Getting To Know Your Machine

Before Starting

Making Copies

Function

Accessories

Network Scanner

Problem Solving

Appendix

Panasonic ®

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

Model No. **DP-8020E / 8020P / 8016P**
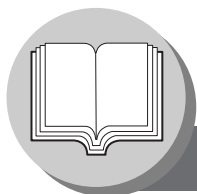
Copying

Scanning

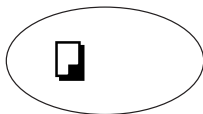Printing

Facsimile

Internet Fax

Email

WORKIO ™

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

English

Getting To Know Your Machine

Useful Office Functions/Operating Instructions

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

Scan/File
- Monochrome scanner capability. (For DP-8020E/8020P* only)
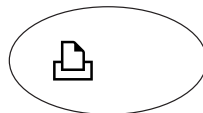- Scanning resolution up to: 600 dpi

Fax/Email
- Plain Paper High-speed Super G3 compatible Fax with JBIG compression when optional Fax Communication Board (DA-FG180) is installed. (For DP-8020E/8020P* only)
- Quick-Scan
- Quick Memory Transmission
- Email Function capability.

Print
- Printer controller standard, printer resolution 300 or 600 dpi.

Application Software
- Quick Image Navigator
- Network Scanner
- Utilities (Network Status Monitor, Address Book Editor, Network Configuration Editor)
- Panafax Desktop when optional Fax Communication Board is installed.

∗ DP-8020P is not available for USA and Canada.

■ The following operating instruction manuals are included on the CD for this machine, please use the correct manual when an operator intervention is necessary.

<Copy & Network Scan> Use the information provided on the enclosed CD whenever a Copy & Network Scan Function requires intervention.
For example: How to make copies, add paper, replace the toner bottle, 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 Dialling Feature, Device Settings, Network Status Monitor, and/or Document Management System.

Multi-Tasking Job Table

2nd Job \ Current Job	Copy	Network Scanning Internet Fax		GDI/PCL/PS Printing		Facsimile (Sending)		Facsimile (Receiving)	
		Storing Document	Transmission	Receiving Data	Printing Received Data	Storing Document	Memory Transmission	Memory Receiving	Printing Received Memory Data
Copy									
Copy	−	−	●	●	△	−	●	●	△
Network Scanning, Internet Fax									
Storing Document	−	−	●	●	●	−	●	●	●
GDI/PCL/PS Printing									
Receiving Data	●	●	●	●∗	●	●	●	●	●
Printing Receive Document	☆	●	●	●	☆	●	●	●	☆
Facsimile (Sending)									
Storing Document	−	−	●	●	●	−	●	●	●
Memory Transmission	●	●	●	●	●	●	−	−	●
Facsimile (Receiving)									
Memory Receiving	●	●	●	●	●	●	−	−	●
Printing Received Memory Data	☆	●	●	●	☆	●	●	●	☆

●: Accepts and executes the 2nd Job.
△: Accepts and executes the 2nd Job (Copy) only if the Current Job is interrupted.
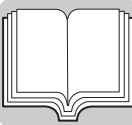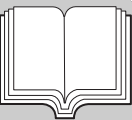☆: Accepts the 2nd Job and executes the 2nd Job after the Current Job is completed.
−: Not applicable.

NOTE ∗: HDD (DA-HD18) and additional 16MB (minimum) Image memory are required.

2

Operating Instructions Outline

**Getting To Know
Your Machine**
- Precautions   (See pages 7-13)
- Quick Operation Chart, Adding Paper   (See pages 14, 15)
- Problem Solving, Memory Full,
  Replacing Toner Bottle/Toner Waste Container,
  Removing Misfed Paper,
  Error Codes (U Code/J Code)   (See pages 15-21)

Before Starting
- Control Panel Key/Indicator Names

                                                      (See pages 22, 23)

Making Copies
- Operating Instructions for making copies
                                                      (See pages 24-51)

Function
- Changing the Initial Machine Modes
- General, Copier, Printer and Scanner Settings
                                                      (See pages 52-67)
- Combined Function Table   (See page 68)

Accessories
- Components   (See page 69)
- ADF, i-ADF   (See page 25)

Network Scanner
- Document Scanning   (See pages 70, 71)
- Address Book   (See pages 72-73)
- Function   (See pages 74, 75)
- Direct Connection (with Crossover Cable)
                                                      (See pages 76, 77)

Problem Solving
- Troubleshooting   (See pages 78, 79)
- Replacing the Battery/Set the Date and Time
                                                      (See pages 80, 81)

Appendix
- Specifications, Options and Supplies
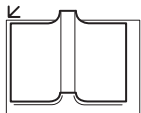   (See pages 82-84)
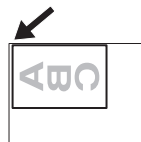
3

Getting To Know Your Machine

Symbols/Icons

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

Place original(s) on the ADF/i-ADF

Place original on the Platen (Book)

Place original on the Platen (Sheet)

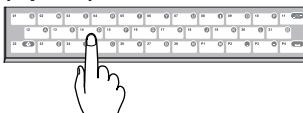**Press any Hard Key on the Control Panel**

Press Hard Key

Input numbers
● Number of Copies, etc.

Input text with a Keyboard (Option)

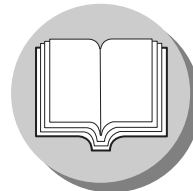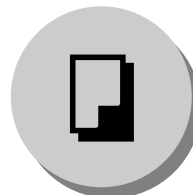**Go to next step**

Go to next step (below)

5

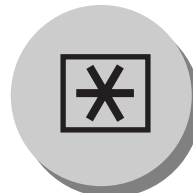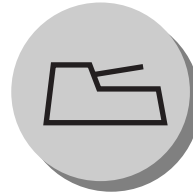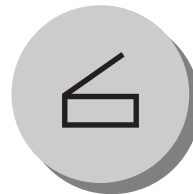**Getting to know your machine Before starting**

When making copies

When setting the machine modes

Accessories

When scanning document(s)

Problem solving

Appendix

4

Getting To Know Your Machine
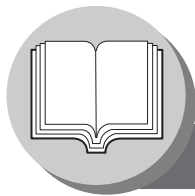
Table of Contents

Getting To Know Your Machine

Table of Contents

Getting To Know Your Machine

Safety Information

For Your Safety

To prevent severe injury and loss of life, read this section carefully before using the Panasonic DP-8020E/8020P/8016P to ensure proper, and safe operation of your machine.

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

⚠	**WARNING**	Denotes a potential hazard that could result in serious injury or death.
⚠	**CAUTION**	Denotes hazards that could result in minor injury or damage to the machine.

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

🚫 🖐 ✋	These symbols are used to alert operators to a specific operating procedure that must not be performed.
❗ 🔌	These symbols are used to alert operators to a specific operating procedure that must be emphasized in order to operate the machine safely.
⚠	This symbol is used to alert operators to a heated surface that may cause burns and requires close attention.

⚠ WARNING

Power and Ground Connection Cautions

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

❗ Always use the power cord provided with your machine. When an extension power cord is required, always use a properly rated cord.
● 120 V/12 A
If you use a cord with an unspecified current rating, the machine, or plug may emit smoke, or become hot to the touch.

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

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

❗ If the power cord is damaged, or insulated wires are exposed, contact your authorized Panasonic dealer for a replacement. Using a damaged cord can cause fire, or electric shocks.

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

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

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

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

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

Once a month, unplug the machine and check the power cord for the following. If you notice any unusual condition, contact your authorized Panasonic dealer.
● The power cord is plugged firmly into the receptacle.
● The plug is not excessively heated, rusted, or bent.
● The plug and receptacle are free of dust.
● The cord is not cracked or frayed.

Operating Safeguards

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

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

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

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

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

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

Consumable Safeguards

Never dispose of toner, toner bottles, or a toner waste container into an open flame. Toner remaining in the cartridge/bottle can cause an explosion, burns and/or injuries.

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

⚠ **CAUTION**

Installation and Relocation Cautions

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

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

Place the machine on a level and sturdy surface that can withstand a weight of 95 lb (43.3 kg) (DP-8020E) / 93 lb (42.3 kg) (DP-8020P/8016P). If tilted, the machine may tip-over and cause injuries.

When relocating the machine, contact your authorized Panasonic dealer.

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

Operating Safeguards

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

Do not use a highly flammable spray or solvent near the machine. It can cause fire.

When copying a thick original, do not use excessive force to press it against the platen glass. The glass may break and cause injuries.

Never touch a labelled area found on or near the heat roller. You can get burnt. If a sheet of paper is wrapped around the heat roller, do not try to remove it yourself to avoid injuries or burns. Switch Off the machine immediately, and contact your authorized Panasonic dealer.

Do not use conductive paper, e.x:. folding paper, carbonic paper and coated paper. When a misfed paper jam occurs, they can cause a short-circuit and fire.

Do not place any heavy objects on the machine. An off-balance machine can tip-over or the heavy object can fall, causing damage and/or injuries.

Keep the room ventilated when using the machine for an extended period of time to minimize the ozone density in the air.

When copying with the platen cover open, do not look directly at the exposure lamp. Direct eye exposure can cause eye fatigue or eye injury.

Pull out paper trays slowly to prevent injuries.

When removing misfed paper, make sure that no pieces of torn paper are left in the machine. A piece of paper remaining in the machine can cause fire. If a sheet of paper is wrapped around the heat roller, or when clearing a misfed paper that is difficult or impossible to see, do not try to remove it by yourself. Doing so can cause injuries or burns. Switch Off the machine immediately, and contact your authorized Panasonic dealer.

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

Others

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

9
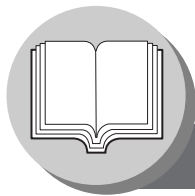
For Your Safety

> ⚠ **CAUTION**

Consumable Safeguards

❗ Be sure to use the specified type of batteries only.

❗ Ensure that batteries are installed with correct polarity. Incorrectly installed batteries can burst or leak, resulting in spillage or injuries.

Others

■ The machine has a built-in circuit for protection against lightning-induced surge current. If lightning strikes in your neighborhood, maintain ample distance from the machine, and do not touch the machine until the lightning has stopped.

■ If you notice flickering or distorted images or noises on your audio-visual units, your machine may be causing radio interference. Switch it Off and if the interference disappears, the machine is the cause of the radio interference. Perform the following procedure until the interference is corrected.
- ● Move the machine and the TV and/or radio away from each other.
- ● Reposition or reorient the machine and the TV and/or radio.
- ● Unplug the machine, TV and/or radio, and replug them into outlets that operate on different circuits.
- ● Reorient the TV and/or radio antennas and cables until the interference stops. For an outdoor antenna, ask your local electrician for support.
- ● Use a coaxial cable antenna.

> ⚠ **CAUTION**

Denotes hazards that could result in minor injury or damage to the machine.
- ● TO REDUCE THE RISK OF SHOCK OR FIRE, USE ONLY NO. 26 AWG OR LARGER TELEPHONE LINE CABLE.
- ● DISCONNECT ALL POWER TO THE MACHINE BEFORE COVER(S) ARE OPENED. CLOSE THE COVER(S) BEFORE THE MACHINE IS RE-ENERGIZED.

> ⚠ **IMPORTANT SAFETY INSTRUCTIONS**

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- ● DO NOT USE THIS PRODUCT NEAR WATER, FOR EXAMPLE, NEAR A BATH TUB, WASH BOWL, KITCHEN SINK OR LAUNDRY TUB, IN A WET BASEMENT OR NEAR A SWIMMING POOL.

- ● AVOID USING A TELEPHONE (OTHER THAN A CORDLESS TYPE) DURING AN ELECTRICAL STORM. THERE MAY BE A REMOTE RISK OF ELECTRIC SHOCK FROM LIGHTNING.

- ● DO NOT USE THE TELEPHONE TO REPORT A GAS LEAK IN THE VICINITY OF THE LEAK.

SAVE THESE INSTRUCTIONS.

Precautions

⚠ Precautions

■ Laser Safety

LASER SAFETY

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

CAUTION:

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

```
LASER  CLASS   1
LASER  KLASSE  1
LASER  CLASSE  1
CLASS 1 LASER PRODUCT
LUOKAN 1 LASERLAITE
KLASS 1 LASER APPARAT
PRODUCT LASER CLASE1
1 类激光设备
クラス1レーザ製品
```

■ Caution Label

Complies with FDA radiation performance standards, 21 CFR Subchapter J

Manufacturer's Name and Address   **Factory ID**

• ATTENTION:Hot Surface
• ATTENTION:Zone chauffée
• ACHTUNG :Heiße Oberfläche
• ATENCION :Superficie caliente
• 高温注意   • 고온주의   FDA1992

CAUTION: CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN AND INTERLOCKS DEFEATED. AVOID EXPOSURE TO THE BEAM.
ATTENTION: Rayonnement laser classe 3B invisible en cas d'ouverture et de défaut de sécurité. EXPOSITION DANGEREUSE AU FAISCEAU.
Vorsicht: Um bei geöffneten Deckel den Austritt von Klasse 3B unsichtbare Laserstrahlung zu verhindern, muss die Stromversorgung des Lasers unterbrochen werden.
PRECAUCIÓN: RADIACIÓN LÁSER DE CLASE 3B INVISIBLE CUANDO SE ABRE LA PUERTA CON EL BLOQUEO INVALIDADO. EVITE LA EXPOSICIÓN A LOS RAYOS.
VAROITUS: LUOKKA 3B NÄKYMÄTÖNTÄ JA VAARALLISTA LASERSÄTEILYÄ, JOS LAITTEEN KANSI AVATAAN KESKEN SKANNAUKSEN JA SUOJALUKITUS OHITETAAN. VÄLTÄ SUORAA ALTISTUMISTA SÄTEELLE.
ADVARSEL: KLASSE 3B USYNLIG LASERSTRÅLING NÅR ÅBEN OG SIKKERHEDSLÅS BRYDES. UNDGÅ EKSPONERING FOR STRÅLEN.
ADVARSEL: KLASSE 3B USYNLIG LASERSTRÅLING NÅR MASKINEN ER ÅPEN OG SIKKERHETSLÅS BRYTES. UNNGÅ EKSPONERING FOR STRÅLEN.
VARNING: CLASS 3B OSYNLIG LASER ÖPPEN OCH NÄR SÄKERHETSSPÄRRAR ÄR URKOPPLADE. UNDVIK EXPONERING AV LASER.   FDB8902PU

⚠ CAUTION

This product has a fluorescent lamp that contains a small amount of mercury. It also contains lead in some components.
Disposal of these materials may be regulated in your community due to environmental considerations.
For disposal or recycling information please contact your local authorities, or the Electronics Industries Alliance:
<http://www.eiae.org>.

11

Installation

■ The maximum power consumption is 1.3 kW.
A properly wired (grounded), dedicated, 12 A, 120 V AC outlet is required. Do not use an extension cord.
The power cord on this machine must be used to disconnect the main power.
Please ensure that the machine is installed near a wall outlet and is easily accessible.

Supplies

■ Store the Toner and paper in cool areas with low humidity.
  ● Use high quality 16 - 24 lb (60 - 90 g/m^2) (Sheet Bypass: 15 - 34 lb (55 - 133 g/m^2)) paper.
  ● For optimum performance, it is recommended that only Panasonic Brand supplies are used in the machine.
  ● Certain types of transparency film may not be compatible and may damage your machine. Consult with an authorized Panasonic dealer for advice regarding non-standard paper types. (Panasonic has tested "3M PP2500" transparency film and found it to be compatible.)
  ● Panasonic recommends using high quality 16 - 24 lb (60 - 90 g/m^2) paper, using an inferior paper may cause excessive paper curl, requiring you to empty out the Output Tray more often to avoid paper jams.
■ Use of other than genuine Panasonic supplies can damage the machine. This may void the warranty of the machine and supplies. Be sure to use only genuine Panasonic Toner designed for the machine.
■ The machine should not be installed in areas with the following conditions:
  ● Extremely high or low temperature and humidity.
    The machine should be installed under the following ambient conditions:
        Temperature: 50-86 °F (10 - 30 °C)
        Relative humidity: 30-80 %
  ● In areas with chemical fume concentration.
  ● With unstable or uneven conditions (floors, etc.).
  ● Direct exposure to sunlight or fluorescent light.
  ● In areas of high dust concentration.
  ● Directly in the air conditioning flow.
  ● In areas of poor ventilation.
  ● In areas with extreme vibration.

Illegal Copies

It is unlawful to make copies of certain documents.

Copying certain documents may be illegal in your country. Penalties of fines and/or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy in your country.
● Currency
● Bank notes and checks
● Bank and government bonds and securities
● Passports and identification cards
● Copyright material or trademarks without the consent of the owner
● Postage stamps and other negotiable instruments

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

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

Others

Panasonic is not responsible for data loss and any consequence caused by computer virus infection or external shocks.

12

Handling

■ Do not turn the Power Switch Off, or open the Front Cover during copying/printing.

■ Sleep/Shutdown Mode Notice
   ● The following functions will not work if the Sleep/Off Mode setting is set to the Shutdown mode.
      When using any of the following functions, we recommend that you leave the Sleep/Off Mode in the
      initial factory default setting (Sleep mode).
      - Turn OFF the Power Switch on the Right Side of the machine.
      - Printer Function (Local Parallel Port and Network Connections)
      - Internet Fax/Email Function
      - Facsimile Function (Option)
         When the LAN cable is not connected and DHCP Default is "Yes"

■ Key Operator Password
   ● The Initial Machine Modes can be checked or changed with the Function Modes, however, these modes
      require the Key Operator Password.

■ User Authentication
   The User Authentication works for this machine under the management of the Windows Server. As a result,
   users must be authenticated before they can use the functions of the machine (copying, faxing, scanning,
   and printing). The supported authentication protocol is NTLM v2.
   Users
   - Users login to this machine using their Windows account (user name and password).
   System Administrator
   - The system administrator can manage user account by using Windows Server.
   - User authentication can be set independently for each function (copying, faxing, scanning, and printing).

■ Dept. (Departmental) Code
   When the Department Counter function is set up, the Dept. (Department) Code input screen is displayed on
   the LCD Display. A registered Department Code (1 to 8- digit) is required to gain access to each secured
   function, or the secured Copy/Fax/Scanner function(s) cannot be used. Please consult with the Key Operator
   regarding the Department Code(s) for the desired function.
   Procedures :
   ① Input a registered department code (1 to 8-digit).
   ② Press the SET or START key.

■ Maximum Copies Limitation
   After setting the maximum allowed number of copies for each department, consult with your Key Operator
   when the total copy count reaches the designated limit and the "DEPT.MAXIMUM COPIES HAS BEEN
   REACHED" message appears on the LCD.
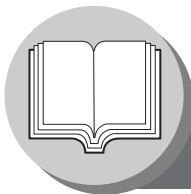
■ Power Switch
   If you are not going to use the copier for long periods of time, turn OFF the Power Switch on the Right Side of
   the machine.
   If the Hard Disk Drive Unit (DA-HD18) is installed, to prevent a Scan Disk Function from being performed
   (similar to Windows OS when the power is abruptly interrupted), it is important to follow the step sequence
   below when turning OFF the Power Switch on the machine.

   1. If the machine is in the "ENERGY SAVER (Shutdown Mode)" you may turn the Power Switch on the Right
      Side of the machine to the OFF position. If it is not in the "ENERGY SAVER (Shutdown Mode)", continue
      to step 2 below.
   2. Press "FUNCTION" and "ENERGY SAVER" keys simultaneously first. The Energy Saver Key will light.
   3. Turn the Power Switch on the Right Side of the machine to the OFF position.
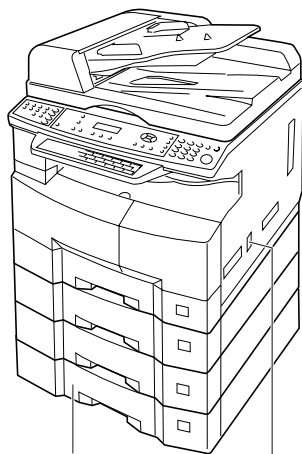
■ Auto Reset Time
   As the initial setting for Auto Reset Time is 1 minute, the selected operation mode goes back to default
   operation mode after 1 minute. If you wish to change the Auto Reset Time, consult with your Key Operator.

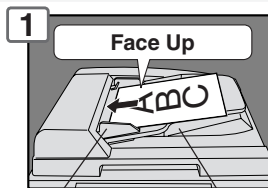# Getting To Know Your Machine

■ Quick Operation Chart

Adding Paper

Turn the Power Switch to the ON position

(ON) ❘

(OFF) ○

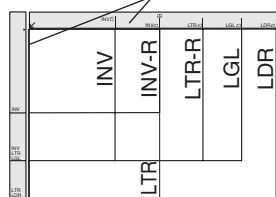**From ADF/i-ADF (Option)**

or

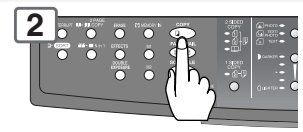**From Platen**

1

Face Up

Original Guides∗
Adjust to the original's width

Tray
(Max. 50 Letter size originals)

∗ Hold the guides by the center when adjusting the width

Original Guides

INV | INV-R | LTR-R | LGL | LDR

LTR

INV: Invoice, LTR: Letter
LGL: Legal, LDR: Ledger

2

COPY

If set to other function mode (DP-8020E/8020P only)

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.
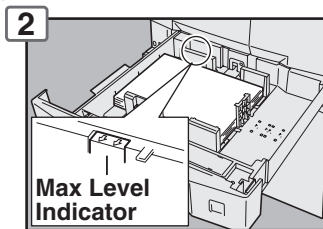

● Adding Paper (Paper Tray)

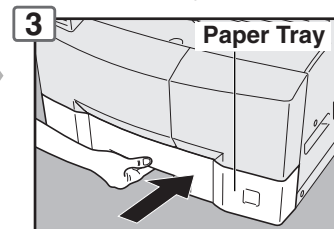The following steps are for Paper Tray-1, use the same procedures for other optional Paper Trays.

1 Paper Tray
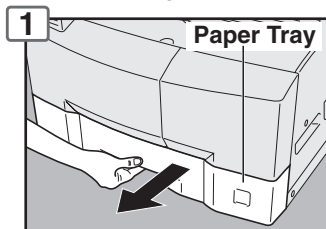
NOTE:
To change the paper size, refer to page 62.

2 Max Level Indicator

Load Paper: Face Up
Paper Weight: 16 - 24 lb (60 - 90 g/m^2)
Paper Capacity: 550 Sheets (20 lb (80 g/m^2))
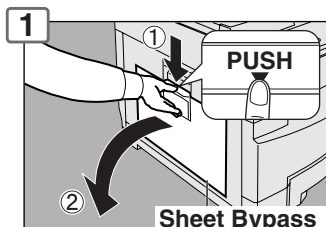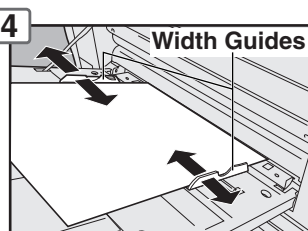
3 Paper Tray

NOTE:
Load the paper properly, and ensure that it does not exceed the Max. Level indicator.
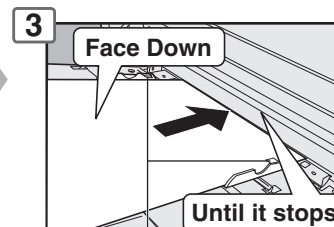

● Adding Paper (Sheet Bypass)

Copying on Special Paper, etc.

1 PUSH ① ② Sheet Bypass

4 Width Guides

Adjust the width guides.
Incorrect adjustment may cause the paper to wrinkle, misfed, or skew.

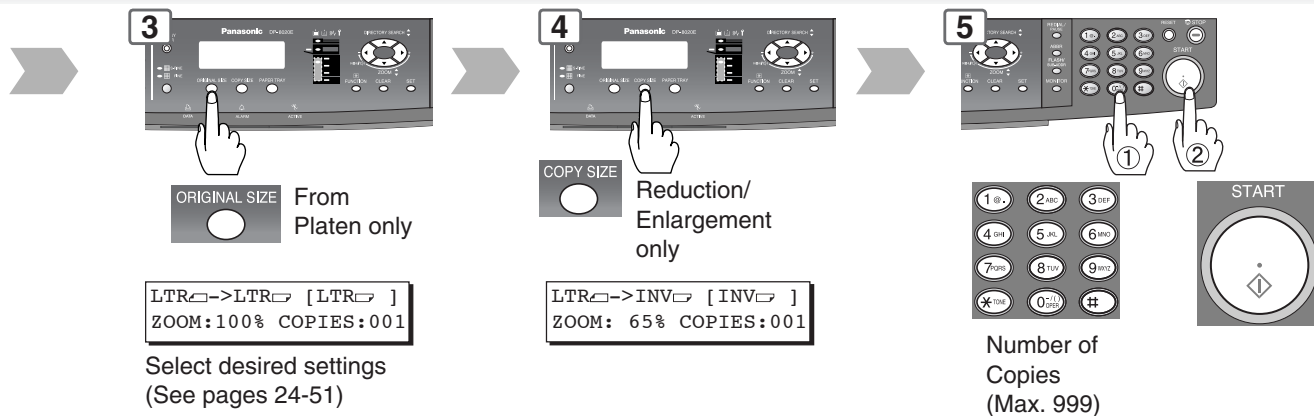**2** Until it stops

3 Face Down
Until it stops

← Upper Limit Guides

Load Paper
(Do not exceed limit guides)
Paper Weight: 15-34 lb (55 - 133 g/m^2)
Paper Capacity: 50 sheets/20 lb (80 g/m^2)
To add paper to the Sheet Bypass, remove the leftover paper from the tray, and align it with the additional paper, then load them together onto the tray.

4

14

3

ORIGINAL SIZE From Platen only

```
LTR□->LTR□ [LTR□ ]
ZOOM:100% COPIES:001
```

Select desired settings
(See pages 24-51)

4

COPY SIZE Reduction/ Enlargement only

```
LTR□->INV□ [INV□ ]
ZOOM: 65% COPIES:001
```

5

① ②

START

Number of Copies
(Max. 999)

INTERRUPT	**Interrupt** (See page 48)	**ERASE** **Erase** (See page 38)
SORT	**Sort** (See page 42)	**EFFECTS** **Effects** (See page 40)
2 PAGE COPY	**2 Page Copy** (See page 34)	**DOUBLE EXPOSURE** **Double Exposure** (See page 36)
N in 1	**N in 1** (See page 32)	

2 SIDED COPY
1 SIDED COPY

2-Sided/Original ➔ Copy
(See pages 26-31)
2-Sided Copy:
DP-8020E only

PHOTO
TEXT/ PHOTO
TEXT
DARKER
LIGHTER

Type of Original

Manual Exposure

(See page 25)

ZOOM   Zoom Mode
(See page 25)

■ Problem Solving

|	
Adding Paper	**Removing Misfed Paper** (See page 16)
Replacing Toner Bottle/Toner Waste Container (See page 16)	**U## (User Error Code)** (See page 20)
	J## (Jam Error Code) (See page 21)
	E## (Machine Error Code) (Call your Service provider)
Checking Toner (See below)	**REPLACE DRUM UNIT** (Call your Service provider)

● Toner Level Check Operation
When "CHECKING TONER PLEASE WAIT" message appears, the machine is checking the toner level, and no operation through control panel is accepted.

● Memory Full
If the memory overflows while scanning originals, the message "MEMORY FULL CONTINUE? 1:YES 2:NO" will appear on the LCD. If this occurs, follow the instructions on the LCD.
If this occurs frequently, adding optional memory is recommended, consult with an authorized Panasonic dealer.

15
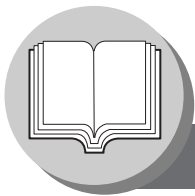
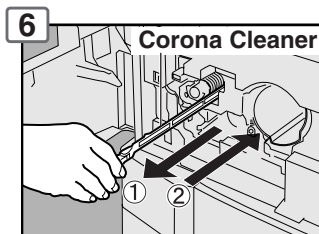## ■ Problem Solving
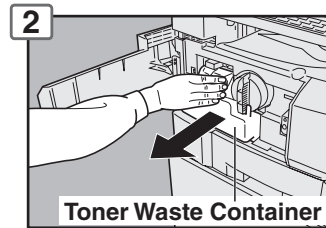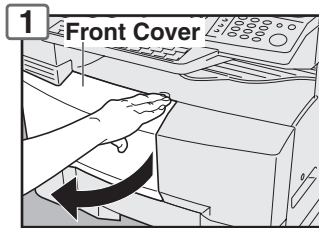
### ● Replacing Toner Bottle/Toner Waste Container

ATTENTION
● For optimum copy quality use the recommended Panasonic Toner. Store Toner Bottle in a cool dark place. Do not unseal the Toner Bottle unless you are ready to use it.

NOTE:
Do not reuse the toner from the Toner Waste Container.

1 Front Cover

2 Toner Waste Container

6 Corona Cleaner

Slide the Corona Cleaner in and out, 3 or 4 times slowly, then return the Corona Cleaner Handle to the original position.
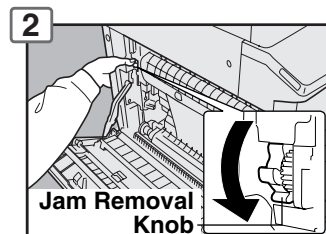
7 Toner Bottle (New)
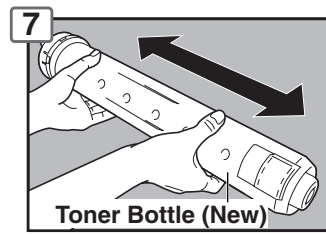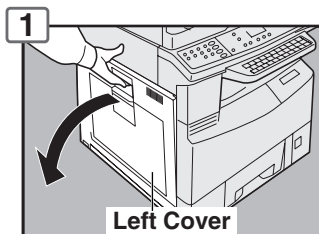
Shake it well

● Removing Misfed Paper (Paper Exit Area) (J46)

(Ex.)

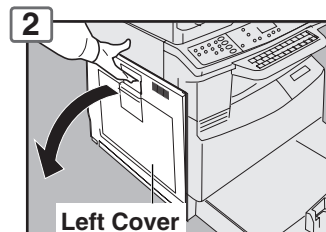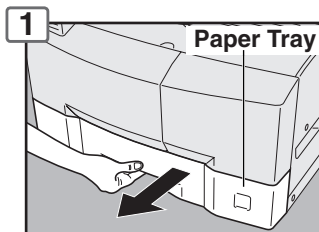REMOVE MISFED PAPER
J46

1 Left Cover

2 Jam Removal Knob

● Removing Misfed Paper (Paper Transport/Fusing Area) (J01, J30, J31, J33, J45, J48, J95)
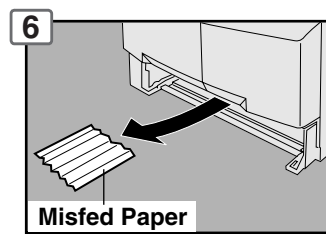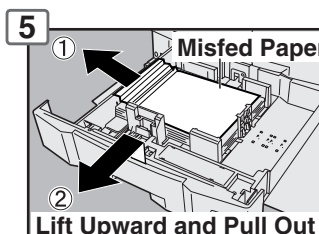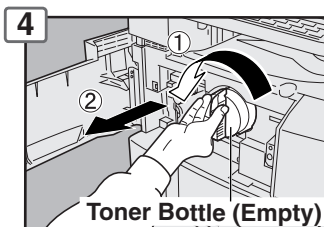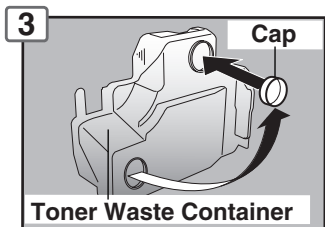
(Ex.)

REMOVE MISFED PAPER
J48

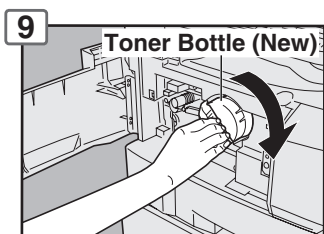**ATTENTION**
● Do not scratch or touch the surface of the OPC Drum (Green) with bare hands. The OPC Drum is sensitive to light. To prevent optical exposure problems, do not expose the OPC Drum to direct sunlight or bright light.

1 Paper Tray

2 Left Cover

5 Misfed Paper

① ②

Lift Upward and Pull Out

6 Misfed Paper

16

3 Cap

Toner Waste Container

4 ① ②

Toner Bottle (Empty)

To Release

5 **Corona Cleaner Handle**

6

8 **Toner Bottle (New)**

9 **Toner Bottle (New)**

To Lock

10 ① ② **Toner Waste Container (New)**

Close the Front Cover.

3 **Misfed Paper**

4 **Left Cover**
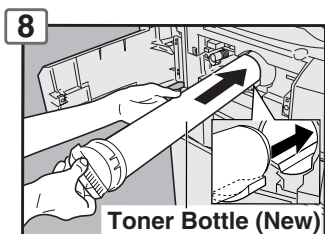
3 **Misfed Paper**
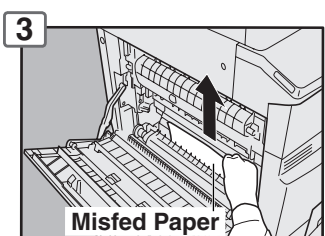
4 **Heat Roller Cover** ① ② ③ **Jam Removal Knob**

- ATTENTION: Hot Surface
- ATTENTION: Zone chauffée
- ACHTUNG : Heiße Oberfläche
- ATENCION : Superficie caliente
- 高温注意 ・고온주의

5

7 **Paper Tray** Lift Upward and insert the Tray

8 **Left Cover**

17

■ Problem Solving

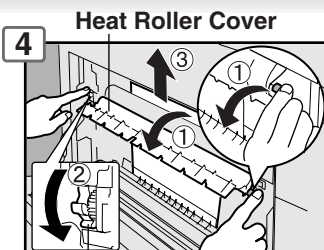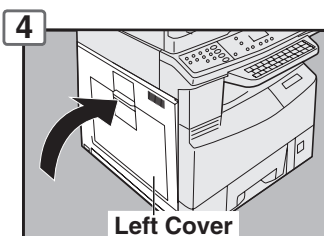● Removing Misfed Paper (ADF: Option for DP-8020E/8020P/8016P) (J70, J71, J79, J92, J93)

(Ex.)

**REMOVE MISFED PAPER
J70**

1

ADF Cover

2

Misfed Paper

● Removing Misfed Paper (i-ADF: Option for DP-8020E) (J70, J71, J72, J73, J76, J78, J79, J92, J93)

(Ex.)

**REMOVE MISFED PAPER
J70**

1

ADF Cover

2

Misfed Paper

6

Exit Unit

7

ADF Tray
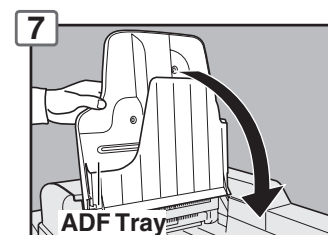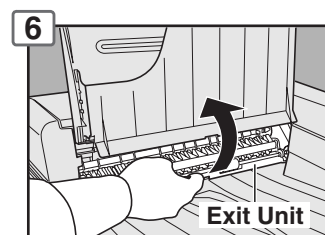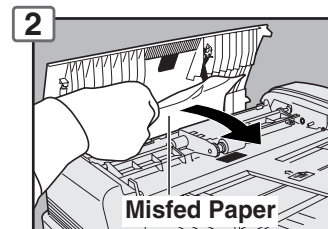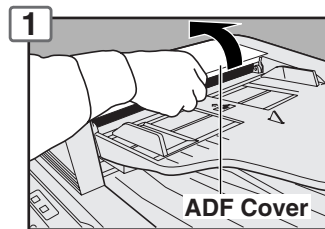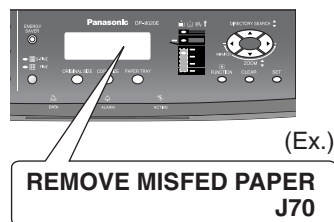
● Removing Misfed Paper (2nd/3rd/4th Paper Tray: Option)
  (J02, J03, J04, J07, J08, J09, J12, J13, J14, J22, J23, J24)

(Ex.)

**REMOVE MISFED PAPER
J02**

1

Feed Cover

2

Misfed Paper

6

Paper Tray

7

Lift Upward and insert the Cover   Feed Cover

18

3 ADF

① ②

③

Misfed Paper

4

ADF Cover

3

ADF Tray

4

Exit Unit

5 Misfed Paper

6

8 Misfed Paper

②

①

9

10

ADF Cover

3

Paper Tray

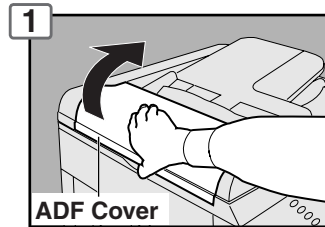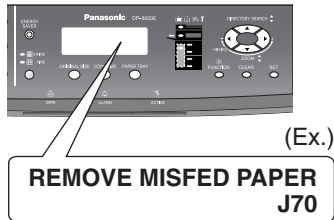**4** Misfed Paper

①

②

Lift Upward and Pull Out

5

Misfed Paper

6

19
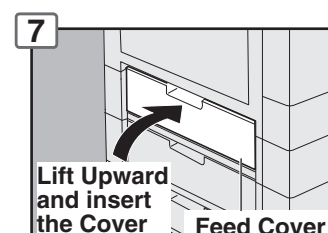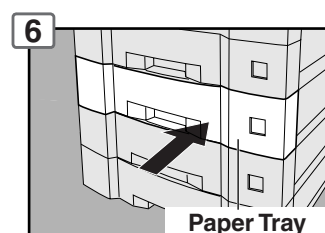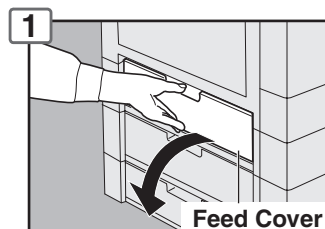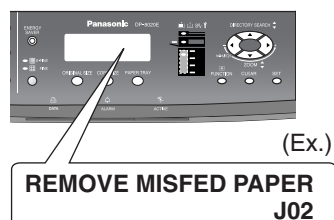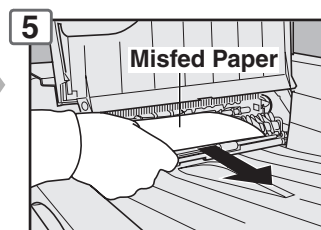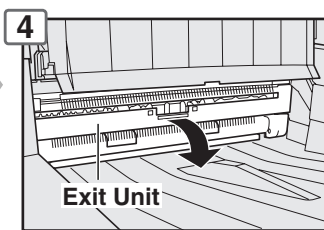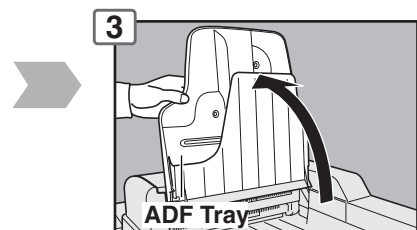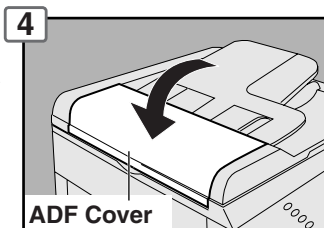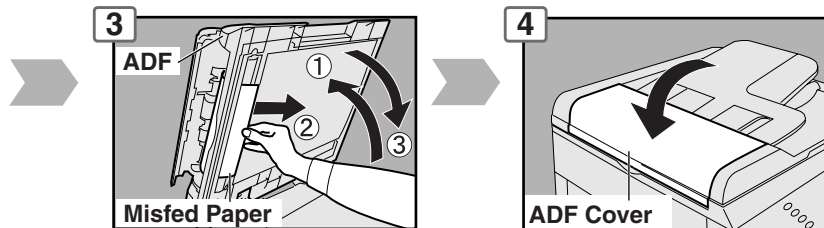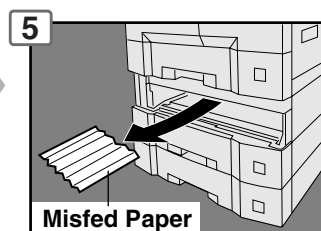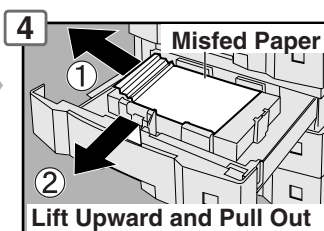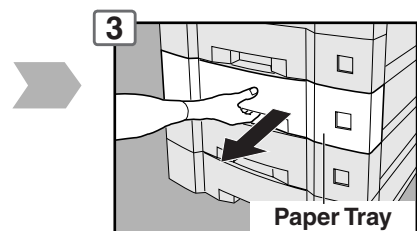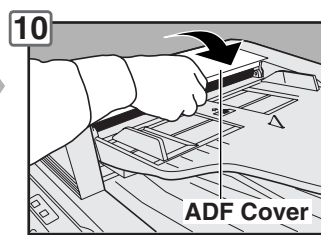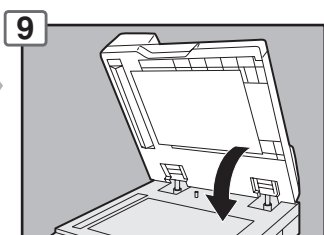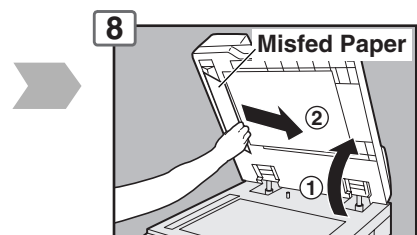
Getting To Know Your Machine

Operation Chart

■ Problem Solving

● Removing Misfed Paper (J19, J32, J82, J85, J87: ADU for DP-8020E only)

EX.

```
REMOVE MISFED PAPER
                 J82
```

1 Left Cover

2 Misfed Paper

● User Error Codes (U Code)

U20
U21
U90

U01
U13
U14
U15
U16
U25

U07
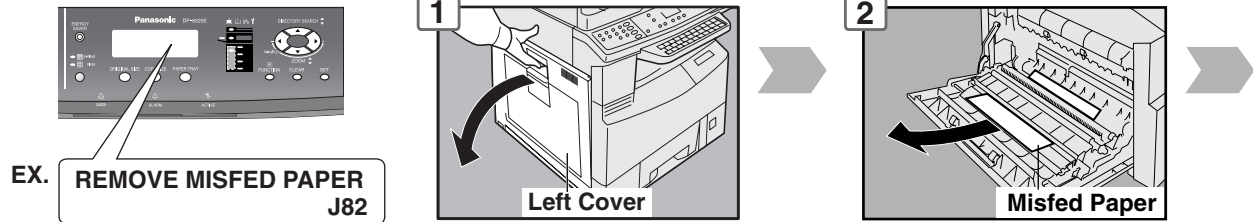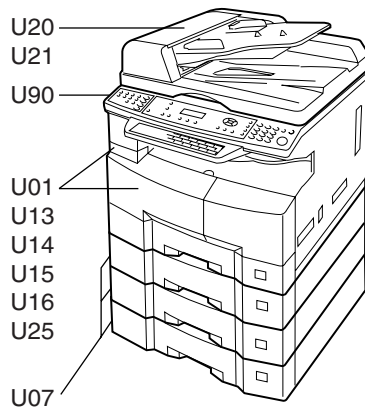
| Code	Check Points	Code	Check Points
U01	Front and/or Left Cover is open.	U20	ADF Cover is open.
U07	Feed Cover is open. (See page 18)		
U13	Low Toner, or Out of Toner.	U21	ADF/i-ADF was opened while scanning from
U14	Toner Waste Container is full.		ADF/i-ADF.
U15	Toner Waste Container is incorrectly installed.	U25	Toner hardened inside the Toner Bottle. Remove
U16	Developer Unit is incorrectly installed.		the Toner Bottle, and shake it well.
	Call your Service Provider.	U90	Battery requires replacement. (See page 80)

20

| 3 | Misfed Paper / Jam Removal Knob | 4 | Misfed Paper | 5 | Left Cover |
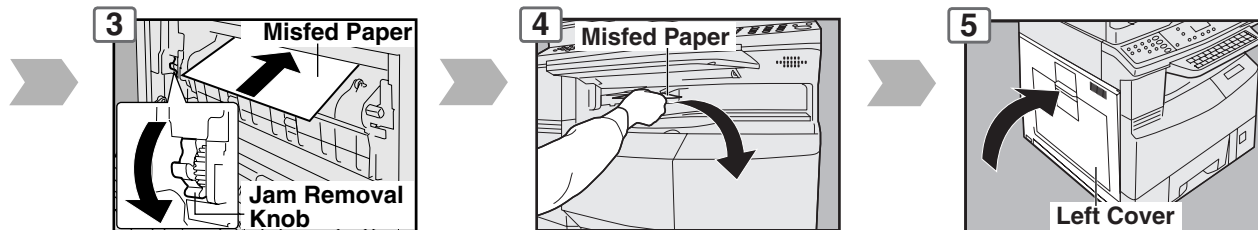
Note: • Do not pull Misfed Paper from the front, it may cause damage.

● **Jam Error Codes (J Code)**

Code	Check Points	Code	Check Points
J00	① Remove paper from the Sheet Bypass. ② Open, and close the Left Cover (as illustrated in Steps 1 and 5 above).	J30, J31, J33, J45, J46, J48, J95*	Remove misfed Paper. (See page 16) ∗J95: Check the paper size in the paper tray. (See page 62)
J01	Pull the paper tray out, and remove the jammed paper from the standard paper tray (Tray-1) (See page 16)		
J02, J03, J04	Pull the paper tray out, and remove the jammed paper from the optional paper trays (Tray-2 to 4) (See page 18)	J19, J32, J82, J85, J87	Removing misfed Paper. (See page 20)
J07, J08, J09, J12, J13, J14, J22, J23, J24	Remove misfed paper. (See page 18)	J70, J71, J72, J73, J76, J78, J79, J92, J93	Removing misfed Paper (See page 18)
	*Cause with 2nd/3rd/4th Paper Tray.		

NOTE: ● The J## Code indicates the most probable Jam location. If the jam message reappears after the jam is cleared, paper is most likely jammed at other location(s). Check the Jam Error Codes Table above for other check points, and remove all misfed paper.
● Make sure that the Jam Error Code, and Misfed Indicator disappears after removing the misfed paper.
● The Jam Error Code, and Misfed Indicator will not disappear if the paper is still jammed in the machine. Check again, and remove all misfed paper.

21

Control Panel
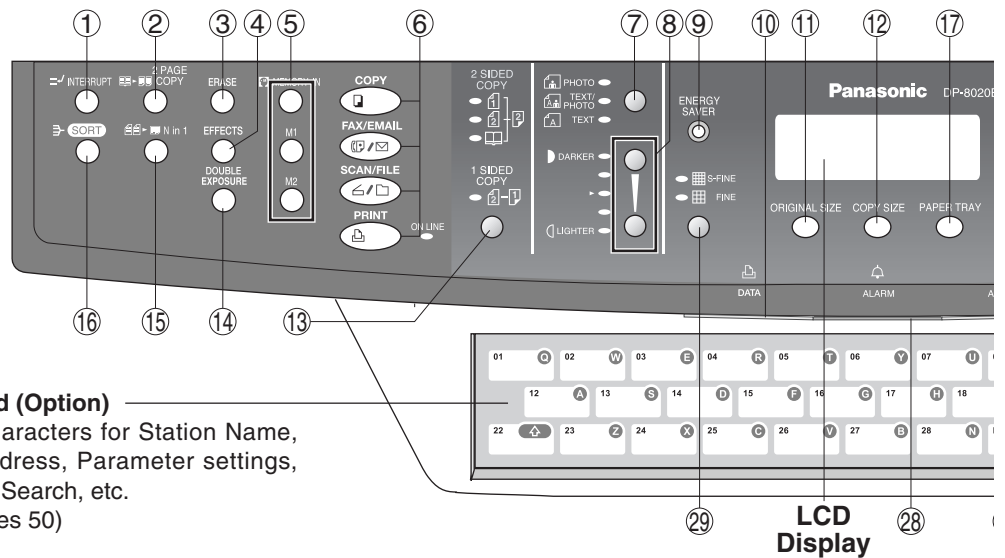
Keyboard (Option)
Inputs characters for Station Name, Email Address, Parameter settings, Directory Search, etc.
(See pages 50)

LCD Display

No.	Icon	Contents	No.	Icon	Contents
①	INTERRUPT	**INTERRUPT Key** Interrupts other copy job while making copies. (See page 48)	②	2 PAGE COPY	**2 PAGE COPY Key** Selects 2 Page Copy mode. (See page 34)
③	ERASE	**ERASE Key** Selects Edge, Book or Margin mode. (See page 39)	⑥	COPY	**COPY Key** To use the unit as a photocopier.
④	EFFECTS	**EFFECTS Key** Selects Image Repeat or Centering mode. (See page 40)		FAX/EMAIL	**FAX/EMAIL Key** Used to select the FAX/ EMAIL communication.
⑤	MEMORY IN, M1, M2	**MEMORY Keys** Selects Job Memory mode. (See pages 48, 49)		SCAN/FILE	**SCAN/FILE Key** To use the Scan/File function (See pages 70-75)
				PRINT	**PRINT Key** To use the unit as a Printer.
⑦	PHOTO, TEXT/PHOTO, TEXT	**Original Mode Select Keys/Indicators** Selects original mode. (See pages 25 and 70)	⑧	DARKER, LIGHTER	**LIGHTER/DARKER Key/ Indicators** To adjust the Manual Exposure. (See pages 25 and 70)
⑨	ENERGY SAVER	**Energy Saver Key** Saves power while the machine is not in use. (See page 48)	⑩	DATA	**PRINT DATA Icon / LED** The LED Flashes/ light in GREEN when receiving/ printing data.
⑪	ORIGINAL SIZE	**ORIGINAL SIZE Key** To select an original size.	⑫	COPY SIZE	**COPY SIZE Key** To select a copy size.
⑬	2 SIDED COPY, 1 SIDED COPY	**DUPLEX Key** Selects a 2-Sided or 1-Sided copy. (See pages 27-31) **2-Sided Copy: DP-8020E only**	⑭	DOUBLE EXPOSURE	**DOUBLE EXPOSURE Key** Selects Double Exposure mode. (See page 37)
⑮	N in 1	**N in 1 Key** Selects N in 1 copy mode. (See page 33)	⑯	SORT	**SORT Key** Selects Electric Sort mode. (See page 42)

LCD Display (Copy Function)

```
LTR  ->LTR  C [LTR    ]
ZOOM:100% COPIES:001
```
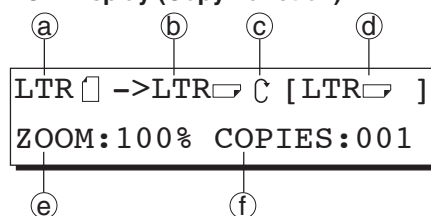
ⓐ Original Size
ⓑ Copy Size
ⓒ Rotating Paper Size
ⓓ Paper Size in Paper Tray
ⓔ Zoom Ratio
ⓕ Number of Copies
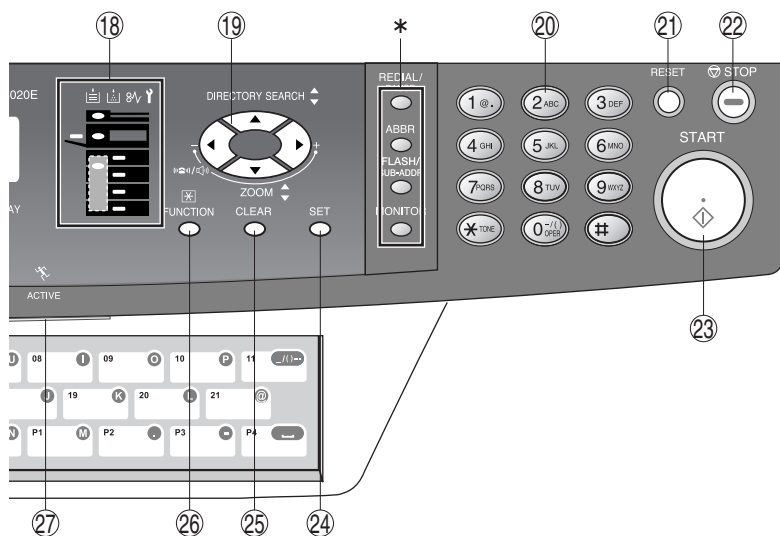
✻ Used for Fax, Internet Fax, and Email Functions.
(except for the ABBR Key, see page 50.)

No.	Icon	Contents	No.	Icon	Contents
⑰	PAPER TRAY	**PAPER TRAY Key** Selects the paper tray.	⑱	⊟ ⊞ 8↯ ⌘	**Warning Indications** When unit is used as a photocopier. ⊟ : Add Paper (See page 14) ⊞ : Replace Toner Bottle (See page 16) 8↯ : Remove misfed paper (See pages 16-21) ⌘ : Call Service **(For DP-8016P)** ⊟ ⊞ 8↯ ⌘
⑲	ZOOM	**Cursor Key** To select the zoom ratio, etc.			
⑳	Keypad image	**Keypad** Sets copy quantities, etc.			
㉑	RESET	**RESET Key** Resets all features to the initial power-on state of the active function.	㉒	⊘ STOP	**STOP Key** Stops the jobs. (Copy, Scan, etc.)
㉓	START	**START Key** Starts the jobs. (Copy, Scan, etc.)	㉔	SET	**SET Key** Sets the parameter(s) of Function settings.
㉕	CLEAR	**CLEAR Key** Clears the copy quantities, etc.	㉖	✳ FUNCTION	**FUNCTION Key** Used for changing the paper size, initial function values (default values) and key operator settings.
㉗	✻ ACTIVE	**ACTIVE LED (GREEN)** Flashes when machine is in operation.	㉘	🔔 ALARM	**ALARM LED (RED)** Lights/Flashes when trouble occurs. **Lights:** When the machine stops due to the following condition(s): ● No paper in the selected tray or toner has run out. ● Paper has misfed, etc. **Flashes:** When the machine alerts of the following condition(s): ● No paper in the Tray. (Tray not selected) ● Toner is getting low, etc.
㉙	S-FINE FINE	Sets scanning resolution. (See page 70)			

NOTE:
To adjust the brightness of the LCD display, press and while holding down the CLEAR Key, keep pressing the ORIGINAL SIZE or COPY SIZE Key until the desired brightness is achieved.
ORIGINAL SIZE : Dimmer
COPY SIZE : Brighter

23
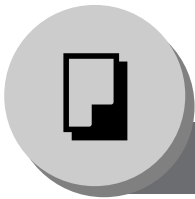
Making Copies
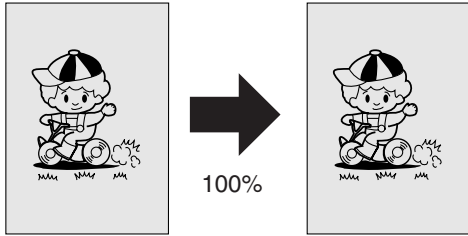
Basic Copy

■ Copying the Same Size Originals (1:1)

Copy size is automatically selected.

100%
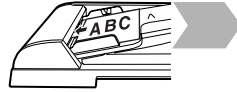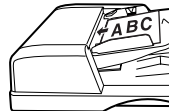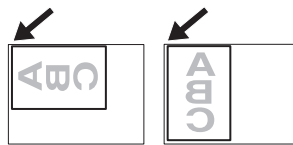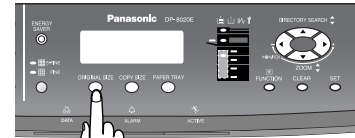
1

For ADF

For i-ADF

or

2

From Platen only

ORIGINAL SIZE

→ **LDR** ⬜ : Ledger
▼
LGL ⬜ : Legal
▼
LTR ⬜ : Letter
▼
LTR ⬜ : Letter-R
▼
INV ⬜ : Invoice
▼
INV ⬜ : Invoice-R

■ Position of the Original(s)

For ADF/i-ADF*
(Face Up)
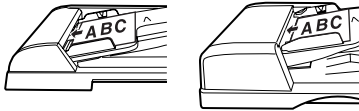
● Feeds originals automatically
Up to 50 Letter/Invoice size
(20 lb (80 g/m^2))
(Up to 30 Legal/Ledger size)

∗ **ADF for DP-8020E/8020P/**
8016P
i-ADF for DP-8020E only

For Platen
(Face Down)
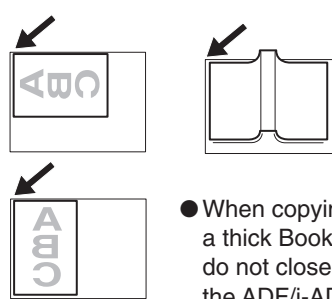
● When copying
a thick Booklet,
do not close
the ADF/i-ADF.

Original Guides

INV
INV-R
LTR-R
LGL
LDR
LTR
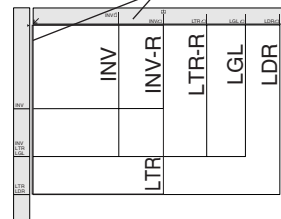
INV: Invoice, LTR: Letter
LGL: Legal, LDR: Ledger

■ Copying with Preset or Variable Zoom Ratios

Preset Ratios (ex: Enlargement)
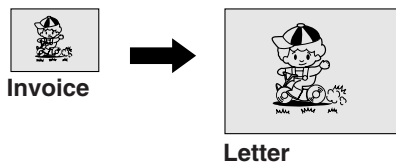
Invoice

Letter

Variable Zoom Ratios

Copies with variable zoom ratios from 50 % to
200 % in 1 % increments.
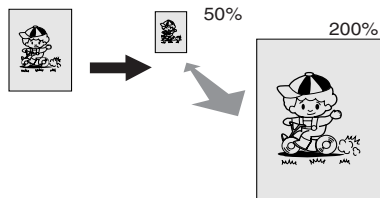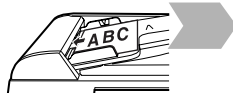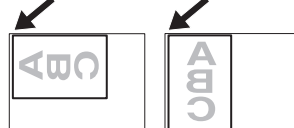
50%

200%

1

For ADF

For i-ADF

or

2

From Platen only

ORIGINAL SIZE

→ **LDR** ⬜ : Ledger
▼
LGL ⬜ : Legal
▼
LTR ⬜ : Letter
▼
LTR ⬜ : Letter-R
▼
INV ⬜ : Invoice
▼
INV ⬜ : Invoice-R

24

3
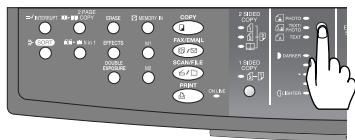
Select type of Original(s)
PHOTO : Mainly Photo
TEXT/PHOTO: Text and Photo combined
TEXT : Mainly Text

Adjust the Contrast
Press **DARKER** or **LIGHTER**
Key (5 levels)

4
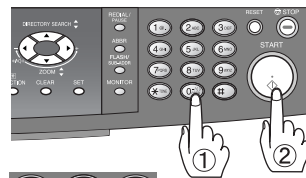
Number of
Copies
(Max. 999)

■ Using the ADF/i-ADF (Option)

Originals that cannot be used
● Post Cards, Drawing Papers, Labelling Papers, Heavyweight Papers, Thin Art Papers, Film Thermal Papers

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

Set the originals up to the Upper Limit Indicator (A)

Upper Limit Indicator (A)

Upper Guide (B)

i-ADF*

ADF Tray

Upper Limit Indicator (A)

Upper Guide (B)

ADF

ADF Tray
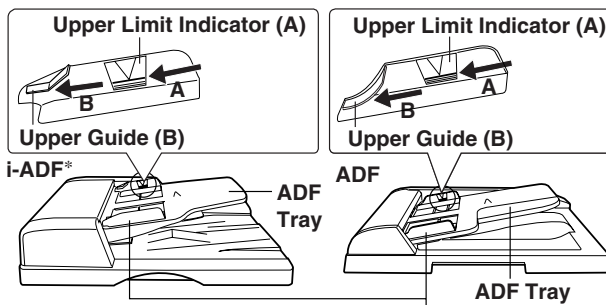
Original Guides
Adjust to the original's width

∗ **ADF for DP-8020E/8020P/8016P
i-ADF for DP-8020E only**

---

3 For Preset Ratios   For Variable Zoom Ratios
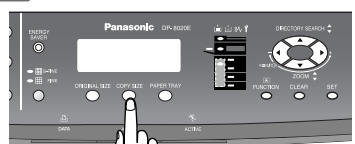
COPY SIZE

LDR ▭ : Ledger
LGL ▭ : Legal
LTR ▯ : Letter
LTR ▭ : Letter-R
INV ▭ : Invoice-R

ZOOM
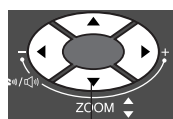
△ Up to 200% in 1%
▽ Down to 50% in 1%

4

Number of
Copies
(Max. 999)

25
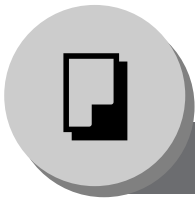
Making Copies

■ **1 ➜ 2 Copy, 2 ➜ 2 Copy, 2 ➜ 1 Copy (DP-8020E with optional i-ADF)**

1 ➜ 2 Copy   1-Sided ➜ 2-Sided Copy
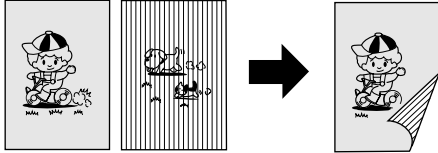
2 ➜ 2 Copy   2-Sided ➜ 2-Sided Copy
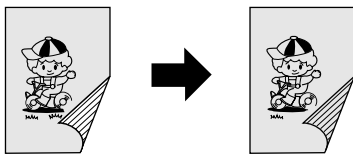
2 ➜ 1 Copy   2-Sided ➜ 1-Sided Copy
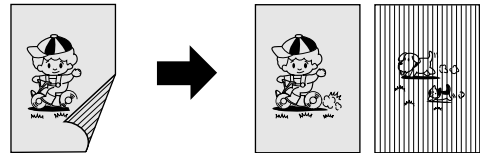
|1| **For i-ADF**
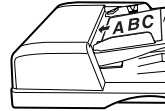
or
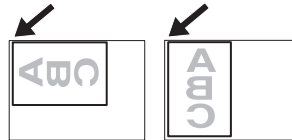
(1 ➜ 2 Copy only)

|2|
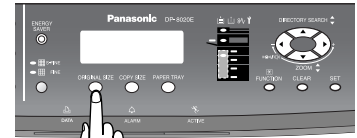
From Platen only for
1 ➜ 2 Copy

ORIGINAL SIZE

→ **LDR**	▭	**: Ledger**
▼		
LGL	▭	**: Legal**
▼		
LTR	▯	**: Letter**
▼		
LTR	▭	**: Letter-R**
▼		
INV	▯	**: Invoice**
▼		
└ **INV**	▭	**: Invoice-R**

Steps 6 to 9 for 1 ➜ 2 Copy from Platen:

|6|

```
ANOTHER ORIGINAL?
1:YES 2:NO
```
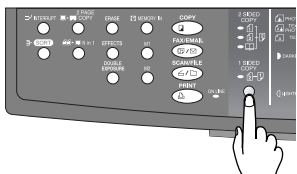
1: YES
   Go to next step.

NOTE: If "2: NO" is selected,
the machine will start
copying only one side
of the original(s).

|7| Next Original

26

3
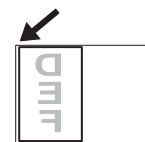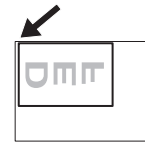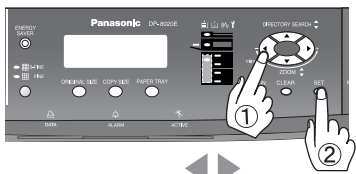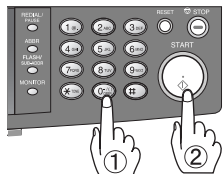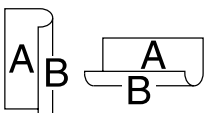
2 SIDED
COPY

1-Sided Original
to 2-Sided Copy

2-Sided Original
to 2-Sided Copy

1 SIDED
COPY

2-Sided Original
to 1-Sided Copy

4

SET
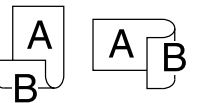
Bind Position
(Select within 10 sec.)
(For 1 ➜ 2 Copy, 2 ➜ 1 Copy)

A B   A B   Long Edge

A B   A B   Short Edge

5

START

Number of
Copies
(Max. 999)

6 ~ **9**

**From
Platen
only.**

8

START
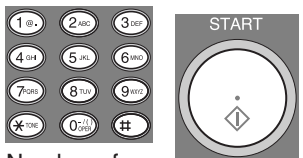
9

The following steps, illustrate how to
make multiple copies when the Sort
Mode is selected. (See page 42)

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

1: YES ➜ Continues to copy another
original, repeat steps 1
and 5-② to step 8.
2: NO ➜ Starts making copies.

10

**Exits this
mode.**

RESET

27
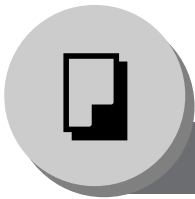
■ 2 ➡ 2 Copy (DP-8020E with optional ADF)
2 ➡ 1 Copy (DP-8020E/8020P*/8016P with optional ADF)

Copying 2 ➡ 2 or 2 ➡ 1 Copy with optional ADF (not i-ADF)

2 ➡ 2 Copy   2-Sided ➡ 2-Sided Copy
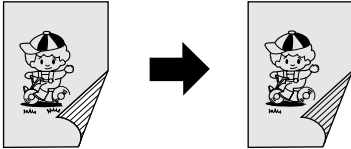
2 ➡ 1 Copy   2-Sided ➡ 1-Sided Copy
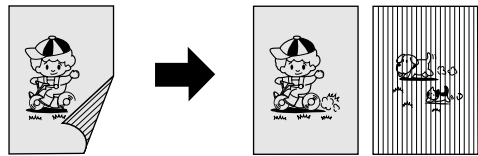
NOTE: If the memory overflows while scanning originals, all scanned data will be cancelled. If this occurs, restart from Step 1.

1 **For ADF only**

Odd Number Pages

Long Edge Originals

Short Edge Originals

2

2 SIDED COPY
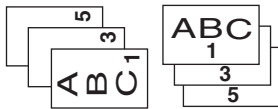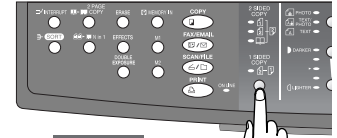
1 SIDED COPY

2-Sided Original to 2-Sided Copy

2-Sided Original to 1-Sided Copy

5 **SET ORIGINAL ON ADF**

```
INSERT SECOND SIDE
ORIENTATION AS IS
```

Place the reverse side of the original(s) of step 1 in the order and direction of ejection.

Above

Step **1**

Page No.

Step **5**   **Reverse Side**
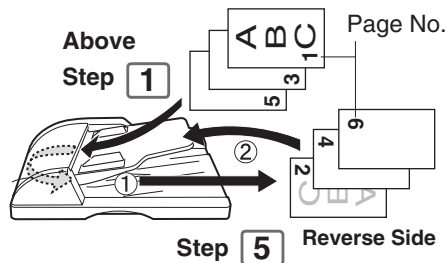
Even Number Pages

Long Edge Originals
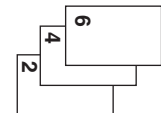
Short Edge Originals
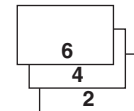
3
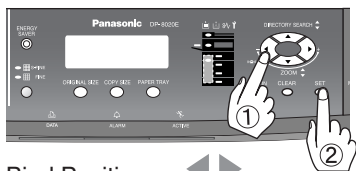
Bind Position ◀ ▶
(Select within 10 sec.)
(For 2 ➜ 1 Copy only)

SET

A B → A B   Long Edge

A B → A B   Short Edge

4
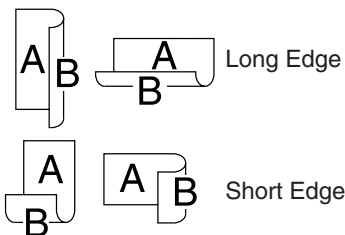
Number of
Copies
(Max. 999)

START

5

6

PRESS START TO
CONTINUE

START
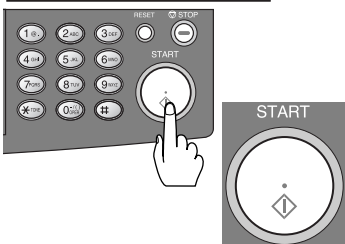
7

SET ORIGINALS ON ADF

NOTE: If the page count for the Back
side does not match the page
count for the Front side (i.e.
page double-fed) of the 2-
Sided originals, a "TOTAL
PAGE MISMATCH" will be
displayed and all scanned
data will be cancelled. If this
occurs, restart from Step 1
and Step 4-② to Step 6.

8

**Exits this
mode.**

RESET

29

Making Copies

Creative Features

■ Book ➜ 2 Copy (DP-8020E only)

Book ➜ 2-Sided Copy
The book format and page order can be set in the Copier Settings, Parameter No. 14 (BOOK ➜ 2 DEFAULT). (See page 58)

(Book Format: Flipping)

(Page Order: L ➜ R)
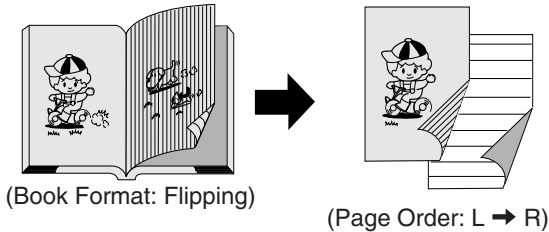
For Book Format is Flipping:

| 1 | 2 |

Original Size:
Ledger, Letter-R

ORIGINAL SIZE

Select Ledger or Letter-R size*
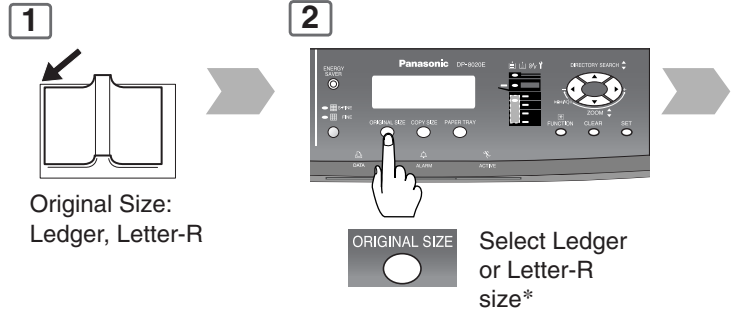
5

The following steps, illustrate how to make multiple copies when the Sort Mode is selected. (See page 42)

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

1: YES ➜ Continues to copy another original, repeat steps 1 and 4-②.
2: NO ➜ Starts making copies.

(Book Format: Facing)

Blank Page

(Page Order: L ➜ R)

For Book Format is Facing:

| 1 | 2 |

Original Size:
Ledger, Letter-R

ORIGINAL SIZE

Select Ledger or Letter-R size*

6 | **7**

Next Original (page)

START

NOTE: ✳ If the selected original size is not corrected, book original will not be copied correctly as sample images.

● If the memory overflows while scanning originals, this machine will indicate the error message and stop.

30

3

Select Book Original
to 2-Sided Copy*

4

Number of Copies
(Max. 999)

START
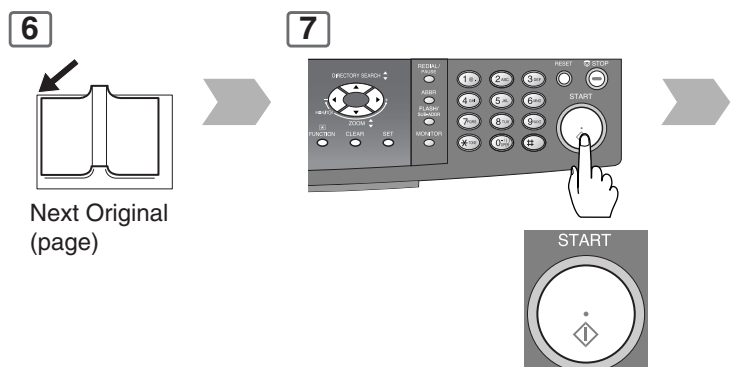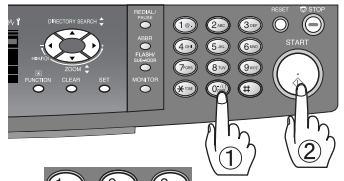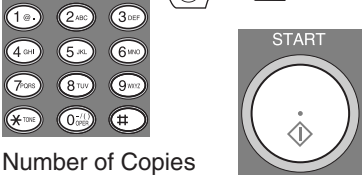
5

For Sort
Mode only

6

Exits this
mode.

RESET
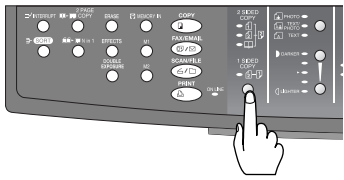
NOTE: * The copy size will be automatically selected.
If the selected paper size is not set into the paper tray(s), set
paper on the Sheet Bypass (see page 14) or select another
copy size with COPY SIZE Key (See page 25).

3

Select Book Original
to 2-Sided Copy*

4

Number of Copies
(Max. 999)

START

5

ANOTHER ORIGINAL?
1:YES 2:NO

1@. or 2ABC

1: YES
Continues to Copy
another page, proceed
to step 6
2: NO
Starts making copies
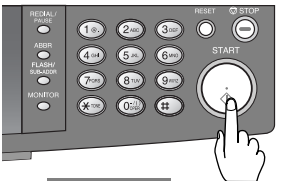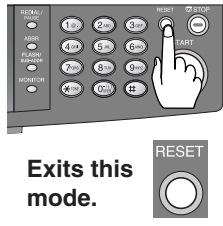
6

8

The following steps, illustrate how to
make multiple copies when the Sort
Mode is selected. (See page 42)

ANOTHER ORIGINAL?
1:YES 2:NO

1: YES ➜ Continues to copy another
original, repeat steps 1 and 4-②
to step 8.
2: NO ➜ Starts making copies.

9

Exits this
mode.

RESET

Making Copies

31
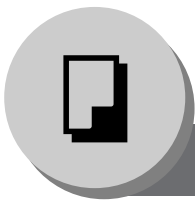
Making Copies

Creative Features

■ N in 1

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

● **2 in 1 Copy**

● **4 in 1 Copy**
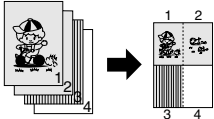
NOTE:
If the original's Orientation is incorrect when N in 1 copy mode is used, the copy sequence may not reproduce properly. If this occurs, change the N in 1 default Orientation in the Copier Settings, Parameter No. 05 (N in 1 DEF.) (See page 57)

Portrait

Landscape

1 **For ADF**
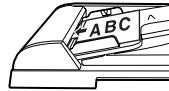
For i-ADF

or

2

From Platen only

ORIGINAL SIZE
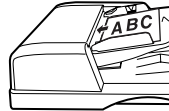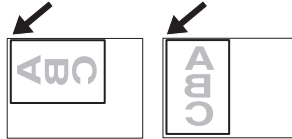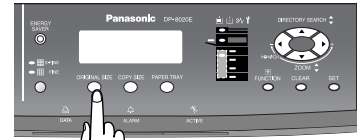
LDR	⬭	: Ledger
LGL	⬭	: Legal
LTR	▯	: Letter
LTR	⬭	: Letter-R
INV	▯	: Invoice
INV	⬭	: Invoice-R

5

```
Nin1        (1-2)
ENTER NO. OR ∨ ∧
```


▲ or ▼

① 2 in 1

or
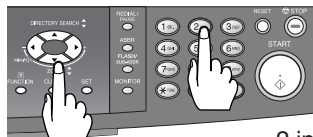
② 4 in 1

2 in 1
```
1:2in1?
PRESS SET TO SELECT
```

or

4 in 1
```
2:4in1?
PRESS SET TO SELECT
```

8
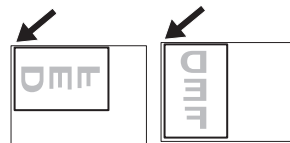
Next Original

9

```
PRESS START TO
CONTINUE
```


START
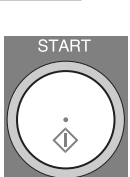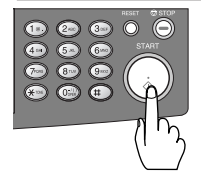
Combination for N in 1 copy operation.

Mode	2 in 1			
Originals	1 2	⫰1 ⫰2	1 2	⫰1 ⫰2
Layout	1 2 2 1	1／2 2／1		1 2 2 1

32

3 **For Preset Ratios**

For Variable Zoom Ratios

4

5

COPY SIZE

LDR ⬜ **: Ledger**

LGL ⬜ **: Legal**

LTR ⬜ **: Letter**

LTR ⬜ **: Letter-R**

INV ⬜ **: Invoice-R**

ZOOM

▲ Up to 200% in 1%

▼ Down to 50% in 1%

⬛⬛►⬛ N in 1

6

7 **Step 7 to 11 for Platen only**

8

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

① ② ③

SET

Number of
Copies
(Max. 999)

START

1: YES
  Go to next step.

NOTE: If "2: NO" is selected, the
machine will start copying
one side of the scanned
original.

---

10 **For 4 in 1 Copy**

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

① Select "1: YES".
② Repeat steps 8 and 9.
③ Select "1: YES".
④ Repeat steps 8 and 9.

11

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

1: YES ➤ Continues to copy
another original, repeat
steps 1 and 6-② to
step 9 (10: 4 in 1).
2: NO ➤ Starts making copies.

12

**Exits this
mode.**

RESET

Mode	4 in 1			
Originals	1 2 3 4	⼀ ⼆ ⼊ ⼿	1 2 3 4	⼀ ⼆ ⼊ ⼿
Layout	1 2 / 3 4 1 3 / 2 4 2 1 / 4 3 3 1 / 4 2	1 2 / 3 4 1 3 / 2 4 2 1 / 4 3 3 1 / 4 2		1 2 / 3 4 1 3 / 2 4 2 1 / 4 3 3 1 / 4 2

33

Making Copies

Creative Features

■ 2 Page Copy

Copying two facing pages or a Ledger size original on two separate Letter size sheets.
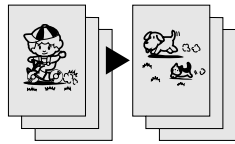
Page Order: L→R
Starts copying from the Left page
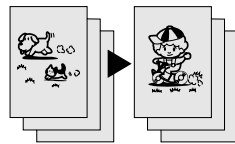
Page Order: R→L
Starts copying from the Right page

NOTE:
The page order can be set in the Copier Settings, Parameter No. 16 (2 PAGE MODE DEF.) (See page 58)
Default Page Order: L→R

1

Platen
Example: Ledger size original

Ledger

Letter
Ledger →

2

2 PAGE
COPY
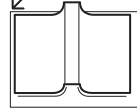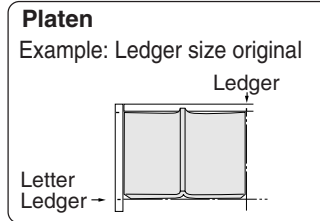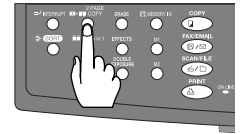
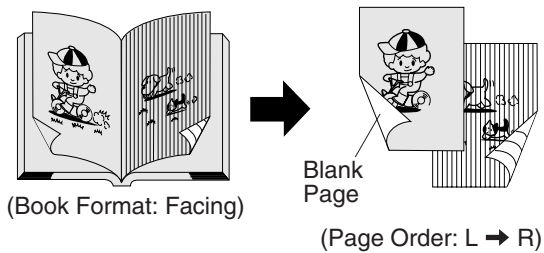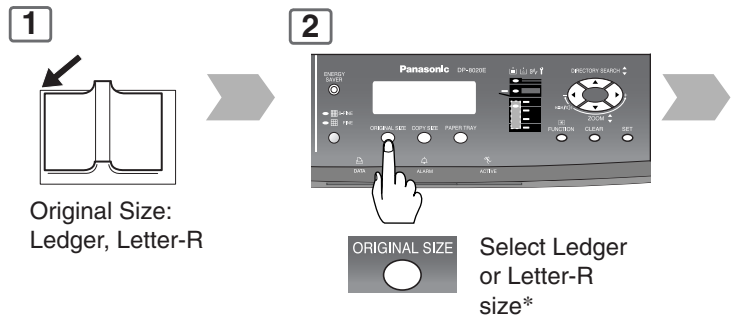
6

The following steps, illustrate how to make multiple copies when the Sort Mode is selected. (See page 42)

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

1: YES → Continues to copy another original, repeat steps 1 and 5-②.
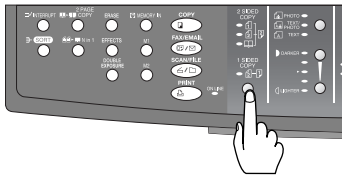2: NO → Starts making copies.

34

3

ORIGINAL SIZE

Ledger or Letter size only*1

4

COPY SIZE

Select a Copy Size*2

Original Size	Copy Size
Ledger	Letter
	Letter-R
Letter	Invoice

5

6

Number of Copies
(Max. 999)

7

Exits this mode.

RESET
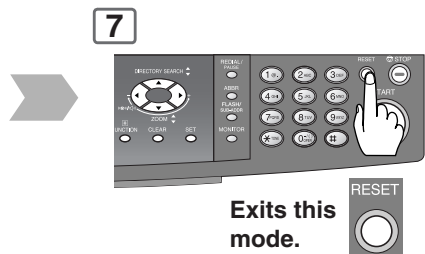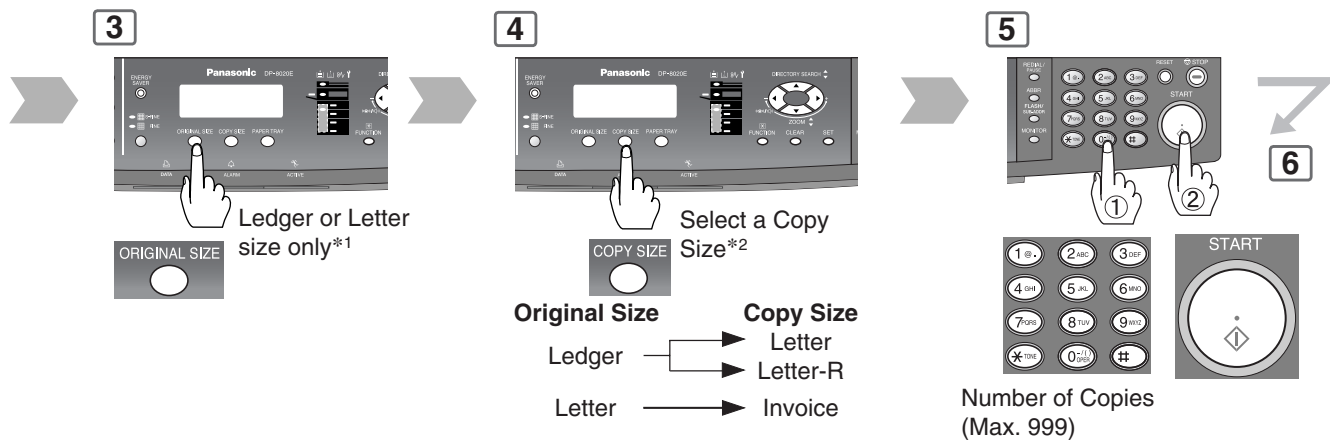
NOTE: *1 If the selected original size is not corrected, the book original image will not be copied correctly.

*2 A copy size will be automatically selected.
If the selected copy size paper is not set into the paper tray(s), set paper on the Sheet Bypass (see page 14) or select another copy size using the COPY SIZE Key (see page 25).
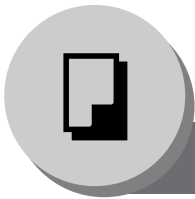
Making Copies

Creative Features

■ Double Exposure

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

Original Size:
Letter or Invoice

Copy Size:
Letter-R

ex. Invoice

NOTE:
When copying portrait original, set the Portrait in the Copier settings, "1:ORIENTATION of Parameter No. 05 N in 1 DEF." (See page 57)
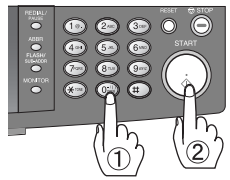
Front Side   Back Side
Image   Image
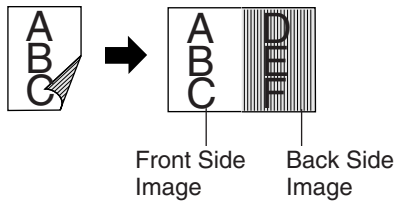
ex. Invoice-R   Copy Size: Letter

ABC — Front Side Image

DEF — Back Side Image
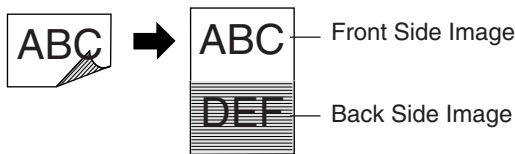
NOTE:
When opening the Platen Cover or optional ADF/i-ADF
● An incorrect position detection of the original may occur when a strong light shines on the glass during this mode.
● An incorrect exposure may occur when there is a black line at the edge of the original or an image which the machine interprets as a black pattern in this mode.
● The final copy may be affected if colored background original(s) do not have a white edge or if it is less than 2 mm wide.
The default setting of Digital Skyshot Mode should be set to "OFF" in the Copier Settings, Parameter No. 07 (DIGITAL SKYSHOT).

1
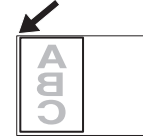
Front Side of Original
Original Size:
Letter or Invoice size only

5

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

1: YES
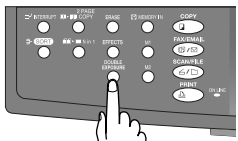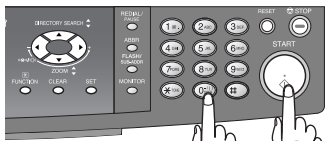
NOTE
If "2: NO" is selected, the machine will start copying only scanned original.

9

Exits this mode.   RESET

2

DOUBLE
EXPOSURE

3
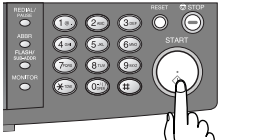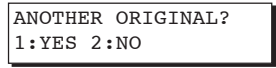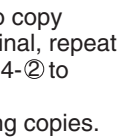
ORIGINAL SIZE   Select Invoice
or Letter

4

START

Number of Copies
(Max. 999)

5

6

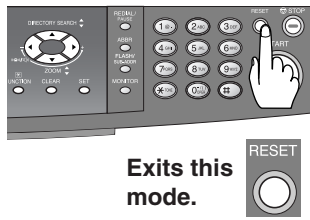Back Side
of Original

7

START

8

The following steps, illustrate how
to make multiple copies when the
Sort Mode is selected. (See page
42)

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

1: YES ➡ Continues to copy
another original, repeat
steps 1 and 4-② to
step 7.
2: NO ➡ Starts making copies.

9

**Making Copies**

37

Making Copies

Creative Features

■ Erase (Margin/Edge)

Margin

Shifts image to left, right, top or bottom.*
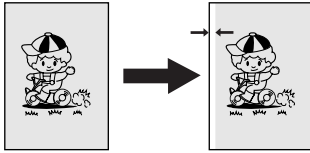
Edge

Creates a blank edge.*
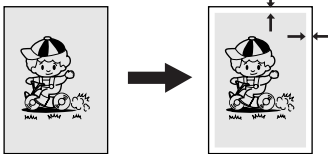
NOTE:

* Shift position of Margin and blank edge value can be changed with Copier Setting Mode. (See page 57)

1 For ADF

For i-ADF

or

2

From Platen only

ORIGINAL SIZE
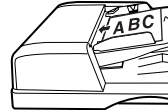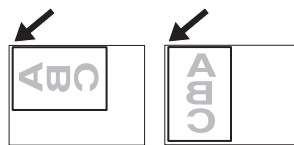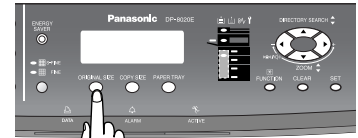
LDR	▭	: Ledger
LGL	▭	: Legal
LTR	▯	: Letter
LTR	▭	: Letter-R
INV	▯	: Invoice
INV	▭	: Invoice-R

6 For Margin

```
LEFT MARGIN
              10mm  v∧
```

For Edge

```
EQUAL RATE
VOID MARGIN = 5mm    ∧
```


① ②

SET
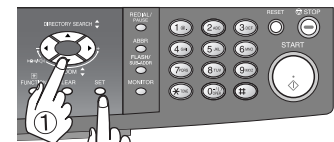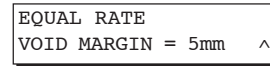
5 - 99 mm

ERASE Key changes from flashing to continuous lit status.

■ Erase (Book)

Book

Eliminates dark inner binding shadows.

1

2

ORIGINAL SIZE

LDR	▭	: Ledger
LGL	▭	: Legal
LTR	▯	: Letter
LTR	▭	: Letter-R
INV	▯	: Invoice
INV	▭	: Invoice-R

6

```
BOOK MARGIN
CENTER VOID =20mm v∧
```


① ②

SET

5 - 99 mm

38

3

ERASE

This Key will flash.

4

```
ERASE MODE  (1-3)
ENTER NO. OR v ^
```


▲
▼ or ① @. : MARGIN

② ABC : EDGE

5

```
1:MARGIN?
PRESS SET TO SELECT
```

or

```
2:EDGE?
PRESS SET TO SELECT
```


SET

6

7

① ②

START

```
1 @.   2 ABC   3 DEF
4 GHI  5 JKL   6 MNO
7 PQRS 8 TUV   9 WXYZ
* TONE 0 OPER  #
```
Number of
Copies
(Max. 999)

8

Exits this mode.

RESET

3

ERASE

4

```
ERASE MODE  (1-3)
ENTER NO. OR v ^
```


▲
▼ or 3 DEF : Book

5

```
3:BOOK?
PRESS SET TO SELECT
```


SET

6

7

① ②

START

```
1 @.   2 ABC   3 DEF
4 GHI  5 JKL   6 MNO
7 PQRS 8 TUV   9 WXYZ
* TONE 0 OPER  #
```
Number of
Copies
(Max. 999)

8

Exits this mode.

RESET

Making Copies

39

Making Copies

■ Effects (Centering/Image Repeat)

Centering
Copy image can be centred automatically on selected paper.

Image Repeat
Creates continuous copy image on one sheet.
Minimum original size: 20 x 20 mm.
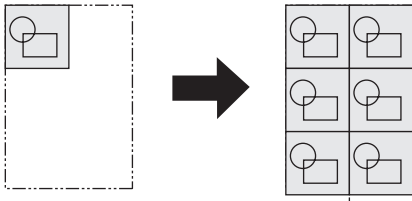
The dotted line can be set to "None" or "Print" by the Copier Settings, Parameter No. 15 (IMAG. REPEAT DOT.) (See page 58).

NOTE:
● The final copy may be affected if colored background original(s) do not have a white edge or if it is less than 2 mm wide.
The default setting of Digital Skyshot Mode should be set to "OFF" in the Copier Settings, Parameter No. 07 (DIGITAL SKYSHOT).

● 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.

1

Open the ADF or Platen Cover

2

EFFECTS

6

START

Number of Copies (Max. 999)

40

3

```
EFFECTS      (1-2)
ENTER NO. OR ∨ ∧
```

▲ or ▼

1 @. : Centering

2 ABC : Image Repeat

4

```
1:CENTERING?
PRESS SET TO SELECT
```

or

```
2:IMAGE REPEAT?
PRESS SET TO SELECT
```

SET

5

```
PAPER TRAY
TRAY-1          ∨ ∧
```

① ②

▲
▼

SET

TRAY-1
TRAY-2
TRAY-3
TRAY-4
BYPASS

NOTE: Tray-2, 3 and 4 are options. (See page 69)

6

7

Exits this mode.

RESET

41
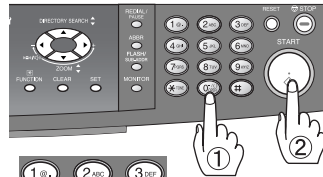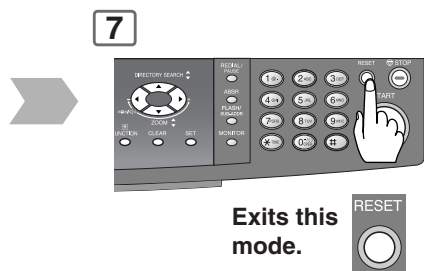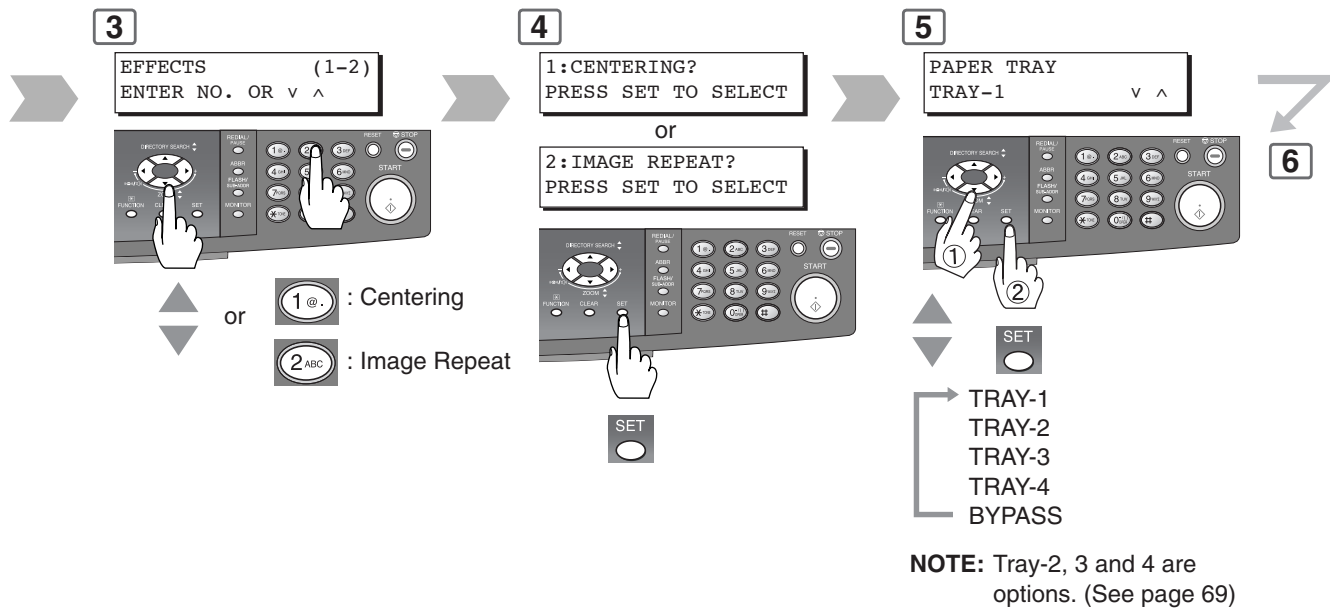
Making Copies

Creative Features

■ Sort

Sort
Multiple copy sets are sorted automatically.
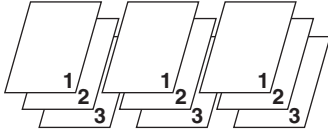
Rotate-Sort
Multiple copy sets are sorted automatically and are stored on the Output Tray in alternate direction (rotate). Initial Sort-Rotate Mode is "1:OFF", this setting can be selected within the Copier's General Settings. (See page 54)
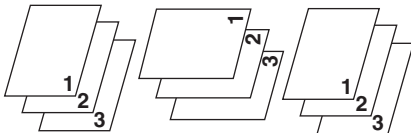
(Available Letter size paper only)

Non-Sort
Copy is stored on the Output Tray.

NOTE
Initial Sort Mode settings can be selected within the Copier Settings, Parameter No. 10 (SORT PRIORITY ADF) or Parameter No. 11 (SORT PRIOR. GLASS). (See pages 57 and 58)

Initial Sort Priority Setting:
For ADF: 2:Sort; For Platen: 1:Non-Sort

---

1 **For ADF**

For i-ADF

or

2

Lights
Sort mode is selected.
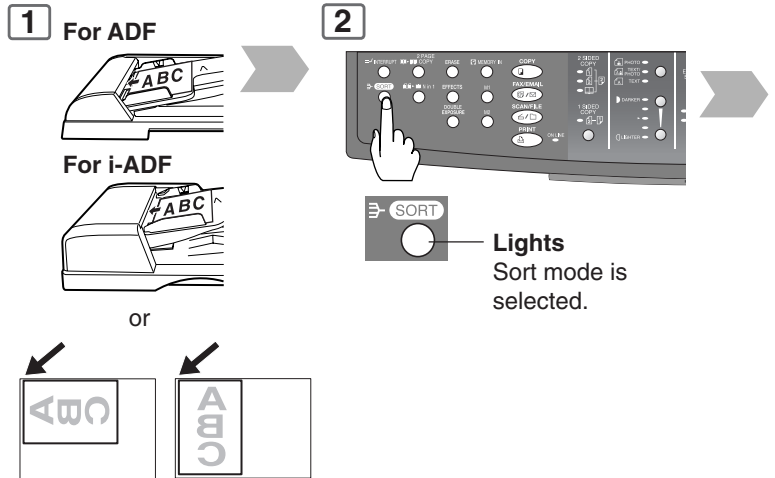
Steps 5 to 8 from Platen only

5

```
ANOTHER ORIGINAL?
1:YES 2:NO
```


1: YES
   Go to next step

NOTE
If "2: NO" is selected, the machine will start copying one side of the original(s).

6

Next Original

42

3

From Platen only

ORIGINAL SIZE
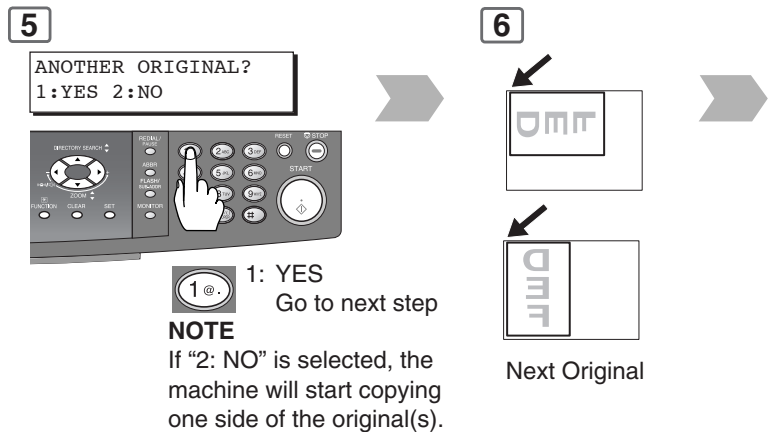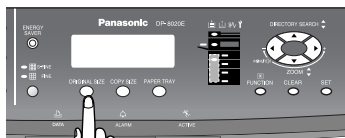
LDR 　: Ledger
▼
LGL 　: Legal
▼
LTR 　: Letter
▼
LTR 　: Letter-R
▼
INV 　: Invoice
▼
INV 　: Invoice-R

4

① ②

Number of
Copies
(Max. 999)

START

5 ~ **8**

From Platen only

7

```
PRESS START TO
CONTINUE
```
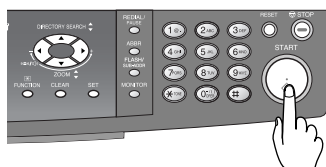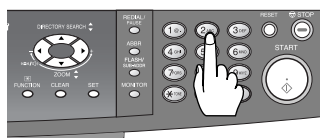
START

8

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

1⃞ : YES
Continues to copy another
original, repeat steps 1 and 4-②
to step 7.

2⃞ : NO
Starts making copies.

43

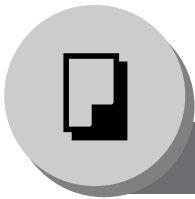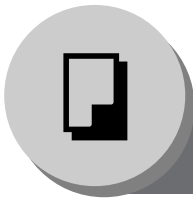# Making Copies

Other Features

■ Skyshot Mode

Skyshot allows copying a manuscript without generating dark borders even if the Platen Cover or ADF is opened.
Two types of Skyshot modes can be selected;
Digital Skyshot Mode : The scanning area (size) is not pre-determined.
Manual Skyshot Mode: The scanning area (size) is pre-registered into memory (M1 and M2) in advance.

■ Digital Skyshot Mode

The default setting of Digital Skyshot Mode is "NORMAL". This default setting can be changed in the Copier Settings. (See page 57)

NOTE
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.
OFF   : NONE
NORMAL : Default setting (usually select this mode).
QUALITY : For better definition, select the Quality mode.

● The final copy may be affected if colored background original(s) do not have a white edge or if it is less than 2 mm wide.
The default setting of Digital Skyshot Mode should be set to "OFF" in the Copier Settings, Parameter No. 07 (DIGITAL SKYSHOT).

1
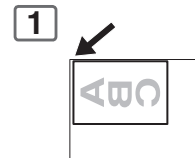
Open the ADF more than 45 degrees wide.

■ Manual Skyshot Mode

Enable the Copier Settings, Parameter No. 08 (MANUAL SKYSHOT) first. (See page 57)

NOTE
● Other jobs requiring memory cannot be performed, while M1 and M2 buttons are being used for the Skyshot mode.

1

From Platen

**Upper- →
Left
Corner**

44

2

ORIGINAL SIZE
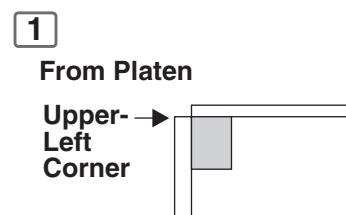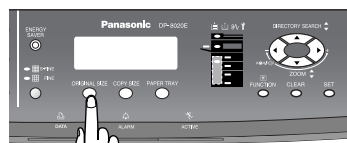
LDR ⬭ **: Ledger**
LGL ⬭ **: Legal**
LTR ▯ **: Letter**
LTR ⬭ **: Letter-R**
INV ▯ **: Invoice**
INV ⬭ **: Invoice-R**

3

Number of
Copies
(Max. 999)

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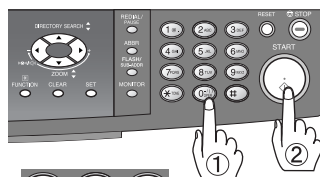
NOTE
● An incorrect position detection of the original may occur when a strong light shines onto the glass during digital skyshot mode.
● An incorrect exposure may occur when there is a black line at the edge of the original or an image which the machine interprets as a black pattern in the digital skyshot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

2

Custom size*

M1 or M2
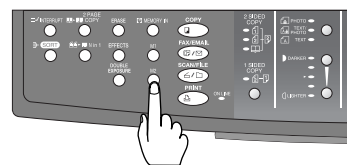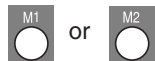
✳ Default M1/M2 size can be changed by Function mode. (See page 58)

3

Number of
Copies
(Max. 999)

START

45

■ 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.

NOTE: Set the Copier Settings, Parameter No. 12 (SADF DEFAULT) to "OFF" position in advance. (See page 59)
Thin paper: minimum 15 lb (55 g/m^2)

|1| **For ADF**

For i-ADF

|2|

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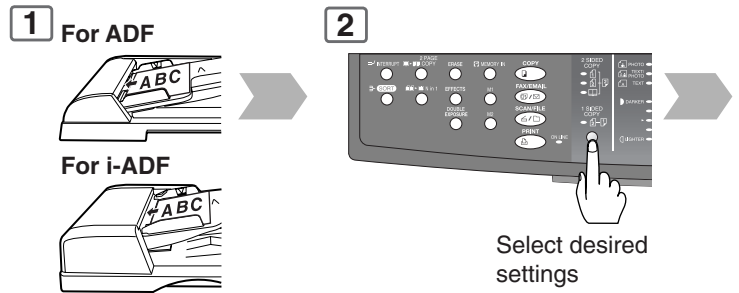
Example: To make 5 sets of sorted copies of 80 sheets of originals. (Letter size)

Originals: 50 sheets <1st scan>

Originals: Remaining 30 sheets <2nd scan>

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

5 sets of 80 sheets sorted copies are printed

|1| **For ADF**

For i-ADF

|2|

Select desired settings

Place the first 50 sheets of originals on the ADF Tray.
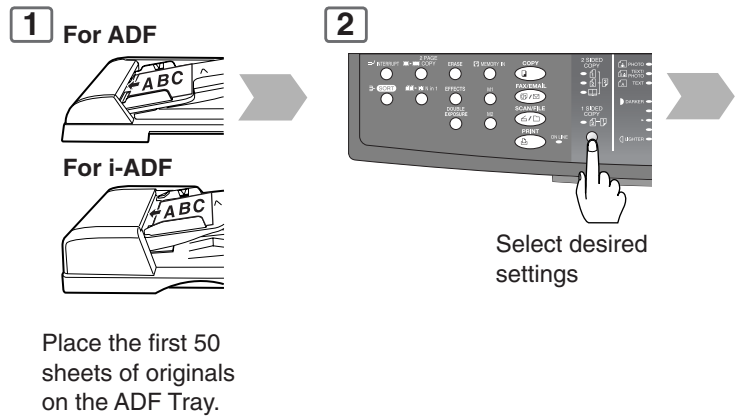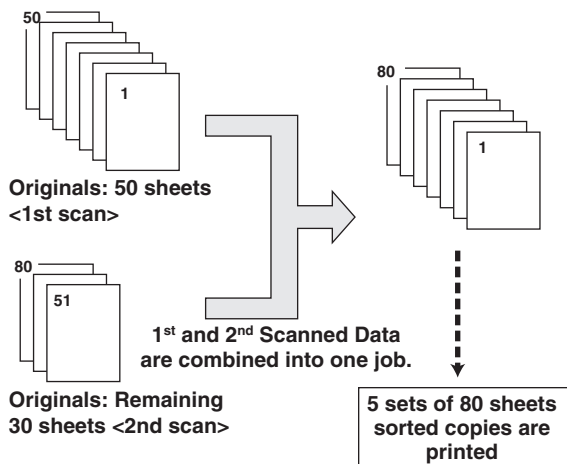
■ Concurrent Copying

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 69) to be installed)

1st job

2nd job   Reserve

Copy

1st job

2nd job

|1| **For ADF**

For i-ADF

or

|2|

Select desired settings
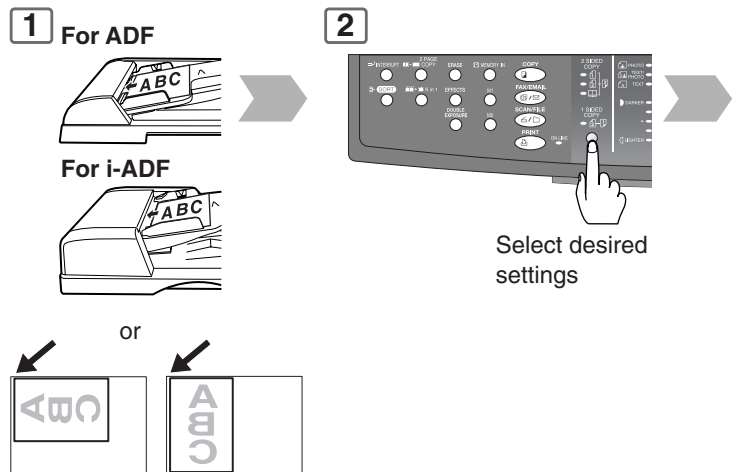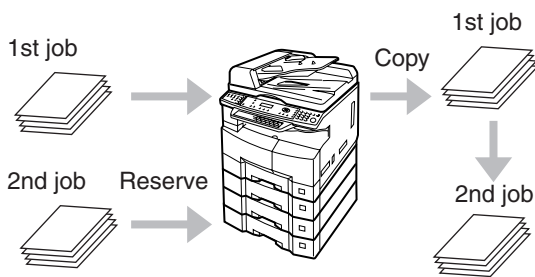
NOTE
● Job Build and SADF function cannot be combined with 2 ➜ 1 and 2 ➜ 2.
● Concurrent Copying function cannot be used when the Job Build and SADF function are set to the "ON" position in the Copier Settings, Parameter No. 12 (SADF DEFAULT). (See page 59)

46

3

Number of Copies
(Max. 999)

START

4 **For ADF**

For i-ADF

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

Starts the printing process.

3

Select the Sort mode

⇒ SORT

Lights
Sort mode is selected.

4

Number of Copies
(Max. 999)
(ex. 5)

START

5 **For ADF**

For i-ADF

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

Starts the printing process.
(ex. 5 sets of 80 sheet sorted copies)

3

Number of Copies
(Max. 999)

START

Starts making a copy

4

When starting the printing process:
Set the next copy job, repeat steps 1 to 3.
Next original(s) will be scanned.

● Next Jobs can be reserved (up to 12 jobs).

5

When the 1st copy job is completed, next original(s) will be automatically printed.

47

■ Interrupt Mode

This mode interrupts the current running copy job and allows other copy jobs to be processed.

1

2 Other Job

For ADF

or

For i-ADF

(See pages 24-43)
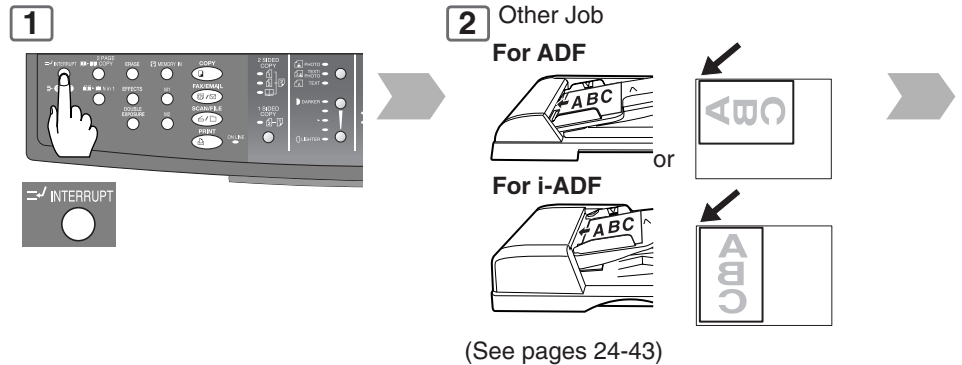
■ Energy Saver (Power Saver Mode, Sleep/Shutdown Mode)

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

Power Saver Mode

To enter
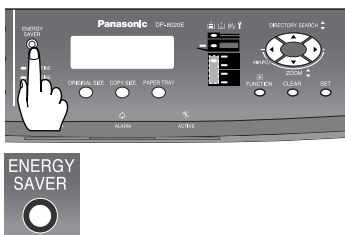
Automatically enters the Power Saver Mode after 10 minutes from the last job.∗

Flashes : Power Saver Mode

To exit

ENERGY SAVER or Any Key
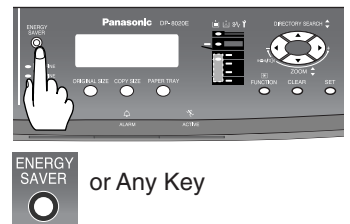
Sleep/Shutdown Mode

Automatically enters the Sleep/Shutdown Mode after 10 minutes from the last job.∗

NOTE

∗ To adjust the default Sleep/Shutdown Mode timer, see page 54.

Lights : Sleep/Shutdown Mode

To exit

ENERGY SAVER
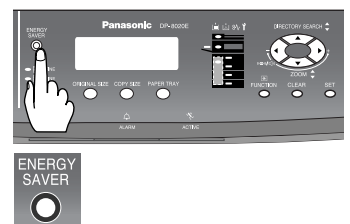
■ Job Memory

Two Copy Jobs can be stored in Memory (M1 to M2) for recall at a later time.

Set up the copy job to be stored. (See pages 24-43)

To store a job in memory

1

MEMORY IN

2

M1 or M2
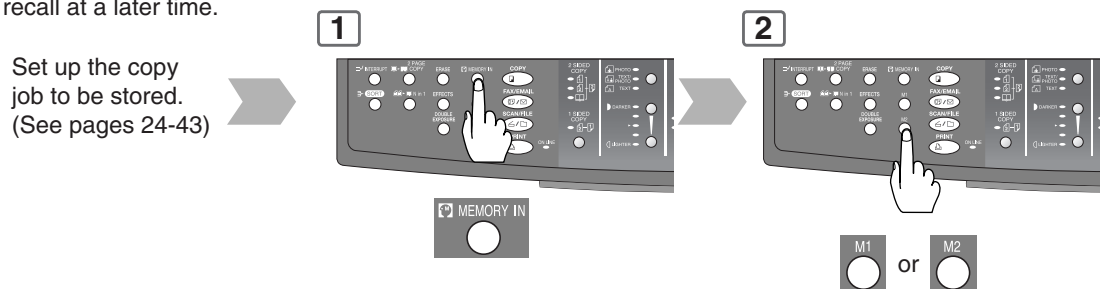
NOTE
● JOB MEMORY mode will not be deleted even if the power switch is turned Off.
● When using the manual skyshot mode, the M1 and/or M2 are turned On and other job requiring memory cannot be used.

48

3

START

4

Other Job is completed

5

INTERRUPT

6

START
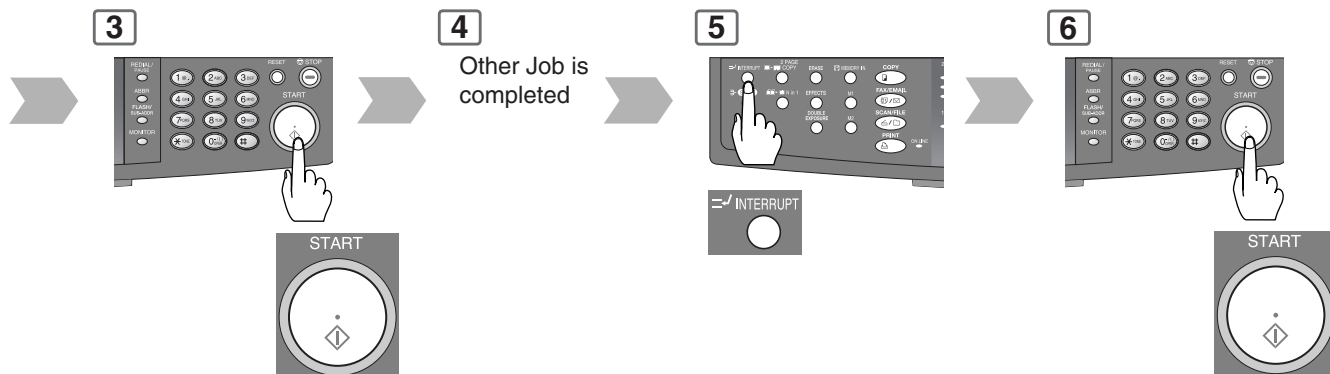
Modes	Power Consumption	Warm Up Time	Unavailable Functions
Standby	Approx. 120 W	—	———————
Power Saver	Approx. 19.5 W	Approx. 30 sec.	———————
Sleep	Approx. 8.5 W	Approx. 30 sec.	———————
Shutdown	Approx. 1.6 W	Approx. 30 sec.	• Printer Function (Local USB and Network Connection) • Internet Fax/Email Function • Facsimile Function (If the LAN Cable is not connected, and the "DHCP DEFAULT" is set to "VALID", while in this mode (Shutdown), the machine will not answer an incoming Fax call) (See page 55)

To recall a job stored in memory

1

or

2

M1 or M2

When the original size is not shown on the LCD display after selected M1 or M2, select original size with the Original Size Key.

3

① ②

Number of Copies
(Max. 999)

START

49
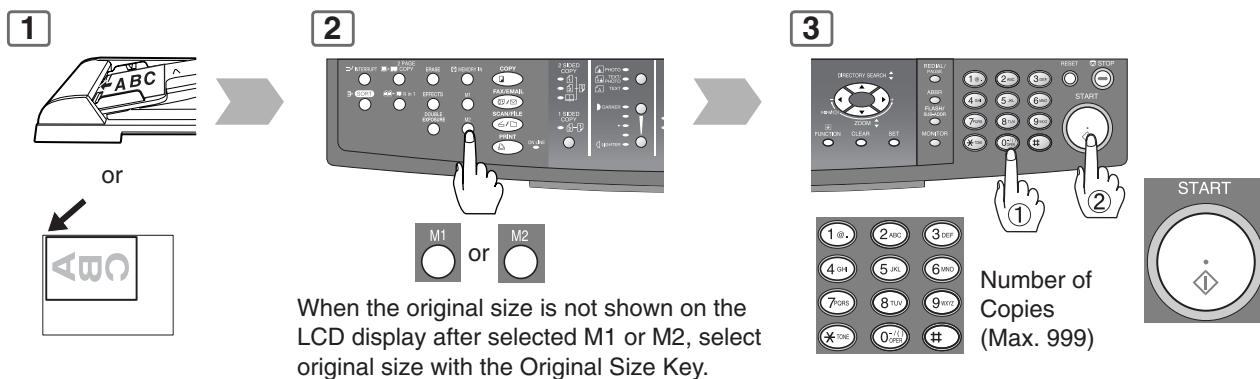
■ Completion Notice

If Completion Notice is set, you will be notified on your computer when copying is completed.
Before using this function, install the **Panasonic Document Management System (Communications Utility),** and the **Printer Driver (with Job Status Utility)** on your computer, and then configure each software referring to **Setting up the Scanner Configuration using the Communications Utility**, and **Setting up the Completion Notice.** (See Page 72)
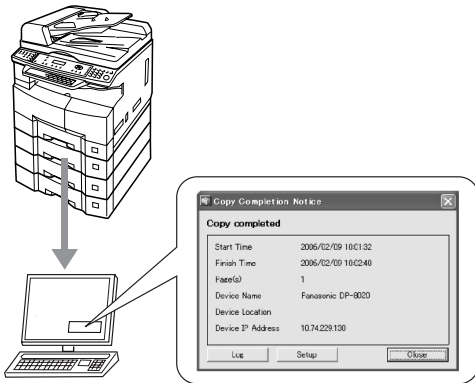
1

Communications Utility Icon

Job Status Utility Icon

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

Select a Station (PC's Address)

4-1

ABBR


```
ABBR [_ ]
ENTER ABBR No.
```

4-1

DIRECTORY SEARCH

DIRECTORY SEARCH

```
ENTER LETTER(S)
_
```

4-1

ONE-TOUCH

Keyboard (Option)

```
<10>PANA
10.74.252.63
```

NOTE ● "ONE-TOUCH" is available when the optional Keyboard (DA-KB180) is installed.
● This Completion Notice is available only when connected to the Network.
To reset the Completion Notice, press COPY key and FUNCTION key simultaneously.

2 **For ADF**

For i-ADF

or

3

and
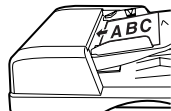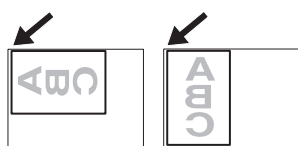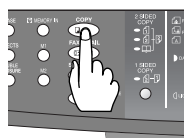
COPY

FUNCTION

Press COPY key and FUNCTION
key simultaneously

```
COMPLETION NOTICE
SELECT DESTINATION
```

4-2
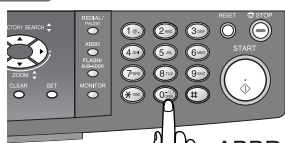
ABBR No.
(2-digit)

```
[01]SALES
10.74.252.66
```

4-2

③
②   SET
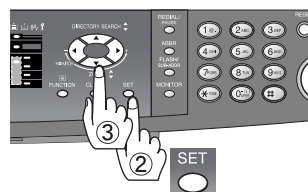
① Enter letter(s)
   (See page 70)

```
ENTER LETTER(S)
SA_
```

```
[06]SALES 3
10[05]SALES 2
10[01]SALES
   10.74.252.66    ③
```
③

5

SET

6

①   ②

START
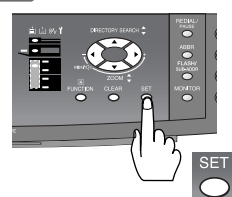
Number of
Copies
(Max. 999)

Copy Job Completed Notice
will be displayed on your PC.

51

✳ Function

■ Using Function Modes to Change the Initial Machine Modes

```
┌──────────┐   ┌──────────┐   ┌──────────┐   ┌──────────┐      ┌─ Option ─┐
│ General  │   │ Copier   │   │ Printer  │   │ Scanner* │      │ Fax/Email* │
│ Settings │   │ Settings │   │ Settings │   │ Settings │      │ Settings │
└──────────┘   └──────────┘   └──────────┘   └──────────┘      └──────────┘
                                                          * DP-8020E/8020P only
```

Input Key Operator Password (See page 13)

```
┌──────────┐   ┌──────────┐   ┌──────────┐
│ General  │   │ Copier   │   │ Printer  │
│ Settings for │ Settings for │ Settings for │
│ Key Operator │ Key Operator │ Key Operator │
└──────────┘   └──────────┘   └──────────┘
```
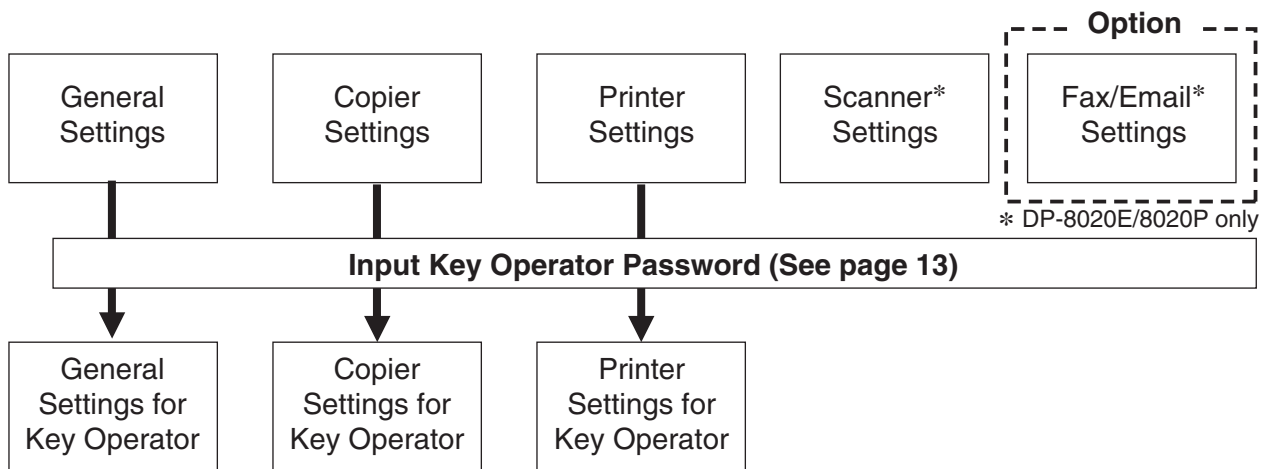
General Settings:　　Changing the Initial Machine Modes

● Power On Default Mode, Key Operator Mode, etc.
  (See page 54)
  For Key Operator:
  Paper Size, Department Counter, Network TCP/IP
  settings, etc.
  (See pages 54 - 56)

■ Procedure

1

Select a Function

✳ FUNCTION

2 Select a desired setting by pressing keys.
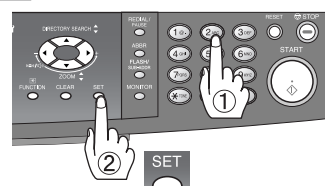
SET

COPY : General/Copier Settings

FAX/EMAIL : Fax/Email Settings

SCAN/FILE : Scanner Settings

PRINT : Printer Settings

1@. : **General Settings**

or

2ABC : **Copier Settings**

4GHI : **Printer Settings**

NOTE:
COPY, FAX/EMAIL and SCAN/FILE
function selection keys are available only on
DP-8020E/8020P.

Scanner Settings (Scan Parameters)
(See page 74)

Fax/Email Settings
Refer to Operating Instructions
(For Facsimile and Internet Fax/Email)

(NOTE)　● Please refer to the appropriate operating instructions manual for function settings on options.
　　　● Function setting is accessible only when the machine is in Ready Mode.
　　　● Fax/Email Settings are only available when optional Fax Communication Board is installed.
　　　　(See page 69)

52

Copier Settings: Changing the Initial Copier Modes

● Default function of each copy mode.
(See pages 57 and 58)
For Key Operator:
Original mode, Contrast, etc.
(See pages 58 and 59)

Printer Settings: Changing the Initial Printer Modes

● Default function of each print mode.
(See page 59)
For Key Operator:
Job completion time, Page protection, Error page print,
Spool function, PS configuration, Font list print, Mailbox
data handling, etc.
(See page 60)

● Normally, you do not need to set the Printer Settings.
Special Printer Settings may be required when printing
text data directly to the printer from the MS-DOS
command prompt.

Scanner Settings: Changing the Initial Scanner Modes

● Original mode, Compression mode, Resolution, etc.
(See page 61)

Fax/Email Settings: Changing the Initial Fax/Email Modes
Refer to Operating Instructions (For Facsimile & Internet
Fax/Email).

3

Select a mode with the Cursor Key or
Keypad

or
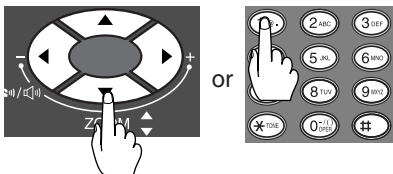
When selecting the Key Operator Mode:
(Ex: General Settings)

4

```
09 KEY OPERATOR MODE
ENTER PASSWORD=_▮▮
```

② ①

SET
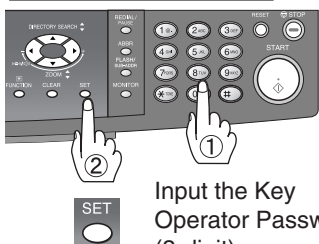
Input the Key
Operator Password
(3-digit)
(See page 13)

4

Setting the desired Function
Parameter(s).
① Select a setting with the Keypad.
② Confirm a setting with the SET
   Key.

5

Set the desired Function Parameter(s).
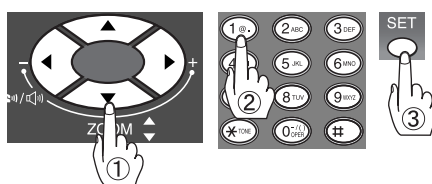
① Select a mode with the Cursor Key or
   Keypad.
② Select a setting with the Keypad.
③ Confirm a setting with the SET Key.

5

RESET

Exits this
Function
Mode

6

RESET

Exits this
Function
Mode

53

✳ Function

■ General Settings

No.	Modes	Function	Initial Setting
00	POWER ON DEFAULT	Selects the default operation mode. 1:COPY / 2:FAX / 3:PRINTER / 4:SCANNER (Fax is option, see page 69)	1: COPY
01	SORT MEMORY USAGE	Selects whether to display the amount of sort memory used on the control panel. 1:OFF / 2:DISPLAY	1: OFF
02	DEPT. COUNTER	Displays the Total Copy usage and copy limit of the selected department.	Consult your authorized Panasonic dealer
03	SORT-ROTATE	Selects the rotate-sort mode. 1:OFF / 2:ON (Available for Letter size paper only)	1:OFF
07	MANUAL ADD TONER	Adds toner manually. PRESS SET TO SELECT	
09	KEY OPERATOR MODE	Inputs the key operator password. ENTER PASSWORD = ■■■	

NOTE: When inputting the above General Settings numbers, there is no need to input the "0" for the first digit, input only the second number of the two digit display.

The following Parameter Settings require the input of the Key Operator Password:
■ General Settings (For Key Operator)

No.	Modes	Function	Initial Setting
00	GENERAL LIST	Prints the general settings list, and meter count readings. PRESS SET TO PRINT	
01	PAPER SIZE	Selects the Paper Tray and sets the Paper Size. (See page 62) 1:TRAY-1 / 2:TRAY-2 / 3:TRAY-3 / 4:TRAY-4 (TRAY-2 to 4 are option) LETTER ▯ → LETTER ▭ → INVOICE ▭ → A3 ▭ → B4 ▭ → A4 ▯ → A4 ▭ → B5 ▯ → B5 ▭ → A5 ▯ → A5 ▭ → FLS1 ▭ → FLS2 ▭ → LEDGER ▭ → LEGAL ▭ →	
03	AUTO RESET TIME	Selects the Control Panel reset time. 1:OFF / 2:30 sec / 3:1 min. / 4:2 min. / 5:3 min. / 6:4 min.	3:1 min.
04	ENERGY SAVER MODE	Sets the Energy Saver mode and time. 1:INVALID / 2:POWER SAVER / 3:SLEEP / 4:SHUTDOWN Power Saver mode timer: 1-240 min. Sleep/Shutdown mode timer: 1-240 min.	3:SLEEP 10 min.
05	ENERGY SAVER TIME	Sets the Energy Saver Timer (Sleep or Shutdown mode). Start (ON) : 00:00 End (OFF) : 00:00 Input the Start and End time with Cursor Keys and Keypad. Once you set the above timer, the set timer repeats everyday.	Start00:00 End00:00
06	LANGUAGE DEFAULT	Selects the default message language for the display. 1:A-ENGLISH / 2:C-FRENCH / 3:SPANISH	1:A-ENGLISH
07	SPECIAL TRAY 1	Selects the paper tray to use for special paper. 1:NONE / 2:TRAY-1 / 3:TRAY-2 / 4:TRAY-3 / 5:TRAY-4 / 6:BYPASS (Only available when optional TRAY-2 and 3/4 are installed. see page 69)	1:NONE

54

■ General Settings (For Key Operator) (Continued)

No.	Modes	Function	Initial Setting
08	SPECIAL TRAY 2	Selects the paper tray to use for special paper. 1:NONE / 2:TRAY-1 / 3:TRAY-2 / 4:TRAY-3 / 5:TRAY-4 / 6:BYPASS (Only available when optional TRAY-2 and 3/4 are installed. see page 69)	1:NONE
09	KEY/TOUCH BEEP	Selects the default key sound level. 1:OFF / 2:SOFT / 3:LOUD	2:SOFT
10	BYPASS SET BEEP	Selects whether to sound a Beep when paper is set on the Sheet Bypass. 1:INVALID / 2:VALID	1:INVALID
11	ORIG.SET BEEP ADF	Selects whether to sound a Beep when paper is placed on the ADF. 1:INVALID / 2:VALID	2:VALID
12	PAPER OUT ROTATE	Machine will automatically rotate the image to accommodate the orientation of the paper in another Tray and print when the selected Tray is empty. 1:OFF / 2:ON	1:OFF
13	DEPT. COUNTER MODE	Monitors the copy usage of each department. 1:TOTAL COUNTER 2:DEPT. COUNTER 3:DEPARTMENT LIST	Consult your authorized Panasonic dealer
16	LANGUAGE PRIORITY	Selects whether to enable the language selection menu to display when the machine comes out of the Energy Saver Mode, or when the RESET button is pressed once. 1:OFF / 2:ON	1:OFF
17	DATE & TIME	Sets the date and time. (Month, Day, Year, Time) Input the date and time with Cursor Keys and Keypad.	
18	DAYLIGHT TIME	Set Daylight Time according to your local regulation. 1: OFF : Daylight Time is not applied 2: MAR 2nd : From 2 a.m. on the 2nd Sunday of March to 2 a.m. on the 1st Sunday of November • The date setting shown above reflects the New Regulation starting in 2007. In 2006, the Daylight Time will end on the Last Sunday of October. 3: APR 1st : From 2 a.m. on the 1st Sunday of April to 2 a.m. on the Last Sunday of October	2: MAR 2nd
19	IP ADDRESS (DHCP)[*1,*2]	Displays the IP Address which was reserved by DHCP server.	
20	SUBNET MASK(DHCP)[*1,*2]	Displays the Subnet Mask Address which was reserved by DHCP server.	
21	DEF. G/W IP(DHCP)[*1,*2]	Displays the Gateway IP Address which was reserved by DHCP server.	
22	DHCP DEFAULT[*3]	Selects whether to enable the DHCP. 1:INVALID / 2:VALID	2:VALID

<continue on the next page.>

NOTE
*1 When setting other than DHCP server Network settings, Parameter No. 22 (DHCP DEFAULT) should be set to "INVALID" first, then setup Parameters No.19 to 21.
*2 When Parameters No. 19 to 23 (except 22) are set, cycle the power by turning the Power Switch on the Right Side of the machine OFF and ON.
*3 When not connecting to LAN, the setting of DHCP should be on INVALID. When the setting of DHCP is on VALID, and the machine is in Shutdown Mode, the machine will not answer an incoming Fax call.

Function

55

✳ Function

■ General Settings (For Key Operator) (Continued)

No.	Modes	Function	Initial Setting
23	DNS SERVER ADDR.*2	Selects whether to enable the DNS Server, and sets its settings for Internet Fax/Email Function. 1:INVALID 2:VALID <Sub-Function> 1:HOST NAME / 2:DOMAIN NAME / 3:PRI. DNS SERVER (IP ADDRESS1) / 4:SEC. DNS SERVER (IP ADDRESS2)	2:VALID
24	MAC ADDRESS	Indicates the MAC address.	
25	HARD DISK FORMAT*4	Formats the hard disk. PRESS SET TO START	
26	HARD DISK ERR CHK*4	Selects the provision for the hard disk error check. PRESS SET TO START	
27	ABBR GROUP ID	Inputs the Group ID for the address book. 0-99	0
28	COMMUNITY NAME(1)*5	Selects whether to change the Community Name(1) SNMP. Enable read only	public
29	COMMUNITY NAME(2)*5	Selects whether to change the Community Name(2) SNMP. Enable read/write	public
30	DEVICE NAME*5	Inputs the device name when required. (For Status Monitor/EtherTalk Machine Name)	
31	DEVICE LOCATION*5	Inputs the device location when required. (For Status Monitor)	
33	USER AUTH*6	Set the User Authentication Mode. **COPY** 1:INVALID / 2:VALID **FAX** 1:INVALID / 2:VALID **PRINTER** 1:INVALID / 2:VALID **SCANNER** 1:INVALID / 2:VALID	 INVALID INVALID INVALID INVALID
34	AUTH DOMAIN	Inputs the Authentication Domain Name Domain Name: Up to 15 characters. DNS Domain Name: Up to 60 characters.	

NOTE *4 Available only when the optional Hard Disk Drive Unit is installed.
       *5 When Parameters No. 28 to 31 are set, cycle the power by turning the Power Switch on the Right Side of the machine OFF and ON.
       *6 About the User Authentication, See **Operating Instructions "For User Authentication"**.

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■ Copier Settings

No.	Modes	Function	Initial Setting

00	MARGIN DEFAULT	Selects the margin shift value.
		1:POSITION / 2:VALUE
		  <Sub-Function>
		  1:LEFT / 2:RIGHT / 3:TOP / 4:BOTTOM
		Procedure:
		Select "1:POSITION" and select a Margin position then, select "2:VALUE" and input a shift value with Keypad.
			1:LEFT
			  10 mm

01	EDGE DEFAULT	Selects the edge width.
		1:EQUAL RATE (X & Y) / 2:INDIVIDUAL
		Procedure:
		Select "1:EQUAL RATE (X & Y) " or "2:INDIVIDUAL" then, input a edge value with Keypad.
		EQUAL RATE (X & Y): same edge value
		INDIVIDUAL: different edge values (X and Y)
			1:EQUAL RATE
			  (X & Y)
			  5 mm

02	BOOK MARGIN DEF.	Selects the book void width. 5 - 99 mm	20 mm
03	FRAME MARGIN	Select whether to set the frame margin. 1:INVALID / 2:VALID	1:INVALID
04	2-SIDED MODE DEF.	Selects the default duplex priority mode. 1:OFF / 2:1→2 / 3:2→2 / 4:BOOK→2	1:OFF

05	N in 1 DEF.	Selects the N in 1 default mode.
		Procedure: Select a Function
		          (ex: ORIENTATION) then, select
		          a Sub-Function (ex: PORTRAIT)
		1:ORIENTATION
		  Select from the following original sizes:
		  Ledger (⬛), Legal (⬛), Letter (⬛),
		  Letter-R (⬛), Invoice (⬛) or Invoice-R (⬛).
		  <Sub-Function>
		  1:PORTRAIT / 2:L-SCAPE
		2:LAYOUT
		  <Sub-Function>
		  1:2 in 1 / 2:4 in 1
		    <Sub-Function: 2in1>
		    1:L→R / 2:R→L
		    <Sub-Function: 4in1>
		    1: [1 2 / 3 4] / 2: [1 3 / 2 4] / 3: [2 1 / 4 3] / 4: [3 1 / 4 2]
			1:ORIENTATION
			  <Sub-Function>
			  For Ledger/
			  Letter-R/Invoice
			  2:L-SCAPE
			  For Legal/Letter
			  1:PORTRAIT
			2:LAYOUT
			  <Sub-Function>
			  1:2 in 1
			
			    <Sub-Function>
			    1:L->R

06	N in 1 WITH FRAME	Selects whether to enable the edge deletion. 1:INVALID / 2:VALID	1:INVALID
07	DIGITAL SKYSHOT	Selects the default digital skyshot mode. 1:OFF / 2:NORMAL / 3:QUALITY	2:NORMAL
08	MANUAL SKYSHOT	Selects whether to enable the Manual Skyshot. 1:OFF / 2:M1 ON / 3:M2 ON / 4:M1,M2 ON	1:OFF
09	AUTO EXPOSURE	Selects whether the auto exposure is enabled. 1:INVALID / 2:VALID	2:VALID
10	SORT PRIORITY ADF	Selects the sort priority when using the ADF. 1:NON-SORT / 2:SORT	2:SORT

Function

57

✳ Function

■ Copier Settings (Continued)

No.	Modes	Function	Initial Setting
11	SORT PRIOR. GLASS	Selects the sort priority when using the Platen. 1:NON-SORT / 2:SORT	1:NON-SORT
12	1→2 BINDING DEF.	Selects the binding location for 1→2 Copy. 1:LONG EDGE / 2:SHORT EDGE	1:LONG EDGE
13	2→1 BINDING DEF.	Selects the binding location for 2→1 Copy. 1:LONG EDGE / 2:SHORT EDGE	1:LONG EDGE
14	BOOK → 2 DEFAULT	Selects the page layout of the Book→2 copy. 1:BOOK FORMAT <Sub-Function> 1:FACING / 2:FLIPPING 2:PAGE ORDER <Sub-Function> 1:L→R / 2:R→L	1:BOOK FORMAT 2:FLIPPING 2:PAGE ORDER 1:L→R
15	IMAG. REPEAT DOT.	Selects whether to print the dotted line. 1:NONE / 2:PRINT	2:PRINT
16	2 PAGE MODE DEF.	Selects the page order of 2 page copy. 1:L→R / 2:R→L	1:L→R
19	KEY OPERATOR MODE	Inputs the key operator password. ENTER PASSWORD = ▮▮▮	

The following Parameter Settings require the input of the Key Operator Password:
■ Copier Settings (For Key Operator)

No.	Modes	Function	Initial Setting
00	COPY SETTING LIST	Prints the copier settings list. PRESS SET TO PRINT	
01	ORIGINAL (HOME)	Selects the halftone default setting. 1:TEXT / 2:TEXT/PHOTO / 3:PHOTO	2:TEXT/PHOTO
02	TEXT CONTRAST	Selects the default contrast setting for the Text mode. 1-5	3
03	T/P CONTRAST	Selects the default contrast setting for the Text/Photo mode. 1-5	3
04	PHOTO CONTRAST	Selects the default contrast setting for the Photo mode. 1-5	3
05	MAX. COPY SETTING	Select the maximum number of copies allowed per job. 1-999	999
06	M1,SIZE	Inputs the frequently used size in job memory 1. **Procedure:** Input X size (5 - 432) and press SET Key then, input Y size (5 - 297) with Keypad.	70 x 160 mm
07	M2,SIZE	Inputs the frequently used size in job memory 2. **Procedure:** Input X size (5 - 432) and press SET Key then, input Y size (5 - 297) with Keypad.	95 x 220 mm
08	MEM. FULL ACTION	Selects the action to take during memory full condition. 1:PRINT / 2:CANCEL	1:PRINT
09	TONER SAVE (TEXT)	Selects the Toner Save Level to use for the Text mode. 1:NONE / 2:LEVEL1 / 3:LEVEL2	1:NONE

58

No.	Modes	Function	Initial Setting
10	TONER SAVE (T/P)	Selects the Toner Save Level to use for the Text/Photo mode. 1:NONE / 2:LEVEL1 / 3:LEVEL2	1:NONE
11	TONER SAVE (PHOTO)	Selects the Toner Save Level to use for the Photo mode. 1:NONE / 2:LEVEL1 / 3:LEVEL2	1:NONE
12	SADF DEFAULT	Selects whether the Job Build and SADF Mode is enabled. 1:OFF / 2:ON	1:OFF

■ Printer Settings

No.	Modes	Function	Initial Setting
00	NUMBER OF PRINTS	Sets the default number of prints. 1-999	1
01	PAPER SIZE	Sets the default paper size setting. LETTER / INVOICE / FLS1 / FLS2 / A3 / B4 / A4 / B5 / A5 / LEDGER / LEGAL	LETTER
02	PAPER TRAY	Sets the default Paper Tray selection. AUTO / BYPASS / TRAY-1 / TRAY-2 / TRAY-3 / TRAY-4	Auto
03	PRINT DIRECTION	Sets the default print orientation setting. 1:PORTRAIT / 2:L-SCAPE	1:PORTRAIT
04	PRINT DATA	Determines the provision of the print data. PRESS SET TO PRINT	
05	2-SIDED PRINT	Selects whether the 2-Sided print setting is enabled. 1:OFF / 2:ON	1:OFF
06	BIND POSITION	Sets the default bind position. 1:LONG EDGE / 2:SHORT EDGE	1:LONG EDGE
07	RESOLUTION	Sets the default resolution setting. 1:300dpi / 2:600dpi / 3:1200dpi	2:600dpi
08	FONT (PCL)[*1]	Sets the default PCL font. 0-99	0
09	SYMBOL TABLE (PCL)[*1]	Sets the default PCL symbol table. 0-35	11
10	PITCH (PCL)[*1]	Sets the default PCL pitch. 0.44-99.99	10.00
11	POINT SIZE (PCL)[*1]	Sets the default PCL point size. 4.00-999.75	12.00
12	LINES/PAGE (PCL)[*1]	Sets the default PCL lines/page. 5-128	60
13	RETURN CHARACTER (PCL)[*1]	Sets the default PCL return character. 1:CR / 2:CR+LF	1:CR
14	MUTUAL A4/LETTER	Selects whether the mutual size A4/LETTER is enabled. 1:OFF / 2:ON	1:OFF
15	MAILBOX MEMORY[*2]	Indicates the mailbox memory status. PRESS SET TO SELECT	
19	KEY OPERATOR MODE	Inputs the key operator password. ENTER PASSWORD = ■■■	

*1 Available only when the optional Printer Controller Module is installed.
*2 Available only when the optional Hard Disk Drive Unit is installed.

Function

59

✳ Function

The following Parameter Settings require the input of the Key Operator Password:
■ Printer Settings (For Key Operator)

No.	Modes	Function	Initial Setting
00	PRINTER SETTINGS	Prints the printer settings. PRESS SET TO PRINT	
01	COMPLETION TIME	Sets the job completion time setting. 1-999SEC	180SEC
02	PAGE PROTECTION	Selects whether to enable automatic compression when the received data exceeds the page memory capacity. (This is accomplished by reducing resolution, and/or deleting pixels to fit the data onto the available page memory, then print it out.) When the setting is in the "OFF" position, upon exceeding the page memory capacity, the print job is deleted and an Error message is displayed. 1:OFF / 2:ON	1:OFF
03	ERROR PAGE PRINT	Selects whether to print the error page. 1:OFF / 2:ON	2:ON
04	SPOOL FUNCTION	Selects whether to enable the spool function. 1:OFF / 2:ON	2:ON
05	TEXT PRINT	Selects whether to print the text page only. 1:OFF / 2:ON	2:ON
06	PS CONFIGURATION*1	Prints the PS configuration page. PRESS SET TO PRINT	
07	FONT LIST PRINT (PCL)*2	Prints the PCL font list. PRESS SET TO PRINT	
08	FONT LIST PRINT (PS)*1	Prints the PS font list. PRESS SET TO PRINT	
09	MAILBOX DATA HOLD*3	Selects the automatic holding time frame for the mailbox data. Infinity / 1 DAY / 2 DAYS / 3 DAYS / 4 DAYS / 5 DAYS / 6 DAYS / 7 DAYS	7 DAYS
10	DELETE MAILBOX*3	Selects whether to delete All the mailbox data or only the data Before the time frame selected in the "09 Mailbox Data Hold" setting. 1:ALL / 2:BEFORE	
11	PRINT QUEUE DEL	Selects whether to disable the Key Operator's Password (authorization) requirement to delete the print queue. 1:FREE / 2:KEY OP. (Operator)	2:KEY OP.
12	APPLETALK ZONE*1	Inputs a AppleTalk zone name.	

*1 Available only when the optional Multi Page Description Language Controller Module is installed.
*2 Available only when the optional Printer Controller Module is installed.
*3 Available only when the optional Hard Disk Drive Unit is installed.

60

■ Scanner Settings (Scan Parameters)

No.	Modes	Function	Initial Setting
00	SCANNER SETTINGS	Prints the scanner settings. PRESS SET TO PRINT	
01	ORIGINAL MODE	Selects the default Halftone setting for the originals. 1:TEXT / 2:TEXT/PHOTO / 3:PHOTO	2:TEXT/PHOTO
02	COMPRESSION MODE	Selects the default compression mode setting. 1:MH / 2:MR / 3:MMR / 4:JBIG	4:JBIG
03	RESOLUTION	Sets the default resolution setting. 1:STANDARD / 2:FINE / 3:S-FINE	3:S-FINE
04	BIND POSITION	Selects the default bind position of 2-Sided original.[1] (See below) 1:LONG EDGE / 2:SHORT EDGE	1:LONG EDGE
05	FILE TYPE/NAME	Selects the default File Type format. 1:TIFF / 2:PDF	1:TIFF
06	CHANGE KEYBOARD	Selects the Keyboard Type when One Touch Sheet is changed on the Keyboard[2] 1:QWERTY / 2:QWERTZ / 3:AZERTY	1:QWERTY

[1] When scanning the 2-Sided original, use the optional i-ADF.
[2] When the optional Keyboard (DA-KB180) is installed.

<Bind Position of 2-Sided Original>

Long Edge   Short Edge

Function

61
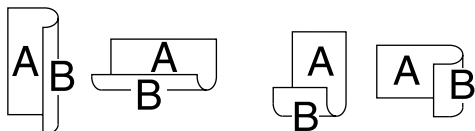
✳ Function

■ Changing the Paper Size (Paper Tray)

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

1

✳ FUNCTION

2

```
FUNCTION MODE (1-2)
ENTER NO. OR v ^
```

or

1: General Settings

3

```
1:GENERAL SETTINGS
PRESS SET TO SELECT
```

SET

6

```
KEY OPR.MODE (00-34)
ENTER NO.█ OR v ^
```

or

01 PAPER SIZE

7 Select a Paper Tray

```
01 PAPER SIZE
 1:TRAY-1[LETTER ▭ ]
```

1:TRAY-1
2:TRAY-2
3:TRAY-3
4:TRAY-4

NOTE: TRAY-2, 3, 4 are options
(See page 69)

8

SET

12

Paper Tray

ex. Paper Tray-1

13

Paper Guide B

Paper Guide B Adjustment

14

Paper Guide A

Paper Guide A Length Adjustment

NOTE
It is recommended that the paper guide B is fixed in place with a screw, consult your authorized Panasonic dealer for details on how to fasten the guide.

62

4

```
GENERAL PARAM. (0-9)
ENTER NO.█ OR ∨ ∧
```

or

9 (09 KEY OPERATOR MODE)

5

```
09 KEY OPERATOR MODE
ENTER PASSWORD=███
```

① ② 3-digit
(See page 13)

SET

6

9

```
TRAY-1
LETTER ▭      ∨ ∧
```

▼▲

Select a
Paper Size

LETTER ▯ → A4 ▯ → A5 ▭
▼▲   ▼▲   ▼▲
LETTER ▭   A4 ▭   FLS1 ▭
▼▲   ▼▲   ▼▲
INVOICE ▭   B5 ▯   FLS2 ▭
▼▲   ▼▲   ▼▲
A3 ▭   B5 ▭   LEDGER ▭
▼▲   ▼▲   ▼▲
B4 ▭   ←   A5 ▯ ← LEGAL ▭ ←
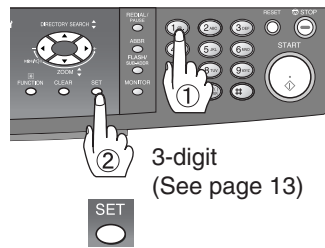
10
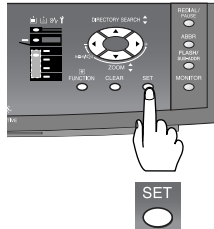
When setting
another Paper
Tray, repeat steps
7 to 9

SET

11

RESET

12

15

Paper Tray
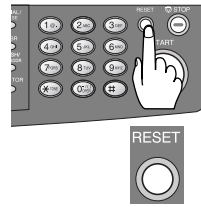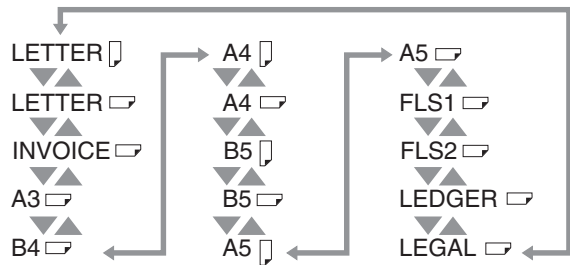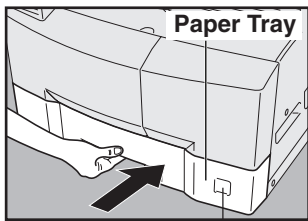
Change the Paper Size Indicator

Function

63

✳ 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 Panasonic dealer to enable the Department Counter feature.

1

✳ FUNCTION

2

```
FUNCTION MODE (1-2)
ENTER NO. OR   v ^
```

or

1: General Settings

3

SET

6

```
KEY OPR. MODE(00-34)
ENTER NO.█ OR  v ^
```

or

13 (DEPT. COUNTER MODE)

7

```
13 DEPT. COUNTER MODE
1: TOTAL COUNTER
```

10

```
DEPT. COUNTER
001 123450
```
```
MAX COPIES
001 123456
```
```
ID CODE
001 0123
```

SET   SET   SET

```
DEPT. COUNTER
002 123500
```
```
MAX COPIES
002 125000
```
```
ID CODE
002 45678
```

SET   SET

Next Department

or SET

11 For Department Counter

```
DEPT. COUNTER
001 123145
```


SET   Clear the counter to "0".

64

4

```
GENERAL PARAM. (0-9)
ENTER NO.█ OR  ∨ ∧
```

or

9 (09 "KEY OPERATOR MODE")

5
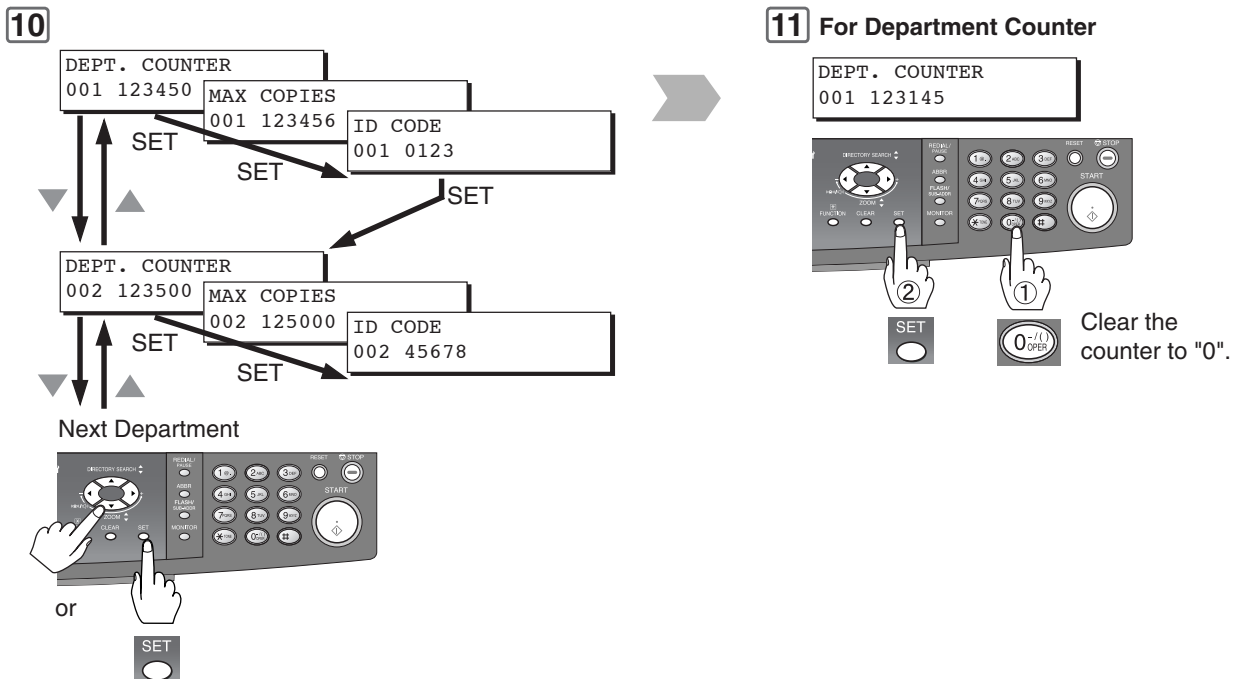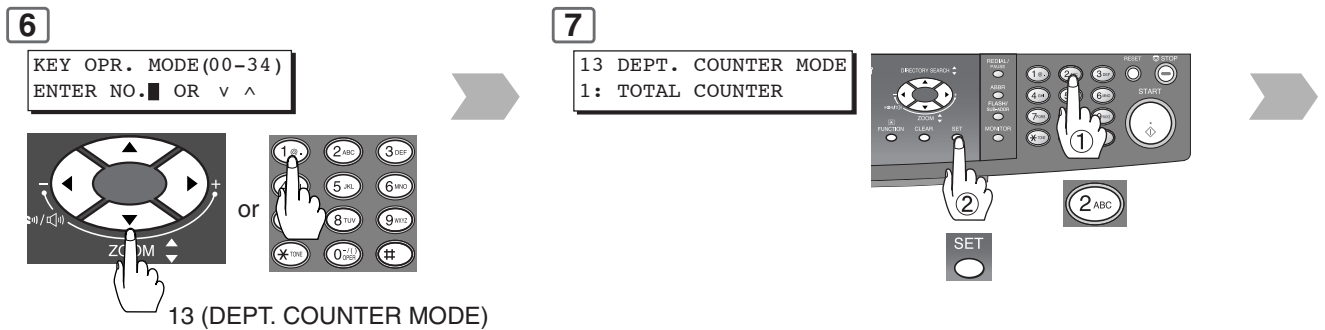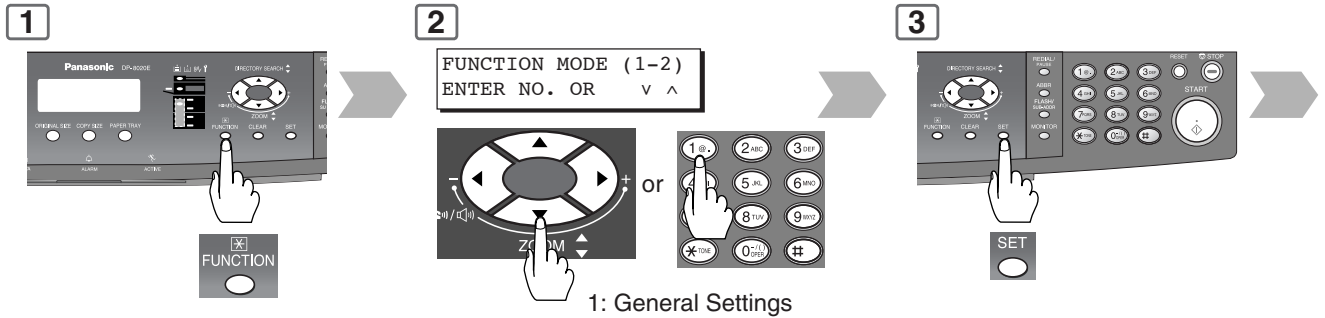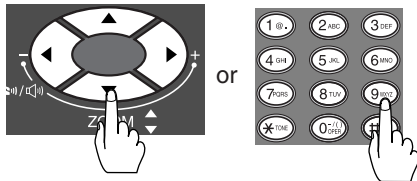
```
09 KEY OPERATOR MODE
ENTER PASSWORD=███
```
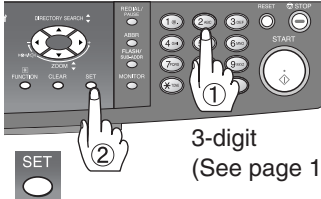
3-digit
(See page 13)

6

8

```
DEPT. CODE (1-300)
ENTER NO. OR ∨ ∧
```
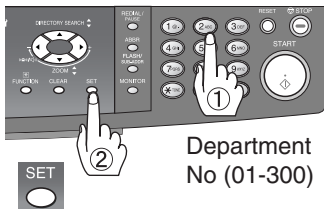
Department
No (01-300)

9 **For Department Counter**

```
DEPT. COUNTER
001 123145
```
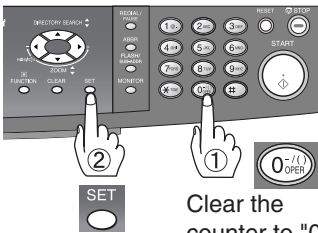
Clear the
counter to "0".

For ID (Identification) Code

```
ID CODE
001 12345678
```
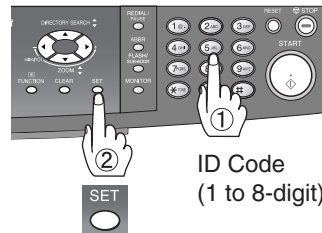
ID Code
(1 to 8-digit)

10

For Maximum Copies

```
MAX COPIES
001 12345678
```
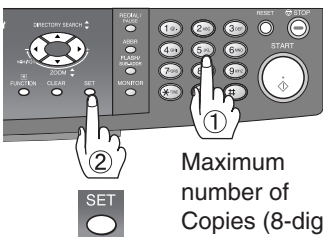
Maximum
number of
Copies (8-digit)

For ID (Identification) Code

```
ID CODE
001 12345678
```
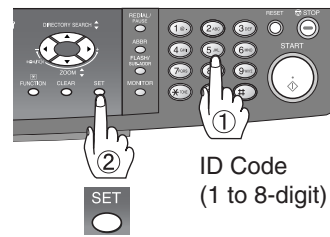
ID Code
(1 to 8-digit)

12

RESET

Function

65
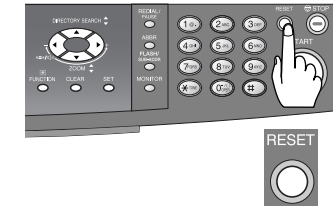
✳ Function

For Example

■ Network Settings

When the Parameter No. 22 (DHCP DEFAULT) is set to "INVALID", the Key Operator must administer the Network settings manually. Enter these required Network Setting: Parameter No. 19 (TCP/IP ADDRESS), 20 (TCP/IP SUBNET MSK) and 21 (TCP/IP G/W ADDR.), in the same manner as shown in the following example.

1

✳
FUNCTION
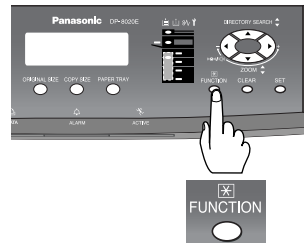
2

Same procedure as steps 2 to 5 above.

6

```
19 TCP/IP ADDRESS
■
```

→

```
19 TCP/IP ADDRESS
192.168.1.100
```


SET
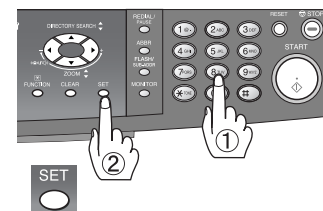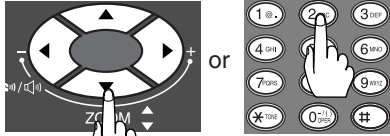
Input the TCP/IP Address
Ex.: 192.168.1.100
Use the " ✳ " key to enter a period.
1 → 9 → 2 → ✳
→ 1 → 6 → 8 → ✳
→ 1 → ✳ → 1 → 0 → 0

10

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

66
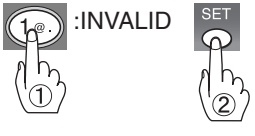
3

```
KEY OPR. MODE (00-34)
ENTER NO. OR   v ^
```

or

22 (DHCP DEFAULT)

4

```
22 DHCP DEFAULT
 2:VALID
```

① :INVALID   SET ②

5

Select 19
(TCP/IP ADDRESS)

▲ (4 times)

6

7

```
20 TCP/IP SUBNET MSK
■
```

Input the Subnet Mask
same procedure as in
step 6.

8

```
21 TCP/IP G/W ADDR.
■
```

Input the Gateway
Address same procedure
as in step 6.

9

RESET

10

Function

67

First Selections \ Next Selections	1→2	2→1	2→2	Book→2	2 Page	N in 1	Sort/Rotate-Sort	Non-Sort	Zoom	Edge	Book	Margin	Image Repeat	Centering	Interrupt*	Manual Skyshot	Digital Skyshot	Double Exposure
1→2	A	A	A	A	A	◎	◎	◎	◎	◎	◎	◎	A	◎	A	A	◎	A
2→1*	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	×	×	A	A	×	×
2→2*	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	×	×	A	A	×	×
Book→2	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	×	×	A	A	◎	×
2 Page	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	×	×	A	A	◎	×
N in 1	◎	A	A	A	A	A	◎	◎	◎	◎	◎	◎	×	×	A	A	◎	×
Sort/Rotate-Sort	◎	◎	◎	◎	◎	◎	A	A	◎	◎	◎	◎	◎	◎	A	A	◎	◎
Non-Sort	◎	◎	◎	◎	◎	◎	A	A	◎	◎	◎	◎	◎	◎	A	A	◎	◎
Zoom	◎	A	A	A	◎	◎	◎	◎	A	◎	◎	◎	◎	◎	A	A	◎	◎
Edge	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	◎	◎	A	×	A	A	◎	◎
Book	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	◎	A	×	A	A	◎	◎
Margin	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	A	×	A	A	◎	◎
Image Repeat	A	A	A	A	A	A	◎	◎	◎	×	×	×	A	A	A	A	◎	A
Centering	◎	A	A	A	A	A	◎	◎	◎	×	×	×	A	A	A	A	◎	A
Interrupt	◎	◎	◎	◎	◎	◎	∕	∕	◎	◎	◎	◎	◎	◎	R	×	◎	◎
Manual Skyshot	×	×	×	×	×	×	∕	∕	◎	◎	◎	◎	×	×	◎	×	×	A
Digital Skyshot	◎	×	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	∕	A
Double Exposure	×	×	×	×	×	×	◎	◎	◎	◎	◎	◎	×	×	◎	A	×	A

◎ : Possible Combined Functions.
✕ : Unavailable Combined Functions.
A : Next Selection is Carried Out.
R : When the same function is selected twice, the second selection is ignored.
∕ : Functional combination that cannot be performed.

NOTE: ✳ While making copies with the 2→1 or 2→2 Copy using the optional ADF (DA-AS181), the Interrupt mode cannot be selected.

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Accessories

Components

■ The DP-8020E/8020P/8016P 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**

ADF
(DA-AS181)
i-ADF
(DA-AR202)
● Duplexing
● For DP-8020E only

Keyboard
(DA-KB180)
● For Fax/E-Mail,
Network Scanner
Function
(For DP-8020E/8020P
only)

2nd/4th Paper Tray
(DA-DS184)
4th: For DP-8020E/8020P only

3rd Paper Tray
(DA-DS185)
(For DP-8020E/
8020P only)

Fax Communication Board
(DA-FG180)
(For DP-8020E/8020P only)

Image Memory
(DA-SM16B/64B/28B)
● 16/64/128 MB
● To increase the memory capacity for electronic sorting.

Hard Disk Drive (HDD) Unit
(DA-HD18)
● This option also requires at least 16 MB of optional Sorting Image Memory (DA-SM16B)
● For PS Printing (for Fonts),
Security Print/Mailbox,
Account Management
For DP-8020E/8020P only:
For Concurrent Copy, Electronic Sorting Memory, PS/PCL Print Job Spooling

Expansion Board
(DA-EM600)
● Expansion F-ROM (8 MB)

Printer Controller Module
(DA-PC820)
● Printer Controller for PCL6*

Multi Page Description Language Controller Module
(DA-MC820) (For DP-8020E/8020P only)
● Printer Controller for PS*/PCL6

■ **Supplies**

Part Name	Part No.	Remarks
Toner	DQ-TUJ10K	Toner
Verification Stamp	DZHT000027	X-Stamp for Fax Option

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 Panasonic dealer for details on options combination.

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■ Document Scanning

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

Direct Connection
(with Crossover Cable, see page 76)
● Document Scanning directly from the Machine to your PC using Windows "My Network Places" or "Network Neighborhood".
  NOTE:
  USB Port is used for printing only, and is not available for local scanning.

NOTE
If the PC's address (IP Address) is not shown on the LCD of the machine, register the PC's address with the Communications Utility software. (See page 72)

● When entering letter(s), use either of the following methods.

With Keypad
ex. SALES

S	A	L	E	S
7 PQRS	2 ABC	5 JKL	3 DEF	7 PQRS
x9	x5	x7	x6	x9

ex. ABC

A		B		C
2 ABC		2 ABC		2 ABC
x5	x6			x7
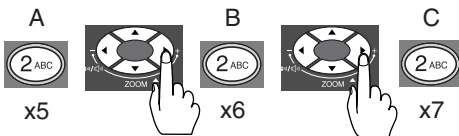
• To delete a Character / Symbol, press [CLEAR] .
• To enter a space, press [MONITOR] .

With Keyboard
When optional Keyboard (DA-KB180) is installed:

When inputting a special character, press "_/()···" Key.

---

1 **For ADF**

For i-ADF*1

or

*1 When scanning the 2-Sided original, use the optional i-ADF.

2

SCAN/FILE

ORIGINAL SIZE

Original Size
(From Platen only)

LDR	▭ : Ledger
LGL	▭ : Legal
LTR	▯ : Letter
LTR	▭ : Letter-R
INV	▯ : Invoice
INV	▭ : Invoice-R

When selecting the scanning resolution/contrast:

*2 When scanning the 2-Sided original, select bind position of original.
(See page 27)

2-Sided Original*2

S-FINE : 600 x 600 dpi
FINE : 300 x 300 dpi
When the TEXT mode is selected as follows and S-FINE and FINE are not selected : 150 x 150 dpi

PHOTO
TEXT/PHOTO
TEXT

DARKER

LIGHTER

Select type of Original(s)
PHOTO : Mainly Photo
TEXT/PHOTO : Text and Photo combined
TEXT : Mainly Text

Adjust the Manual Exposure
Press **DARKER** or **LIGHTER** Key (5 steps)

When adding a file name or selecting the compression format.
(See page 74)

4

```
SCANNING DOCUMENT
PAGES=001       00%
```

When using ADF/i-ADF
• Skip to step 8

From Platen only

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

1 . or 2 ABC

1: YES
   Go to next step
2: NO
   Skip to step 8

70

Select a Station (PC's Address)

ABBR

3-1	3-2	3-3

ABBR

ABBR No.
(2-digit)

START

```
ABBR [_ ]
ENTER ABBR No.
```

```
[01]SALES
10.74.252.66
```

4
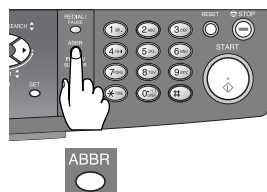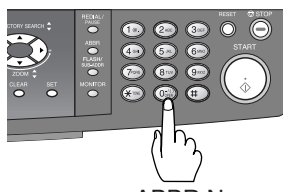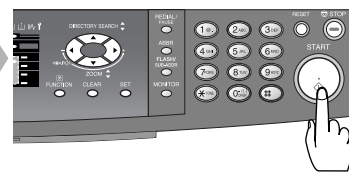
START

DIRECTORY SEARCH

3-1	3-2	3-3

DIRECTORY SEARCH

① Enter letter(s)

SET
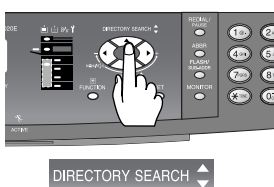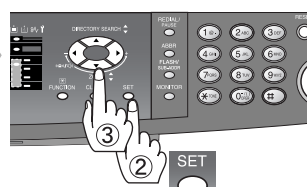
```
ENTER LETTER(S)
_
```

```
ENTER LETTER(S)
SA_
```

```
[06]SALES 3
[05]SALES 2
[01]SALES
10.74.252.66
```
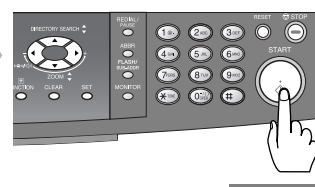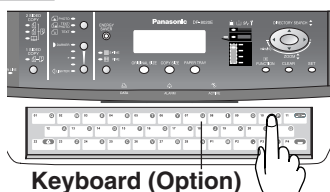
② ③

4

START

ONE-TOUCH＊

3-1	3-2

Keyboard (Option)

```
<10>PANA
10.74.252.63
```

NOTE
"ONE-TOUCH" is available when the optional Keyboard (DA-KB180) is installed.

START

4

5	6	7	8

Next Original

```
PRESS START
LTR 
```

START

```
ANOTHER ORIGINAL?
1:YES 2:NO
```
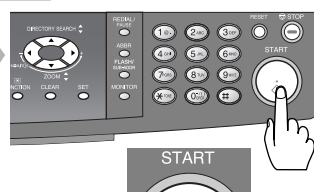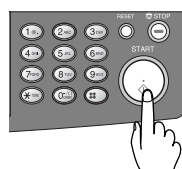
1:YES
Continues to scan another original(s), repeat steps 5 and 6.
2:NO
No next original.

```
DATA IS BEING
TRANSFERRED TO PC
```

```
TRANSFER COMPLETED
```

Network Scanner

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■ Adding your PC's IP Address

If the Scanner Configuration is not set with the Communications Utility of Panasonic Document Management System software, setup the Communications Utility software by following the steps below.

1
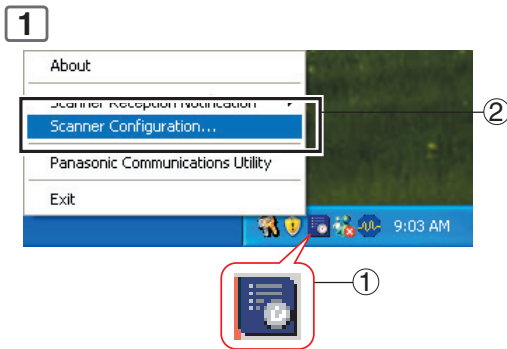
Right-Click "**Panasonic Communications Utility**" icon on the Task Bar, and then select "**Scanner Configuration...**".

2
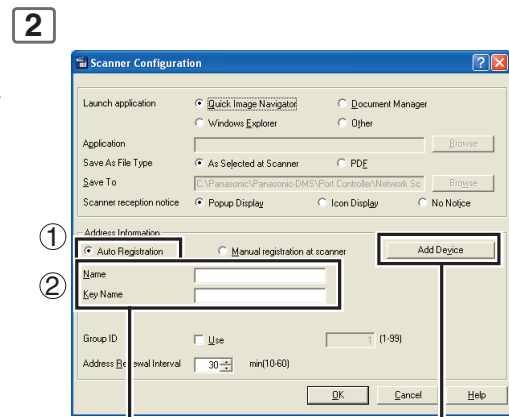
Refer to right column.

You can change the Name, and Key Name in this window.

Check "**Auto Registration**", and then enter the Name and Key Name to be saved into the machine. (Max. 15 characters)

72

3
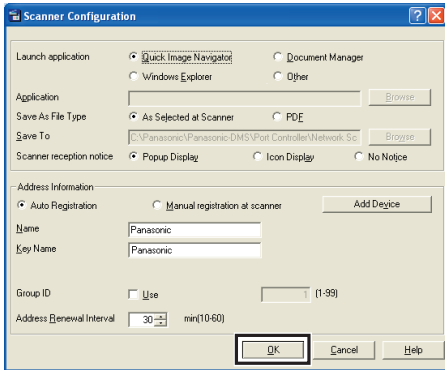
Click "**OK**".
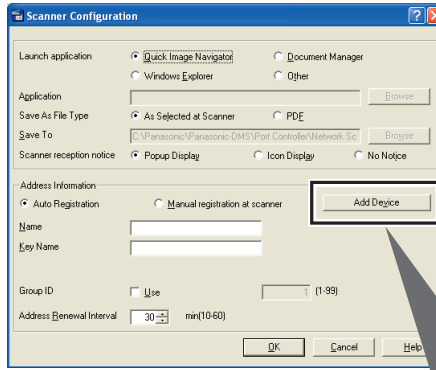
Click "**Add Device**" if your PC address information is registered on the machines located on a different subnet.

① Click "**Add**".

④ Click "**OK**".

② Enter the machine's Device Name, and IP Address.

③ Click "**OK**".

Network Scanner

Network Scanner

Function

■ Scan Parameters (Scanner Settings)

1

SCAN/FILE

2

```
SEP-02-2006 04:28
READY TO SCAN
```


FUNCTION

3

```
FUNCTION      (1-2)
ENTER NO. OR v ^
```

 or

1: SET MODE

7

```
SCAN PARAM    (0-6)
ENTER NO.█ OR   v ^
```

 or
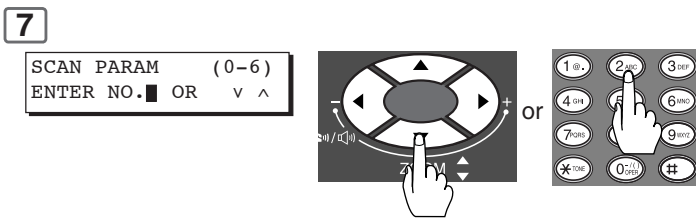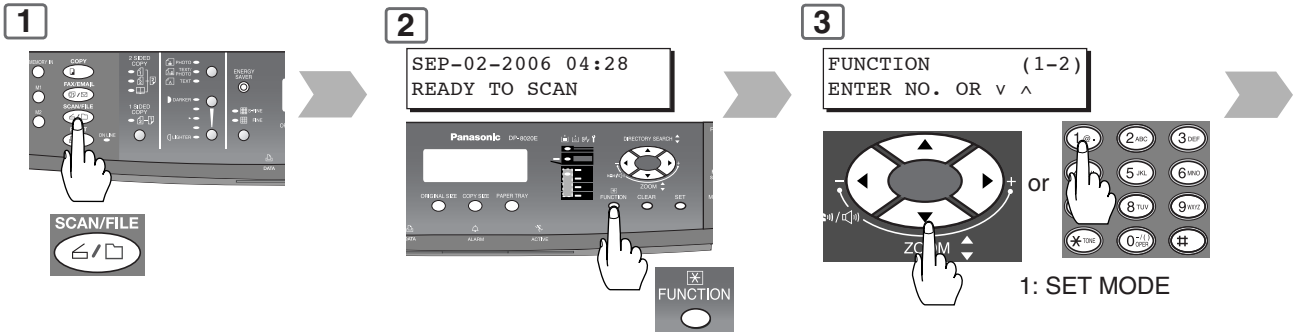
Refer to Function settings on page 61.
● Prints Scanner Settings List,
  Sets Original Mode,
  Sets Compression Mode,
  Sets Resolution,
  Sets Bind Position,
  Sets File Type/Name

■ Select Mode

When adding a file name or selecting a compression format before scanning document(s).

1

SCAN/FILE

2

```
SEP-02-2006 04:28
READY TO SCAN
```


FUNCTION

3

```
FUNCTION      (1-2)
ENTER NO. OR v ^
```

 or

2: SELECT MODE

For Scan File Name

6

```
1:SCAN FILE NAME ?
PRESS SET TO SELECT
```


SET

7

```
FILE TYPE=TIFF
1:TIFF 2:PDF
```


SET

1@. : TIFF
or
2ABC : PDF

8

```
FILE NAME=DATE&TIME
1:DATE&TIME 2:CUSTOM
```


SET

1@. : DATE & TIME
or
2ABC : CUSTOM

(When Selecting Custom)

```
SCAN FILE NAME
ENTER NAME
```


① Enter a File Name
(See page 70)

② SET

74

4

```
1:SET MODE ?
PRESS SET TO SELECT
```

SET

5

```
SET MODE      (1-2)
ENTER NO. OR v ^
```

or

2 ABC

6

```
2:SCAN PARAMETERS ?
PRESS SET TO SELECT
```

SET

7

4

```
2:SELECT MODE?
PRESS SET TO SELECT
```

SET

5

```
SELECT MODE    (1-2)
ENTER NO. OR v ^
```

or

1 @. : Scan File Name
or
2 ABC : Compression

6

For Compression

6

```
2:COMPRESSION ?
PRESS SET TO SELECT
```

SET

7

```
COMPRESSION : JBIG
 3:MMR  4:JBIG
```

SET

①
②

1 @. : MH   3 DEF : MMR

2 ABC : MR   4 GHI : JBIG

Network Scanner

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Network Scanner

■ Direct Connection (with Crossover Cable)

1

Turn OFF∗ the Power Switch (Machine and the PC).

2 Connect a Crossover LAN Cable between your machine and the PC.

LAN Cable (Crossover)

To Machine

To PC

LAN Cable (Crossover)
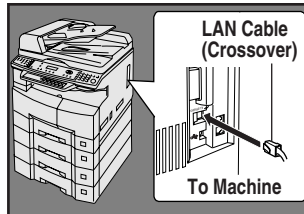
(Right Side of Machine) **(Rear Side of PC)**
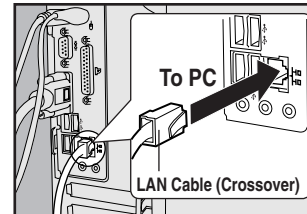
NOTE: Do not use Standard LAN Cable.

5

Turn OFF∗ and ON the Power Switch (Machine and the PC).

6

Input your PC's IP Address into the Address Book in the machine (see page 72) or into the Panasonic Document Management System software (refer to the enclosed CD).

7

Scan the document(s) to your PC. (See page 70)

NOTE:

∗ If the Hard Disk Drive Unit (DA-HD18) is installed, see page 13.

3

Turn On the Power Switch (Machine and the PC).

4

Input the Network Address (Machine and your PC).
● IP and Gateway Address*
   IP: 192.168.0.1 (Machine)
   192.168.0.2 (Your PC)
   Subnet Mask: 255.255.255.0
   (Machine & the PC)
● How to input the network address:
   For your Machine: See page 66
   For your PC: See below

5

NOTE:
* If you use the DHCP server, select to disable the DHCP server.
   Machine: See page 55
   Your PC: Consult your System Administrator.

For more detailed information, refer to Windows OS operating instructions manual.

For Windows 2000
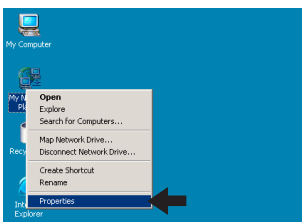
① Right click "My Network Places" and select "Properties".
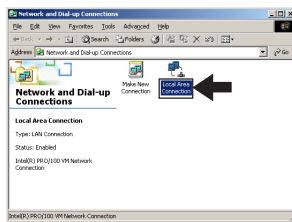
② Right click "Local Area Connection" and select "Properties".
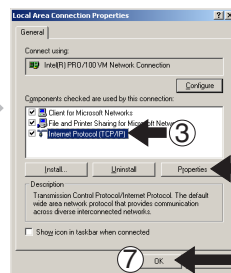
③ Select "Internet Protocol (TCP/ IP)".

④ Click "Properties".

⑦ Click "OK".
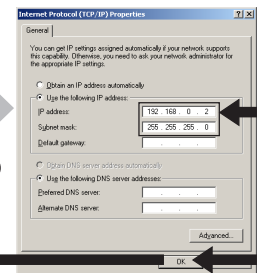
⑤ Select "Use the following IP address" then, Input IP Address and the Subnet Mask.

⑥ Click "OK".

For Windows XP
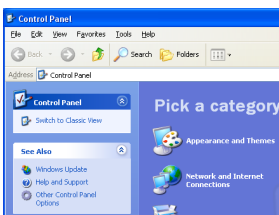
① Open the Control Panel.
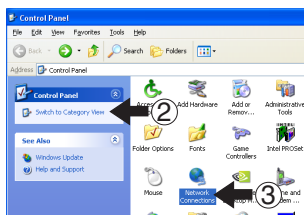
② Select "Switch to Classic View", if using the Category View Mode.

③ Select "Network Connections".
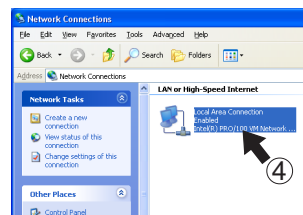
④ Right click "Local Area Connection Enabled ...." and select "Properties".
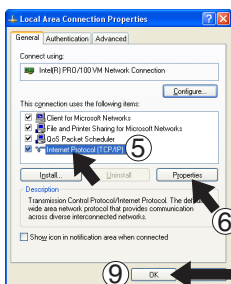
⑤ Select the "Internet Protocol (TCP/ IP)".

⑥ Click "Properties".

⑨ Click "CLOSE".
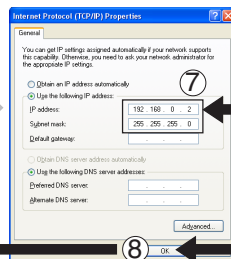
⑦ Select "Use the following IP address" then, Input IP Address and the Subnet Mask.

⑧ Click "OK".

"OK" will be changed to "CLOSE".

Network Scanner

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Problem Solving

Troubleshooting

Check	Action

Unit Does Not Operate

Does the display light?
➡ Check if the Power Switch (Main Power Switch on the Right Side of the machine) is turned ON and if the power cord is plugged into the AC outlet.

Does the Energy Saver key flash (or light) and the display is 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?
(U01, U07, U13, U14....etc.)
➡ Perform actions in accordance with each message.

Does the Add Paper indicator and message appear on the display?
➡ Add paper. (See page 14)

Does the Misfed Paper indicator, message and J## codes appear on the display?
➡ Remove the misfed paper. (See pages 16 - 21)

Does E#-## codes and messages appear on the display?
➡ Turn the Power Switch on the Right Side of the machine to the OFF and ON position. 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 Right Side of the machine to the OFF and ON position.

Light Copies

Does the exposure indicator say "LIGHTER"?
➡ Press the "DARKER" button.

Does the Add Toner indicator and message appear on the display?
➡ Replace the Toner Bottle.
(See pages 16, 17)

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Marked Copies

Is the machine's 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 a dark verical line of 0.8-1.2 inch (2-3 cm) in width is printed.
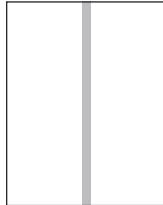
➡ ① Clean the Corona Wire of the Drum Unit. (See page 16)
② Check the copies.
If a dark vertical line is remained, repeat above step to clean the Corona Wire became dark vertical line is erased.

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

Adjusting the Double Feed Switch (For DA-AS181)

■ When original(s) do not feed correctly, adjust the position of the Double Feed Switch as follows:
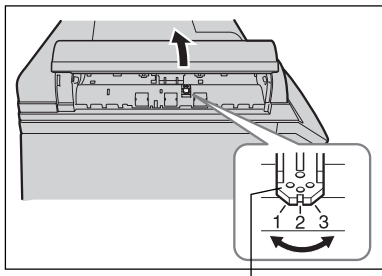
Position of Switch

Normal Operation

➡ 1 2 3

Original does not feed.

➡ 1 2 3
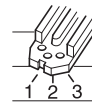
Several originals are fed at one time

➡ 1 2 3

Double Feed Switch
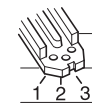
Machine Care

■ As a rule, clean weekly.

Platen Sheet
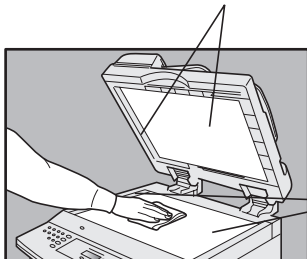
Platen Glass/Platen Sheet
① Wipe marks off with a cloth and a neutral detergent.
② Wipe again with a dry cloth.

Platen (Glass)

Problem Solving

79
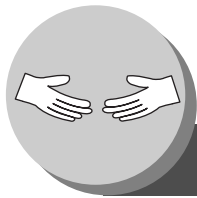
The machine has an internal battery (Product No.: **CR2032**) which maintains the date and time.
In the event the battery requires replacement, the following message will be displayed.

```
REPLACE BATTERY
                U90
```

1

Turn the Power Switch on the Right Side of the machine to the OFF position.
If the Hard Disk Drive Unit **(DA-HD18)** is installed, see page 13.

2
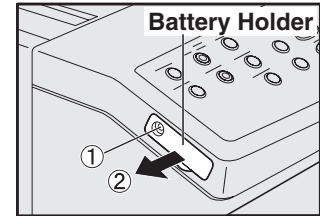
Battery Holder

① Remove 1 Screw.
② Remove the Battery Holder.

When setting the Date and Time, start from step 6.

Set the Date and Time continues steps 6 to 13.

6

⊠ FUNCTION
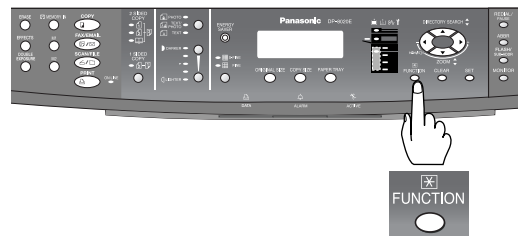
10

```
09 KEY OPERATOR MODE
ENTER PASSWORD=▊▊▊
```
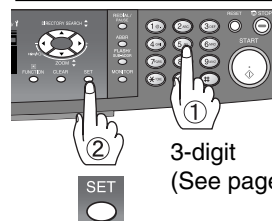

② SET
① 3-digit (See page 13)

11

```
KEY OPR.MODE (00-34)
ENTER NO.▊ OR   ∨ ∧
```


or
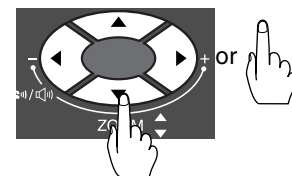
17 (DATE & TIME)

■ **Notice: California only:**

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

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

3

New

Used
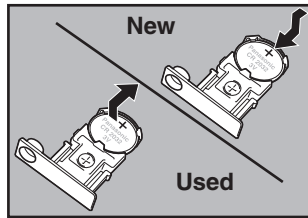
"**+**" side of battery should be
facing upwards.
(Observe the polarity, see
CAUTION! below)

4

Battery Holder

② ①
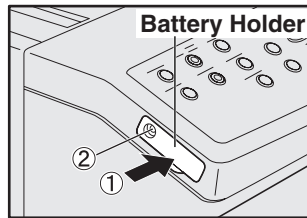
① Reinstall the Battery Holder.
② Install 1 Screw.

5

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

6

7

```
FUNCTION MODE (1-2)
ENTER NO. OR ∨ ∧
```

or
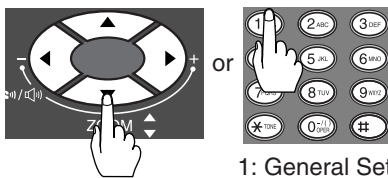
1: General Settings

8

SET
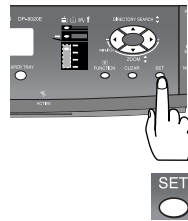
9

```
GENERAL PARAM.(0-9)
ENTER NO.█ OR ∨ ∧
```

or

10
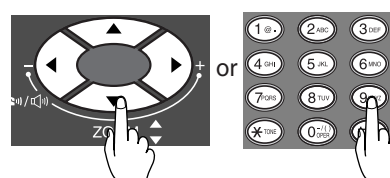
9 (09 "KEY OPERATOR MODE")

12

```
17 DATE & TIME
 09-02-2006 00:01
```

① ②
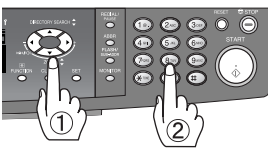
Move the cursor (_) under
the Month/Date/Year/
Time that you wish to
change, then input the
new data using the
Keypad.

13

① ②

SET

RESET
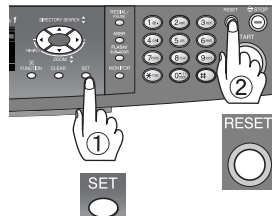
⚠ CAUTION

denotes hazards that could result in minor injury or damage to the machine.
● THIS PRODUCT CONTAINS A LITHIUM BATTERY. REPLACE ONLY WITH THE SAME OR EQUIVALENT TYPE.
"IMPROPER USE OR REPLACEMENT MAY CAUSE OVERHEATING, RUPTURE OR EXPLOSION RESULTING IN
INJURY OR FIRE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS OF YOUR LOCAL
SOLID WASTE OFFICIALS AND LOCAL REGULATIONS"

Problem Solving

? **Appendix**

■ **DP-8020E/8020P/8016P (For Copier)**

Type	Desk Top
Platen Type	Fixed
Acceptable Originals	Sheets, Books (max. Ledger size)
Copying Method	Laser Indirect Electro Static
Fusing Method	Heat Roller, and Pressure Roller
Imaging Method	Dry-Type Dual Components Imaging
Resolution	Max. 600 dpi
Operation Panel	LCD Display
Copy Size	Ledger - Invoice via Paper Tray and Bypass
Void Area	Max. 0.2″ (5 mm)
Warm Up Time	Approx. 30 seconds (68°F/20°C)
First Copy Time	Less than 6.9 seconds (Letter, from 1st Tray)
Multi-Copy Speed	DP-8020E/8020P*: 20 cpm (Letter size) DP-8016P : 16 cpm (Letter size) (From 1st Tray)
Enlargement Ratios	Preset: 121%, 129%, 155%, 200% Variable: from 101% to 200% in 1% increments
Reduction Ratios	Preset: 79%, 77%, 65%, 61%, 50% Variable: from 99% to 50% in 1% increments
Paper Feed	Standard Paper Tray (550 sheets) + Sheet Bypass (50 Sheets) Optional Paper Trays (550 sheets x 3) (3rd and 4th Paper Trays are for DP-8020E/8020P* only)
Paper Weight	Paper Tray: 16 - 24 lb (60 - 90 g/m^2) Bypass: 15 - 34 lb (55 - 133 g/m^2) ADU: 17 - 24 lb (64 - 90 g/m^2) (DP-8020E)
Quantity Selector	Max. 999 sheets (Output Tray capacity is 250 sheets/Letter size)
Electrical Consumption	AC 120V, 60Hz, 12A
Power Consumption	Max. 1.3 kW
Dimensions (W)(D)(H)	22.0 x 21.9 x 18.1 in (558 x 557 x 460 mm)
Mass (Weight)	DP-8020E : 95 lb (43.3 kg) DP-8020P*/8016P : 93 lb (42.3 kg)
Operating Environment	Temperature: 50 - 86 °F (10 - 30 °C); Relative Humidity: 30 - 80 % (However, the humidity should be 70 % or less at a temperature of 86 °F (30 °C), and the temperature should be 80 °F (27 °C) or less at a humidity level of 80 %.)

✳ **DP-8020P is not available for USA and Canada.**

■ Network Scanner (DP-8020E/8020P* Only)

Scanning Type	CCD Image Sensor (ADF/Platen)
Scanning Speed (w/o Transmission Time)	19 sheets/minute (Letter)
Resolution (dpi/Monochrome)	Standard (150x150) / Fine (300x300) / SuperFine (600x600)
Max Scanning Area (Platen)	11 x 17 in
Max Scanning Area (ADF)	11 x 17 in
Duplex Scan	No
Scanning Mode	Text, Text/Photo, Photo
Scale	Bi-level / 256-level Gray Scale
Compression Format	MH, MR, MMR, JBIG
File Format	Multi-page TIFF, PDF
Send to Station (PC)	Yes (Single Address only)
Send to Station (FTP)	Yes (Single Address only)
Send to Station (Printer)	N/A
Pop up Notification	Yes
Protocol	LPR, TCP/IP
Applicable OS	Windows 98 / Me / NT 4.0 / 2000 / XP

■ ADF (DA-AS181) Option/i-ADF (DA-AR202) (DP-8020E Only)

Tray Capacity	Letter, Invoice : 50 sheets (20 lb) Ledger, Legal : 30 sheets (20 lb)
Original Size	Invoice/Letter/Legal/Ledger
Paper Weight	14 – 28 lb (50 - 110 g/m^2)
Electrical Requirements	Supplied from the machine
Dimensions (W)(D)(H)	DA-AS181: 22.0 x 19.7 x 4.4 in (558 x 501 x 112 mm) DA-AR202: 21.7 x 21.7 x 5.3 in (552 x 520 x 135 mm)
Mass (Weight)	DA-AS181: 11.0 lb (5.0 kg) DA-AR202: 20.5 lb (9.3 kg)

■ 2nd/4th Paper Tray (DA-DS184), 3rd Paper Tray (DA-DS185) (Option) (3rd, and 4th Paper Tray for DP-8020E/8020P* only)

Paper Size	Invoice/Letter/Legal/Ledger
Paper Weight	16 – 24 lb (60 - 90 g/m^2)
Electrical Requirements	Supplied by the machine
Dimensions (W)(D)(H)	22.0 x 21.2 x 5.0 in (558 x 538 x 128 mm)
Mass (Weight)	DA-DS184 : 19.8 lb (9.0kg) DA-DS185 : 20.7 lb (9.4kg)

● Specifications are subject to change without notice.

Appendix

? Appendix

Options and Supplies

■ Options

Part Name	Part No.	Remarks
Automatic Document Feeder	DA-AS181	Also referred as ADF
Inverting Automatic Document Feeder	DA-AR202	Also referred as i-ADF (For DP-8020E only)
2nd/4th Paper Tray	DA-DS184	4th Paper Tray (For DP-8020E/8020P* only)
3rd Paper Tray	DA-DS185	3rd Paper Tray (For DP-8020E/8020P* only)
Plain Stand	DA1D18A	For Standard 1 Tray Configuration
Plain Stand	DA1D18B	For 2 Paper Tray Configuration
Plain Stand	DA1D18C	For 3 & 4 Paper Trays Configuration
Platen Cover	DA-UC200	
Image Memory (16 MB)	DA-SM16B	For Electronic Sorting
Image Memory (64 MB)	DA-SM64B	For Electronic Sorting
Image Memory (128 MB)	DA-SM28B	For Electronic Sorting
Expansion Flash Memory Card, 4 MB	UE-410047	Additional Page Memory for Fax Communication Board (DP-8020E/8020P* only)
Expansion Flash Memory Card, 8 MB	UE-410048	Additional Page Memory for Fax Communication Board (DP-8020E/8020P* only)
8 MB Expansion Board	DA-EM600	Additional Expansion for PCL and PS printing
Printer Controller Module	DA-PC820	Printer Controller for PCL6
Multi Page Description Language Controller Module	DA-MC820	Printer Controller for PCL6/PS3 (For DP-8020E/8020P* only)
Hard Disk Drive Unit	DA-HD18	
Keyboard	DA-KB180	For Fax/Internet Fax/Scanning (DP-8020E/8020P* only)
Fax Communication Board	DA-FG180	G3 Fax/Tel Communication (DP-8020E/8020P* only)
Accounting Software	DA-WA10	For Accounting function

■ Supplies

Part Name	Part No.	Remarks
Toner	DQ-TUJ10K	Toner
Verification Stamp	DZHT000027	X-Stamp for Fax Option

∗ DP-8020P is not available for USA and Canada.

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IMPORTANT INFORMATION

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

Model No.

Serial No.

Date of Purchase

Dealer

Address

Telephone Number
(   )

Supplies Telephone Number
(   )

Service Telephone Number
(   )

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