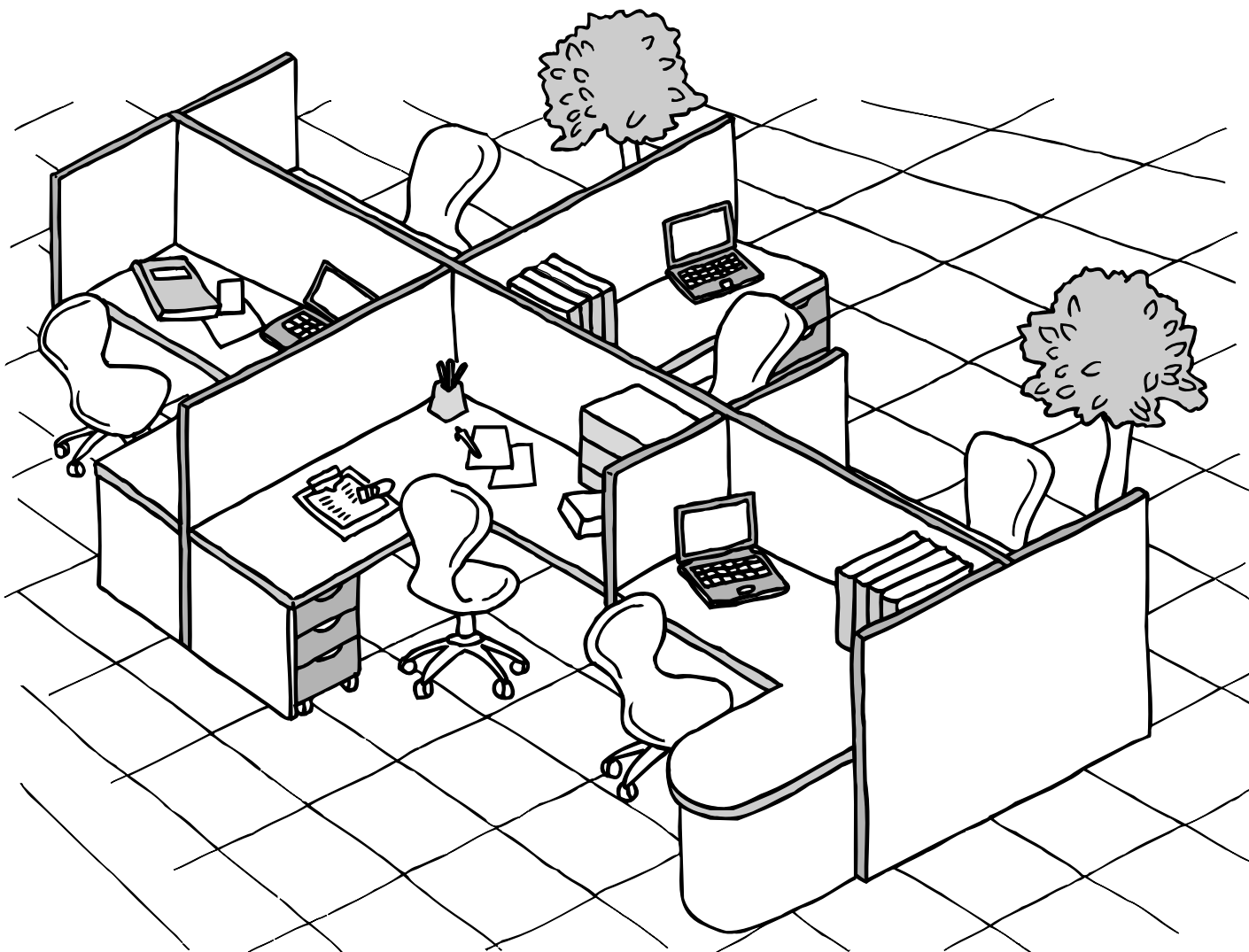


# Panasonic®

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

Model No. **DP-2310/3010**  
with Options



### **WORKIO**

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

English

Getting To Know  
Your Machine

Before Starting

Making Copies

Function

Accessories

Network Scanner  
(Option)

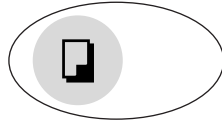
Problem Solving

Others



# Getting To Know Your Machine

## Useful Office Functions



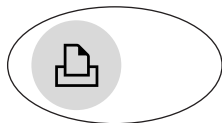
### Copy

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



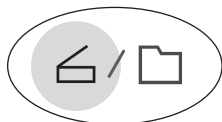
### Fax/Email

- 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
- Email Function capability when optional Internet Fax/E-Mail Module (DA-NF600) is installed.



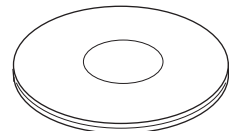
### Print

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



### Scan/File

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



### Application Software

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

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

## DP-2310/3010 Operating Instructions

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

### <Copy & Network Scan>

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








### <Fax/Internet Fax (Email)>

Use the information provided in the DP-2310/3010 Fax & Internet Fax Operating Instructions manual whenever a Fax/Internet Fax function requires intervention. For example: how to send/receive a Fax/Email, or when a trouble message appears, etc.

### <Print & Other Advanced Functions>

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

## Operating Instructions Outline

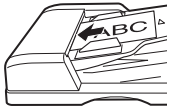
|   |                                     |   |
|---|-------------------------------------|---|
|    | <b>Getting To Know Your Machine</b> | <ul style="list-style-type: none"> <li>● Quick Operation Chart (See pages 10, 11)</li> <li>● Adding Paper, Replacing the Toner Bottle, Removing a Misfed Paper and Error Codes (See pages 10-17)</li> </ul> |
|    | <b>Before Starting</b>              | <ul style="list-style-type: none"> <li>● Safety Precautions (See pages 7-9)</li> <li>● Control Panel Key/Button/Indicator Names (See pages 19-21)</li> </ul>  |
|    | <b>Making Copies</b>                | <p>Operating Instructions for making copies according to Function Categories on the LCD Touch Panel Display</p> <p>(See pages 22-49)</p>  |
|   | <b>Function</b>                     | <p>Changing the Initial Machine Modes</p> <ul style="list-style-type: none"> <li>● Copy, Printer, Scanner (Option) and Fax/Internet Fax (Option)</li> </ul> <p>(See pages 50-63)</p>                        |
|  | <b>Options</b>                      | <ul style="list-style-type: none"> <li>● Accessories Components (See page 65)</li> <li>● 1-Bin Finisher (DA-FS300) (See page 37, 38)</li> <li>● Network Scanner (DA-NS600) (See pages 66-69)</li> </ul>     |
|  | <b>Problem Solving</b>              | <ul style="list-style-type: none"> <li>● Troubleshooting (See pages 70, 71)</li> <li>● Replacing the Battery (See pages 72, 73)</li> </ul>  |
|  | <b>Others</b>                       | <p>Specifications, Options and Supplies and Index</p> <p>(See pages 74-78)</p>  |



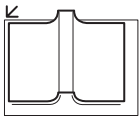
# Getting To Know Your Machine

## Symbols/Icons

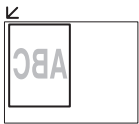
The following Symbols/Icons are used throughout this operating instructions manual.



Place original(s) on the ADF



Place original(s) on the Platen (Book)



Place original on the Platen (Sheet)



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

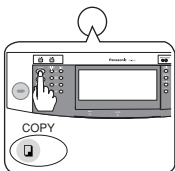
|   |  |
|---|--|
| <p><b>Press Hard Key</b></p>                                | <p><b>Touch any Button</b></p>           |
| <p><b>Input numbers</b></p> <p>● Number of Copies, etc.</p> | <p><b>Input text with a keyboard</b></p> |



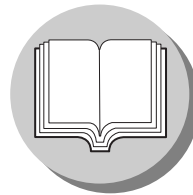
Go to next step



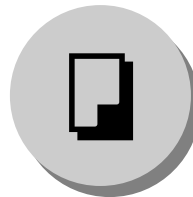
Go to next step (below)



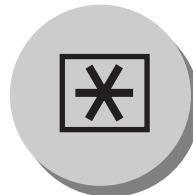
Setting any function(s) if required



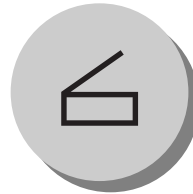
Getting to know your machine Before starting



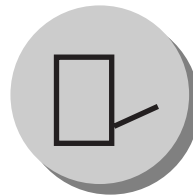
When making copies



When setting the machine modes



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



Options (ex.: 1-Bin Finisher)



Problem solving



Others (Specifications, Index)





# Getting To Know Your Machine

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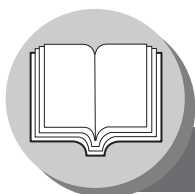
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## Network Scanner (Option)

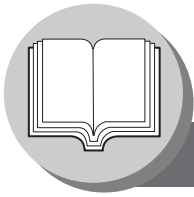
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# Getting To Know Your Machine

## Precautions

### ■ Laser Safety

#### LASER SAFETY

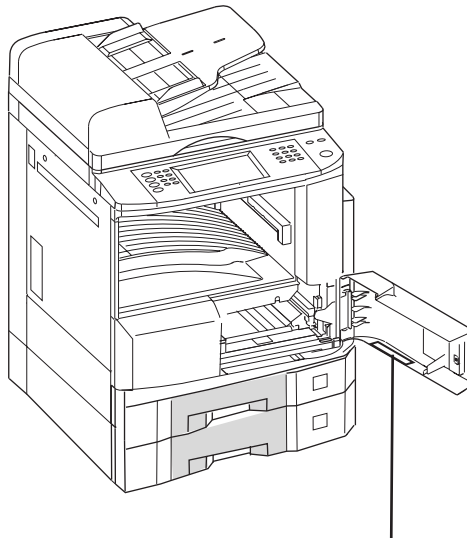
This unit employs a laser. Only qualified service personnel should attempt to service this device due to possible eye injury.

#### CAUTION:

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



### ■ Caution Label



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

FBS8902



# Getting To Know Your Machine

## Precautions

### Handling

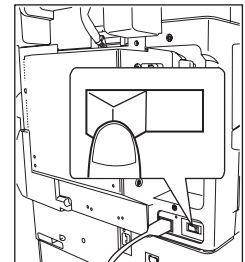
- Do not look directly at the exposure lamp when copying.
- Do not turn the power switches Off or open the front cover/right cover during copying.
  - Do not drop paper clips or other metal objects into the copier.
- If you are not going to use the copier for long periods of time, turn OFF the Power Switch on the Left Side of the machine and wait 10 seconds then, turn OFF the Main Power Switch on the Back Side of the machine.

- Energy Save Mode Notice

- If the energy save mode is set to Shutdown mode, the following functions will not work while the unit is in this mode.

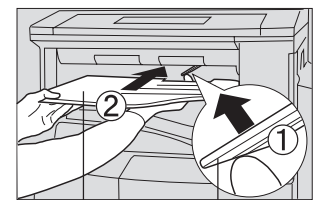
When using the following functions, we recommend that you leave the energy save mode in the initial factory default setting (Sleep). (See page 55)

- 1) Data Reception Function while Tandem/Remote Copying is being used
- 2) Printer Function (USB Local and Network Connections)



- 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

### Toner and Paper

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

### Installation

- The copier should not be installed in areas with the following conditions:
  - Extremely high or low temperature and humidity.
    - Ambient conditions
      - Temperature: 50 – 86°F
      - Relative humidity: 30 – 80 %
    - Where temperature and humidity can change rapidly, causing condensation.
    - Direct exposure to sunlight.
    - Directly in the air conditioning flow.
    - In areas of high dust concentration.
    - In areas of poor ventilation.
    - In areas with chemical fume concentration.
    - In areas with extreme vibration.
    - With unstable or uneven conditions (floors, etc.).

## Ventilation

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

## For Your Safety

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

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

### CAUTION

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

## WARNING For USA

### FCC WARNING:

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

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

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

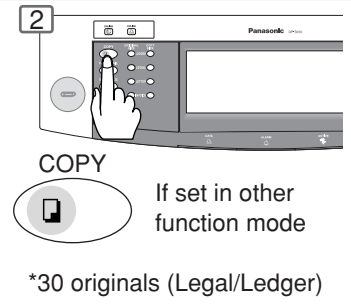
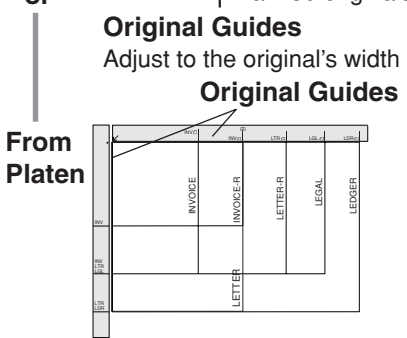
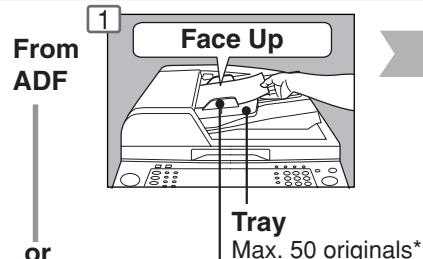
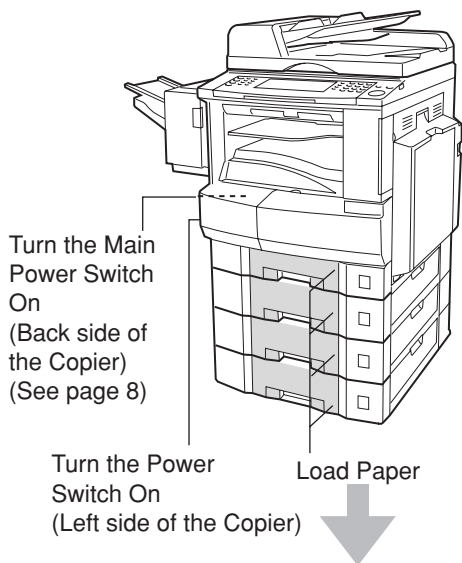
For disposal or recycling information please contact your local authorities, or the Electronics Industries Alliance: <<http://www.eiae.org>>.



# Getting To Know Your Machine

## Operation Chart

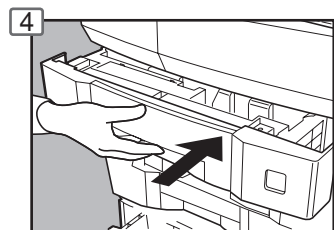
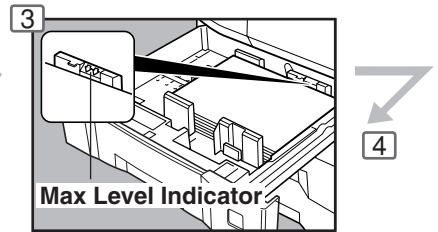
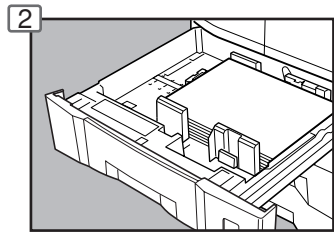
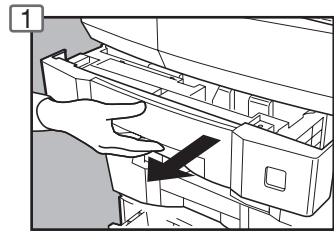
### ■ Quick Operation Chart



**Face Down**

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

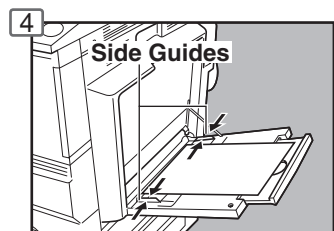
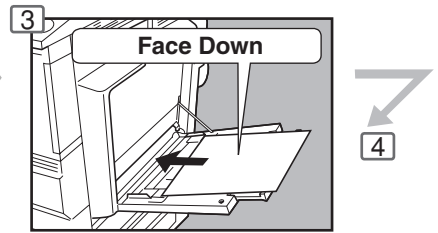
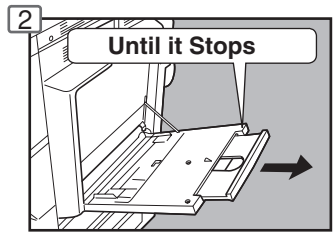
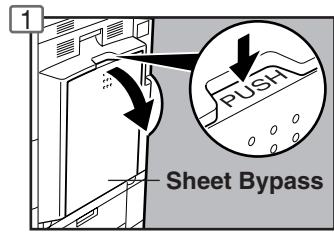
### ● Adding Paper (Paper Tray)



**NOTE:**  
When changing the paper size, refer to page 60.

### ● Adding Paper (Sheet Bypass)

Copying on Special Paper, etc.

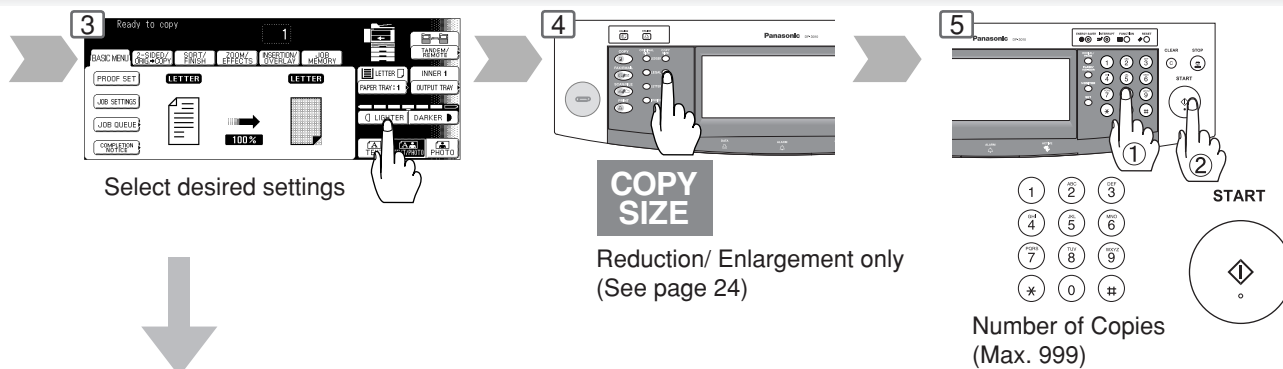


Adjust the side guides.  
Incorrect adjustment may cause the paper to wrinkle, misfeed or skew.

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

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

Approximately up to 50 Letter size sheets/20 lb  
Paper Weight: 15-35 lb  
To add paper to the Sheet Bypass, remove the paper left on the tray, and align it with the added paper and load them together onto the tray.



Adjust the Manual Exposure

LIGHTER or DARKER

Select type of Original(s)

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

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

(See pages 22-29)

(See pages 30-35)

(See pages 36 and 37)

(See pages 38-43)

(See pages 44-47)

(See pages 46 and 47)

## Problem Solving

**Adding Paper**  
(See page 10)

**Replacing Toner Bottle**  
(See page 12)

**Replacing Toner Waste Container**  
(See page 12)

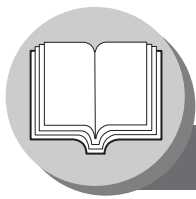
**UXX**  
**User Error Code**  
(See page 12)

**EXX**  
**Machine Error Code**  
(Call your Service provider)

**Replacing Staple Cartridge**  
(See page 12)

- When the optional 1-Bin Finisher (DA-F300) is installed.



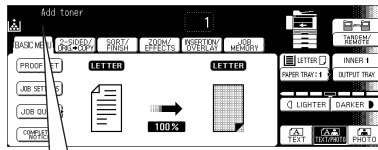


# Getting To Know Your Machine

## Operation Chart

### ■ Problem Solving

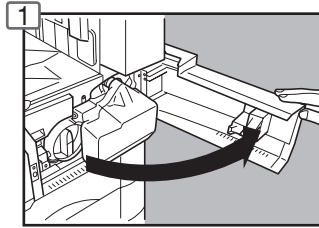
#### ● Replacing Toner Bottle/Replacing Toner Waste Container



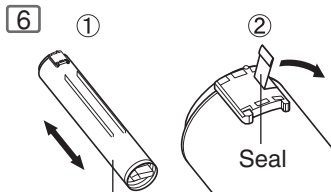
Replace Toner Bottle



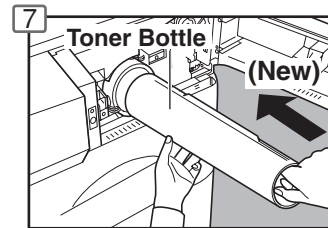
Replace Toner Waste Container



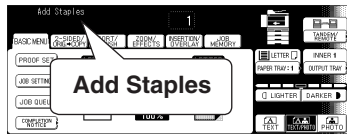
Toner Waste Container



Shake the new Toner Bottle well to loosen the contents.

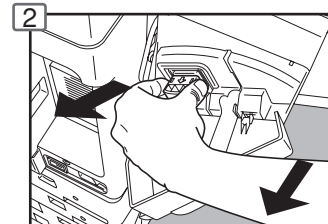
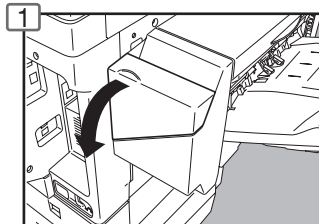
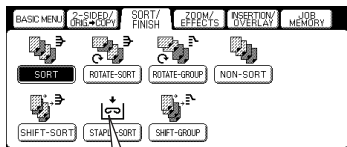


#### ● Replacing the Staple Cartridge (When optional 1-Bin Finisher is installed.)

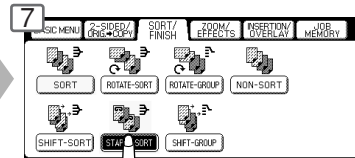


Add Staples

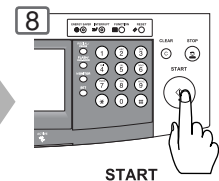
or



6 Check the operation

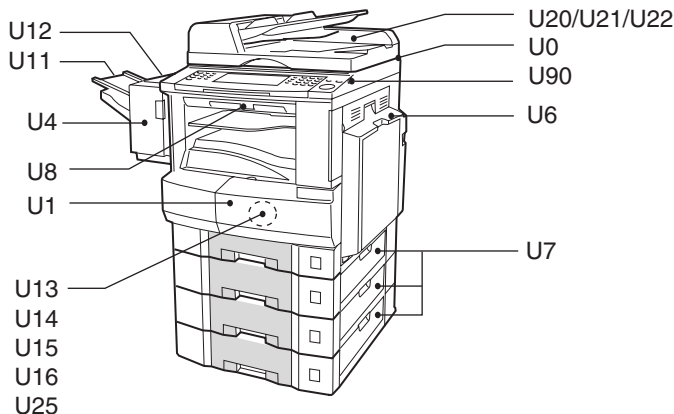


STAPLE-SORT

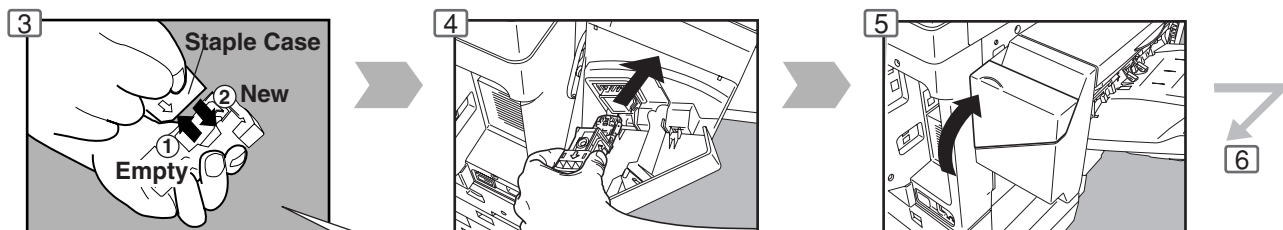
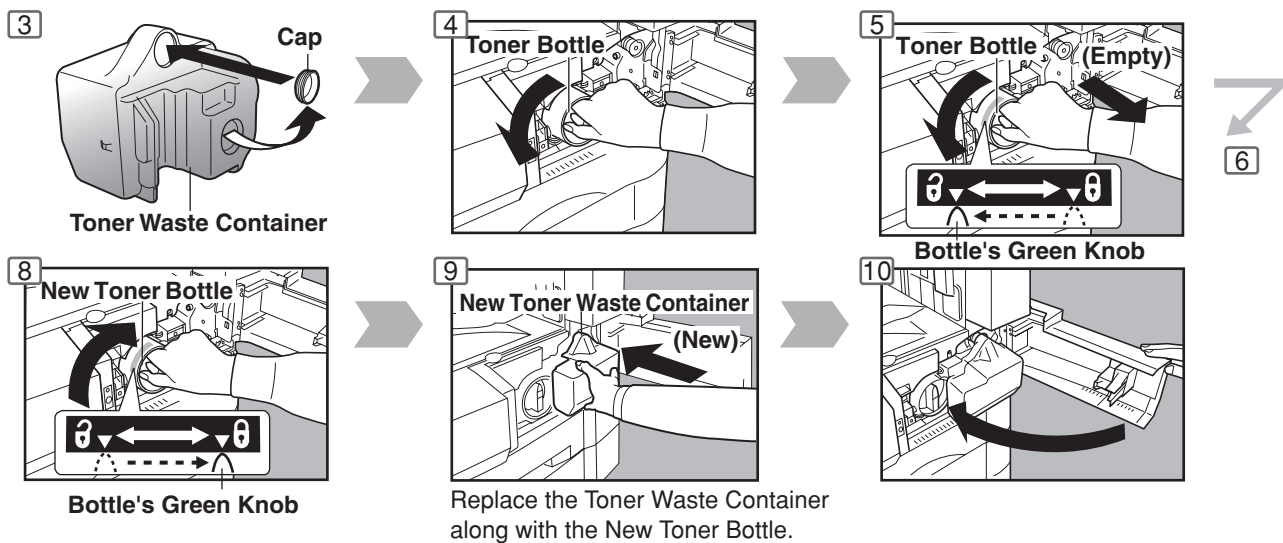


START

#### ● User Error Codes (U Code)



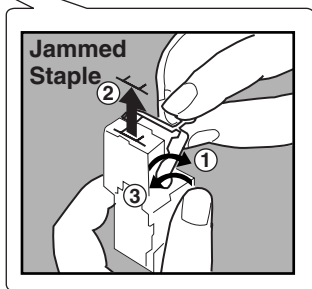
| Code | Check Points  |
|------|---|
| U0   | Contact your Key Operator.<br>• Key Counter is not installed.<br>• Department ID Code is not entered. |
| U1   | Front Cover is open.  |
| U4   | 1-Bin Finisher is separated from the machine.   |
| U6   | Right Cover is open.  |
| U7   | Feeder Cover 1/2/3 is open.   |
| U8   | Transport Cover is open.  |



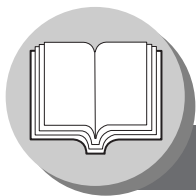
Staple Cartridge  
FQ-SS32

**When the Staple is jammed**

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



| Code | Check Points   | Code | Check Points                           |
|------|--|------|--|
| U11  | Paper remains in the Finisher Bin.                             | U20  | ADF Cover is open.                     |
| U12  | Finisher Staple Cover/Top Cover is open.                       | U21  | ADF is opened while scanning from ADF. |
| U13  | Low Toner.   | U22  | ADF Exit Unit is open.                 |
| U14  | Toner Waste Container is full.                                 | U25  | Shake Toner Bottle well.               |
| U15  | Toner Waste Container is not installed.                        | U90  | Battery requires replacement.          |
| U16  | Call your Service provider.                                    |      | (See page 72)                          |
| U18  | Total Copy Count reached the limit, consult your Key Operator. |      |  |

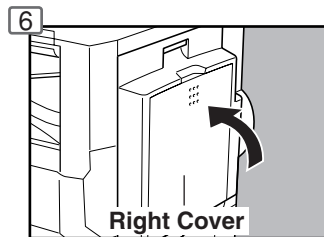
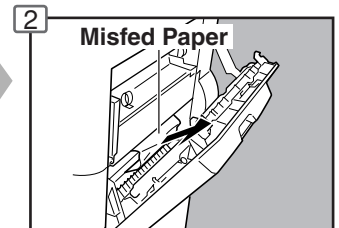
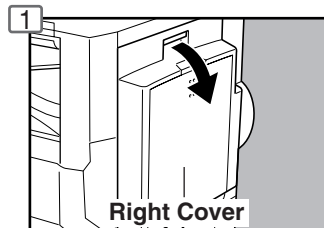
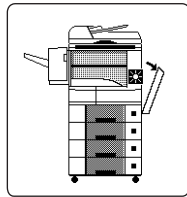


# Getting To Know Your Machine

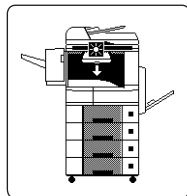
## Operation Chart

### ■ Problem Solving (Continued)

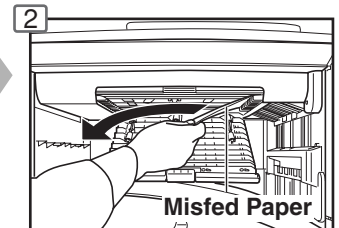
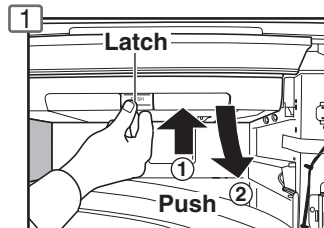
#### ● Removing a Misfed Paper (Paper Entry Area/1st Paper Tray)



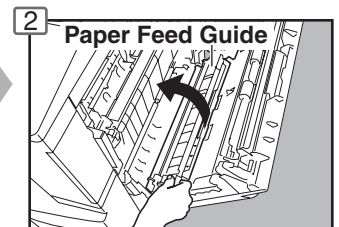
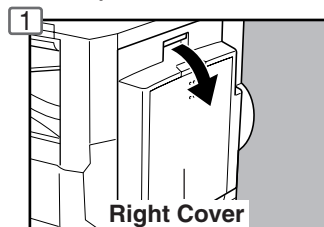
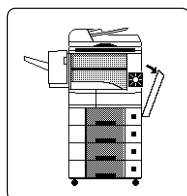
#### ● Removing a Misfed Paper (Paper Transport Area)



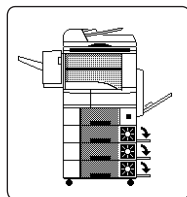
When the optional Tray/1-Bin Finisher is installed.



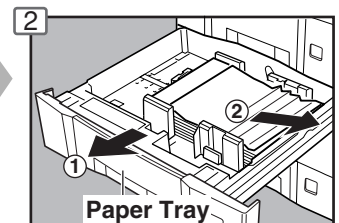
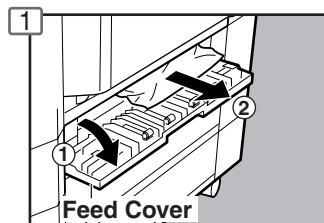
#### ● Removing a Misfed Paper (Automatic Duplex Unit)

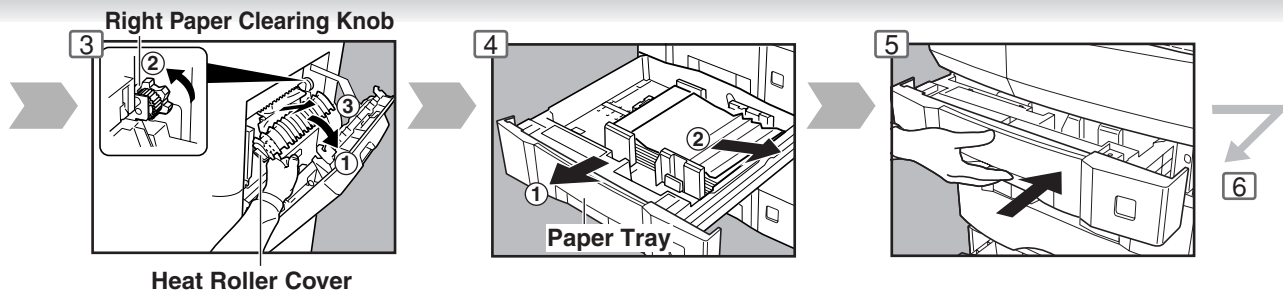


#### ● Removing a Misfed Paper (2nd/3rd/4th Paper Tray)



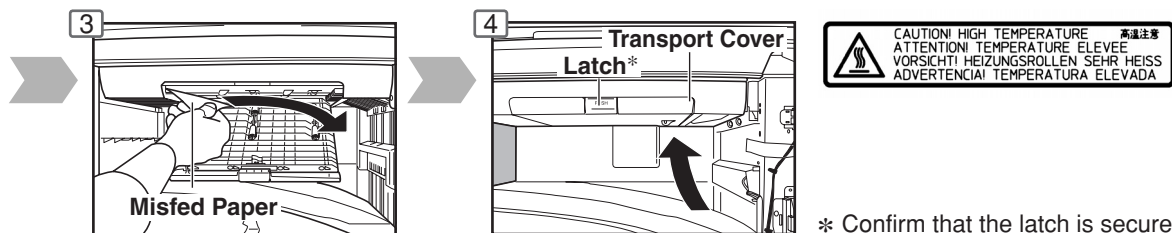
Options  
3rd Paper Tray (DA-DS303)  
4th Paper Tray (DA-DS304)



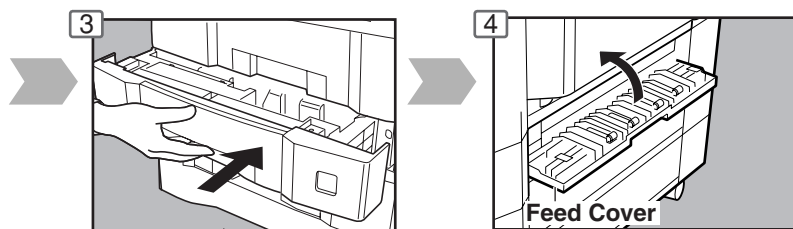
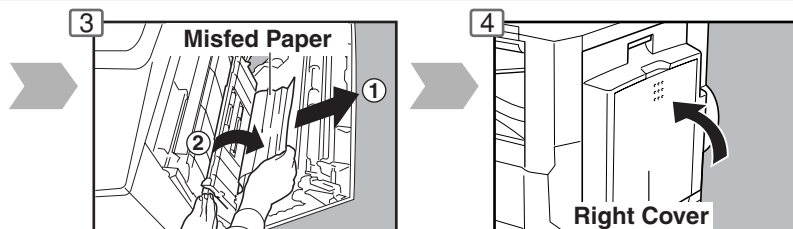


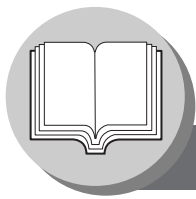
HIGH TEMPERATURE SURFACE. DO NOT TOUCH.  
 ·SURFACE TRES CHAUDE. NE PAS TOUCHER.  
 ·NICHT BERUEHREN. HEISSE OBERFLAECHE VERBRENNUNGSGEFAHR.  
 ·SUPERFICIE DE ALTA TEMPERATURA. NO TOCAR.  
 ·表面高温 不要触摸  
 FBS1486AU

**注意** **高温注意** **CAUTION! HIGH TEMPERATURE** **고온주의**  
 ·ATTENTION! TEMPERATURE ELEVÉE  
 ·VORSICHT! HEIZUNGSRÖLLEN SEHR HEISS  
 ·ADVERTENCIA! TEMPERATURA ELEVADA  
 FBS1383



\* Confirm that the latch is securely fastened.



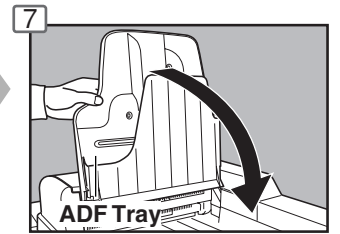
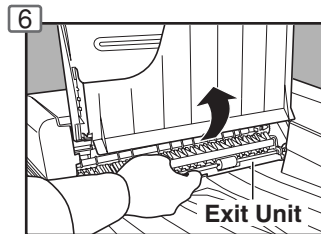
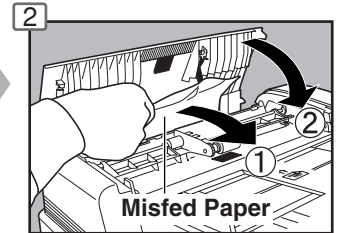
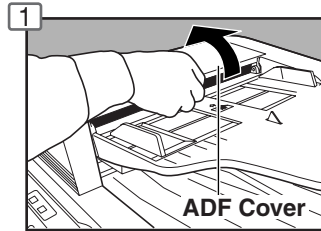
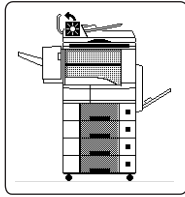


# Getting To Know Your Machine

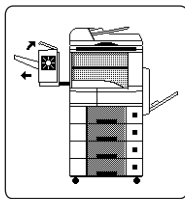
## Operation Chart

### ■ Problem Solving (Continued)

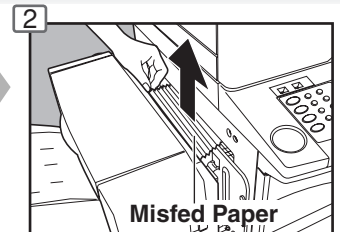
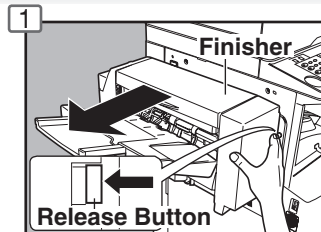
#### ● Removing a Misfed Paper (ADF)

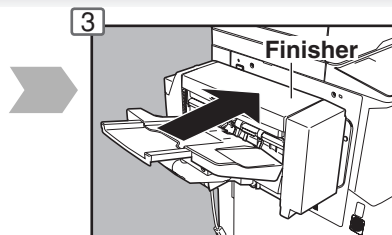
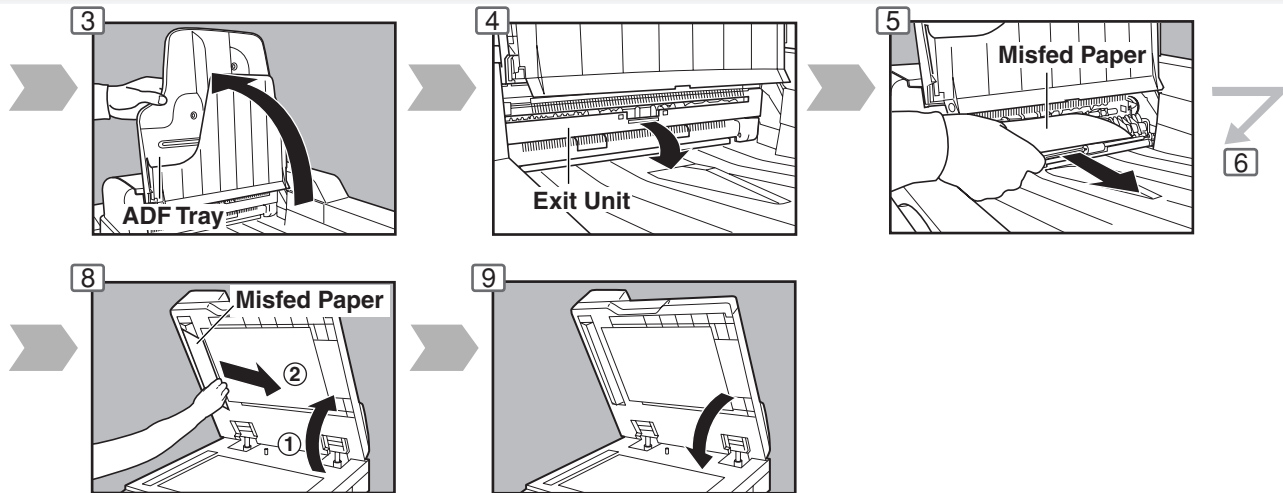


#### ● Removing a Misfed Paper (1-Bin Finisher)



Option (DA-FS300)



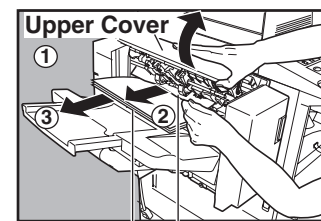


**NOTE:**

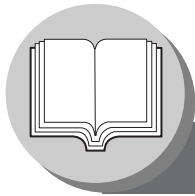
If the misfeed indicator(s) do not clear, open the upper cover and remove all misfed paper.

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.

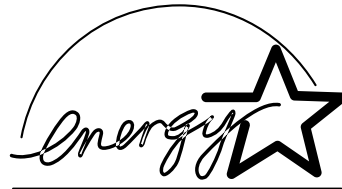


Remaining Copies      Misfed Paper



# Before Starting

## Energy Star



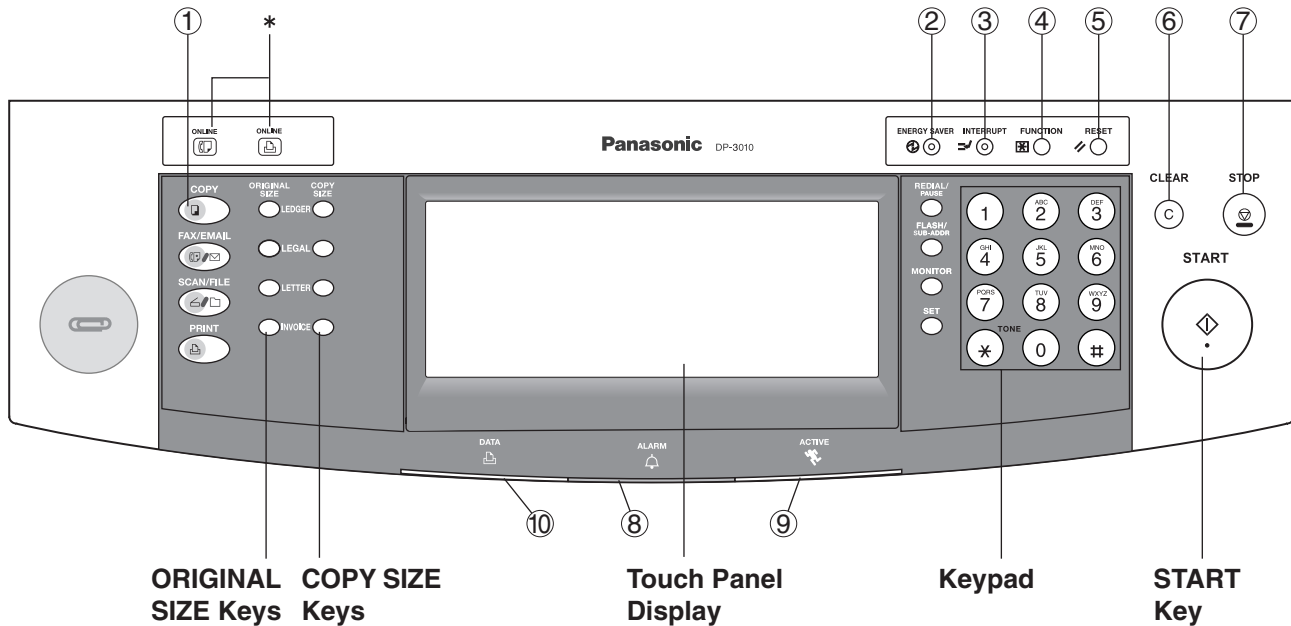
As an **ENERGY STAR**<sup>®</sup> Partner, Panasonic has determined that this product meets the **ENERGY STAR**<sup>®</sup> guidelines for energy efficiency.

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**<sup>®</sup> compliant product will reduce energy consumption and ultimately benefit the environment.

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



# Control Panel



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

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

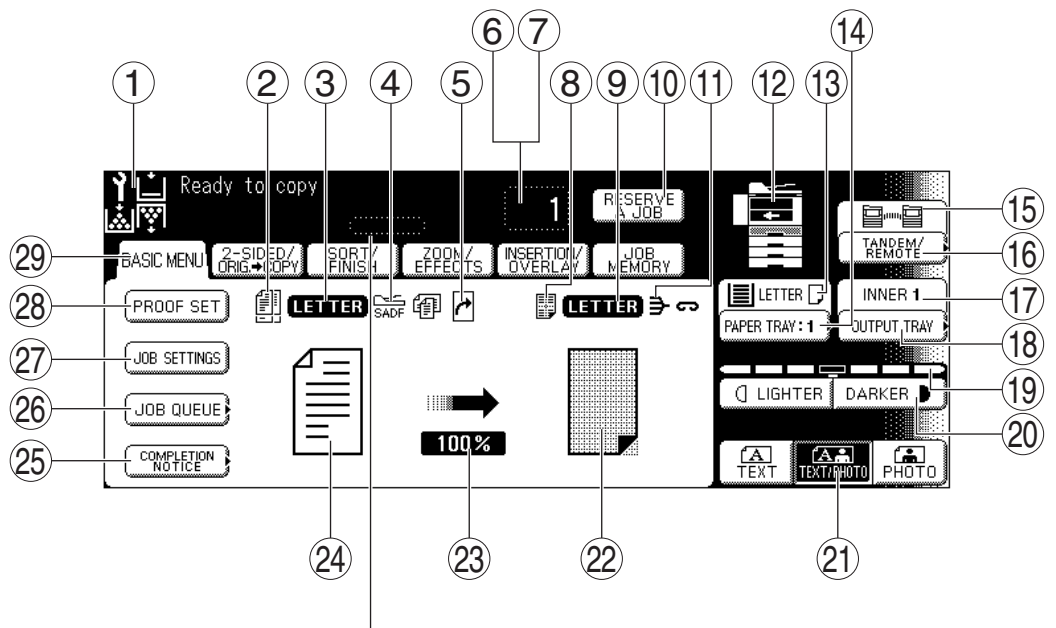
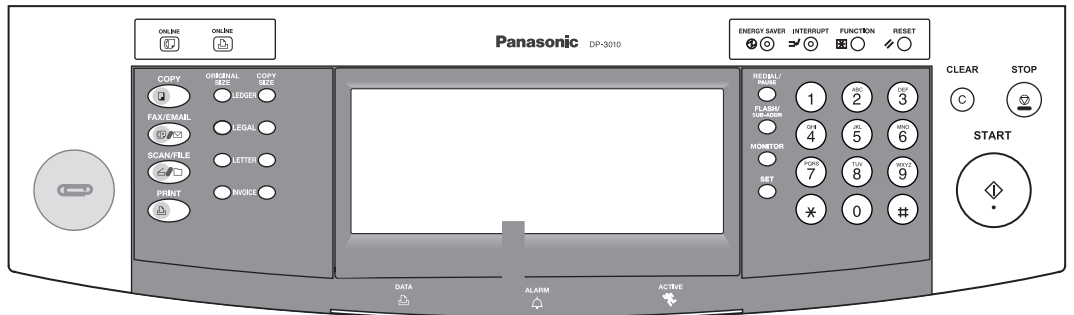
## NOTE

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



# Before Starting

## Touch Panel Display



### Job Status Indicator

Ex.: Copying 3 sets.

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





0/3 → 1/3 → 2/3 → 3/3

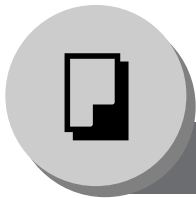
### NOTE

- 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<br> : Add Toner  : Add Paper  : Call Service (Call your Service Provider)  : Waste Toner | 10 - 13  |
| ②   | Original Icon  | —        |
| ③   | Original Size Indication   | —        |
| ④   | Job Build and SADF/Multi-Size Feed Mode Indication   | 34, 35   |
| ⑤   | Rotate Mode Indication   | —        |
| ⑥   | Number of Copies / Original(s)   | —        |
| ⑦   | Machine / User Error Code Indication (E1-01, U13, etc.)  | 12, 13   |
| ⑧   | Copy Icon  | —        |
| ⑨   | Copy Size Indication   | —        |
| ⑩   | Reserve a Job Button   | 49       |
| ⑪   | Finisher Functions Indication  | 37       |
| 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  | 25       |
| ⑯   | Tandem/Remote Button   | 25       |
| ⑰   | Output Tray Indication   | 11       |
| ⑱   | Output Tray Button   | 11       |
| ⑲   | Density Indicator (7 steps)  | 11, 23   |
| ⑳   | Manual Exposure Select Buttons (Lighter and Darker)  | 11, 23   |
| ㉑   | Original Mode Select Button (Text; Text / Photo; Photo)  | 11, 23   |
| ㉒   | Copy Image and Paper Image Indication  | —        |
| ㉓   | Copy Ratio Indication  | —        |
| ㉔   | Original Image Indication  | —        |
| ㉕   | Completion Notice Button   | 29       |
| ㉖   | Job Queue Button   | 28       |
| ㉗   | Job Settings Button<br>• Selected copy jobs will be indicated on the right side of the touch panel display.<br>(2-Sided/Original → Copy, Sort/Finish, Zoom/Effects, Insertion/Overlay modes)   | —        |
| ㉘   | Proof Set Button   | 25       |
| ㉙   | Function Categories  | —        |

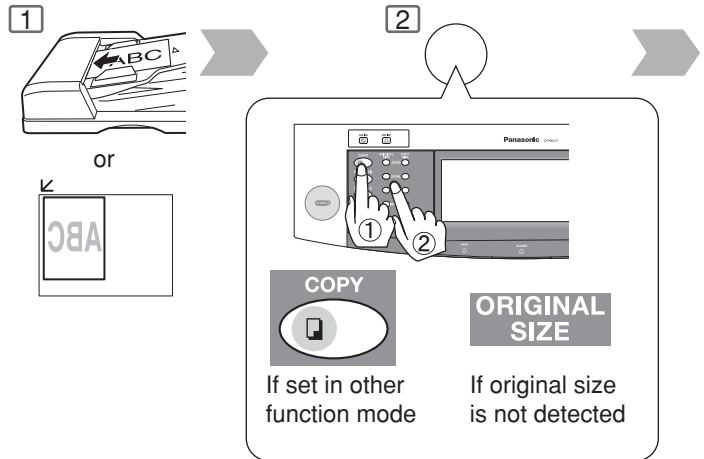
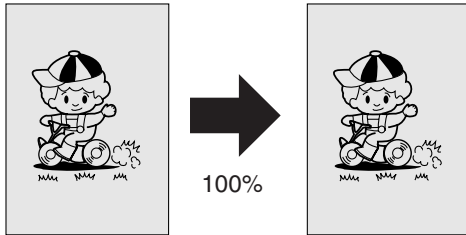


# Making Copies

## Basic Menu

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

Copy size is automatically selected.

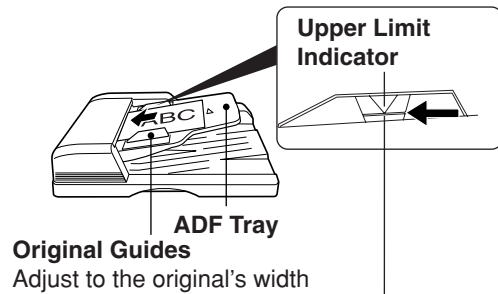


### ■ Using the ADF

#### Inappropriate Originals

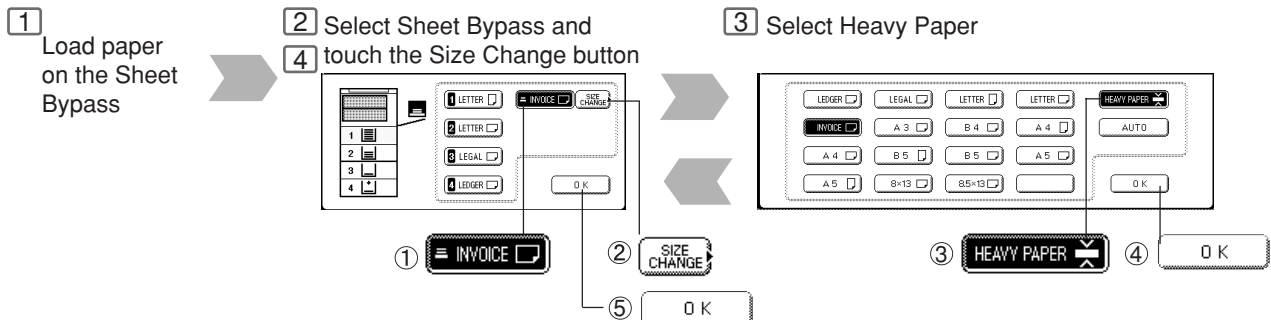
- Paper with a smooth surface such as glossy and coated papers
- Transparencies
- Originals with a Lead Edge that is "creased", "folded", "punched" or "glued"
- Paste-ups
- Pressure sensitive or carbon backed papers
- Paper with excessive curl
- Stapled originals
- Freshly printed copies from a laser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

#### ADF



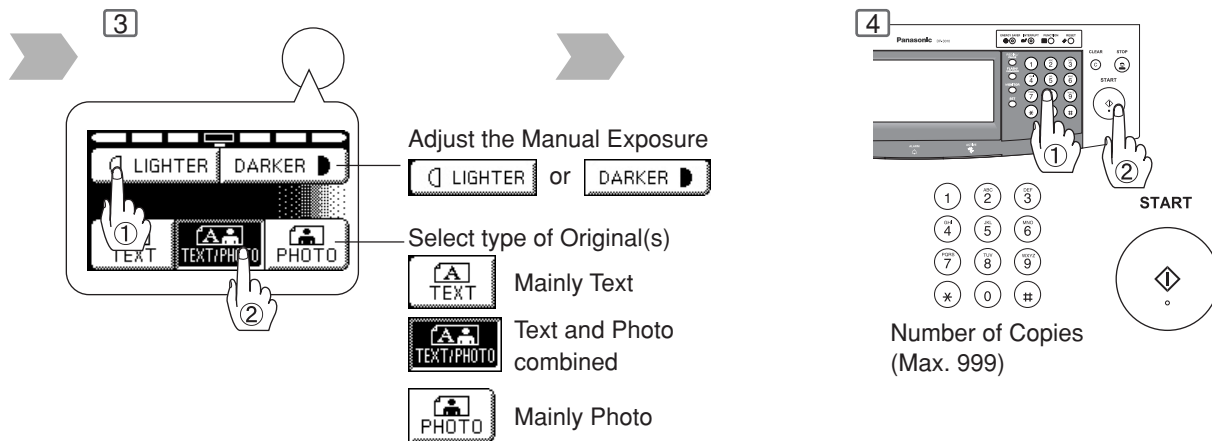
Set the originals up to the upper limit indicator

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



#### 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.

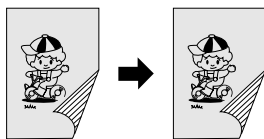


**Features**

**Automatic Original Feeding**

- ① Feeds originals automatically  
Up to 50 Letter 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 30 and 31)

**Insertion/Overlay**

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

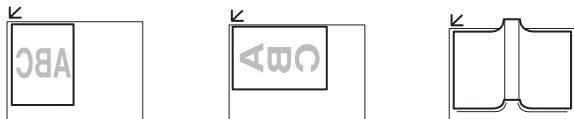
(See pages 44-47)

**Position of the original(s)**

**From ADF/i-ADF**

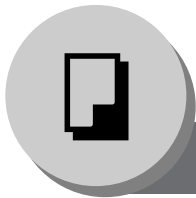


**From Platen**



**NOTE**

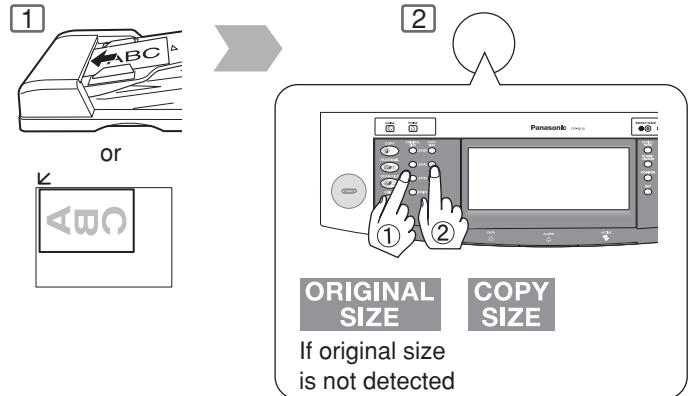
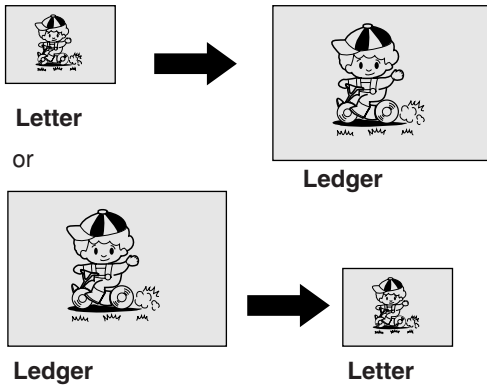
- **Memory Capacity:**  
If the memory becomes full during original scanning, the message "Cannot Complete / Job Exceeds Memory Capacity" will be displayed on the LCD. If this occurs, follow the instructions on the LCD.  
When additional memory is required, consult with an authorized service provider.



# Making Copies

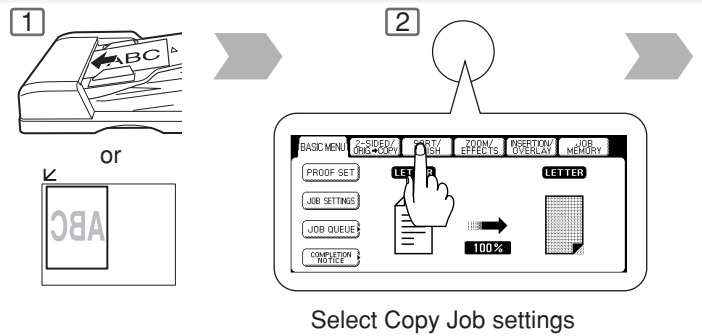
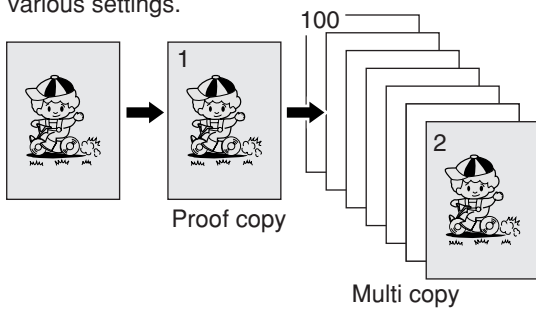
## Basic Menu

### ■ Copying with Preset Ratios



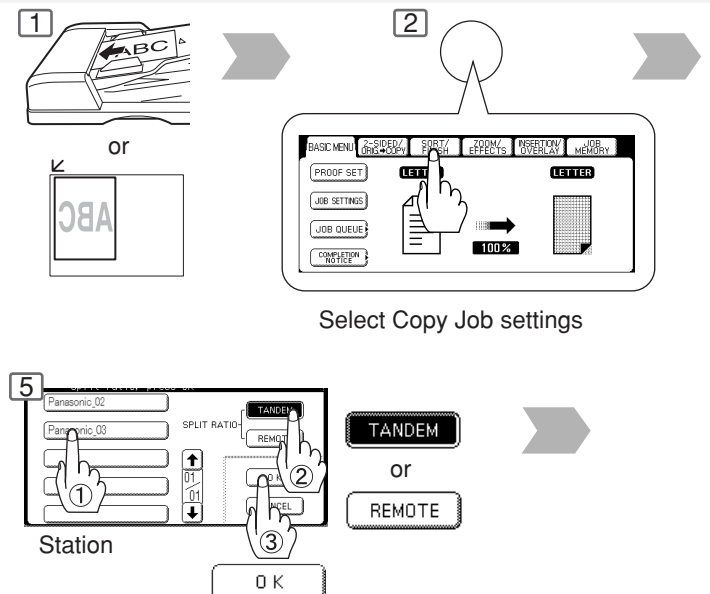
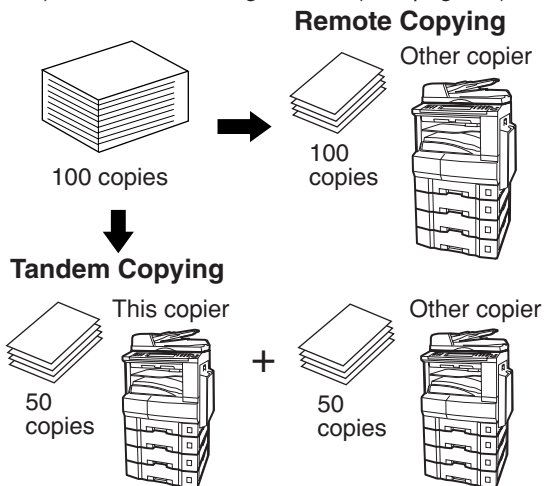
### ■ Proof Copying

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



### ■ Tandem/Remote Copying

Requires installation of optional Hard Disk Drive (DA-HD30) and additional Image Memory (DA-SM16B/SM64B/SM28B), Network setup (See pages 56 and 62) and Parameter registration. (See page 26)



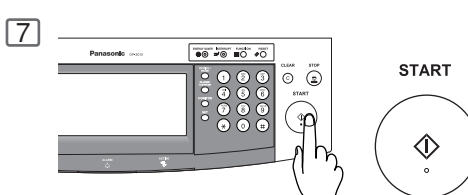
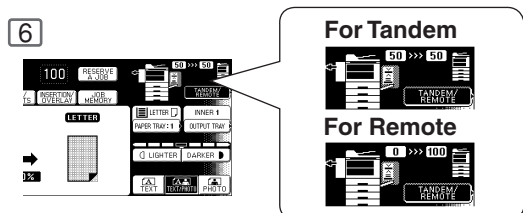
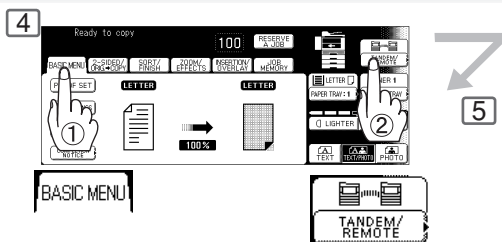
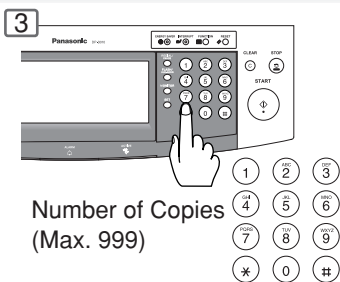
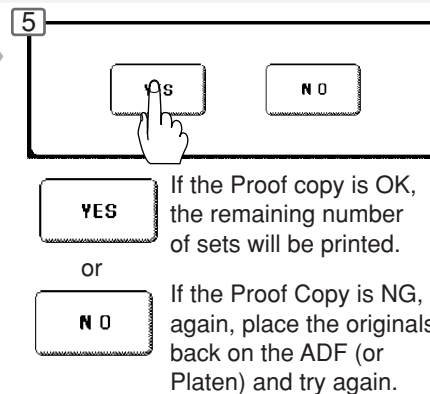
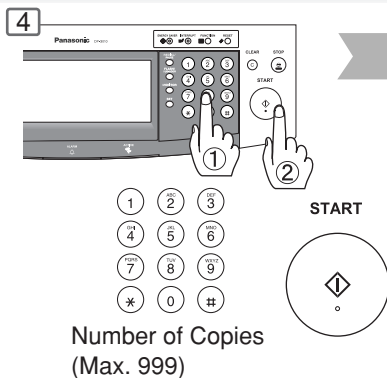
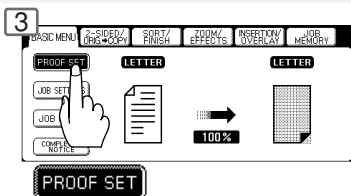
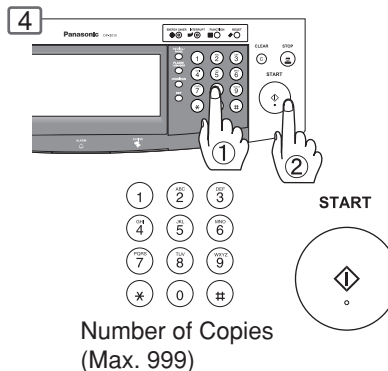
#### NOTE

- If the desired copy size is different from the paper size loaded in the Paper Tray, use Sheet Bypass. (See page 10)  
The selected Remote printing copier, must be either DP-2310 or DP-3010.  
For the copier to function as a Remote/Tandem Copier it has to be setup in advance.

3 The Correct ratio is automatically selected.

Reduction and enlargement ratios (%)

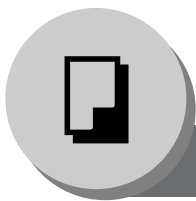
| ORIGINAL SIZE | COPY SIZE |       |          |           |
|---------------|-----------|-------|----------|-----------|
|               | Ledger    | Legal | Letter-R | Invoice-R |
| Ledger        | 100       | 77    | 65       | 50        |
| Legal         | 121       | 100   | 79       | 61     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



**NOTE**

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



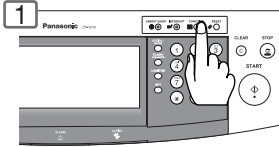


# Making Copies

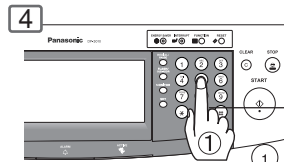
## Basic Menu

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

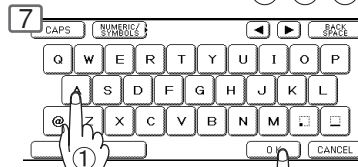
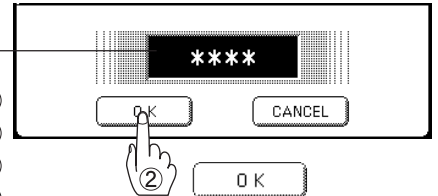
Input the Key Operator ID Code if required.



FUNCTION

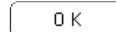


Input ID Code  
(4-digit)



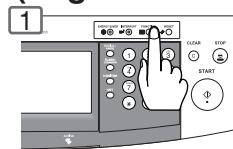
Enter the key name\*  
(up to 15 characters).

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

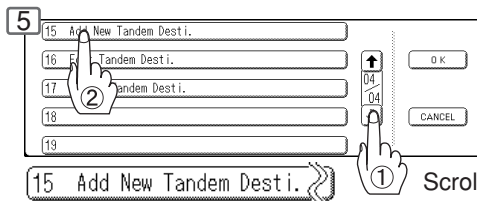
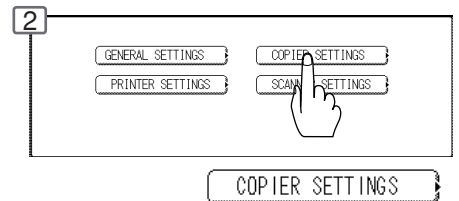


### ■ Tandem/Remote Copy Settings (Registration 2)

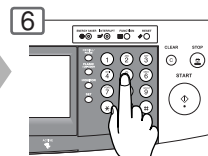
If either DP-2310 or DP-3010 is installed on a Network with a different subnet mask, the DP-2310 or DP-3010 must be registered first, before being able to use the Tandem/Remote Copying function.



FUNCTION



15 Add New Tandem Dest i. Scroll to 04/04



IP Address

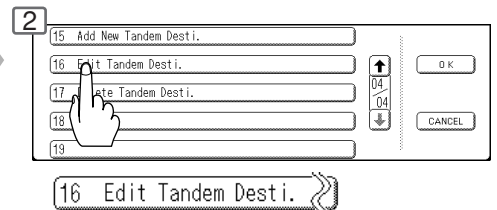
Ex: 123.123.12.1

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

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

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

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

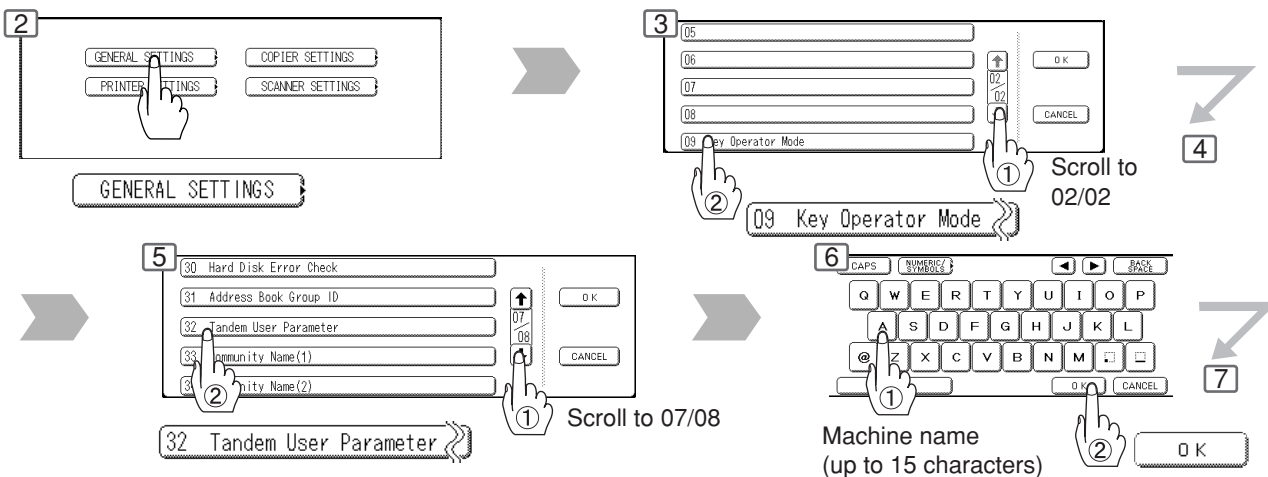


### ■ Tandem/Remote Copy Settings (Deleting)

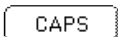
To delete the registered machine.

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





### Button Names on the Keyboard



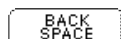
To input upper case letter(s).



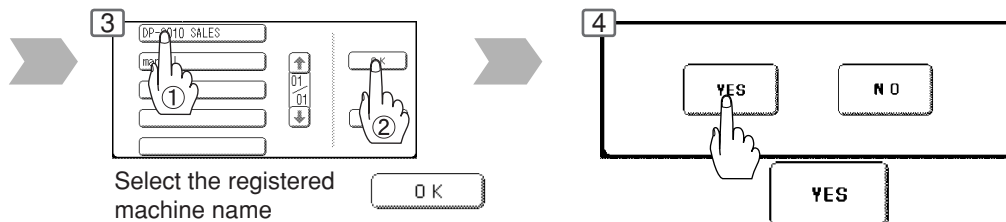
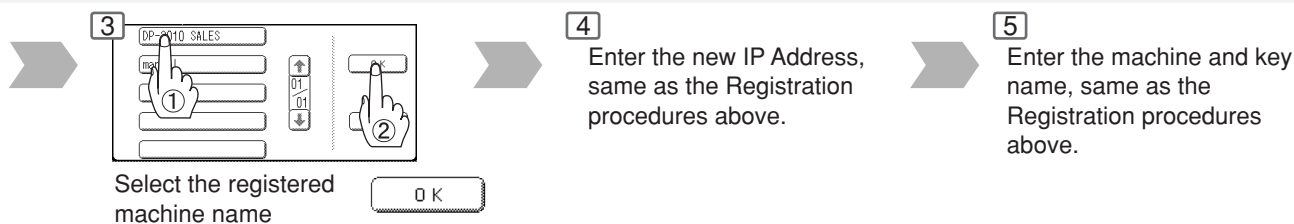
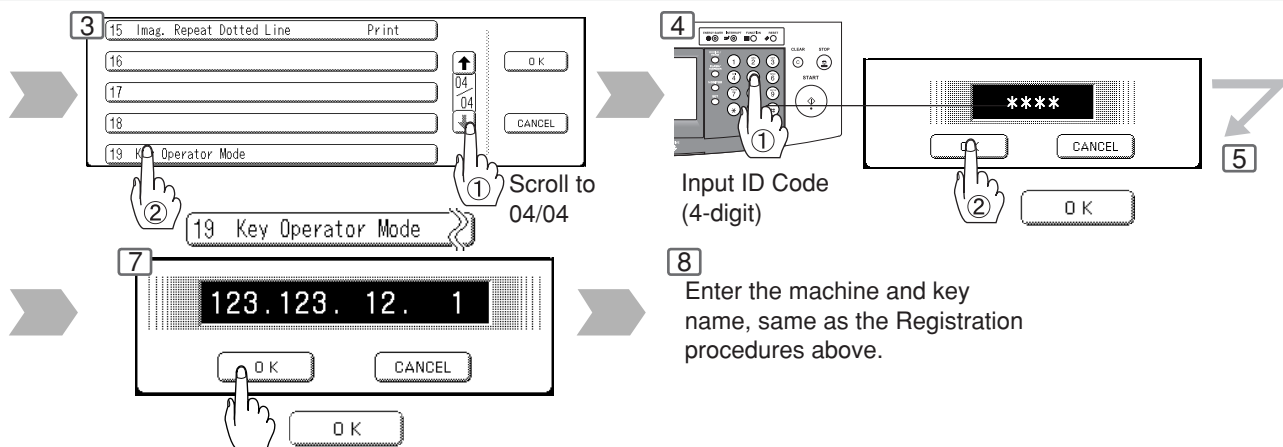
To move the cursor ( ) to the left or right side.



To input numbers and/or symbols.



To erase the character before the cursor.



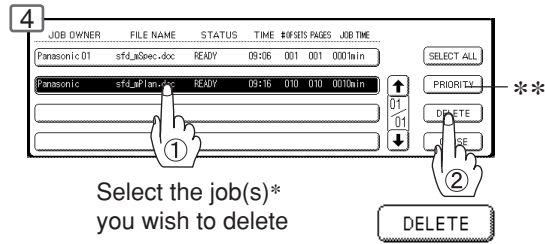
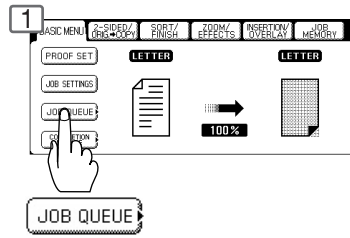
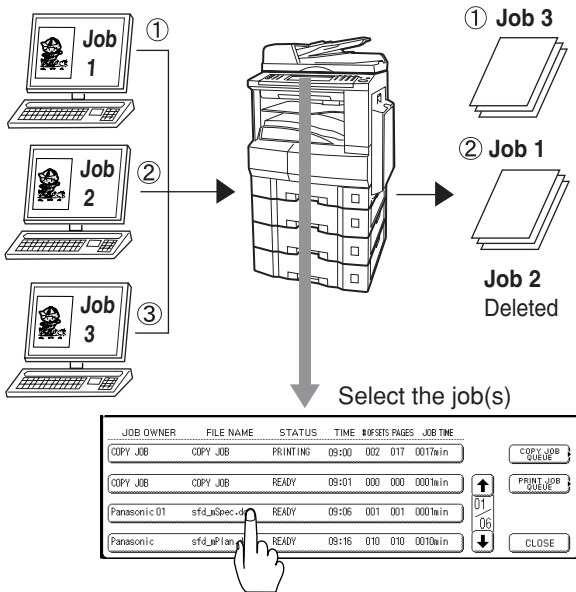


# Making Copies

## Basic Menu

### Job Queue

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



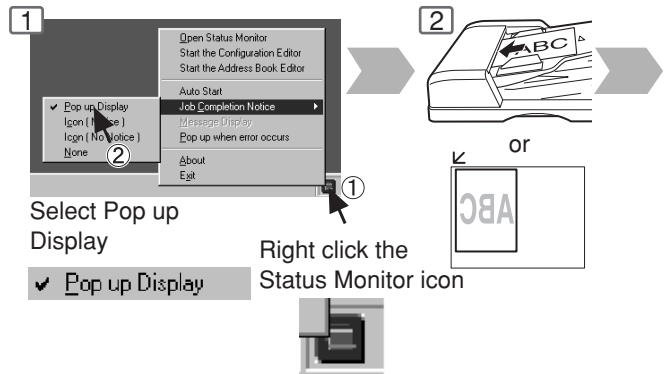
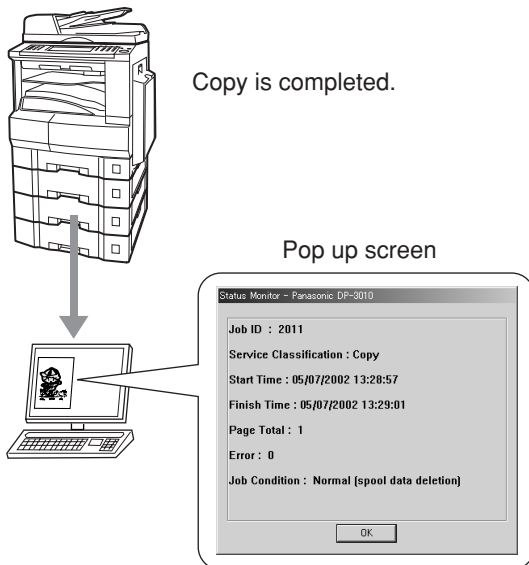
Select the job(s)\* you wish to delete

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

### Completion Notice

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

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

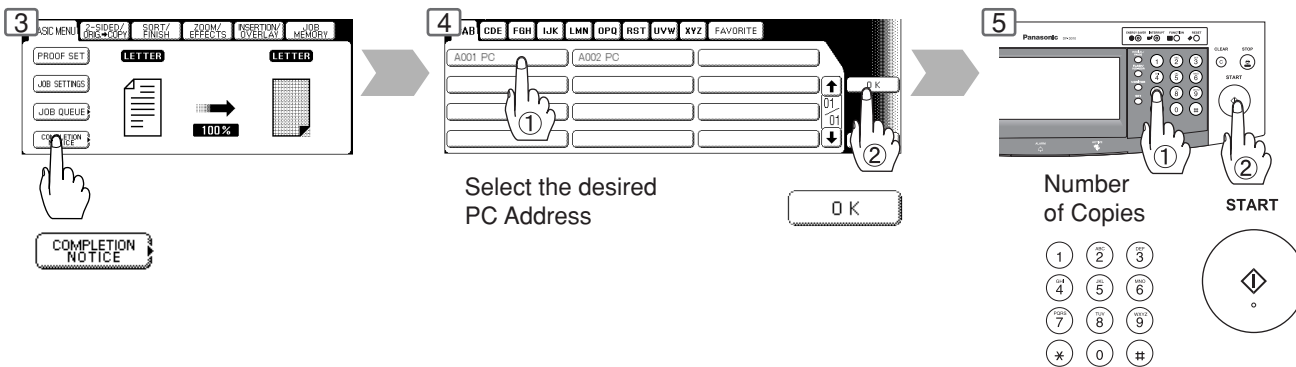
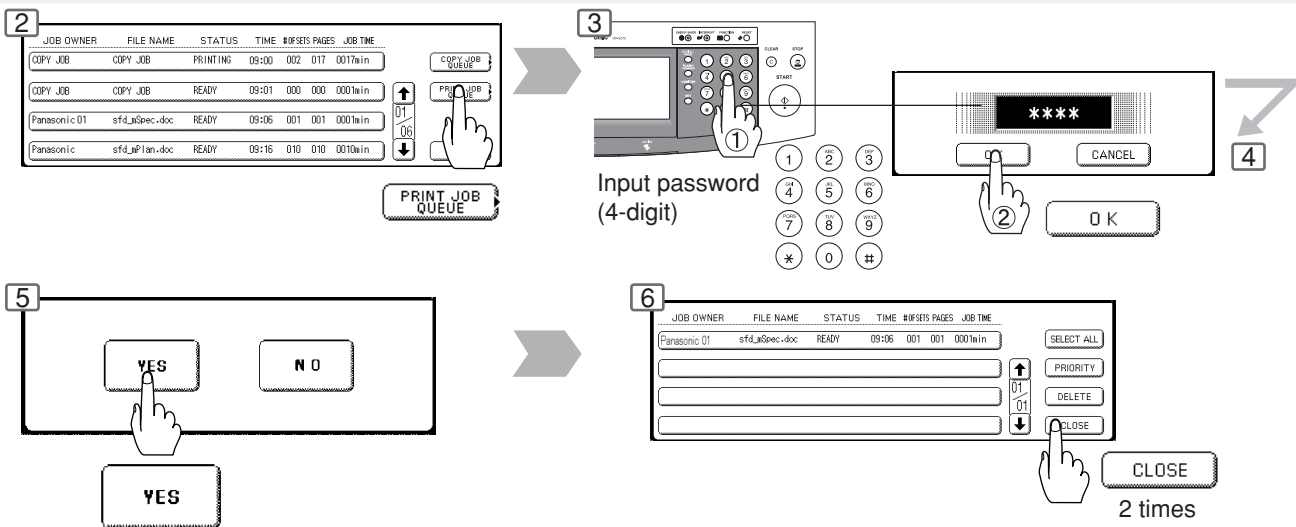


Select Pop up Display

Right click the Status Monitor icon

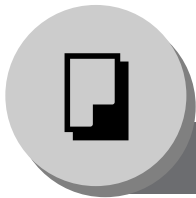
### NOTE

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



**NOTE**

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

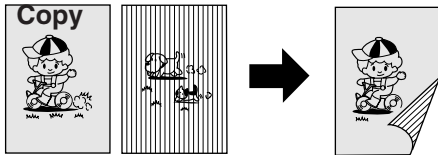


# Making Copies

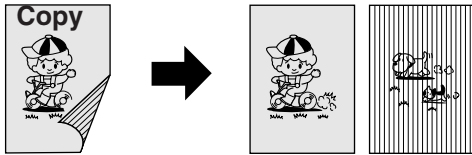
## 2-Sided/Original → Copy

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

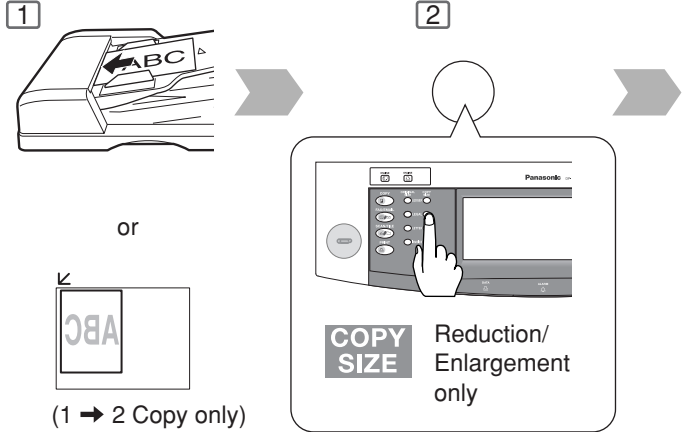
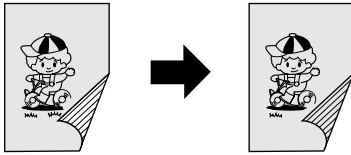
1 → 2 } 1-Sided → 2-Sided



2 → 1 } 2-Sided → 1-Sided



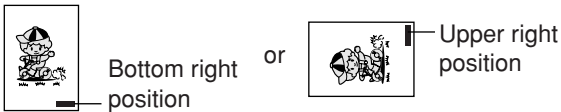
2 → 2 } 2-Sided → 2-Sided Copy



(1 → 2 Copy only)

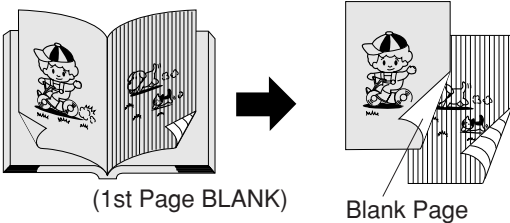
#### ● Duplex Notice Function

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



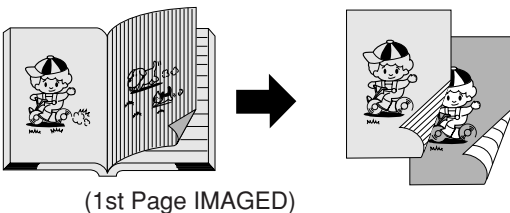
### Book → 2-Sided Copy

BOOK → 2 } Book → 2-Sided Copy

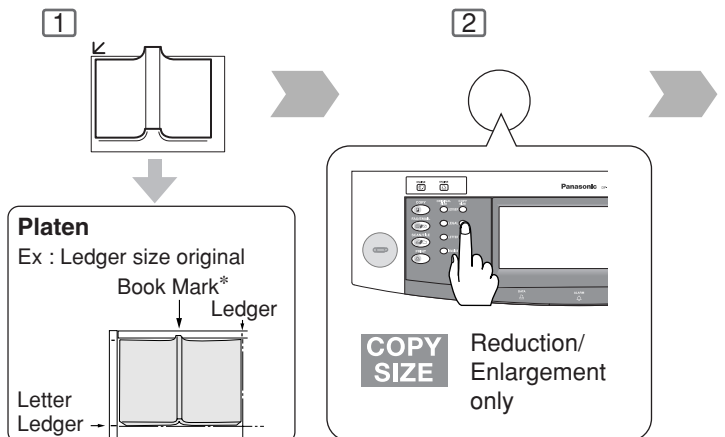


(1st Page BLANK)

Blank Page



(1st Page IMAGED)



**Platen**  
Ex : Ledger size original  
Book Mark\*  
Letter Ledger

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

#### ● Duplex Notice Function

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

**3** 2-SIDED/ ORIG → COPY

1 → 2  
or  
2 → 1  
or  
2 → 2

When clearing the 2-Sided Copy:  
1 → 1

**4** Bind position

LONG EDGE  
or  
SHORT EDGE

OK

**4** ORIENTATION

LONG EDGE  
or  
SHORT EDGE

DUPLEX NOTICE  
If required

DANCE

OK

**5**

Number of Copies

START

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

**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.

2-SIDED PRINT

**3** 2-SIDED/ ORIG → COPY

BOOK → 2

**4** Original format Copy format

LONG EDGE  
or  
SHORT EDGE

DUPLEX NOTICE  
If required

DANCE

OK

1 → 2  
or  
2 → 1

1st PAGE IMAGED  
or  
1st PAGE BLANK

**5**

Number of Copies

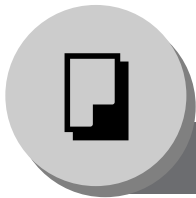
START

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

**6**

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.

2-SIDED PRINT

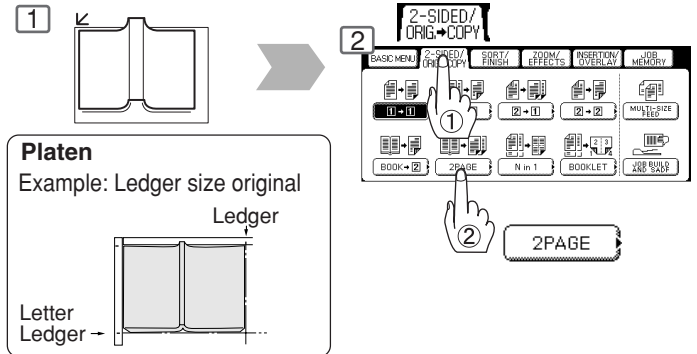
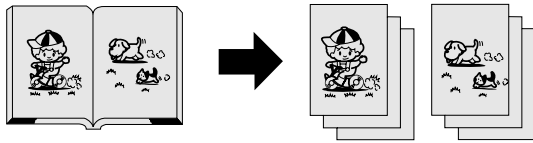


# Making Copies

## 2-Sided/Original → Copy

### 2 Page Copy

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



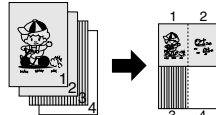
### N in 1 Copy

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

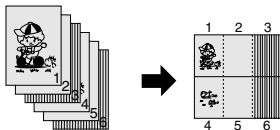
#### 2 in 1 Copy



#### 4 in 1 Copy

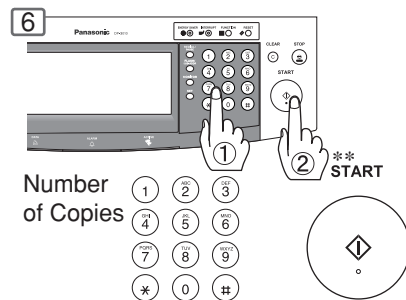
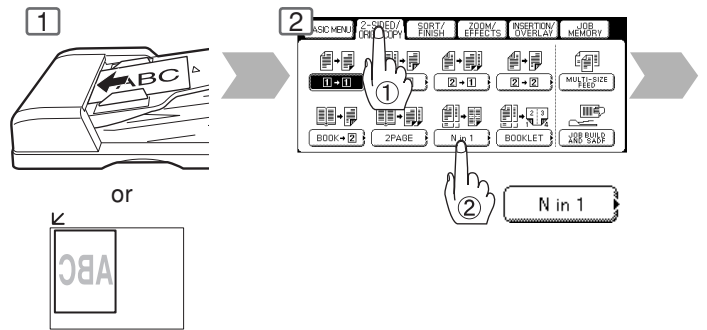


#### 6 in 1 Copy



#### 2-Sided Copy

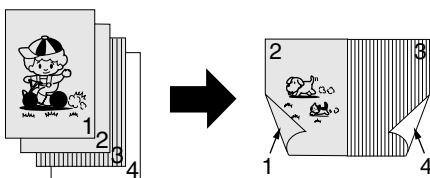
From 4/8/12 1-Sided originals, side by side, to 2-Sided copies.



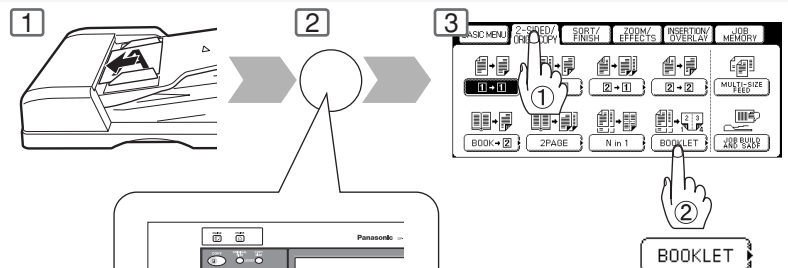
**From Platen:**  
Same Procedures as for 2 Page Copy

### Booklet Copy

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

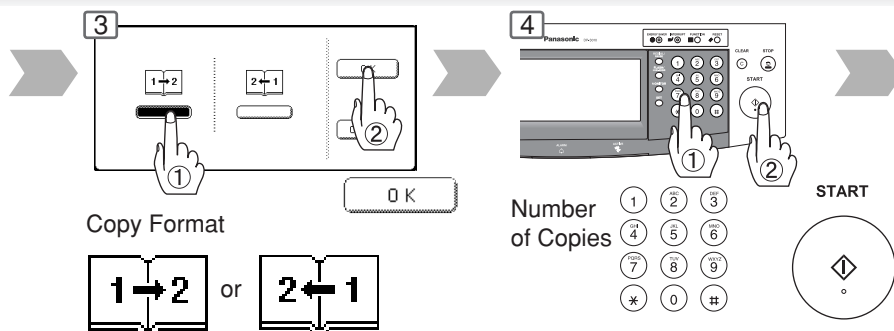


Letter or Invoice originals only



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



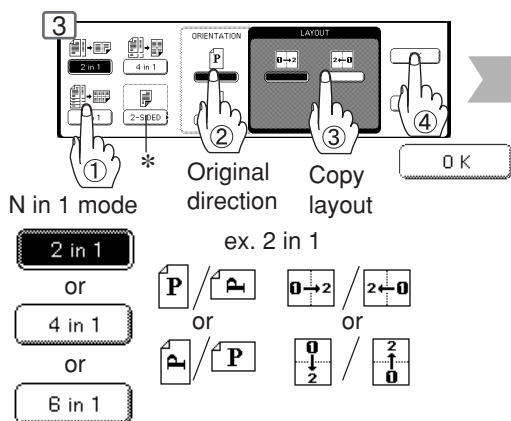


**5**

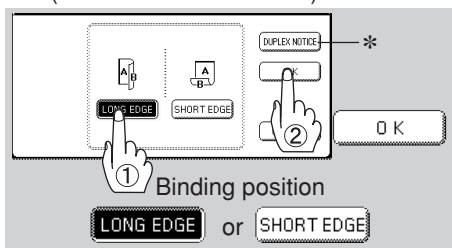
When "Last Original?" message is displayed.

Ex: 2 originals

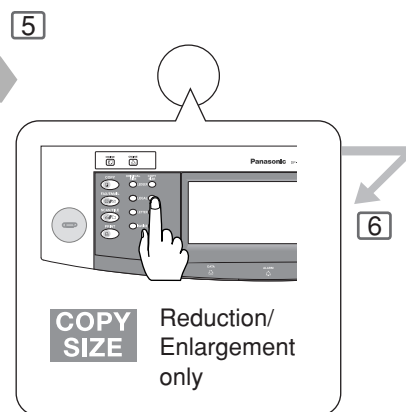
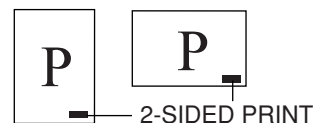
- ① Touch "NO" button.
- ② Place next original on the platen.
- ③ Press Start Key.
- ④ Touch "YES" button.



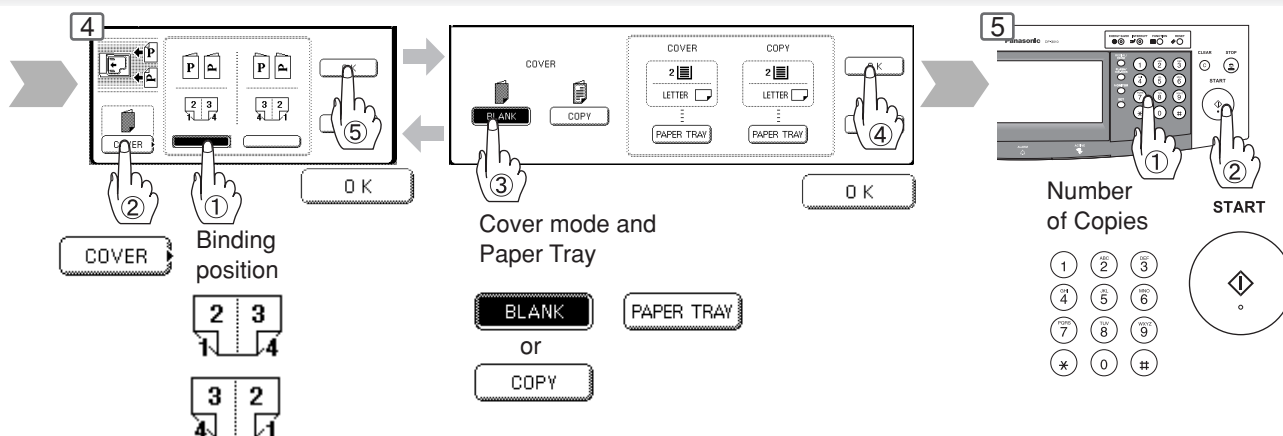
- Copy is automatically reduced.
- 2 in 1: 65 %, 4 in 1: 50 %, 6 in 1: 38 % (ex. Letter to Letter-size)

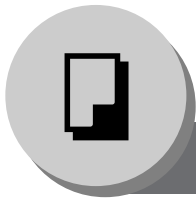


\* When N in 1 Copying a 2-Sided copy. "2-SIDED PRINT" will be printed on the copy when "DUPLEX NOTICE" is selected.



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





# Making Copies

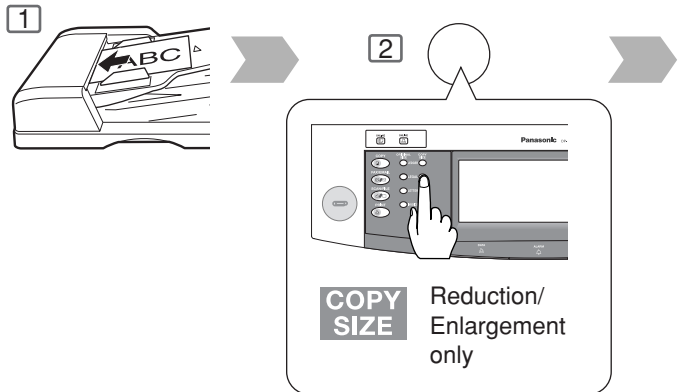
## 2-Sided/Original → Copy

### Multi-Size Feeding

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

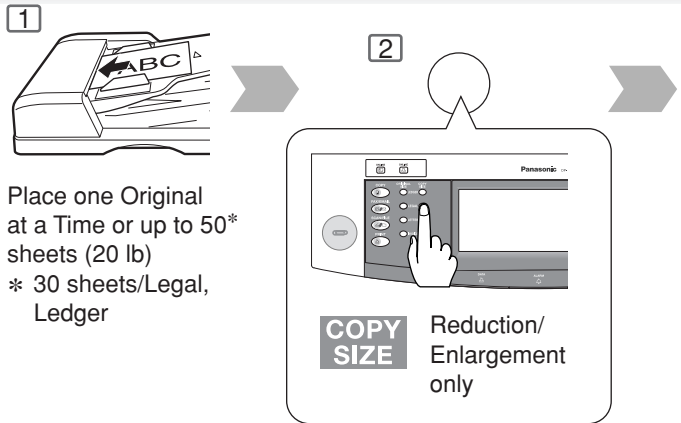
#### Combination of Multi-Size Feeding

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



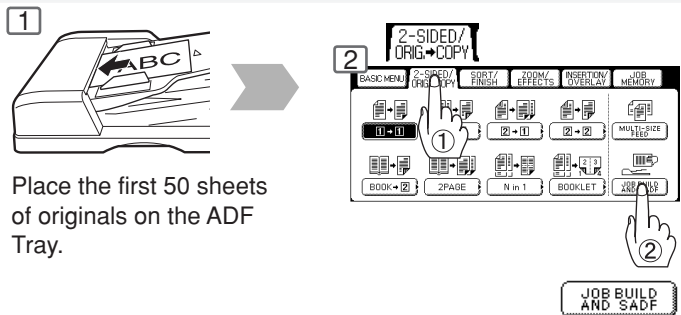
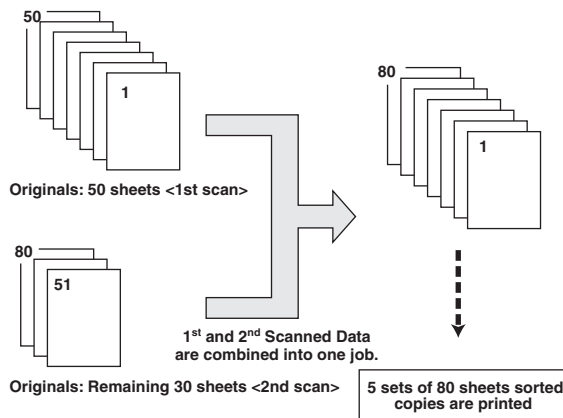
### Job Build and SADF Mode

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



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

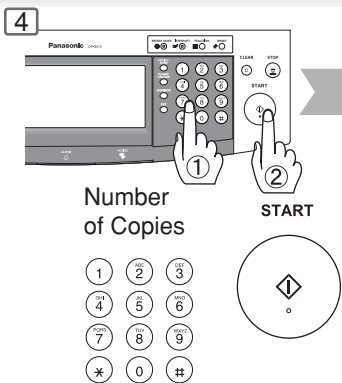
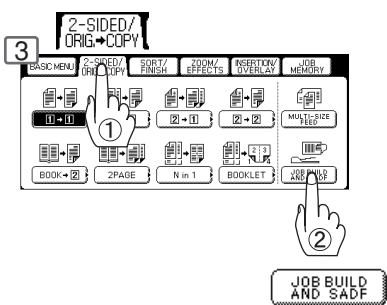
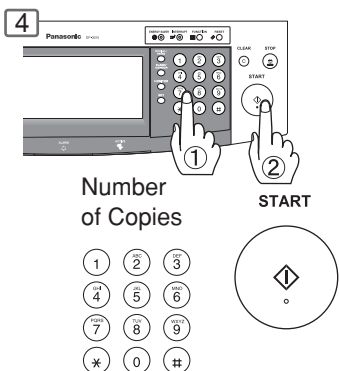
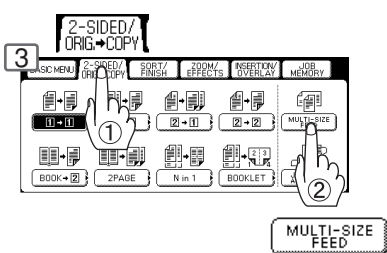
**Example:** To make 5 sets of sorted copies of 80 sheets of originals. (Letter size)



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

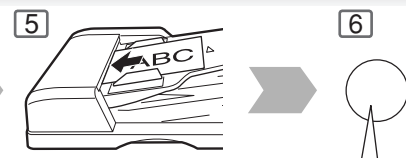
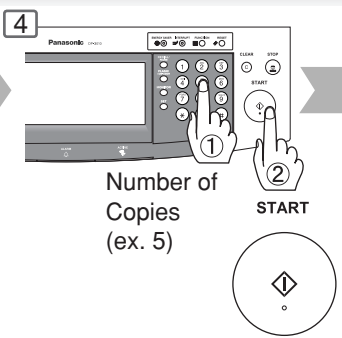
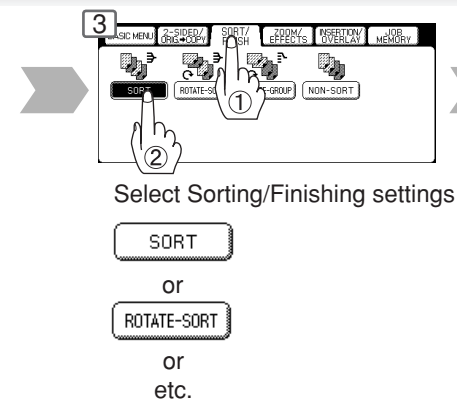
### NOTE

- 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.
- Optional Image Memory or Hard Disk Drive (DA-HD30) may be required.



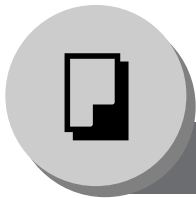
Place the next original within 5 sec. of last ejected copy.

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



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

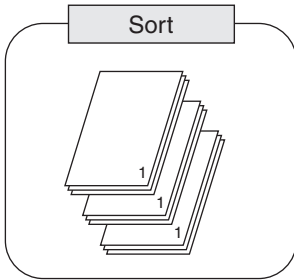
If "Another Original? YES or NO" message is displayed, touch the "NO" button.



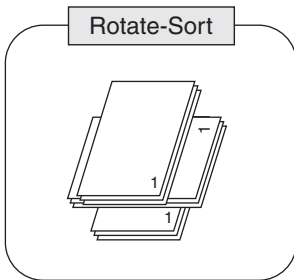
# Making Copies

## Sort/Finish

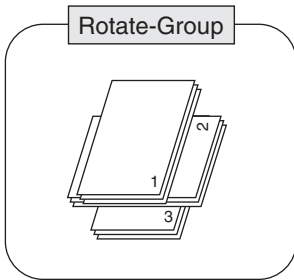
### ■ When using Sort Mode



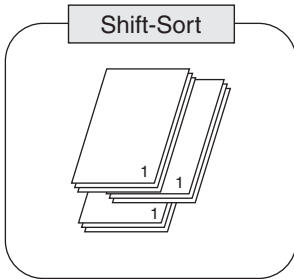
Multiple copy sets are sorted automatically.



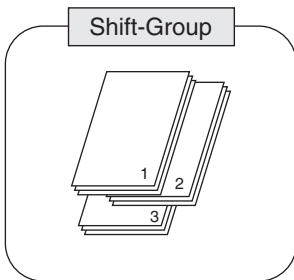
Multiple copy sets are sorted automatically and stacked in alternate direction (rotate). (Letter size only)



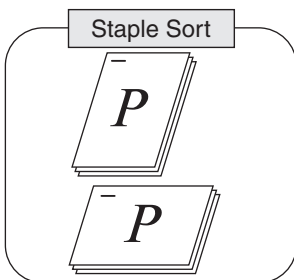
Multiple copies of individual pages are stacked in alternate direction (rotate). (Letter size only)



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



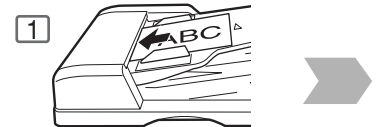
When optional 1-Bin Finisher (DA-FS300) is installed. Offset using electronic sorting (Letter, Letter-R, Legal, Ledger)



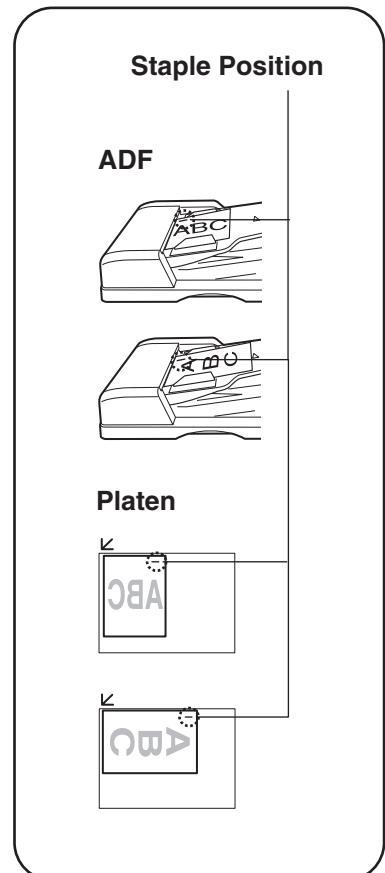
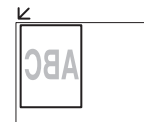
When optional 1-Bin Finisher (DA-FS300) is installed. Sort by stapling sets. Up to 30 sheets. (Letter, Letter-R, Legal, Ledger)

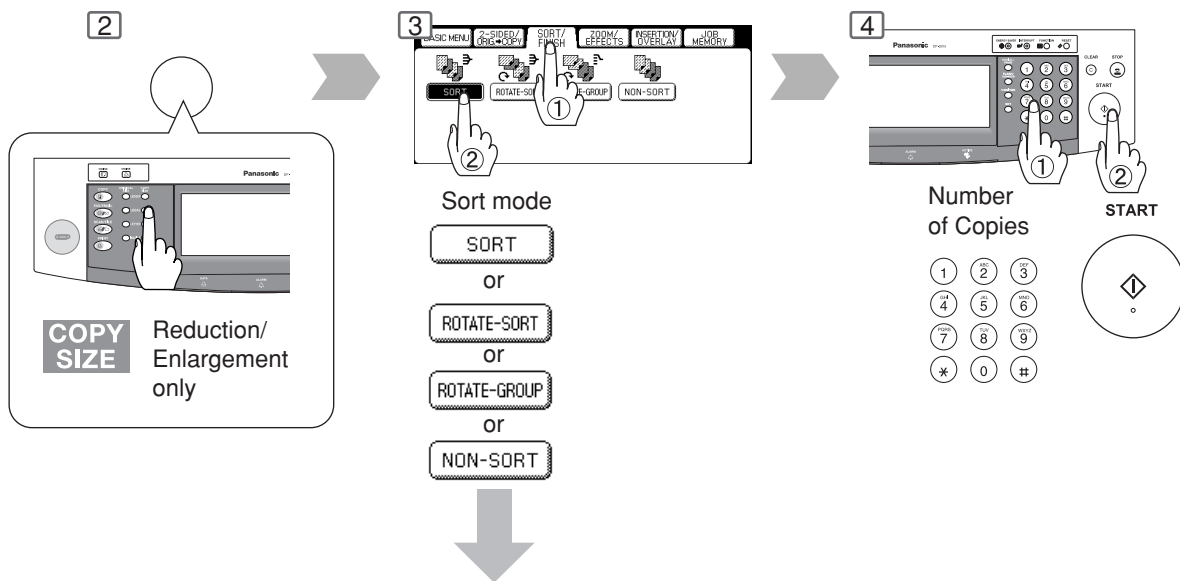


Copy is stored on the Tray.

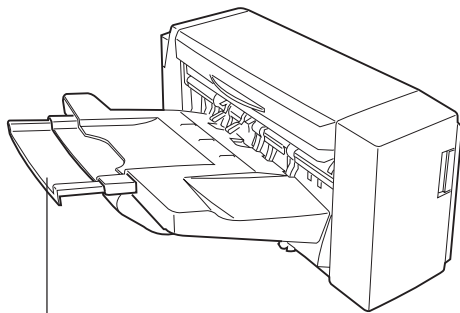


or





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

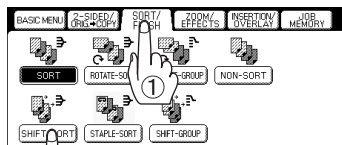


**Bin**

- 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<br>(Max. 30 Sheets/Shift) | 10 to 30 Sheets: 45 to 16 Sets |
|               |                 |                               | 2 to 9 Sheets: 70 to 50 Sets   |
| Legal, Ledger | 250             | 250<br>(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.

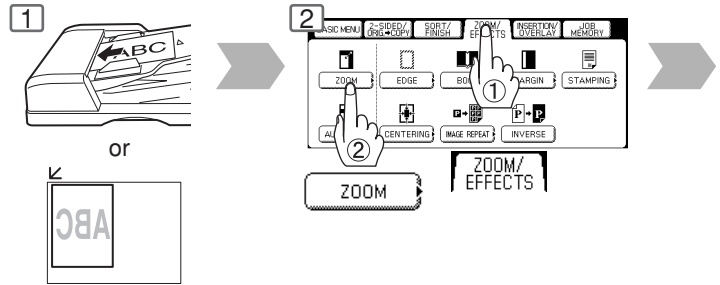
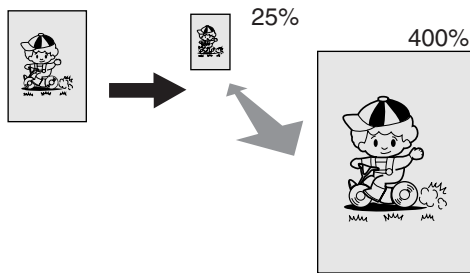


# Making Copies

## Zoom/Effects

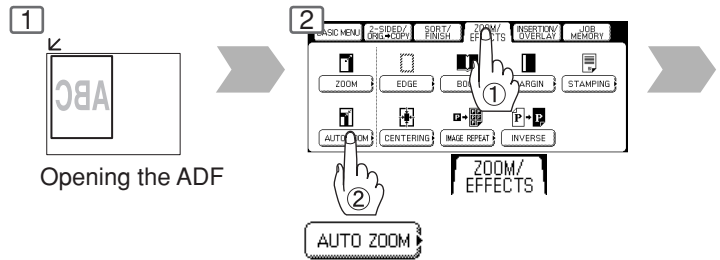
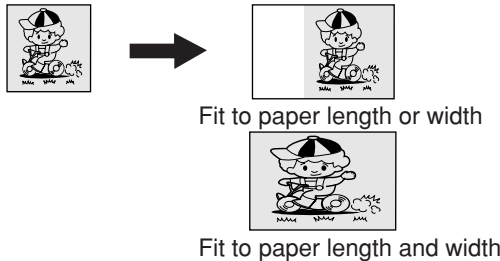
### Zoom

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



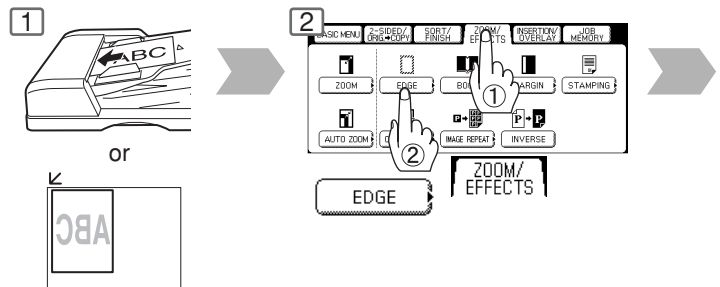
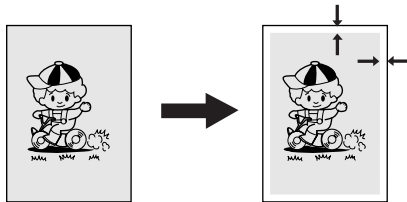
### Auto Zoom

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



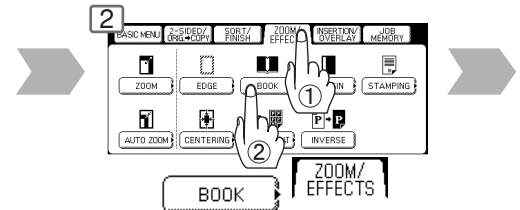
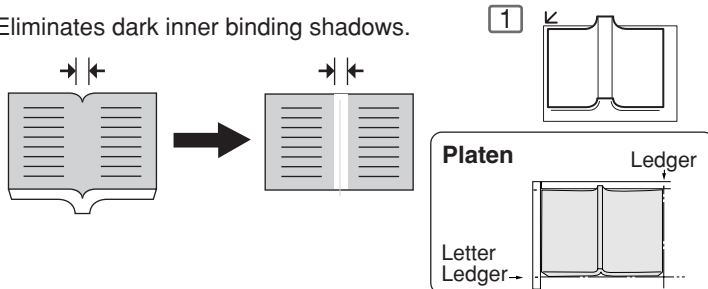
### Edge

Creates a blank edge.



### Book

Eliminates dark inner binding shadows.



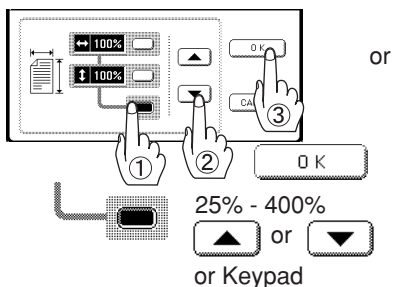
### ATTENTION

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

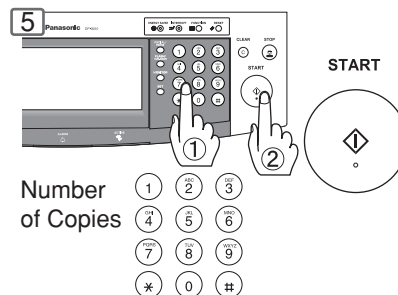
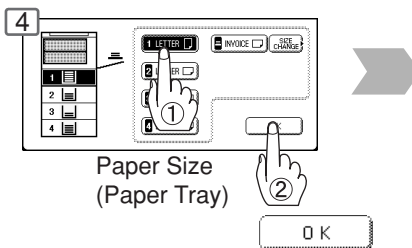
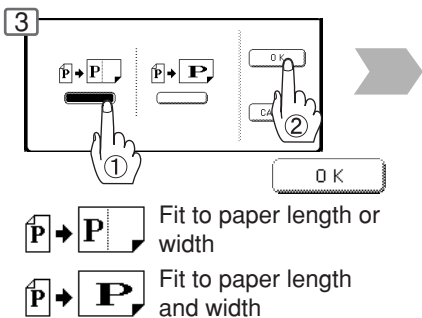
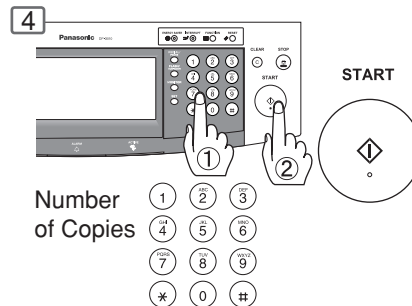
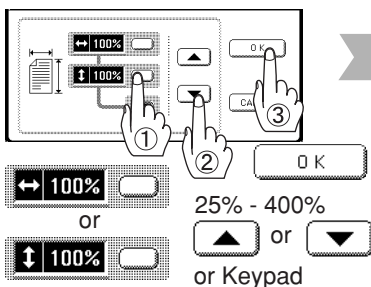
### NOTE

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

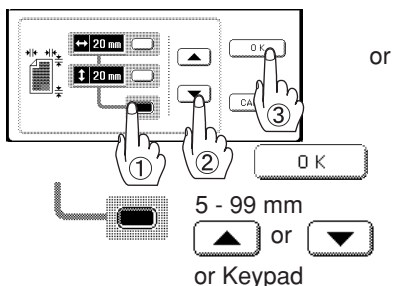
**3** Same vertical and horizontal ratio



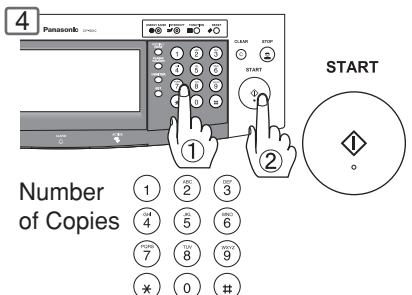
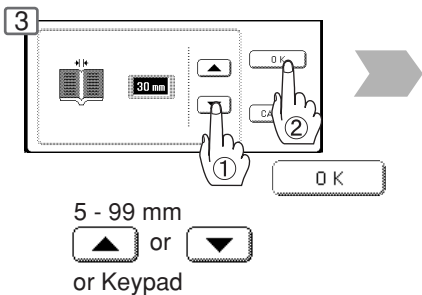
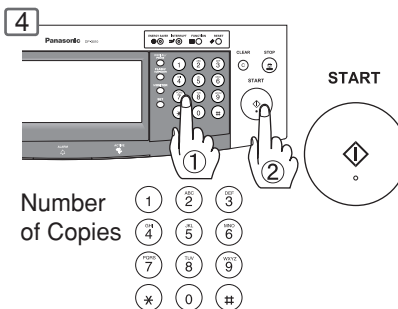
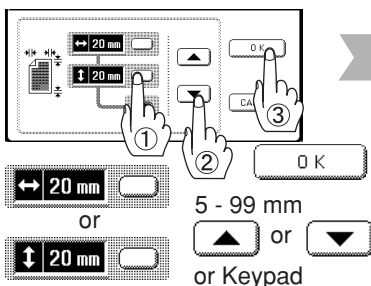
Different vertical and horizontal ratio



**3** Same vertical and horizontal void value



Different vertical and horizontal void value



**NOTE**

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

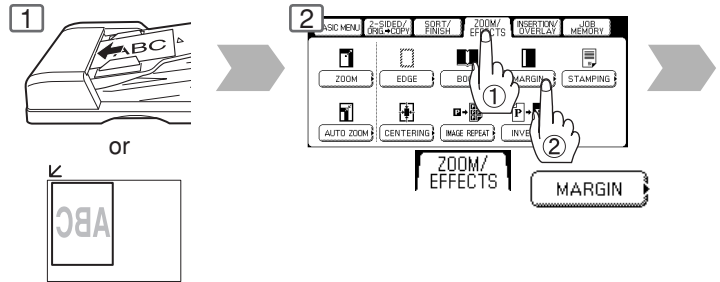
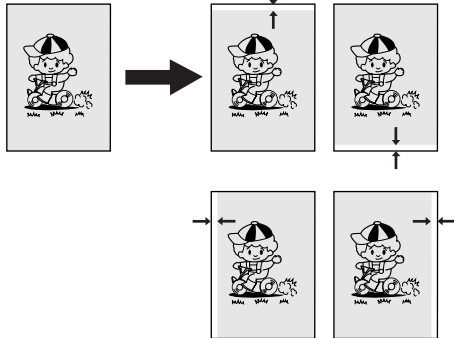


# Making Copies

## Zoom/Effects

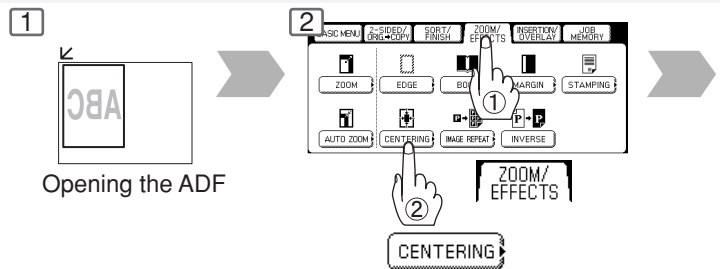
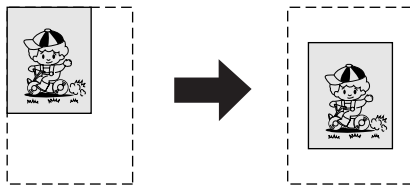
### Margin

Shifts image to right, left, up or down.



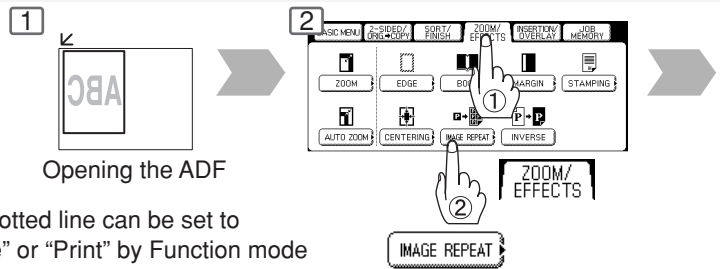
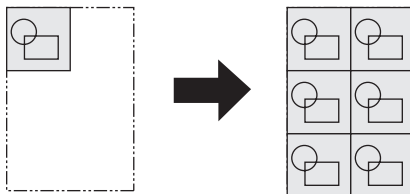
### Centering

Copy image can be centered automatically on selected paper.



### Image Repeat

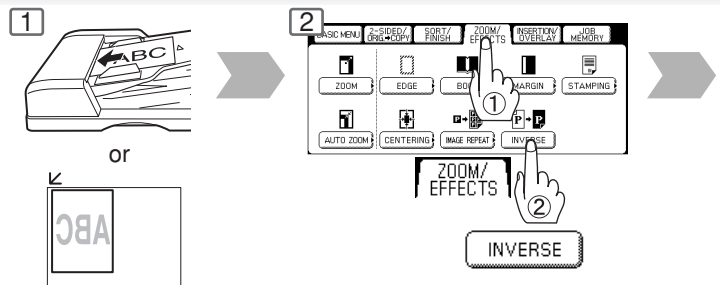
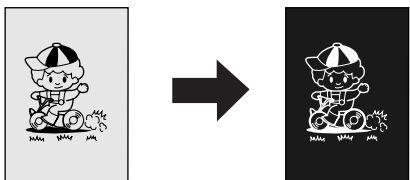
Creates continuous copy image on one sheet.  
Minimum original size: 20 x 20 mm



The dotted line can be set to "None" or "Print" by Function mode (See page 53).

### Inverse

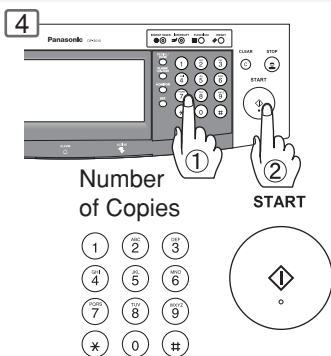
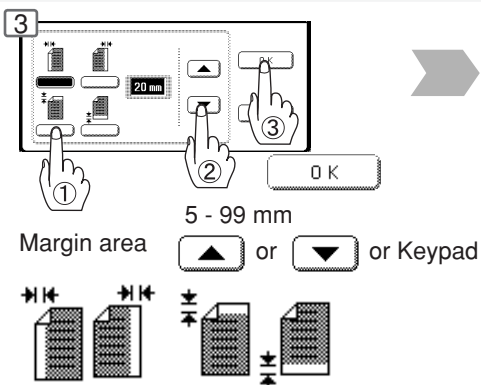
Negative/Positive image can be created for special effects.



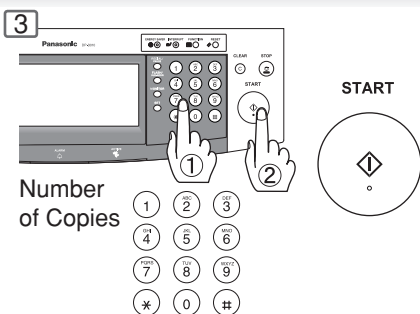
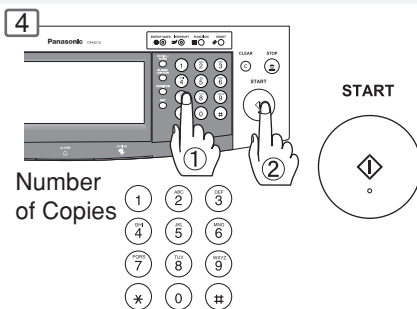
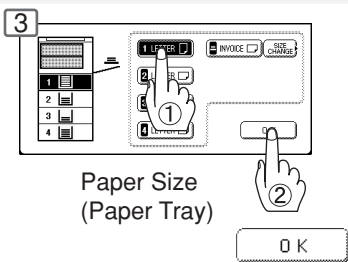
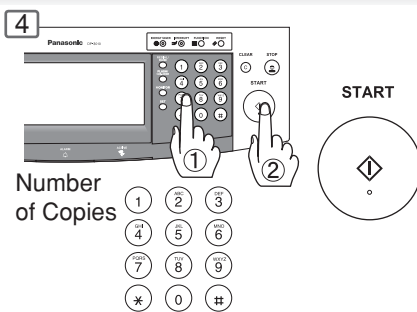
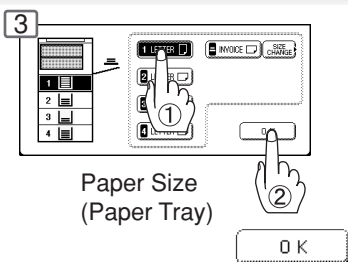
#### NOTE

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





If a part of the copied image is missing when using the Margin mode, change the Margin Reduction setting to Yes. (See page 52)



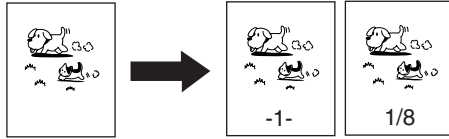


# Making Copies

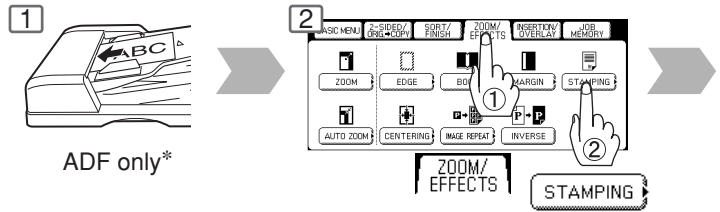
## Zoom/Effects

### ■ Stamping (Page Numbering)

Page numbers can be automatically stamped on each page.

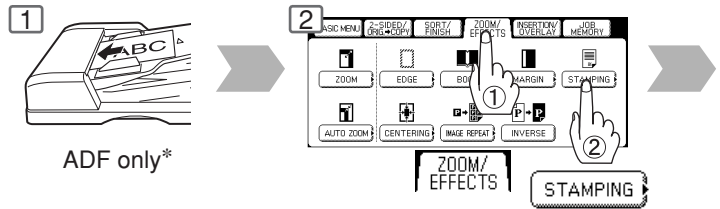
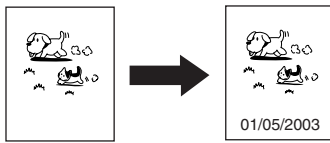


The page numbering format can be changed in function mode. Default format is "-n-". (See page 53)



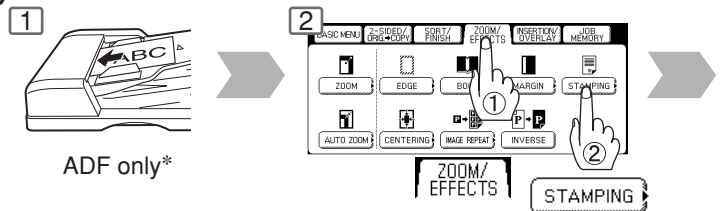
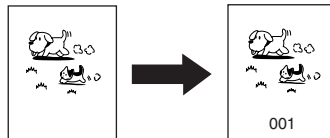
### ■ Stamping (Date Stamp)

The date can be automatically stamped on each page.



### ■ Stamping (Issue Number Stamping)

An issue number can be automatically stamped on each page.



#### NOTE

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

**3**

**4**

Number of Copies (Max. 999) START

- Multiple copy sets will be sorted automatically.

**3**

**4**

Number of Copies (Max. 999) START

- Multiple copy sets will be sorted automatically.

**3**

**4**

Number of Copies (Max. 999) START

- Multiple copy sets will be sorted automatically.

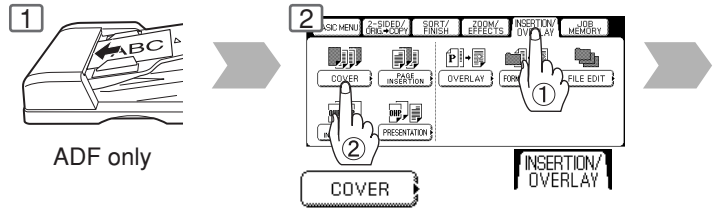
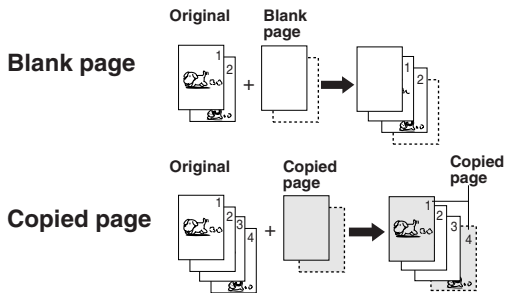


# Making Copies

## Insertion/Overlay

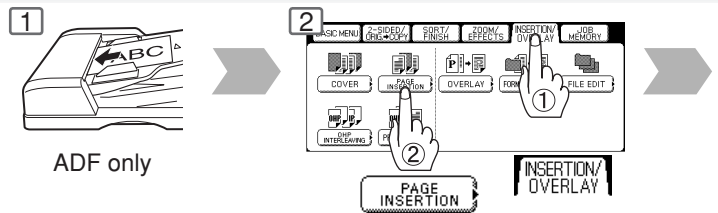
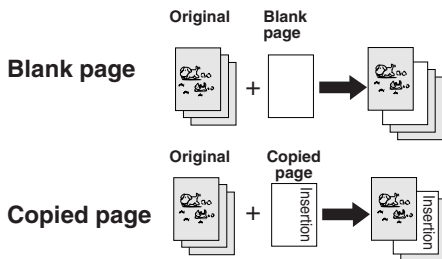
### ■ Cover

Adds Cover Page(s) to copies.



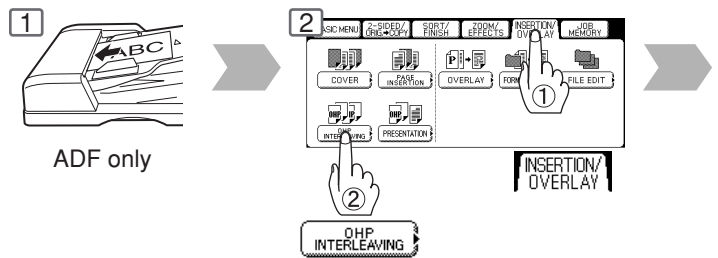
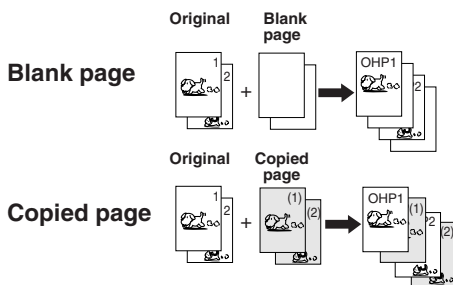
### ■ Page Insertion

Inserts Blank/Copied pages between copies.



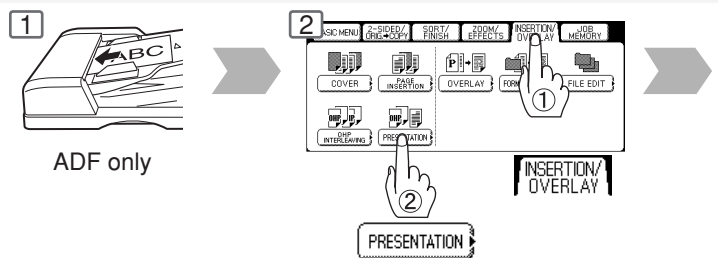
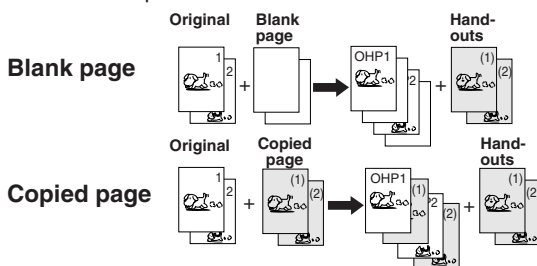
### ■ OHP Interleaving

Inserts Blank/Copied pages between OHP film.



### ■ Presentation

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



#### NOTE

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

**3**

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

Blank    Copy

Paper Size\*  
 Paper Tray

**4**

Number of Copies  
 (Max. 999)

START

**3**

**Page Insertion mode**

Blank    Copy

Paper Size\*  
 Paper Tray

**4**

**5**

Number of Copies  
 (Max. 999)

START

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

**3** Load OHP film onto the Sheet Bypass

**4**

**OHP Interleaving mode**

Blank    Copy

Paper Size\*  
 Paper Tray

**5**

Number of Copies  
 (Max. 999)

START

**3** Load OHP film onto the Sheet Bypass

**4**

**Presentation mode**

Blank    Copy

Paper Size\*  
 Paper Tray

**5**

Number of Copies  
 for handouts  
 (Max. 999)

START

**NOTE**

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



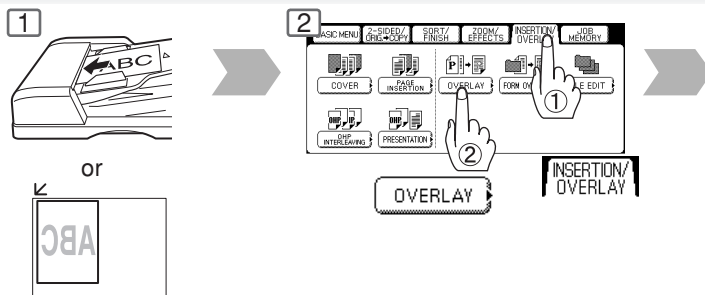
# Making Copies

## Insertion/Overlay/Job Memory

### Overlay

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

1st-page



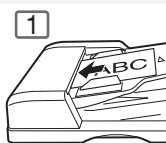
### File Edit

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

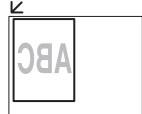
**REGISTER**\* : To Add a new file\* (HDD = Max. 5 files)

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

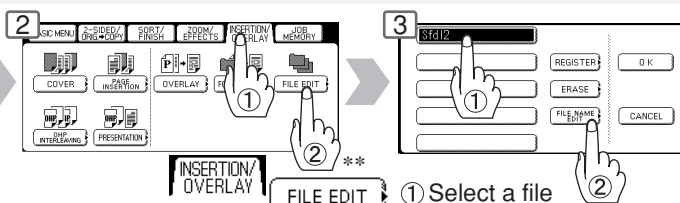
**FILE NAME EDIT**\* : To Change the title of a file



or



(Register only)



\* One image file can be registered.

With the optional Hard Disk Drive (DA-HD30) installed, up to 5 image files can be registered. If the selected File Key already contains a registered file image, the new image will overwrite the current image.

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

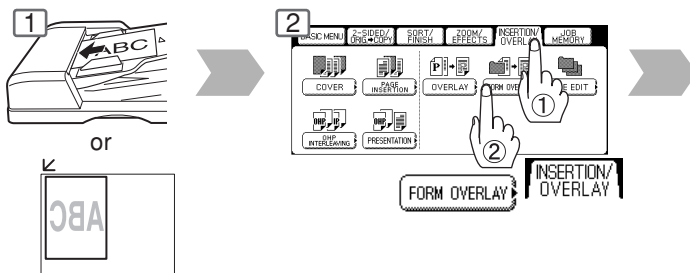
### Form Overlay

Overlay an image stored in memory onto the copy.

File



+

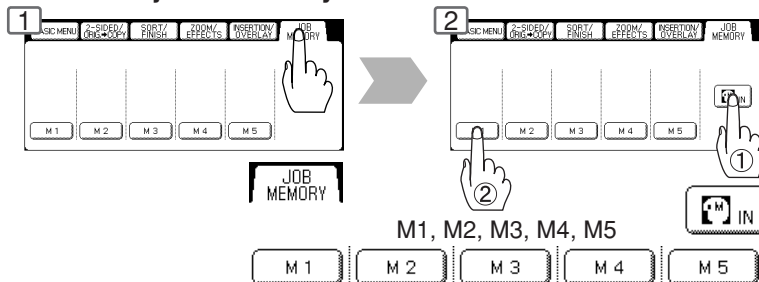


### Job Memory

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

Set up the copy job to be stored.

To store a job in memory



### NOTE

- The File Edit function for selecting a file is only available when the optional Hard Disk Drive and Image Memory (See page 65) is installed. When the optional Hard Disk Drive is not installed, only one file can be selected.
- When an overlay image is not stored in memory, Form Overlay function is not selectable.

**3** Density for second image  
LIGHTER or DARKER

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

**From Platen:** Same procedures as for Form Overlay

**5** START

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

**REGISTER**

**4** Density for second image  
LIGHTER or DARKER

**5** START

To cancel the registration, touch "CANCEL" button.

**6** YES

**7** File Name  
OK

**ERASE**

**4** YES

**FILE NAME EDIT**

**4** Enter the file name  
OK

**5** OK

**3** Select a file  
OK

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

**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.

**START**

**To recall a job stored in memory**

**1** or

**2** M1, M2, M3, M4, M5  
M1 M2 M3 M4 M5

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

**START**

**NOTE**

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



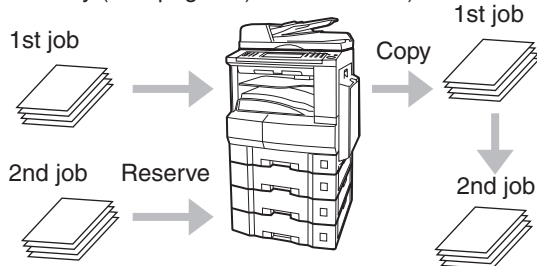


# Making Copies

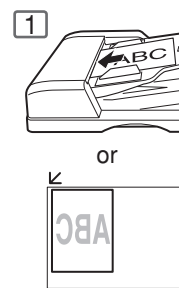
## Other Features

### Concurrent Copying

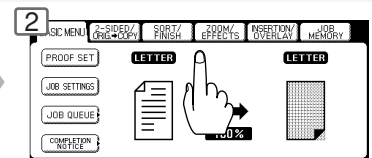
The next copy job can be reserved even if the current copy job is not completed.  
(Requires the optional Hard Disk Drive and Image Memory (See page 65) to be installed)



#### 1st job



or

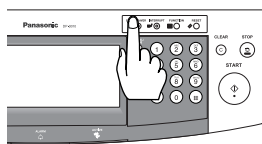


Select Function

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

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

#### 1 Power Save Mode



ENERGY SAVER



Enter

#### Indicator

Flash: Power Save Mode

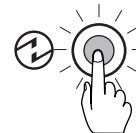
Light: Sleep/Shutdown Mode

#### Sleep/Shutdown Mode\*

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

To clear

#### 2 ENERGY SAVER



| 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.

### 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

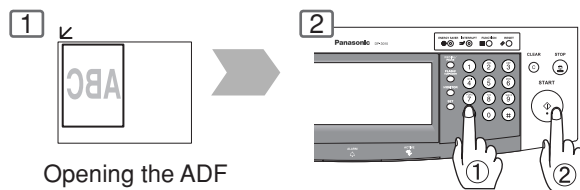
Default setting (usually select this mode).

##### 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.

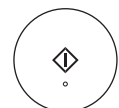
(See page 52)



Opening the ADF

Number of Copies (Max. 999)

START



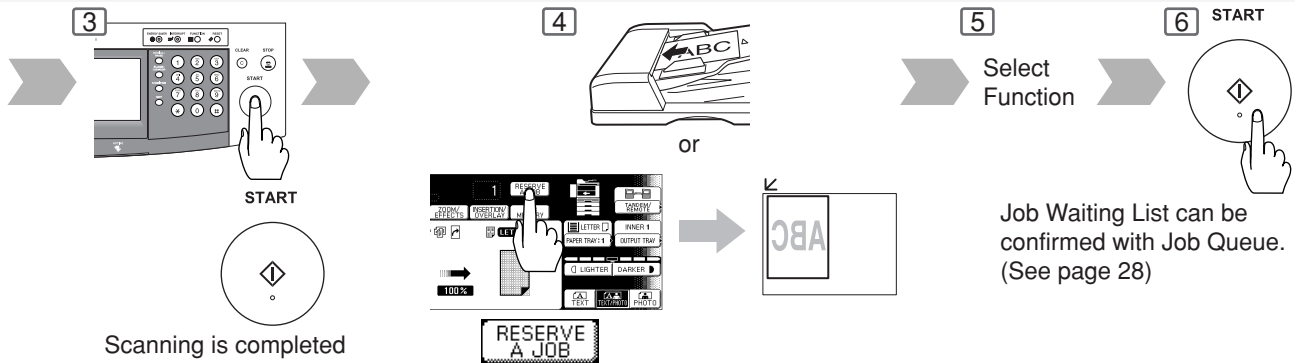
#### NOTE

\* Sleep Mode/Shutdown Mode and entering timer can be selected by the key operator. (See page 55)

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

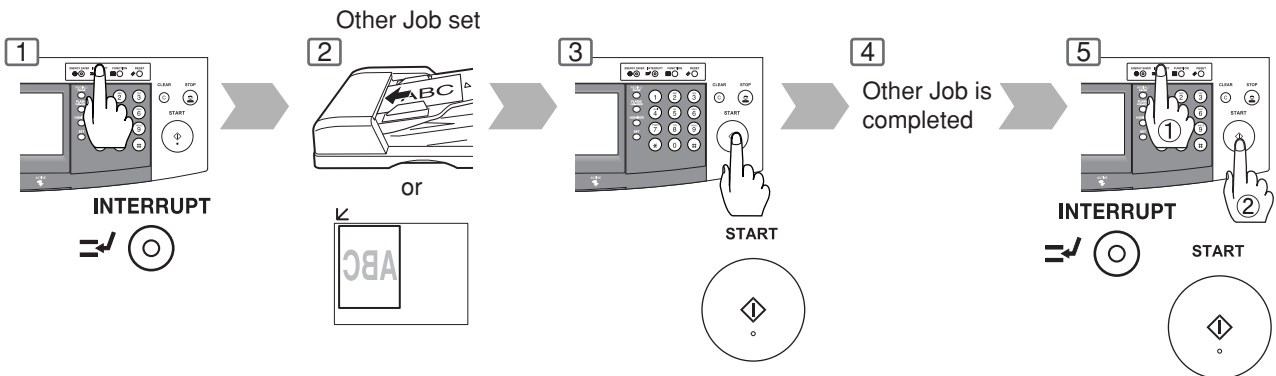
● An incorrect exposure may occur when there is a black line at the edge of the original or an image which the copier interprets as a black pattern in the skyshot mode.





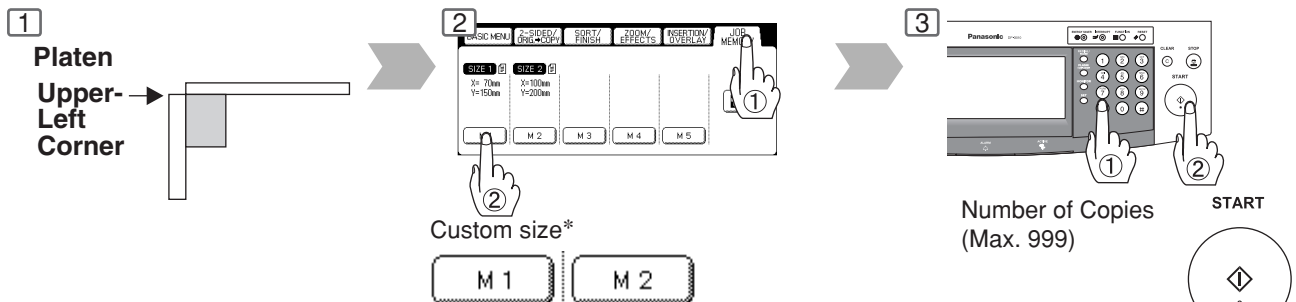
### Interrupt Mode

This mode can interrupt other copy jobs while making copies.



### Manual Skyshot Mode

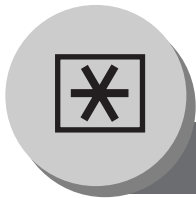
● Set 09 Manual Skyshot Mode in Copier Settings first. (See page 52)



\* Default M1/M2 size can be changed by Function mode. (See page 57)

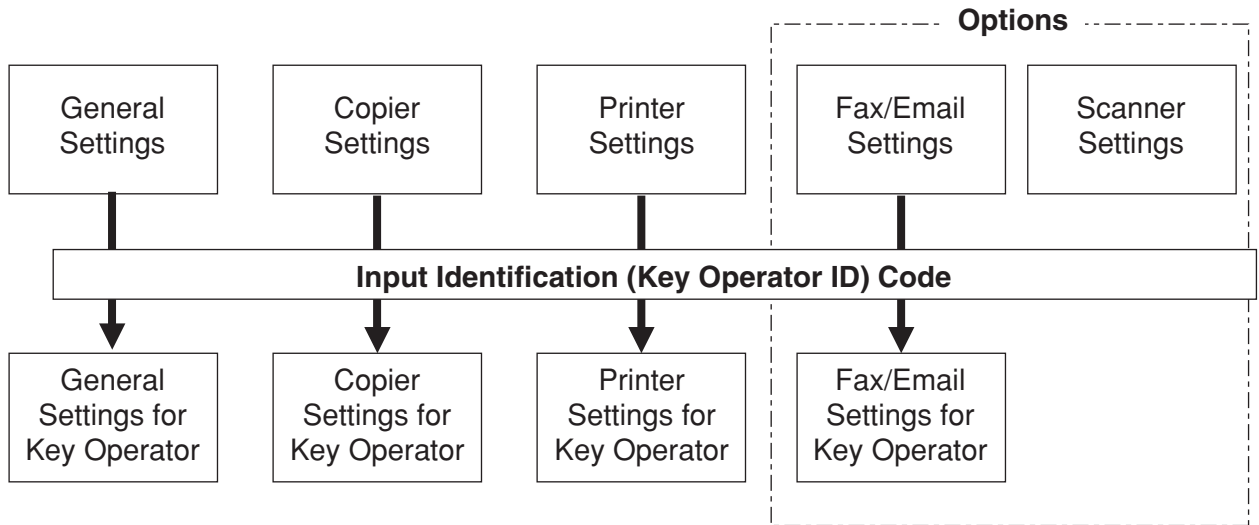
#### NOTE

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



# Function

## ■ Using Function Modes to Change the Initial Copy Modes



### General Settings:

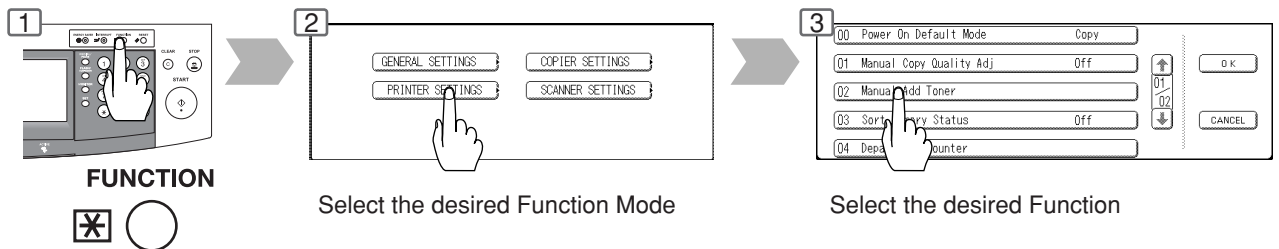
Changing the Initial Machine Modes

- Power On Default mode, Manually add toner, etc. (See page 52)

For Key Operator:

Paper size, Finisher bin/Staple mode, Department Counter, Network TCP/IP settings, etc. (See pages 55 and 56)

## ■ Procedure



### NOTE

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

**Copier Settings:**

Changing the Initial Copy Modes

- Default function of each copy mode  
(See pages 52 and 53)  
For Key Operator:  
Paper size priority, Original mode, Contrast, Job Build and SADF mode, Original size of Manual Skyshot mode, etc.  
(See page 57)

**Printer Settings:**

Changing the Initial Printer Modes

- Default function of each print mode  
(See page 54)  
For Key Operator:  
Job completion time, Page protection, Error page print, Spool function, PS configuration, Font list print, Mailbox data holding, etc.  
(See page 58)

**<When Optional accessories are installed>**

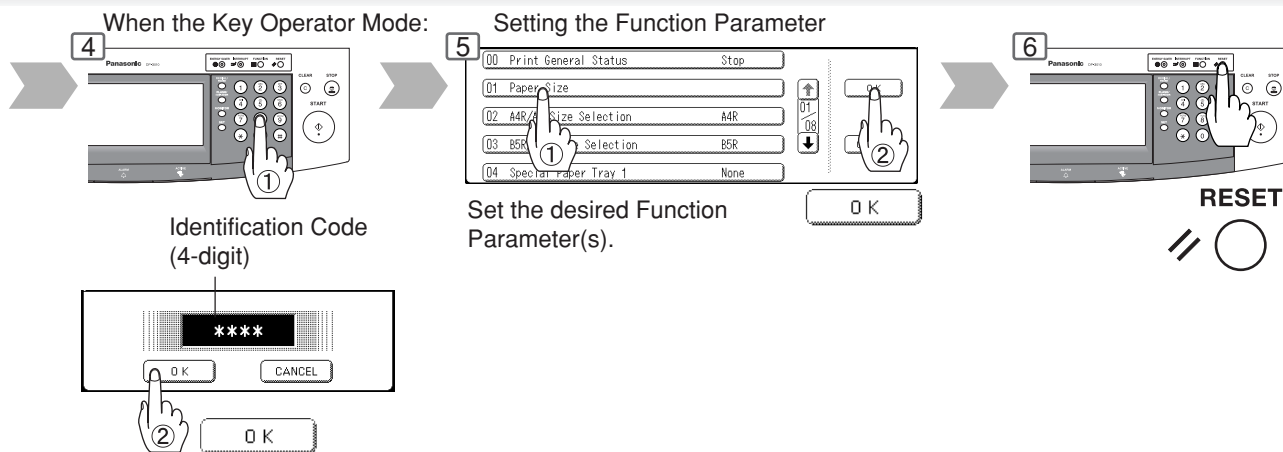
**Scanner Settings:**

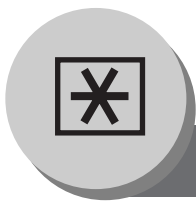
Changing the Initial Scanner Modes

- Original mode, Compression mode, Resolution, Job Build and SADF mode, Address book, etc.  
(See page 53)
- The Completion Notice will work for other modes (i.e. Copy, etc.) even if the Scanner Option not installed.

**Fax/Email Settings:**

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





# Function

## ■ General Settings

| Screen No. | Modes                      | Function  | Initial Setting                             |
|------------|----------------------------|---|---|
| 01/02      | 00 Power On Default Mode   | Selects mode.<br>● Copy, Printer, Scanner*, Fax*/Email*   | Copy  |
|            | 01 Manual Copy Quality Adj | Sets to activate the manual density control.<br>● Off, On | Off   |
|            | 02 Manual Add Toner        | Adds toner manually.<br>● Off, On                         | Off   |
|            | 03 Sort Memory Status      | Indicates the sorting memory status.<br>● Off, On         | Off   |
|            | 04 Departmental Counter    | Indicates the department counter.                         | Consult with an authorized service provider |
| 02/02      | 09 Key Operator Mode       | Input the Key Operator ID Code.                           |   |

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

## ■ Copier Settings

| Screen No. | Modes                      | Function  | Initial Setting |
|------------|----------------------------|---|-----------------|
| 01/04      | 00 Margin Value Default    | Selects the margin shift value.<br>● 5 mm, 10 mm, 15 mm, 20 mm                  | 10 mm           |
|            | 01 Edge Value Default      | Selects the edge width.<br>● 5 mm, 10 mm, 15 mm, 20 mm                          | 5 mm            |
|            | 02 Book Value Default      | Selects the book void width.<br>● 15 mm, 20 mm, 25 mm, 30 mm                    | 20 mm           |
|            | 03 Margin Reduction Def.   | Selects the reduction ratio in margin mode.<br>● No, Yes                        | No              |
|            | 04 2-Sided Mode Default    | Function sets the duplex priority mode.<br>● No, 1 to 2, 2 to 2, Book to 2      | No              |
| 02/04      | 05 N in 1 Default Mode     | Selects the N in 1 default mode<br>● 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<br>● No, Yes                           | No              |
|            | 07 Booklet Default Mag.    | Selects the booklet magnification<br>● 100%, Reduce                             | Reduce          |
|            | 08 Digital Skyshot Mode    | Enables or disables the use of Skyshot mode.<br>● No, Normal, Quality           | Normal          |
|            | 09 Manual Skyshot Mode     | Enables or disables the use of Manual Skyshot.<br>● 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.<br>● No, Yes         | Yes             |
|            | 11 Sort Priority ADF        | Selects the sort mode.<br>● None (Non-Sort), Sort, Shift*, Staple*, Group* | Sort            |
|            | 12 Sort Priority Glass      | Selects the sort mode.<br>● None (Non-Sort), Sort, Shift*, Staple*, Group* | None            |
|            | 13 Stamping Default Mode    | Selects the stamping mode.<br>● Page, Date, Issue                          | Page            |
| 04/04      | 14 Page Numbering Style     | Selects the page numbering style.<br>● -n-, n/m                            | -n-             |
|            | 15 Imag. Repeat Dotted Line | Selects the dotted line.<br>● None, Print                                  | Print           |
|            | 19 Key Operator Mode        | Input Key Operator ID Code.  |                 |

\* 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.<br>● Stop, Start                                | Start           |
|            | 01 Original Mode Default   | Sets the original setting.<br>● Text, T/P (Text/Photo), Photo              | T/P             |
|            | 02 Compression Mode Def.   | Sets the compression mode setting.<br>● MH, MR, MMR, JBIG                  | JBIG            |
|            | 03 Resolution Default      | Sets the resolution setting.<br>● 150 dpi, 300 dpi, 600 dpi                | 600 dpi         |
| 02/02      | 04 Job Build and SADF Mode | Sets the Job Build and SADF mode initial setting.<br>● No, Yes             | No              |
|            | 05 Bind Edge 2-Side Orig.  | Sets the bind position, 2-sided original initial setting.<br>● Long, Short | Long            |
|            | 06 Add New Address         | To add new address.<br>● PC, DD, FTP                                       | 0,0,0,0         |
|            | 07 Edit Address Book       | To edit address book. (See page 68)  |                 |
|            | 08 Delete Address          | To delete address.   |                 |



# Function

## ■ Printer Settings

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

## For Key Operator

### ■ General Settings

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

#### NOTE

● The Key Operator ID Code 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                 |
|------------|---------------------------|---|---------------------------------|
| 05/08      | 20 Date Time Setting      | Sets the registered date and time.<br>● Month, Day, Year, Time                        |                                 |
|            | 21 Weekly Timer           | Sets the weekly On/Off timer.<br>● Off, On (Set)                                      | Off                             |
|            | 22 Daylight Time          | Sets the daylight time.<br>● No, Yes  | Yes                             |
|            | 23 DHCP Default           | Sets the DHCP.<br>● No, Yes   | Yes                             |
|            | 24 TCP/IP Address         | Sets user IP address.**<br>● 3 digits x 4   | 0. 0. 0. 0                      |
| 06/08      | 25 TCP/IP Subnet Mask     | Sets the subnet mask.**<br>● 3 digits x 4   | 0. 0. 0. 0                      |
|            | 26 TCP/IP Default Gateway | Sets the gateway address.**<br>● 3 digits x 4   | 0. 0. 0. 0                      |
|            | 27 DNS Server Address     | Sets the DNS server.**<br>● No, Yes   | Yes                             |
|            | 28 MAC Address            | Indicates the MAC address.  |                                 |
|            | 29 Hard Disk Format       | * Selects the HDD format<br>● Stop, Start   | Stop                            |
| 07/08      | 30 Hard Disk Error Check  | Selects the HDD error check<br>● Stop, Start  | Stop                            |
|            | 31 Address Book Group ID  | Inputs address book group ID.<br>● 0 ~ 99   | 0                               |
|            | 32 Tandem User Parameter  | Inputs the Tandem User Parameter.   |                                 |
|            | 33 Community Name (1)     | Selects to change the SNMP of Community Name (1).**<br>● Enables read only.           | public                          |
|            | 34 Community Name (2)     | Selects to change the SNMP of Community Name (2).**<br>● Enables read/write.          | public                          |
| 08/08      | 35 Device Name            | Input the device name when required.**<br>(For Status Monitor/EtherTalk Machine Name) | Panasonic<br>DP-2310 or DP-3010 |
|            | 36 Device Location        | Input the device location when required.**<br>(For Status Monitor)                    |                                 |

#### NOTE

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

\* Not required in copying mode, but needed when installing options with advanced functions (See page 65).

\*\* When functions No. 24 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 and ON.



## ■ Copier Settings

| Screen No. | Modes                      | Function  | Initial Setting        |
|------------|----------------------------|---|------------------------|
| 01/04      | 00 Copier Settings Print   | Prints the copier settings.<br>● Stop, Start  | Start                  |
|            | 01 Paper Size Priority     | Selects paper size priority<br>● 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<br>● Text, T/P (Text/Photo), Photo   | T/P                    |
|            | 03 Text Contrast           | Selects contrast for Text mode<br>● 1 ~ 7   | 4                      |
|            | 04 T/P Contrast            | Selects contrast for Text/Photo mode<br>● 1 ~ 7   | 4                      |
| 02/04      | 05 Photo Contrast          | Selects contrast for Photo mode<br>● 1 ~ 7  | 4                      |
|            | 06 Overlay Contrast        | Sets the density (transparency) of the page being produced in overlay mode.<br>● 1 ~ 7  | 4                      |
|            | 07 Interleaving Default    | Selects OHP interleaving paper<br>● Blank, Copy   | Blank                  |
|            | 08 Page Insertion Default  | Selects page insertion<br>● Blank, Copy   | Blank                  |
|            | 09 Cover Mode Default      | Selects cover paper<br>● F, Blank, F, Copy<br>FB, Blank, FB, Copy<br>(F: Front, FB: Front + Back)                                 | F, Blank               |
| 03/04      | 10 Job Build And SADF Mode | Enables or disables the SADF function.<br>● No, Yes   | Yes                    |
|            | 11 Maximum Copy Setting    | Determines whether to limit number of copies (0-99).  | 0<br>(No limit)        |
|            | 12 M1, Size                | Inputs the frequently used size in job memory 1.<br>● X: 5~432/Y: 5~297 mm<br>(See page 46)                                       | 70 x 160 mm<br>(X) (Y) |
|            | 13 M2, Size                | Inputs the frequently used size in job memory 2.<br>● X: 5~432/Y: 5~297 mm<br>(See page 46)                                       | 95 x 220 mm<br>(X) (Y) |
|            | 14 Memory Overflow Warning | Selects performed task when the memory overflow occurs<br>● Print, Cancel   | Print                  |
| 04/04      | 15 Add New Tandem Desti.   | Inputs a new destination to split the copy job  |                        |
|            | 16 Edit Tandem Destination | Edits a copy destination  |                        |
|            | 17 Delete Tandem Desti.    | Deletes a copy destination  |                        |

### NOTE

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



# Function

## For Key Operator

### ■ Printer Settings

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

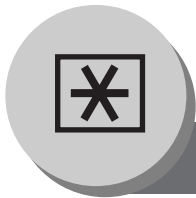
#### NOTE

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

\* Functions 09 and 10 are available when optional Hard Disk Drive (DA-HD30) is installed.

\*\* When function No. 12 is set, cycle the power by turning the Power Switch on the Left Side of the machine OFF and ON.

MEMO

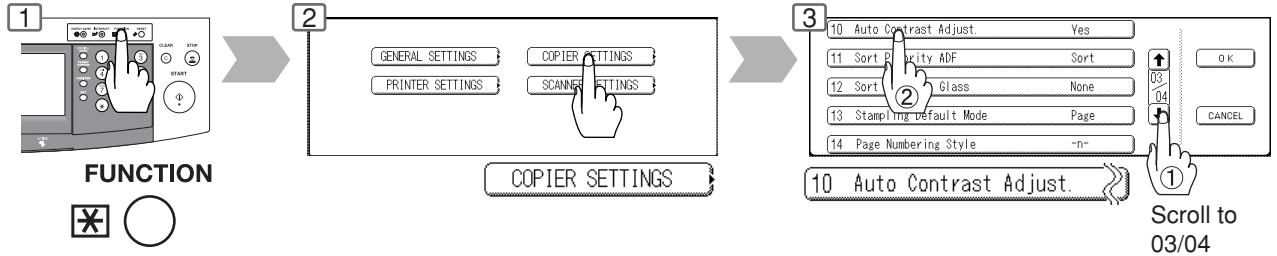


# Function

## For Example

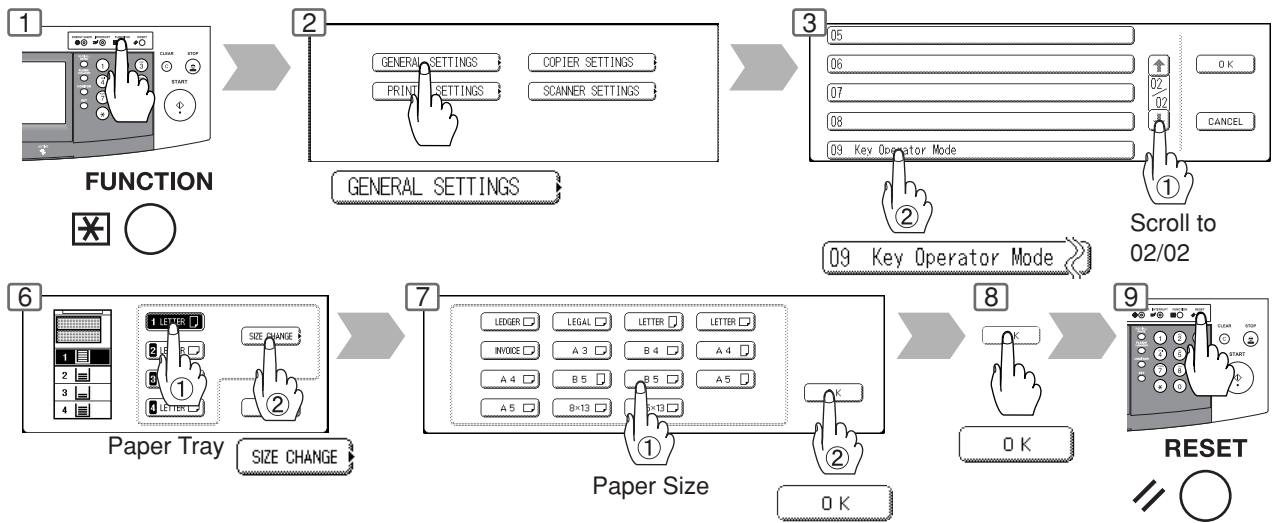
### ■ Changing the Auto Contrast Setting

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



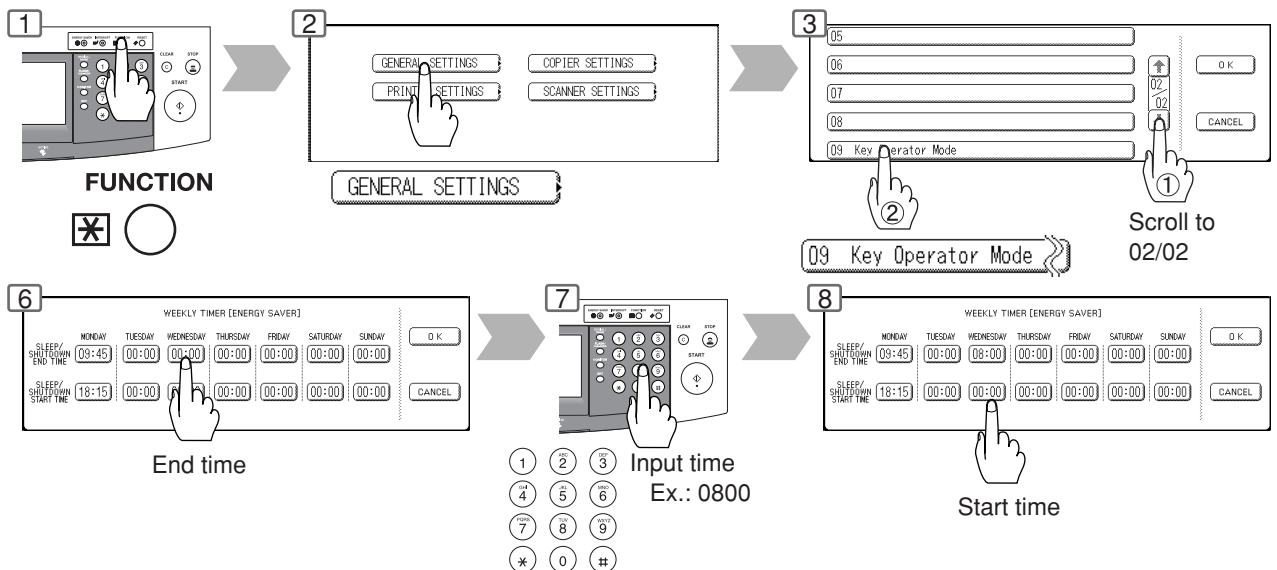
### ■ Changing the Paper Size

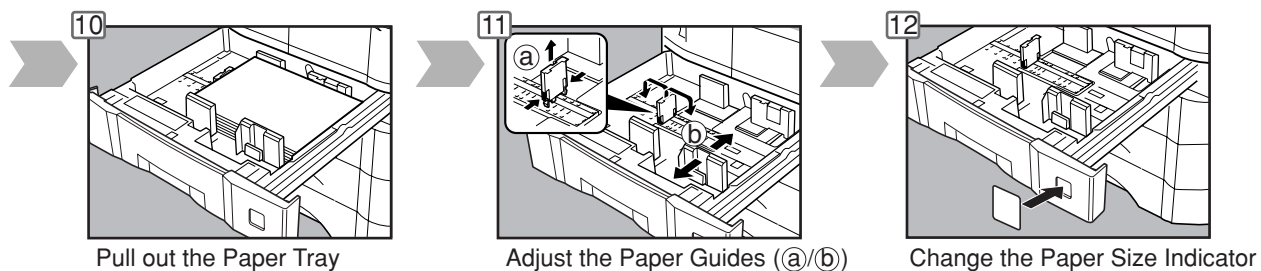
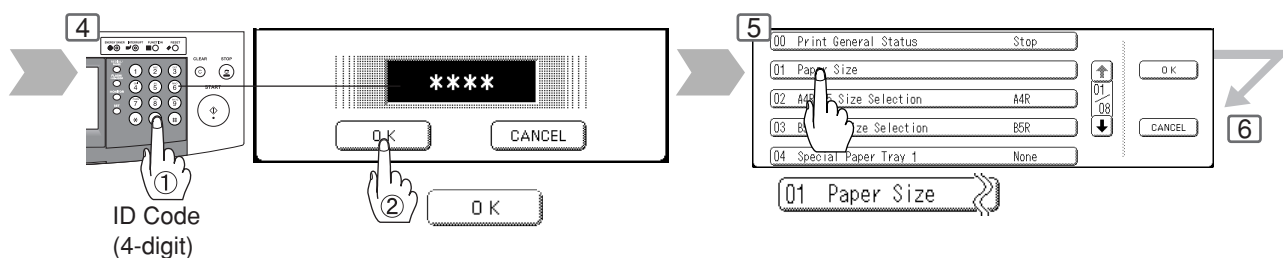
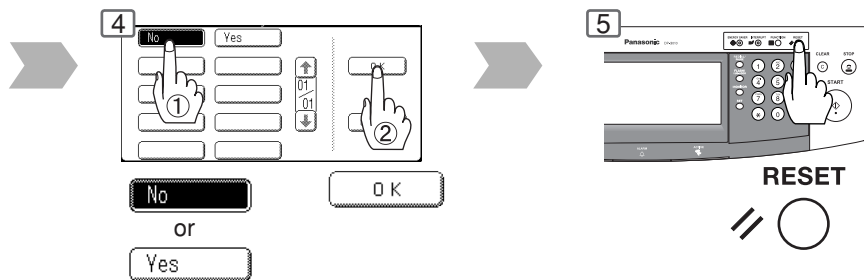
The Paper Trays are designed to accommodate Invoice, Letter, Letter-R, Legal and Ledger Size paper.



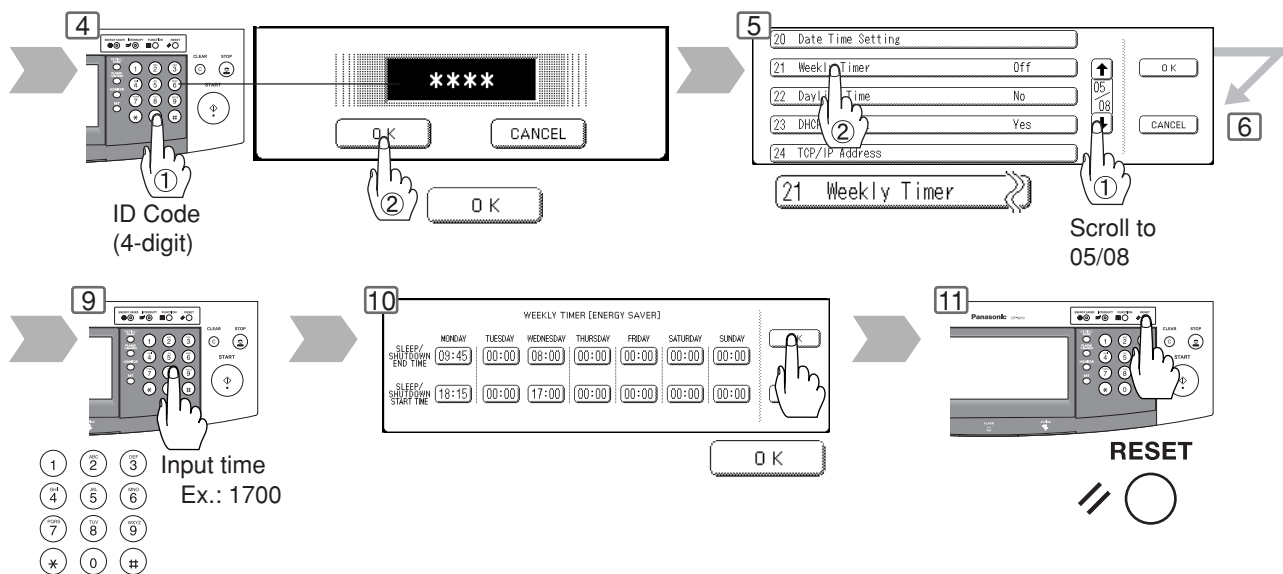
### ■ Weekly Timer

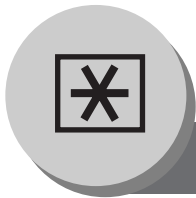
Key Operator can administer the Weekly Timer. On/Off weekly timers.





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





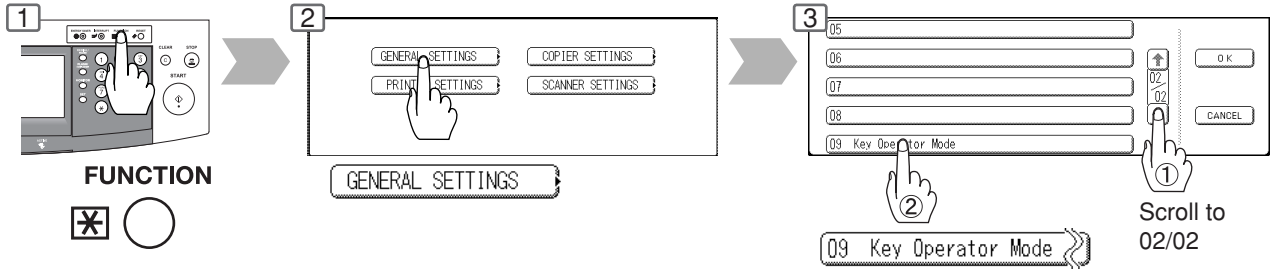
# Function

## For Example

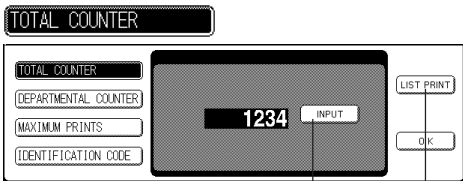
### Department Counter

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.



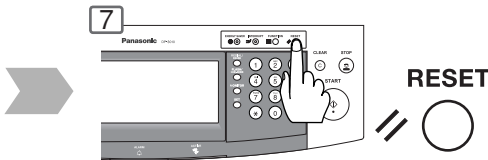
### 6 For Total Counter



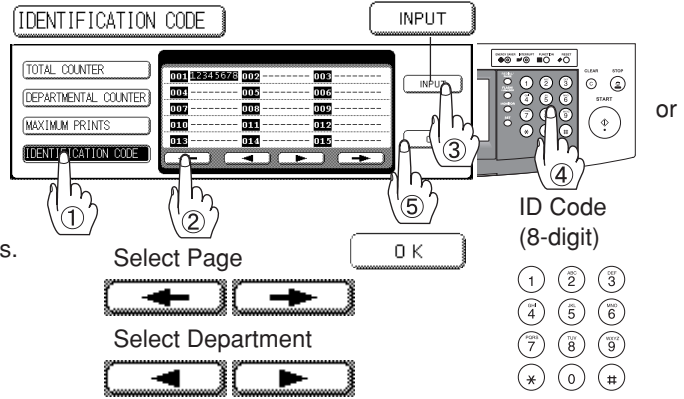
Displays the sum of all the active department counters.

Prints all the active department counters.

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



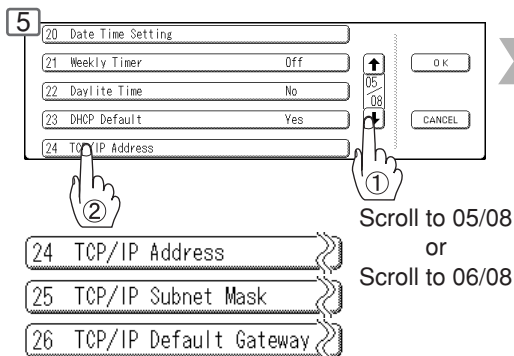
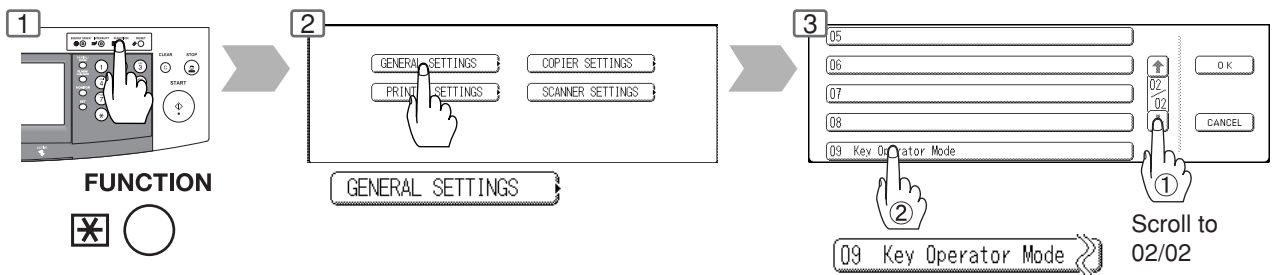
### For Identification Code



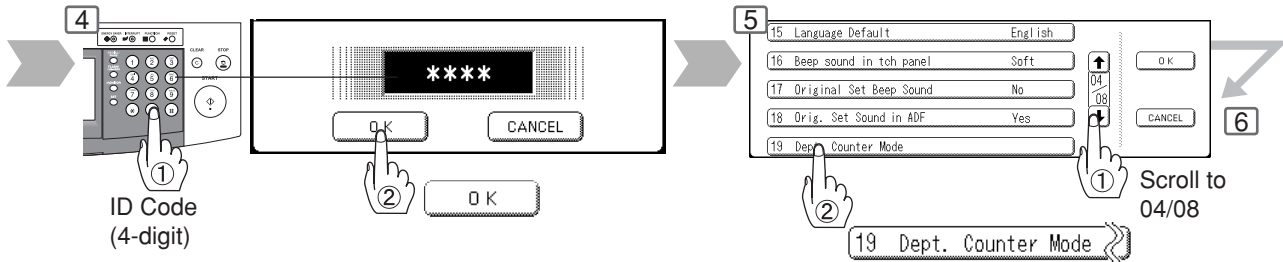
6 Input a Department Name (up to 25 characters) using the Keyboard and touch the OK button. (See page 27, How to use the Keyboard)

### Network Settings

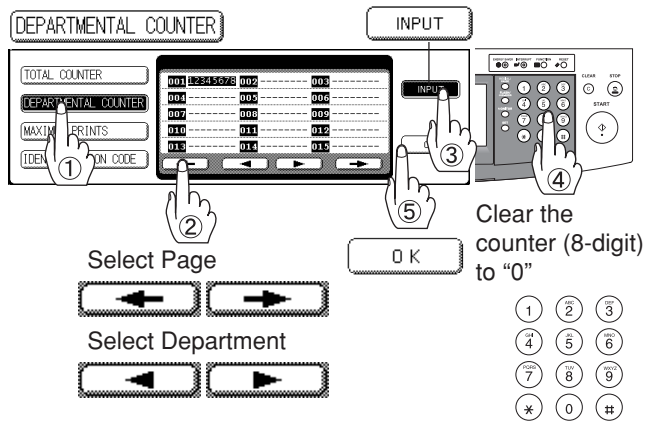
When the Parameter "23 DHCP Default" is set to "No", the Key Operator must administer the Network settings manually.



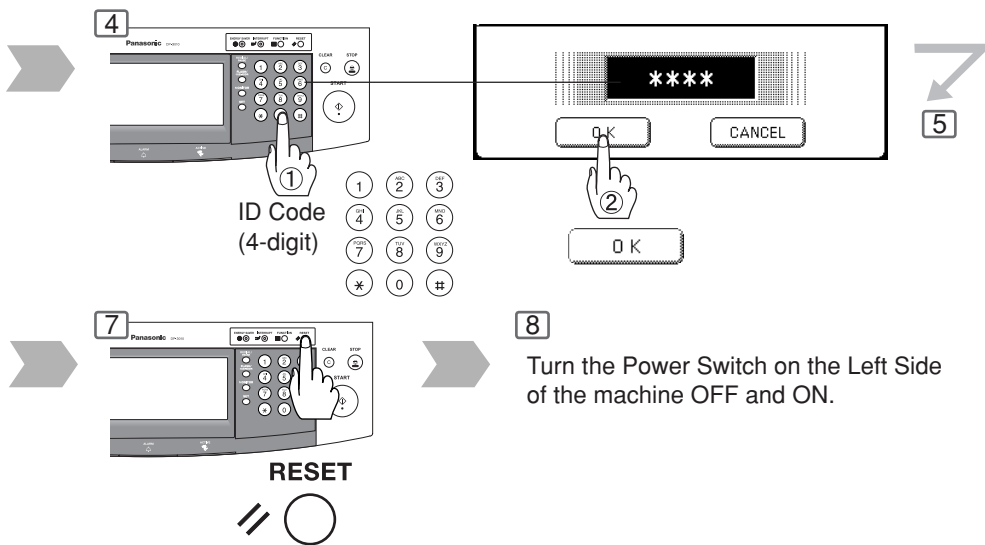
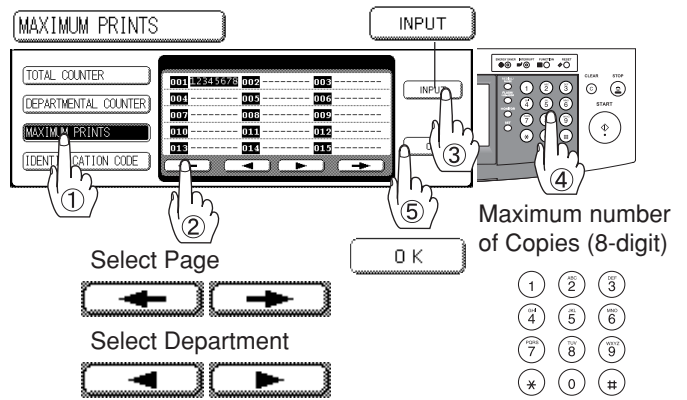
When entering a 1 or 2-digit number segment, add "00" or "0" in front of the number, to scroll to the next segment of numbers or press the "\*" key to enter a period after the number.



**For Department Counter**

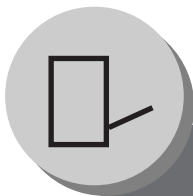


**For Maximum Prints**









# Accessories

## Components

- The DP-2310/3010 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.

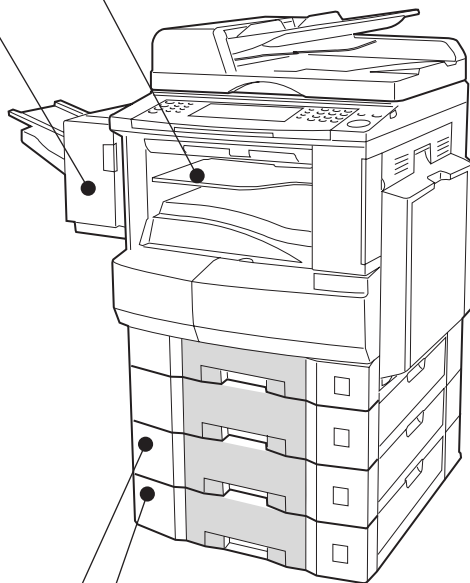
### Options

**Inner Tray**  
(DA-XN200)

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

**3rd Paper Tray**  
(DA-DS303)

**4th Paper Tray**  
(DA-DS304)



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

**Internet Fax/E-Mail Module**  
(DA-NF600)

#### Image Memory

(DA-SM16B/64B/28B)

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

#### Hard Disk Drive (HDD) Unit

(DA-HD30)

- 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  
I-FAX without mail server  
1,000 Station Address Book  
Print Job Spooling  
OneRIP  
Account Management

#### Expansion Board

(DA-EM600)

- Expansion F-ROM (8 MB)

#### Network Scanner Module

(DA-NS600)

#### Printer Controller Module

(DA-PC300)

- Printer Controller for PCL6\*

#### Multi Page Description Language Controller Module

(DA-MC300)

- Printer Controller for PS\*/PCL6

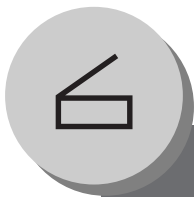
### Supplies

| 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.

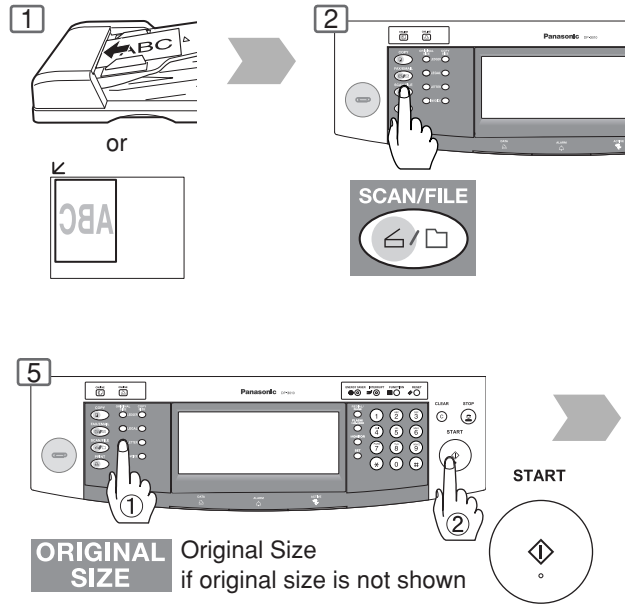
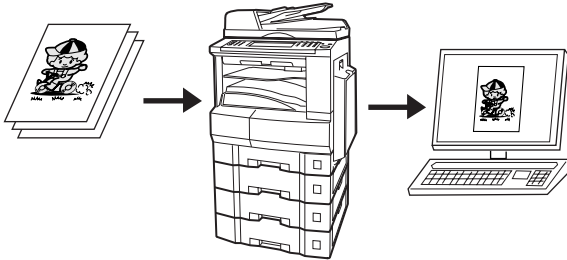


# Network Scanner (Option)

## Document Scanning/Address Book

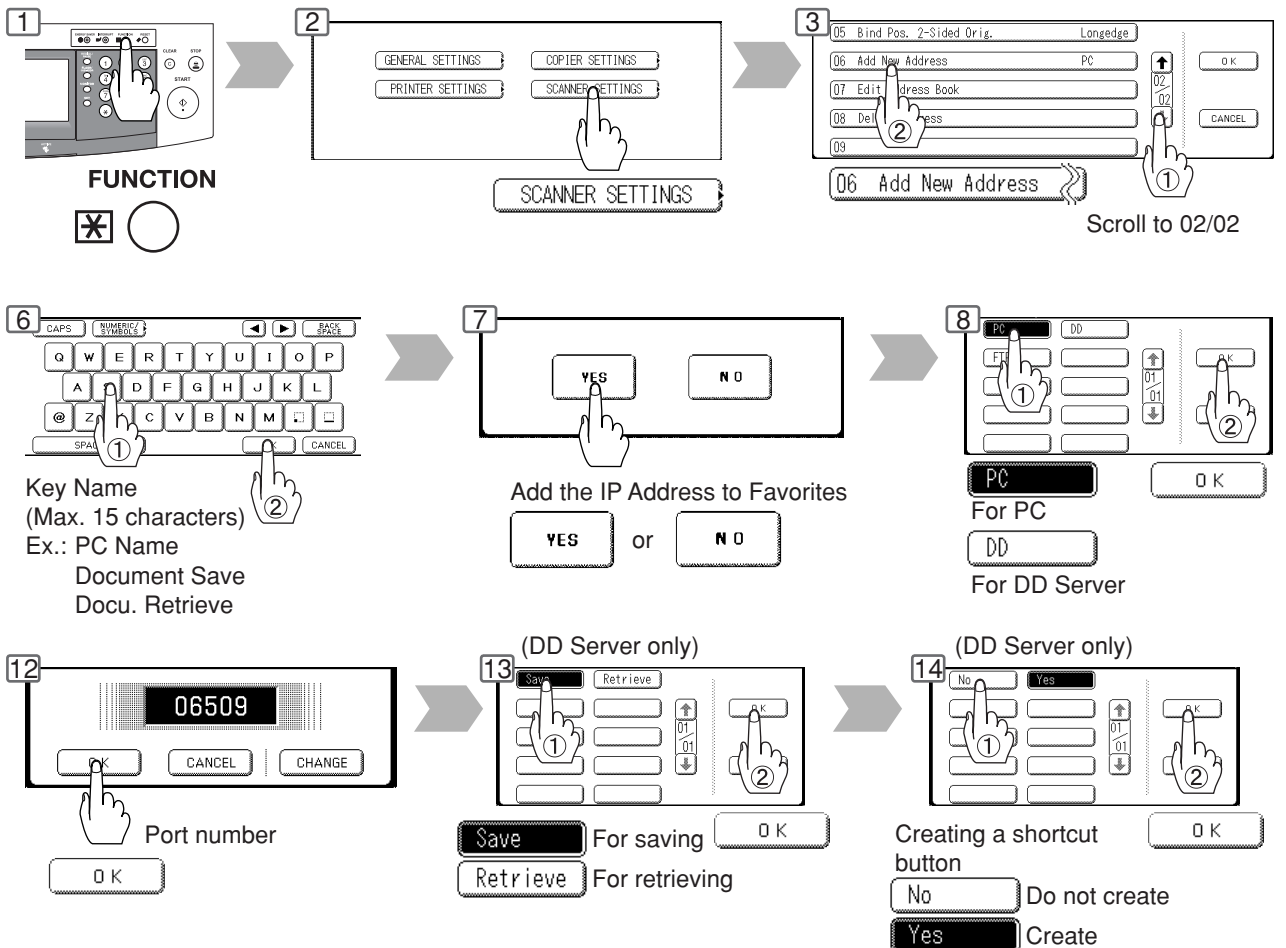
### Document Scanning

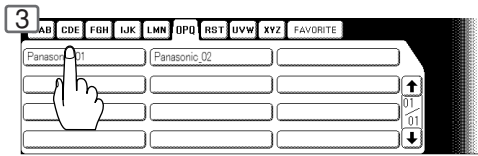
When Panasonic Document Management System (PDMS) is installed and configured on your PC, document(s) can be scanned from the DP-2310/3010 to PC.



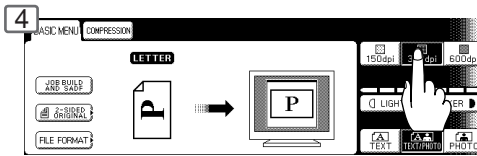
### Adding your PC or DD Server IP Address

If the PC or DD Server IP Addresses were not entered with the PDMS software, input the IP Addresses from the copier's Touch Panel.

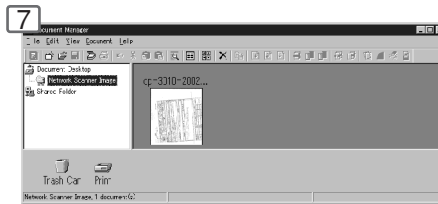
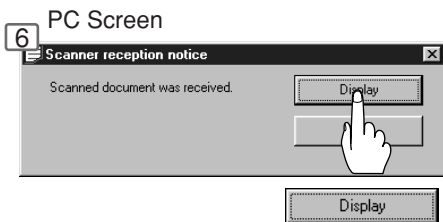
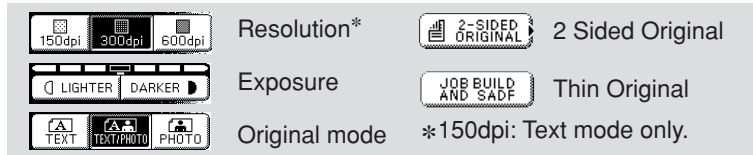




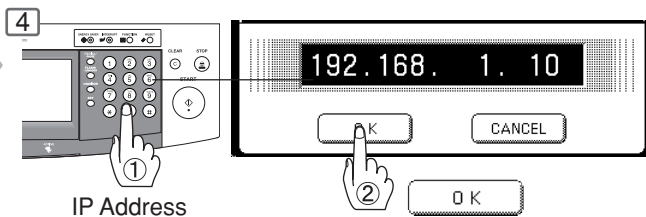
3 Select a destination (PC)\*  
\* A destination will be indicated



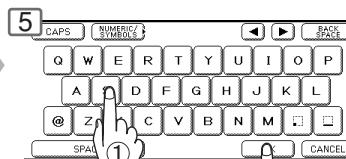
4 Select a Mode if required



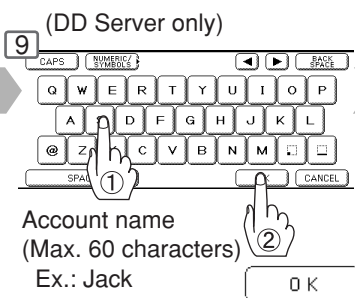
Refer to PDMS Operating Instructions on the CD-ROM.



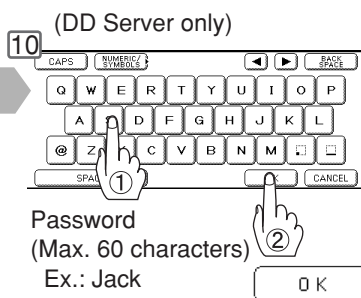
4 IP Address  
Ex.: 192.168.1.10\*\*



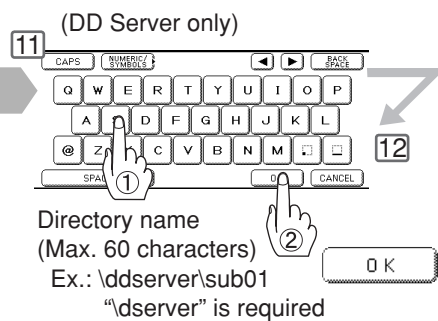
5 Server name  
(Max. 15 characters)  
Ex.: SALES DEPT



9 (DD Server only)  
Account name  
(Max. 60 characters)  
Ex.: Jack



10 (DD Server only)  
Password  
(Max. 60 characters)  
Ex.: Jack

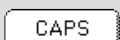


11 (DD Server only)  
Directory name  
(Max. 60 characters)  
Ex.: \\dserver\sub01  
"dserver" is required



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

### Button Names on the Keyboard



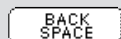
To input upper case letter(s).



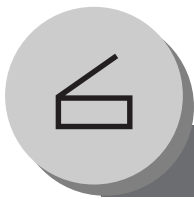
To move the cursor ( ) to the left or right side.



To input numbers and/or symbols.



To erase the character before the cursor.

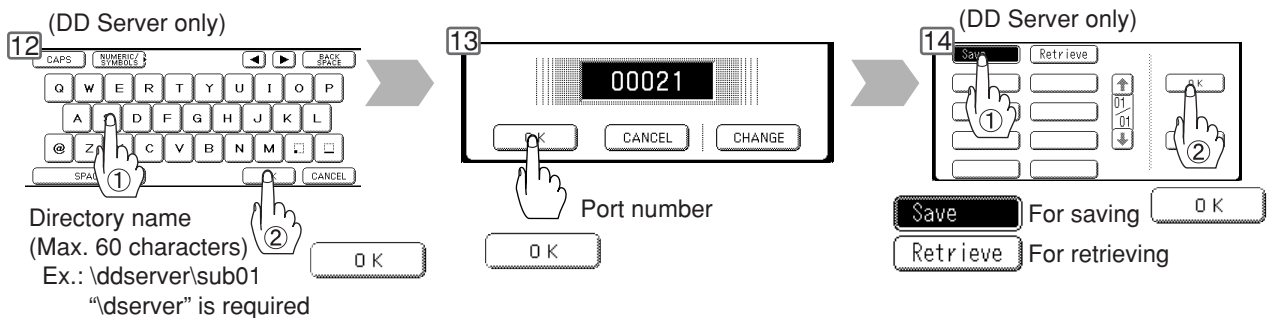
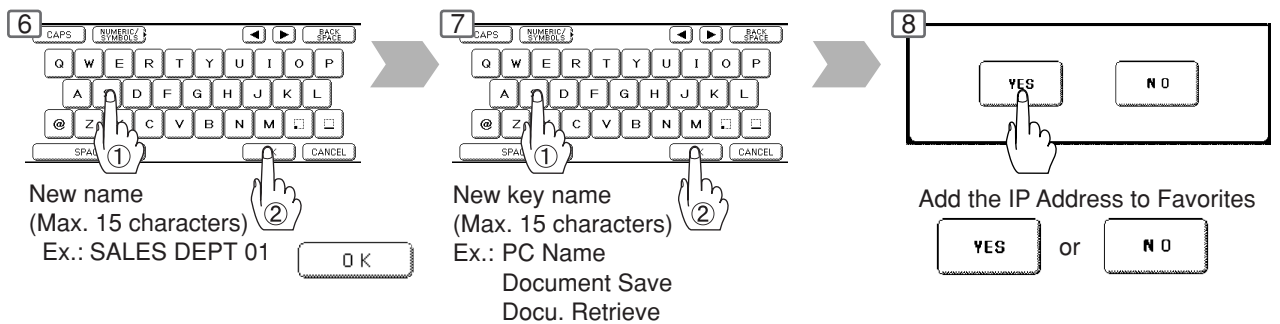
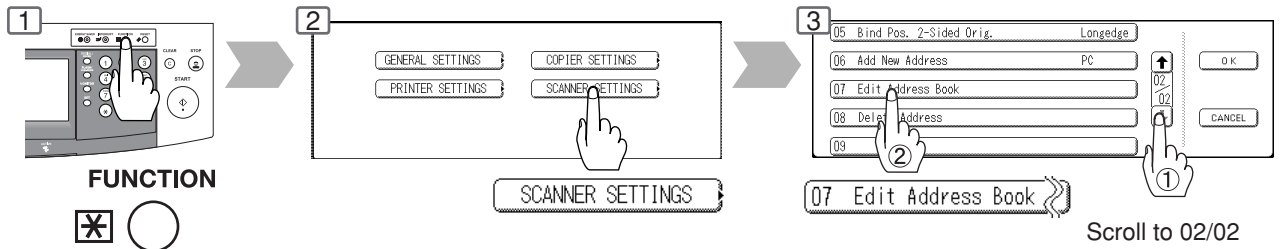


# Network Scanner (Option)

## Document Scanning/Address Book

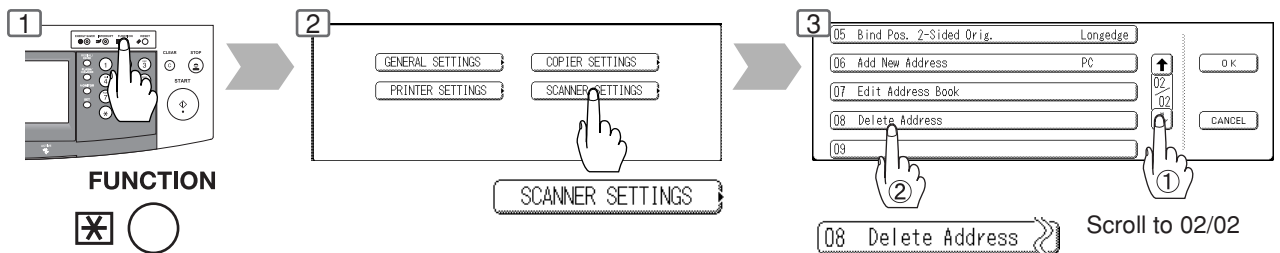
### ■ Editing your PC or DD Server IP Address

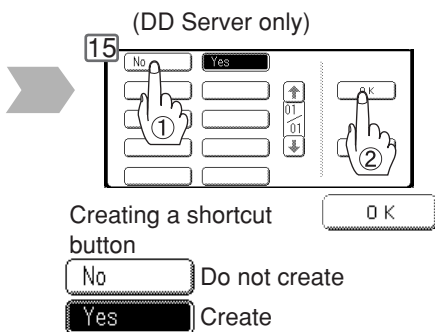
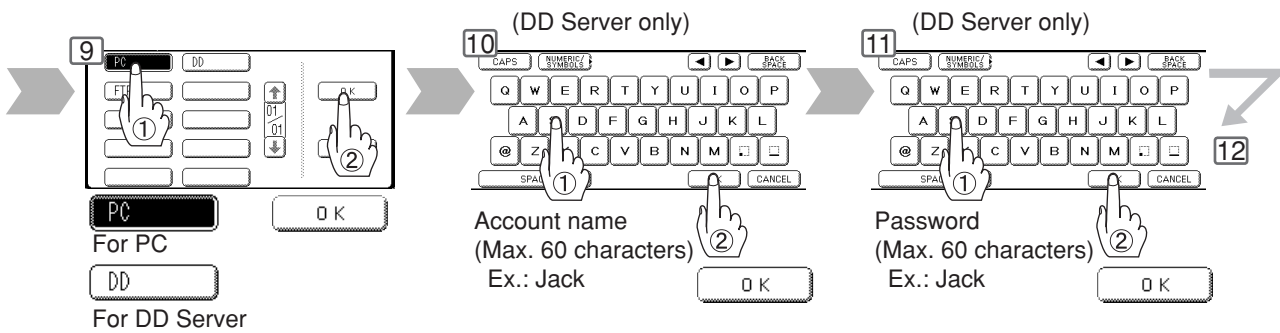
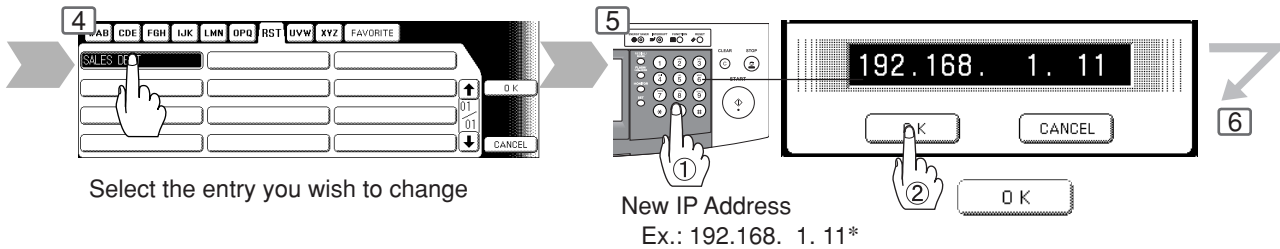
If you have to change or erase any of the Address Book stations, follow the steps below.



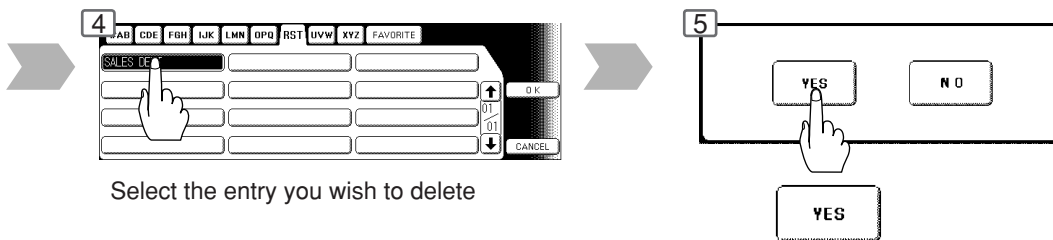
### ■ Erasing the Address

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





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





# Problem Solving

## Troubleshooting

### Check

### Action

#### Unit Does Not Operate

Does the display light?



Check if the Power Switches (Main Power Switch on the back and Power Switch on the Left Side of the machine) are turned ON and if the power cord is plugged into the AC outlet.

Does the Energy Saver key flash (or light) and displays are turned OFF?  
(See page 48)



Press Energy Saver key on the control panel.

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



Perform actions in accordance with each message.

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



Add Staples (See page 12)  
Remove all jammed staples. (See page 13)

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



Add paper. (See page 10)

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



Remove the misfed paper. (See pages 14 - 17)

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



Turn the Power Switch on the Left Side and the Main Power Switch on the Back of the machine to the OFF and ON. If the error code does not clear, call your Service provider.

The machine would not accept the next job during operation, instructed job would not be accepted for a long time period or job would not be completed.



Turn the Power Switch on the Left Side and the Main Power Switch on the Back of the machine to the OFF and ON.

#### Light Copies

Does the exposure indicator say "LIGHTER"?



Touch the "DARKER" button.

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



Replace the Toner Bottle.  
(See pages 12 and 13)

## Check

## Action

### Marked Copies

Is the copier Platen Glass or Platen Sheet dirty?



Clean the Platen Glass or Sheet.

Is the original an OHP film or a dark original?

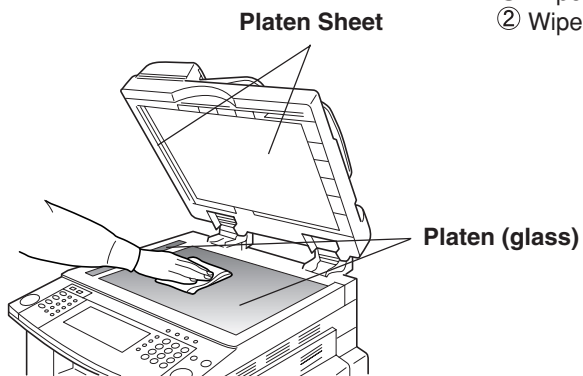


Cover the original with a sheet of white paper before copying or lighten the exposure setting.

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

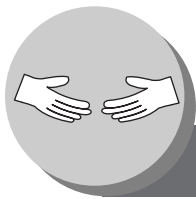
### Copier Care

■ As a rule, clean weekly.



Platen Glass/Platen Sheet

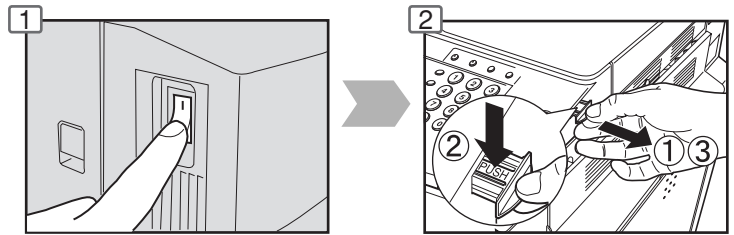
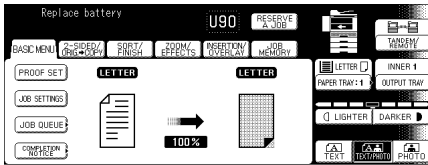
- ① Wipe marks off with a cloth and a neutral detergent.
- ② Wipe again with a dry cloth.



# Problem Solving

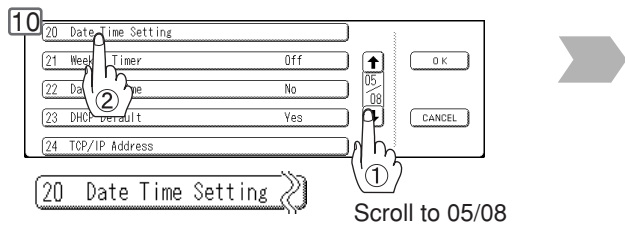
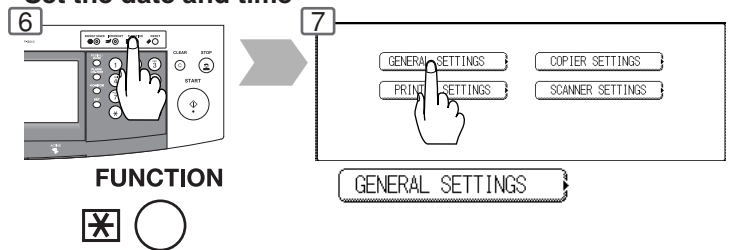
## Replacing the Battery

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



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

### Set the date and time

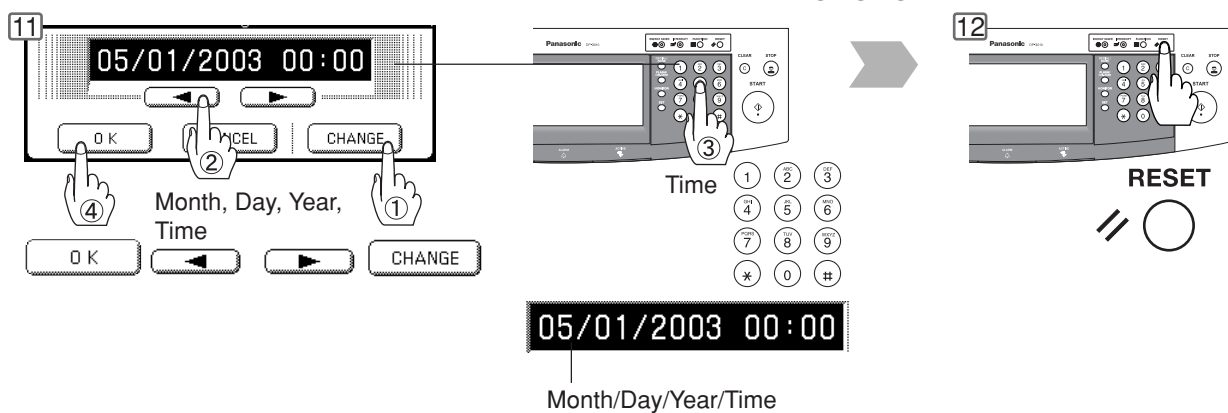
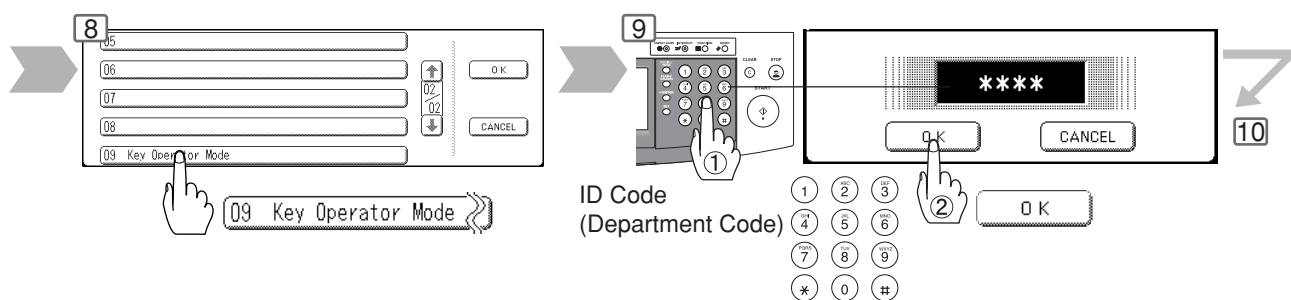
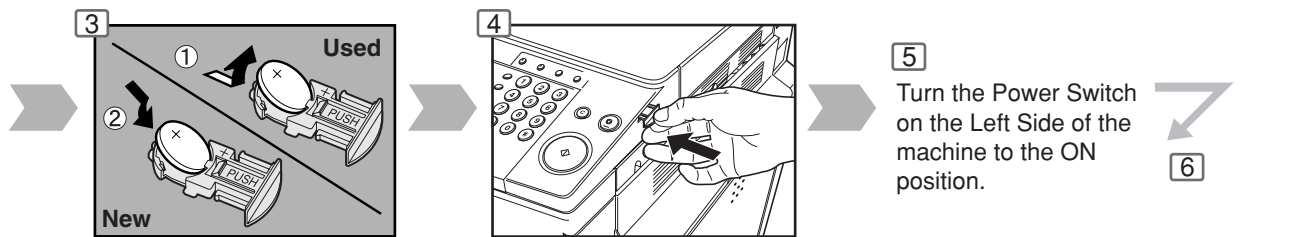


Scroll to 05/08

### NOTE

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





**CAUTION**

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

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



# Others

## Specifications

### ■ DP-2310/3010 (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-2310 : 23 cpm (Letter size)<br>DP-3010 : 30 cpm (Letter size)   |
| Enlargement Ratios:     | Preset: 121%, 129%, 155%, 200%<br>Variable: from 101% to 400% in 1% increments   |
| Reduction Ratios:       | Preset: 79%, 77%, 65%, 61%, 50%<br>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" (W) × 27.8" (D) × 27.4" (H) (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%<br>(However, the humidity should be 70% or less at a temperature of 86°F (30°C),<br>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)<br>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" (W) × 20.5" (D) × 5.3" (H) (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" (W) × 19.7" (D) × 10.1" (H) (182 × 498 × 257 mm)     |
| Mass (Weight):           | 22.0 lb (10 kg)   |

## ■ 3rd/4th Paper Feed Module (DA-DS303/DA-DS304)

|                          | DA-DS303   | DA-DS304   |
|--------------------------|--|--|
| Paper Size:              | Invoice/Letter/Legal/Ledger                              |  |
| Paper Weight:            | 16 – 24 lb   |  |
| Electrical Requirements: | Supplied from the copier                                 |  |
| Dimensions (W)(D)(H):    | 21.7" (W) × 23.5" (D) × 5.8" (H)<br>(550 × 596 × 147 mm) | 21.7" (W) × 23.5" (D) × 6.8" (H)<br>(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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## 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

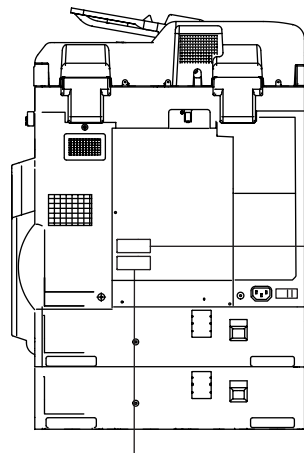
Dealer

Address

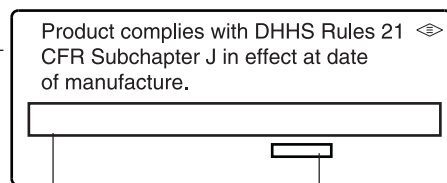
Telephone Number  
(      )


Supplies Telephone Number  
(      )

Service Telephone Number  
(      )



**Model and Serial Number**



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

**Factory ID**

**Manufacturer's Name and Address**

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