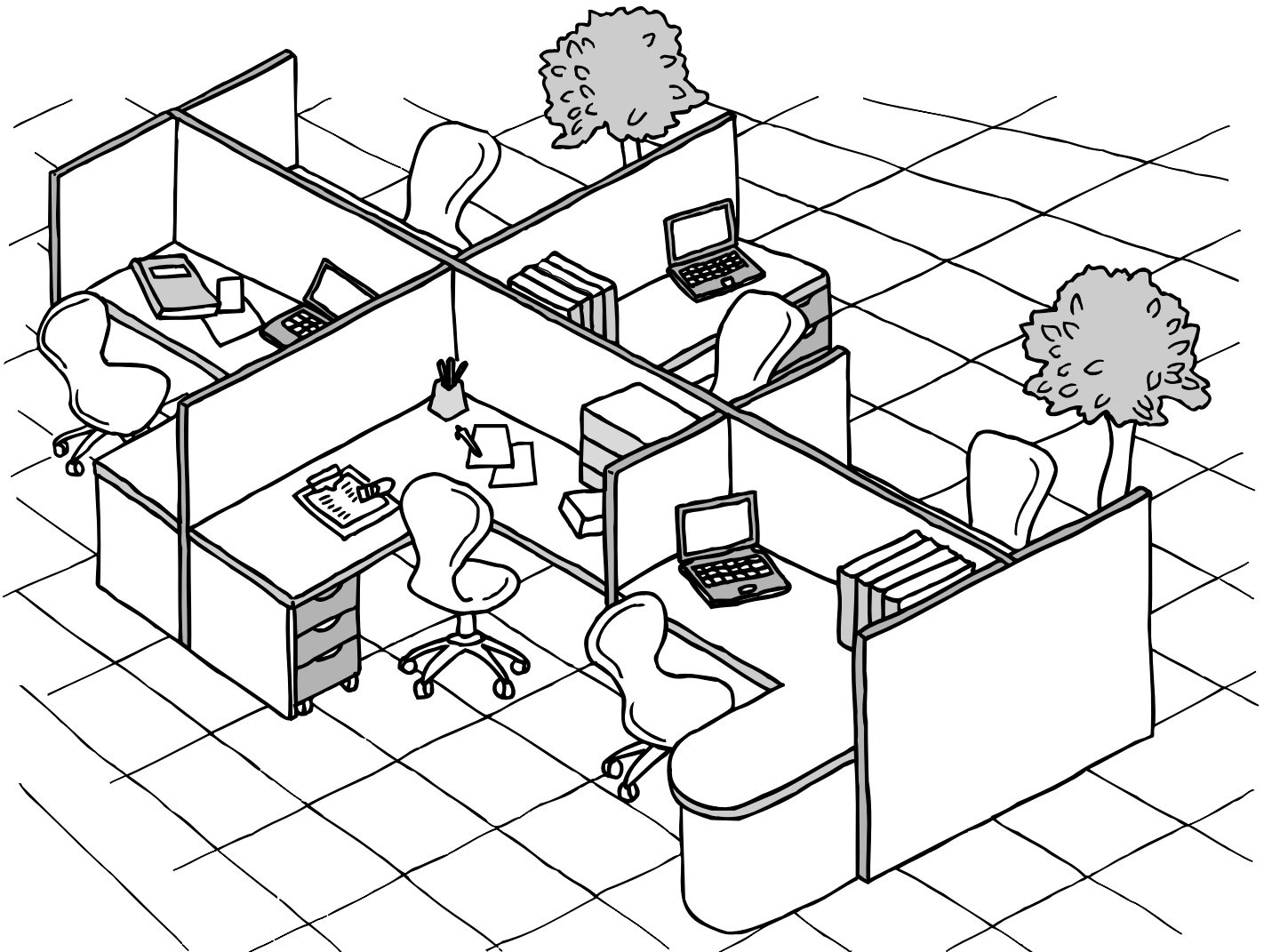


# Panasonic®

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

Model No. **DP-8032 / 8025**  
with Options



### WORKIO™

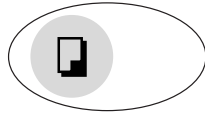
Before operating this equipment, please carefully read this manual, and keep this documentation in a safe place for future reference. (Illustration shows optional accessories that may not be installed on your machine.)

English



# Getting To Know Your Machine

## Useful Office Functions



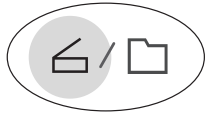
### Copy

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



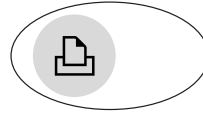
### Fax/Email

- Plain Paper High-speed Super G3 compatible Fax with JBIG compression when optional Fax Communication Board (DA-FG300) is installed.
- Quick-Scan
- Quick Memory Transmission
- Capable of using internet Fax/Email.



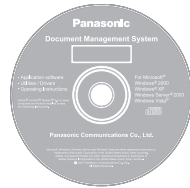
### Scan/File

- Scanning resolution up to 600 dpi.
- A document can be saved to, or retrieved from the Network Server with this Digital Imaging System.



### Print

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



### Application Software

- Quick Image Navigator
- Panasonic Communications Utility
- Utilities (Device Monitor, Network Configuration Editor/ Network AddressBook Editor)

## Multi-Tasking Job Table

Current Job \ 2nd Job	Copy		Concurrent Copy*		Network Scanner		GDI/PCL/PS Printing		Mailbox*		Facsimile/IFAX (Sending)			Facsimile/IFAX (Receiving)	
	Copy	Storing Document (Scan→HDD)	Printing	Storing Document	Sending Data (to PC)	Receiving Data (Spooling)	Printing Received Document	Receiving Data (Spooling)	Printing	Storing Document (Scan→FROM)	Direct Transmission	Memory Transmission (FROM→Line)	Memory Receiving (Line→FROM)	Printing Received Memory Data	
<b>Copy</b>	—	—	—	—	—	●	△	●	—	—	—	●	●	△	
<b>Concurrent Copy*</b>															
Storing Document (Scan→HDD)	—	—	●	—	—	●	●	●	●	—	—	●	●	●	
Printing	—	—	☆	—	●	●	☆	●	☆	—	—	●	●	☆	
<b>Network Scanner</b>															
Storing Document	—	—	—	—	—	●	●	●	●	—	—	●	●	●	
Sending Data (to PC)	—	—	—	—	—	●	●	●	●	—	—	●	●	●	
<b>GDI/PCL/PS Printing</b>															
Receiving Data (Spooling)	●	●	●	●	●	●*	●	●	●	●	●	●	●	●	
Printing Received Document	☆	☆	☆	●	●	☆	☆	☆	☆	—	☆	●	●	☆	
<b>Mailbox*</b>															
Receiving Data (Spooling)	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Printing	—	—	—	—	—	●	☆	●	☆	—	●	●	●	☆	
<b>Facsimile/Internet Facsimile (Sending)</b>															
Storing Document (Scan→FROM)	—	—	—	—	—	●	●	●	●	—	—	●	●	●	
Direct Transmission	—	—	—	—	—	●	●	●	●	—	—	☆	☆	●	
Memory Transmission (FROM→Line)	●	●	●	●	●	●	●	●	●	×	×	×	×	●	
<b>Facsimile/Internet Facsimile (Receiving)</b>															
Memory Receiving (Line→FROM)	●	●	●	●	●	●	●	●	●	●	●	×	—	●	
Printing Received Memory Data	☆	☆	☆	●	●	●	☆	●	☆	●	●	●	●	☆	


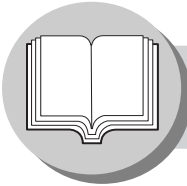
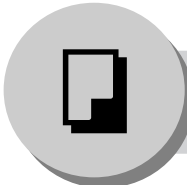

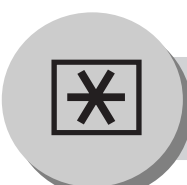
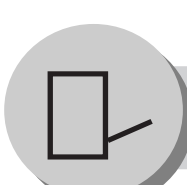


● : Accepts and executes the 2nd Job.  
 △ : Accepts and executes 2nd Job (Copy) only if Current Job has been interrupted.  
 ☆ : Accepts the 2nd Job and executes the 2nd Job. After the Current Job is completed.

× : Not accepts.  
 — : Not applicable.  
 \* : HDD and additional Image memory are required.

### NOTE

\*: HDD (DA-HD31) and additional 16MB (minimum) Image memory are required.

## Operating Instructions Outline

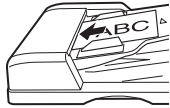
- 
**Getting To Know Your Machine**
  - Precautions (See pages 12-15)
  - Quick Operation Chart (See pages 16, and 17)
  - Adding Paper, Replacing the Toner Bottle, Removing a Misfed Paper, and Error Codes (See pages 18-25)
- 
**Before Starting**
  - Control Panel Key/Button/Indicator Names (See pages 27-29)
- 
**Making Copies**
  - Operating Instructions for making copies according to Function Categories on the LCD Touch Panel Display (See pages 30-69)
- 
**Network Scanner**
  - Network Scanner (See pages 70, and 71)
- 
**Function**
  - Changing the Initial Machine Modes
  - Copy, Printer, Scanner and Fax/Internet Fax (See pages 72-91)
  - Combined Function Table (See page 92)
- 
**Options**
  - Accessories (Components); Options and Supplies (See page 93)
  - 1-Bin Finisher (DA-FS300) (See page 49)
- 
**Problem Solving**
  - Troubleshooting (See pages 94, and 95)
  - Replacing the Battery/Set the Date and Time (See pages 96, and 97)
- 
**Others**
  - Specifications, and Index (See pages 98-102)



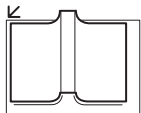
# Getting To Know Your Machine

## Symbols/Icons

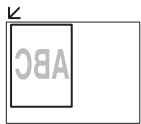
The following Symbols/Icons are used throughout this operating instructions manual.



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><b>Press Hard Key</b></p>	<p><b>Touch any Button</b></p>
<p><b>Input numbers</b></p> <p>● Number of Copies, etc.</p>	<p><b>Input text with a QWERTY Keyboard</b></p>



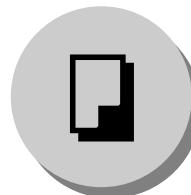
Go to next step



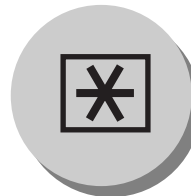
Go to next step (below)



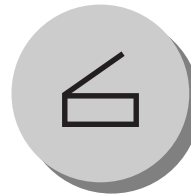
Getting to know your machine Before starting



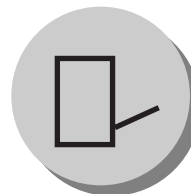
When making copies



When setting the machine's function parameters



For scanning document(s)



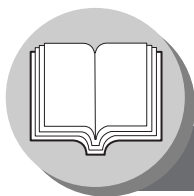
Options (Ex: 1-Bin Finisher)



Problem solving



Others (Specifications, Index)



# Getting To Know Your Machine

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# Getting To Know Your Machine

## Safety Information

### For Your Safety

To prevent severe injury and loss of life, read this section carefully before using the Panasonic DP-8032/8025 to ensure proper, and safe operation of your machine.

■ This section explains the Warnings, Cautions, and Graphic Symbols used in this Operating Instructions manual.



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



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

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



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



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



This symbol is used to alert operators to a heated surface that may cause burns and requires close attention.

## WARNING

### Power and Ground Connection Cautions



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



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

● 120 V/15 A

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



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



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



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



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



Do not disconnect or reconnect the machine while the power switch is in the On position. Disconnecting a live connector can cause arcing, consequently deforming the plug and cause fire.



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



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



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



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



# Getting To Know Your Machine

## Safety Information



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

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



If accessing the inner components of the machine to clear misfed paper, etc., exercise care not to touch heated areas, or you may get burned.

## Operating Safeguards



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



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



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



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



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



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

## Consumable Safeguards



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



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



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



## CAUTION

## Installation and Relocation Cautions



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



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



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



When relocating the machine, contact your Service Provider.












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

## Operating Safeguards



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



-  Do not use a highly flammable spray or solvent near the machine. It can cause fire.
-  When copying a thick document, do not use excessive force to press it against the document glass. The glass may break and cause injuries.
-  Never touch a labelled area found on or near the heat roller. You can get burnt. If a sheet of paper is wrapped around the heat roller, do not try to remove it yourself to avoid injuries or burns. Switch Off the machine immediately, and contact your authorized Panasonic dealer.
-  Do not use conductive paper, e.g. folding paper, carbonic paper and coated paper. When a misfed paper jam occurs, they can cause a short circuit and fire.
-  Do not place any heavy object on the machine. An off-balance machine can tip-over or the heavy object can fall, causing damage and/or injuries.
-  Keep the room ventilated when using the machine for an extended period of time to minimize the ozone density in the air.
-  When copying with the document cover open, do not look directly at the exposure lamp. Direct eye exposure can cause eye fatigue or damage.
-  Pull out paper trays slowly to prevent injuries.
-  When removing jammed paper, make sure that no pieces of torn paper are left in the machine. A piece of paper remaining in the machine can cause fire. If a sheet of paper is wrapped around the heat roller, or when clearing a jammed paper that is difficult or impossible to see, do not try to remove it by yourself. Doing so can cause injuries or burns. Switch Off the machine immediately, and contact your authorized Panasonic dealer.




## Others

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

## For Your Safety

 **CAUTION**

## Consumable Safeguards

-  Never heat the drum cartridge, or scratch its surface. A heated or scratched drum can be hazardous to your health.
-  Be sure to use the specified type of batteries only.
-  Ensure that batteries are installed with correct polarity. Incorrectly installed batteries can burst or leak, resulting in spillage or injuries.

## Others

- The machine has a built-in circuit for protection against lightning-induced surge current. If lightning strikes in your neighborhood, maintain ample distance from the machine, and do not touch the machine until the lightning has stopped.
- If you notice flickering or distorted images or noises on your audio-visual units, your machine may be causing radio interference. Switch it Off and if the interference disappears, the machine is the cause of the radio interference. Perform the following procedure until the interference is corrected.
  - Move the machine and the TV and/or radio away from each other.
  - Reposition or reorient the machine and the TV and/or radio.
  - Unplug the machine, TV and/or radio, and replug them into outlets that operate on different circuits.
  - Reorient the TV and/or radio antennas and cables until the interference stops. For an outdoor antenna, ask your local electrician for support.
  - Use a coaxial cable antenna.



# Getting To Know Your Machine

## Precautions

### ⚠ Precautions

#### ■ Laser Safety

##### LASER SAFETY

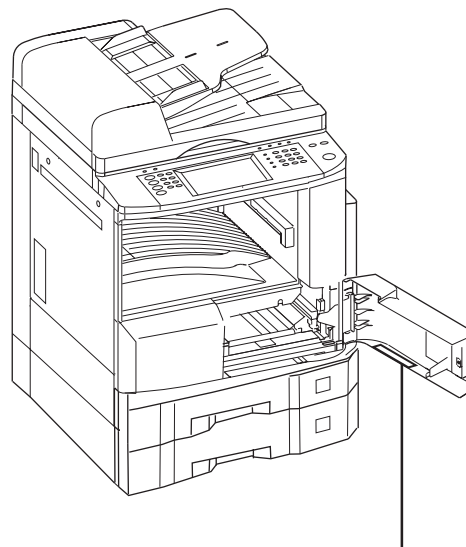
This unit employs a laser. Only qualified service personnel should attempt to service this device due to possible eye injury.

##### CAUTION:

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



#### ■ Caution Label



**CAUTION :** CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN AND INTERLOCKS DEFEATED. AVOID EXPOSURE TO THE BEAM.  
**ATTENTION :** Rayonnement laser classe 3B invisible en cas d'ouverture et de défaut de sécurité. EXPOSITION DANGEREUSE AU FAISCEAU.  
**Vorsicht :** Um bei geöffnetem Deckel den Austritt von Klasse 3B unsichtbare Laserstrahlung zu verhindern, muss die Stromversorgung des Lasers unterbrochen werden.  
**PRECAUCIÓN :** RADIACIÓN LÁSER DE CLASE 3B INVISIBLE CUANDO SE ABRE LA PUERTA CON EL BLOQUEO INVALIDADO. EVITE LA EXPOSICIÓN A LOS RAYOS.  
**VAROITUS :** LUOKKA 3B NÄKYMÄTÖNTÄ JA VAARALLISTA LASERSÄTEILYÄ, JOS LAITTEEN KANSI AVATAAN KESKEN SKANNAUKSEN JA SUOJALUKITUS OHITETAAN. VÄLTÄ SUORAA ALTISTUMISTA SÄTEELLE.  
**ADVARSEL :** KLASSE 3B USYNLIG LASERSTRÅLING NÅR ÅBEN OG SIKKERHEDSLÅS BRYDES. UNDGÅ EKSPONERING FOR STRÅLEN.  
**ADVARSEL :** KLASSE 3B OSYNLIG LASERSTRÅLING NÅR MASKINEN ER ÅPEN OG SIKKERHETSLÅS BRYTES. UNNGÅ EKSPONERING FOR STRÅLEN.  
**VARNING :** CLASS 3B OSYNLIG LASER ÖPPEN OCH NÅR SÄKERHETSPÄRRAR ÅR URKOPPLADE. UNDVIK EXPONERING AV LASER  
**注意:** 当打开本机及连锁装置失效时, 为防止CLASS 3B不可见激光照射, 请勿暴露在光柱下。  
**주의:** 커버(덮개)가 열려 있거나 인터록이 파손된 경우 클래스3B의 레이저 광선이 유출될 수 있습니다. 레이저 광선에 노출되지 않도록 주의하십시오.  
**注意:** 當打開本機及連鎖裝置失效時, 為防止CLASS 3B不可見雷射光照射, 請勿暴露在光線下。  
 PJGFC190ZA

### ⚠ CAUTION

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>>.

## Installation

- 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.  
The power cord on this machine must be used to disconnect the main power.  
Please ensure that the machine is installed near a wall outlet and is easily accessible.  
**Caution Note:** Unplug the power cord from the wall outlet before removing covers.

## Supplies

- Store the Toner Bottle 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 machine.
  - Certain types of transparency film may not be compatible and may damage your machine.  
Consult with an authorized Panasonic dealer for advice regarding non-standard paper types.  
(Panasonic has tested "3M PP2500" transparency film and found it to be compatible.)
  - Panasonic recommends using high quality 16 - 24 lb paper, using an inferior paper may cause excessive paper curl, requiring you to empty out the Output Tray more often to avoid paper jams.
- Use of other than genuine Panasonic supplies can damage the printer. This may void the warranty of the printer and supplies. Be sure to use only genuine Panasonic Toner designed for the machine.

## Installation

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

## Illegal Copies

### It is unlawful to make copies of certain documents.

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

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

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

### Notice:

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



# Getting To Know Your Machine

## Precautions

### Ventilation

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

### 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.

### Handling

- Do not turn the Power Switch Off or open the Front Cover during copying/printing.
- Sleep/Shutdown Mode Notice
  - The following functions will not work if the Sleep/Shutdown Mode setting is set to the Shutdown mode.  
When using any of the following functions, we recommend that you leave the Sleep/Shutdown Mode in the initial factory default setting (Sleep mode). (See page 77)
    - Printer Function (USB Local and Network Connections)
    - Internet Fax/Email Function
    - Facsimile Function (Option)  
When the LAN cable is not connect and DHCP Default is "Yes" (See page 78)

#### ■ Dept. (Departmental) Code

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

#### Procedures :

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

#### ■ Number of Copies

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

#### ■ Memory Full

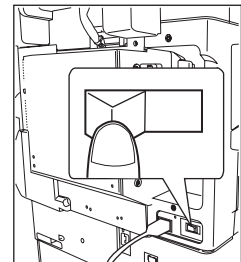
If the memory becomes full during original scanning, the message "MEMORY FULL CONTINUE? 1:YES 2:NO" will be displayed on the LCD. If this occurs, follow the instructions on the LCD. If this occurs frequently, adding optional memory is recommended, consult with an authorized service provider.

#### ■ Maximum Copies Limitation

After setting the maximum allowed number of copies for each department (see page 89), consult with your Key Operator when the total copy count reaches the designated limit and the "DEPT.MAXIMUM COPIES HAS BEEN REACHED" message appears on the LCD.

#### ■ Power Switch

Before turning off the Main Power Switch on the back side of the machine, please turn off first the Power Switch on the left side of the machine, and turn off the Main Power Switch on the back side of the machine after checking that the display of a touch-panel disappears.

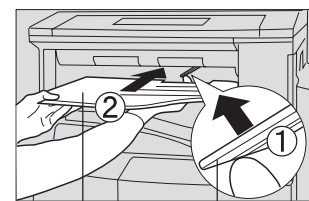


#### ■ Auto Reset Time

As the initial setting for Auto Reset Time is 1 minute, selected default operation mode backs to default operation mode after 1 minute. If you wish to change Auto Reset Time, consult your Key operator. (See page 77)

#### ■ Inner Tray Notice

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



Inner Tray    Paper Holder

#### ■ Hard Disk Deletion

There is a possibility that the machine may retain image data on the Hard Disk Drive. The Hard Disk Deletion function overwrites the entire image data area with fixed data at Medium and with random data at High security level setting respectively. (See page 78)

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

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



# Getting To Know Your Machine

## Security Suggestions for Key Operators

To keep your machine's highly-sensitive document data secure, the designated Key Operators are instructed to perform the recommended security measures described below for the initial machine installation, network connection, network configuration, setup of security functions, and replacement and disposal of the machine.

1. Key Operators are required to verify the identity of the manufacturer's service technician, or of an affiliated company's staff, or marketing company, by requesting their ID Card.

Do not give the device information by phone or email.

2. Always connect through a Firewall when installing your device on a network that is connected to the Internet. When connecting this device to a client PC, or a server, we recommend configuring your network environment with a switching hub to prevent your device from being wiretapped.
3. A Key Operator password is essential to maintaining the security of the device. Key Operators are required to change the password from the initial setting, and keep the password confidential and in a safe place. To change the initial Key Operator password, refer to the Operating Instructions (For Copy & Network Scan Functions) and set up [GENERAL SETTINGS] -> [09 Key Operator Mode] -> [45 Key Operator Password].
4. Change the Hard Disk Drive Lock password from the initial setting. By setting a password, even if the Hard Disk Drive (HDD) Unit is taken away, the password locked device prevents illicit retrieval of the data by unauthorized personnel.  
The Hard Disk Drive Lock password is required when the equipment is being repaired.  
Furthermore, it is essential that the Key Operator personally enter the password to maintain security of the password and prevent unauthorized users. To change the initial Hard Disk Drive Lock password, refer to the Operating Instructions (For Copy & Network Scan Functions) and set up [GENERAL SETTINGS] -> [09 Key Operator Mode] -> [46 HD Drive Lock Settings].

\* When available with optional Hard Disk Drive (HDD) Unit (DA-HD31) is installed.

5. To prevent illicit use by unauthorized personnel, perform the following for ID/password settings.
  - 1) Use the maximum number of digits
  - 2) Use a variety of the accepted character types.
  - 3) Change the ID and password periodically.Make sure that the setting screen can only be seen by the Key Operator when setting/changing various ID and passwords. Keep this information confidential.

6. The documents stored in the Mail Box should be printed immediately. Upon printing, the document data is deleted, thus preventing unauthorized reprinting by a third party. For additional information, please refer to Mailbox of the Operating Instructions (Printer Driver).

\* When available with optional Hard Disk Drive (HDD) Unit (DA-HD31) is installed.

7. When finished, be sure to press the Reset button and return to the standby screen. Also, do not reset Auto Reset Time settings.

8. When disposing of this equipment, initialize the Hard Disk Drive (HDD) Unit, and overwrite or delete the data area stored in the Hard Disk Drive (HDD) Unit. To delete the data area in the Hard Disk Drive (HDD) Unit, contact the authorized Panasonic dealer for a service technician. To initialize the Hard Disk Drive (HDD) Unit, refer to the Operating Instructions (For Copy & Network Scan Functions) and set up [GENERAL SETTINGS] -> [09 Key Operator Mode] -> [29 Hard Disk Initialize] -> [Deletion].

9. Scanned (text and images), received and set/registered information (addresses) are your responsibility. If the device malfunctions and the data are deleted, it cannot be recovered and is not covered in the warranty.

\* When available with optional Hard Disk Drive (HDD) Unit (DA-HD31) is installed.

10. Incorrect settings may leak settings or impede use of this device. Check the details carefully when performing settings.

\* The security settings on this equipment are restricted and require the input of an 8-digit Key Operator password to set, or change them. The initial password setting is 00000000 (8-digit). The password can be set arbitrarily.

The Key Operator plays a critical part in maintaining and controlling the security of the device and in prevention of its unauthorized access, therefore, it is of utmost importance that you understand the content described in the Operating Instructions and that you follow the suggestions herein.

memo



# Getting To Know Your Machine

## Operation Chart

### Quick Operation Chart

Turn the Main Power Switch on the back of the machine to the ON position.

Turn the Power Switch on the Left side of the machine to the ON position.

Load Paper (See page 18)

**1** From ADF or From Platen

**Face Up**

Tray  
Max. 50 originals\*

**Original Guides**  
Adjust to the original's width

**2**

**3**

**COPY**  
If set to other function mode

\*30 originals (Legal/Ledger)

**Original Guides**

	INVOICE	INVOICER	LETTER-R	LEGAL	LEDGER
	LETTER				

**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.

**3**

Ready to copy

Select desired settings (See page 17)

**4**

**COPY SIZE**

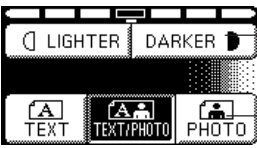
Reduction/ Enlargement only (See page 32)

**5**

**START**

Number of Copies (Max. 999)





Adjust the Manual Exposure

SELECT type of Original(s)

Mainly Text

Text and Photo combined

Mainly Photo

Adjust the Manual Exposure

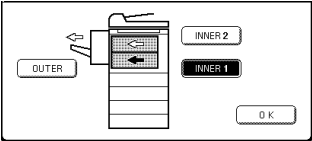
LIGHTER or DARKER

Select type of Original(s)

TEXT Mainly Text

TEXT/PHOTO Text and Photo combined

PHOTO Mainly Photo



Select the Exit Destination

INNER 1 Receiving Tray (Lower)

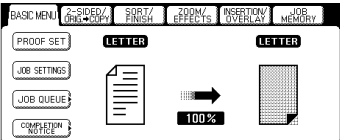
INNER 2 Receiving Tray (Upper)

OUTER Tray/1-Bin Finisher (External)

• INNER 2 and OUTER are only available when the optional Inner Tray or Exit Tray/1-Bin Finisher is installed.

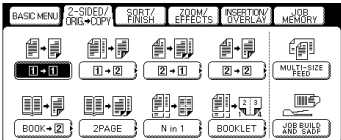
### Copy Jobs

#### BASIC MENU Tab



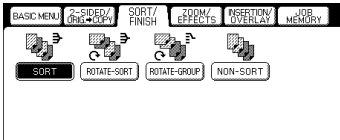
(See pages 30-39)

#### 2-SIDED/ORG. → COPY Tab



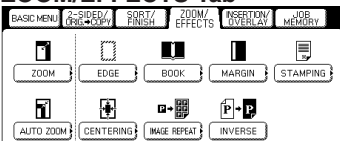
(See pages 40-47)

#### SORT/FINISH Tab



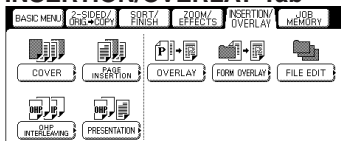
(See pages 48, and 49)

#### ZOOM/EFFECTS Tab



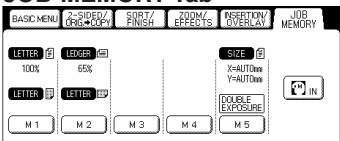
(See pages 50-57)

#### INSERTION/OVERLAY Tab



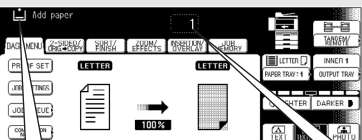
(See pages 58-63)

#### JOB MEMORY Tab



(See pages 64, and 65)

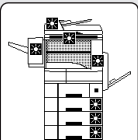
## Problem Solving



Adding Paper (See page 18)

Replacing Toner Bottle (See page 18)

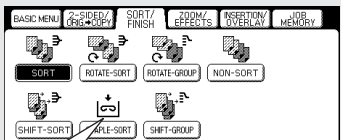
Replacing Toner Waste Container (See page 18)



Removing a Misfed Paper (See pages 22-25)

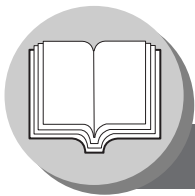
UXX User Error Code (See page 20)

EXX Machine Error Code (Call your Service provider)



Replacing Staple Cartridge (See page 20)

• When the optional 1-Bin Finisher (DA-FS300) is installed.

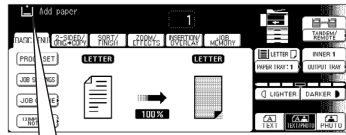


# Getting To Know Your Machine

## Operation Chart

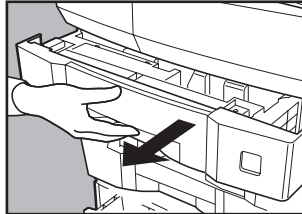
### ■ Problem Solving

#### ● Adding Paper (Paper Tray)

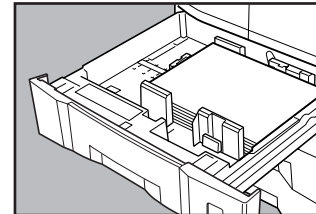


Adding Paper

1



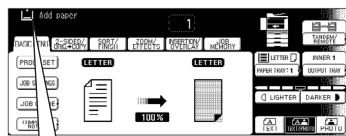
2



Paper Weight: 16-24 lb

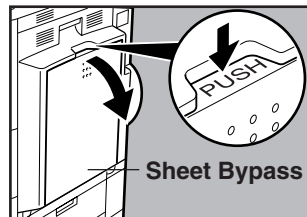
#### ● Adding Paper (Sheet Bypass)

Copying on Special Paper, etc.



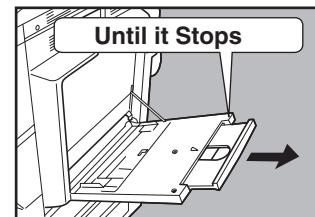
Adding Paper

1



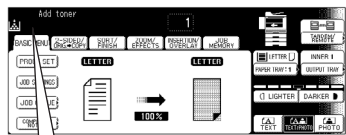
Sheet Bypass

2



Until it Stops

#### ● Replacing Toner Bottle/Replacing Toner Waste Container

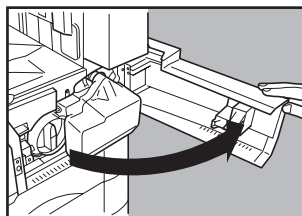


Replace Toner Bottle



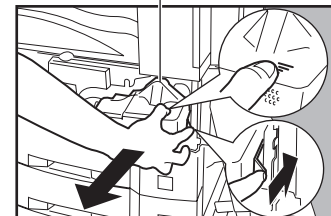
Replace Toner Waste Container

1

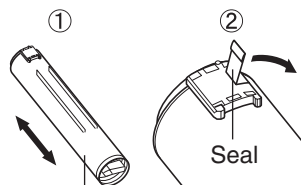


2

Toner Waste Container

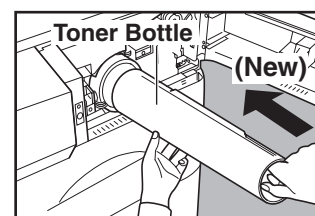


6



Shake the new Toner Bottle well to loosen the contents.

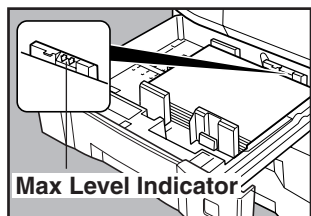
7



Toner Bottle

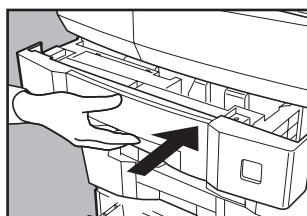
(New)

3



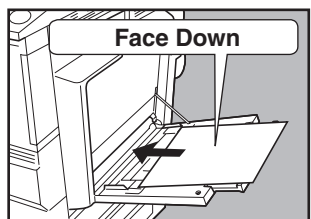
Paper Capacity: 550 Sheets (20 lb)

4



**NOTE:**  
When changing the paper size, refer to page 84.

3

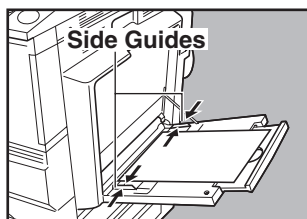


**Load Paper**  
(Do not exceed limit mark)

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.

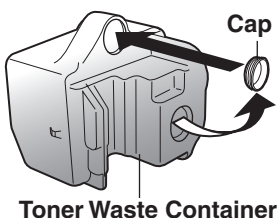
4



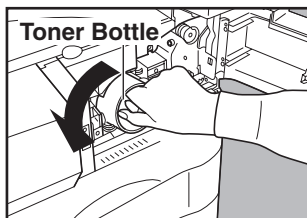
Adjust the side guides.  
Incorrect adjustment may cause the paper to wrinkle, misfeed or skew.

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

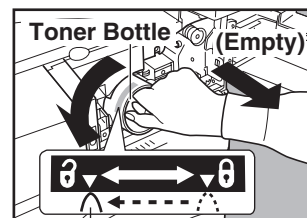
3



4

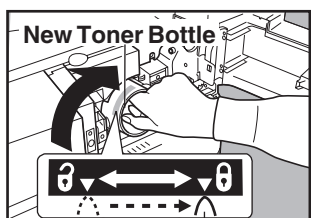


5



6

8

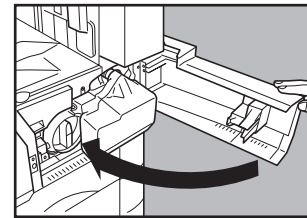


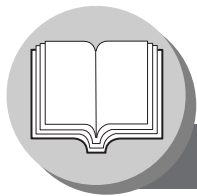
9



Replace the Toner Waste Container along with the New Toner Bottle.

10



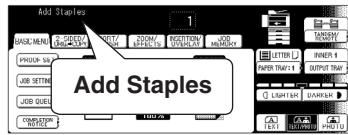


# Getting To Know Your Machine

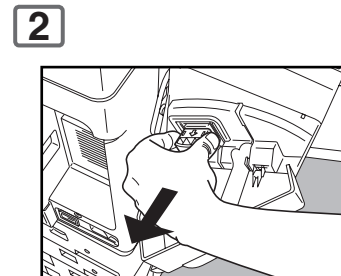
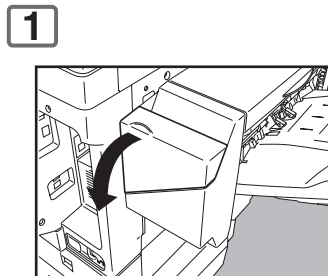
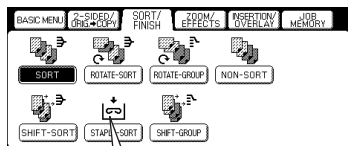
## Operation Chart

### ■ Problem Solving (Continued)

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



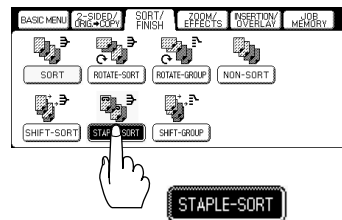
or



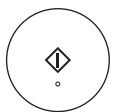
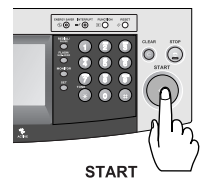
**6** Check the operation



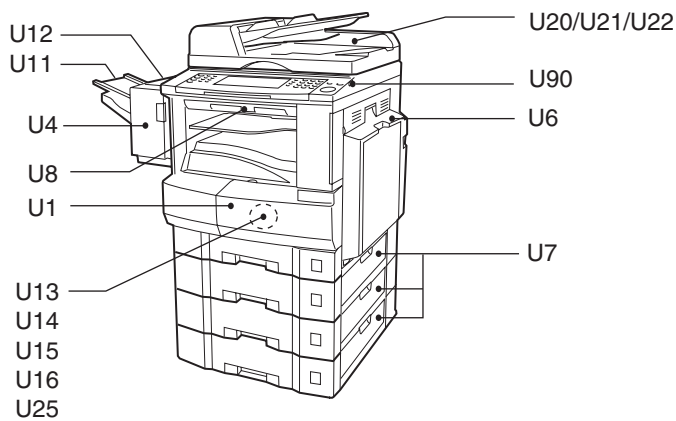
**7**



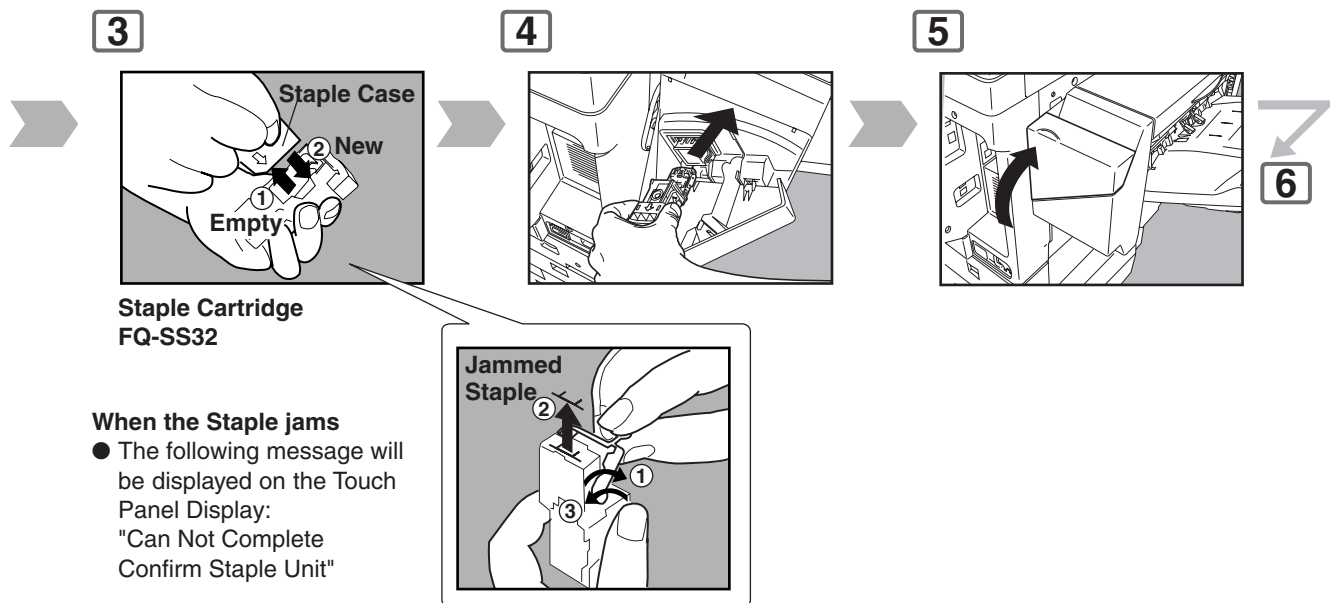
**8**



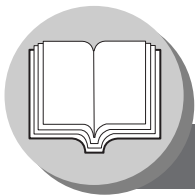
#### ● User Error Codes (U Code)



Code	Check Points
U1	Front Cover is open.
U4	1-Bin Finisher is separated from the machine.
U6	Right Cover is open.
U7	Feed Cover 1/2/3 is open.
U8	Transport Cover is open.
U11	Paper remains in the Finisher Bin.
U12	Finisher Staple Cover/Top Cover is open.



Code	Check Points	Code	Check Points
U13	Low Toner.	U20	ADF Cover is open.
U14	Toner Waste Container is full.	U21	ADF is opened while scanning from ADF.
U15	Toner Waste Container is not installed.	U22	ADF Exit Unit is open.
U16	Call your Service provider.	U25	Shake Toner Bottle well.
U18	Total Count reached the limit, consult with your Key Operator.	U90	Battery requires replacement. (See page 96)

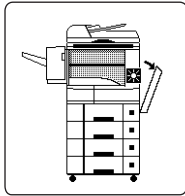


# Getting To Know Your Machine

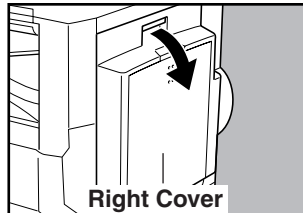
## Operation Chart

### ■ Problem Solving (Continued)

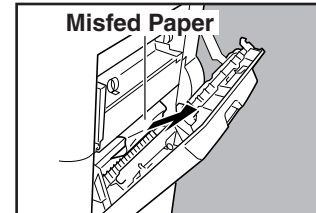
#### ● Removing a Misfed Paper (Paper Entry Area/1st Paper Tray)



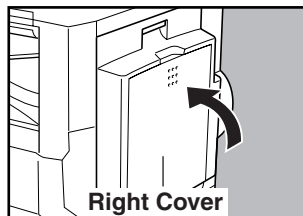
1



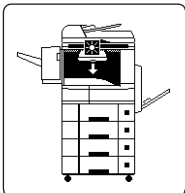
2



6

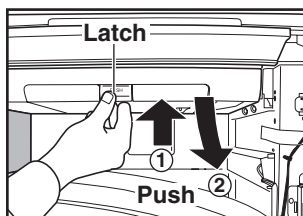


#### ● Removing a Misfed Paper (Paper Transport Area)

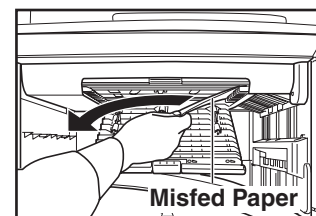


When the optional Tray/1-Bin Finisher is installed.

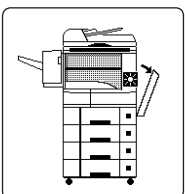
1



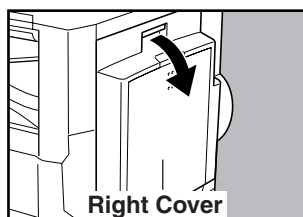
2



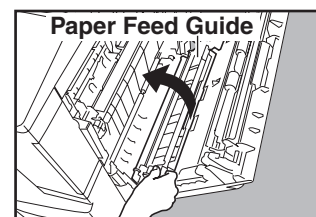
#### ● Removing a Misfed Paper (Automatic Duplex Unit)



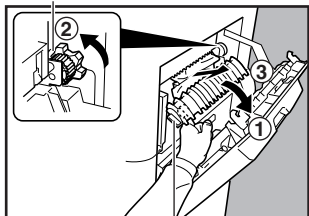
1



2

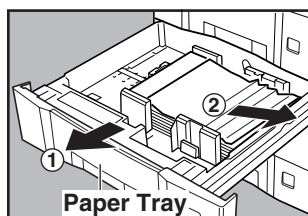


**3** Right Paper Cleaning Knob



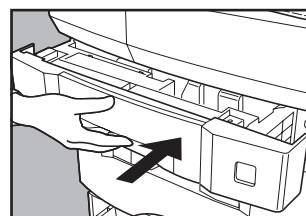
Heat Roller Cover

**4**



Paper Tray

**5**

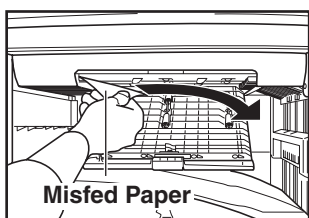


**6**

•HIGH TEMPERATURE SURFACE. DO NOT TOUCH.  
 •SURFACE TRES CHAUDE. NE PAS TOUCHER.  
 •NICHT BERÜHREN. HEISSE OBERFLÄCHE. VERBRENNUNGSGEFAHR.  
 •SUPERFICIE DE ALTA TEMPERATURA. NO TOCAR.  
 •表面高温 不要触摸  
 FBH1466AU

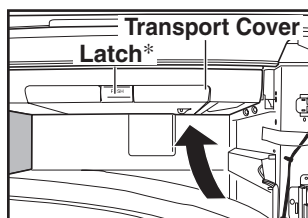
<b>注意</b>	<b>高温注意</b> やけどの恐れあり 触れないで下さい	•CAUTION! HIGH TEMPERATURE •ATTENTION! TEMPERATURE ELEVÉE •VORSICHT! HEIZUNGSRÖLLEN SEHR HEISS •ADVERTENCIA! TEMPERATURA ELEVADA PJGFC2106Z	•고온 주의 PJGFC2106Z
-----------	-------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------

**3**



Misfed Paper

**4**

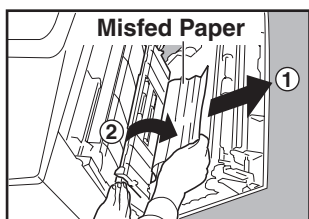


Transport Cover  
Latch\*

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

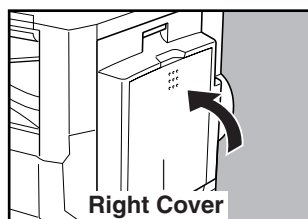
\* Confirm that the latch is securely fastened.

**3**

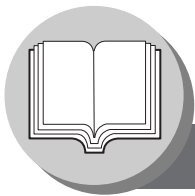


Misfed Paper

**4**



Right Cover

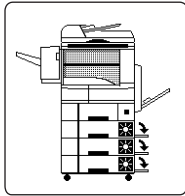


# Getting To Know Your Machine

## Operation Chart

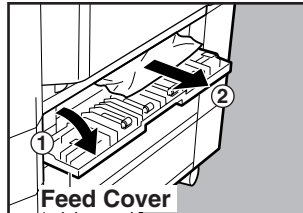
### ■ Problem Solving (Continued)

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

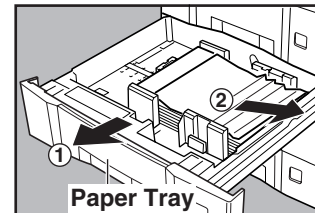


Options  
3rd Paper Tray (DA-DS305)  
4th Paper Tray (DA-DS306)

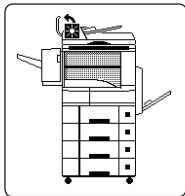
1



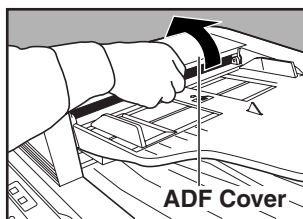
2



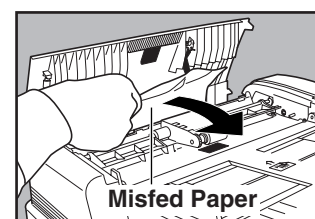
#### ● Removing a Misfed Paper (ADF)



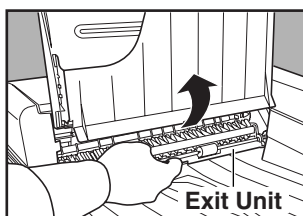
1



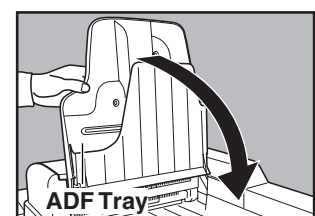
2



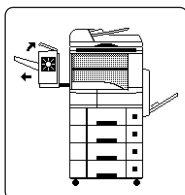
6



7

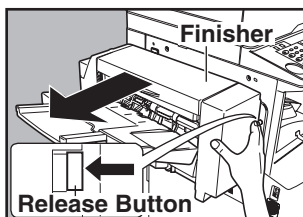


#### ● Removing a Misfed Paper (1-Bin Finisher)

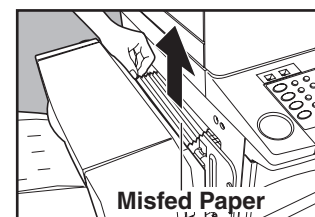


Option (DA-FS300)

1

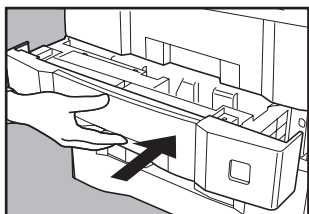


2

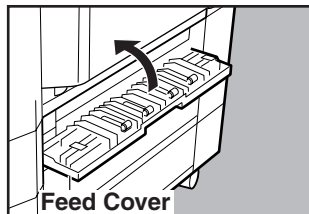




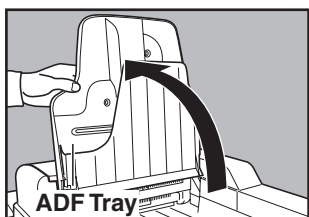
3



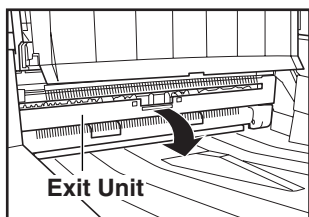
4



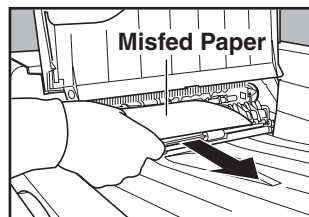
3



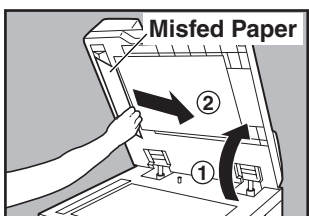
4



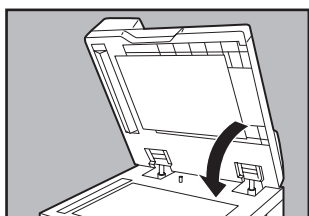
5



8



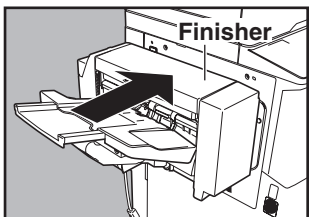
9



10

Close the ADF Cover

3

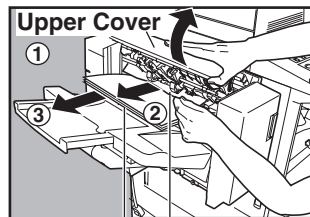


**NOTE:**

If the misfeed indicator(s) do not clear, open the upper cover and remove all misfed paper.

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

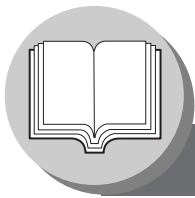
Then the copy job will restart.



Remaining Copies

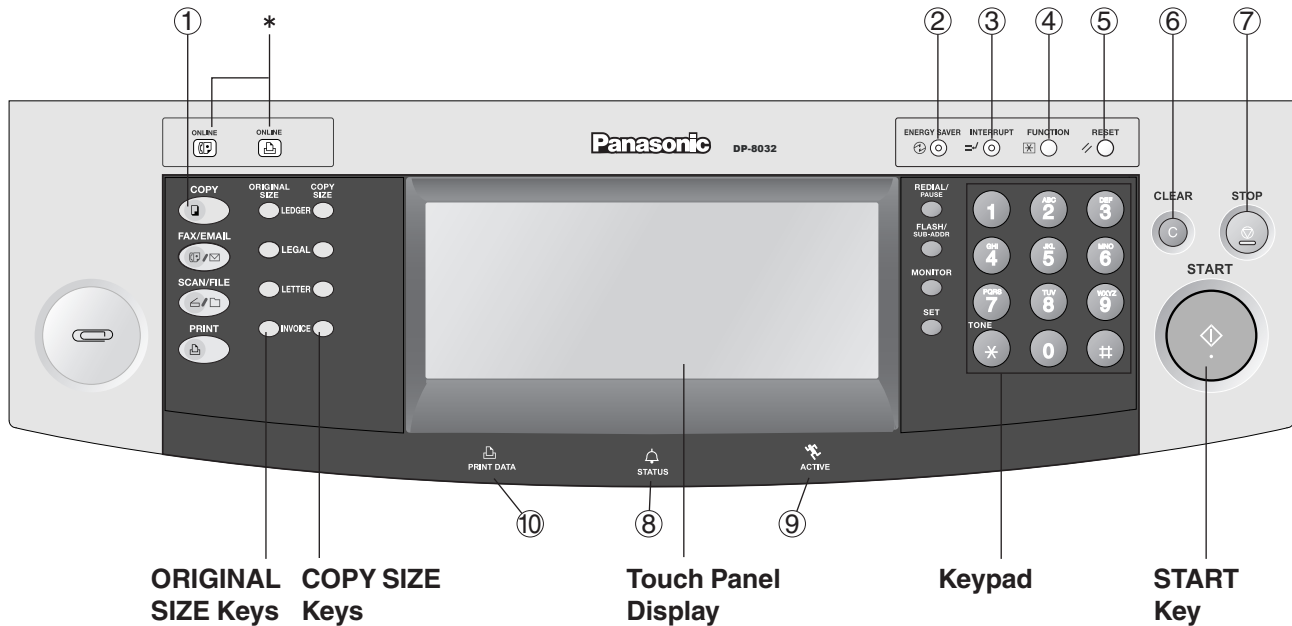
Misfed Paper

memo



# Before Starting

## Control Panel



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

\* Fax/Email "ONLINE" LED for Internet Fax and optional Fax functions  
Print "ONLINE" LED for Printer function

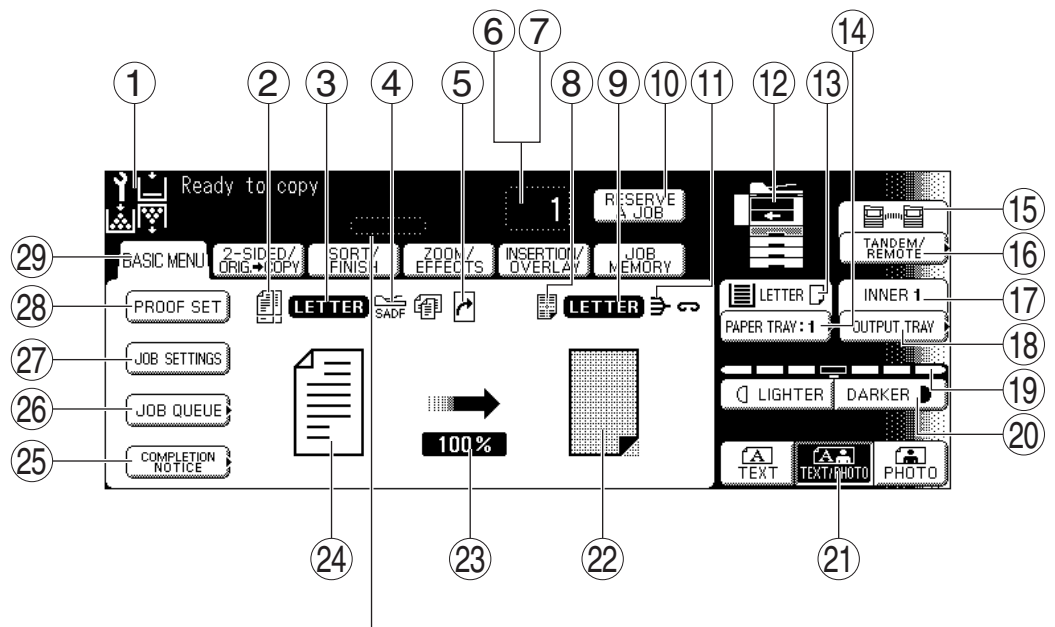
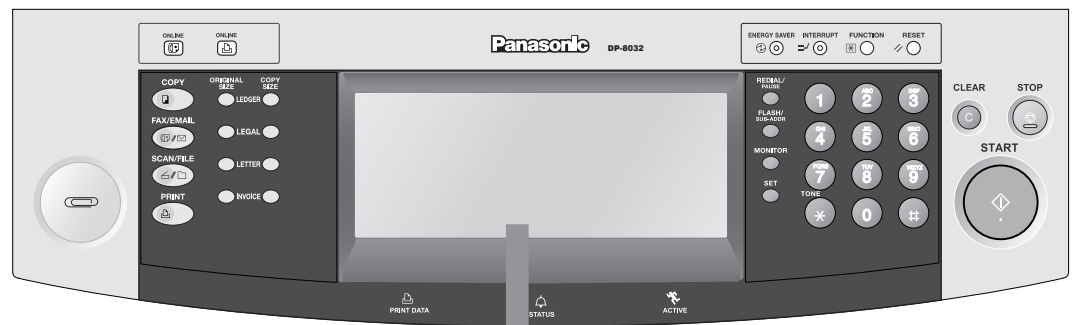
### NOTE

- \*\* When the machine detects a problem, or a status alarm is activated, the ⑧ STATUS 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 a status alarm
- 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

### NOTE

- Use only soft finger pressure to activate the Touch Panel Display. DO NOT USE SHARP OBJECTS such as pens, fingernails etc., as this may damage the panel.
- **Touch Panel Display Brightness Adjustment:**  
To adjust the brightness of the Touch Panel display, press and while holding down the "C" (CLEAR) key, keep pressing the "ORIGINAL SIZE/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	17-21
②	Original Icon	—
③	Original Size Indication	—
④	Job Build and SADF/Multi-Size Feed Mode Indication	46 and 47
⑤	Rotate Mode Indication	—
⑥	Number of Copies / Original(s)	—
⑦	Machine / User Error Code Indication	20 and 21
⑧	Copy Icon	—
⑨	Copy Size Indication	—
⑩	Reserve a Job Button	67
⑪	Finisher Functions Indication	49
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	35
⑯	Tandem/Remote Button	35
⑰	Output Tray Indication	17
⑱	Output Tray Button	17
⑲	Density Indicator (7 steps)	17, 31, 71
⑳	Manual Exposure Select Buttons (Lighter and Darker)	17, 31, 71
㉑	Original Mode Select Button (Text; Text / Photo; Photo)	17, 31, 71
㉒	Copy Image and Paper Image Indication	—
㉓	Copy Ratio Indication	—
㉔	Original Image Indication	—
㉕	Completion Notice Button	39
㉖	Job Queue Button	38
㉗	Job Settings Button • 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)	—
㉘	Proof Set Button	33
㉙	Function Categories	—

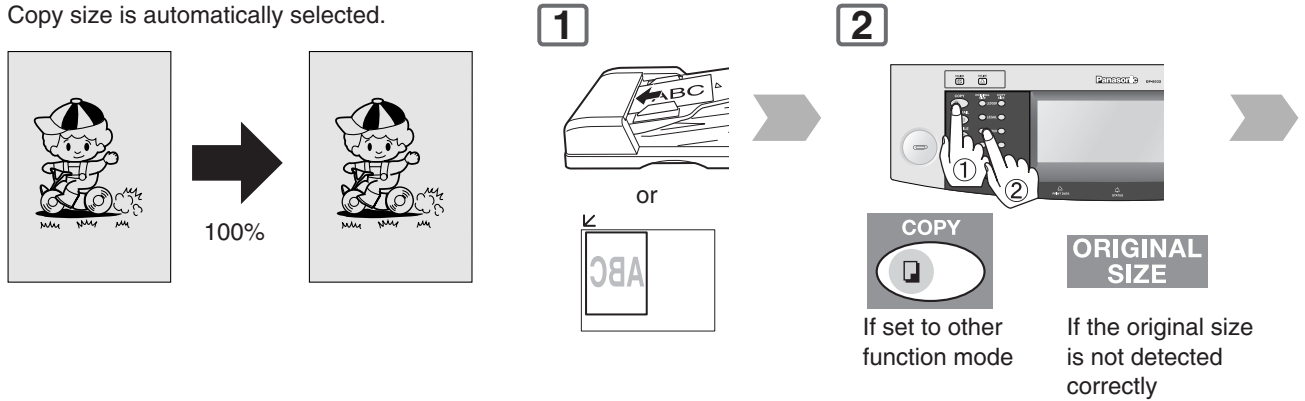


# Making Copies

## Basic Menu

### ■ Copying the Same Size Originals (1:1)

Copy size is automatically selected.



### ■ Using the ADF

#### Originals that cannot be used

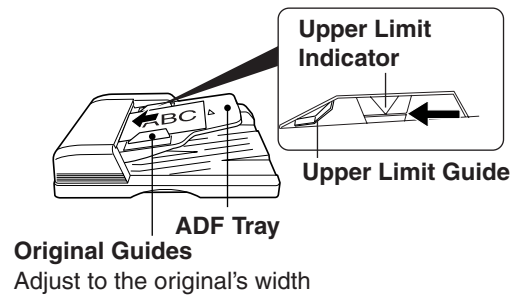
- Post Cards, Drawing Papers, Transparencies, Labelling Papers, Heavyweight Papers, Thin Art Papers, Film Thermal Papers

#### Inappropriate Originals

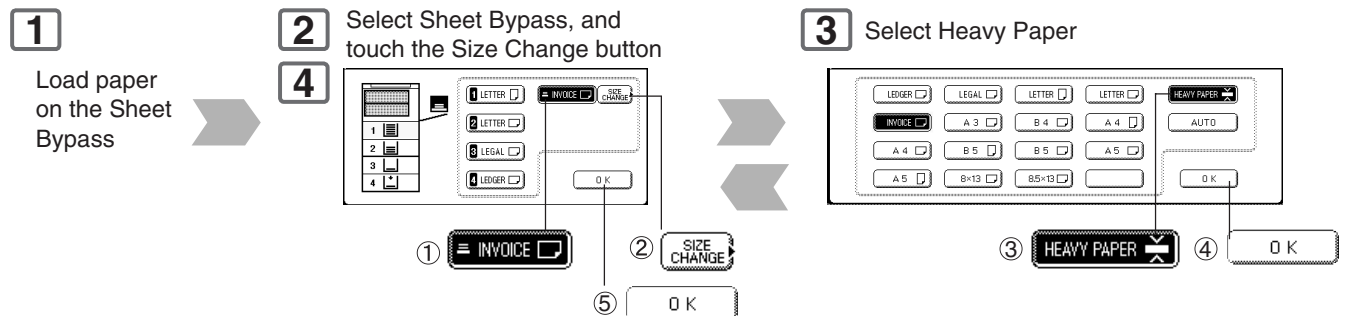
- Paper with a smooth surface such as glossy and coated papers
- Originals with a Lead Edge that is ripped, creased, folded, punched, or glued.
- Mixed width size Originals (except a combination of Ledger and Letter, Letter and Legal)
- Paste-ups
- Pressure sensitive or carbon backed papers
- Paper with 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/Guide.



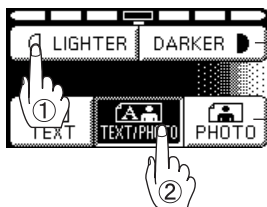
### ■ Copying on Heavy Paper (Post Cards, etc.) (35 lb max.)



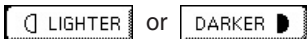
#### NOTE

- During copying 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



Select type of Original(s)



Mainly Text



Text and Photo combined

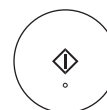


Mainly Photo

**4**



START



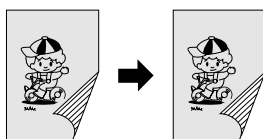
Number of Copies  
(Max. 999)

**Features**

**Automatic Original Feeding**

- ① Feeds originals automatically  
Up to 50 Letter, and Invoice size (20 lb)  
(up to 30 Legal, or Ledger size)  
Automatic original size detection
- ② Invoice to Ledger

**Duplex Copying**



2-Sided originals

➔ 2 or 1-Sided copy automatically

(See pages 40, and 41)

**Insertion/Overlay**

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

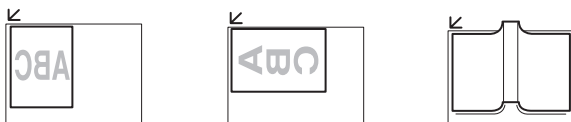
(See pages 58-61)

**Position of the original(s)**

**On the ADF/i-ADF**



**On the Platen**

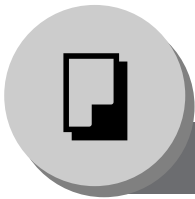


**NOTE**

● **Memory Capacity**

If memory overflows 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.

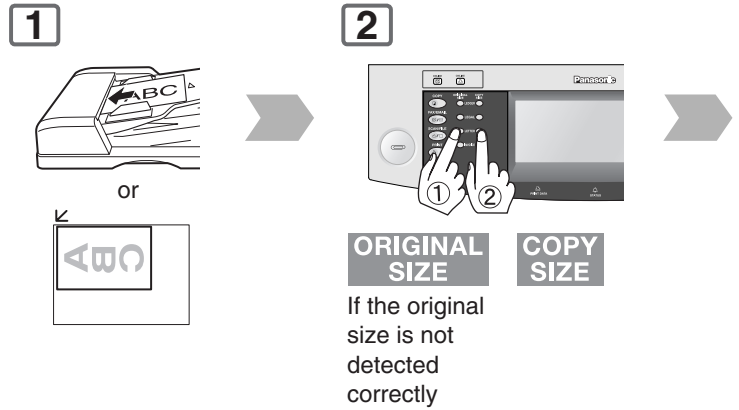
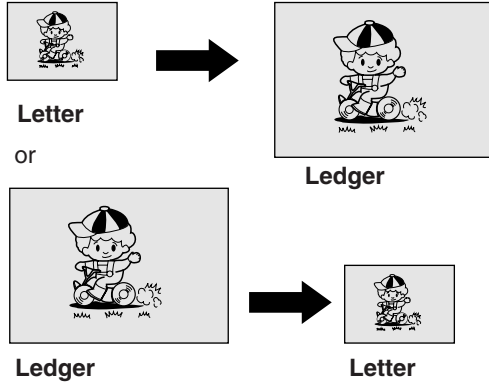
When additional memory is required, consult with an authorized service provider.



# Making Copies

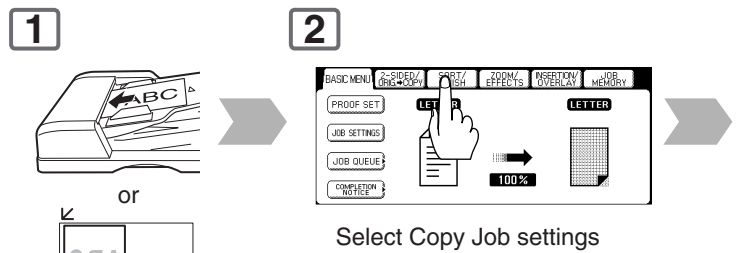
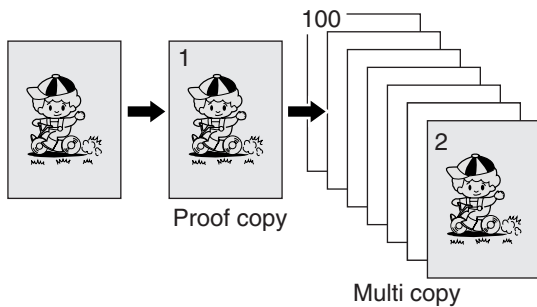
## Basic Menu

### ■ Copying with Preset Ratios



### ■ Proof Copying

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



#### NOTE

- Use Sheet Bypass if the desired copy size is different from the paper size loaded in the Paper Tray. (See page 18)

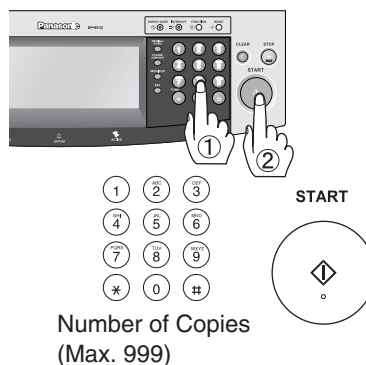


**3** The Correct ratio is automatically selected.

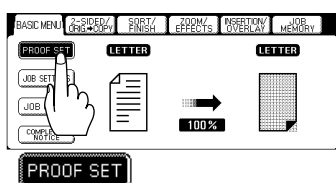
**Reduction and enlargement ratios (%)**

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

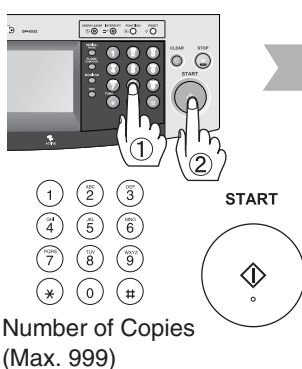
**4**



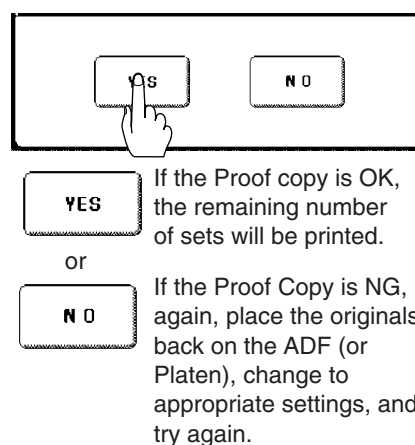
**3**



**4**



**5**



**NOTE**

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

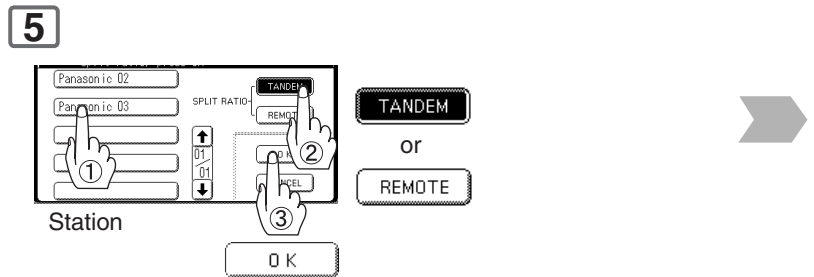
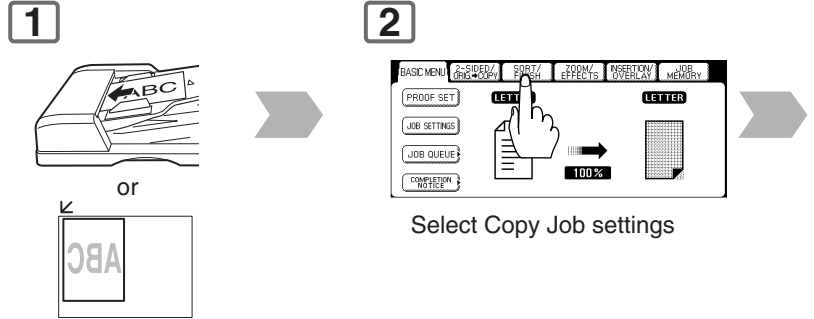
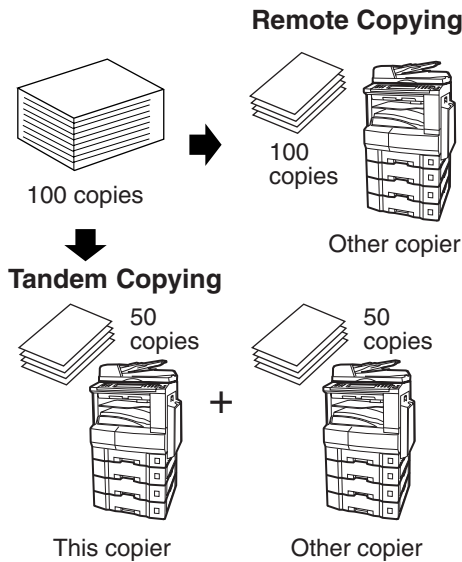


# Making Copies

## Basic Menu

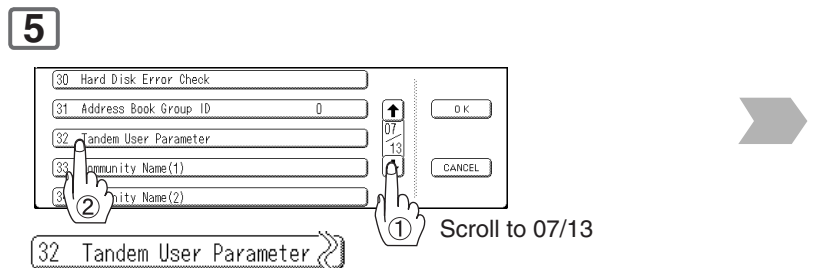
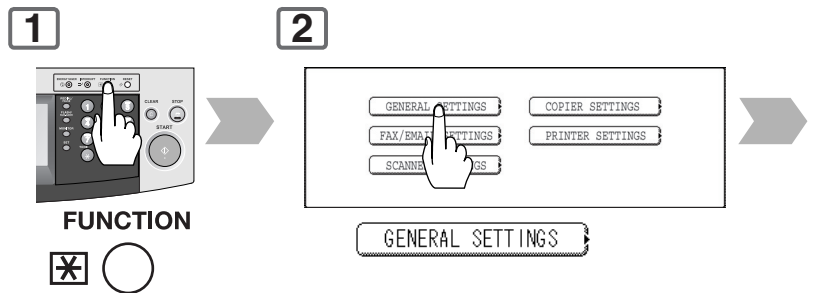
### ■ Tandem/Remote Copying

Requires installation of an optional HDD (DA-HD31), and additional Image Memory (DA-SM16B/SM64B/SM28B), Network setup (See pages 78, and 90) and Parameter registration. (See page 36)



### ■ Tandem/Remote Copy Settings (Registration 1)

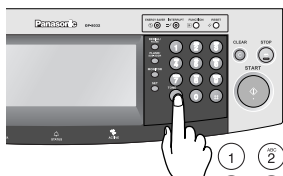
The Key Operator Password if required.



#### NOTE

- The selected Remote printing copier, must be either DP-8032, or DP-8025. For the copier to function as a Remote/Tandem Copier it has to be setup in advance.

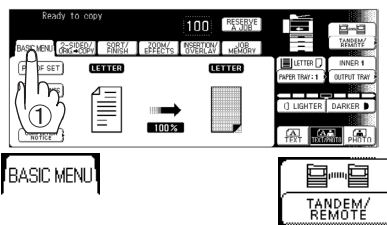
3



Number of Copies  
(Max. 999)

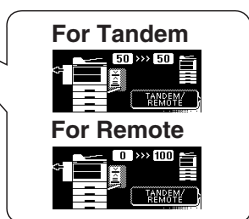
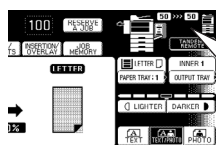


4



5

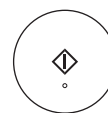
6



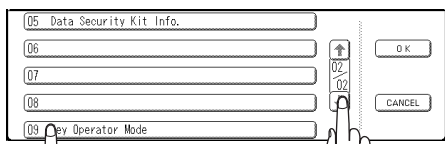
7



START



3



09 Key Operator Mode

Scroll to  
02/02

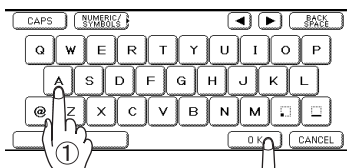
4



Input Password  
(8 digits: alpha-numeric;  
alphabet (case-sensitive),  
numbers, symbols (@, ..  
\_, and SPACE))

5

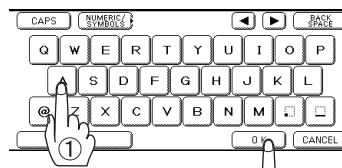
6



Machine name  
(up to 15 characters)

OK

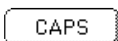
7



Enter the key name  
(up to 15 characters).

OK

**Button Names on the Keyboard**



To input upper case letter(s).



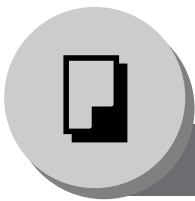
To move the cursor ( ) to the left or right side.



To input numbers and/or symbols.



To erase the character previous to the cursor.



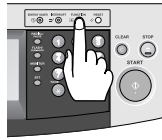
# Making Copies

## Basic Menu

### ■ Tandem/Remote Copy Settings (Registration 2)

To use the Tandem/Remote Copying function of the DP-8032/8025 installed on a different subnet mask of the Network, the DP-8032/8025 must be registered first.

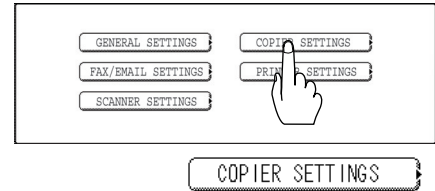
1



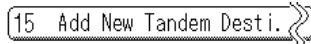
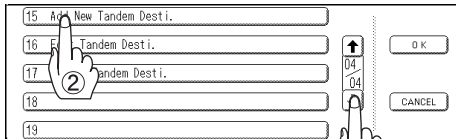
FUNCTION



2



5



Scroll to 04/04

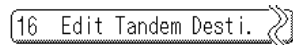
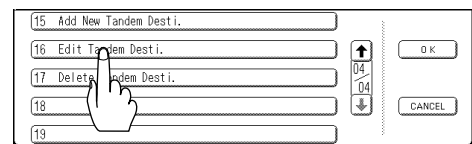
### ■ Tandem/Remote Copy Settings (Editing)

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

1

Open the screen 04/04 same as the Registration procedures above.

2



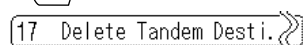
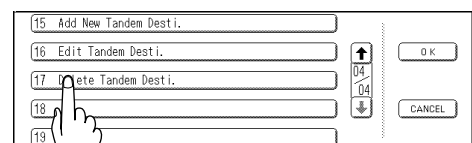
### ■ Tandem/Remote Copy Settings (Deleting)

To delete the registered machine.

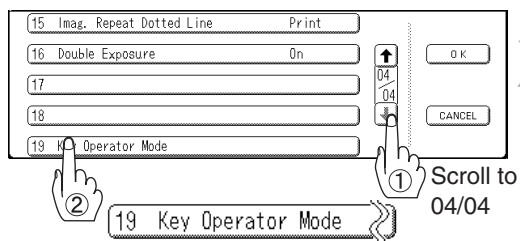
1

Open the screen 04/04, same as the Registration procedures above.

2



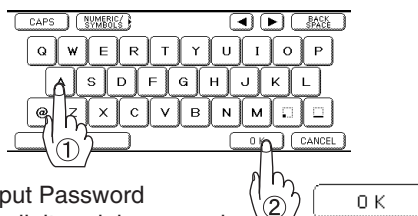
**3**



19 Key Operator Mode

Scroll to 04/04

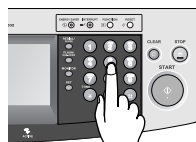
**4**



Input Password  
(8 digits: alpha-numeric;  
alphabet (case-sensitive),  
numbers, symbols (@, ., -,  
\_, and SPACE))

**5**

**6**

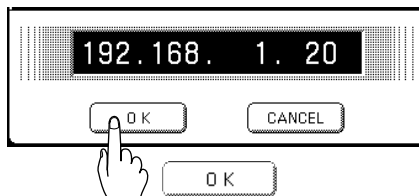


IP Address

Ex: 192.168.1.20

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.

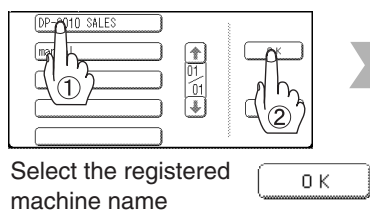
**7**



**8**

Enter the machine and key name, same as the Registration procedures above.

**3**



Select the registered machine name

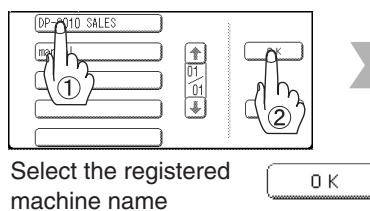
**4**

Enter the new IP Address, same as the Registration procedures above.

**5**

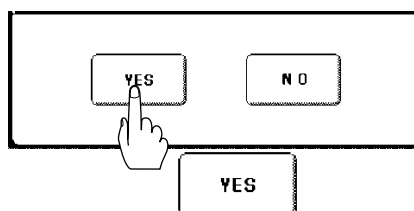
Enter the machine and key name, same as the Registration procedures above.

**3**



Select the registered machine name

**4**



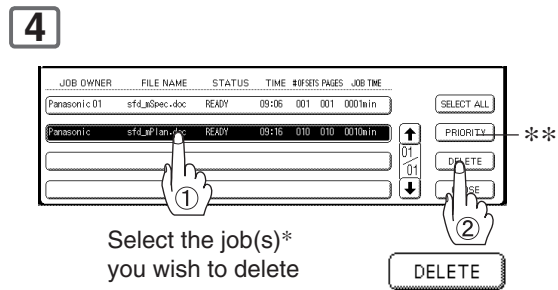
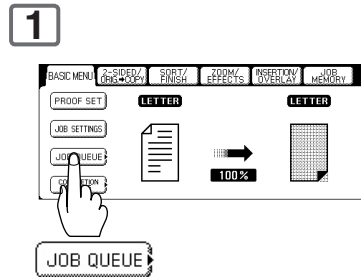
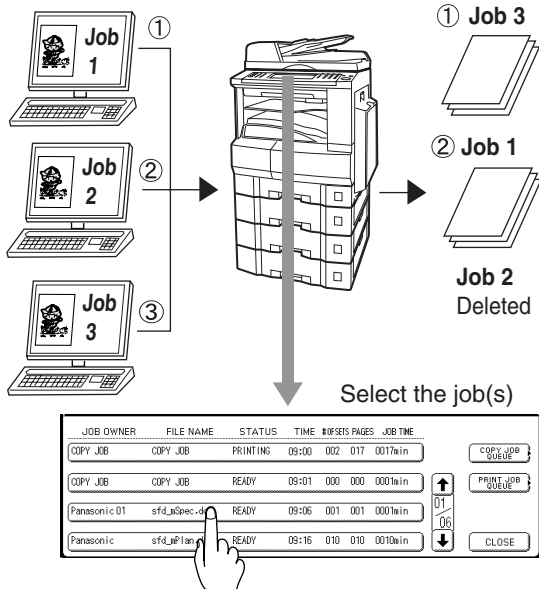


# Making Copies

## Basic Menu

### Job Queue

Refers to a list of jobs waiting to print; you can delete or change the printing priority (for print jobs only).

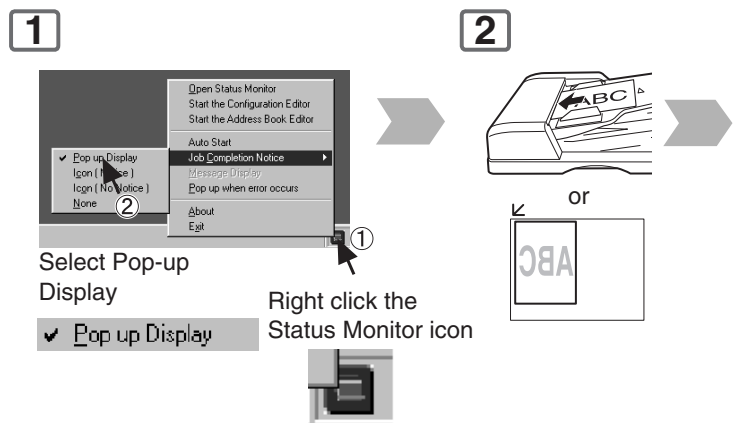
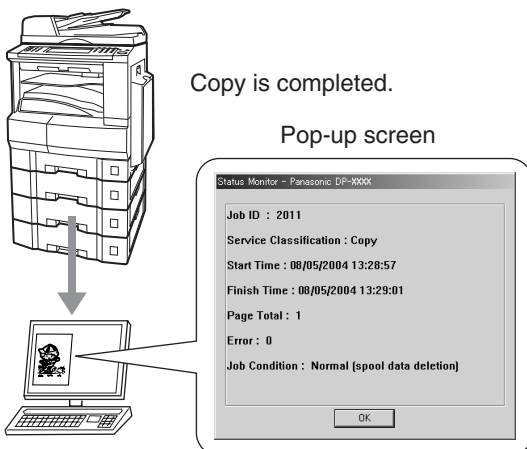


- \* You can select to delete multiple/all jobs.
- \*\* Priority can be selected for print jobs only when the optional HDD (DA-HD31) is installed.

### Completion Notice

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

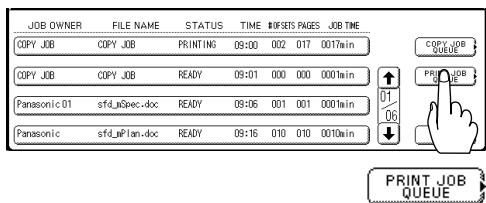
Before using the Completion Notice, install the Panasonic Document Management System included with the machine.



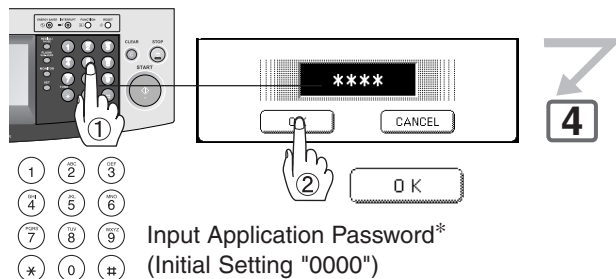
### NOTE

- The PRINT JOB QUEUE requires the Application 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.
- \* Contact your authorized Panasonic dealer to change or, setup the Application Password. (Initial Setting "0000" )

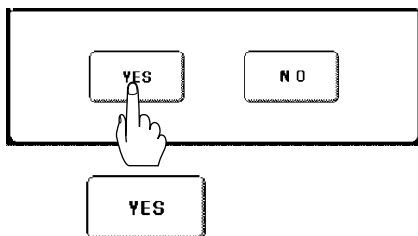
2



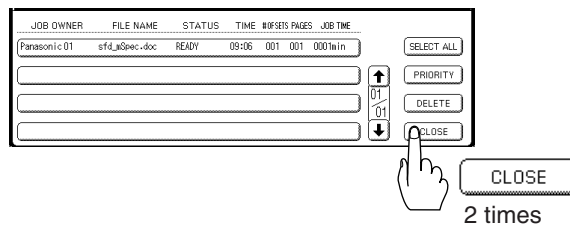
3



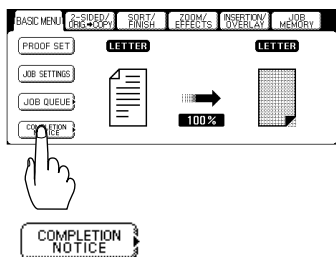
5



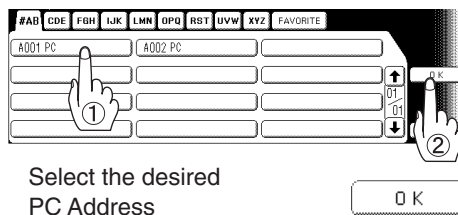
6



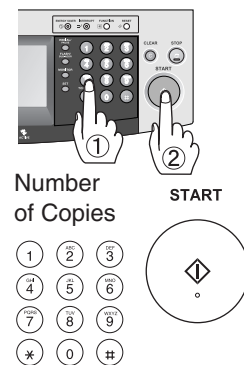
3



4

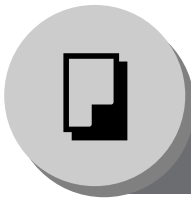


5



**NOTE**

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

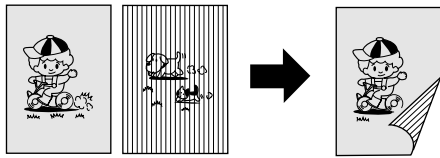


# Making Copies

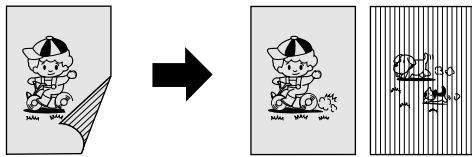
## 2-Sided/Original → Copy

### ■ 1-Sided → 2-Sided, 2-Sided → 1-Sided, 2-Sided → 2-Sided Copy

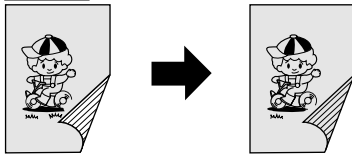
#### 1-Sided → 2-Sided Copy



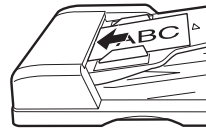
#### 2-Sided → 1-Sided Copy



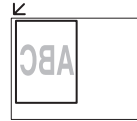
#### 2-Sided → 2-Sided Copy



1



or



(1 → 2 Copy only)

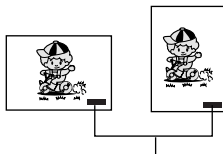
2



**COPY SIZE** Reduction/Enlargement only

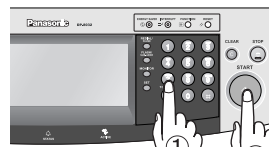
#### ● Duplex Notice Function

"2-SIDED PRINT" is printed on 1-Sided copy.



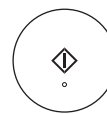
Bottom right position

5



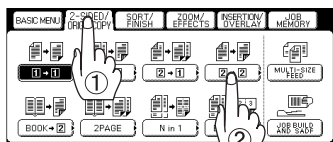
Number of Copies

START





**3**



2-SIDED/  
ORIG.+COPY

1 → 2

or

2 → 1

or

2 → 2

When clearing the  
2-Sided Copy:

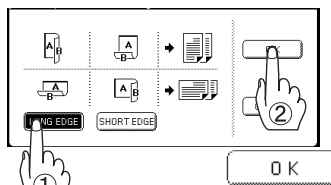
1 → 1

2 → 1

1 → 2

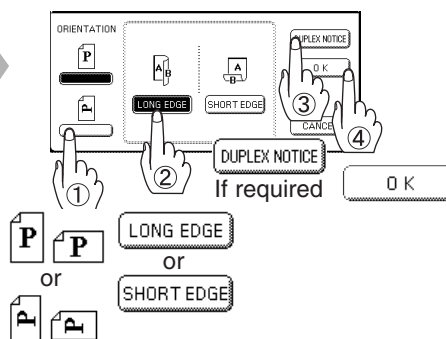
2 → 2

**4** Bind position



LONG EDGE OR SHORT EDGE

**4**



P P LONG EDGE  
or  
P P SHORT EDGE

**5**

**5**

**6**

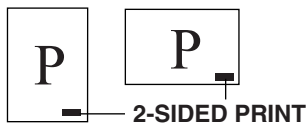
**From Platen:**

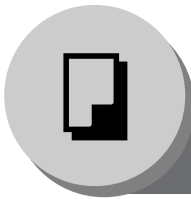
When "Last Original?" message is displayed.

**Ex:** 2 originals

- ① Touch "NO" button.
- ② Place next original on the platen.
- ③ Press **START** Key.
- ④ Touch "YES" button.

When DUPLEX NOTICE is  
selected.





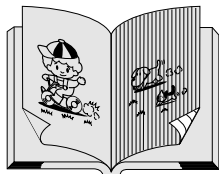
# Making Copies

## 2-Sided/Original → Copy

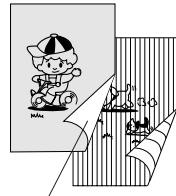
### ■ Book → 2-Sided Copy

BOOK → 2

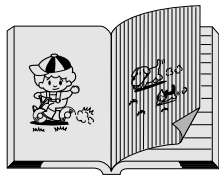
Book → 2-Sided Copy



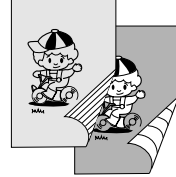
(1st Page BLANK)



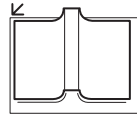
Blank Page



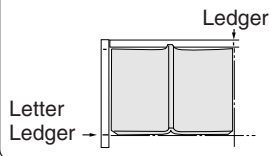
(1st Page IMAGED)



1



Platen  
Ex: Ledger size original



2

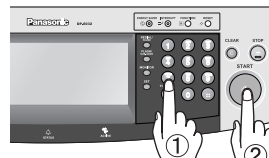


**COPY SIZE** Reduction/  
Enlargement  
only

### ● Duplex Notice Function

"2-SIDED PRINT" is printed on 1-Sided copy.

5



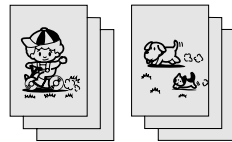
Number  
of Copies

START

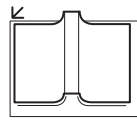


### ■ 2 Page Copy

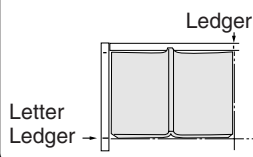
Copying two facing pages, or a Ledger size original on two separate Letter size sheets.



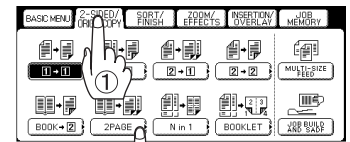
1



Platen  
Ex: Ledger size original

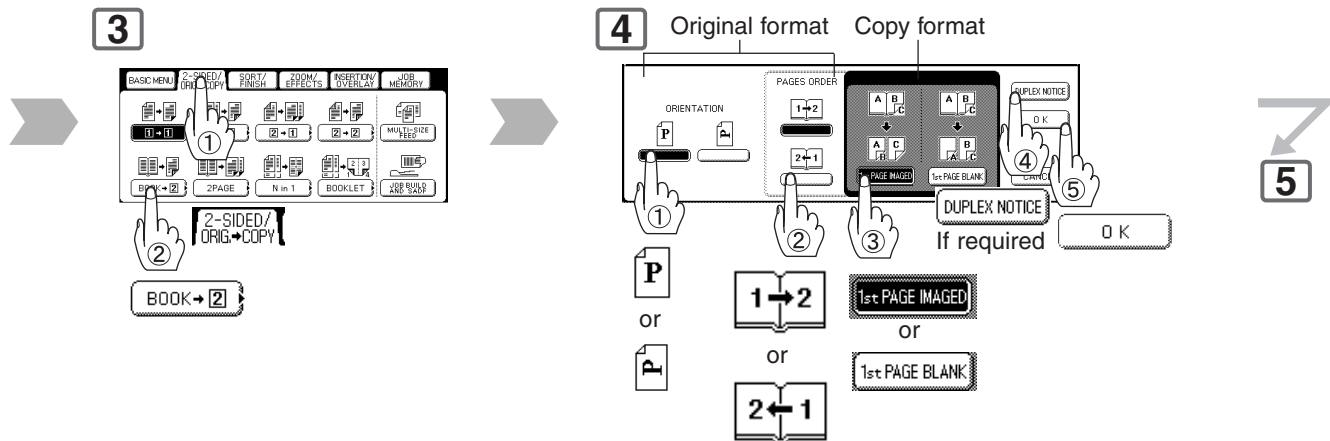


2



2-SIDED/  
ORIG → COPY

2PAGE



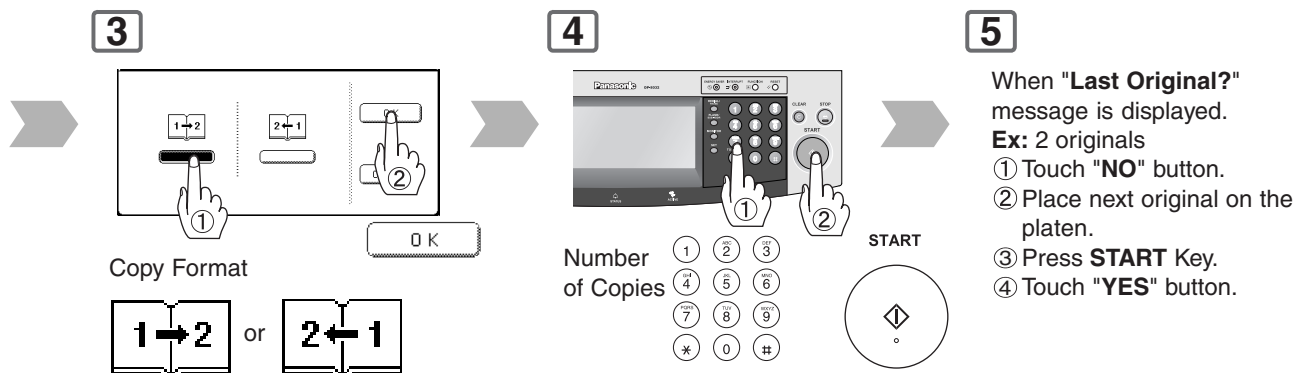
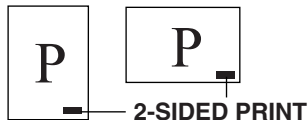
**6**

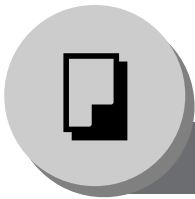
**From Platen:**  
When "Last Original?" message is displayed.

**Ex:** 2 originals

- ① Touch "NO" button.
- ② Place next original on the platen.
- ③ Press **START** Key.
- ④ Touch "YES" button.

When DUPLEX NOTICE is selected.





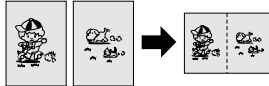
# Making Copies

## 2-Sided/Original → Copy

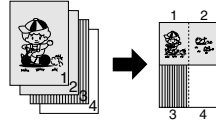
### ■ N in 1 Copy

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

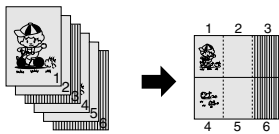
#### ● 2 in 1 Copy



#### ● 4 in 1 Copy

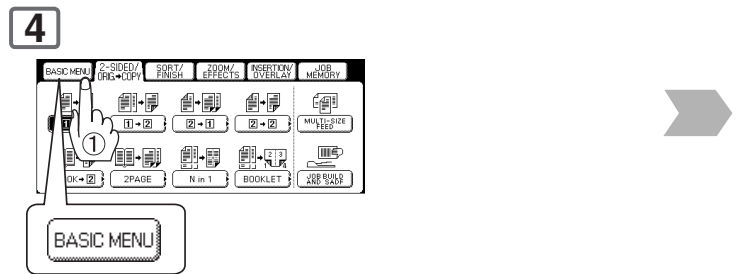
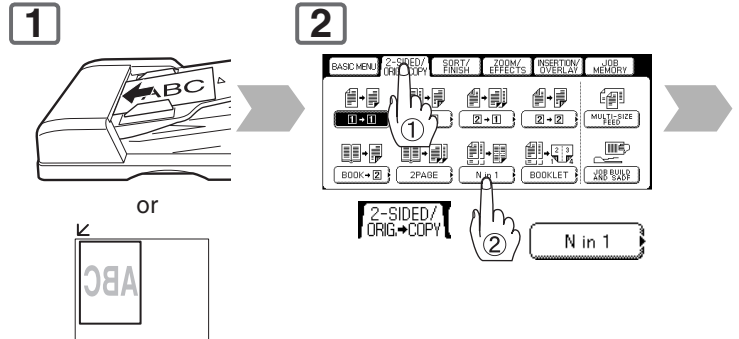


#### ● 6 in 1 Copy



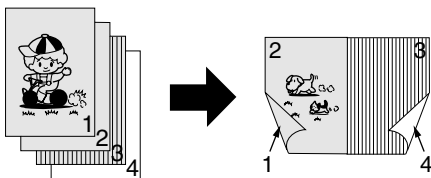
### ● 2-Sided Copy

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

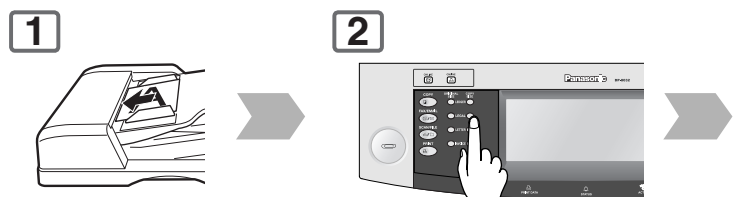


### ■ Booklet Copy

Formats the output in a manner so that documents can be folded like a book.



Letter or Invoice originals only



**COPY SIZE** Reduction/ Enlargement only

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

**3**

N in 1 mode

Original direction Copy layout

Ex: 2 in 1

2 in 1 or 4 in 1 or 8 in 1

Original direction: P / A, 0 → 2 / 2 ← 0

Copy layout: P / P, 0 ↓ 2 / 2 ↑ 0

OK

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

**4**

DUPLEX NOTICE \*

LONG EDGE SHORT EDGE

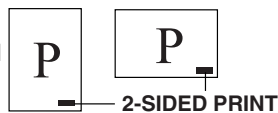
Binding position

LONG EDGE or SHORT EDGE

OK

\* When N in 1 Copying a 2-Sided copy.

"2-SIDED PRINT" will be printed on the copy when "DUPLEX NOTICE" is selected.



**5**



**COPY SIZE** Reduction/Enlargement only

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

**6**

Number of Copies

1 2 3  
4 5 6  
7 8 9  
\* 0 #

START

**From Platen:**  
Same Procedures as for 2 Page Copy

**3**

2-SIDED/ ORIG → COPY

BOOKLET

**4**

COVER

Binding position

COVER COPY

2 3 3 2  
1 4 4 1

OK

**5**

Number of Copies

START

1 2 3  
4 5 6  
7 8 9  
\* 0 #

COVER COPY

BLANK COPY

LETTER LETTER

PAPER TRAY PAPER TRAY

OK

Cover mode and Paper Tray

BLANK PAPER TRAY

or

COPY



# Making Copies

## 2-Sided/Original → Copy

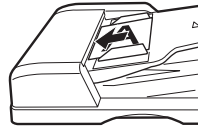
### Multi-Size Feeding

Use this function when copying mixed Ledger/ Letter, or Legal/Letter-R size originals using the ADF. Original size can be detected automatically, then 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	—

1



2

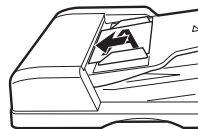


**COPY SIZE** Reduction/ Enlargement only

### 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.

1



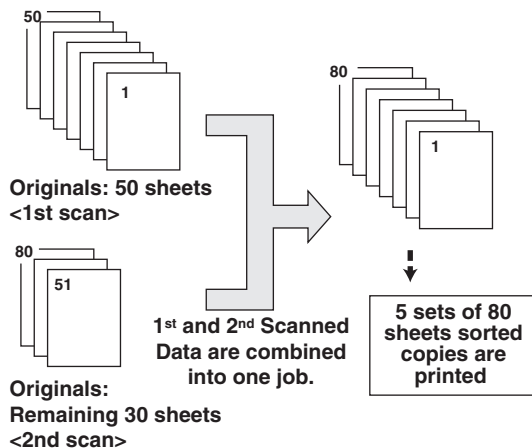
Place one Original at a Time, or up to 50\* sheets (20 lb)  
\* 30 sheets/Legal, or Ledger

2

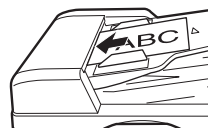


**COPY SIZE** Reduction/ Enlargement only

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

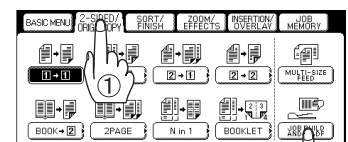


1



Place the first 50 sheets of originals on the ADF Tray.

2



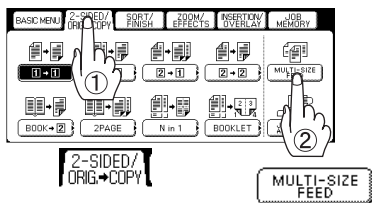
**2-SIDED/ ORIG → COPY**

**JOB BUILD AND SADF**

### 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.

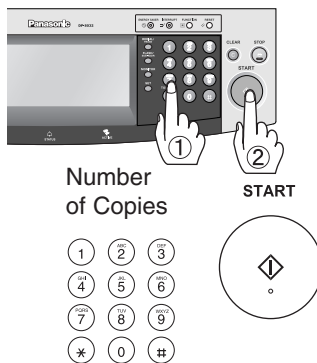
**3**



2-SIDED/  
ORIG->COPY

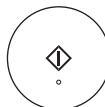
MULTI-SIZE  
FEED

**4**

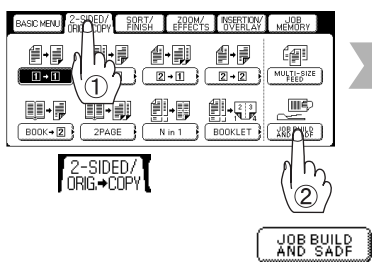


Number  
of Copies

START



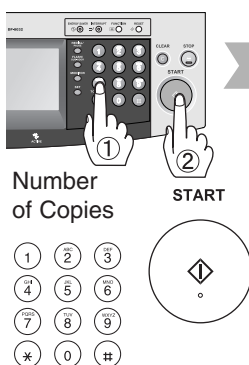
**3**



2-SIDED/  
ORIG->COPY

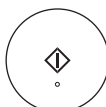
JOB BUILD  
AND SADF

**4**



Number  
of Copies

START



**5**

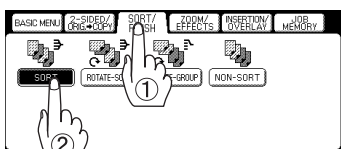


Place the next  
original within 5  
sec. of last  
ejected copy.

**6**

If “Another  
Original? YES  
or NO”  
message is  
displayed,  
touch the “NO”  
button.

**3**



Select Sorting/Finishing settings

SORT

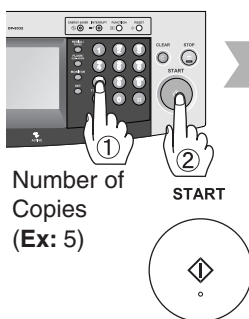
or

ROTATE-SORT

or

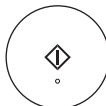
etc.

**4**



Number of  
Copies  
(Ex: 5)

START



**5**



Place the next  
original within 5 sec.  
of last ejected copy.  
(30 sheets)

**6**

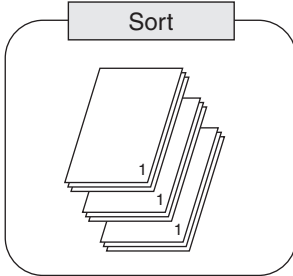
If “Another  
Original? YES  
or NO”  
message is  
displayed,  
touch the “NO”  
button.



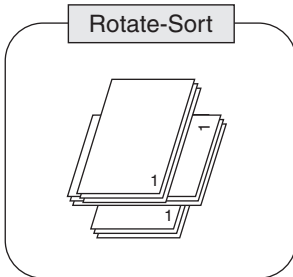
# Making Copies

## Sort/Finish

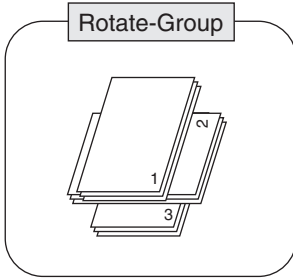
### ■ When using Sort Mode



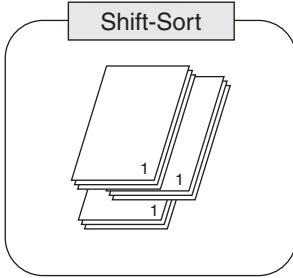
Multiple copy sets are sorted automatically.



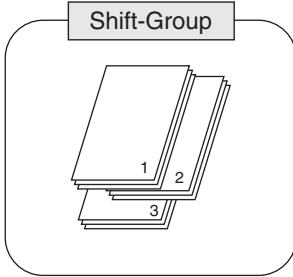
Multiple copy sets are sorted automatically, and stacked in alternate direction (rotate). (Letter size only)



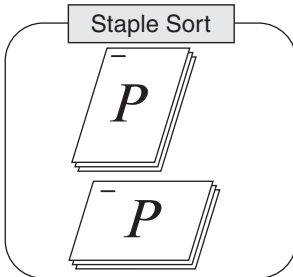
Multiple copies of individual pages are stacked in alternate direction (rotate). (Letter size only)



When optional 1-Bin Finisher (DA-FS300) is installed. Offset using electronic sorting (Letter, Letter-R, Legal, Ledger)



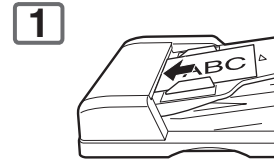
When optional 1-Bin Finisher (DA-FS300) is installed. Offset using electronic sorting (Letter, Letter-R, Legal, Ledger)



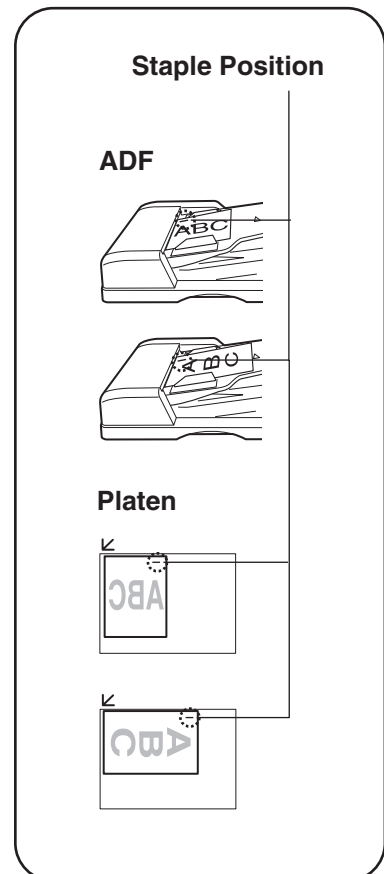
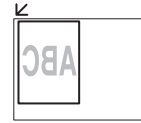
When optional 1-Bin Finisher (DA-FS300) is installed. Sort by stapling sets. Up to 30 sheets. (Letter, Letter-R, Legal, Ledger)

Non-Sort

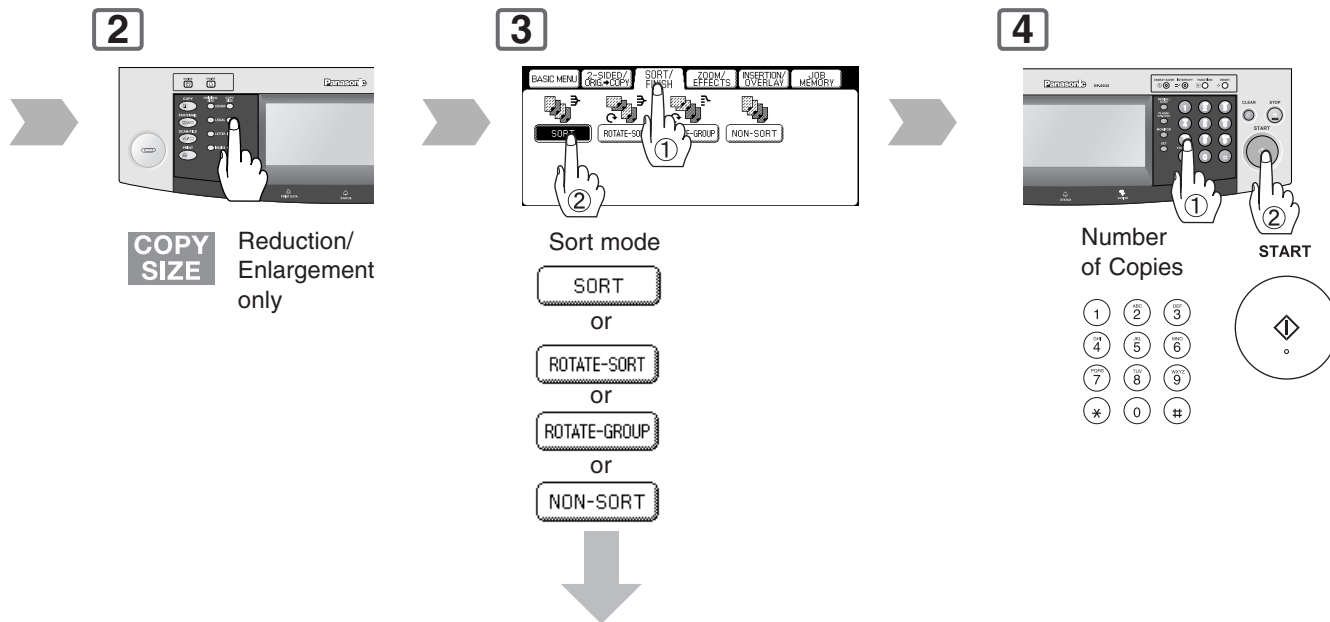
Copy is stored on the Tray.



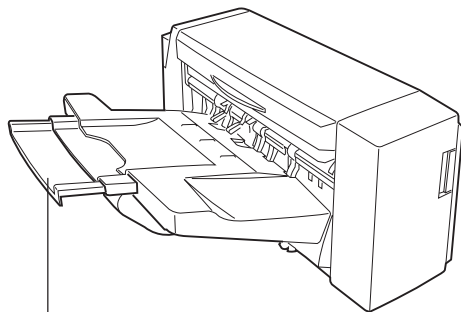
or







**1-Bin Finisher (DA-FS300)**

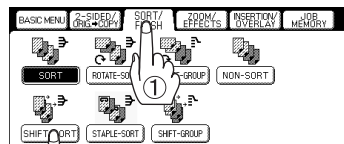


**Bin**

- Electronic Shift-Sort
- When copying with Legal/Ledger size, pull out the Bin until it stops.

When the optional 1-Bin Finisher is installed, this screen will change as follows:

**For DA-FS300**



SHIFT-SORT or STAPLE-SORT or SHIFT-GROUP

● **Paper Capacity** (20 lb Paper)

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

\*Ex: Letter Size  
 10 Sheets: 45 Sets  
 30 Sheets: 16 Sets

● **Overflow**

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

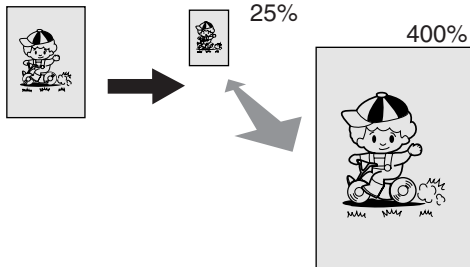


# Making Copies

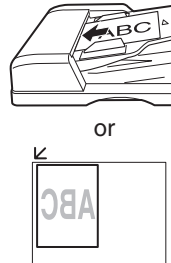
## Zoom/Effects

### Zoom

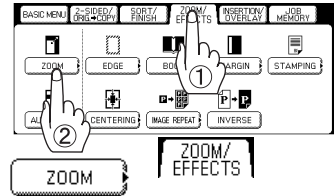
Copies with variable zoom ratios from 25 % to 400 % in 1 % increments.



1

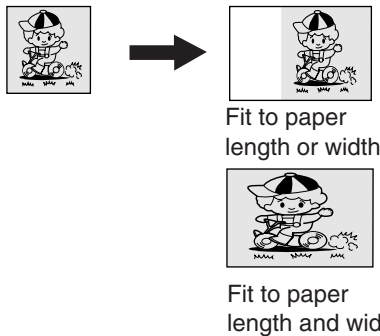


2

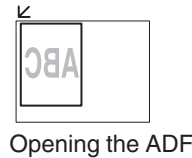


### Auto Zoom

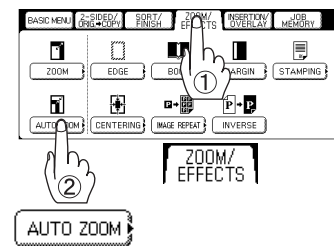
The copy Zoom Ratio adjusts automatically to the selected paper size.



1

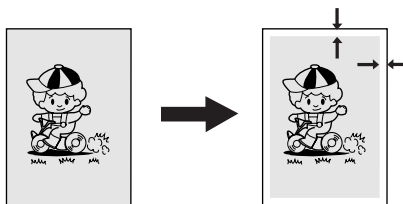


2

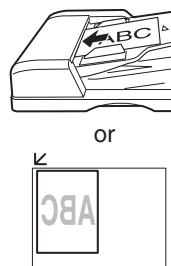


### Edge

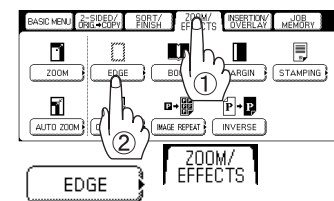
Creates a blank edge.



1



2



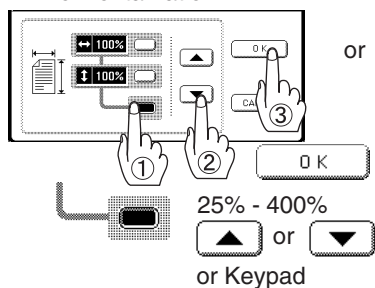
#### ATTENTION

- 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.

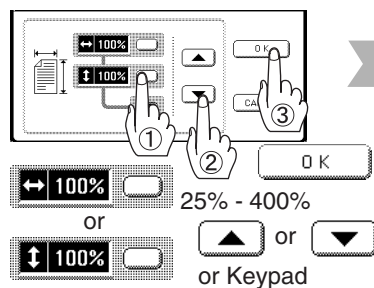
#### NOTE

- **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.

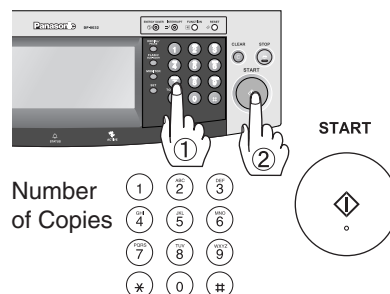
**3** Same vertical, and horizontal ratio



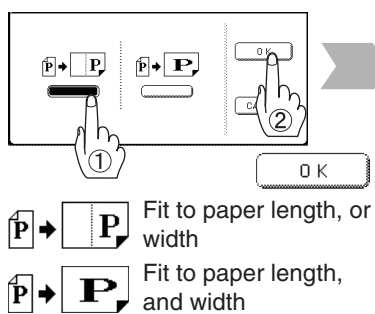
Different vertical, and horizontal ratio



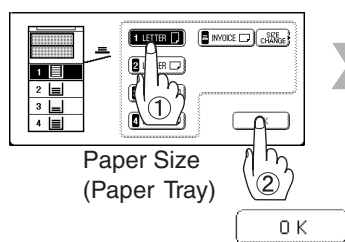
**4**



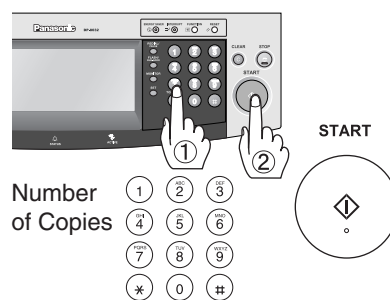
**3**



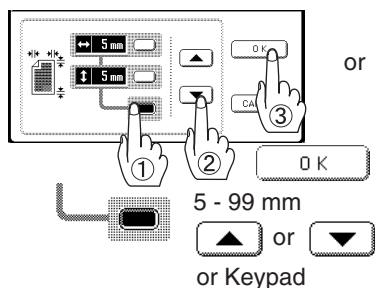
**4**



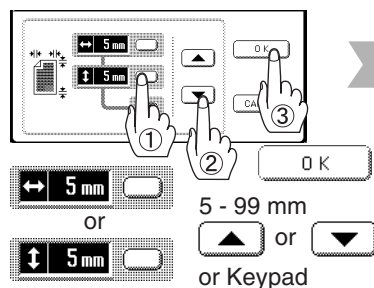
**5**



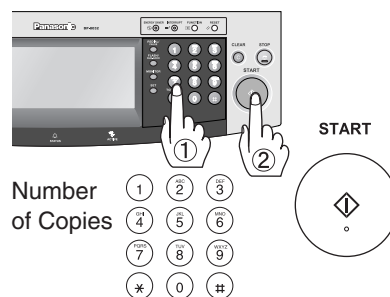
**3** Same vertical, and horizontal void value



Different vertical, and horizontal void value



**4**



**NOTE**

● **Zoom Ratio**

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

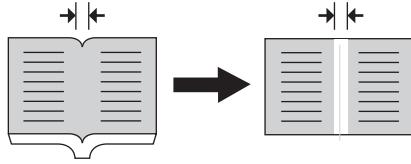


# Making Copies

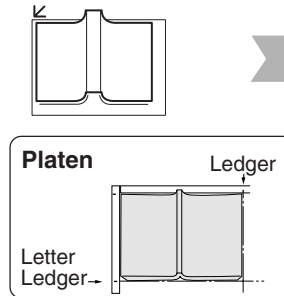
## Zoom/Effects

### ■ Book

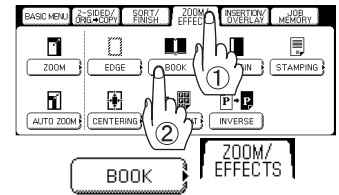
Eliminates dark inner binding shadows.



1

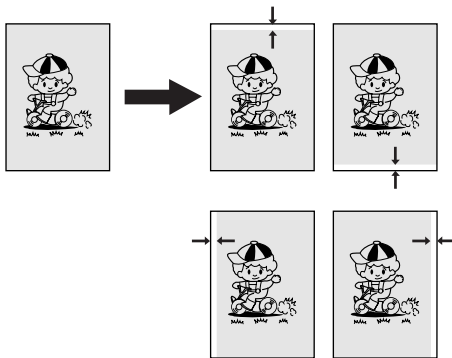


2

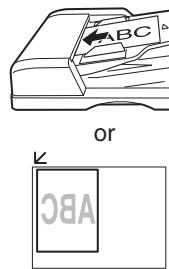


### ■ Margin

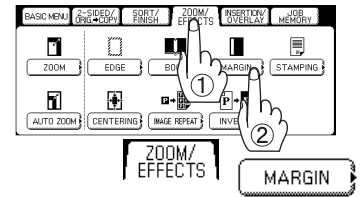
Shifts image to right, left, up, or down.



1

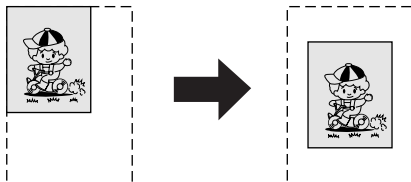


2

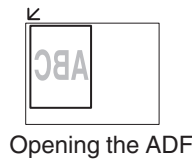


### ■ Centering

Copy image can be centered automatically on selected paper.

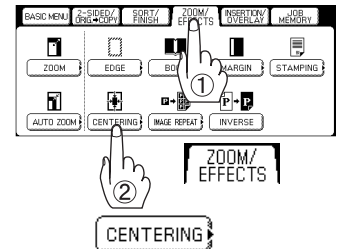


1



Opening the ADF

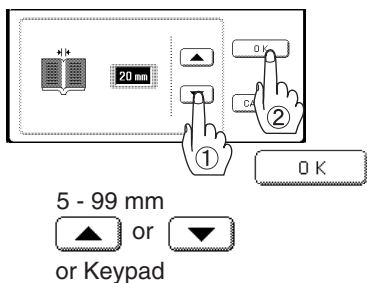
2



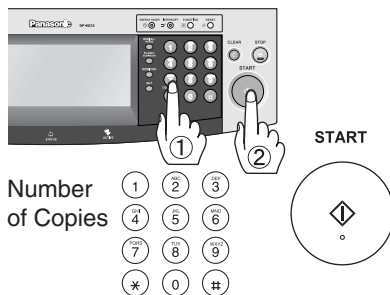
#### NOTE

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

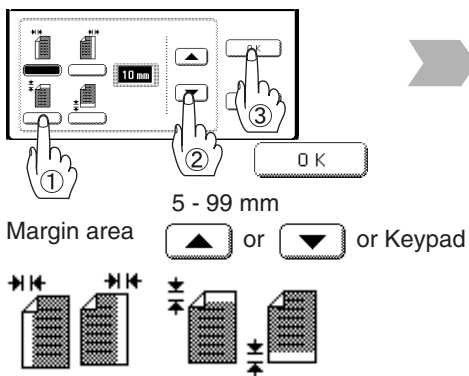
**3**



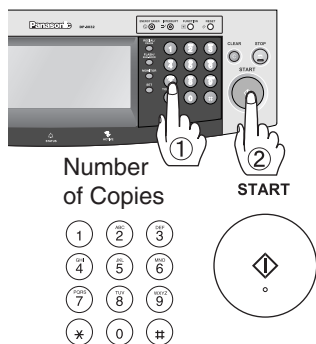
**4**



**3**

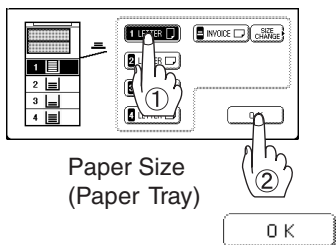


**4**

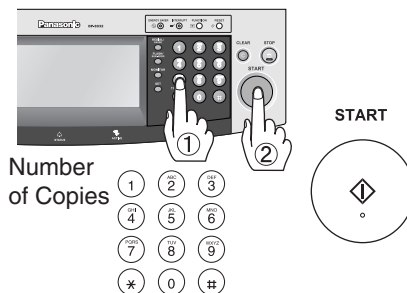


If a part of the copied image is missing when using the Margin mode, change the Margin Reduction setting to "YES". (See page 74)

**3**



**4**





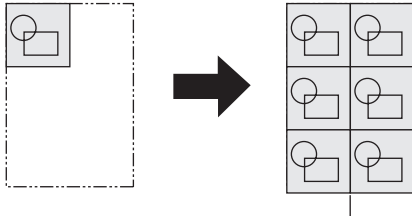
# Making Copies

## Zoom/Effects

### Image Repeat

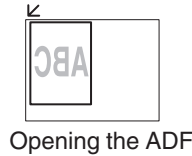
Creates continuous copy image on one sheet.

Minimum original size: 20 x 20 mm



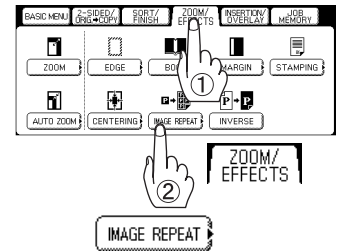
The dotted line can be set to "None" or "Print" by Function mode (See page 75).

1



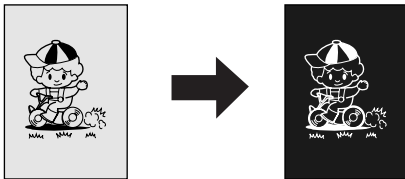
Opening the ADF

2

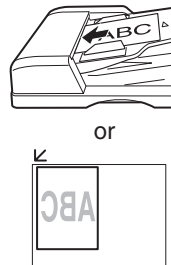


### Inverse

Negative/Positive image can be created for special effects.

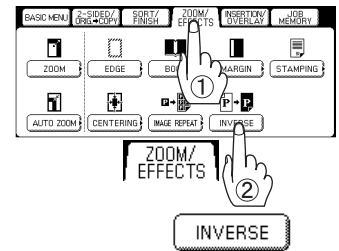


1



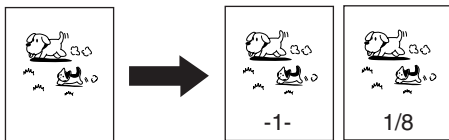
or

2



### Stamping (Page Numbering)

Page numbers can be automatically stamped on each page.



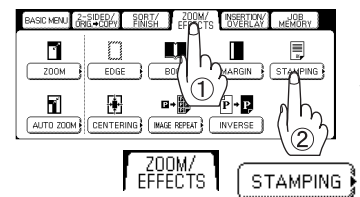
The page numbering format can be changed in function mode. Default format is "-n-". (See page 75)

1



ADF only\*

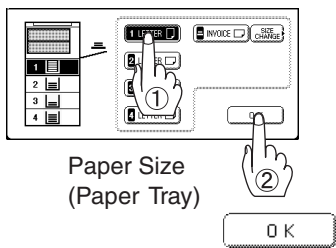
2



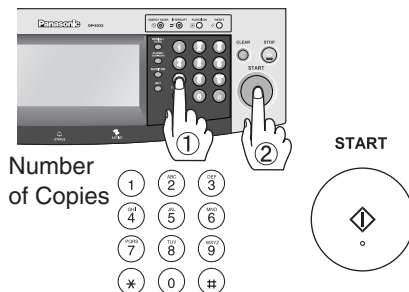
#### NOTE

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

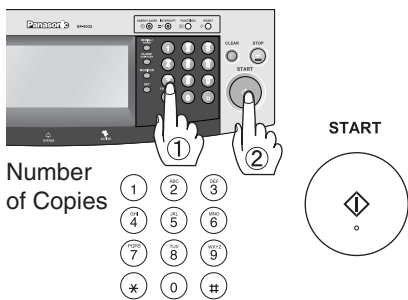
**3**



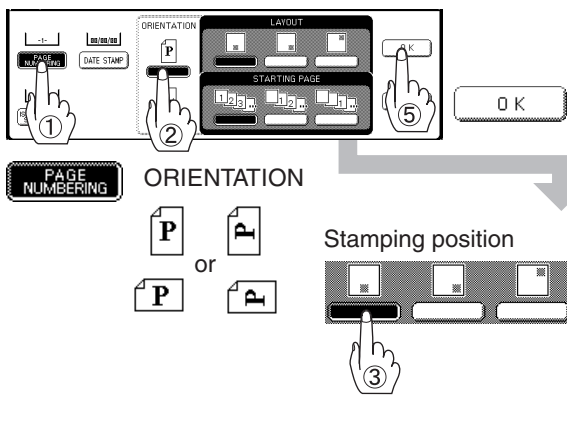
**4**



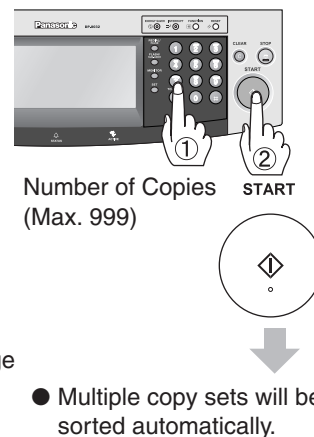
**3**



**3**



**4**



● Multiple copy sets will be sorted automatically.

**NOTE**

\* When copying with the Stamping mode combined with N in 1 mode, the Stamping mode can be used from the Platen as well.

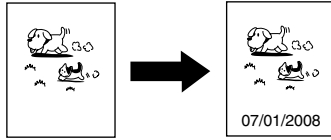


# Making Copies

## Zoom/Effects

### ■ Stamping (Date Stamp)

The date can be automatically stamped on each page.

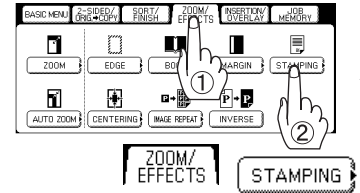


1



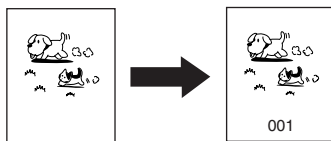
ADF only\*

2

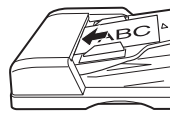


### ■ Stamping (Issue Number Stamping)

An issue number can be automatically stamped on each page.

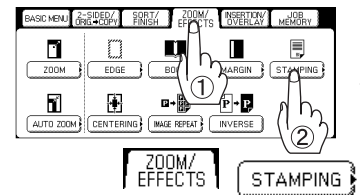


1



ADF only\*

2

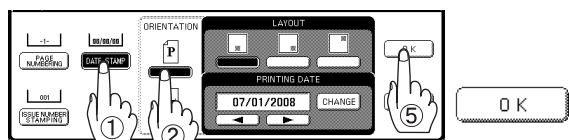


#### NOTE

\* When copying with the Stamping mode combined with N in 1 mode, the Stamping mode can be used from the Platen as well.

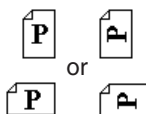


3

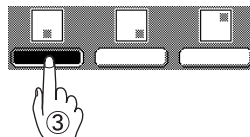


DATE STAMP

ORIENTATION



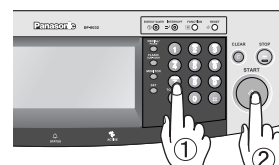
Stamping position



Changing the stamp date

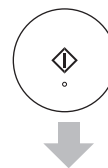


4



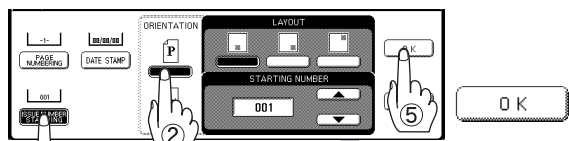
Number of Copies (Max. 999)

START



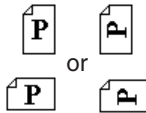
- Multiple copy sets will be sorted automatically.

3

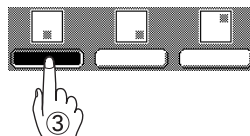


ISSUE NUMBER STAMPING

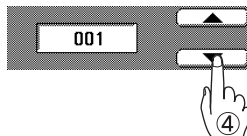
ORIENTATION



Stamping position



Stamping the Issue Number



or Keypad

4



Number of Copies (Max. 999)

START



- Multiple copy sets will be sorted automatically.

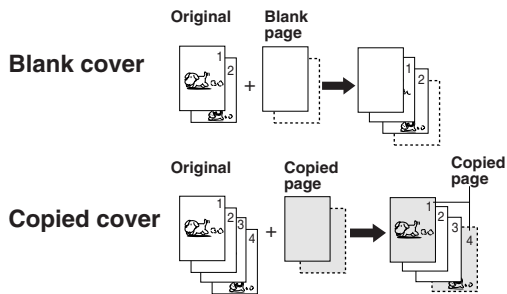


# Making Copies

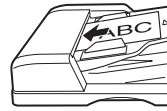
## Insertion/Overlay

### ■ Cover

Adds Cover Page(s) to copies.

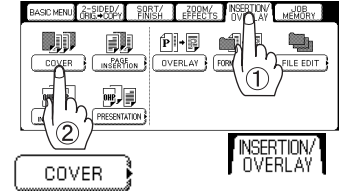


1



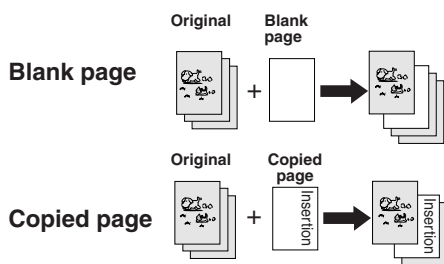
ADF only

2

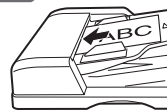


### ■ Page Insertion

Inserts Blank/Copied pages between copies.

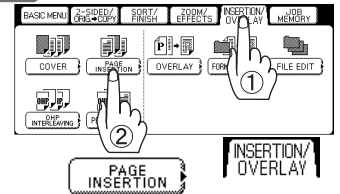


1



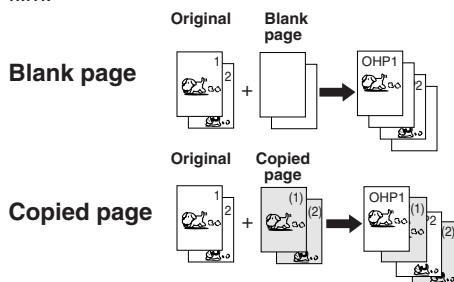
ADF only

2

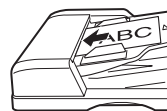


### ■ OHP Interleaving

Inserts Blank/Copied pages between OHP film.

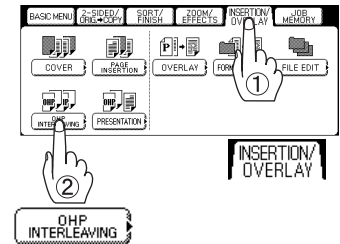


1



ADF only

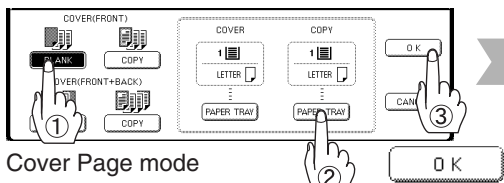
2



#### 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)



Blank Copy

Cover (Front+Back)



Blank Copy

Paper Size\*  
Paper Tray

**4**

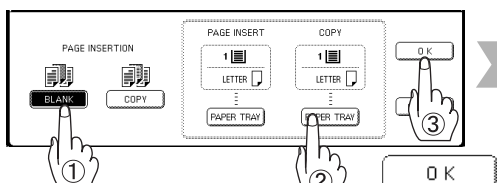


Number of Copies  
(Max. 999)

START



**3**



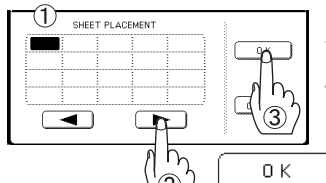
Page Insertion mode



Blank Copy

Paper Size\*  
Paper Tray

**4**



- ① Set the insert page position with Keypad\*\*
- ② If selecting another position, move the sheet with ◀ / ▶ button, then set the insert page position with Keypad

**5**



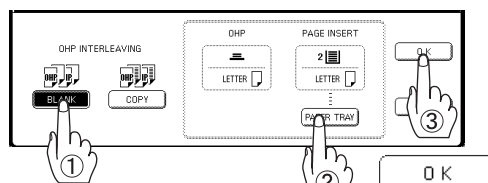
Number of Copies  
(Max. 999)



**3**

Load OHP film onto  
the Sheet Bypass

**4**



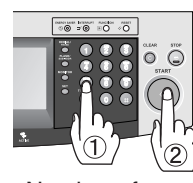
OHP Interleaving mode



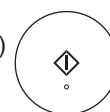
Blank Copy

Paper Size\*  
Paper Tray

**5**



Number of Copies  
(Max. 999)



**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.

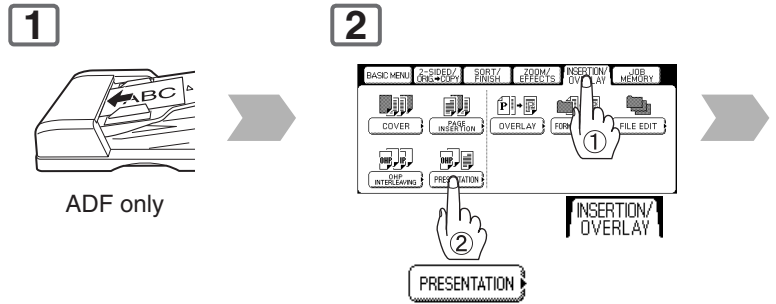
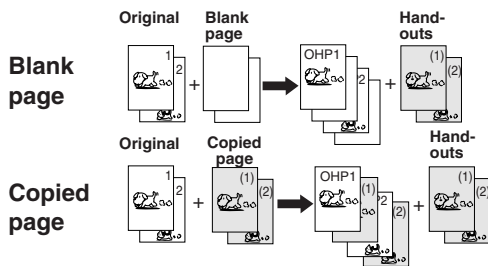


# Making Copies

## Insertion/Overlay

### ■ Presentation

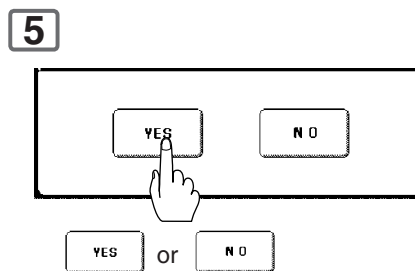
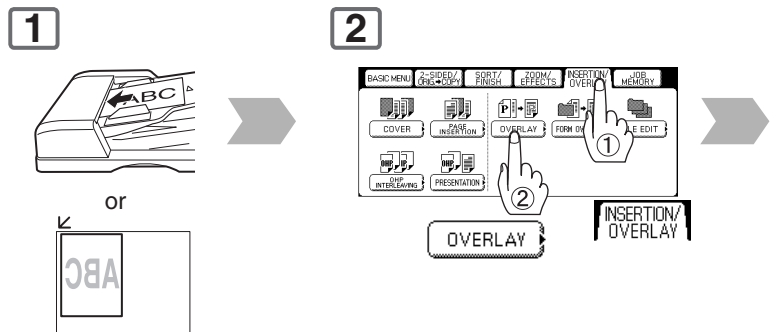
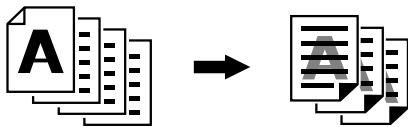
Inserts Blank/Copied pages between OHP film, and make copied sets for handouts.



### ■ Overlay

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

1st-page



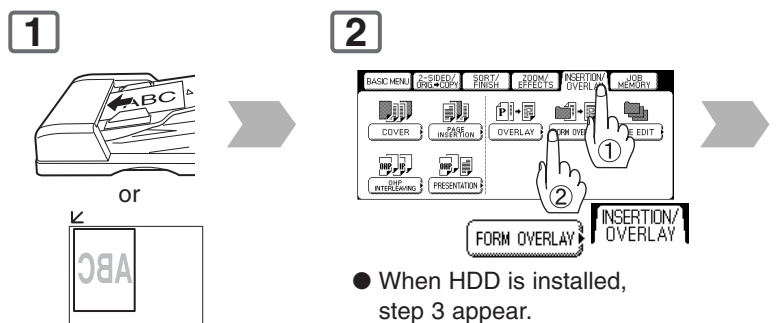
Select the overlay image to store into memory for later use.

- When optional HDD (DA-HD31) is installed, and [Yes] is selected, step 6 and 7 appear.

### ■ Form Overlay

Overlay an image stored in memory onto the copy.

File



- When HDD is installed, step 3 appear.

### 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.)
- When an overlay image is not stored in memory, Form Overlay function is not selectable.

**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

**3**

Density for 1st page image  
LIGHTER or DARKER

**4**

Number of Copies (Max. 999)

From Platen:  
Same procedures as for Form Overlay

**5**

**6**

Select a file

**7**

Enter the file name (Up to 20 characters)

OK

**3**

Select a file

**4**

Number of Copies (Max. 999)

START

**From Platen:**  
If "Another Original?" message is displayed, touch the "NO" button.  
**Ex:** 2 originals  
① Touch "NO" button.  
② Place the next original on the Platen.  
③ Press **START** Key.  
④ Touch "YES" button.

**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

### File Edit

Up to three\* editing functions available in the File Edit feature.

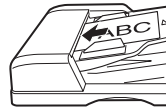
**REGISTER**\* : To Add a new file\*

**ERASE**\* : To Erase a registered file

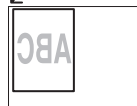
**FILE NAME EDIT**\* : To Change the title of a file

\* One image file can be registered.  
With the optional HDD (DA-HD31) 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.

1

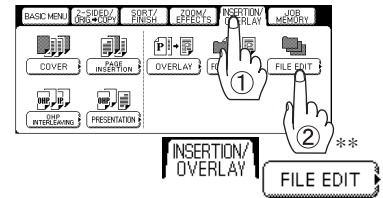


or



(Register only)

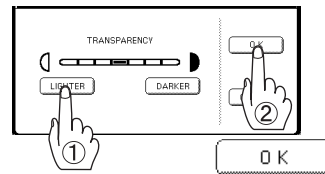
2



\*\* Without the optional HDD (DA-HD31) installed:  
After pressing the **FILE EDIT** button, the machine skips Step 3, and proceeds to Step 4 (Erase Mode).

4

REGISTER

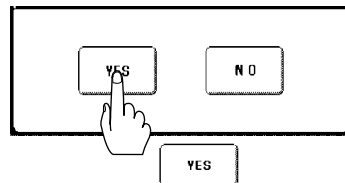


Density for registered image

LIGHTER or DARKER

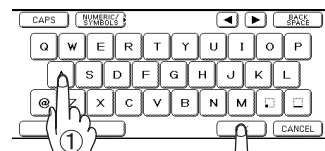
4

ERASE



4

FILE NAME EDIT



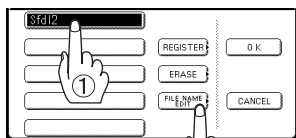
Enter the file name

OK

### NOTE

- The File Edit function for selecting a file is only available when the optional HDD (DA-HD31), and Image Memory (See page 93) is installed.  
When the optional HDD (DA-HD31) is not installed, only one file can be selected.
- When an overlay image is not stored in memory, File Edit function is not selectable.

3

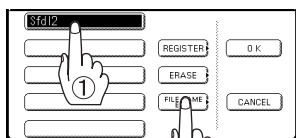


① Select a file



4

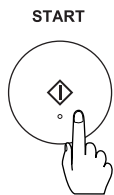
5



① Select a file

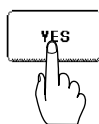


6



To cancel the registration, touch "CANCEL" button.

7



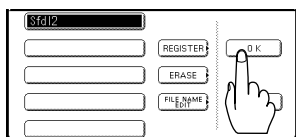
8



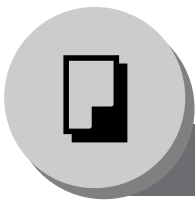
File Name

OK

5



OK



# Making Copies

## Other Features

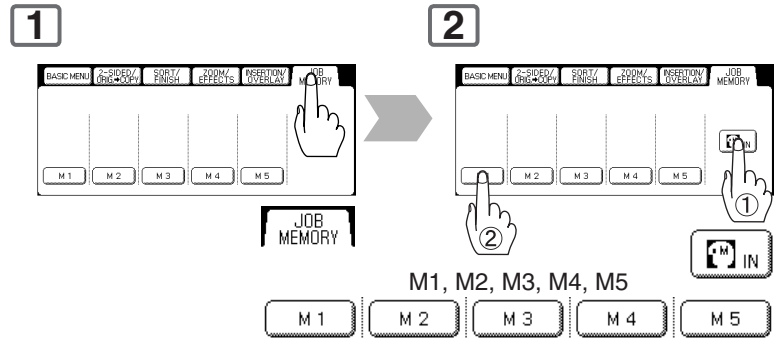
### Job Memory

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

Set up the copy job to be stored.

**NOTE:**  
When the M5 Key is used, the Double Exposure Mode should be set to "Off" in the Copier Settings "16 Double Exposure". (See page 75)

#### To store a job in memory

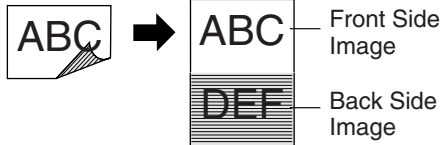


### Double Exposure

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

Original Size:

Ex: Invoice-R Copy Size: Letter-R



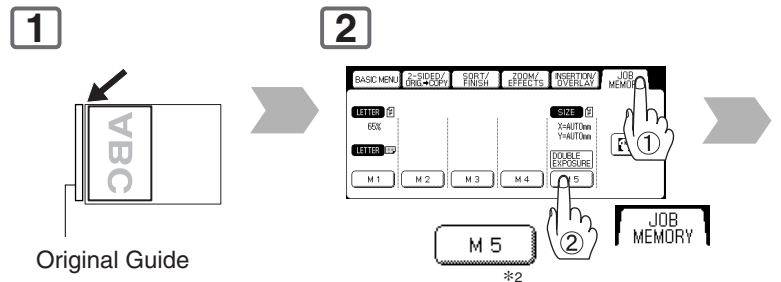
**NOTE:**

When opening the Platen Cover, or ADF

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

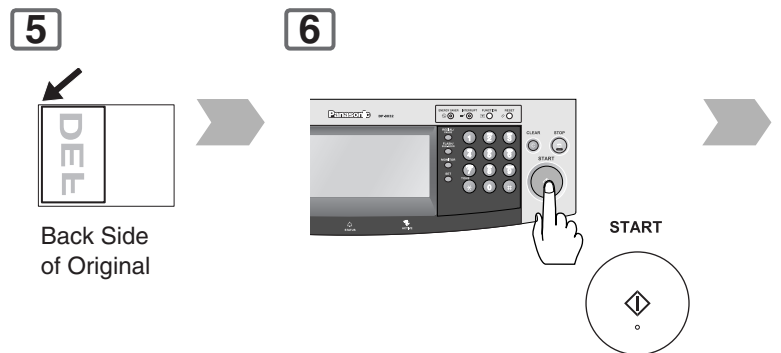
\*1 When selecting the Double Exposure, it will be displayed as "2 in 1" at Job Settings, and "N in 1" of Function Select Key will also be displayed.

\*2 Double Exposure function set by M5 key is unable to store with other Job Memory.



Original Guide

- Front Side of Original
- Original Size: Free, maximum Invoice size
- Opening the ADF
- Fit original to the Original Guide.

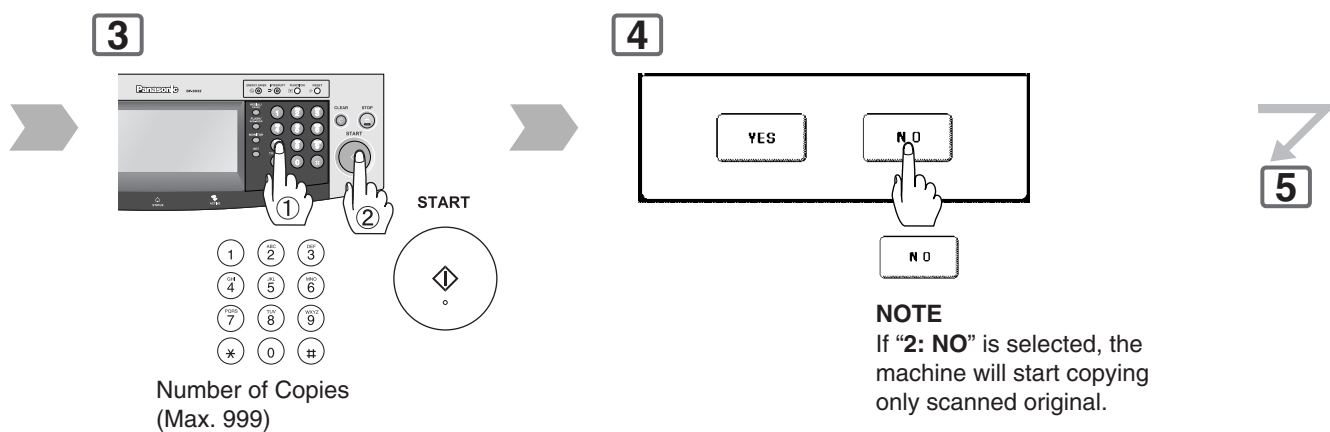
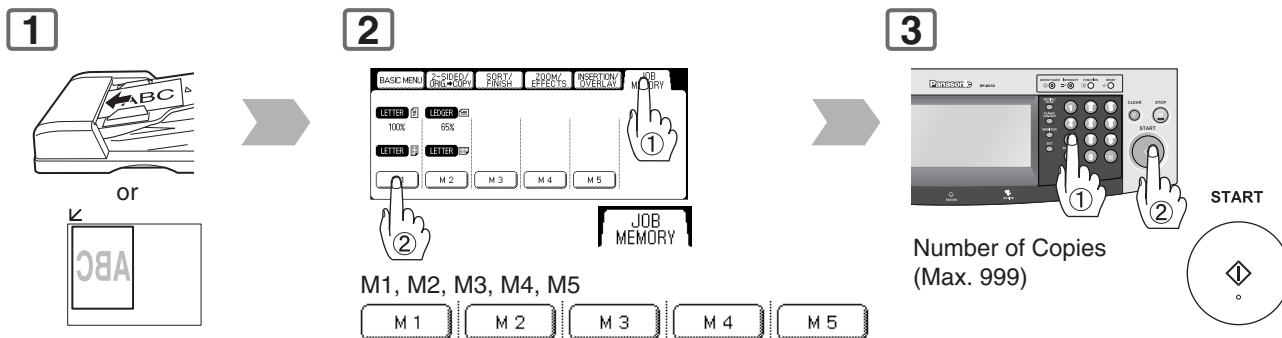


#### NOTE

- 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.

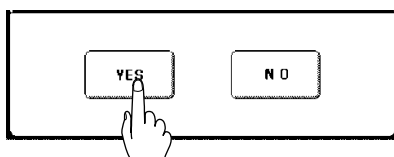


**To recall a job stored in memory**



**7**

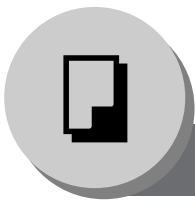
The following steps, illustrate how to make multiple copies when the Sort Mode is selected. (See page 48)



- 1: **YES** → Continues to copy another original, repeat steps 1, and 3-② to step 6.
- 2: **NO** → Starts making copies.
- When you select the Non Sort Mode this step is not used.

**NOTE**

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



# Making Copies

## Other Features

### ■ Skyshot Mode

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

Two types of Skyshot modes can be selected;

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

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

### Digital Skyshot Mode

#### NORMAL

Default setting (usually select this mode).

#### QUALITY\*

For better definition, select the Quality mode.

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

If there are Black areas around the borders in the copies, set the Digital Skyshot Mode to "QUALITY" to soften the dark borders. In this setting, the unit scans twice. (See page 74)

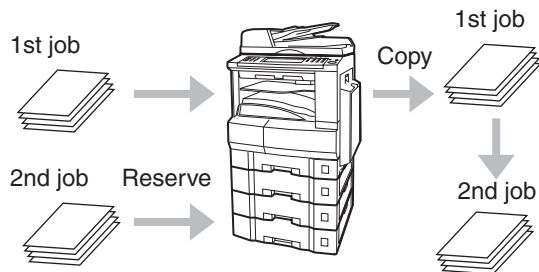
### Manual Skyshot Mode

- Set "09 Manual Skyshot Mode" in Copier Settings first. (See page 74)

### ■ Concurrent Copying

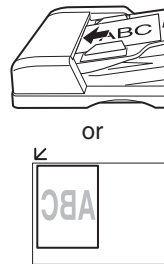
The next copy job can be reserved even if the current copy job is not completed.

(Requires the optional HDD (DA-HD31), and Image Memory (See page 93) to be installed)

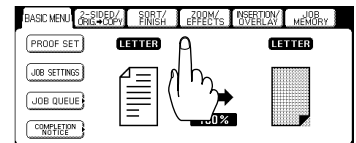


### 1st job

1



2

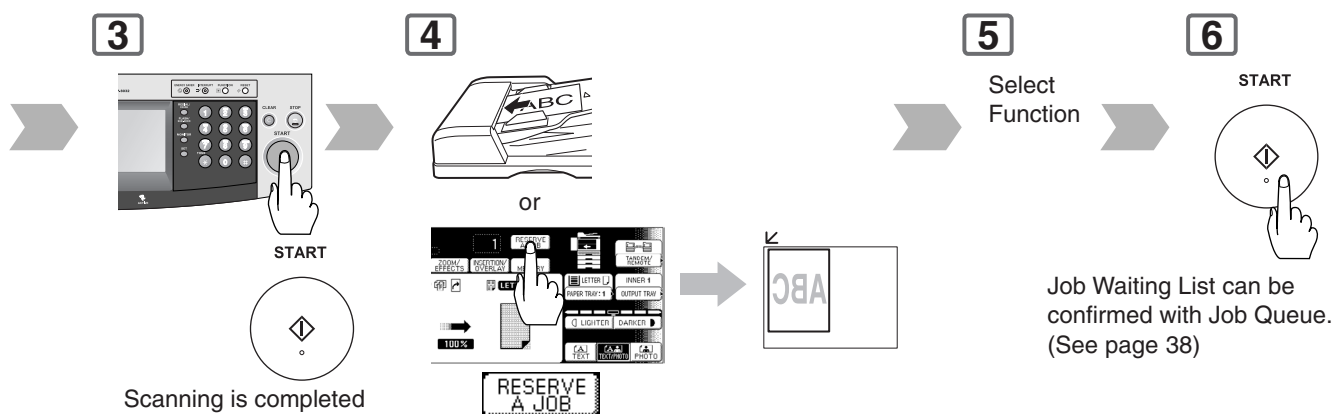
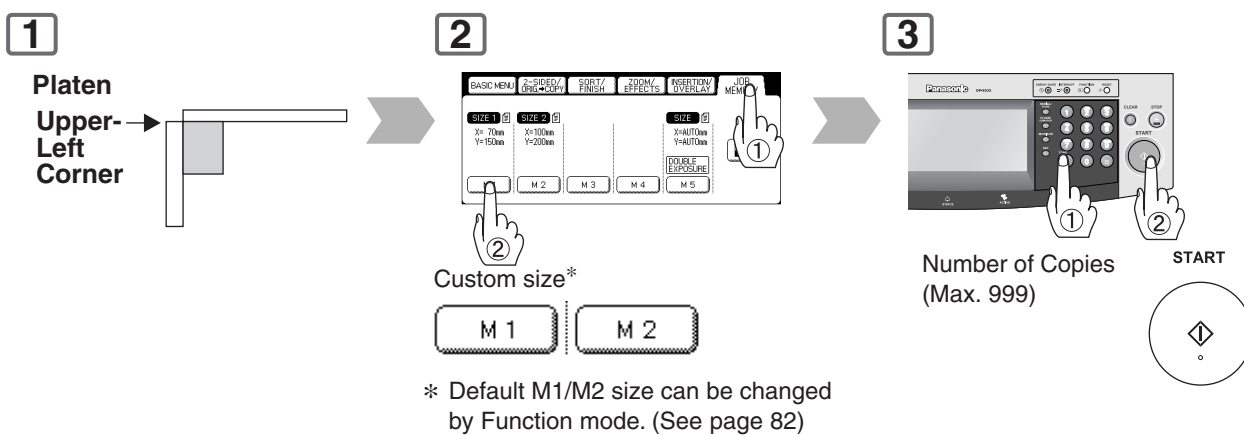
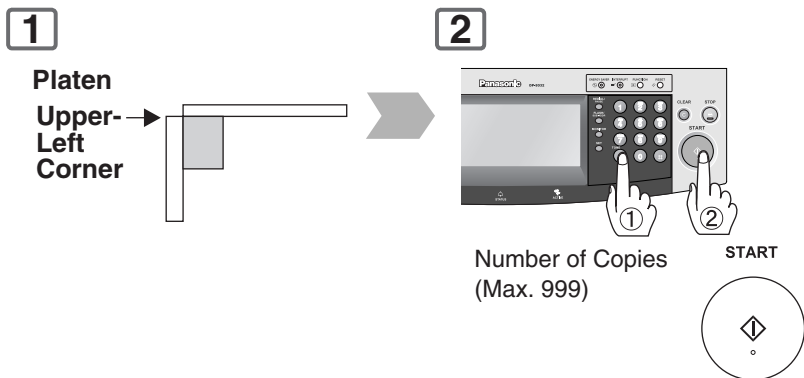


Select Function

### NOTE

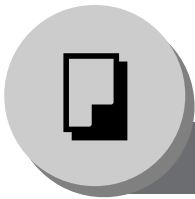
\* When copying the Quality mode combined with 1 → 2, BOOK → 2, 2PAGE, N in 1, or Double Exposure, "Quality" mode will be changed to "Normal" mode.

- 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.



**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.



# Making Copies

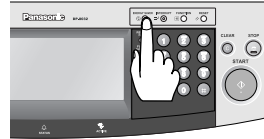
## Other Features

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

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

1

#### Power Save Mode\*



or

#### Sleep/Shutdown Mode\*\*

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



ENERGY SAVER



Enter

Indicator

Flash: Power Save Mode

Light: Sleep/Shutdown Mode

### ■ Interrupt Mode

This mode can interrupt other copy jobs while making copies.

1

#### While making copy

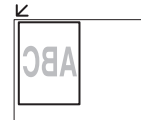


2

#### Set another Job



or



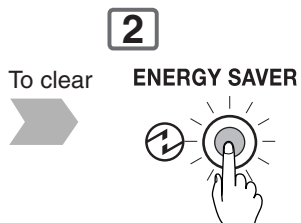
INTERRUPT



#### NOTE

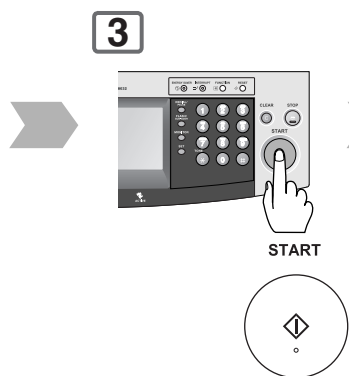
\* Automatically enters the Power Save Mode after 7 minutes from the last copy job. (See page 77)

\*\* Sleep Mode/Shutdown Mode, and entering timer can be selected by the key operator. (See page 77)



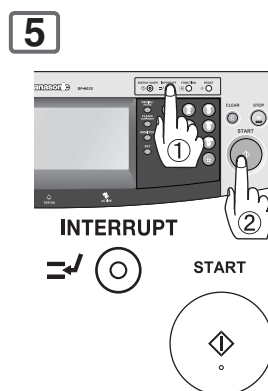
Modes	Power Consumption	Warm Up Time
Normal Operation	Approx. 140 Wh	N/A
Power Save	Approx. 28 Wh	Approx. 30 sec.
Sleep	Approx. 18 Wh	35 sec.
Shutdown	Approx. 3 Wh	35 sec.

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



**4**

Other Job is completed





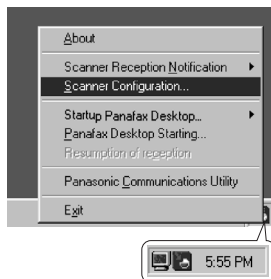
# Network Scanner

## Registering your PC/Document Scanning

### ■ Registering your PC

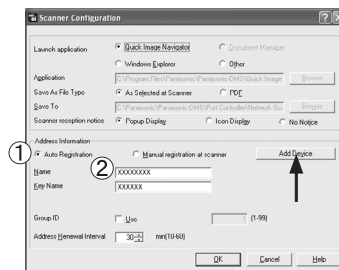
When the Panasonic Document Management System is installed on the provided CD-ROM, start the Panasonic Communication Utility, and register your PC by setting the network scanner.

1



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

2



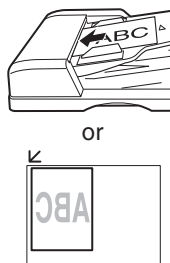
- ① Select **"Auto Registration"**.
- ② Set the PC, and Key Name to be saved on the machine.  
When the DP-8032/8025 is installed on a different subnet mask\* of the network (LAN), Select **"Add Device"** then, register the machine by following the steps below.
- ③ Click **OK**.

### ■ Document Scanning

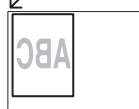
When the Panasonic Document Management System is installed, and configured on your PC, document(s) can be scanned from the DP-8032/8025 to the PC.

When using the network scanner, the Panasonic Communication Utility software on your PC must be initiated.

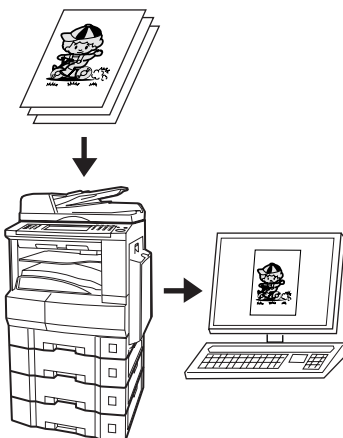
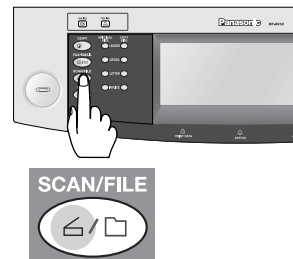
1



or



2



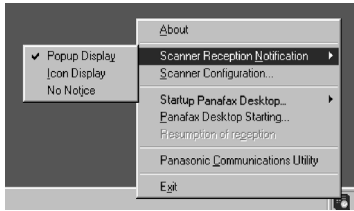
5



**ORIGINAL SIZE** Original Size  
If the original size is not shown



3

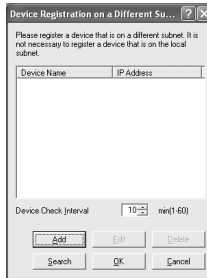


Right-click on the **Panasonic Communications Utility** icon, and select one of the Scanner Reception Notifications (Pop-up Display, or Icon Display).

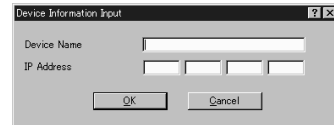
**NOTE:**

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

When the DP-8032/8025 is installed on a different subnet mask\* of the network.

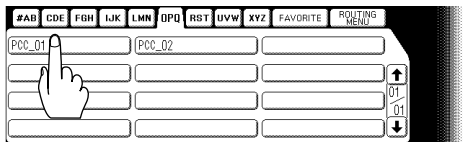


Click "Add".



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

3



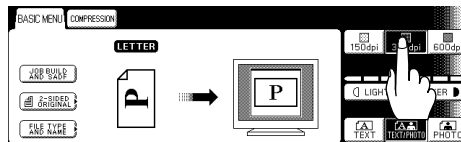
Select a destination (PC)\*

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

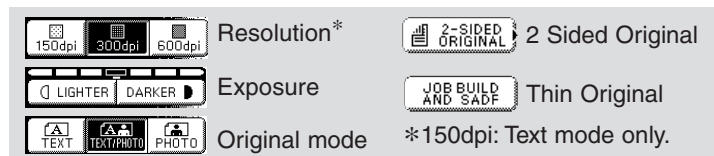
**NOTE:**

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

4

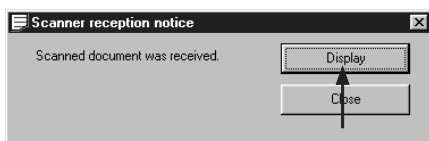


Select a Mode if required



5

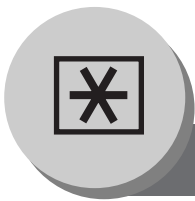
6 PC Screen



7

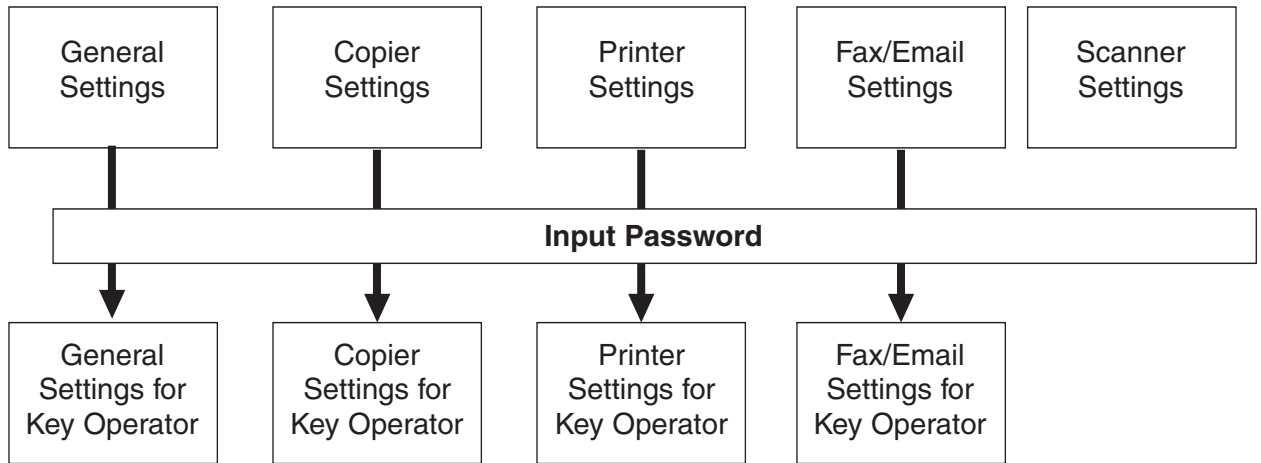


Refer to Quick Image Navigator Operating Instructions on the CD-ROM.



# Function

## ■ Using Function Modes to Change the Initial Modes



### General Settings:

Changing the Initial Machine Modes

- Power On Default mode, Manual add toner, etc. (See page 74)

For Key Operator:

Paper size, Department Counter, Network TCP/IP settings, etc. (See pages 77, 78, 79, 80 and 81)

## ■ Procedure

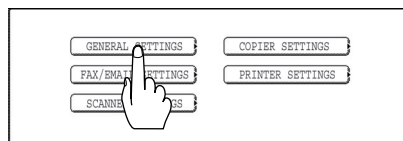
1



FUNCTION

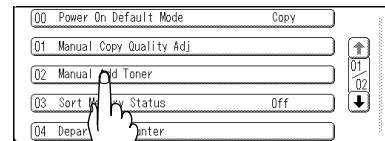


2



Select the desired Function Mode

3



Select the desired Function

- This screen is an example when "GENERAL SETTINGS" is selected.

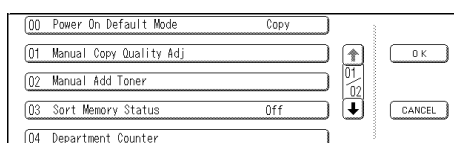


- Copier Settings:** Changing the Initial Copy Modes
- Default function of each copy mode (See pages 74, and 75)  
For Key Operator:  
Paper size priority, Original mode, Contrast, Job Build And SADF mode, etc. (See page 82)
- Printer Settings:** Changing the Initial Printer Modes
- Default function of each print mode (See page 76)  
For Key Operator:  
Job completion time, Page protection, Error page print, Spool function, PS configuration, Font list print, Mailbox data holding, etc. (See page 83)
- Scanner Settings:** Changing the Initial Scanner Modes
- Original mode, Compression mode, Resolution, Job Build And SADF mode, Address book, etc. (See page 75)
- Fax/Email Settings:** Changing the Initial Fax/Email Modes  
Refer to Operating Instructions (For Fax/Internet Fax function).
- Fax functions are available when a Fax Communication Board is installed.

4

Set the desired Function Parameter(s).

5



6

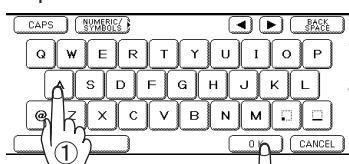


RESET

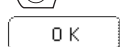


4

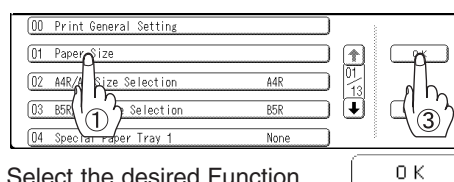
When selecting the Key Operator Mode:



Input Password (8 digits: alpha-numeric; alphabet (case-sensitive), numbers, symbols (@, ., \_, and SPACE))



5



Select the desired Function

OK

② Set the desired Function Parameter(s).

- These screens are examples when "GENERAL SETTINGS" is selected.



# Function

## ■ GENERAL SETTINGS

Screen No.	Modes	Function	Initial Setting
01/02	00 Power On Default Mode	Selects mode. ● COPY, FAX, PRINTER, SCANNER	COPY
	01 Manual Copy Quality Adj	Sets to activate the manual density control. ● Off, On	Off
	02 Manual Add Toner	Adds toner manually. ● Off, On	Off
	03 Sort Memory Status	Indicates the sorting memory status. ● Off, On	Off
	04 Departmental Counter	Indicates the department counter.	Consult with an authorized service provider
02/02	05 Data Security Kit Info.	Indicates the Data Security Kit version, and Security setting of the machine, when the Security Kit is installed.	
	09 Key Operator Mode	Input the Key Operator Password.	

## ■ 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 (Book) to 2	No
02/04	05 N in 1 Default Mode	Selects the N in 1 default mode ● 2 in 1, 4 in 1, 6 in 1	2 in 1
	06 Reduce N in 1 For Space	Selects whether to disable edge deletion ● No, Yes	No
	07 Booklet Default Mag.	Selects the booklet magnification ● 100%, Reduce	Reduce
	08 Digital Skyshot Mode	Enables or disables the use of Skyshot mode. ● No, Normal, Quality	Normal
	09 Manual Skyshot Mode	Enables or disables the use of Manual Skyshot. ● Off, M1, On, M2, On, M1, M2, On	Off

## ■ COPIER SETTINGS

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

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

## ■ SCANNER SETTINGS

Screen No.	Modes	Function	Initial Setting
01/02	00 Scanner Settings Print	To print scanner settings. ● Stop, Start	Start
	01 Original Mode Default	Sets the original setting. ● Text, T/P (Text/Photo), Photo	T/P
	02 Compression Mode Def.	Sets the compression mode setting. ● MH, MR, MMR, JBIG	MMR
	03 Resolution Default	Sets the resolution setting. ● 150 dpi, 300 dpi, 600 dpi	300 dpi
	04 Job Build And SADF Mode	Sets the Job Build And SADF mode initial setting. ● No, Yes	No
02/02	05 Bind Edge 2-Side Orig.	Sets the bind position, 2-sided original initial setting. ● Long, Short	Long
	06 Add New Address	To add new address.* ● PC, DD, FTP	0.0.0.0
	07 Edit Address Book	To edit address book.*	
	08 Delete Address	To delete address.*	
	09 XMT File Type	Sets the default XMF File Type. ● TIFF, PDF	PDF

### NOTE

\* The Address Book does not have to be setup with this function setting, it can be registered with your PC using the Panasonic Document Management System. (See page 70)



# Function

## ■ PRINTER SETTING

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	Auto
	03 Print Direction	Sets the print direction setting. ● Portrait, Landscap	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. (Memory, Box)	
	16 Print Data	Sets print data. ● Stop, Start	Start
	19 Key Operator Mode	Input the Key Operator Password.	

### NOTE

\* When available with optional PCL.

\*\* When available with optional HDD (DA-HD31) is installed.

## For Key Operator

### ■ GENERAL SETTINGS

Screen No.	Modes	Function	Initial Setting
01/13	00 Print General Settings	Prints the initial user settings of the common menu. ● Stop, Start	Start
	01 Paper Size	Sets the paper size of each Paper Tray. ● LEDGER, LEGAL, LETTER, LETTER-R, INVOICE, A3, B4, A4, A4R, B5, B5R, A5, A5R, 8 x 13, 8.5 x 13	Consult with an authorized service dealer
	02 A4R/A5 Size Selection	Sets the Sheet Bypass initial paper size. ● A4R, A5	A4R
	03 B5R/A5R Size Selection	Sets the Sheet Bypass initial paper size. ● B5R, A5R	B5R
	04 Special Paper Tray 1	Sets the Paper Tray for special paper (Ex: colored). ● None, Tray 1, Tray 2, Tray 3, Tray 4, Bypass	None
02/13	05 Special Paper Tray 2	Sets the Paper Tray for special paper (Ex: colored). ● None, Tray 1, Tray 2, Tray 3, Tray 4, Bypass	None
	06 Auto Paper Out Rotate	Copier will automatically rotate image and print when the selected Paper Tray is empty. ● Off, On	Off
	07 Copy Output Tray	Sets the output Copy Tray. ● Inner 1, Inner 2, Outer	Inner 1
	08 Printer Output Tray	Sets the output Printer Tray. ● Inner 1, Inner 2, Outer	Inner 1
	09 Fax/Email Output Tray	Sets the output Fax/Internet Fax Tray. ● Inner 1, Inner 2, Outer	Inner 1
03/13	10 Auto Reset Time	Sets the Control Panel reset time. ● None, 30 sec., 1 min., 2 min., 3 min., 4 min.	1 min.
	11 Power Save Mode Timer	Sets the Power Save timer. ● 1 - 240 minutes	7
	12 Sleep/Shutdown Select	Sets the Sleep/Shutdown mode. ● Sleep, Shutdown	Sleep
	13 Sleep/Shutdown Timer	Sets the Sleep/Shutdown timer. ● None, 1 - 240 minutes	15
	14 Language Sel. Priority	Selects the display message language. ● Off, On	Off
04/13	15 Language Default	Selects the display message language. ● English, C. French, Spanish	English
	16 TCH Panel Beep Sound	Beep sound when the panel is touched. ● Off, Soft, Loud	Soft
	17 Original Set Beep Sound	Beep sound when original is set on the platen. ● No, Yes	No
	18 Orig. Set In ADF Sound	Beep sound when original is set in the ADF. ● No, Yes	Yes
	19 Dept. Counter Mode	● Monitors copy usage of each department (1) Printer usage of each document (2) Print limit of each department (3) ID code of each department	Consult with an authorized service dealer

#### NOTE

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



# Function

## For Key Operator

### ■ GENERAL SETTINGS

Screen No.	Modes	Function	Initial Setting
05/13	20 Date Time Setting	Sets the registered date and time. ● Month, Day, Year, Time	
	21 Weekly Timer	Sets the weekly On/Off timer. ● Off, On (See page 86)	Off
	22 Daylight Time	Set Daylight Time according to your local regulation. 1: No : Daylight Time is not applied 2: MAR 2nd : From 2 a.m. on the 2nd Sunday in March to 2 a.m. on the 1st Sunday in November 3: APR 1st : From 2 a.m. on the 1st Sunday in April to 2 a.m. on the Last Sunday in October	2: MAR 2nd
	23 DHCP Default	Sets the DHCP.*1 ● No, Yes	Yes
	24 TCP/IP Address	Sets user IP address.*1 ● 3 digits x 4	0. 0. 0. 0
06/13	25 TCP/IP Subnet Mask	Sets the subnet mask.*1 ● 3 digits x 4	0. 0. 0. 0
	26 TCP/IP Default Gateway	Sets the gateway address.*1 ● 3 digits x 4	0. 0. 0. 0
	27 DNS Server Address	Sets the DNS server.*1 ● No, Yes	Yes
	28 MAC Address	Indicates the MAC address.	
	29 Hard Disk Initialize	Selects the HDD format/deletion.*2 ● Format, Deletion*3 <Sub Function> For Format : Stop, Start For Deletion: Stop, Medium, High <Sub Function> Medium or High is selected in above step: Following mesaage will be indicated, select "Yes" or "No". • Image Data Deletion. Also Delete Address Book Data And PS Fonts On Hard Disk? ("And PS Fonts" message for optional Multi Page Language Controller Module only) No Yes*4 <Sub Function> Selects the HDD deletion. No, Yes	Format (Stop)

#### NOTE

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

## ■ GENERAL SETTINGS

Screen No.	Modes	Function	Initial Setting
07/13	30 Hard Disk Error Check	Selects the HDD error check.*2 ● Stop, Start	Stop
	31 Address Book Group ID	Inputs address book group ID.*2 ● 0 ~ 99	0
	32 Tandem User Parameter	Inputs the Tandem User Parameter.*2	
	33 Community Name (1)	Input the SNMP of Community Name (1).*1 ● Enables read/write	public
	34 Community Name (2)	Input the SNMP of Community Name (2).*1 ● Enables read	public
08/13	35 Device Name	Input the device name when required.*1 (For Status Monitor/EtherTalk Machine Name)	Panasonic DP-8032 or DP-8025
	36 Device Location	Input the device location when required.*1 (For Status Monitor)	
	37 Routing Menu Function	Selects the Document Distribution function. ● No, Yes	No
	38 Doc. Dist. Server Name	When "27 DNS Server Address" is set to "Yes". Inputs the Document Distribution System routing server name. (Max. 60 characters)	
	39 Doc. Dist. Server IP	When "27 DNS Server Address" is set to "No". Inputs the Document Distribution System routing server IP address. ● 3 digits x 4	0. 0. 0. 0.

### NOTE

- The Key Operator Password is required before any changes can be made to items on this page.
- \*1 When functions No. 23 to 27 and No. 33 to 36 are set, cycle the power by turning the Power Switch on the Left Side of the machine OFF NO. and ON.
- \*2 Not required in copying mode, but settings are needed when Hard disk Drive (HDD) Unit (DA-HD31) is installed. (See page 93)
- \*3 When elimination is executed, it differs depending upon the data accumulation quantity inside the hard disk, but until operation of elimination completes, with Medium maximum of 2 hours, maximum of 3 hours are required with High. Because at that time, as for the knitting machine it cannot use, when executing knitting machine talent, please consider use frequency.
- \*4 If you select "Yes" in reply to the question "Image Data Deletion. Also Delete Address Book Data And PS Fonts On Hard Disk?" ("And PS Fonts" message for optional Multi Page Language Controller Module is installed), the Address Book and User PS Font (which can be used when the optional Multi Page Language Controller Module is installed) inside the hard disk will be deleted.  
Do not select "Yes", except when you change the hard disk or scrap this machine.



# Function

## For Key Operator

### ■ GENERAL SETTINGS

Screen No.	Modes	Function	Initial Setting
09/13	40 Special Paper Tray 3	Sets the Paper Tray for special paper ( <b>Ex:</b> colored). ● None, Tray 1, Tray 2, Tray 3, Tray 4, Bypass	None
	41 Special Paper Tray 4	Sets the Paper Tray for special paper ( <b>Ex:</b> colored). ● None, Tray 1, Tray 2, Tray 3, Tray 4, Bypass	None
	42 Data Deletion Of HD	Selects the security level for the Hard Disk data deletion function for every Copy/Print job. ● Basic, Medium, High When the optional hard disk unit is installed, every Copy/Print job data is automatically deleted upon completion by overwriting the entire image with random data. Select one of the 3 available data deletion security levels (Basic, Medium or High). The deletion time increases with the increase in security level (Medium or High) selected, and may require more time to execute.	Basic
10/13	45 Key Operator Password	Input the Key Operator Password.	00000000
	46 HD Drive Lock Settings	Sets or releases the Drive Lock, or changes the password for the Drive Lock. ● Set Hard Drive Lock ● Change Lock Password ● Release Drive Lock	
11/13	50 User Authentication	Enables or disables the user authentication for each function. (copying, faxing, scanning, and printing) ● Copy, Fax, Scanner, Printer ● Time Zone (See Note)	Off
	51 Authentication Method**	Selects the authentication method to use by the User Authentication function. ● Clear Text, NTLM	NTLM
	52 Administrator Name	Inputs the system administrator name and password.	
	53 ID Timeout**	Selects the valid period of authentication. ● Auto Reset Time, After Every Job	Auto Reset Time
	54 Logon Attempts**	Sets the permitted number of logon attempts. ● 0 ~ 9	0

#### NOTE

- The Key Operator Password is required before any changes can be made to items on this page.
  - The default Time Zone is set by the area the device is used in.
- \*\* No. 51, 53, 54, 55 are only available when No. 50 setting is set to On.



## ■ GENERAL SETTINGS

Screen No.	Modes	Function	Initial Setting
12/13	55 Lockout Time**	Sets the time period for the system lockout when the permitted number of logon attempts is exceeded during the user authentication. ● 1 ~ 60	5
	56 User Auth. Domain	Sets the NetBIOS domain and DNS suffix to use for user authentication. ● No.00 ~ No.09	
13/13	60 IPv6	Sets the IPv6.*** ● Off, On	Off
	61 IPv6 Link-Local Address	The address to connect not through the router in the same link. It is generated automatically.	
	62 IPv6 Auto Configuration	IPv6 and IPv6 Default Router address are generated automatically.*** ● Off, On	On
	63 IPv6 Address	Sets user IPv6 address.*** ● 4 digits x 8	
	64 IPv6 Default Router	Sets the IPv6 Default Router address. ● 4 digits x 8***	

### NOTE

- The Key Operator Password is required before any changes can be made to items on this page.
- \*\*\* When Functions No. 60, and No. 62 to 64 are set, cycle the power by turning the Power Switch on the Left side of the machine OFF and ON.



# Function

## For Key Operator

### ■ COPIER SETTING

Screen No.	Modes	Function	Initial Setting
01/04	00 Copier Settings Print	Prints the copier settings. ● Stop, Start	Start
	01 Paper Size Priority	Selects paper size priority ● LEDGER, LEGAL, LETTER, LETTER-R, INVOICE, A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, 8 x 13, 8.5 x 13	LETTER
	02 Original Mode Default	Selects original setting ● Text, T/P (Text/Photo), Photo	T/P
	03 Text Contrast	Selects contrast for Text mode ● 1 ~ 7	4
	04 T/P Contrast	Selects contrast for Text/Photo mode ● 1 ~ 7	4
02/04	05 Photo Contrast	Selects contrast for Photo mode ● 1 ~ 7	4
	06 Overlay Contrast	Sets the density (transparency) of the page being produced in overlay mode. ● 1 ~ 7	4
	07 Interleaving Default	Selects OHP interleaving paper ● Blank, Copy	Blank
	08 Page Insertion Default	Selects page insertion ● Blank, Copy	Blank
	09 Cover Mode Default	Selects cover paper ● F, Blank, F, Copy FB, Blank, FB, Copy (F: Front, FB: Front + Back)	F, Blank
03/04	10 Job Build And SADF Mode	Enables or disables the SADF function. ● No, Yes	Yes
	11 Maximum Copy Setting	Determines whether to limit number of copies (0-99).	0 (No limit)
	12 M1, Size	Inputs the frequently used size in job memory 1. ● X: 5~432/Y: 5~297 mm (See page 67)	70 x 160 mm (X) (Y)
	13 M2, Size	Inputs the frequently used size in job memory 2. ● X: 5~432/Y: 5~297 mm (See page 67)	95 x 220 mm (X) (Y)
	14 Memory Overflow Warning	Selects performed task when the memory overflow occurs ● Print, Cancel	Print
04/04	15 Add New Tandem Desti.	● Inputs a new destination to split the copy job	0.0.0.0
	16 Edit Tandem Destination	● Edits a copy destination	
	17 Delete Tandem Desti.	● Deletes a copy destination	

#### NOTE

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

## ■ PRINTER SETTINGS

Screen No.	Modes	Function	Initial Setting
01/03	00 Printer Settings Print	Sets the printer status printout. ● Stop, Start	Start
	01 Job Completion Time	Sets the job completion time setting. ● 1~ 999 sec.	180
	02 Page Protection	Compress automatically then printout. ● Off, On	Off
	03 Error Page Print	Sets the error page printout. ● Off, On	On
	04 Spool Function	Sets the spool function.** ● Off, On	On
02/03	05 Text Print	Prints text page only. ● Off, On	On
	06 PS Configuration Print	Sets the status page print of PS. ● Stop, Start	Start
	07 Font List Print (PCL)	Sets the font list print of PCL. ● Stop, Start	Start
	08 Font List Print (PS)	Sets the font list of PS. ● Stop, Start	Start
	09 Mailbox Data Holding	Sets the automatic holding function of mailbox data.* ● Infinity, 1 day, 2 days, 3 days, 4 days, 5 days, 6 days, 7 days	7 days
03/03	10 Delete Mailbox Data	Sets delete the mailbox data.* ● All, Before	Before
	11 Print Queue Delete	Sets authorization to delete the print queue. ● Free, Key Op. (operator)	Key Op.
	12 AppleTalk Zone Name***	Inputs an AppleTalk Zone name.** ● Maximum 32 characters	

### NOTE

- The Key Operator Password is required before any changes can be made to items on this page.
- \* Functions 04, 09, and 10 are available when optional Hard Disk Drive (DA-HD31) is installed.
- \*\* When function No. 12 is set, or No. 4 is change, cycle the power by turning the Power Switch on the Left Side of the machine OFF and ON.
- \*\*\* When available with optional PS.

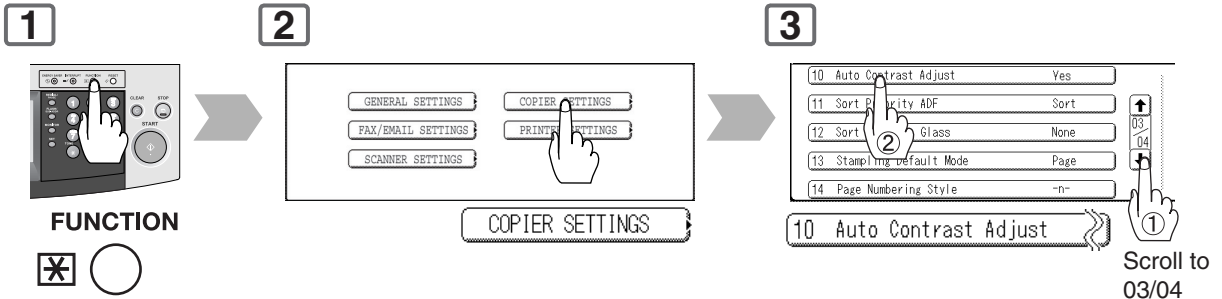


# Function

## Examples

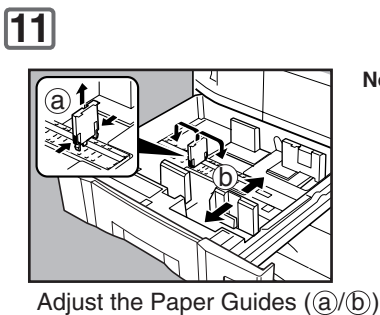
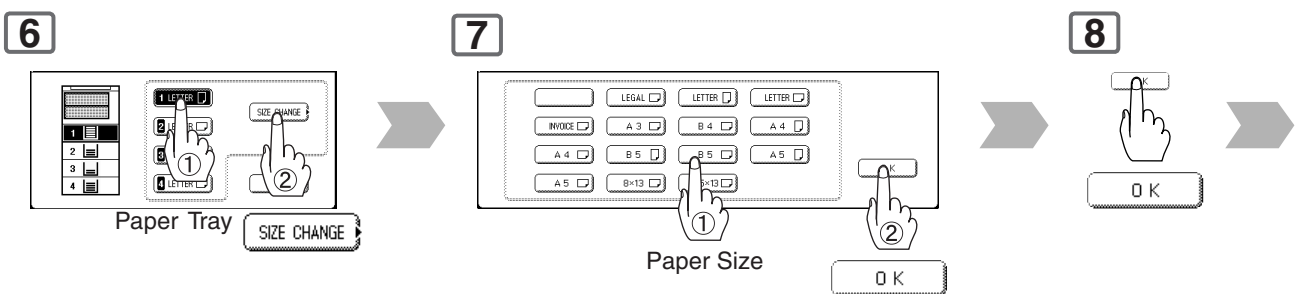
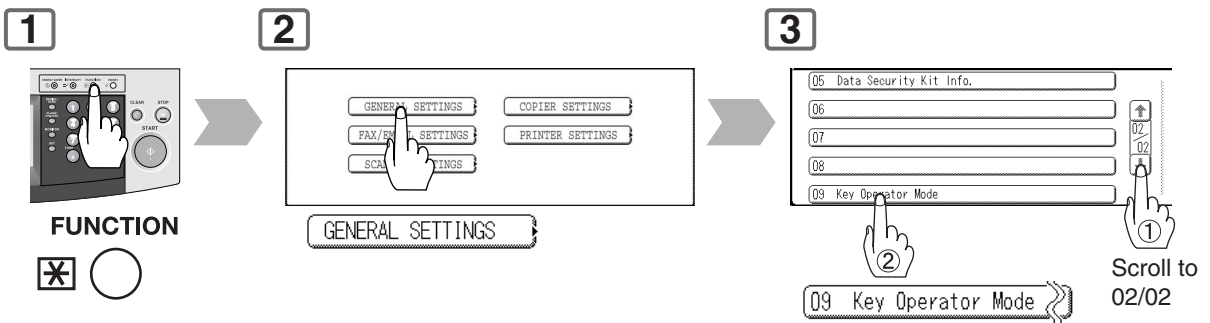
### ■ Changing the Auto Contrast Setting

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

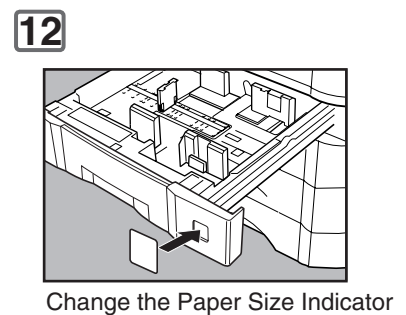


### ■ Changing the Paper Size

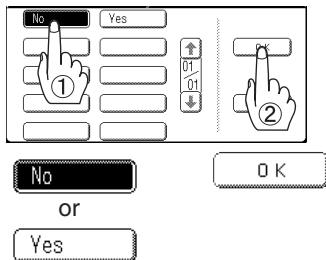
The Paper Trays are designed to accommodate Invoice, Letter, Letter-R, Legal, and Ledger Size paper.



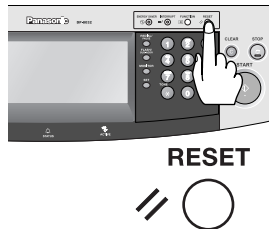
**Note:** It is recommended that the paper guide (b) is fixed in place with screws. Consult an authorized service provider for details on how to fasten the guide.



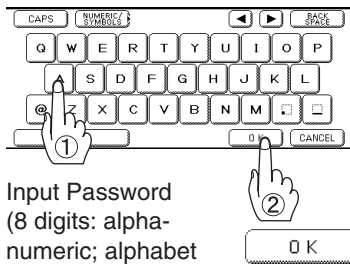
4



5

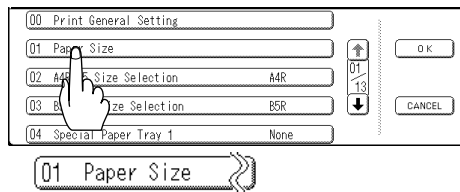


4



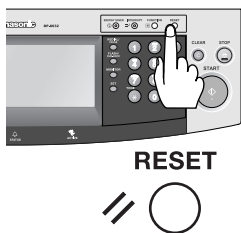
Input Password  
(8 digits: alpha-  
numeric; alphabet  
(case-sensitive),  
numbers, symbols (@,  
, ., \_ , and SPACE))

5

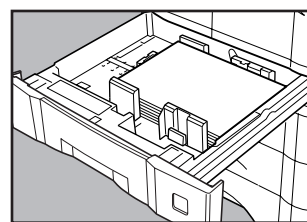


6

9



10



Pull out the Paper Tray

11



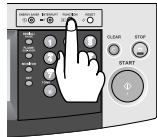
# Function

## Examples

### ■ Weekly Timer

Key Operator can administer the Weekly Timer (On/Off daily times).

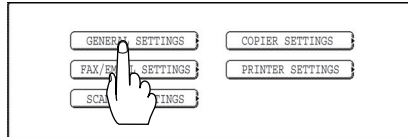
1



FUNCTION

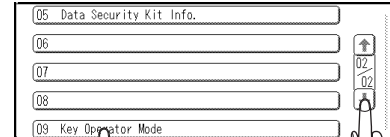


2



GENERAL SETTINGS

3

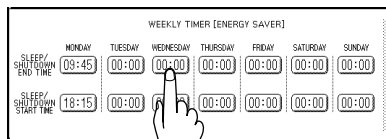


09 Key Operator Mode



Scroll to 02/02

6



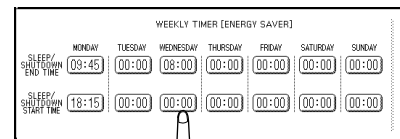
End time

7



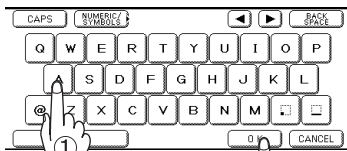
Input time  
Ex: 0800

8



Start time

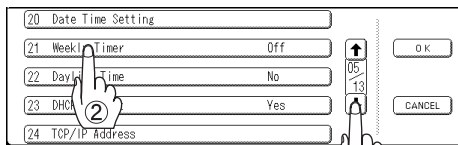
4



Input Password  
(8 digits: alpha-  
numeric; alphabet  
(case-sensitive),  
numbers, symbols (@,  
, ., \_ , and SPACE))



5



21 Weekly Timer

Scroll to  
05/13

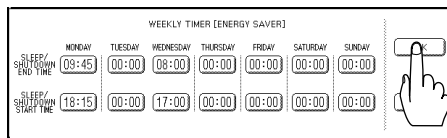
6

9



Input time  
Ex: 1700

10



OK

11



RESET



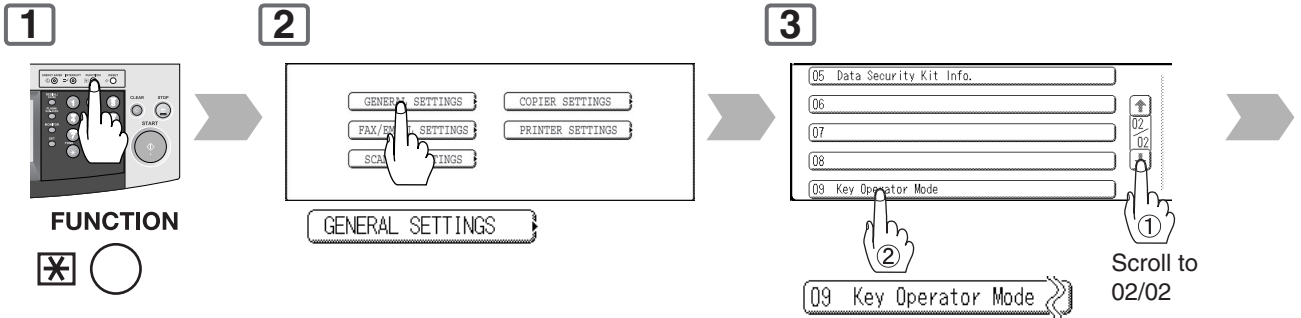


# Function

## Examples

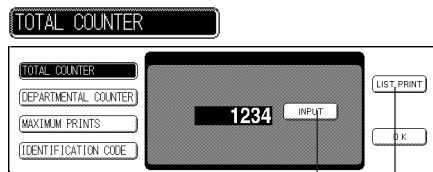
### ■ Department Counter

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.



**6**

#### For Total Counter



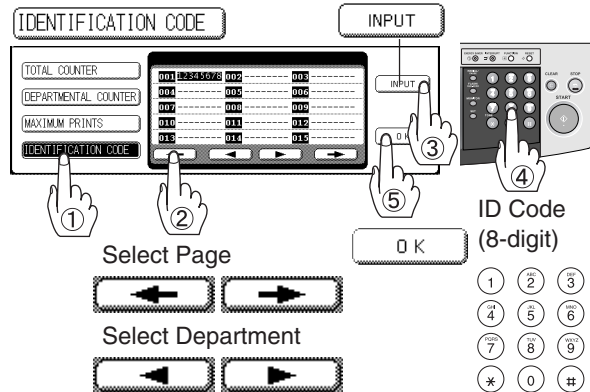
Displays the sum of all the active department counters.

Prints all the active department counters.

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

or

#### For Identification Code



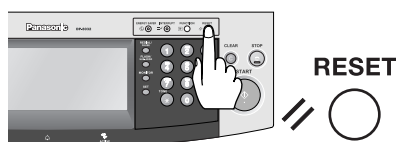
Select Page

Select Department

ID Code (8-digit)

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)

**7**

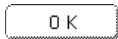




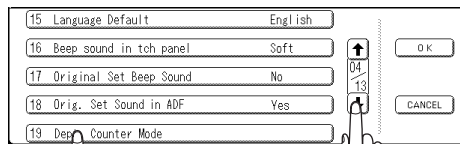
4



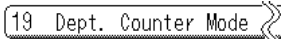
Input Password  
(8 digits: alpha-  
numeric; alphabet  
(case-sensitive),  
numbers, symbols (@,  
, , \_ , and SPACE))



5

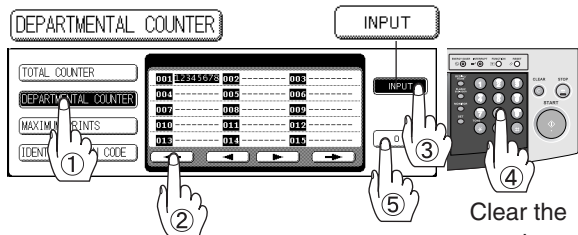


Scroll to  
04/13



7  
6

For Department Counter



Select Page



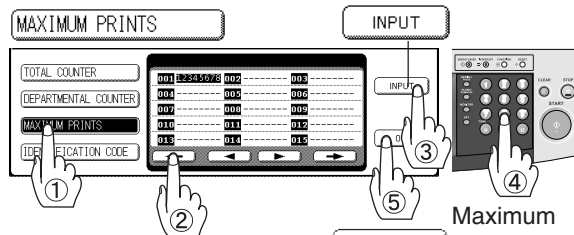
Select Department



Clear the  
counter  
(8-digit) to "0"



For Maximum Prints



Select Page



Select Department



Maximum  
number of  
Copies (8-digit)



7  
7

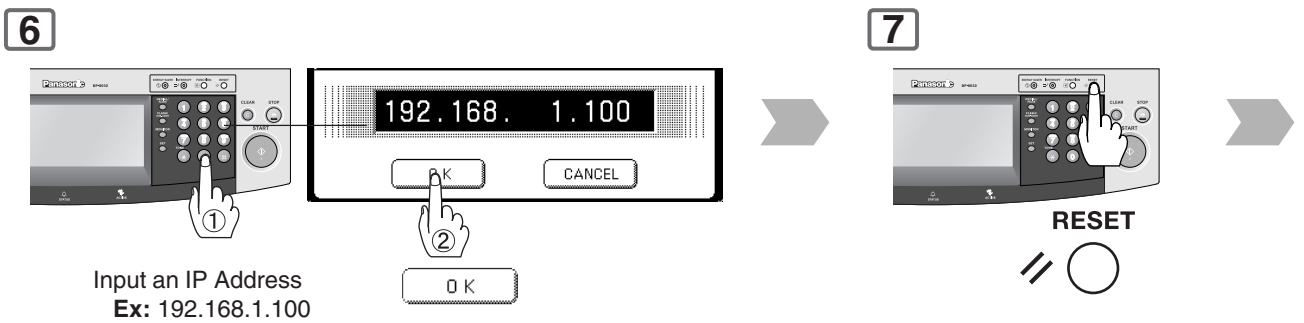
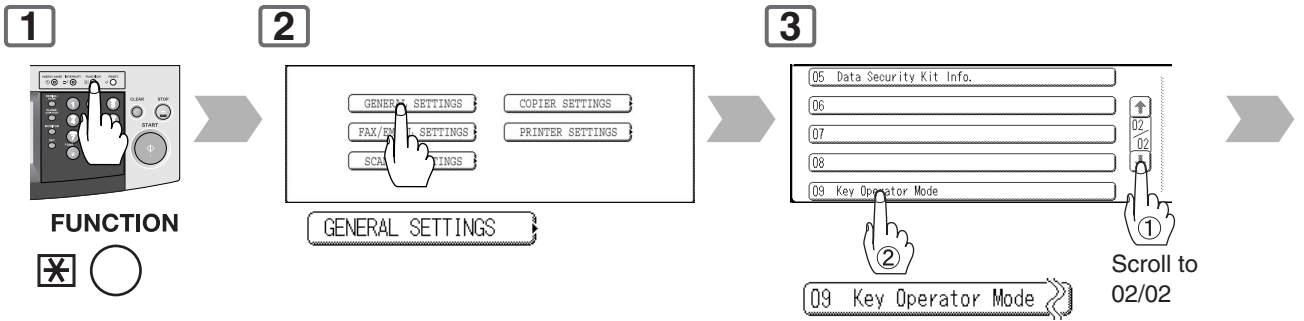


# Function

## Examples

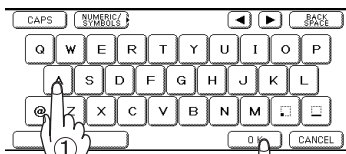
### ■ Network Settings

When the Parameter “23 DHCP Default” is set to “No” in the General Settings, 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.

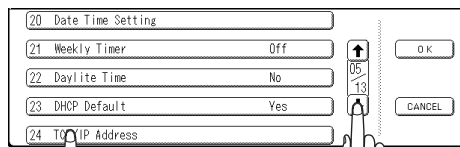
4



Input Password  
(8 digits: alpha-  
numeric; alphabet  
(case-sensitive),  
numbers, symbols (@,  
,., \_, and SPACE))

OK

5



Scroll to 05/13  
or  
Scroll to 06/13

24 TCP/IP Address  
25 TCP/IP Subnet Mask  
26 TCP/IP Default Gateway

6

8

Turn the Power Switch on the Left Side  
of the machine **OFF** and **ON**.



# Function

## Combined Function Table

Next Selections  First Selections	2-SIDED/ORIG. → COPY	SORT/ FINISH							ZOOM/ EFFECTS					INSERTION/ OVERLAY					Others				
	1 → 1 1 → 2 2 → 1 2 → 2 Book → 2 2 Page N in 1 Booklet Multi-Size Feeding Job Build And SADF	Sort Shift-Sort Rotate-Sort Staple-Sort Shift-Group Rotate-Group Non-Sort	Zoom Auto Zoom Edge Book Margin Stamping Image Repeat Centering Inverse	Cover Insertion OHP Interleaving Presentation Overlay Form Overlay File Edit	Interrupt Proof Copy Tandem Copy Manual Skyshot Digital Skyshot Double Exposure	Sort Shift-Sort Rotate-Sort Staple-Sort Shift-Group Rotate-Group Non-Sort	Zoom Auto Zoom Edge Book Margin Stamping Image Repeat Centering Inverse	Cover Insertion OHP Interleaving Presentation Overlay Form Overlay File Edit	Interrupt Proof Copy Tandem Copy Manual Skyshot Digital Skyshot Double Exposure														
<b>2-SIDED/ORIG. → COPY</b>	1 → 1 1 → 2 2 → 1 2 → 2 Book → 2 2 Page N in 1 Booklet Multi-Size Feeding Job Build And SADF	Sort Shift-Sort Rotate-Sort Staple-Sort Shift-Group Rotate-Group Non-Sort	Zoom Auto Zoom Edge Book Margin Stamping Image Repeat Centering Inverse	Cover Insertion OHP Interleaving Presentation Overlay Form Overlay File Edit	Interrupt Proof Copy Tandem Copy Manual Skyshot Digital Skyshot Double Exposure	Sort Shift-Sort Rotate-Sort Staple-Sort Shift-Group Rotate-Group Non-Sort	Zoom Auto Zoom Edge Book Margin Stamping Image Repeat Centering Inverse	Cover Insertion OHP Interleaving Presentation Overlay Form Overlay File Edit	Interrupt Proof Copy Tandem Copy Manual Skyshot Digital Skyshot Double Exposure														
<b>SORT/ FINISH</b>	Sort Shift-Sort Rotate-Sort Staple-Sort Shift-Group Rotate-Group Non-Sort	Sort Shift-Sort Rotate-Sort Staple-Sort Shift-Group Rotate-Group Non-Sort	Zoom Auto Zoom Edge Book Margin Stamping Image Repeat Centering Inverse	Cover Insertion OHP Interleaving Presentation Overlay Form Overlay File Edit	Interrupt Proof Copy Tandem Copy Manual Skyshot Digital Skyshot Double Exposure	Sort Shift-Sort Rotate-Sort Staple-Sort Shift-Group Rotate-Group Non-Sort	Zoom Auto Zoom Edge Book Margin Stamping Image Repeat Centering Inverse	Cover Insertion OHP Interleaving Presentation Overlay Form Overlay File Edit	Interrupt Proof Copy Tandem Copy Manual Skyshot Digital Skyshot Double Exposure														
<b>ZOOM/ EFFECTS</b>	Zoom Auto Zoom Edge Book Margin Stamping Image Repeat Centering Inverse	Sort Shift-Sort Rotate-Sort Staple-Sort Shift-Group Rotate-Group Non-Sort	Zoom Auto Zoom Edge Book Margin Stamping Image Repeat Centering Inverse	Cover Insertion OHP Interleaving Presentation Overlay Form Overlay File Edit	Interrupt Proof Copy Tandem Copy Manual Skyshot Digital Skyshot Double Exposure	Sort Shift-Sort Rotate-Sort Staple-Sort Shift-Group Rotate-Group Non-Sort	Zoom Auto Zoom Edge Book Margin Stamping Image Repeat Centering Inverse	Cover Insertion OHP Interleaving Presentation Overlay Form Overlay File Edit	Interrupt Proof Copy Tandem Copy Manual Skyshot Digital Skyshot Double Exposure														
<b>INSERTION/ OVERLAY</b>	Cover Insertion OHP Interleaving Presentation Overlay Form Overlay* File Edit	Sort Shift-Sort Rotate-Sort Staple-Sort Shift-Group Rotate-Group Non-Sort	Zoom Auto Zoom Edge Book Margin Stamping Image Repeat Centering Inverse	Cover Insertion OHP Interleaving Presentation Overlay Form Overlay File Edit	Interrupt Proof Copy Tandem Copy Manual Skyshot Digital Skyshot Double Exposure	Sort Shift-Sort Rotate-Sort Staple-Sort Shift-Group Rotate-Group Non-Sort	Zoom Auto Zoom Edge Book Margin Stamping Image Repeat Centering Inverse	Cover Insertion OHP Interleaving Presentation Overlay Form Overlay File Edit	Interrupt Proof Copy Tandem Copy Manual Skyshot Digital Skyshot Double Exposure														
<b>Others</b>	Interrupt Proof Copy Tandem Copy Manual Skyshot Digital Skyshot Double Exposure	Sort Shift-Sort Rotate-Sort Staple-Sort Shift-Group Rotate-Group Non-Sort	Zoom Auto Zoom Edge Book Margin Stamping Image Repeat Centering Inverse	Cover Insertion OHP Interleaving Presentation Overlay Form Overlay File Edit	Interrupt Proof Copy Tandem Copy Manual Skyshot Digital Skyshot Double Exposure	Sort Shift-Sort Rotate-Sort Staple-Sort Shift-Group Rotate-Group Non-Sort	Zoom Auto Zoom Edge Book Margin Stamping Image Repeat Centering Inverse	Cover Insertion OHP Interleaving Presentation Overlay Form Overlay File Edit	Interrupt Proof Copy Tandem Copy Manual Skyshot Digital Skyshot Double Exposure														

\* Form Overlay

When the optional HDD (DA-HD31) is not installed, the operation result of the Combined Function will change to an "R".

○ : Possible Combined Functions.

△ : Possible Combined Functions without full size copy ratio.

X : Unavailable Combined Functions.

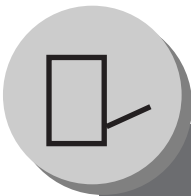
A : Next Selection is Carried Out.

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

/ : Functional combination that cannot be performed.

### NOTE:

A registered image is not available if the above selected copy function is shown in gray highlight.



# Accessories

## Components

- The DP-8032/8025 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.

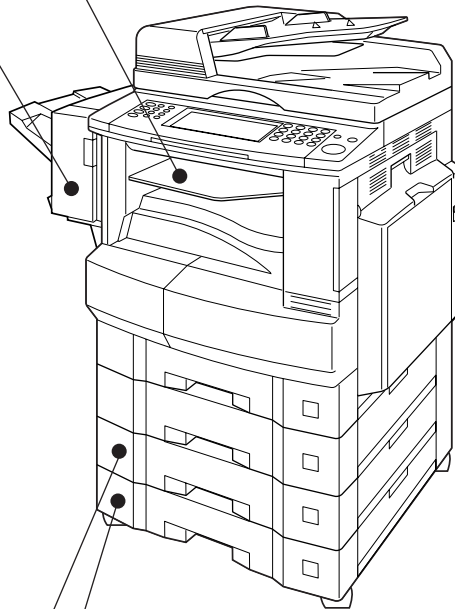
### Options

**Inner Tray**  
(DA-XN201)

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

**3rd Paper Tray**  
(DA-DS305)

**4th Paper Tray**  
(DA-DS306)



**Fax Communication Board**  
(DA-FG300)

**Data Security Kit**  
(DA-SC06)

#### Image Memory

(DA-SM16B/64B/28B)

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

#### Hard Disk Drive (HDD) Unit

(DA-HD31)

- This option also requires at least 16 MB of optional Sorting Image Memory (DA-SM16B)
- For PS Printing (for Fonts)  
Security Print/Mailbox  
Tandem copy/Concurrent copy  
Internet Fax without mail server  
1,000 Station Address Book  
Print Job Spooling  
Account Management

#### Expansion Board

(DA-EM600)

- Expansion F-ROM (8 MB)

#### Printer Controller Module

(DA-PC302)

- Printer Controller for PCL6\*

#### Multi Page Description Language Controller Module

(DA-MC302)

- Printer Controller for PS\*/PCL6

#### Panasonic Document Distribution System

(DA-WR10)

### Supplies

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

#### NOTE

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

- Contact your authorized service provider for details on combinations of options.
- Availability may differ as per destination. Please ask your sales company for detail.



# 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?



Press **Energy Saver** key on the control panel. (See page 68)

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



Perform actions in accordance with each message.

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



Add Staples (See page 20)  
Remove all jammed staples. (See page 21)

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



Add paper. (See page 18)

Does the paper misfeed indicator and message appear on the display? (8√ or J##)



Remove the misfed paper. (See pages 22-25)

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 18, and 19)

## Check

## Action

### Marked Copies

Is the copier Platen Glass or Platen Sheet dirty?



Clean the Platen Glass or Sheet.

Is the original an OHP film or a dark original?



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

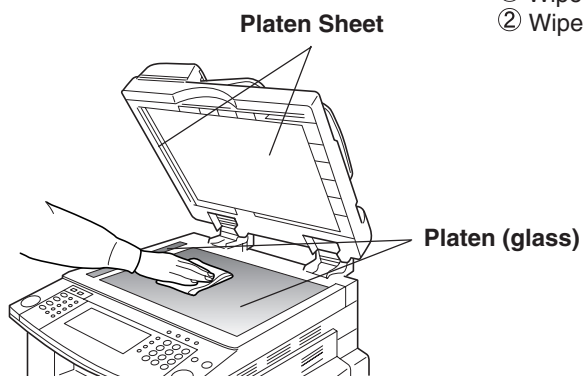
■ If the measures outlined above do not solve the problem, call your Service provider.

### Machine Care

■ As a rule, clean weekly.

Platen Glass/Platen Sheet

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

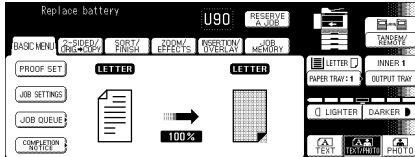




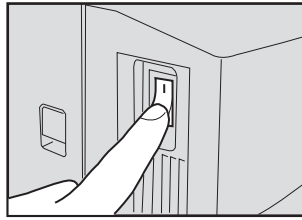
# Problem Solving

## Replacing the Battery/Set the Date and Time

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

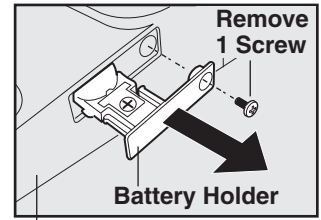


1



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

2



Right Side of Control Panel

Setting the Date and Time (if required):

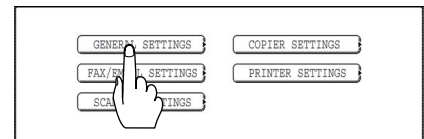
1



FUNCTION

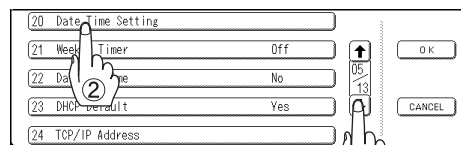


2



GENERAL SETTINGS

5



20 Date Time Setting

Scroll to 05/13

### NOTE

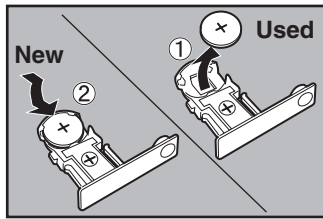
- The service life of the battery is approximately 1 year under normal use.

## CAUTION

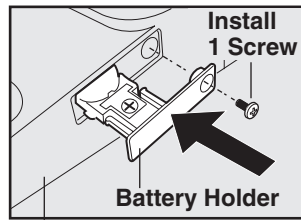
Keep button batteries and small parts out of reach of children to prevent choking or poisoning. If a button battery is swallowed accidentally, get medical treatment immediately.



3



4



Right Side of Control Panel

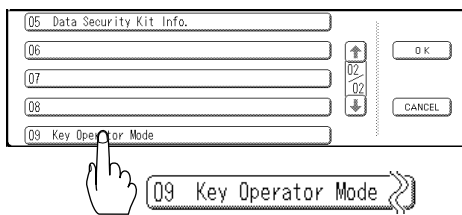
5

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

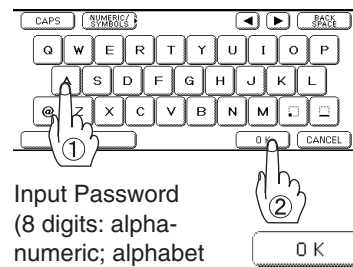
■ Notice: California only:

This product contains a CR Coin Cell Lithium Battery which contains Perchlorate Material - special handling may apply.  
See [www.dtsc.ca.gov/hazardouswaste/perchlorate](http://www.dtsc.ca.gov/hazardouswaste/perchlorate)

3



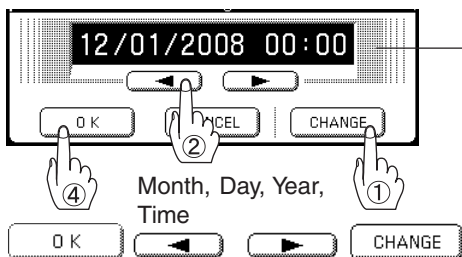
4



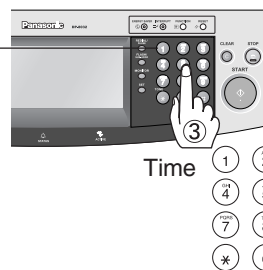
Input Password (8 digits: alpha-numeric; alphabet (case-sensitive), numbers, symbols (@, ., \_, and SPACE))

5

6



Month, Day, Year, Time

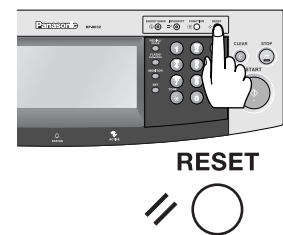


Time

12/01/2008 00:00

Month/Day/Year/Time

7



RESET

# ⚠ CAUTION

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

- THIS PRODUCT CONTAINS A LITHIUM BATTERY. REPLACE ONLY WITH THE SAME OR EQUIVALENT TYPE. "IMPROPER USE OR REPLACEMENT MAY CAUSE OVERHEATING, RUPTURE OR EXPLOSION RESULTING IN INJURY OR FIRE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS OF YOUR LOCAL SOLID WASTE OFFICIALS AND LOCAL REGULATIONS."



# Others

## Specifications

### ■ DP-8032/8025 (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 Dual components imaging
Resolution:	Max. 600 dpi
Operation Panel:	Touch Panel Display
Maximum Copy Size:	Ledger - Invoice via Paper Tray
Void Area:	Max. 0.2" (5 mm)
Warm Up Time:	Approx. 35 seconds (68°F/20°C)
First Copy Time:	Less than 4.5 seconds (Letter <input type="checkbox"/> , from 1st Tray to Inner Tray)
Multi-Copy Speed:	DP-8032 : 32 cpm (Letter size) DP-8025 : 25 cpm (Letter size)
Enlargement Ratios:	Preset: 121%, 129%, 155%, 200% Variable: from 101% to 400% in 1% increments
Reduction Ratios:	Preset: 79%, 77%, 65%, 61%, 50% Variable: from 99% to 25% in 1% increments
Paper Feed:	Paper Tray (550 sheets × 2) + Sheet Bypass (50 sheets)
Paper Weight:	Paper Tray: 16 - 24 lb (Bypass: 15 - 35 lb)
Quantity Selector:	Max. 999 sheets (Output Tray capacity is 250 sheets)
Electrical Consumption:	AC 120V, 60Hz, 12A
Energy Consumption:	Max. 1.45 kW, 18 Wh in Sleep Mode
Dimensions (W × D × H):	23.6" × 27.8" × 27.4" (599 × 707 × 697 mm)
Mass (Weight):	158 lb (72 kg)
Operating Environment:	Temperature: 50°F (10°C) - 86°F (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.

### ■ ADF (Standard)

	ADF
Tray Capacity:	Letter, Invoice: 50 sheets (20 lb) Ledger, Legal: 30 sheets (20 lb)
Paper Size:	Invoice/Letter/Legal/Ledger
Paper Weight:	14 – 28 lb
Electrical Requirements:	Supplied from the copier
Dimensions (W × D × H):	21.7" × 20.5" × 5.3" (552 × 520 × 135 mm) (without Tray)
Mass (Weight):	20.5 lb (9.3 kg)

### ■ 1-Bin Finisher (DA-FS300)

Paper Size:	Letter/Legal/Ledger
Paper Weight:	16 – 24 lb
Stacking Capacity:	Letter: 500 sheets, Legal: 250 sheets, Ledger: 250 sheets
Staple Sort :	Letter: 30 sheets, Legal: 20 sheets, Ledger: 20 sheets
Electrical Requirements:	Supplied from the copier
Dimensions (W × D × H):	7.1" × 19.7" × 10.1" (182 × 498 × 257 mm)
Mass (Weight):	22.0 lb (10 kg)

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

Paper Size:	Invoice/Letter/Legal/Ledger	
Paper Weight:	16 – 24 lb	
Electrical Requirements:	Supplied from the copier	
Dimensions (W × D × H):	21.7" × 23.5" × 5.8" (550 × 596 × 147 mm)	21.7" × 23.5" × 6.8" (550 × 596 × 173 mm)
Mass (Weight):	18.7 lb (8.5 kg)	19.8 lb (9.0 kg)

- Specifications are subject to change without notice.



# Others

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## Others

### IMPORTANT INFORMATION

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

Model No.

---

Serial No.

---

Date of Purchase

---

Dealer

---

Address

---

Telephone Number

(      )

---

Supplies Telephone Number

(      )

---

Service Telephone Number

(      )

### ■ 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.

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■ **Notice: California only:**

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See [www.dtsc.ca.gov/hazardouswaste/perchlorate](http://www.dtsc.ca.gov/hazardouswaste/perchlorate)

For Service, Call: \_\_\_\_\_

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5770 Ambler Drive  
Mississauga, Ontario L4W 2T3  
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