

Digital Copier

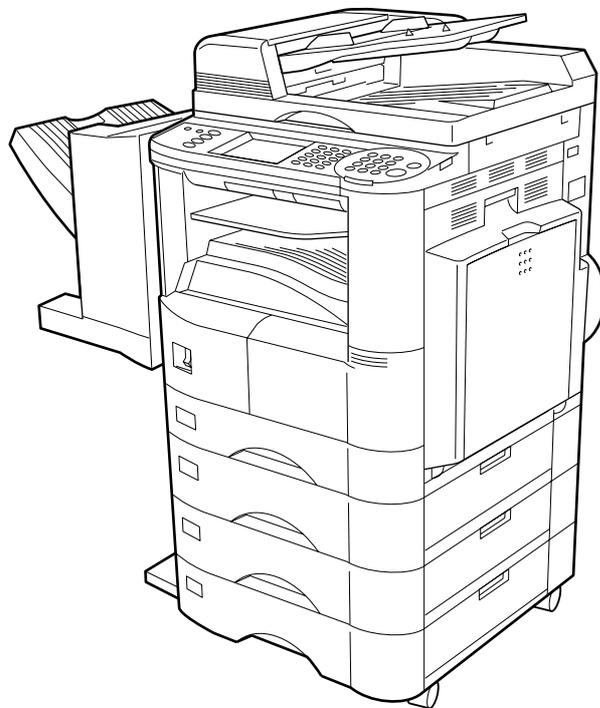
Operating Instructions (For Copier)

DP-2500/3000

Options

DA-AR250/AS200/DS200/DS205/DS210/DS215/FG230/FG231/FK200/FK210/FS200/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.

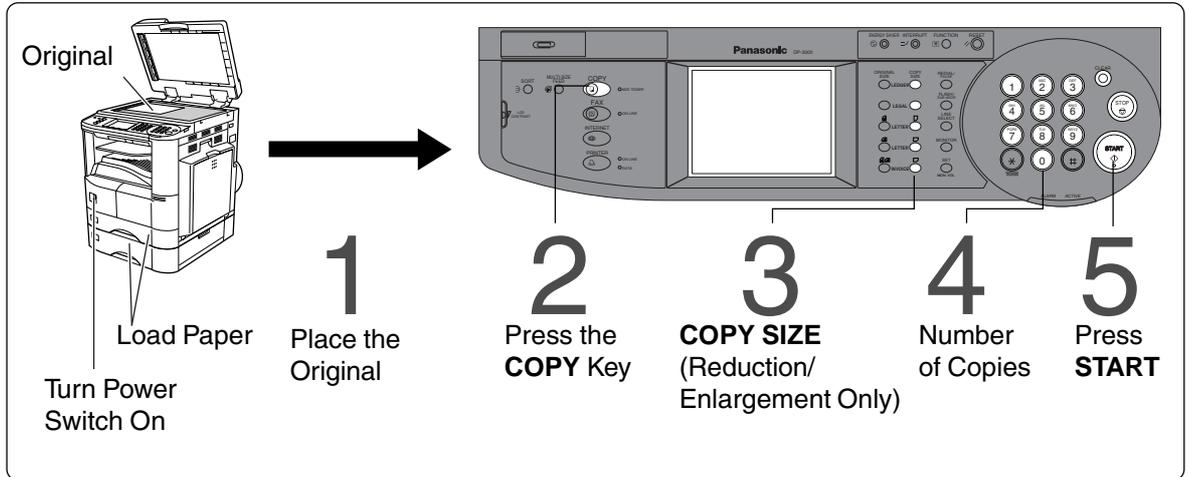
Digital copier with options
(See P.48)

English

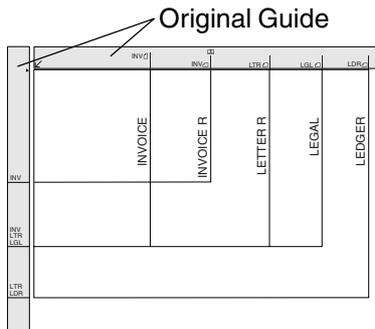
Operation Chart

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

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

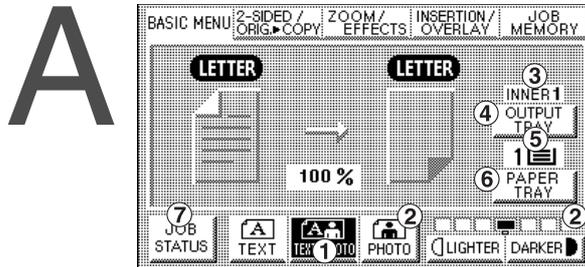
When the memory becomes full during original scanning, the message "OUT OF MEMORY" will be displayed on the LCD. In this case, follow the operating instruction on the LCD. When additional memory is required, consult with an authorized servicing dealer.

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.

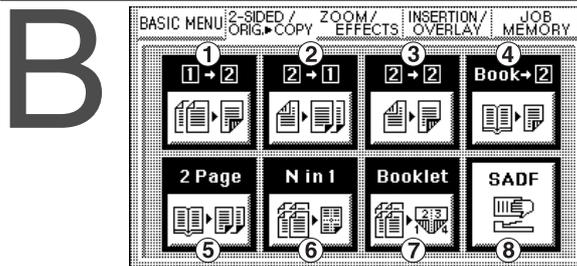
Touch Panel Display

■ Function Categories



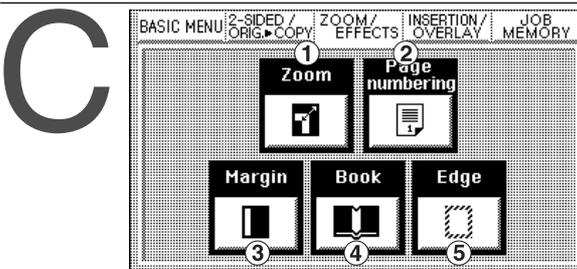
Basic Menu (See page 13)

- ① Text, Text/Photo, Photo Mode Key
- ② Exposure Control Keys
- ③ Output Tray Indication
- ④ Output Tray Select Key
- ⑤ Paper Tray Indication
- ⑥ Paper Tray Selection Key
- ⑦ JOB STATUS Key



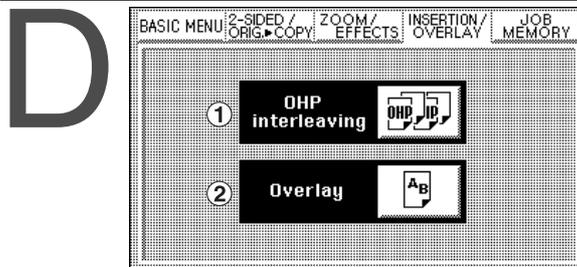
2-Sided/Original Copy (See page 16)

- ① 1 → 2 Copy Key
- ② 2 → 1 Copy Key
- ③ 2 → 2 Copy key
- ④ Book → 2 Copy Key
- ⑤ 2 Page Copy Key
- ⑥ N in 1 Copy Key
- ⑦ Booklet Copy key
- ⑧ SADF Key



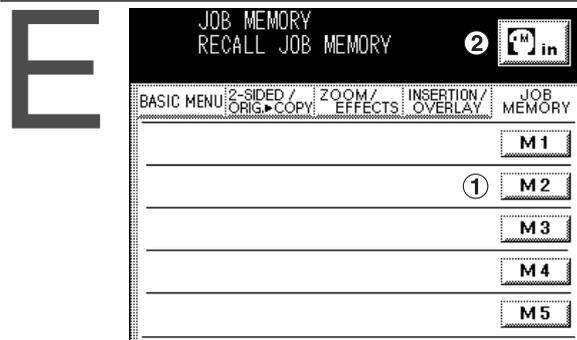
Zoom/Effects (See page 23)

- ① Zoom Key
- ② Page Numbering Mode Key
- ③ Margin Mode Key
- ④ Book Mode Key
- ⑤ Edge Mode Key



Insertion/Overlay (See page 27)

- ① OHP Interleaving Mode Key
- ② Overlay Mode Key



Job Memory (See page 31)

- ① M1, M2, M3, M4, M5 Key
- ② Memory In Key

Energy Star



The DP-2500/3000 copier complies with Tier 2 of the Environmental Protection Agency's Energy Star Program. This voluntary program specifies specific 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 authorized Panasonic copier dealer for more details.

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Precautions

For Your Safety

■ Laser Safety

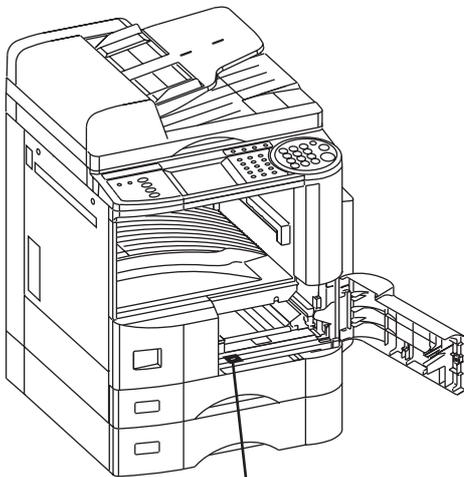
LASER SAFETY

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

CAUTION:

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

■ Caution Labels

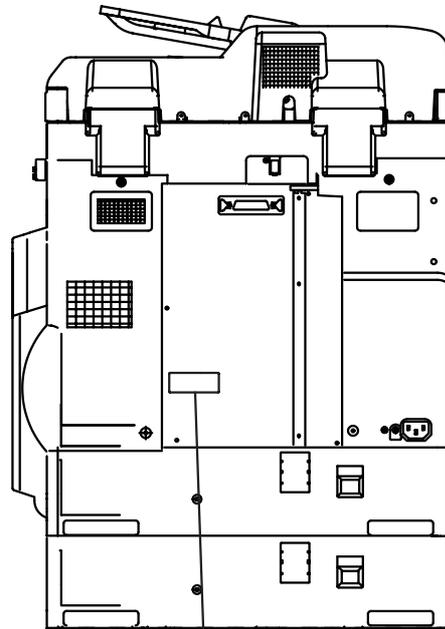


DANGER-Invisible and hazardous laser radiation when open and interlocks defeated. AVOID DIRECT EXPOSURE TO BEAM.

ATTENTION-Rayonnement laser invisible dangereux en cas d'ouverture et lorsque la sécurité est neutralisée.
EXPOSITION DANGEREUSE AU FAISCEAU.

VORSICHT-Unsichtbare Laserstrahlung, wenn Abdeckung geöffnet und Sicherheitsverriegelung überbrückt.
NICHT DEM STRAHL AUSSETZEN.

FBE8998A



Product complies with DHHS Rules 21 
CFR Subchapter J in effect at date
of manufacture.

130KONJ

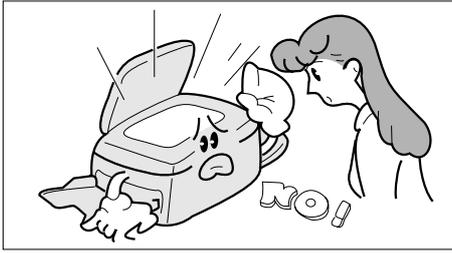
Matsushita Graphic Communication Systems, Inc.
2-3-8 Shimameguro, Meguro-Ku, Tokyo, Japan

MANUFACTURED : 2001

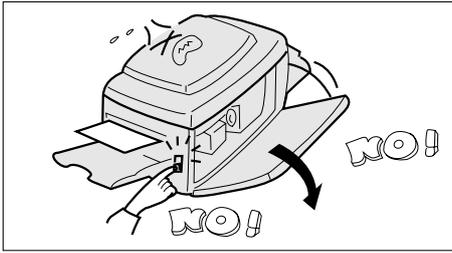
FBE8923

Precautions

Handling

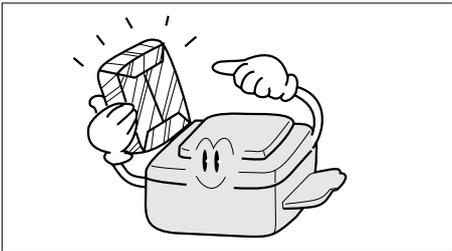


- Do not look directly at the exposure lamp when copying.



- 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



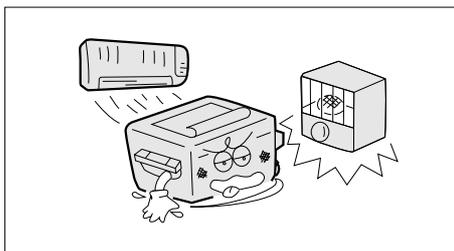
- Store toner, drum and paper in cool areas with low humidity.
- High quality paper of 16 lbs - 24 lbs (15 – 34 lbs via sheet bypass) may be used.
- For optimum performance, it is recommended that only Panasonic Brand supplies are used in the copier.

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: 50°F – 95°F (10°C – 35°C)
 - Relative humidity: 45% – 85%
 - Where temperature and humidity can change rapidly, causing condensation.
 - Direct exposure to sunlight.
 - Directly in the 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.
 - With unstable or uneven conditions (floors, etc.).

- The maximum power consumption is 1.4 kW.
 - A properly wired (grounded), dedicated, 12A, 120V AC outlet is required. Do not use an extension cord.
 - The main plug on this equipment must be used to disconnect the main power. Please ensure that the socket outlet is installed near the equipment and is easily accessible.

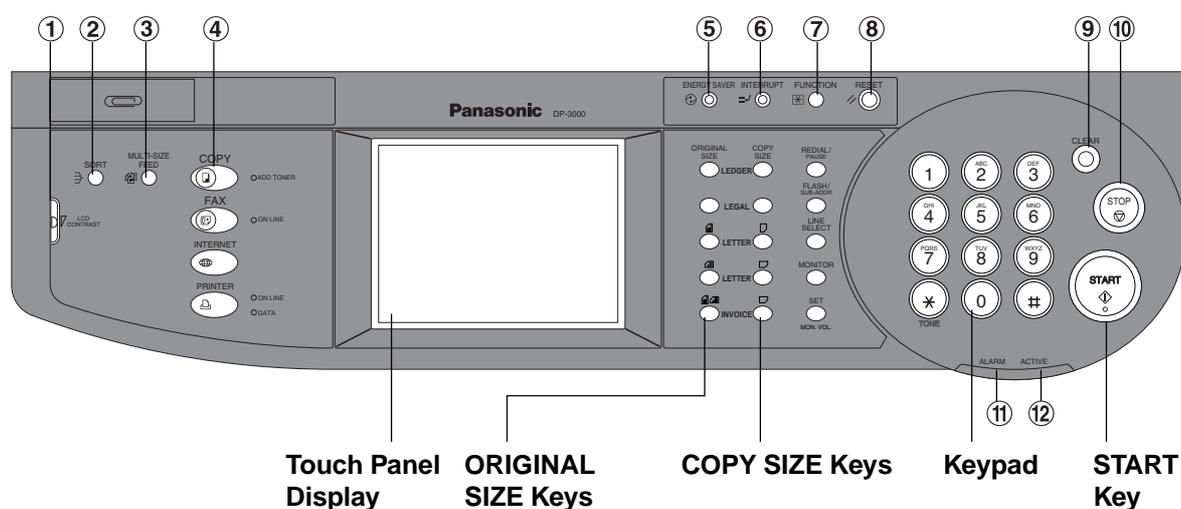
FCC WARNING For U.S.A.

FCC WARNING:

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

The user could lose the authority to operate this equipment if any unauthorized changes or modifications are made to this equipment.

Control Panel

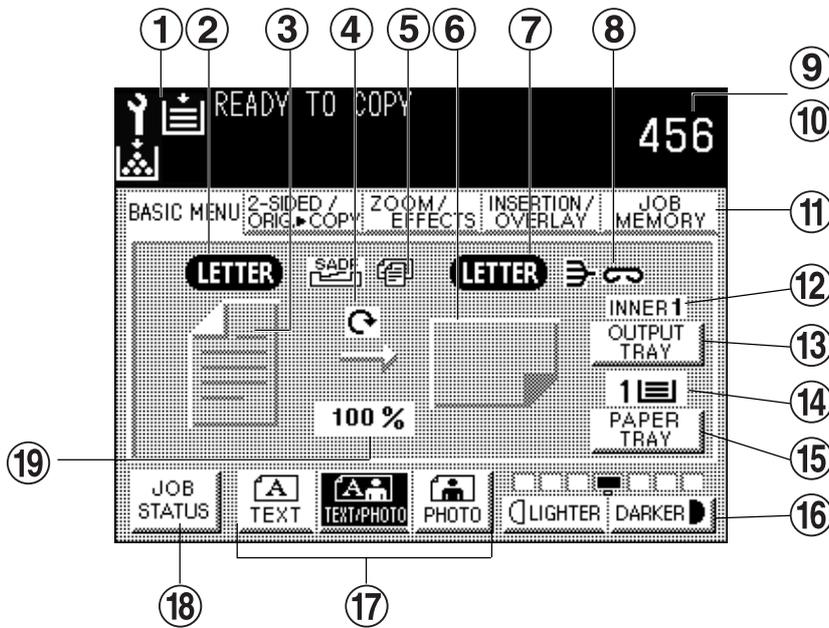
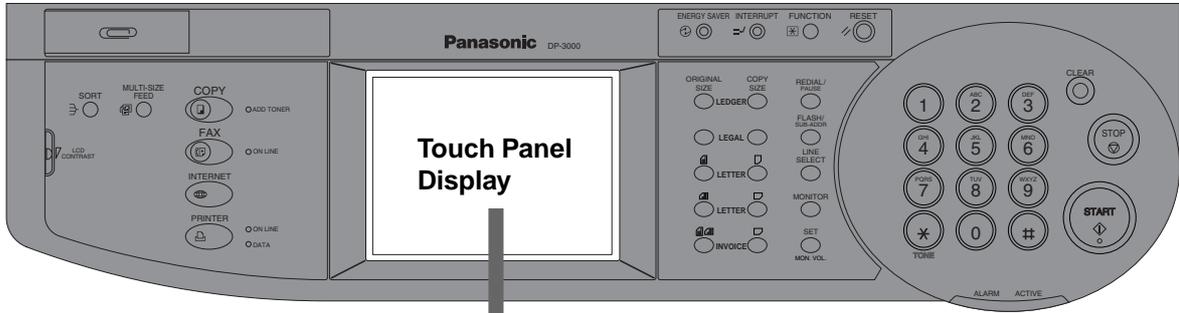


No.	Contents	Refer to
①	LCD CONTRAST Key ● Adjusts the contrast of the touch panel display.	—
②	SORT/FINISH Key ● When sorting and stapling with Finisher (Option).	Page 51
③	MULTI-SIZE FEED Key ● When Multi-sized originals are copied using ADF/i-ADF (Option).	Page 50
④	COPY Key ● Press when using the 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 only soft finger pressure to activate the Touch Panel Display. DO NOT USE SHARP OBJECTS such as pens, fingernails etc., as this may damage the panel.

Control Panel

■ Touch Panel Display Indications

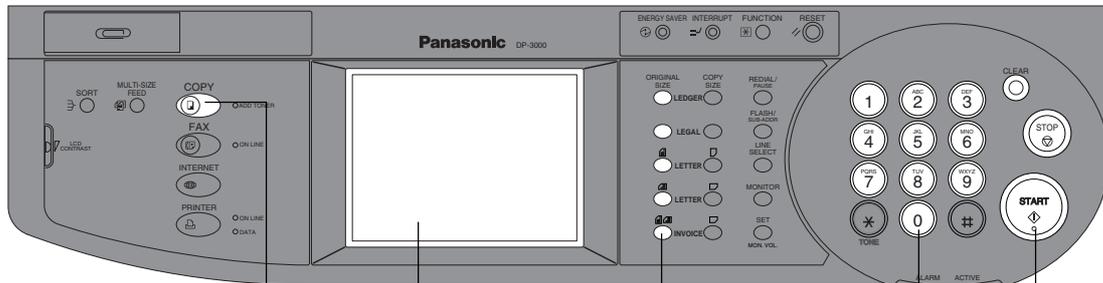
No.	Contents	Refer to
①	Warning Indications  : Add Toner  : Add Paper  : Call Service  : Replace Drum	Pages 55 - 67
②	Original Size Indication	Page 13
③	Copy Image Indication	——
④	Rotate Mode Indication	——
⑤	SADF/Multi-Size Feed Mode Indication	Pages 22 - 49
⑥	Copy Paper Indication	——
⑦	Copy Paper Size 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	Paper Tray Indication	——
⑮	Paper Tray 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

■ Copying the Same Size Originals (1:1)

Copy size is automatically selected.



1 2 Touch Panel Display ORIGINAL SIZE Keys 3 4

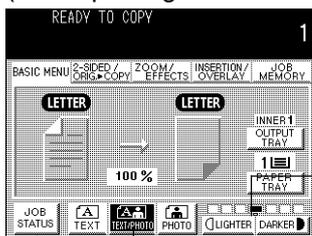
Place the Original Press the **COPY** Key

Number of Copies Up to 999

Press **START**

■ Initial Screen

(When placing Letter size originals)



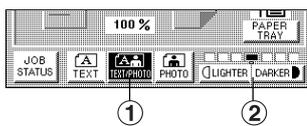
Manual Exposure Select Keys (**LIGHTER** and **DARKER**)

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

JOB STATUS Key

● Each setting selected will be indicated on the display.

■ Manually Selecting Exposure Control or Original Size

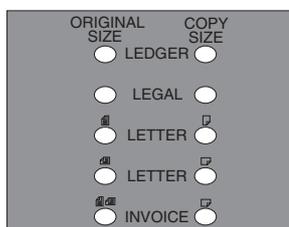


① Select the original(s)

- 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.



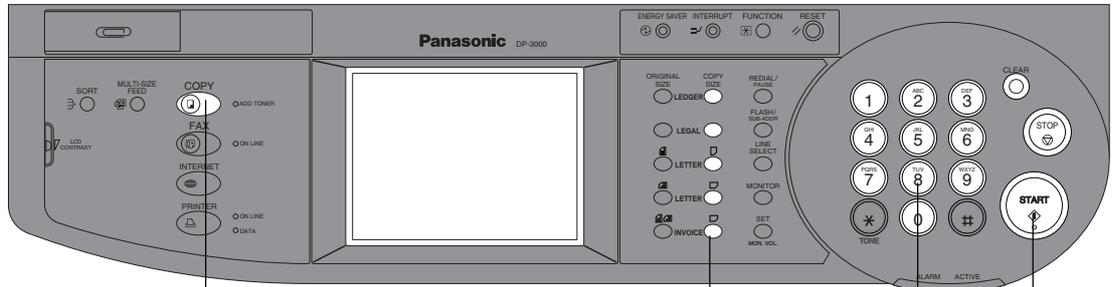
Select the **ORIGINAL SIZE**

Invoice size can be switched between Portrait and Landscape mode.

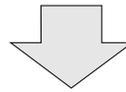
Basic Menu

Reduction or Enlargement Copying

■ Copying with Preset Ratios



- 1 Place the Original
- 2 Press the **COPY** Key
- 3 Select the **COPY SIZE**
- 4 Number of Copies
- 5 Press **START**



Example: Reduction

ORIGINAL SIZE COPY SIZE

LEDGER

→

LETTER

The correct ratio is automatically selected.

Reduction and enlargement ratios (%)

ORIGINAL SIZE	COPY SIZE			
	Ledger	Legal	Letter	Invoice
Ledger	100	77	65	50
Legal	121	100	79	61
Letter	129	100	100	65
Invoice	200	155	129	100

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

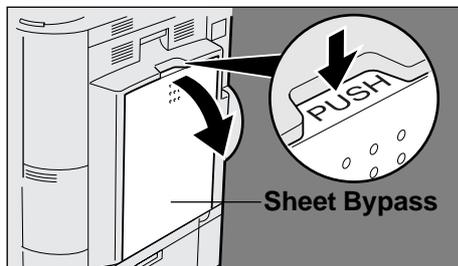
NOTE

- If the desired copy size is different from the paper size loaded in the paper tray, use sheet bypass. (See page 15)
- Press the **RESET** key to cancel the reduction or enlargement mode.

Using the Sheet Bypass

■ Copying on Special Paper, etc.

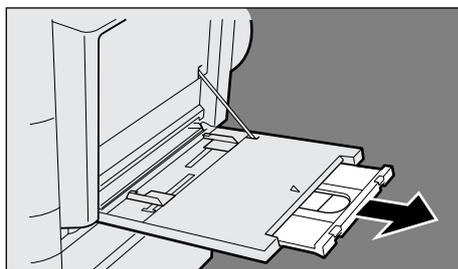
1



Place the original.

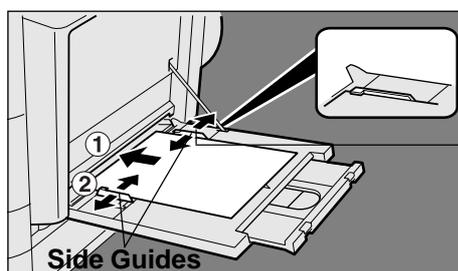
Open the sheet bypass.

2



Pull out the sheet bypass tray until it stops.
(For Ledger size only)

3



① Place approximately 50 sheets of paper into the tray.



Insert the paper until it stops.

② 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 sheet bypass to avoid misfeed.

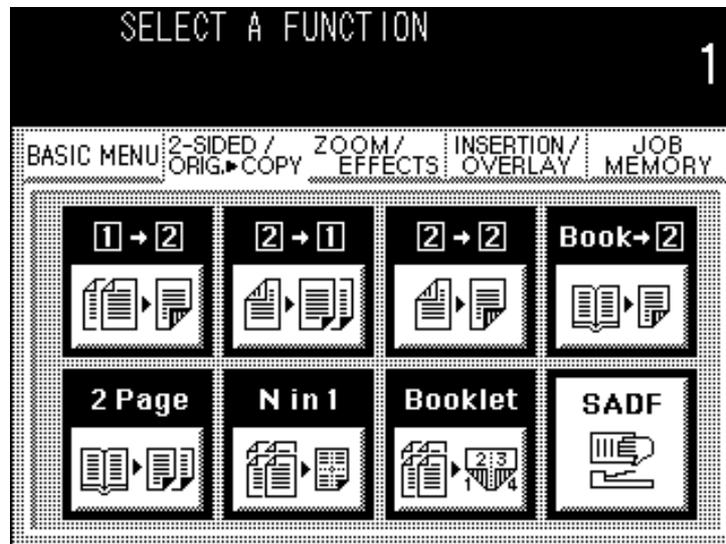
NOTE

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

2-Sided/Original ► Copy

2-Sided/Orig. ► Copy Key

■ Initial Screen



- Touch the desired key to select a function.

1 → 2	From 1-Sided originals to 2-Sided copies.	(See page 17)
2 → 1	From 2-Sided originals to 1-Sided copies.	(See page 17)
2 → 2	From 2-Sided originals to 2-Sided copies.	(See page 17)
Book → 2	From book originals to 2-Sided copies.	(See page 18)
2 Page	Copying two facing pages or a Ledger size original on two separate Letter size sheets.	(See page 19)
N in 1	From two (or four) 1-Sided originals, side by side, to 1-Sided copies.	(See page 20)
Booklet	From four or more 1-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. This mode adds a delay to allow another original to be placed on the ADF within a specific period of time.	(See page 22)

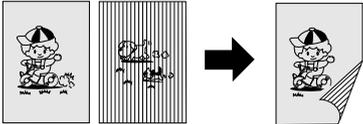
NOTE

- 2-Sided originals may be handled either manually or automatically using the i-ADF (DA-AR250).
- An ADU (Automatic Duplex Unit) is required when making a 2-Sided copy using an ADF (Automatic Document Feeder).

1 → 2/2 → 1/2 → 2 Copy

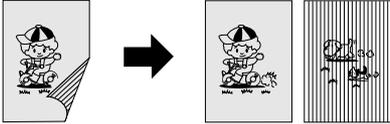
■ 1 → 2 Copy

From 1-Sided originals to 2-Sided copies.
(From Copier Platen & i-ADF/ADF/ADU)



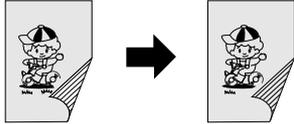
■ 2 → 1 Copy

From 2-Sided originals to 1-Sided copies.
(Using i-ADF)

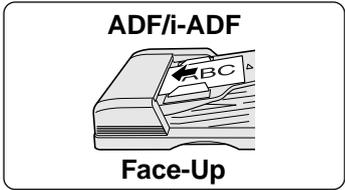


■ 2 → 2 Copy

From 2-Sided originals to 2-Sided copies.
(Using i-ADF/ADU)

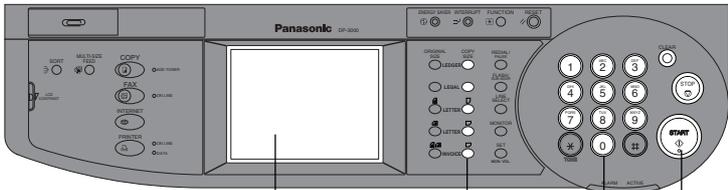


■ Procedure



1

Place the Originals



2

Touch 1 → 2,
2 → 1 or
2 → 2

(3)

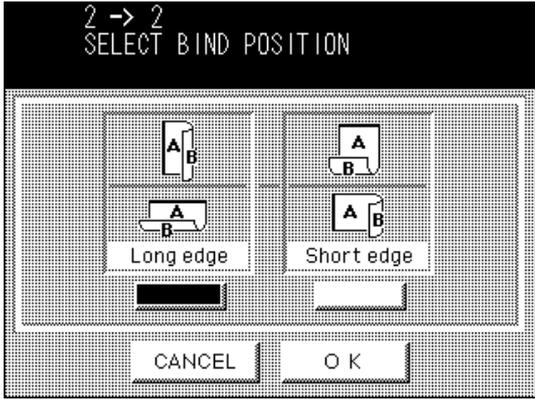
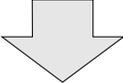
COPY SIZE
(Reduction/
Enlargement
Only)

4

Number of
Copies

5

Press
START



(Example: 2 → 2 Copy)

NOTE

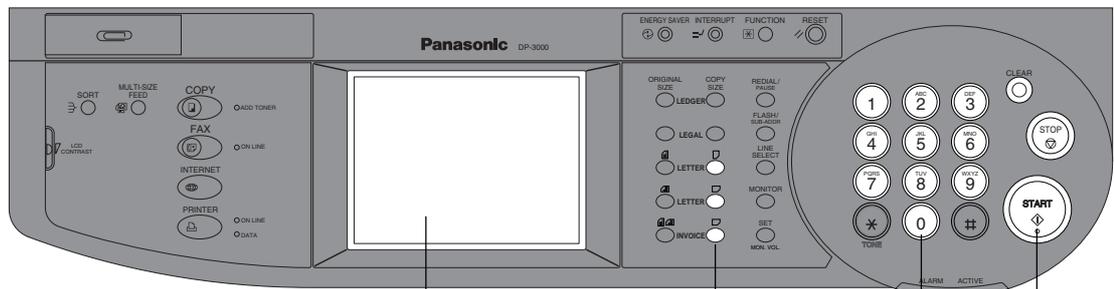
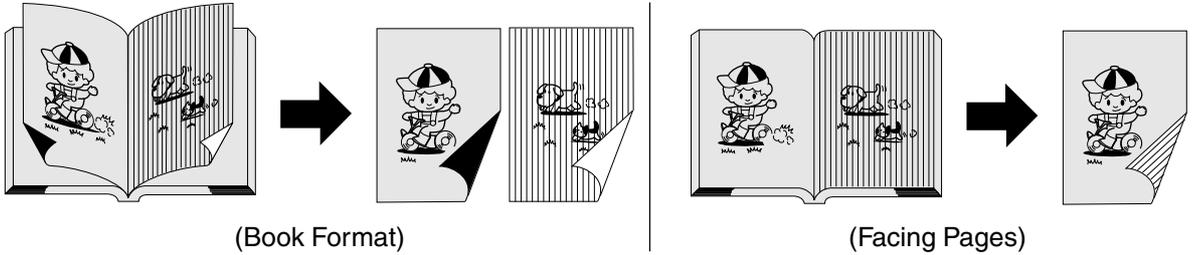
● To reset each mode menu, touch the **CANCEL** key on the touch panel.

2-Sided/Original ▶ Copy

Book → 2 Copy

■ Book → 2 Copy

From book originals to 2-Sided copies.
Ledger size originals only. (Using ADU)



1

Place the Original on the Platen

2

Select **Book → 2** Mode and Copy Format

(3)

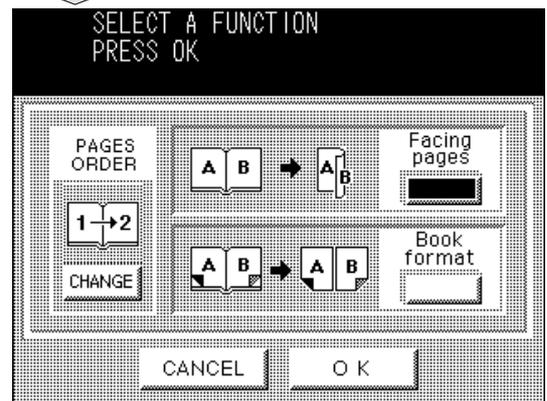
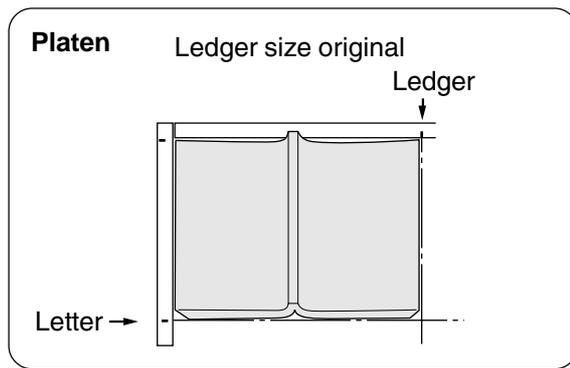
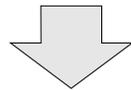
COPY SIZE (Reduction/Enlargement Only*)

4

Number of Copies

5

Press **START**



NOTE

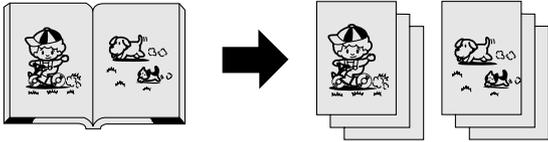
● To reset each mode menu, touch the **CANCEL** key on the touch panel.

* Ledger and Legal copy sizes cannot be selected.

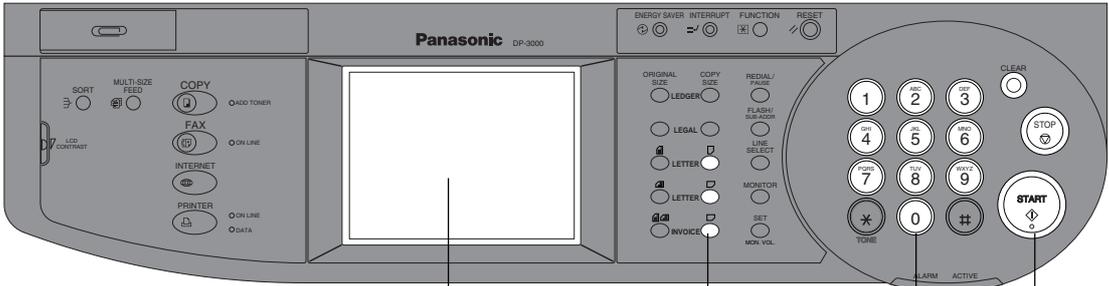
2 Page Copy

■ 2 Page Copy

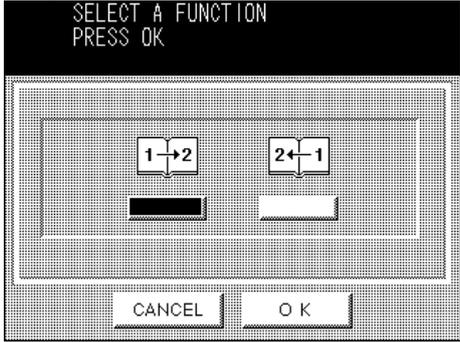
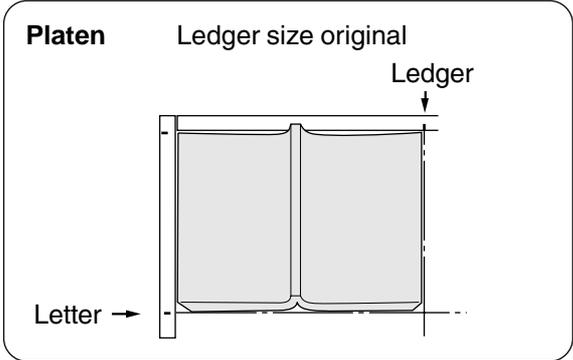
Copying two facing pages or a Ledger size original on two separate Letter size sheets.



■ Procedure



- 1 Place the Originals
- 2 Touch 2 Page Mode
- (3) COPY SIZE (Reduction/Enlargement Only*)
- 4 Number of Copies
- 5 Press START



NOTE

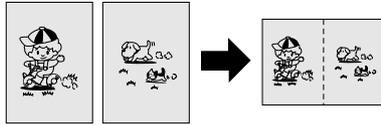
- To reset each mode menu, touch the **CANCEL** key on the touch panel.
- * Ledger and Legal copy sizes cannot be selected.

2-Sided/Original ▶ Copy

N in 1 Copy

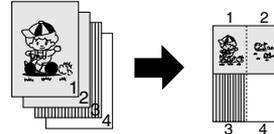
■ 2 in 1 Copy

From two 1-Sided originals, side by side, to 1-Sided copies.

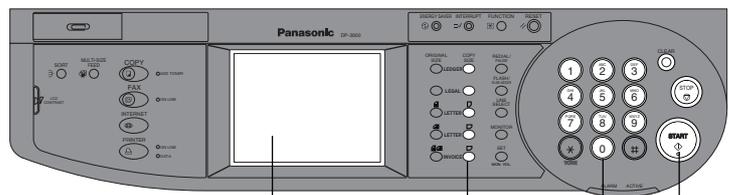
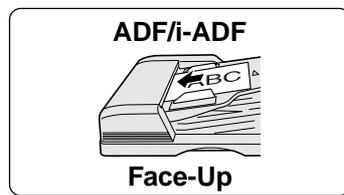


■ 4 in 1 Copy

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



■ Procedure



1

Place the Originals

2

Touch **N in 1** Mode and Make Selection

(3)

COPY SIZE
(Reduction/
Enlargement
Only)

4

Number of Copies

5

Press **START**



Copy is automatically reduced.

- 2 in 1: 65%, 4 in 1: 50%
(ex. Letter to Letter size)

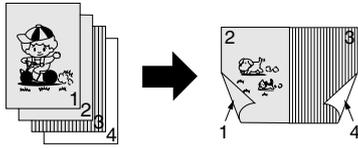
NOTE

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

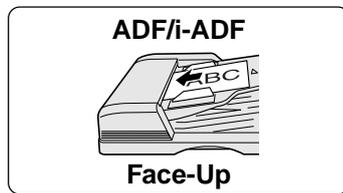
Booklet Copy

■ Booklet Copy

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

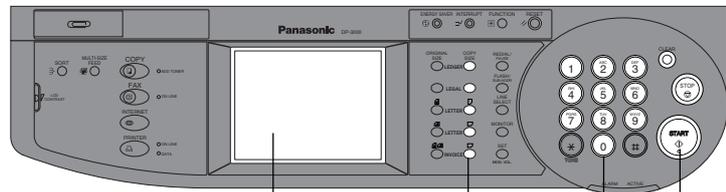


■ Procedure



1

Place the
Originals



2

Touch **Booklet**
Mode

(3)

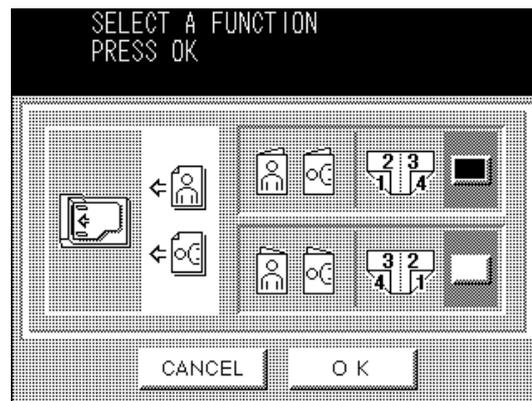
COPY SIZE
(Reduction/
Enlargement
Only)

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 Letter  and Invoice  originals only.
- To reset each mode menu, touch the **CANCEL** key on the touch panel.

2-Sided/Original ▶ Copy

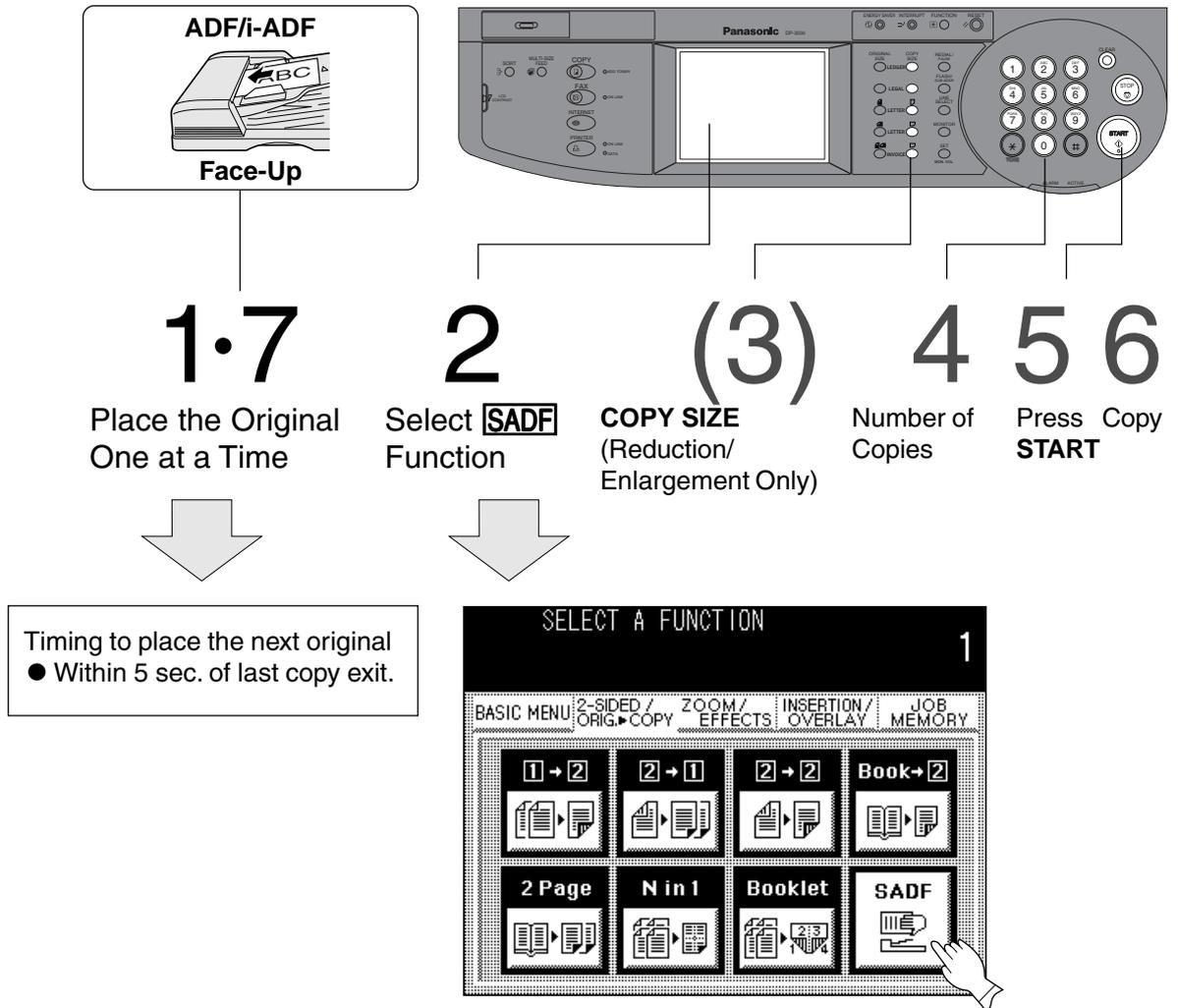
SADF Mode

■ SADF (Single Sheet 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



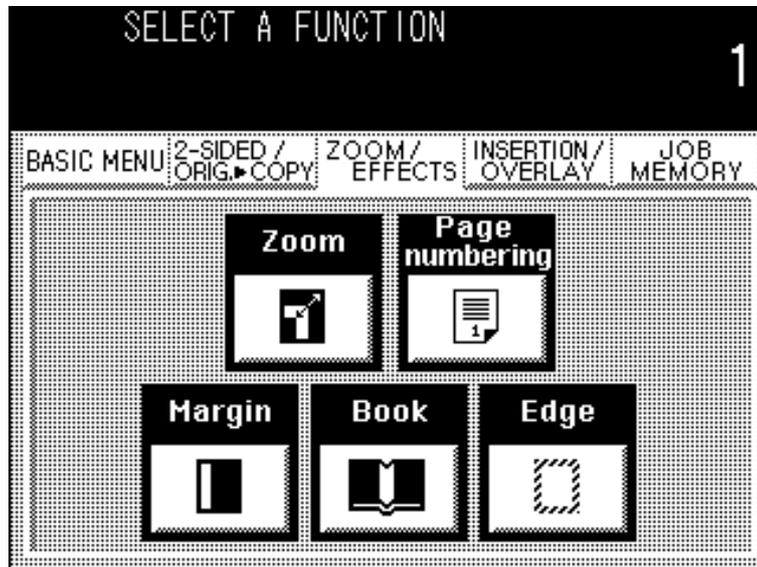
NOTE

- SADF function cannot be combined with **2 → 1** and **2 → 2**.

Zoom/Effects

Zoom/Effects Key

■ Initial Screen



- Touch the desired key to select a 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

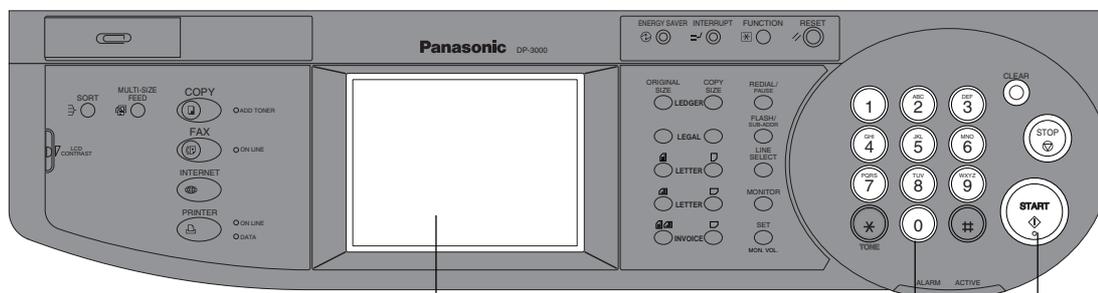
- For combining Zoom/Edit functions and other functions, see page 35.
- To reset Zoom/Effects mode, press the **RESET** key.

Zoom/Effects

Zoom Copying

■ Zoom

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



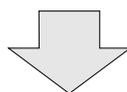
1
Place the
Original

2
Select **ZOOM/
EFFECT** Mode

3
Select **ZOOM
RATIO**

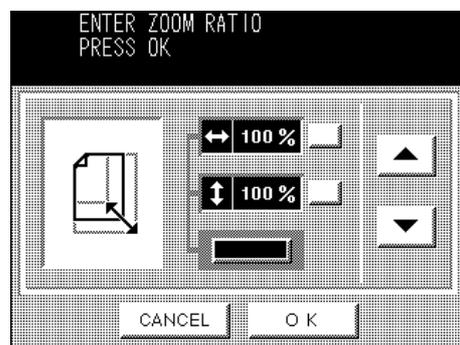
4
Number
of Copies

5
Press
START



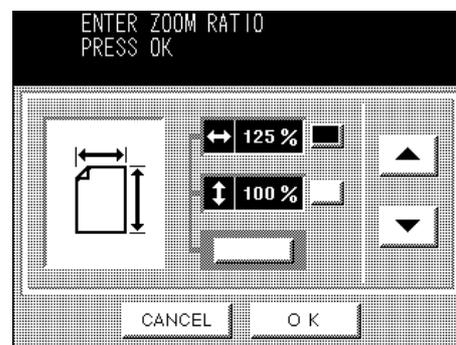
<To set the width and length Zoom Ratio individually>

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 the paper size after setting the zoom ratio, please use the **PAPER TRAY** key. If you use the **COPY SIZE** key, the zoom ratio will be changed.

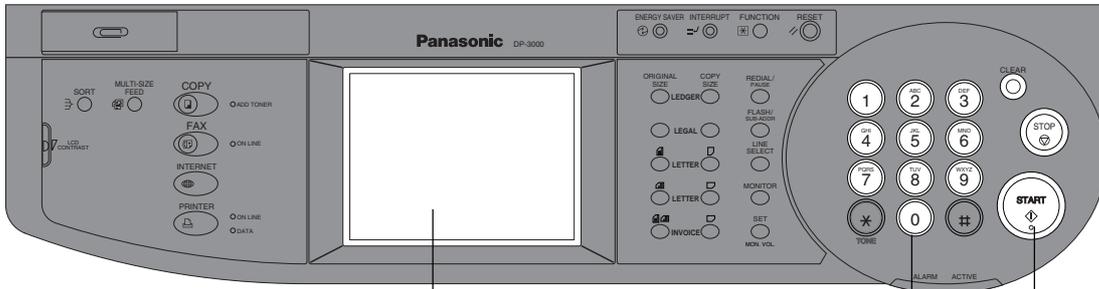
NOTE

- 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

Place the Original (ADF/iADF)

2

Select **ZOOM/ EFFECT** Mode

3

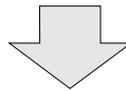
Select **Page Numbering**

4

Number of Copies

5

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 the **OK** key.

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

NOTE

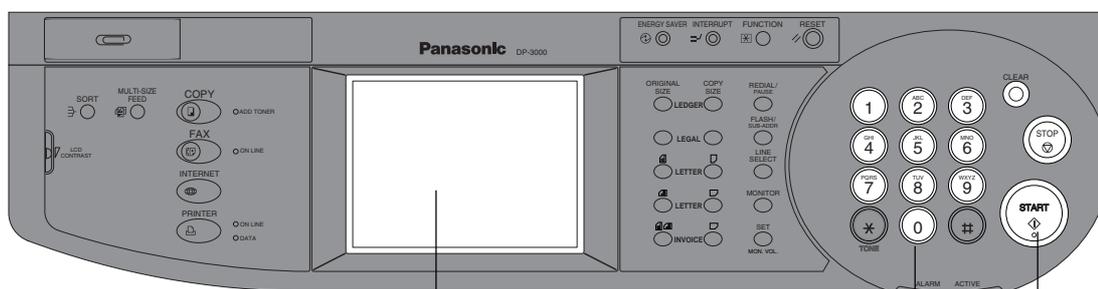
* The page numbering format can be changed in function mode. (See page 37)
The “n/m” numbering style will be printed when the **SORT/FINISH** key has been used to select a sorting mode.

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

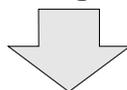
Zoom/Effects

Margin/Book/Edge

■ Procedure



- 1 Place the Original
- 2 Select **ZOOM/EFFECT** Mode
- 3 Select **Edge Margin** or **Book**
- 4 Number of Copies
- 5 Press **START**



Margin

Book

Edge

- 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 the **OK** key.

* Initial setting (Factory setting): 10 mm

- ① Adjust each void width by using the ▲·▼ keys.
- ② Touch the **OK** key.

* Initial setting (Factory setting): 20 mm

- 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 the **OK** key.

* Initial setting (Factory setting): 5 mm

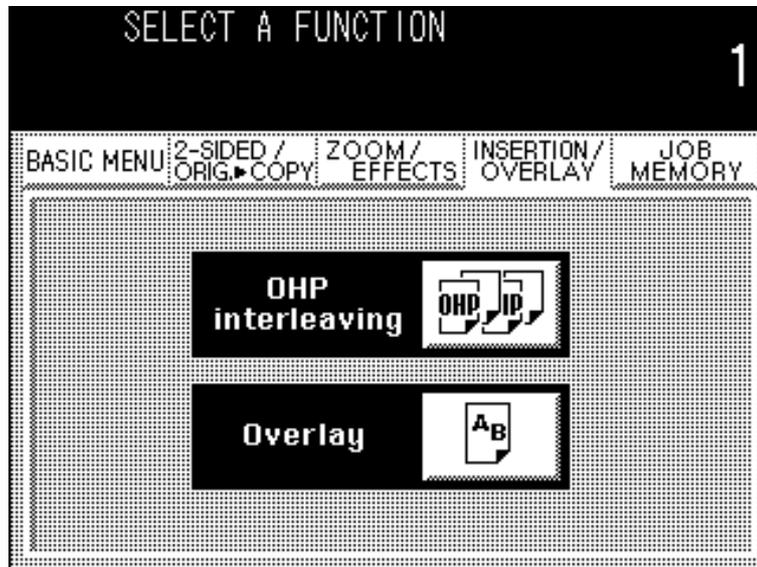
NOTE

- * 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 a 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)

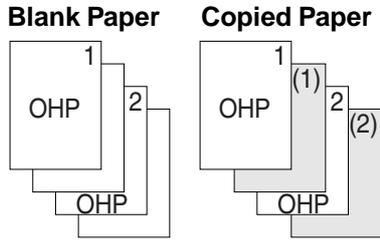
NOTE

- The i-ADF/ADF is required for OHP Interleaving function.
- To reset **INSERTION/OVERLAY**, press the **RESET** key.

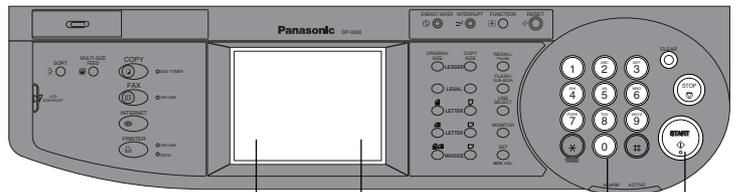
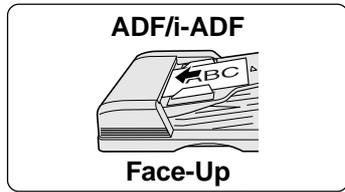
Insertion/Overlay

OHP Interleaving

- OHP Interleaving**
 Inserts paper between OHP film.



■ Procedure



- 1 Place the OHP (Sheet Bypass)
- 2 Place the Originals
- 3 Select **OHP Interleaving Mode**
- 4 Select **PAPER TRAY**
- 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

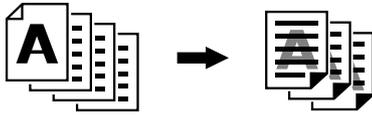
- To reset each mode menu, touch the **CANCEL** key on the touch panel.

Overlay

■ Overlay

Copy 2 images onto the same sheet.

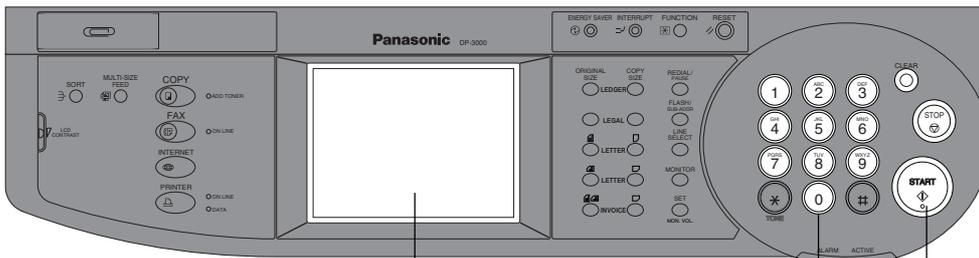
1st-page



File



■ Procedure



1

Place the Original

2 3·4

Select **INSERTION/ OVERLAY** Mode
Select **Overlay** Mode

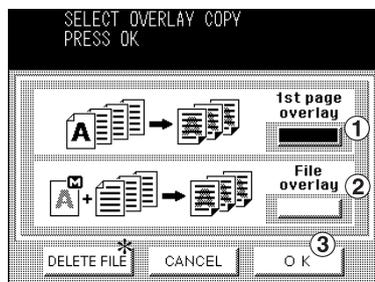
5

Number of Copies

6

Press **START**
(Continued on the next page.)

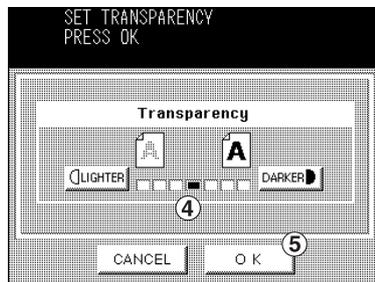
3



- ① Select when using single page.
- ② Select when using the file in memory.
- ③ Touch the **OK** key.

* Touch the **DELETE FILE** key to clear the stored file from memory.

4

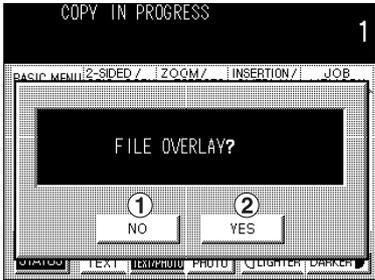


- ④ Adjust the density (transparency) of the page being produced using the **LIGHTER** and **DARKER** keys.
- ⑤ Touch the **OK** key.

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

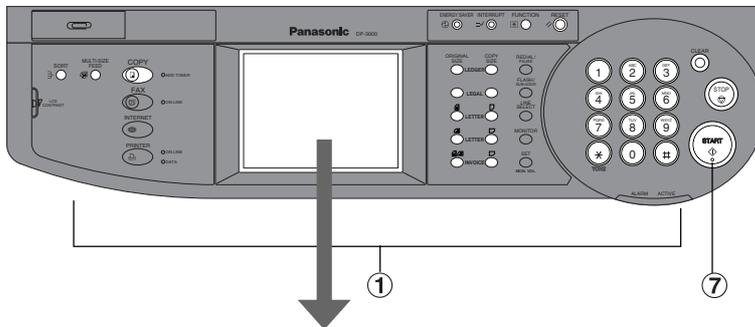
- Do not turn Off the power switch if the file has been stored, otherwise the file will be erased.

NOTE

- Only Letter   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 in memory

- ① Set up the copy job to be stored in memory, by first selecting each function you wish the copier to perform.
- ② Touch the **JOB MEMORY** key
- ③ Touch the **Memory in** key. ()
- ④ Touch the **M1**, **M2**, **M3**, **M4** or **M5** key.

To recall a job stored in memory

- 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.

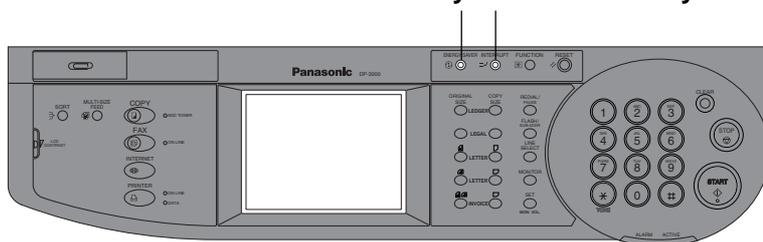
NOTE

- **JOB MEMORY** mode will not be deleted even if the power switch is turned off.
- When storing a new job into a programmed memory location, the previously stored job will be overwritten and erased.

Other Features

Energy Saver/Interrupt

ENERGY SAVER Key INTERRUPT Key



ENERGY SAVER



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

Energy Saver Mode

- ① To enter this mode
Press the **ENERGY SAVER** key or the copier will automatically enter the Energy Saver Mode after 15 minutes from the last copy. The indicator will flash.
- ② To cancel this mode and make copies
Press the **ENERGY SAVER** key again.

Sleep Mode*

- ① Automatically enters the Sleep Mode 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 using the platen glass.
 - 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 Sleep time (60 minutes) can be changed by the key operator. (See page 39)

Modes	Power Consumption	Warm Up Time
Normal Operation	Approximately 149 Wh	N/A
Energy Saver Mode	Approximately 49 Wh	30 sec. recovery
Sleep Mode	Approximately 1.8 Wh (DP-2500) Approximately 1.9 Wh (DP-3000)	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)

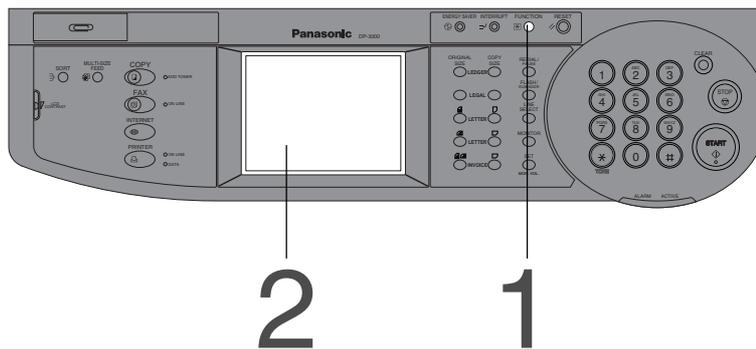
Manual Skyshot Mode/Digital Skyshot Mode

- **When coping from the Platen With the Platen Cover or ADF/iADF Open. Two types of Skyshot Modes can be selected.**

Manual Skyshot Mode: Making copies from small originals without dark areas around the image.

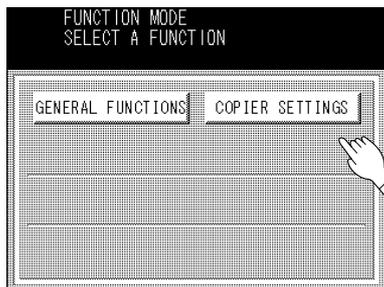
DIGITAL SKYSHOT : Making copies by detecting the skyshot area.

- **Setting the Digital 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.

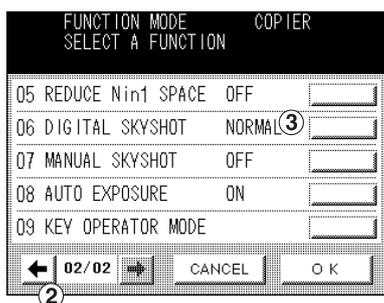
- ④ Select the desired function and touch **OK** key.

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

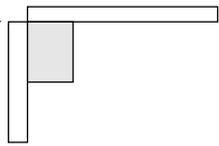
- An incorrect exposure may occur when there is a black line at the edge of the original or an image which the copier interprets as a black pattern in the skyshot mode.
- An incorrect position detection of the original may occur when a strong light shines onto the glass during skyshot mode.

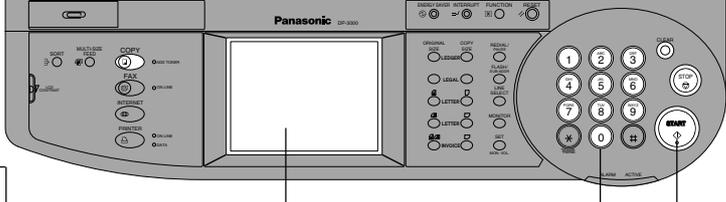
Other Features

Manual Skyshot Mode/Digital Skyshot Mode

■ Setting the Manual Skyshot Mode

Platen
Upper-Left Corner





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

1

Place the Original

2

Touch the **JOB MEMORY** Key

3

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

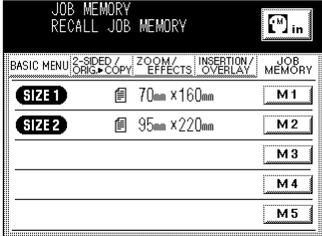
4

Number of Copies

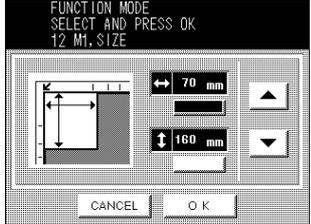
5

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

Combined Function Table

Next Selections / First Selections		2-SIDED/ORIG. COPY							ZOOM/EFFECTS				SORT							Other Functions						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	Job Memory Retrieval	Job Memory Storing
2-SIDED/ORIG. COPY	1 → 2	A	A	A	A	A	A	A	O	O	O	O	O	O	O	O	O	O	O	O	O	X	O	X	A	O	O	A	O	
	2 → 1	A	A	A	A	A	A	A	O	O	O	O	O	O	O	O	O	O	O	O	O	O	X	X	A	O	O	A	O	
	2 → 2	A	A	A	A	A	A	A	O	O	O	O	O	O	O	O	O	O	O	O	O	X	X	X	A	O	O	A	O	
	Book → 2	A	A	A	A	A	A	A	O	O	O	O	O	O	O	O	O	O	O	O	X	X	O	X	A	O	O	A	O	
	2 Page	A	A	A	A	A	A	A	O	O	O	O	O	O	O	O	O	O	O	O	X	X	O	X	A	O	O	A	O	
	N in 1	O	A	A	A	A	A	A	O	O	O	O	O	O	O	O	O	O	O	O	O	X	X	O	X	A	O	O	A	O
	Booklet	A	A	A	A	A	A	A	O	X	O	X	X	O	O	O	O	O	O	X	X	X	O	X	A	O	O	A	O	
ZOOM/EFFECTS	Zoom	O	O	O	O	O	O	A	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	A	O	O	A	O		
	Page Numbering	O	O	O	O	O	O	A	A	O	O	O	O	O	O	O	O	O	O	O	O	A	O	O	A	O	O	A	O	
	Edge	O	O	O	O	O	O	O	O	A	O	O	O	O	O	O	O	O	O	O	O	O	O	O	A	O	O	A	O	
	Margin	O	O	O	O	O	O	A	O	O	A	O	O	O	O	O	O	O	O	O	O	O	O	O	A	O	O	A	O	
SORT	Book	O	O	O	O	O	O	A	O	O	O	A	O	O	O	O	O	O	O	O	O	O	O	A	O	O	A	O		
	Non-Sort	O	O	O	O	O	O	O	O	O	O	A	A	A	A	A	A	A	A	A	O	O	O	O	O	O	O	A	O	
	Sort	O	O	O	O	O	O	O	O	O	O	A	A	A	A	A	A	A	A	A	O	A	O	O	A	O	O	A	O	
	Sort-Rotate	O	O	O	O	O	O	O	O	O	O	A	A	A	A	A	A	A	A	A	O	A	O	O	A	O	O	A	O	
	Group-Rotate	O	O	O	O	O	O	O	O	O	O	A	A	A	A	A	A	A	A	A	O	A	O	O	A	O	O	A	O	
	Shift-Sort	O	O	O	O	O	O	O	O	O	O	A	A	A	A	A	A	A	A	A	O	A	O	O	A	A	O	A	O	
	Shift-Group	O	O	O	O	O	O	O	O	O	O	A	A	A	A	A	A	A	A	A	O	A	O	O	A	A	O	A	O	
Other Functions	Staple-Sort	O	O	O	O	O	X	O	O	O	O	A	A	A	A	A	A	A	A	O	A	O	X	A	A	O	A	O		
	Overlay Copy	O	O	O	X	X	O	X	O	O	O	O	O	O	O	O	O	O	O	O	A	O	O	X	A	O	O	A	O	
	OHP Interleaving	X	O	X	X	X	X	X	O	X	O	O	O	O	O	O	O	O	O	O	O	A	O	X	A	O	O	A	O	
	SADF	O	X	X	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	A	O	A	O	O	A	O	
	Multi-Size Feeding	A	A	A	A	A	A	A	O	O	O	O	O	O	O	O	O	X	X	X	A	O	A	A	O	O	A	O	A	O
	Manual Skyshot	X	X	X	X	X	X	X	O	O	O	O	O	O	O	O	O	O	O	O	X	X	O	X	A	O	O	A	X	O
Other Functions	Inner Output	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	A	A	O	A	O	
	Outer Output	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	A	A	O	A	O	
Interrupt		X	X	X	X	O	X	O	X	O	O	O	O	O	O	O	O	O	O	O	X	X	X	X	X	X	X	X	X	

O : Possible Combined Functions.

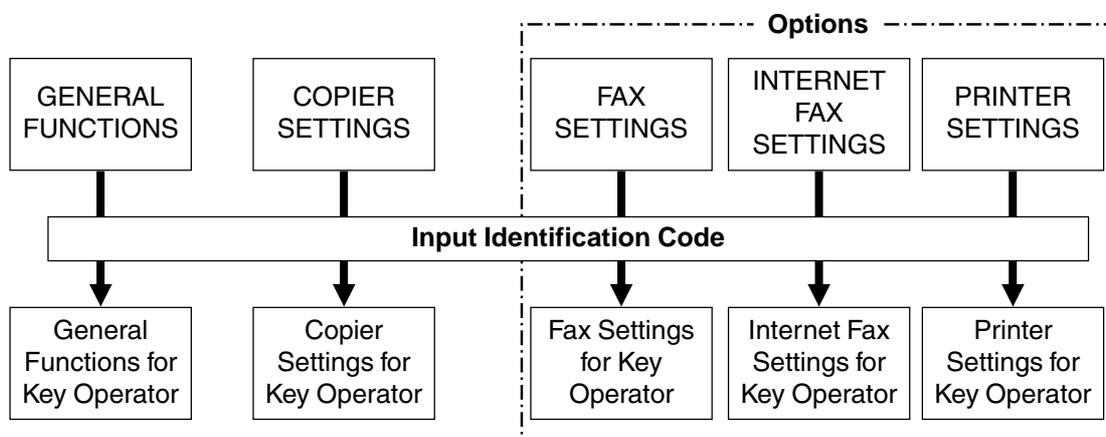
X : Unavailable Combined Functions.

A : Next Selection is Carried Out.

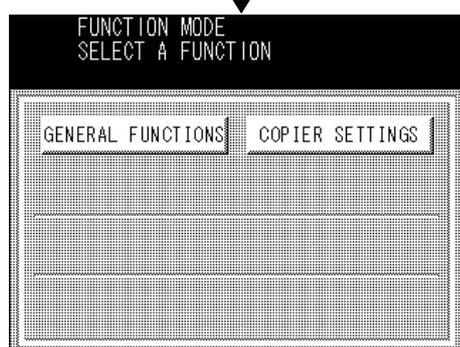
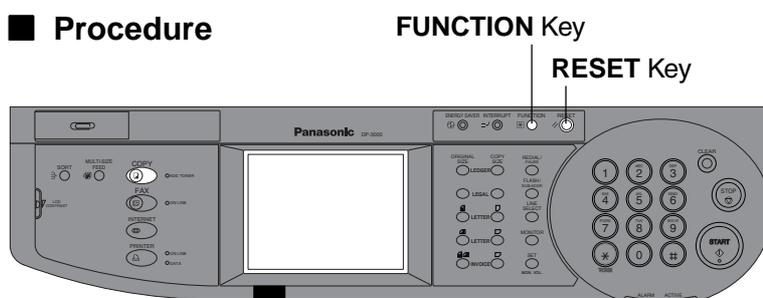
- : Indicates that SORT mode cannot be used. Non-sort operation is carried out.

Function

■ Using Function Modes to Change the Initial Copy Modes



■ Procedure



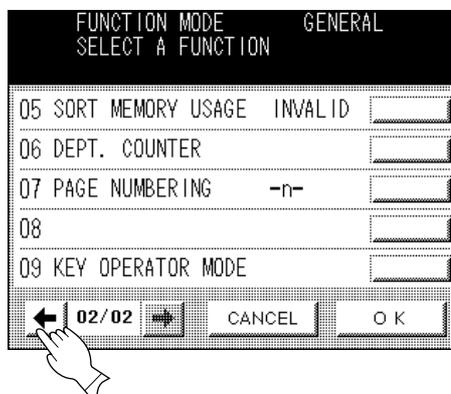
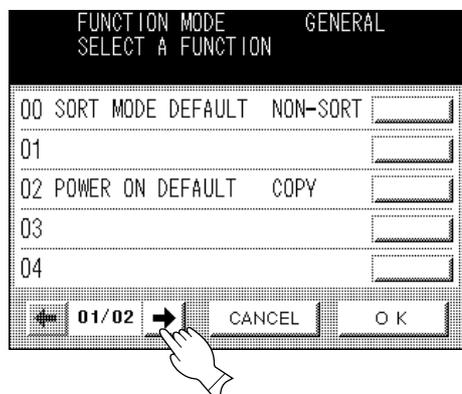
- ① Press the **FUNCTION** Key
- ② Select the **COPIER SETTINGS** in Function Setting mode. (See page 36)
- ③ Touch the ► key to advance to the **02/02** Display Screen of Copier Settings menu.
- ④ Touch the **09 KEY OPERATOR MODE** key.
- ⑤ Enter the Key Operator's ID Code and then press the **OK** 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.	Consult your service technician.
	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.	

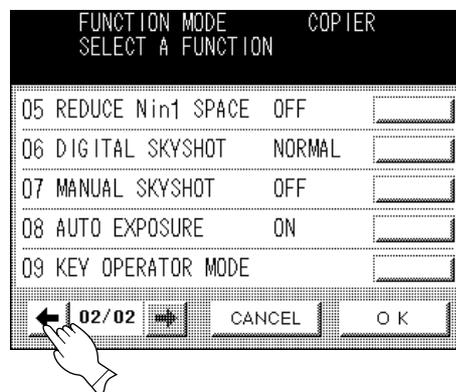
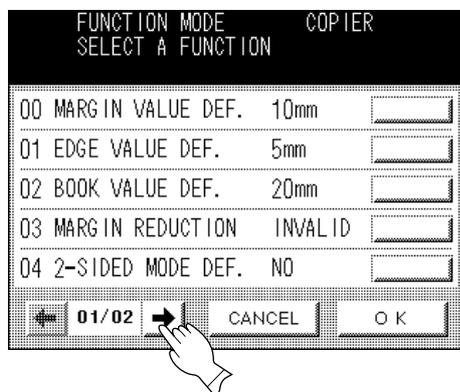
NOTE

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

Function

COPIER SETTINGS

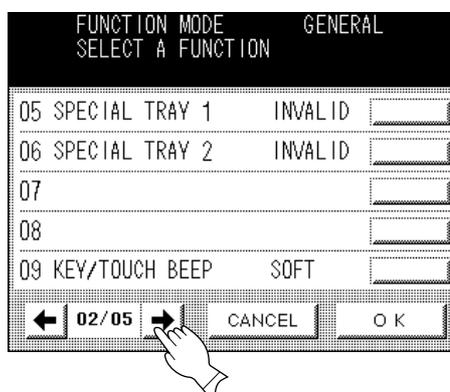
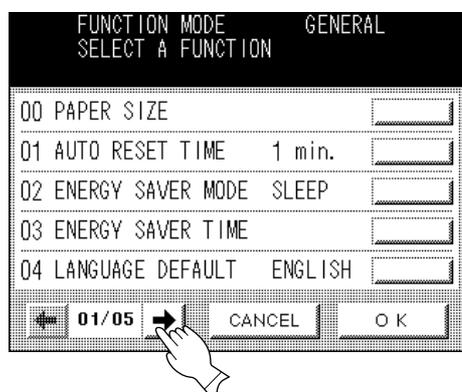
■ Using Function Modes to Change the Initial Copy Modes



Screen No.	Modes	Function	Initial Setting
01/02	00 MARGIN VALUE DEF.	Selects the margin shift value. ● 5 mm, 10 mm, 15 mm or 20 mm	10mm
	01 EDGE VALUE DEF.	Selects the edge width. ● 5 mm, 10 mm, 15 mm or 20 mm	5mm
	02 BOOK VALUE DEF.	Selects the book void width. ● 15 mm, 20 mm, 25 mm or 30 mm	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. ● OFF, Normal, Quality	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 Key Operator ID code.	

General Functions for Key Operator

■ Input the 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	Consult your service technician.
	01 AUTO RESET TIME	Selects the Control Panel 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 (ex: colored). ● 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 (ex: colored). ● 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

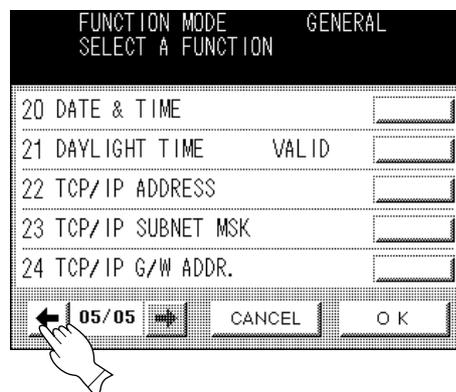
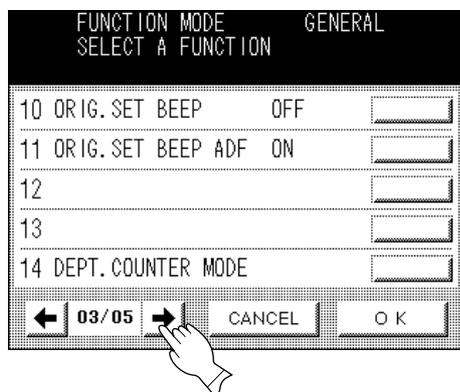
NOTE

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

Function

General Functions for Key Operator

■ Input the 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	Consult your service technician.
05/05	20 DATE & TIME	Sets the date & time	
	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	

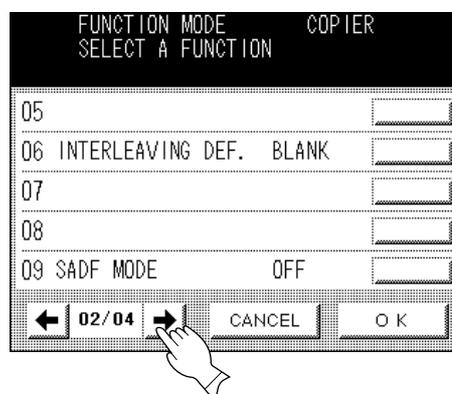
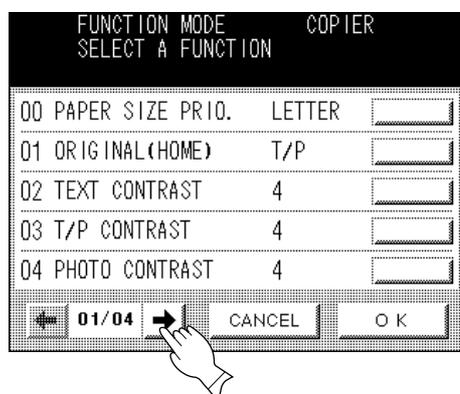
NOTE

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

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

Copier Settings for Key Operator

■ Input the 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.	Letter
	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

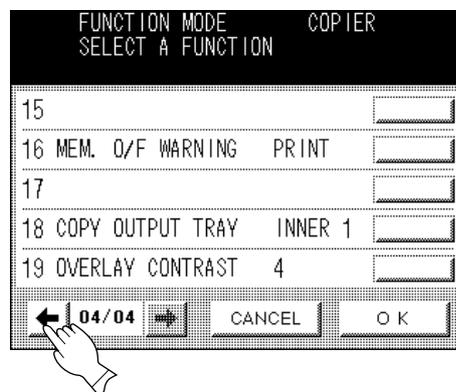
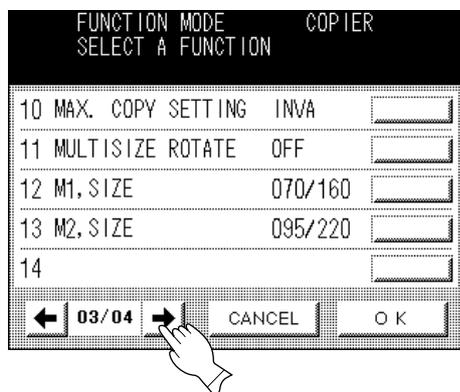
NOTE

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

Function

Copier Settings for Key Operator

■ Input the 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 the Key Operator ID code before changing items on this page.

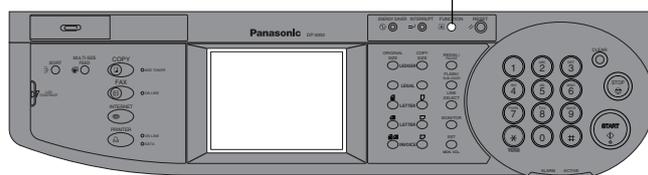
Function Setting

■ Changing the Auto Exposure Setting

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

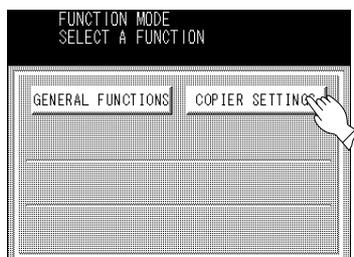
1

Press the **FUNCTION** Key

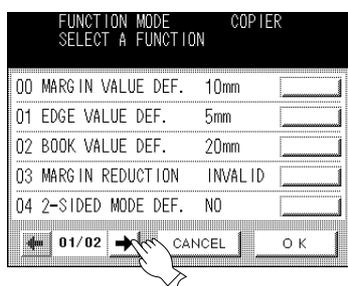


2

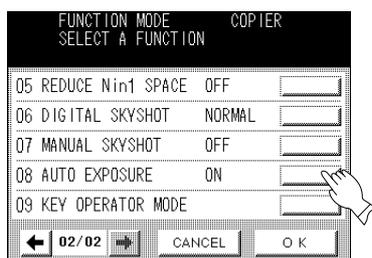
Proceed as Follows:



① Touch **COPIER SETTINGS**.



② Proceed to next page



③ Select **08 AUTO EXPOSURE**.

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

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

Function

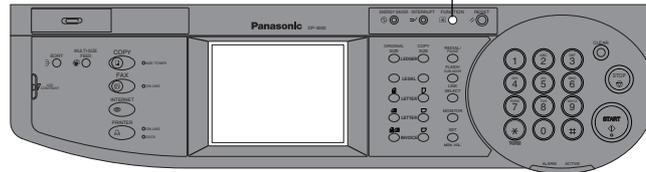
Function Setting for Key Operator

■ Changing the Paper Size

The paper trays are designed to accommodate Invoice, Letter, Letter R, Legal and Ledger Size paper. To change the paper size, perform the steps shown below.

1

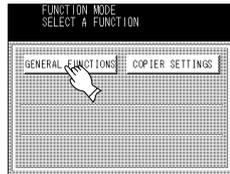
Press the **FUNCTION** Key



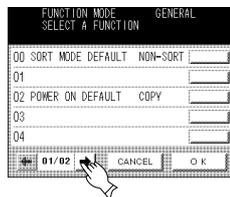
2

Proceed as Follows:

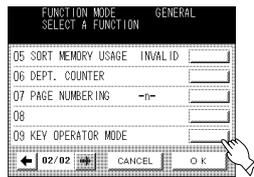
① Touch **GENERAL FUNCTIONS**



② Proceed to next page



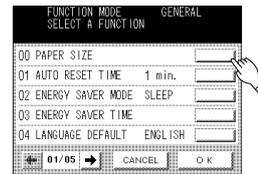
③ Select **09 KEY OPERATOR MODE** key



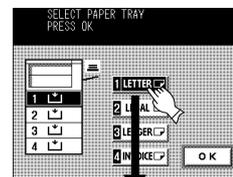
④ Input ID Code (3 digits) and touch the **OK** key



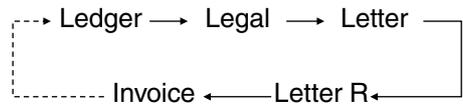
⑤ Select **00 PAPER SIZE**



⑥ Touch the Paper Tray you wish to change and select the paper size



Paper size changes are as follows.

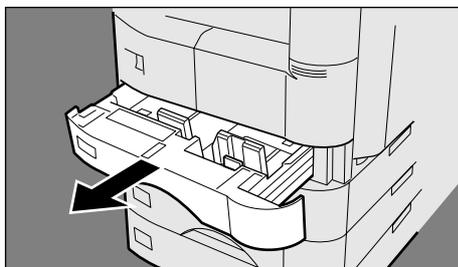


⑦ Touch the **OK** key.

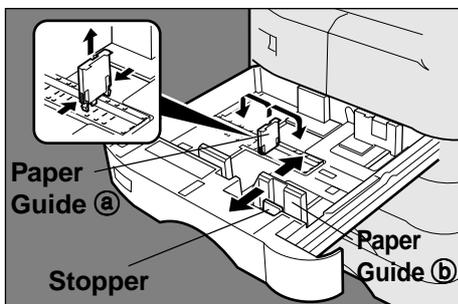
⑧ Press the **RESET** key, then exit the Function mode.

3

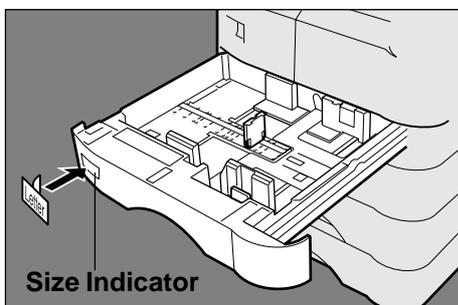
Changing the Paper Guide and Paper Size Indicator in the Paper Tray



- ① Pull out paper tray and remove the paper.



- ② Move the paper guide (a) to the required paper length.
- ③ Move the paper guide (b) to the required paper width. Pinch the stopper to move the paper guide (b).



- ④ Change the paper size indicator.

- ⑤ Close the paper tray.

NOTE

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

Function

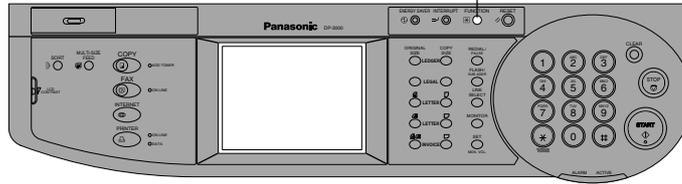
Function Setting for Key Operator

■ Departmental Counter

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

1

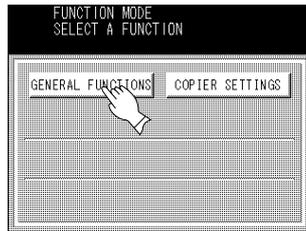
Press the **FUNCTION** Key



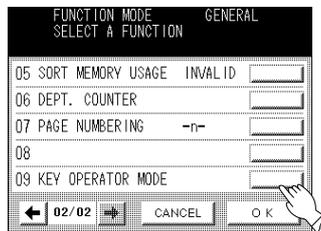
2

Proceed as Follows:

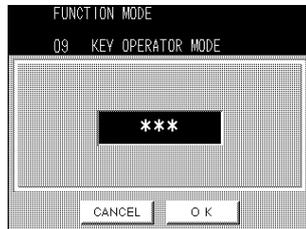
① Select **GENERAL FUNCTIONS**



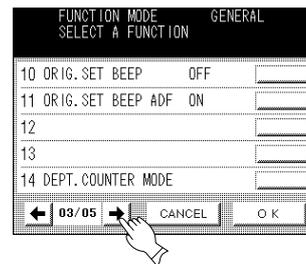
② Proceed to next page and select **09 KEY OPERATOR MODE** key.



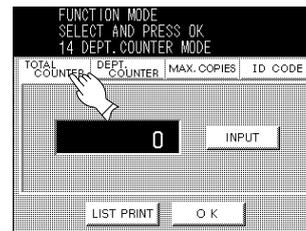
③ Input ID Code (3 digits) and touch the **OK** key



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.



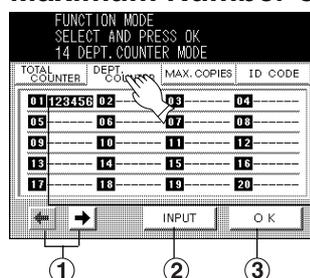
- To clear the total counter, touch the **INPUT** key, enter a 0 and touch the **OK** key.
- To print the counter lists for each department, touch the **LIST PRINT** key.

NOTE

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

3

Change the Department Counter Number, ID Code and limit the Maximum Number of Copies

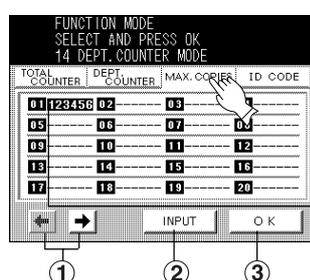


Number of Department Counter

- ① Touch the **DEPT. COUNTER** key.
- ② Select the desired department using the scroll key.
- ③ Input "0" to clear the counter.
- ④ Touch the **OK** key.

01 123456

Department No. Counter (6 digits)
(2 digits)

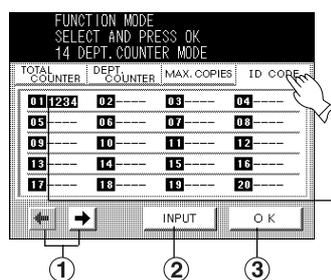


Limit Number of Copies for Each Department

- ① Touch the **MAX. COPIES** key.
- ② Select the desired department using the scroll key.
- ③ Input the maximum number of copies. (Max. 6 digits)
- ④ Touch the **OK** key.

01 123456

Department No. Maximum number of Copies (6 digits)
(2 digits)



I.D Code Number for Each Department

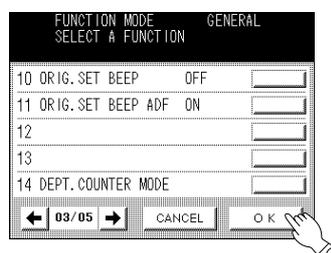
- ① Touch the **ID CODE** key.
- ② Select the desired department using the scroll key.
- ③ Input the ID Code number. (4 digits)
- ④ Touch the **OK** key.

01 1234

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

4

Exit function mode



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

NOTE

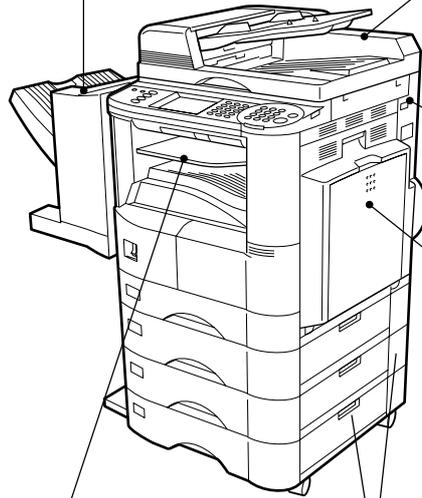
- To reset the function mode, press the **RESET** key.

Accessories

Components

1-Bin Finisher (or) Exit Tray (Outer)
(DA-FS200) (DA-XT200)

- Large capacity (Max. 1000 copies)



ADF, Automatic Document Feeder
(DA-AS200)

- Feeds originals automatically.
- For N in 1 copying.
- Multi-size feeding.

i-ADF, Inverting Automatic Document Feeder

(DA-AR250)

- Feeds 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	2-SIDED/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

① Automatic Original Feeding

- The ADF/i-ADF tray can hold up to 50 originals of 20 lbs paper. (30 originals/Legal, Ledger)
It can accommodate originals from Invoice to Ledger size.
- Automatic original size detection.

② Duplex Copying (DA-AR250)

- The i-ADF allows you to copy 2-Sided originals either manually or automatically.

③ Multi-Size Feeding

- Different size originals can be copied full size (1:1) or same size.

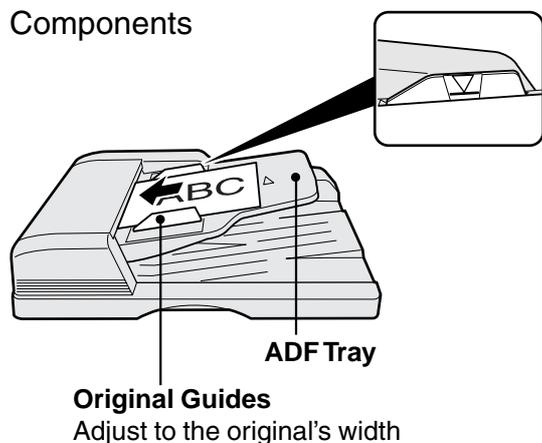
④ N in 1 Copy

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

⑤ SADF (Single Sheet 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



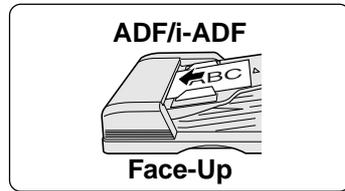
- Set the originals up to the upper limit arrow.

Accessories

Automatic Document Feeder

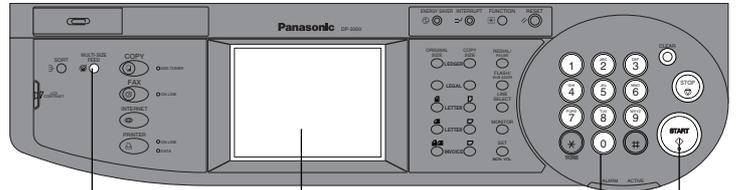
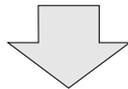
3. Operation

■ Operation Procedure



1

Place the Original



(2)

Select MULTI-SIZE FEED (If required)

(3)

For Duplex Copy (If required)

4 5

Number of Copies

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 or carbon backed papers
- Paper with excessive curl
- Stapled originals
- Freshly printed copies from a laser printer

(2)

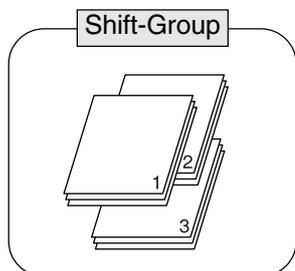
Combination of Multi-Size feeding

Originals	Copies		
	Full Size	Reduction	Enlargement
Legal Letter R	Legal Letter R	Letter R/Invoice Letter R/Invoice	Ledger Ledger
Ledger Letter	Ledger Letter	Letter R Legal	—

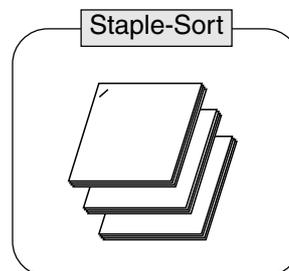
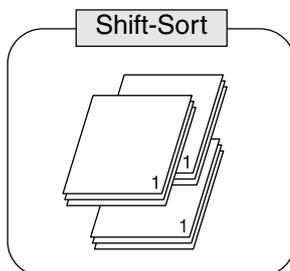
Finisher/Exit Guide Unit

1. Features

DA-FS200 (Finisher)



- Shift electronic sort copy

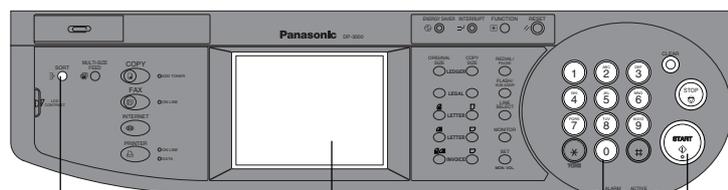
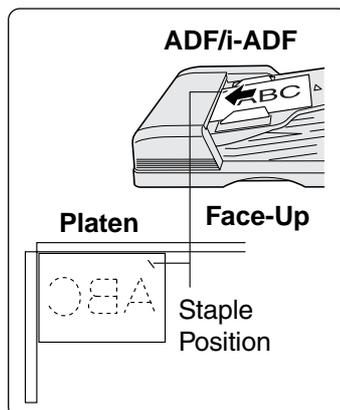


- Staple electronic sort copy

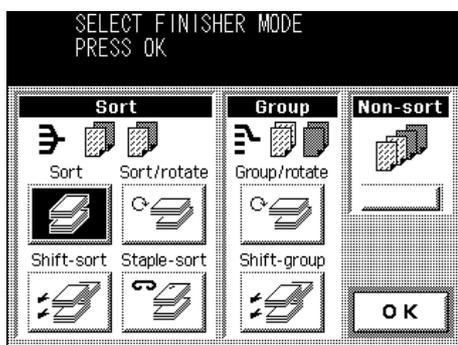
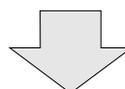
DA-FK200/FK210 (Dual-Path Exit Guide Unit/Paper Transport Unit)

- Feeds paper to Finisher

2. Operation



- 1 Place the Original
- 2 Press the **SORT** Key
- 3 Select **Finisher Mode**
- 4 Number of Copies
- 5 Press **START**



Select the type of finishing mode

- ① Non-Sort
Copy is stored on the tray
- ② Shift-Sort
Multiple copies are sorted automatically and stacked with shift.
- ③ Staple-Sort*
Multiple copies are sorted automatically and stapled on the top left corner (1 position).
- ④ Shift-Group
Multiple copies are stored by shifting

* During staple sorting, if more than the allowable maximum number of sheets (30 sheets: Letter, Letter □; 20 sheets: Legal; 15 sheets: Ledger) are inserted, or if the staples run out during copying, the copying mode will change to shift sorting.

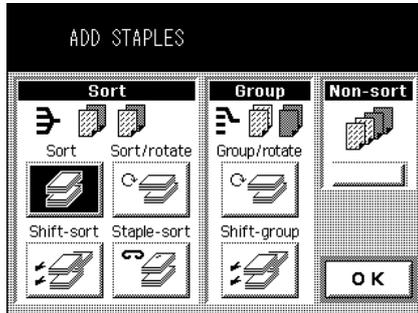
** The capacity of the finisher tray is approximately 1000 sheets (Letter, Letter □, Invoice □), 700 sheets (Legal) or 500 sheets (Ledger).

*** Shift-Sort and Staple-Sort are not available on the Invoice □ size paper.

Accessories

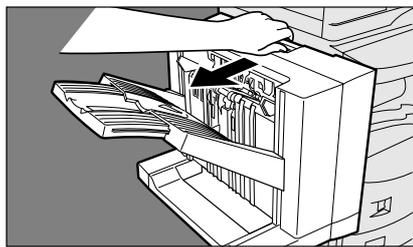
Finisher/Exit Guide Unit

3. Replacing the Staple Cartridge



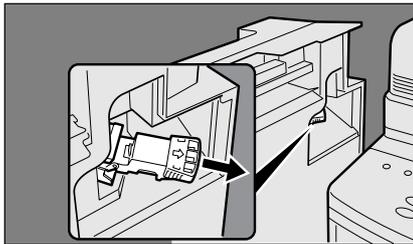
The message shown on the left appears when the staples run out.

1



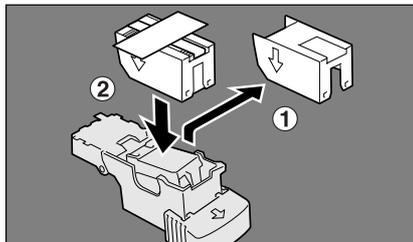
Hold the latch and pull out the Finisher.

2



Remove the Staple Cartridge.

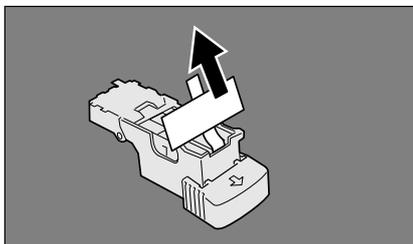
3



① Remove the empty Staple Case.

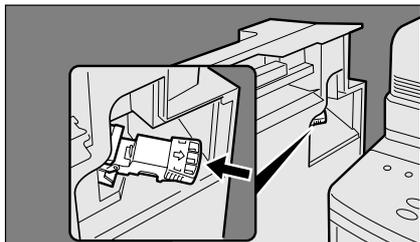
② Install the new Staple Case.

4



Pull out the tape.

5



Reinstall the Staple Cartridge.

6

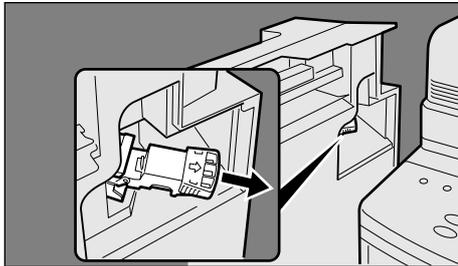
Return the Finisher to the original position.
(Check that the latch is securely fastened.)

Accessories

Finisher/Exit Guide Unit

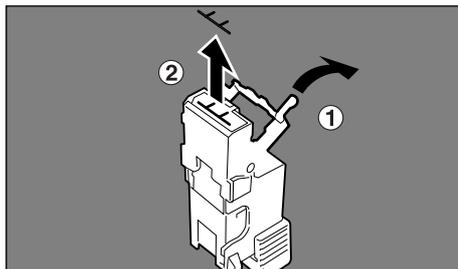
4. If the unit fails to staple after replacing the Staple Cartridge, follow the instructions below.

1



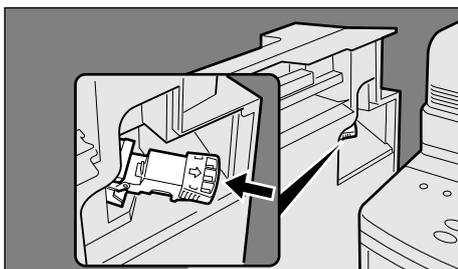
Remove the Staple Cartridge.

2



- ① Open the Staple Cover.
- ② Remove the residual staple.
- ③ Close the Staple Cover.

3



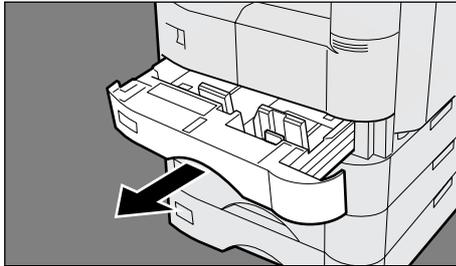
Reinstall the Staple Cartridge.

Problem Solving

Adding Paper (📄)

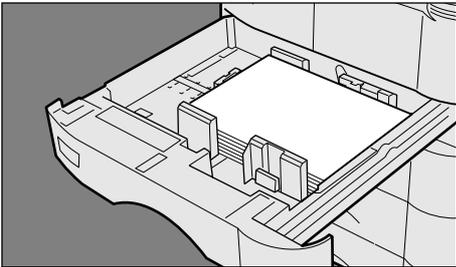
■ 550-Sheet Paper Tray

1



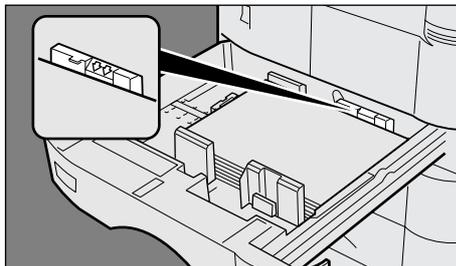
Pull the Paper Tray out of the copier.

2



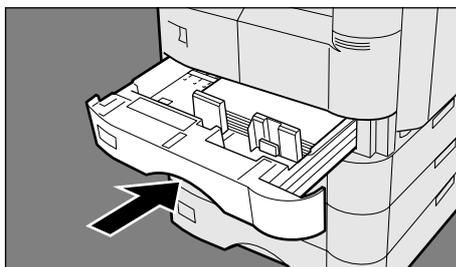
Place the paper with the copying surface facing upward.
Special papers, like glossy paper, mailing labels and transparencies cannot be used in the Paper Tray. Use the sheet bypass for special paper.

3



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

4



Firmly push the Paper Tray back into the copier.

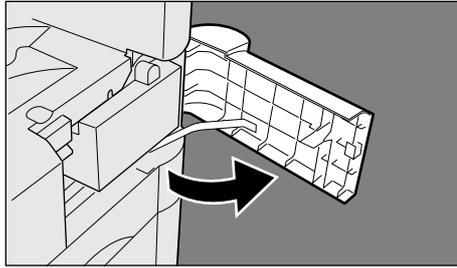
ATTENTION

- 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.

Problem Solving

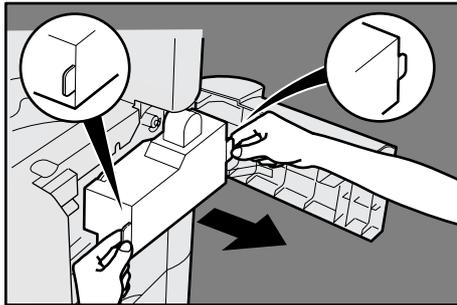
Replacing the Toner Cartridge and Waste Toner Box (🗑️)

1



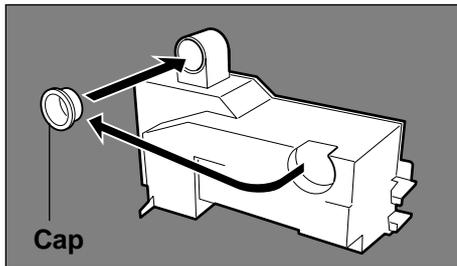
Open the Front Cover.

2



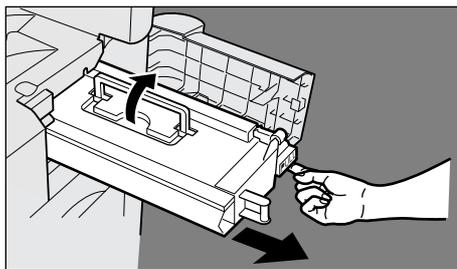
Slowly pull the Waste Toner Box straight out.

3



Close the box with the enclosed cap.

4

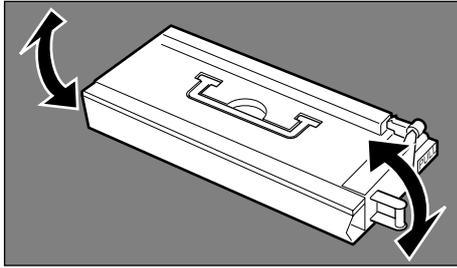


Pull on the Green release latch to remove the Toner Cartridge out of the machine while holding it by the Green handle.

ATTENTION

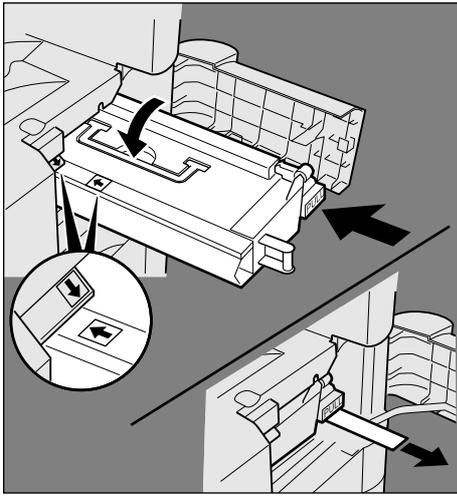
- For optimum copy quality use the recommended Panasonic toner. Store toner in a cool dark place. Do not unseal toner before use. Use it as fast as possible after unsealing.

5



Shake the new Toner Cartridge well.

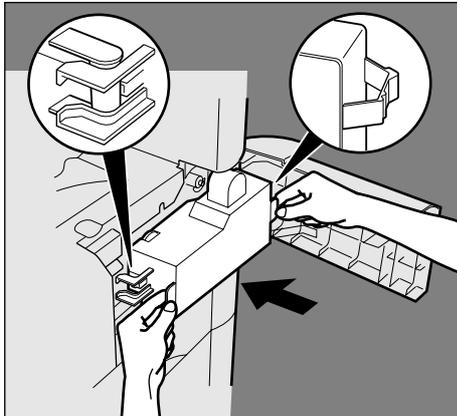
6



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

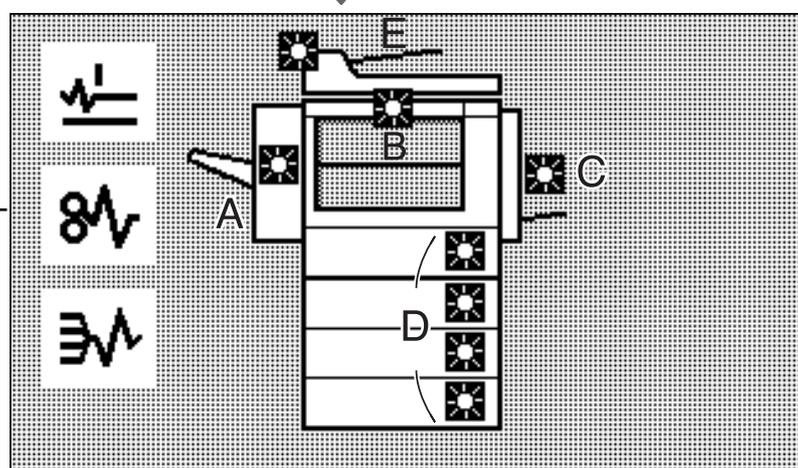
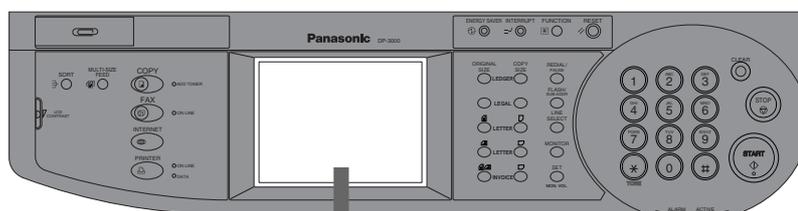
- Do not reuse the toner from the Waste Toner Box.



Problem Solving

Removing a Misfed Paper

- Paper Misfeed Indicators and Locations**
 When a paper misfeed occurs, the Misfeed Indicator and the misfeed location(s) will be displayed on the Touch Panel Display.

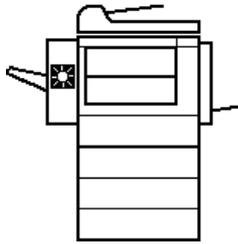


Paper Misfeed Locations

	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

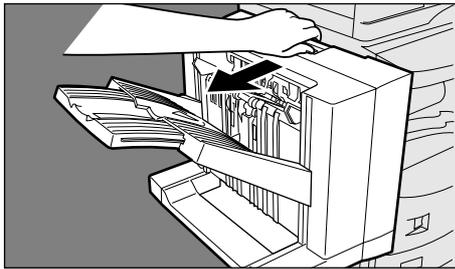
- Make sure that the Misfeed Indicator goes off after removing the misfed paper. The Misfeed Indicator will not go off if the paper is still jammed in the copier. Check again and remove all misfed paper.



■ Finisher

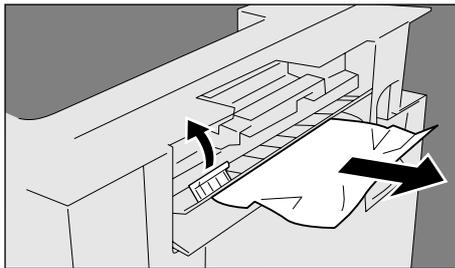
- Make sure that the Misfeed Indicator goes off after removing all misfed paper.

1



Pull out the Finisher.

2



Lift up the lever and clear the paper jam.

3

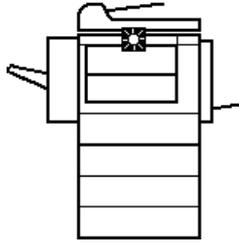
Return the Finisher to the original position.

ATTENTION

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

Problem Solving

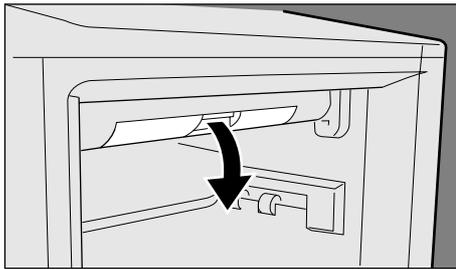
Removing a Misfed Paper



■ Paper Transport Area

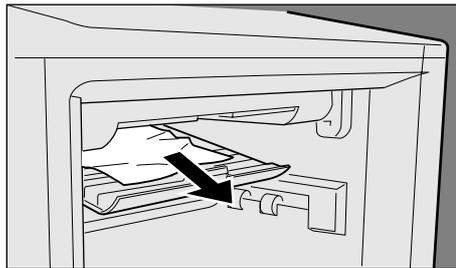
- Make sure that the Misfeed Indicator goes off after removing all misfed paper.

1



Push the latch to open the cover.

2



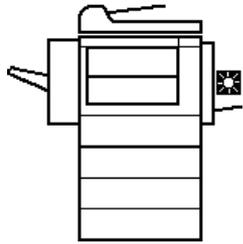
Remove the misfed paper.

3

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

ATTENTION

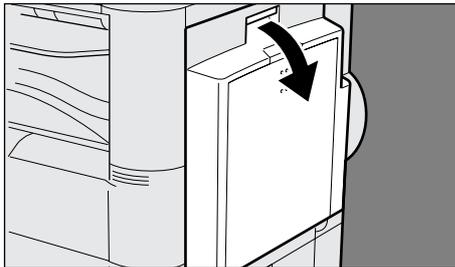
- Make sure that the Misfeed Indicator goes off after removing all misfed paper.



■ Paper Entry Area

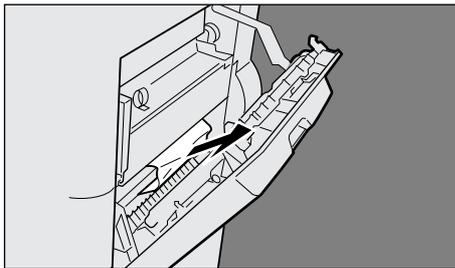
- Make sure that the Misfeed Indicator goes off after removing all misfed paper.

1



Open the Right Cover.

2

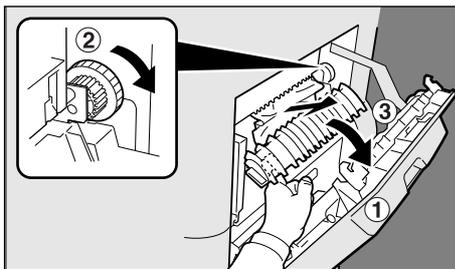


Remove the misfed paper.

⚠ CAUTION
⚠ ATTENTION
⚠ VORSICHT
⚠ PRECAUCION

⚠ HIGH TEMPERATURE SURFACE DO NOT TOUCH
⚠ SURFACE TRES CHAUDE, NE PAS TOUCHER
⚠ NICHT BERUEHREN, HEISSE OBERFLAECHE, VERBRENNUNGSGEFAHR
⚠ SUPERFICIE DE ALTA TEMPERATURA, NO TOLCAR
· 高温 surfaces, 不要触摸

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 the misfed paper.

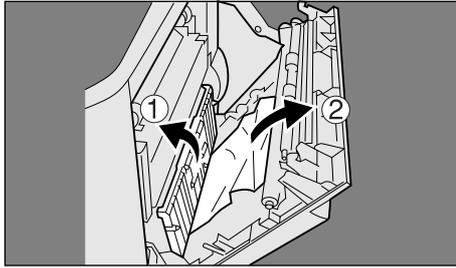
(To be continued)

ATTENTION

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

Problem Solving

4



Automatic Duplex Unit (ADU)

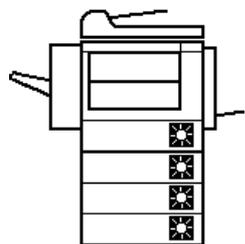
- ① Open the Paper Feed Guide.
- ② Remove the misfed paper.

5

Close the Right Cover.

ATTENTION

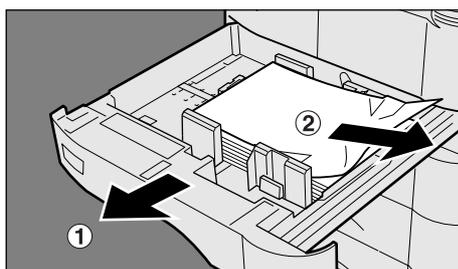
- Make sure that the Misfeed Indicator goes off after removing all misfed paper.



■ System Console

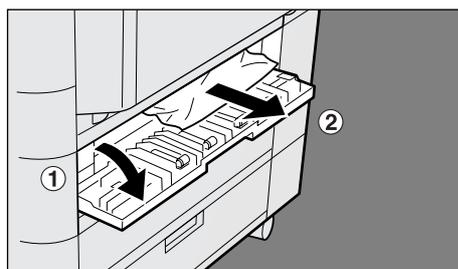
- Make sure that the Misfeed Indicator goes off after removing all misfed paper.

1



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

2

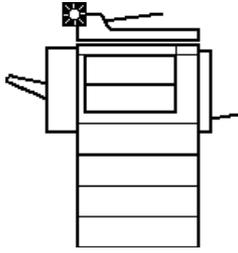


- ① Open the Feed Cover.
- ② Remove the misfed paper.
- ③ Close the Feed Cover.

ATTENTION

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

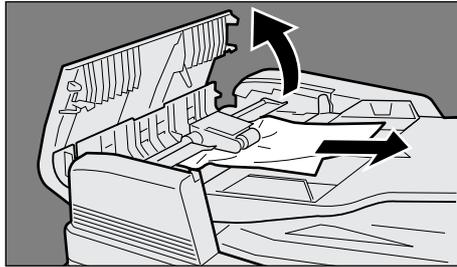
Problem Solving



■ ADF/i-ADF

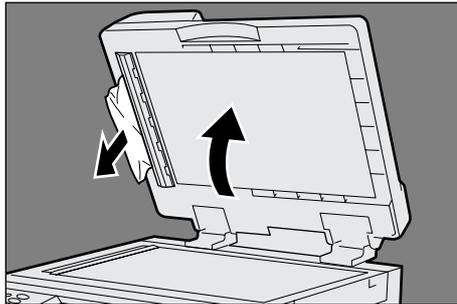
- Make sure that the Misfeed Indicator goes off after removing all misfed paper.

1



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

2

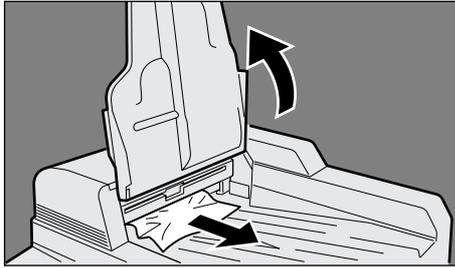


- ① Open the Platen Cover.
- ② Remove the misfed paper.
- ③ Close the Platen Cover.
- ④ Open and close the ADF Cover to reset the error.

ATTENTION

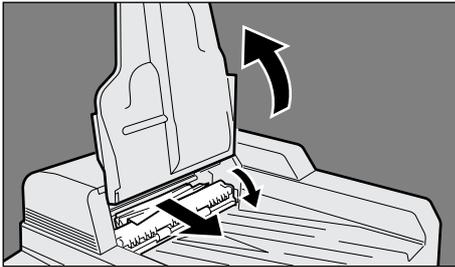
- Push the tab  on the center of the ADF Cover to close it.
- Make sure that the Misfeed Indicator goes off after removing all misfed paper.

3



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

4



<i>ADF</i>

- ① Lift up the ADF Input Tray.
- ② Open the ADF Exit Cover.
- ③ Remove the misfed paper.
- ④ Close the ADF Exit Cover.
- ⑤ Close the ADF Input Tray.

ATTENTION

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



Troubleshooting

Before Calling Service

Check

Action

Unit Does Not Operate

Does the display light?



Check if the Power Switch is turned ON and if the power cord 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 the control panel.

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



Remove the misfed paper. (See page 58)

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



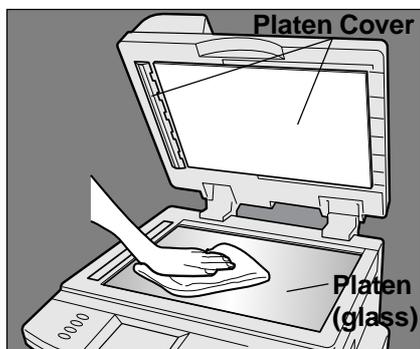
Turn the copier OFF, then ON. If the error code does not clear, call your Service provider.

Check	Action
Light Copies	
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 the display? (🖨️)	➔ Replace the Toner Cartridge. (See page 56)
Marked Copies	
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.

Copier Care

■ As a rule, clean weekly.



Platen Glass/Platen Cover

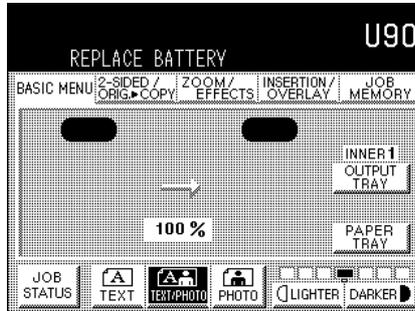
- ① Wipe marks off with a cloth and a neutral detergent.
- ② Wipe again with a dry cloth.

Troubleshooting

Replacing the Battery

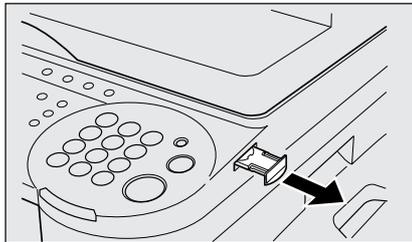
The copier has an internal battery (Product No.: CR2032) which maintains the date setting in the event of a power outage.

■ Battery Replacement Required Message



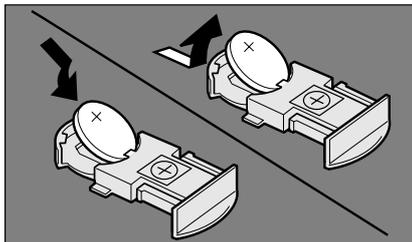
■ Battery Replacement Procedure

1



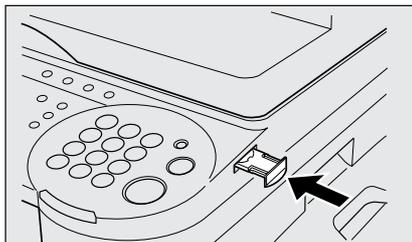
Turn the Power Switch OFF.
Pull out the Battery Holder.

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. Ledger)
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:	Ledger - Invoice via paper tray
Void Area:	Max. 0.2" (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 (Letter <input type="checkbox"/> , from 1st tray)
Multi-Copy Speed:	25 Letter size copies per minute: DP-2500 30 Letter size copies per minute: DP-3000
Enlargement Ratios:	Preset: 121%, 129%, 155%, 200% Variable: from 101% to 400% in 1% increments
Reduction Ratios:	Preset: 79%, 77%, 65%, 61%, 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 Tray: 16 - 24 lbs. (Bypass: 15 - 34 lbs.)
Quantity Selector:	Max. 999 sheets (output tray capacity is 250 sheets)
Electrical Requirements:	120V AC, 50/60Hz, 12A
Energy Consumption:	Max. 1.4 kW, 1.8 Wh in Sleep Mode: DP-2500 1.9 Wh in Sleep Mode: DP-3000
Dimensions (W)(D)(H):	23.5" (W) × 23.6" (D) × 27.6" (H) (597 × 600 × 701 mm)
Weight:	121 lbs (55 kg): DP-2500 134 lbs (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:	Letter, Invoice: 50 sheets (20 lbs) Ledger, Legal: 30 sheets (20 lbs)	
Paper Size:	Invoice/Letter/Legal/Ledger	
Paper Weight:	14 – 28 lbs (50 – 110 g/m ²)	
Electrical Requirements:	Supplied from the copier	
Dimensions (W)(D)(H):	21.7" (W) × 20.5" (D) × 5.3" (H) (552 × 520 × 135 mm)	
Weight:	18.3 lbs (8.3 kg)	20.5 lbs (9.3 kg)

■ 1-Bin Finisher (DA-FS200)

Paper Size:	Invoice/Letter/Legal/Ledger
Paper Weight:	16 – 24 lbs
Stacking Capacity:	Letter: 1000 sheets, Legal: 700 sheets, Ledger: 500 sheets
Staple Sort and Shift Sorting Stacks:	Letter: 30 sheets × 30, Legal: 20 sheets × 30, Ledger: 15 sheets × 30 (Except InvoiceR)
Electrical Requirements:	Supplied from the copier
Dimensions (W)(D)(H):	17.4" (W) × 22.6" (D) × 16.1" (H) (442 × 575 × 408 mm)
Weight:	26.5 lbs (12 kg)

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

	DA-DS200/205	DA-DS210/215
Paper Size:	Invoice/Letter/Legal/Ledger	
Paper Weight:	16 – 24 lbs	
Electrical Requirements:	Supplied from the copier	
Dimensions (W)(D)(H):	21.7" (W) × 6.9" (D) × 23.0" (H) (550 × 174 × 585 mm)	21.7" (W) × 6.1" (D) × 23.0" (H) (550 × 155 × 585 mm)
Weight:	18.7 lbs (8.5 kg)	20.9 lbs (9.5 kg)

- Specifications are subject to change without notice.

Options and Supplies

- 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
Plain Cabinet	DA-DE200	For USA only
Plain Stand	DA-D250	For USA only
Base Plate with Casters	DA-D200	For USA only
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-DS-210/215	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	
1-Bin Finisher Installation Kit	DA-FS200S	Installation Kit for DA-FS200
Key Counter Cable Kit	DA-KH200	
Automatic Duplex Unit	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

Options and Supplies

■ 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-403171-AU UE-403172	Telephone Handset Kit (For USA and Canada) Telephone Handset Kit (For other 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	DZHT000027	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 a Page Description Language of the Hewlett-Packard Company.

U.S.A. Only

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IMPORTANT INFORMATION

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

Model No.

Serial No.

Date of Purchase

Dealer

Address

Telephone Number

()

Supplies Telephone Number

()

Service Telephone Number

()

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