Before operating this machine, 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.)
Getting To Know Your Machine

Operating Instructions

The following Operating Instruction manuals are included with this machine. Please refer to the appropriate manual and keep all manuals in a safe place for future reference. If you lose a manual, contact an authorized Panasonic dealer.

Operating Instructions (For Setting Up)
This manual contains essential information for setting up the machine.

Operating Instructions (For Basic Operations)
This manual contains essential information for proper operation of the machine. It describes basic Copy, Print, Network Scan, Facsimile/Internet Fax/Email, and other functions. For a more detailed explanation of each function, please refer to the Operating Instruction manuals included on two CD-ROM as illustrated below.

Operating Instructions CD
Contains manuals with detailed information for Copy & Function Parameters, Facsimile/Internet Fax/Email Functions, and User Authentication.

Document Management System CD
Contains the Application Software, and manuals with detailed information for the Print function, and Application software.

Operating Instructions CD

Copy Function
Describes how to make a copy with creative features.

Function Parameters
Describes how to change the default settings of each function using the Control Panel of the machine.

Facsimile and Internet Fax/Email Function
(Facsimile function is available when optional Fax Communication Board (DA-FG600) is installed.)
Describes how to send/receive a Facsimile/Internet Fax/Email, or describes the course of action to take when a trouble message appears, etc.

User Authentication
Describes how to enable, and use the user authentication function.

Document Management System CD

Print Function
Describes how to print, change default printer settings, or describes the course of action to take when a problem message appears, etc.

Application Software
Describes how to use the application software.

Ex: Quick Image Navigator, Network Scanner, Utilities (Network Status Monitor, Address Book Editor, Device Configuration Editor)
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(s) on the Platen (Sheet)**
- **Press any Hard Key on the control panel, or touch any Button on the touch panel display**
- **Press Hard Key**
- **Touch any Button**
- **Input numbers**
  - Number of Copies, etc.
- **Input text with a QWERTY Keyboard**
- **Getting to know your machine**
- **When making copies**
- **When setting the machine’s function parameters**
- **Others (Index)**

---

Go to next step

Go to next step (below)
# Getting To Know Your Machine

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Making Copies

Basic Menu

■ Copying the Same Size Originals (1:1)

Copy size is automatically selected.

1. If set to other function mode
2. If original size is not detected

■ Selecting the type of Original(s)

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

1. Load paper on the Sheet Bypass.
2. Touch the PAPER TRAY button.
3. Select Sheet Bypass and touch the SIZE CHANGE button.

NOTE
During the copy operation and after making copies, the fan motor may start spinning. This is a normal operation and is used to cool down the copier.
3. Adjust the Contrast (7 levels)
   LIGHTER or DARKER

4. Select type of Original(s)
   - Mainly Text
   - Text and Photo combined
   - Mainly Photo

5. Select HEAVY PAPER.
Making Copies

Basic Menu

Copying with Preset Ratios (Reduction/Enlargement)

- Letter → Ledger
- Ledger → Letter

1. If original size is not detected correctly
2. ORIGINAL SIZE
3. COPY SIZE

Proof Copying

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

Ex: 100 copies

1. Proof copy
2. Multi copy

NOTE
- If the desired copy size is different from the paper size loaded in the Paper Tray, use Sheet Bypass.
3. The Correct ratio is automatically selected.
Reduction and enlargement ratios (%)

<table>
<thead>
<tr>
<th>ORIGINAL SIZE</th>
<th>COPY SIZE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ledger</td>
</tr>
<tr>
<td>Ledger</td>
<td>100</td>
</tr>
<tr>
<td>Legal</td>
<td>121</td>
</tr>
<tr>
<td>Letter-R</td>
<td>129</td>
</tr>
<tr>
<td>Invoice-R</td>
<td>200</td>
</tr>
</tbody>
</table>

4. If the Proof Copy is OK, the remaining number of sets will be printed.
If the Proof Copy is NG, again, place the originals back on the ADF (or Platen), change to appropriate settings, and try again.

5. NOTE
● Press the PROOF SET button again if the Proof Copying mode was reset.
Making Copies

Basic Menu

Tandem/Remote Copying

When using the Tandem/Remote Copy function. Requires network setup (see pages 77-78). The selected Remote printing copier must be either DP-8060/8045/8035. For the copier to function as a Remote/Tandem Copier it has to be setup in advance.

Remote Copying

100 copies

Other machine

Tandem Copying

This machine

50 copies

Other machine

50 copies

Select Copy Job settings

NOTE

● If the desired copy size is different from the paper size loaded in the Paper Tray, use Sheet Bypass.
Making Copies

3. Number of Copies (Max. 999)

4. For Tandem or Remote Copying:
   - Tandem Copying: Half of the copy job is printed out by the remote machine.
   - Remote Copying: All of the copy job is printed out by the remote machine.

5. Select a Tandem or Remote Copy function

6. Start
Parameter Registration (Tandem User Parameter)

Requires network setup (see pages 77-78). The selected Remote printing copier must be either DP-8060/8045/8035. For the copier to function as a Remote/Tandem Copier it has to be setup in advance.

Parameter Registration needs to be carried out in the following procedure:

Step 1: Register the other machine’s name in the Tandem User Parameter.

Step 2: Register the other machine’s IP address in the Tandem Destination.

Input the Key Operator Password if required.

- The default value for the password is 8 digits (00000000).
- Ask the Key Operator if this has been changed.

Input Password
(8 digits: alphabetical, numerical, alphabet (case-sensitive), numbers, symbols (@, ., _, and SPACE))

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

* By default, the key name will be up to 15 characters of the station’s name.
2. Scroll to 08/13

3. Key Operator Mode

5. Tandem User Parameter

6. QWERTY Keyboard

7. Machine name (up to 15 characters)

**Button Names on the QWERTY Keyboard**

- **CAPS** To input upper case letter(s).
- **SYMBOLS** To input numbers and/or symbols.
- **SPACE**
- **TOGGLE** To move the cursor (_) to the left or right side.
- **BACK SPACE** To erase the character before the cursor.
Parameter Registration (Tandem Destination)

Requires network setup (see pages 77-78). The selected Remote printing copier must be either DP-8060/8045/8035. For the copier to function as a Remote/Tandem Copier it has to be setup in advance.

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

Prior to the following setting, network set work (see pages 77-78) and Parameter registration (see pages 12-15) are required.

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

4. 
   - Machine name (up to 15 characters)
2. Scroll to 05/05

3. Scroll to 05/05

4. Scroll to 05/05

5. Scroll to 05/05

6. Scroll to 05/05

7. Scroll to 05/05

8. Scroll to 05/05

---

**IP Address**

*Ex: 192.168.0.1*

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

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

---

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

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

Basic Menu

■ Editing the Tandem/Remote Machine

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

1

Open the Function Parameters screen by following the procedures 1 to 4 on pages 14 and 15.

4

Enter the new IP Address, same as for the Parameter Registration (Tandem Destination) procedure (see pages 14 and 15).

5

Enter the machine and key name, same as for the Parameter Registration (Tandem Destination) procedure (see pages 14 and 15).

■ Deleting the Tandem/Remote Machine

To delete the registered machine.

1

Open the Function Parameters screen by following the procedures 1 to 4 on pages 14 and 15.

4

YES

NO

YES
2. Select the registered machine name.

3. Scroll to 05/05.

4. Select the registered machine name.
Making Copies

Basic Menu

Job Queue

Use when the desired print job is not executed immediately. Refers to a list of jobs waiting to print, delete or change their priority (Change for print job only).

Select the job(s)

NOTE
- The PRINT JOB QUEUE requires the Key Operator’s Password. However, the COPY JOB QUEUE does not require a password.
2. Input Operation Password (4-digit)
The default value for the password is 4 digits (0000).

NOTE:
- Default Password is set to 0000, please consult the Panasonic authorized dealer to change it.
- The Print Job Queue password can be disabled by setting "11 Print Queue Delete" (Printer Settings for Key Operator) to "Free".

3. For Print Job Queue Only

5. YES

6. CLOSE 2 times
Making Copies

Basic Menu

### Completion Notice

If Completion Notice is set, you will be notified on your computer when copying is completed. Before using this function, install the Panasonic Document Management System (Communications Utility) and the Printer Driver (with Job Status Utility) on your computer, and then configure each software referring to Setting up the Scanner Configuration using the Communications Utility, and Setting up the Completion Notice in the Operating Instructions (For Setting Up) of provided booklet.

![Copy is completed.](image)

1. **Communications Utility Icon**
   - Confirm that the Communications Utility icon is displayed on the task bar of your PC.
   - If they are not, click Start button, and then select [All Programs] -> [Panasonic] -> [Panasonic Document Management System] -> [Communications Utility] to activate the Communications Utility icon, and/or select [All Programs] -> [Panasonic] -> [Job Status Utility] -> [Job Status Utility] to activate the Job Status Utility icon.

![Pop up screen](image)

2. **Job Status Utility Icon**
   - Pop up screen

3. **Select the desired PC Name**

- **NOTE**
  - This Completion Notice is available only when connected to the network.
  - To reset the Completion Notice, press the CANCEL button in step 4.
2

3

4

5

21

Making Copies

or

Number of Copies
(Max. 999)

Copy Job Completed Notice will be displayed on your PC.
Making Copies

2-Sided/Original ➔ Copy

1-Sided ➔ 2-Sided, 2-Sided ➔ 1-Sided, 2-Sided ➔ 2-Sided Copy

NOTE:
● The standard setting of the 2-Sided/Original ➔ Copy can be changed. Refer to "04 2-Sided Mode Default" of the Copier Settings. (See page 73)
● Special paper such as cardboard cannot be used for 2-Sided Copy.
Making Copies

3. Number of Copies

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. Bind position

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.

Long Edge:

- Long Edge Style (Portrait)
- Long Edge Style (Landscape)

Short Edge:

- Short Edge Style (Portrait)
- Short Edge Style (Landscape)

NOTE

- When clearing the 2-Sided Copy mode:
  Select [ ] button or press the Reset key.
Making Copies
2-Sided/Original ➔ Copy

Book ➔ 2-Sided Copy

1st Page Imaged

1st page is copied onto the front side and 2nd page is copied onto the back side of the same paper.

1st Page Blank

Blank page is copied onto the front side and 1st page is copied onto the back side of the same paper.
(2nd and 3rd pages are copied onto the next paper.)

NOTE:
● The standard setting of the 2-Sided / Original ➔ Copy can be changed. Refer to “04 2-Sided Mode Default” of the Copier Settings. (See page 73)
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.
Making Copies
2-Sided/Original ➔ Copy

2 Page Copy

Two facing pages or a Ledger size original can be copied, and separated into 1-Sided sheets.

1

Platen
Ex: Ledger size original

Letter

Ledger

* For a Ledger size, Center the book by length and width according to the Letter size marks.

4

Number of Copies

Start
2

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.
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 four/eight/twelve 1-Sided originals, side by side, to 2-Sided copies.
3

Making Copies

N in 1 mode

2 in 1 or
4 in 1 or
8 in 1

Original direction

Copy layout

Ex. 2 in 1

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

When the 2-SIDED button is touched.

* Binding position

LONG EDGE or SHORT EDGE

4

5

6

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

COPY SIZE

Reduction/Enlargement only

From Platen:
Same procedure as for 2 Page Copy

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.
#### Booklet Copy

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

Letter or Invoice originals only

* When optional 1/2-Bin Saddle-Stitch Finisher (DA-FS355A/FS605) is installed.
* Reduction: Default copy size is fixed to 100 %.
Reduction/Enlargement only (Letter-R or Ledger size)

Default copy size is reduced, copy size can be selected as 100% or reduced.
Refer to "11 Booklet Default Mag." of the Copier Settings. (See page 73)

Number of Copies

When the Fold Position is not matched with center position of the copies, set the binding margin. Refer to "15-17 Fold Position" of the General Settings (For Key Operator). (See page 77)

The stapled copies are delivered to the saddle tray of the 1-bin saddle finisher as shown below.
Making Copies

2-Sided/Original ➔ Copy

Multi-Size Feeding

Use this function when copying mixed size originals (Ledger or Letter and Legal) using the ADF, original size can be detected automatically then can be copied to the same size or one specified size.

<table>
<thead>
<tr>
<th>Originals</th>
<th>Copies</th>
<th>Full Size</th>
<th>Reduction</th>
<th>Enlargement</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Originals</th>
<th>Copies</th>
<th>Full Size</th>
<th>Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Letter-R</td>
<td>Legal Letter-R</td>
<td>Letter-R</td>
<td></td>
</tr>
<tr>
<td>Ledger Letter</td>
<td>Ledger Letter</td>
<td>Letter/Letter-R</td>
<td></td>
</tr>
</tbody>
</table>

The followings are examples of Original and Copy images when Multi-Size Feeding and 1 ➔ 2 Copy mode are combined.

Ex. Combination of Letter (Portrait layout) and Ledger (Landscape layout) originals

<table>
<thead>
<tr>
<th>Letter (Portrait)</th>
<th>Ledger (Landscape layout)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy size is not set.</td>
<td></td>
</tr>
</tbody>
</table>

Ex. Combination of Letter (Portrait layout) and Legal (Portrait layout) originals

<table>
<thead>
<tr>
<th>Letter (Portrait)</th>
<th>Legal (Portrait)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy size is not set.</td>
<td></td>
</tr>
</tbody>
</table>

Copy size is set to Letter.
Making Copies

3

4

Bind position

5

Number of Copies

Copy Images (1 → 2 copy mode)

Ex. Bind Position is SHORT EDGE

- Letter (Portrait) → Blank
- Ledger (Portrait) → Ledger (Landscape layout)

*1 Ledger size will be reduced to Letter size.

*2 Legal size will be reduced to Letter size.
Making Copies

2-Sided/Original → Copy

Job Build and SADF Mode

Special originals (like thin paper, etc.) can be fed from the ADF Tray and copied continuously using the Job Build and SADF Mode. If the Job Build and SADF buttons are not shown on the Touch Panel display, the Job Build and SADF Modes must be enabled in the copier function settings. Please consult with the Key Operator. (See page 80)

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

1. Place one Original at a time or up to 85 sheets (20 lb)/Letter 70 sheets (Ledger/Legal/Invoice)

2. Reduction/Enlargement only

5. Place the next original within 5 sec. of last ejected copy. If 5 sec. is passed, "Another Original? YES or NO" message will be displayed. Select "YES" button to continue copy job.

---

1. Place the first 85 sheets of originals on the ADF Tray.

2. Reduction/Enlargement only

5. Place the next original within 5 sec. of last ejected copy. If 5 sec. is passed, "Another Original? YES or NO" message will be displayed. Select "YES" button to continue copy job.

---

Example:

Originals: 85 sheets
<1st scan>

Originals: Remaining 15 sheets
<2nd scan>

1st and 2nd Scanned Data are combined into one job.

5 sets of 100 sheets sorted copies are printed
3

Select Sorting/Finishing settings

4

Number of Copies

5

When all the pages are read by the ADF, after approximate 5 seconds "Another Original? YES or NO" message appears. Select the "NO" button.
Making Copies

Sort/Finish

When using Sort Mode

Available for Functions without an optional Finisher

<table>
<thead>
<tr>
<th>Non-Sort</th>
<th>Copy is stored on the Tray.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Sort</th>
<th>Rotate-Sort</th>
<th>Rotate-Group</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Sort Example" /></td>
<td><img src="image2.png" alt="Rotate-Sort Example" /></td>
<td><img src="image3.png" alt="Rotate-Group Example" /></td>
</tr>
</tbody>
</table>

Multiple copy sets are sorted automatically.

When loading both Letter and Letter-R sized paper, multiple copy sets are sorted automatically and stacked in alternate direction (rotation of 90 degrees). (Letter size only)

When loading both Letter and Letter-R sized paper, multiple copies of individual pages are stacked in alternate direction (rotation of 90 degrees). (Letter size only)

Available for Functions with an optional Finisher

<table>
<thead>
<tr>
<th>Shift-Sort</th>
<th>Shift-Group</th>
<th>Punch</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image4.png" alt="Shift-Sort Example" /></td>
<td><img src="image5.png" alt="Shift-Group Example" /></td>
<td><img src="image6.png" alt="Punch Example" /></td>
</tr>
</tbody>
</table>

When optional Finisher is installed. Offset stacking using electronic sorting

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

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

When optional 2-Bin Finisher (DA-FS330)/Punch Unit (DA-SP31/SP41) is installed and Booklet mode is selected. (See page 30)

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

Staple Positions:

- **DA-FS330**
  - Top left corner (1 position)/Lower Bin only (Letter size only)

- **DA-FS355A/FS600/FS605** (except Invoice size)
  - Top left corner (1 position)
  - Left (2 positions)
  - Bottom left corner (1 position)

When optional 1/2-Bin Saddle-Stitch Finisher (DA-FS355A/FS605) is installed and Booklet mode is selected. (See page 30)

- Original Size: Invoice/Letter only
- Maximum Originals (Images):
  - DA-FS355A: 40 images
  - DA-FS605: 60 images
When the optional Finisher is installed, this screen will change as follows:

**For DA-FS330**

- **Shift-Sort**
- **Staple-Sort**
- **Shift-Group**
- **Punch**

**For DA-FS600/FS605**

- **Shift-Sort**
- **Staple-Sort**
- **Shift-Group**
- **Punch**

**For DA-FS355A**

- **Shift-Sort**
- **Staple-Sort**
- **Shift-Group**
- **Punch**

---

*Overflow*

When overflow indicator appears on the display, remove excess copies from the bin.
Making Copies

Zoom/Effects

■ Zoom

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

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

- Fit to paper length or width
- Fit to paper length and width

*1: 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.

■ Auto Zoom

Opening the ADF wider than 45 degrees.

NOTE

● If the margin around the original is 5 mm wide or less, the original may not be correctly detected, and the copy image may be unclear.
Making Copies

3 Same vertical and horizontal ratio

Different vertical and horizontal ratio

4

 ATTENTION

● When changing the paper size after setting the zoom ratio, use the PAPER TRAY button. If paper size is changed with Copy size key, zoom ratio will be changed.
Making Copies
Zoom/Effects

■ Edge

Unnecessary edge can be erased by setting a blank edge.

![Diagram showing edge before and after erasing]

NOTE:
When “ZOOM” is selected, the erasing width varies depending on the zoom ratio.

■ Book

When copying original such as the center of folding position may be shaded. This shade can be easily eliminated.

![Diagram showing book before and after erasing]

The shade is erased.

NOTE:
● When “ZOOM” is selected, the erasing width varies depending on the zoom ratio.

For a Ledger size, Center the book by length and width according to the Letter size marks.

NOTE
● If the margin around the original is 5 mm wide or less, the original may not be correctly detected, and the copy image may be unclear.
Making Copies

Zoom/Effects

■ Margin

The original can be copied by setting a binding margin on the edge or in the center of the paper.

NOTE:
• If a part of copied image is missing, change the Margin Reduction setting to Yes. Refer to “03 Margin Reduction Def.” of the Copier Settings. (See page 73)
• When “OVERLAY” or “FORM OVERLAY” is selected, the binding margin is also set for the overlay original.
• If this setting is made when 2-Sided copying is selected, the print position comes out different between the front and back side of copy.

■ Centering

The copying image can be centered automatically on selected paper.

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

3

Margin area
5 - 99 mm
or or Keypad

* * *

4

Number of Copies

Start

3

Paper Size (Paper Tray)

OK

4

Number of Copies
Making Copies

Zoom/Effects

■ Image Repeat

Creates multiple images on the sheet from single sided original.
Minimum original size: 20 x 20 mm

The dotted line can be set to “None” or “Print”. Refer to “18 Img. Repeat Dotted Line” of the Copier Settings. (See page 73)

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

■ Inverse

Negative/Positive image can be created for special effects.

- In Centering and Image Repeat mode, make copies with the ADF open more than 45 degrees wide.
Making Copies
Zoom/Effects

■ Stamping (Page Numbering)

The original can be copied with page numbers printed.

NOTE:
● The default is -n- (number) format. To change to n/m (number/maximum) format, refer to "16 Page Numbering Style" of the Copier Settings. (See page 73)

■ Stamping (Date Stamp)

The original can be copied with a printed date. The date is printed in MM/DD/YYYY format.

NOTE:
● When copying with the Stamping mode combined with N in 1 mode, the Stamping mode can be used from the platen too.
● Only 1 stamp profile (page number, date, control number and character) can be selected to print per scanning job; 2 or more cannot be selected.
● No stamp is printed on a blank page when an odd number of originals is copied with "1->2" setting is selected.

*1
Multiple copy sets will be sorted automatically.

Changing the stamp date
Select the CHANGE button, and then move cursor ( ) to date with buttons, and enter new date with the Keypad.
Making Copies

Zoom/Effects

**Stamping (Issue Number Stamping)**

The original can be copied, and printed in consecutive numbers from 001 to 999.

1. ADF only*1

**NOTE**

*1 When copying with the Stamping mode combined with N in 1 mode, the Stamping mode can be used from the platen too.
- Only 1 stamp profile (page number, date, control number and character) can be selected to print per scanning job; 2 or more cannot be selected.
- No stamp is printed on a blank page when an odd number of originals is copied with "1->2" setting is selected.
Making Copies

3. ORIENTATION

4. Stamping position

Stamping the starting issue number

or Keypad (up to 999)

Number of Copies (Max. 999)

- Multiple copy sets will be sorted automatically.
Making Copies

Insertion/Overlay

**Cover**

The original can be copied using other types of paper as a Cover Page. Only the Front Cover, or Front and Back Covers can be selected.

- Blank cover
- Copied cover

**Page Insertion**

Originals can be copied with other media inserted between the specified pages. You can copy specified pages (including the cover page) on media such as colored paper set in the Paper Tray, or on the Sheet Bypass.

**NOTE**

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

---

[Image of process flow]
3. **Cover Page mode**
- Cover (Front)
- Cover (Front+Back)
- Blank
- Copy
- Paper Size
- Paper Tray

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

3. **Page Insertion mode**
- Blank
- Copy
- Paper Size
- Paper Tray

4. **Set the insert page position with the Keypad.**

5. **If selecting other position, move the sheet with buttons, then set the insert page position with the Keypad.**

**NOTE**
* The size and orientation of the printed copy and recording paper should match.
** Blank page is inserted before the indicated selected page number.
Making Copies
Insertion/Overlay

■ OHP Interleaving

Inserts Blank/Copied pages between Transparency film.

1

2

Blank page

Copied page

(OHP: Transparency film)

■ Presentation

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

1

2

Blank page

Copied page

(OHP: Transparency film)

NOTE

● Certain types of transparency film may not be compatible with, 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 Load Transparency film onto the Sheet Bypass

4 OHP Interleaving mode
   - Blank
   - Copy
   (OHP: Transparency film)

5 Paper Size
   - Paper Tray
   - 0 K

NOTE

* The size and orientation of the printed copy and recording paper should match.
Making Copies

Insertion/Overlay

■ Overlay

The first original is used as an overlay for the remaining originals.
The first page is called the overlay original, and the second page onwards are called the scanned originals, respectively.

For overlay original

NOTE:
● When "MARGIN" is selected, a binding margin is also set for the overlay original.
● When "COVER" or "PAGE INSERTION" is selected, if the cover page and insertion pages are set to be copied, the overlay is not executed for Blank pages. If these pages are set to be copied, the overlay is executed for copied pages.

■ File Edit

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

REGISTER : To Add a new file
HDD = (Max. 5 files)
ERASE : To Erase a registered file
FILE NAME : To Change the title of a file

One image file can be registered.
Up to 5 image files can be registered on the Hard Disk Drive.
If the selected File Key already contains a registered file image, the new image will overwrite the current image.
Without HDD, when pressing "FILE EDIT" button, the machine skips Step 3 and proceeds to Step 4 (Erase Mode).
3

Density for 1st page image
LIGHTER or DARKER

4

Number of Copies (Max. 999)

5

From Platen:
Same procedure as for Form Overlay. (See page 56 and 57)

Select the overlay image to store into memory for later use.
YES or NO

Enter File Name as below step 8 of File Edit.

3

1 Select a file

2 REGISTER or ERASE or FILE NAME

4

Density for registered image

5

(Register only)

START

6

To cancel the registration, touch “CANCEL” button.

8

(Register only)

FILE NAME

Enter the file name

5

Start
Form Overlay

Overlay an image stored in memory onto the copy.

![Diagram showing Form Overlay process]

**NOTE:**
- Only Letter size is available for Form Overlay.
- If the orientation of the original is different than that of the Form, the original is copied by automatically rotating when overlaid.
- The Form will not change size, and cannot be enlarged or reduced. However, the scanned original image can be reproduced according to the selected settings (Enlarged/Reduced using "ZOOM", or Paper Size selection).
- Even if the "EDGE" or "BOOK" is selected, the edge and center erasing functions are not performed for the overlay original.
- When "MARGIN" is selected, a binding margin is also set for the overlay original.
- If "BLANK" is selected for the "COVER" or "PAGE INSERTION" setting, overlay will not be performed. The image overlay is carried out for "COPY" pages instead.
From Platen:
If “Another Original?” message is displayed, touch the “YES” or “NO” button.
Ex: 2 originals
  1. Touch “YES” button.
  2. Place the next original on the Platen.
  3. Press Start Key.
  4. Touch “NO” button.
Job Memory

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

NOTE:
When the M5 Key is used, the Double Exposure Mode should be set to "Off" in the Copier Settings "19 Double Exposure". (See page 73)

1 To store a job in memory

Recalling the copy job

1 To recall a job stored in memory

Ex: To store a job (2 sided original to 1 sided copy) in memory.

NOTE:
- JOB MEMORY mode will not be deleted even if the power switches are turned Off.
- When storing a new job into a programmed memory location, the previously stored job will be overwritten and erased.
- M1, M2 can use as manual skyshot mode by setting the user function mode.
2

M1, M2, M3, M4, M5
(See NOTE on page 58)

2

M1, M2, M3, M4, M5
(See NOTE on page 58)

3

Number of Copies
(Max. 999)

4

5

M1, M2, M3, M4, M5
(See NOTE on page 58)
Making Copies

Other Features

Double Exposure

Select **Double Exposure** copy mode when copying a 2-Sided original that is smaller than Invoice size onto one side of a standard size media (Ex: Letter size). One side (Front) of the original is copied at the top of the page, and the other side (Back) is copied at the bottom on the copied page.

<table>
<thead>
<tr>
<th>Original Size:</th>
<th>Copy Size:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Invoice</td>
<td>Letter</td>
</tr>
</tbody>
</table>

Ex. Invoice

[Diagram of Original Guide]

- Front Side Image
- Back Side Image

**NOTE:**
- If the ADF is opened during Double Exposure copy mode, an incorrect position detection of the original may occur when a strong light shines onto the glass.
- 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 they are less than 2 mm wide.

[Button Options: Yes, No]

**NOTE:**
If “YES” is selected, the machine will start copying only scanned original.

**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 “19 Double Exposure”. If this setting is changed to “OFF”, this mode cannot be used.
Other jobs requiring memory cannot be performed, while M5 is being used for the Double Exposure function.

Number of Copies (Max. 999)

The following steps illustrate how to make multiple copies when the Sort Mode is selected. (See page 36)

1: YES ➔ Continues to copy another original.
2: NO ➔ Starts making copies.
Skyshot Mode

Skyshot allows copying a manuscript without generating dark borders even if the Platen Cover or ADF is opened. Two types of Skyshot modes can be selected:

1) Digital Skyshot Mode: The scanning area (size) is not pre-determined.
2) Manual Skyshot Mode: The scanning area (size) is pre-registered into memory (M1 and M2).

- An incorrect position detection of the original may occur when a strong light shines onto the glass during skyshot mode.

Digital Skyshot Mode
The Digital Skyshot has 2 modes. The default setting of 06 Digital Skyshot Mode is “Freeshp”. Before using this mode, select each setting by using the Function setting. (See page 73)

- No: A copy is made without Digital Skyshot.
- Freeshp (Free shape): A copy is made of the original, even if it is of irregular shape, with Digital Skyshot.
- Parallel: A copy is made straightened if the original is placed at an angle, with Digital Skyshot. (within 5 degrees)

Manual Skyshot Mode
- Set 07 Manual Skyshot Mode in Copier Settings first. (See page 73)

NOTE
- Other jobs requiring memory cannot be performed, while M1 and M2 buttons are being used for the Skyshot mode.
- An incorrect position detection of the original may occur when a strong light shines onto the glass during skyshot mode.
1. Open the ADF more than 45 degrees wide.

2. Number of Copies (Max. 999)

![Diagram]

- Platen
  - Upper-Left Corner

3. Custom size*
   - M1
   - M2

* Default M1/M2 size can be changed in the Function mode. (See page 80)
Making Copies

Other Features

Reserve a Job

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

1st job

1st job

Copy

1st job

Reserve

2nd job

2nd job

Select Copy Mode

2nd job

6

or

or

Reserve a Job

1

5

1st job

or

or

ABC

ABC

Select Copy Mode

1st job

or

or

ABC

ABC

Select Copy Mode

2nd job
Select Copy Mode

Scanning is completed

Job Waiting List can be confirmed with Job Queue.
(See page 18)
Making Copies

Other Features

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

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

- The machine will not go into Sleep/Shutdown Mode when the Weekly Timer is selected.
- Sleep Mode/Shutdown Mode and timer setup is performed in the Key Operator mode.
  (See page 76)

1. **Power Save Mode**

   Indicator
   Flash: Power Save Mode
   Light: Sleep/Shutdown Mode

2. **Sleep/Shutdown Mode**

   Automatically enters the Sleep/Shutdown Mode after 90 minutes (for DP-8060/8045), 15 minutes (for DP-8035) from the last copy job.

■ Interrupt Mode

This mode can interrupt other copy jobs while making copies.

1. **While making copy**

2. **Other Copy Job**

   or
2 To clear

Other Copy Job is completed

3

4

5
Using Function Modes to Change the Initial Settings

General Settings
Copier Settings
Printer Settings
Fax/Email Settings
Scanner Settings

Input Password

General Settings for Key Operator
Copier Settings for Key Operator
Printer Settings for Key Operator
Fax/Email Settings for Key Operator

General Settings: Changing the Initial Machine Modes
- Power On Default mode, Manual Add Toner, etc. (See page 72)
  For Key Operator: Paper size, Finisher bin/Staple mode, Department Counter, Network TCP/IP settings, etc. (See pages 76-79)
<table>
<thead>
<tr>
<th>Function Parameters:</th>
<th>Copier Settings: Changing the Initial Copy Modes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Default function of each copy mode</td>
</tr>
<tr>
<td></td>
<td>(See page 73)</td>
</tr>
<tr>
<td></td>
<td>For Key Operator:</td>
</tr>
<tr>
<td></td>
<td>Paper size priority, Original mode, Contrast, Job Build</td>
</tr>
<tr>
<td></td>
<td>and SADF mode, etc.</td>
</tr>
<tr>
<td></td>
<td>(See pages 79 and 80)</td>
</tr>
<tr>
<td></td>
<td>Printer Settings: Changing the Initial Printer Modes</td>
</tr>
<tr>
<td></td>
<td>Default function of each print mode</td>
</tr>
<tr>
<td></td>
<td>(See page 75)</td>
</tr>
<tr>
<td></td>
<td>For Key Operator:</td>
</tr>
<tr>
<td></td>
<td>Job completion time, Page protection, Error page print,</td>
</tr>
<tr>
<td></td>
<td>Spool function, PS configuration, Font list print, Mailbox data holding, etc.</td>
</tr>
<tr>
<td></td>
<td>(See page 81)</td>
</tr>
<tr>
<td></td>
<td>Scanner Settings: Changing the Initial Scanner Modes</td>
</tr>
<tr>
<td></td>
<td>Original mode, Compression mode, Resolution, Job Build and SADF mode, Address book, etc.</td>
</tr>
<tr>
<td></td>
<td>(See page 74)</td>
</tr>
<tr>
<td></td>
<td>Fax/Email Settings: Changing the Initial Fax/Email Modes</td>
</tr>
<tr>
<td></td>
<td>Refer to Operating Instructions (For Facsimile and Internet Fax/Email Functions).</td>
</tr>
</tbody>
</table>
Function Parameters

Procedure

1. Select the desired Function Mode

2. Select the desired Function

NOTE

● Please refer to the appropriate operating instructions manual for function settings on options.
4 Set the desired Function Parameter(s).

5 When selecting the Key Operator Mode:

Password
(8 digits: alpha-numerical: alphabet (case-sensitive), numbers, symbols (@, _, and SPACE))

6 Set the desired Function Parameter(s).
## General Settings

<table>
<thead>
<tr>
<th>Screen No.</th>
<th>Modes</th>
<th>Function</th>
<th>Initial Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>00/02</td>
<td>00 Power On Default Mode</td>
<td>Selects mode. ● COPY, PRINTER, SCANNER, FAX*</td>
<td>COPY</td>
</tr>
<tr>
<td>01/02</td>
<td>01 Manual Add Toner</td>
<td>Adds toner manually. ● Off, On</td>
<td>Off</td>
</tr>
<tr>
<td>02/02</td>
<td>02 Sort Memory Status</td>
<td>Indicates the sorting memory status. ● Off, On</td>
<td>Off</td>
</tr>
<tr>
<td>03/02</td>
<td>03 Departmental Counter</td>
<td>Indicates the department counter.</td>
<td>Consult with an authorized service provider</td>
</tr>
<tr>
<td>04/02</td>
<td>04 Data Security Kit Info.</td>
<td>Indicates the Data Security Kit version and Security setting of the machine, when the Security Kit is installed.</td>
<td></td>
</tr>
<tr>
<td>05/02</td>
<td>09 Key Operator Mode</td>
<td>Input the Key Operator Password.</td>
<td></td>
</tr>
</tbody>
</table>

* When the optional Fax Communication Board is installed.
### Copier Settings

<table>
<thead>
<tr>
<th>Screen No.</th>
<th>Modes</th>
<th>Function</th>
<th>Initial Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/05</td>
<td>00 Margin Value Default</td>
<td>Selects the margin shift value. 5 mm, 10 mm, 15 mm, 20 mm</td>
<td>10 mm</td>
</tr>
<tr>
<td>02/05</td>
<td>01 Edge Value Default</td>
<td>Selects the edge width. 5 mm, 10 mm, 15 mm, 20 mm</td>
<td>5 mm</td>
</tr>
<tr>
<td></td>
<td>02 Book Value Default</td>
<td>Selects the book void width. 15 mm, 20 mm, 25 mm, 30 mm</td>
<td>20 mm</td>
</tr>
<tr>
<td></td>
<td>03 Margin Reduction Def.</td>
<td>Selects the reduction ratio in margin mode. No, Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>04 2-Sided Mode Default</td>
<td>Function sets the duplex priority mode. No, 1 to 2, 2 to 2, B to 2 (B: Book)</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>05 Reduce N in 1 For Space</td>
<td>Selects whether to disable edge deletion. No, Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>06 Digital Skyshot Mode</td>
<td>Enables or disables the use of Skyshot mode. No, Freeshp (Freeshape), Parallel</td>
<td>Freeshp</td>
</tr>
<tr>
<td></td>
<td>07 Manual Skyshot Mode</td>
<td>Enables or disables the use of Manual Skyshot. Off / M1, On / M2, On / M1, M2, On</td>
<td>Off</td>
</tr>
<tr>
<td></td>
<td>08 Auto Contrast Adjust</td>
<td>Automatically adjusts the copy density for text and photographic originals. No, Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>09 N in 1 Default Mode</td>
<td>Selects the N in 1 default mode. 2 in 1, 4 in 1, 6 in 1</td>
<td>2 in 1</td>
</tr>
<tr>
<td>03/05</td>
<td>11 Booklet Default Mag.</td>
<td>Selects the booklet magnification. 100 %, Reduce</td>
<td>Reduce</td>
</tr>
<tr>
<td></td>
<td>12 Sort Mode Def. ADF Copy</td>
<td>Selects the sort mode. Non-Sort, Sort, Stpsort (Staple-Sort), Stftgroup (Shift-Group)</td>
<td>Sort</td>
</tr>
<tr>
<td></td>
<td>13 Sort Mode Def. FB Copy*</td>
<td>Selects the sort mode. Non-Sort, Sort, Stpsort (Staple-Sort), Stftgroup (Shift-Group)</td>
<td>Non-Sort</td>
</tr>
<tr>
<td></td>
<td>14 Staple Position Setting</td>
<td>Selects the staple position. Landscap (Landscape), Portrait, Center</td>
<td>Portrait</td>
</tr>
<tr>
<td>04/05</td>
<td>15 Stamping Default Mode</td>
<td>Selects the stamping mode. Page, Date, Issue</td>
<td>Page</td>
</tr>
<tr>
<td></td>
<td>16 Page Numbering Style</td>
<td>Selects the page numbering style. -n-, n/m</td>
<td>-n-</td>
</tr>
<tr>
<td></td>
<td>17 Hole Punch Default</td>
<td>Enables the hole punch mode. Off, On</td>
<td>Off</td>
</tr>
<tr>
<td></td>
<td>18 Img. Repeat Dotted Line</td>
<td>Selects the dotted line. None, Print</td>
<td>Print</td>
</tr>
<tr>
<td></td>
<td>19 Double Exposure</td>
<td>Selects the double exposure. Off, On</td>
<td>On</td>
</tr>
<tr>
<td>05/05</td>
<td>24 Key Operator Mode</td>
<td>Input Key Operator Password.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE**  
* FB: Platen
## Function Parameters

### Scanner Settings

<table>
<thead>
<tr>
<th>Screen No.</th>
<th>Modes</th>
<th>Function</th>
<th>Initial Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>00/00</td>
<td>00 Original Mode Default</td>
<td>Sets the original setting.</td>
<td>T/P</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Text, T/P (Text/Photo), Photo</td>
<td></td>
</tr>
<tr>
<td>01/01</td>
<td>01 Compression Mode Def.</td>
<td>Sets the default compression mode setting.</td>
<td>MMR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● MH, MR, MMR, JBIG</td>
<td></td>
</tr>
<tr>
<td>02/02</td>
<td>02 Resolution Default</td>
<td>Sets the default resolution setting.</td>
<td>300dpi</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● 150dpi, 300dpi, 600dpi</td>
<td></td>
</tr>
<tr>
<td>03/03</td>
<td>03 Job Build And SADF Mode</td>
<td>Sets the SADF mode setting.</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● No, Yes</td>
<td></td>
</tr>
<tr>
<td>04/04</td>
<td>04 Bind Edge 2-Side Orig.</td>
<td>Sets the bind position, 2-Sided original setting.</td>
<td>Long</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Long, Short</td>
<td></td>
</tr>
<tr>
<td>05/05</td>
<td>05 Add New Address</td>
<td>Adds a new address.*</td>
<td></td>
</tr>
<tr>
<td>06/06</td>
<td>06 Edit Address Book</td>
<td>Edits the address book.*</td>
<td></td>
</tr>
<tr>
<td>07/07</td>
<td>07 Delete Address</td>
<td>Deletes an address.*</td>
<td></td>
</tr>
<tr>
<td>08/08</td>
<td>08 Scanner Settings Print</td>
<td>Prints scanner settings.</td>
<td>Start</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Stop, Start</td>
<td></td>
</tr>
<tr>
<td>09/09</td>
<td>09 XMF File Type</td>
<td>Sets the default XMF File Type.</td>
<td>PDF</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● TIFF, PDF</td>
<td></td>
</tr>
</tbody>
</table>

### NOTE

*Address Book is not necessary to set in this function setting. Your PC can be registered with Panasonic-DMS.*
### Printer Settings

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

**NOTE**

Functions No. 08 to 13 are available when the optional Printer Controller Module (DA-PC800) is installed.
## Function Parameters
### For Key Operator

### General Settings

<table>
<thead>
<tr>
<th>Screen No.</th>
<th>Modes</th>
<th>Function</th>
<th>Initial Setting</th>
</tr>
</thead>
</table>
| 00 Paper Size | Sets the paper size of each paper drawer.*  
  ● Ledger, Legal, Letter, Letter-R, Invoice, A3,  
  B4, A4, A4-R, B5, B5-R, A5, 8 x 13, 8.5 x 13, AUTO** | Consult with an authorized service dealer |
| 01 Auto Reset Time | Selects the Control Panel reset time.  
  ● None, 30 sec., 1 min., 2 min., 3 min., 4 min. | 1 min. |
| 02 Power Save Mode Timer | Sets the Energy Saver mode and time.  
  ● 1-240 minutes | 15 |
| 03 Sleep/Shutdown Timer | Sets the Sleep/Shutdown timer.  
  ● None, 1-240 minutes | 90 minutes (DP-8060/8045)  
  15 minutes (DP-8035) |
| 04 Language Default | Selects the message language of the display.  
  ● English, C.French, Spanish | English |
| 05 Special Paper Tray 1 | Sets the paper drawer for special paper  
  (Ex.: coloured).  
  ● None, Tray 1, Tray 2, Tray 3, Tray 4, LCT, Bypass | None |
| 06 Special Paper Tray 2 | Sets the paper drawer for special paper  
  (Ex.: coloured).  
  ● None, Tray 1, Tray 2, Tray 3, Tray 4, LCT, Bypass | None |
| 07 COPY Output Bin*** | Sets the output bin.  
  ● Upper, Bottom | Upper |
| 08 PRINTER Output Bin*** | Sets the output bin.  
  ● Upper, Bottom | Bottom |
| 09 FAX/EMAIL Output Bin*** | Sets the output bin.  
  ● Upper, Bottom | Bottom |
| 10 Auto Paper Out Rotate | Copier will automatically rotate image and print when selected paper tray is empty.  
  ● Off, On | Off |
| 11 TCH Panel Beep Sound | Beep sounds when touching the panel.  
  ● Off, Soft, Loud | Soft |
| 12 Original Set Beep Sound | Beep sounds when original is set on the Platen.  
  ● No, Yes | No |
| 13 Orig. Set In ADF Sound | Beep sounds when original is set into the ADF.  
  ● No, Yes | Yes |
| 14 Dept. Counter Mode | Monitors copy usage of each department.  
  (1) Print usage of each department  
  (2) Print limit of each department  
  (3) ID code of each department | Consult with an authorized service dealer |

**NOTE**
- The Key Operator Password is required before any changes can be made to items on this page.
- * Only 3 Paper Sizes (Letter, A4, B5) will be available when selecting Tray 1.
- ** AUTO** Paper Size can be selected for Tray 2.
- *** Functions No. 07 to 09 are available when optional Finisher DA-FS600/FS605 is installed.
## General Settings

<table>
<thead>
<tr>
<th>Screen No.</th>
<th>Modes</th>
<th>Function</th>
<th>Initial Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Fold Position (A3/LDR)</td>
<td>-4.0 - +4.0 mm</td>
<td>0.0 mm</td>
<td></td>
</tr>
<tr>
<td>16 Fold Position (B4)</td>
<td>-4.0 - +4.0 mm</td>
<td>0.0 mm</td>
<td></td>
</tr>
<tr>
<td>17 Fold Position (A4/LTR-R)</td>
<td>-4.0 - +4.0 mm</td>
<td>0.0 mm</td>
<td></td>
</tr>
<tr>
<td>19 Language Sel. Priority</td>
<td>Selects the display message language.</td>
<td>Off, On</td>
<td></td>
</tr>
<tr>
<td>20 Date Time Setting</td>
<td>Sets date time registered.</td>
<td>Month, Day, Year, Time</td>
<td></td>
</tr>
<tr>
<td>21 Weekly Timer</td>
<td>Sets the weekly On/Off timer.</td>
<td>Off</td>
<td></td>
</tr>
<tr>
<td>05/13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 DHCP Default</td>
<td>Sets the DHCP*</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>23 TCP/IP Address</td>
<td>Sets user IP address.*</td>
<td>3 digits x 4</td>
<td></td>
</tr>
<tr>
<td>24 TCP/IP Subnet Mask</td>
<td>Sets the subnet mask.*</td>
<td>3 digits x 4</td>
<td></td>
</tr>
<tr>
<td>25 TCP/IP Default Gateway</td>
<td>Sets the gateway address.*</td>
<td>3 digits x 4</td>
<td></td>
</tr>
<tr>
<td>26 DNS Server Address</td>
<td>Sets the DNS server.*</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>06/13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27 Hard Disk Initialize</td>
<td>Selects the HDD format/deletion.</td>
<td>Format (Stop)</td>
<td></td>
</tr>
<tr>
<td>28 Hard Disk Error Check</td>
<td>Selects the hard disk error check.</td>
<td>Stop, Start</td>
<td></td>
</tr>
</tbody>
</table>

### NOTE

- The Key Operator Password is required before any changes can be made to items on this page.
- When Functions No. 22 to 26 are set, cycle the power by turning the Power Switch on the Left side of the machine OFF and ON.
## General Settings

<table>
<thead>
<tr>
<th>Screen No.</th>
<th>Modes</th>
<th>Function</th>
<th>Initial Setting</th>
</tr>
</thead>
</table>
| 07/13     | 30 Sleep/Shutdown Select | Selects the Sleep/Shutdown mode.  
● Sleep, Shutdown                                                                             | Sleep           |
|           | 31 Print General Settings | Print out the General Function parameters list.  
● Stop, Start                                                                                 |                 |
|           | 32 Corona Wire Cleaning | Sets the corona wire cleaning.  
● Off, On                                                                                      |                 |
|           | 33 MAC Address          | Indicates the MAC address.                                                                 |                 |
|           | 34 Address Book Group ID | Inputs group ID for address book.*  
● 0 – 99                                                                                       | 0               |
|           | 35 Tandem User Parameter | Inputs parameter of user machine.*                                                          |                 |
| 08/13     | 36 Community Name (1)   | Selects to change the SNMP of Community Name (1).*                                        |                 |
|           | 37 Community Name (2)   | Selects to change the SNMP of Community Name (2).*                                        |                 |
|           | 38 Device Name          | Inputs the device name when necessary.*                                                     |                 |
|           | 39 Device Location      | Inputs the device location when necessary.*                                                 |                 |
| 09/13     | 40 Daylight Time        | Set the daylight time according to your local regulations,***  
● No, MAR 2nd, APR 1st                                                                        | MAR 2nd         |
|           | 41 Routing Menu Function | Selects the Document Distribution function,**  
● No, Yes                                                                                     | No              |
|           | 42 Doc. Dist Server Name | Inputs the Document Distribution System routing server name,**                             |                 |
|           | 43 Doc Dist Server IP   | Inputs the Document Distribution System routing server IP address,**                      | 0. 0. 0. 0.     |
| 10/13     | 45 Special Paper Tray 3 | Sets the Paper Tray for special paper (Ex.: colored).  
● None, Tray 1, Tray 2, Tray 3, Tray 4, LCT, Bypass                                            | None            |
|           | 46 Special Paper Tray 4 | Sets the Paper Tray for special paper (Ex.: colored).  
● None, Tray 1, Tray 2, Tray 3, Tray 4, LCT, Bypass                                            | None            |
|           | 47 Special Paper Tray 5 | Sets the Paper Tray for special paper (Ex.: colored).  
● None, Tray 1, Tray 2, Tray 3, Tray 4, LCT, Bypass                                            | None            |

**NOTE**  
* When Functions No. 34 to 39 are set, cycle the power by turning the Power Switch on the Left side of the machine OFF and ON.  
** When the optional Document Distribution System (DA-WR10) is installed.  
*** MAR 2nd: From 2:00 AM 2nd Sunday of March to 2:00 AM 1st Sunday of November.  
APR 1st: From 2:00 AM 1st Sunday of April to 2:00 AM Last Sunday October.  
● This setting is applied from March 2007. If you select “MAR 2nd” before March 2007, the daylight time will automatically set to “APR 1st”.

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### General Settings

<table>
<thead>
<tr>
<th>Screen No.</th>
<th>Modes</th>
<th>Function</th>
<th>Initial Setting</th>
</tr>
</thead>
</table>
| 10/13      | 48    | Data Deletion Of HD | Selects the deletion level of hard disk data in every copy/scan/print job.  
**Basic, Medium, High**  
Every copy/print job data is automatically deleted after each job is completed.  
Select one of the 3 available Data deletion security levels (Basic, Medium and High). For higher security select Medium and High, however, the deletion time increases with the increase in security level, and may take longer to erase the data. | Basic |
| 11/13      | 49    | Copy Bin Home Position | Sets the copy bin to return to its home position.  
**Off, On** |
| 11/13      | 50    | Key Operator Password | Input the Key Operator Password.  
**00000000** |
| 11/13      | 51    | HD Drive Lock Settings | Sets or releases the Drive Lock, or changes the password for the Drive Lock.  
**Set Drive Lock, Change Password, Release Drive Lock** |
| 11/13      | 55    | User Authentication | Enables or disables the user authentication for each function. (copying, faxing, scanning, and printing)  
**Copy, Fax, Scanner, Printer, Time Zone**  
Select one of the available authentication methods (Clear Text, NTLM) for each function.  
**Off (For each function)** |
| 12/13      | 56    | Authentication Method* | Selects the authentication method to use by the User Authentication function.  
**Clear Text, NTLM** |
| 12/13      | 57    | Administrator Name | Inputs the system administrator name and password. |
| 12/13      | 58    | ID Timeout* | Selects the valid period of authentication.  
**Auto Reset Time, After Every Job** |
| 12/13      | 59    | Logon Attempts* | Sets the permitted number of logon attempts.  
**0 ~ 9** |
| 13/13      | 60    | 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** |
| 13/13      | 61    | User Auth. Domain | Sets the NetBIOS domain and DNS suffix to use for user authentication.  
**00 ~ 09** |

* No. 56, 58, 59, 60 are only available when No.55 setting is set to On.

### Copier Settings

<table>
<thead>
<tr>
<th>Screen No.</th>
<th>Modes</th>
<th>Function</th>
<th>Initial Setting</th>
</tr>
</thead>
</table>
| 01/05      | 00    | Paper Size Priority | Selects paper size priority.  
**LEDGER, LEGAL, LETTER, LETTER-R, INVOICE, A3, B4, A4, A4-R, B5, B5-R, A5, 8 x 13, 8.5 x 13** |
| 01/05      | 01    | Original Mode Default | Selects original setting.  
**Text, T/P (Text/Photo), Photo** |

**NOTE**  
The Key Operator Password is required before any changes can be made to items on this page.
## Copier Settings

### Function Parameters

<table>
<thead>
<tr>
<th>Screen No.</th>
<th>Modes</th>
<th>Function</th>
<th>Initial Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/05</td>
<td>02 Text Contrast</td>
<td>Selects contrast for Text mode.</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● 1 ~ 7</td>
<td></td>
</tr>
<tr>
<td>01/05</td>
<td>03 T/P Contrast</td>
<td>Selects contrast for Text/Photo mode.</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● 1 ~ 7</td>
<td></td>
</tr>
<tr>
<td>01/05</td>
<td>04 Photo Contrast</td>
<td>Selects contrast for Photo mode.</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● 1 ~ 7</td>
<td></td>
</tr>
<tr>
<td>02/05</td>
<td>06 Interleaving Default</td>
<td>Selects OHP interleaving paper.</td>
<td>Blank</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Blank, Copy</td>
<td></td>
</tr>
<tr>
<td>02/05</td>
<td>07 Page Insertion Default</td>
<td>Selects page insertion.</td>
<td>Blank</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Blank, Copy</td>
<td></td>
</tr>
<tr>
<td>02/05</td>
<td>08 Cover Mode Default</td>
<td>Selects cover paper.</td>
<td>F, Blank</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● F, Blank, F, Copy</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FB, Blank, FB, Copy (F: Front, FB: Front + Back)</td>
<td></td>
</tr>
<tr>
<td>02/05</td>
<td>09 Job Build And SADF Mode</td>
<td>Enables or disables the use of SADF function.</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● No, Yes</td>
<td></td>
</tr>
<tr>
<td>03/05</td>
<td>10 Maximum Copy Setting</td>
<td>Determines whether to limit number of copies (0-99).</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(No limit)</td>
<td></td>
</tr>
<tr>
<td>03/05</td>
<td>12 M1, Size</td>
<td>Inputs a size in job memory 1 for frequently used size.</td>
<td>70 x 160 mm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● X: 5<del>432/ Y: 5</del>297 mm</td>
<td>(X) (Y)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(See pages 62-63)</td>
<td></td>
</tr>
<tr>
<td>03/05</td>
<td>13 M2, Size</td>
<td>Inputs a size in job memory 2 for frequently used size.</td>
<td>95 x 220 mm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● X: 5<del>432/ Y: 5</del>297 mm</td>
<td>(X) (Y)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(See pages 62-63)</td>
<td></td>
</tr>
<tr>
<td>04/05</td>
<td>16 Memory Overflow Warning</td>
<td>Selects the task to perform when memory overflow occurs.</td>
<td>Print</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Print, Cancel</td>
<td></td>
</tr>
<tr>
<td>04/05</td>
<td>17 Toner Save Mode (T)</td>
<td>Selects the toner save in Text mode.</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● None, Level 1, Level 2*</td>
<td></td>
</tr>
<tr>
<td>04/05</td>
<td>18 Toner Save Mode (T/P)</td>
<td>Selects the toner save in Photo/Text mode.</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● None, Level 1, Level 2*</td>
<td></td>
</tr>
<tr>
<td>04/05</td>
<td>19 Toner Save Mode (P)</td>
<td>Selects the toner save in Photo mode.</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● None, Level 1, Level 2*</td>
<td></td>
</tr>
<tr>
<td>05/05</td>
<td>20 Add New Tandem Desti.</td>
<td>Inputs a new destination to split the copy job.</td>
<td></td>
</tr>
<tr>
<td>05/05</td>
<td>21 Edit Tandem Destination</td>
<td>Edits the split copy job destination.</td>
<td></td>
</tr>
<tr>
<td>05/05</td>
<td>22 Delete Tandem Desti.</td>
<td>Deletes the split copy job destination.</td>
<td></td>
</tr>
<tr>
<td>05/05</td>
<td>23 Copier Settings Print</td>
<td>Prints the copier settings.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Stop, Start</td>
<td></td>
</tr>
</tbody>
</table>

### NOTE

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

<table>
<thead>
<tr>
<th>Screen No.</th>
<th>Modes</th>
<th>Function</th>
<th>Initial Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/03</td>
<td>00 Job Completion Time</td>
<td>Sets the job completion time setting. 1 - 999 sec.</td>
<td>180</td>
</tr>
<tr>
<td></td>
<td>01 Page Protection</td>
<td>Compresses automatically and then prints out.</td>
<td>Off</td>
</tr>
<tr>
<td></td>
<td>02 Error Page Print</td>
<td>Sets the error page printout.</td>
<td>On</td>
</tr>
<tr>
<td></td>
<td>03 Spool Function</td>
<td>Sets the spool function.</td>
<td>On</td>
</tr>
<tr>
<td></td>
<td>04 Text Print</td>
<td>Prints text page only.</td>
<td>On</td>
</tr>
<tr>
<td>02/03</td>
<td>05 PS Configuration Print</td>
<td>Prints the PS status page.*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>06 Printer Settings Print</td>
<td>Prints the printer status.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>07 Font List Print (PCL)</td>
<td>Prints the PCL font list.*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>08 Font List Print (PS)</td>
<td>Prints the PS font list.*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>09 Mailbox Data Holding</td>
<td>Sets the automatic holding period of mailbox data.</td>
<td>7 days</td>
</tr>
<tr>
<td>03/03</td>
<td>10 Delete Mailbox Data</td>
<td>Deletes the mailbox data.</td>
<td>Before</td>
</tr>
<tr>
<td></td>
<td>11 Print Queue Delete</td>
<td>Sets the delete authorization for the print queue.</td>
<td>Key op.</td>
</tr>
<tr>
<td></td>
<td>12 AppleTalk Zone Name</td>
<td>Inputs an AppleTalk Zone name.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>13 NetWare</td>
<td>Sets the NetWare Operating System. On (When using IPX/SPX protocol of</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### NOTE

- The Key Operator Password is required before any changes can be made to items on this page.
- Functions No. 05, 07, and 08 are available when the following options are installed.
  - Function No. 05: Printer Controller Module (DA-PC800)
  - Function No. 05 and 08: Multi Page Description language Controller Module (DA-MC800)
- **When Function No. 12 or 13 is set, cycle the power by turning the Power Switch on the Left Side of the machine OFF and ON.**
**Function Parameters**

### Weekly Timer

Key Operator can administer the weekly On/Off timers.

1. Scroll to 05/13
2. Start time

#### Examples

- Set the time the machine automatically starts the Sleep/Shutdown mode.
Password (8 digits: alpha-numerical; alphabet (case-sensitive), numbers, symbols (@, ., _, and SPACE))
Registering a 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.

1. Scroll to 03/13
2. Select Department
3. Enter 03/13
4. Select Page
5. Select Department
6. Input Maximum Number of Copies (8-digit)

For Maximum Prints

MAXIMUM PRINTS
TOTAL COUNTER
DEPARTMENTAL COUNTER
MAXIMUM PRINTS
EXIT
IDENTIFICATION CODE
INPUT
0:
Maximum Number of Copies (8-digit)
Function Parameters

3. Key Operator Mode

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

5.

6. For Identification Code

7.

8.

For Identification Code

Select Page

Select Department

Input a Department Name (up to 25 characters) using
the QWERTY Keyboard, and touch the OK button. (See
page 13, How to use the QWERTY Keyboard)
Function Parameters

Examples

- Verifying a department counter

1. [Image of a function button]
2. [Image of a settings screen with options]

5. [Image of a settings menu]
   - Scroll to 03/13

8. [Image of a reset button]

---

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Function Parameters

3. Key Operator Mode

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

5. For Total Counter
Displays the sum of all the active department counters.

6. For Department Counter
Prints all the active department counters.

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

## Combined Function Table

<table>
<thead>
<tr>
<th>Next Selections</th>
<th>2-SIDED/ORIG. COPY</th>
<th>SORT/FINISH</th>
<th>ZOOM/EFFECTS</th>
<th>INSERTION/OVERLAY</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 → 1</td>
<td>A A A A A A A A</td>
<td>D D D D D D</td>
<td>A A A A A A</td>
<td>D D D D D D</td>
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## First Selections

- **Sort/Finish**
  - Sort
  - Shift-Sort
  - Staple-Sort
  - Shift-Group
  - Non-Sort
  - Punch

- **Zoom/Effects**
  - Zoom
  - Edge
  - Book
  - Margin
  - Stamping
  - Image Repeat
  - Centering
  - Image Repeat

- **Insertion/Overlay**
  - Cover
  - Insertion
  - OHP Interleaving
  - Presentation
  - Overlay
  - Form Overlay
  - File Edit

- **Others**
  - Interrupt
  - Tandem Copy
  - Concurrent Copying
  - Manual Skyshot
  - Digital Skyshot
  - Double Exposure

### Notes:

- **Combination**:
  - Combined setting is available.
  - Possible Combined Functions without full size copy ratio.
  - Combined setting is not available.
  - Next Selection is Carried Out.
  - When the same function is selected twice, the second selection is ignored.
  - Not available.
  - Possible on all models except the DA-FS330.
  - Multi-size Feeding with any shift function is not possible.
  - Setting possible only when the paper size is the same.
  - Possible when the Issue Number is selected in Stamping function, Non Sort, Shift-Group or Rotate-Group.

- **Special Functions**:
  - "Saddle Stitch" is set.
  - When the Issue Number is selected in Stamping function, Non Sort, Shift-Group or Rotate-Group.

- **Other Notes**:
  - A registered image cannot be availed in selected copy function of above gray highlighted.
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