The cord is not cracked or frayed.

Others

- The machine has a built-in circuit for protection against lightning-induced surge current. If lightning strikes in your neighborhood, switch Off the machine. Disconnect the power cord from the machine and reconnect only when the lightning has stopped.
- If you notice flickering or distorted images or noises on your audio-visual units, your machine may be causing radio interference. Switch it Off and if the interference disappears, the machine is the cause of the radio interference. Perform the following procedure until the interference is corrected.
 - Move the machine and the TV and/or radio away from each other.
 - Reposition or reorient the machine and the TV and/or radio.
 - Unplug the machine, TV and/or radio, and replug them into outlets that operate on different circuits.
 - Reorient the TV and/or radio antennas and cables until the interference stops. For an outdoor antenna, ask your local electrician for support.
 - Use a coaxial cable antenna.

Operating Safeguards



WARNING



Do not touch areas where these caution labels are attached to, the surface may be very hot and may cause severe burns.



Do not place any liquid container such as a vase or coffee cup on the machine. Spilt water can cause fire or shock hazard.



Do not place any metal parts such as staples or clips on the machine. If metal and flammable parts get into the machine, they can short-circuit internal components, and cause fire or electric shocks.



If debris (metal or liquid) gets into the machine, switch Off and unplug the machine. Contact your Service Provider. Operating a debris-contaminated machine can cause fire or electric shock.



Never open or remove machine covers that are secured with screws unless specifically instructed in the "Operating Instructions". A high-voltage component can cause electric shocks.



Do not try to alter the machine configuration or modify any parts. An unauthorized modification can cause smoke or fire.



Getting To Know Your Machine

Precautions



CAUTION



Do not place a magnet near the safety switch of the machine. A magnet can activate the machine accidentally, resulting in injuries.



Do not use a highly flammable spray or solvent near the machine. It can cause fire.



When copying a thick document, do not use excessive force to press it against the document glass. The glass may break and cause injuries.



Never touch a labelled area found on or near the heat roller. You can get burnt. If a sheet of paper is wrapped around the heat roller, do not try to remove it yourself to avoid injuries or burns. Switch Off the machine immediately, and contact your Service Provider.



Do not use conductive paper, e.g. folding paper, carbonic paper and coated paper. When a paper jam occurs, they can cause a short circuit and fire.



Do not place any heavy object on the machine. An off-balance machine can tip-over or the heavy object can fall, causing damage and/or injuries.



Keep the room ventilated when using the machine for an extended period of time to minimize the ozone density in the air.



When copying with the document cover open, do not look directly at the exposure lamp. Direct eye exposure can cause eye fatigue or damage.



Pull out paper trays slowly to prevent injuries.



When removing jammed paper, make sure that no pieces of torn paper are left in the machine. A piece of paper remaining in the machine can cause fire. If a sheet of paper is wrapped around the heat roller, or when clearing a jammed paper that is difficult or impossible to see, do not try to remove it by yourself. Doing so can cause injuries or burns. Switch Off the machine immediately, and contact your Service Provider.

Others

- When clearing a paper jam or other fault, follow the appropriate procedure given in the Operating Instructions.

Consumable Safeguards



WARNING



Never throw a toner cartridge into an open flame. Toner remaining in the cartridge can cause an explosion and you can get burnt.



Never throw toner or a waste toner container or a toner cartridge into an open flame. It can cause an explosion and you can get burnt.



Keep button batteries/stamp out of the reach of children. If a button battery/stamp is swallowed accidentally, get medical treatment immediately.



CAUTION



Never heat the drum cartridge, or scratch its surface. A heated or scratched drum can be hazardous to your health.



Do not mix new and old batteries together. Otherwise, batteries can burst or leak, causing fire or injuries.



Be sure to use the specified type of batteries only.



Ensure that batteries are installed with correct polarity. Incorrectly installed batteries can burst or leak, resulting in spillage or injuries.

For Your Safety

- The maximum power consumption is 1.5 kW.
A properly wired (grounded), dedicated, 6.3 A, 220-240V AC outlet is required. Do not use an extension cord.
The power cord on this machine must be used to disconnect the main power.
Please ensure that the machine is installed near a wall outlet and is easily accessible.

Caution Note: Unplug the power cord from the wall outlet before removing covers.

Supplies

- Store the Toner Cartridge and paper in cool areas with low humidity.
 - Use high quality 60 - 90 g/m² (Sheet Bypass: 55 - 133 g/m²) paper.
 - For optimum performance, it is recommended that only Panasonic Brand supplies are used in the machine.
 - Certain types of transparency film may not be compatible and may damage your machine.
Consult with an authorized Panasonic dealer for advice regarding non-standard paper types.
(Panasonic has tested "3M PP2500" transparency film and found it to be compatible.)
 - Panasonic recommends using high quality 60 - 90 g/m² paper, using an inferior paper may cause excessive paper curl, requiring you to empty out the Output Tray more often to avoid paper jams.
- Use of other than genuine Panasonic supplies can damage the printer. This may void the warranty of the printer and supplies. Be sure to use only genuine Panasonic Toner (DQ-TU15E) designed for the machine.

Installation

- The machine should not be installed in areas with the following conditions:
 - Extremely high or low temperature and humidity.

Ambient conditions Temperature: 10 – 30 °C
 Relative humidity: 30 – 80 %

- Where temperature and humidity can change rapidly, causing condensation.
- Direct exposure to sunlight.
- In areas of high dust concentration.
- In areas with chemical fume concentration.
- With unstable or uneven conditions (floors, etc.).
- Directly in the air conditioning flow.
- In areas of poor ventilation.
- In areas with extreme vibration.

Illegal Copies

It is unlawful to make copies of certain documents.

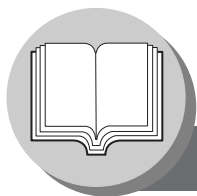
Copying certain documents may be illegal in your country. Penalties of fines and/or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy in your country.

- Currency
- Bank notes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

**This list is not inclusive and no liability is assumed for either its completeness or accuracy.
 In case of doubt, contact your legal counsel.**

Notice:

Install your machine near a supervised area to prevent illegal copies from being made.



Getting To Know Your Machine

Precaution

Ventilation

- The machine should be installed in a well-ventilated area to minimize the ozone density in the air.



CAUTION

- THIS PRODUCT CONTAINS A LITHIUM BATTERY. DANGER OF EXPLOSION IF BATTERY IS INCORRECTLY REPLACED.
REPLACE ONLY WITH THE SAME OR EQUIVALENT TYPE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS OF YOUR LOCAL SOLID WASTE OFFICIALS.

WARNING For U.K.

This appliance is supplied with a moulded three pin mains plug for your safety and convenience. A 13 amp fuse is fitted in this plug.

Should the fuse need to be replaced please ensure that the replacement fuse has a rating of 13 amps and that it is approved by ASTA or BSI to BS1362

Check for the ASTA mark  or the BSI mark  on the body of the fuse.

If the plug contains a removable fuse cover you must ensure that it is refitted when the fuse is replaced.

If you lose the fuse cover the plug must not be used until a replacement cover is obtained.

A replacement fuse cover can be purchased from your local Panasonic Dealer.

IF THE FITTED MOULDED PLUG IS UNSUITABLE FOR THE SOCKET OUTLET IN YOUR OFFICE

THEN THE FUSE SHOULD BE REMOVED AND THE PLUG CUT OFF AND DISPOSED OF SAFELY.

THERE IS A DANGER OF SEVERE ELECTRICAL SHOCK IF THE CUT OFF PLUG IS INSERTED INTO ANY 13 AMP SOCKET.

If a new plug is to be fitted please observe the wiring code as shown below.

If in any doubt please consult a qualified electrician.

WARNING: THIS APPLIANCE MUST BE EARTHED.


IMPORTANT: The wires in this mains lead are coloured in accordance with the following code:

Green and Yellow : Earth

Blue : Neutral

Brown : Live

As the colours of the wires in the main lead of this appliance may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:

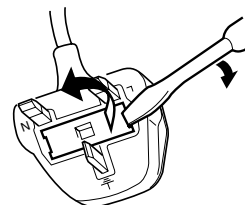
The wire which is coloured GREEN-AND-YELLOW must be connected to the terminal in the plug which is marked by letter E or by the safety Earth symbol  or coloured GREEN or GREEN-AND-YELLOW.

The wire which is coloured BLUE must be connected to the terminal in the plug which is marked with the letter N or coloured BLACK.

The wire which is coloured BROWN must be connected to the terminal in the plug which is marked with the letter L or coloured RED.

How to replace the fuse.

Open the fuse compartment with a screwdriver and replace the fuse.



Handling

- Do not turn the Power Switch Off or open the Front Cover during copying/printing.

■ Sleep/Shutdown Mode Notice

- The following functions will not work if the Sleep/Shutdown Mode setting is set to the Shutdown mode.

When using any of the following functions, we recommend that you leave the Sleep/Shutdown Mode in the initial factory default setting (Sleep mode). (See page 61)

- Printer Function (USB Local and Network Connections)
- Internet Fax/Email Function (Option)
- Facsimile Function (Option)

When the LAN cable is not connect and DHCP Default is "Yes" (See page 62)

■ Key Operator Password

- The Initial Machine Modes can be checked or changed with the Function Modes, however, these modes require the Key Operator Password.

For Key Operator : When setting up this machine, please consult with the authorized service provider, and decide on the Key Operator Password together, then record it and keep it in a safe place for future reference.

■ Dept. (Departmental) Code

When the Department Counter function is set up, the Dept. (Department) Code input screen is displayed on the LCD Display. A registered Department Code (1 to 8-digit) is required to gain access to each secured function, or the secured Copy/Fax/Scanner function(s) cannot be used. Please consult with the Key Operator regarding the Department Code(s) for the desired function.

Procedures :

- ① Input a registered department code (1 to 8-digit).
- ② Press the SET or START Key.

■ Number of Copies

The maximum number of copies is up to 999 (3 digit with keypad). During the copy mode, if you input 4-8 digit numbers, they will be interpreted as being a phone number and displayed on the LCD, then the machine will switch to the Fax mode.

■ Memory Full

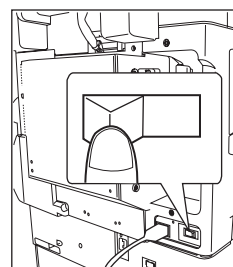
If the memory becomes full during original scanning, the message "MEMORY FULL CONTINUE? 1:YES 2:NO" will be displayed on the LCD. If this occurs, follow the instructions on the LCD. If this occurs frequently, adding optional memory is recommended, consult with an authorized service provider.

■ Maximum Copies Limitation

After setting the maximum allowed number of copies for each department (see page 69), consult with your Key Operator when the total copy count reaches the designated limit and the "DEPT.MAXIMUM COPIES HAS BEEN REACHED" message appears on the LCD.

■ Power Switch

If you are not going to use the copier for long periods of time, turn OFF the Power Switch on the Left Side of the machine and wait 10 seconds then, turn OFF the Main Power Switch on the Back Side of the machine.

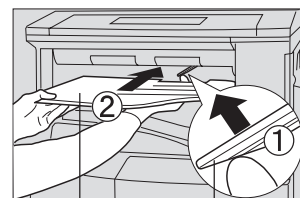


■ Auto Reset Time

As the initial setting for Auto Reset Time is 1 minute, selected default operation mode backs to default operation mode after 1 minute. If you wish to change Auto Reset Time, consult your Key operator. (See page 61)

■ Inner Tray Notice

Under normal operation, it is not necessary to remove this Inner Tray. If this tray is removed, lift up the Paper Holder while reinstalling the tray to prevent damaging it.



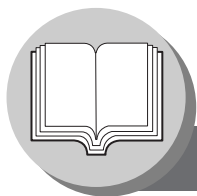
Inner Tray Paper Holder

■ Hard Disk Deletion

There is a possibility that the machine may retain image data on the Hard Disk Drive. The Hard Disk Deletion function overwrites the entire image data area with fixed data at Medium and with random data at High security level setting respectively. (See page 62)

While this function is executing, other functions will not be accepted. The overwriting may require more time when this function is set to a higher security level (Medium or High).

Once the execution of this function starts, the process can only be cancelled by turning the Sub Power Switch to the OFF position.



Getting To Know Your Machine

Operation Chart

■ Quick Operation Chart

Turn the Main Power Switch On
(Located on the back of the Copier)

Turn the Power Switch On
(Left side of the copier)

Load Paper

From ADF

1 Face Up

Tray
Max. 50 originals*

Original Guides
Adjust to the original's width

Original Guides

From Platen Glass

2 COPY

If other function is in use

* 30 originals (B4/A3)

Face down

- If the original is not positioned properly, a portion of the original may not be copied.
- For originals smaller than A5 size, position the original within the A5 area and select A5.

● Adding Paper (Paper Tray)

1

2

3

4

Paper Weight: 60-90 g/m²

Paper Capacity: 550 Sheets (75 g/m²)

Max Level Indicator

NOTE:
When changing the paper size, refer to page 66.

● Adding Paper (Sheet Bypass)

Copying on Special Paper, etc.

1

2

3

4

Sheet Bypass

Until it Stops

Face Down

Side Guides

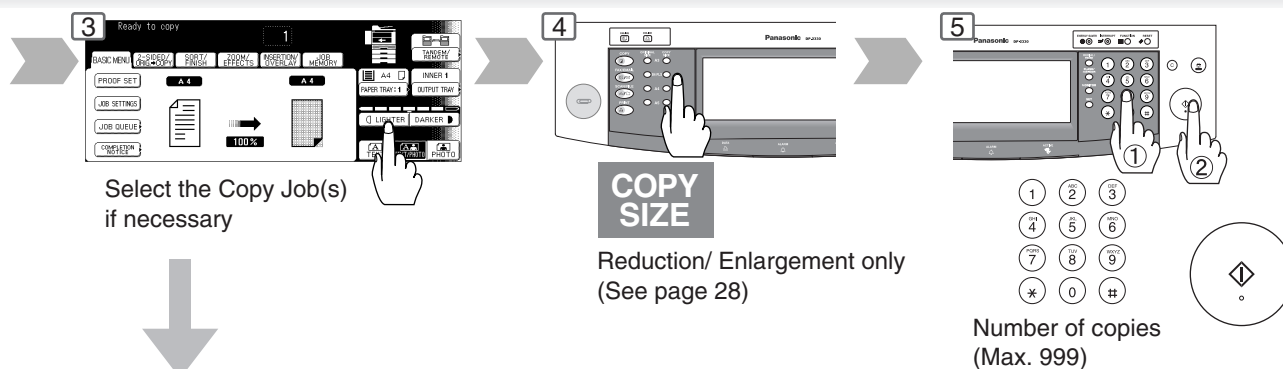
Adjust the side guides.
Incorrect adjustment may cause the paper to wrinkle, misfeed or skew.

NOTE:
When paper size is not detected, remove paper and press Reset Key. Then, load paper again.

Load paper lower than Side Guides

Approximately up to 50
A4 size sheets / 75 g/m²

Paper Weight: 55-133 g/m²



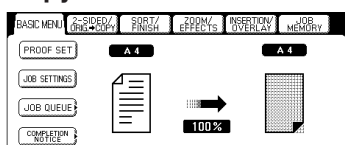
Adjust the Manual Exposure
LIGHTER or DARKER

Select the Original(s)
TEXT Mainly text
TEXT/PHOTO Combined with text and photo
PHOTO Mainly photo

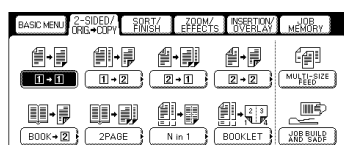
Exit Position of Copies
INNER 1 Inner of machine (bottom)
INNER 2 Inner of machine (upper)
OUTER Exit tray/finisher (outside)

• INNER 2 and OUTER are only available when the optional Inner Tray or Exit Tray/Finisher is installed.

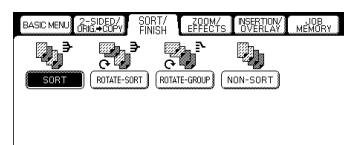
Copy Jobs



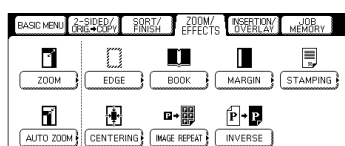
(See pages 26-33)



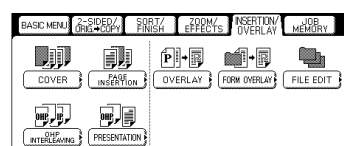
(See pages 34-39)



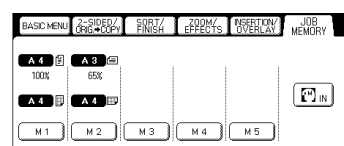
(See pages 40, 41)



(See pages 42-47)

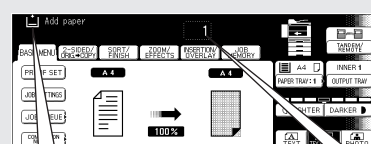


(See pages 48-51)



(See pages 52, 53)

Problem Solving



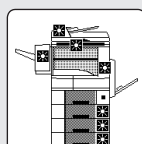
Adding Paper
(See page 14)



Replacing Toner Bottle
(See page 16)



Replacing Toner Waste Container
(See page 16)



Removing Misfed Paper
(See pages 18, 19)

UXX
EXX

User Error Code
(See page 16)
Machine Error Code
(Call your Service provider)



Replacing Staple Cartridge
(See page 16)

• When the optional 1-Bin Finisher (DA-F300) is installed.

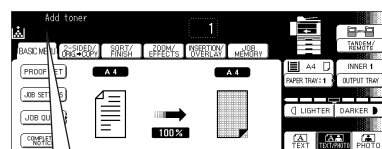


Getting To Know Your Machine

Operation Chart

■ Problem Solving

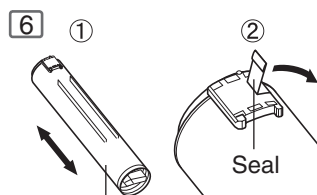
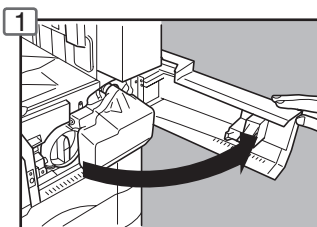
● Replacing Toner Bottle/Replacing Toner Waste Container



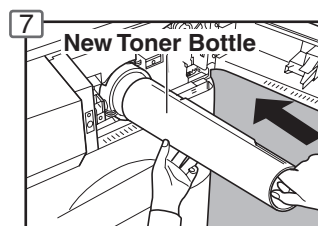
Replacing Toner Bottle



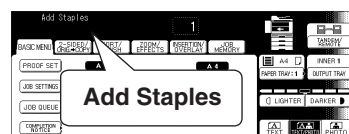
Replacing Toner Waste Container



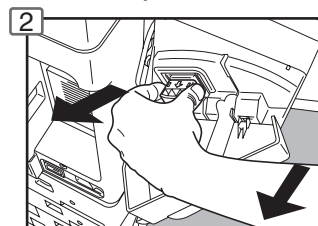
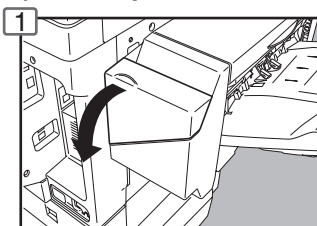
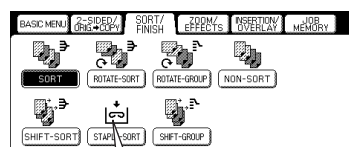
Shake the new Toner Bottle well to loosen the contents.



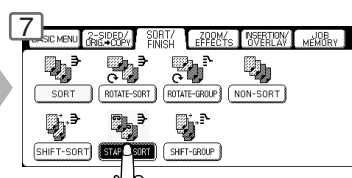
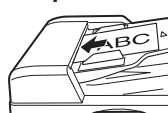
● Replacing the Staple Cartridge (When optional 1-Bin Finisher is installed.)



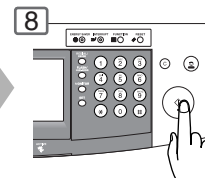
or



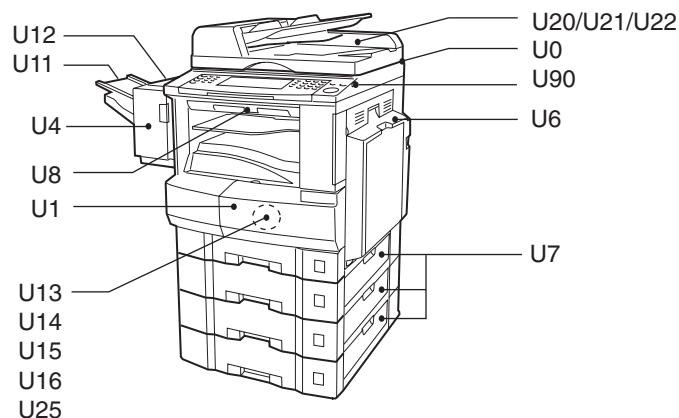
6 Check the operation



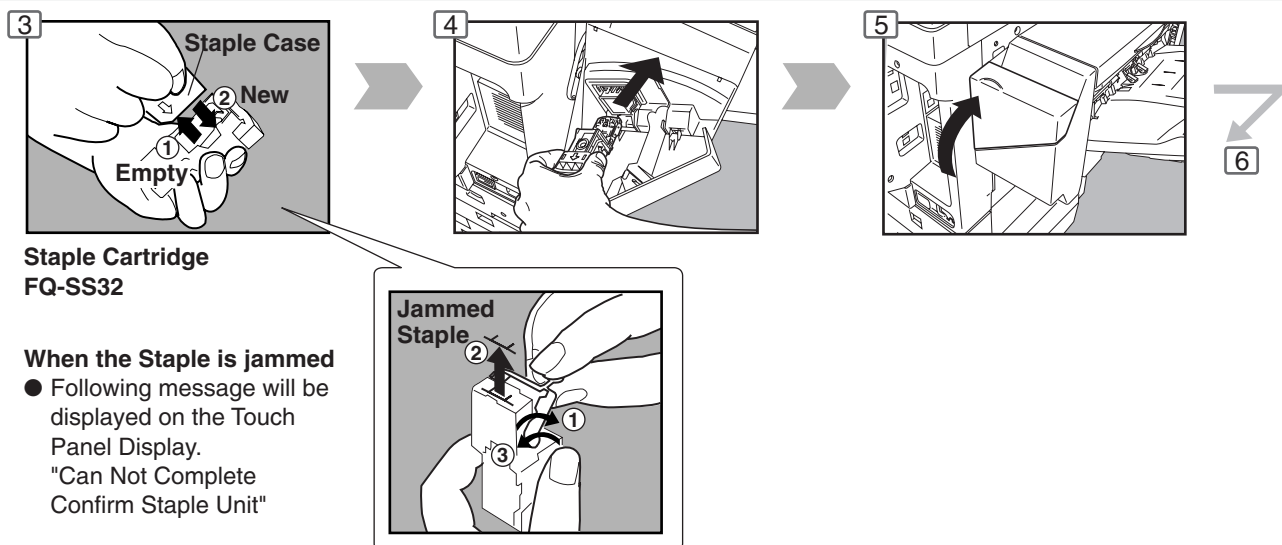
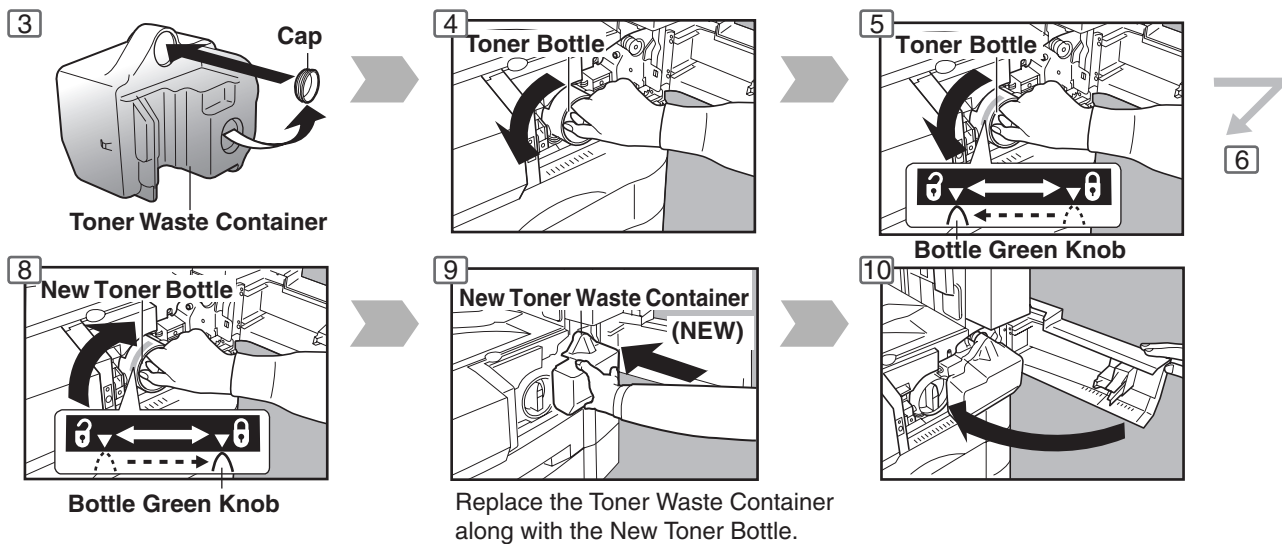
STAPLE-SORT



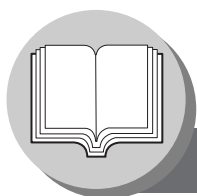
● User Error Codes (U Code)



Code	Check Points
U0	Contact your Key Operator. • Key Counter is not installed. • Department ID Code is not entered.
U1	Front Cover is open.
U4	Finisher is pull out.
U6	Right Cover is open.
U7	Feed Cover 1/2/3 is open.
U8	Transport Cover is open.



Code	Check Points	Code	Check Points
U11	Paper is remained in the Finisher Bin.	U20	ADF cover is open.
U12	Finisher Staple Cover/Top Cover is open.	U21	ADF is opened while scanning from ADF.
U13	Low Toner.	U22	ADF Exit Unit is open.
U14	Toner Waste Container is full.	U25	Shake Toner Bottle well.
U15	Toner Waste Container is not installed.	U90	Need to replace the battery.
U16	Call your Service provider.		(See page 76)
U18	Total Copy Count is limit, consult your Key Operator.		

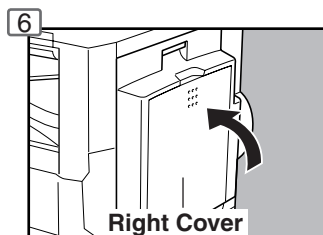
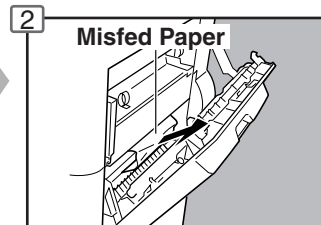
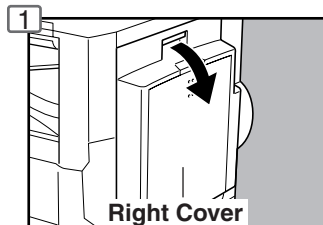
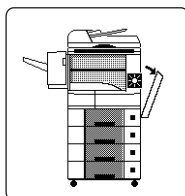


Getting To Know Your Machine

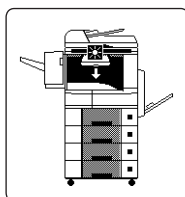
Operation Chart

■ Problem Solving (Continued)

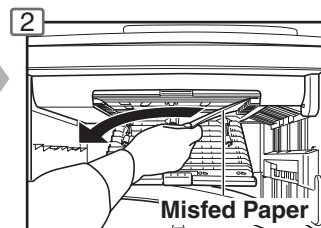
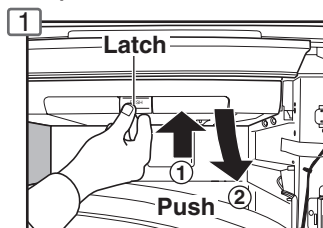
● Removing Misfed Paper (Paper Entry Area/1st Paper Tray)



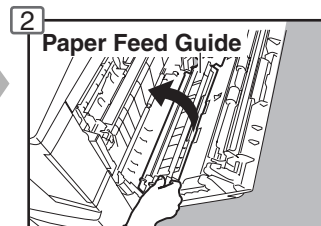
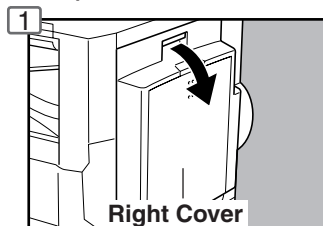
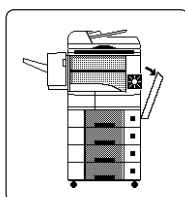
● Removing Misfed Paper (Paper Transport Area)



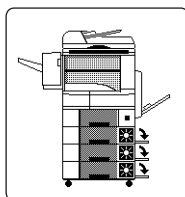
When the optional finisher/outer tray is installed.



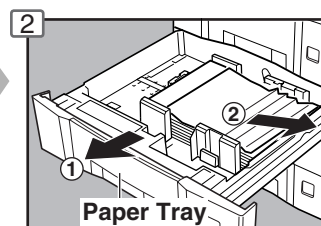
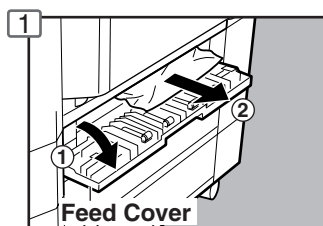
● Removing Misfed Paper (Automatic Duplex Unit)

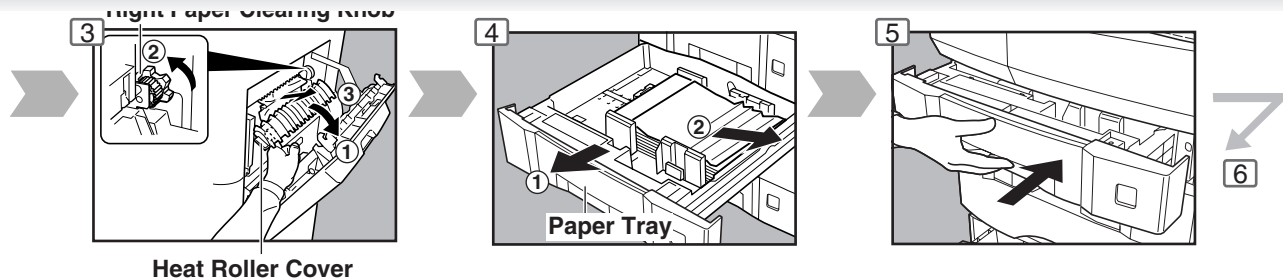


● Removing Misfed Paper (2nd and 3rd/4th Paper Tray)



Options
3rd Paper Tray (DA-DS305)
4th Paper Tray (DA-DS306)



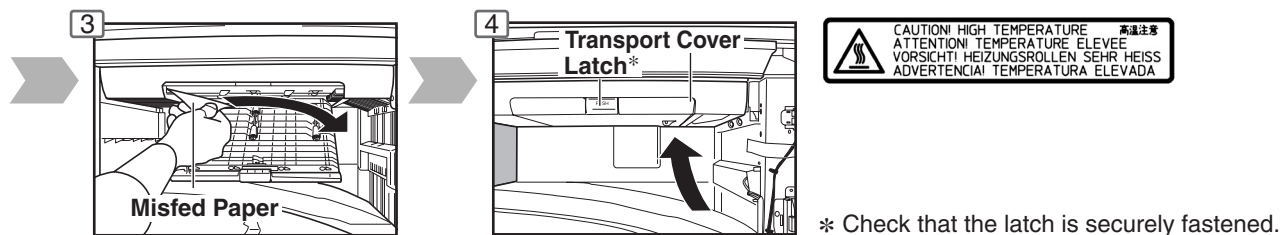


HIGH TEMPERATURE SURFACE. DO NOT TOUCH.
 SURFACE TRES CHAUDE. NE PAS TOUCHER.
 NICHT BERÜHREN. HEISSE OBERFLÄCHE. VERBRENNUNGSGEFAHR.
 SUPERFICIE DE ALTA TEMPERATURA. NO TOCAR.
 表面高温 不要触摸

FBS1486AU

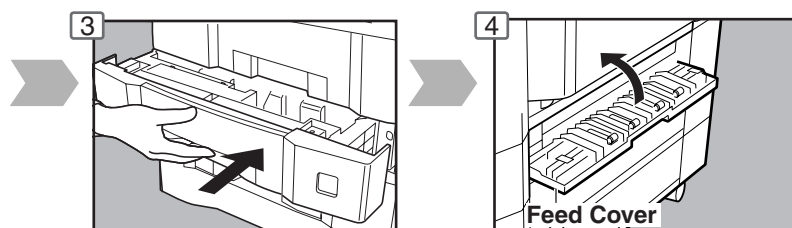
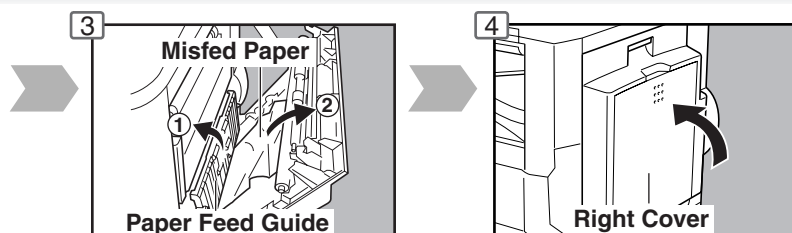
注意 高温注意 CAUTION! HIGH TEMPERATURE
 やけどの恐れあり ATTENTION! TEMPERATURE ELEVÉE
 VORSICHT! HEIZUNGSROLLEN SEHR HEISS
 ADVERTENCIA! TEMPERATURA ELEVADA

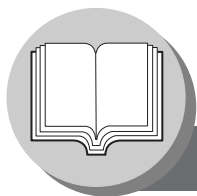
FBS1383



CAUTION! HIGH TEMPERATURE 高温注意
 ATTENTION! TEMPERATURE ELEVÉE
 VORSICHT! HEIZUNGSROLLEN SEHR HEISS
 ADVERTENCIA! TEMPERATURA ELEVADA

* Check that the latch is securely fastened.



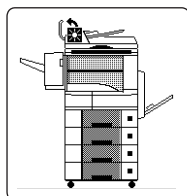


Getting To Know Your Machine

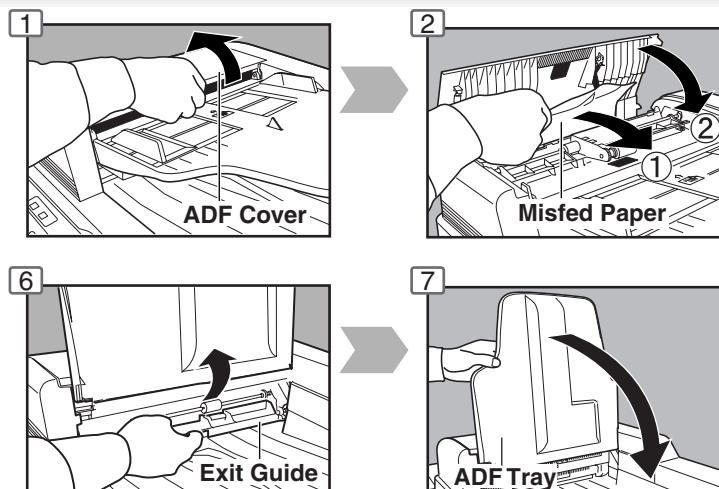
Operation Chart

■ Problem Solving (Continued)

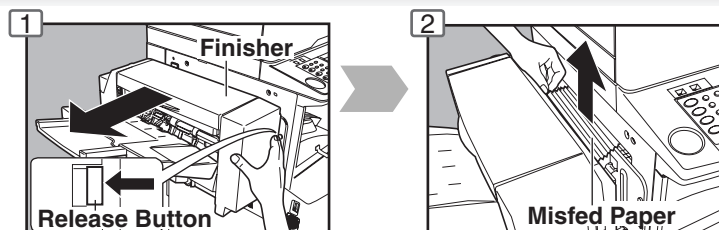
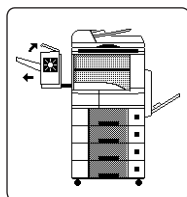
● Removing Misfed Paper (ADF)

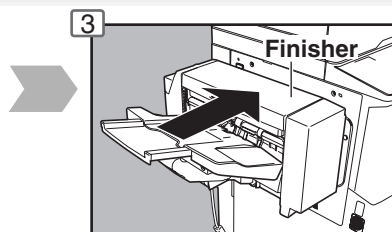
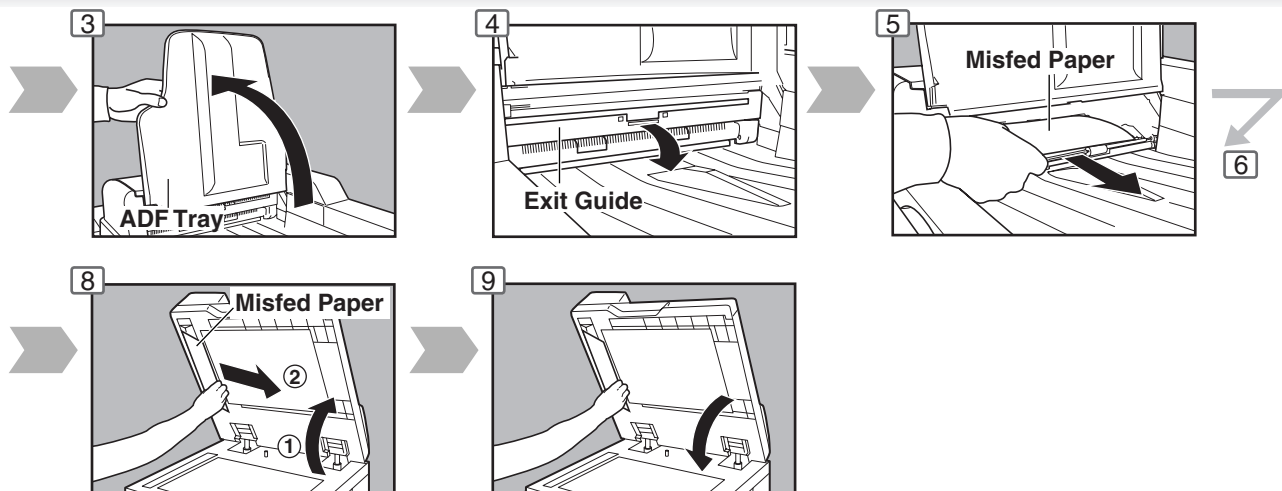


Option (DA-FS300)



● Removing Misfed Paper (Finisher)



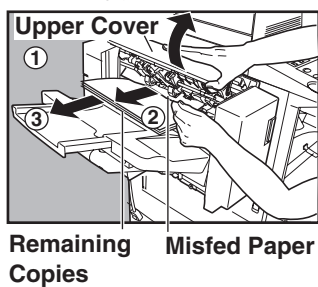


NOTE:

If the misfed indication remains, open the upper cover and remove misfed paper.

When using the Staple Sort, Shift-Sort or Shift-Group mode, remove remaining copies on the staple tray.

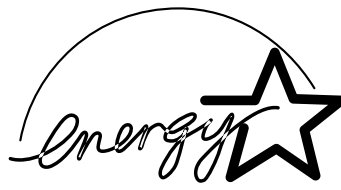
Then copy job will restart.





Before Starting

Energy Star

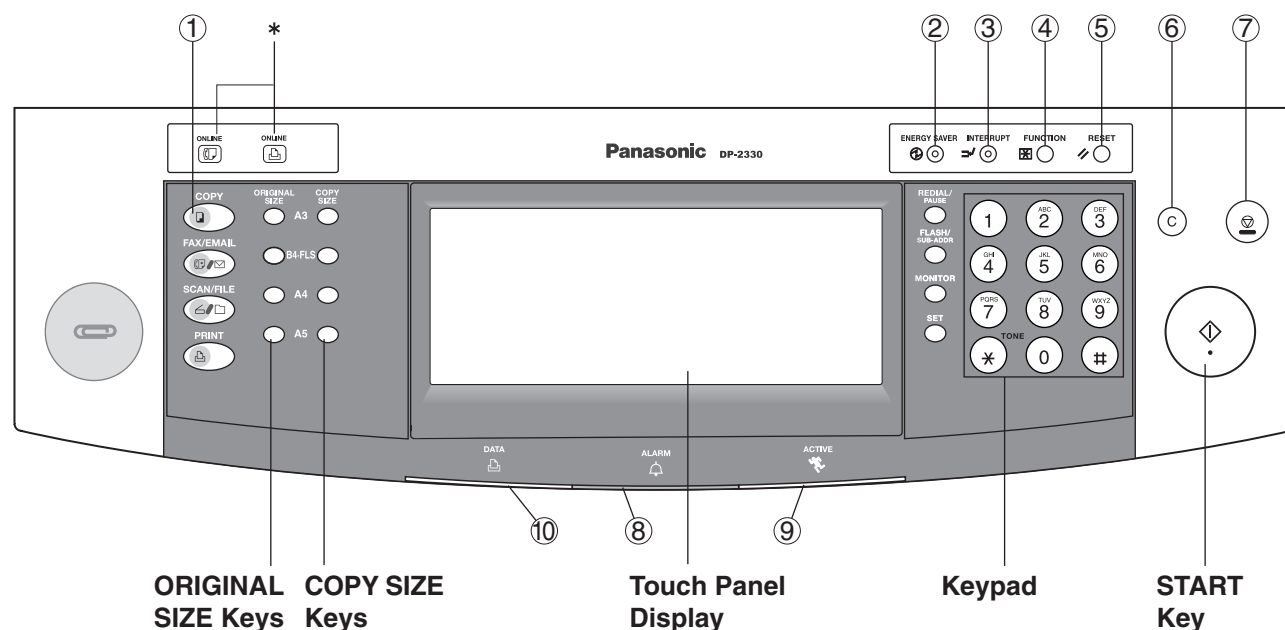


As an **ENERGY STAR**® Partner, Panasonic has determined that this product meets the **ENERGY STAR**® guidelines for energy efficiency.

This voluntary program specifies certain energy consumption and usage standards. This product will automatically “power down” after a specified period of non-use. The use of this **ENERGY STAR**® compliant product will reduce energy consumption and ultimately benefit the environment.

The default functions can be adjusted depending on your office requirements. Please ask your authorised Panasonic dealer for more details.

Control Panel



No.	Contents
①	COPY Key ● Press when using the unit as a photocopier.
②	ENERGY SAVER Key ● Can save power while the copier is not in use.
③	INTERRUPT Key ● Interrupts other copy or print jobs while making copies.
④	FUNCTION Key ● Use when changing the paper size, initial values for functions (default values) and key operator settings.
⑤	RESET Key ● Resets all features to the initial power-on state.
⑥	CLEAR Key ● Clears the copy count in the display.
⑦	STOP Key ● Stops the copy run.
⑧	ALARM LED (RED) ● Lights when trouble occurs.**
⑨	ACTIVE LED (GREEN) ● Lights when machine is active.
⑩	PRINT DATA LED (GREEN) ● Lights when print data receive.

* FAX/EMAIL ON LINE LED for optional FAX/Email functions
Print ON LINE LED for Printer function

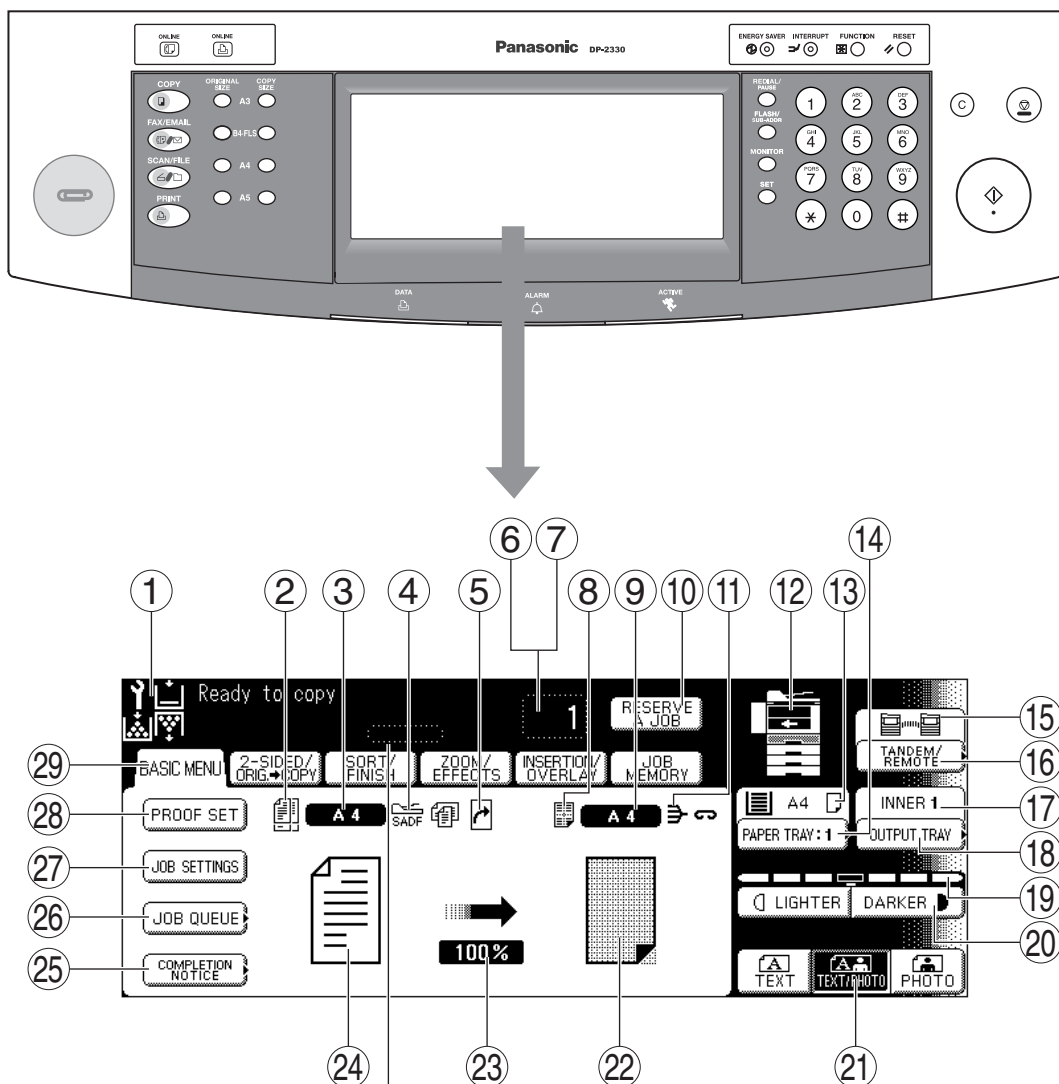
NOTE

- ** When the machine detects a problem or an alarm status is activated, the ⑧ Alarm LED lights up or begins to flash.
- LED Lights: Machine detected a trouble status
- No paper in the selected tray or toner has run out.
 - Machine detected trouble, such as paper misfeed or jam.
- LED Flashes: Machine detected an alarm status
- No paper in the tray. (tray not selected)
 - Running low on toner etc.
- The Control Panel displayed above shows only copier functions. Please refer to the appropriate operating instructions for other control panel functions.



Before Starting

Touch Panel Display



Job Status Indicator

Ex.: Copying 3 sets.





The indicator displays the progress of a job task as follows:
0/3 → 1/3 → 2/3 → 3/3

NOTE

- Use only soft finger pressure to activate the Touch Panel Display. DO NOT USE SHARP OBJECTS such as pens, fingernails etc., as this may damage the panel.
- Touch Panel Display Brightness Adjustment:
To adjust the brightness of the Touch Panel display, press and while holding down the "C" (CLEAR) key, keep pressing the "ORIGINAL SIZE/A3" or the "COPY SIZE/A3" keys until the desired brightness is achieved.

ORIGINAL SIZE/A3 : Dimmer
COPY SIZE/A3 : Brighter

■ Touch Panel Display Indications

No.	Contents	See Page
①	Warning Indications  : Add Toner  : Add Paper  : Call Service (Call your service provider)  : Waste Toner	14 - 17
②	Original Icon	—
③	Original Size Indication	—
④	Job Build and SADF/Multi-Size Feed Mode Indication	38, 39
⑤	Rotate Mode Indication	—
⑥	Number of Copies	—
⑦	Machine / User Error Code Indication (E1-01, U13, etc.)	15 - 17
⑧	Copy Icon	—
⑨	Copy Size Indication	—
⑩	Reserve a Job Button	53
⑪	Finisher Functions Indication	40, 41
⑫	Machine Outline with Tray Selection (Paper Tray and Output Tray)	—
⑬	Paper Level and Size Indication	—
⑭	Paper Tray Selection Button	—
⑮	Tandem/Remote Button Indication	29
⑯	Tandem/Remote Button	29
⑰	Output Tray Indication	15
⑱	Output Tray Button	15
⑲	Density Indicator (7 steps)	15, 27
⑳	Manual Exposure Select Buttons (Lighter and Darker)	15, 27
㉑	Original Mode Select Button (Text; Text / Photo; Photo)	15, 27
㉒	Copy Image and Paper Image Indication	—
㉓	Copy Ratio Indication	—
㉔	Original Image Indication	—
㉕	Completion Notice Button	33
㉖	Job Queue Button	32
㉗	Job Settings Button	—
㉘	Proof Set Button	29
㉙	Function Categories	—

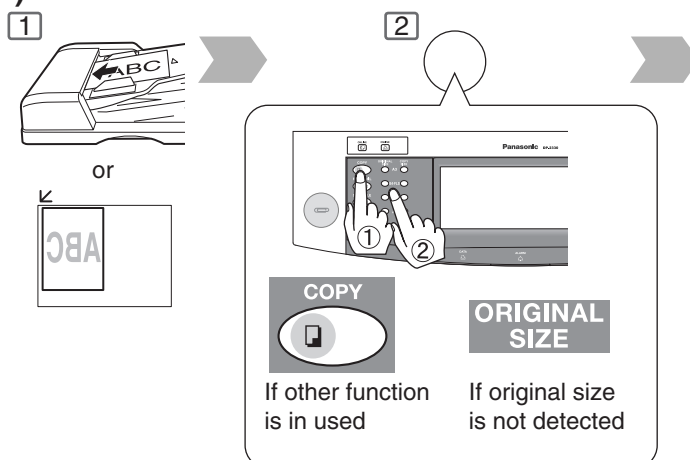
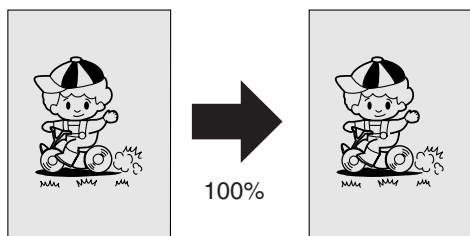


Making Copies

Basic Menu

■ Copying the Same Size Originals (1:1)

Copy size is automatically selected.



■ Using the ADF

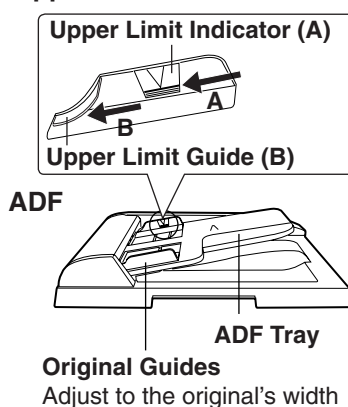
Originals that cannot be used

- Post Cards, Drawing Papers, Transparencies, Labelling Papers, Heavyweight Papers, Thin Art Papers, Film Thermal Papers

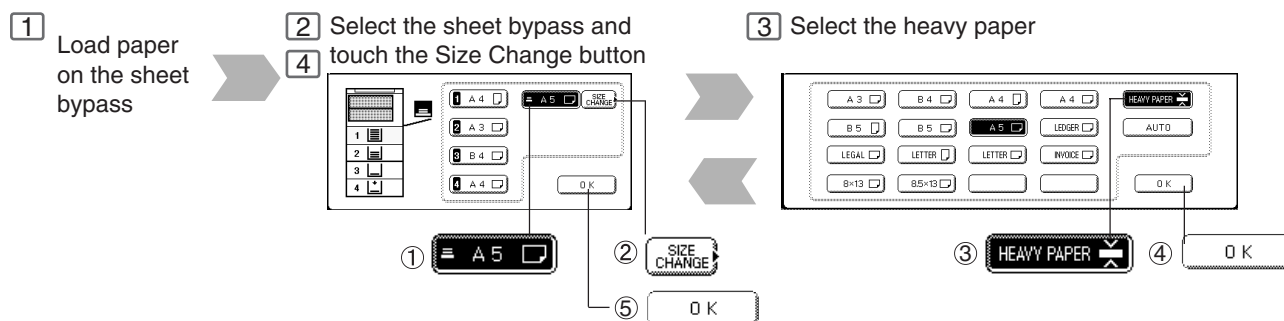
Inappropriate Originals

- Paper with a smooth surface such as glossy and coated papers
- Transparencies
- Originals with a Lead Edge that is ripped, creased, folded, punched, or glued.
- Mixed width size Originals (except a combination of A3 and A4)
- Paste-ups
- Pressure sensitive or carbon backed papers
- Paper with excessive curl
- Stapled originals
- Freshly printed copies from a laser printer
- Originals with fresh White-Out (Liquid paper correction fluid)

Set the originals up to the Upper Limit Indicator/Guide

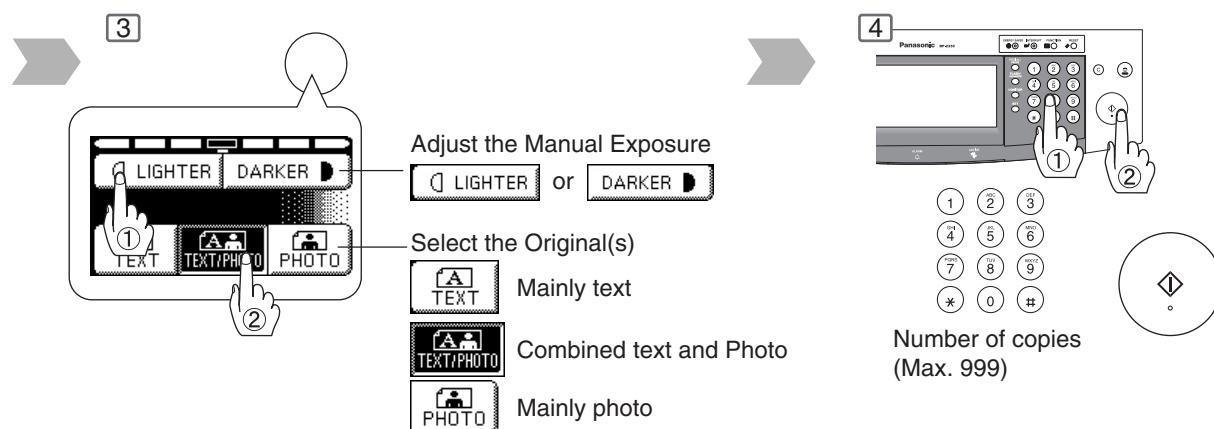


■ Copy on Heavy Paper (Postal Card etc.) (maximum 133 g/m²)



NOTE

- During the copy operation and after making copies, the fan motor may start spinning. This is a normal operation and is used to cool down the copier.

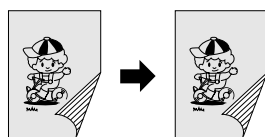


Features

Automatic Original Feeding

- ① Feeds original automatically
Up to 50/A4 size of 75 g/m² paper
(up to 30 B4 or A3 size)
Automatic original size detection
- ② A5 to A3

Duplex Copying



2-Sided originals

➔ 2 or 1-Sided copy automatically

(See pages 34, 36)

Insertion/Overlay

- Cover
- Page Insertion
- OHP Interleaving
- Presentation
- Overlay

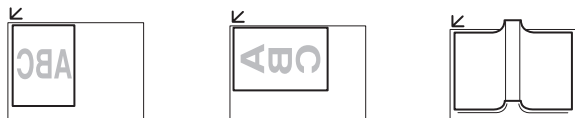
(See pages 48-51)

Position of the Original(s)

From ADF



From Platen Glass



NOTE

● Memory Capacity:

If the memory becomes full during original scanning, the message "Cannot Complete / Job Exceeds Memory Capacity" will be displayed on the LCD. If this occurs, follow the instructions on the LCD.

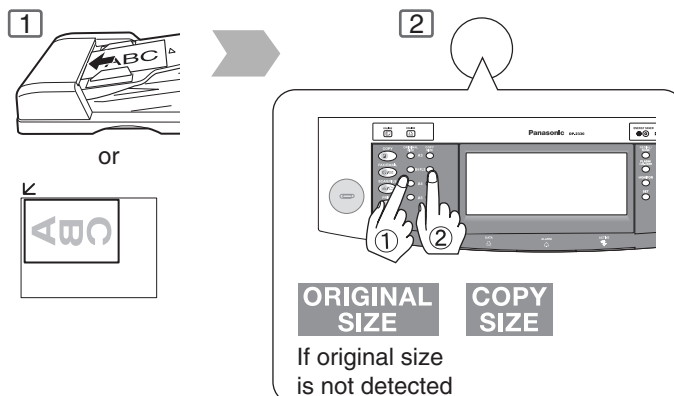
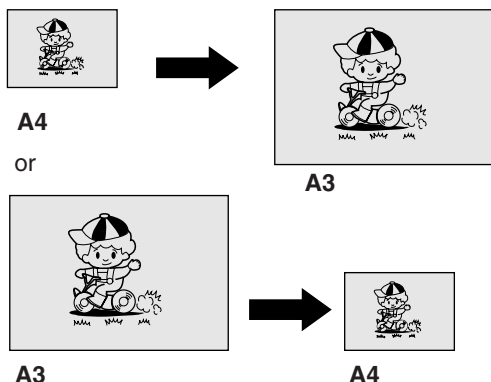
When additional memory is required, consult with an authorised servicing dealer.



Making Copies

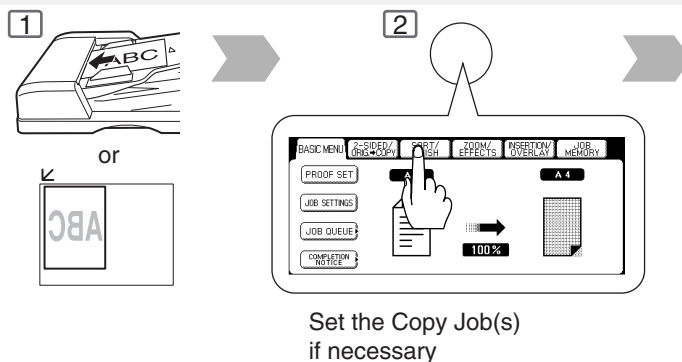
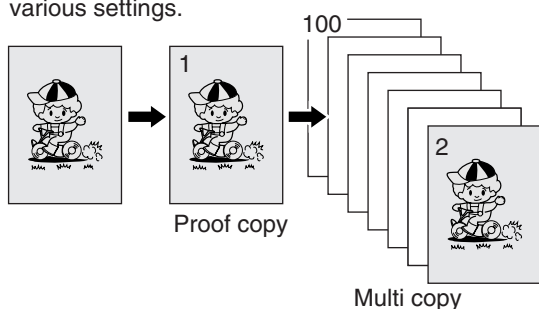
Basic Menu

■ Copying with Preset Ratios



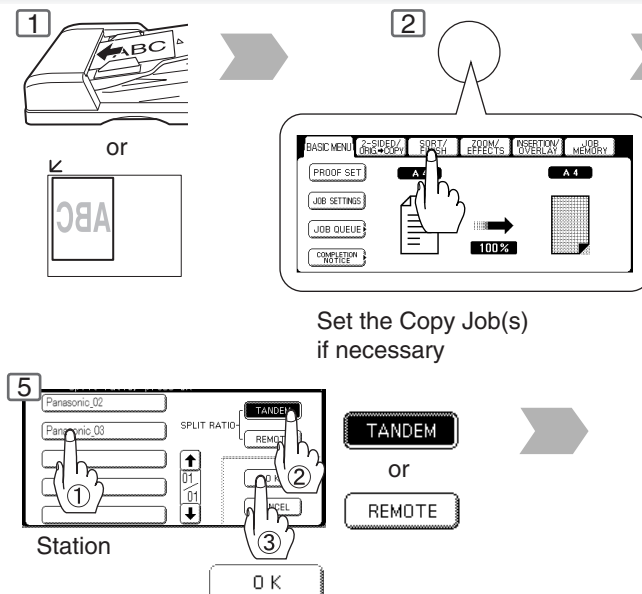
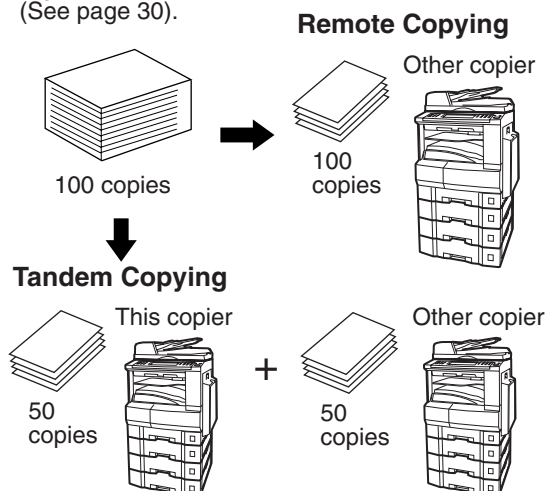
■ Proof Copying

Allows you to make one proof set, before proceeding to copy a large multi-set with various settings.



■ Tandem/Remote Copying

Required installation of optional Hard Disk Drive/DA-HD30 and Image Memory (DA-SM16B/SM64B/SM28B), network setup (See pages 62, 68) and registration of parameter of the user machine (See page 30).



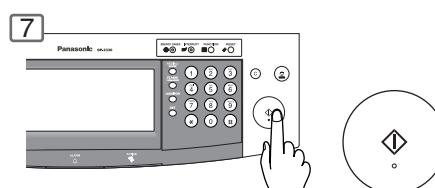
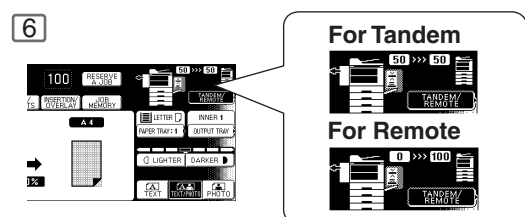
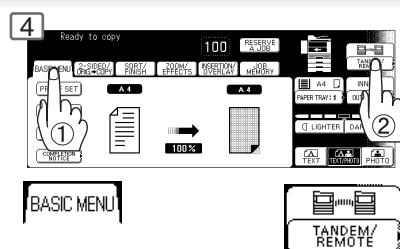
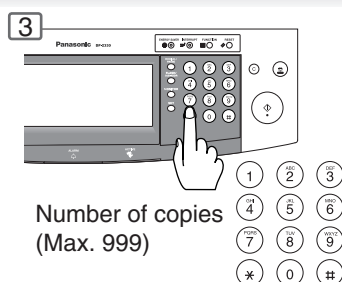
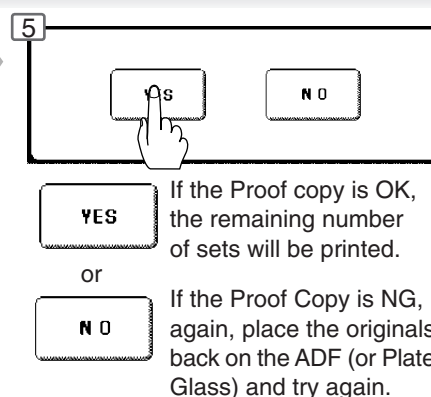
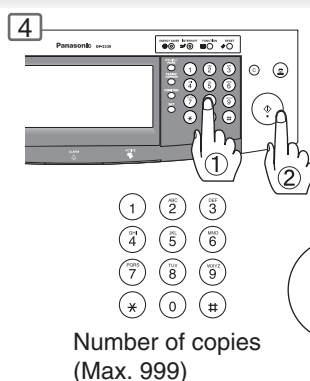
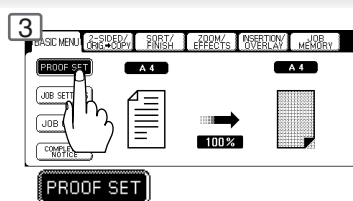
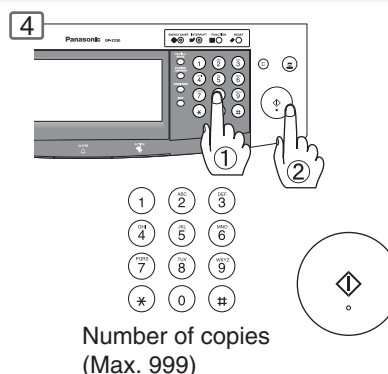
NOTE

- If the desired copy size is different from the paper size loaded in the paper tray, use sheet bypass. (See page 14)
The selected Remote printing copier, must be either DP-2330 or DP-3030.
For the copier to function as a Remote/Tandem Copier it has to be setup in advance.

3 The Correct ratio is automatically selected.

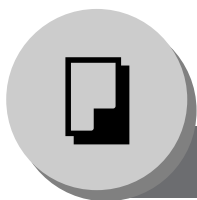
Reduction and enlargement ratios (%)

ORIGINAL SIZE	COPY SIZE			
	A3	B4	A4R	A5
A3	100	87	71	50
B4	115	100	82	58
A4R	141	122	100	71
A5	200	173	141	100



NOTE

Press the PROOF SET button again if the Proof Copying mode was reset.



Making Copies

Basic Menu

■ Tandem/Remote Copy Settings (Registration 1)

It is necessary to input the Key Operator ID code.

1

FUNCTION

2

Input ID Code (4-digit)

3

Enter the key name* (up to 15 characters).

* By default, the key name will be up to 15 characters of the station's name.

■ Tandem/Remote Copy Settings (Registration 2)

If either DP-2330 or DP-3030 is installed on a network with a different subnet mask, must first register the DP-2330 or DP-3030 before being able to use the Tandem/Remote Copying function.

1

FUNCTION

2

COPIER SETTINGS

3

Scroll to 04/04

4

IP Address
Ex: 123.123.12.1
When entering a one or two digit address, add "00" or "0" in front of the address, or enter "*" after address.

■ Tandem/Remote Copy Settings (Editing)

To edit the registered machine's settings (IP Address, machine name or key name).

1

Open the screen 04/04 same as above procedures (Registrations).

2

16 Edit Tandem Desti.

■ Tandem /Remote Copy Settings (Deleting)

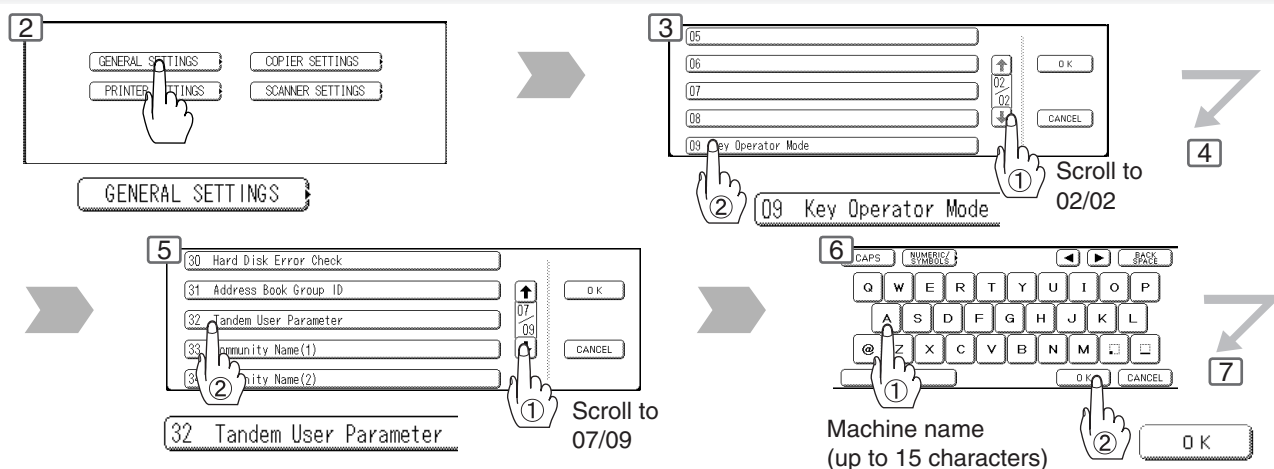
To delete the registered machine.

1

Open the screen 04/04 same as above procedures (Registrations).

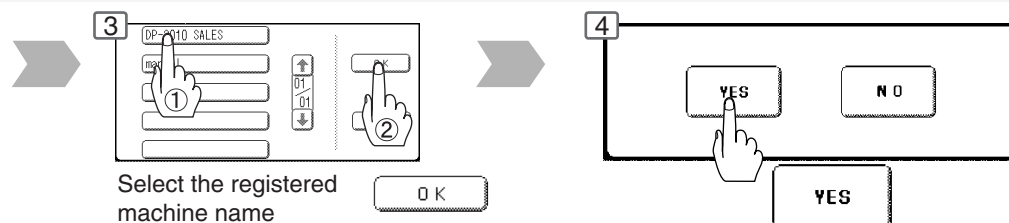
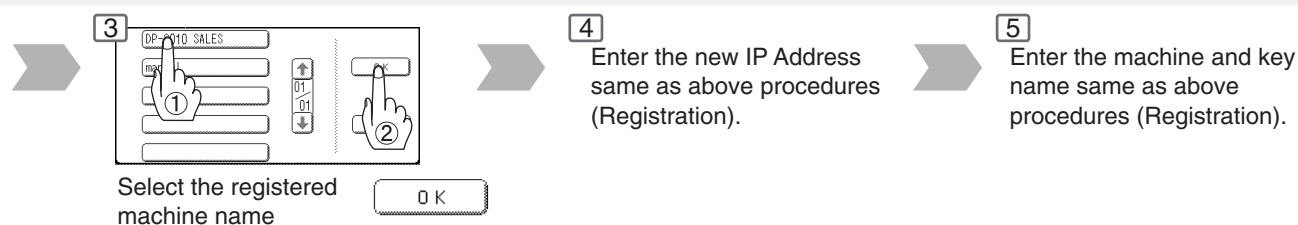
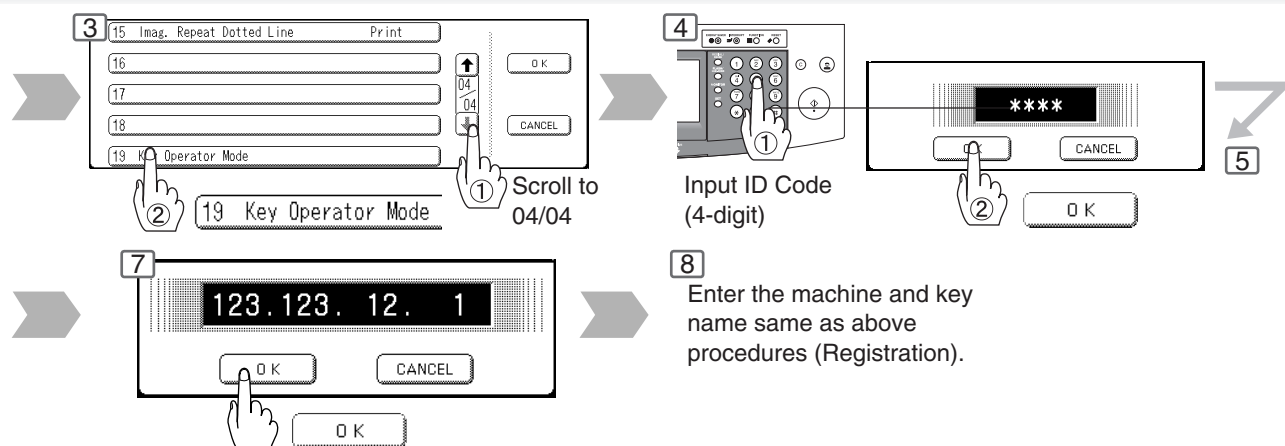
2

17 Delete Tandem Desti.



Button name of Keyboard

CAPS	To input capital letter.	◀ ▶	To move the cursor () to the left or right side.
NUMERIC/ SYMBOLS	To input number and symbol mark.	BACK SPACE	To erase the character before the cursor.



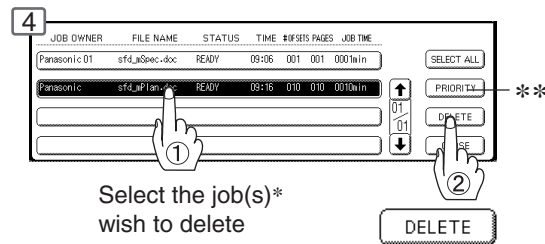
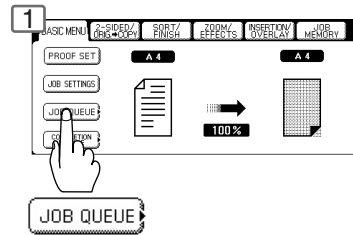
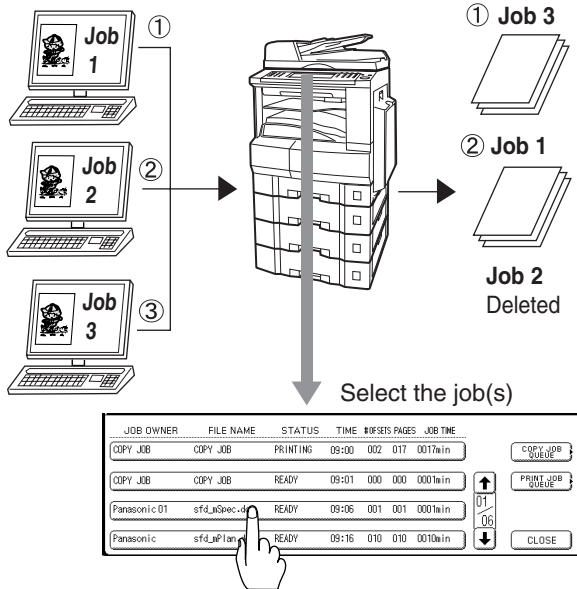


Making Copies

Basic Menu

Job Queue

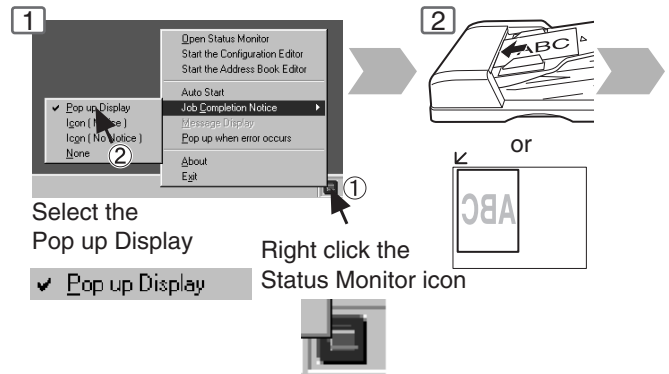
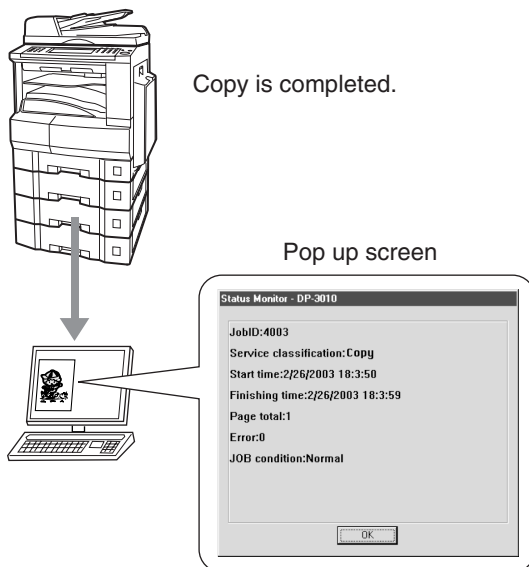
Can refer to a job list waiting for printing, delete or change of priority (only for print job).



- * You can select to delete multiple or all jobs.
- ** Priority can be selected for print jobs only when the optional HDD is installed.

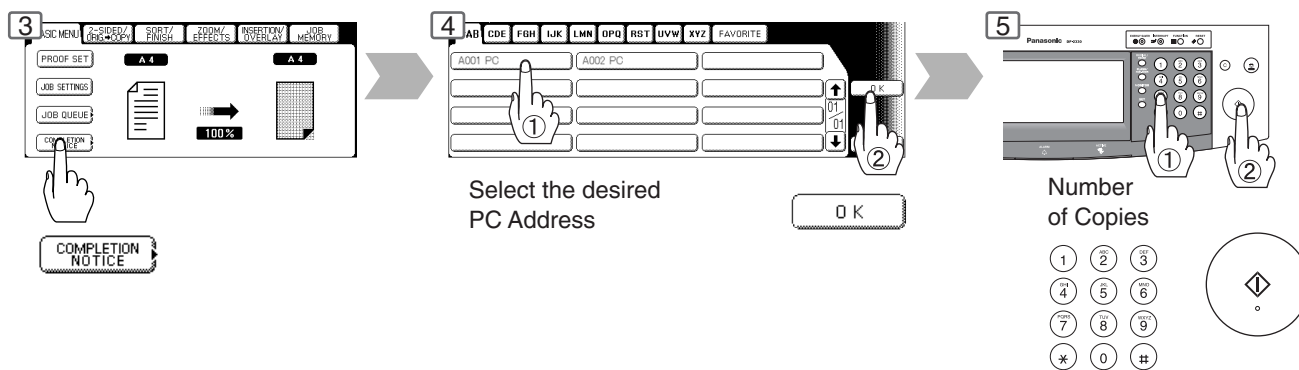
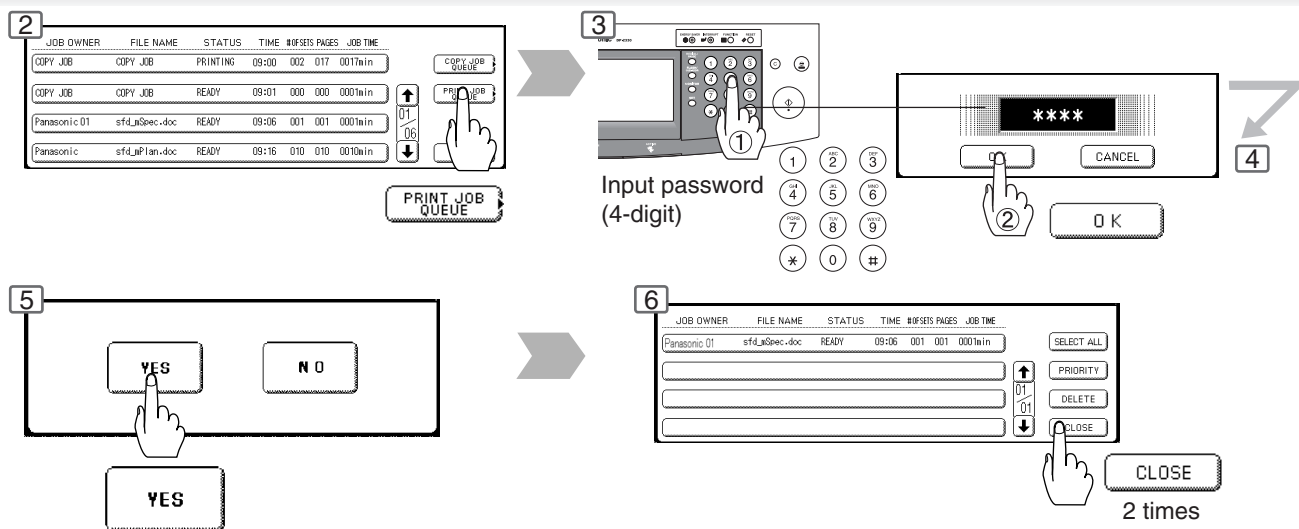
Completion Notice

A Job Completion Notice via a pop up screen on the PC when the Copy Job is completed. Before using the Completion Notice, install the Panasonic-DMS included with the machine.



NOTE

- The PRINT JOB QUEUE requires the Key Operator's Password, however, the COPY JOB QUEUE does not require a password. The Job Queue selection function is only available when the optional HDD is installed.



NOTE

- This Completion Notice is available only when connected to the network. To reset the Completion Notice, press the CANCEL button.

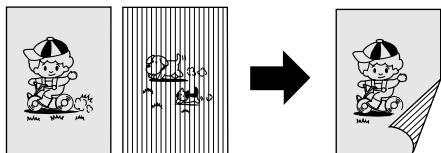


Making Copies

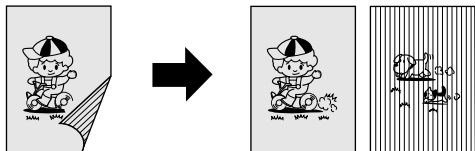
2-Sided/Original → Copy

1 → 2 Copy, 2 → 1 Copy, 2 → 2 Copy

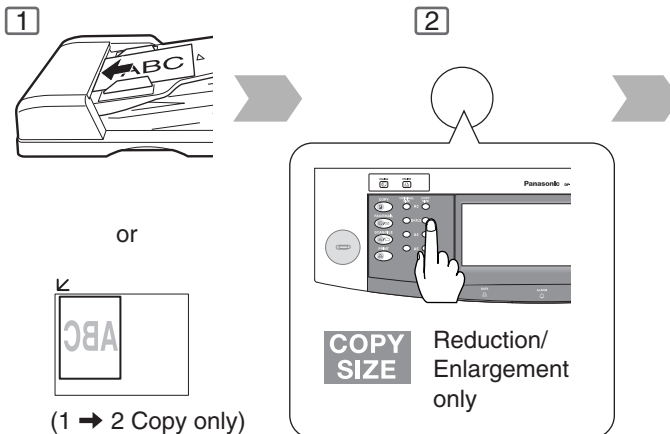
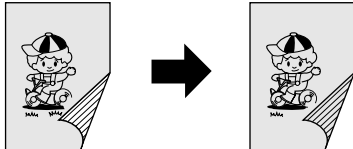
1 → 2 Copy 1-Sided → 2-Sided Copy



2 → 1 Copy 2-Sided → 1-Sided Copy

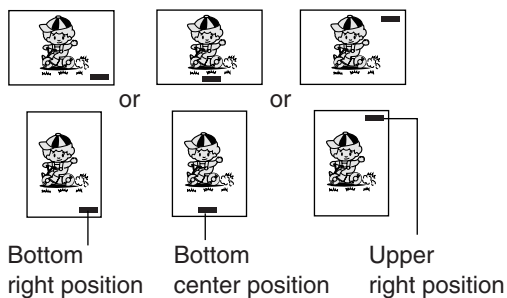


2 → 2 Copy 2-Sided → 2-Sided Copy



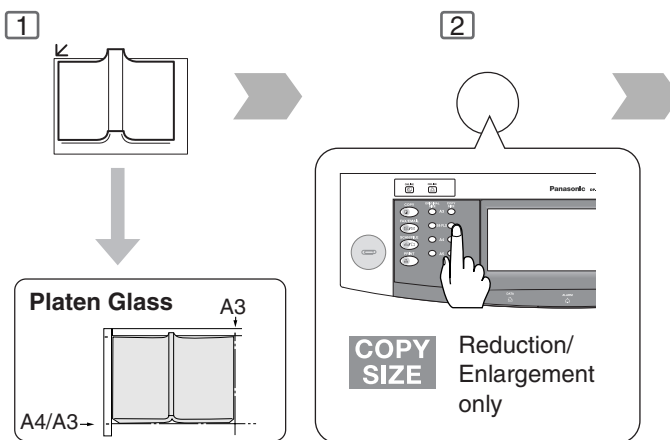
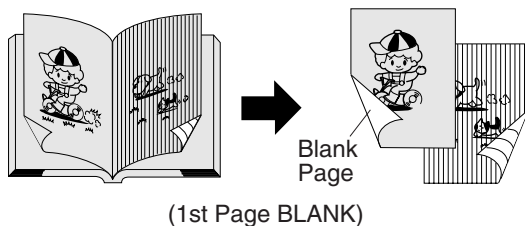
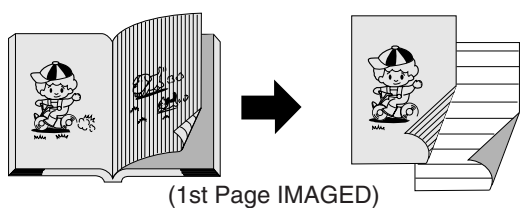
● Duplex Notice function

"2-SIDED PRINT" is printed on the copy.



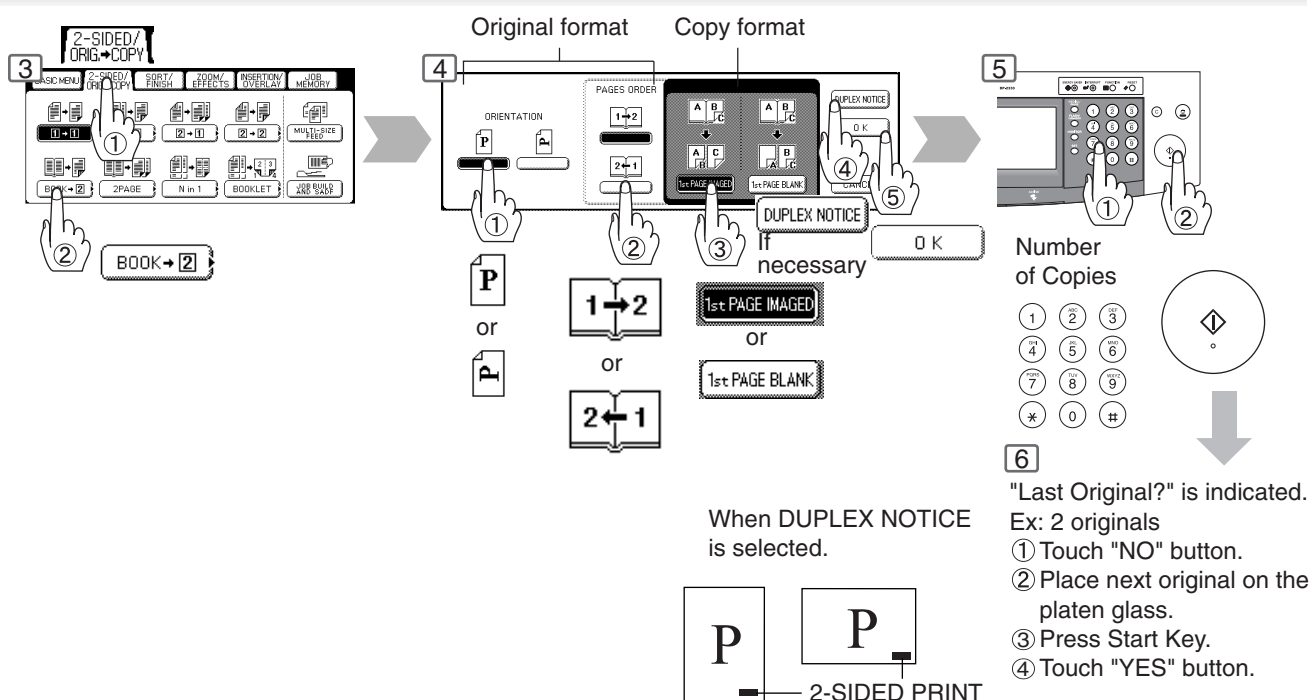
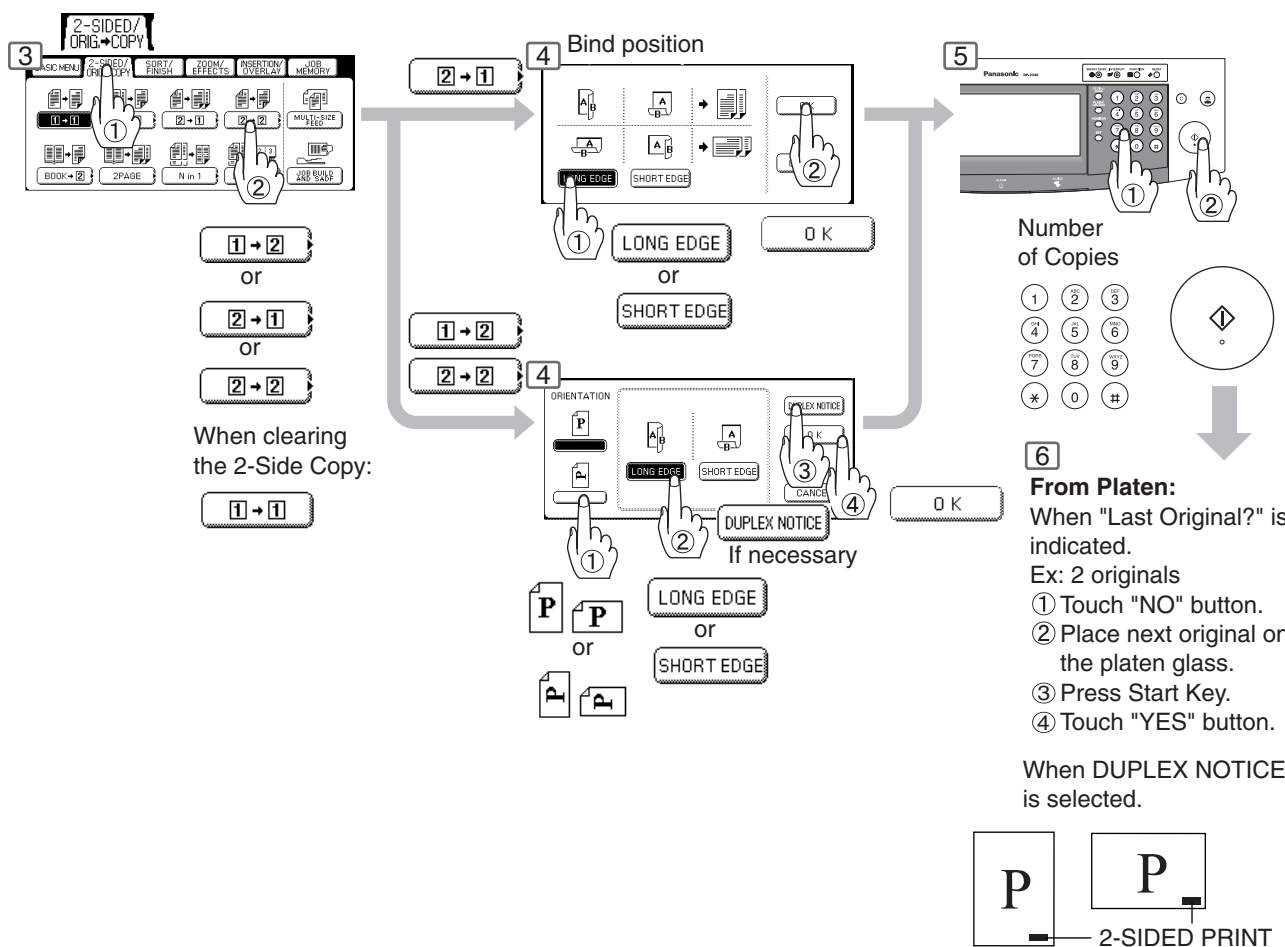
■ Book → 2 Copy

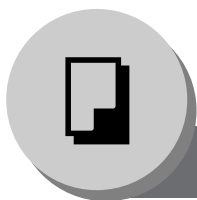
Book → 2-Sided Copy



● Duplex Notice function

"2-SIDED PRINT" is printed on bottom right position of the copies.



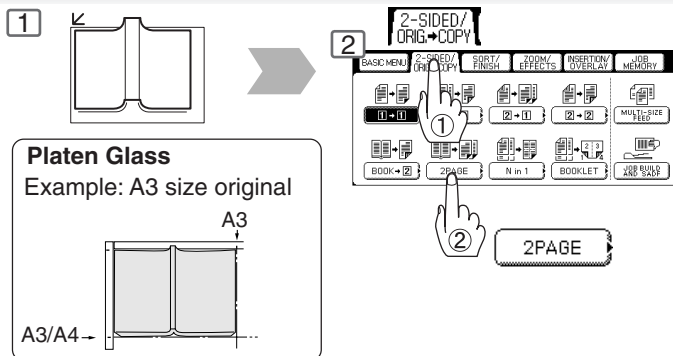
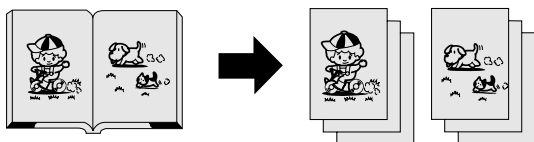


Making Copies

2-Sided/Original → Copy

2 Page Copy

Copying two facing pages or a A3 size original on two separate A4 size sheets.



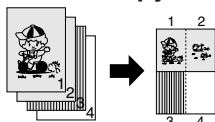
N in 1 Copy

From two/four/eight 1-Sided originals, side by side, to 1-Sided pages.

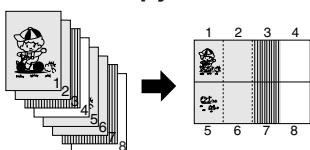
2 in 1 Copy



4 in 1 Copy

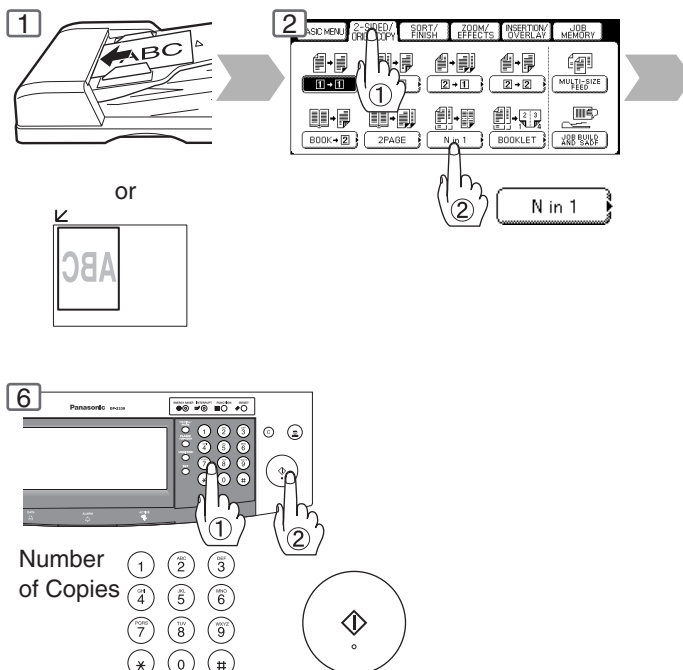


8 in 1 Copy



2-Sided Copy

From 4/8/12 1-Sided originals, side by side, to 2-Sided copies.

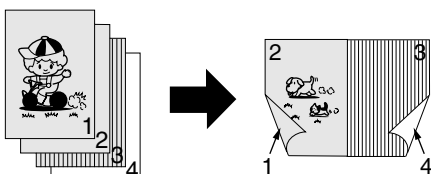


From Platen Glass:

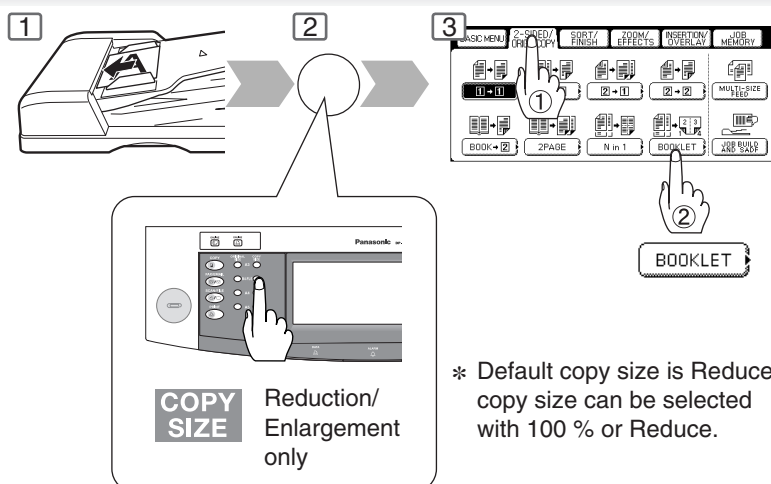
Same Procedures as for 2 Page Copy

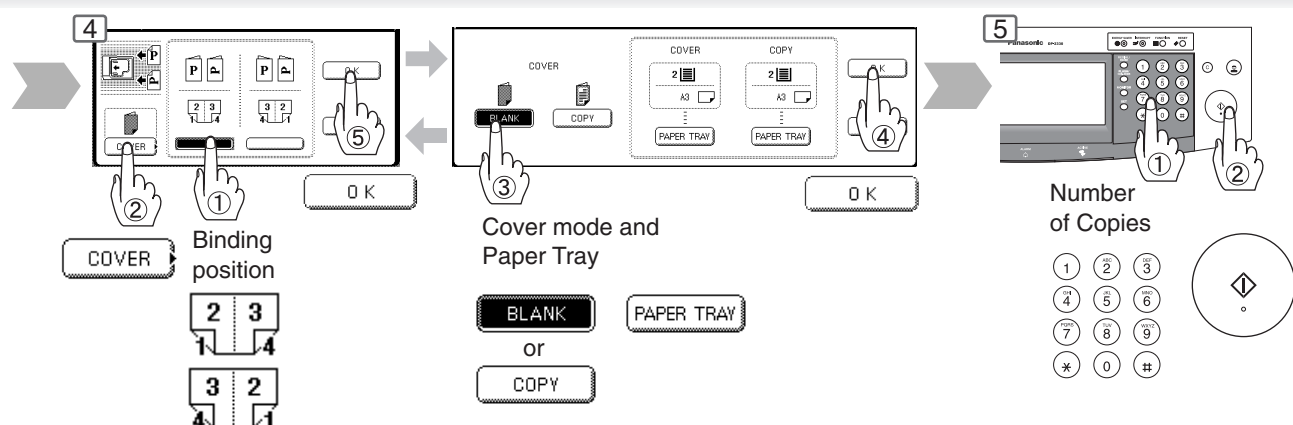
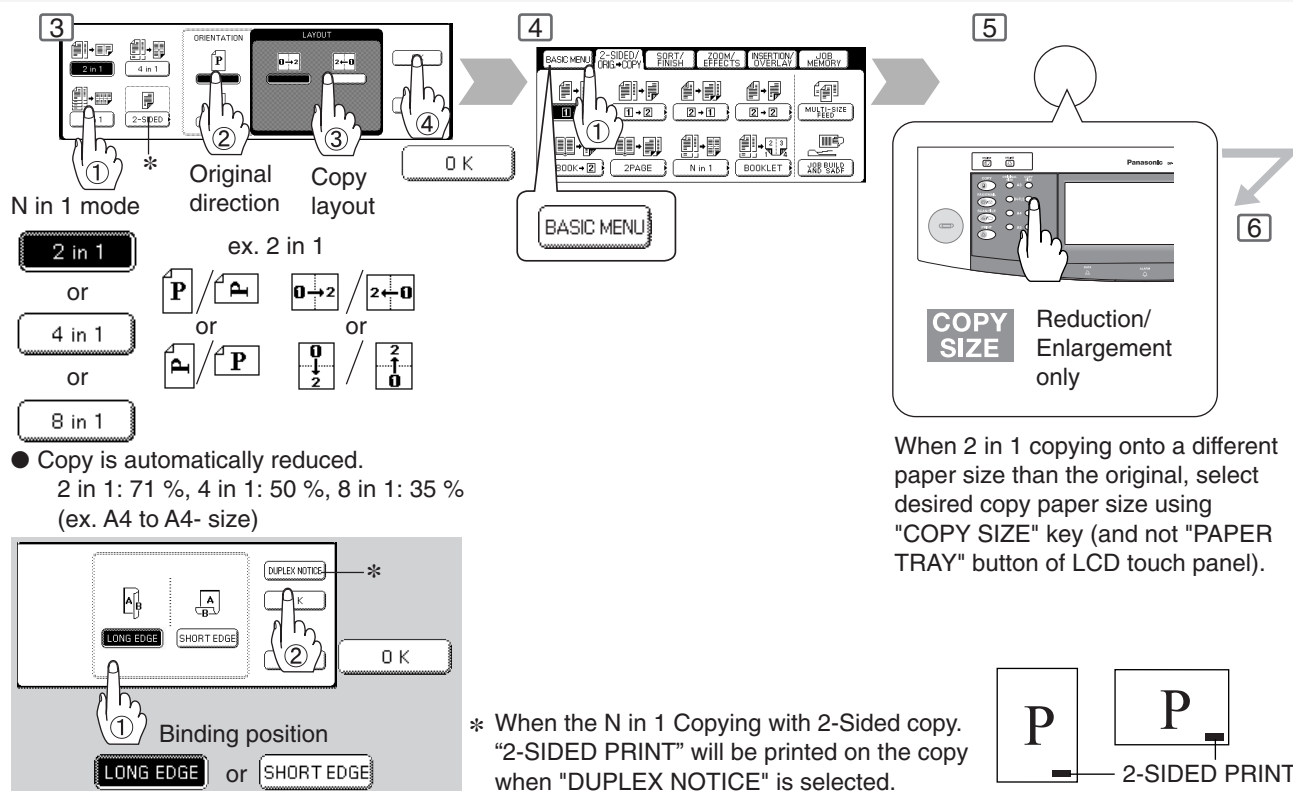
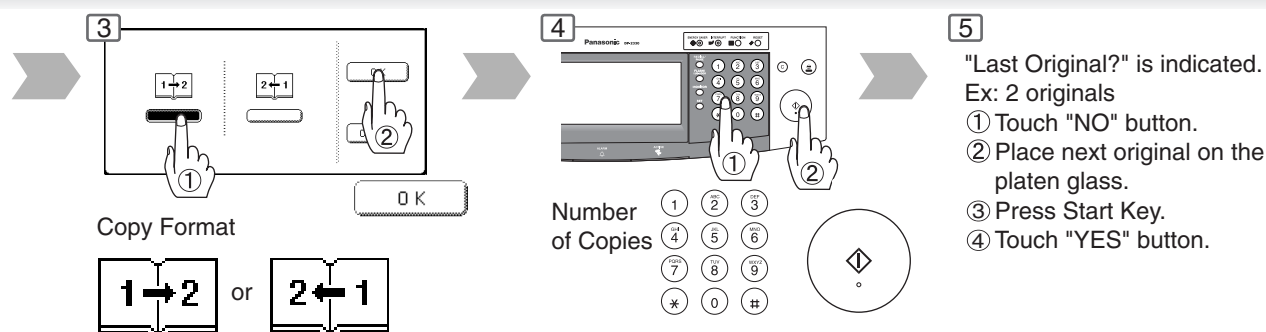
Booklet Copy

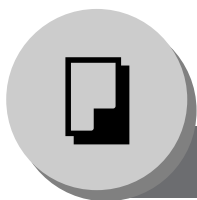
Prints/Copies output in order so document can be folded like a book.



A4 or A5 originals only





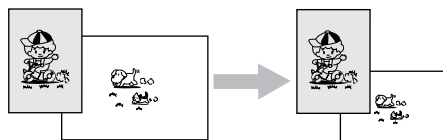


Making Copies

2-Sided/Original → Copy

Multi-Size Feeding

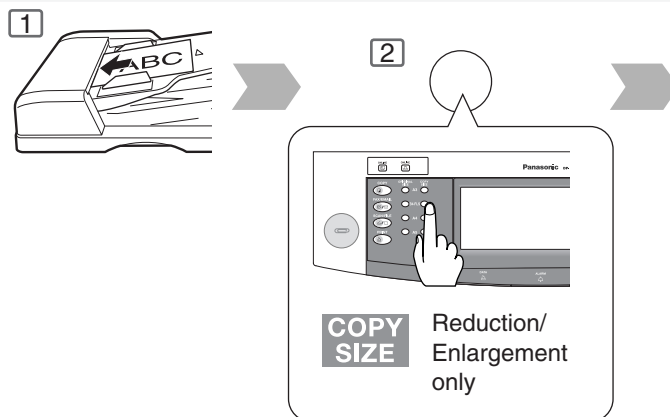
Use this function when copying mixed A3/A4 size originals using the ADF. Original size can be detected automatically then can be copied full size or same size.



A4 + A3 originals

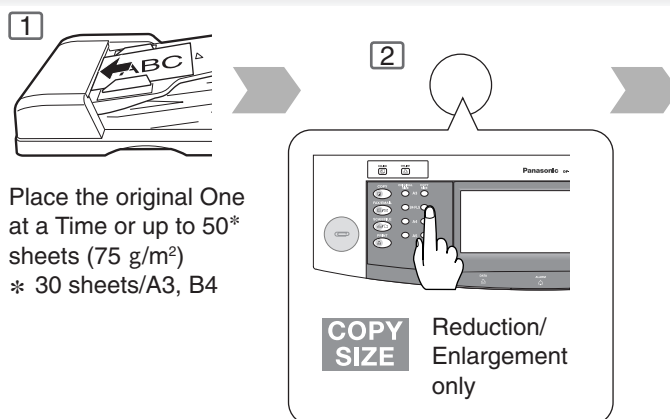
A4 + A4R Copies

Originals	Copies	
	Full Size	Reduction
A3	A3	A4/A4R
A4	A4	A4/A4R



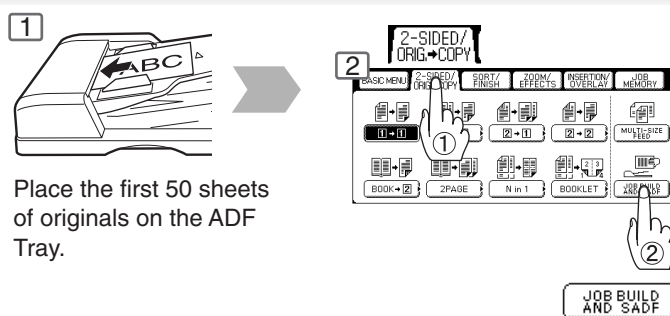
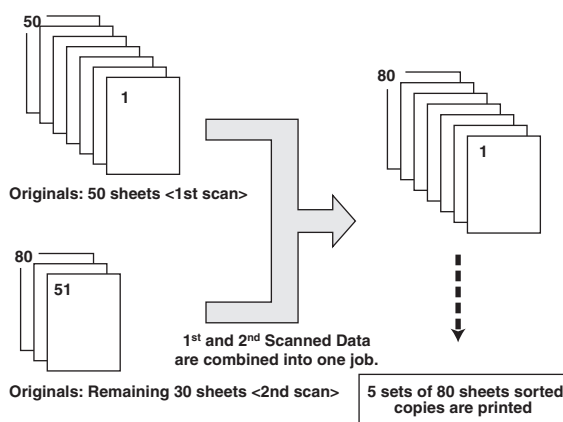
JOB BUILD AND SADF Mode

Special originals (like thin paper, etc.) can be fed from the ADF Tray and copied continuously using the JOB BUILD AND SADF Mode.



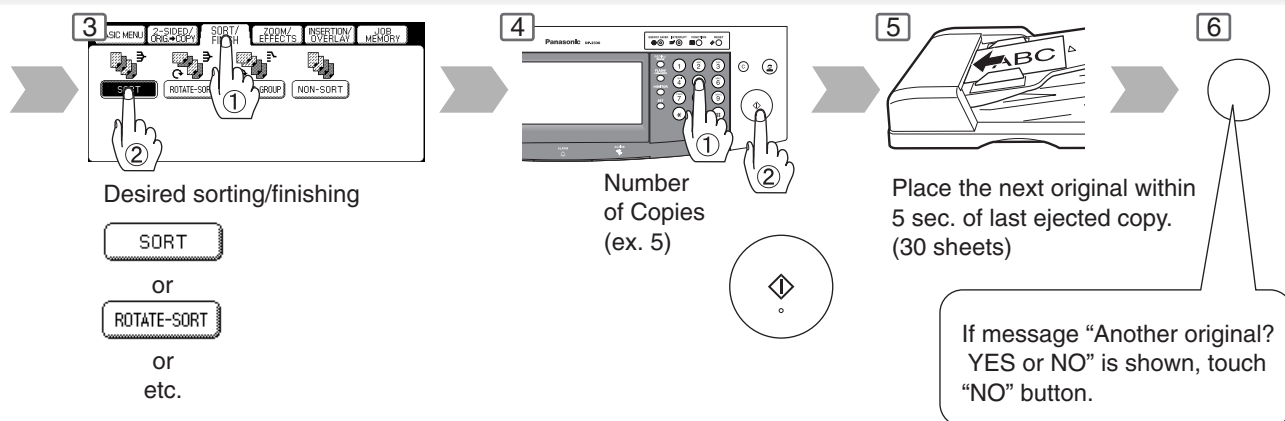
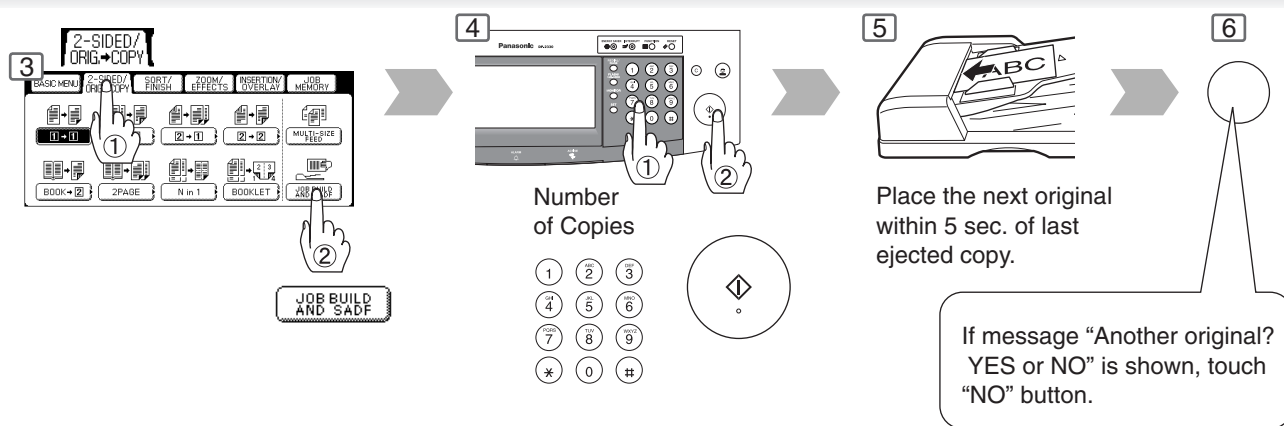
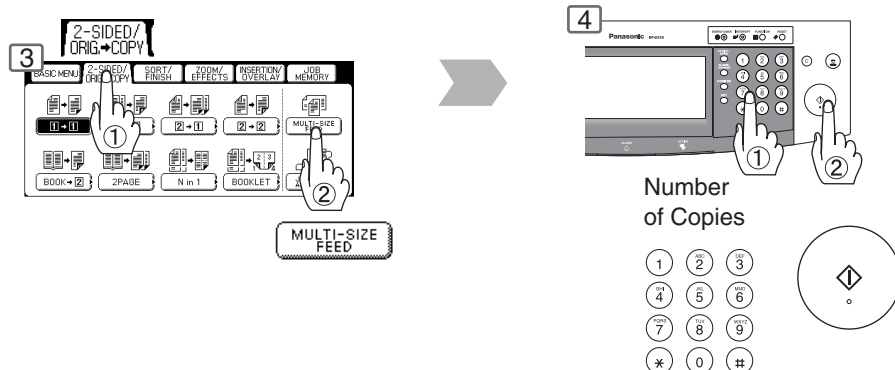
Place the original One at a Time or up to 50* sheets (75 g/m²)
* 30 sheets/A3, B4

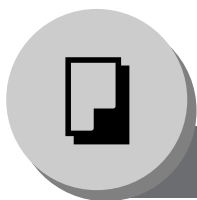
Example: To make 5 sets of sorted copies of 80 sheets of originals. (A4 size)



NOTE

- Multi-Size Feeding Function cannot be combined in another 2-sided/original → copy function.
- JOB BUILD AND SADF function cannot be combined with 2 → 1 and 2 → 2.
- Optional Image Memory or Hard Disk Drive (DA-HD30) may be required.

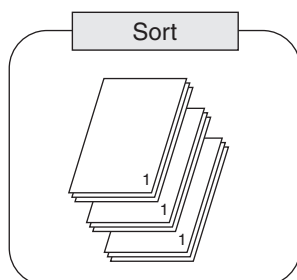




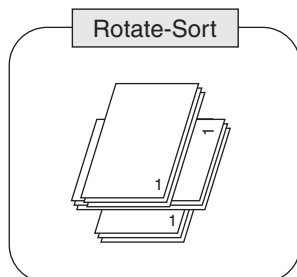
Making Copies

Sort/Finish

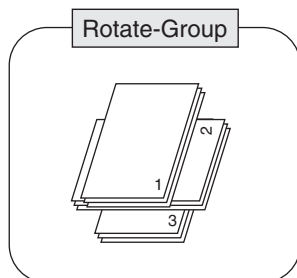
■ When using Sort Mode



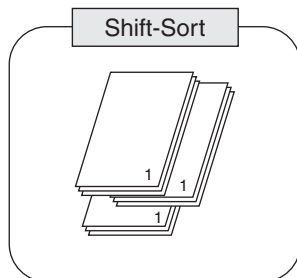
Multiple copy sets are sorted automatically.



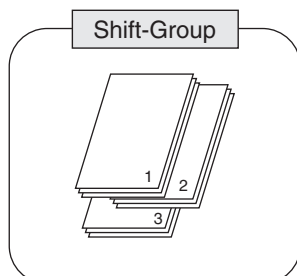
Multiple copy sets are sorted automatically and stacked in alternate direction (rotate).
(A4 size only)



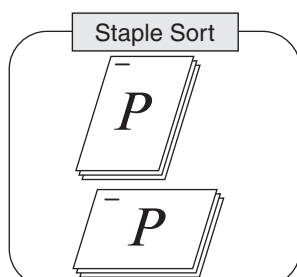
Multiple copies of individual pages are stacked in alternate direction (rotate).
(A4 size only)



When optional 1-Bin Finisher (DA-FS300) is installed.
Offset using electronic sorting
(A4, A4R, B4, A3)



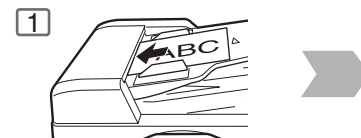
When optional 1-Bin Finisher (DA-FS300) is installed.
Offset using electronic sorting
(A4, A4R, B4, A3)



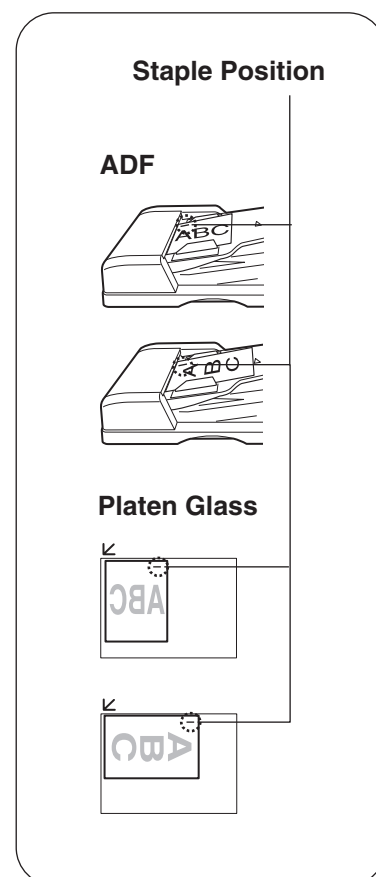
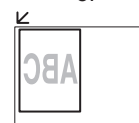
When optional 1-Bin Finisher (DA-FS300) is installed.
Sort by stapling sets.
Up to 30 sheets.
(A4, A4R, B4, A3)

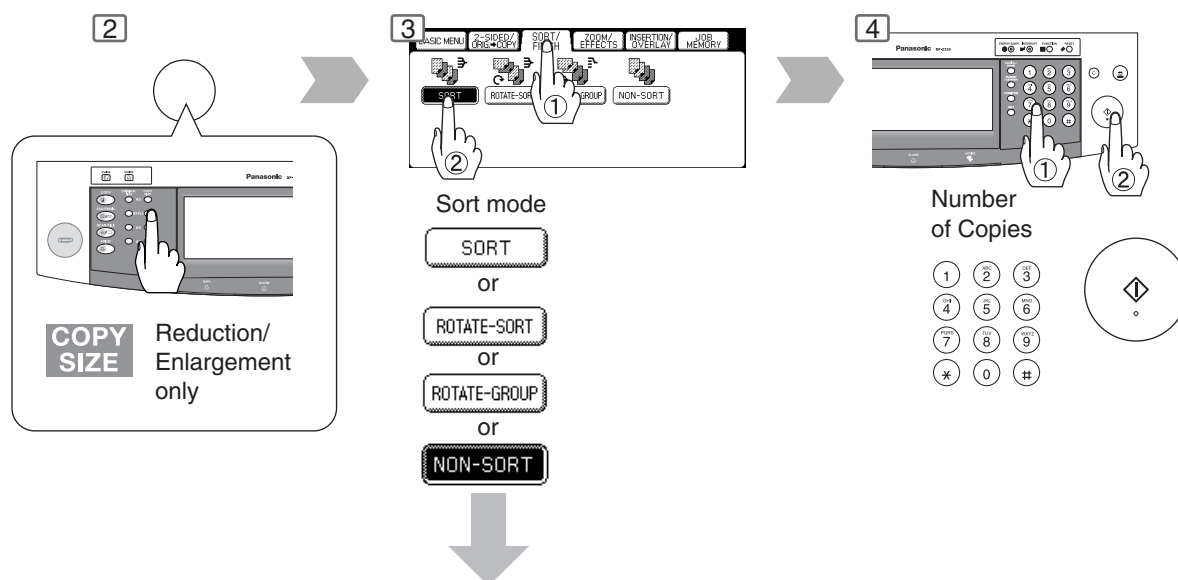


Copy is stored on the tray.

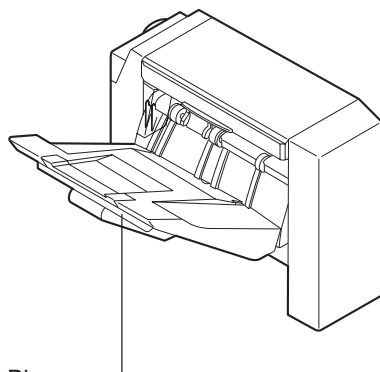


or





1-Bin Finisher (DA-FS300)

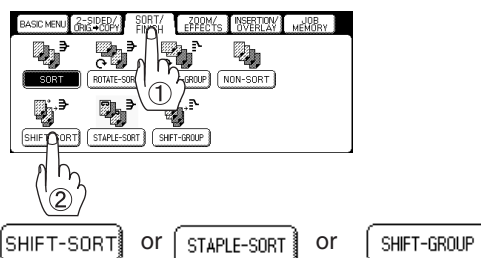


Bin

- Electronic Shift-Sort
- When copying with B4/A3 size, pull out the bin until it stops.

When the optional finisher is installed, this screen will be changed as follows:

For DA-FS300



● Paper Capacity (80 g/m² Paper)

Paper Size	Non-sot/Rotate	Shift	Staple*
A4	500	500 (Max. 30 Sheets/Shift)	10 to 30 Sheets: 45 to 16 Sets 2 to 9 Sheets: 70 to 50 Sets
B4, A3	250	250 (Max. 20 Sheets/Shift)	10 to 20 Sheets: 25 to 12 Sets 2 to 9 Sheets: 70 to 28 Sets

(A5 Size is only available in Non-sort mode)

*Ex: A4 Size
10 Sheets: 45 Sets
30 Sheets: 16 Sets

● Overflow

oF

When overflow **oF** indicator appears on the display, remove excess copies from the bin, then press any mode key on the control panel to reset.

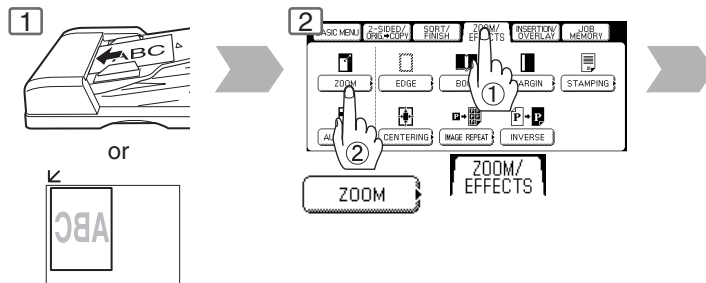
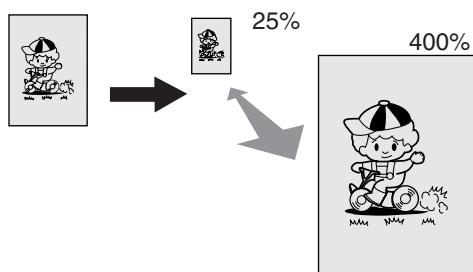


Making Copies

Zoom/Effects

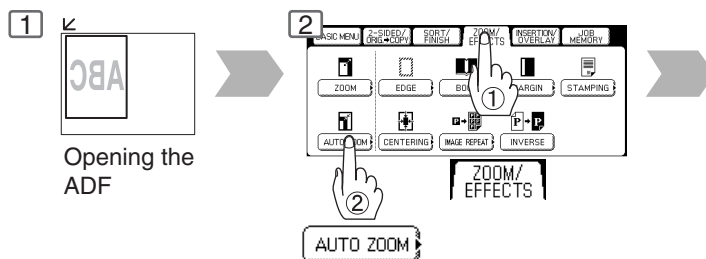
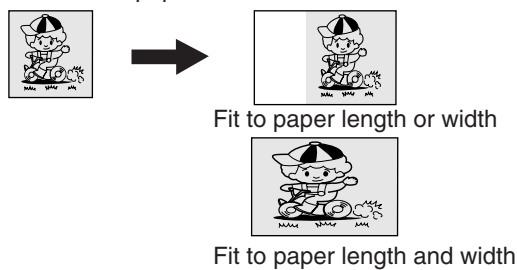
Zoom

Copies with variable zoom ratios from 25 % to 400 % in 1 % increments.



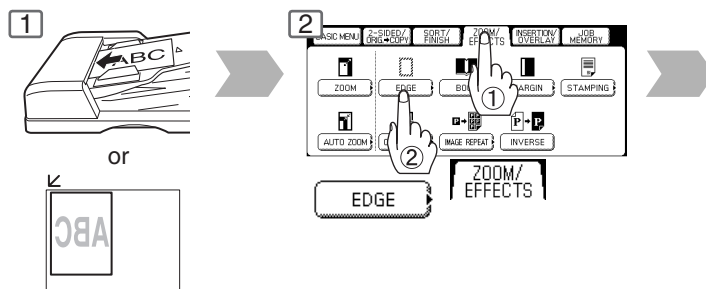
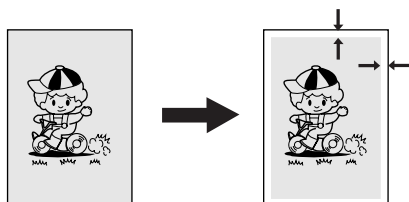
Auto Zoom

The copy Zoom Ratio adjusts automatically to the selected paper size.



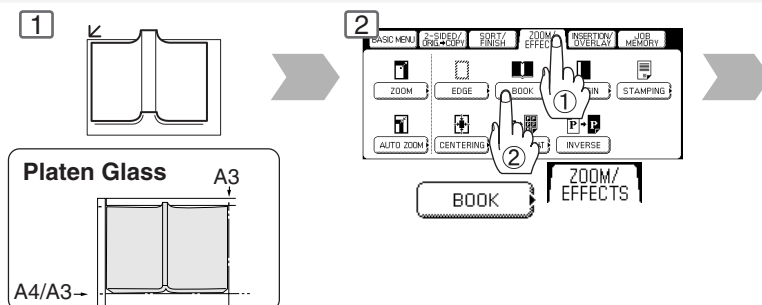
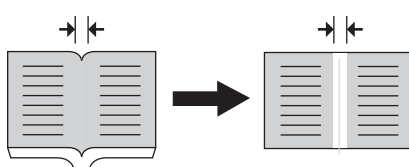
Edge

Creates a blank edge.



Book

Eliminates dark inner binding shadows.



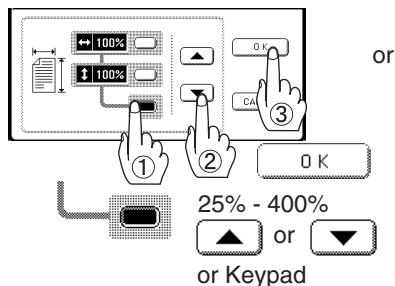
ATTENTION

- If using the keypad to set the zoom ratio, press the CLEAR key first to reset the zoom ratio. When changing the paper size after setting the zoom ratio, use the PAPER TRAY button.

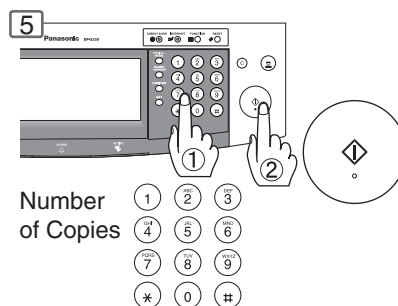
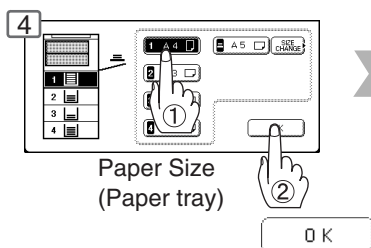
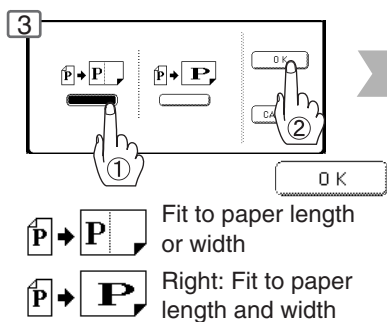
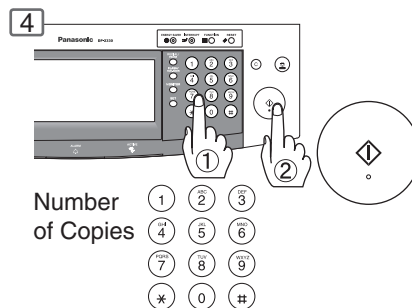
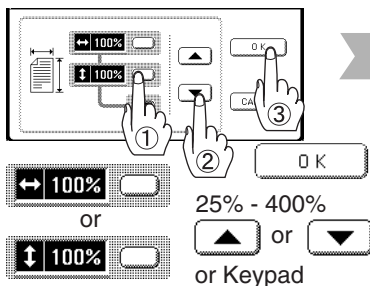
NOTE

- For Auto Zoom
An incorrect exposure may occur when there is a black line at the edge of the original or an image which the copier interprets as a black pattern in the skyshot mode.
An incorrect position detection of the original may occur when a strong light shines onto the glass during skyshot mode.

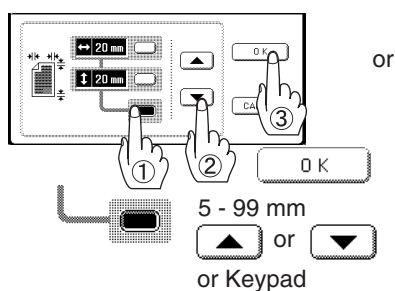
3 Same ratio of vertical and horizontal



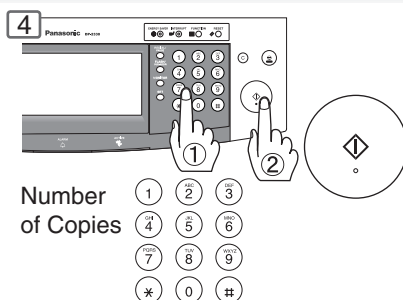
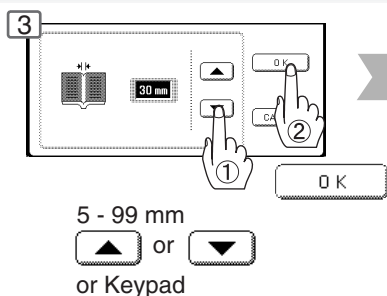
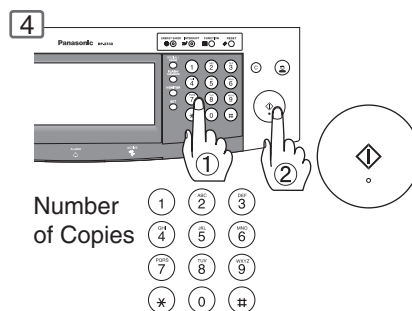
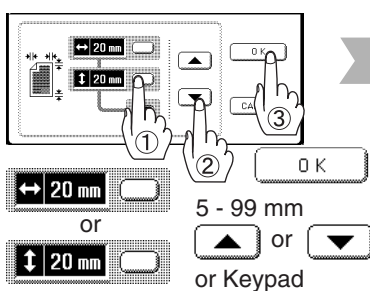
Different ratio of vertical and horizontal



3 Same value of vertical and horizontal void



Different ratio of vertical and horizontal



NOTE

● Zoom ratio

If using the keypad to set the zoom ratio, press the CLEAR key first to reset the zoom ratio.

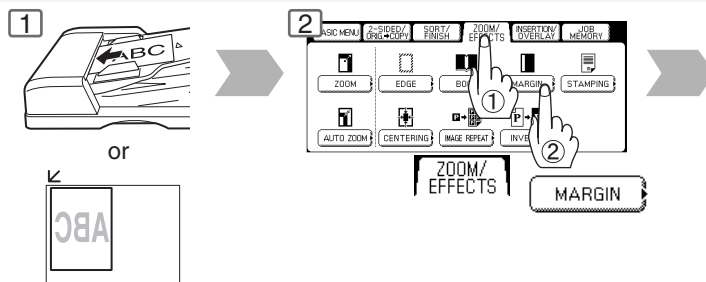
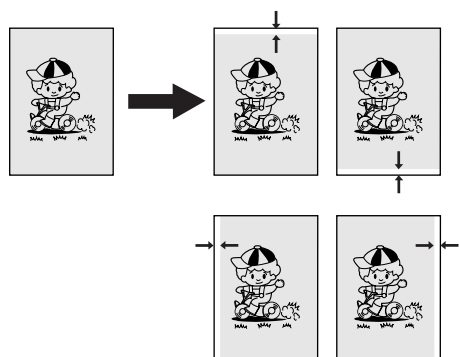


Making Copies

Zoom/Effects

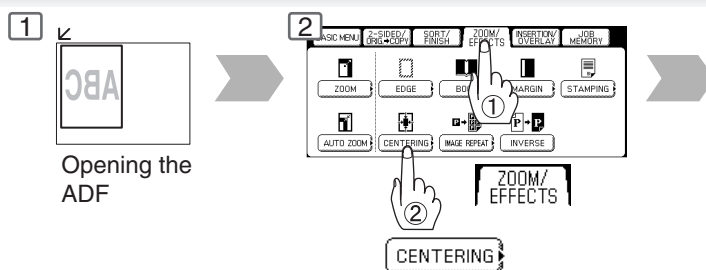
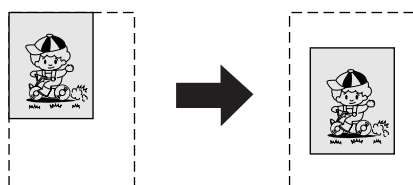
■ Margin

Shifts image to right, left, up or down.



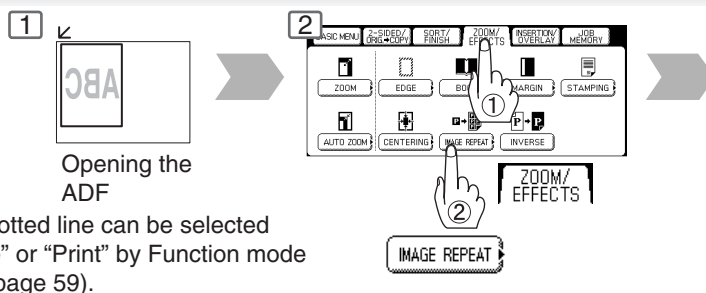
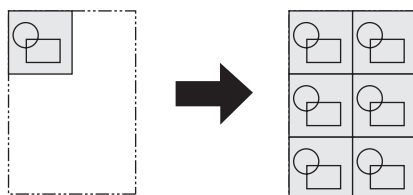
■ Centering

Copy image can be centred automatically on selected paper.



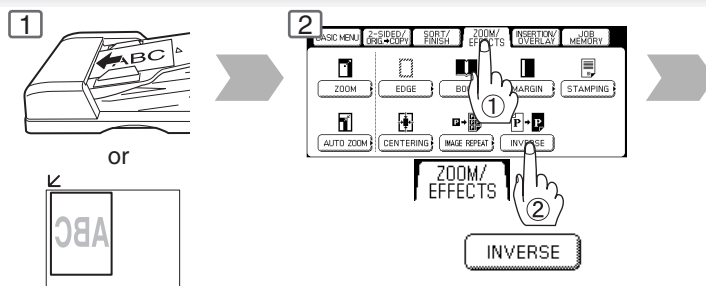
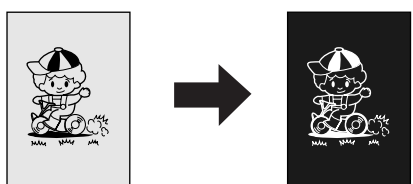
■ Image Repeat

Create continuous copy image on one sheet.
Minimum original size: 20 x 20 mm



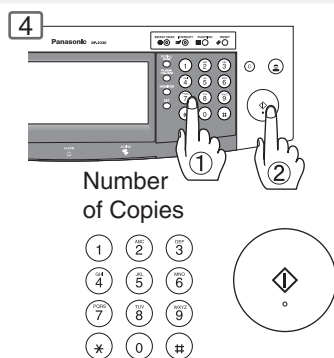
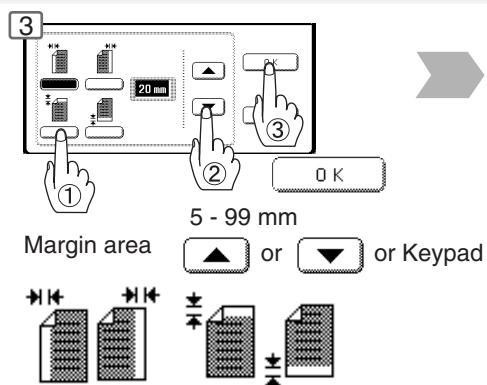
■ Inverse

Negative/Positive image can be made for interesting effects.

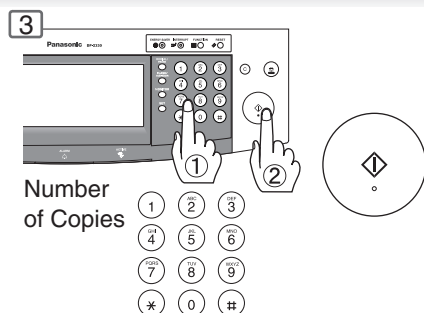
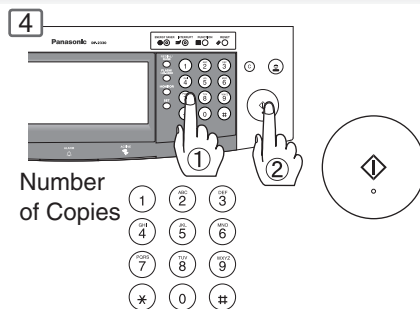
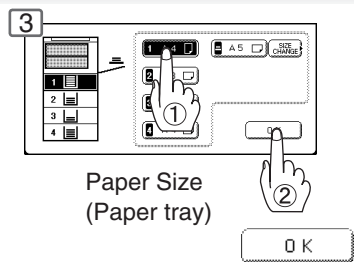
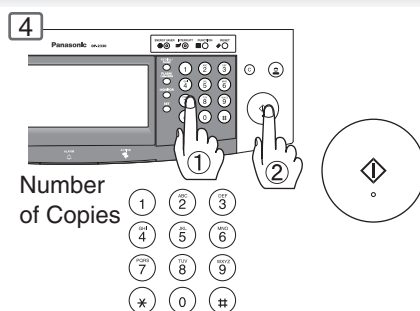
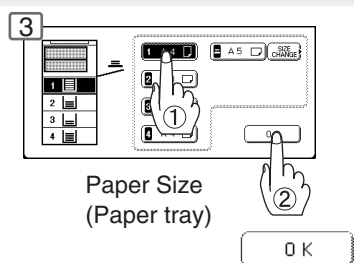


NOTE

- In Centering and Image Repeat mode, make copies with ADF open.
- Remove the originals from the ADF before selecting the Centering and Image Repeat mode. An incorrect position detection of the original may occur when a strong light shines onto the glass during the Centering and Image Repeat mode. Also an image which the copier interprets as a black pattern in the Centering and Image Repeat modes.



If a part of the copied image is missing when using the Margin mode, change the Margin Reduction setting to Yes. (See page 58)



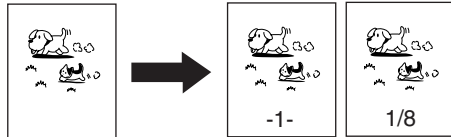


Making Copies

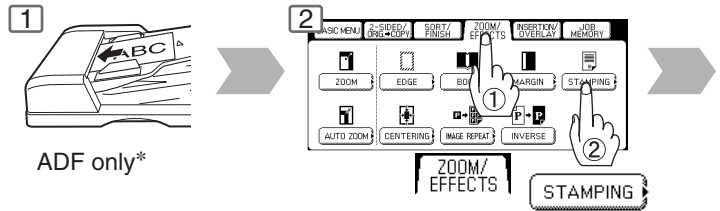
Zoom/Effects

■ Stamping (Page Numbering)

The page number can be automatically printed on each page.



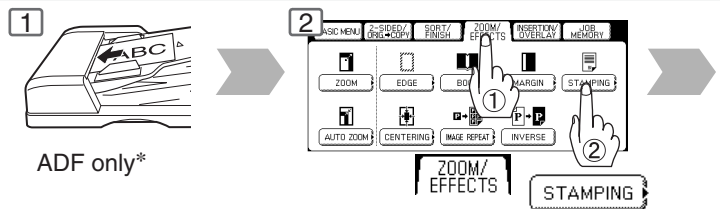
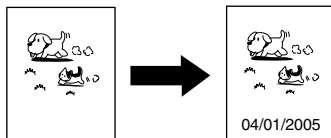
The page numbering format can be changed in function mode. Initial format is "-n-". (See page 59)



ADF only*

■ Stamping (Date Stamp)

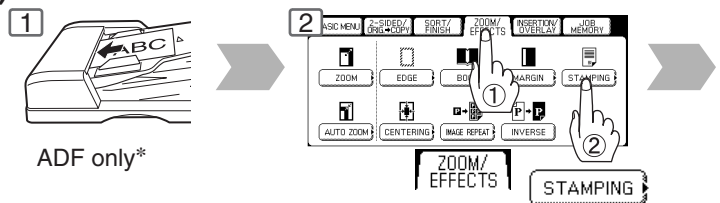
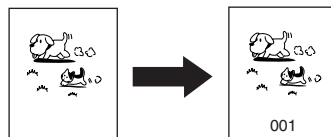
A selected date can be automatically printed on each page.



ADF only*

■ Stamping (Issue Number Stamping)

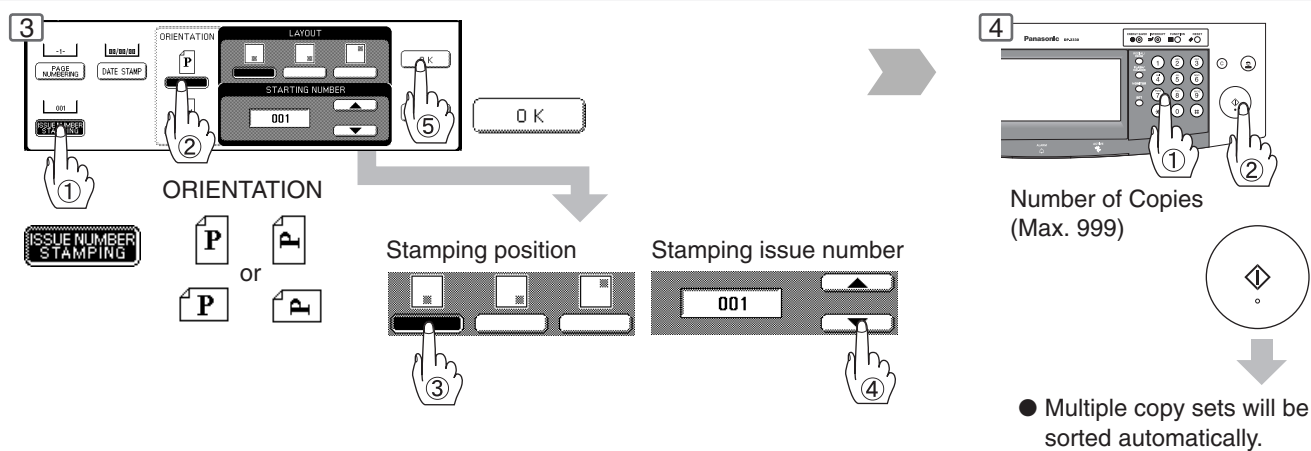
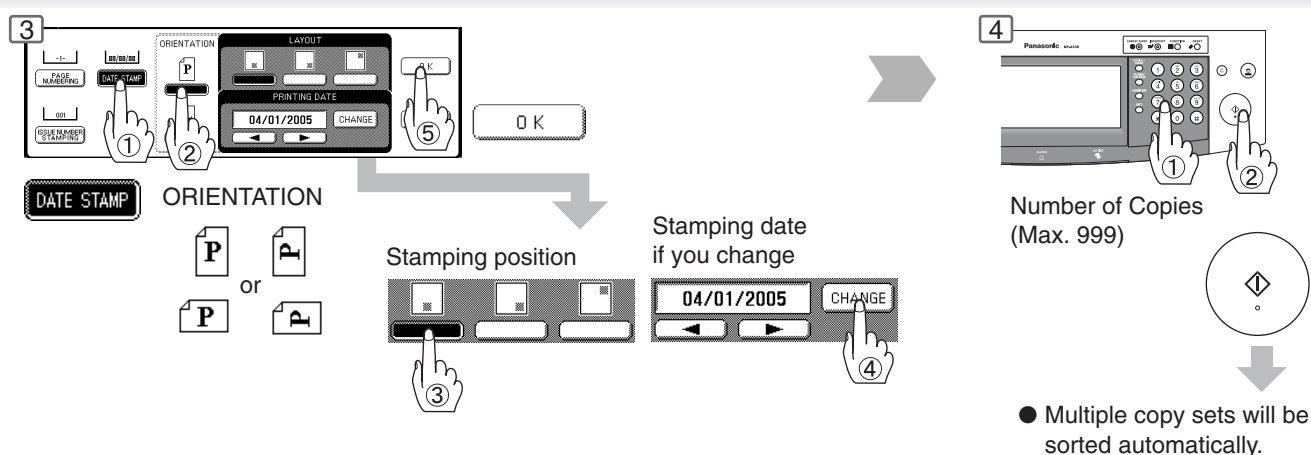
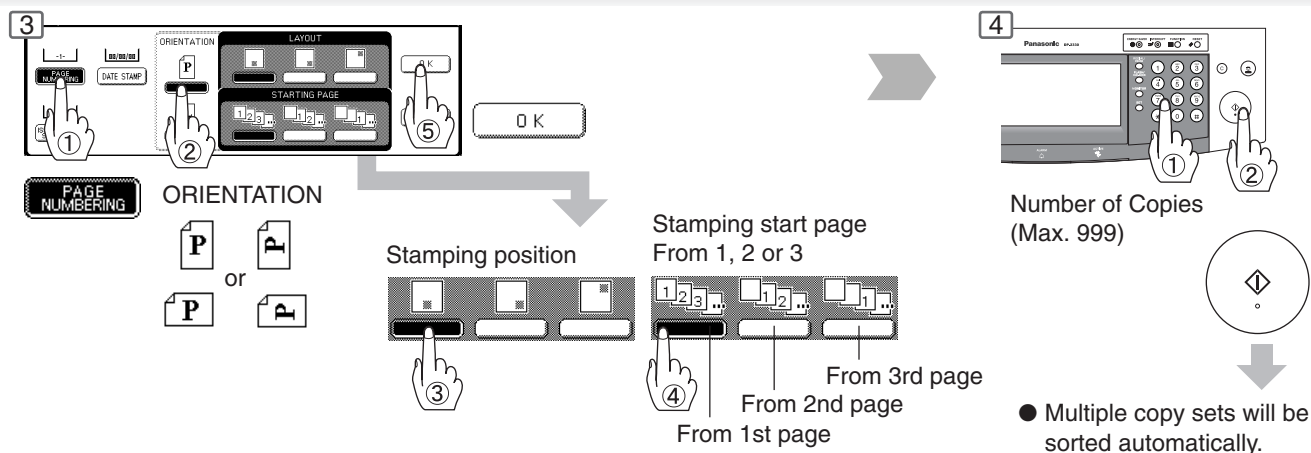
The issue number can be automatically printed on each page.



ADF only*

NOTE

* When copying the Stamping mode combined with N in 1 mode, the Stamping mode can be used from the platen.



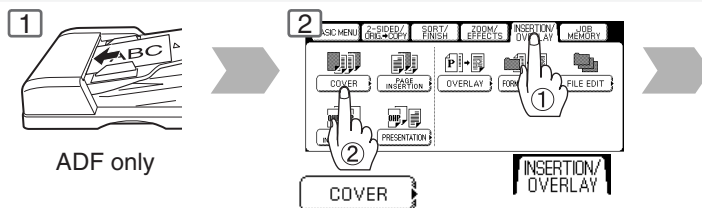
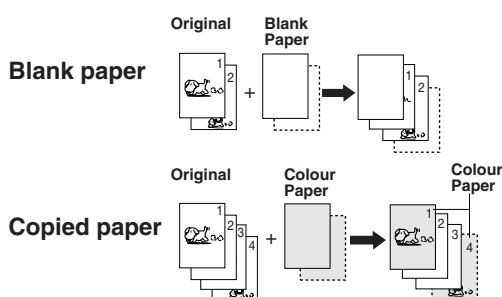


Making Copies

Insertion/Overlay

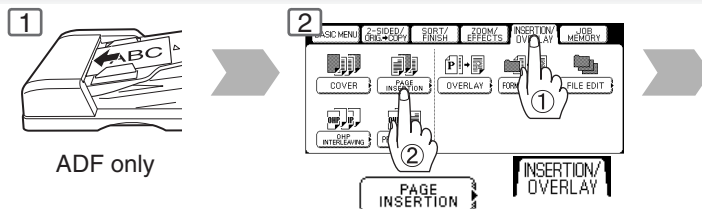
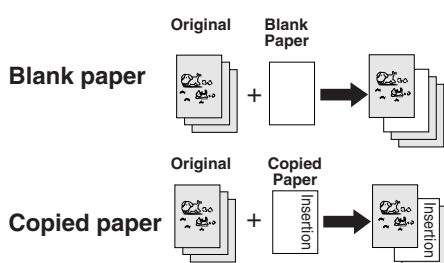
■ Cover

Adds cover page(s) to the copies.



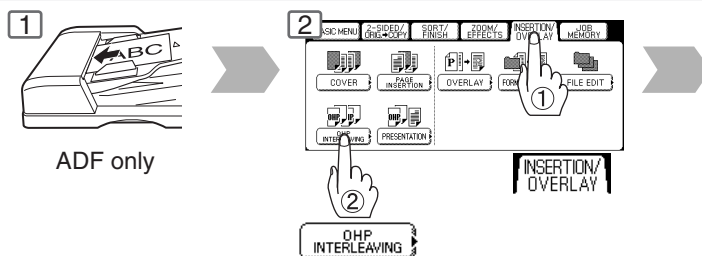
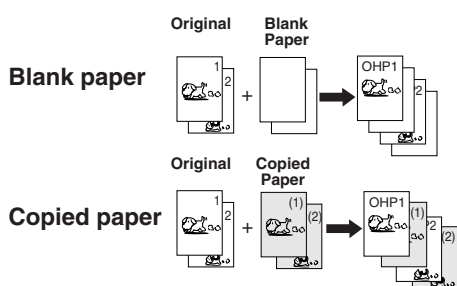
■ Page Insertion

Inserts paper between the copies.



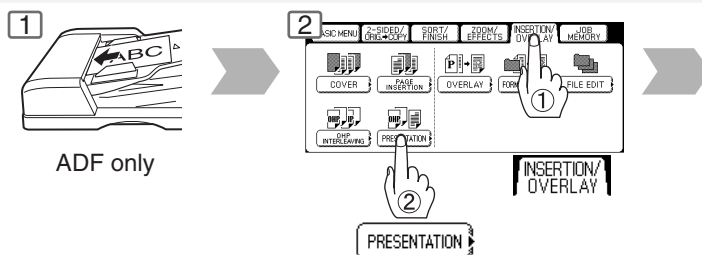
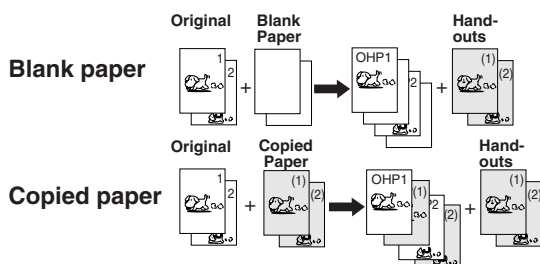
■ OHP Interleaving

Inserts paper between OHP film.



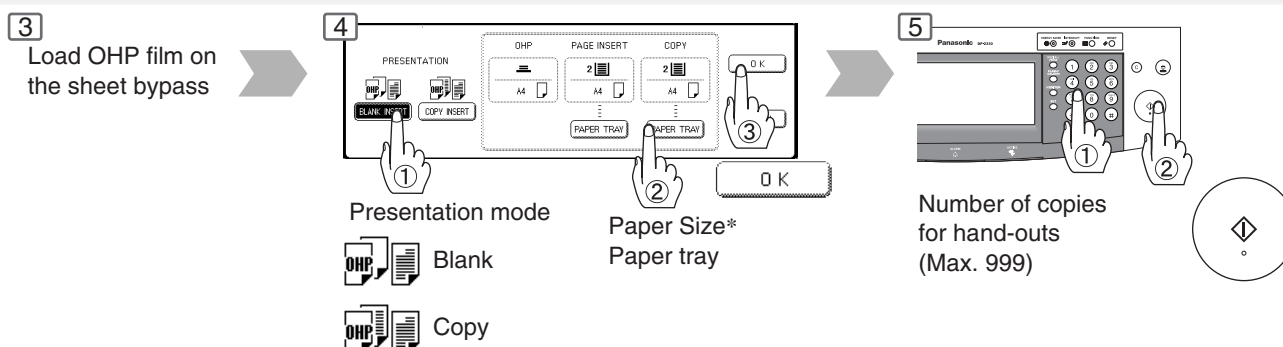
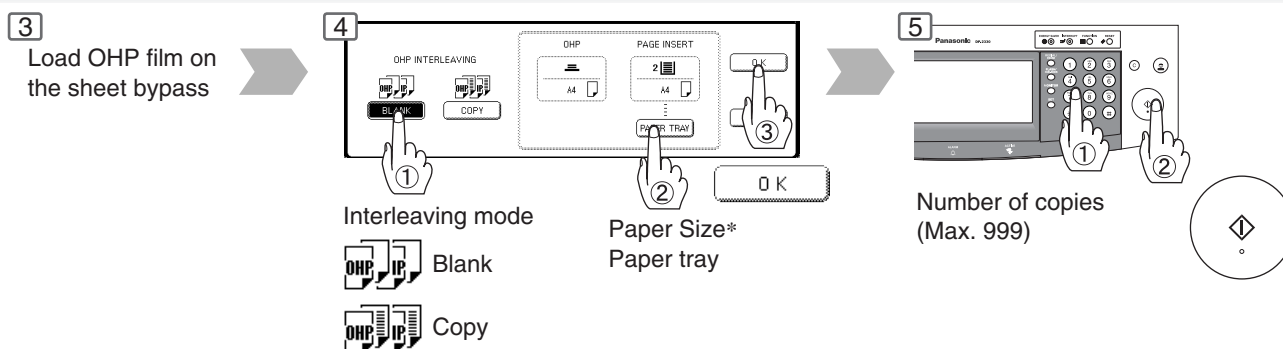
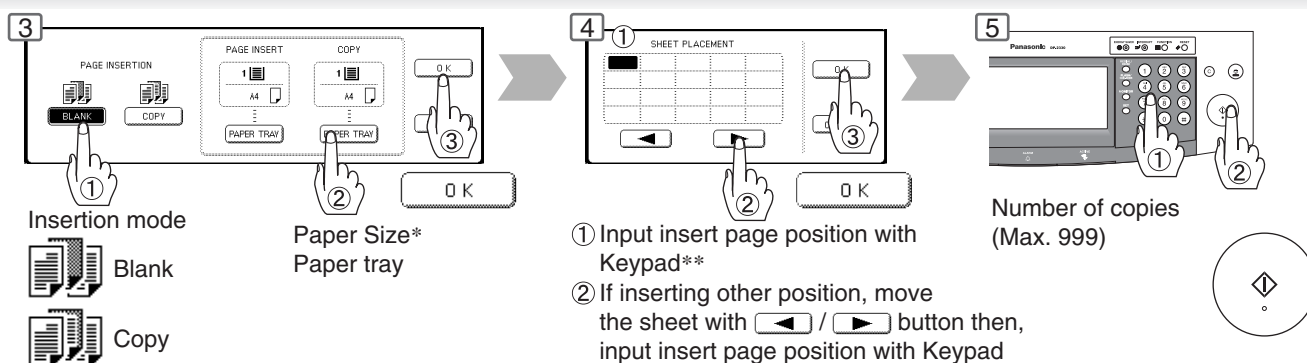
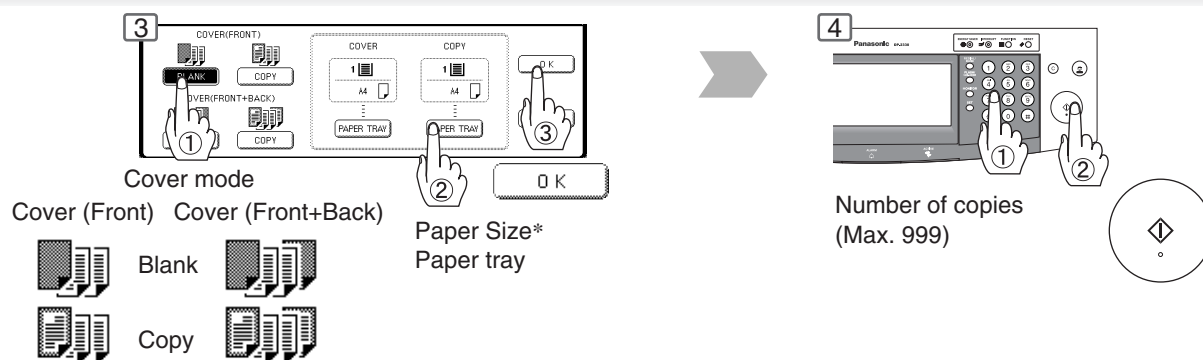
■ Presentation

Inserts paper between OHP film and make copied sets for hand-outs.



NOTE

- Certain types of transparency film may not be compatible and may damage your machine. Consult with an authorised Panasonic dealer for advice regarding non-standard paper types. (Panasonic has tested "3M PP2500" transparency film and found it to be compatible.)



NOTE

* Paper size/direction for copy and paper should be the same.
** Blank page to be inserted before indicated selected page number.



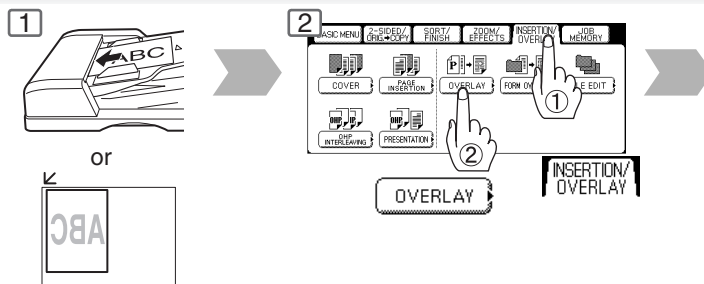
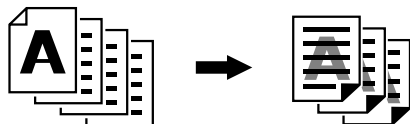
Making Copies

Insertion/Overlay

■ Overlay

Overlays a second image onto the first by using a second original.

1st-page



■ File Edit

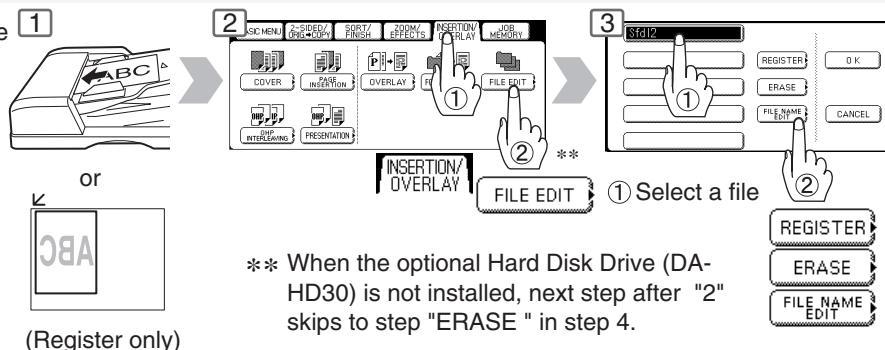
There are three File Edit available in the Form Overlay function.

Register : To Add a new file* (Max. 5 files)

Erase : To Erase a registered file

Title Edit : To Change the title of a file

* One image file can be registered.
With the optional Hard Disk Drive (DA-HD30) installed, up to 5 image files can be registered.
If the selected File Key already contains a registered file image, the new image will overwrite the current image.

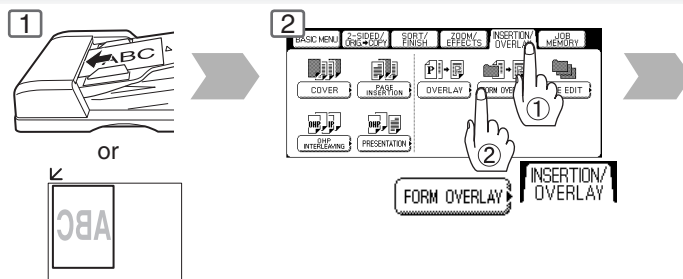


** When the optional Hard Disk Drive (DA-HD30) is not installed, next step after "2" skips to step "ERASE" in step 4.

■ Form Overlay

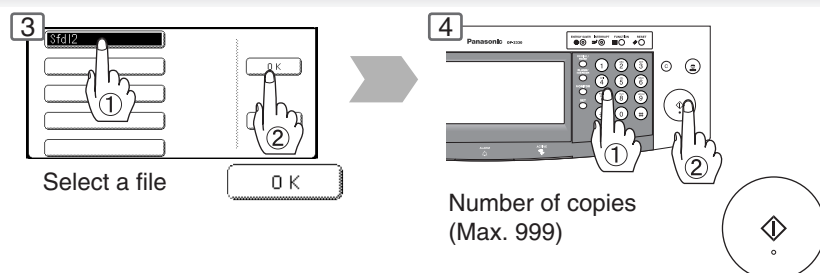
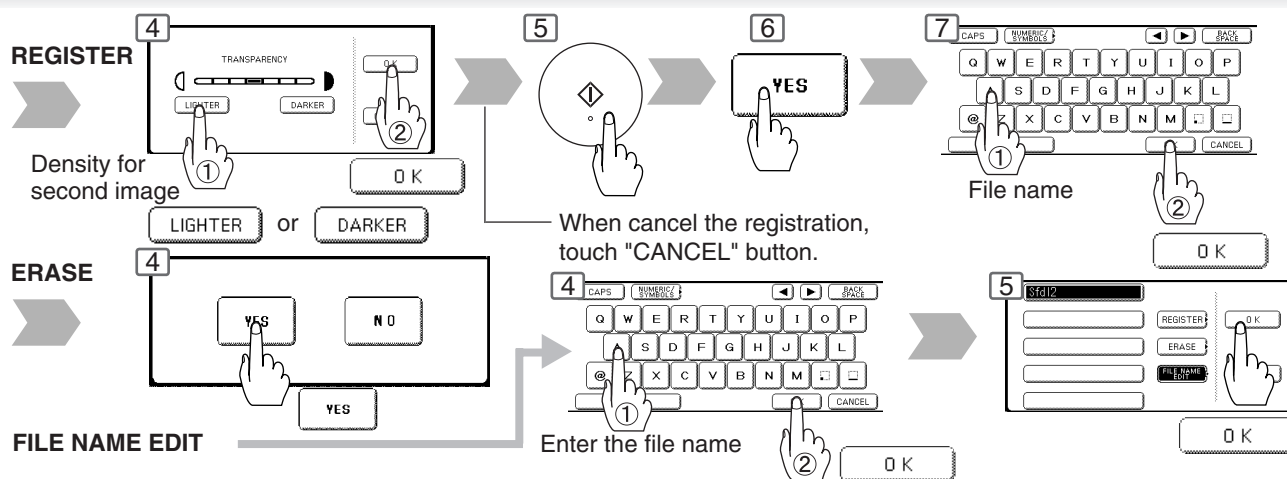
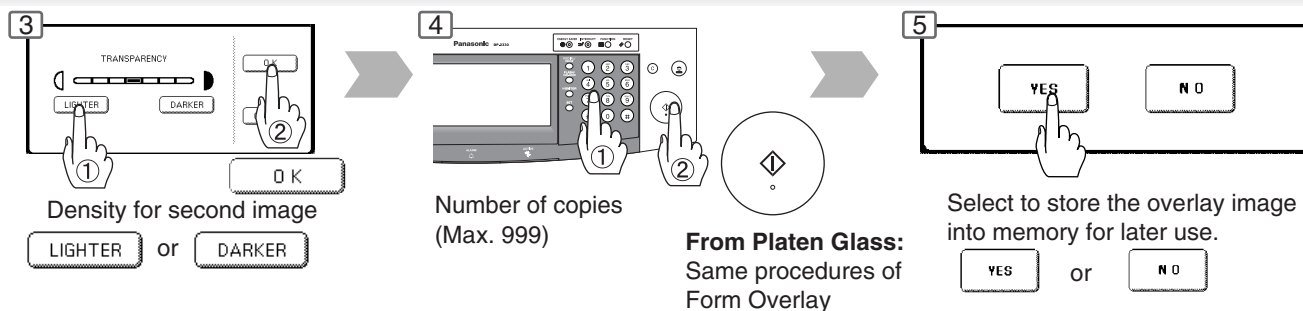
Overlay an image stored in memory onto the copier.

File



NOTE

- Function to select the files is only available when the optional Hard Disk Drive and Image Memory (See page 71) is installed.
When the optional Hard Disk Drive is not used, selectable file is only one file.
- When the image is not available in the memory to overlay, Form Overlay function will not be selectable.



From Platen Glass:
When "Another Original?" is indicated.
Ex: 2 originals
① Touch "NO" button.
② Place next original on the platen glass.
③ Press Start Key.
④ Touch "YES" button.



Making Copies

Other Features

Job Memory

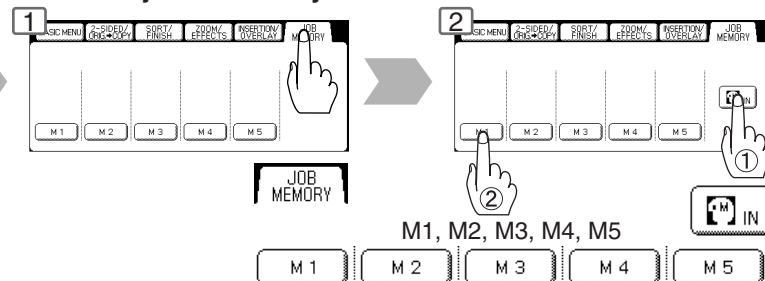
Five Copy Jobs can be stored in Memory (M1 to M5) for recall at a later time.

Set up the copy job to be stored.

NOTE:

When the M5 Key is used, the Double Exposure Mode should be set to "Off" in the Copier Settings "16 Double Exposure". (See page 59)

To store a job in memory

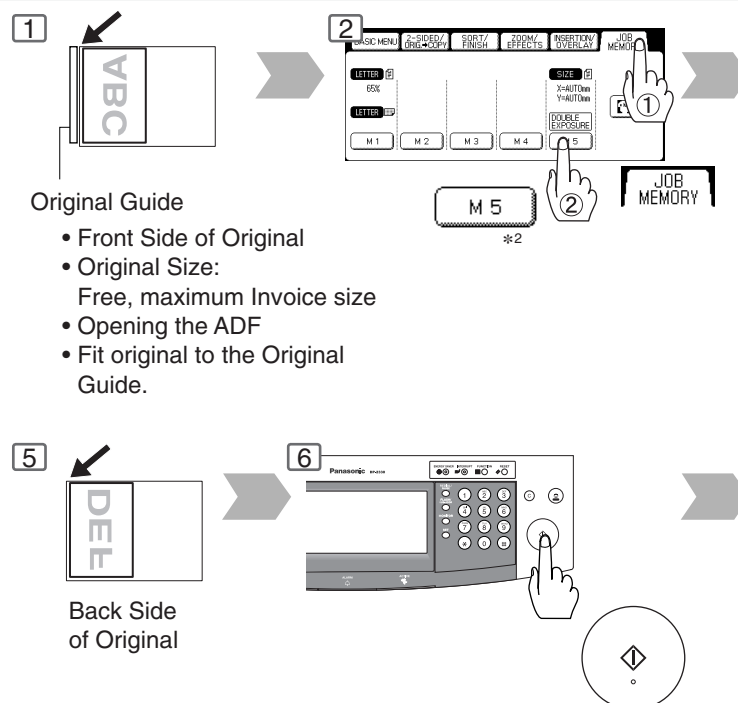
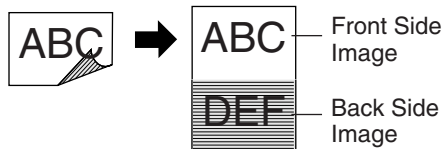


Double Exposure

From 2-Sided originals to 1-Sided 2 in 1 copies (side-by-side image). *1

Original Size:

ex. Invoice-R Copy Size: Letter-R



NOTE:

When opening the Platen Cover or optional ADF

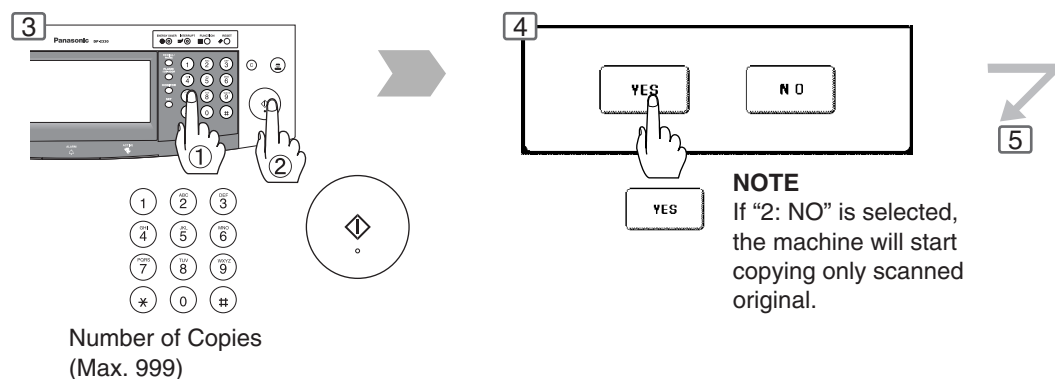
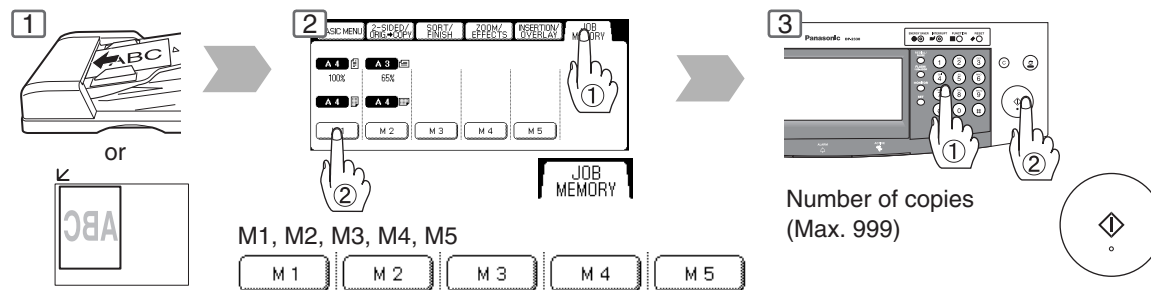
- An incorrect position detection of the original may occur when a strong light shines on the glass during this mode.
- An incorrect exposure may occur when there is a black line at the edge of the original or an image which the machine interprets as a black pattern in this mode.
- The final copy may be affected if colored background original(s) do not have a white edge or if it is less than 2 mm wide.

- *1 When selecting the Double Exposure, it will be displayed as "2 in 1" at Job Settings, and "N in 1" of Function Select Key will also be displayed.
- *2 Double Exposure function set by M5 key is unable to store with other Job Memory.

NOTE

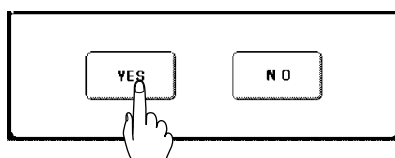
- JOB MEMORY mode will not be deleted even if the power switches are turned Off.
- When storing a new job into a programmed memory location, the previously stored job will be overwritten and erased.
- M1, M2 can use as manual skyshot mode by setting user function mode.

To recall a job stored in memory



NOTE
If "2: NO" is selected, the machine will start copying only scanned original.

7 The following steps, illustrate how to make multiple copies when the Sort Mode is selected. (See page 40)



- 1: YES → Continues to copy another original, repeat steps 1 and 3-② to step 6.
2: NO → Starts making copies.

NOTE

- When using the double exposure mode, the M5 is turned On and other job requiring memory cannot be used.
- The default setting of Double Exposure Mode is "ON" in the Copier Settings "16 Double Exposure". If this setting is changed to "OFF", this mode cannot be used.



Making Copies

Other Features

■ Skyshot Mode

Skyshot allows copying a manuscript without generating dark borders even if the platen cover or ADF is opened.

Two types of Skyshot modes can be selected;

Digital Skyshot Mode : The scanning area (size) is not pre-determined.

Manual Skyshot Mode: The scanning area (size) is pre-registered into memory (M1 and M2) in advance.

Digital Skyshot Mode

NORMAL

Default setting (usually select this mode).

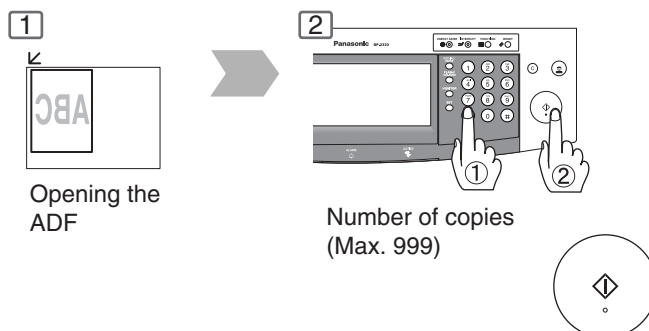
QUALITY*

For better definition, select the Quality mode.

The default setting of Digital Skyshot Mode is "NORMAL". In this setting, the unit scans once.

If there are black areas around the borders in the copies, set the Digital Skyshot Mode to "QUALITY" to soften the dark borders. In this setting, the unit scans twice.

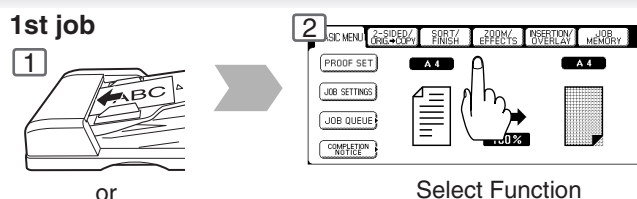
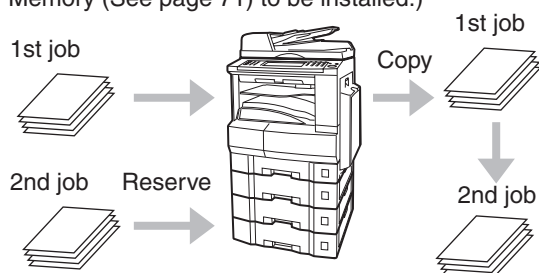
(See page 58)



■ Concurrent Copying

Next copy job can be reserved even if the current copy job is not completed.

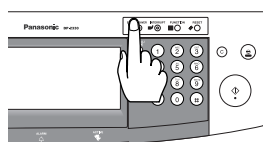
(Requires the optional Hard Disk Drive and Image Memory (See page 71) to be installed.)



■ Energy Saver (Power Save Mode, Sleep/Shutdown Mode)

These modes can save power while the copier is not in use.

1 Power Save Mode



ENERGY SAVER



Enter

Indicator

Flash : Power Save Mode

Light : Sleep/Shutdown Mode

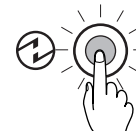
or

Sleep/Shutdown Mode**

Automatically enters the Sleep/Shutdown Mode after 15 minutes from the last copy.

To clear

2 ENERGY SAVER



Modes	Power Consumption	Warm Up Time
Normal Operation	Approx. 140 Wh	N/A
Power Save	Approx. 28 Wh	Min. 30 sec.
Sleep	Approx. 18 Wh	35 sec.
Shutdown	Approx. 4 Wh	35 sec.

The machine will not go into Sleep/Shutdown Mode when the Weekly Timer is selected.

NOTE

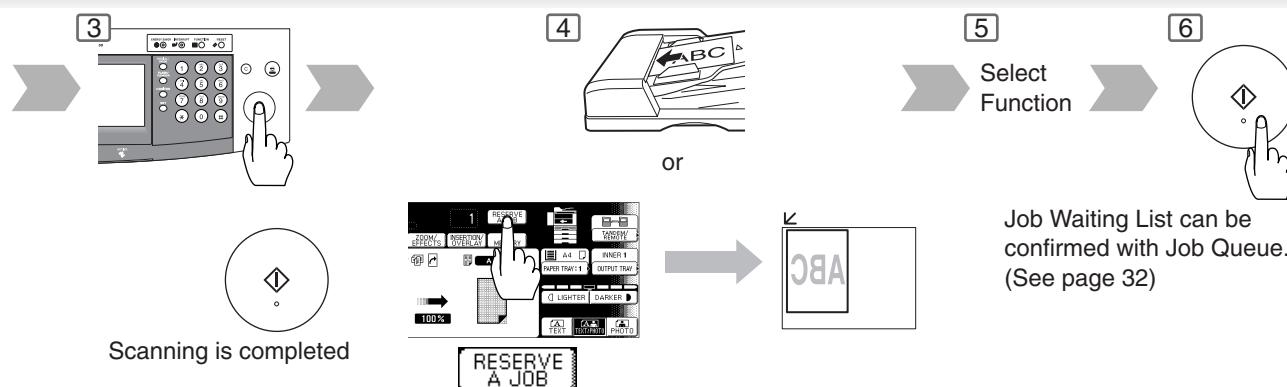
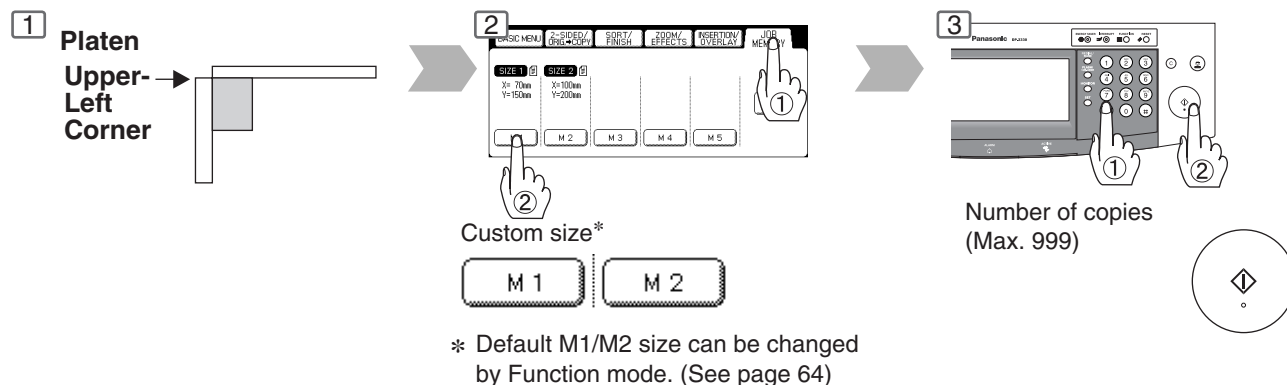
* When copying the Quality mode combined with 1 → 2, BOOK → 2, 2PAGE, N in 1, "Quality" mode will be changed to "Normal" mode.

** Sleep Mode/Shutdown Mode and entering timer can be selected by the key operator. (See page 61)

● An incorrect exposure may occur when there is a black line at the edge of the original or an image which the copier interprets as a black pattern in the skyshot mode.

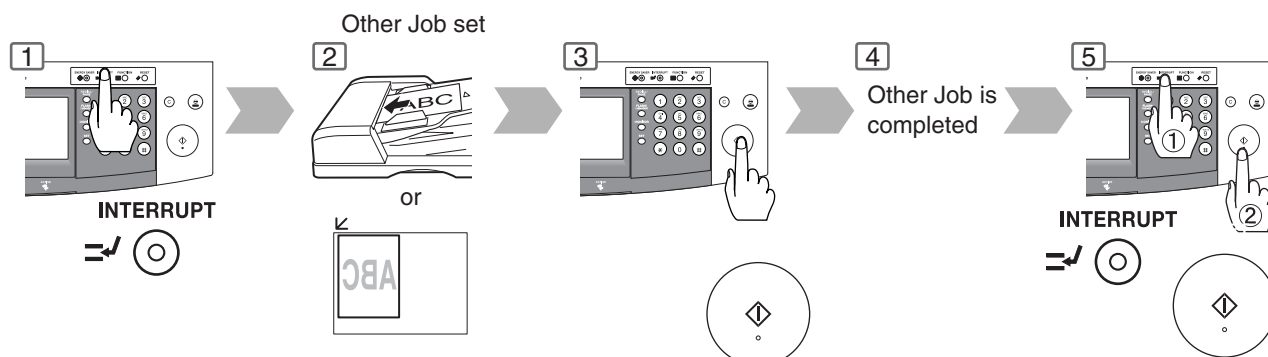
Manual Skyshot Mode

- Set 09 Manual Skyshot Mode in Copier Settings first. (See page 58)



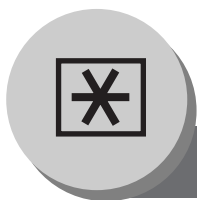
Interrupt Mode

This mode can interrupt other copy jobs while making copies.



NOTE

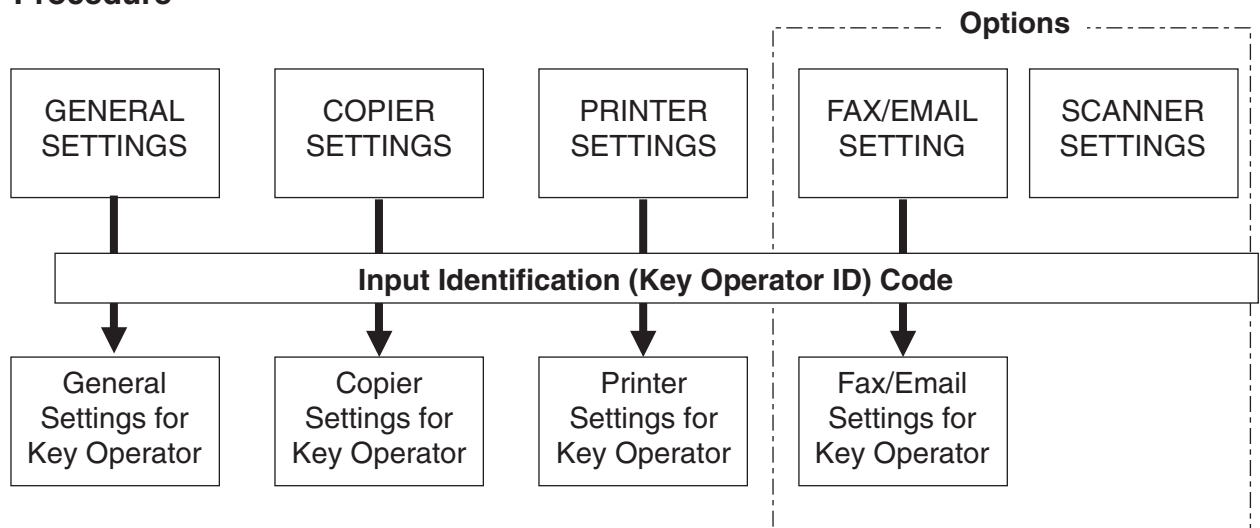
- If using ADF, place original on the center position of ADF Tray. The ADF can feeds only 50-105 g/m² plain paper.
- When using the manual skyshot mode, the M1 and M2 are turned On and other job memory cannot be used.
- An incorrect position detection of the original may occur when a strong light shines onto the glass during skyshot mode.



Function

■ Using Function Modes to change the Initial Copy Modes

Procedure

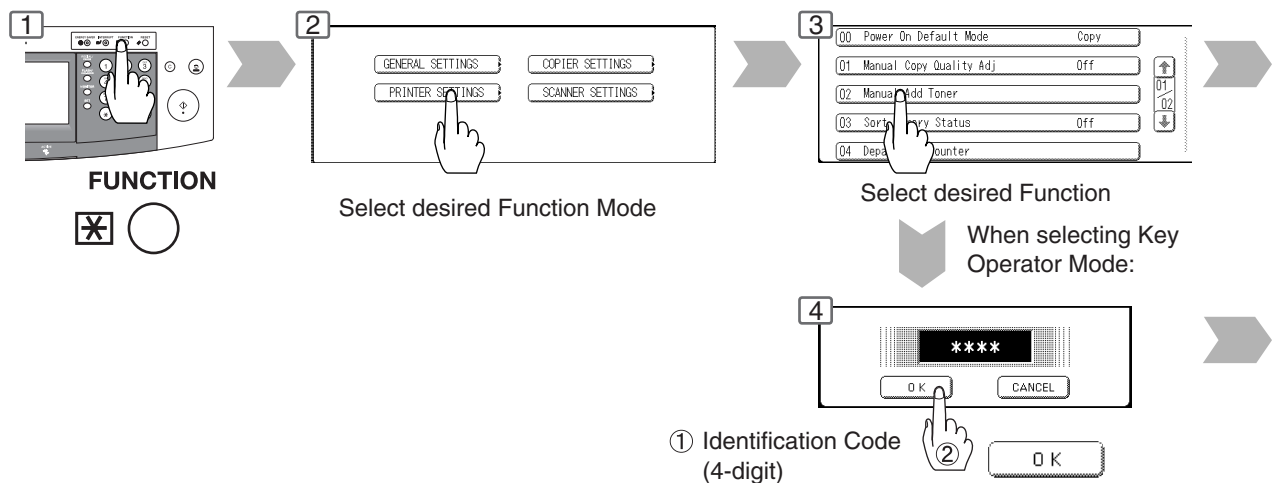


GENERAL SETTINGS:

Changing the Initial Machine Modes

- Power on default mode, Manuals add toner, etc.
(See page 58)
For Key Operator:
Paper size, Finisher bin/Staple mode, Department Counter, Network TCP/IP settings, etc.
(See pages 61, 62)

■ Procedure



NOTE

- Please refer to each operating instructions for options function settings.

COPIER SETTINGS:

Changing the Initial Copy Modes

- Default function of each copy mode
(See pages 58, 59)

For Key Operator:

Paper size priority, Original mode, Contrast, JOB BUILD AND SADF mode, Original size of Manual Skyshot mode, etc.

(See page 64)

PRINTER SETTINGS:

Changing the Initial Printer Modes

- Default function of each print mode
(See page 60)

For Key Operator:

Job completion time, Page protection, Error page print, Spool function, PS configuration, Font list print, Mailbox data holding, etc.

(See page 64)

<When Optional accessory is installed>**SCANNER SETTINGS:**

Changing the Initial Scanner Modes

- Original mode, Compression mode, Resolution, JOB BUILD AND SADF mode, Address book, etc.
(See page 59)
- Even if without Scanner Option, Completion Notice for copier function works.

FAX/EMAIL SETTINGS:

Changing the Initial Fax/Email Modes

Refer to Operating Instructions (For FAX/Internet Fax function).

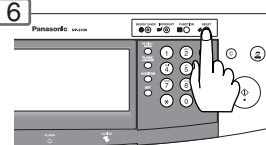
4

Set the desired Function Parameter(s).

5

00	Power On Default Mode	Copy		
01	Manual Copy Quality Adj	Off	↑	OK
02	Manual Add Toner		01	
03	Sort Memory Status	Off	02	
04	Department Counter		↓	CANCEL

6



RESET



5

00	Print General Status	Stop	
01	Paper Size		↑
02	A4R/A5 Paper Selection	A4R	01
03	B5R/A5 Paper Selection	B5R	02
04	Special Paper Tray 1	None	↓

Set the desired Function

OK

② Set the desired Function Parameter(s).



Function

■ GENERAL SETTINGS

Screen No.	Modes	Function	Initial Setting
01/02	00 Power On Default Mode	Selects mode. ● Copy, Printer, Scanner*, Fax*/Email*	Copy
	01 Manual Copy Quality Adj	Sets to activate the manual density control. ● Off, On	Off
	02 Manual Add Toner	Adds toner manually. ● Off, On	Off
	03 Sort Memory Status	Indicates the sorting memory status. ● Off, On	Off
	04 Departmental Counter	Indicates the department counter.	Consult with an authorised service provider
02/02	09 Key Operator Mode	Input the Key Operator ID Code.	

* When the optional Network Scanner Module/
Fax Communication Board is installed.

■ COPIER SETTINGS

Screen No.	Modes	Function	Initial Setting
01/04	00 Margin Value Default	Selects the margin shift value. ● 5 mm, 10 mm, 15 mm, 20 mm	10 mm
	01 Edge Value Default	Selects the edge width. ● 5 mm, 10 mm, 15 mm, 20 mm	5 mm
	02 Book Value Default	Selects the book void width. ● 15 mm, 20 mm, 25 mm, 30 mm	20 mm
	03 Margin Reduction Def.	Selects the reduction ratio in margin mode. ● No, Yes	No
	04 2-Sided Mode Default	Function sets the duplex priority mode. ● No, 1 to 2, 2 to 2, Book to 2	No
02/04	05 N in 1 Default Mode	Selects the N in 1 default mode ● 2 in 1, 4 in 1, 6 in 1	2 in 1
	06 Reduce N in 1 For Space	Selects whether to disable edge deletion ● No, Yes	No
	07 Booklet Default Mag.	Select the booklet magnification ● 100%, Reduce	Reduce
	08 Digital Skyshot Mode	Enables or disables the use of Skyshot mode. ● No, Normal, Quality	Normal
	09 Manual Skyshot Mode	Enables or disables the use of Manual Skyshot. ● Off, M1 On, M2 On, M1&M2 On	Off

■ COPIER SETTINGS

Screen No.	Modes	Function	Initial Setting
03/04	10 Auto Contrast Adjust.	Automatically adjusts the copy density for text, T/P. ● No, Yes	Yes
	11 Sort Priority ADF	Selects the sort mode. ● None (Non-Sort), Sort, Shift*, Staple*, Group*	Sort
	12 Sort Priority Glass	Selects the sort mode. ● None (Non-Sort), Sort, Shift*, Staple*, Group*	None
	13 Stamping Default Mode	Selects the stamping mode. ● Page, Date, Issue	Page
	14 Page Numbering Style	Selects the page numbering style. ● -n-, n/m	-n-
04/04	15 Imag. Repeat Dotted Line	Selects the dotted line. ● None, Print	Print
	16 Double Exposure	Selects the double exposure. ● Off, On	On
	19 Key Operator Mode	Input Key Operator ID Code.	

* Shift, Staple and Group modes are available when the optional 1-Bin Finisher is installed and the "Outer" is selected with the touch panel display.

■ SCANNER SETTINGS

Screen No.	Modes	Function	Initial Setting
01/02	00 Scanner Settings Print	To print scanner settings print. ● Stop, Start	Start
	01 Original Mode Default	Sets the original setting. ● Text, T/P (Text/Photo), Photo	T/P
	02 Compression Mode Def.	Sets the compression mode setting. ● MH, MR, MMR, JBIG	JBIG
	03 Resolution Default	Sets the resolution setting. ● 150 dpi, 300 dpi, 600 dpi	600 dpi
	04 Job Build and SADF Mode	Sets the Job Build and SADF mode initial setting. ● No, Yes	No
02/02	05 Bind Posi., 2-Sided Orig.	Sets the bind position, 2-sided original initial setting. ● Longedge, Shortedg (Shortedge)	Longedge
	06 Add New Address	To add new address.* ● PC, DD, FTP	0, 0, 0, 0
	07 Edit Address Book	To edit address book.*	
	08 Delete Address	To delete address.	
	09 XMT File Type	Sets the default XMF File Type. ● TIFF, PDF	PDF

NOTE

* Address Book is not necessary to set in this function setting, your PC can be registered with Panasonic DMS.



Function

■ PRINTER SETTINGS

Screen No.	Modes	Function	Initial Setting
01/04	00 Number of Prints	Sets the initial number of prints. ● 1 ~ 999	1
	01 Paper Size	Sets the paper size setting. ● A3, B4, A4, B5, A5, LEDGER, LEGAL, LETTER, INVOICE, 8 x 13, 8.5 x 13	A4
	02 Paper Tray	Sets the paper tray setting. ● Auto, Bypass, Tray 1, Tray 2, Tray 3, Tray 4	Auto
	03 Print Direction	Sets the print direction setting. ● Portrait, Landscape	Portrait
	04 Auto Tray Selection	Sets the auto tray setting. ● Off, On	On
02/04	05 2-Sided Print	Sets the 2-sided print setting. ● Off, On	Off
	06 Bind Position	Sets the bind position. ● Longedge, Shortedge	Longedge
	07 Resolution	Sets the resolution setting. ● 1200 x 600, 600 x 600, 300 x 300	600 x 600
	08 Font (PCL)	Sets the font of PCL. ● 0 ~ 99	0
	09 Symbol Table (PCL)	Sets symbol table (PCL). ● 0 ~ 35	11
03/04	10 Pitch (PCL)	Sets pitch (PCL). ● 0.44 - 99.99	10.00
	11 Point Size (PCL)	Sets point size (PCL). ● 4.00 - 999.75	012.00
	12 Lines/Page (PCL)	Sets lines/page (PCL). ● 5 - 123	60
	13 Return Character (PCL)	Sets return character (PCL). ● CR, CR + LF	CR
	14 Mutual A4/LTR	Converts Letter to A4 automatically. ● Off, On	Off
04/04	15 Mailbox Memory Status	Indicates the memory status of mailbox. ● Memory, Box	
	16 Print Data	Sets print data. ● Stop, Start	Start
	19 Key Operator Mode	Input the Key Operator ID Code.	

NOTE

* When available with optional PCL.

** When available with optional Hard Disk Drive (DA-HD30) is installed.

For Key Operator

■ GENERAL SETTINGS

Screen No.	Modes	Function	Initial Setting
01/09	00 Print General Settings	Sets print of common menu for the user initial setting. ● Stop, Start	Start
	01 Paper Size	Sets the paper size of each paper tray. ● Ledger, Legal, Letter, Letter-R, Invoice, A3, B4, A4, A4R, B5, B5R, A5, A5R, 8 x 13, 8.5 x 13	Consult with an authorised service provider
	02 A4R/A5 Size Selection	Sets initial paper size of sheet bypass. ● A4R, A5	A4R
	03 B5R/A5R Size Selection	Sets initial paper size of sheet bypass. ● B5R, A5R	B5R
	04 Special Paper Tray 1	Sets the paper tray for special paper (ex: coloured). ● None, Paper Tray 1, Paper Tray 2, Paper Tray 3, Paper Tray 4, Sheet Bypass	None
02/09	05 Special Paper Tray 2	Sets the paper tray for special paper (ex: coloured). ● None, Paper Tray 1, Paper Tray 2, Paper Tray 3, Paper Tray 4, Sheet Bypass	None
	06 Auto Paper Out Rotate	Copier will automatically rotate image and print when selected paper tray is empty. ● Off, On	Off
	07 Copy Output Tray	Sets the output tray for copy. ● Inner 1, Inner 2, Outer	Inner 1
	08 Printer Output Tray	Sets the output tray for PRINTER. ● Inner 1, Inner 2, Outer	Inner 1
	09 Fax/Email Output Tray	Sets the output tray for FAX/EMAIL. ● Inner 1, Inner 2, Outer	Inner 1
03/09	10 Auto Reset Time	Selects the Control Panel reset time. ● None, 30 sec., 1 min., 2 min., 3 min., 4 min.	1 min.
	11 Power Save Mode Timer	Sets the Power Save Timer. ● 1 - 240 minutes	15
	12 Sleep/Shutdown Select	Sets the Sleep/Shutdown mode. ● Sleep, Shutdown	Sleep
	13 Sleep/Shutdown Timer	Sets the Sleep/Shutdown timer. ● None, 1 - 240 minutes	15
	14 Language Sel. Priority	Selects the message language of the display. ● Off, On	Off
04/09	15 Language Default	Selects the message language of the display. ● English, French, Spanish	English
	16 TCH Panel Beep Sound	Beep sound when touching the panel. ● Off, Soft, Loud	Soft
	17 Original Set Beep Sound	Beep sound when original is set on the platen. ● No, Yes	No
	18 Orig. Set In ADF Sound	Beep sound when original is set in the ADF. ● No, Yes	Yes
	19 Dept. Counter Mode	Monitors copy usage of each department (1) Printer usage of each document (2) Print limit of each department (3) ID code of each department	Consult with an authorised service provider

NOTE

● It is necessary to input the Key Operator ID Code before changing items on this page.



Function

For Key Operator

■ GENERAL SETTINGS

Screen No.	Modes	Function	Initial Setting
05/09	20 Date Time Setting	Sets date time registered. ● Day, Month, Year, Time	
	21 Weekly Timer	Sets the weekly On/Off timer. ● Off, On (Set)	Off
	22 Daylight Time	Sets the daylight time. ● No, Yes	Yes
	23 DHCP Default	Sets the DHCP. ● No, Yes	Yes
	24 TCP/IP Address	Sets user IP address.** ● 3 digits x 4	0. 0. 0. 0
06/09	25 TCP/IP Subnet Mask	Sets the subnet mask. ● 3 digits x 4	0. 0. 0. 0
	26 TCP/IP Default Gateway	Sets the gateway address.** ● 3 digits x 4	0. 0. 0. 0
	27 DNS Server Address	Sets the DNS server.** ● No, Yes	Yes
	28 MAC Address	Indicates the MAC address.	
	29 Hard Disk Initialize	* Selects the HDD format/deletion.* ● Format, Deletion*** <Sub Function> For Format : No, Yes For Deletion: Stop, Medium, High <Sub Function> For Medium/High: No, Yes	Format (Stop)
07/09	30 Hard Disk Error Check	Select the HDD error check.* ● Stop, Start	Stop
	31 Address Book Group ID	Input group ID for address book. ● 0 ~ 99	0
	32 Tandem User Parameter	Input parameter of user machine.	
	33 Community Name (1)	Selects to change the SNMP of Community Name (1).** ● Enables read only.	public
	34 Community Name (2)	Selects to change the SNMP of Community Name (2).** ● Enables read/write.	public

NOTE

- It is necessary to input the Key Operator ID Code before changing items on this page.
- * Not required in copying mode, but needed when installing options with advanced functions (See page 71).
- ** When functions No. 24 to 27 and No. 33 to 36 are set, cycle the power by turning the Power Switch OFF and ON.
- *** When elimination is executed, it differs depending upon the data accumulation quantity inside the hard disk, but until operation of elimination completes, with Medium maximum of 2 hours, maximum of 3 hours are required with High. Because at that time, as for the knitting machine it cannot use, when executing knitting machine talent, please consider use frequency.

■ GENERAL SETTINGS

Screen No.	Modes	Function	Initial Setting
08/09	35 Device Name	Input the device name when necessary.** (For Status Monitor/EtherTalk Machine Name)	Panasonic DP-2330 or DP-3030
	36 Device Location	Input the device location when necessary.** (For Status Monitor)	
	37 Routing Menu Function	Selects the Document Distribution function. ● No, Yes	No
	38 Doc. Dist. Server Name	When "27 DNS Server Address" is set to "Yes". Inputs the Document Distribution System routing server name. (Max. 60 characters)	
	39 Doc. Dist. Server IP	When "27 DNS Server Address" is set to "No". Inputs the Document Distribution System routing server IP address. ● 3 digits x 4	0. 0. 0. 0.
09/09	40 Special Paper Tray 3	Sets the Paper Tray for special paper (ex: colored). ● None, Tray 1, Tray 2, Tray 3, Tray 4, Bypass	None
	41 Special Paper Tray 4	Sets the Paper Tray for special paper (ex: colored). ● None, Tray 1, Tray 2, Tray 3, Tray 4, Bypass	None
	42 Data Deletion Of HD	Selects the security level for the Hard Disk data deletion function for every Copy/Print job. ● Basic, Medium, High When the optional hard disk unit is installed, every Copy/Print job data is automatically deleted upon completion by overwriting the entire image with random data. Select one of the 3 available data deletion security levels (Basic, Medium or High). The deletion time increases with the increase in security level (Medium or High) selected, and may require more time to execute.	Basic



Function

For Key Operator

■ COPIER SETTINGS

Screen No.	Modes	Function	Initial Setting
01/04	00 Copier Settings Print	Print the copier settings. ● Stop, Start	Start
	01 Paper Size Priority	Selects paper size priority ● LEDGER, LEGAL, LETTER, LETTER-R, INVOICE, A3, B4, A4, A4R, B5, B5R, A5, A5R, 8 x 13, 8.5 x 13	A4
	02 Original Mode Default	Selects original setting ● Text, T/P (Text/Photo), Photo	T/P
	03 Text Contrast	Selects contrast for Text mode ● 1 ~ 7	4
	04 T/P Contrast	Selects contrast for Text/Photo mode ● 1 ~ 7	4
02/04	05 Photo Contrast	Selects contrast for Photo mode ● 1 ~ 7	4
	06 Overlay Contrast	Sets the density (transparency) of the page being produced in overlay mode. ● 1 ~ 7	4
	07 Interleaving Default	Selects OHP interleaving paper ● Blank, Copy	Blank
	08 Page Insertion Default	Selects page insertion ● Blank, Copy	Blank
	09 Cover Mode Default	Selects cover paper ● F, Blank, F, Copy FB, Blank, FB, Copy (F: Front, FB: Front + Back)	F, Blank
03/04	10 Job Build And SADP Mode	Enables or disables the use of SADP function. ● No, Yes	Yes
	11 Maximum Copy Setting	Determines whether to limit number of copies (0-99).	0 (No limit)
	12 M1, Size	Input a size in job memory 1 for frequently used size. ● X: 5~432/Y: 5~297 mm (See page 50)	70 x 160 mm (X) (Y)
	13 M2, Size	Input a size in job memory 2 for frequently used size. ● X: 5~432/Y: 5~297 mm (See page 50)	95 x 220 mm (X) (Y)
	14 Memory Overflow Warning	Selects the task to perform when memory overflow occurs ● Print, Cancel	Print

NOTE

- It is necessary to input the Key Operator ID Code before changing items on this page.

■ COPIER SETTINGS

Screen No.	Modes	Function	Initial Setting
04/04	15 Add New Tandem Desti.	Inputs a new destination to split the copy job	
	16 Edit Tandem Destination	Edits a copy destination	
	17 Delete Tandem Desti.	Deletes a copy destination	

■ PRINTER SETTINGS

Screen No.	Modes	Function	Initial Setting
01/03	00 Printer Settings Print	Sets the printer status print. ● Stop, Start	Start
	01 Job Completion Time	Sets the job completion time setting. ● 1~ 999 sec.	180
	02 Page Protection	Compress automatically then print out. ● Off, On	Off
	03 Error Page Print	Sets print the error page. ● Off, On	On
	04 Spool Function	Sets the spool function. ● Off, On	On
02/03	05 Text Print	Prints text page only. ● Off, On	On
	06 PS Configuration Print	Sets the status page print of PS. ● Stop, Start	Start
	07 Font List Print (PCL)	Sets the font list print of PCL. ● Stop, Start	Start
	08 Font List Print (PS)	Sets the font list of PS. ● Stop, Start	Start
	09 Mailbox Data Holding	Sets the automatic holding function of mailbox data. ● Infinity, 1 day, 2 days, 3 days, 4 days, 6 days, 7 days	7 days
03/03	10 Delete Mailbox Data	Sets delete the mailbox data.* ● All, Before	Before
	11 Print Queue Delete	Sets authorization to delete the print queue. ● Free, Key op. (operator)	Key op.
	12 AppleTalk Zone Name	Input an AppleTalk Zone name.** ● Maximum 32 characters	

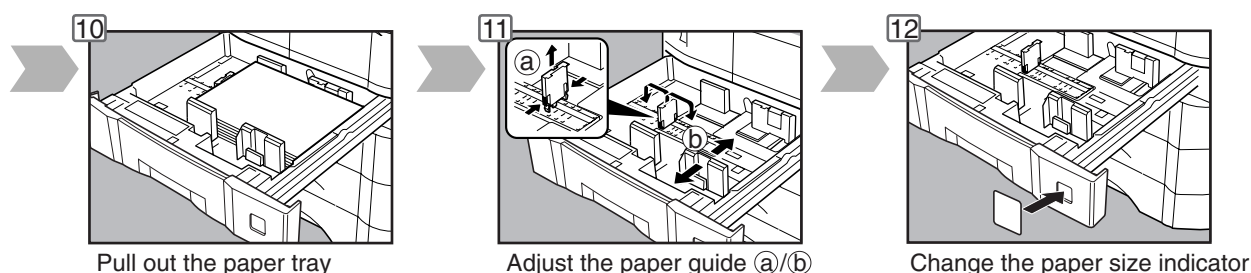
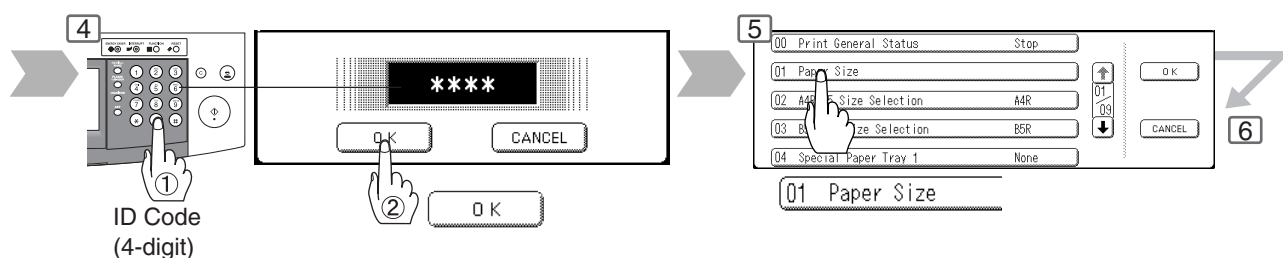
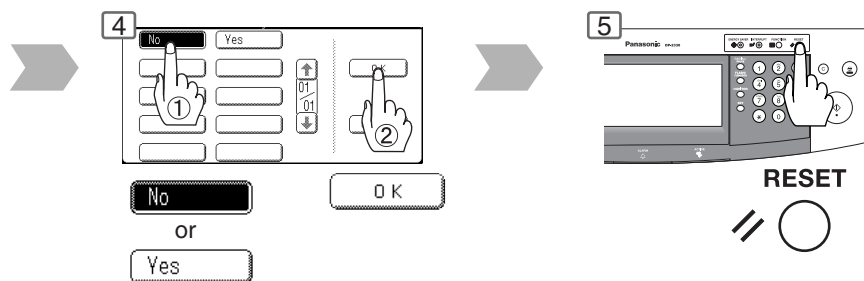
NOTE

- It is necessary to input the Key Operator ID Code before changing items on this page.
- * Functions except 0 and 11 are available when optional accessories are installed.
- ** When function No. 12 is set, cycle the power by turning the Power Switch OFF and ON.

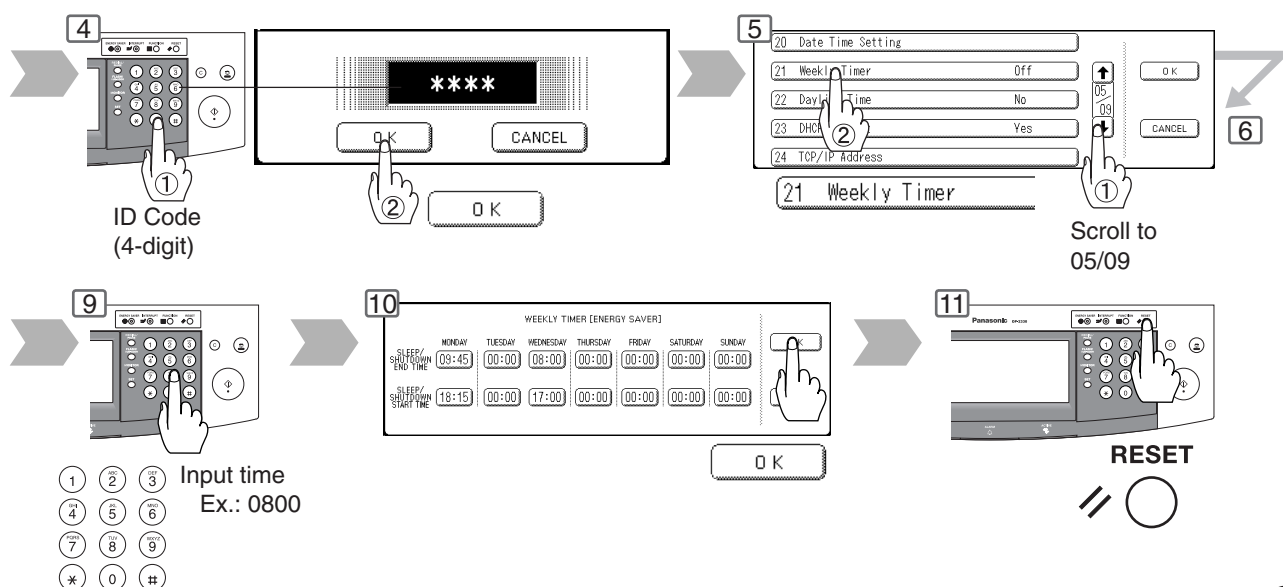


You can select whether the copying density is adjusted automatically for text and photographic originals.





Note: It is recommended that the paper guide (b) be fixed in place with screws. Consult an authorised servicing dealer for details on how to fasten using screws.





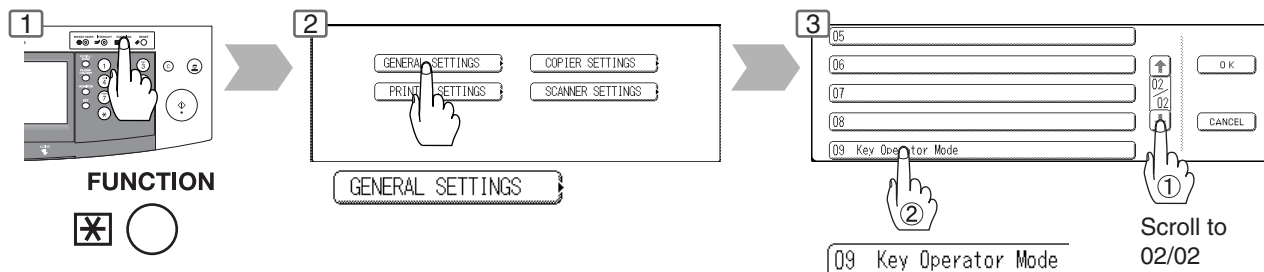
Function

For example

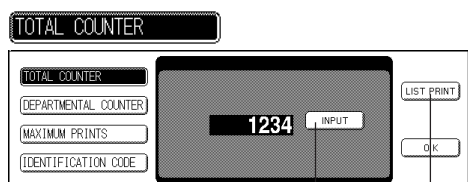
■ Department Counter

Department Counter can be managed, limit copies, counters and code numbers for each department.
(Maximum department number: 300)

Contact your authorised servicing dealer to enable the Department Counter feature.



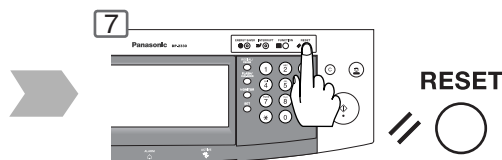
⑥ For Total Counter



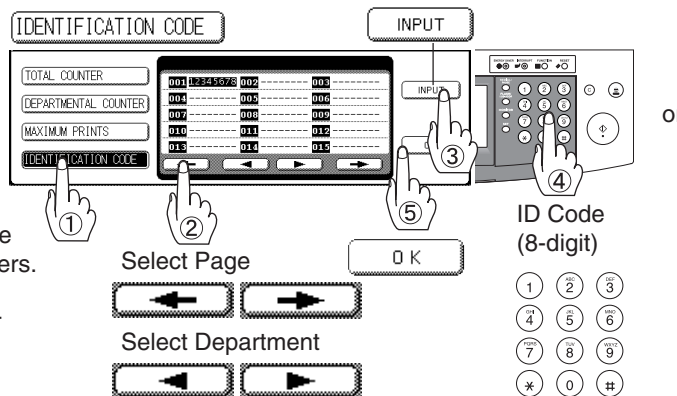
Displays the sum of all the active department counters.

Prints all the active department counters.

To clear the total counter, touch the INPUT button, enter 0 and touch the OK button.



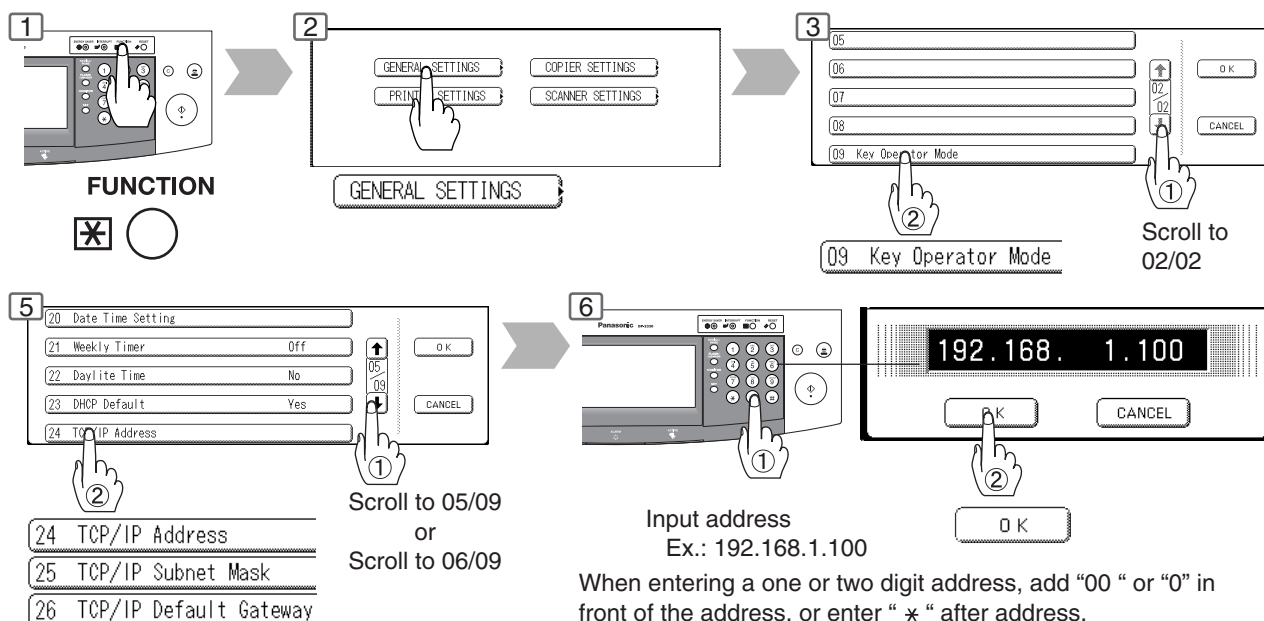
For Identification Code

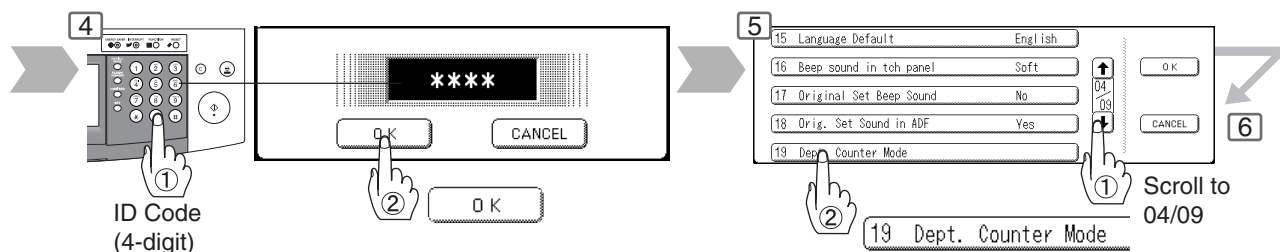


⑥ Input a Department Name (up to 25 characters) with the Keyboard and touch the OK button. (How to use the Keyboard, refer to page 31)

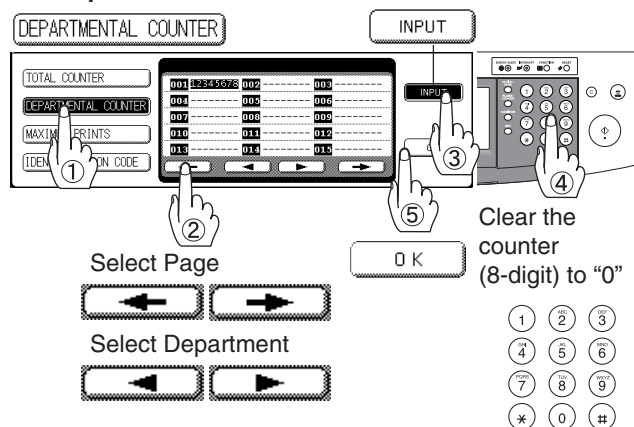
■ Network Settings

When the Parameter “23 DHCP Default” is set to “No”, the Key Operator must administer the Network settings manually.

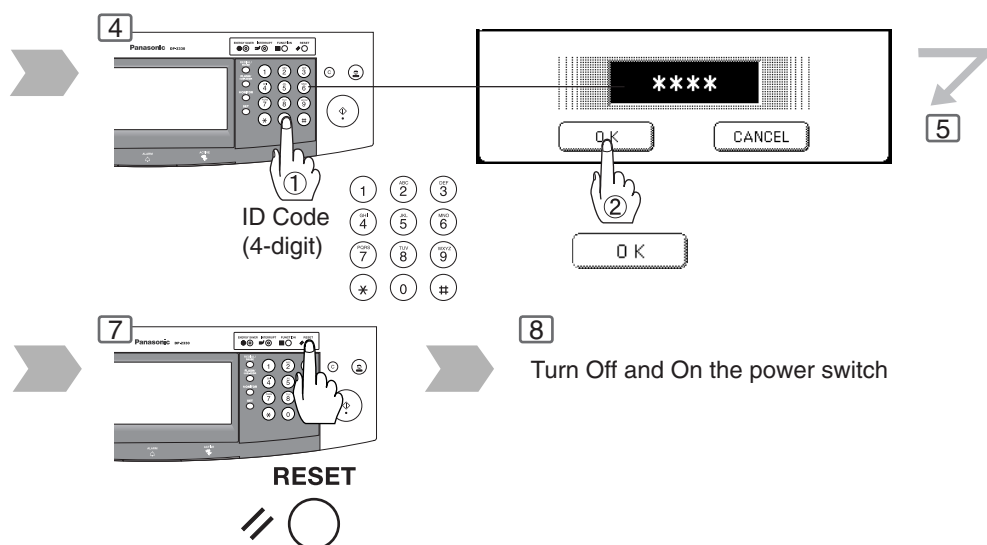
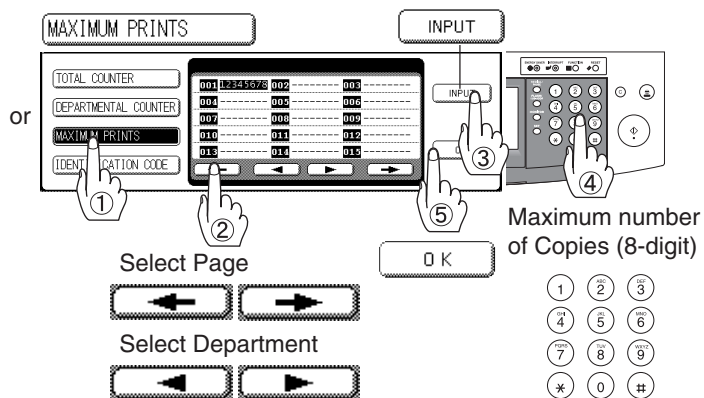




For Department Counter



For Maximum Prints





Function

Combined Function Table

[illegible]

- * Form Overlay

When the optional Hard Disk Drive Unit (DA-HD30) is not installed, the operation result of the Combined Function will change to an "R".

NOTE:

A registered image cannot be availed in selected copy function of above gray highlighted.

© : Possible Combined Functions.

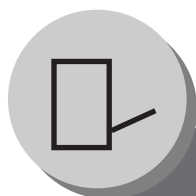
Δ : Possible Combined Functions without full size copy ratio.

X : Unavailable Combined Functions.

A : Next Selection is Carried Out.

R : When the same function is selected twice, the second selection is ignored.

／ : Functional combination that cannot be performed.



Accessories

Components

- The DP-2330/3030 is a digital photocopier which can produce images with great clarity. Furthermore, its copying functionality can also be greatly enhanced by the addition of the following options and supplies.

We hope you find that the wide ranging capabilities will make your office-place more productive and efficient.

Options

ADF
(DA-AS200)

Inner Tray
(DA-XN200)

1-Bin Finisher
(DA-FS300)
or
Exit Tray
(DA-XT200)

3rd Paper Tray
(DA-DS305)

4th Paper Tray
(DA-DS306)

Fax Communication Board
(DA-FG300)

Internet Fax/E-Mail Module
(DA-NF600)

Image Memory

(DA-SM16B/64B/28B)

- 16/64/128 MB
- To increase the memory capacity for electronic sorting.

HDD Unit

(DA-HD30)

- This option also requires at least 16 MB of optional Sorting Image Memory (DA-SM18)
- For PS Printing (for Fonts)
Security Print/Mailbox
Tandem copy/Concurrent copy
Internet FAX without mail server
1,000 Station Address Book
Print Job Spooling

Expansion Board

(DA-EM600)

- Expansion F-ROM (8 MB)

Network Scanner Module

(DA-NS600)

Network Scanner Module for Document Distribution System

(DA-NS601)

Printer Controller Module

(DA-PC301)

- Printer Controller for PCL6*

Multi Page Language

Controller Module

(DA-MC301)

- Printer Controller for PS*/PCL6

Panasonic Document Distribution System

(DA-WR10)

Supplies

Part Name	Part No.	Remarks
Staple Cartridge	FQ-SS32	Staple Cartridge Refills (3) for DA-FS300
Toner	DQ-TU15E	Toner

NOTE

* PCL6 is a Page Description Language of the Hewlett-Packard Company.
PS is a Page Description Language of the Adobe Cooperation.

- Contact your authorised servicing dealer for details on combinations of options.

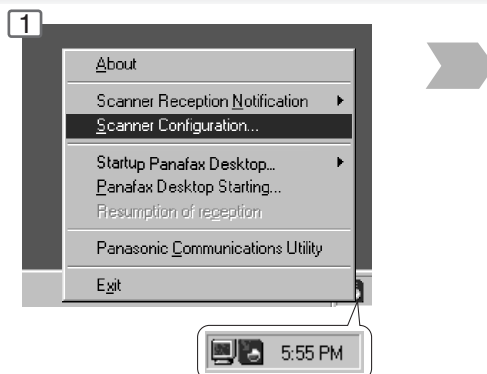


Network Scanner (Option)

Registering your PC/Document Scanning

■ Registering your PC

When the Panasonic Document Management System (PDMS) is installed on the provided CD-ROM, start the Panasonic Communication Utility and, register your PC by setting the network scanner.

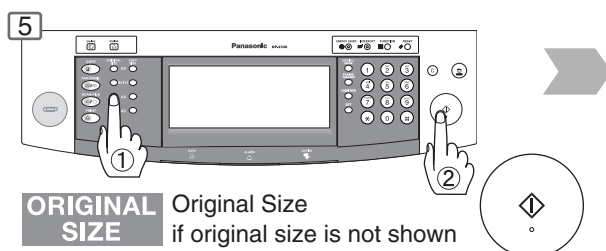
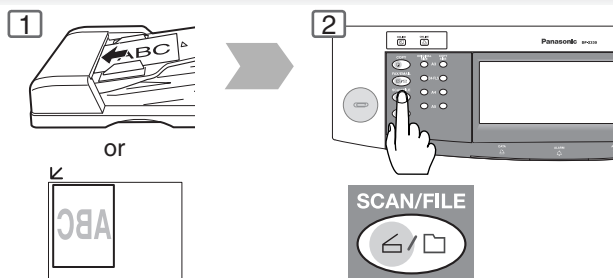
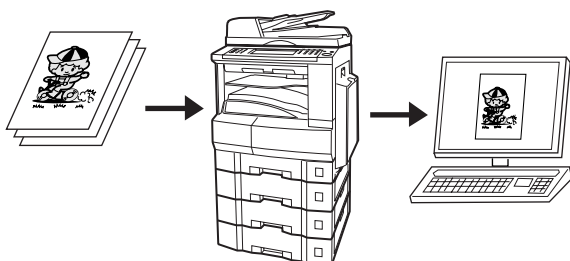


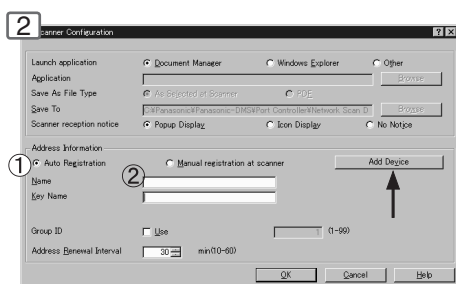
- ① Right-click on the icon.
- ② Select Scanner Configuration....

■ Document Scanning

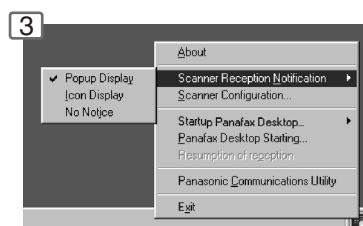
When the Panasonic Document Management System (PDMS) is installed and configured on your PC, document(s) can be scanned from the DP-2330/3030 to PC.

When using the network scanner, it is necessary first to make the Panasonic Communication Utility software start on your PC.





- ① Select "Auto Registration".
- ② Set the PC and Key Name to be saved on the machine.
When the DP-2330/3030 is installed on a different subnet mask* of the network (LAN), Select "Add Device" then, register the machine by following the steps below.
- ③ Click OK.

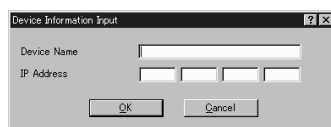


Right-click on the Panasonic Communications Utility icon, and select one of the Scanner Reception Notifications (Pop up Display or Icon Display).

NOTE:

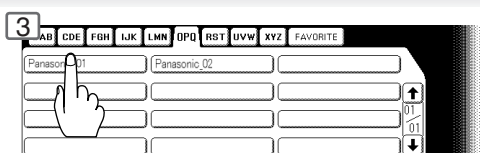
* Consult your system administrator for detail of your subnet mask.

When the DP-2330/3030 is installed on a different subnet mask* of the network.



- ① Input the machine's Device Name and IP Address.
- ② Click OK.
Returns to the screen on the left.
- ③ Click OK.
Returns to the Scanner Configuration screen above.

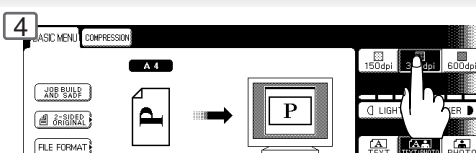
Click "Add".



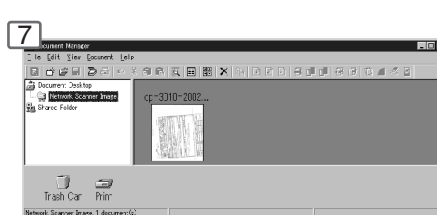
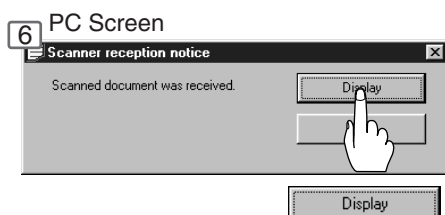
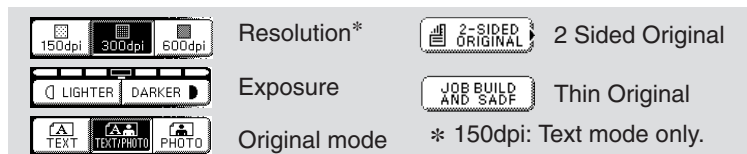
Select a destination (PC)*
* A destination will be indicated "ROUTING MENU": refer to optional Document Distribution System (DA-WR10).

NOTE:

If Panasonic Communication Utility software is not started on your PC, a destination is not shown on the Touch Panel Display.



Select mode if necessary



Refer to PDMS operating instructions on the CD-ROM.



Problem Solving

Troubleshooting

Check

Action

Unit Does Not Operate

Does the display light?



Check if the Power Switches (Main Power Switch on the back and Power Switch on the Left Side of the machine) are turned ON and if the power cord is plugged into the AC outlet.

Does the Energy Saver key flash (or light) and displays are turned OFF?
(See page 54)



Press Energy Saver key on the control panel.

Does any of the U## codes and messages appear on the display?
(U1, U4, U6, U7, U11....etc.)



Perform actions in accordance with each message.

Does the Add Staples indicator and message appear on the display?



Add Staples (See page 16)
Remove all jammed staples. (See page 17)

Does the Add Paper indicator and message appear on the display? (↓)



Add paper. (See page 14)

Does the paper misfeed indicator and message appear on the display? (8V)



Remove the misfed paper. (See pages 18 - 21)

Does E-## indicator and message appear on the display?



Turn the Main Power Switch on the Back and the Power Switch on the Left Side of the machine to the OFF position, then back ON again. If the error code does not clear, call your Service provider.

The machine would not accept the next job during operation, instructed job would not be accepted for long time period or job would not be completed.



Turn the Power Switch Off/On.

Light Copies

Does the exposure indicator say "LIGHTER"?



Touch the "DARKER" button.

Does the Add Toner indicator and message appear on the display? (↓)



Replace the Toner Bottle.
(See pages 16, 17)

Check

Action

Marked Copies

Is the copier Platen Glass or Platen Sheet dirty?



Clean the Platen Glass or Sheet.

Is the original an OHP film or a dark original?



Cover the original with a sheet of white paper before copying or lighten the exposure setting.

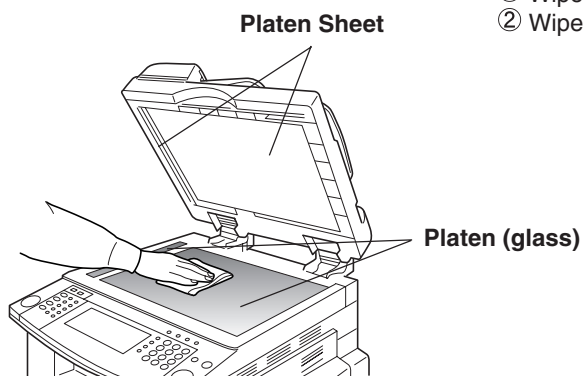
■ If the measures outlined above do not solve the problem, call your Service provider.

Copier Care

■ As a rule, clean weekly.

Platen Glass/Platen Sheet

- ① Wipe marks off with a cloth and a neutral detergent.
- ② Wipe again with a dry cloth.

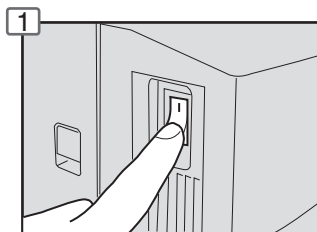
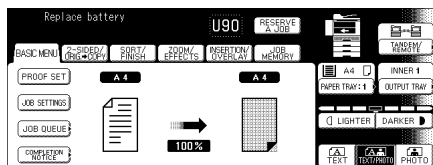




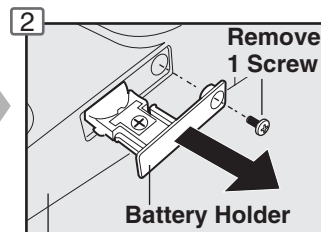
Problem Solving

Replacing the Battery/Set the Date and Time

The copier has an internal battery (Product No.: CR2032) which maintains the date and time. In the event the battery requires replacement, the following message will be displayed.



Turn the Power Switch on the Left Side of the machine to the OFF position.

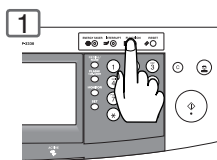


Right Side of Control Panel

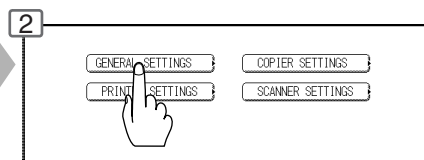
CAUTION

Keep button batteries and small parts out of reach of children to prevent choking or poisoning. If a button battery is swallowed accidentally, get medical treatment immediately.

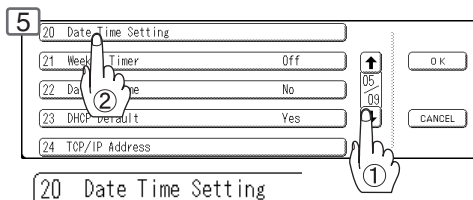
Setting the Date and Time (if required):



FUNCTION



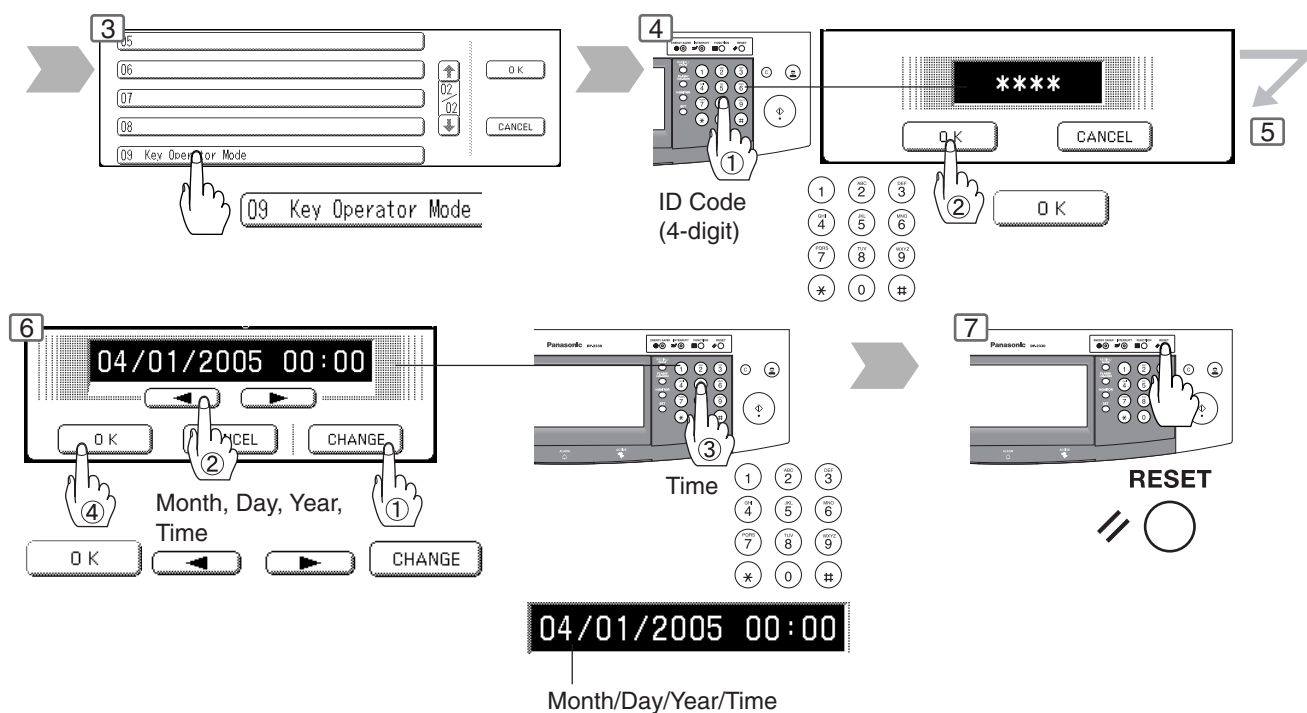
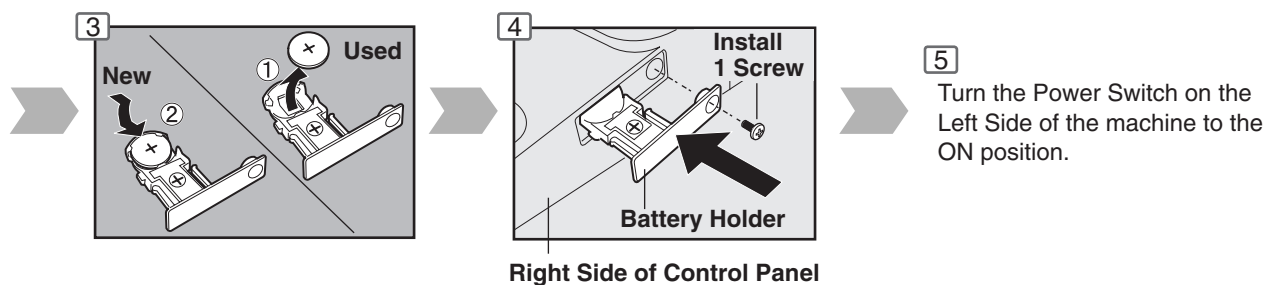
GENERAL SETTINGS



Scroll to 05/09

NOTE

- The service life of the battery is approximately 1 year under normal use.



CAUTION

denotes hazards that could result in minor injury or damage to the machine.


- THIS PRODUCT CONTAINS A LITHIUM BATTERY. DANGER OF EXPLOSION IF BATTERY IS INCORRECTLY REPLACED.
REPLACE ONLY WITH THE SAME OR EQUIVALENT TYPE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS OF YOUR LOCAL SOLID WASTE OFFICIALS.



Others

Specifications

■ DP-2330/3030 (Copier)

Type:	Desk Top
Platen Type:	Fixed
Acceptable Originals:	Sheets, Books (max. A3)
Copying Method:	Laser Electrophotography
Fixing Method:	Heat Roller Fixing
Imaging Method:	Dry-Type Dual components imaging
Resolution:	Max. 600 dpi
Operation Panel:	Touch Panel Display
Maximum Copy Size:	A3 - A5 via paper drawer/tray
Void Area:	Max. 5 mm
Warm Up Time:	Approx. 35 seconds (20°C)
First Copy Time:	Less than 4.5 seconds (A4  , from 1st tray to inner tray 1)
Multi-Copy Speed:	DP-2330 : 23 cpm (A4 size) DP-3030 : 30 cpm (A4 size)
Enlargement Ratios:	Preset: 115%, 122%, 141%, 173%, 200% Variable: from 101% to 400% in 1% increments
Reduction Ratios:	Preset: 87%, 82%, 71%, 58%, 50% Variable: from 99% to 25% in 1% increments
Paper Feed:	Paper tray (550 sheets × 2) + Sheet bypass (50 sheets)
Paper Weight:	Paper drawer/tray: 60 - 90 g/m ² (Bypass: 55 - 133 g/m ²)
Quantity Selector:	Max. 999 sheets (output tray capacity is 250 sheets)
Electrical Requirements:	AC 220 - 240V, 50/60Hz, 6.3A
Energy Consumption:	Max. 1.5 kW, 18 Wh in Sleep Mode
Dimensions:	599 (W) × 707 (D) × 697 (H) mm
Weight:	72 kg
Operating Environment:	Temperature: 10°C - 30°C Relative Humidity: 30% - 80% (However, the humidity should be 70% or less at a temperature of 30°C, and the temperature should be 27°C or less at a humidity level of 80%.)

● Specifications are subject to change without notice.

■ ADF (DA-AS200)

	ADF
Tray Capacity:	A4, A5: 50 sheets (75 g/m ²) A3, B4-FLS: 30 sheets (75 g/m ²)
Paper Size:	A5, A4, B4-FLS, A3
Paper Weight:	50 - 110 g/m ²
Electrical Requirements:	Supplied from copier
Dimensions:	552 (W) × 520 (D) × 135 (H) mm (without tray)
Weight:	9.3 kg

■ 1-Bin Finisher (DA-FS300)

Paper Size:	A5, A4, B4-FLS, A3
Paper Weight:	60 - 90 g/m ²
Stacking Capacity:	A4: 500 sheets, B4-FLS: 250 sheets, A3: 250 sheets
Staple Sort :	A4: 30 sheets, B4: 20 sheets, A3: 20 sheets
Electrical Requirements:	Supplied from copier
Dimensions:	182 (W) × 498 (D) × 257 (H) mm
Weight:	10 kg

■ 3rd/4th Paper Feed Module (DA-DS305/DA-DS306)

	DA-DS305	DA-DS306
Paper Size:	A5, A4, B4-FLS, A3	
Paper Weight:	60 - 90 g/m ²	
Electrical Requirements:	Supplied from copier	
Dimensions:	550 (W) × 596 (D) × 147 (H) mm	550 (W) × 599 (D) × 173 (H) mm
Weight:	8.5 kg	9.0 kg

● Specifications are subject to change without notice.



Others

INDEX

1 → 2 Copy	34
2 Page Copy	36
2 → 1 Copy	34
2 → 2 Copy	34
2-Sided/Original → Copy	34-39

A

Accessories (Components)	71
ACTIVE LED (GREEN)	23
Adjust the Manual Exposure	15, 27
ALARM LED (RED)	23
Auto Zoom	42

B

Basic Menu	26-33
Book	42
Book → 2 Copy	34
Booklet Copy	36

C

Centering	44
Changing the Paper Size	66
CLEAR Key	23
Combined Function Table	70
Completion Notice	32
Completion Notice Button	24, 33
Concurrent Copying	54
Control Panel	23
Copier Care	75
Copy Image and Paper Image Indication	24
COPY Key	14, 23
Copy Ratio Indication	24
Copy Size Indication	24
Copy SIZE Key	23, 28
Copying the Same Size Originals (1:1)	26
Copying with Preset Ratios	28
Cover	48

D

Density Indicator (7 steps)	15, 24
Digital Skyshot Mode	54
Double Exposure	52
Document Scanning	72
Duplex Notice function	34

E

Edge	42
Energy Saver	54
ENERGY SAVER Key	23, 74
Energy Star	22
Exit Position of Copies	15

F

File Edit	70
Finisher	
Components	71

Function	61
Functions Indication	24
Making Copies	40
Replacing Staple Cartridge	16
Removing Misfed Paper	20
Specifications	78
User Error Codes (U11/U12)	16
Form Overlay	50
Function	56
Function (COPIER SETTINGS for Key Operator)	64
Function (COPIER SETTINGS)	58-59
Function (For example:	
Changing the Auto Contrast Setting)	66
Function (For example: Changing the Paper Size)	66
Function (For example: Department Counter)	68
Function (For example: Network Settings)	68
Function	
(GENERAL SETTINGS for Key Operator)	61-63
Function (GENERAL SETTINGS)	58
Function (PRINTER SETTINGS for Key Operator)	65
Function (PRINTER SETTINGS)	60
Function (Procedure)	56
Function (SCANNER SETTINGS)	59
Function Categories	24
FUNCTION Key	23, 56

H

How to using the Keyboard	30
---------------------------------	----

I

Image Repeat	44
Insertion/Overlay	48-51
INTERRUPT Key	23, 55
Inverse	44

J

JOB BUILD AND SADP Mode	38
Job Build and SADP/	
Multi-Size Feed Mode Indication	24, 38
Job Memory	52
Job Queue	32
Job Queue Button	24, 32
Job Settings Button	24

K

Keypad	23
--------------	----

L

Light Copies	74
Load Paper (Paper Tray)	14
Load Paper (Sheet Bypass)	14

M

Machine Outline with Tray Selection	24
Machine/User Error Code Indication	
(U13, E1-01, etc.)	16, 24, 74

Manual Exposure Select Buttons (Lighter and Darker)	15, 24, 27
Manual Skyshot Mode	55
Margin	44
Marked Copies	75
Multi-Size Feeding	38
Multi-Tasking Job Table	2

N

N in 1 Copy	36
Network Scanner (Option)	72, 73
Non-Sort	40

O

OHP Interleaving	48
Operation Chart (Basic Operation)	14
Operation Chart (Load Paper)	14
Operation Chart (Problem Solving)	15
Original Image Indication	24
Original Mode Select Button (Text; Text / Photo; Photo)	15, 24, 27
Original Size Indication	24
ORIGINAL SIZE Key	23
Outline of this Operating Instructions	3
Output Tray Button	15, 24
Output Tray Indication	15, 24
Overlay	50

P

Page Insertion	48
Paper Level and Size Indication	24
Paper Tray Selection Button	24
Position Original(s)	14
Precautions (Handling, Toner and Paper, Ventilation, Installation)	8
Precautions (For Your Safety)	7
Presentation	48
PRINT DATA LED (GREEN)	23
Problem Solving (Replacing the Battery)	76
Problem Solving (Troubleshooting)	74
Proof Copying	28
Proof Set Button	24, 29

R

Registering your PC	72
Removing Misfed Paper (2nd and 3rd/4th Paper Tray)	18
Removing Misfed Paper (ADF)	20
Removing Misfed Paper (Automatic Duplex Unit)	18
Removing Misfed Paper (Finisher)	20
Removing Misfed Paper (Paper Entry Area/1st Paper Tray)	18
Removing Misfed Paper (Paper Transport Area)	18
Replacing the Staple Cartridge	16
Replacing Toner Bottle/ Replacing Toner Waste Container	16

Reserve a Job Button	24, 53
RESET Key	23
Rotate Mode Indication	24
Rotate-Group	40
Rotate-Sort	40

S

Select the Original(s)	27
Shift-Group	40
Shift-Sort	40
Skyshot Mode	52
Sort	40
Sort/Finish	40, 41
Specifications	78, 79
Stamping (Date Stamp)	46
Stamping (Issue Number Stamping)	46
Stamping (Page Numbering)	46
Staple Sort	40
START Key	23
STOP Key	23
Symbol Marks/Icons	4

T

Table of Contents	5, 6
Tandem/Remote Copy Settings (Deleting)	30
Tandem/Remote Copying	28
Tandem/Remote Button	24, 29
Tandem/Remote Button Indication	24, 29
Tandem/Remote Copy Settings (Editing)	30
Tandem/Remote Copy Settings (Registration)	30
Touch Panel Display	24

U

Unit Does Not Operate	74
Useful Office Functions	2
User Error Codes (U Code)	16
Using the ADF	26

W

Warning Indications	14-17, 24
---------------------------	-----------

Z

Zoom	42
Zoom/Effects	42-47



Others

IMPORTANT INFORMATION

When requesting information, supplies or service always refer to the model and serial number of your machine. The model and serial number plate (Main Name Plate) is located on the rear side of machine. For your convenience, space is provided below to record information you may need in the future.

Model No.

Serial No.

Date of Purchase

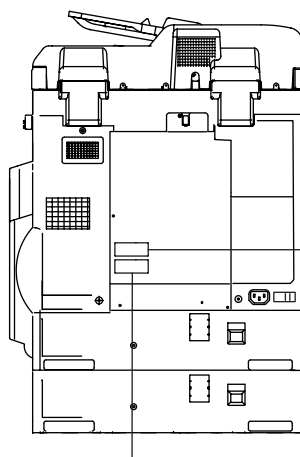
Dealer

Address

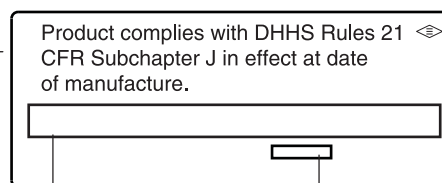
Telephone Number
()

Supplies Telephone Number
()

Service Telephone Number
()



Model and Serial Number



Factory ID

Manufacturer's name and address

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