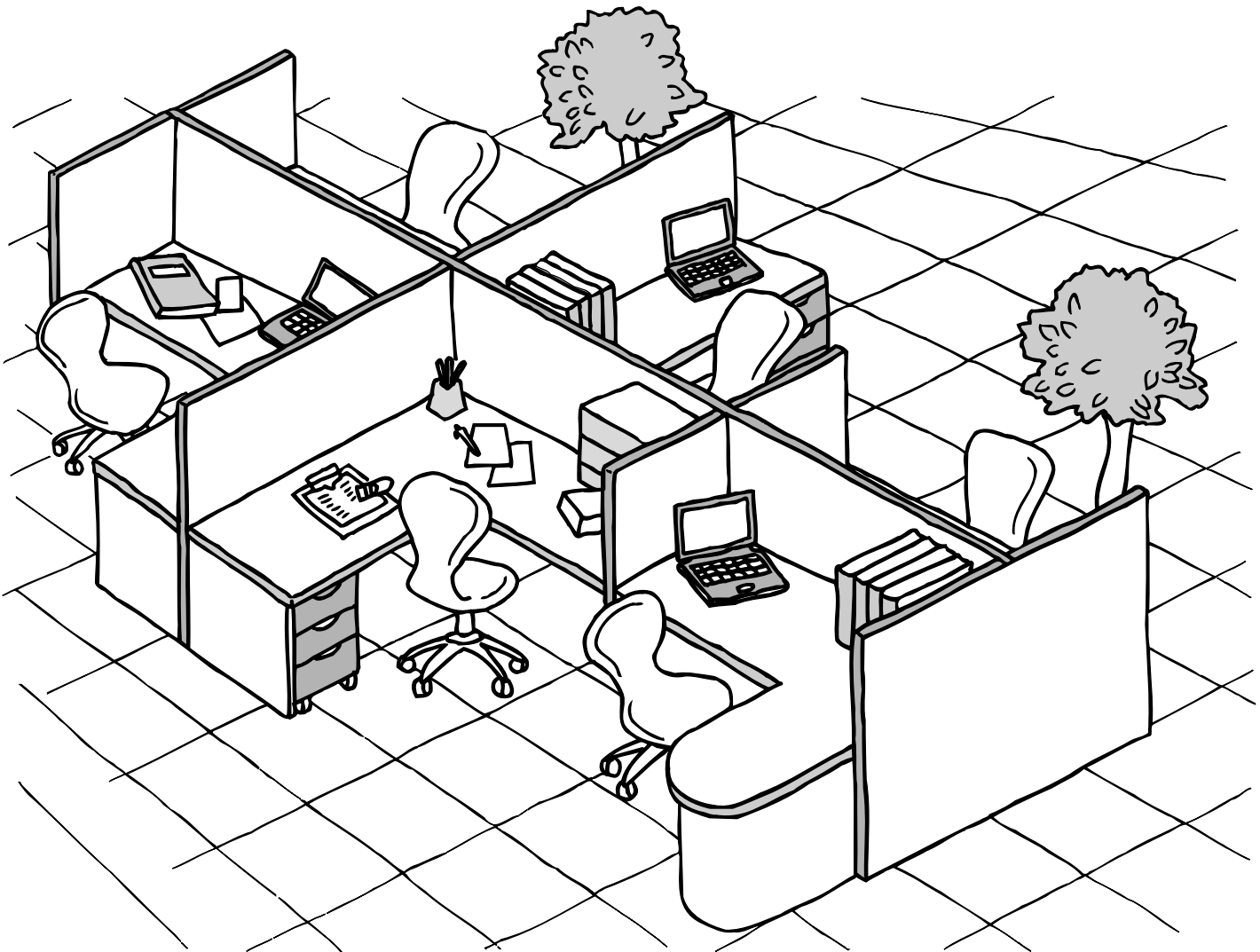


Panasonic®

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

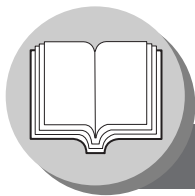
Model No. **DP-3520/4520/6020**
with Options



WORKIO

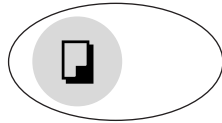
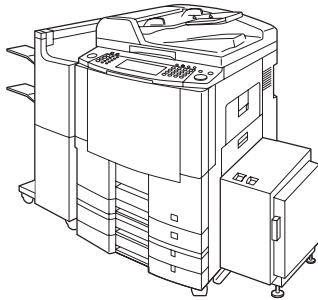
Before operating this equipment, please read these instructions completely and keep these operating instructions for future reference.

English



Getting To Know Your Machine

Useful Office Functions



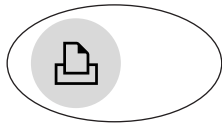
Copy

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



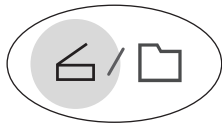
Fax/Email

- Plain Paper High-speed Super G3 compatible Fax with JBIG compression when optional Fax Communication Board (DA-FG600) is installed.
- Quick-Scan
- Quick Memory Transmission
- Email Function capability when optional Internet Fax/E-Mail Module (DA-NF600) is installed.



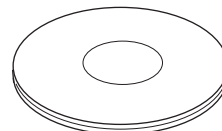
Print

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



Scan/File

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



Application Software

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

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

DP-3520/4520/6020 Operating Instructions

This copier includes operating instruction manuals, please use the correct manual when an operator intervention is necessary.

<Copy & Network Scan>

Use the information provided in this manual whenever a copier function requires intervention. For example: how to make copies, add paper, replace the toner bottle, etc.








<Fax/Internet Fax (Email)>

Use the information provided in the DP-3510/4510/6010 Fax & Internet Fax Operating Instructions and Supplement (For DP-3520/4520/6020) manual whenever a Fax/Internet Fax function requires intervention.
For example: how to send/receive a Fax/Email, or when a trouble message appears, etc.

<Print & Other Advanced Functions>

Use the information provided on the enclosed CD for an explanation of how to use as a Network Printer, Network Scanner, Edit Directory Dialing Feature, Device Settings, Network Status Monitor, and/or Document Management System.

Operating Instructions Outline

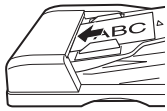
	Getting To Know Your Machine	<ul style="list-style-type: none"> ● Quick Operation Chart (See pages 10, 11) ● Adding Paper, Replacing the Toner Bottle, Removing a Misfed Paper and Error Codes (See pages 10-25)
	Before Starting	<ul style="list-style-type: none"> ● Safety Precautions (See pages 7-9) ● Control Panel Key/Button/Indicator Names (See pages 27-29)
	Making Copies	<ul style="list-style-type: none"> ● Operating Instructions for making copies according to Function Categories on the LCD Touch Panel Display (See pages 30-57) ● Combined Function Table (See page 74)
	Function	<p>Changing the Initial Machine Modes</p> <ul style="list-style-type: none"> ● Copy, Printer, Scanner (Option) and Fax/Internet Fax (Option) (See pages 58-73)
	Options	<ul style="list-style-type: none"> ● Accessories Components (See page 75) ● 2-Bin Finisher (DA-FS600) ● 2-Bin Saddle-Stitch Finisher (DA-FS605) ● 2-Bin Finisher (DA-FS330) ● 1-Bin Saddle-Stitch Finisher (DA-FS355A) (See pages 76, 77)
	Problem Solving	<ul style="list-style-type: none"> ● Network Scanner (DA-NS600) (See pages 78-81) ● Troubleshooting (See pages 82, 83) ● Replacing the Battery (See pages 84, 85)
	Others	<p>Specifications, Options and Supplies and Index (See pages 86-94)</p>



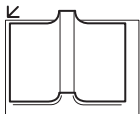
Getting To Know Your Machine

Symbols/Icons

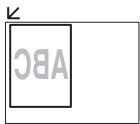
The following Symbols/Icons are used throughout this operating instructions manual.



Place original(s) on the ADF



Place original(s) on the Platen (Book)



Place original on the Platen (Sheet)



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

<p>Press Hard Key</p>	<p>Touch any Button</p>
<p>Input numbers</p> <ul style="list-style-type: none"> ● Number of Copies, etc. 	<p>Input text with a keyboard</p>

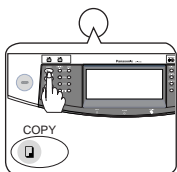


Go to next step

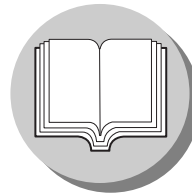


Go to next step (below)

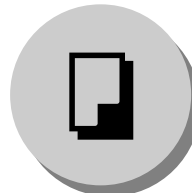
5



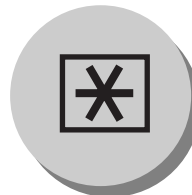
Setting any function(s) if required



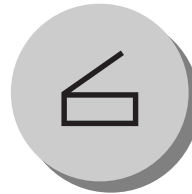
Getting to know your machine Before starting



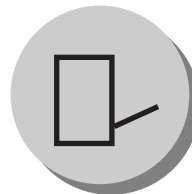
When making copies



When setting the machine modes



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



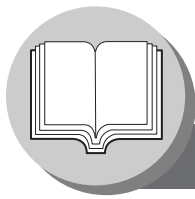
Options (ex.: 1-Bin Finisher)



Problem solving



Others (Specifications, Index)



Getting To Know Your Machine

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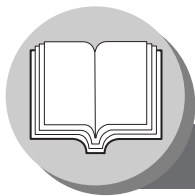
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Network Scanner (Option)

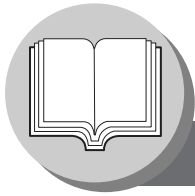
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Getting To Know Your Machine

Precautions

■ Laser Safety

LASER SAFETY

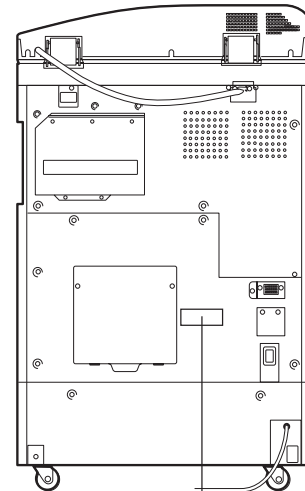
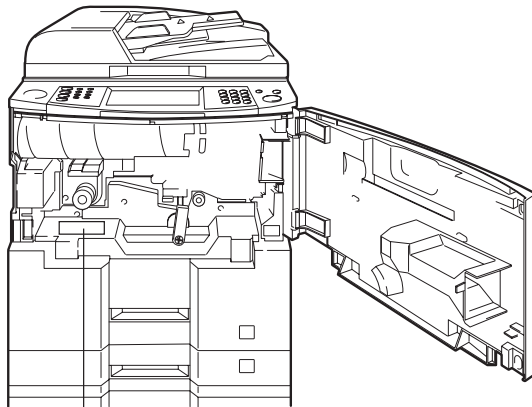
This unit employs a laser. Only qualified service personnel should attempt to service this device due to possible eye injury.

CAUTION:

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



■ Caution Label



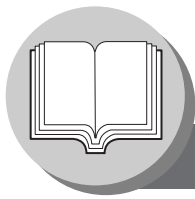
Product complies with DHHS Rules 21
 CFR Subchapter J in effect at date
 of manufacture.

Manufacturer's Name and Address

Factory ID

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

FBS8902

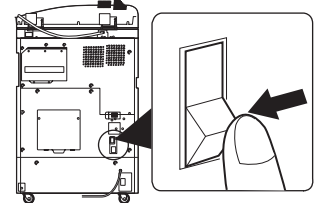


Getting To Know Your Machine

Precautions

Handling

- Do not look directly at the exposure lamp when copying.
- Do not turn the power switches Off or open the front cover during copying.
 - Do not drop paper clips or other metal objects into the copier.
- If you are not going to use the copier for long periods of time, turn OFF the Power Switch on the Left Side of the machine and wait 10 seconds then, turn OFF the Main Power Switch on the Back Side of the machine.
- Energy Save Mode Notice
 - If the energy save mode is set to Shutdown mode, the following functions will not work while the unit is in this mode.
When using the following functions, we recommend that you leave the energy save mode in the initial factory default setting (Sleep). (See page 66)
 - 1) Data Reception Function while Tandem/Remote Copying is being used
 - 2) Printer Function (Local and Network Connections)
- Identification (Key Operator ID) Code
 - A number of Copy/Scan Mode functions can be checked or changed using the Function Mode, however, access to more advanced functions requires the input of the Identification (Key Operator ID) Code.
For Key Operator:
To secure the advanced functions of your machine, select and input an Identification (Key Operator ID) Code then, record it and keep it in a safe place for your future reference. (For more details, consult with the authorized service provider)



Toner and Paper

- Store toner, drum and paper in cool areas with low humidity.
 - Use high quality 16 - 24 lb (Sheet Bypass: 15 - 35 lb) paper.
 - For optimum performance, it is recommended that only Panasonic Brand supplies are used in the copier.
 - Do not unseal the toner bottle unless you are ready to use it.
 - Certain types of transparency film may not be compatible and may damage your machine. Consult with an authorized Panasonic dealer for advice regarding non-standard paper types. (Panasonic has tested "3M PP2500" transparency film and found it to be compatible.)

Installation

- The copier should not be installed in areas with the following conditions:
 - Extremely high or low temperature and humidity.
Ambient conditions
Temperature: 50 – 86°F
Relative humidity: 30 – 80 %
 - 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.).

Ventilation

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

For Your Safety

- The maximum power consumption is 1.45 kW.
A properly wired (grounded), dedicated, 15A, 120V AC outlet is required. Do not use an extension cord. Please ensure the wall outlet is installed near the equipment and is easily accessible.

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

CAUTION

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

WARNING For USA

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.

This product has a fluorescent lamp that contains a small amount of mercury. It also contains lead in some components. Disposal of these materials may be regulated in your community due to environmental considerations.

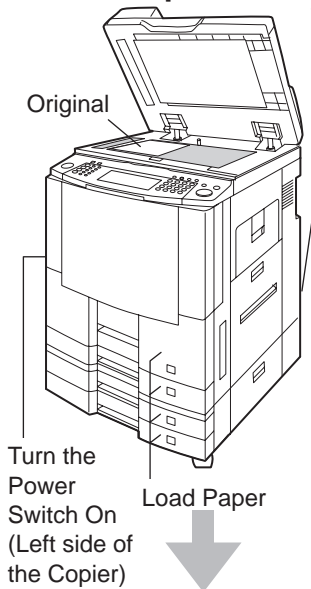
For disposal or recycling information please contact your local authorities, or the Electronics Industries Alliance: <<http://www.eiae.org>>.



Getting To Know Your Machine

Operation Chart

■ Quick Operation Chart

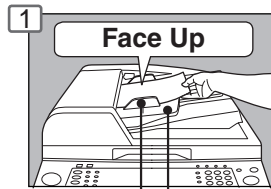


Turn the Power Switch On (Left side of the Copier)

Load Paper

Turn the Main Power Switch On (Back side of the Copier) (See page 8)

From ADF



1 Face Up

Tray

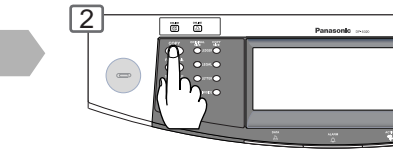
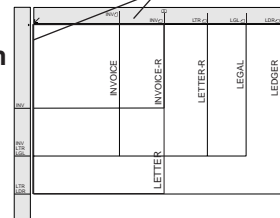
Max. 70 originals

Original Guides

Adjust to the original's width

Original Guides

or
From Platen



2 COPY

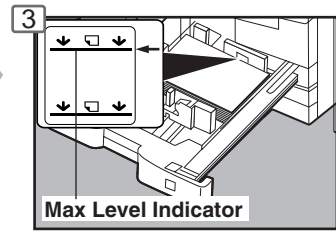
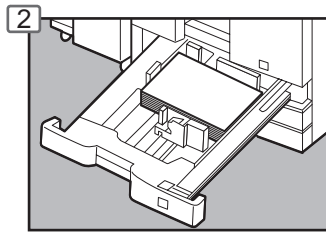
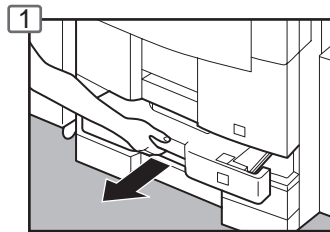


If set in other function mode

Face Down

- 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 Invoice area and select Invoice.

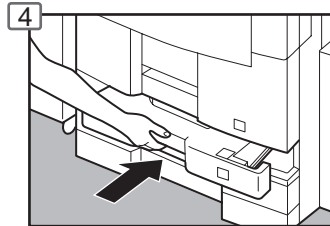
● Adding Paper (550-Sheet Paper Tray 2-4)



4

Paper Weight: 16-24 lb

Paper Capacity: 550 Sheets (20 lb)



NOTE:

When changing the paper size, refer to page 70.

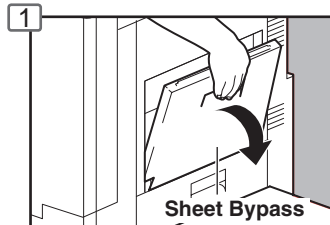
Paper Tray 3 and 4 (Option)

1550-Sheet Paper Tray (See page 12)

3000 Sheet Large Capacity Paper Tray (Option) (See Page 12)

● Adding Paper (Sheet Bypass)

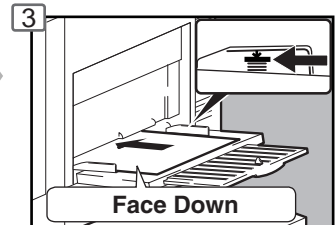
Copying on Special Paper, etc.



Sheet Bypass

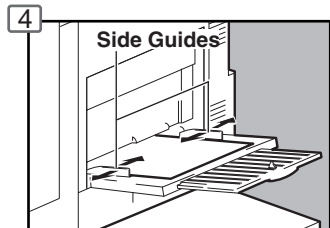


2 Until it Stops



3 Face Down

4



4 Side Guides

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

NOTE:

If the paper size is not detected, remove paper and press Reset Key. Then, load the paper again.

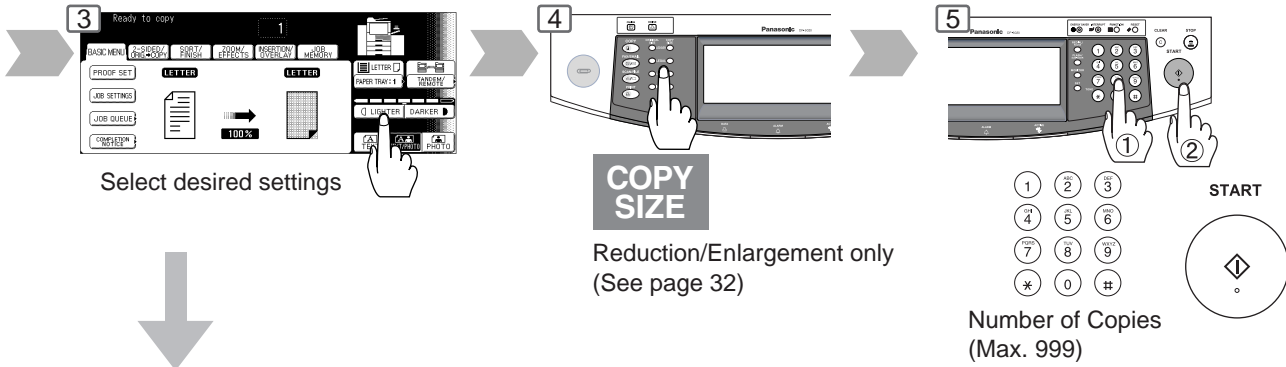
Load Paper (Do not exceed limit mark)

Approximately up to 50

Letter size sheets/20 lb

Paper Weight: 15-35 lb

To add paper to the Sheet Bypass, remove the paper left on the tray, and align it with the added paper and load them together onto the tray.



Adjust the Manual Exposure

LIGHTER or DARKER

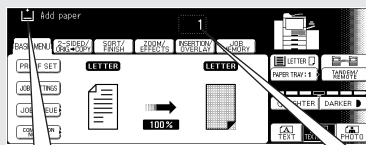
Select type of Original(s)

TEXT Mainly Text TEXT/PHOTO Text and Photo combined PHOTO Mainly Photo

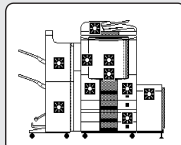
Copy Jobs

<p>(See pages 30-37)</p>	<p>(See pages 38-43)</p>	<p>(See pages 44 and 45)</p>
<p>(See pages 46-51)</p>	<p>(See pages 52-55)</p>	<p>(See pages 54 and 55)</p>

Problem Solving



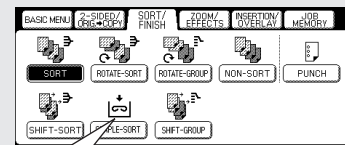
- Adding Paper**
(See pages 10 and 12)
- Replacing Toner Bottle**
(See page 12)
- Replacing Toner Waste Container**
(Call your Service provider)



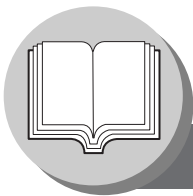
Removing a Misdfed Paper
(See pages 16-25)

- UXX** **User Error Code**
(See page 17)
- EXX** **Machine Error Code**
(Call your Service provider)

ex: DA-FS330



- Replacing Staple Cartridge**
(See pages 14-17)
- When the optional Finisher is installed.

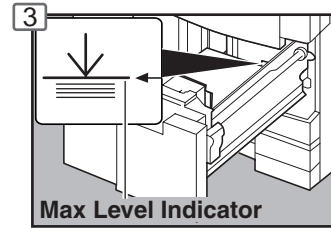
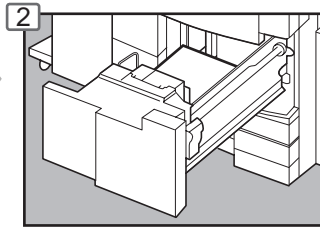
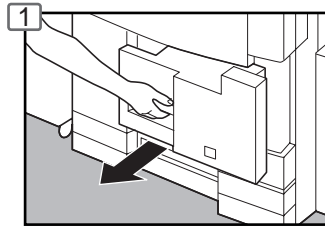


Getting To Know Your Machine

Operation Chart

■ Problem Solving

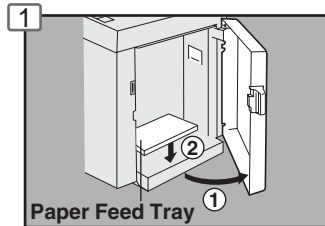
● Adding Paper (1550-Sheet Paper Tray 1)



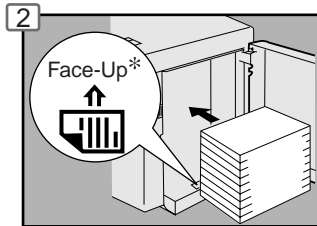
Paper Weight: 16-24 lb

Paper Capacity: 1550 Sheets (20 lb)

● Adding Paper (3000-Sheet Large Capacity Paper Tray (LCT) (Option))



Do not touch the tray while it is moving.

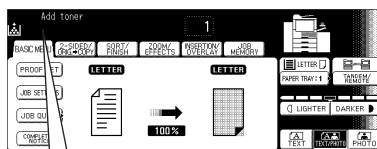


After tray stops, place paper neatly on the tray. Letter* size only (Portrait).

* Letter-R/Legal size is available when optional Letter-R/Legal Size LCT Adapter (DA-TK31) is installed.

- When using paper with one side already printed, load the paper with the unprinted side facing upward.

● Replacing Toner Bottle/Replacing Toner Waste Container

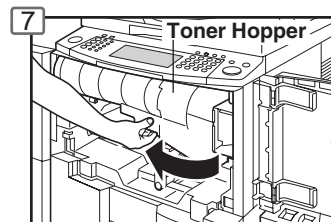
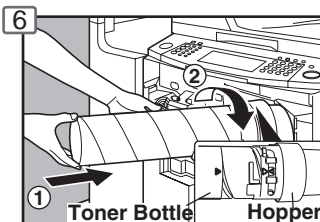
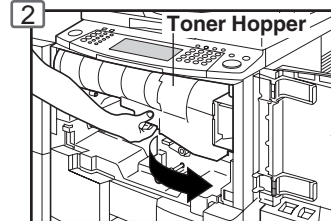
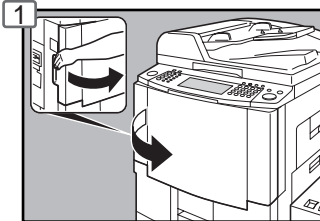


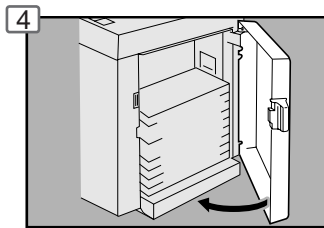
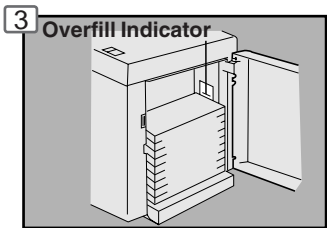
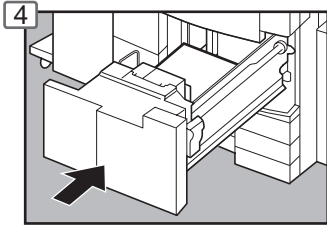
Replace Toner Bottle



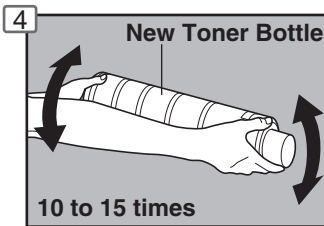
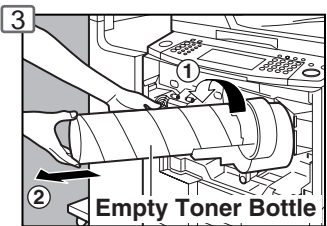
Replace Toner Waste Container

(Call your Service provider)

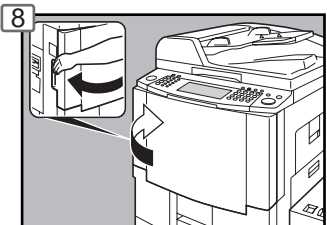
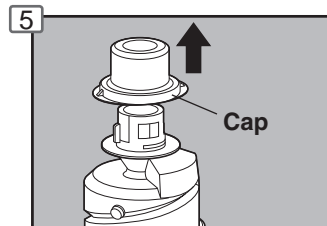




Paper Capacity: 3000 Sheets (20 lb)



Shake the new Toner Bottle well to loosen the contents.



(ATTENTION)

- For optimum copy quality it is recommended that only Panasonic Brand toner is used in the copier. Store toner in a cool dark area with low humidity. Do not unseal the toner bottle unless you are ready to use it.

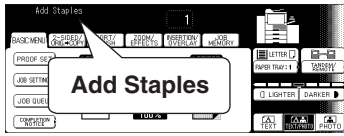


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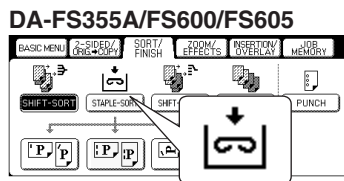
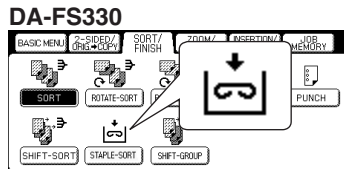
Operation Chart

■ Problem Solving (Common operation)

● Replacing the Staple Cartridge (Common operation) (When optional Finisher is installed.)



or

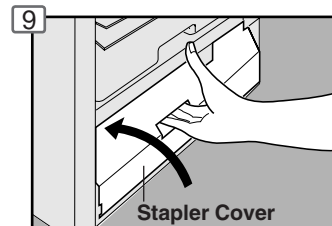
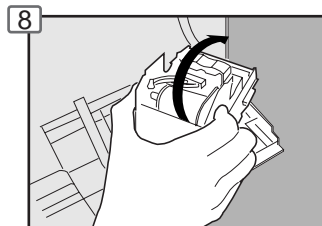
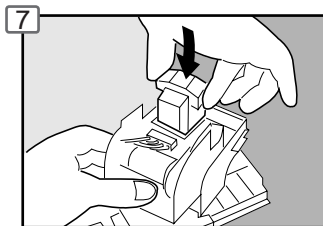
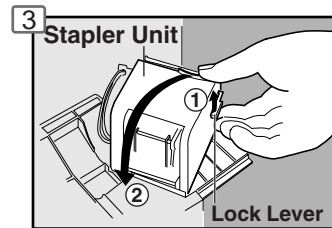
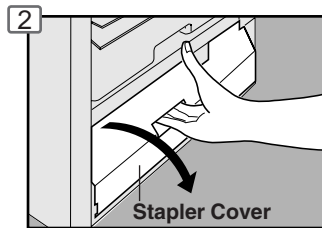
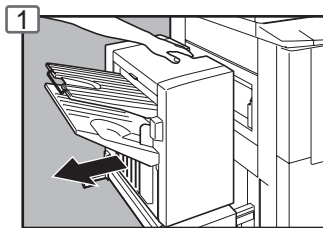


1

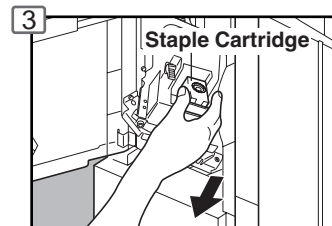
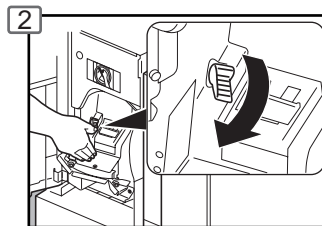
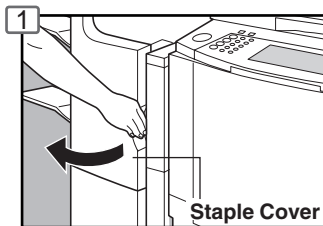
Replace the Staples Case as following procedures.

For 1-Bin Saddle-Stitch Finisher (DA-FS355A)
(See page 16)

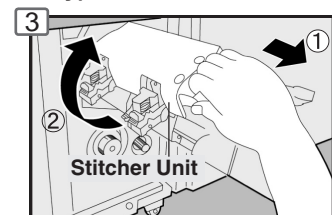
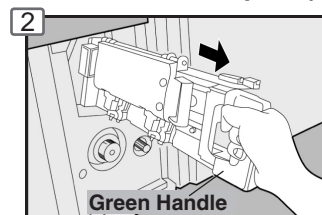
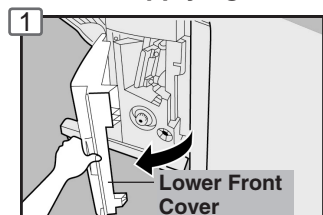
● 2-Bin Finisher (DA-FS330)

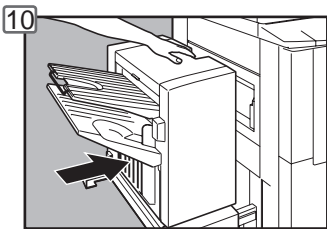
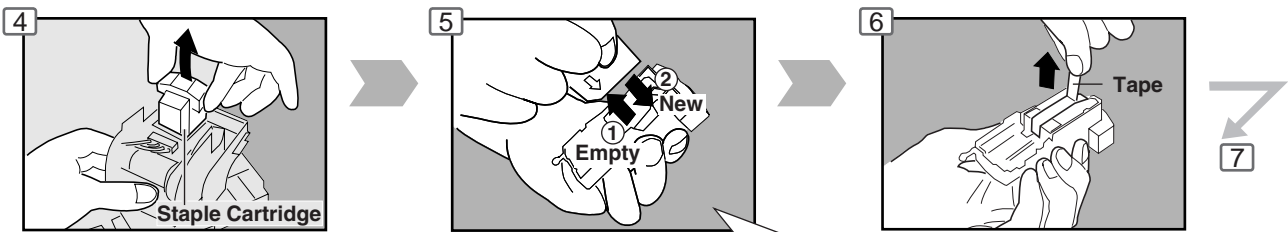
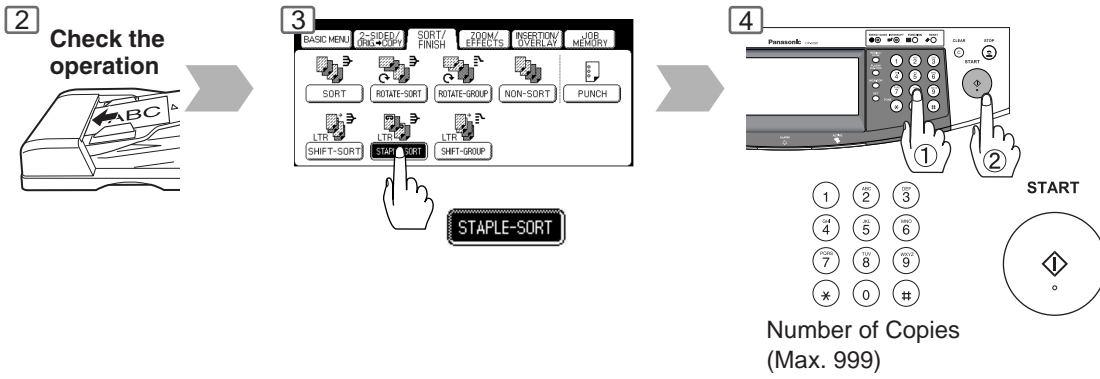


● 2-Bin Finisher (DA-FS600)/2 Bin Saddle-Stitch Finisher (DA-FS605)



When supplying the Saddle Sticher Unit with staples (DA-FS605 only)

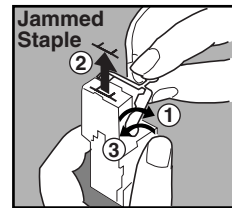




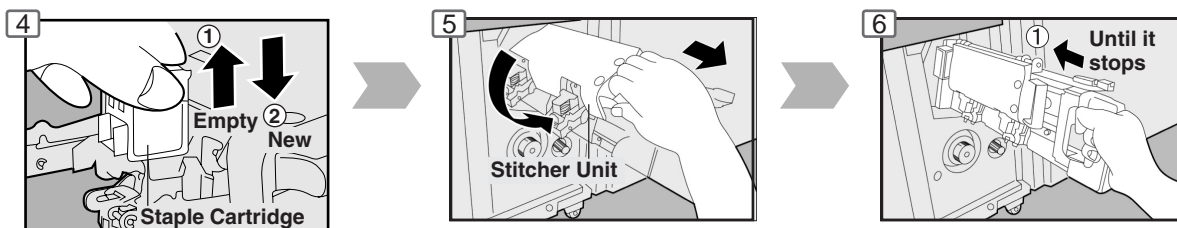
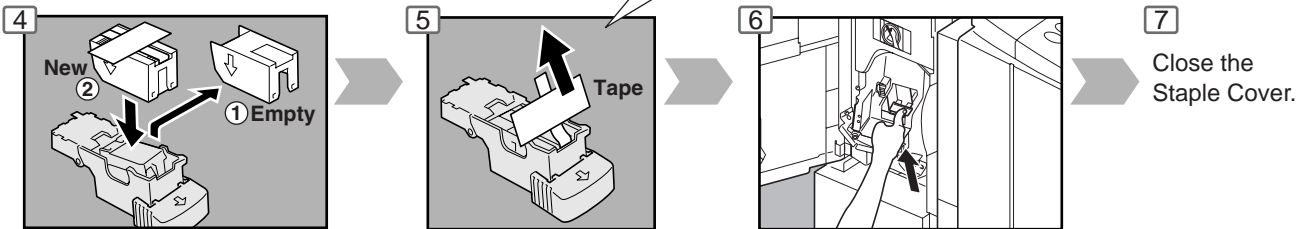
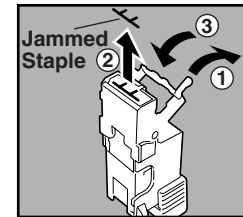
When the Staple is jammed

- The following message will be displayed on the Touch Panel Display: "Can Not Complete Confirm Staple Unit"

For DA-FS330:



For DA-FS600/FS605:



② Close the Lower Front Cover.

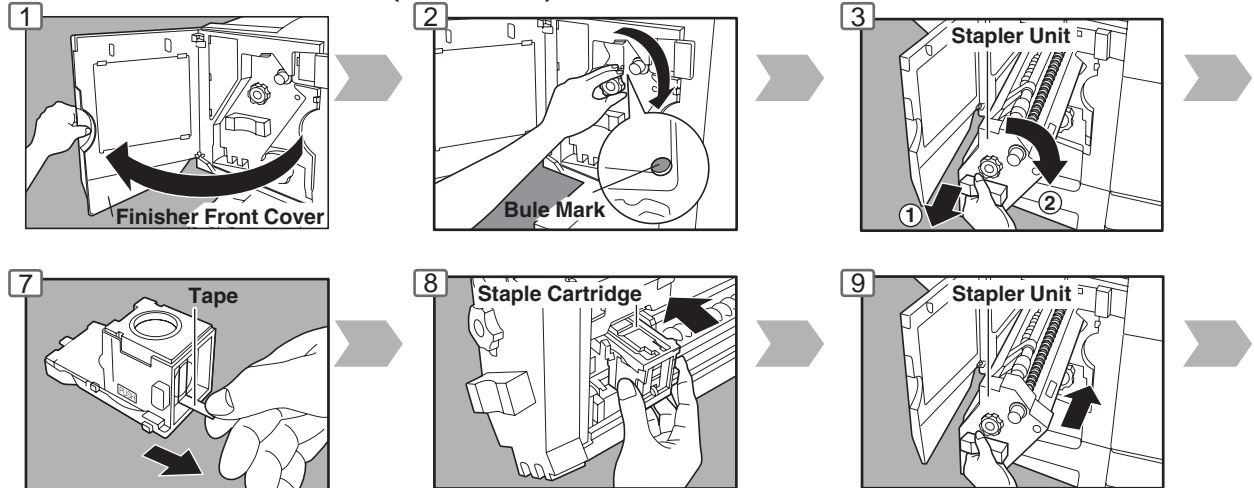


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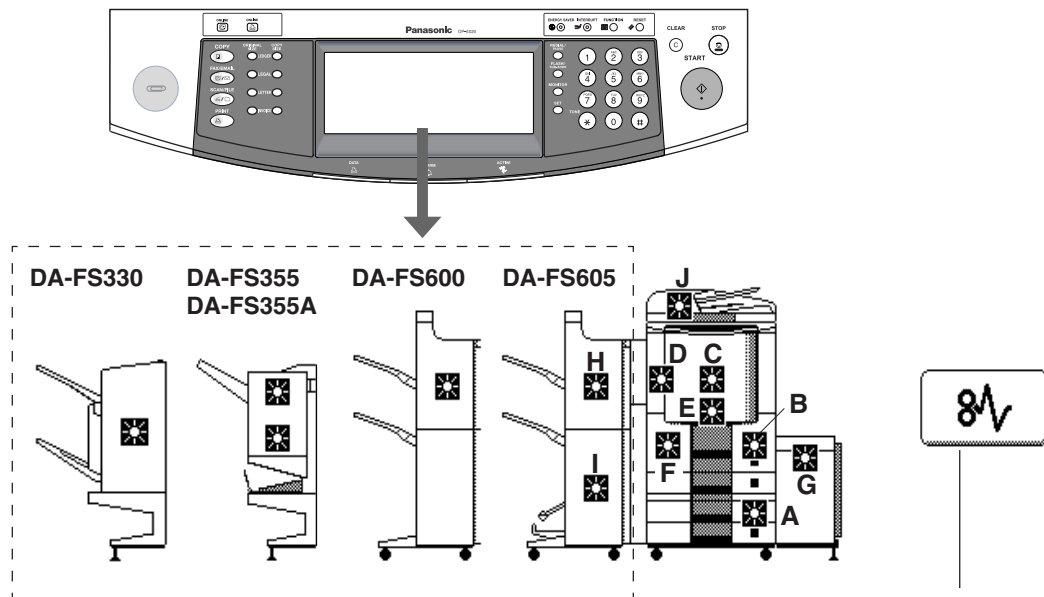
Operation Chart

■ Problem Solving (Continued)

● 1-Bin Saddle-Stich Finisher (DA-FS355A)



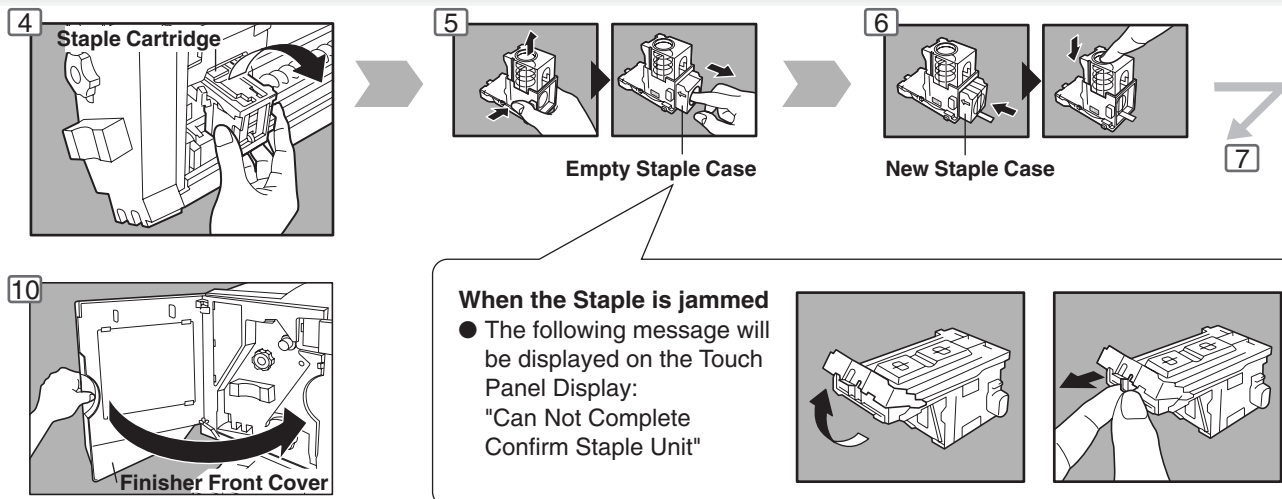
● Removing a Misfed Paper (Locations)



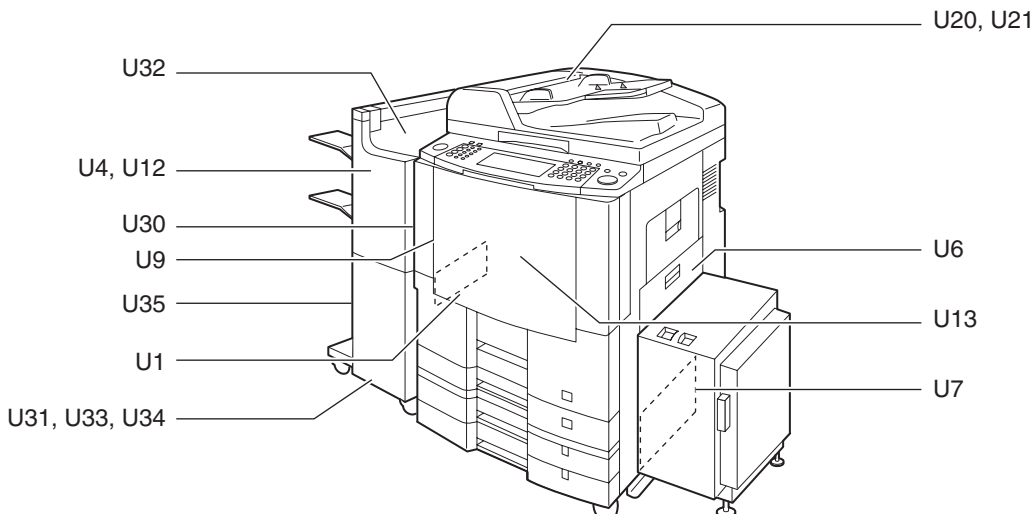
Misfed Location Indicator

● Indicates to open each cover, check and remove any misfed paper.

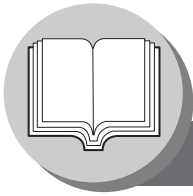
Copier ADU Paper Feed Unit LCT	A: System Console (See page 20) B: Paper Entry Area (See page 18) C: Paper Transport Area (See page 18) D: Paper Exit/Fuser Area (See page 18) E: ADU Area (See page 20) F: Reverse Area (See page 18) G: LCT Large Capacity Paper Tray Area (See page 22)
Finisher	H: Finisher (See page 22)
i-ADF	J: i-ADF (See page 20)



● User Error Codes (U Code)



Code	Check Points	Code	Check Points
U1	Front Cover is open.	U18	Total Copy Count is limit, consult your Key Operator.
U4	Finisher is pull out.	U20	ADF is open.
U6	Right Cover is open.	U21	ADF is opened while scanning from ADF.
U7	Right Cover Lower is open.	U30	Punch Dust Cover is open.
U9	Left Cover is open.	U31	Paper is remained in the Saddle-Stitcher Unit.
U12	Finisher Staple Cover/Upper Cover is open. Trash Box is not installed. (DA-FS330)	U32	Finsher Infeed/Inner Cover is open. (DA-FS605/FS355)
U13	Low Toner.	U33	Stapler of Saddle Stitcher Unit is incorrectly (DA-FS605/FS355)
U15	Call your Service provider.	U34	Finisher Lower Front Cover is open. (DA-FS605)
U16	Call your Service provider.	U35	Saddle Exit Cover is open. (DA-FS605)
		U90	Need to replace the battery. (See page 84)

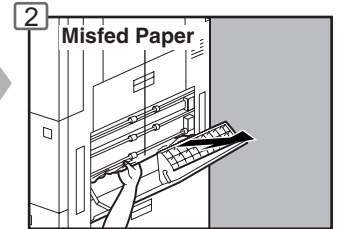
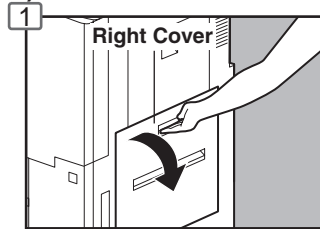
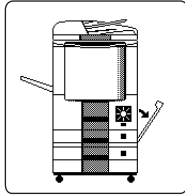


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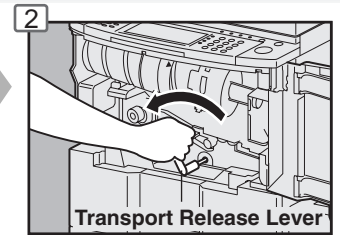
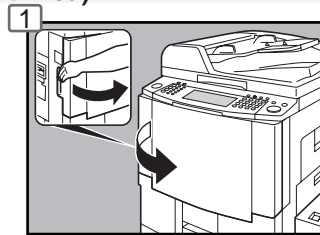
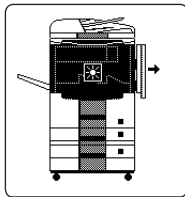
Operation Chart

■ Problem Solving (Continued)

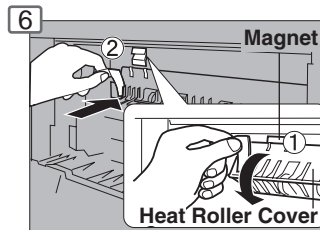
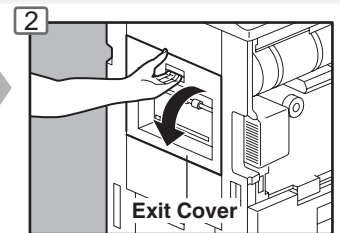
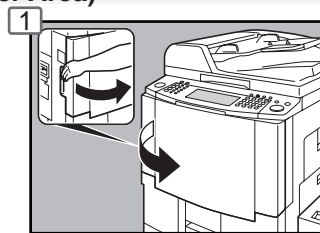
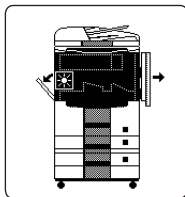
● Removing a Misfed Paper (Paper Entry Area)



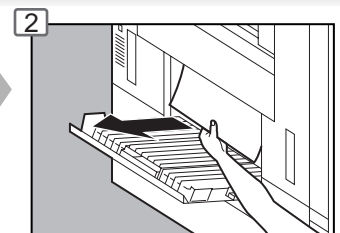
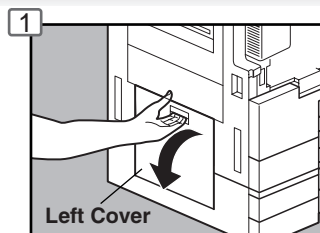
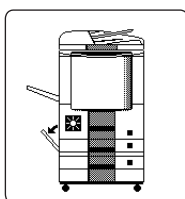
● Removing a Misfed Paper (Paper Transport Area)

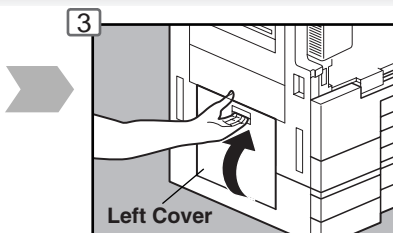
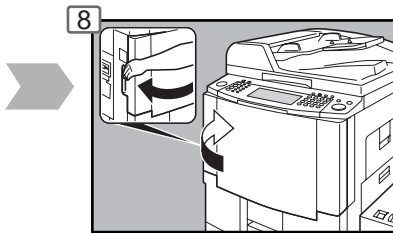
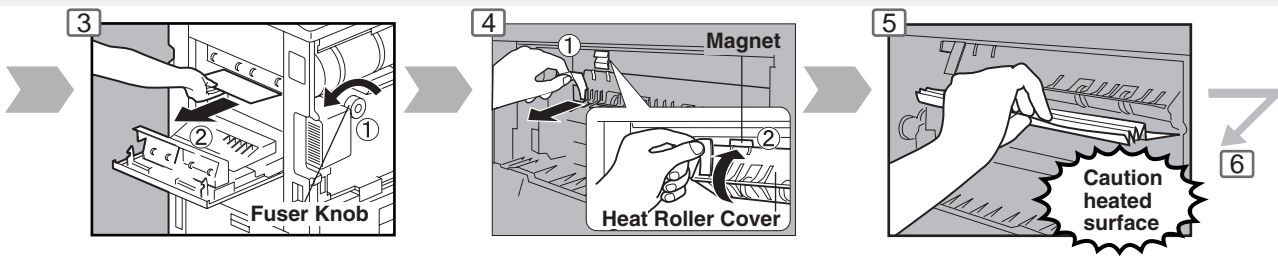
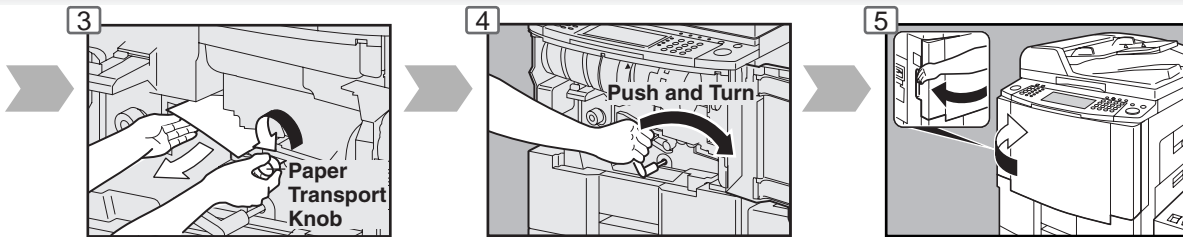
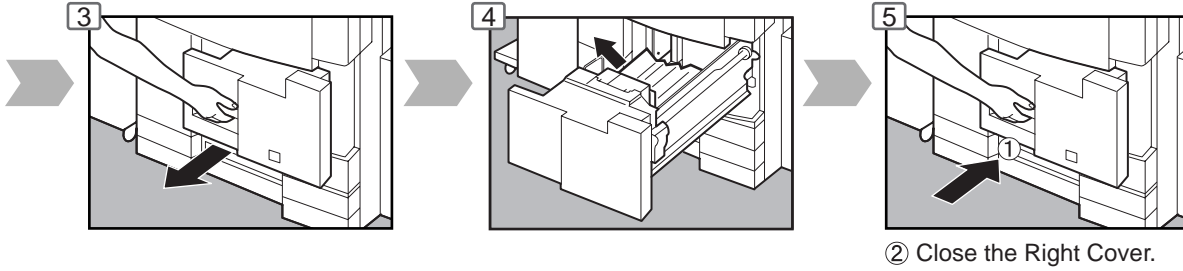


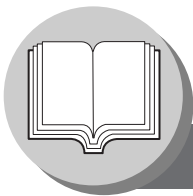
● Removing a Misfed Paper (Paper Exit/Fuser Area)



● Removing a Misfed Paper (Reverse Area)



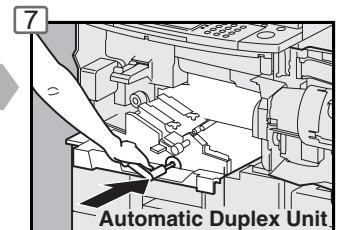
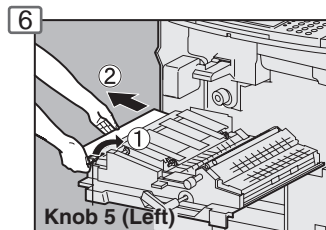
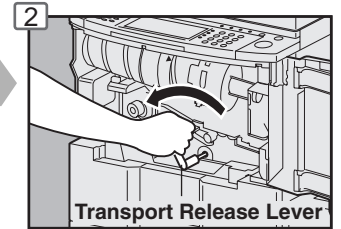
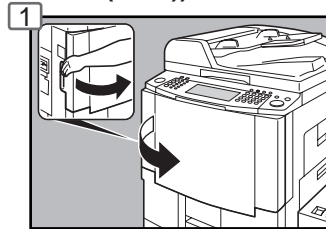
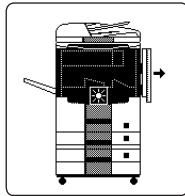




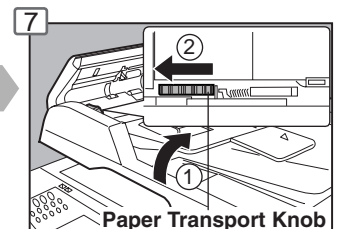
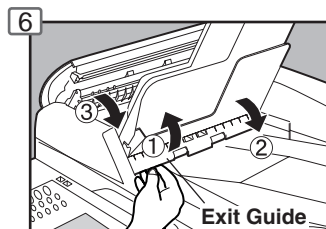
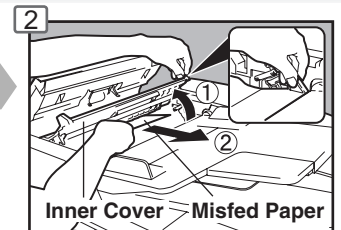
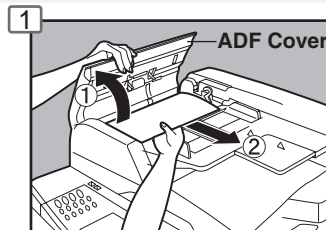
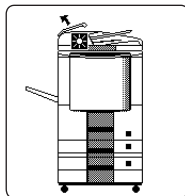
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■ Problem Solving (Continued)

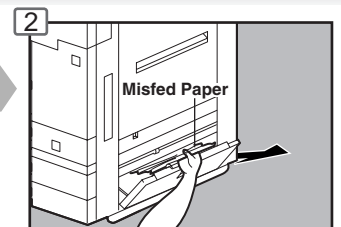
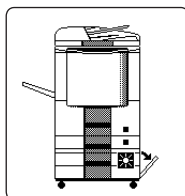
● Removing a Misfed Paper (Automatic Duplex Unit (ADU))



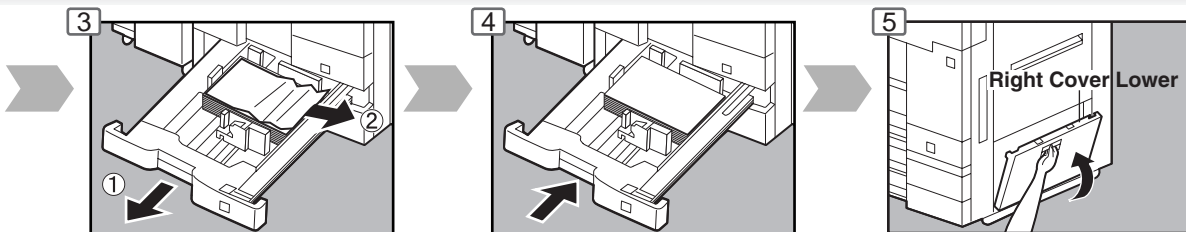
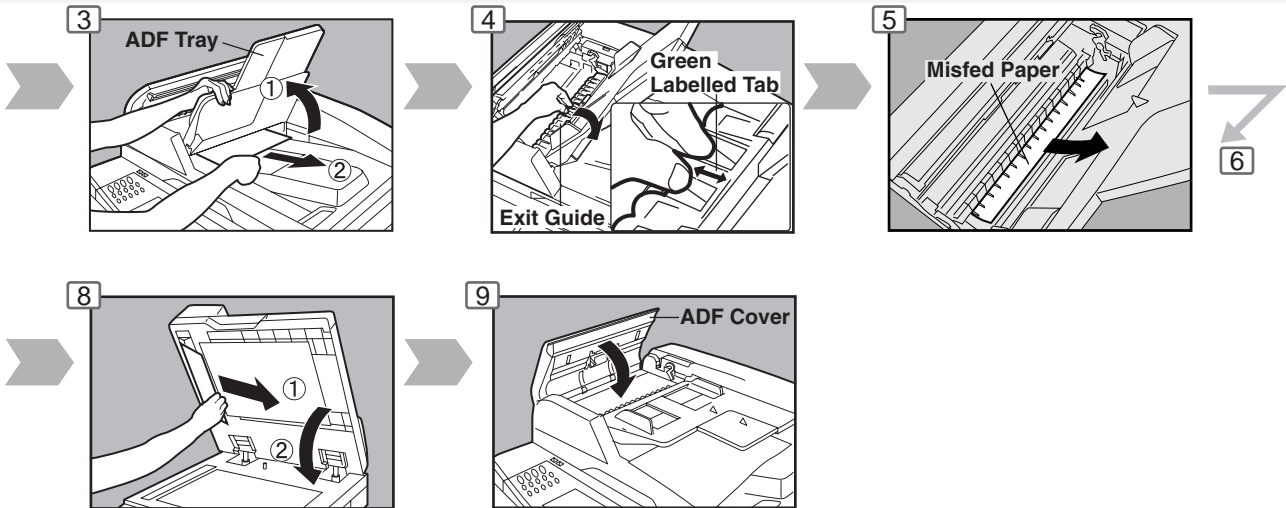
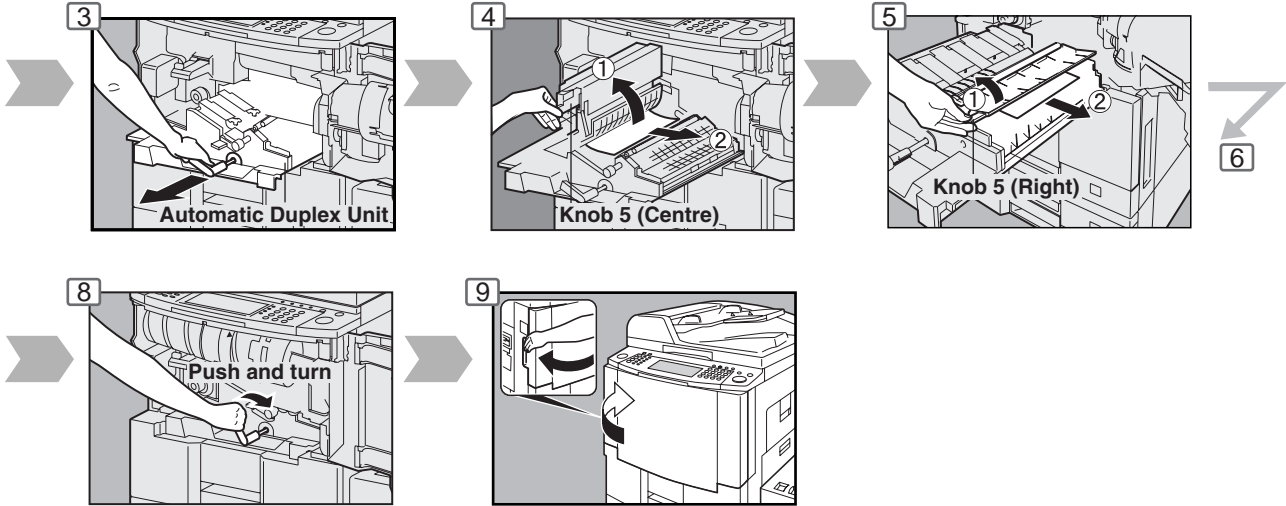
● Removing a Misfed Paper (i-ADF)



● Removing a Misfed Paper (System Console)



When the optional System Console (DA-DS601/DS602) is installed.

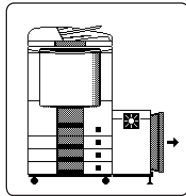




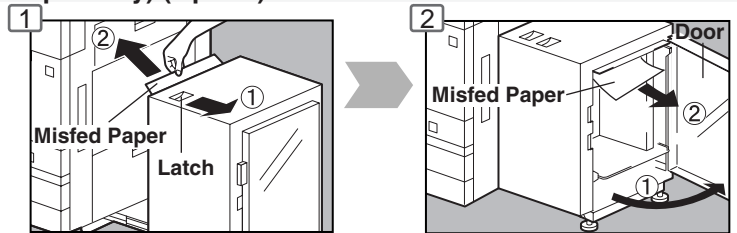
Getting To Know Your Machine

■ Problem Solving (Continued)

● Removing a Misfed Paper (Large Capacity Paper Tray) (Option)

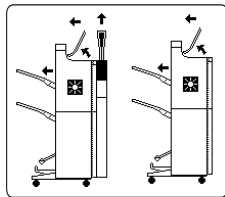


When the optional Large Capacity Paper Tray (DA-MA301) is installed.

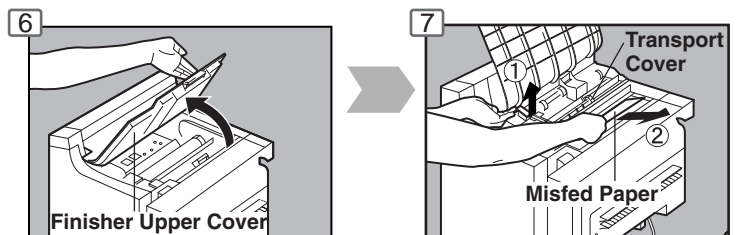
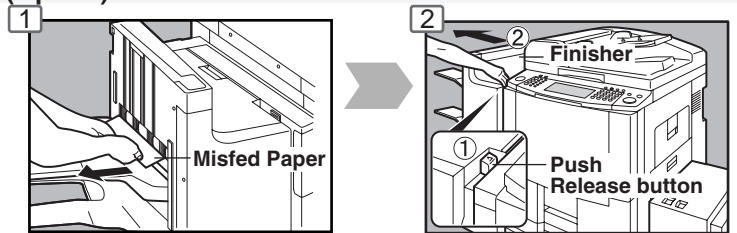


① Hold the latch and slide the large capacity paper tray to the right.

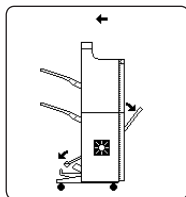
● Removing a Misfed Paper (2-Bin Finisher) (Option)



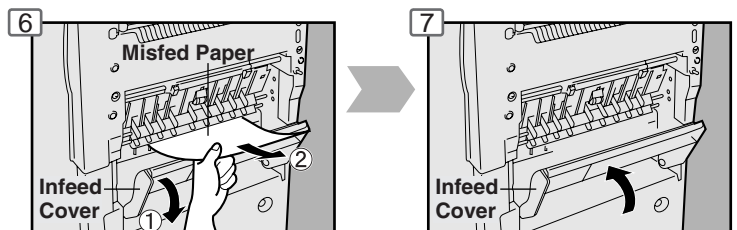
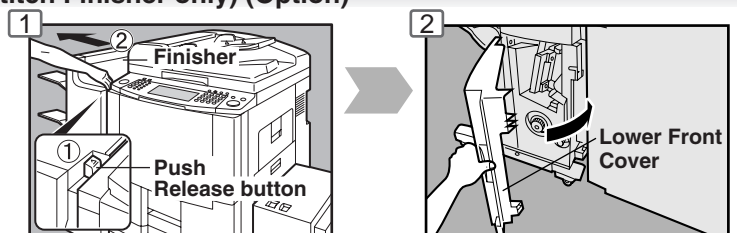
When the optional 2-Bin Finisher (DA-FS600/605) is installed.

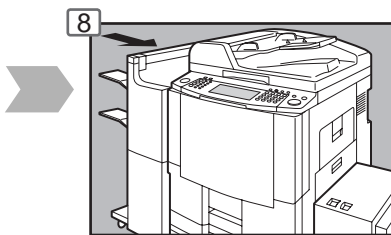
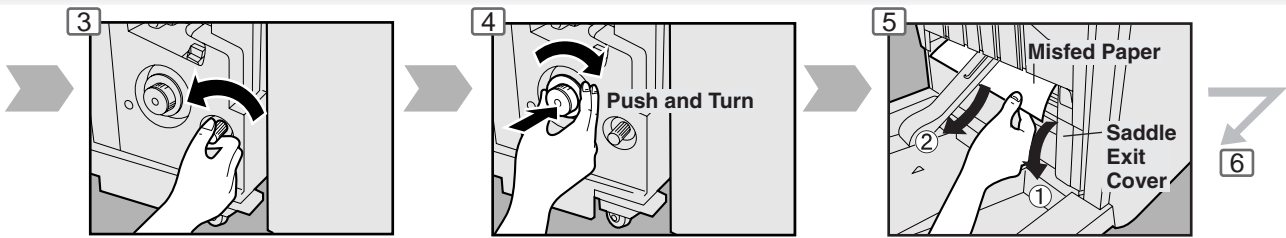
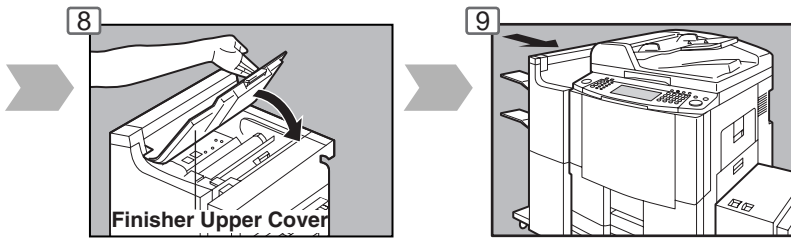
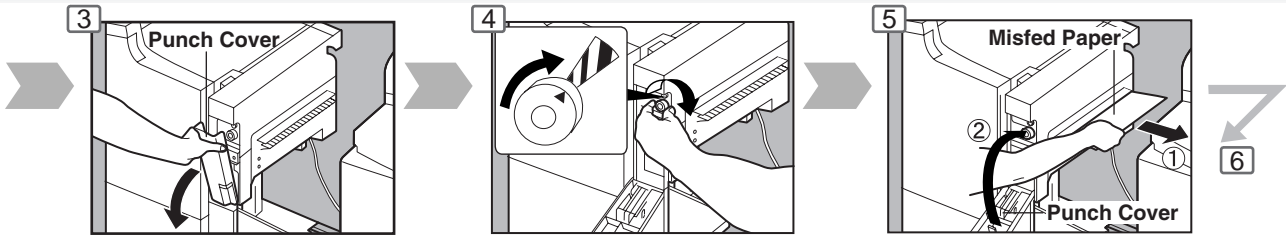
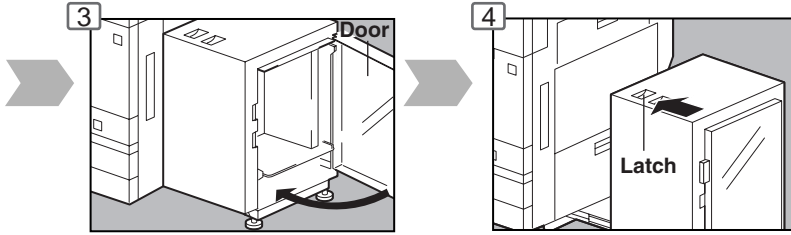


● Removing a Misfed Paper (2-Bin Saddle-Stitch Finisher only) (Option)



When the optional 2-Bin Saddle-Stitch Finisher (DA-FS605) is installed.



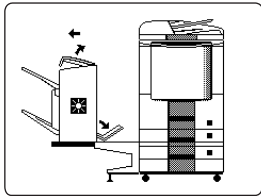




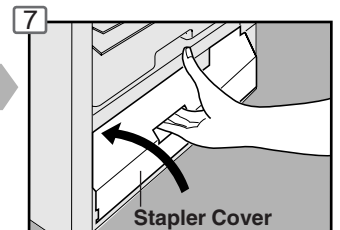
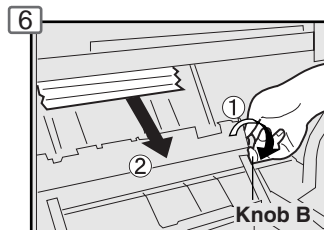
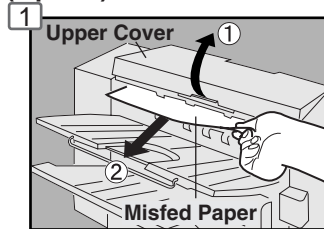
Getting To Know Your Machine

■ Problem Solving (Continued)

● Removing a Misfed Paper (2-Bin Finisher) (Option)

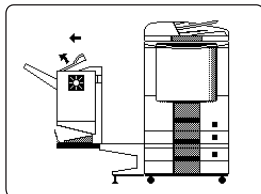


When the optional 2-Bin Finisher (DA-FS330) is installed.

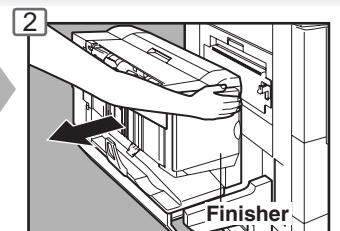
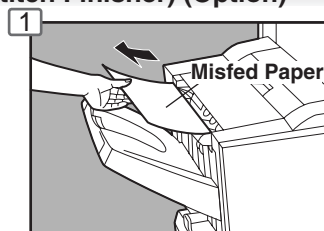


When the misfed paper is not found:

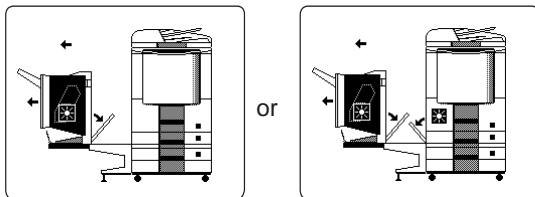
● Removing a Misfed Paper (1-Bin Saddle-Stitch Finisher) (Option)



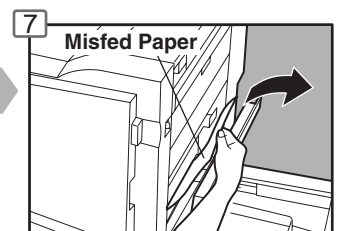
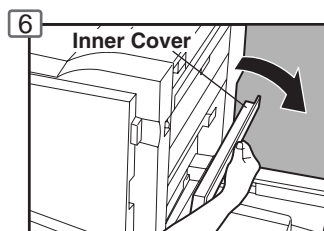
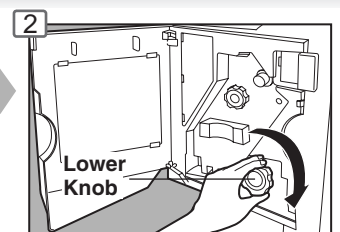
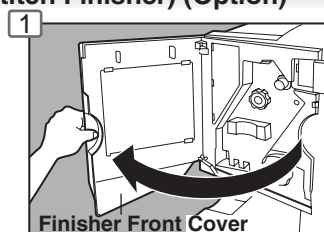
When the optional 1-Bin Saddle-Stitch Finisher (DA-FS355A) is installed.

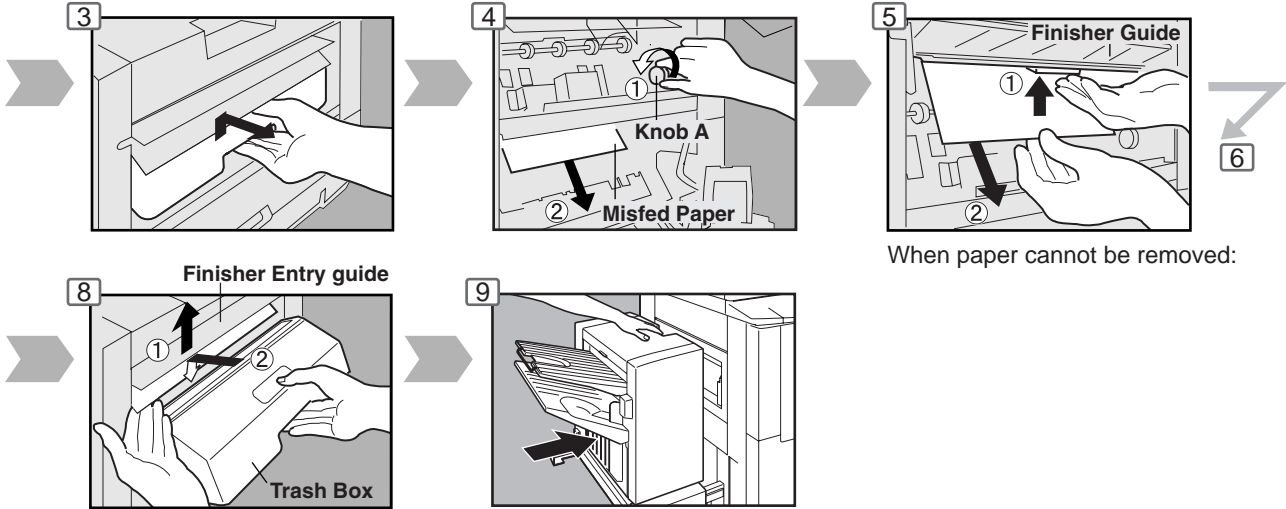


● Removing a Misfed Paper (1-Bin Saddle-Stitch Finisher) (Option)

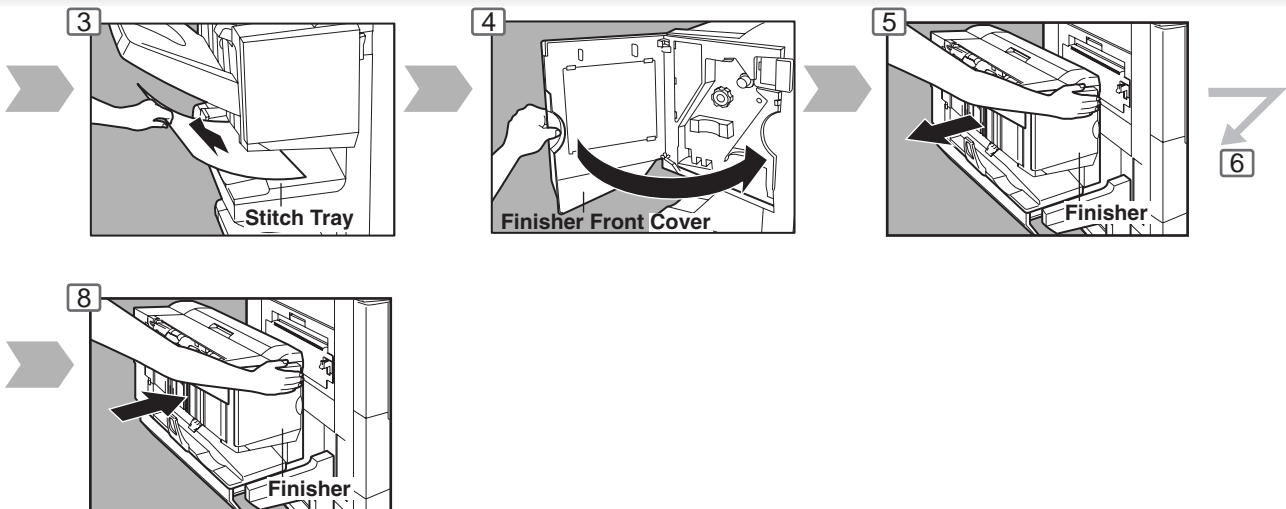
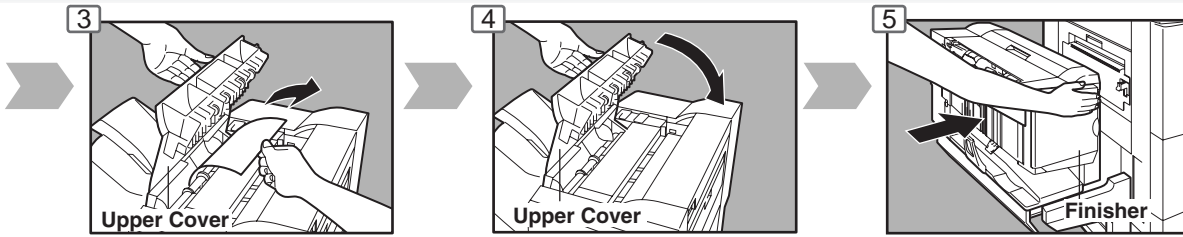


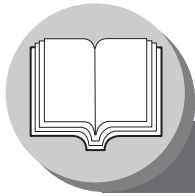
When the optional 1-Bin Saddle-Stitch Finisher (DA-FS355A) is installed.





When paper cannot be removed:





Before Starting

Energy Star

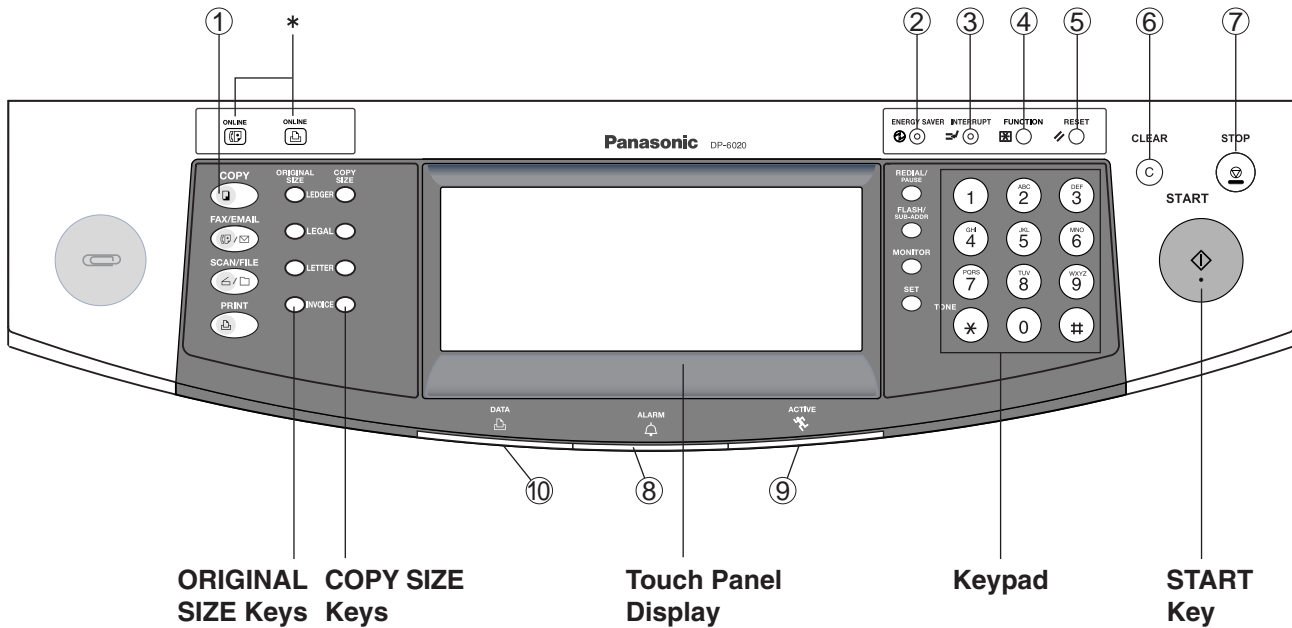


As an **ENERGY STAR**® Partner, Panasonic has determined that this product meets the **ENERGY STAR**® guidelines for energy efficiency.

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

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

Control Panel



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

* Fax/Email "ON LINE" LED for optional Fax/Internet Fax functions
Print "ON LINE" LED for Printer function

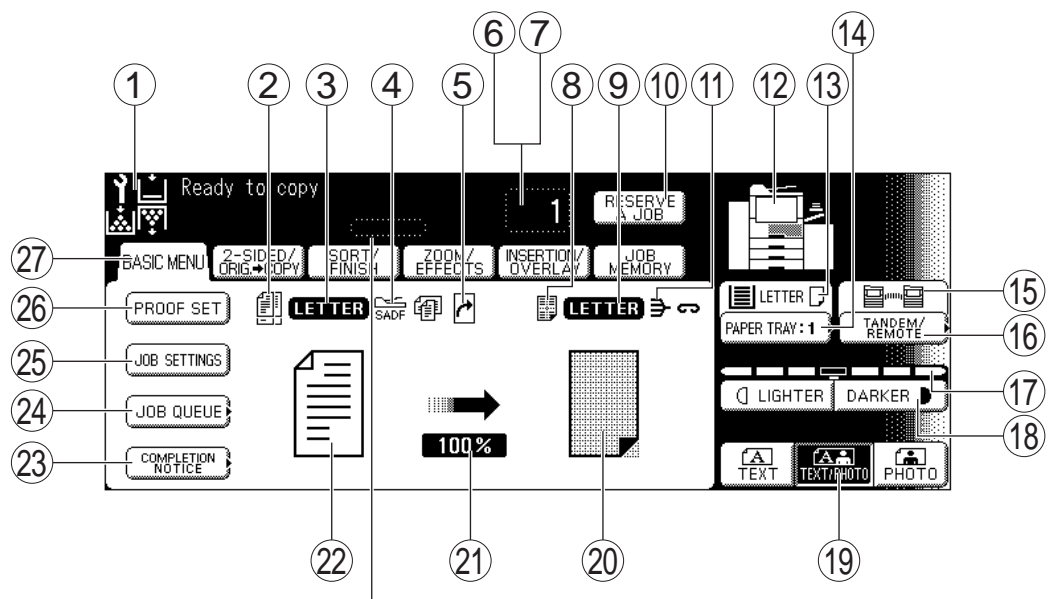
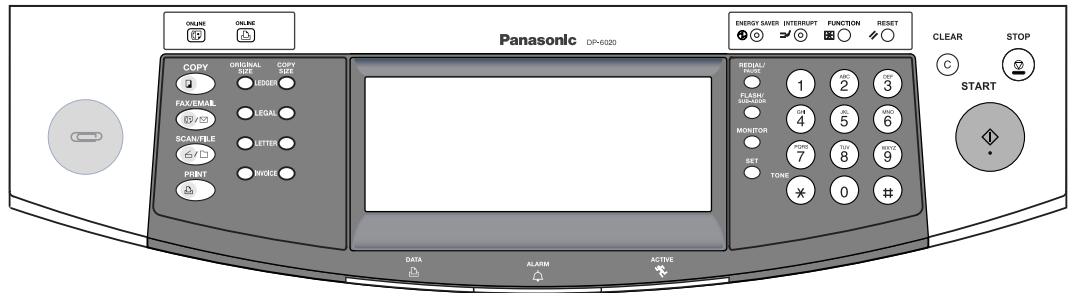
NOTE

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



Before Starting

Touch Panel Display

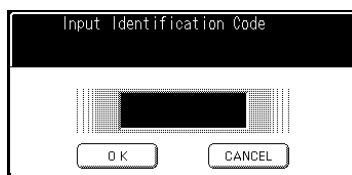


Job Status Indicator

Ex.: Copying 3 sets.

The Indicator displays the progress of a job task as follows:

0/3 → 1/3 → 2/3 → 3/3



When the Department Counter function is set up, the departmental Identification Code input screen is displayed on the Touch Panel Display. A registered departmental Identification Code (4-digit) is required to gain access to each secured function, or the secured Copy/Fax/Scanner function(s) cannot be used. Please consult with the key operator regarding the departmental Identification Code(s) for the desired function.





NOTE

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

ORIGINAL SIZE/LEDGER : Dimmer

COPY SIZE/LEDGER : Brighter

■ Touch Panel Display Indications

No.	Contents	See Page
①	Warning Indications  : Add Toner  : Add Paper  : Call Service (Call your Service Provider)  : Waste Toner	10 - 13
②	Original Icon	—
③	Original Size Indication	—
④	Job Build and SADF/Multi-Size Feed Mode Indication	42, 43
⑤	Rotate Mode Indication	—
⑥	Number of Copies / Original(s)	—
⑦	Machine / User Error Code Indication (E1-01, U13, etc.)	17, 82
⑧	Copy Icon	—
⑨	Copy Size Indication	—
⑩	Reserve a Job Button	57
⑪	Finisher Functions Indication	45
⑫	Machine Outline with Tray Selection (Paper Tray and Output Tray)	—
⑬	Paper Level and Size Indication	—
⑭	Paper Tray Selection Button	—
⑮	Tandem/Remote Button Indication	33
⑯	Tandem/Remote Button	33
⑰	Density Indicator (7 steps)	11, 31
⑱	Manual Exposure Select Buttons (Lighter and Darker)	11, 31
⑲	Original Mode Select Button (Text; Text / Photo; Photo)	11, 31
⑳	Copy Image and Paper Image Indication	—
㉑	Copy Ratio Indication	—
㉒	Original Image Indication	—
㉓	Completion Notice Button	37
㉔	Job Queue Button	36
㉕	Job Settings Button <ul style="list-style-type: none"> Selected copy jobs will be indicated on the right side of the touch panel display. (2-Sided/Original → Copy, Sort/Finish, Zoom/Effects, Insertion/Overlay modes) 	—
㉖	Proof Set Button	33
㉗	Function Categories	—

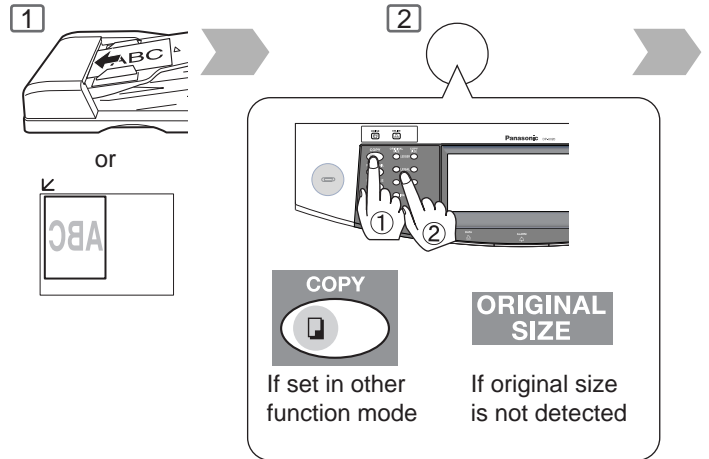
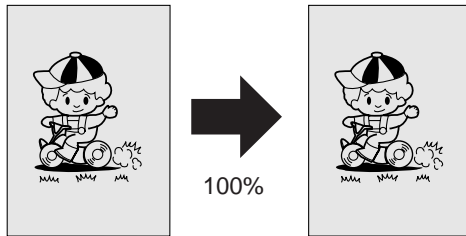


Making Copies

Basic Menu

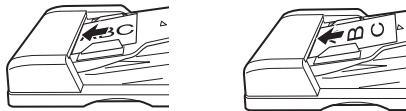
■ Copying the Same Size Originals (1:1)

Copy size is automatically selected.

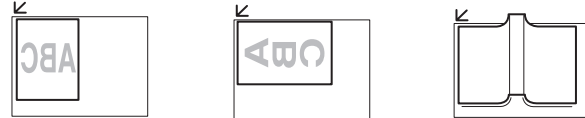


■ Position of the original(s)

On the i-ADF



On the Platen



Note 1) Once after setting originals, pressing Start button, do not press originals as it may cause original jam.

Note 2) When originals with clipped or stapled, take off clips or staples, then set originals neat.

■ Using the ADF

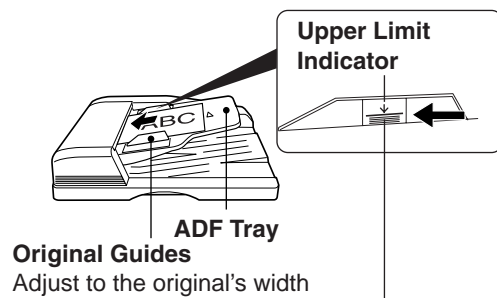
Originals that cannot be used

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

Inappropriate Originals

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

ADF



Set the originals up to the upper limit indicator

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.

3

Adjust the Manual Exposure
 LIGHTER or DARKER

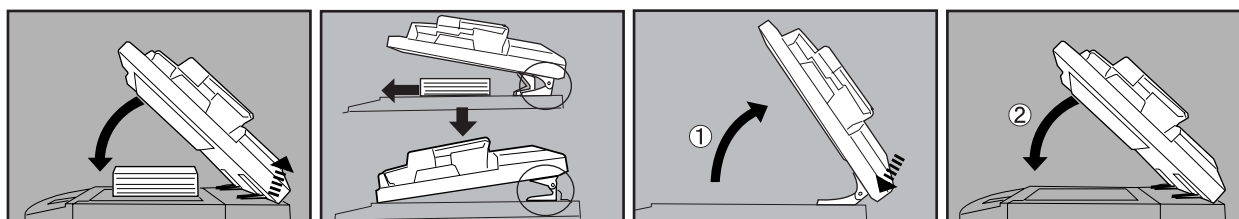
Select type of Original(s)

- TEXT Mainly Text
- TEXT/PHOTO Text and Photo combined
- PHOTO Mainly Photo

4

Number of Copies (Max. 999)

When copying a thick Booklet, open the ADF and verify that the ADF Hinge was returned to original position if the rear of the ADF was raised.



■ Copying on Heavy Paper (Post Cards, etc.) (35 lb max.)

1 Load paper on the Sheet Bypass

2 Select Sheet Bypass and touch the Size Change button

3 Select Heavy Paper

NOTE

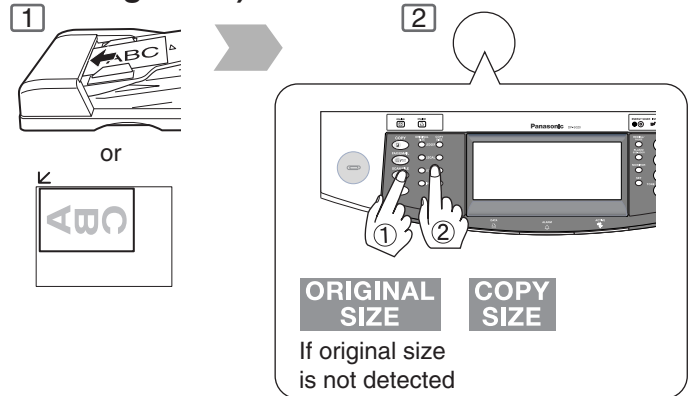
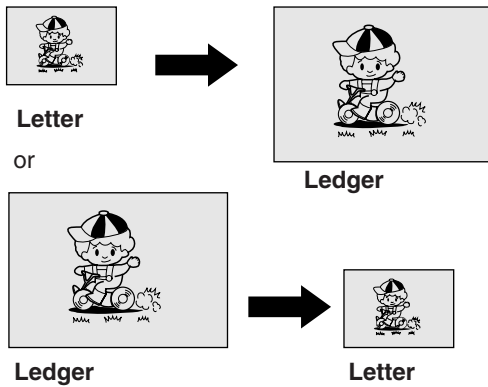
- **Memory Capacity:**
 If the memory becomes full during original scanning, the message "Cannot Complete / Job Exceeds Memory Capacity" will be displayed on the LCD. If this occurs, follow the instructions on the LCD.
 When additional memory is required, consult with an authorized service provider.



Making Copies

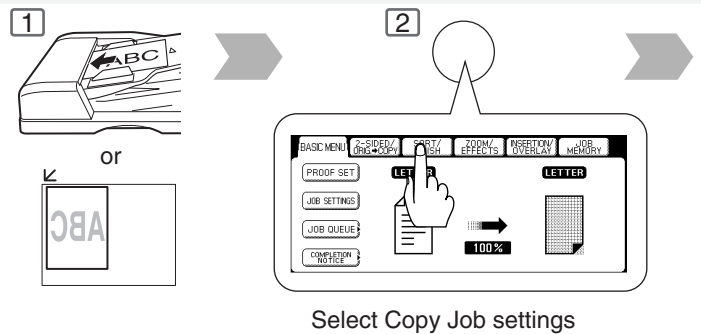
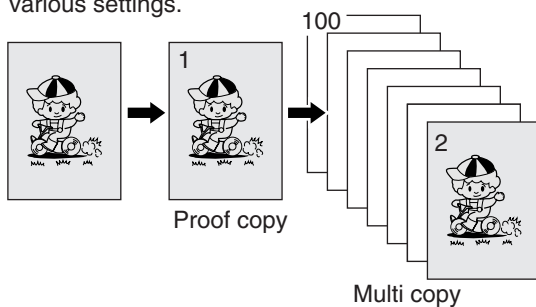
Basic Menu

■ Copying with Preset Ratios (Reduction/Enlargement)



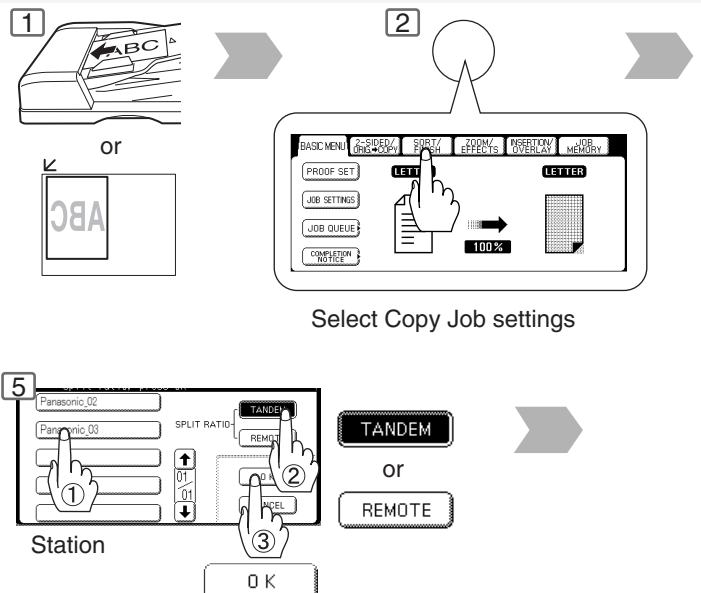
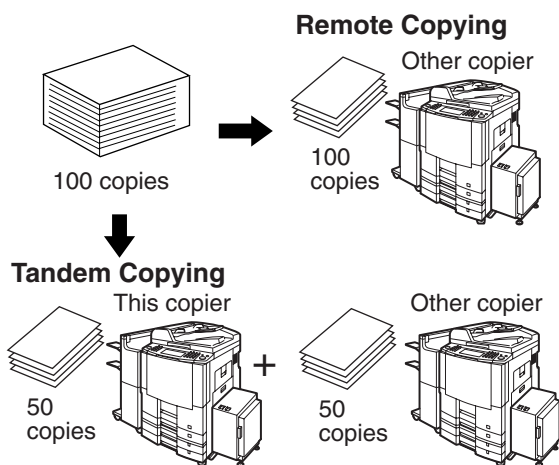
■ Proof Copying

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



■ Tandem/Remote Copying

Requires installation of optional Hard Disk Drive (DA-HD60), Network setup (See pages 65 and 72) and Parameter registration. (See page 34)



NOTE

- If the desired copy size is different from the paper size loaded in the Paper Tray, use Sheet Bypass. (See page 10)
- The selected Remote printing copier, must be either DP-3510 / 3520 / 4510 / 4520 / 6010 / 6020.
- For the copier to function as a Remote/Tandem Copier it has to be setup in advance.

3 The Correct ratio is automatically selected.

Reduction and enlargement ratios (%)

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

4

Number of Copies (Max. 999)

3

PROOF SET

4

Number of Copies (Max. 999)

5

YES

If the Proof copy is OK, the remaining number of sets will be printed.

or

NO

If the Proof Copy is NG, again, place the originals back on the ADF (or Platen) and try again.

3

Number of Copies (Max. 999)

4

BASIC MENU

TANDEM/REMOTE

6

For Tandem

For Remote

7

START

NOTE

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

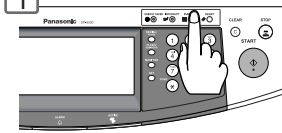


Making Copies

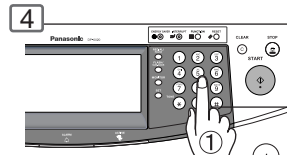
Basic Menu

■ Tandem/Remote Copy Settings (Registration 1)

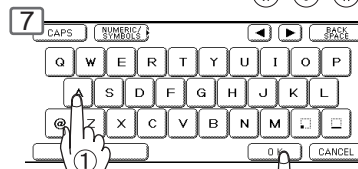
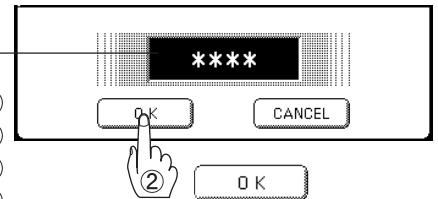
Input the Key Operator ID Code if required. 1



FUNCTION

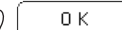


Input ID Code (4-digit)



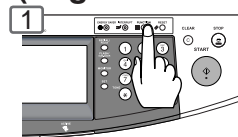
Enter the key name* (up to 15 characters).

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

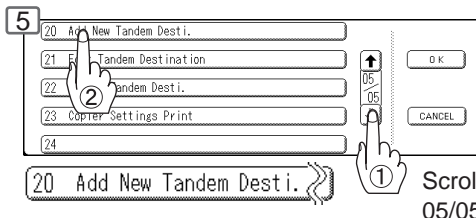
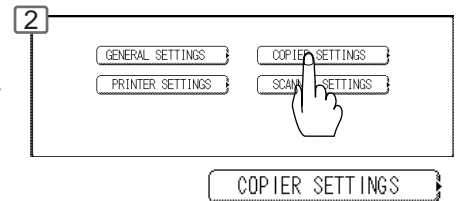


■ Tandem/Remote Copy Settings (Registration 2)

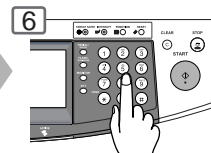
If installing the machine on a Network with a different subnet mask, you must first register it before being able to use the Tandem/Remote Copying function.



FUNCTION



Scroll to 05/05



IP Address*

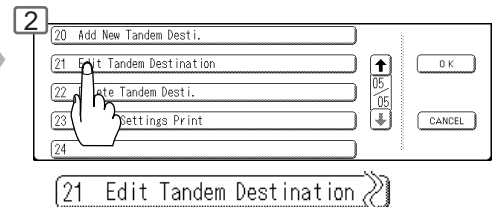
Ex: 123.123.12.1

When entering a 1 or 2-digit number segment, add "00" or "0" in front of the number, to scroll to the next segment of numbers or press the "*" key to enter a period after the number.

■ Tandem/Remote Copy Settings (Editing)

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

1 Open the screen 05/05 same as the Registration procedures above.

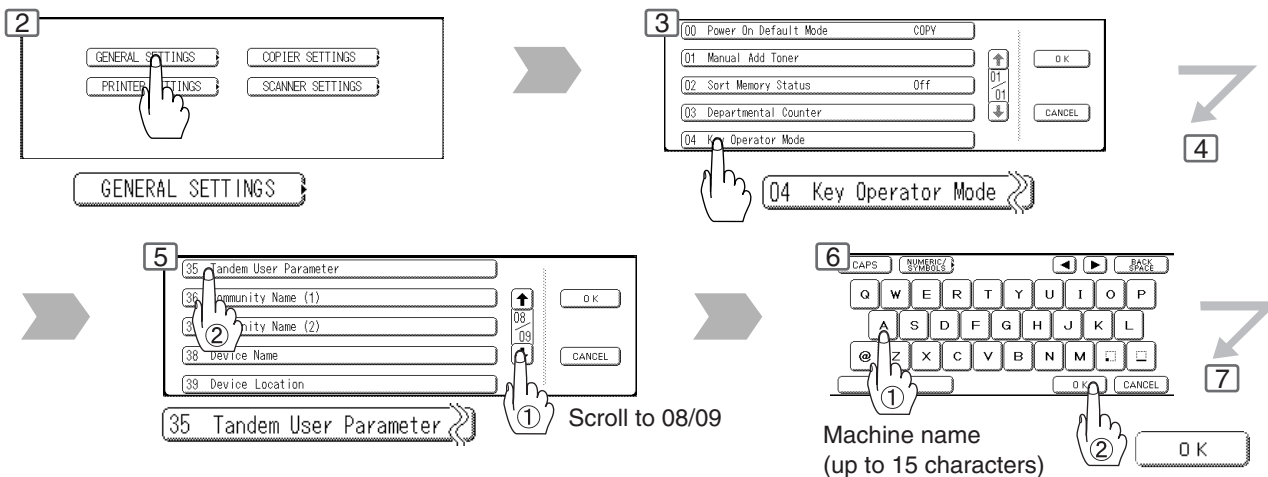


■ Tandem/Remote Copy Settings (Deleting)

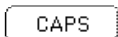
To delete the registered machine.

1 Open the screen 05/05, same as the Registration procedures above.





Button Names on the Keyboard



To input upper case letter(s).



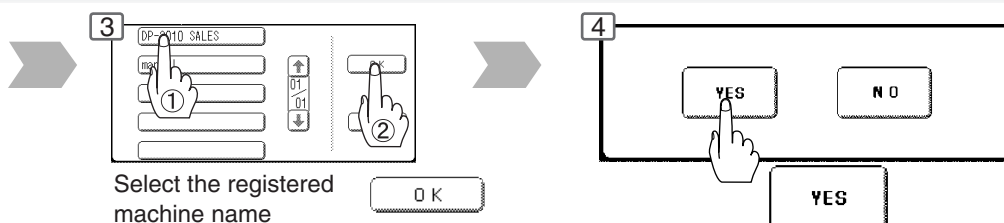
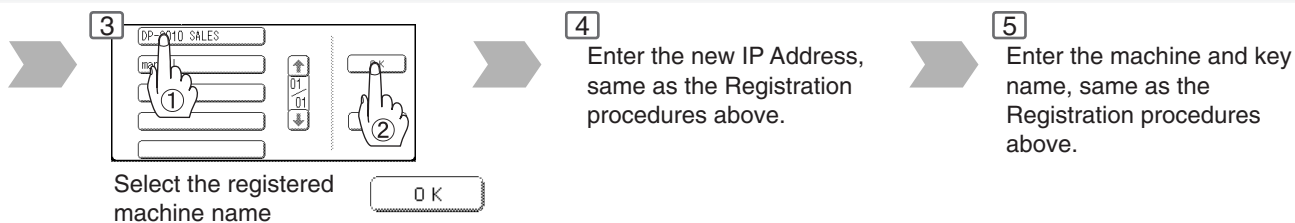
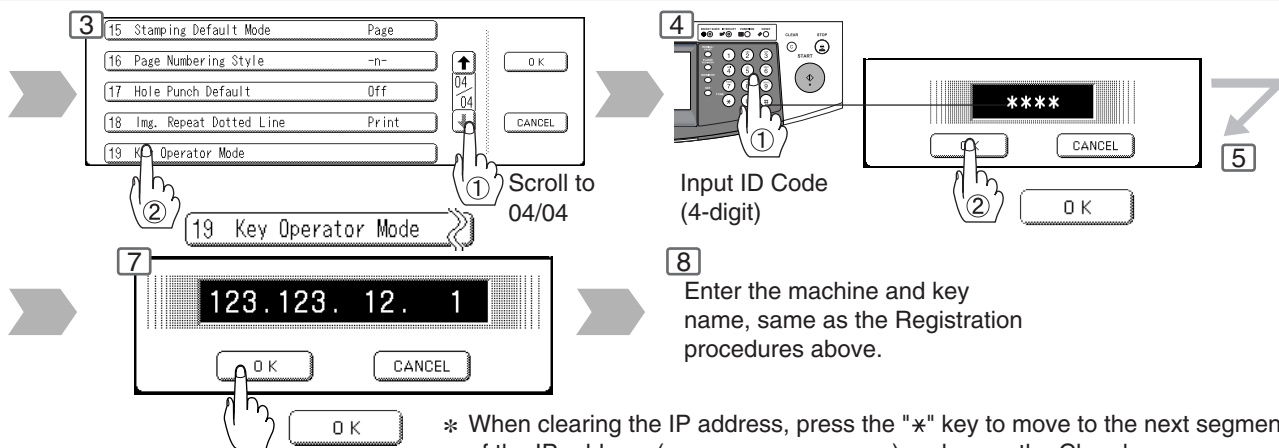
To move the cursor () to the left or right side.



To input numbers and/or symbols.



To erase the character before the cursor.



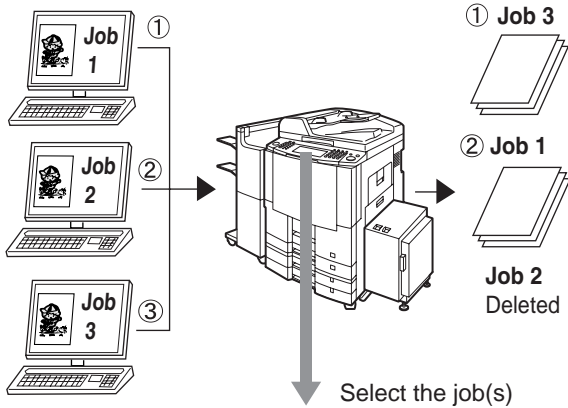


Making Copies

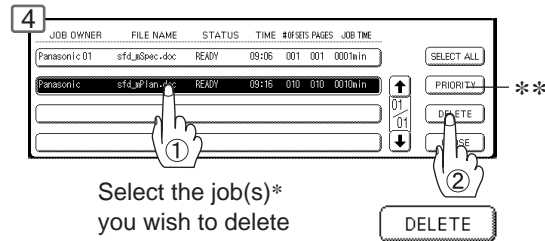
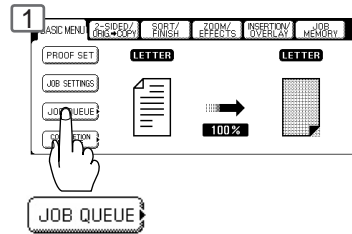
Basic Menu

Job Queue

Refers to a list of jobs waiting to print, delete or change of priority (only for print job).



JOB OWNER	FILE NAME	STATUS	TIME	#OF SETS	PAGES	JOB TIME
COPY JOB	COPY JOB	PRINTING	09:00	002	017	0017min
COPY JOB	COPY JOB	READY	09:01	000	000	0001min
Panasonic 01	sf4_uSpec-d	READY	09:06	001	001	0001min
Panasonic	sf4_uPlan	READY	09:16	010	010	0010min

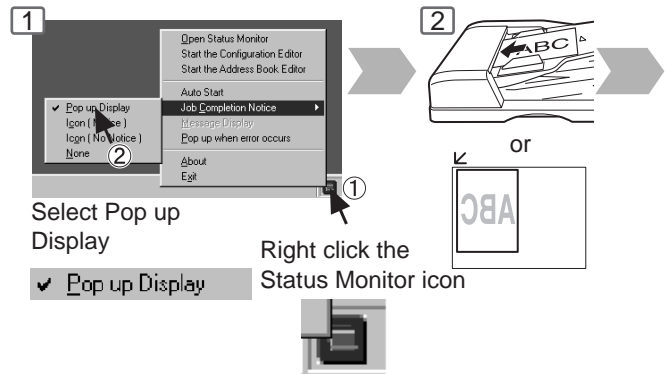
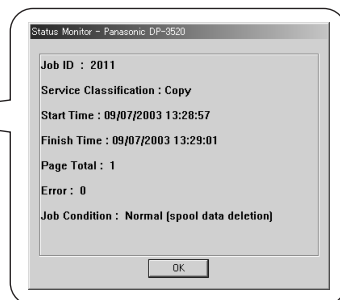
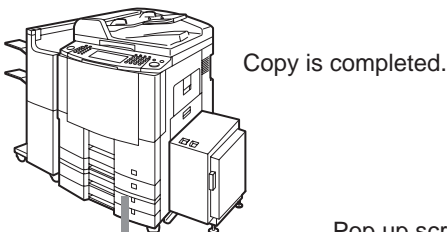


- * You can select to delete multiple/all jobs.
- ** Priority can be selected for print jobs only when the optional HDD is installed.

Completion Notice

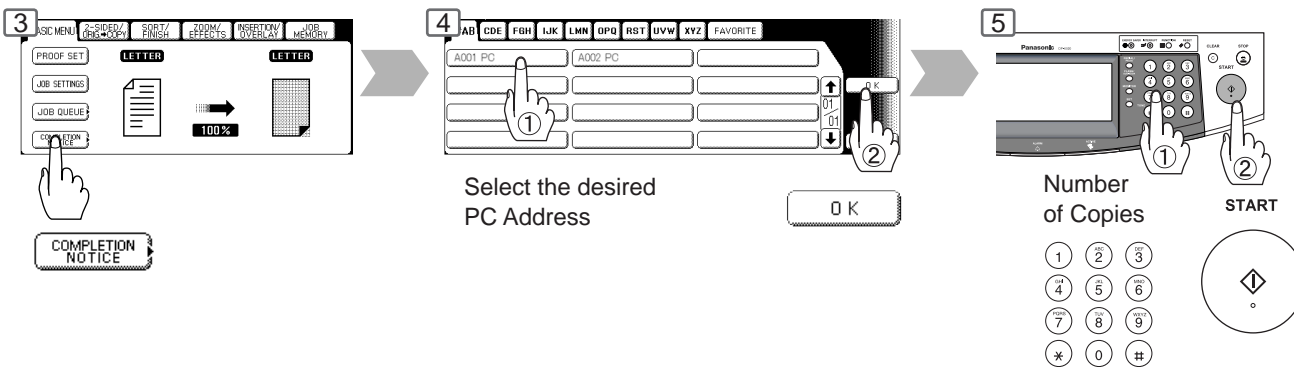
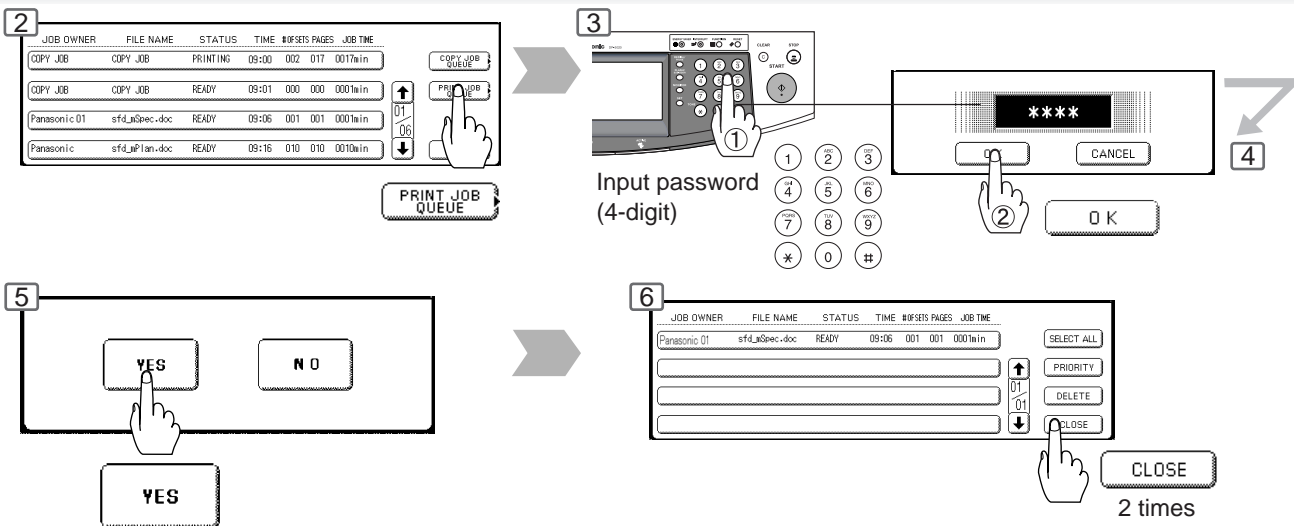
A Job Completion Notice via a pop up screen on the Desktop of your PC when the Copy Job is completed.

Before using the Completion Notice, install the Panasonic-DMS included with the machine.



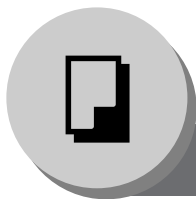
NOTE

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



NOTE

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

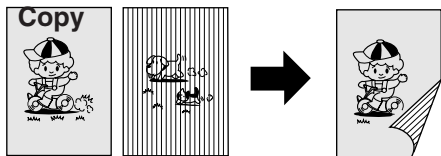


Making Copies

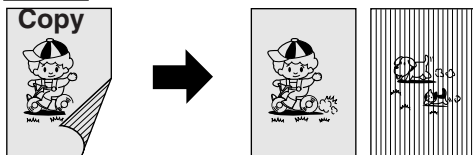
2-Sided/Original → Copy

1-Sided → 2-Sided, 2-Sided → 1-Sided, 2-Sided → 2-Sided Copy

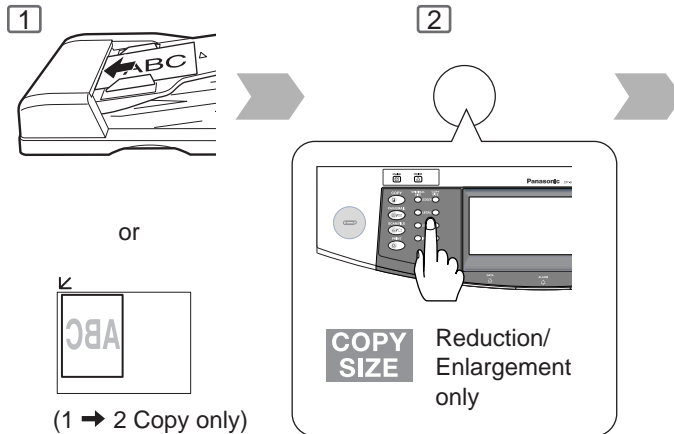
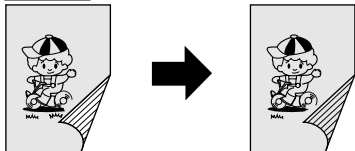
1 → 2 } 1-Sided → 2-Sided



2 → 1 } 2-Sided → 1-Sided



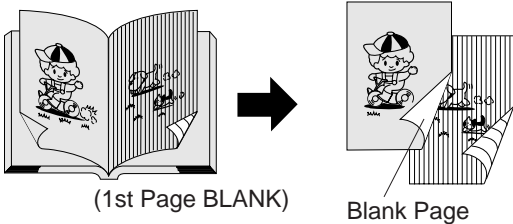
2 → 2 } 2-Sided → 2-Sided Copy



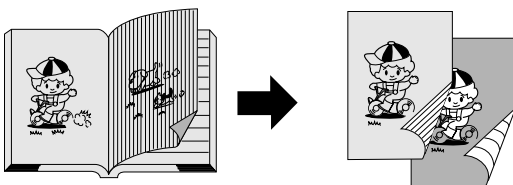
(1 → 2 Copy only)

Book → 2-Sided Copy

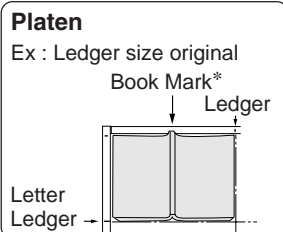
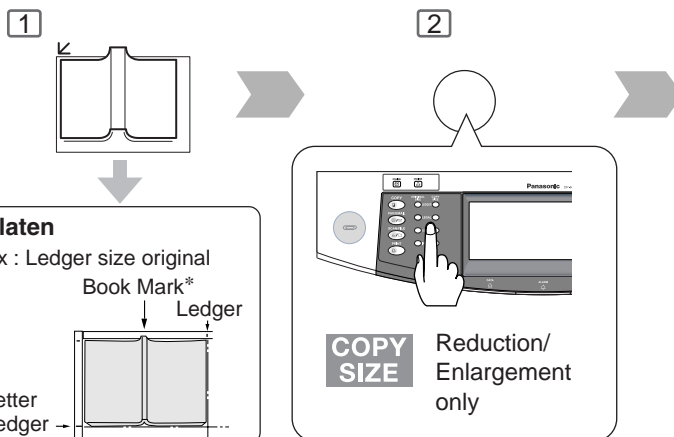
BOOK → 2 } Book → 2-Sided Copy



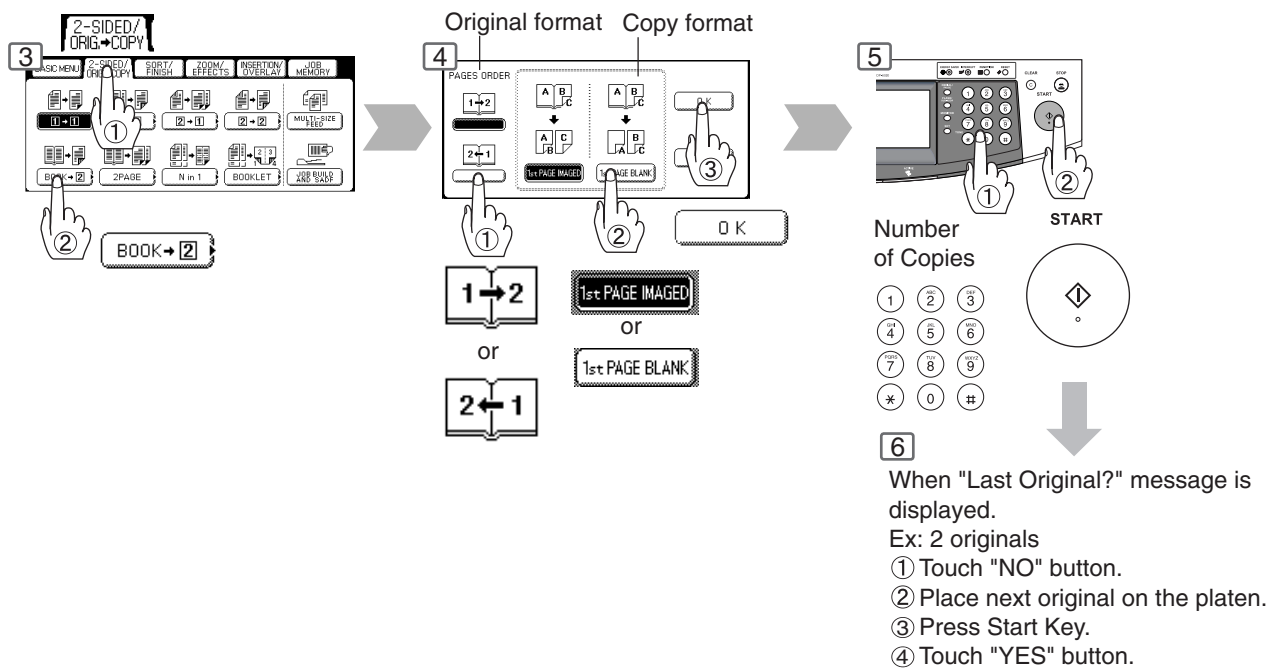
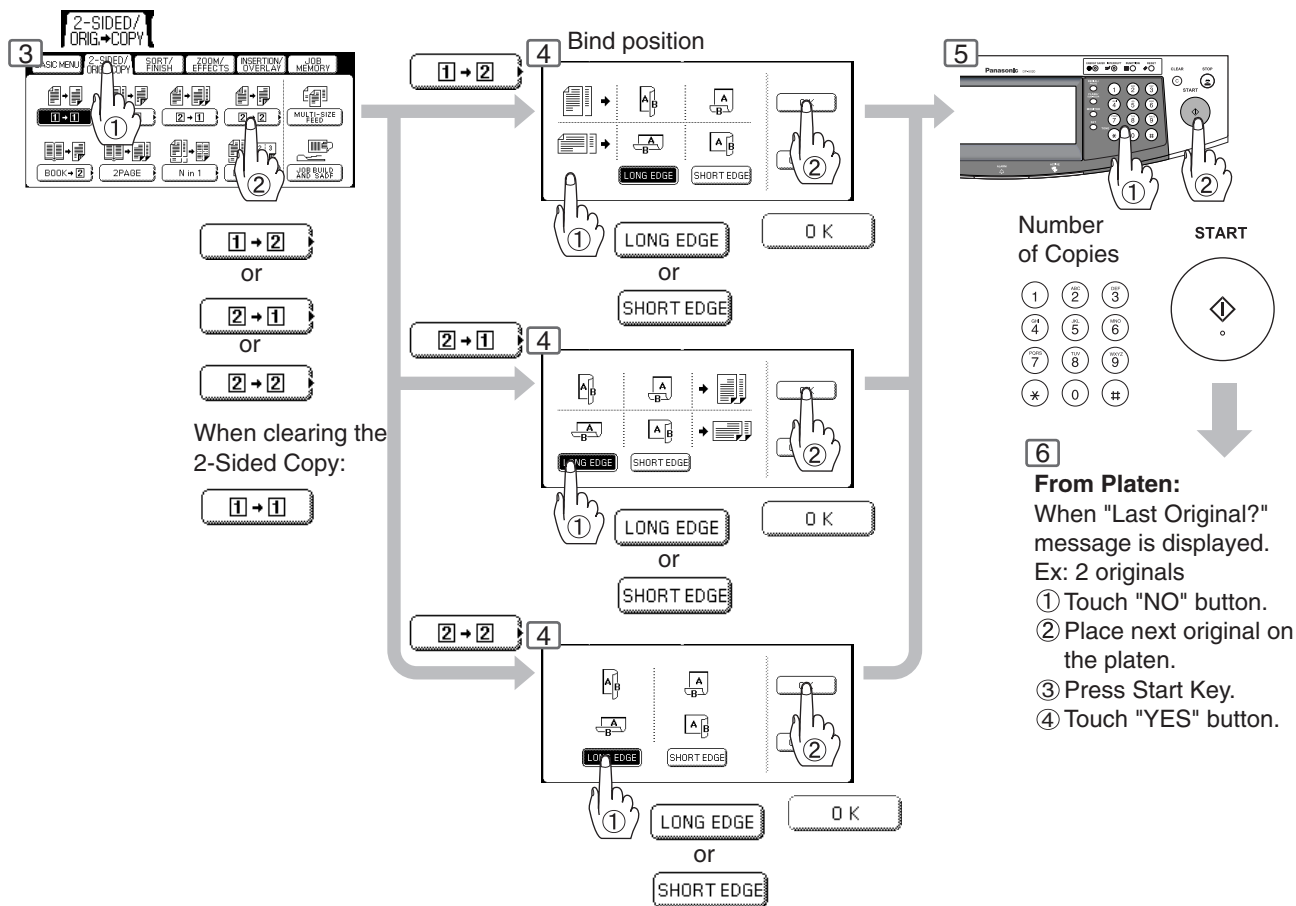
(1st Page BLANK)



(1st Page IMAGED)



* Center book by length and width according to center marks only for Ledger size.



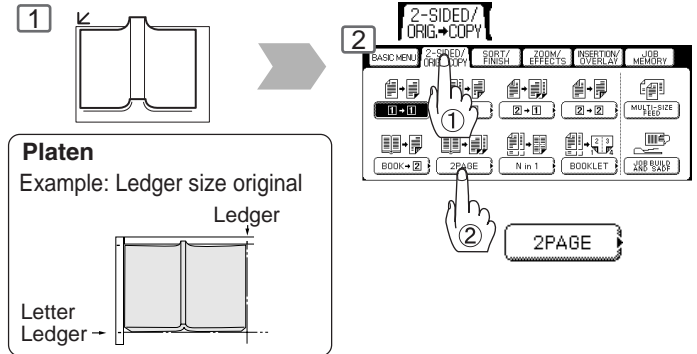
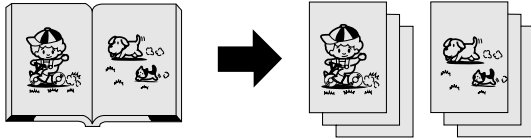


Making Copies

2-Sided/Original → Copy

2 Page Copy

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



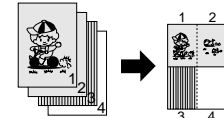
N in 1 Copy

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

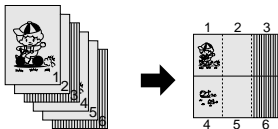
2 in 1 Copy



4 in 1 Copy

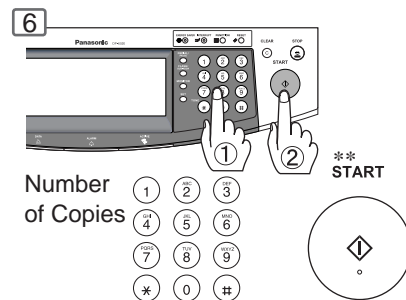
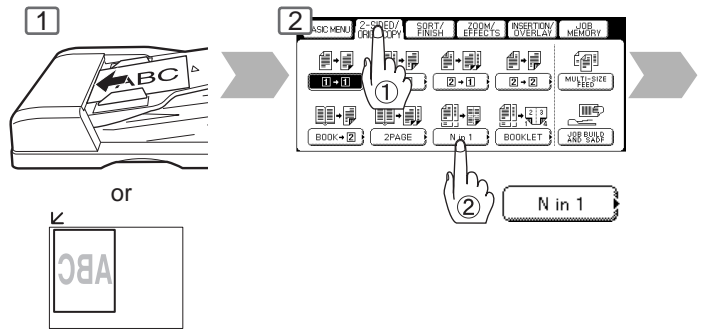


6 in 1 Copy



2-Sided Copy

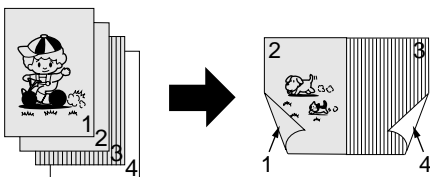
From 4/8/12 1-Sided originals, side by side, to 2-Sided copies.



From Platen:
Same Procedures as for 2 Page Copy

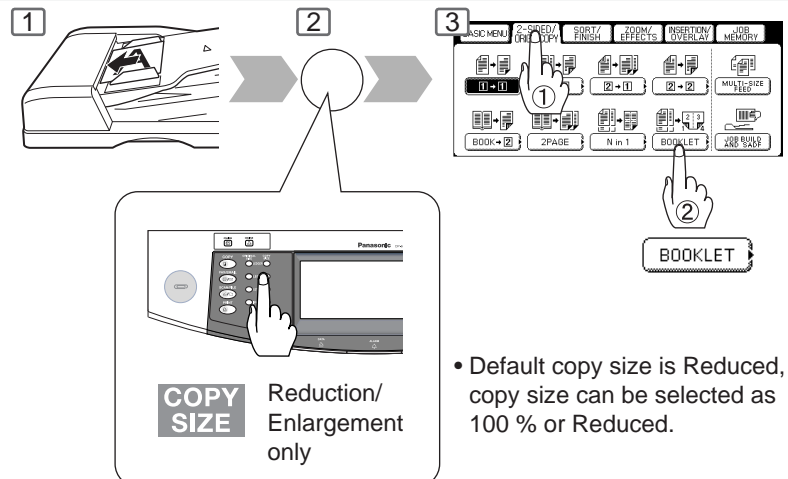
Booklet Copy

Formats the output in a manner so that documents can be folded and/or saddle stitched* like a book.

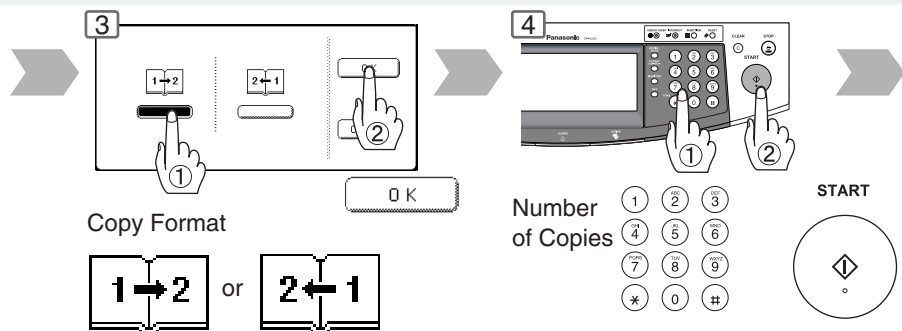


Letter or Invoice originals only

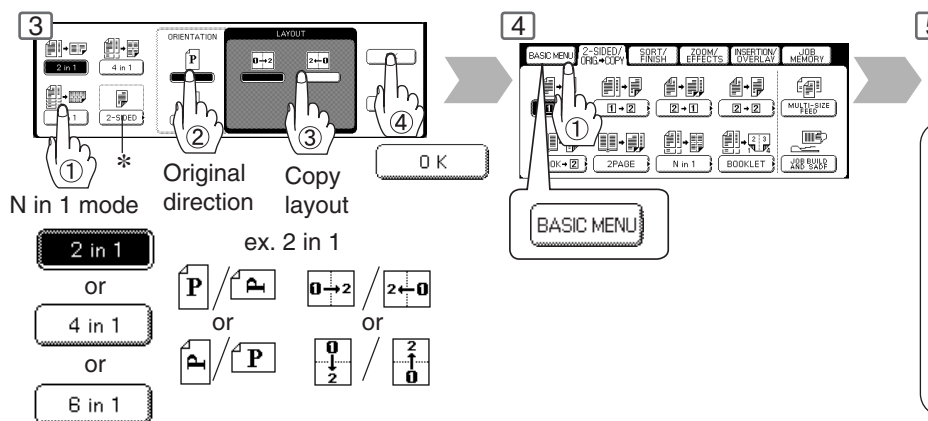
* When optional 1/2-Bin Saddle-Stitch Finisher (DA-FS355A/FS605) is installed.



• Default copy size is Reduced, copy size can be selected as 100 % or Reduced.

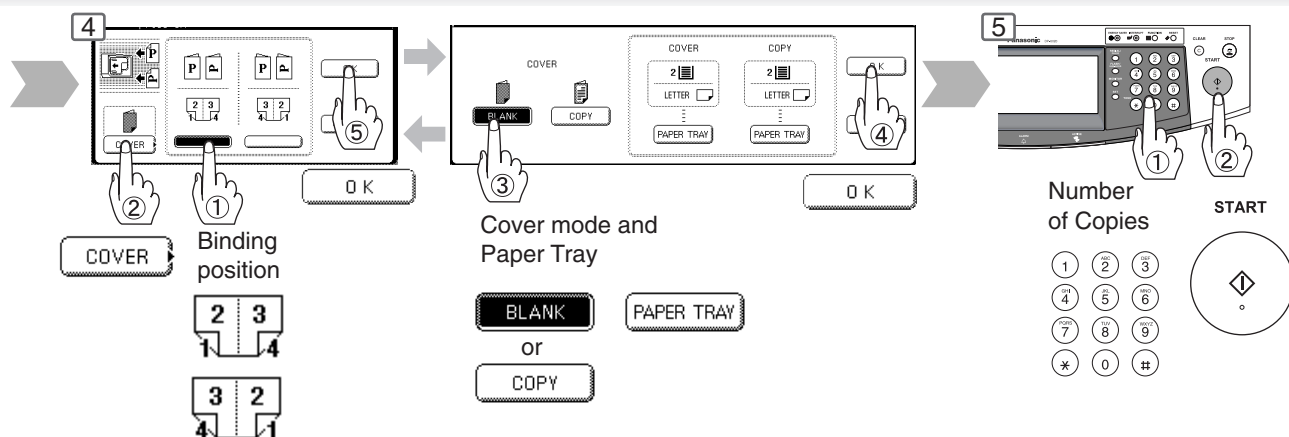
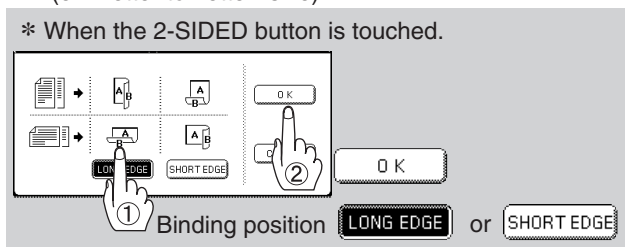


5 When "Last Original?" message is displayed.
 Ex: 2 originals
 ① Touch "NO" button.
 ② Place next original on the platen.
 ③ Press Start Key.
 ④ Touch "YES" button.



● Copy is automatically reduced.
 2 in 1: 65 %, 4 in 1: 50 %, 6 in 1: 38 %
 (ex. Letter to Letter- size)

When 2 in 1 copying with different original size, select desired copy size with COPY SIZE Key (not PAPER TRAY button on the LCD Touch Panel).





Making Copies

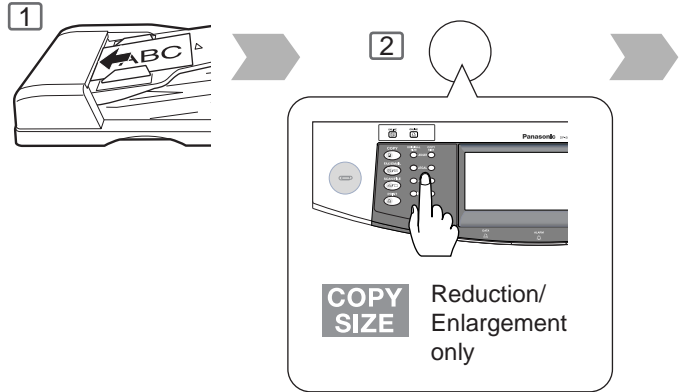
2-Sided/Original → Copy

Multi-Size Feeding

Use this function when copying mixed Ledger/Letter size originals using the ADF. Original size can be detected automatically then can be copied full size (1:1) or same size.

Combination of Multi-Size Feeding

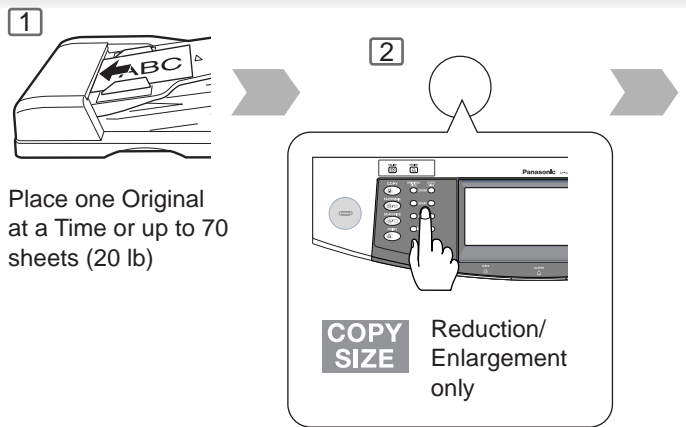
Originals	Copies		
	Full Size	Reduction	Enlargement
Legal	Legal	Letter-R/Invoice	Ledger
Letter-R	Letter-R	Letter-R/Invoice	Ledger
Ledger	Ledger	Letter/Letter-R	—
Letter	Letter	Letter/Letter-R	—



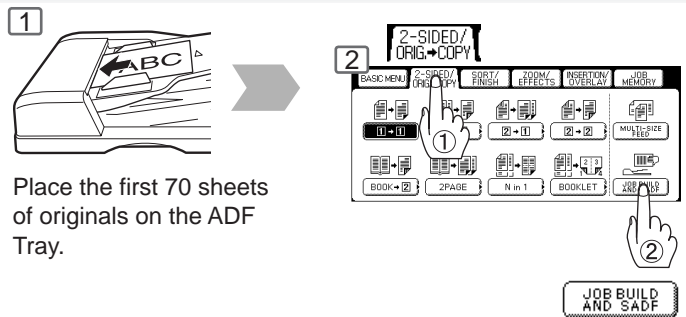
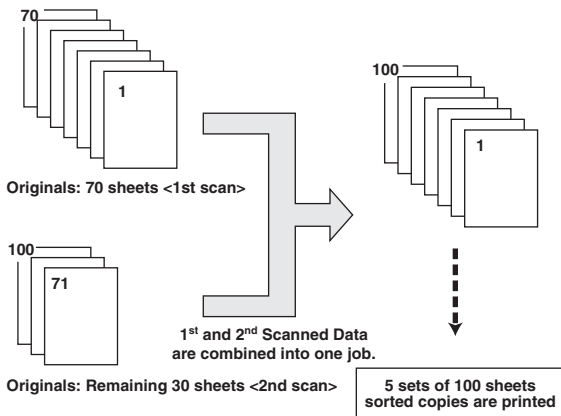
Job Build and SADF Mode

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

If the Job Build and SADF buttons are not shown on the Touch Panel display, the Job Build and SADF Modes must be enabled in the copier function settings, please consult with the key operator. (See page 67)

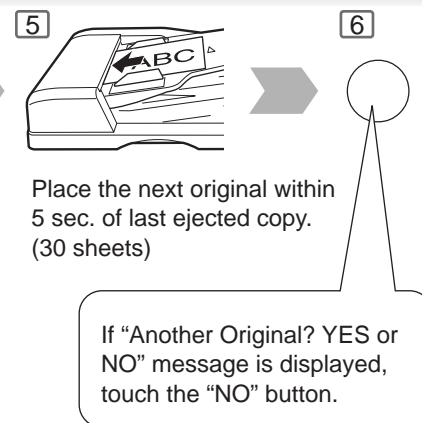
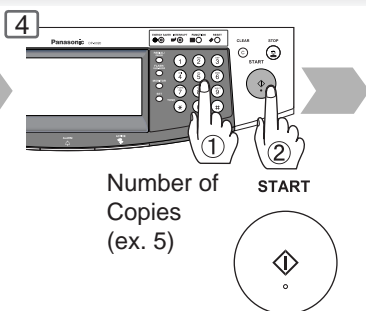
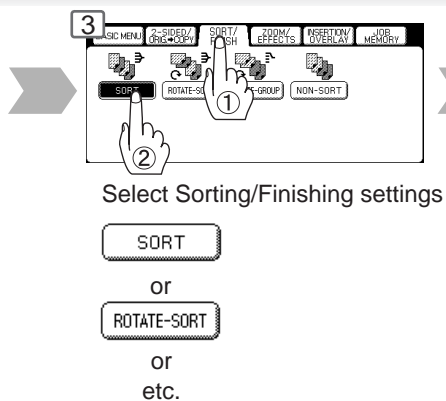
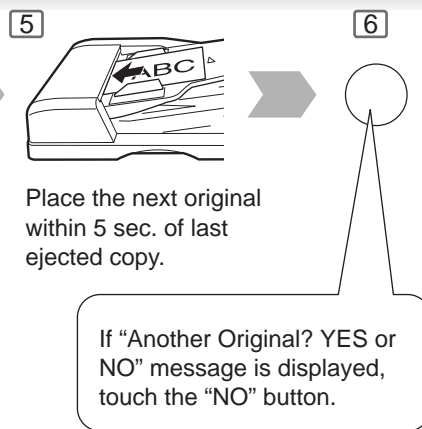
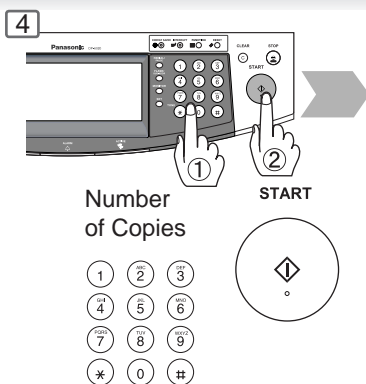
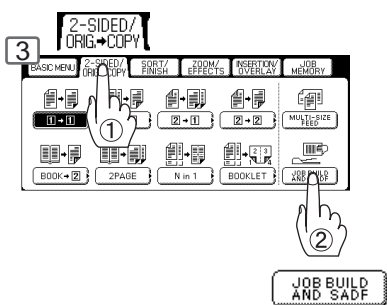
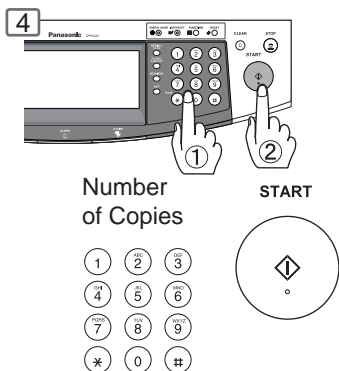
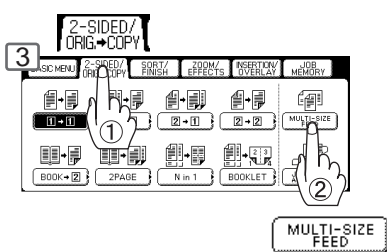


Example: To make 5 sets of sorted copies of 100 sheets of originals. (Letter size)



NOTE

- Multi-Size Feeding Function cannot be combined with another 2-sided/original → copy function.
- Job Build and SADF function cannot be combined with 2 → 1 and 2 → 2.





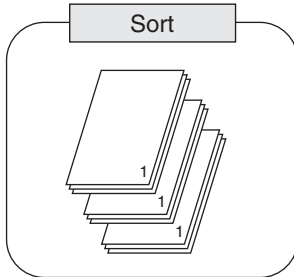
Making Copies

Sort/Finish

■ When using Sort Mode

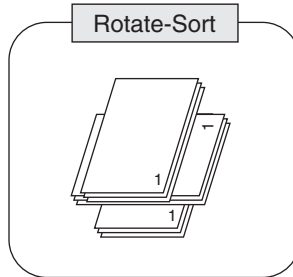
Non-Sort

Copy is stored on the Tray.



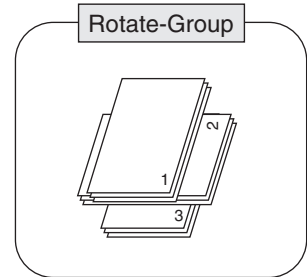
Multiple copy sets are sorted automatically.

Rotate-Sort



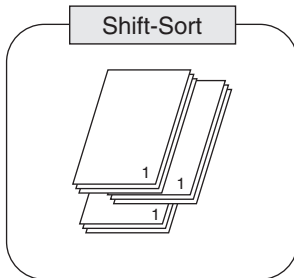
Multiple copy sets are sorted automatically and stacked in alternate direction (rotate). (Letter size only)

Rotate-Group



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

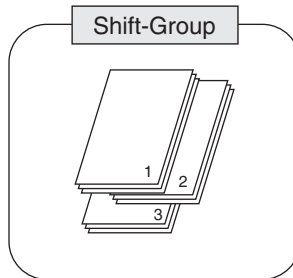
Shift-Sort



When optional Finisher is installed. Offset stacking using electronic sorting

- DA-FS330 (Letter/Lower Bin only)
- FS355A/FS600/FS605 (Letter, Letter-R, Legal, Ledger)

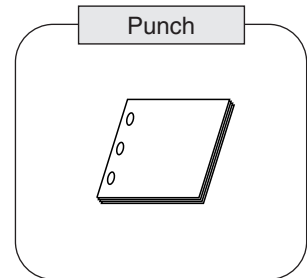
Shift-Group



When optional Finisher is installed. Offset stacking using electronic sorting

- DA-FS330 (Letter/Lower Bin only)
- FS355A/FS600/FS605 (Letter, Letter-R, Legal, Ledger)

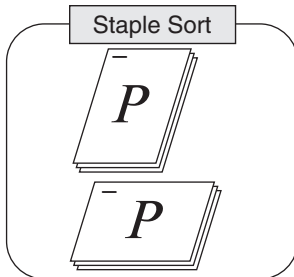
Punch



When optional 2-Bin Finisher (DA-FS330)/Punch Unit (DA-SP31/SP41) is installed. Sort by punched sets. (Letter/Ledger)

- DA-SP31 for DA-FS600/605
- DA-SP41 for DA-FS355A

Staple Sort



When optional Finisher is installed. Sort by stapling sets.

Staple Positions:

DA-FS330

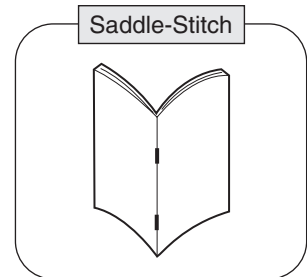
Top left corner (1 position/
Lower Bin only)
(Letter size only)

DA-FS355A/FS600/FS605

(except Invoice size)

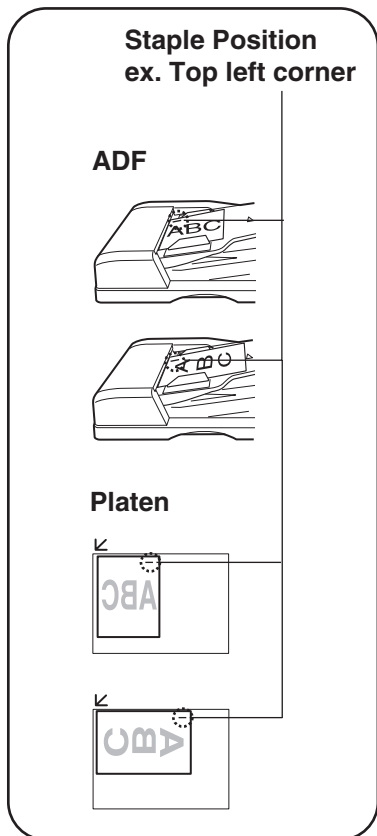
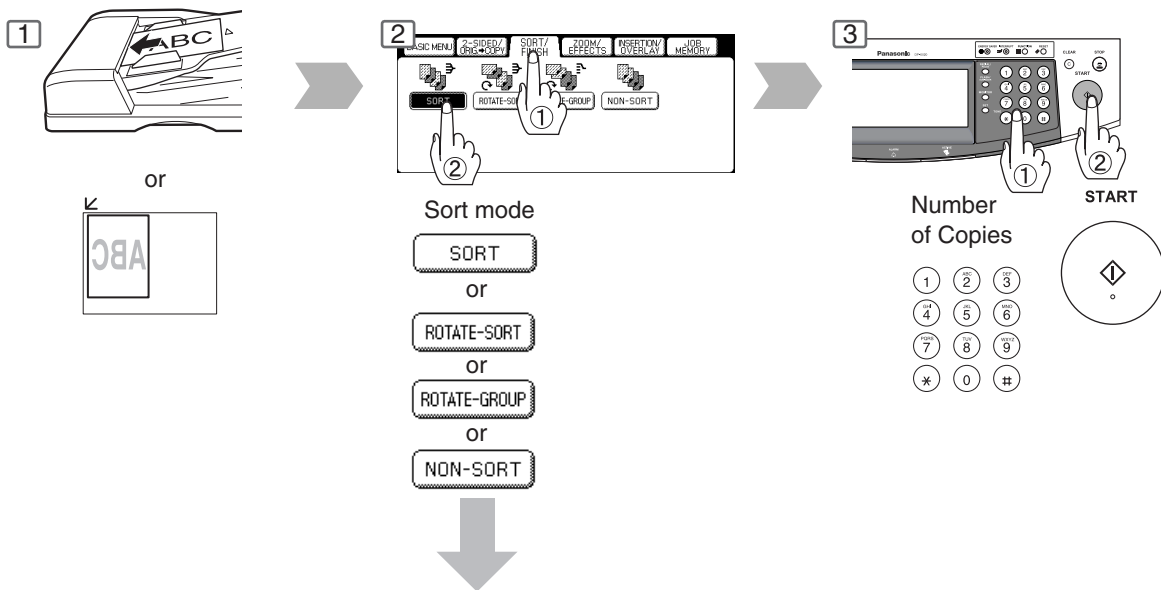
- Top left corner (1 position)
- Left (2 positions)
- Bottom left corner (1 position)

Saddle-Stitch



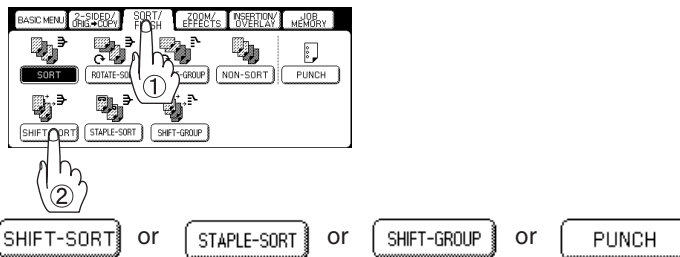
When optional 1/2-Bin Saddle-Stitch Finisher (DA-FS355A/FS605) is installed and Booklet mode is selected. (See page 40)

- Original Size: Invoice/Letter only
- Maximum Originals (Images):
DA-FS355A : 40 images
DA-FS605 : 60 images

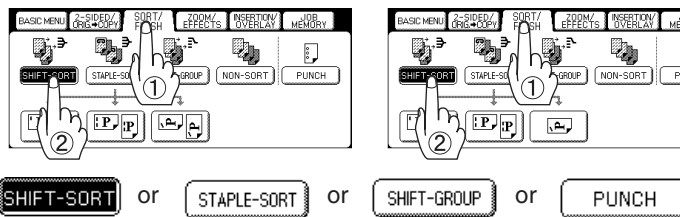


When the optional Finisher (See pages 76 and 77) is installed, this screen will change as follows:

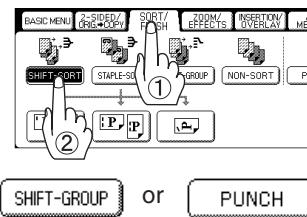
For DA-FS330



For DA-FS600/FS605

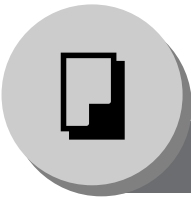


For DA-FS355A



● **Overflow**

oF When overflow **oF** indicator appears on the display, remove excess copies from the bin.

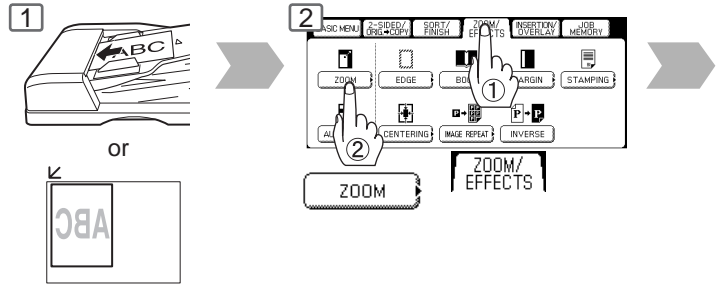
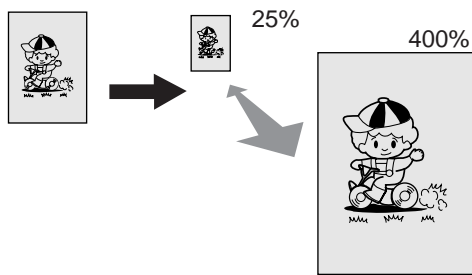


Making Copies

Zoom/Effects

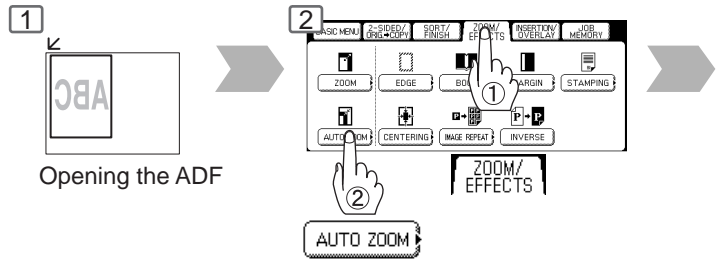
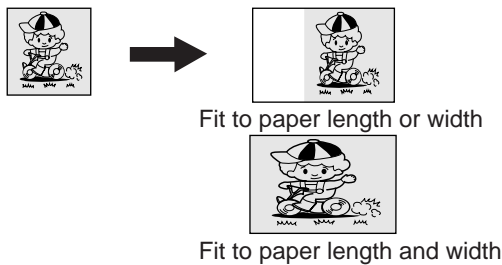
Zoom

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



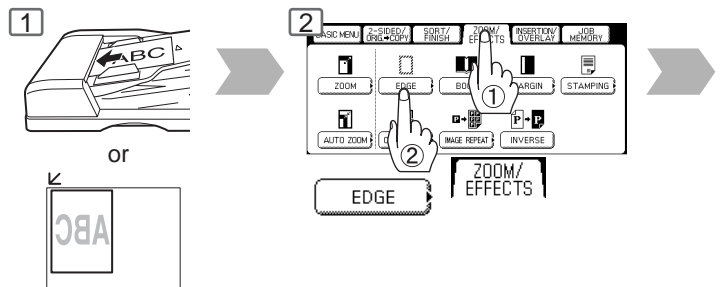
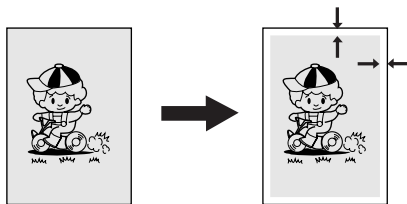
Auto Zoom

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



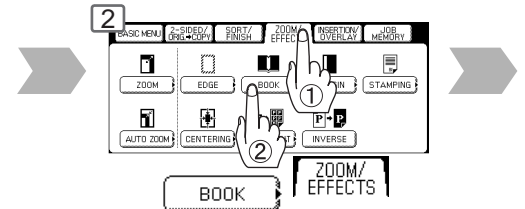
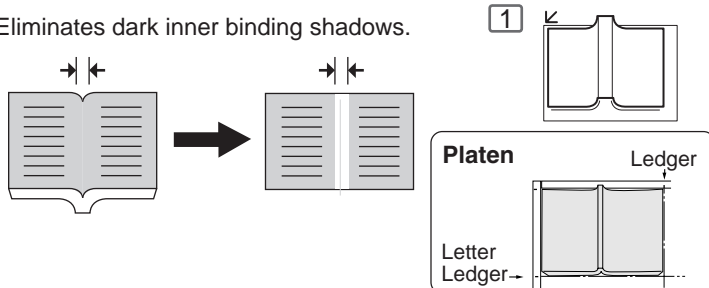
Edge

Creates a blank edge.



Book

Eliminates dark inner binding shadows.



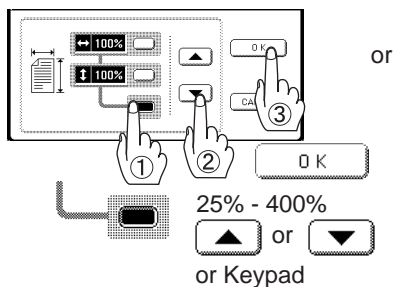
ATTENTION

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

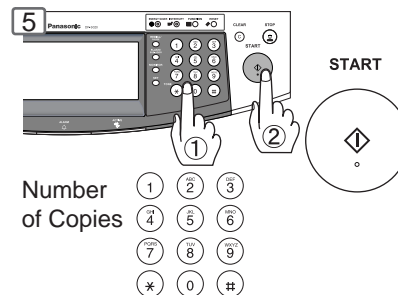
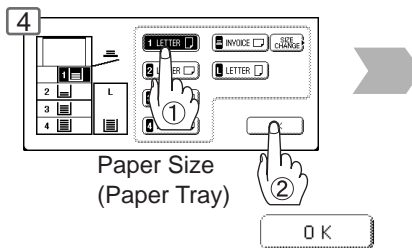
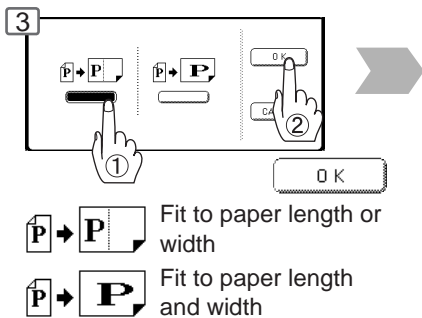
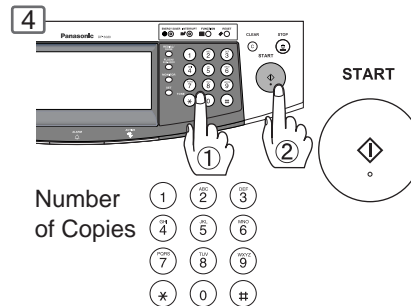
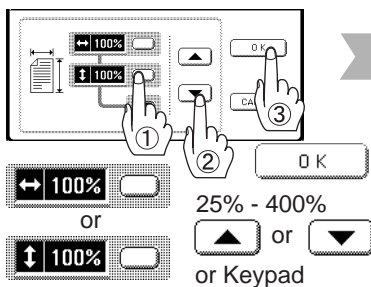
NOTE

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

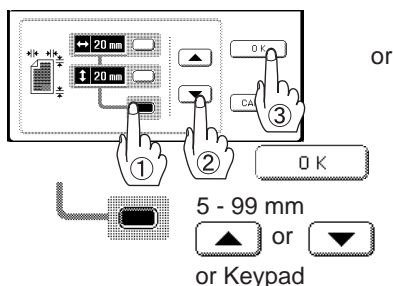
3 Same vertical and horizontal ratio



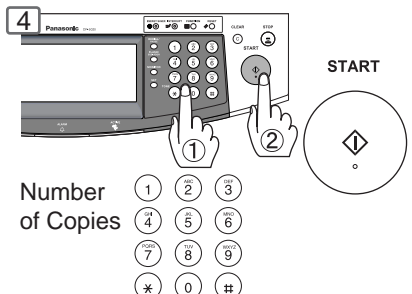
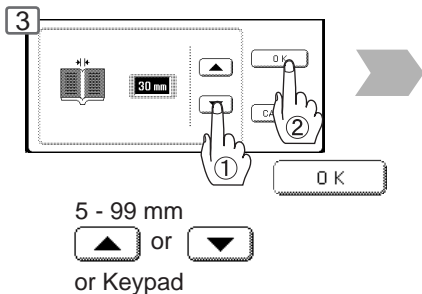
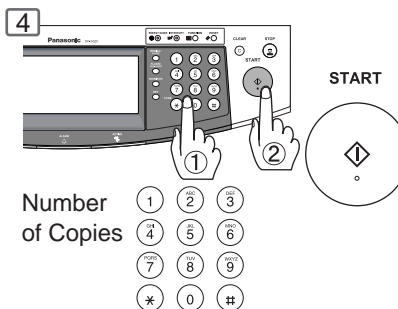
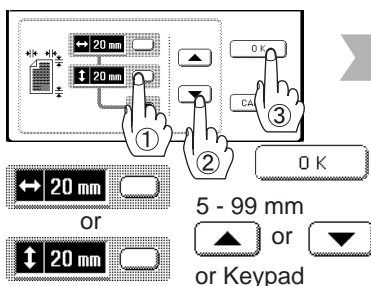
Different vertical and horizontal ratio



3 Same vertical and horizontal void value



Different vertical and horizontal void value



NOTE

● Zoom Ratio

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

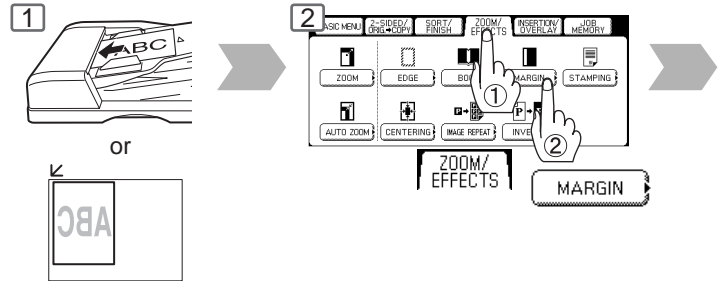
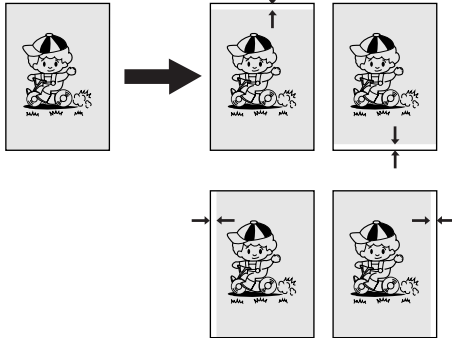


Making Copies

Zoom/Effects

Margin

Shifts image to right, left, up or down.



Centering

Copy image can be centered automatically on selected paper.

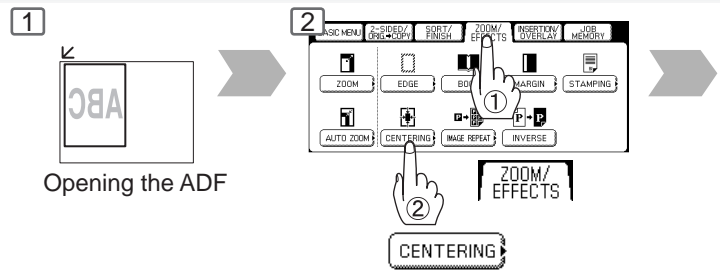
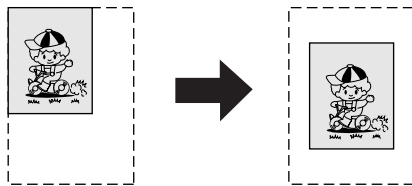
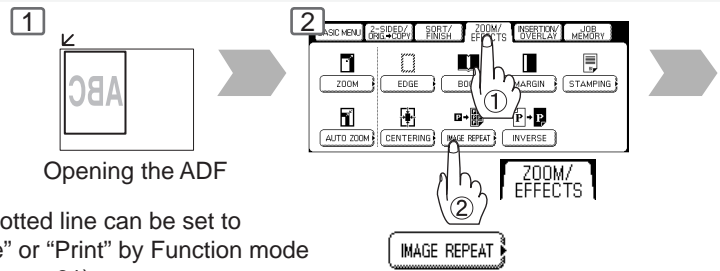
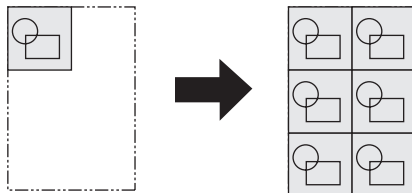


Image Repeat

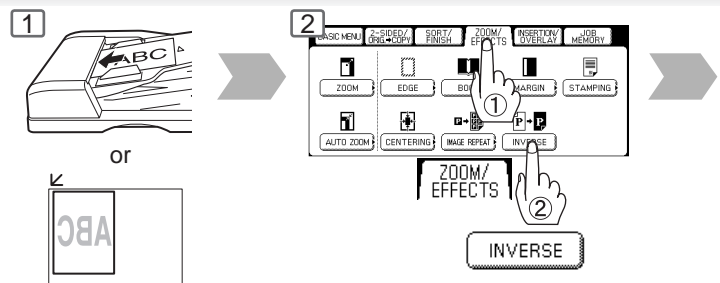
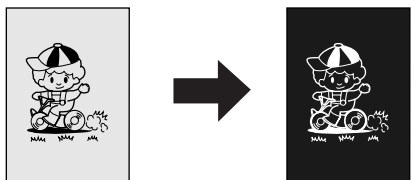
Creates continuous copy image on one sheet.
Minimum original size: 20 x 20 mm



The dotted line can be set to "None" or "Print" by Function mode (See page 61).

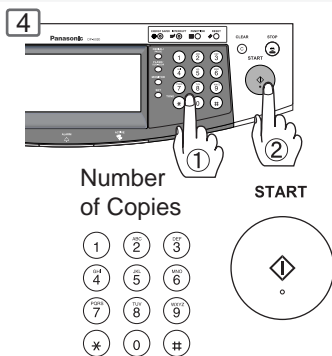
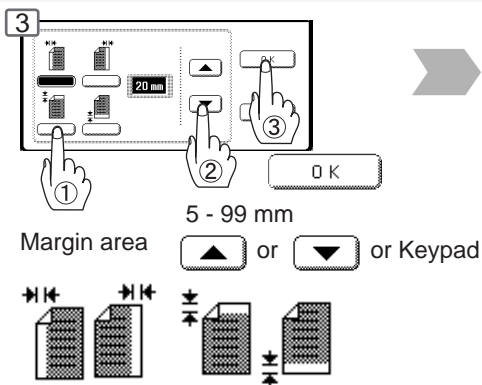
Inverse

Negative/Positive image can be created for special effects.

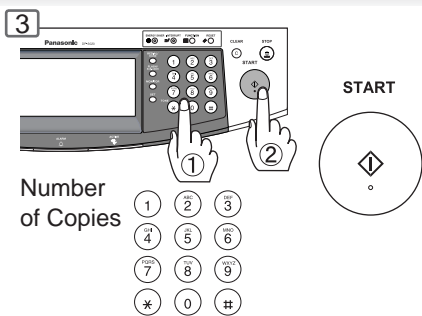
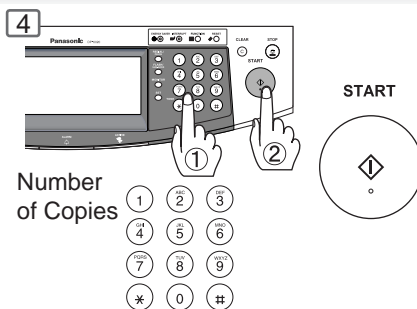
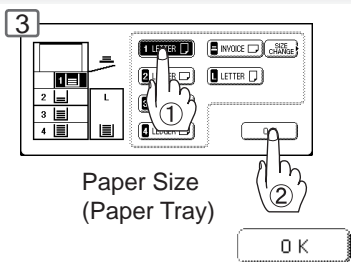
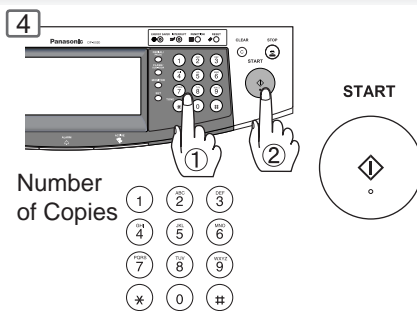
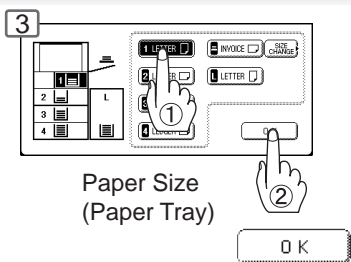


NOTE

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



If a part of the copied image is missing when using the Margin mode, change the Margin Reduction setting to Yes. (See page 61)



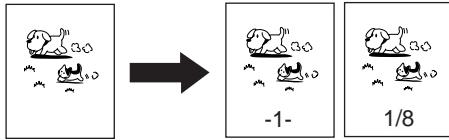


Making Copies

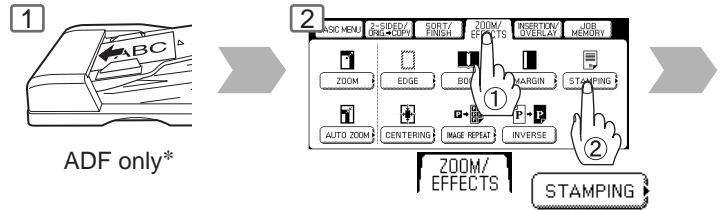
Zoom/Effects

■ Stamping (Page Numbering)

Page numbers can be automatically stamped on each page.

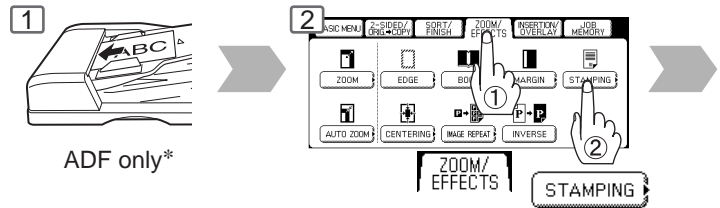
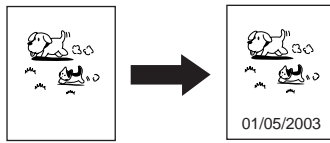


The page numbering format can be changed in function mode. Default format is "-n-". (See page 61)



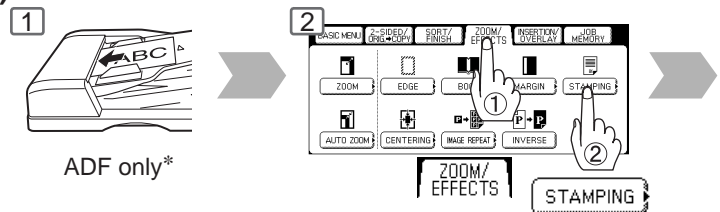
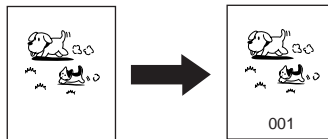
■ Stamping (Date Stamp)

The date can be automatically stamped on each page.



■ Stamping (Issue Number Stamping)

An issue number can be automatically stamped on each page.



NOTE

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

3

PAGE NUMBERING **ORIENTATION**

P P
or
P P

Stamping position

Stamping start page
From 1, 2 or 3

1 2 3... 1 2... 1...
From 3rd page
From 2nd page
From 1st page

4

Number of Copies (Max. 999) **START**

● Multiple copy sets will be sorted automatically.

3

DATE STAMP **ORIENTATION**

P P
or
P P

Stamping position

Changing the stamp date

09/01/2003 CHANGE

4

Number of Copies (Max. 999) **START**

● Multiple copy sets will be sorted automatically.

3

ISSUE NUMBER STAMPING **ORIENTATION**

P P
or
P P

Stamping position

Stamping the Issue Number

001

or
Keypad

4

Number of Copies (Max. 999) **START**

● Multiple copy sets will be sorted automatically.

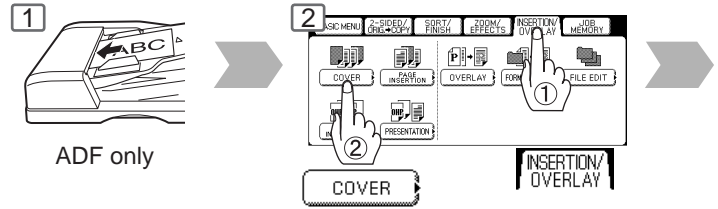
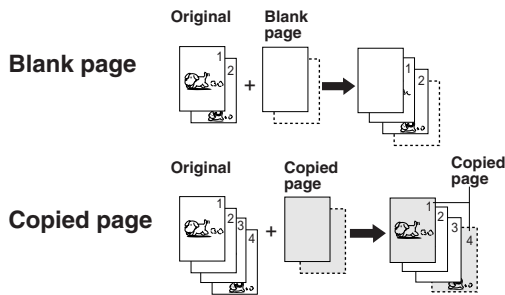


Making Copies

Insertion/Overlay

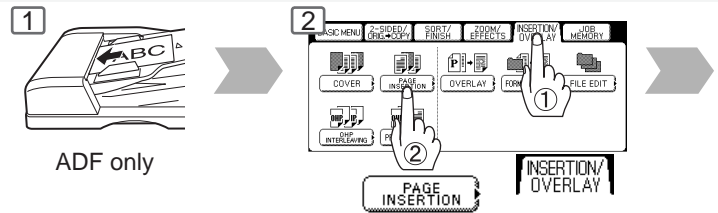
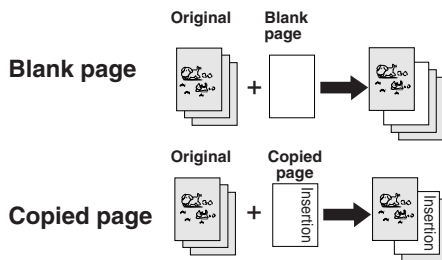
■ Cover

Adds Cover Page(s) to copies.



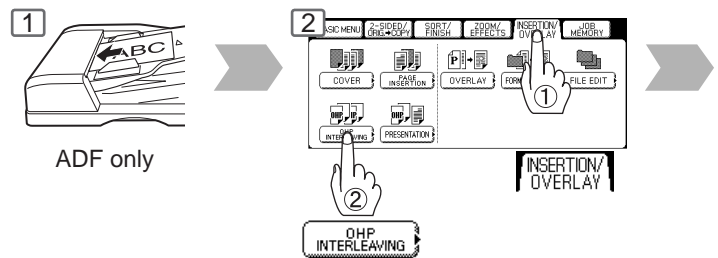
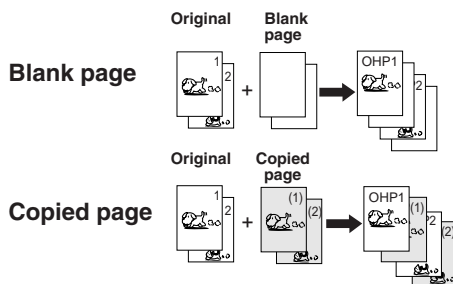
■ Page Insertion

Inserts Blank/Copied pages between copies.



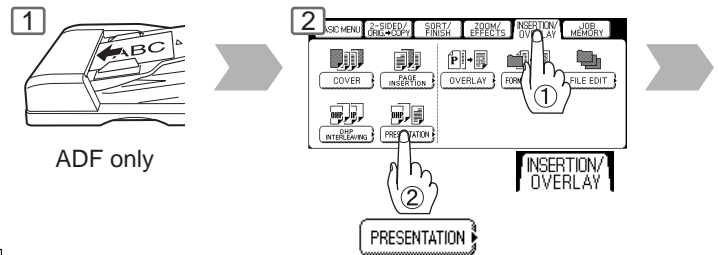
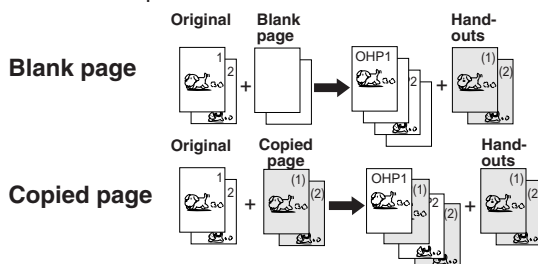
■ OHP Interleaving

Inserts Blank/Copied pages between OHP film.



■ Presentation

Inserts Blank/Copied pages between OHP film and make copied sets for handouts.



NOTE

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

3

Cover Page mode
Cover (Front) Cover (Front+Back)

Blank Copy

Paper Size*
Paper Tray

4

Number of Copies
(Max. 999)

START

3

Page Insertion mode

Blank Copy

Paper Size*
Paper Tray

4

1 Set the insert page position with Keypad**

2 If selecting other position, move the sheet with ◀ / ▶ button, then set the insert page position with Keypad

5

Number of Copies
(Max. 999)

START

3 Load OHP film onto the Sheet Bypass

4

OHP Interleaving mode

Blank Copy

Paper Size*
Paper Tray

5

Number of Copies
(Max. 999)

START

3 Load OHP film onto the Sheet Bypass

4

Presentation mode

Blank Copy

Paper Size*
Paper Tray

5

Number of Copies
for handouts
(Max. 999)

START

NOTE

- * The size and orientation of the printed copy and recording paper should match.
- ** Blank page to be inserted before the indicated selected page number.



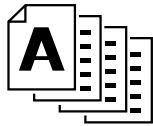
Making Copies

Insertion/Overlay/Job Memory

Overlay

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

1st-page



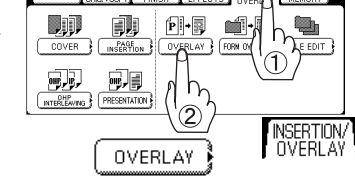
1



or



2



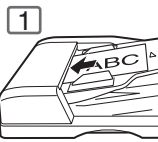
File Edit

Up to three* editing functions available in the Form Overlay feature.

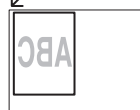
REGISTER* : To Add a new file* (HDD = Max. 5 files)

ERASE* : To Erase a registered file

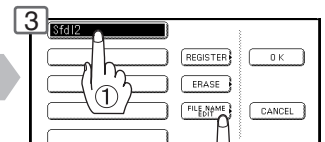
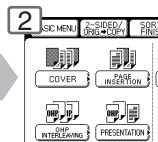
FILE NAME EDIT* : To Change the title of a file



or



(Register only)



① Select a file



* One image file can be registered.

With the optional Hard Disk Drive (DA-HD60) installed, up to 5 image files can be registered.

If the selected File Key already contains a registered file image, the new image will overwrite the current image.

** Without the optional Hard Disk Drive (HDD) installed: After pressing the FILE EDIT button, the machine skips Step 3 and proceeds to Step 4 (Erase Mode).

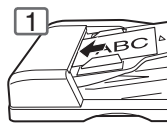
Form Overlay

Overlay an image stored in memory onto the copy.

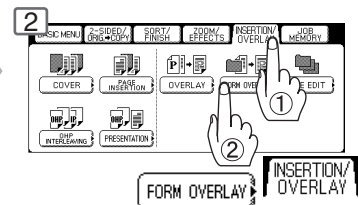
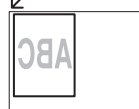
File



+



or

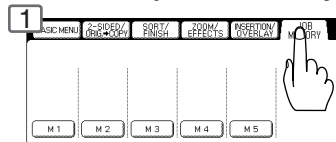


Job Memory

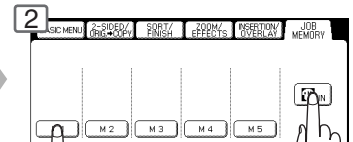
Five Copy Jobs can be stored in Memory (M1 to M5) for recall at a later time.

Set up the copy job to be stored.

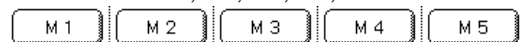
To store a job in memory



JOB MEMORY

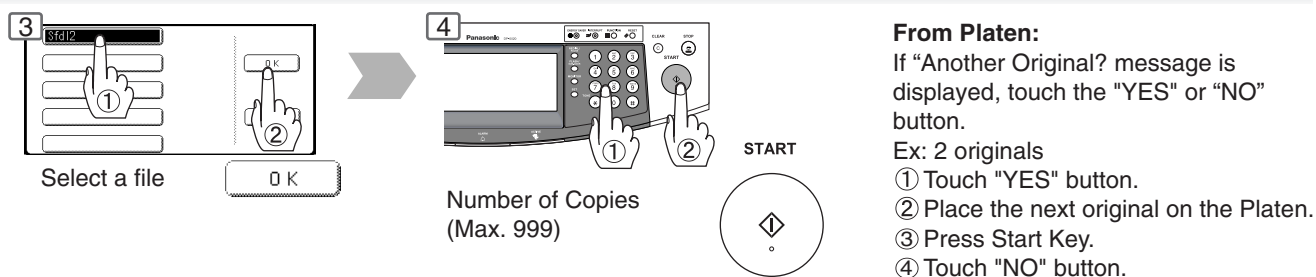
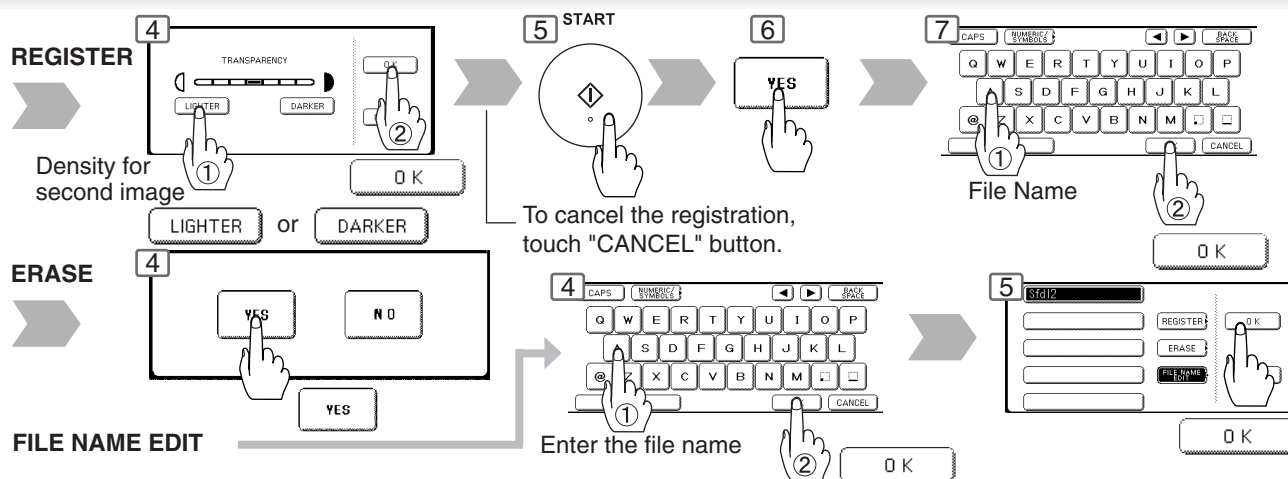
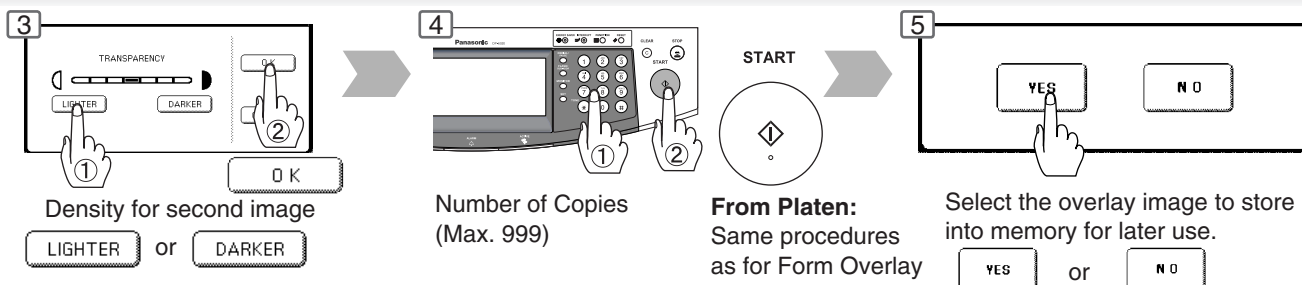


M1, M2, M3, M4, M5

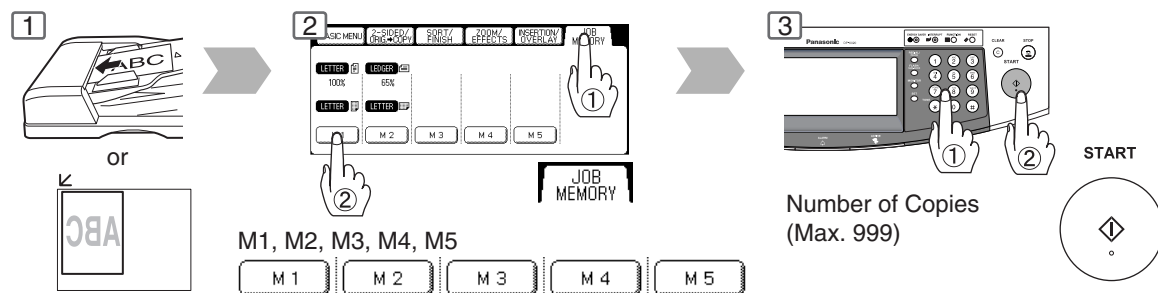


NOTE

- The File Edit function for selecting a file is only available when the optional Hard Disk Drive (See page 75) is installed. When the optional Hard Disk Drive is not installed, only one file can be selected.
- When an overlay image is not stored in memory, Form Overlay function is not selectable.



To recall a job stored in memory



NOTE

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

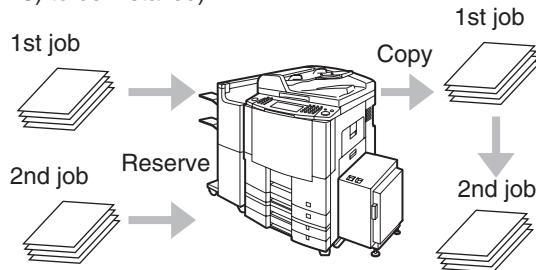


Making Copies

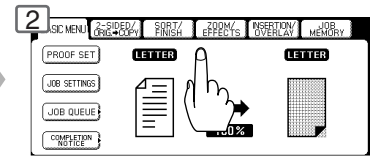
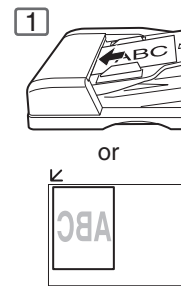
Other Features

Concurrent Copying

The next copy job can be reserved even if the current copy job is not completed.
(Requires the optional Hard Disk Drive (See page 75) to be installed)



1st job



Select Function

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

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

1 Power Save Mode



ENERGY SAVER



Indicator

Flash: Power Save Mode

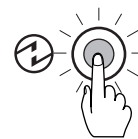
Light: Sleep/Shutdown Mode

Sleep/Shutdown Mode*

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

To clear

2 ENERGY SAVER



- Power Consumption and Warm Up Time while in the Power Save Mode or Sleep/Shutdown Mode, refer to page 86.

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

Skyshot Mode

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

Two types of Skyshot modes can be selected:

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

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

Digital Skyshot Mode

The Digital Skyshot has 2 modes

(or).

The default setting of Digital Skyshot Mode is "Freeshp".

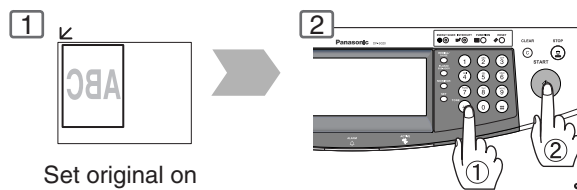
Before using this mode, select each setting by using the Function setting.

No : None

Freeshp (Free shape) : Copy is made with a slant.

Parallel : Copy is made in a straight line.
(within 5 degrees)

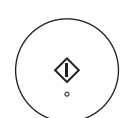
(See page 61)



Set original on Platen Glass

Number of Copies (Max. 999)

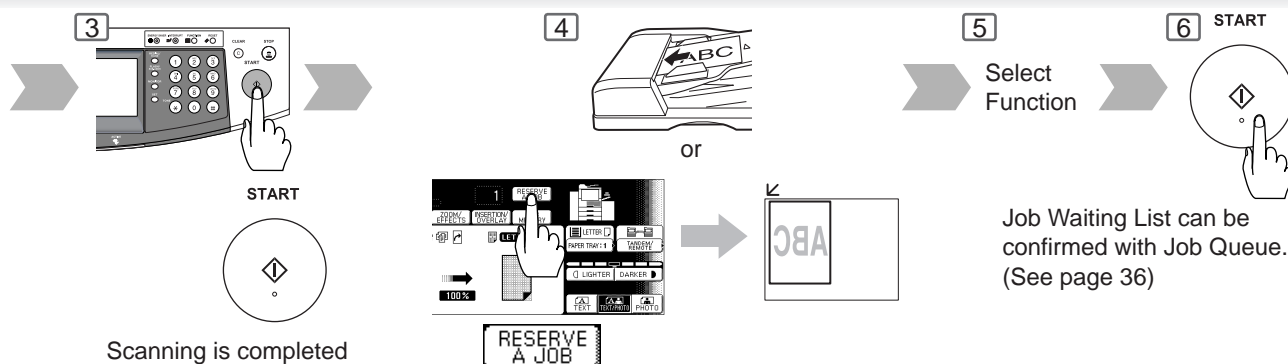
START



NOTE

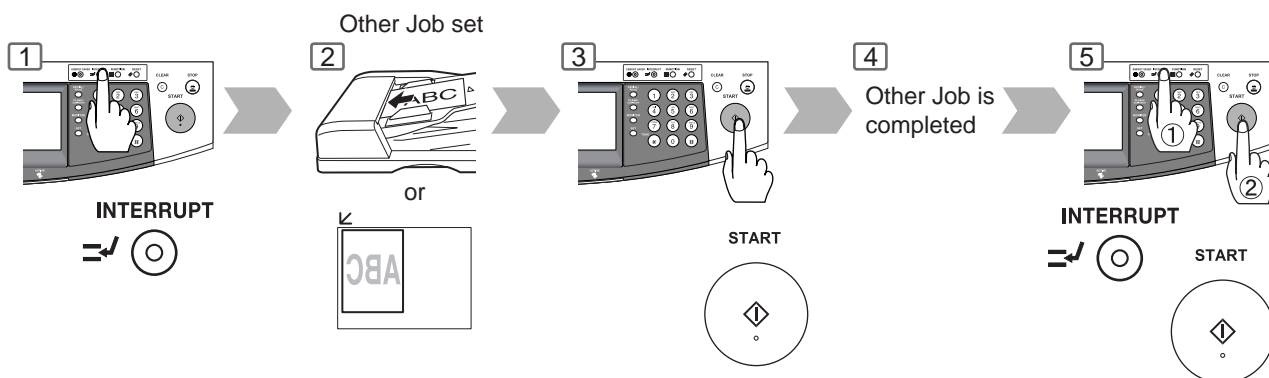
* Sleep Mode/Shutdown Mode and timer setup is performed in the key operator mode. (See page 64)

- 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.



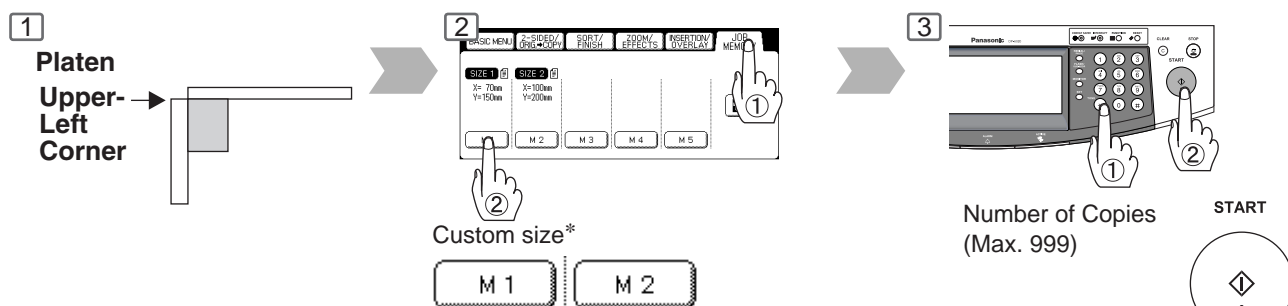
Interrupt Mode

This mode can interrupt other copy jobs while making copies/printing.



Manual Skyshot Mode

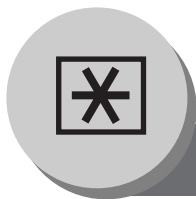
● Set 07 Manual Skyshot Mode in Copier Settings first. (See page 61)



* Default M1/M2 size can be changed in the Function mode. (See page 67)

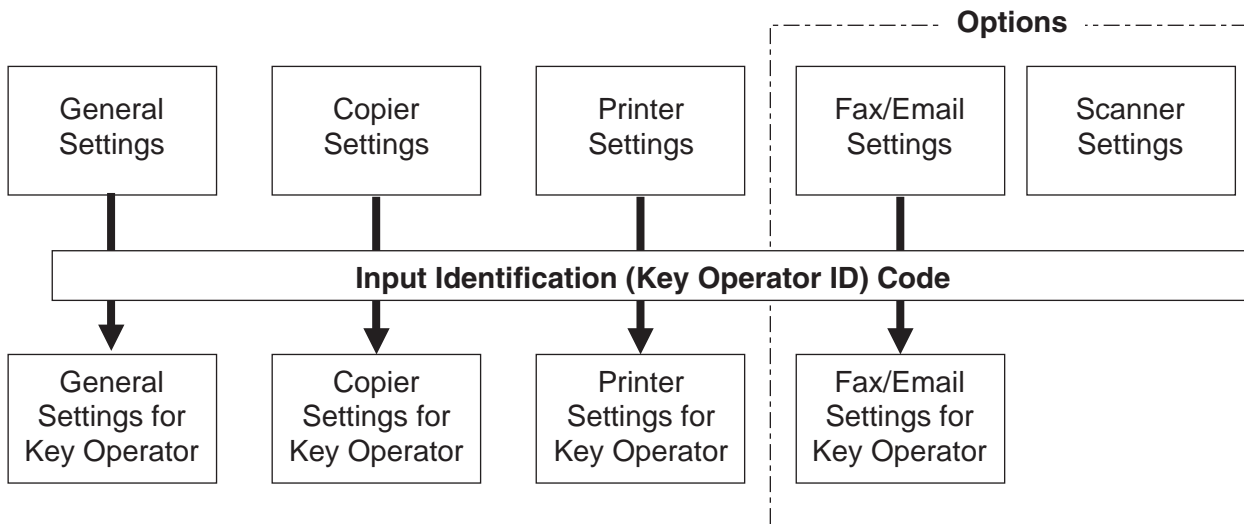
NOTE

- If using ADF, place originals in the center position of ADF Tray. The ADF can feed only 14 - 28 lb plain paper.
- When using the manual skyshot mode, the M1 and M2 are turned On and other job requiring memory cannot be used.
- An incorrect position detection of the original may occur when a strong light shines onto the glass during skyshot mode.



Function

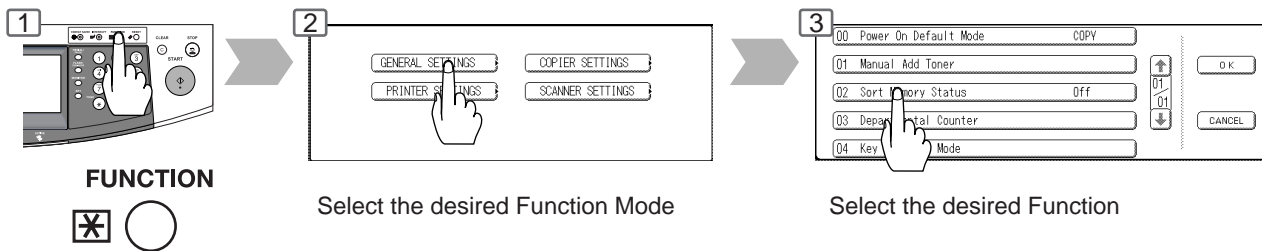
■ Using Function Modes to Change the Initial Copy Modes



General Settings:

- Changing the Initial Machine Modes
 - Power On Default mode, Manually add toner, etc. (See page 60)
- For Key Operator:
 - Paper size, Finisher bin/Staple mode, Department Counter, Network TCP/IP settings, etc. (See pages 64-66)

■ Procedure



NOTE

● Please refer to the appropriate operating instructions manual for function settings on options.

Copier Settings:

Changing the Initial Copy Modes

- Default function of each copy mode (See pages 61)
For Key Operator:
Paper size priority, Original mode, Contrast, Job Build and SADF mode, Original size of Manual Skyshot mode, etc.
(See pages 67 and 68)

Printer Settings:

Changing the Initial Printer Modes

- Default function of each print mode (See page 63)
For Key Operator:
Job completion time, Page protection, Error page print, Spool function, PS configuration, Font list print, Mailbox data holding, etc.
(See page 69)

<When Optional accessories are installed>

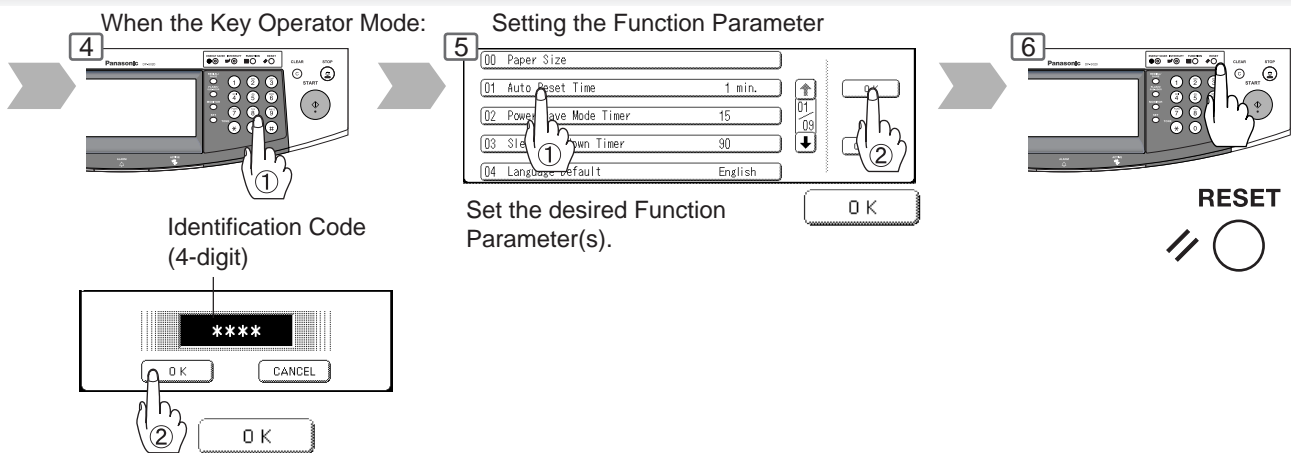
Scanner Settings:

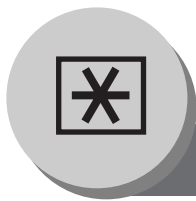
Changing the Initial Scanner Modes

- Original mode, Compression mode, Resolution, Job Build and SADF mode, Address book, etc.
(See page 62)
- The Completion Notice will work for other modes (i.e. Copy, etc.) even if the Scanner Option not installed.

Fax/Email Settings:

Changing the Initial Fax/Email (i-FAX) Modes
Refer to Operating Instructions (For Fax/Internet Fax function).





Function

■ General Settings

Screen No.	Modes	Function	Initial Setting
01/01	00 Power On Default Mode	Selects mode. ● COPY, PRINTER, SCANNER*, FAX*	COPY
	01 Manual Add Toner	Adds toner manually. ● Off, On	Off
	02 Sort Memory Status	Indicates the sorting memory status. ● Off, On	Off
	03 Departmental Counter	Indicates the department counter.	Consult with an authorized service provider
	04 Key Operator Mode	Input the Key Operator ID Code.	

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

■ Copier Settings

Screen No.	Modes	Function	Initial Setting
01/04	00 Margin Value Default	Selects the margin shift value. ● 5 mm, 10 mm, 15 mm, 20 mm	10 mm
	01 Edge Value Default	Selects the edge width. ● 5 mm, 10 mm, 15 mm, 20 mm	5 mm
	02 Book Value Default	Selects the book void width. ● 15 mm, 20 mm, 25 mm, 30 mm	20 mm
	03 Margin Reduction Def.	Selects the reduction ratio in margin mode. ● No, Yes	No
	04 2-Sided Mode Default	Function sets the duplex priority mode. ● No, 1 to 2, 2 to 2, B to 2 (B: Book)	No
02/04	05 Reduce N in 1 For Space	Selects whether to disable edge deletion. ● No, Yes	No
	06 Digital Skyshot Mode	Enables or disables the use of Skyshot mode. ● No, Freeshp (Freeshape), Parallel	Freeshp
	07 Manual Skyshot Mode	Enables or disables the use of Manual Skyshot. ● Off, M1, On, M2, On, M1, M2, On	Off
	08 Auto Contrast Adjust	Automatically adjusts the copy density for text and photographic originals. ● No, Yes	Yes
	09 N in 1 Default Mode	Selects the N in 1 default mode. ● 2 in 1, 4 in 1, 6 in 1	2 in 1
03/04	11 Booklet Default Mag.	Selects the booklet magnification. ● 100 %, Reduce	Reduce
	12 Sort Mode Def. ADF Copy	Selects the sort mode. ● Non-Sort, Sort, Stplsort (Staple-Sort), Sftgroup (Shift-Group)	Sort
	13 Sort Mode Def. FB Copy*	Selects the sort mode. ● Non-Sort, Sort, Stplsort (Staple-Sort), Sftgroup (Shift-Group)	Non-Sort
	14 Staple Position Setting	Selects the staple position. ● Landscap (Landscape), Portrait, Center	Portrait
04/04	15 Stamping Default Mode	Selects the stamping mode. ● Page, Date, Issue	Page
	16 Page Numbering Style	Selects the page numbering style. ● -n-, n/m	-n-
	17 Hole Punch Default	Enables the hole punch mode. ● Off, On	Off
	18 Img. Repeat Dotted Line	Selects the dotted line. ● None, Print	Print
	19 Key Operator Mode	Input Key Operator ID code.	

* FB: Platen



Function

■ Scanner Settings

Screen No.	Modes	Function	Initial Setting
01/02	00 Original Mode Default	Sets the original setting. ● Text, T/P (Text/Photo), Photo	T/P
	01 Compression Mode Def.	Sets the default compression mode setting. ● MH, MR, MMR, JBIG	JBIG
	02 Resolution Default	Sets the default resolution setting. ● 150dpi, 300dpi, 600dpi	600dpi
	03 Job Bulid And SADF Mode	Sets the SADF mode setting. ● No, Yes	No
	04 Bind Edge 2-Side Orig.	Sets the bind position, 2-Sided original setting. ● Long, Short	Long
02/02	05 Add New Address	To add a new address.	
	06 Edit Address Book	To edit the address book. (See page 80)	
	07 Delete Address	To delete an address.	
	08 Scanner Settings Print	To print scanner settings print. ● Stop, Start	
	09 XMF File Type	Sets the default XMF File Type. ● TIFF, PDF	PDF

■ Printer Settings

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



Function

For Key Operator

■ General Settings

Screen No.	Modes	Function	Initial Setting
01/09	00 Paper Size	Sets the paper size of each paper drawer.* ● Ledger, Legal, Letter, Letter-R, Invoice, A3, B4, A4, A4-R, B5, B5-R, A5, 8 x 13, 8.5 x 13, FLS2, AUTO**	Consult with an authorised service dealer
	01 Auto Reset Time	Selects the Control Panel reset time. ● None, 30 sec., 1 min., 2 min., 3 min., 4 min.	1 min.
	02 Power Save Mode Timer	Sets the Energy Saver mode and time. ● 1-240 minutes	15
	03 Sleep/Shutdown Timer	Sets the Sleep/Shutdown timer. ● None, 1-240 minutes	90 minutes (DP-4520/6020) 15 minutes (DP-3520)
	04 Language Default	Selects the message language of the display.	English
02/09	05 Special Paper Tray 1	Sets the paper drawer for special paper (ex: coloured). ● None, Tray 1, Tray 2, Tray 3, Tray 4, Bypass, LCT	None
	06 Special Paper Tray 2	Sets the paper drawer for special paper (ex: coloured). ● None, Tray 1, Tray 2, Tray 3, Tray 4, Bypass, LCT	None
	07 COPY Output Bin	Sets the output bin. ● Upper, Bottom	Upper
	08 PRINTER Output Bin	Sets the output bin. ● Upper, Bottom	Bottom
	09 FAX/EMAIL Output Bin	Sets the output bin. ● Upper, Bottom	Bottom
03/09	10 Auto Paper Out Rotate	Copier will automatically rotate image and print when selected paper tray is empty. ● Off, On	Off
	11 TCH Panel Beep Sound	Beep sounds when touching the panel. ● Off, Soft, Loud	Soft
	12 Original Set Beep Sound	Beep sounds when original is set on the Platen. ● No, Yes	No
	13 Orig. Set In ADF Sound	Beep sounds when original is set into the ADF. ● No, Yes	Yes
	14 Dept. Counter Mode	Monitors copy usage of each department. (1) Print usage of each department (2) Print limit of each department (3) ID code of each department	Consult with an authorised service dealer

NOTE

● The Key Operator ID Code is required before any changes can be made to items on this page.

* Only 3 Paper Sizes (Letter, A4, B5) will be available when selecting Tray 1.

** "AUTO" Paper Size can be selected for Tray 2.

■ General Settings

Screen No.	Modes	Function	Initial Setting
04/09	15 Fold Position (A3/LDR)	● -4.0 - +4.0 mm	0.0 mm
	16 Fold Position (B4)	● -4.0 - +4.0 mm	0.0 mm
	17 Fold Position (A4/LTR-R)	● -4.0 - +4.0 mm	0.0 mm
	19 Language Sel. Priority	Selects the display message language. ● Off, On	Off
05/09	20 Date Time Setting	Sets date time registered. ● Month, Day, Year, Time	
	21 Weekly Timer	Sets the weekly On/Off timer.	
	22 DHCP Default	Sets the DHCP.* ● No, Yes	Yes
	23 TCP/IP Address	Sets user IP address.* ● 3 digits x 4	
	24 TCP/IP Subnet Mask	Sets the subnet mask.* ● 3 digits x 4	
06/09	25 TCP/IP Default Gateway	Sets the gateway address.* ● 3 digits x 4	
	26 DNS Server Address	Sets the DNS server.* ● No, Yes	No
	27 Hard Disk Format	Selects the hard disk format.** ● Stop, Start	
	28 Hard Disk Error Check	Selects the hard disk error check.** ● Stop, Start	

NOTE

- The Key Operator ID Code is required before any changes can be made to items on this page.
- * When Functions No. 22 to 26 are set, cycle the power by turning the Power Switch on the Left side of the machine OFF and ON.
- ** Not required in copying mode, but needed when installing options with advanced functions (See page 75).



Function

For Key Operator

■ General Settings

Screen No.	Modes	Function	Initial Setting
07/09	30 Sleep/Shutdown Select	Selects the Sleep/Shutdown mode. ● Sleep, Shutdown	Sleep
	31 Print General Settings	Sets the print of general function. ● Stop, Start	
	32 Corona Wire Cleaning	Sets the corona wire cleaning. ● Off, On	
	33 MAC Address	Indicates the MAC address.	
08/09	34 Address Book Group ID	Inputs group ID for address book. ● 0 ~ 99	0
	35 Tandem User Parameter	Inputs parameter of user machine.	
	36 Community Name (1)	Selects to change the SNMP of Community Name (1).* ● Enables read only.	
	37 Community Name (2)	Selects to change the SNMP of Community Name (2).* ● Enables read/write.	
	38 Device Name	Inputs the device name when necessary.* (For Status Monitor/EtherTalk Machine Name)	
09/09	39 Device Location	Inputs the device location when necessary.* (For Status Monitor)	
	40 Daylight Time	Sets the daylight time. ● No, Yes	No
	41 Routing Menu Function	Selects the Document Distribution function**. ● No, Yes	No
	42 Doc. Dist. Server Name	Inputs the Document Distribution System routing server name.	
	43 Doc. Dist. Server IP	Inputs the Document Distribution System routing server IP address. ● 3 digits x 4	0. 0. 0. 0.

NOTE

- The Key Operator ID Code is required before any changes can be made to items on this page.
- * When Functions No. 36 to 39 are set, cycle the power by turning the Power Switch on the Left side of the machine OFF and ON.
- ** When the optional Document Distribution System (DA-WR10) is installed.

■ Copier Settings

Screen No.	Modes	Function	Initial Setting
01/05	00 Paper Size Priority	Selects paper size priority ● LEDGER, LEGAL, LETTER, LETTER-R, INVOICE, A3, B4, A4, A4-R, B5, B5-R, A5, 8 x 13, 8.5 x 13	LETTER
	01 Original Mode 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
02/05	04 Photo Contrast	Selects contrast for Photo mode ● 1 ~ 7	4
	06 Interleaving Default	Selects OHP interleaving paper ● Blank, Copy	Blank
	07 Page Insertion Default	Selects page insertion ● Blank, Copy	Blank
	08 Cover Mode Default	Selects cover paper ● F, Blank, F, Copy FB, Blank, FB, Copy (F: Front, FB: Front + Back)	F, Blank
03/05	09 Job Build And SADF Mode	Enables or disables the use of SADF function. ● No, Yes	Yes
	10 Maximum Copy Setting	Determines whether to limit number of copies (0-99).	0 (No limit)
	12 M1, Size	Inputs a size in job memory 1 for frequently used size. ● X: 5~432/Y: 5~297 mm (See page 57)	70 x 160 mm (X) (Y)
	13 M2, Size	Inputs a size in job memory 2 for frequently used size. ● X: 5~432/Y: 5~297 mm (See page 57)	95 x 220 mm (X) (Y)

NOTE

- The Key Operator ID Code is required before any changes can be made to items on this page.



Function

For Key Operator

■ Copier Settings

Screen No.	Modes	Function	Initial Setting
04/05	16 Memory Overflow Warning	Selects the task to perform when memory overflow occurs ● Print, Cancel	Print
	17 Toner Save Mode (T)	Selects the toner save in Text mode. ● None, Level 1, Level 2*	None
	18 Toner Save Mode (T/P)	Selects the toner save in Photo/Text mode. ● None, Level 1, Level 2*	None
	19 Toner Save Mode (P)	Selects the toner save in Photo mode. ● None, Level 1, Level 2*	None
05/05	20 Add New Tandem Desti.	Inputs a new destination to split the copy job	
	21 Edit Tandem Destination	Edits the split copy job destination	
	22 Delete Tandem Desti.	Deletes the split copy job destination	
	23 Copier Settings Print	Prints the copier settings ● Stop, Start	

NOTE

- The Key Operator ID Code is required before any changes can be made to items on this page.
- * "Level 1 or 2" setting consumes less Toner than "None" setting, however, the copy quality will diminish slightly.
Toner saving is based on the Panasonic 6 % density Test Chart (N910653):
Level 1: Uses approximately 10 % less Toner than None setting.
Level 2: Uses approximately 20 % less Toner than None setting.

■ Printer Settings

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

NOTE

- The Key Operator ID Code is required before any changes can be made to items on this page.
- * Functions No. 09 and 10 are available when the optional Hard Disk Drive (DA-HD60) is installed.
- ** When Function No. 12 is set, cycle the power by turning the Power Switch on the Left Side of the machine OFF and ON.

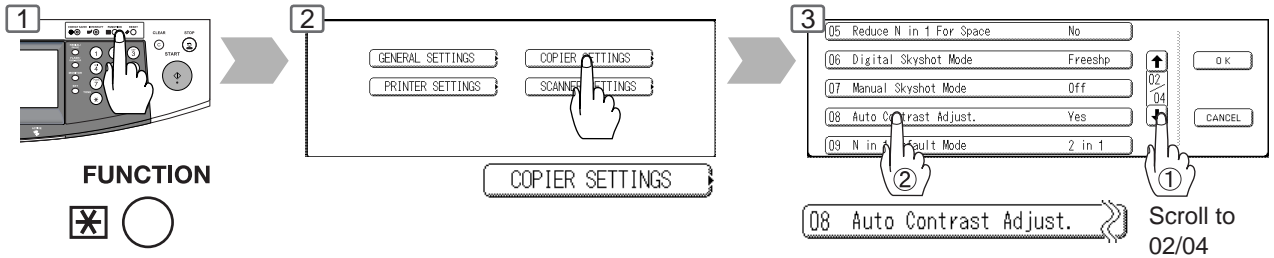


Function

Examples

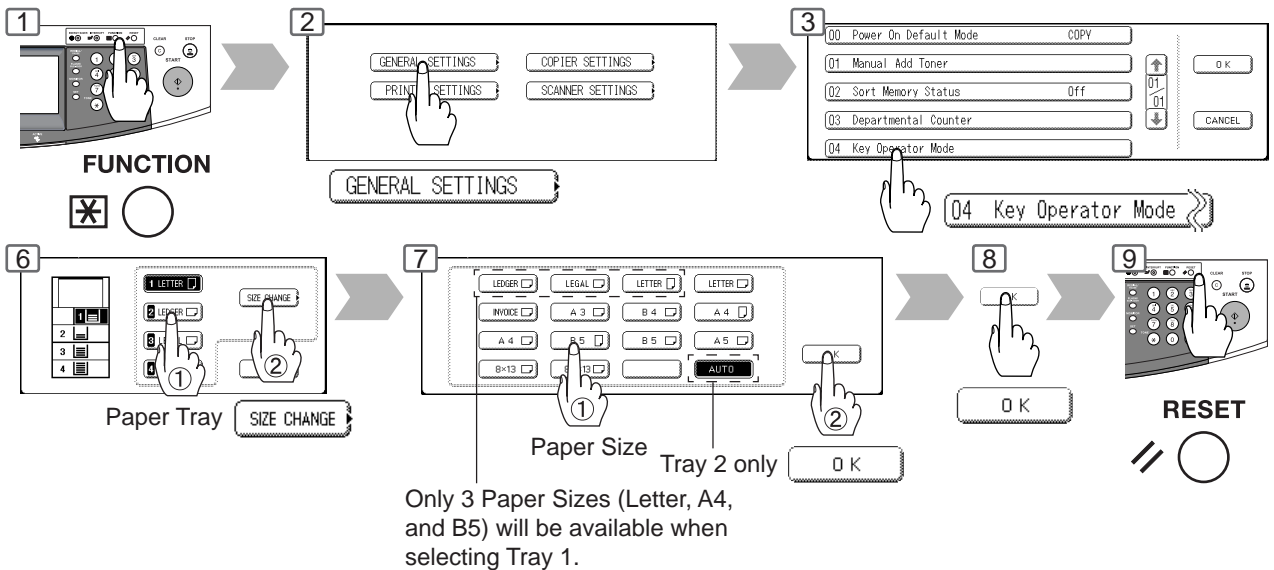
■ Changing the Auto Contrast Setting

You can select whether to automatically adjust the copying density for Text and Photo originals.



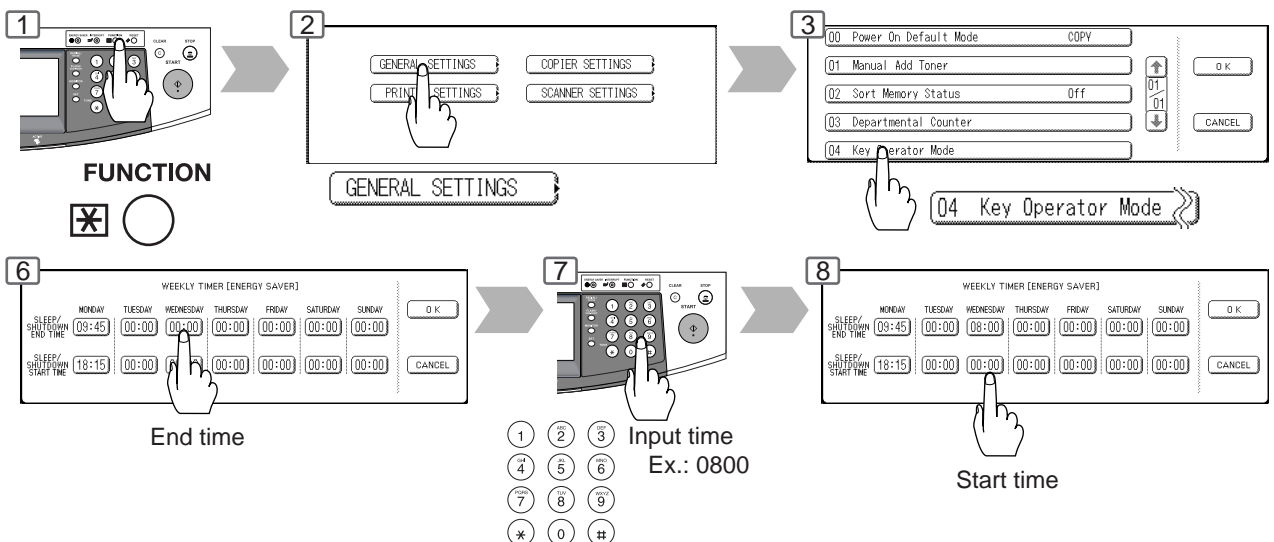
■ Changing the Paper Size

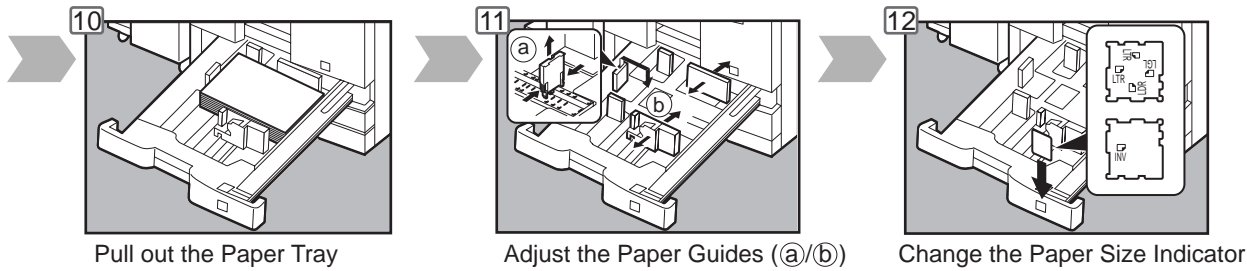
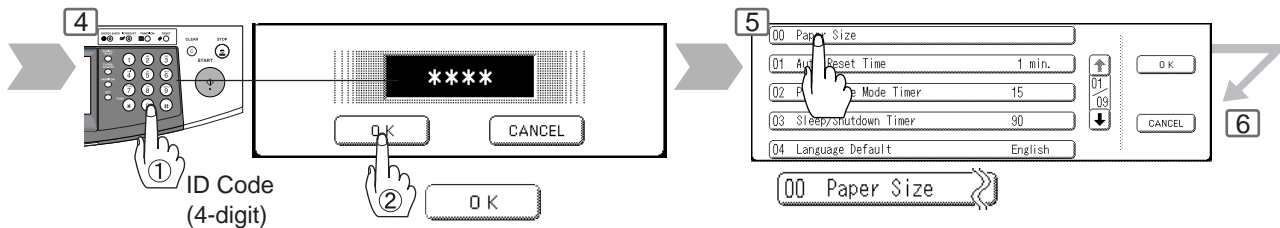
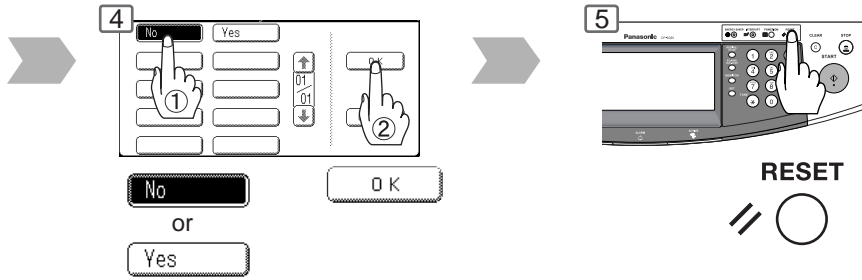
The Paper Trays are designed to accommodate Invoice, Letter, Letter-R, Legal and Ledger Size paper.



■ Weekly Timer

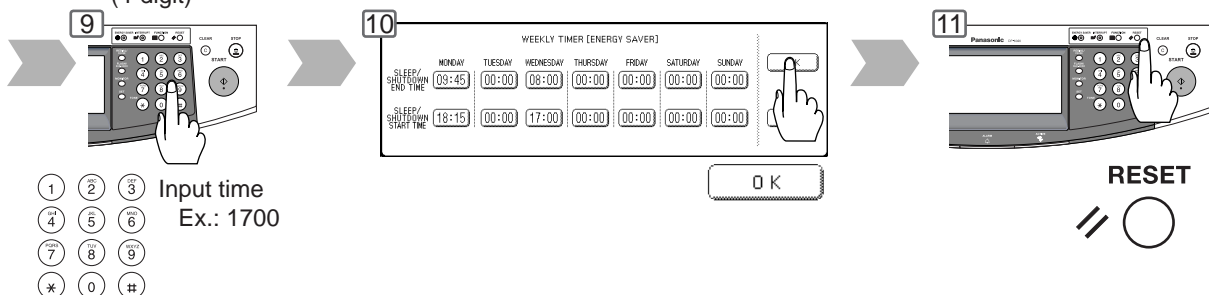
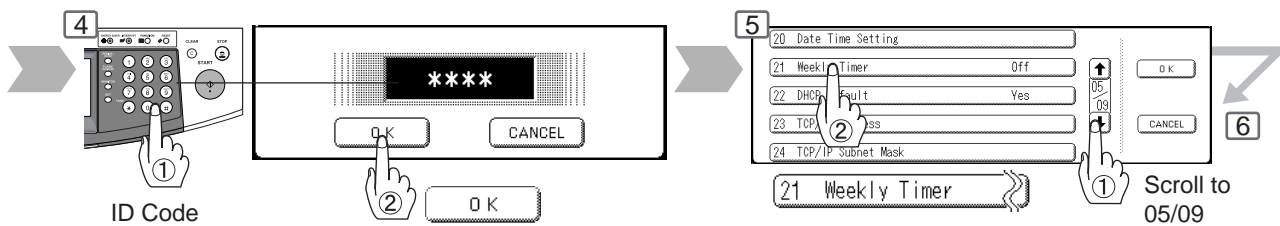
Key Operator can administer the On/Off weekly timers.





Note: It is recommended that the paper guide (b) is fixed in place with screws. Consult an authorized service provider for details on how to fasten the guide.

For Tray 2: Change the position of the Paper Size Indicator to display and to automatically select the paper size loaded in the tray.





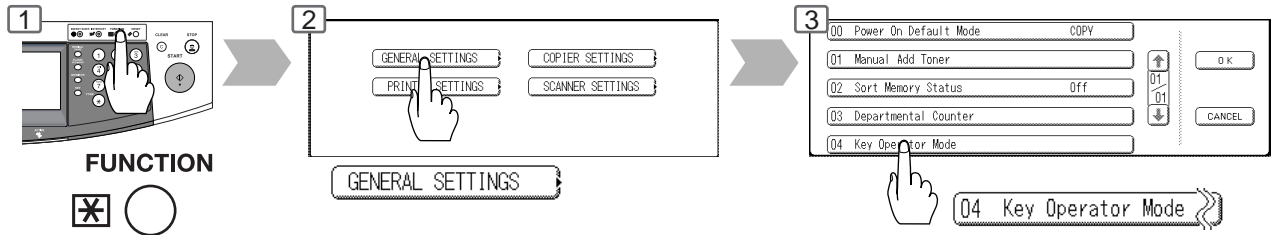
Function

Examples

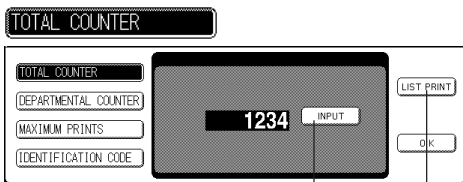
■ Department Counter

The Department Counter feature can limit the number of copies, administer counters and Identification Code numbers for each department. (Maximum Number of Departments: 300)

Contact your authorized service provider to enable the Department Counter feature.



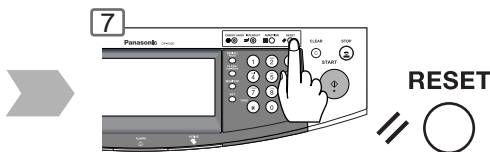
■ For Total Counter



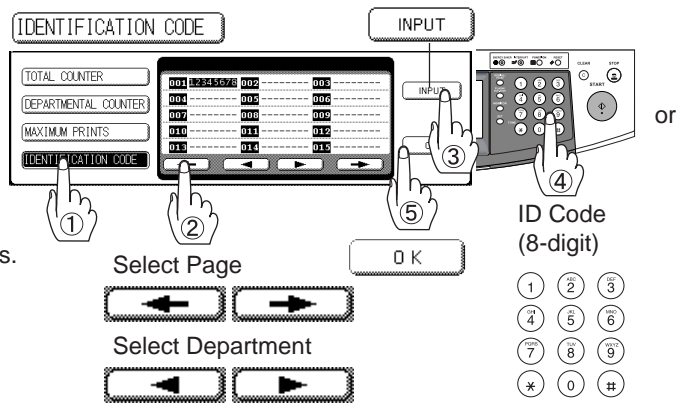
Displays the sum of all the active department counters.

Prints all the active department counters.

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



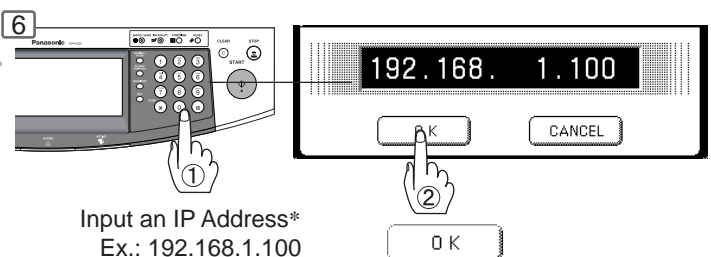
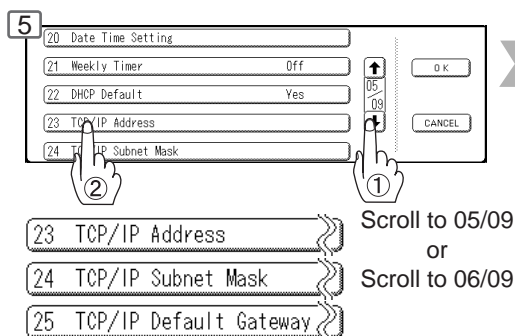
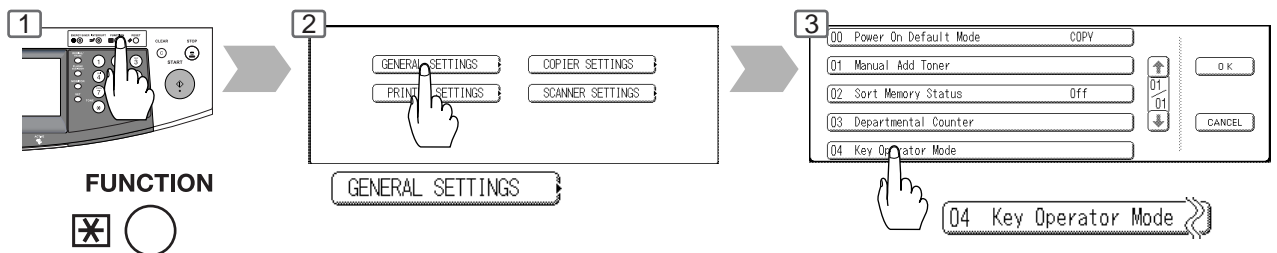
■ For Identification Code



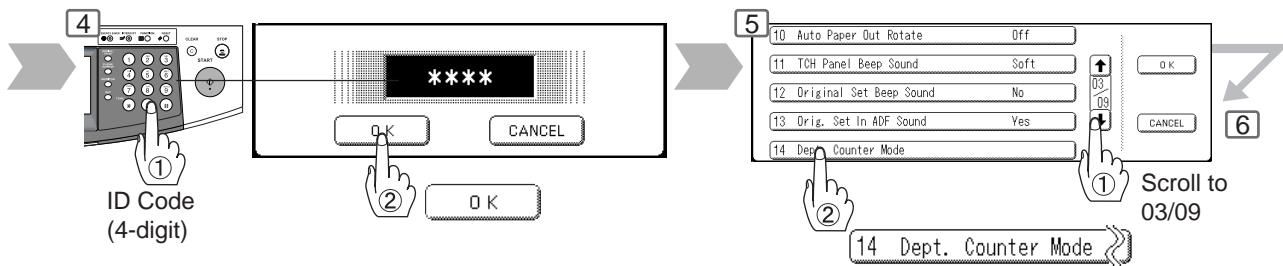
⑥ Input a Department Name (up to 25 characters) using the Keyboard and touch the OK button. (See page 35, How to use the Keyboard)

■ Network Settings

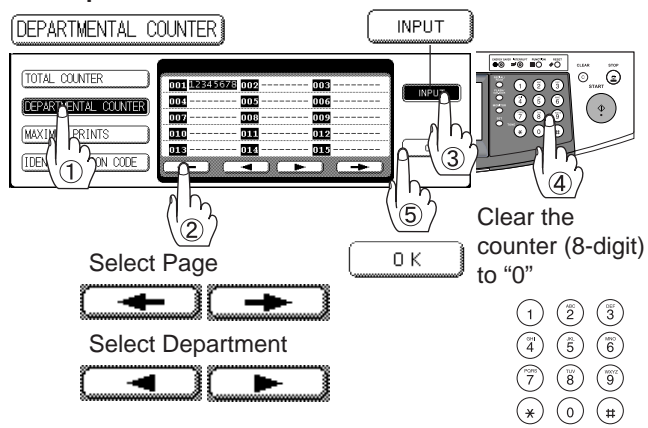
When the Parameter "23 DHCP Default" is set to "No", the Key Operator must administer the Network settings manually.



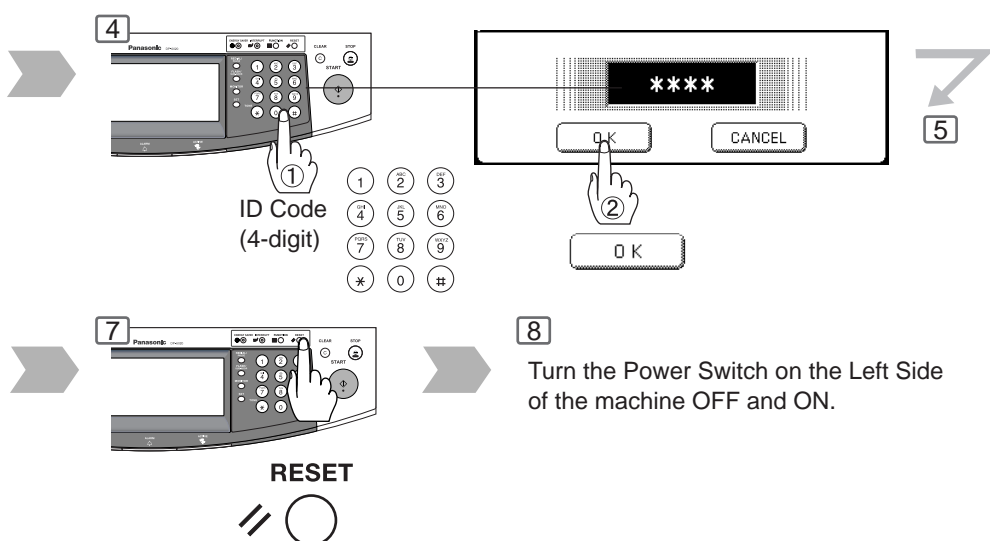
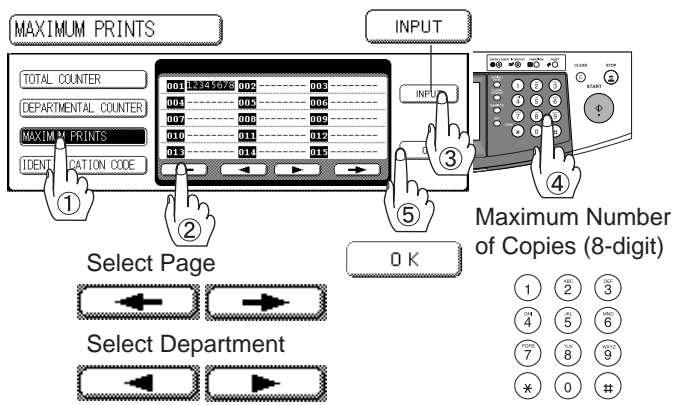
When entering a 1 or 2-digit number segment, add "00" or "0" in front of the number, to scroll to the next segment of numbers or press the "*" key to enter a period after the number.



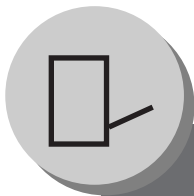
For Department Counter



For Maximum Prints



* When clearing the IP address, press the "*" key to move to the next segment of the IP address (***.***.***.**) and press the Clear key.



Accessories

Components

- The DP-3520/4520/6020 is a digital photocopier which can produce images with great clarity. Furthermore, its copying functionality can also be greatly enhanced by the addition of the following options and supplies. We hope you find that the wide ranging capabilities will make your office-place more productive and efficient.

■ Options

2-Bin Finisher

(DA-FS330 for DP-3520)
(DA-FS600 for DP-4520/6020)
(See pages 44 and 76)

1-Bin Saddle-Stitch Finisher

(DA-FS355A for DP-3520/4520)
(See pages 44 and 76)

2-Bin Saddle-Stitch Finisher

(DA-FS605 for DP-4520/6020)
(See pages 44 and 76)

Punch Unit for DA-FS600/605

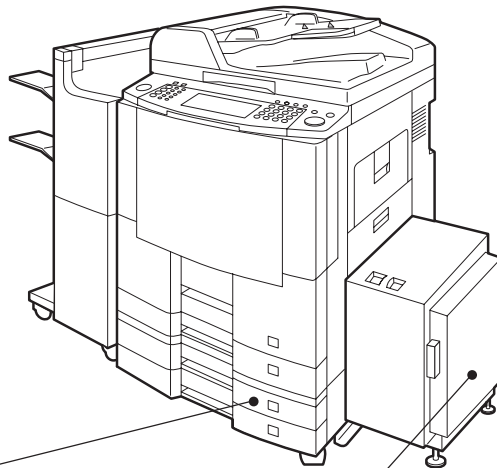
(DA-SP31)
(See page 76)

Punch Unit for DA-FS355

(DA-SP41)
(See page 76)

Exit Tray

(DA-XT600)



System Console

(DA-DS601/602)

- To increase the paper feed sources and capacity.
DA-DS601: Paper Tray x 1
DA-DS602: Paper Tray x 2
(550 sheets)

3000-Sheet Tray (LCT)

(DA-MA301)

- To increase the paper feed capacity.
(3000 sheets)

Letter-R/Legal Size Adaptor for LCT

(DA-TK31)

Image Memory

(DA-SM16B/64B/28B)

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

Hard Disk Drive (HDD) Unit

(DA-HD60)

- For PS Printing (for Fonts)
Security Print/Mailbox
Tandem copy/Concurrent copy
I-FAX without mail server
1,000 Station Address Book
Print Job Spooling
OneRIP
Account Management

Expansion Board

(DA-EM600)

- Expansion F-ROM (8 MB)

Network Scanner Module

(DA-NS600)

Printer Controller Module

(DA-PC601)

- Printer Controller for PCL6*

Multi Page Description Language Controller Module

(DA-MC601)

- Printer Controller for PS*/PCL6

Fax Communication Board

(DA-FG600)

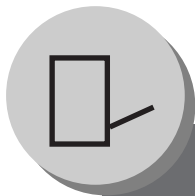
Internet Fax/E-Mail Module

(DA-NF600)

NOTE

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

- Contact your authorized service provider for details on combinations of options.

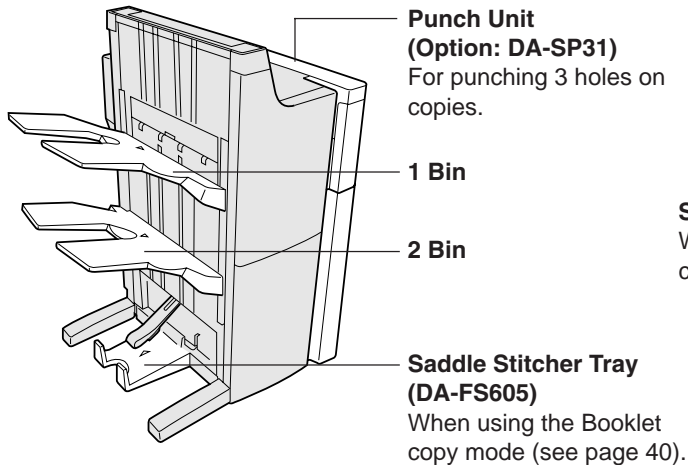


Accessories

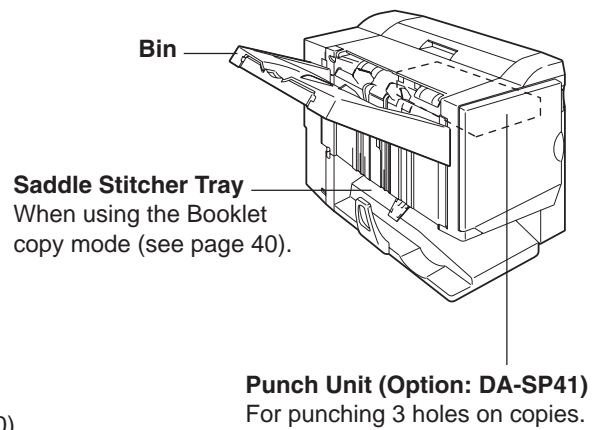
Finisher

1. Components

DA-FS600/FS605

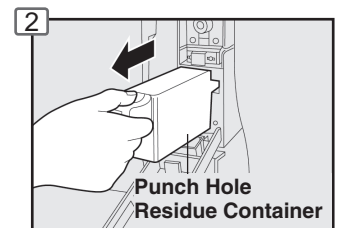
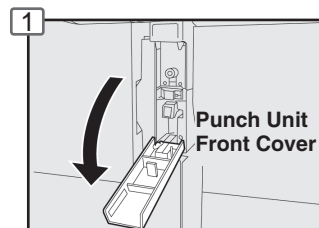
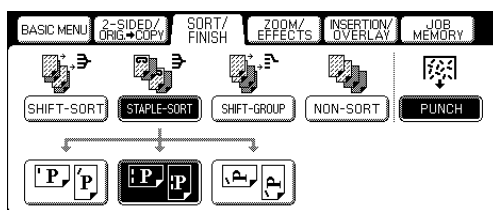


DA-FS355A

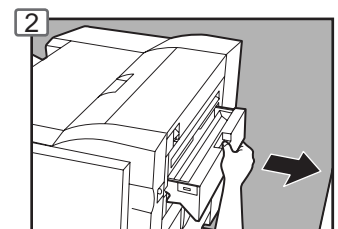
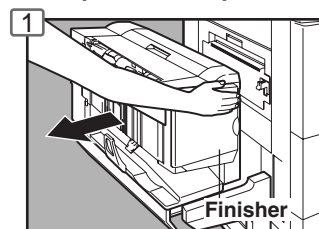
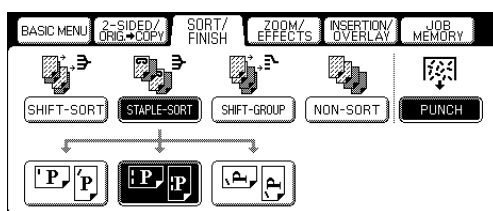


5. Dispose the Punch Hole Residue

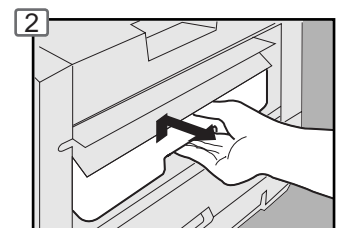
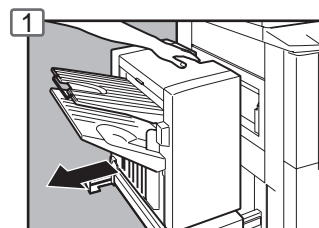
■ DA-FS600/FS605 with optional Punch Unit (DA-SP31)



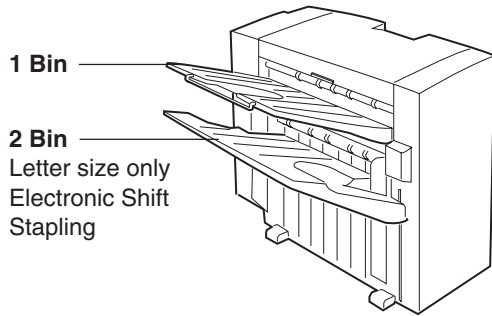
■ DA-FS355A with optional Punch Unit (DA-SP41)



■ DA-FS330



DA-FS330



2. Operation

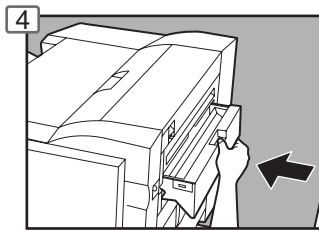
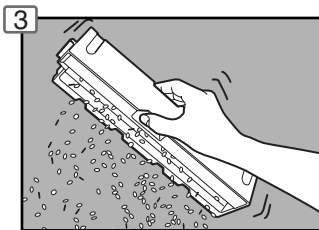
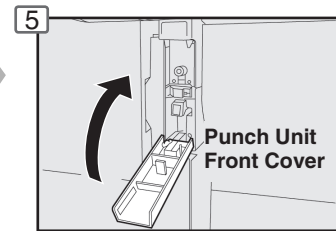
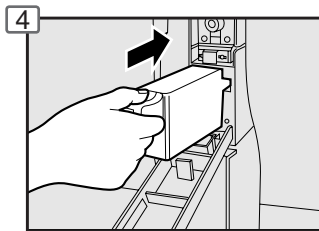
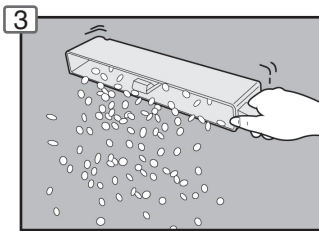
(See page 44)

3. Replacing the Staple Cartridge

(See pages 14-17)

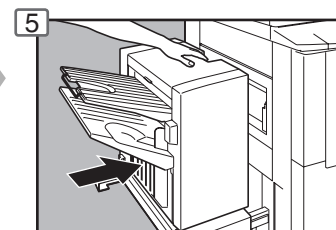
4. Bin Capacity

(See pages 88 and 89)



5 Return the finisher to original position.

3 Dispose the punch hole residue.



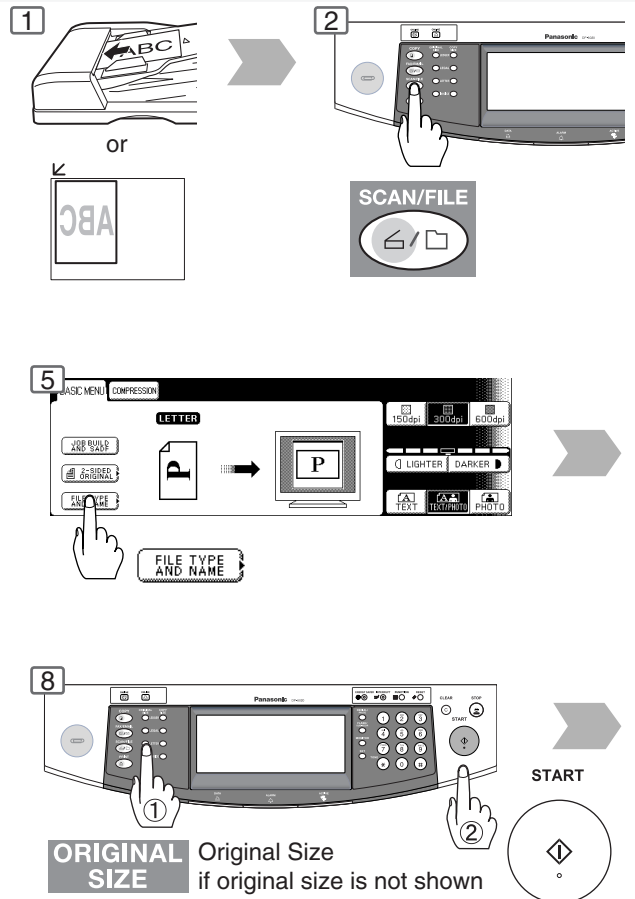
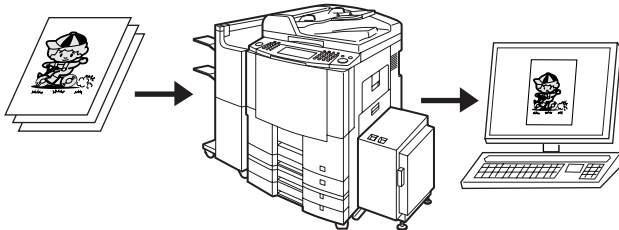


Network Scanner (Option)

Document Scanning/Address Book

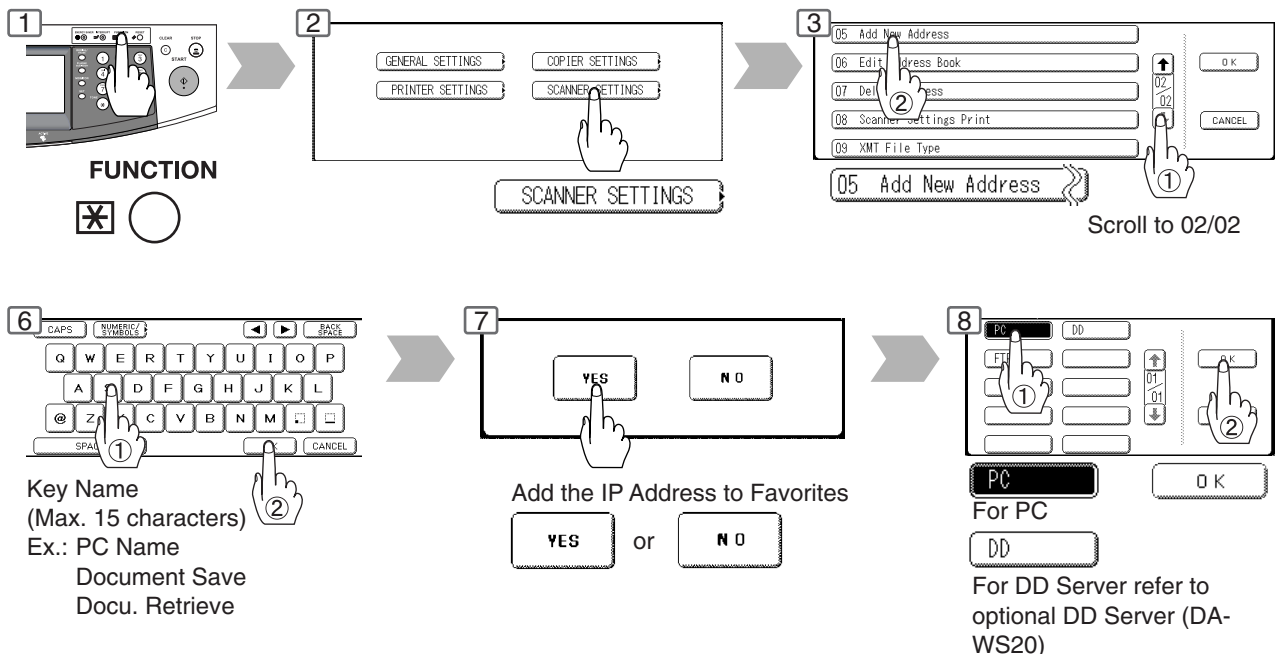
Document Scanning

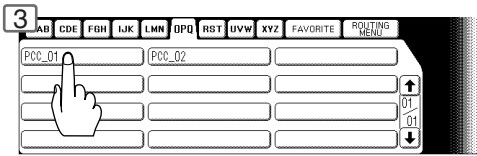
When Panasonic Document Management System (PDMS) is installed and configured on your PC, document(s) can be scanned from the DP-3520/4520/6020 to PC.



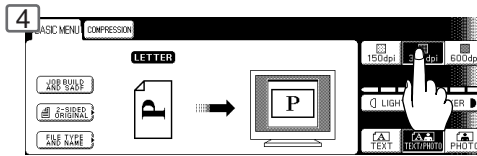
Adding your PC IP Address

If the Scanner Configuration is not set with the Panasonic Communications Utility of PDMS software (refer to PDMS CD-ROM), input your PC IP Addresses from the copier's Touch Panel.

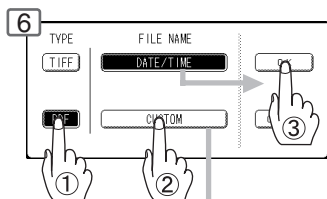
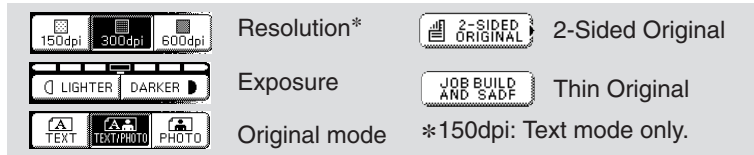




Select a destination (PC)*
 * A destination will be indicated
 "ROUTING MENU": refer to optional
 Document Distribution System (DA-
 WR10).

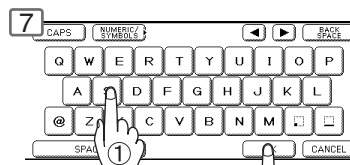


Select a Mode if required

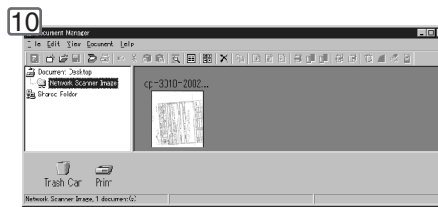
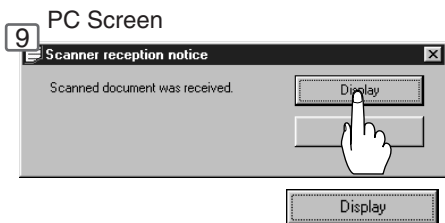


Select a file
 format

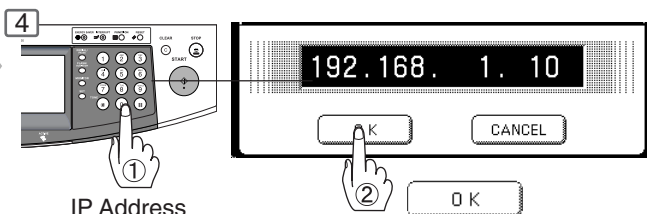
When "CUSTOM" is selected.



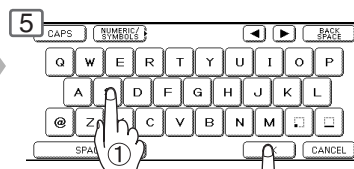
File name
 (Max. 20 characters)
 Ex.: Jack



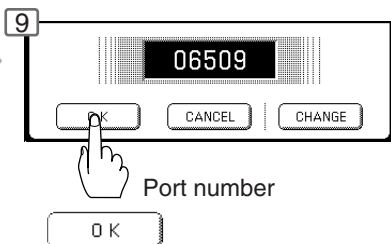
Refer to PDMS Operating
 Instructions on the
 CD-ROM.



IP Address
 Ex.: 192.168.1.10**



Server name
 (Max. 15 characters)
 Ex.: SALES DEPT

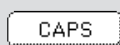


Port number



** When entering a 1 or 2-digit
 number segment, add "00" or "0"
 in front of the number, to scroll to
 the next segment of numbers or
 press the "*" key to enter a
 period after the number.

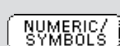
Button Names on the Keyboard



To input upper
 case letter(s).



To move the cursor
 () to the left or
 right side.



To input numbers
 and/or symbols.



To erase the
 character before
 the cursor.

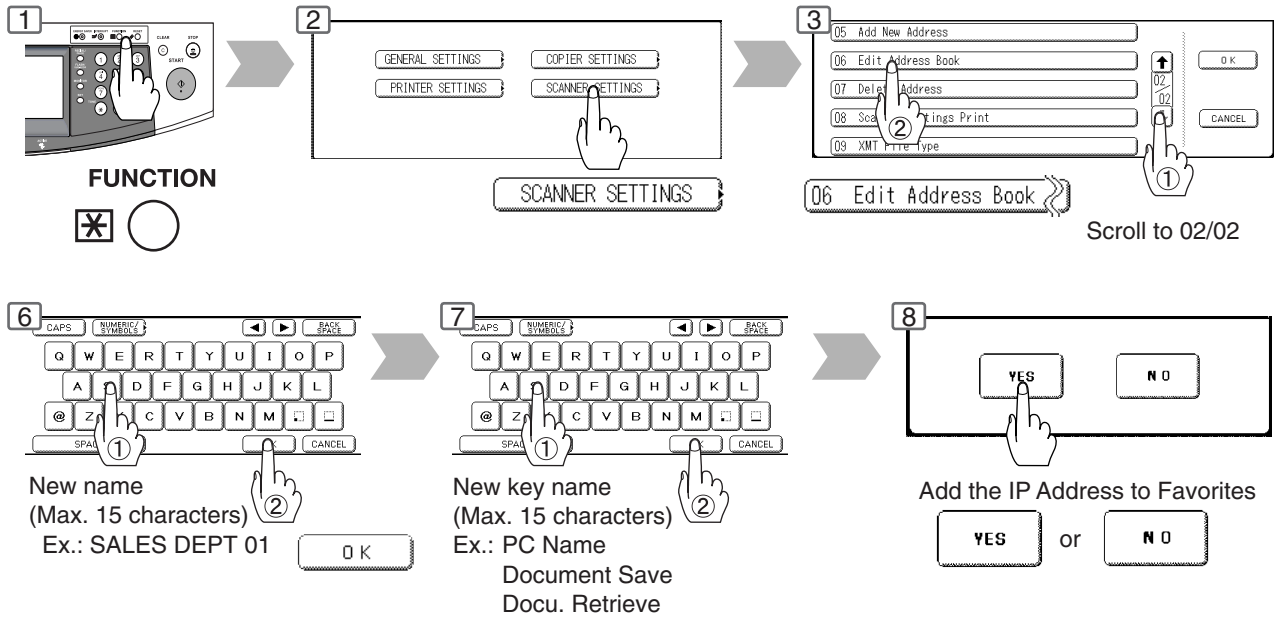


Network Scanner (Option)

Document Scanning/Address Book

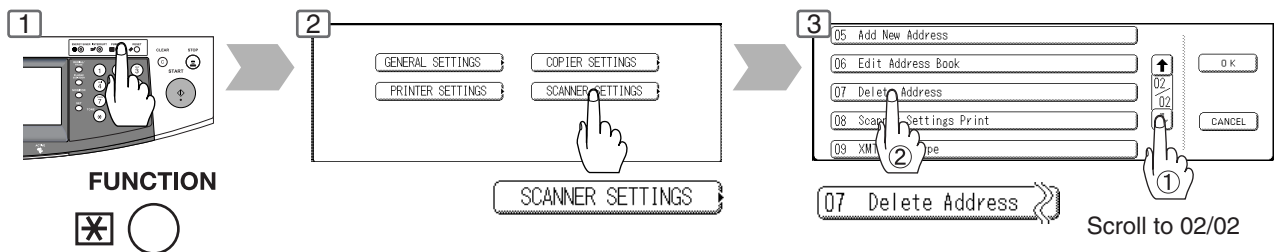
■ Editing your PC IP Address

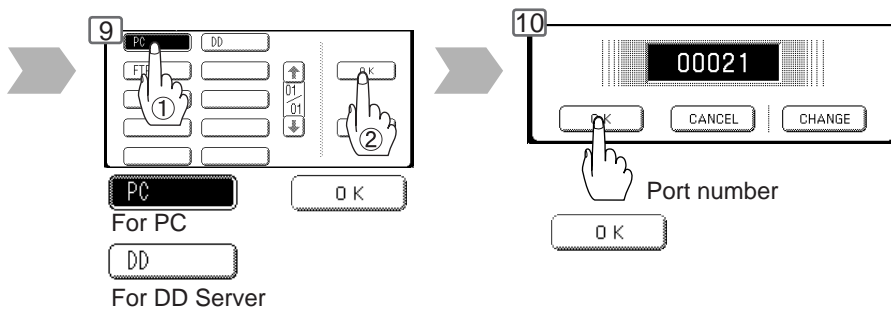
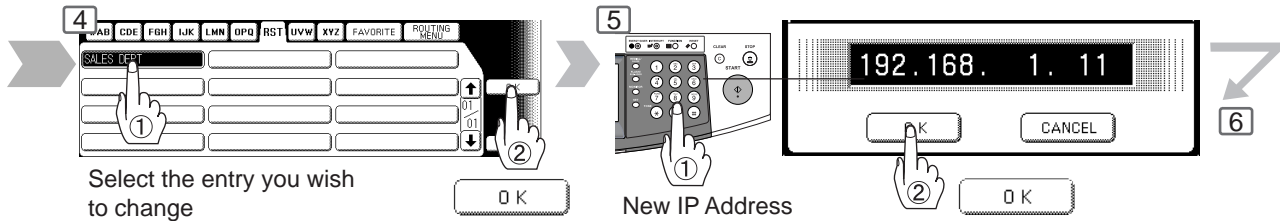
If you have to change or erase any of the Address Book stations, follow the steps below.



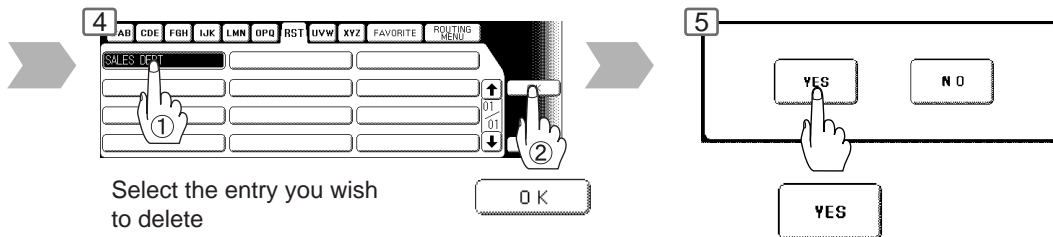
■ Erasing the Address

If you have to delete any of the Address Book entries.





* When entering a 1 or 2-digit number segment, add "00" or "0" in front of the number, to scroll to the next segment of numbers or press the "x" key to enter a period after the number.
When clearing the IP address, press the "x" key to move to the next segment of the IP address (***.***.***.***) and press the Clear key.







Problem Solving

Troubleshooting

Check

Action

Unit Does Not Operate

Does the display light?		Check if the Power Switches (Main Power Switch on the back and Power Switch on the Left Side of the machine) are turned ON and if the power cord is plugged into the AC outlet.
Does the Energy Saver key flash (or light) and displays are turned OFF? (See page 56)		Press Energy Saver key on the control panel.
Does any of the U## codes and messages appear on the display? (U1, U4, U6, U7, U11....etc.)		Perform actions in accordance with each message.
Does the Add Staples indicator and message appear on the display?		Add Staples (See pages 14-17) Remove all jammed staples. (See pages 15, 17)
Does the Add Paper indicator and message appear on the display? ()		Add paper. (See pages 10, 12, 13)
Does the paper misfeed indicator and message appear on the display? ()		Remove the misfed paper. (See pages 16 - 25)
Does E#-## indicator and message appear on the display?		Turn the Power Switch on the Left Side and the Main Power Switch on the Back of the machine to the OFF and ON. If the error code does not clear, call your Service provider.
The machine would not accept the next job during operation, instructed job would not be accepted for a long time period or job would not be completed.		Turn the Power Switch on the Left Side and the Main Power Switch on the Back of the machine to the OFF and ON.

Light Copies

Does the exposure indicator say "LIGHTER"?		Touch the "DARKER" button.
Does the Add Toner indicator and message appear on the display? ()		Replace the Toner Bottle. (See pages 12 and 13)

Check

Action

Marked Copies

Is the copier Platen Glass or Platen Sheet dirty?



Clean the Platen Glass or Sheet.
(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.

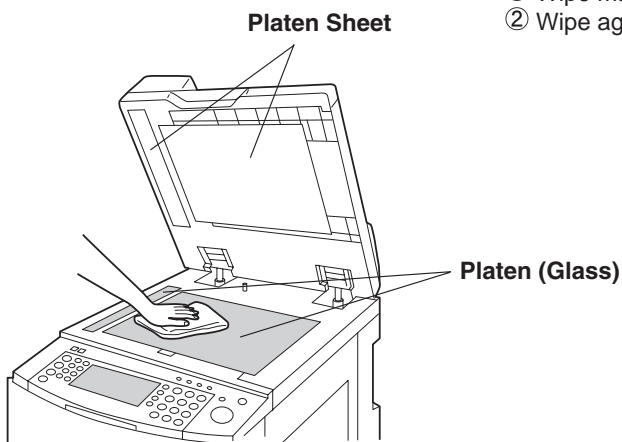
■ If the measures outlined above do not solve the problem, call your Service provider.

Copier Care

■ As a rule, clean weekly.

Platen Glass/Platen Sheet

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

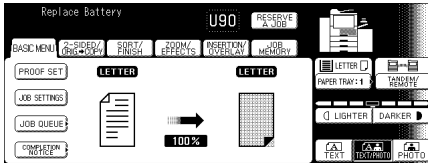




Problem Solving

Replacing the Battery

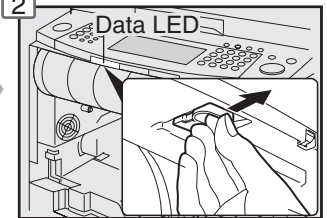
The copier has an internal battery (Product No.: CR2032) which maintains the date and time. In the event the battery requires replacement, the following message will be displayed.



1

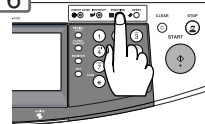
Turn the Power Switch on the Left Side of the machine to the OFF position and open the Front Cover.

2



Set the Date and Time

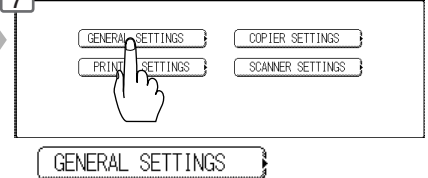
6



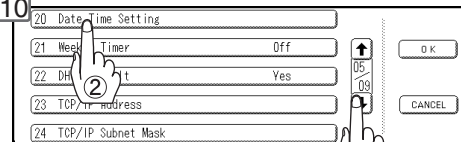
FUNCTION



7



10

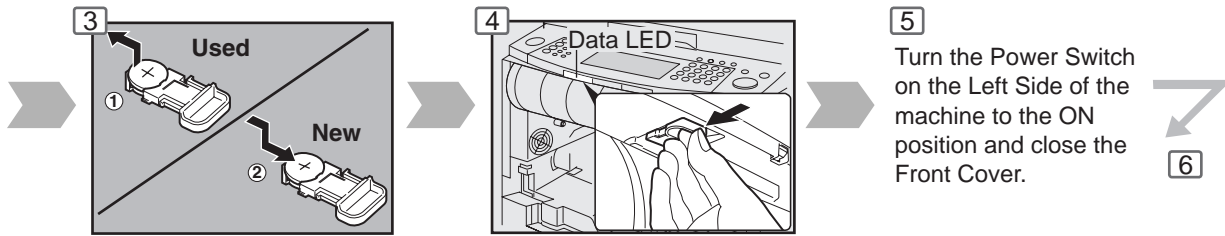


20 Date Time Setting

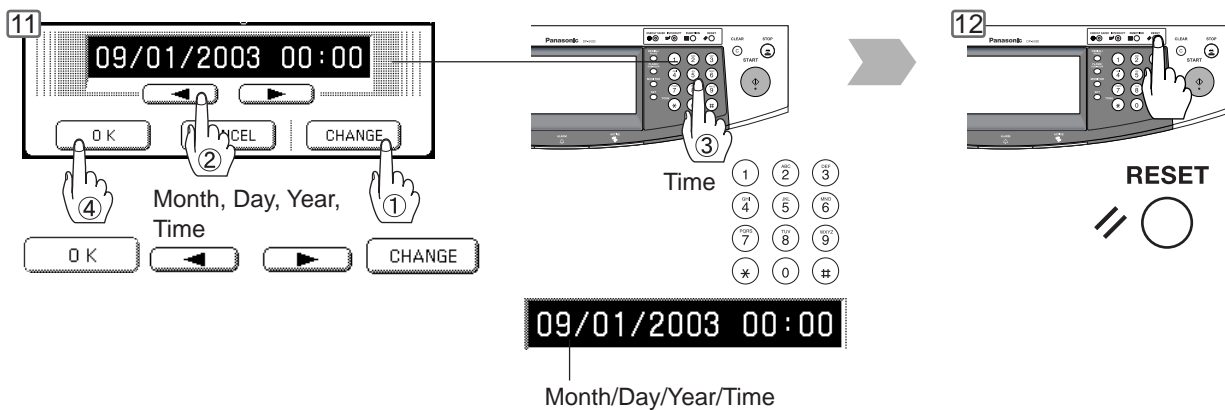
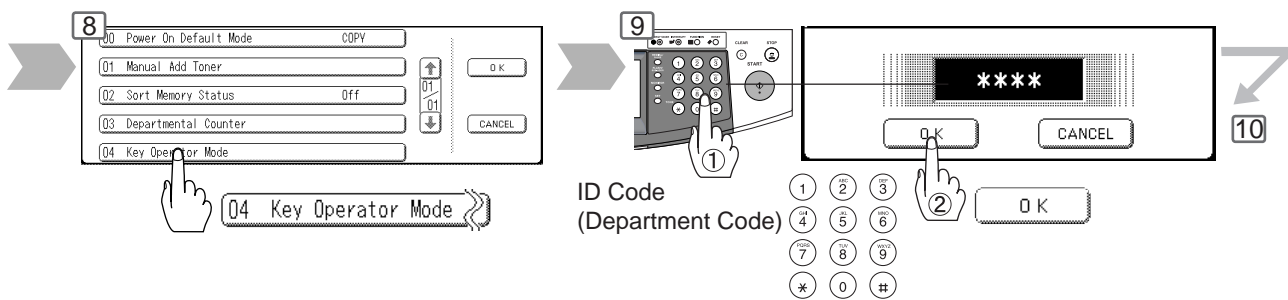
Scroll to 05/09

NOTE

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



5 Turn the Power Switch on the Left Side of the machine to the ON position and close the Front Cover. 6



CAUTION

Denotes hazards that could result in minor injury or damage to the machine.
 ● THIS PRODUCT CONTAINS A LITHIUM BATTERY. DANGER OF EXPLOSION IF BATTERY IS INCORRECTLY REPLACED.
 REPLACE ONLY WITH THE SAME OR EQUIVALENT TYPE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS OF YOUR LOCAL SOLID WASTE OFFICIALS.



Others

Specifications

■ DP-3520/4520/6020 (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 Two components imaging
Resolution	Maximum: 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	DP-4520/6020 : Approx. 180 seconds (68°F/20°C) DP-3520 : Approx. 30 seconds (68°F/20°C)
First Copy Time	DP-3520 : Approx. 5.8 seconds DP-4520 : Approx. 4.5 seconds DP-6020 : Approx. 3.5 seconds (Letter <input type="checkbox"/> , from 1st Tray, platen)
Multi-Copy Speed	DP-3520 : 35 cpm (Letter size) DP-4520 : 45 cpm (Letter size) DP-6020 : 60 cpm (Letter size)
Enlargement Ratios	Preset: 121%, 129%, 155%, 200% Variable: from 101 - 400% in 1% increments
Reduction Ratios	Preset: 79%, 77%, 65%, 61%, 50% Variable: from 99 - 25% in 1% increments
Paper Feed	Paper Tray (1550 sheets + 550 sheets) + Sheet Bypass (50 sheets) + System Console (1100 sheets)
Paper Weight	Paper Tray: 16 - 24 lb (Bypass: 15 - 35 lb)
Quantity Selector	Maximum: 999 sheets (Optional Exit Tray capacity is 250 sheets)
Electrical Consumption	120V AC, 60Hz, 12A
Energy Consumption	1.45 kW
Dimensions (W × D × H)	23.6" (W) × 29.6" (D) × 28.9" (H) (600 × 753 × 735 mm)
Weight	289.2 lb (131 kg) : DP-4520/6020 282.6 lb (128 kg) : DP-3520
Operating Environment	Temperature: 50 - 86°F (10 - 30°C) Relative Humidity: 30 - 80% (However, the humidity should be 70% or less at a temperature of 86°F (30°C), and the temperature should be 80°F (27°C) or less at a humidity level of 80%.)

● Specifications are subject to change without notice.

Modes	Power Consumption	Warm Up Time
Normal Operation	Approximately 160 Wh (3520) Approximately 210 Wh (4520) Approximately 240 Wh (6020)	N/A
Power Saver Mode	Approximately 170 Wh (4520) Approximately 180 Wh (6020)	Min. 30 sec. recovery (4520/6020)
Sleep Mode	Approximately 20 Wh	30 sec. recovery (3520) 180 sec. recovery (4520/6020)
Shutdown Mode	Approximately 4 Wh	30 sec. recovery (3520) 180 sec. recovery (4520/6020)

■ i-ADF (Standard)

Tray Capacity	Maximum 70 sheets (20 lb: 75 g/m ²)
Paper Size	Invoice/Letter/Legal/Ledger
Paper Weight	14 – 28 lb (50 - 105 g/m ²)/1-sided 17 – 28 lb (64 - 105 g/m ²)/2-sided
Electrical Requirements	Supplied from copier
Dimensions (W × D × H)	23.6 × 23.0 × 5.4 in (600 × 583 × 138 mm)
Weight	32 lb (14.5 kg)

■ System Console 1 (DA-DS601)

Combination	Paper Tray × 1 Storage Tray × 1
Paper Size	Invoice/Letter/Letter-R/Legal/Ledger
Paper Weight	16 – 24 lb (60 - 90 g/m ²)
Paper Capacity	Maximum 550 sheets × 1: 20 lb (75 g/m ²)
Electrical Requirements	Supplied from copier
Dimensions (W × D × H)	23.6 × 28.7 × 11.4 in (600 × 730 × 290 mm)
Weight	63.5 lb (28.8 kg)
Applicable Models	DP-3520/4520/6020

■ System Console 2 (DA-DS602)

Combination	Paper Tray × 2
Paper Size	Invoice/Letter/Letter-R/Legal/Ledger
Paper Weight	16 – 24 lb (60 - 90 g/m ²)
Paper Capacity	Maximum 550 sheets × 2: 20 lb (75 g/m ²)
Electrical Requirements	Supplied from copier
Dimensions (W × D × H)	23.6 × 28.7 × 11.4 in (600 × 730 × 290 mm)
Weight	66.2 lb (30 kg)
Applicable Models	DP-3520/4520/6020

■ 3000-Sheet Tray (LCT) (DA-MA301)

Paper Size	Letter (Letter-R/Legal with optional DA-TK31)
Paper Weight	16 – 24 lb (60 - 90 g/m ²)
Paper Capacity	Maximum 3000 sheets × 20 lb (75 g/m ²)
Electrical Requirements	Supplied from copier
Dimensions (W × D × H)	11.7 × 17.5 × 19.9 in (295 × 445 × 505 mm)
Weight	27.2 lb (12.3kg)
Applicable Models	DP-3520/4520/6020

■ Letter-R/Legal Size Adaptor for LCT (DA-TK31)

Paper Size	Letter-R/Legal
Paper Weight	20 lb (75 g/m ²)
Paper Capacity	Letter-R : Maximum 2500 sheets Legal : Maximum 1500 sheets
Applicable Model	DA-MA301



Others

Specifications

■ 2-Bin Finisher (DA-FS600)

Mode	
1 Bin and 2 Bin	Non-sort/Sort/Staple
Paper Size	
1 Bin and 2 Bin	Invoice/Letter/Letter-R/Legal/Ledger
Paper Weight	16 - 35 lb (60 - 135 g/m ²): Non-sort mode
Paper Capacity	
1 Bin and 2 Bin	Maximum: 1000 sheets / 30 set (Stapling mode)
Staple	
Paper Size	Letter/Letter-R/legal/Ledger
Paper Weight	17 - 21 lb (64 - 80 g/m ²)
Capacity	2-50 sheets: Letter (20 lb: 75 g/m ²) 2-30 sheets: Letter-R/Legal/Ledger (20 lb: 75 g/m ²)
Point	Rear 1/Front 1/Middle 2-Point Staple
Electrical Requirements	Supplied from copier
Dimensions (W x D x H)	26.4 x 24.2 x 59.1 in (670 x 613 x 1500 mm)
Weight	76 lb (34.5 kg)
Applicable Models	DP-4520/6020

■ 2-Bin Saddle-Stitch Finisher (DA-FS605)

Mode	
1 Bin and 2 Bin	Non-sort/Sort/Staple
Tray	Saddle-Stitch
Paper Size	
1 Bin and 2 Bin	Invoice/Letter/Letter-R/Legal/Ledger
Tray	Letter-R/Ledger
Paper Weight	16 - 35 lb (60 - 135 g/m ²): Non-sort mode
Paper Capacity	
1 Bin and 2 Bin	Maximum: 1000 sheets / 30 set (Stapling mode)
Tray	Maximum: 30 set
Staple	
Paper Size	Letter/Letter-R/Legal/Ledger
Paper Weight	17 - 21 lb (64 - 80 g/m ²)
Capacity	2-50 sheets: Letter (20 lb: 75 g/m ²) 2-30 sheets: Letter-R/Legal/Ledger (20 lb: 75 g/m ²)
Point	Rear 1/Front 1/Middle 2-Point Staple
Saddle-Stitch	
Paper Size	Letter-R/Ledger
Paper Weight	17 - 21 lb (64 - 80 g/m ²)
Stack	11-15 sheets: 10 sets/6-10 sheets: 15 sets/2-5 sheets: 25 sets
Electrical Requirements	Supplied from copier
Dimensions (W x D x H)	26.4 x 24.2 x 59.1 in (670 x 613 x 1500 mm)
Weight	115 lb (52.5 kg)
Applicable Models	DP-4520/6020

■ Punch Unit (DA-SP31)

Paper Size	Letter/Ledger : 3-hole Letter-R/Legal : 2-hole
Paper Weight	17 - 35 lb (64 - 133 g/m ²)
Applicable Models	DA-FS600/FS605

■ 2-Bin Finisher (DA-FS330)

Mode	
1 Bin	Non-sort/Sort
2 Bin	Non-sort/Shift-Sort (Letter Portrait only)/Staple (Letter Portrait only)
Paper Size	
1 Bin	Invoice/Letter/Letter-R/Legal/Ledger
2 Bin	Letter
Paper Weight	16 - 35 lb (60 - 135 g/m ²): Non-sort mode
Paper Capacity	
1 Bin	100 sheets
2 Bin	Maximum: 1000 sheets / 30 set (Stapling mode)
Staple	
Paper Size	Letter
Paper Weight	17 - 21 lb (64 - 80 g/m ²)
Capacity	2 - 30 sheets: 20 lb (75 g/m ²)
Point	1-Point Staple
Punch	
Paper Size	Letter/Ledger: 3-hole
Paper Weight	16 - 28 lb (60 - 105 g/m ²)
Electrical Requirements	Supplied from copier
Dimensions (W × D × H)	16.6 × 20.5 × 17.0 in (420 × 520 × 430 mm)
Weight	34.1 lb (15.5 kg)
Applicable Model	DP - 3520

■ 1-Bin Saddle-Stitch Finisher (DA-FS355A)

Mode	
Bin	Non-sort/Sort/Staple
Tray	Saddle-Stitch
Paper Size	
Bin	Invoice/Letter/Letter-R/Legal/Ledger
Tray	Letter-R/Ledger
Paper Weight	16 - 35 lb (60 - 135 g/m ²): Non-sort mode
Paper Capacity	
Bin	Maximum: 1000 sheets / 30 set (Stapling mode)
Tray	Maximum: 20 set
Staple	
Paper Size	Letter/Letter-R/Legal/Ledger
Paper Weight	17 - 21 lb (64 - 80 g/m ²)
Capacity	2 - 50 sheets: Letter/Letter-R (20 lb 75 g/m ²) 2 - 25 sheets: Legal/Ledger (20 lb 75 g/m ²)
Point	Rear 1/Front 1/Middle 2-Point Staple
Saddle-Stitch	
Paper Size	Letter-R/Ledger
Paper Weight	17 - 21 lb (64 - 80 g/m ²)
Stack	6 - 10 sheets: 10 sets/1 - 5 sheets: 20 sets
Electrical Requirements	Supplied from copier
Dimensions (W × D × H)	21.7 × 23.7 × 18.3 in (550 × 600 × 464 mm)
Weight	60 lb (27.2 kg)
Applicable Models	DP-3520/4520

■ Punch Unit (DA-SP41)

Paper Size	Letter/Ledger : 3-hole Letter-R/Legal : 2-hole
Paper Weight	17 - 35 lb (64 - 133 g/m ²)
Applicable Model	DA-FS355A

● Specifications are subject to change without notice.



Others

Options and Supplies

- The DP-3520/4520/6020 is a digital photocopier which can produce images with great clarity. Furthermore, its copying functionality can also be greatly enhanced by the addition of the following options and supplies.
We hope you find that the wide ranging capabilities will make your office-place more productive and efficient.

Options

Part Name	Part No.	Remarks
Plain Stand	DA-D351	For USA/Canada only
Plain Stand (Short)	DA-D352	For USA/Canada only
System Console 1	DA-DS601	550 Sheet Paper Tray × 1
System Console 2	DA-DS602	550 Sheet Paper Tray × 2
3000-Sheet Tray (LCT)	DA-MA301	3000 Sheet Paper Tray
2-Bin Finisher	DA-FS600	For DP-4520/6020
2-Bin Saddle-Stitch Finisher	DA-FS605	For DP-4520/6020
2-Bin Finisher	DA-FS330	For DP-3520
1-Bin Saddle-Stitch Finisher	DA-FS355A	For DP-3520/4520
Punch Unit for DA-FS600/605	DA-SP31	For DP-4520/6020
Punch Unit for DA-FS355A	DA-SP41	DA-FS355A for DP-3520/4520
Exit Tray	DA-XT600	For DP-3520/4520/6020
Letter-R/Legal Size Adaptor for DA-MA301	DA-TK31	For DP-3520/4520/6020
Image Memory (16 MB)	DA-SM16B	For Electronic Sorting
Image Memory (64 MB)	DA-SM64B	For Electronic Sorting
Image Memory (128 MB)	DA-SM28B	For Electronic Sorting
Expansion Flash Memory Card, 4 MB	UE-410047	Additional Page Memory for Fax Communication Board (DA-FG600)
Expansion Flash Memory Card, 8 MB	UE-410048	Additional Page Memory for Fax Communication Board (DA-FG600)
Hard Disk Drive	DA-HD60	For DP-3520/4520/6020
Printer Controller Module	DA-PC601	Printer Controller for PCL6*
Network Scanner Module	DA-NS600	Network Scanner
Expansion Board	DA-EM600	F-ROM 8MB
Multi Page Description language Controller Module	DA-MC601	Printer Controller for PCL6/PS3*
Internet Fax/E-Mail Module	DA-NF600	Internet Fax/E-Mail communication
Fax Communication Board	DA-FG600	G3 Fax/Tel communication
DD Server Software	DA-WS20	For DD Server function
Accounting Software	DA-WA10	For Accounting function
Document Distribution System	DA-WR10	For Document Distribution function

NOTE

* PCL6 is a Page Description Language of the Hewlett-Packard Company.
PS3 is a Page Description Language of the Adobe System Company.

■ Supplies

Part Name	Part No.	Remarks
Staple Cartridge	FQ-SS66	Staple Cartridge Refills (3) for DA-FS600/605
Staple Cartridge	FQ-SS50	Staple Cartridge Refills (3) for DA-FS605 (Saddle-Stitch)
Staple Cartridge	DQ-SS35	Staple Cartridge Refills (3) for DA-FS355A
Staple Cartridge	FQ-SS32	Staple Cartridge Refills (3) for DA-FS330
Toner	DQ-TU241G	Toner for DP-3520/4520
Toner	DQ-TU351G	Toner for DP-6020



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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

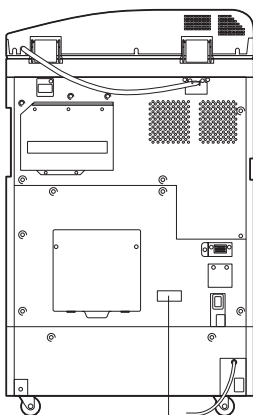
()

Supplies Telephone Number

()

Service Telephone Number

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Model and Serial Number

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