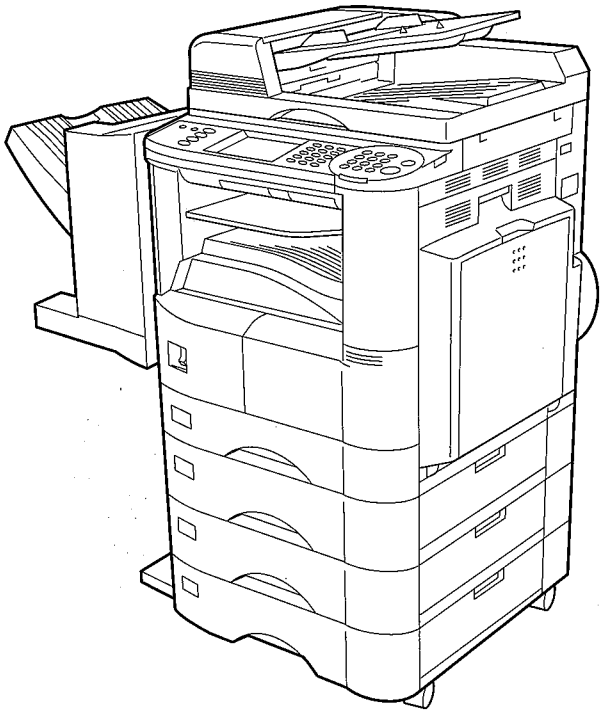
Panasonic

Digital Copier

Operating Instructions (For Copier)

DP-2500/3000

Options
DA-AR250/AS200/DS200/DS205/DS210/DS215/FG230/FG231/FK200/FK210/FS200/FS205/MD200
DA-NE200/PC200/PC210/SM08B/SM16B/SM28B/UC200/XN200/XT200; UE-410047/410048/403171



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

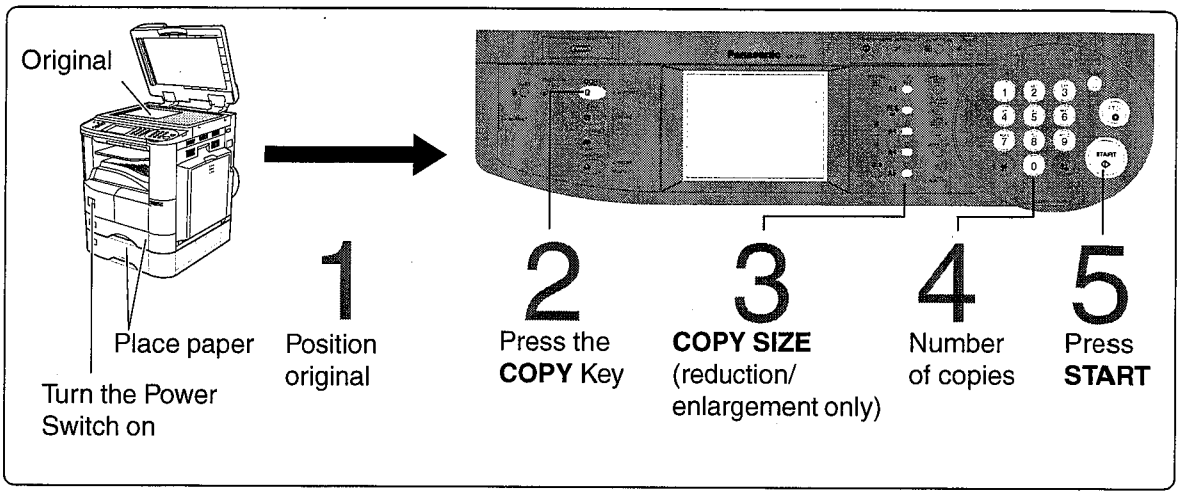
The digital copier with options (See P.48)

English

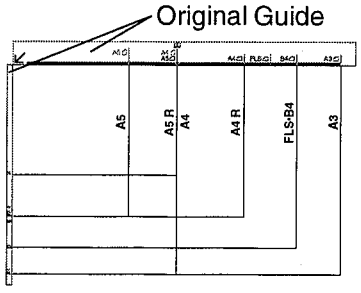
Operation Chart

Common features and usage

■ Basic Operation



■ Position of the original



- Place originals face down on the platen or face up on the ADF/i-ADF.
- If the original is incorrectly placed on the platen glass, part of the copy image may be missing.
- For originals smaller than A5 size, position the original within the area of A5 and select A5.

■ Commonly Used Functions and Operating Procedures

Full Size
Makes a copy that is the same size as the original

1→2→4→5 (See page 13)

Reduction or Enlargement
Copies the original at a fixed reduction or enlargement ratio

1→2→3→4→5 (See page 14)

■ Memory capacity

When the memory becomes full during the original scanning, the message "OUT OF MEMORY" will be displayed on the LCD. In this case, follow the operating instruction on the LCD.
When the additional memory is required, consult with authorised dealer.

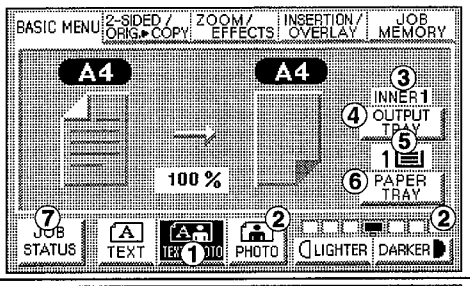
NOTE

- 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.

Touch Panel Display

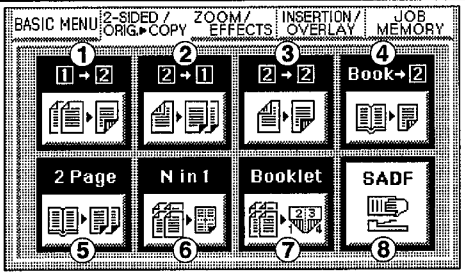
■ Function Categories

A



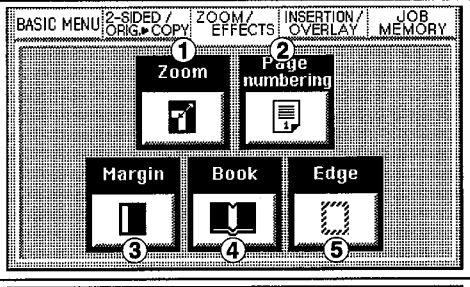
Basic Menu (See page 13)
①Text, Text/Photo, Photo Mode Key
②Exposure Control Keys
③Output Tray Indication
④Output Tray Select Key
⑤Cassette Indication
⑥Cassette Selection Key
⑦JOB STATUS Key

B



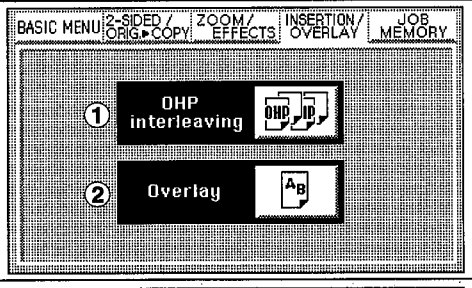
2-Sided/Original ▶ Copy (See page 16)
①1 ➡ 2 Copy Key
②2 ➡ 1 Copy Key
③2 ➡ 2 Copy key
④Book ➡ 2 Copy Key
⑤2 Page Copy Key
⑥N in 1 Copy Key
⑦Booklet Copy key
⑧SADF Key

C



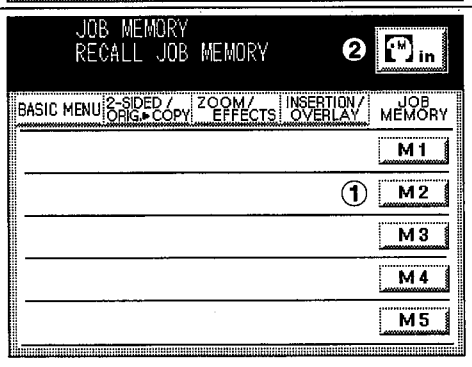
Zoom/Effects (See page 23)
①Zoom Key
②Page Numbering Mode Key
③Margin Mode Key
④Book Mode Key
⑤Edge Mode Key

D



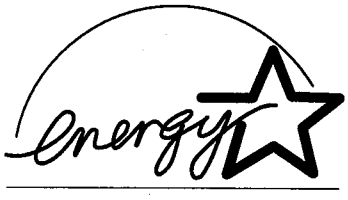
Insertion/Overlay (See page 27)
①OHP Interleaving Mode Key
②Overlay Mode Key

E



Job Memory (See page 31)
①M1, M2, M3, M4, M5 Key
②Memory In Key

Energy Star



The FP-2500/3000 series copiers comply with Tier 2 of the Environmental Protection Agency's Energy Star Program. This voluntary program specifies certain energy consumption and usage standards for copiers. These copiers will automatically "power down" after a specified period of non-use. The use of these Energy Star compliant copiers will reduce energy consumption and ultimately benefit the environment.

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

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Precautions

For your safety

■ Laser Safety

LASER SAFETY

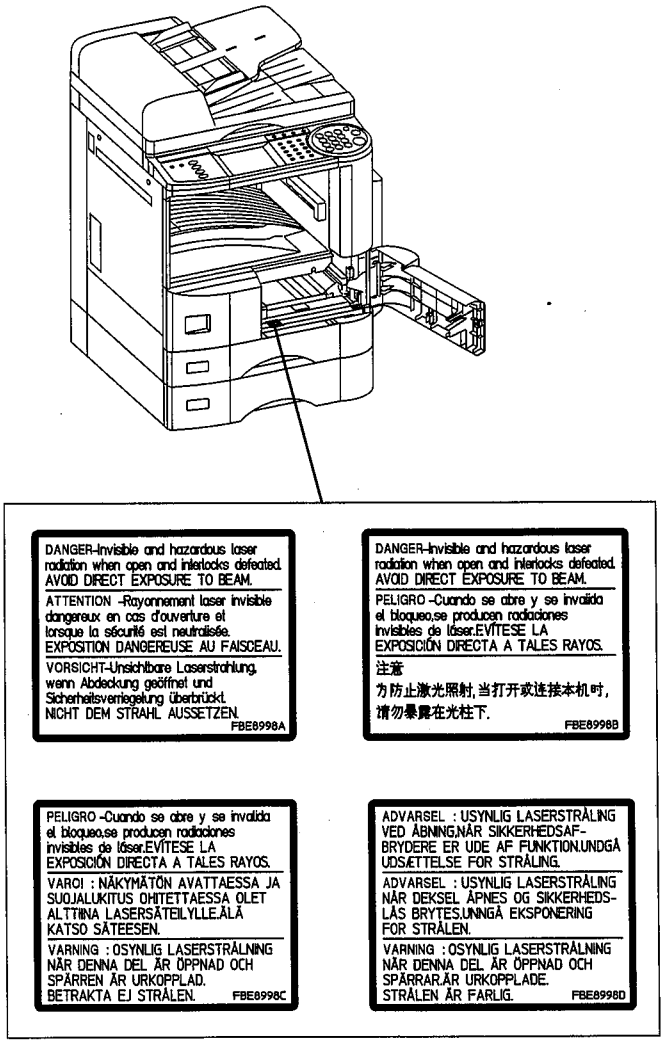
This unit employs a laser. Only qualified service personnel should attempt to service this device due to possible eye injury.

Caution

This product utilizes a laser.

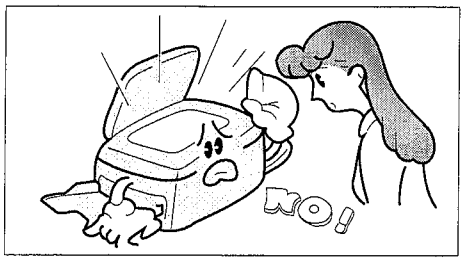
Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

■ Caution Labels

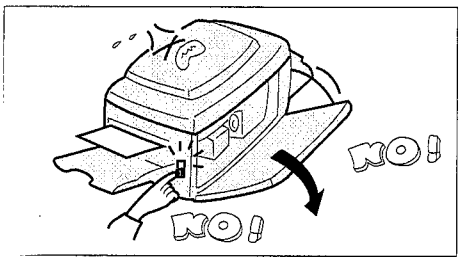


Precautions

Handling



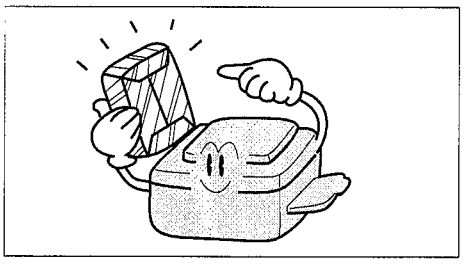
■ Do not look directly at exposure lamp when copying.



■ Do not turn the power switch off or open the front panel during copying.

● Do not drop paper clips or other metal objects into the copier.

Toner and Paper

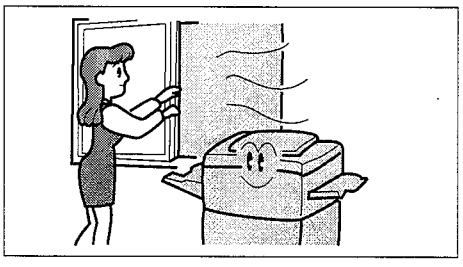


■ Store toner, developer and paper in cool areas with low humidity.

● High quality paper of 60 – 90 g/m^2 (55 – 130 g/m^2 via sheet bypass) may be used.

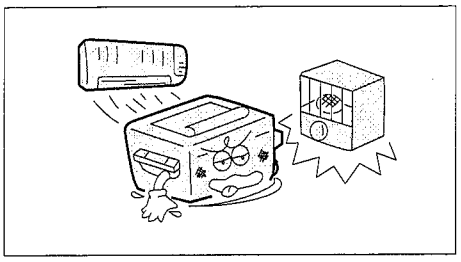
● For optimum copy quality, it is essential that Panasonic Brand Toner is used in the copier.

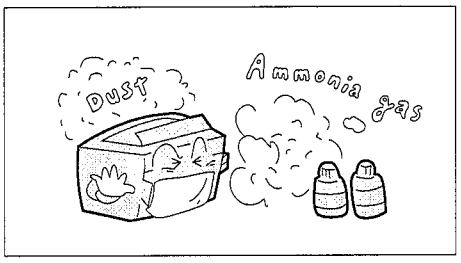
Ventilation



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

Installation





■ The copier should not be installed in areas with the following conditions:

- Extremely high or low temperature and humidity.
  Ambient Conditions Temperature: 10°C – 30°C
  Relative humidity: 45% – 80%
- Where temperature and humidity can change rapidly, causing condensation.
- Direct exposure to sunlight.
- Directly in air conditioning flow.
- In areas of high dust concentration.
- In areas of poor ventilation.
- In areas with chemical fume concentration.
- In areas with extreme vibration.
- Unstable or uneven floors.

FOR YOUR SAFETY

Caution Note: Disconnect from the mains supply before removing covers.

The mains plug on this equipment must be used to disconnect mains power. Please ensure that the socket outlet is installed near the equipment and shall be easily accessible.

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.

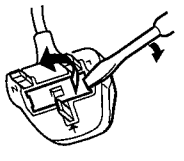
If the plug contains a removable fuse cover you must ensure that it is refitted when the fuse is replaced.
If you lose the fuse cover the plug must not be used until a replacement cover is obtained.
A replacement fuse cover can be purchased from your local Panasonic Dealer.

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.

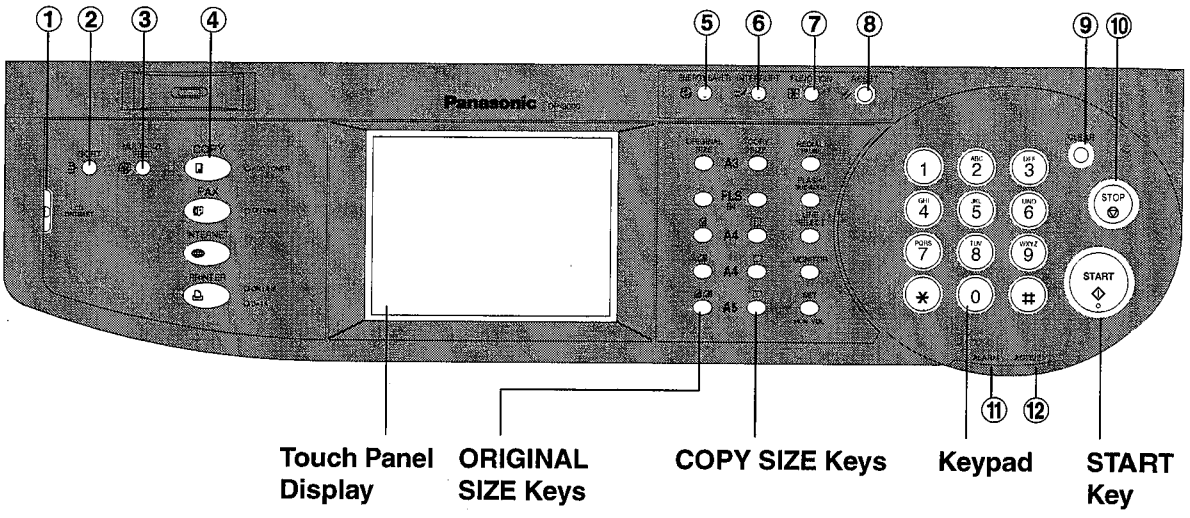
IMPORTANT: The wires in this mains lead are coloured in accordance with the following code:
Green and Yellow: Earth
Blue : Neutral
Brown : Live

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.

Control Panel

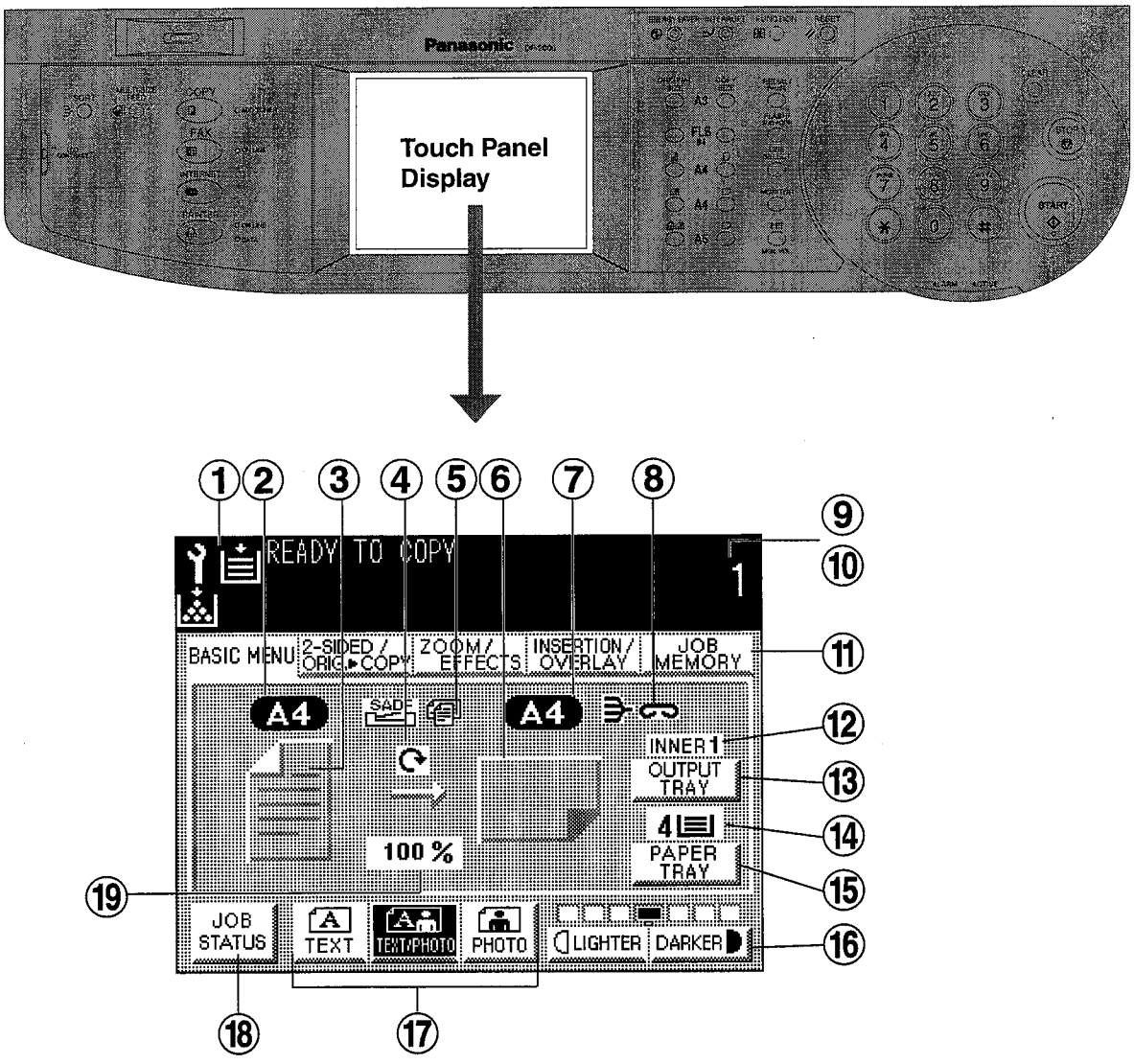


No.	Contents	Refer to
①	**LCD CONTRAST Key** ● Adjusts the contrast of the touch panel display.	—
②	**SORT/FINISH Key** ● When sorting and stapling with Finisher (Option).	Page 51
③	**MULTI-SIZE FEED Key** ● When Multi-sized originals are copied using i-ADF/ADF (Option).	Page 50
④	**COPY Key** ● Press when using the unit as a photocopier.	—
⑤	**ENERGY SAVER Key** ● Can save power while the copier is not in use.	Page 32
⑥	**INTERRUPT Key** ● Interrupts other copy or print jobs while making copies.	Page 32
⑦	**FUNCTION Key** ● Use when changing the paper size, initial values for functions (default values) and key operator settings.	Pages 36 - 47
⑧	**RESET Key** ● Resets all features to the initial power-on state.	—
⑨	**CLEAR Key** ● Clears the copy count in the display.	—
⑩	**STOP Key** ● Stops the copy run.	—
⑪	**ALARM LED** ● Lights when trouble occurs.	—
⑫	**ACTIVE LED** ● Lights when machine is active.	—

NOTE

● The Control Panel displayed above shows only copier functions. Please refer to the proper operating instructions for Facsimile/Internet/Printer control panel functions. (Refer to page 14 for details on the Original Size/Copy Size Keys.)

Touch Panel Display



ATTENTION

- Use soft finger pressure only to activate touch Screen panel. DO NOT USE SHARP OBJECTS such as pens, fingernails etc., as this may damage the panel.

Control Panel

■ Touch Panel Display Indications

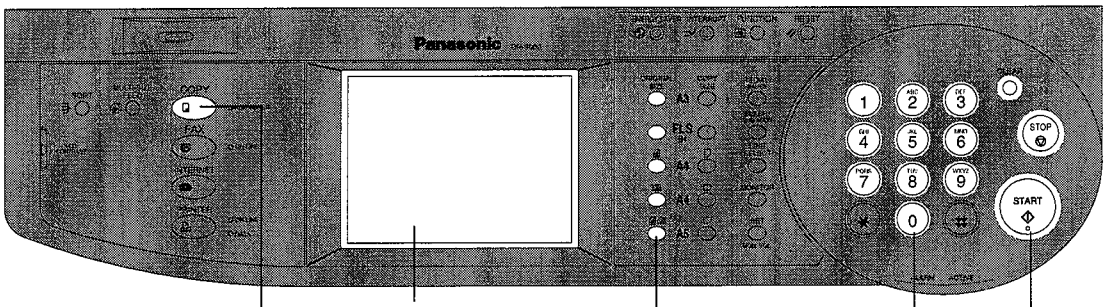
No.	Contents	Refer to
①	Warning indications : Add Toner : Add Paper : Call service : Replace Drum	Pages 55 - 67
②	Original Size indication	Page 13
③	Original Image indication	———
④	Rotate Mode Indication	———
⑤	SADF/Multi-size Feed Mode indication	Pages 22 - 49
⑥	Copy paper indication	———
⑦	Copy Paper Size indication	Page 14
⑧	Finisher Functions indication	Page 51
⑨	Number of copies	———
⑩	Machine/User Error Code indication (E1-01, U13, etc.,)	Page 66
⑪	Function Categories	Pages 16 - 31
⑫	Output Tray Indication	———
⑬	Output Tray Select Key	———
⑭	Cassette Indication	———
⑮	Cassette Selection Key	Page 14
⑯	Manual Exposure Select Keys (LIGHTER and DARKER) (7 steps)	Page 13
⑰	Original Mode Select Key (TEXT; TEXT/PHOTO; PHOTO)	Page 13
⑱	JOB STATUS Key	Page 13
⑲	Copy Ratio indication	Pages 14 and 24

Basic Menu

Full Size Copying

■ When copying the same size as the original (1:1)

Copy size and copy density are automatically selected.



1 Position original

2 Press the **COPY** Key

Touch Panel Display

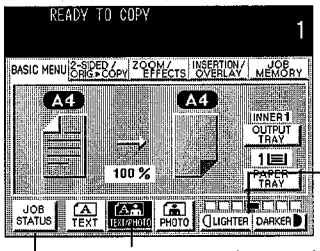
ORIGINAL SIZE Keys

3 Number of copies
Up to 999

4 Press **START**

■ Initial Screen

(When placing A4 size originals)

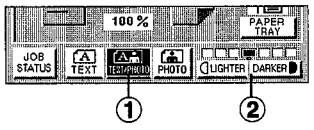


Manual Exposure Select Keys (**LIGHTER** and **DARKER**)

Original Mode Select Key
(**TEXT; TEXT/PHOTO; PHOTO**)

JOB STATUS Key
● Each setting jobs will be indicated on the display.

■ When manually selecting exposure control or original size:

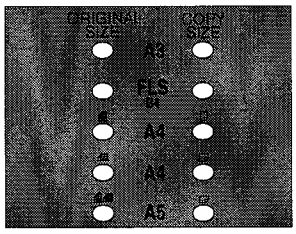


① Select the original(s)

TEXT : Originals are mainly composed of text.
TEXT/PHOTO : Combined originals with text and photo.
PHOTO : Originals are mainly composed of photo.

② Select exposure control

Touch the **LIGHTER** or **DARKER** key.

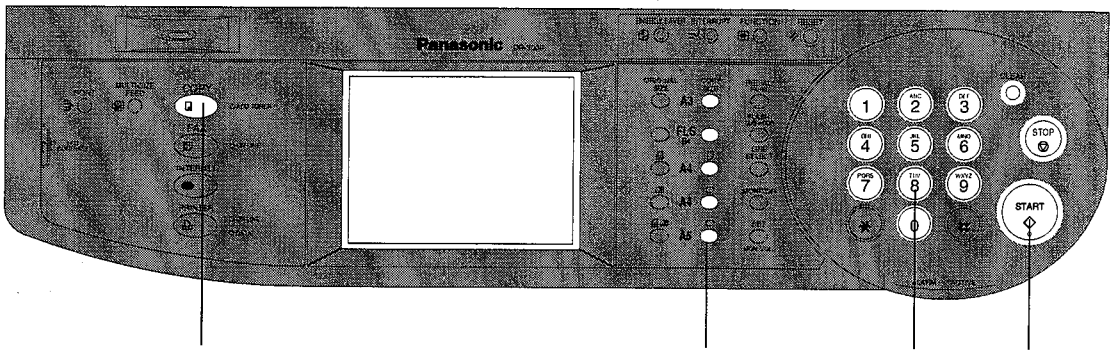


Select the ORIGINAL SIZE

A5 size can be switched between Portrait and Landscape mode.

Reduction or Enlargement Copying

■ When copying with preset ratios



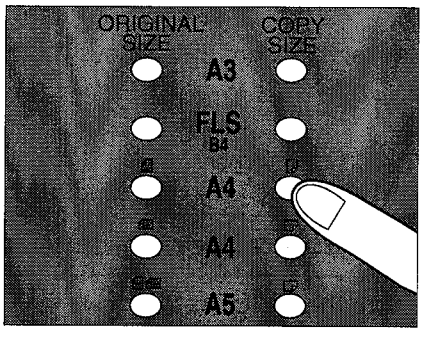
1 Position original

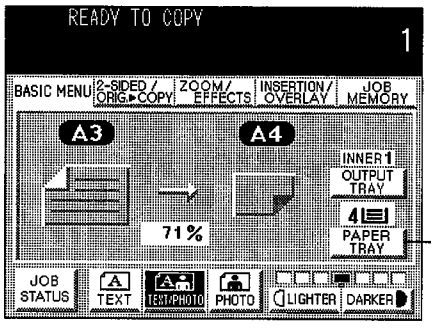
2 Press the **COPY** Key

3 Select the **COPY SIZE**

4 Number of copies

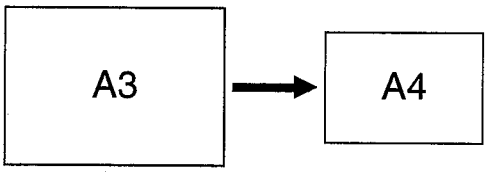
5 Press **START**





Example: Reduction

ORIGINAL SIZE → COPY SIZE



The correct ratio is automatically selected.

Reduction and enlargement ratios. (%)

ORIGINAL SIZE	COPY SIZE			
	A3	B4	A4	A5
A3	100	87	71	50
B4	115	100	82	58
A4	141	122	100	71
A5	200	173	141	100

- When changing the paper size, touch **PAPER TRAY** key.

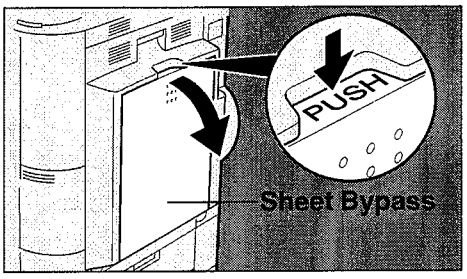
NOTE

- If the copy size is different from the paper size you can use the sheet bypass. This will save you having to change the setting of the paper trays. (See page 15)
- Press the **RESET** key to cancel the reduction or enlargement mode.

Using the Sheet Bypass

■ **When copying on special paper, etc.**

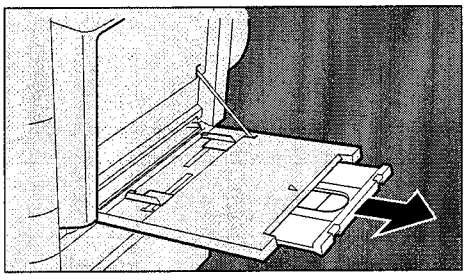
1



Position original.

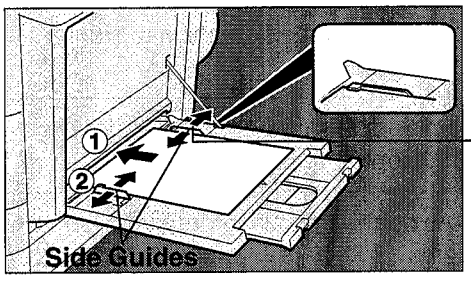
Open the Sheet Bypass.

2



Pull out the Sheet Bypass tray until it stops.
(For A3 size only)

3



① Place approximately 50 sheets of paper.

Do not fill above

Insert the paper until it stops.

① Adjust the side guides.
Incorrect adjustment may cause the paper to wrinkle, misfeed or skew.

Press **START**.

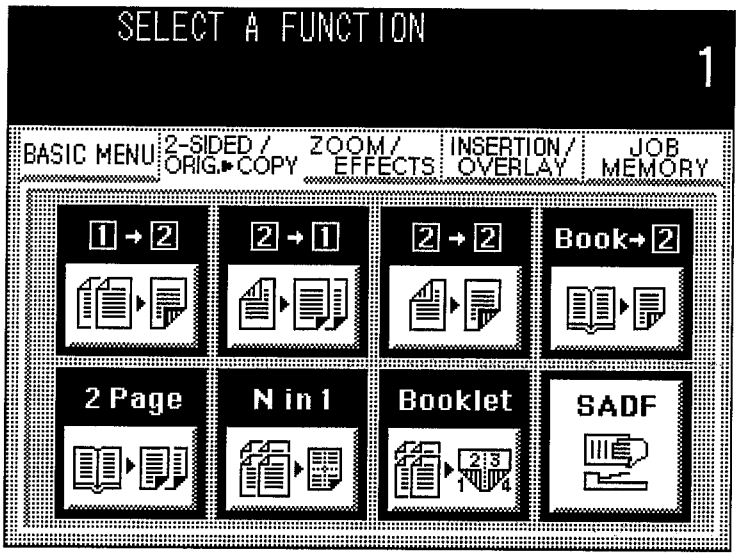
ATTENTION
- Do not feed curled paper through the bypass to avoid misfeed.

NOTE
- Adjust the side guides properly to avoid skewing, wrinkling or misfeeding.

Duplex/Original ▶ Copy

2-Sided/Orig. ▶ Copy Key

■ Initial Screen



● Touch the desired key to select the function.

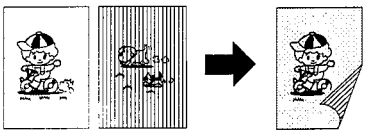
1 ➡ 2	From single sided originals to double sided copies.	(See page 17)
2 ➡ 1	From double sided originals to single sided copies.	(See page 17)
2 ➡ 2	From double sided originals to double sided copies.	(See page 17)
Book ➡ 2	From book originals to double sided copies	(See page 18)
2 Page	Copying two facing pages or an A3 size original on two separate A4 size sheets.	(See page 19)
N in 1	From two (or four) single sided originals onto side by side single sided copies.	(See page 20)
Booklet	From four or more single-sided pages to both sides of a single page.	(See page 21)
SADF	A special original (like a thin paper etc.,) can be fed from the ADF/i-ADF original tray.	(See page 22)

NOTE

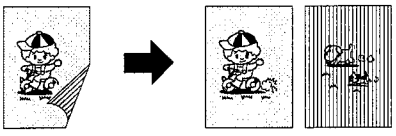
- To copy double sided originals you can use the i-ADF (DA-AR250) or place double sided originals directly onto the original glass.
- ADU (Automatic Document Feeder) is required when making a 2-Sided copy.

1 ➡ 2/2 ➡ 1/2 ➡ 2 Copy

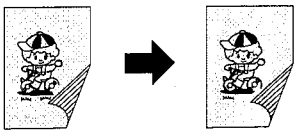
■ **1 ➡ 2 Copy**
From single sided originals to double sided copies.
(From Copier Platen & i-ADF/ADF/ADU)



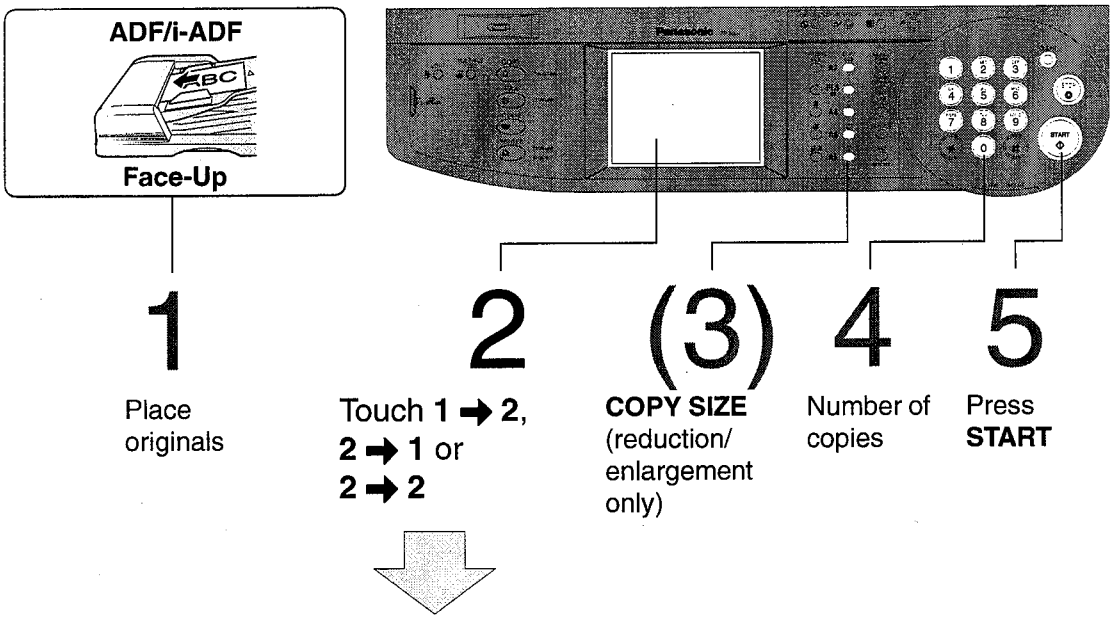
■ **2 ➡ 1 Copy**
From double sided originals to single sided copies.
(Using i-ADF)

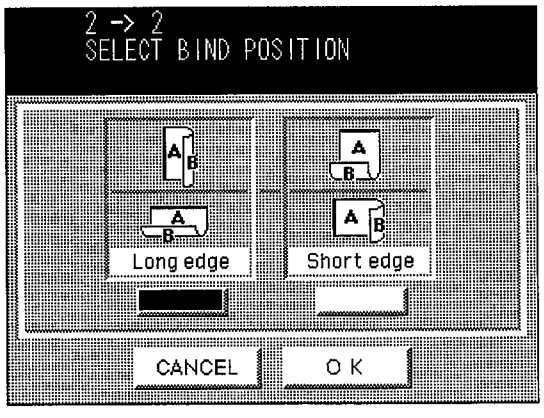


■ **2 ➡ 2 Copy**
From double sided originals to double sided copies.
(Using i-ADF/ADU)



■ Procedure





(Example: 2 ➡ 2 Copy)

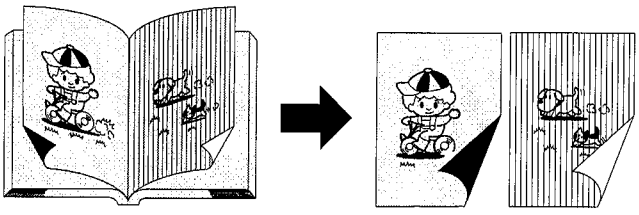
NOTE

● To reset each mode menu, touch the **CANCEL** key on the touch panel.

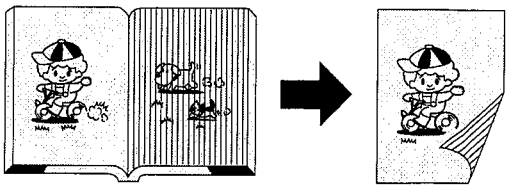
Duplex/Original ▶ Copy

Book ➡ 2 Copy

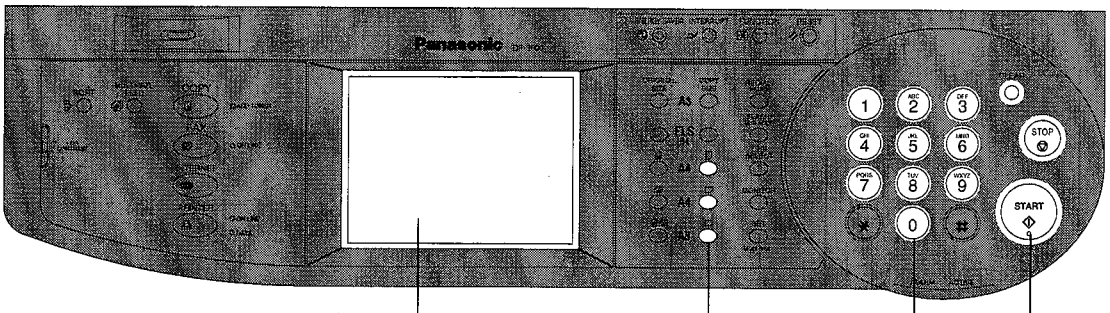
■ **Book ➡ 2 Copy**
From book originals to double sided copies
A3 size originals only. (Using ADU)



(Book Format)



(Facing Pages)



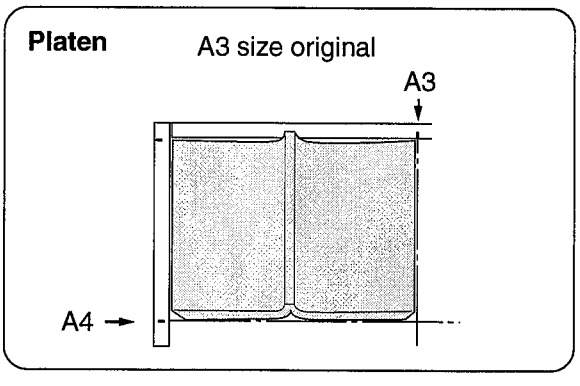
1 Position original on the Platen

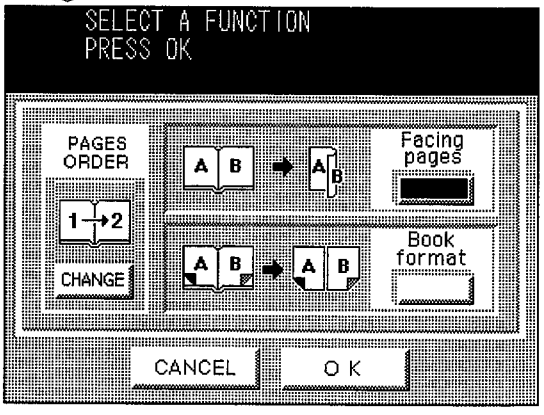
2 Select **Book ➡ 2** mode and Copy format

(3) **COPY SIZE** (reduction/ enlargement only*)

4 Number of copies

5 Press **START**





NOTE

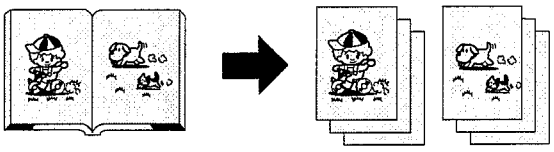
- To reset each mode menu, touch the **CANCEL** key on the touch panel.

* A3 and B4 copy sizes cannot be selected.

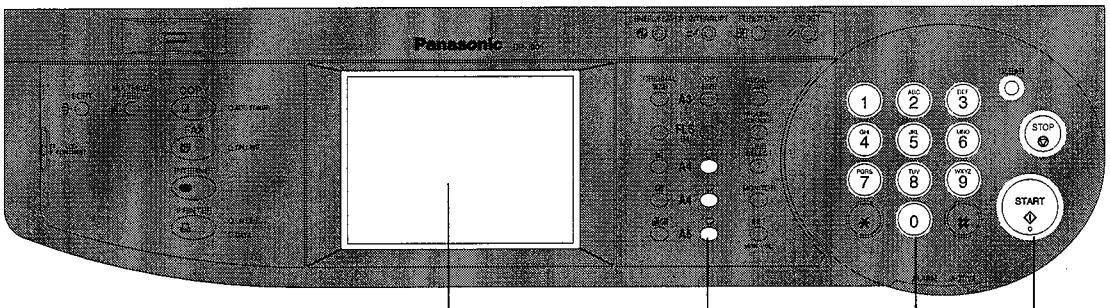
2 Page Copy

■ 2 Page Copy

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



■ Procedure



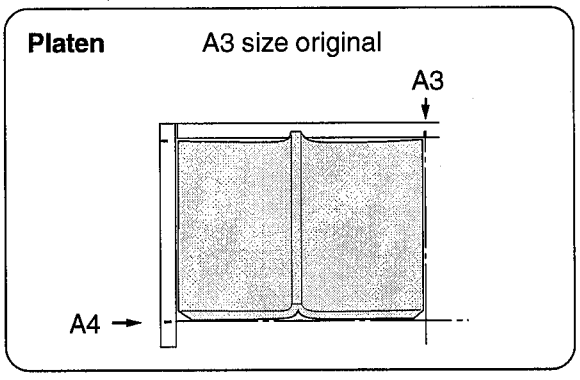
1 Place originals

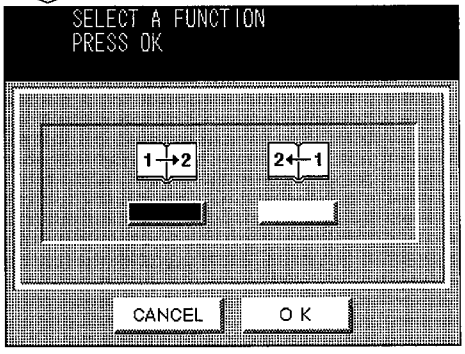
2 Touch **2 Page** Mode

(3) **COPY SIZE** (reduction/ enlargement only*)

4 Number of copies

5 Press **START**





NOTE

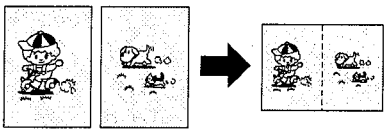
- To reset each mode menu, touch the **CANCEL** key on the touch panel.

* A3 and B4 copy sizes cannot be selected.

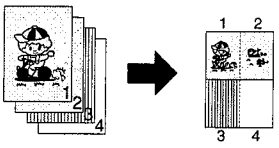
Duplex/Original ▶ Copy

N in 1 copy

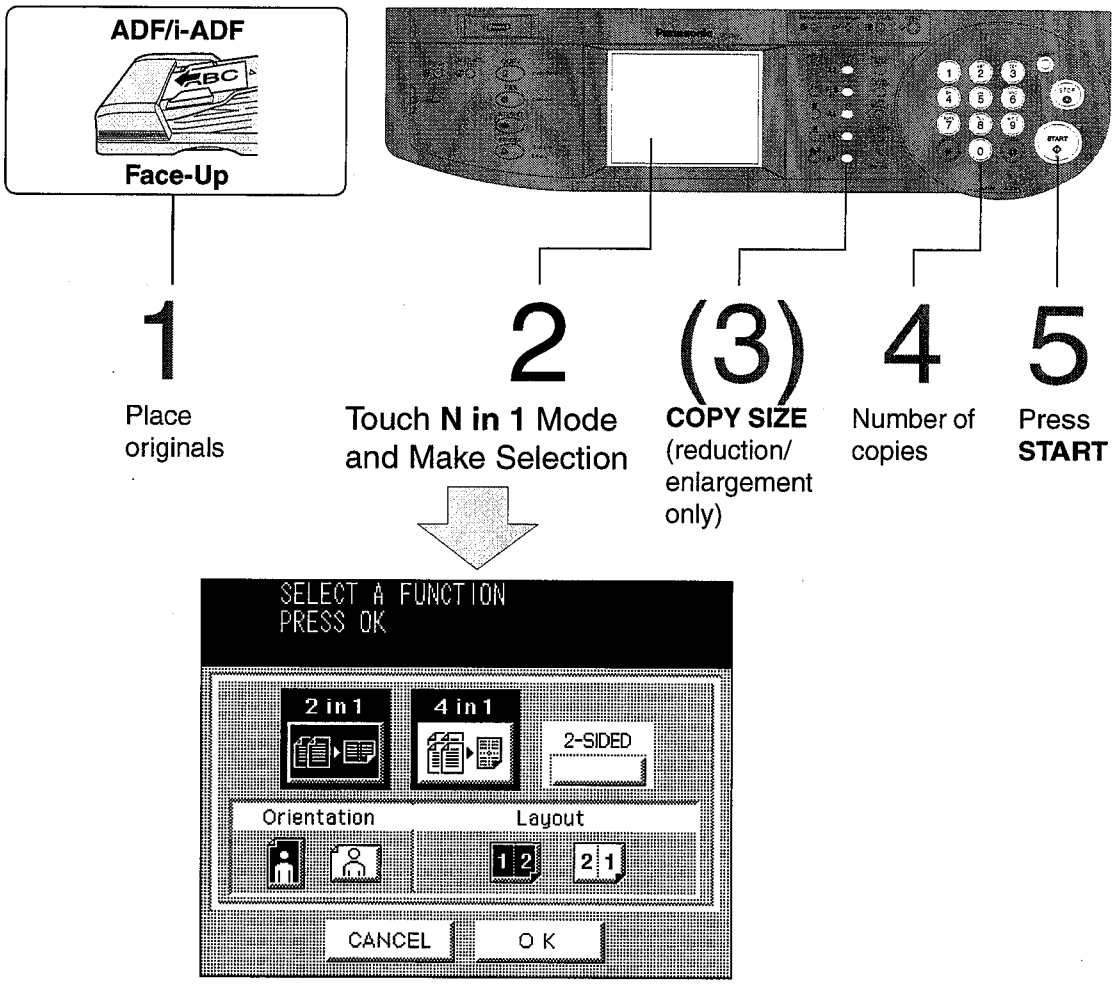
■ **2 in 1 Copy**
From two 1-Sided originals, side by side, to 1-Sided pages.



■ **4 in 1 Copy**
From four 1-Sided originals, side by side, to 1-Sided copies.



■ Procedure



Copy is automatically reduced.
- 2 in 1: 65%, 4 in 1: 50%
  (ex. A4 to A4 size)

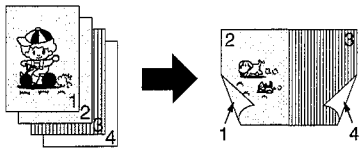
NOTE

- The ADF/i-ADF is required for N in 1 copy.
- To reset each mode menu, touch the **CANCEL** key on the touch panel.

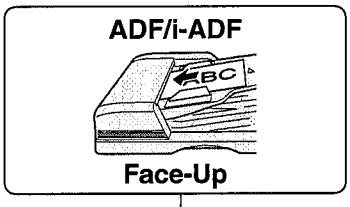
Booklet Copy

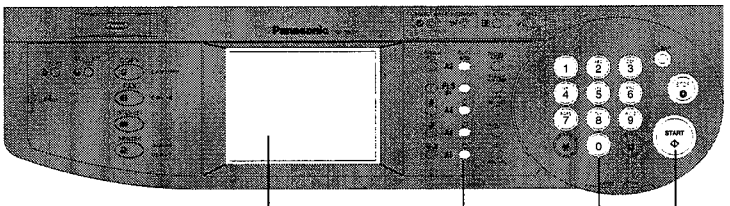
■ Booklet Copy

From four 1-Sided originals, side by side, to 2-Sided copies.



■ Procedure





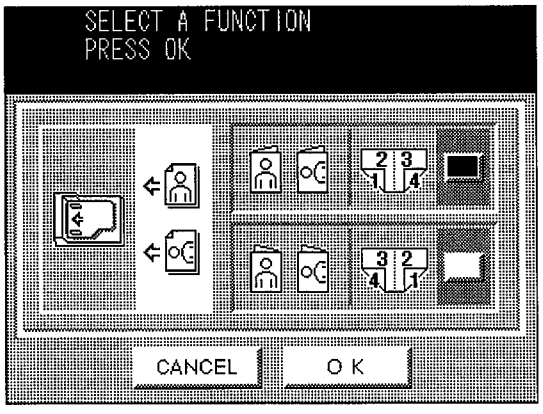
1 Place originals

2 Touch **Booklet** Mode

(3) **COPY SIZE** (reduction/ enlargement only)

4 Number of copies

5 Press **START**



- Select Left or Top Edge binding
- Select Right or Bottom Edge binding

NOTE

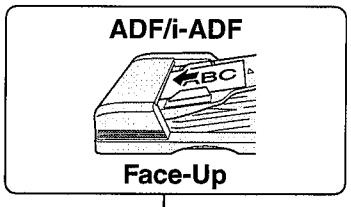
- The ADF/i-ADF is required for Booklet copy.
- For Booklet Copy, use A4 ▯ and A5 ▯ originals only.
- To reset each mode menu, touch the **CANCEL** key on the touch panel.

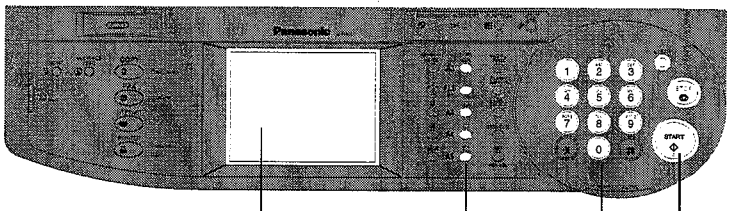
SADF MODE

■ SADF (Single Automatic Document Feeder) Function

A special original (like a thin paper etc.,) can be fed from the ADF/i-ADF original tray and copied continuously with manual operation.
Before using this feature, the SADF Mode must be enabled in the copier function settings.
(See P.41)

■ Procedure





1·7 Position original one at a time

2 Select SADF function

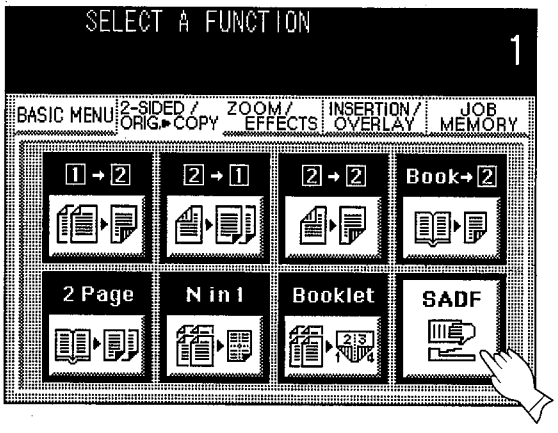
(3) **COPY SIZE** (reduction/ enlargement only)

4 Number of copies

5 Press **START**

6 Copy

Timing for next original
● In 5 sec. from last copy exit.



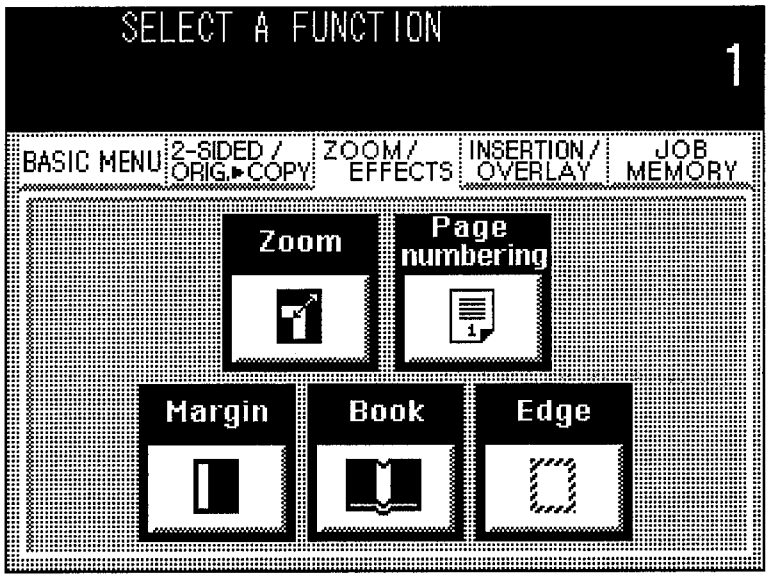
NOTE

● SADF function cannot be combined with **2 ➡ 1** and **2 ➡ 2**.

Zoom/Effects

When touching ZOOM/EFFECTS key

■ Initial Screen



● Touch the desired key to select the function.

Zoom	Copies with variable zoom ratios from 25% to 400% in 1% increments.	(See page 24)
Page Numbering	Prints a page number on the copies.	(See page 25)
Margin	Shifts image to right or left.	(See page 26)
Book	Eliminates dark inner binding shadows.	(See page 26)
Edge	Creates a blank edge.	(See page 26)

NOTE

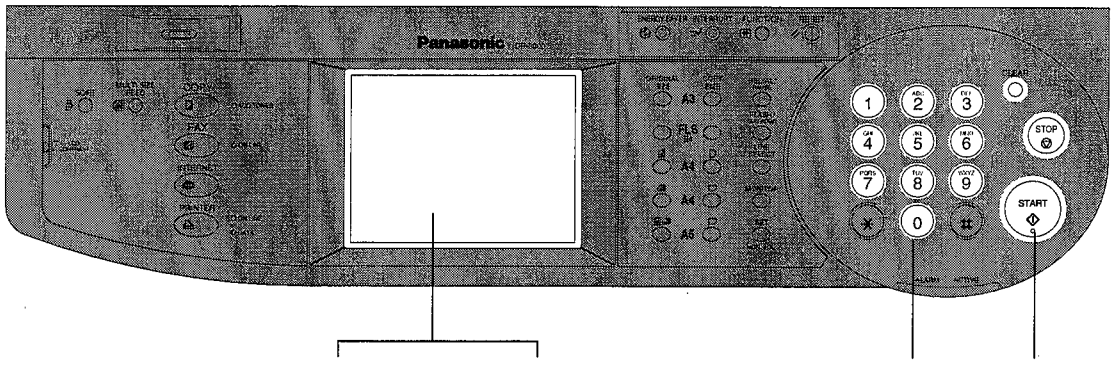
● For combining Zoom/Edit functions and other functions, see page 35.

● To reset Zoom/Effects mode, press the **RESET** key.

Zoom Copying

■ Zoom

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



1 Position original

2 Select **ZOOM/EFFECT** Mode

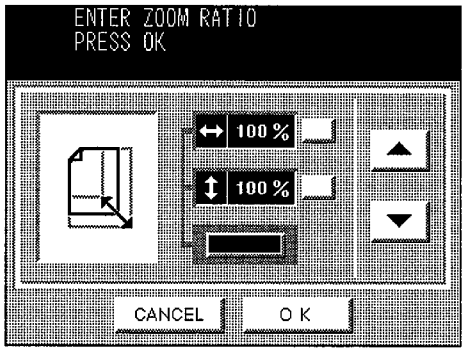
3 Select **ZOOM RATIO**

4 Number of copies

5 Press **START**

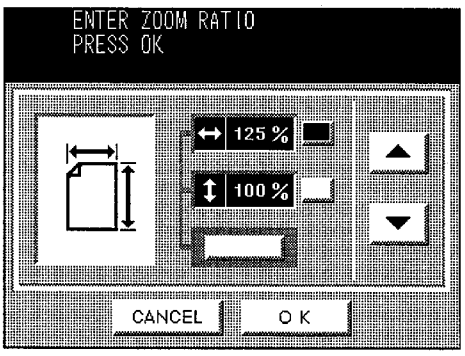
<To set the width and length Zoom Ratio individually>

Adjust the Zoom Ratio using the ▼·▲ keys or the keypad, and then touch the **OK** key.



<To set the width and length Zoom to same ratio>

Touch the ■ key, adjust the Zoom Ratio using the ▼·▲ keys or the keypad, and then touch the **OK** key.



ATTENTION

- When changing paper size after setting zoom ratio, please use cassette key. If you use the COPY SIZE key, zoom ratio will be changed.

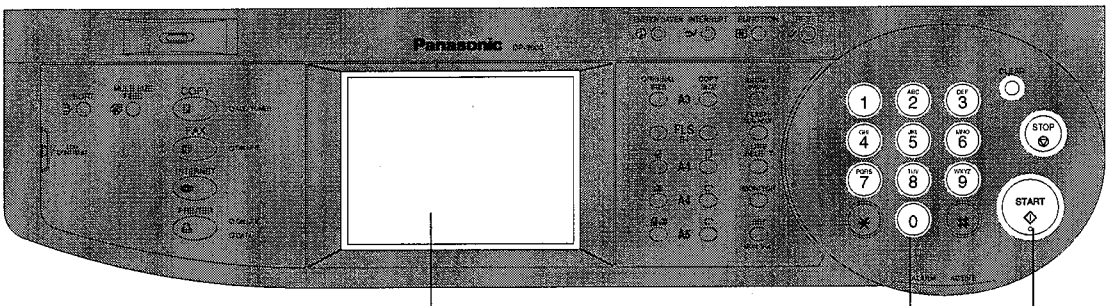
NOTE

- To reset each mode menu, touch the **CANCEL** key on the touch panel.
- If using the keypad to set the zoom ratio, press the **CLEAR** key first to reset the zoom ratio.

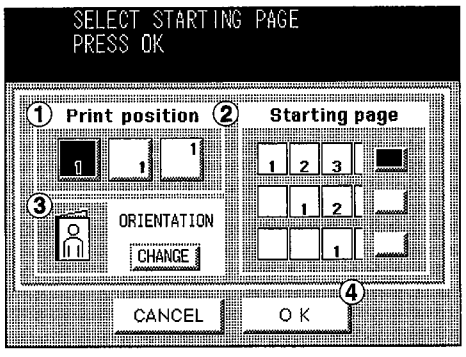
Page Numbering

■ Feature

The page number can be automatically printed on each page.



1	2	3	4	5
Position original (ADF/i-ADF)	Select **ZOOM/ EFFECT** mode	Select **Page Numbering**	Number of copies	Press **START**



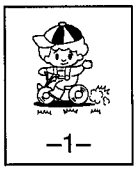
① Select the Print Position for page numbering.

② Select the Starting Page to begin page numbering using the keypad on the control panel. Page 1, 2 or 3 can be selected.

③ Select the Orientation.

④ Touch **OK** key.

- Page numbering format* is indicated with -n- or n/m.
  (Example)



NOTE

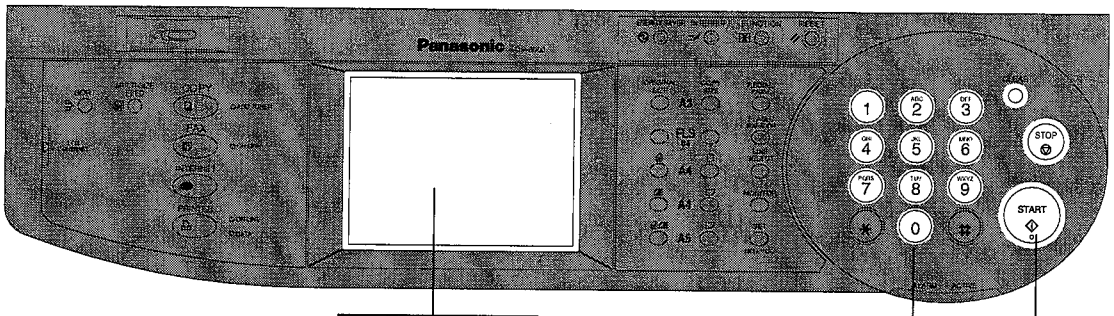
* The page numbering format can be changed in function mode. (See page 37) The "n/m" numbering style will be printed when the **SORT/FINISH** key has been used to select a sorting mode.

- The ADF/i-ADF is required for Numbering.
- To reset each mode menu, touch the **CANCEL** key on the touch panel.

Zoom/Effects

Margin/Book/Edge

■ Procedure



1 Position original

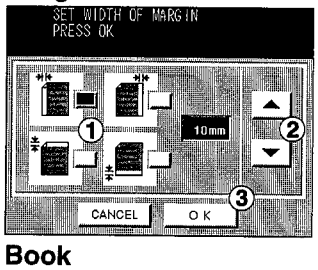
2 Select **ZOOM/ EFFECT** mode

3 Select **Edge Margin** or **Book**

4 Number of copies

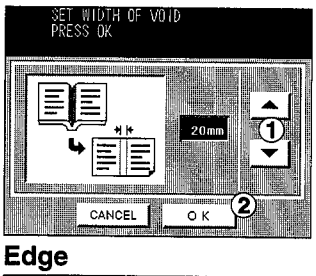
5 Press **START**

Margin



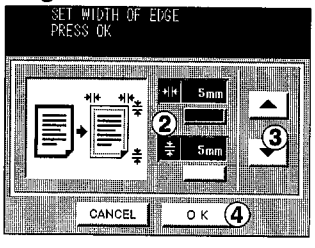
① Select the Margin area
② Adjust each void width by using the ▲·▼ keys. The image is moved only by the void width which has been set.**
③ Touch **OK** key.
* Initial setting (Factory setting): 10 mm

Book



① Adjust each void width by using the ▲·▼ keys.
② Touch **OK** key.
* Initial setting (Factory setting): 20 mm

Edge



① When the vertical and horizontal void areas are the same, adjust the void width by using the ▲·▼ keys, then touch the **OK** key.
② When the vertical and horizontal void areas are different, select vertical or horizontal edge.
③ Adjust each void width by using the ▲·▼ keys.
④ Touch **OK** key.
* Initial setting (Factory setting): 5 mm

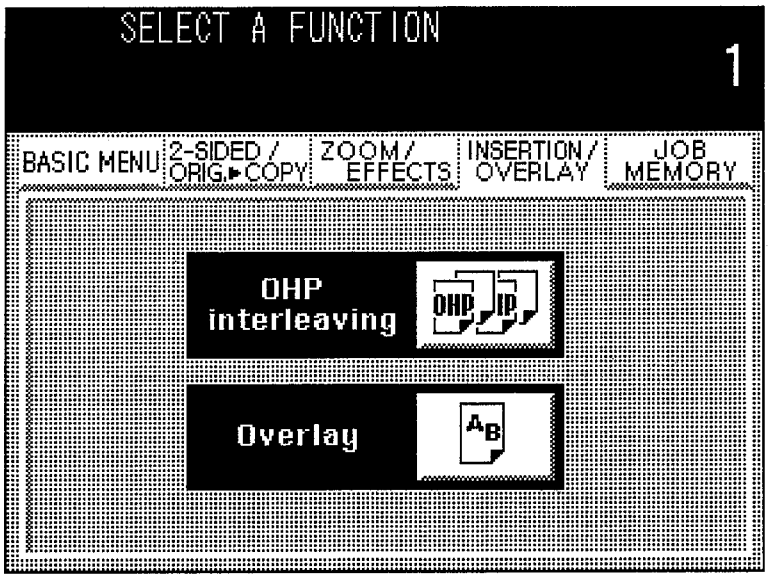
NOTE

* Initial setting (Factory setting) can be changed by the User Mode function. (See page 38, No. 00, 01, 02)
** If a part of the copied image is missing when using the Margin mode, change the Margin Reduction setting to ON. (See page 38, No. 03)
● To reset each mode menu, touch the **CANCEL** key on the touch panel.

Insertion/Overlay

Insertion/Overlay Key

■ Initial Screen



● Touch the desired key to select the function.

OHP interleaving	Inserts paper between OHP film.	(See page 28)
Overlay	Overlays a second image onto the first by using a second original or a file stored in memory.	(See page 29)

NOTE

● The i-ADF/ADF is required for OHP Interleaving function.

● To reset **INSETION/OVERLAY**, press the **RESET** key.

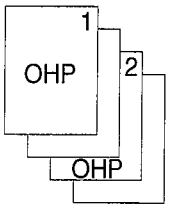
Insertion/Overlay

OHP interleaving

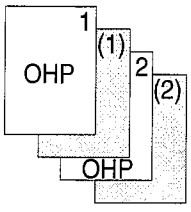
■ OHP interleaving

Inserts paper between OHP film.

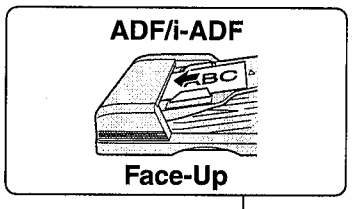
Blank Paper

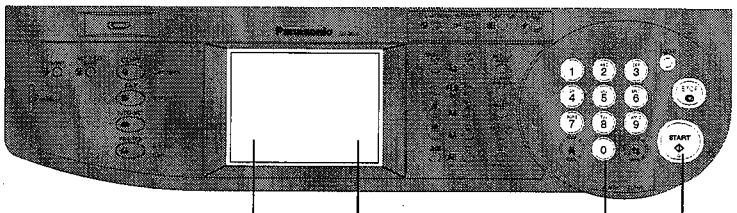


Copied Paper



■ Procedure





1 Place OHP (Sheet Bypass)

2 Place originals

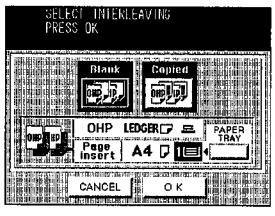
3 Select **OHP Interleaving** Mode

4 Select cassette

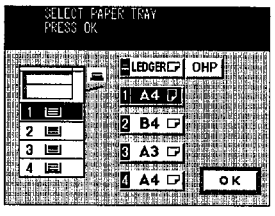
5 Number of copies

6 Press **START**

3 Select **Blank/Copied** and touch the **OK** key



4 Select **PAPER TRAY** and touch the **OK** key.



NOTE

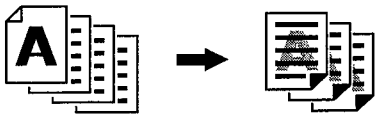
- To reset each mode menu, touch the **CANCEL** key on the touch panel.

Overlay

■ Overlay

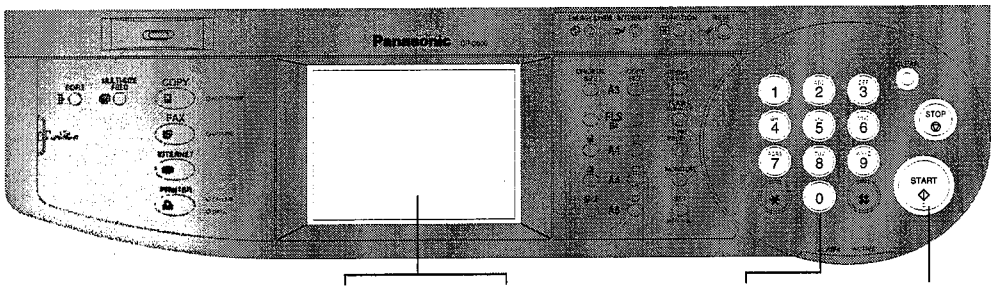
Copy 2 images onto the same sheet.

1st-page



File

■ Procedure



1 Position original

2 Select **INSERTION/ OVERLAY** Mode

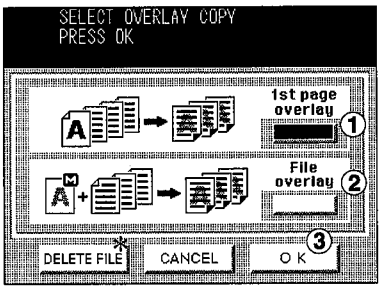
3·4 Select **Overlay** Mode

5 Number of copies

6 Press **START**

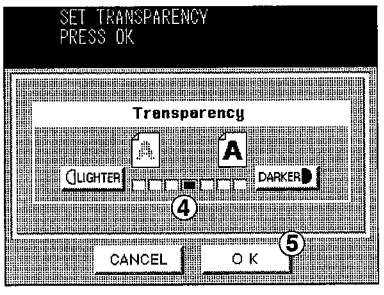
(Continued on the next page.)

3



① Select when using single page.
② Select when using the file in memory.
③ Touch **OK** key.
* Touch the **DELETE FILE** key to clear the stored file from memory.

4

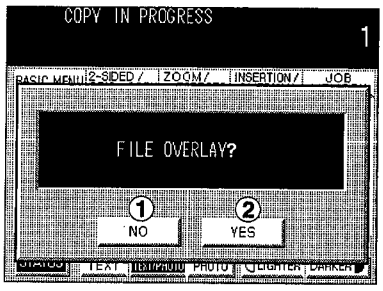


④ Adjust the density (transparency) of the page being produced using the **LIGHTER** and **DARKER** keys.
⑤ Touch **OK** key.

Insertion/Overlay

Overlay

7



① Touch **NO**, if the overlay image is NOT stored in memory.
② Touch **YES**, if the overlay image is stored in memory.

ATTENTION

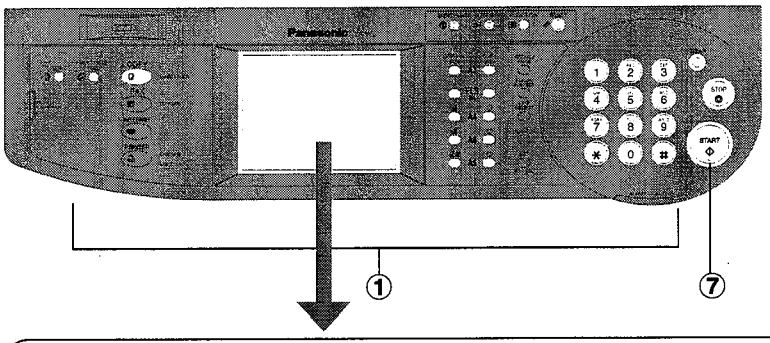
- Do not turn Off the power switch if the file has been stored, otherwise the file will be erased.

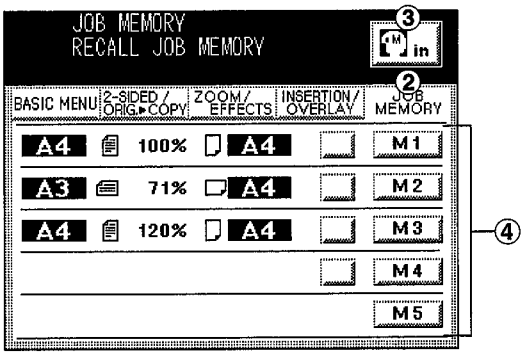
NOTE

- Only A4 ▯ ▭ sized originals can be stored as a file.

Job Memory

■ **Five copy jobs can be programmed in memory (M1 to M5) for recall at a later time.**





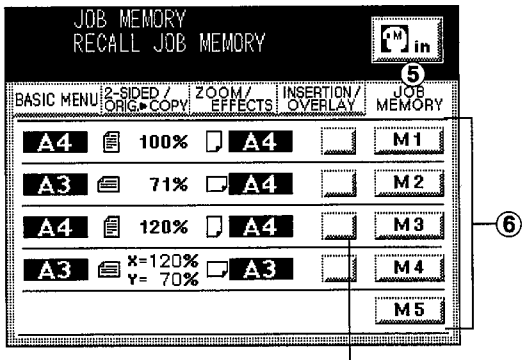
To store a job into a memory

① Set up the copy job to be stored in memory.

② Touch the **JOB MEMORY** Key

③ Touch the **Memory in** key. (in)

④ Touch the **M1**, **M2**, **M3**, **M4** or **M5** key.



To recall a job from memory mode.

⑤ Touch the **JOB MEMORY** Key

⑥ Touch the **M1**, **M2**, **M3**, **M4** or **M5** key.

⑦ Press **START**

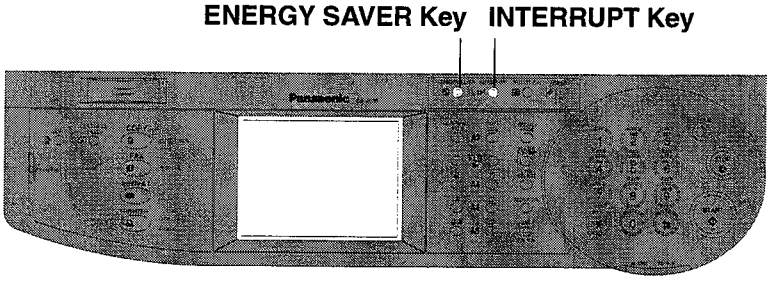
Touch to display the details of the contents which have been stored.

NOTE

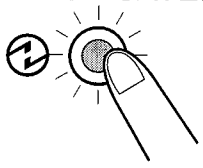
- **JOB MEMORY** mode will not be deleted even if the power switch is turned off.
- When storing a new job, the previously stored job will automatically be deleted and the current job stored in its place.

Other Features

Energy Saver/Interrupt



ENERGY SAVER



■ This mode can save power while the copier is not in use.

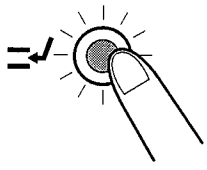
Energy Saver Mode

① To enter this mode
Press the **ENERGY SAVER** key, the indicator will flash.
② To cancel this mode and make copies
Press the **ENERGY SAVER** key again.

Auto Off Mode*

① Automatically enters after 60 minutes from the last copy. The Copier power will drop and the indicator will light.
② To make copies, press the **ENERGY SAVER** key.

INTERRUPT



Interrupt Mode

● This mode can interrupt other copy jobs while making copies.
① Touch the **INTERRUPT** key, the indicator will light.
② Make another copy job.
③ Touch the **INTERRUPT** key again to continue the original job.

Note: The ADF/iADF can not be used with interrupt.
(Use only the Platen)

NOTE

● Energy saver time (15 minutes) and Auto off time (60 minutes) can be changed by the key operator. (See page 39)

Modes	Power Consumption	Warm Up Time
Normal Operation	Approximately150 Wh	N/A
Energy Saver Mode	Approximately 45 Wh	30 sec. recovery
Auto Off Mode	Approximately 2.9 Wh	35 sec. recovery (DP-2500) 45 sec. recovery (DP-3000)

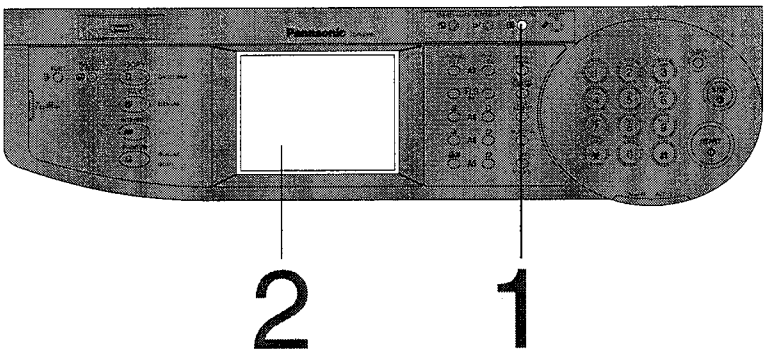
* Sleep Mode will not activate if the file for the Overlay mode has been stored in memory. (See page 30)

Manual Skyshot Mode/Digital Skyshot Mode

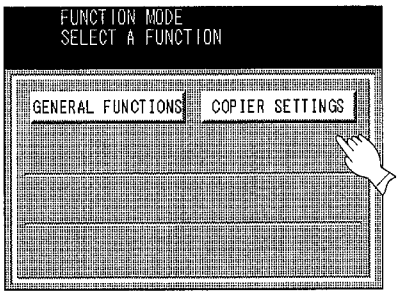
■ To copy from the platen with the platen cover or ADF open. Two types of Skyshot Modes can be selected.

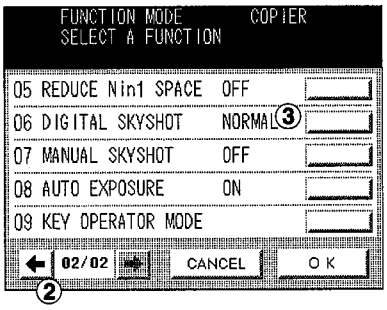
Manual Skyshot Mode: Making copies from small originals without dark areas around the image.
DIGITAL SKYSHOT : Making copies by detecting the skyshot area.

■ Setting the skyshot mode



Set the Skyshot Mode — Press the **FUNCTION** Key





① Touch the **COPIER SETTINGS** key.

② Touch the ► key to advance to the **02/02** Display Screen of Copier Settings menu.

③ Touch the **06 DIGITAL SKYSHOT** key.

④ Select the desired function and touch **OK** key.

06 DIGITAL SKYSHOT

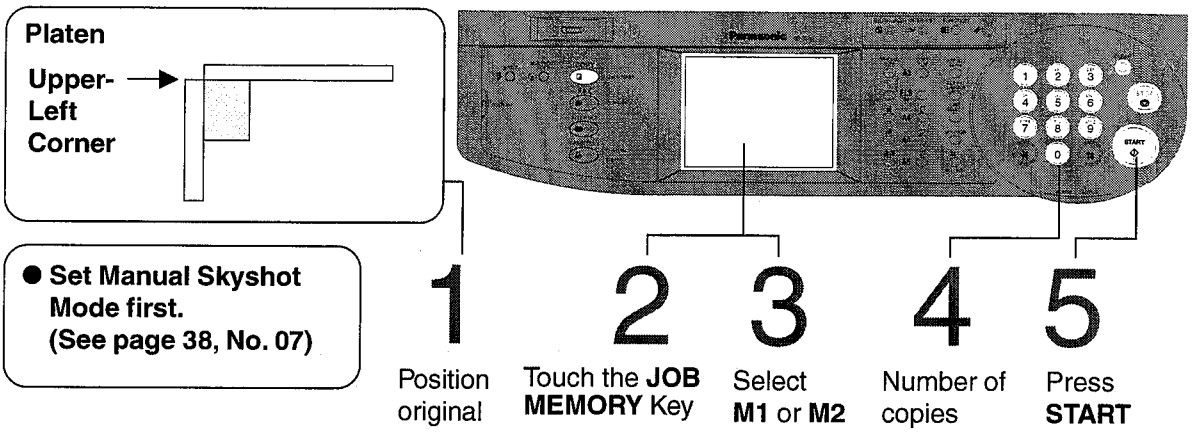
OFF : None
NORMAL : The copying process is carried out while the skyshot area is being detected.
QUALITY : If the machine is under the fluorescent lighting, the skyshot area may not be detected correctly and the copy quality may be affected. If this happens, select **"QUALITY"** for the Digital Skyshot Mode.

NOTE

- Incorrect erasure may occur if there is a black line at the edge of the original or an image which the copier is detected as a black pattern in the skyshot mode.
- Incorrect original position detection may occur if any strong light shines onto the platen glass during skyshot mode.

Manual Skyshot Mode/Digital Skyshot Mode

■ Setting the Manual Skyshot Mode



● **Set Manual Skyshot Mode first.**
(See page 38, No. 07)

1 Position original

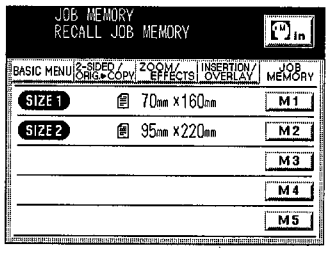
2 Touch the **JOB MEMORY** Key

3 Select **M1** or **M2**

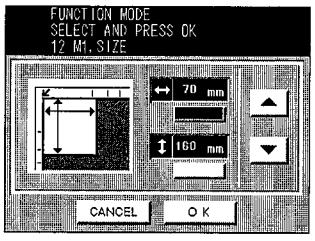
4 Number of copies

5 Press **START**

2•3



Changing the default M1/M2 size (See page 42)



This setting should be carried out by a Key Operator.

① Select the **COPIER SETTINGS** in Function Setting mode. (See page 36)
② Touch the ▶ key to advance to the **02/02** Display Screen of Copier Settings menu.
③ Touch the **09 KEY OPERATOR MODE** key.
④ Enter the Key Operator's ID Code and then press the **OK** key.
⑤ Touch the ▶ key to advance to the **03/04** Display Screen.
⑥ Select **12 M1, SIZE** and **13 M2, SIZE** and enter the original's size.
⑦ Touch the **OK** key.

NOTE

- When changing the **M1** or **M2 Size**, please consult the key operator.
- When using the manual skyshot mode (**M1** and **M2** are turned ON), the other job memory cannot be used.
- To reset the manual skyshot mode, press the **RESET** key.

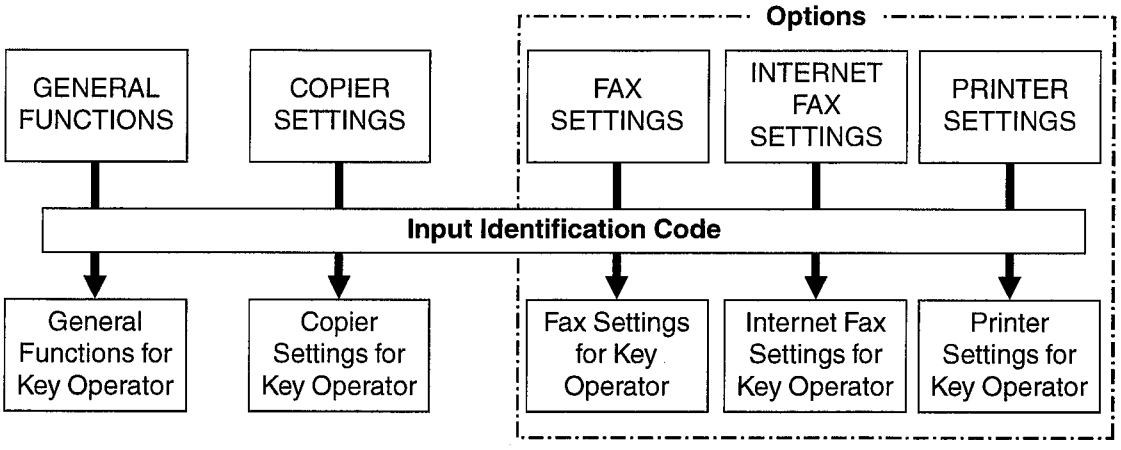
Combining Function Table

First Selections \ Later Selections		DUPLEX/ORIG. ▶ COPY							ZOOM/ EFFECTS						SORT							Other Functions							Job Memory Retrieval	Job Memory Storing	Remarks
		1➡2	2➡1	2➡2	Book➡2	2 Page	N in 1	Booklet	Zoom	Page Numbering	Edge	Margin	Book	Non-sort	Sort	Sort-rotate	Group-rotate	Shift-sort	Shift-group	Staple-sort	Overlay Copy	OHP interleaving	SADF	Multi-size feeding	Manual skyshot	Inner Output	Outer Output			
DUPLEX/ORIG. ▲ COPY	1➡2	A	A	A	A	A	○	A	○	○	○	○	○	○	○	○	○	○	○	○	○	×	○	×	A	○	○	A	○	
	2➡1	A	A	A	A	A	A	A	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	A	○	○	A	○	
	2➡2	A	A	A	A	A	A	A	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	×	A	○	○	A	○	
	Book➡2	A	A	A	A	A	A	A	○	○	○	○	○	○	○	○	○	○	○	○	×	×	○	×	A	○	○	A	○	
	2 Page	A	A	A	A	A	A	A	○	○	○	○	○	○	○	○	○	○	○	○	×	×	○	×	A	○	○	A	○	
	N in 1	○	A	A	A	A	A	A	○	○	○	○	○	○	○	○	○	○	○	○	○	×	○	×	A	○	○	A	○	
	Booklet	A	A	A	A	A	A	A	○	×	○	×	×	○	○	○	○	○	○	×	×	×	○	×	A	○	○	A	○	
ZOOM/ EFFECTS	Zoom	○	○	○	○	○	○	○	A	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	A	○	○	A	○	
	Page Numbering	○	○	○	○	○	○	A	○	A	○	○	○	○	○	○	○	○	○	○	○	A	○	○	A	○	○	A	○	
	Edge	○	○	○	○	○	○	○	○	○	A	○	○	○	○	○	○	○	○	○	○	○	○	○	A	○	○	A	○	
	Margin	○	○	○	○	○	○	A	○	○	○	A	○	○	○	○	○	○	○	○	○	○	○	○	A	○	○	A	○	
	Book	○	○	○	○	○	○	A	○	○	○	○	A	○	○	○	○	○	○	○	○	○	○	○	A	○	○	A	○	
SORT	Non-sort	○	○	○	○	○	○	○	○	○	○	○	○	A	A	A	A	A	A	A	○	○	○	○	○	○	○	A	○	
	Sort	○	○	○	○	○	○	○	○	○	○	○	○	A	A	A	A	A	A	A	○	A	○	○	A	○	○	A	○	
	Sort-rotate	○	○	○	○	○	○	○	○	○	○	○	○	A	A	A	A	A	A	A	○	A	○	○	A	○	○	A	○	
	Group-rotate	○	○	○	○	○	○	○	○	○	○	○	○	A	A	A	A	A	A	A	○	A	○	○	A	○	○	A	○	
	Shift-sort	○	○	○	○	○	○	○	○	○	○	○	○	A	A	A	A	A	A	A	○	A	○	○	A	A	○	A	○	
	Shift-group	○	○	○	○	○	○	○	○	○	○	○	○	A	A	A	A	A	A	A	○	A	○	○	A	A	○	A	○	
	Staple-sort	○	○	○	○	○	○	×	○	○	○	○	○	A	A	A	A	A	A	A	○	A	○	×	A	A	○	A	○	
Other Functions	Overlay Copy	○	○	○	×	×	○	×	○	○	○	○	○	○	○	○	○	○	○	○	A	○	○	×	A	○	○	A	○	
	OHP interleaving	×	○	×	×	×	×	×	○	×	○	○	○	–	–	–	–	–	–	–	○	A	○	×	A	○	○	A	○	
	SADF	○	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	A	○	A	○	○	A	○	
	Multi-size feeding	A	A	A	A	A	A	A	○	○	○	○	○	○	○	○	○	○	○	×	×	A	○	A	A	○	○	A	○	
	Manual skyshot	×	×	×	×	×	×	×	○	○	○	○	○	–	–	–	–	–	–	–	×	×	○	×	A	○	○	A	×	
	Inner Output	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	A	A	A	○	○	○	○	○	A	A	A	○	
	Outer Output	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	A	A	A	○	
	Interrupt	×	×	×	×	○	×	×	○	×	○	○	○	–	–	–	–	–	–	–	×	×	×	×	×	×	×	×	×	

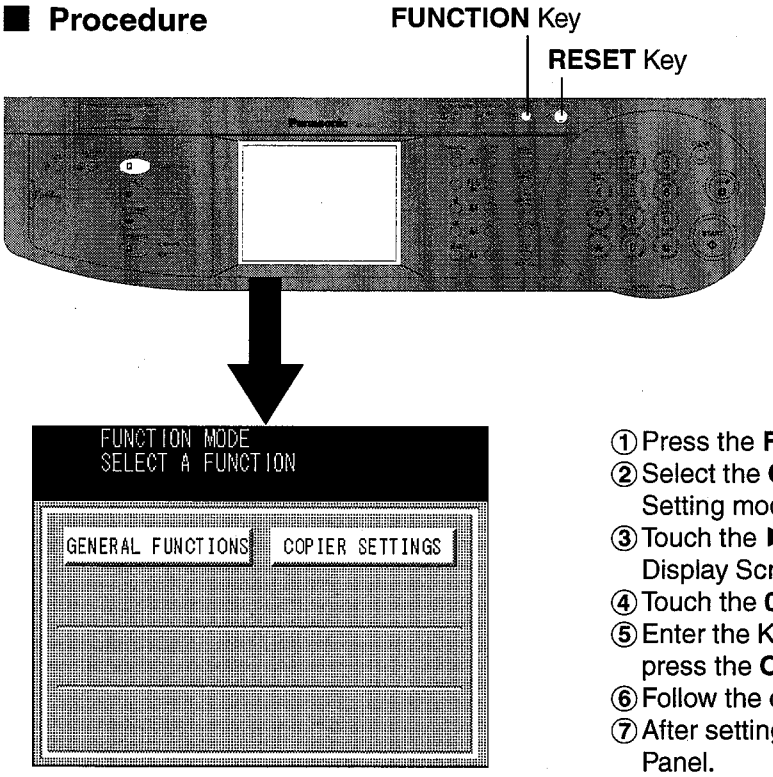
○: Possible Combined Functions.
×: Unavailable Combined Functions.
A : Next Selection is Carried Out.
– : Indicates that SORT mode cannot be used. Non-sort operation is carried out.

Function

■ Using Function Modes to Change the Initial Copy Modes



■ Procedure



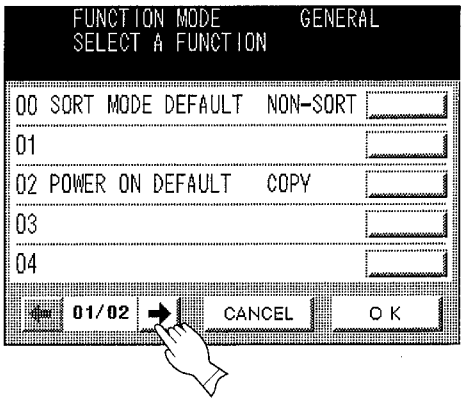
① Press the **FUNCTION** Key
② Select the **COPIER SETTINGS** in Function Setting mode. (See page 36)
③ Touch the ► key to advance to the **02/02** Display Screen of Copier Settings menu.
④ Touch the **09 KEY OPERATOR MODE** key.
⑤ Enter the Key Operator's ID Code and then press the **OK** key.
⑥ Follow the on screen instructions.
⑦ After setting, touch the **OK** key in Display Panel.
⑧ Press the **RESET** key, then exit the Function mode.

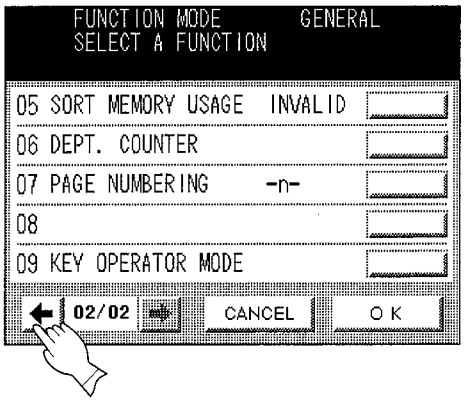
NOTE

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

General Functions

■ Using Function Modes to Change the Initial Copy Modes





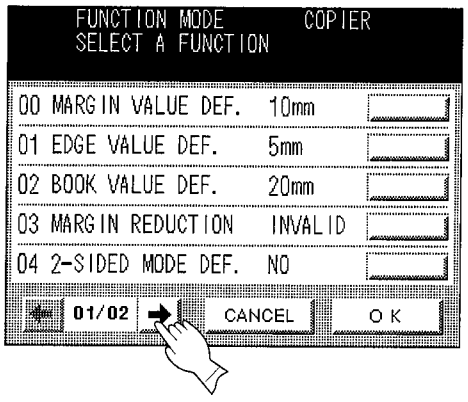
Screen No.	Modes	Function	Initial setting
01/02	00 SORT MODE DEFAULT	Selects the finisher mode. ● Non-Sort, Sort, Staple, Shift-Group, Shift-Sort	Non-sort
	02 POWER ON DEFAULT	* Selects mode. ● Copy, Fax	Copy
02/02	05 SORT MEMORY USAGE	Displays the amount of sort memory used on the panel. ● OFF, ON	OFF
	06 DEPT. COUNTER	Copy usage and copy limit of the selected department and total copy usage will appear on the screen.	Contact your service provider.
	07 PAGE NUMBERING	Selects numbering style ● -n- or n/m (ex: -1- or 1/10)	-n-
	09 KEY OPERATOR MODE	Input the Key Operator ID code.	

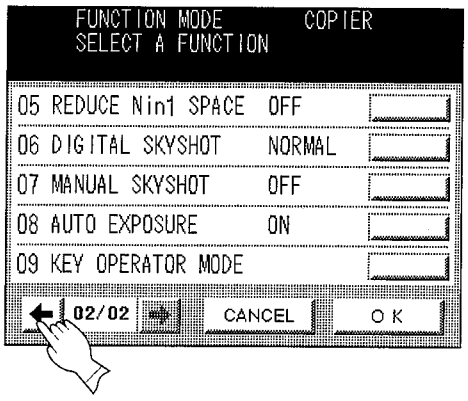
NOTE

* Not required in copying mode, but needed when installing options for advanced functions (see page 71).

Copier Settings

■ Using Function Modes to Change the Initial Copy Modes

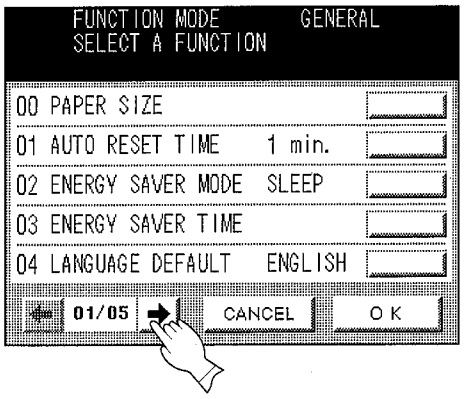


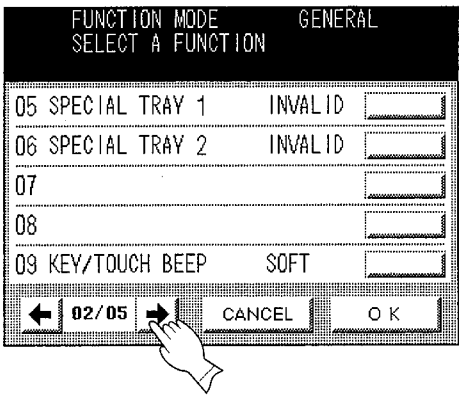


Screen No.	Modes	Function	Initial setting
01/02	00 MARGIN VALUE DEF.	Selects the margin shift value. ● 5mm, 10mm, 15mm or 20mm	10mm
	01 EDGE VALUE DEF.	Selects the edge width. ● 5mm, 10mm, 15mm or 20mm	5mm
	02 BOOK VALUE DEF.	Selects the book void width. ● 15mm, 20mm, 25mm or 30mm	20mm
	03 MARGIN REDUCTION	Selects the reduction ratio in margin mode. ● OFF, ON	OFF
	04 2-SIDED MODE DEF.	Function sets the duplex priority mode. ● No, 1 to 2, 2 to 2 or Book to 2	No
02/02	05 REDUCE Nin1 SPACE	Selects whether to disable edge deletion ● OFF, ON	OFF
	06 DIGITAL SKYSHOT	Enables or disables the use of Skyshot mode. ● None, Freeshap, Parallel	NORMAL
	07 MANUAL SKYSHOT	Enables or disables the use of Manual Skyshot. ● OFF, M1 ON, M2 ON, M1&M2 ON	OFF
	08 AUTO EXPOSURE	Automatically adjusts the copy density for text and photographic originals. ● OFF, ON	ON
	09 KEY OPERATOR MODE	Input the Key Operator ID code.	

General Functions for Key Operator

■ Input key operator ID code to change settings.





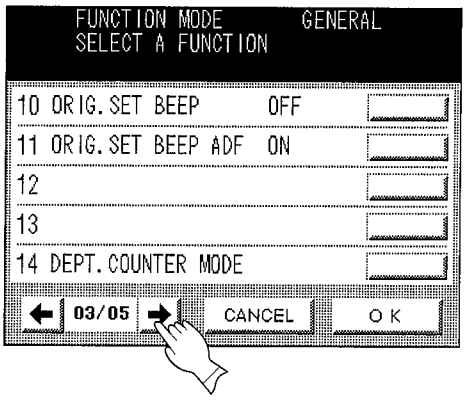
Screen No.	Modes	Function	Initial setting
01/05	00 PAPER SIZE	Sets the paper size of each paper drawer.* ● A3, B4, A4, A4-R, B5, B5-R, A5, FLS1, FLS2, Ledger, Legal, Letter, Letter-R, Invoice	Contact your service provider.
	01 AUTO RESET TIME	Selects the reset time. ● None, 30 seconds, 1 minute, 2 minutes, 3 minutes, 4 minutes	1 minute
	02 ENERGY SAVER MODE	Sets the Energy Saver mode and time. ● None, Energy save mode, Sleep mode Energy save mode timer : 1-120 minutes Sleep mode timer : 1-120 minutes	Sleep
	03 ENERGY SAVER TIME	Sets the ON time and OFF time for Energy Saver mode. ● Start time - End time	
	04 LANGUAGE DEFAULT	Selects the message language of the display. ● English, French, Spanish	English
02/05	05 SPECIAL TRAY 1	Sets the paper drawer for special paper (eg: coloured). ● None, Paper Tray 1, Paper Tray 2, Paper Tray 3, Paper Tray 4, Sheet Bypass	None
	06 SPECIAL TRAY 2	Sets the paper drawer for special paper (eg: coloured). ● None, Paper Tray 1, Paper Tray 2, Paper Tray 3, Paper Tray 4, Sheet Bypass	None
	09 KEY/TOUCH BEEP	Sets the panel touch sound. ● Off, Soft, Loud	Soft

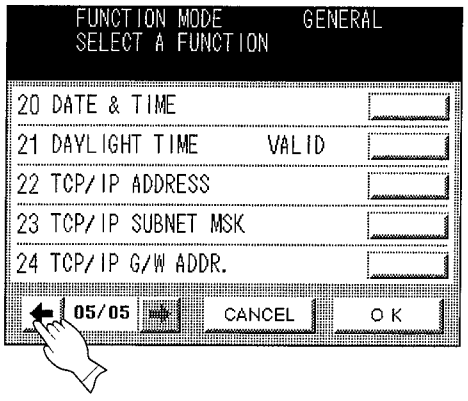
NOTE

- It is necessary to input operator ID code before changing items on this page.
- The Special Tray 1 and 2 are not auto-selectable in the switching mode.

General Functions for Key Operator

■ Input key operator ID code to change settings.





Screen No.	Modes	Function	Initial setting
03/05	10 ORIG. SET BEEP	Beep sound when original is set on the platen ● OFF, ON	OFF
	11 ORIG. SET BEEP ADF	Beep sound when original is set in the ADF ● OFF, ON	ON
	14 DEPT. COUNTER MODE	Monitors copy usage of each department (1) Copy usage of each department (2) Copy limit of each department (3) Copy number of each department	Contact your service provider.
05/05	20 DATE & TIME	Sets date time registered	
	21 DAYLIGHT TIME	Sets daylight saving time ● OFF, ON	ON
	22 TCP/IP ADDRESS	* Sets user IP Address ● 3 digit × 4	
	23 TCP/IP SUBNET MSK	* Sets the Subnet Mask ● 3 digit × 4	
	24 TCP/IP G/W ADDR.	* Sets the Gateway Address ● 3 digit × 4	

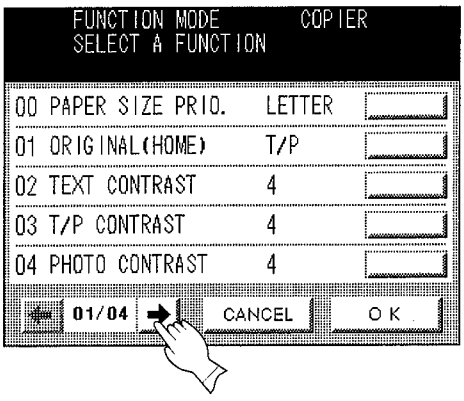
NOTE

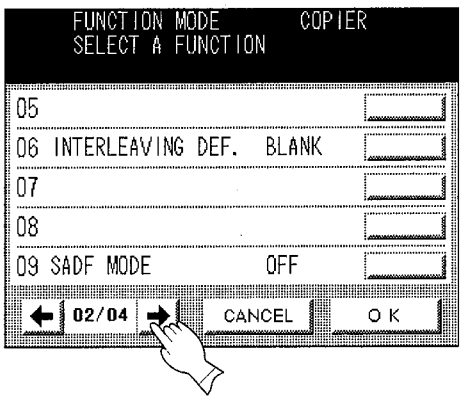
* Not required in copying mode, but needed when installing options for advanced functions (see page 71).

● It is necessary to input operator ID code before changing items on this page.

Copier Settings for Key Operator

■ Input key operator ID code to change settings.





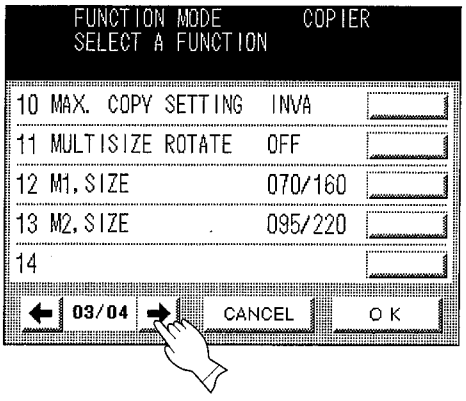
Screen No.	Modes	Function	Initial setting
01/04	00 PAPER SIZE PRIO.	Specifies the paper size in manual paper size setting mode.	A4
	01 ORIGINAL DEFAULT	Selects original setting ● Text, T/P (Text/Photo), Photo	T/P
	02 TEXT CONTRAST	Selects contrast for Text mode ● 1 ~ 7	4
	03 T/P CONTRAST	Selects contrast for Text/Photo mode ● 1 ~ 7	4
	04 PHOTO CONTRAST	Selects contrast for Photo mode ● 1 ~ 7	4
02/04	06 INTERLEAVING DEF.	Selects OHP interleaving paper ● Blank, Copy	Blank
	09 SADF MODE	Enables or disables the use of SADF function. ● OFF, ON	OFF

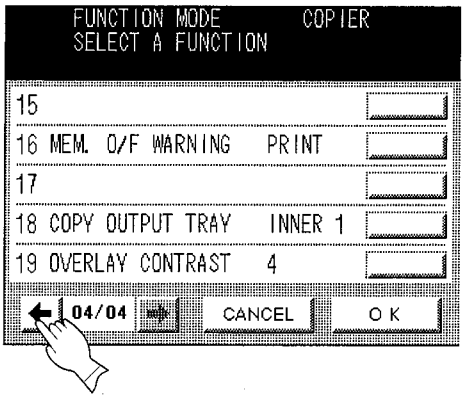
NOTE

● It is necessary to input operator ID code before changing items on this page.

Copier Settings for Key Operator

■ Input key operator ID code to change settings.





Screen No.	Modes	Function	Initial setting
03/04	10 MAX. COPY SETTING	Determines whether to limit number of copies (1-999).	0 (No limit)
	11 MULTISIZE ROTATE	When using the same size paper in Multi-size feeding mode, select whether the paper direction is rotated. ● OFF, ON	OFF
	12 M1, SIZE	Input a size in memory 1 for frequently used size. ● X: 5~432/Y: 5~297 mm (See page 34)	70 × 160 mm (X) (Y)
	13 M2, SIZE	Input a size in memory 2 for frequently used size. ● X: 5~432/Y: 5~297 mm (See page 34)	95 × 220 mm (X) (Y)
4/4	16 MEM. O/F WARNING	Selects the memory overflow warning ● Print, Cancel	Print
	18 COPY OUTPUT TRAY	* Sets the stack position for the copied paper. ● Outer, Inner 1, Inner 2	Inner 1
	19 OVERLAY CONTRAST	Selects the transparent density for Overlay mode. ● 1 ~ 7	4

NOTE

* Not required in copying mode, but needed when installing options for advanced functions (see page 48).

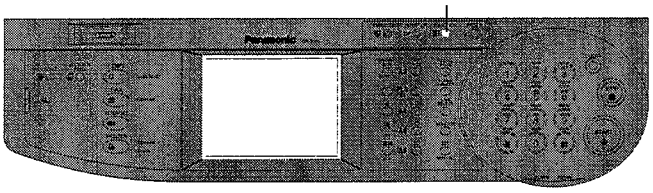
● It is necessary to input operator ID code before changing items on this page.

Function Setting

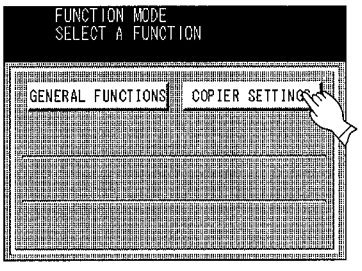
■ Changing the Auto Exposure Setting

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

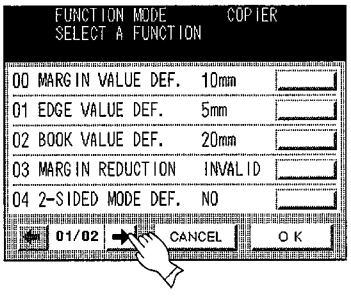
1 **Press the FUNCTION Key**



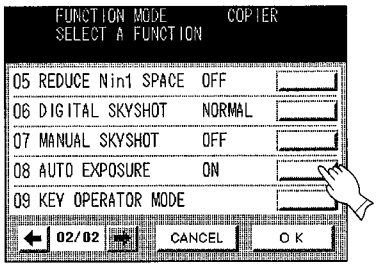
2 **Proceed according to screen order**



①Touch **COPIER SETTINGS.**



②Proceed to next page.



③Select **08 AUTO EXPOSURE.**

④Select whether Auto Exposure is to be performed, and then touch the **OK** key.

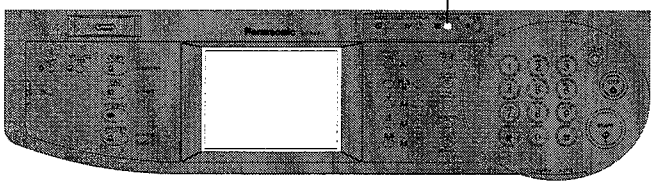
⑤Press the **RESET** key, then exit the Function mode.

Function Setting for Key Operator

■ Check paper size

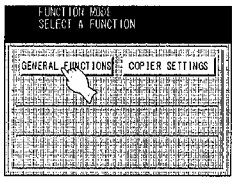
The paper trays are designed to accommodate A5, A4, A4R, B4·FLS and A3 size paper. To change the paper size, perform following steps as shown below.

1 **Press the FUNCTION Key**

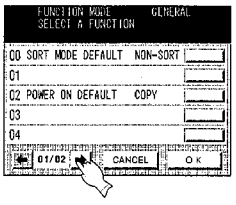


2 **Proceed according to screen order:**

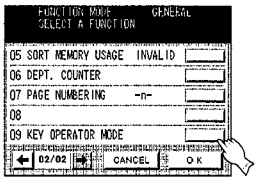
① Touch **GENERAL FUNCTIONS**



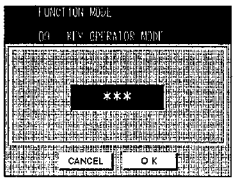
② Proceed to next page.



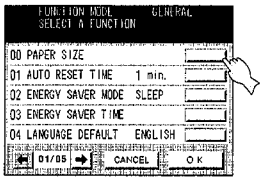
③ Select **09 KEY OPERATOR MODE** key



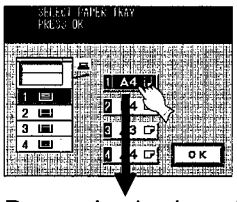
④ Input ID Code (3 digits) and touch the **OK** key



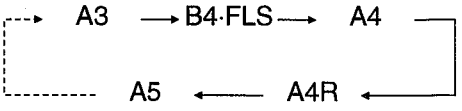
⑤ Select **00 PAPER SIZE**



⑥ Touch paper drawer you require and select paper size



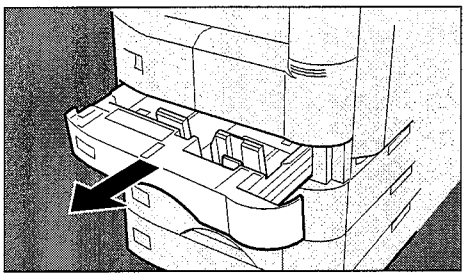
Paper size is changing as follows.



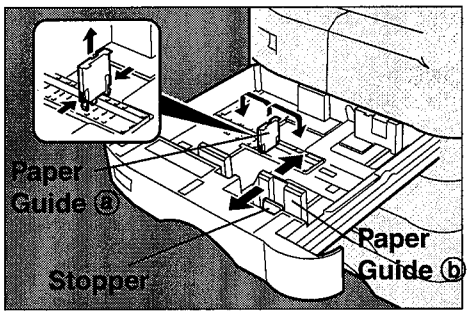
⑦ Touch **OK** key.

⑧ Press the **RESET** key, then exit the Function mode.

3 Change paper guide inside of paper drawer and paper size indicator

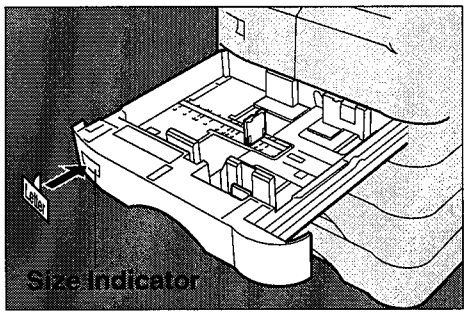


① Pull out paper drawer and remove the paper.



② Move paper guide ⓐ to the required paper length.

③ Move paper guide ⓑ to the required paper width.
Hold stopper to move paper guide ⓑ



④ Change the paper size indicator.

⑤ Close paper drawer.

NOTE

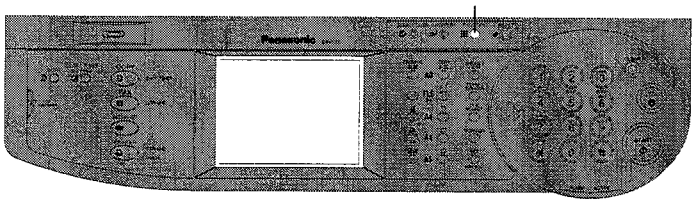
- It is recommended that the paper guide ⓑ be fixed in place with screws. Consult an authorized servicing dealer for details on how to fasten using screws.

Function Setting for Key Operator

■ Departmental counter

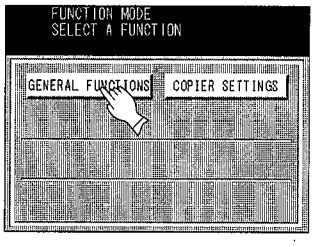
Key Operator can manage, limit copies, counters and code numbers for each department.
(Maximum department number: 50)

1 **Press the FUNCTION Key**

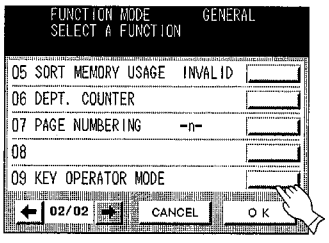


2 **Proceed according to screen order**

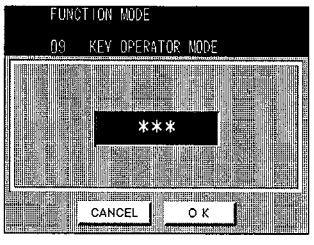
① Select **GENERAL FUNCTIONS**



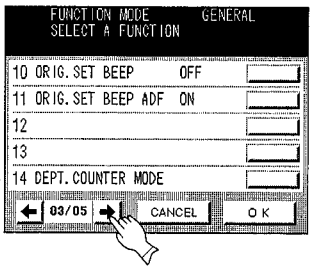
② Proceed to next page and select **09 KEY OPERATOR MODE** key.



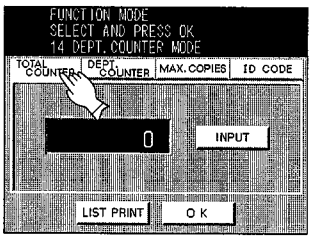
③ Input ID Code (3 digits) and touch the **OK** key



④ Proceed to screen 03/05 and select **14 DEPT. COUNTER MODE.**



⑤ Touch the **TOTAL COUNTER** key to display the sum of all the active departmental counters.

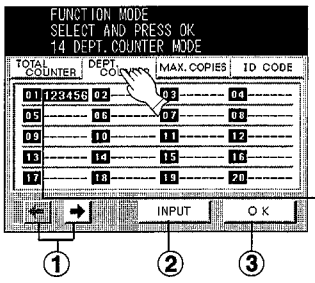


- To clear the total counter, touch the **INPUT** key, enter a 0 and touch the **OK** key.
- To print the counter lists for each department, touch the **LIST PRINT** key.

NOTE

- To reset the function mode, press the **RESET** key.
- Contact your authorized servicing dealer to enable the Departmental Counter feature.

3 Change Number of Department counter, limit copy and code Number.

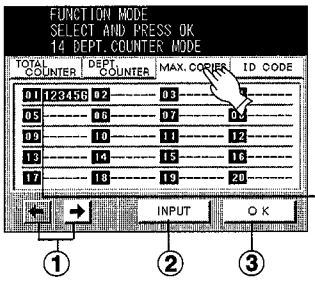


Number of Department counter

① Touch the **DEPT. COUNTER** key.
② Select the desired department using the scroll key.
③ Input "0" means clear all counts.
④ Touch **OK** key.

01 123456

Department No. (2 digits) — Counts (6 digits)

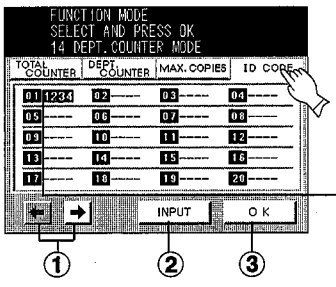


Limit Copy for Each Department

① Touch the **MAX. COPIES** key.
② Select the desired department using the scroll key.
③ Input limit copy number. (Maximum 6 digit)
④ Touch **OK** key.

01 123456

Department No. (2 digits) — Limit copy number (6 digits)



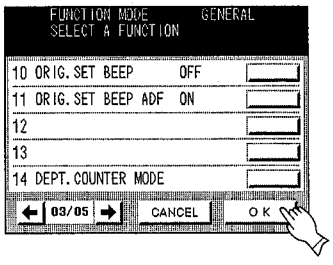
Code Number for Each Department

① Touch the **ID CODE** key.
② Select the desired department using the scroll key.
③ Input code number. (4 digits)
④ Touch **OK** key.

01 1234

Department No. (2 digits) — Code number (4 digits)

4 Exit function mode



① Touch **OK** key.
② Press the **RESET** key on control panel.

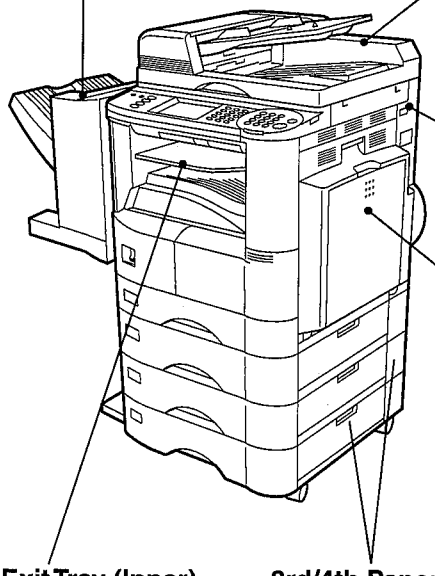
NOTE

● To reset the function mode, press the **RESET** key.

Options

Components

1-Bin Finisher (or) Exit Tray (Outer)
(DA-FS200) (DA-XT200)
- Large capacity (Max. 1000 copies)



ADF, Automatic Document Feeder
(DA-AS200)
- To feed originals automatically.
- For N in 1 copying.
- Multi-size feeding.

i-ADF, Inverting Automatic Document Feeder
(DA-AR250)
- To feed originals automatically.
- For N in 1 copying.
- Multi-size feeding.
- For duplex copying.

Image Memory
(DA-SM08B/16B/28B)
- 8/16/128 MB
- To increase the memory capacity for electronic sorting.

ADU, Automatic Duplex Unit
(DA-MD200)
- For duplex copying.

Dual-Path Exit Guide Unit/Paper Transport Unit
(DA-FK200/FK210)
- Required when the 1-Bin Finisher/ADU is installed

Exit Tray (Inner)
(DA-XN200)

3rd/4th Paper Feed Module
(DA-DS210/215/200/205)
- To increase the paper feed sources and capacity. Storage Drawer × 2 (550 sheets)

NOTE

- The table below shows the options which are required for various functions.
- Contact your authorized servicing dealer for details on combinations of options.

Function / Options	DUPLEX/ORIG. ▶ COPY							ZOOM/EFFECTS					SORT							Output Tray		Other Functions			
	1 ➡ 2	2 ➡ 1	2 ➡ 2	Book ➡ 2	2 Page	N in 1	Booklet	Zoom	Page Numbering	Edge	Margin	Book	Non-sort	Sort	Sort-rotate	Group-rotate	Shift-sort	Shift-group	Staple-sort	Inner Output	Outer Output	Overlay Copy	OHP interleaving	SADF	Multi-size feeding
i-ADF		○	○			●	●		●							●							●	●	●
ADF																									
ADU	○		○	○			○																		
1-Bin Finisher																	○	○	○		●				
Exit Tray (Outer)																									
Exit Tray (Inner)																				○					
Paper Transport Unit	○		○	○			○										○	○	○		○				
Dual-Path Exit Guide Unit	○		○	○			○										○	○	○	○	○				

○:Required ●:Either one required

Automatic Document Feeder

■ ADF (DA-AS200)/i-ADF (DA-AR250)

1. Features

①Automatic original feeding
- The ADF/i-ADF tray can hold up to 50 originals of 80 g/m² paper. (30 originals/B4·FLS, A3) It can accommodate originals from A5 to A3 size (50 to 110 g/m²).
- Automatic original size detection.

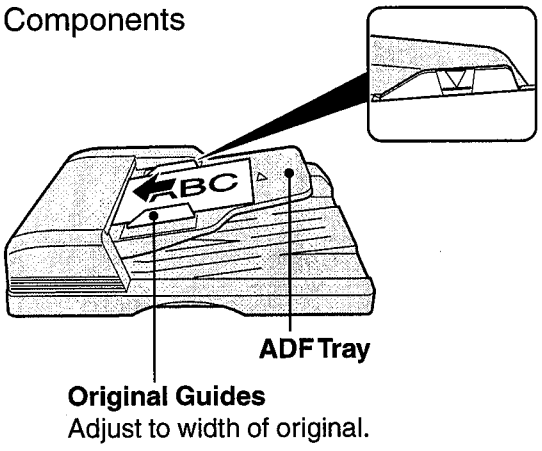
②Duplex Copying (DA-AR250)
- The i-ADF allows you to perform two different types of duplexing automatically.

③Multi-size feeding
- Different size originals to be copied full size (1:1) or same size.

④N in 1 copy
- To make a 1-Sided copy (full size or reduction), from two (or four) 1-Sided originals side-by-side.

⑤SADF (Single Automatic Document Feeder) Function
- A special original (like a thin paper etc.,) can be fed from the ADF/i-ADF original tray and copied continuously with manual operation.

2. Components

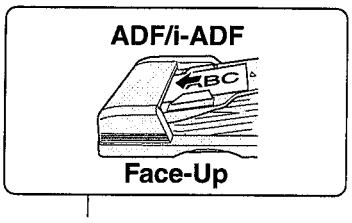


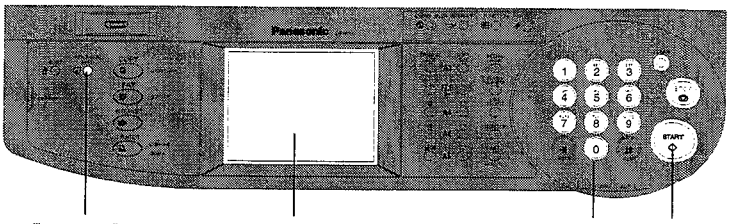
- Set the originals up to the upper limit arrow.

Automatic Document Feeder

3. Operation

■ Operation Procedure





1 Position original

(2) Select MULTI-SIZE FEED (If required)

(3) For Duplex copy (If required)

4 Number of copies

5 Press **START**

Inappropriate Originals

- Paper with a smooth surface such as glossy and coated papers
- Transparencies
- Originals with a Lead Edge that is creased, folded, punched or glued
- Paste-ups
- Pressure sensitive paper or paper with carbon backing
- Paper with excessive curl
- Stapled originals
- Freshly printed copies from a laser printer

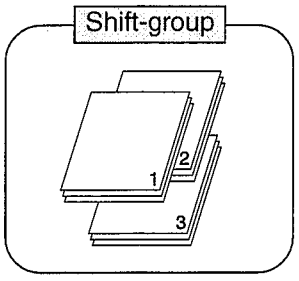
(2) Combination of Multi-size feeding

Originals	Copies	
	Full Size	Reduction
A3 A4	A3 A4	A4R A4
A4R A5	A4R A5	A5 A5

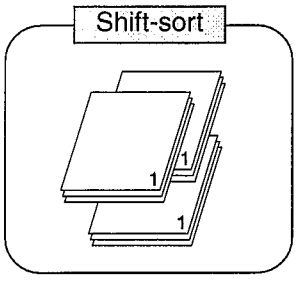
Finisher/Exit Guide Unit

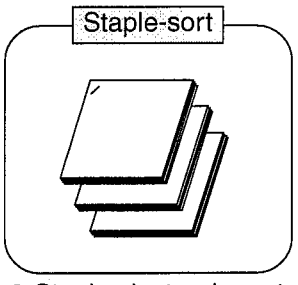
1. Features

DA-FS200 (Finisher)



● Shift electronic sort copy



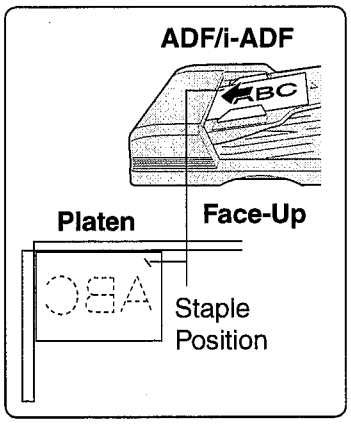


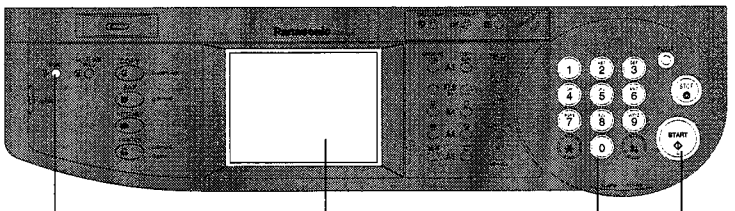
● Staple electronic sort copy

DA-FK200/FK210 (Dual-Path Exit Guide Unit/Paper Transport Unit)

● Feeds paper to Finisher

2. Operation





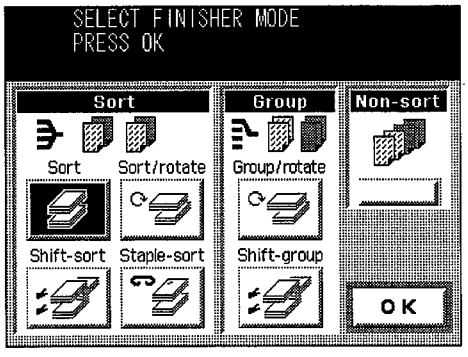
1 Position original

2 Press the **SORT** Key

3 Select **Finisher Mode**

4 Number of copies

5 Press **START**



Select the type of finishing mode

①Non-sort
Copy is stored on the tray

②Shift-sort
Multiple copies are sorted automatically and stacked with shift.

③Staple-sort*
Multiple copies are sorted automatically and stapled on the top left corner (1 position).

④Shift-group
Multiple copies are stored by shifting

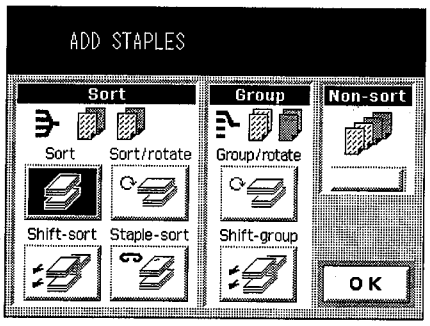
* During staple sorting, if more than the allowable maximum number of sheets (30 sheets: A4, A4 ▭ ; 20 sheets: B4·FLS; 15 sheets: A3) are inserted, or if the staples run out during copying, the copying mode will change to shift sorting.

** The capacity of the finisher tray is approximately 1000 sheets (A4, A4 ▭, A5 ▭), 700 sheets (B4·FLS) or 500 sheets (A3).

*** Shift-Sort and Staple-Sort is not available on the A5 ▭ size paper.

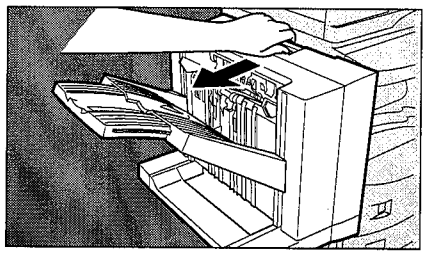
Finisher/Exit Guide Unit

3. When replacing the Staple



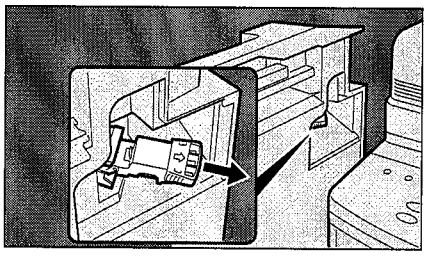
The message shown on the left appears when the staples are out.

1



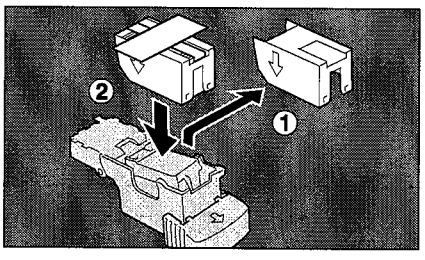
Hold the latch and pull out the Finisher.

2



Remove the Staple Cartridge.

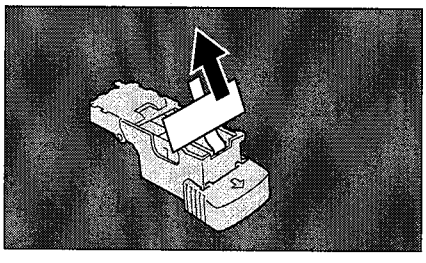
3



① Remove the empty Staple Case.

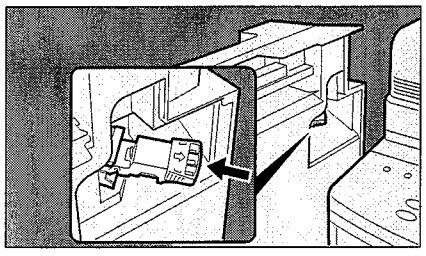
② Install the new Staple Case.

4



Pull out the tape.

5



Reinstall the Staple Cartridge.

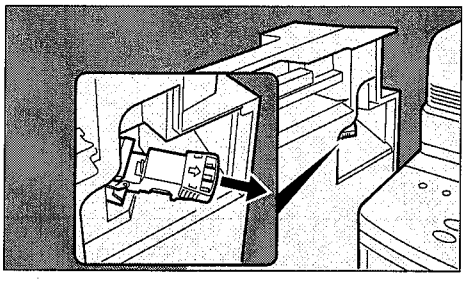
6

Return the Finisher to the original position.
(Check that the latch is securely fastened.)

Finisher/Exit Guide Unit

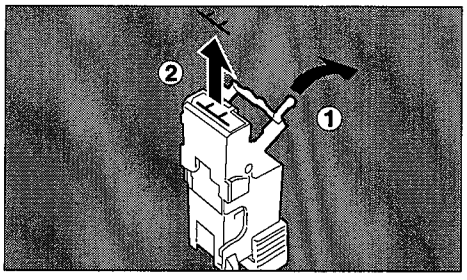
4. If the unit fails to staple after replacing the Staple Cartridge, follow the instructions below.

1



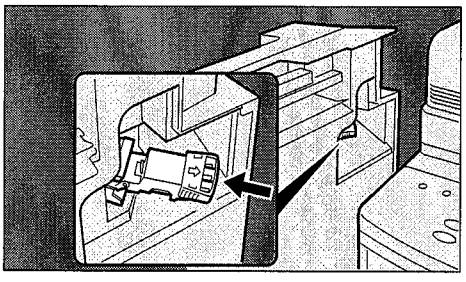
Remove the Staple Cartridge.

2



①Open the Staple Cover.
②Remove the remained staple.
③Close the Staple Cover.

3



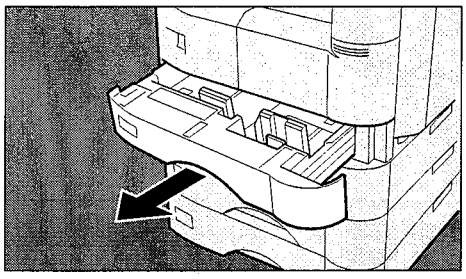
Reinstall the Staple Cartridge.

Printer cannot print

Adding Paper

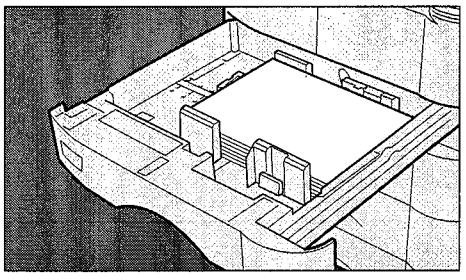
■ 550-Sheet Paper Tray

1



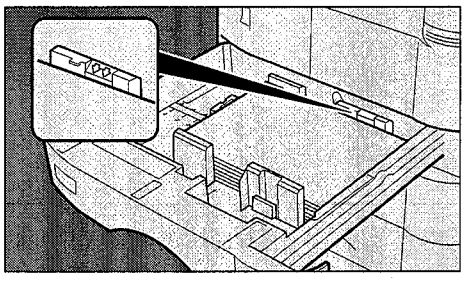
Pull the Paper Tray out of the copier.

2



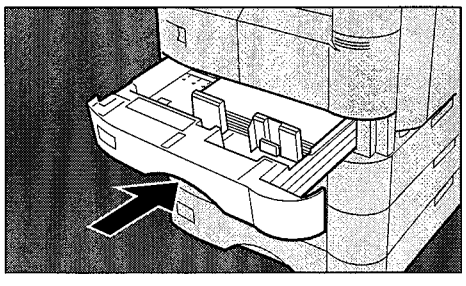
Place the paper with the copying surface facing upward.
Special papers, like glossy paper, mailing labels and transparencies cannot be used in the Paper Tray. Use the sheet bypass for special paper.

3



Make sure paper is not loaded above overfill indicator located in the Paper Tray.

4



Firmly push the Paper Tray back into the copier.

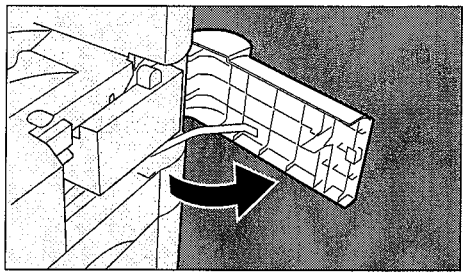
ATTENTION

- Do not use paper with folds or wrinkles.
  Refer to page 44 for details on changing the paper size for the Paper Tray.
- Unused paper should always be placed into a bag and the opening should be sealed for storage.
  If the paper is left exposed, problems such as paper curl, paper jams, wrinkles or loss of copied image quality may occur.

Printer cannot print

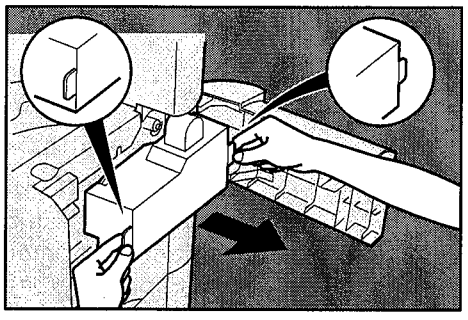
Replacing the Toner Cartridge and Waste Toner Box

1



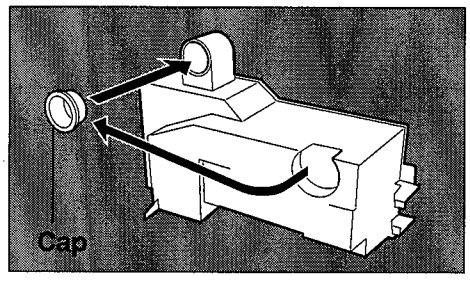
Open the Front Cover.

2



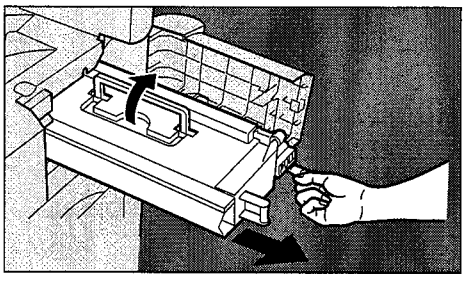
Slowly pull the Waste Toner Box straight out.

3



Close the box with the enclosed cap.

4

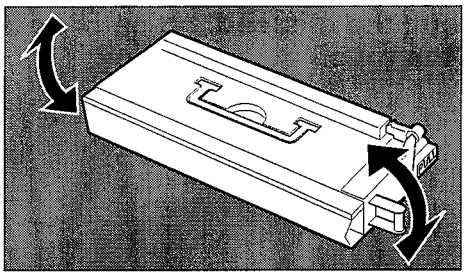


Pull on the Green release latch to remove the Toner Cartridge out of the machine while holding it by the Green handle.

ATTENTION

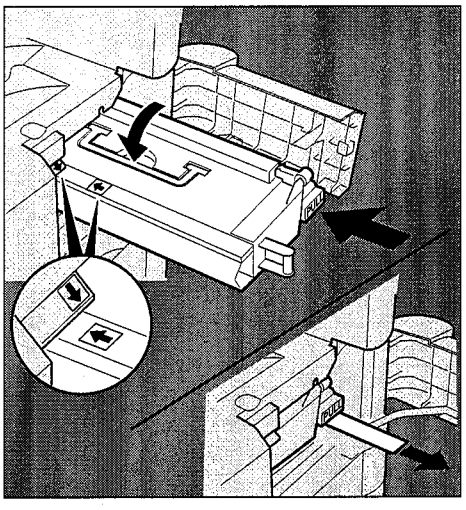
- For optimum copy quality use the recommended Panasonic toner. Store toner in a cool dark place. Do not unseal toner before use. Use it as fast as possible after unsealing.

5



Shake the new Toner Cartridge well.

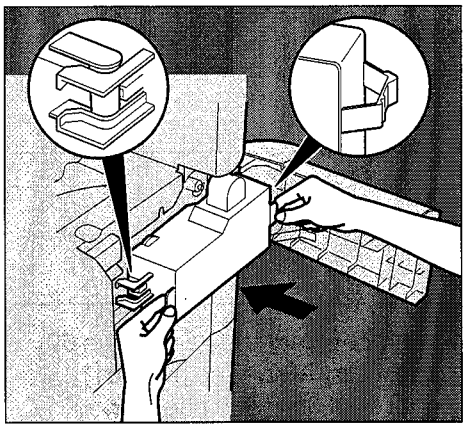
6



Install the new Toner Cartridge into the machine, and pull out the protective seal.

Note: Pull on the seal slowly and straight out.

7



Install a new Waste Toner Box.

8

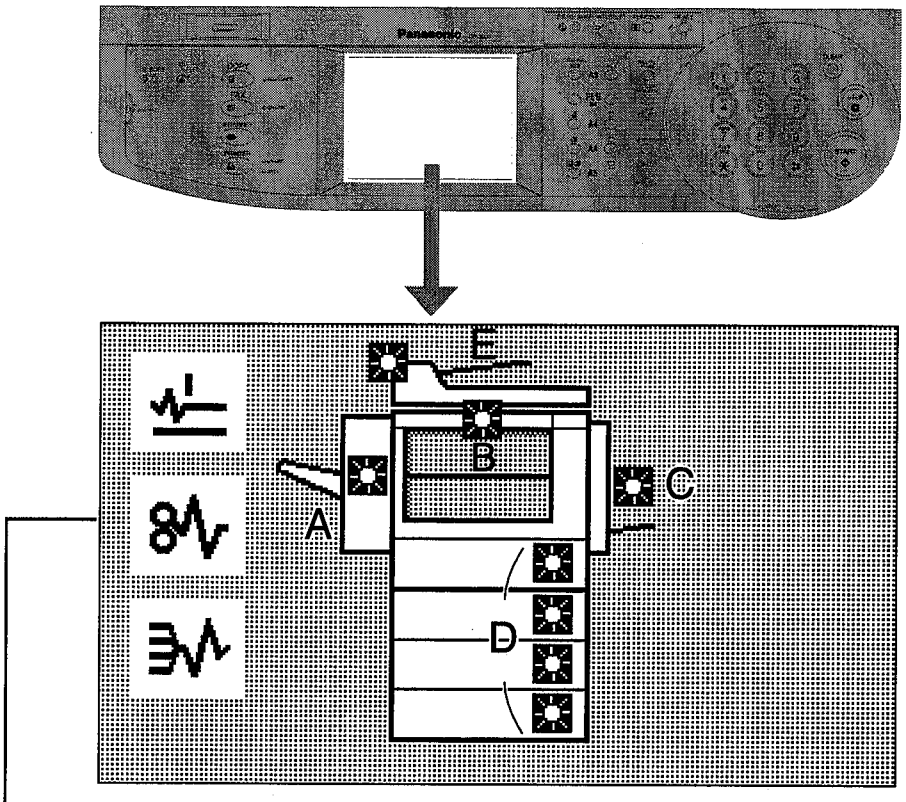
Close the Front Cover.

ATTENTION

- Do not reuse the toner from the Waste Toner Box.

Removing a paper misfeed

■ **If a paper misfeed should occur, the misfeed indicator and misfeed position(s) will be shown on the touch panel display.**

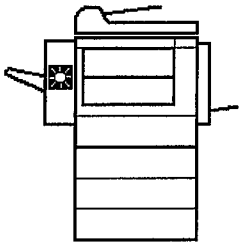


Paper Misfeed Positions

	Finisher	A: Finisher (See page 59)
	Copier or Paper feed unit	B: Paper transport area (See page 60) C: Paper entry area (See page 61) D: Paper feed unit (See page 63)
	ADF/i-ADF	E: ADF/i-ADF (See page 64)

NOTE

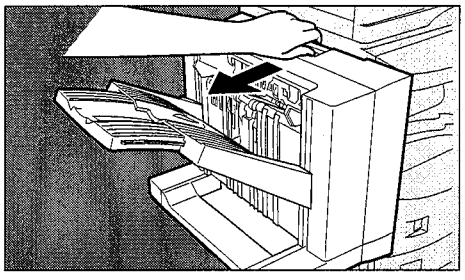
- Make sure that the Misfeed Indicator goes off after removing a paper misfeed. The Misfeed Indicator will not go off if the paper is still jammed in the copier. Check again and remove all misfed paper.



■ Finisher

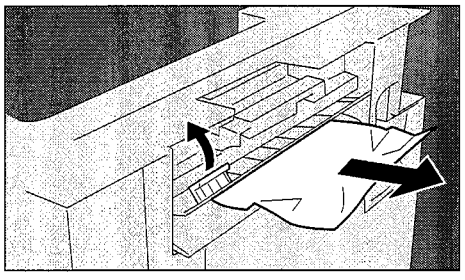
- Make sure that the Misfeed Indicator goes off after removing all misfed paper.

1



Pull out the Finisher.

2



Lift up the lever and clear the paper jam.

3

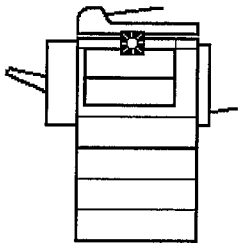
Return the Finisher to original position.

ATTENTION

- Make sure that the Misfeed Indicator goes off after removing all misfed paper.

Printer cannot print

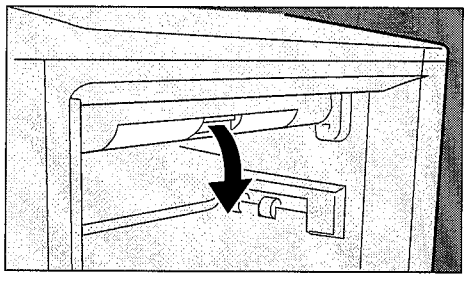
Removing a paper misfeed



■ Paper transport area

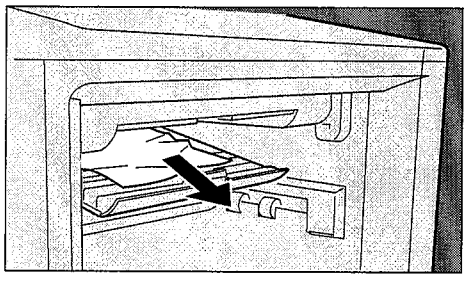
- Make sure that the Misfeed Indicator goes off after removing all misfed paper.

1



Push the latch to open the cover.

2



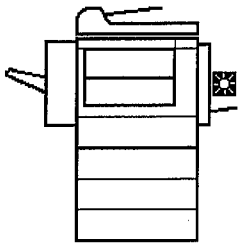
Remove misfed paper.

3

Close the cover by pushing the latch.
(Check that the latch is securely fastened.)

ATTENTION

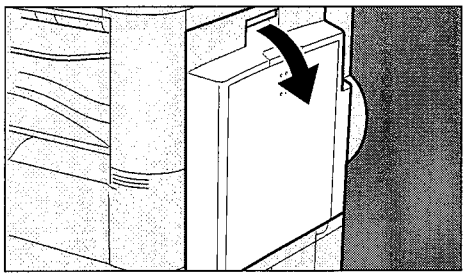
- Make sure that the Misfeed Indicator goes off after removing all misfed paper.



■ Paper entry area

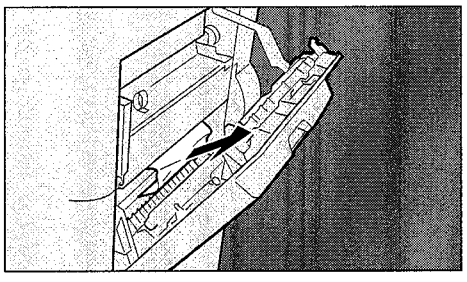
- Make sure that the Misfeed Indicator goes off after removing all misfed paper.

1



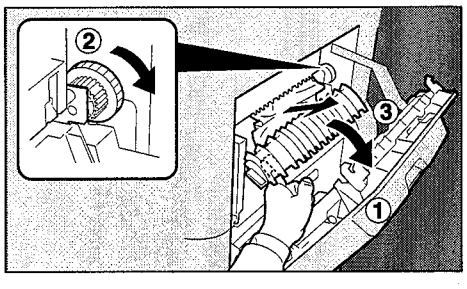
Open the Right Cover.

2



Remove misfed paper.

3

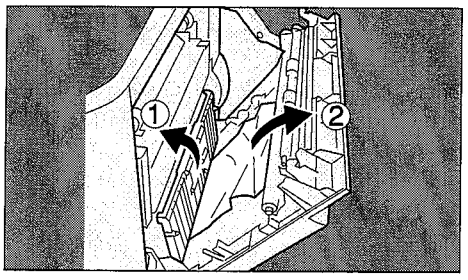


① Open the Heat Roller Cover.
② If copy paper is fed far into the copier, turn the right paper clearing knob.
③ Remove misfed paper.

(To be continued)

ATTENTION ● Make sure that the Misfeed Indicator goes off after removing all misfed paper.

4

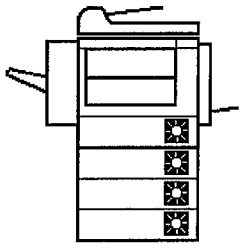


Automatic Duplex Unit (ADU)
①Open the Paper Feed Guide.
②Remove misfed paper.

5

Close the Right Cover.

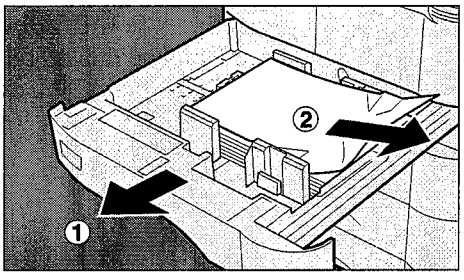
ATTENTION ● Make sure that the Misfeed Indicator goes off after removing all misfed paper.



■ System Console

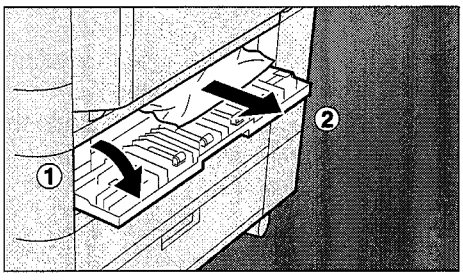
- Make sure that the Misfeed Indicator goes off after removing all misfed paper.

1



①Pull out the Paper Tray.
②Remove misfed paper.
③Return the Paper Tray to the original position.

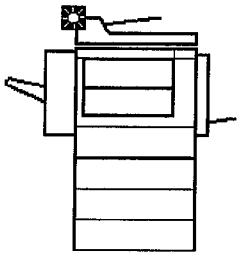
2



①Open the Feed Cover.
②Remove misfed paper.
③Close the Feed Cover.

ATTENTION ●Make sure that the Misfeed Indicator goes off after removing all misfed paper.

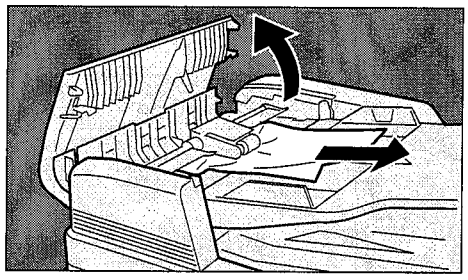
Printer cannot print



■ ADF/i-ADF

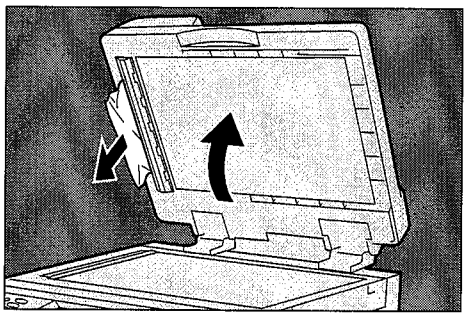
- Make sure that the Misfeed Indicator goes off after removing all misfed paper.

1



①Open the ADF Cover.
②Remove misfed paper.
③Close the ADF Cover.

2

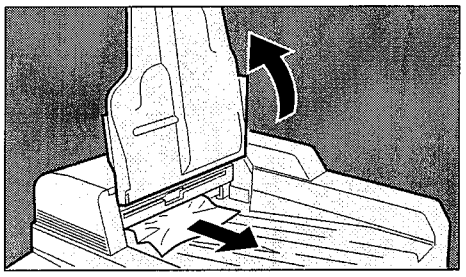


①Open the ADF
②Remove misfed paper.
③Close the ADF.
④Open and close the ADF Cover to reset the error.

ATTENTION

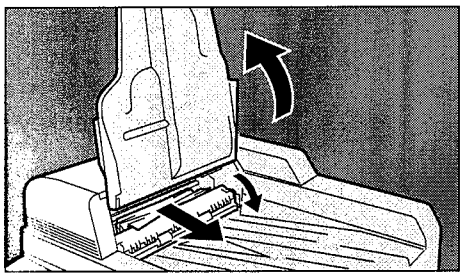
- Push the tab on the center of the ADF Cover to close it.
- Make sure that the Misfeed Indicator goes off after removing all misfed paper.

3



①Lift up the ADF Input Tray.
②Remove misfed paper.
③Close the ADF Input Tray.
④Open and close the ADF Cover to reset the error.

4



<i-ADF>
①Lift up the ADF Input Tray.
②Open exit cover.
③Remove misfed paper.
④Close exit cover.
⑤Close the ADF Input Tray.

ATTENTION

● Make sure that the Misfeed Indicator goes off after removing all misfed paper.

Troubleshooting

Before you call service

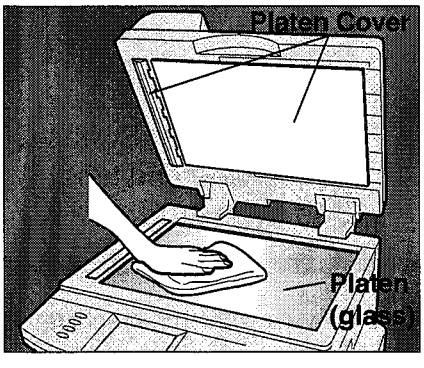
Check	Action
Unit Does Not Operate	
Does the display light?	Check if the Power Switch is turned ON and if the power plug is inserted into the outlet.
Does the Energy saver key flash (or light) and displays are turned OFF? (See page 32)	Press Energy saver key on control panel.
Do any of the U## codes and messages appear on the display? (U0, U4, U10, U12, U13....etc.,)	Perform actions in accordance with each message.
Does the Add Staples indicator and message appear on the display?	Add Staples (See page 52) Remove all jammed staples. (See page 54)
Does the Add Paper indicator and message appear on the display?	Add paper. (See page 55)
Does paper misfeed indicator and message appear on the display?	Remove misfed paper. (See page 58)
Does any of the E#-## indicator and message appear on the display?	Turn copier power switch off, then back on. If error code comes back again, call service.

Check	Action
Copies are light	
Does the exposure indicator say "LIGHTER"?	Touch the "DARKER" key or touch the "AUTO" key to choose the auto mode. (See page 13)
Does the Add Toner indicator and message appear on displays? ( )	Replace the toner cartridge. (See page 56)
Copies are marked	
Is the copier Platen Glass or Platen Cover dirty?	Clean the Platen Glass or Cover. (See below)
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.

Cleaning

■ As a rule, clean once a week.

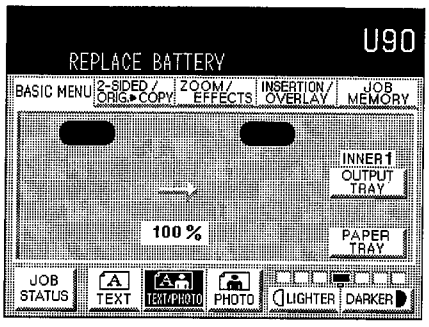


Platen Glass/Platen Cover
① Gently wipe marks off with a cloth and neutral detergent.
② Gently wipe again with a dry cloth.

Replacing the Battery

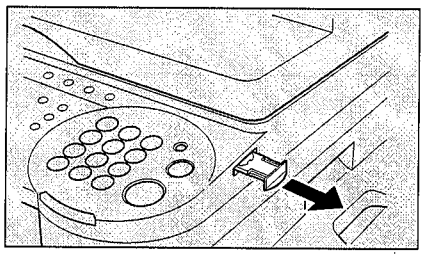
The copier has an internal battery (Product No.: CR2032) which maintains the date setting in the event of a power outage.

■ Battery Replacement Required Message



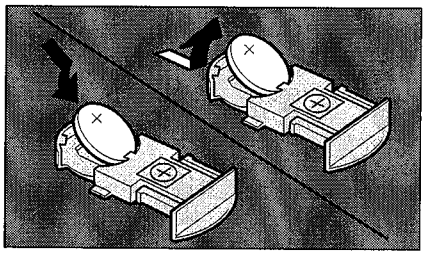
■ Battery Replacement Procedure

1



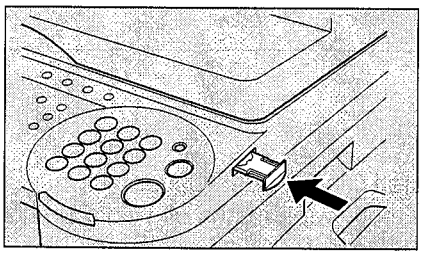
Turn the Power Switch OFF.
Pull out the Battery Holder.

2



Replace the Battery.

3



Reinstall the Battery Holder.

4

Turn the Power Switch ON.
Set the date and time.
(See page 40)

ATTENTION ● The service life of the battery is approximately 1 year when the machine is turned "Off".

⚠ 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.

Specifications

■ DP-2500/3000 (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 Single component 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 (68°F/20°C): DP-2500 Approx. 45 seconds (68°F/20°C): DP-3000
First Copy Time:	4.5 seconds (A4 ▯, from 1st tray)
Multi-Copy Speed:	25 A4 size copies per minute: DP-2500 30 A4 size copies per minute: DP-3000
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) Feeder unit (option)
Paper Weight:	Paper drawer/tray: 60 – 90 g/m² (Bypass: 55 – 130 g/m²)
Quantity Selector:	Max. 999 sheets (output tray capacity is 250 sheets)
Electrical Requirements:	AC 180-264V, 47-63Hz, 6A
Energy Consumption:	Max. 1.4 kW, 2.9 Wh in Sleep Mode
Dimensions:	597 (W) × 600 (D) × 701 (H) mm
Weight:	55 kg: DP-2500 61 kg: DP-3000
Operating Environment:	Temperature: 50°F (10°C) - 95°F (35°C) Relative Humidity: 45% - 85% (However, the humidity should be 70% or less at a temperature of 95°F (35°C), and the temperature should be 86°F (30°C) or less at a humidity level of 85%.)

● Specifications are subject to change without notice.

Specifications

■ ADF (DA-AS200), i-ADF (DA-AR250)

	DA-AS200	DA-AR250
Tray Capacity:	A4, A5: 50 sheets (64 g/m²) A3, B4·FLS: 30 sheets (64 g/m²)	
Paper Size:	A5, A4, B4·FLS, A3	
Paper Weight:	50 – 110 g/m²	
Electrical Requirements:	Supplied from copier	
Dimensions:	552 (W) × 520 (D) × 135 (H) mm	
Weight:	8.3 kg	9.3 kg

■ 1-Bin Finisher (DA-FS200)

Paper Size:	A5, A4, B4·FLS, A3
Paper Weight:	60 – 90 g/m²
Stacking Capacity:	A4: 1000 sheets, B4·FLS: 700 sheets, A3: 500 sheets
Staple Sort and Shift Sorting Stacks:	A4: 30 sheets × 30, B4: 20 sheets × 30, A3: 15 sheets × 30 (Except A5R)
Electrical Requirements:	Supplied from copier
Dimensions:	442 (W) × 575 (D) × 408 (H) mm
Weight:	12 kg

■ 3rd/4th Paper Feed Module (DA-DS200/205/210/215)

	DA-DS200/205	DA-DS210/215
Paper Size:	A5, A4, B4·FLS, A3	
Paper Weight:	60 – 90 g/m²	
Electrical Requirements:	Supplied from copier	
Dimensions:	550 (W) × 174 (D) × 585 (H) mm	550 (W) × 155 (D) × 585 (H) mm
Weight:	8.5 kg	9.5 kg

● Specifications are subject to change without notice.

System Information

■ The DP-2500/3000 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.

Part name	Part No.	Remarks
Inverting Automatic Document Feeder	DA-AR250	Also referred as i-ADF
Automatic Document Feeder	DA-AS200	Also referred as ADF
Stand for 1-Paper Tray Configuration	DA-DA200	Available for some countries
Stand for 2-Paper Trays Configuration	DA-DA210	Available for some countries
Stand for 3-Paper Trays Configuration	DA-DA220	Available for some countries
Stand for 4-Paper Trays Configuration	DA-DA230	Available for some countries
2nd/4th Paper Feed Module	DA-DS200/205	DA-DS200: For DP-2500 only DA-DS205: For DP-2500 and DP-3000
3rd Paper Feed Module	DA-DS210/215	DA-DS210: For DP-2500 only DA-DS215: For DP-2500 and DP-3000
Dual-Path Exit Guide Unit	DA-FK200	(Standard on DP-3000)
Paper Transport Unit	DA-FK210	(Standard on DP-3000)
1-Bin Finisher	DA-FS200/205	
1-Bin Finisher Installation Kit	DA-FS200S	Installation Kit for DA-FS200
Key Counter Cable Kit	DA-KH200	
Automatic Duplex Unit (ADU)	DA-MD200	(The ADU is standard on DP-3000) The ADU comes with a 16 MB Image Memory Module and is not upgradeable.
Image Memory (8 MB)	DA-SM08B	For electronic sorting
Image Memory (16 MB)	DA-SM16B	For electronic sorting
Image Memory (128 MB)	DA-SM28B	For electronic sorting
Platen Cover	DA-UC200	
Exit Tray (Inner)	DA-XN200	
Exit Tray (Outer)	DA-XT200	
Toner Cartridge	DQ-TU18B	
Staple Cartridge	DQ-SS200	Staple Cartridge refills (3) for DA-FS200

■ For Fax

Part name	Part No.	Remarks
Fax Communication Kit	DA-FG230	G3 Fax/Tel communication
2nd G3 Fax Communication Port Kit	DA-FG231	Additional G3 Fax/Tel communication
10/100 Ethernet Interface/ Internet Fax Kit	DA-NE200	Internet Fax communication (Requires the Fax Communication Kit)
Handset Kit	UE-403172	Telephone Handset Kit (Available for some countries)
Handset Mounting Kit	UE-408004	Required if 1-Bin Finisher (DA-FS200) is installed
Expansion Flash Memory Card	UE-410047 UE-410048	4 MB Flash Memory Card 8 MB Flash Memory Card
Verification Stamp	DZHT000004	X-Stamp

■ For Printer

Part name	Part No.	Remarks
Parallel Port Interface Kit	DA-PC200	TWAIN Scanner/GDI Printer Unit (Standard on DP-3000)
PCL6 Emulation Kit	DA-PC210	Printer controller for PCL6*
10/100 Ethernet Interface/ Internet Fax Kit	DA-NE200	Network Interface Board

NOTE

* PCL6 is the Page Description Language of the H.P. Company.

For Service Call: _____

Matsushita Electric Industrial Co., Ltd.
Osaka 542-8588, Japan

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