Duplo

from print to documents

INSTRUCTION MANUAL

DUPRINTER

DP - M300/310/320

Be sure to read this manual prior to use.
Please leave this manual at the site of use for easy reference.

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As an ENERGY STAR ® Partner, we have determined that these products meet the ENERGY STAR Guidelines for energy efficiency.

Disposal of Old Electrical & Electronic Equipment

This symbol (the symbol of the crossed out wheeled bin) indicates that in European countries this product should not be disposed of as household waste.

Please recycle where facilities exist by checking with your local authority or supplier for recycling advice.

By ensuring this product is disposed of correctly through proper treatment, recovery and recycling, you will help prevent potential negative effects on the environment and human health.

En

Entsorgung von alten elektrischen und elektronischen Ausrüstungsteilen

Dieses Symbol (das Symbol mit dem durchgekreuzten fahrbaren Müllbehälter) zeigt an, dass dieses Produkt in europäischen Länden nicht als Haushaltsmüll entsorgt werden darf. Bitte informieren Sie sich bei Ihren örtlichen Behörden oder bei Ihrem Händler hinsichtlich einer Empfehlung für die Entsorgung und führen Sie die betreffenden Teile dort, wo solche Einrichtungen vorhanden sind, einem Recycling-Prozess zu.

Indem sie sicherstellen, dass das betreffende Produkt durch richtige Behandlung, Rückführung und Recycling entsorgt wird, tragen Sie dazu bei, möglichen negativen Auswirkungen auf die Umwelt und die menschliche Gesundheit vorzubeugen.

Ge

Elimination du matériel électronique et électrique usagé

Ce symbole (une poubelle marquée d'une croix) indique que dans les pays européens, ce produit ne doit pas être éliminé comme des ordures ménagères.

Recyclez-le dans les sites adaptés qui vous seront indiqués par les autorités locales ou renseignez-vous auprès de votre fournisseur.

En veillant à ce que ce produit soit éliminé correctement avec un traitement, une collecte et un recyclage adaptés, vous contribuez à éviter son action nocive potentielle sur l' environnement et la santé humaine.

Fr

Smaltimento di attrezzature elettriche ed elettroniche consumate

Questo simbolo (il simbolo della pattumiera con rotelle barrata) indica che nei paesi europei questo prodotto non deve essere buttato nei rifiuti domestici.

Per favore smaltire in luogo addetto al riciclo, dove esistente, chiedendo informazioni alle autorità locali o a chi fornisce consulenza a proposito.

Garantendo uno smaltimento adeguato di questo prodotto (trattamento, recupero e riciclo corretto), aiuterete a prevenire effetti negativi sull'ambiente e sulla salute dell'uomo.

It

Eliminación de residuos de aparatos eléctricos y electrónicos

Este símbolo (un cubo de basura tachado) indica que en los países europeos este producto no deberá eliminarse como si se tratara de un residuo doméstico. Solicite asesoramiento sobre reciclaje a las autoridades locales o a su distribuidor, y siga la normativa en materia de gestión medioambiental y reciclaje de este tipo de residuos.

Si toma las medidas pertinentes para que este producto se elimine mediante un tratamiento, recuperación y reciclaje adecuados, contribuirá a evitar posibles efectos negativos en el medio ambiente y la salud humana.

Sp

CE

Complies with the provisions defined by the regulations listed below.
EC low Voltage Directive(2006/95/EC.)
EC Electromagnetic Compatibility Directive (2004 / 108 / EC)

PLEASE NOTE

In the interest of upgrading our products, specifications and other data given in this manual are subject to change without notice. If the manual contains anything that you do not understand, contact the manufacturer for clarification.

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Introduction

Thank you for your purchase of the Duprinter DP-M300/M310/M320.
To ensure safe and efficient prolonged use of this machine, read and thoroughly understand this manual before using this machine. After using this manual, be sure to keep it in a place to handy reference.

- Macintosh and Mac OS are trademarks of Apple Computer, Inc., registered in the U.S. and other countries.
- Microsoft, Windows NT, Windows 2000, Windows XP, Windows Vista, Windows 7 are trademarks of Microsoft Corporation, registered in the U.S. and other countries.

Precautions for printing and duplicating

There are restrictions on what you may print on the printer.
Please be aware that there are some printed materials that are illegal even to possess.

1. Printed matters banned by law
   - Paper money, currency, government bonds and national and local bonds cannot be duplicated, even if they are stamped with the "sample" seal.
   - Paper money, currency and bonds, etc. that are valid in foreign country cannot be duplicated.
   - Unused postage stamps and postcards cannot be duplicated without governmental consent.
   - Government-issued papers pertaining to stamps, liquor and sales tax laws cannot be duplicated.

2. Printed matters that need caution
   - Private-issued securities(stocks, bills and checks, etc.), passes and tickets needs caution in duplicating unless a business is duplicating them for needed amounts for their business needs.
   - Government-issued passports, public-and private-issued driver`s licenses, permits, identifications, food stamps, etc. will need caution in duplicating.

3. Copyrighted materials
   Books, music, artwork, prints, maps, diagrams, movies, photography, etc. are banned from duplicating outside the limits of private home use and their related non-sale usage.

PLEASE NOTE

In the interest of upgrading our products, specifications and other data given in this manual are subject to change without notice. If the manual contains anything that you do not understand, contact the manufacturer for clarification.

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⚠ Notes on Safety (Please Read and Observe)

◇ Safety Precautions

Various symbols and pictures are used in this manual and on the labels affixed to the machine. These symbols and pictures provide warnings and instructions to prevent danger to you or other personnel, and to prevent damage to office property.
The meanings of these symbols and pictures are explained below.

⚠ WARNING

Indicate a high degree of potential danger. If the warning is ignored, death or serious injury may result.

⚠ CAUTION

Indicate a medium degree of potential danger. If the caution is ignored, medium injury or damaged to property may result.

<Examples of Pictorial Symbols>

⃠ A circle with a line through it indicates a prohibited action.
The particular act prohibited is indicated by a picture inside the circle.
(In the example shown here, the prohibited act is disassembly.)

● A black disc indicates an instruction, or sometimes a prohibited action.
The instruction itself is indicated by pictorial symbols drawn in white on the disc.
(In the example shown here, the instruction is 'Remove the plug from the outlet.'

● Precautions for use

⚠ WARNING	
	● If the machine is used after foreign matter (metal fragments, water, or liquid) has entered the machine, this may result in fire or electric shock. → Turn the main unit's power switch OFF, and then remove the power plug from the outlet. Contact the sales distributor.
	● If the machine is used after heat, smoke, strange smell, or other abnormality is detected, this may result in fire or electric shock. → Turn the main unit's power switch OFF, and then remove the power plug from the outlet. Contact the sales distributor.
	● Do not insert or drop metal, flammable material, or other matter through the ventilation holes into the machine interior. → Doing so may result in fire or electric shock.
	● Do not place flower vases, flowerpots, cups, or water containers (including metal containers) on top of the machine. → Fire or electric shock may result if liquid spills inside the machine.

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⚠ CAUTION

● Some paper may cause paper dust in the machine. Keep clean the machine and sufficient ventilation.

●Caution for Grounding (Be sure to use the supplied power cord)

⚠ WARNING

● Use only the power cord that is provided among the accessories.
Insert the power cord plug firmly into the socket, so that proper electrical contact is effected.
→ Use of any other power cord could result in imperfect grounding.
If grounding is imperfect and electrical leakage occurs, fire or electric shock could result.

●Caution for Power Supply and Power Cord

⚠ WARNING

● Do not use a source voltage other than that specified.
Do not connect two or more loads to a single outlet.
→ Doing so may result in fire or electric shock.

● Do not remove or insert the power plug with wet hands.
→ Doing so may result in electric shock.

● Do not damage, break, or modify the power cord.
Do not place heavy objects on, tug, or unnecessarily bend the power cord.
→ Doing so may result in fire or electric shock.

⚠ WARNING

● Remove the power plug itself, not the cord.
→ Tugging the cord may damage it (expose conductors, or cause disconnections, etc.), resulting in fire or electric shock.

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●Prohibition of Disassembly or Modification

⚠ WARNING

● Do not modify the machine.
→ Doing so may result in fire or electric shock.

● Do not remove the rear lid, cabinet, or covers from the machine.
→ The inside of the machine contains high-voltage parts, which may cause electric shock.

●Caution for Location

⚠ WARNING

● Do not place the machine in a humid or dusty area.
→ Doing so may result in fire or electric shock.

● Once the machine is in position, secure in place using the casters.
→ If the machine falls over, this could result in personal injury.

⚠ CAUTION

● Before moving the machine, remove the power plug from the outlet.
→ If the cord is damaged, this may result in fire or electric shock.

● Do not place the machine in an unstable position, such as on an unsteady support or sloping area.
→ If the machine is dropped or falls over, this could result in personal injury.

● Do not place the machine in a place subject to direct sunlight or heating equipment such as a stove.
→ It may degrade ink quality and affect printing. The machine also may malfunction.
● Avoid placing the machine in a place subject to high or low temperature or high humidity.
→ The paper absorbs moisture and it may cause paper jam or creasing.

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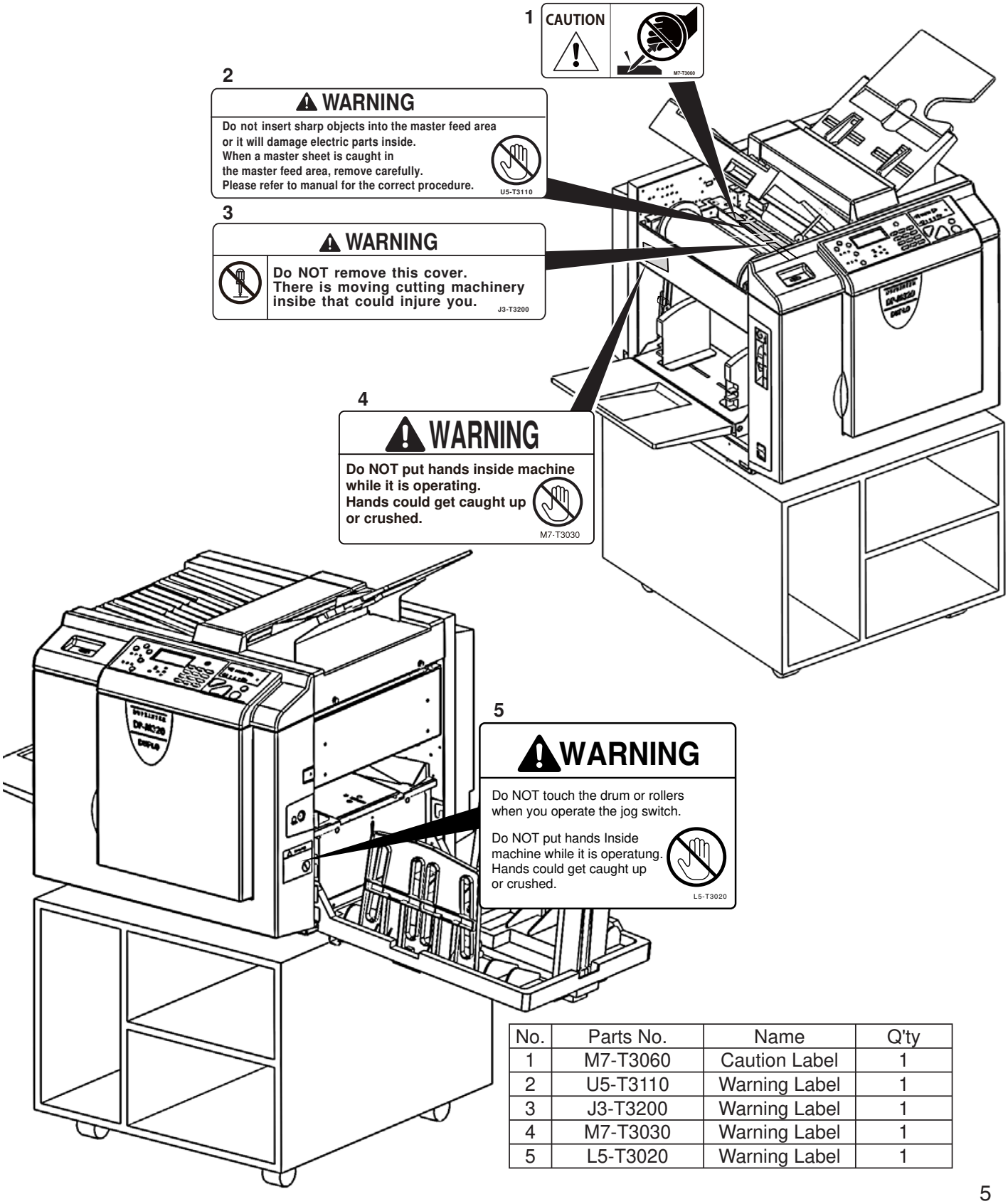
Warning Label

Keep the WARNING label clean at all times. If labels become damaged or come off, replace them with new ones.



No.	Parts No.	Name	Q'ty
1	M7-T3060	Caution Label	1
2	U5-T3110	Warning Label	1
3	J3-T3200	Warning Label	1
4	M7-T3030	Warning Label	1
5	L5-T3020	Warning Label	1

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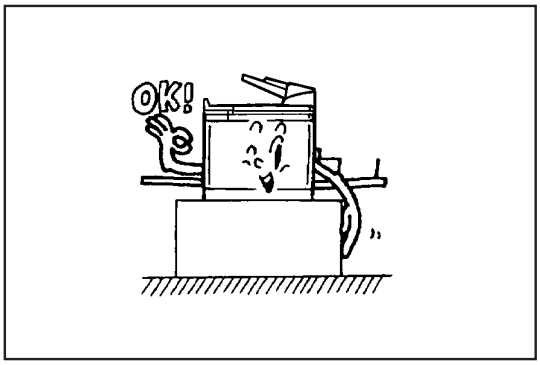
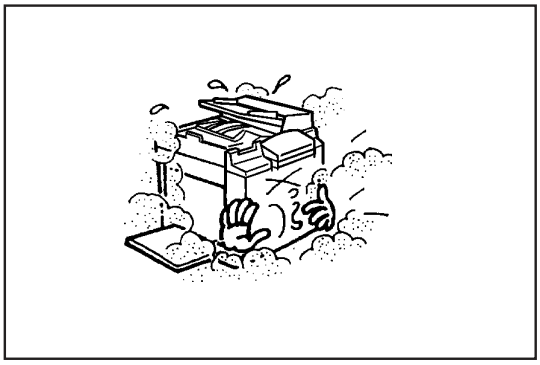
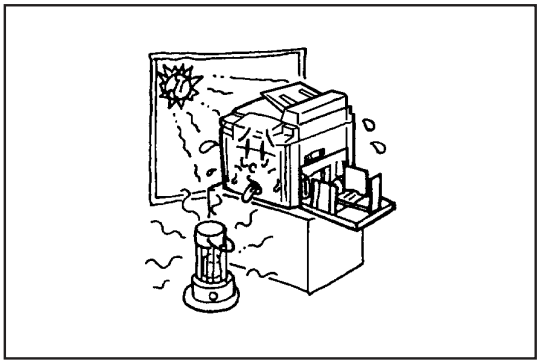
Positioning the Machine



Installing the machine on a flat, stable surface.



Avoid installing the machine in a dusty area.



Avoid installing the machine in the direct sunlight or heat, such as near a stove. Ink may deteriorate and may cause bad prints, while the machine may indicate errors due to overheating caused by sunlight. Also avoid hot, cold, or humid areas since paper may absorb moisture, causing paper jams or wrinkles.

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Maintenance

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■ Daily Maintenance

● How to maintain the machine

Check the machine periodically to maintain its performance.

⚠ WARNING

- Before cleaning, be sure to turn the power off, wait until the machine cools off and unplug the power cord. Otherwise, fire or electric shock may occur.
- Never remove covers on the machine or modify them.

Do not spill water or any liquid inside of the machine. It may cause or fire or electric shock. If it happens, contact our service person.

Clean the exterior in the following procedures.

1. Use soft cloth with water or mild detergent.
2. Wipe the exterior.
3. Wipe off the liquid with dry soft cloth.

- Gently wipe off the dust on the glass with dry soft cloth.
- Gently wipe off the dust on the LCD panel with dry soft cloth. Never use wet cloth. It may cause damage.

⚠ WARNING

- Never use alcohol or solvent cleaner. It may tarnish or damage the exterior finish.
- Do not put diluted petroleum or insecticide. It may cause fire.

Dust accumulation may cause the machine to malfunction. Clean it once a week.
Contact our dealer as for cleaning of inside of the machine.

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Conventions Used in This Manual

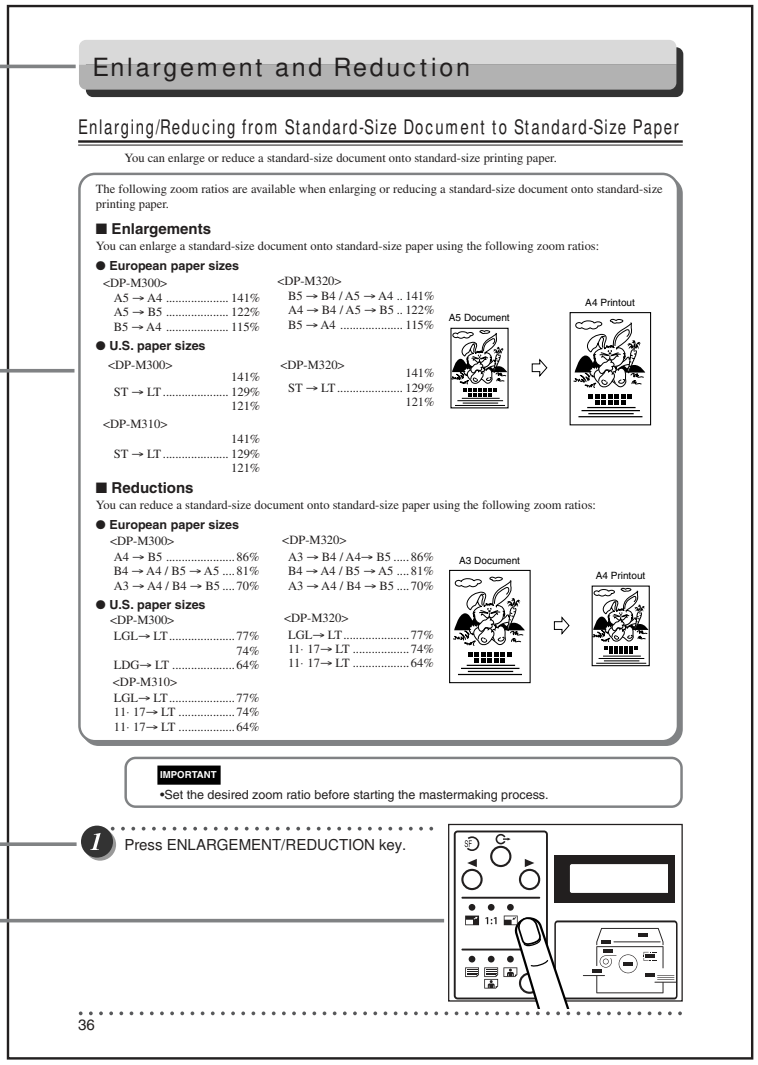
Each page of descriptions in this manual of how to operate the DP-M300/M310/M320 is set up as follows.

Title (Function)

Description of function and example of printing
The illustration is designed to indicate the result of using the selected function.

Description of operational steps
Each step is described in detail.

Illustrations
The illustrations provide a visual reference to which keys to operate and other related conditions.



■ Pictorial Symbols and Other Notations Used in This Manual

IMPORTANT : Introduces instructions for correct operation of the machine. If these instructions are ignored, the machine may not be able to operate at optimum performance or may break down.

REFERENCE : Introduces information that is useful for operation and maintenance of the machine, or information about the machineÕs performance, etc.

Continue Page ••• : Indicates that the description of the operating sequence is continued on the next page.

(➡ P.00 “xxxx”) : Indicates the page number and item containing related information.

In the text of this manual, keys are indicated as follows:

[ ] : [ ] (MASTER MAKING) key

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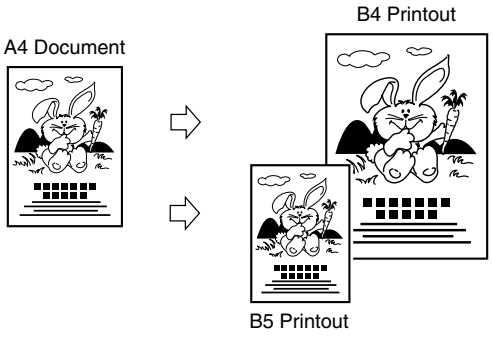
Function Quick Reference

The following is a quick reference to the functions of the DP-M300/310/320 printer.

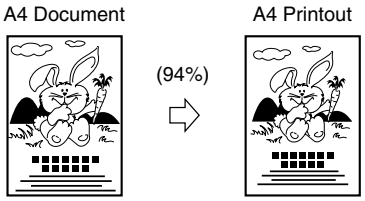
Enlargement/Reduction ..... (➡ P.36)

This function copies a document on one standard paper size to another larger or smaller standard paper size.



94% Reduction ..... (➡ P.37)

This function slightly reduces the size of a document when printing to the same standard paper size as the document.

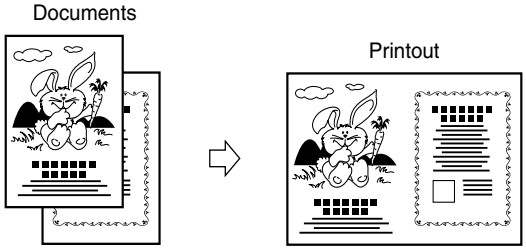


Text/Photograph/Text and Photograph Mode ..... (➡ P.43)

This function selects the optimum print quality to match the document.

2-in-1 Function ..... (➡ P.54)

This function prints two different documents on one page.



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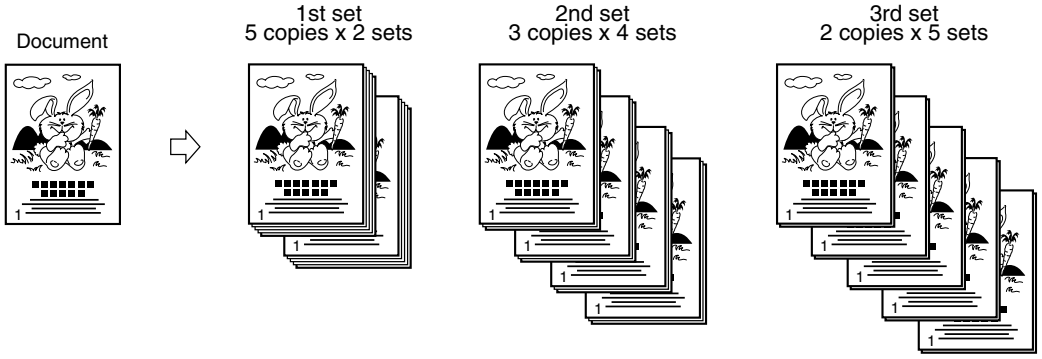
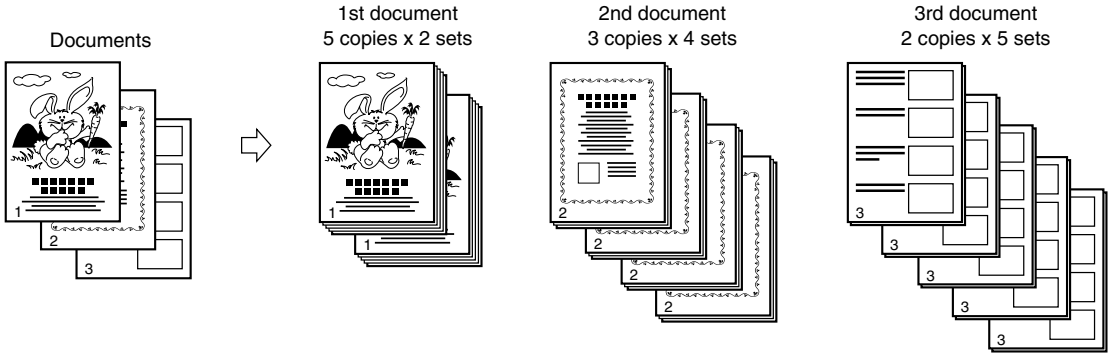
Batch Printing ..... (➡ P.57)

You can print the specified number of sets of copies in each set.



Changing Print Quantity per Document ..... (➡ P.61)

This function changes the number of prints made from each document.



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Chapter 1

Before Using This Machine

This chapter contains essential information such as the names of the machine parts, the names and functions of keys, etc., on the control panel, and the sizes of documents and printing papers that you can use. Please be sure to read this chapter carefully before attempting to use the printer.

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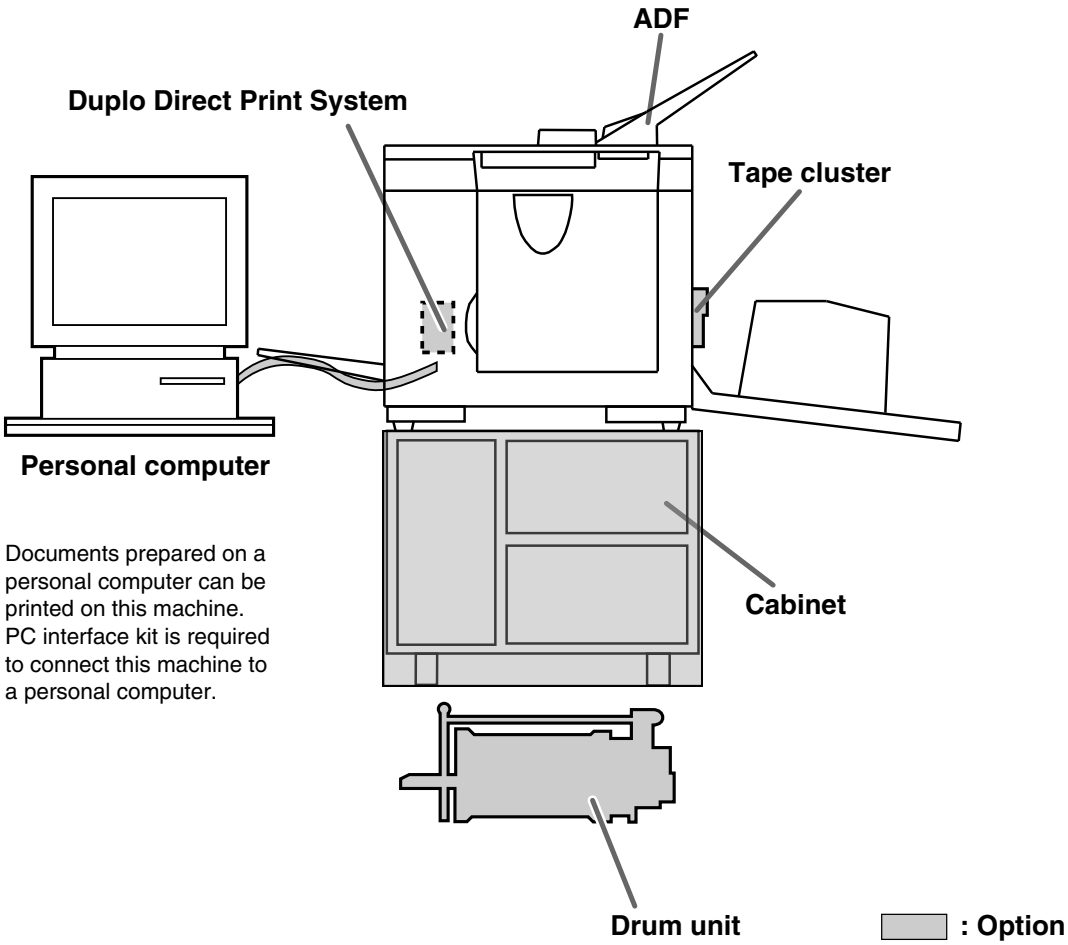
System Setup

The machine and its optional equipment are set up as follows:



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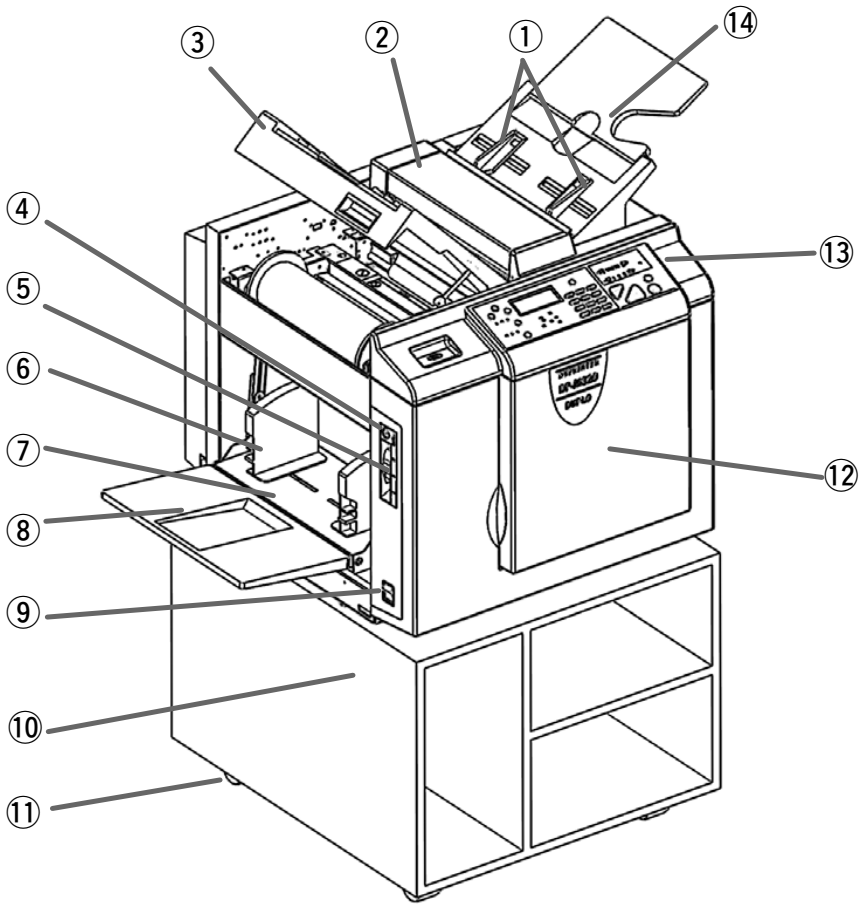
Part Names and Their Functions

Printer Appearance



No.	Name	Function	Reference page
①	**Document guide**	Slide to match the width of the document.	30, 35,
②	**ADF**	Documents of sheet type can be printed consecutively.	35
③	**Upper cover**	Open to replace the master roll, etc.	75
④	**Feed tray descend switch**	Press to lower the feed tray.	88
⑤	**Feed pressure adjuster lever**	Use to adjust the paper feed pressure.	33
⑥	**Side guides**	Slide to match the width of the paper.	32
⑦	**Feed tray**	Load paper in this tray.	32
⑧	**Support tray**	Pull out when loading paper.	32
⑨	**Power switch**	Press to switch the power on and off.	23, 24
⑩	**Cabinet (Option)**	Place the printer on this stand.	—
⑪	**Castor locks**	Lock the printer in position on the floor. Always lock the castor locks when installing the printer.	—
⑫	**Front cover**	Open to replace ink pack and drum unit, etc.	72, 80
⑬	**Control panel**	Displays operations and statuses, and sets functions.	20
⑭	**Document tray**	Place the document.	34

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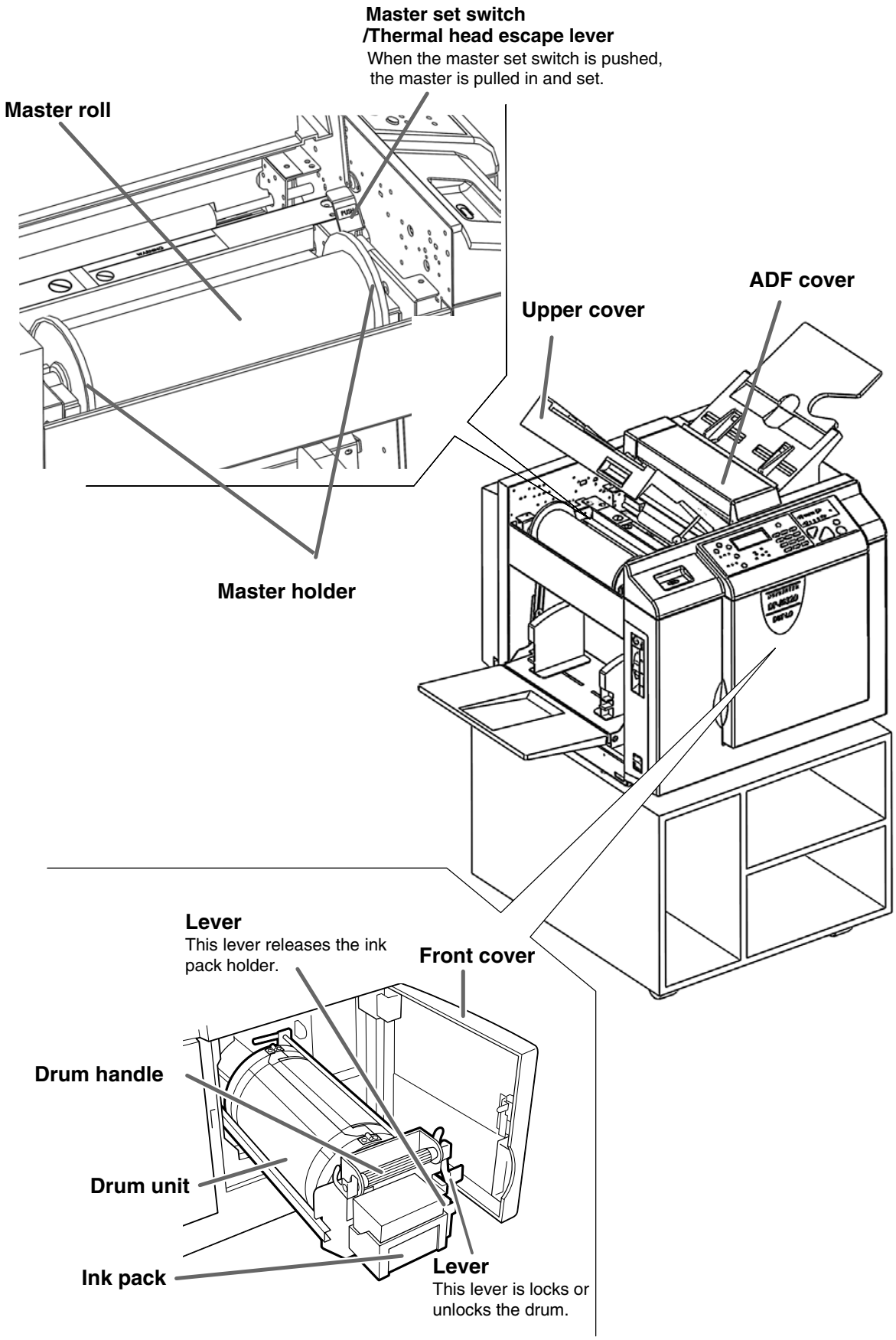

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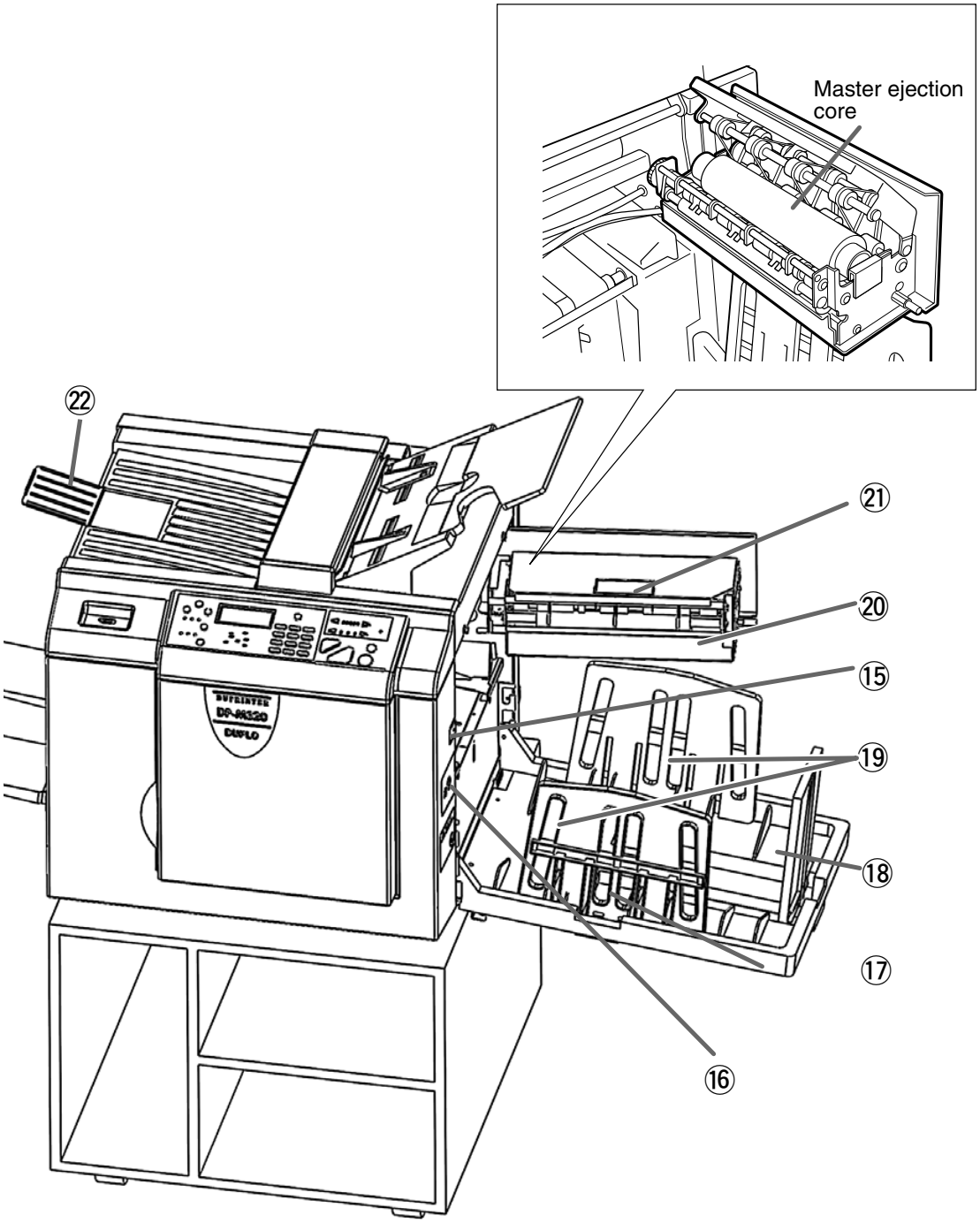

No.	Name	Function	Reference page
⑮	**Master ejection box release lever**	Press to open the master ejection box.	—
⑯	**JOG switch**	Press and hold to rotate the drum for a set time. Use to remove paper jams, etc..	—
⑰	**Print tray**	Holds the printed paper.	45
⑱	**Paper stopper**	Slide to match the size of printed paper.	46
⑲	**Paper stacker guides**	Slide to match the size of printed paper.	45
⑳	**Master ejection box**	Open to replace the master ejection core, etc..	78
㉑	**Master ejection box lid release lever**	Press to open the top of the master ejection core box. Use when replacing the master ejection core, etc..	78
㉒	**Support tray**	Holds the document.	35

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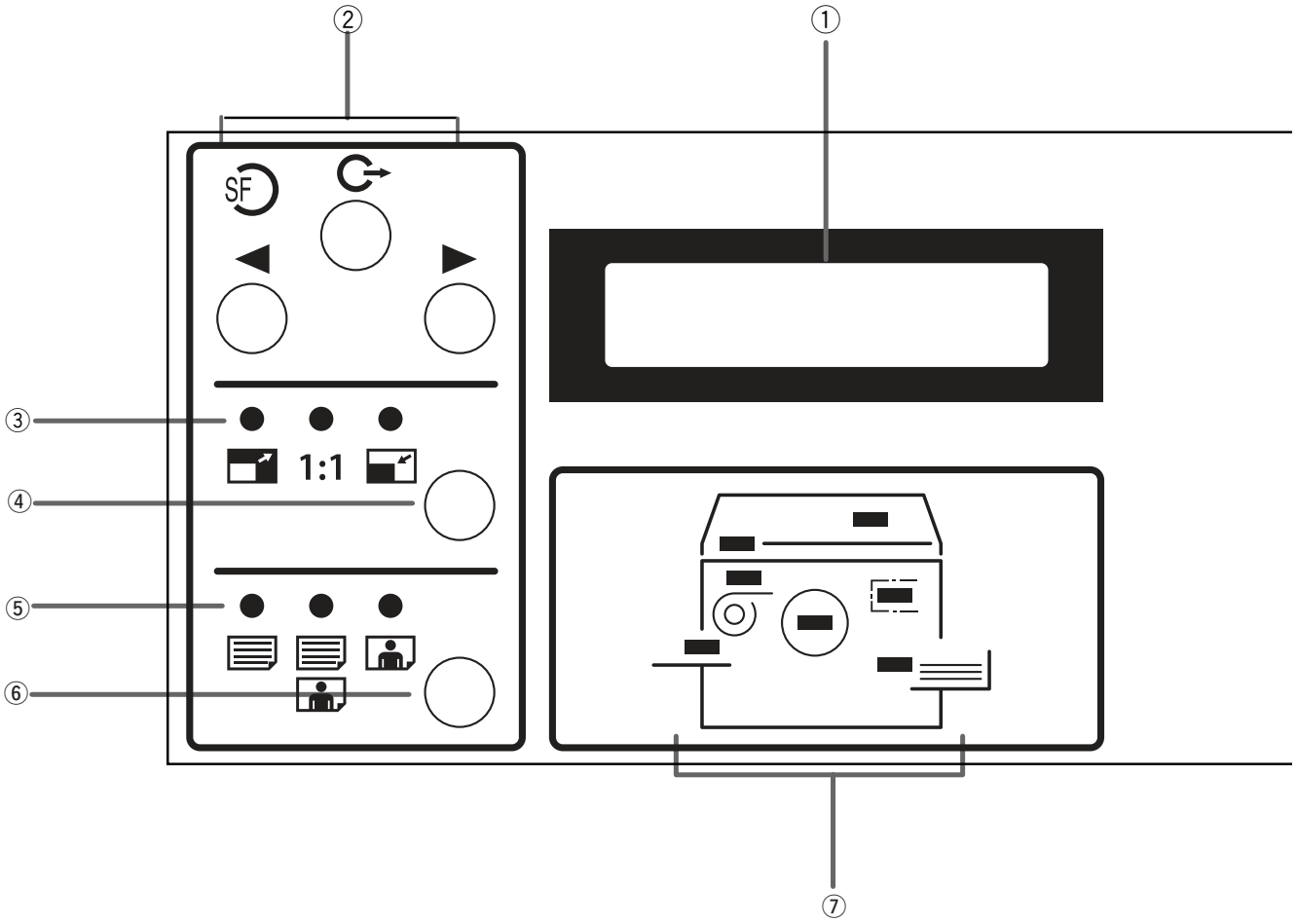
Control Panel



No.	Name	Function	Reference page
①	**LCD panel**	Displays the number of printed paper. Also displays an error message when an error occurs.	22, 85
②	**"FUNCTION SWITCH" key**	Press to toggle between the normal mode and the function select mode.	50
	"LEFT SELECT" key	Press to select left function.	50
	"RIGHT SELECT" key	Press to select right function.	50
③	**"ENLARGEMENT /REDUCTION" lamp**	Indiction for the ratio is selected.	36
④	**"ENLARGEMENT /REDUCTION" key**	Press to set the enlargement or 100% or reduction ratio.	36
⑤	**Document mode indicator lamps**	The lamp of the selected mode lights.	44
⑥	**"DOCUMENT MODE SWITCH" key**	Press to switch between the text mode, text/photograph mode and photograph mode. Each press of this key moves the position of the lit lamp that indicates the selected document mode.	44
⑦	**"OK" monitor**	Flashes to display the content of the trouble and lights to indicated the part that caused the trouble in the machine.	85

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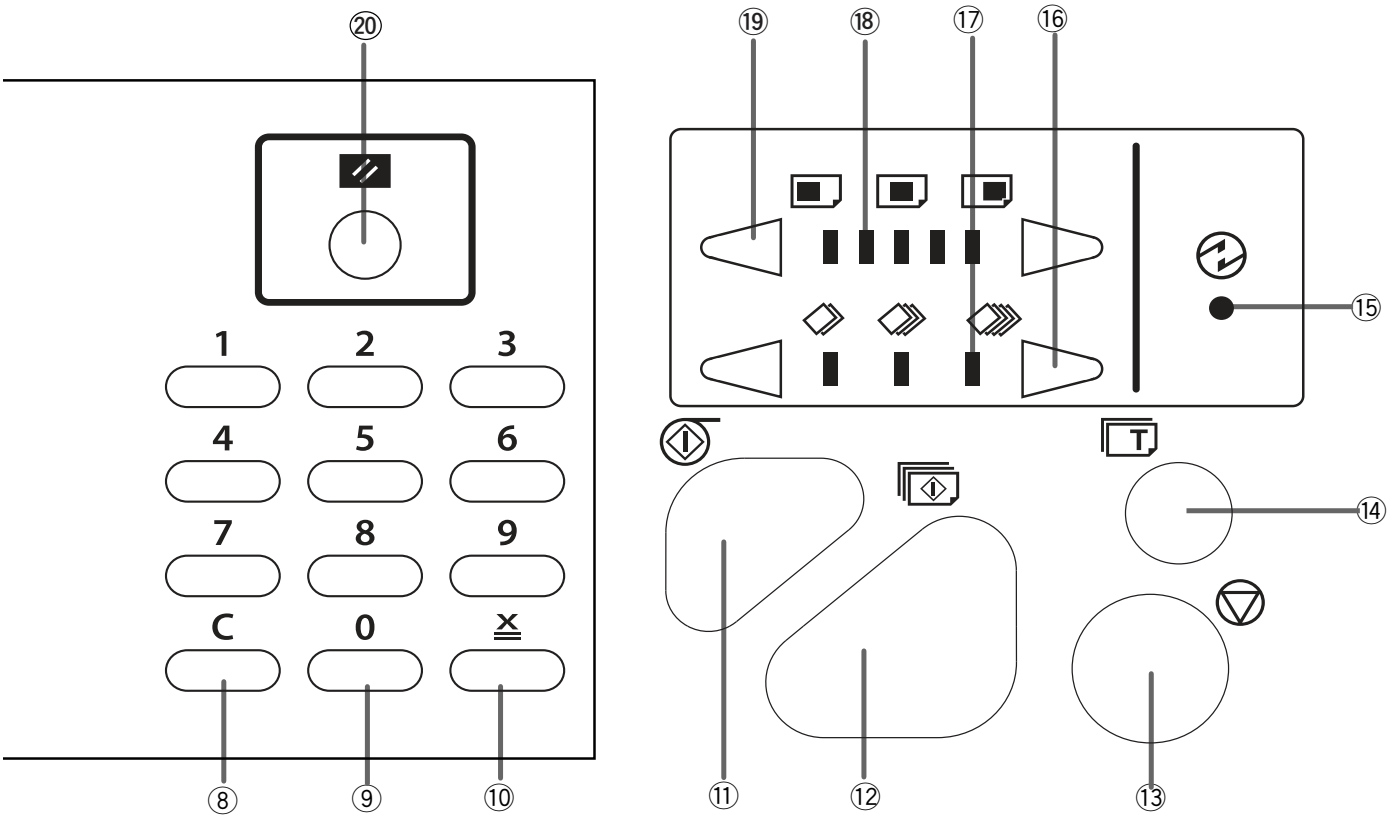

No.	Name	Function	Reference page
⑧	**"CLEAR" key**	Press to reset the displayed number of prints to "0". Only the number of prints is cleared.	31
⑨	**Key pad**	Use to enter the number of prints.	31
⑩	**key**	Press to enter the number of prints and number of sets for sectional prints.	57
⑪	**"MASTER MAKING" key**	Press to start master making.	30
⑫	**"PRINT" key**	Starts printing. This will not start master making. Mastermaking will start automatically after the end of printing if there is a document on the ADF.	31
⑬	**"STOP" key**	Press to stop printing on the way. If this key is pressed while the machine is stopped, the total number of prints and masters will be displayed on the LCD panel.	67
⑭	**"TEST PRINT" key**	Press to print only one piece of paper for checking the print darkness or printed position.	68
⑮	**Energy save mode indicator lamp**	The lamp of the energy save mode.	70
⑯	**"PRINTING SPEED ADJUSTMENT" keys**	Press to adjust the printing speed.	68
⑰	**Printing speed indicator lamp**	The lamp of the specified printing speed lights.	68
⑱	**Printing position indicator lamp**	The lamp of the specified printing speed lights.	69
⑲	**"PRINTING POSITION ADJUSTMENT" keys**	Press to adjust the printing position.	69
⑳	**"ALL CLEAR" key**	Returns the control panel settings to the "Standard Mode" settings. Press and hold for at least 0.5 seconds.	24

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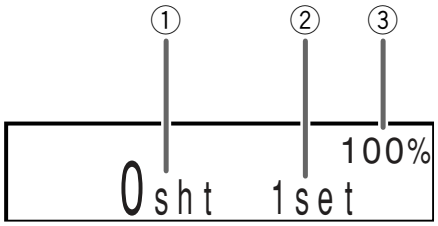
LCD Panel



No.	Name	Function	Reference page
①	**Print count**	Displays the number of prints to be made.	31
②	**Sets**	Displays the number of sets to be printed.	59
③	**Zoom ratio**	Displays the selected (enlargement/reduction)ratio.	—

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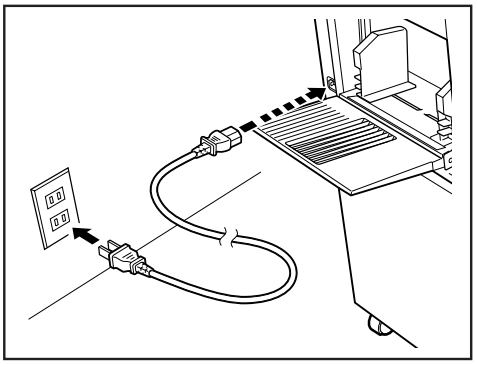
Turning Power ON/OFF

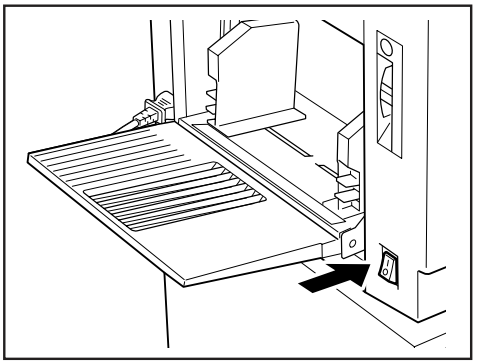
This section describes the operating sequence from turning ON the power switch until the printer is ready to make prints, and how to turn OFF the printer power.

Turning ON Printer Power

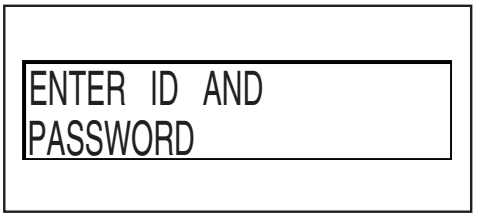
1 **Connect the power cable to the printer and a wall outlet.**



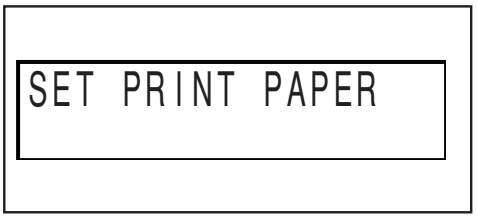
2 **Switch the power switch to the " | " position.**
The power turns ON.



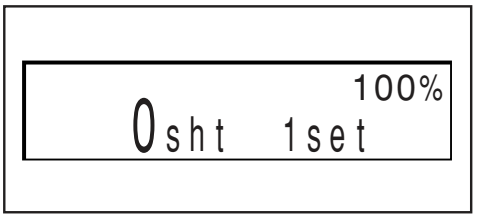
When the screen shown at right is displayed,press PRINT key then input ID and password.
(➡See page 25, "UID control function".)



The message "SET PRINT PAPER" is displayed on the LCD panel.
The printer functions are now set in "Standard Mode" (➡ page 24).



When paper is loaded in the feed tray, the screen shown at right is displayed.



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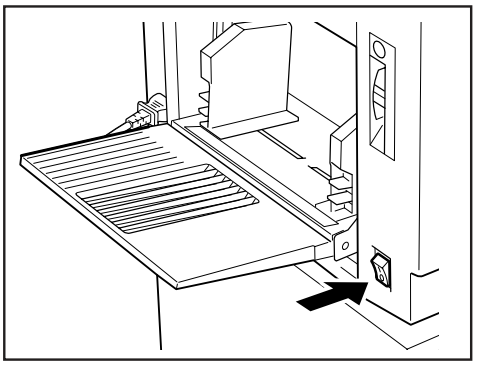
Turning OFF Printer Power

1 **Switch the power switch to the "O" position.**
The power turns OFF and the display lamps on the control panel turn OFF.



Standard Mode

When the printer power is first turned ON or [ ] (ALL CLEAR) key is pressed, the functions are reset to standard mode. The standard mode settings are as follows:

- Print quantity : 0
- Print position : Standard lit
- Print speed : Standard lit
- Zoom : 100% lights
- 2 IN 1 : OFF
- Document mode : Standard
- MASTER SIZE : DP-M300/A4,DP-M310/LEGAL, DP-M320/B4
- MASTER DARKNESS : NORMAL
- ×94% : OFF

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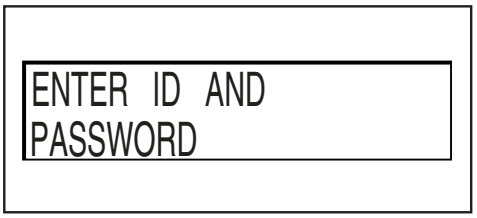
UID control function

By the UID function, the manager can control the mastermaking and print quantities per person or per department, etc. See the Instruction Manual for UID for details.

1 Input ID and password

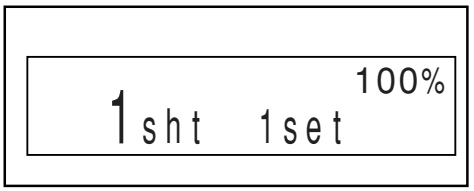
When you turn on the power, the screen shown at right is displayed.Please press PRINT key .



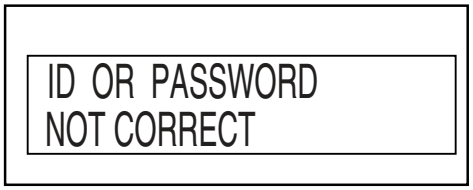
2 Input ID and password

Please input ID and password that are given by administrator using number keys.When ID is completed,the cursor moves to password area automatically.When password is completed, Use the PRINT key to confirm.By using CLEAR key to delete the all that you inputted, and then input it again. By pressing CLEAR key twice to input ID and password again.

Only when the ID and password is correct,the printer can be operated as normal.



If the ID or PASSWORD is not correct,the LCD panel will shown as right. Please press ✕ key or PRINT key and input correct ID and password again.



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Document/Printing Paper Specification

Acceptable Documents

- Document thickness : 64gsm to 128gsm
- Document size : max. 271 x 382mm , min. 100 x 148mm
  max.10.6x15-in, min. 4x6-in
- Stacking capacity in document tray: max 10 sheets (64gsm)

IMPORTANT

- To make a new master from a document from which a master has already been made, remove and then reload the document.
- Always use documents of the same size.
- If you load documents of different lengths, the printer may not operate correctly.

The following types of document cannot be used:

- Documents with large file-binding holes, tears, or missing parts
- Documents with staples or paper clips attached
- Documents with markedly curling ends/sides, or marked folds
- Carbon-backed documents
- Sticky documents
- Highly transparent documents such as OHP film

Acceptable Printing Paper

	DP-M300	DP-M310	DP-M320
Paper thickness	45 gsm to 210 gsm		
Paper stacking capacity	Feed tray : 1300 sheets (64gsm top-grade paper) Print tray : When a cabinet is used:1300 sheets (64gsm top-grade paper) When the printer is used on a table: 900 sheets (64gsm top-grade paper)		
Paper size	Max. 297mm X 364mm Min. 100mm X 148 mm	Max. 297mm X 364mm Min. 100mm X 148mm	Max. 297mm X 420mm Min. 100mm X 148 mm

	DP-M300	DP-M310	DP-M320
Printing area	204mm X 288mm	210mm X 347mm	250mm X 355mm

IMPORTANT

The following types of paper cannot be used.

- Paper with large file-binding holes
- Paper with staples or paper clips attached
- Paper with markedly curling ends/sides, or marked folds
- Carbon-backed paper
- Paper with smaller pieces of glued paper

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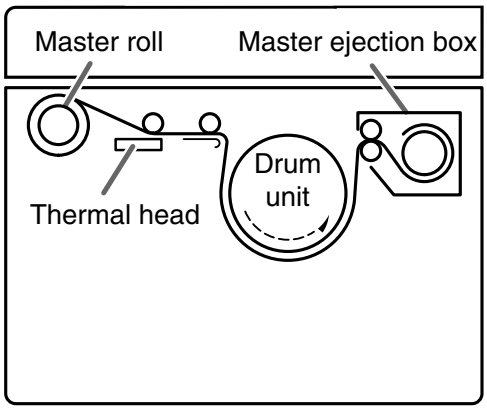
How Mastermaking and Printing is Performed

The machine performs two processes: mastermaking and printing.

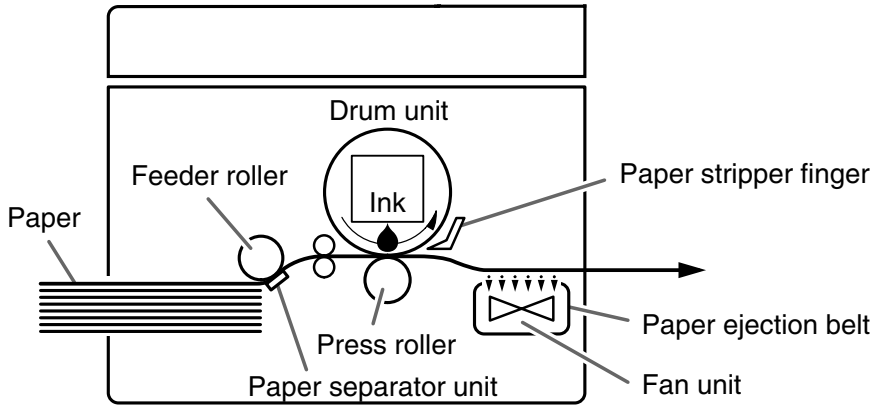
Mastermaking

In the “mastermaking” process, the old master on the drum is removed while the thermal head creates the scanned image on the new master and transfers it onto the drum.



Printing

In the “printing” process, paper separated from the stack by the feeder roller and paper separator unit is pressed against the drum unit by the press roller. There are small holes over only the image area of the master that is attached to the drum, and ink that seeps from these holes is transferred to the paper. The paper is then peeled from the master by the paper stripper finger. The paper is directed onto the paper ejection belt by a fan unit and discharged from the machine.



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Chapter 2

Printing Using Basic Functions

This chapter describes how to make prints using the basic functions, including how to load the document, set zoom ratio, etc.

Basic Printmaking 30
Loading and Replacing Paper 32
Loading Paper 32
Adjusting Paper Feed Pressure 33
Loading Documents 34
Positioning the Document 34
Loading Document 35
Enlargement and Reduction 36
Enlarging/Reducing from Standard-Size Document to Standard-Size Paper 36
94% Reduction 37
1% Step Enlargement and Reduction 39
Selecting Printing Paper Size 41
Text/Photograph/Text and Photograph Mode 43
Print Output 45
Installing Print Tray 45
Truing up Printed Pages 47

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Basic Printmaking

This section describes how to make prints using the basic functions.

1 Turn ON the power. (➡ See page 23, "Turning Power ON/OFF")

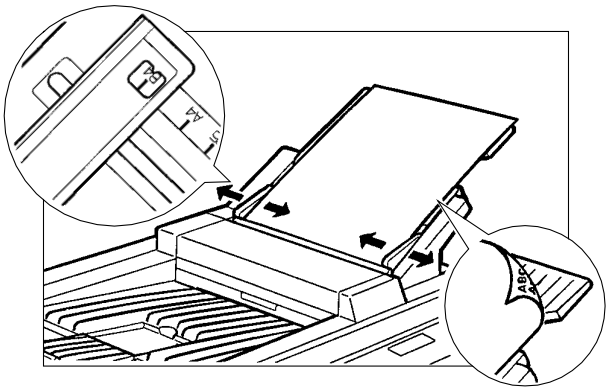
REFERENCE

- If the power is already ON, press [ ](ALL CLEAR) key.

2 Load paper. (➡ See page 32, "Loading and Replacing Paper.")

3 Load the document. (➡ See page 34, "Loading Documents")

Adjust the slide guide to the marks for the size of the document.
Place the document face down in the document tray.



4 Select the zoom ratio.

The zoom ratio is set to 100%.
Press [ ] (ENLARGEMENT)key or [ ] (REDUCTION)key to set a desired zoom ratio. (➡ See page 36, "Enlargement and Reduction".)

5 Press [ ] (MASTER MAKING) key.

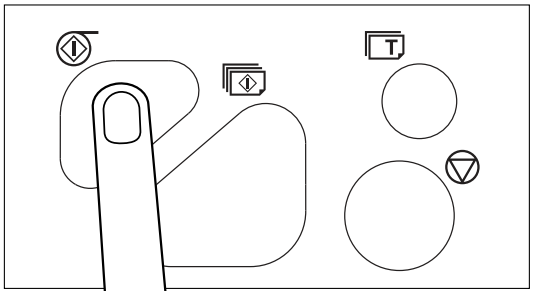
When the master has been made, one test print is automatically made.

IMPORTANT

- The test print is for verification purposes only and may be fainter than the final print.

REFERENCE

- You can enter the number of desired prints before pressing [ ](MASTER MAKING) key to immediately print the required number of copies.



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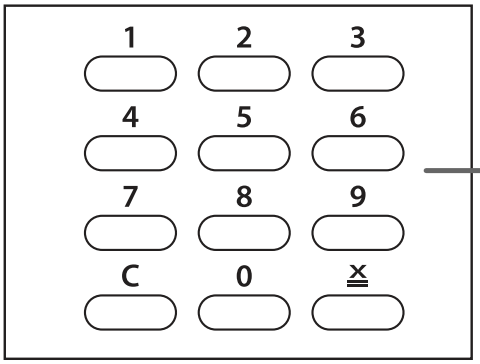
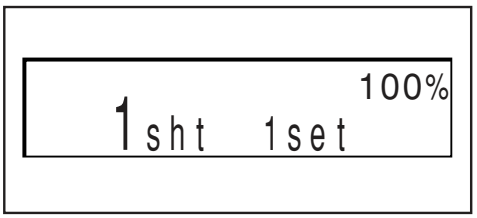
6 Use the keypad to specify the number of prints to make.

REFERENCE

- You can specify up to 9999 prints.
- If you make a mistake entering the number of prints, press C (CLEAR) key then enter the correct number.



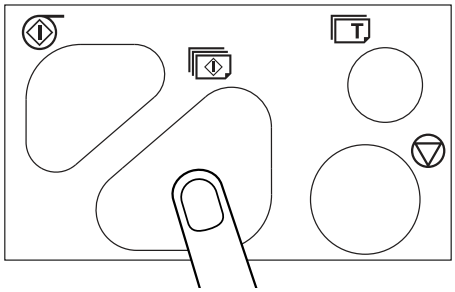


7 Press (PRINT) key.

The count displayed on the LCD panel is decremented by one for each print made.
The printed pages are output to the print tray. (➡ See page 45, “Print Output”.)

REFERENCE

- To stop a print run, press (STOP) key. To restart the print run, press (PRINT) key again.



8 Repeat steps 3 to 7 to print multiple documents.

REFERENCE

- When two or more documents are loaded in the ADF, Mastermaking of the following documents and printing will automatically start after the entire printing is completed.

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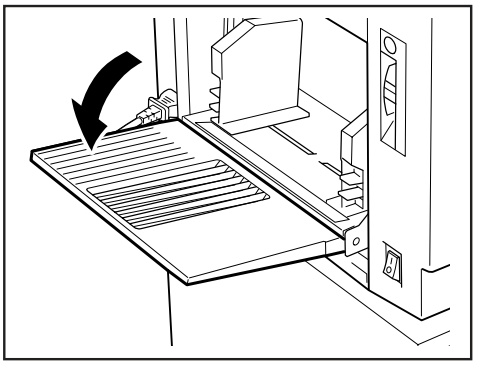
Loading and Replacing Paper

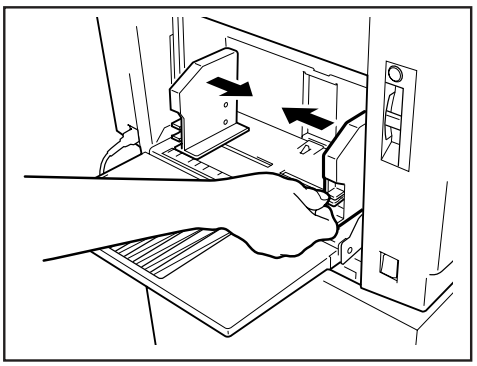
Loading Paper

This section describes how to load the printer with paper. You can load approximately 1,300 sheets in this printer.

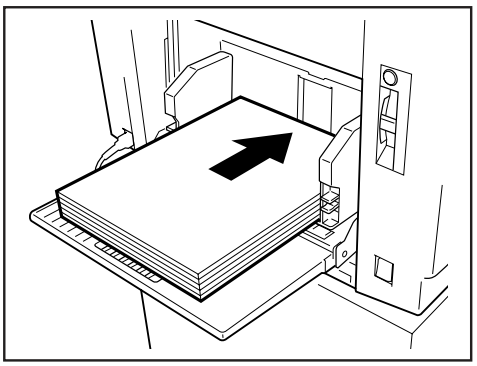
1 **Open the support tray.**



2 **Hold the lever and adjust the side guides to the paper size.**



3 **Load a stack of aligned sheets between the paper guides and press the stack lightly toward the machine.**



IMPORTANT

- You can load the feed tray with approximately 1,300 sheets of 64 gsm high-grade paper.

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Adjusting Paper Feed Pressure

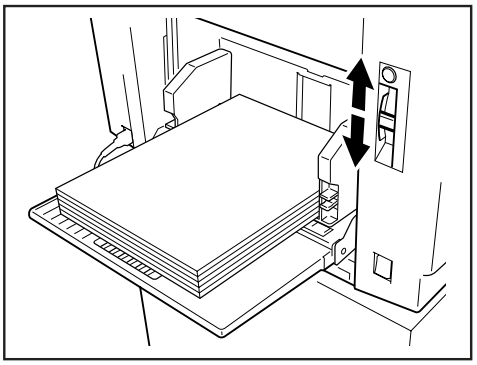
Adjust the paper feed pressure if an feeding error occurs when using thick or thin paper.

■ When no thick paper is fed

Adjust the paper feed pressure adjuster lever to “HIGH”.

■ When two pieces of thin paper are fed

Adjust the paper feed pressure adjuster lever to “LOW”.



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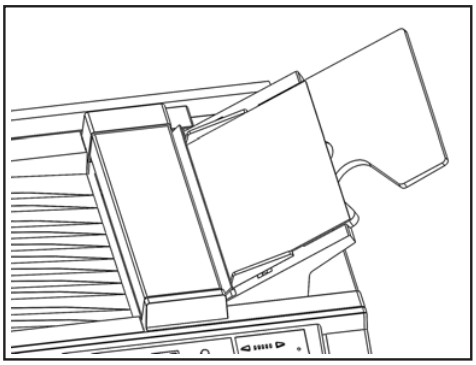
Loading Documents

Positioning the Document

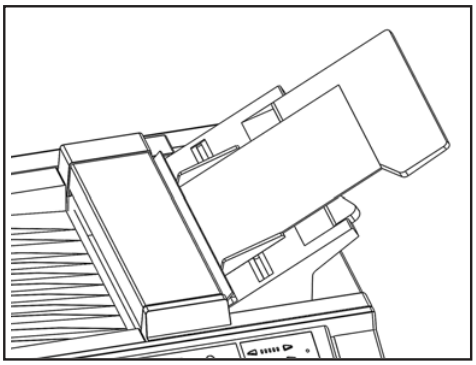
The document can be loaded in the “portrait” or “landscape” position.

IMPORTANT

- B5-size documents can be loaded in the “portrait” or “landscape” position.
- Use the landscape position when enlarging or reducing from standard-size documents to standard-size paper, such as A5 to A4.
- B4 and A4 documents can only be loaded in the landscape position.



Portrait (Vertical) Placement



Landscape (Lateral) Placement

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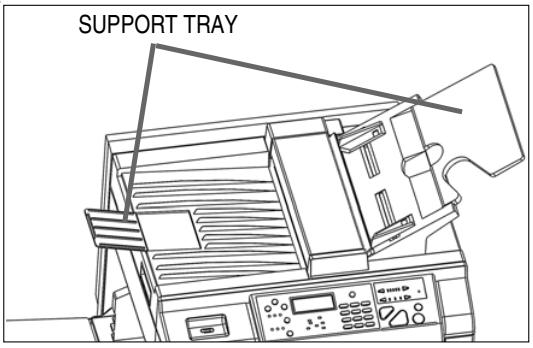
Loading Document

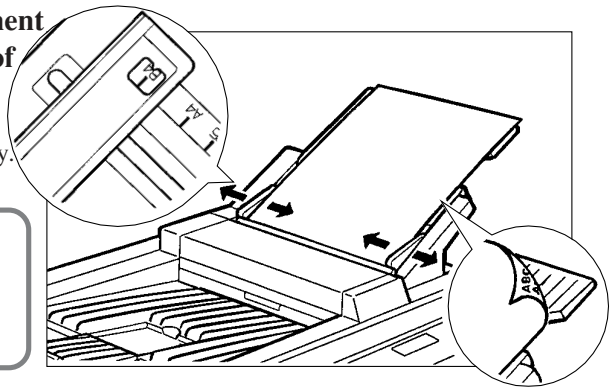
When one or more documents are loaded, mastermaking and printing are automatically repeated until the document tray is empty.

1 **Open the support tray.**



2 **Place the document face-down in the document tray.Adjust the document guide to the size of the document.**

Mastermaking starts with the bottom document in the tray. Up to 10 documents can be set at one time.



IMPORTANT

- Do not attempt to remove or add to the documents in the document tray while mastermaking and printing are in progress.

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Enlargement and Reduction

Enlarging/Reducing from Standard-Size Document to Standard-Size Paper

You can enlarge or reduce a standard-size document onto standard-size printing paper.

The following zoom ratios are available when enlarging or reducing a standard-size document onto standard-size printing paper.

■ Enlargements

You can enlarge a standard-size document onto standard-size paper using the following zoom ratios:

● European paper sizes

<DP-M300>
A5 → A4 ..... 141%
A5 → B5 ..... 122%
B5 → A4 ..... 115%

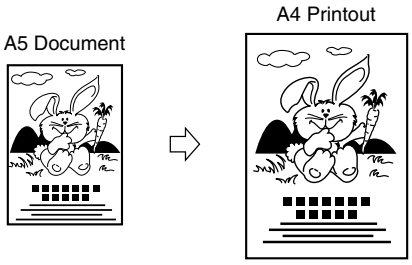
<DP-M320>
B5 → B4 / A5 → A4 .. 141%
A4 → B4 / A5 → B5 .. 122%
B5 → A4 ..... 115%

● U.S. paper sizes

<DP-M300>
141%
ST → LT 129%
121%

<DP-M310>
141%
ST → LT 129%
121%

<DP-M320>
141%
ST → LT 129%
121%



■ Reductions

You can reduce a standard-size document onto standard-size paper using the following zoom ratios:

● European paper sizes

<DP-M300>
A4 → B5 ..... 86%
B4 → A4 / B5 → A5 .... 81%
A3 → A4 / B4 → B5 .... 70%

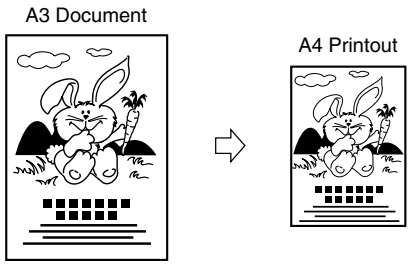
<DP-M320>
A3 → B4 / A4→ B5 ..... 86%
B4 → A4 / B5 → A5 .... 81%
A3 → A4 / B4 → B5 .... 70%

● U.S. paper sizes

<DP-M300>
LGL→ LT 77%
74%
LDG→ LT 64%

<DP-M310>
LGL→ LT 77%
11×17→ LT 74%
11×17→ LT 64%

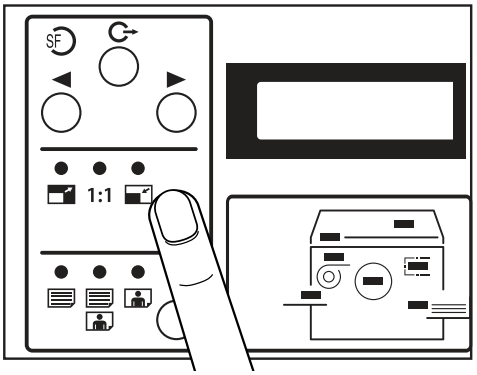
<DP-M320>
LGL→ LT 77%
11×17→ LT 74%
11×17→ LT 64%



IMPORTANT

• Set the desired zoom ratio before starting the master making process.

1 **Press ENLARGEMENT/REDUCTION key.**



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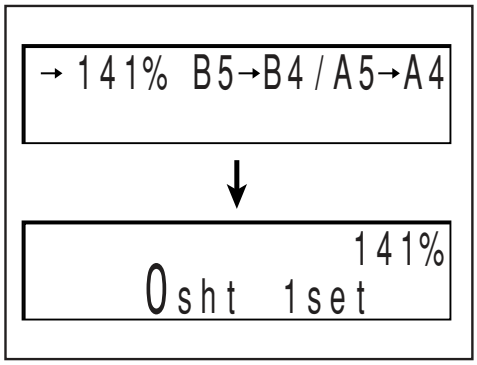
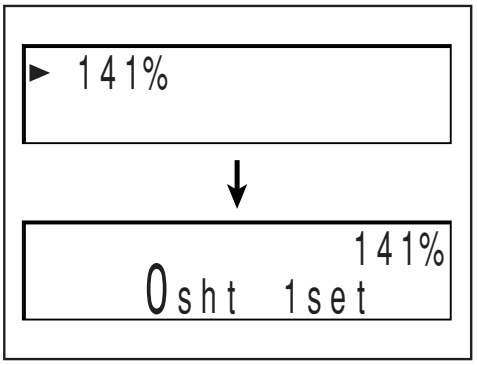
2 **Press ENLARGEMENT/REDUCTION key several times to display the desired zoom ratio.**

In about 3 seconds, the screen changes to the number display screen and the zoom ratio is selected.
Press ENLARGEMENT/REDUCTION key to move the arrow on the LCD panel.

◆ **European paper sizes**



◆ **U.S paper sizes**



REFERENCE

To return to “100%”, use one of the following two methods:

- Press ENLARGEMENT/REDUCTION key several times to display 100%. The 100% indicator lamp lights.
- Press [▨](ALL CLEAR) key. In this case, all settings are reset to standard mode (➡ page 24).

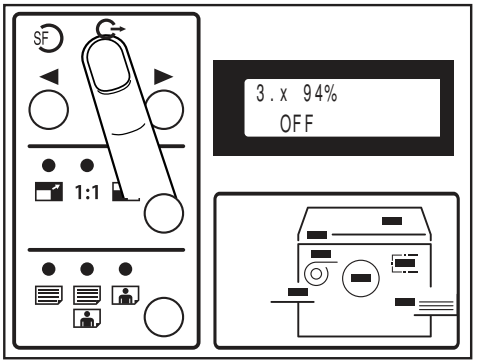
94% Reduction

In this mode, the copy is printed at 94% the size of the document. When it is not possible to print the edges of the document image, this mode allows you to make a minor reduciton so that the edges of the image are included.

IMPORTANT

- Select “94% Reduction” before mastermaking.

1 **Press [⟳→] (FUNCTION SWITCH) key. Press [▶] (SELECT) key several times to show the screen at right,then press FUNCTION SWITCH key again.**



Continue Page •••

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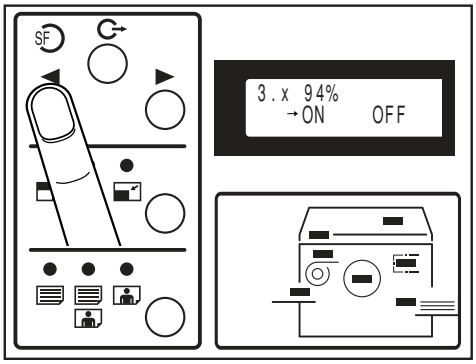
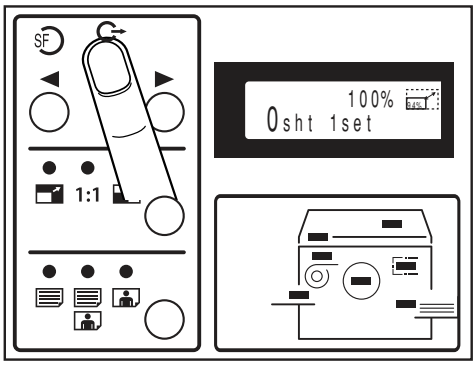
2 **Press ◀ (SELECT) key to move the arrow before "ON".**



3 **Press ⟳ (FUNCTION SWITCH) key.**

94% reduction is set, and press SELECT key several times and the standard screen appears.



REFERENCE

You can cancel 94% reduction using one of the following two methods.

- Set to "OFF" in the same procedure.
- Press ⊠ (ALL CLEAR) key. In this case, all settings are reset to standard mode (➡ page 24).

You can select 94% reduction even when you have selected other than "100%". In this case, the zoom ratio will be the zoom ratio shown on the LCD×94%.

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1%-Step Enlargement and Reduction

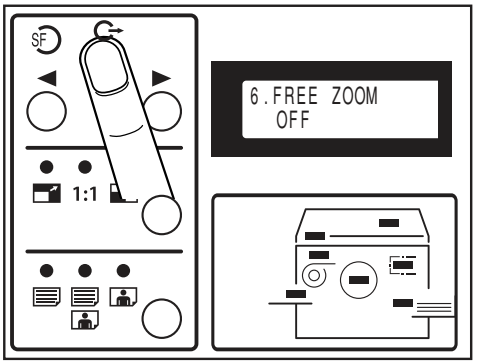
You can set a zoom ratio between 50% and 200% in 1% steps.

IMPORTANT

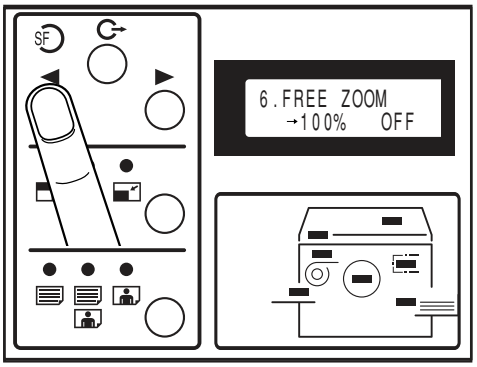
- Select “1%-Step Enlargement and Reduction” before starting mastermaking.
- You cannot select “94% Reduction” at the same time as “1%-Step Enlargement and Reduction”.

Proceed with steps 1 to 4 of the sequence described in “ Basic Printmaking” (➡ page 30).

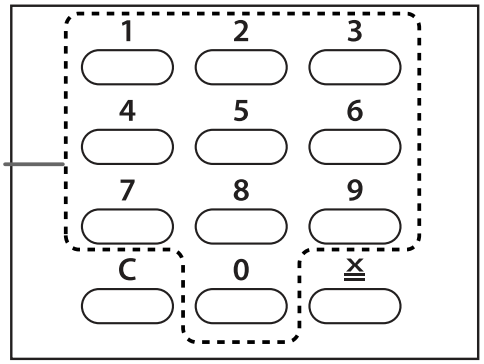
1 **Press (FUNCTION SWITCH) key. Press (SELECT) key several times to show the screen at right,then press FUNCTION SWITCH key again.**

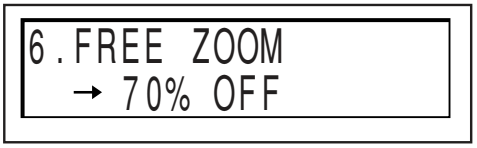


2 **Press (SELECT) key to move the arrow befor actual zoom ratio.**



3 **Use the keypad to enter the scaling ratio.**
Example:70%





REFERENCE

- You can enter a value for the scaling ratio within the range 50 to 200%. If you enter a value smaller than 50%, "50%" will automatically be selected and displayed, and if you enter a value larger than 200%, "200%" will automatically be selected and displayed.

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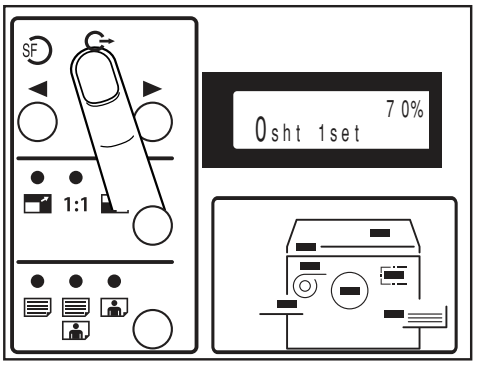
4 **Press (FUNCTION SWITCH) key.**

The scaling ratio is set, and press SELECT key several times and the standard screen appears.

REFERENCE

You can return to 100% using the following methods.

- Press (ALL CLEAR) key. In this case, all settings are reset to standard mode (➡ page 24).



Start mastermaking and printing. (➡ See steps 5 to 8 of " Basic Printmaking" (➡ page 30).

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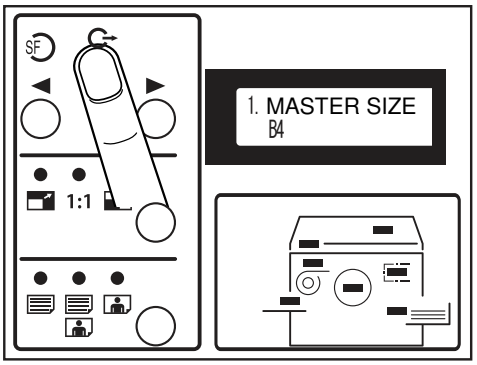
Selecting Printing Paper Size

Select a paper size.

1 **Press (FUNCTION SWITCH) key. Press (SELECT) key several times to show the screen at right,then press FUNCTION SWITCH key again.**



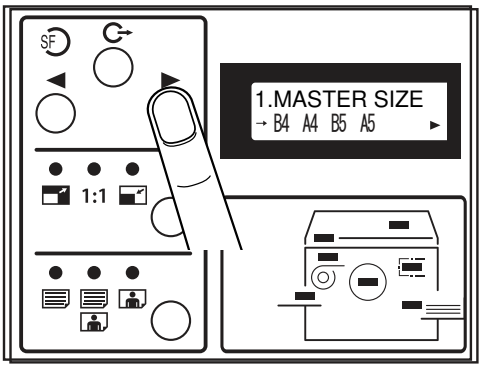
2 Press (SELECT) key and display the paper size to be used.

Each time (SELECT) key is pressed, the display of the LCD panel changes as follows.

◆ European paper sizes

- FOR DP-M300
  "A4"→ "B5"→ "A5"→ "POST"
- FOR DP-M310
  "LG"→ "A4"→ "B5"→ "A5"→ "POST"
- FOR DP-M320
  "B4"→ "A4"→ "B5"→ "A5"→ "POST"

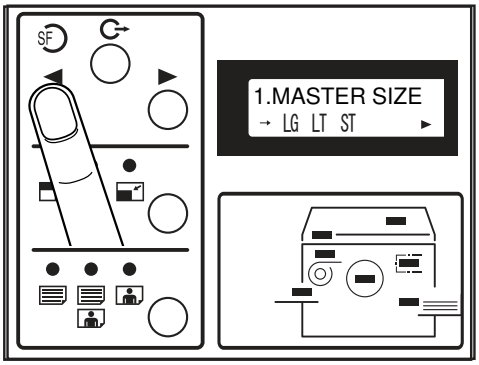
[European paper sizes]



◆ U.S. paper sizes

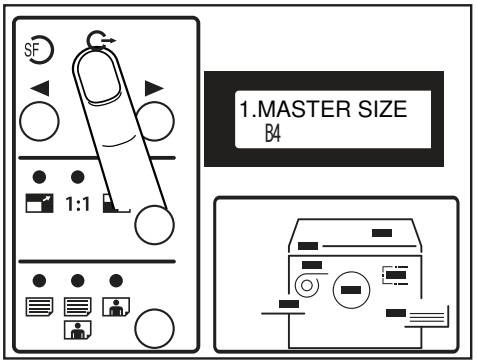
- FOR DP-M300
  "LT"→ "ST"→ "MAX" → "POST"
- FOR DP-M310
  "LG" → "LT"→ "ST"→ "MAX" → "POST"
- FOR DP-M320
  "10*14" → "LG" → "LT"→ "ST"
  → "MAX" → "POST"

[U.S. paper sizes]



3 Press (FUNCTION SWITCH) key.

The paper size is set, and press SELECT key several times and the standard screen appears.



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MEMO

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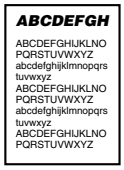
Text/Photograph/Text and Photograph Mode

This function includes three modes for enhancing text and photographic documents.

■ Text/Photograph/Text and Photograph Mode

In this mode, the print quality is adjusted to match the document.

Text



Text/Photograph

Photograph

Text mode: Enhances the printing of text documents
Documents suited for text mode:
- Text documents
- Documents that include black and white photos that have already been screen processed.

Text/Photograph mode: Enhances the printing of documents with both text and photographs.
Documents suited for text/photograph mode:
- Documents with both text and photographs.

Photo mode: Enhances the printing of the subtle gradations of photographs and light images from color documents.
Document suited for photo mode:
- Light-colored color documents
- Color photographs
- Documents with non-screened black and white photographs

IMPORTANT

- Select “Text/Photograph/Text and Photograph Mode” before starting mastermaking.

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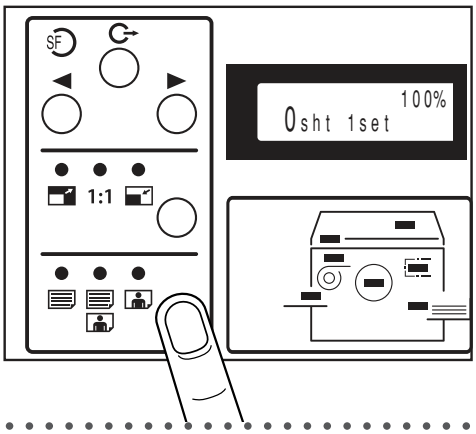
Proceed with steps 1 to 4 of the sequence described in "Basic Printmaking" (➡ page 30).

1 **Press [DOCUMENT MODE SWITCH] key to select the desired mode.**

Each time [DOCUMENT MODE SWITCH] key is pressed, the lit document mode indicator lamp changes as follows.

"Text" → "Text/Photograph" → "Photograph" → "Text"...



REFERENCE

To return to "Text mode" use one of the following two methods:

- Press [DOCUMENT MODE SWITCH] key to select "Text".
- Press [ALL CLEAR] key. In this case, all settings are reset to standard mode (➡ page 24).

Start mastermaking and printing. (➡ See steps 5 to 8 of "Basic Printmaking" page 30.)

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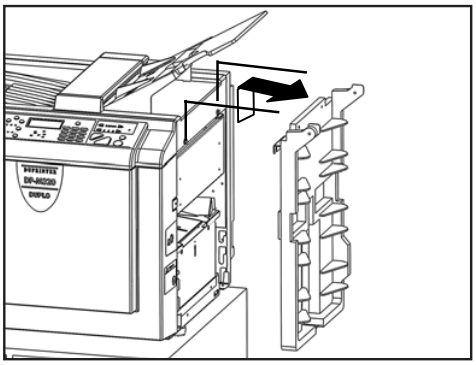
Print Output

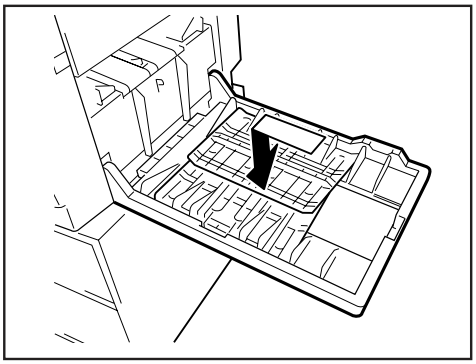
This section describes how to install the print tray and remove printed pages from the print tray.

Installing Print Tray

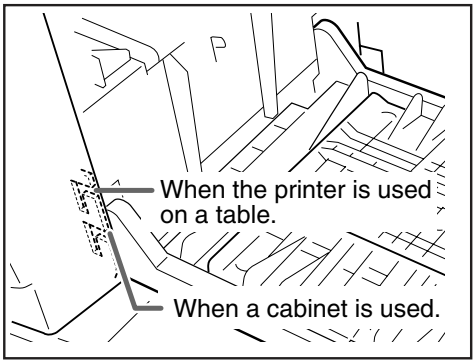
1 **Remove the print tray.**



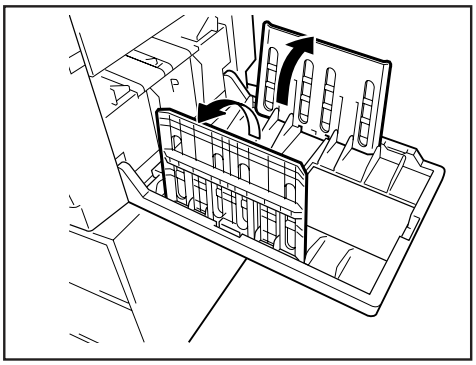
2 **Install the print tray.**



- When you use the printer on a table, install the print tray into the upper fitting.
  (Stacking capacity; 900 sheets, 55 gsm, high-grade paper)
- When you use a cabinet (option), install the print tray into the lower fitting.
  (Stacking capacity; 1300 sheets, 55 gsm, high-grade paper)



3 **Open out the paper stacker guides.**



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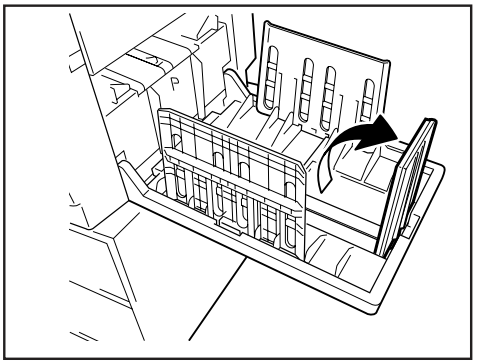
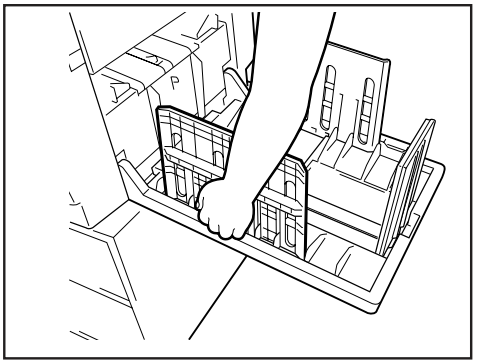
4 **Open out the paper stopper.**



5 **Adjust the paper stacker guides and paper stopper to the size of the printing paper.**



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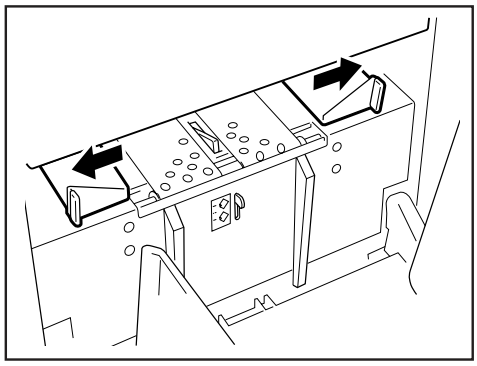
Truing up Printed Pages

Adjust when the edges of the printed pages are not trued up.

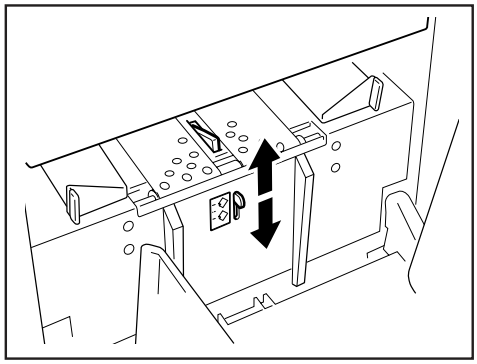
■ Adjusting jump plate

Adjust the plate according to the paper size.
Ex: Expand the guides fully when using paper with B4 or larger size.



■ Truing up printed pages

When using thinner paper, turn the lever up.
When using thicker paper, turn the lever down.



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Chapter 3

Printing With Various Function

This chapter describes how to make prints using the various printer functions.

Saving Settings 50
Saving Settings 50
Retrieving Settings 52
Clearing Settings 53
Printing Two Different Document Pages on One Page 54
Adjusting Master Darkness 56
Batch Printing 57
Batch Printing 57
Batch Printing (changing print quantity per document) 61
Dividing sections with tape (available only with tape cluster unit)..... 63
Ink save mode 64

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Saving Settings

You can save and retrieve nine sets of settings for mastermaking and printing. The settings are stored in memory even when the power is turned OFF.

REFERENCE

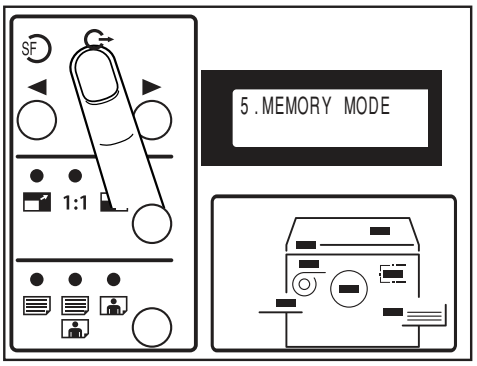
The following settings are saved:

- Number of prints (including sets)
- Master size
- Mastermaking darkness
- Printing speed
- Text/Photo
- Zoom ratio
- 94% reduction

Saving Settings

1 **Confirm that the LCD panel displays the settings you want to store.**

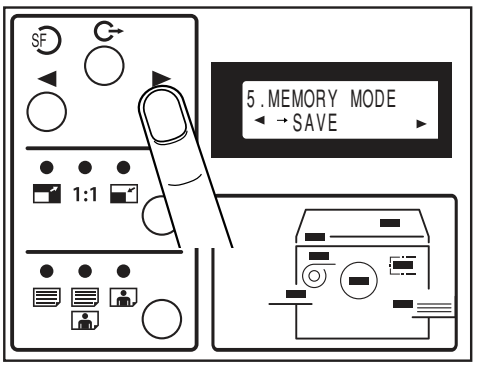
2 **Press (FUNCTION SWITCH) key. Press (SELECT) key several times to show the screen at right,then press FUNCTION SWITCH key again.**



3 **Press (SELECT) key several times, select "SAVE", then press (FUNCTION SWITCH) key.**

Each time (SELECT) key is pressed, the arrow on the LCD panel moves as follows.

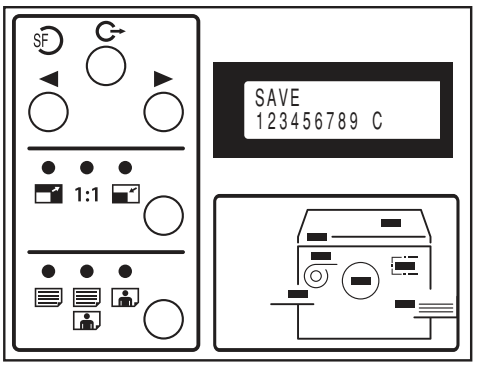
"RETRIEVE" → "SAVE" → "CLEAR" → "CANCEL"



4 **Use the keypad to specify the number you want to store. You can store numbers from 1 to 9. Select "C" to cancel.**

REFERENCE

- The numbers already stored are displayed flashing. Select a number that is not flashing.



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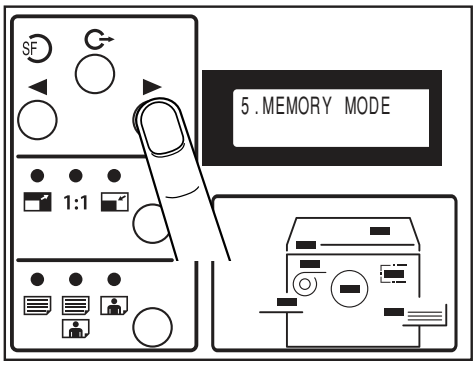
5 **The screen changes to the MEMORY MODE screen.**

The settings are saved, and press SELECT key several times and the standard screen appears.

IMPORTANT

- Any previous settings stored in the memory channel will be deleted when you save new settings.



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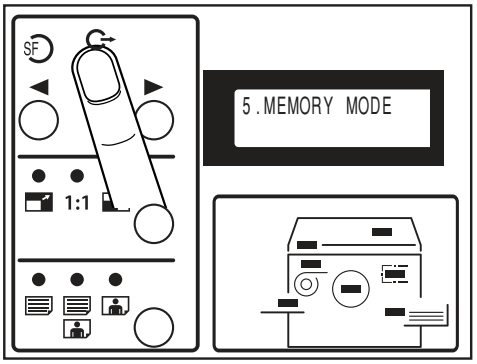
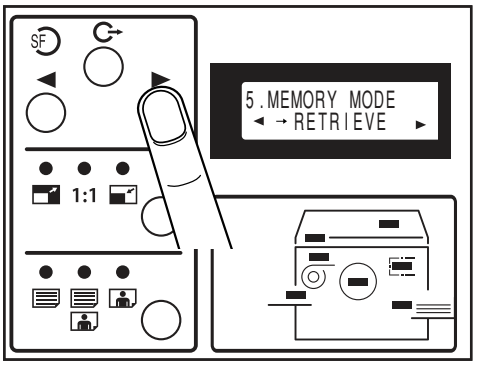
Retrieving Settings

1 **Press (FUNCTION SWITCH) key. Press (SELECT) key several times to show the screen at right,then press FUNCTION SWITCH key again.**

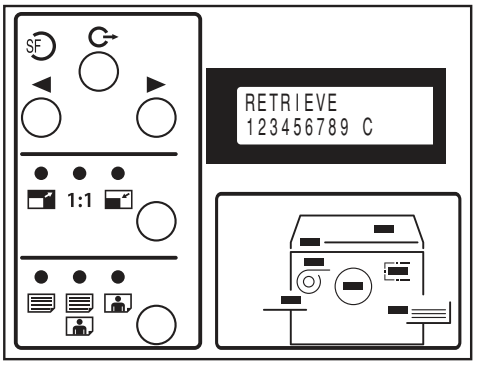


2 **Press (FUNCTION SWITCH) key. Press (SELECT) key several times to display "RETRIEVE".**

Each time (SELECT) key is pressed, the arrow on the LCD panel moves as follows.
"RETRIEVE" → "SAVE" → "CLEAR" → "CANCEL"

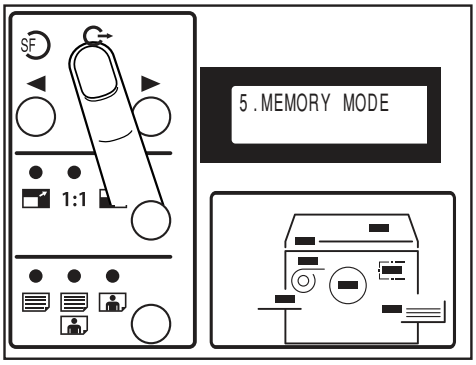


3 **Press (FUNCTION SWITCH) key.Then use the keypad to specify the number you want to retrieve. The saved number blinks. Select the blinking number.**



4 **The screen changes to the MEMORY MODE screen.**

The saved data is retrieved, and press SELECT key several times and the standard screen appears.



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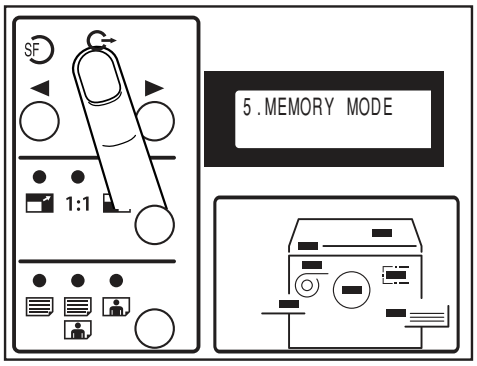
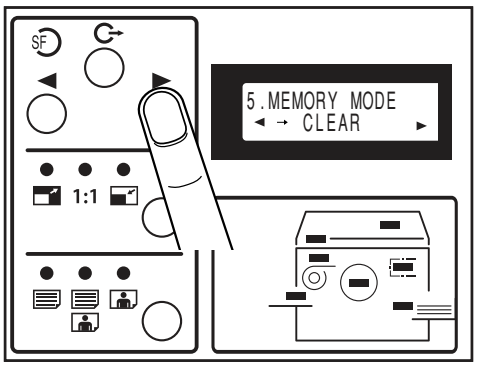
Clearing Settings

1 **Press (FUNCTION SWITCH) key. Press (SELECT) key several times to show the screen at right.**

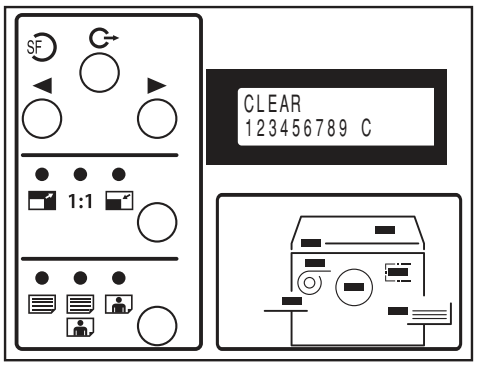


2 **Press (FUNCTION SWITCH) key. Press (SELECT) key several times to display "CLEAR".**

Each time (SELECT) key is pressed, the arrow on the LCD panel moves as follows.
"RETRIEVE" → "SAVE" → "CLEAR" → "CANCEL"

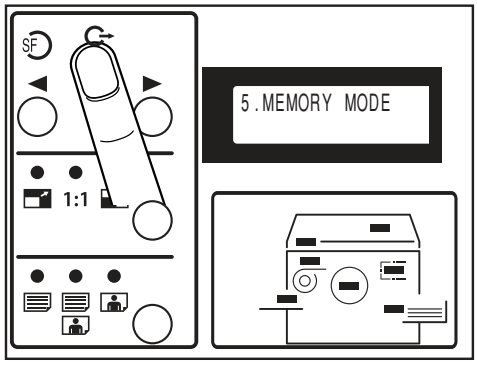


3 **Press (FUNCTION SWITCH) key.Then use the keypad to select the number you want to delete.**



4 **The screen changes to the MEMORY MODE screen.**

The saved data is cleared, and press SELECT key several times and the standard screen appears.



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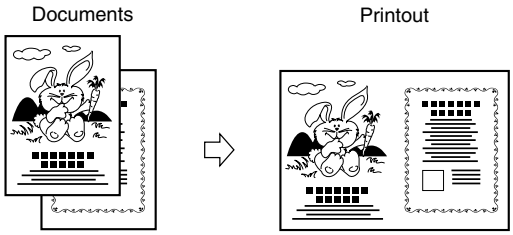
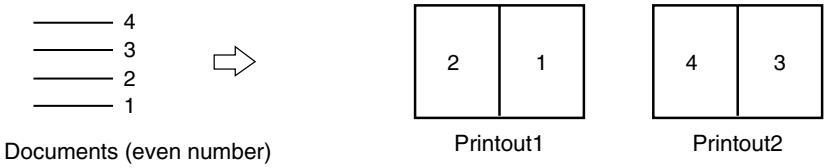
Printing Two Different Document Pages on One Page

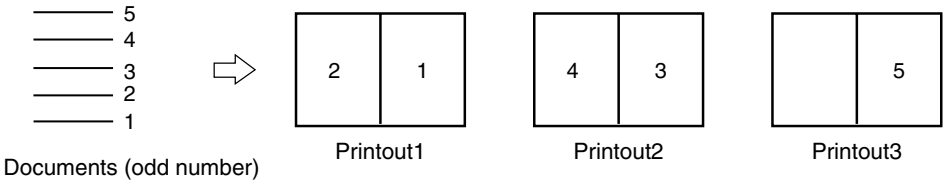
■ 2 IN 1 Function

This mode prints two different document pages on one page.



Two-in-one (2-IN-1) Function allows you to print two small documents on one page and also easily print for creating booklets that will be saddle stitched.
When you use 2-IN-1 Function, the layout is as follows:





IMPORTANT

- If you are printing the documents at 100%, select a printing paper that is the size of the two documents.
- When you enlarge or reduce two documents size by side, select a zoom ratio so that the documents fit exactly on one page.
- Select “2-IN-1 Function” before starting mastermaking.
- Correct layout may not be obtainable with other than standard size papers.

Note the following when using 2-IN-1 Function:

- You must load the document in the ADF in portrait orientation.
- You must select a paper size and zoom ratio that will accommodate two documents.

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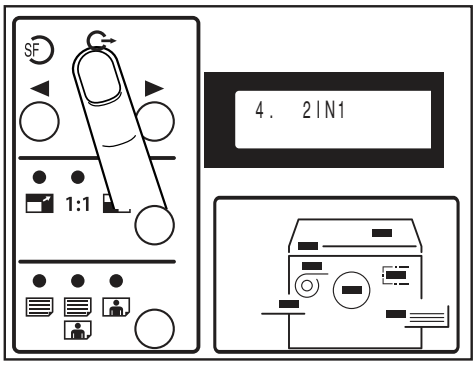
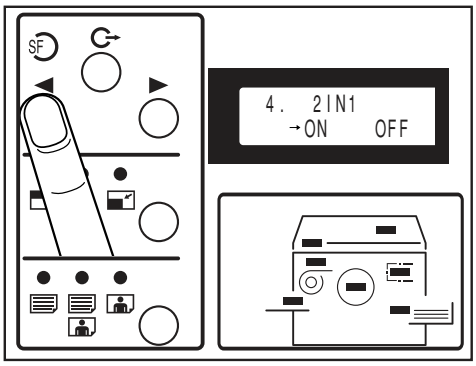
1 **Press (FUNCTION SWITCH) key. Press (SELECT) key several times to show the screen at right.**



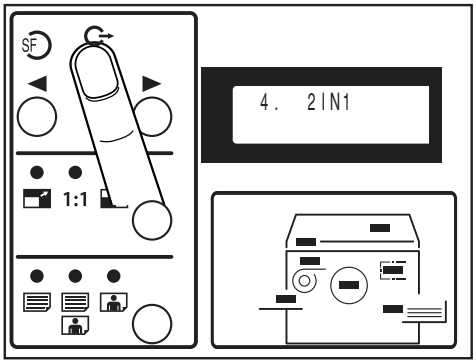
2 **Press (FUNCTION SWITCH) key.**
The 2 IN 1 screen appears.

3 **Press (SELECT) key to select "ON".**

Use (SELECT) key to move the arrow on the LCD panel.



4 **Press (FUNCTION SWITCH) key.**
2 IN 1 Function is set, and press SELECT key several times the standard screen appears.



REFERENCE

There are two ways to return the darkness to "NORMAL" as follows.

- Set the 2IN1 to "OFF" in the same procedure.
- Press (ALL CLEAR) key. In this case, all settings are reset to standard mode (➡ page 24).

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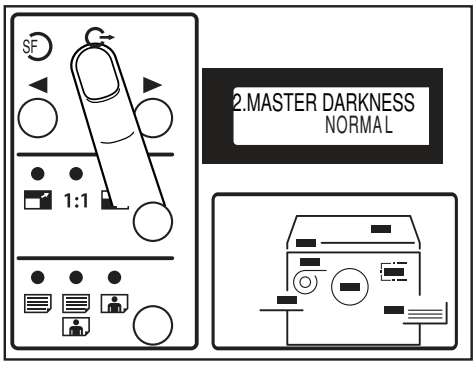
Adjusting Master Darkness

The master darkness (the level at which black and white are differentiated) can be adjusted in 3 steps.
Make the master more “dark” if the document is light, or “light” if the document is dark.

IMPORTANT

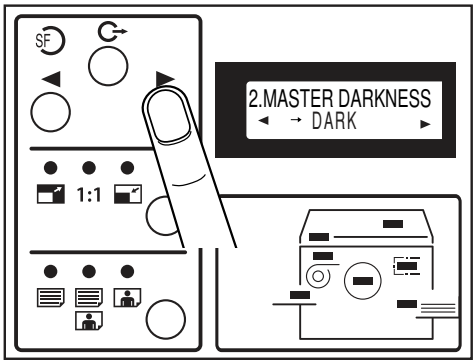
- Set the “Master Darkness” before making the master.
- If you adjust the master darkness, you must repeat the mastermaking process before making prints.

1 **Press (FUNCTION SWITCH) key. Press (SELECT) key several times to show the screen at right.**

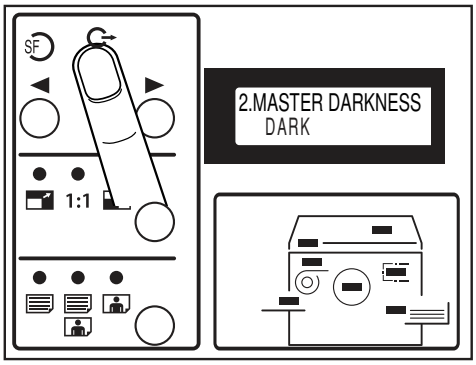


2 **Press (FUNCTION SWITCH) key.**
The master darkness screen appears.

3 **Press (SELECT) key several times to display the desired master darkness.**
Each time (SELECT) key is pressed, the display of the LCD panel changes as follows.
“LIGHT” →“NORMAL” →“DARK”



4 **Press (FUNCTION SWITCH) key.**
The master darkness is selected, and press SELECT key several times the standard screen appears.



REFERENCE

There are two ways to return the darkness to “NORMAL” as follows.

- Set the darkness to “NORMAL” in the same procedure.
- Press (ALL CLEAR) key. In this case, all settings are reset to standard mode (➡ page 24).

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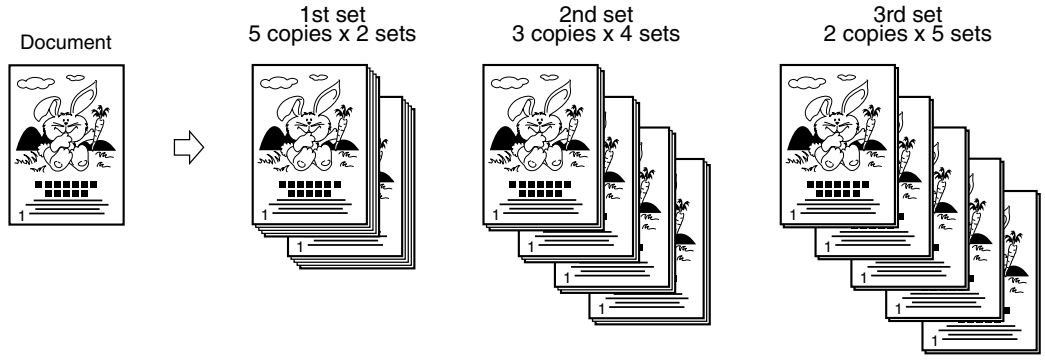
Batch Printing

You can print the specified number of sets of prints in each set.

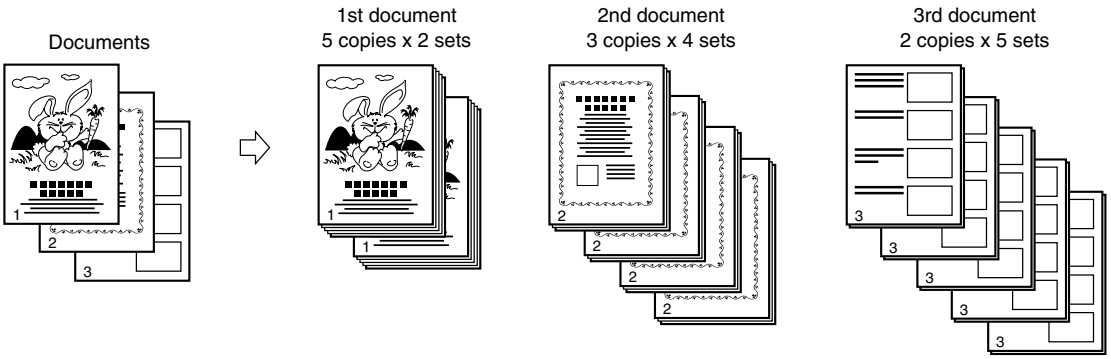
■ **Batch Printing (➡ page 57)**

The machine stops after each set of prints.



■ **Changing Print Quantity per Document (➡ page 61)**

This function changes the number of prints made from each document.



Batch Printing

In this mode, each set comprises the specified number of prints and the machine prints the specified number of sets, stopping after each set.
You can enter up to 15 groups of the specified number of prints x number of sets.

IMPORTANT

•Select “Batch Printing” after mastermaking.

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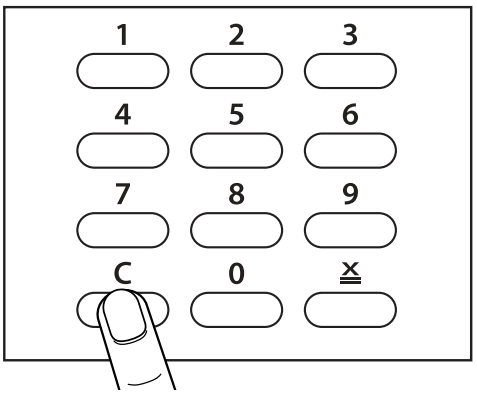
Proceed with steps 1 to 5 of the sequence described in "Basic Printmaking" (➡ page 30).

1 **Press [C] (CLEAR) key to clear the number display.**

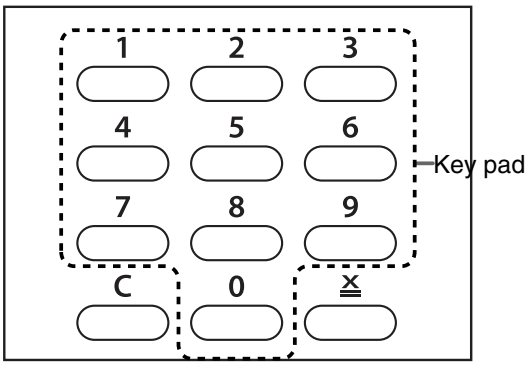


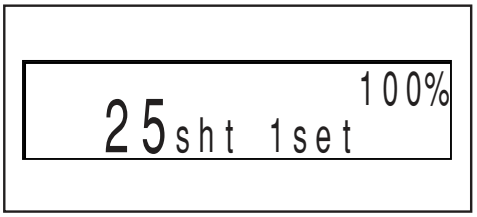
2 **Using the keypad, enter the number of prints.**

Example: 25

REFERENCE

- If you make a mistake, start over again by press [C] (CLEAR) key and start from the beginning. When you press [C] (CLEAR) key, both the number of prints and the number of sets are cancelled.





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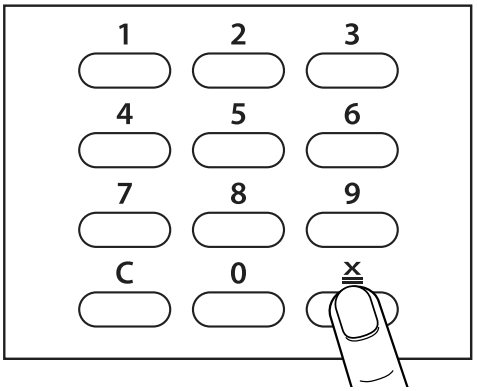
3 **Press [X] key.**
The number of prints is set.

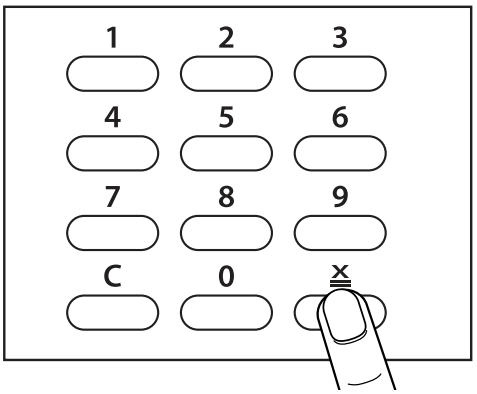


4 **Use the keypad to enter the number of sets.**
Example: 3 sets

REFERENCE

- If you make a mistake, start over again by press [C] (CLEAR) key and start from the beginning. When you press [C] (CLEAR) key, both the number of prints and the number of sets are cancelled.

5 **Press [X] key.**



6 **Repeat steps 2 to 5.**

Continue Page •••

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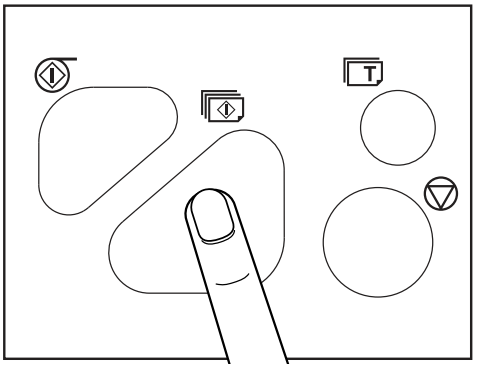
7 **Press [◇] (PRINT) key.**
The print runs starts from the last-entered set, and stops after the first set of printouts.



8 **Collate by inserting a piece of paper that acts as a marker or by removing the whole set from the machine.**

9 **Press [◇] (PRINT) key.**
The print run starts.

10 **Repeat steps 8 and 9 until all entered sets have been printed.**

IMPORTANT

- [○] (MASTER MAKING) key will not work until all the sets have been printed.
- Press [▽] (STOP) key then [C] (CLEAR) key to abort the print run.

REFERENCE

- When two or more documents are loaded in the ADF, mastermaking of the following documents and printing will automatically start after the entire printing is completed.

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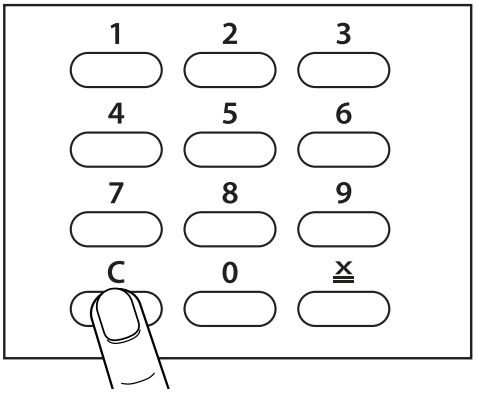
Batch Printing (changing print quantity per document)

You can change the number of prints made from each document. You can separate the number of prints for up to 15 documents.

IMPORTANT

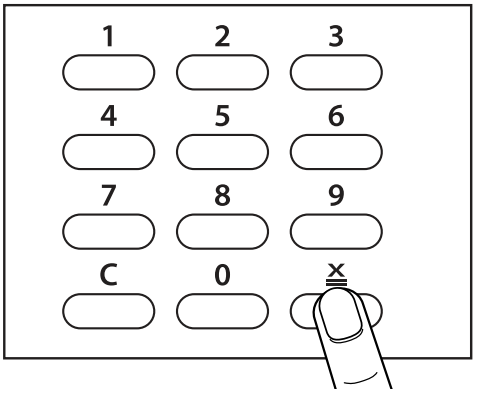
•Select “Batch Printing” before starting mastermaking.

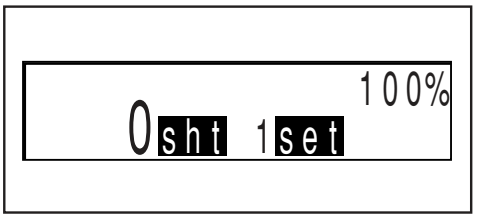
1 **Press [C] (CLEAR) key to clear the number display.**



2 **Press [X] key.**

“sht” and “set” begin to flash and the number setting by document mode returns.





Continue Page •••

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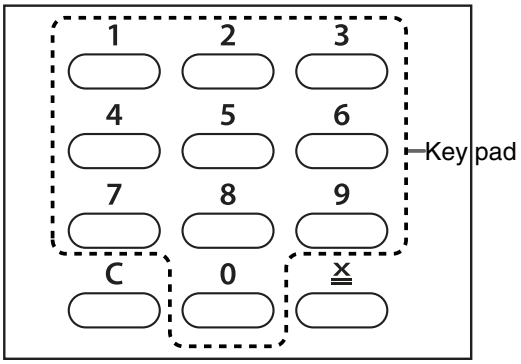
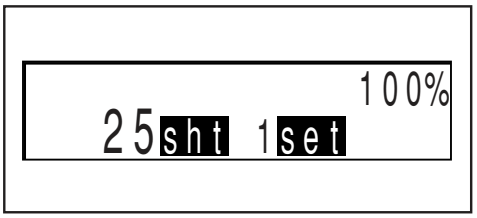
3 **Use the keypad to enter the number of prints.**
Example: 25

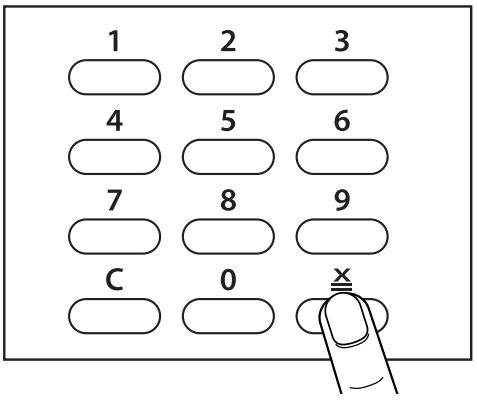
REFERENCE

- If you make a mistake, start over again by press C (CLEAR) key and start from the beginning. When you press C (CLEAR) key, both the number of prints and the number of sets are cancelled.





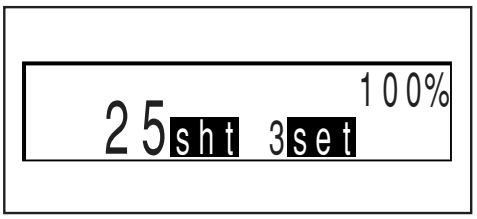
4 **Press X key.**
The number of prints is set.



5 **Use the keypad to enter the number of sets.**
Example: 3 sets

REFERENCE

- If you make a mistake, start over again by press C (CLEAR) key and start from the beginning. When you press C (CLEAR) key, both the number of prints and the number of sets are cancelled.



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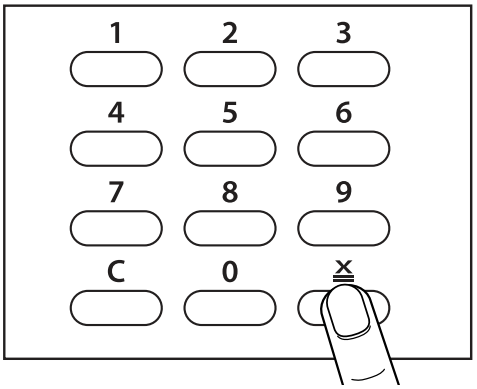
6 **Press [X] key.**



7 **Repeat steps 2 to 6.**

8 **Proceed with steps 2 and 4 of the sequence described in "Basic Printmaking" (➡ page 30).**

IMPORTANT

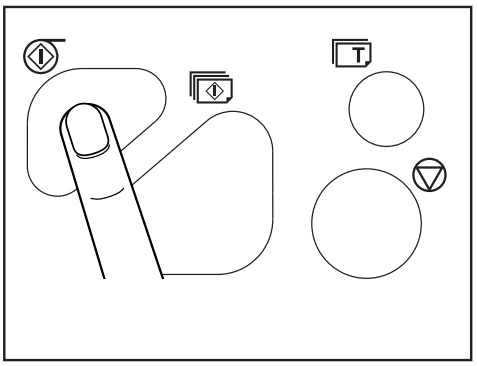
- When loading document, load the document for the first-entered number of prints and sets uppermost and the document for the last-entered number of prints and sets at the bottom.

9 **Press [ ] (MASTER MAKING) key.**

Mastermaking starts.

IMPORTANT

- Master making and printing starts from the last-entered print and set quantities.



10 **After the first document is printed, mastermaking of the next document and printing will automatically start.**

REFERENCE

- Using the optional tape cluster you can successively perform the mastermaking and collating of prints of multiple documents.

Dividing Sections with Tape

Available only with Tape Cluster Unit

Only the specified number of sets is printed with the specified number of prints taken as one set.
Paper tape is inserted when printing of each set is completed.
You can enter up to 15 groups of number of prints x number of sets.

IMPORTANT

- The optional tape cluster is required for dividing sections with tape.
- When the optional tape cluster is installed, you cannot stop printing after each section.

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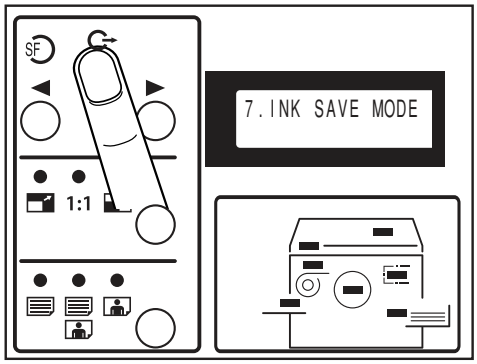
Ink save mode

You can set to ink save mode in order to save printing ink.

1 **Press [FUNCTION SWITCH] key. Press [SELECT] key several times to show the screen at right.**

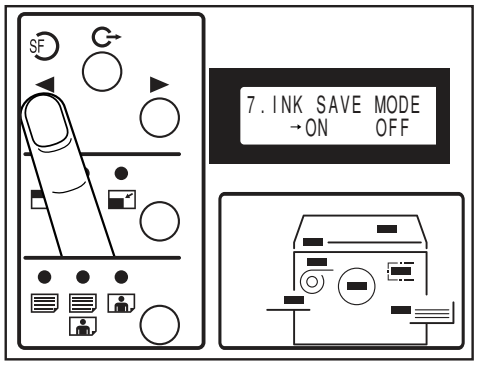


2 **Press [FUNCTION SWITCH] key.**

The ink save mode screen appears.

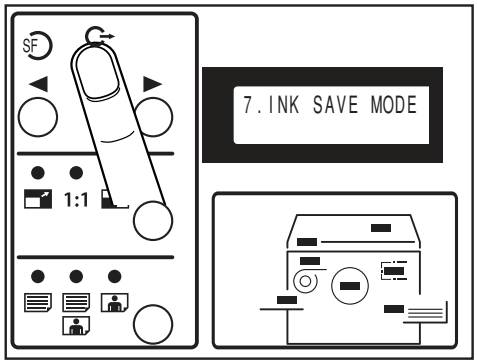
3 **Press [SELECT] key to select "ON".**

Use [SELECT] key to move the arrow on the LCD panel.



4 **Press [FUNCTION SWITCH] key.**

Ink save Function is set, and press SELECT key several times the standard screen appears.



REFERENCE

There is only one way to return the darkness to "NORMAL" as follows.

- Set the "ink save mode" to "OFF" in the same procedure.

IMPORTANT

- Set the "Ink save mode" before making the master.
- Pressing [ALL CLEAR] key or turning power off can not change the set of ink save mode.

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Chapter 4

Miscellaneous Functions

This chapter describes miscellaneous functions such as the confidential safeguard function, and the print speed and print position adjustments.

Confidential Safeguard Function 66
Total Counter Display Function 67
Print Speed Adjustment Function 68
Printing Position Adjustment Function 69
On-Line Print Function [Available Only With Interface Kit Installed] 70
Energy save mode 70

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Confidential Safeguard Function

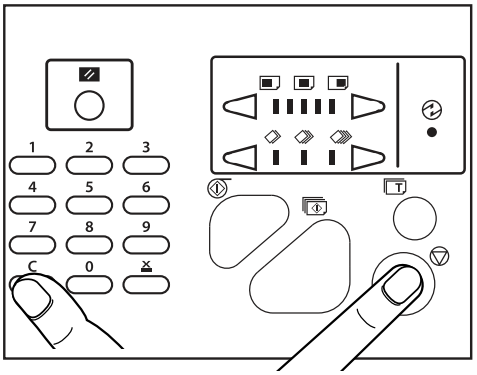
The confidential safeguard function, which prevents printing unless mastermaking has been completed, is a simple means of prohibiting others from printing sensitive documents.

IMPORTANT

- When the Confidential Safeguard function is ON, printing cannot be performed with (PRINT) or (TEST PRINT) keys. Other operations can be performed as normal.
- Turning the power OFF does not turn the Confidential Safeguard function OFF.
- Once mastermaking is carried out, the Confidential Safeguard function is cleared.
- Mastermaking still functions even if the Confidential Safeguard function in ON.

1 **Press (STOP) key while also pressing C (CLEAR) key.**

The machine beeps and the Confidential Safeguard function is activated.



2 **Press (PRINT) key or (TEST PRINT) key to check that no print is made.**

REFERENCE

- The message “PLEASE MASTER MAKING” is displayed on the LCD panel and the machine will not print when you press (PRINT) or (TEST PRINT) key while the Confidential Safeguard function is ON.
- To cancel the Confidential Safeguard function, press (MASTER MAKING) key to start mastermaking.

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Total Counter Display Function

This function displays the total numbers of prints and masters on the LCD panel.

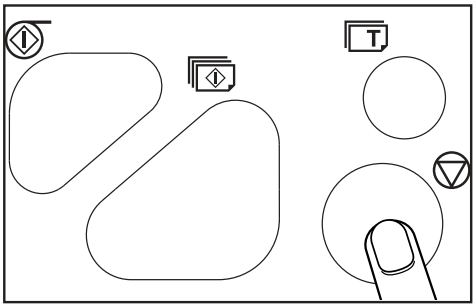
1 **Check that the machine is not printing and no error message is displayed.**

IMPORTANT

- If the machine is printing, press (STOP) key to stop the print run.
- If an error message is displayed,please shoot the trouble according to chapter 6.

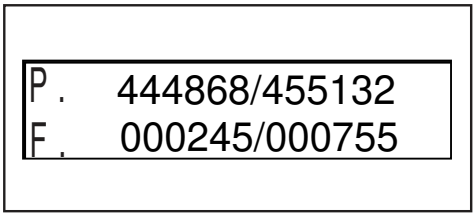
2 **Press (STOP) key.**

The total print and master counts are displayed while you press and hold (STOP) key.



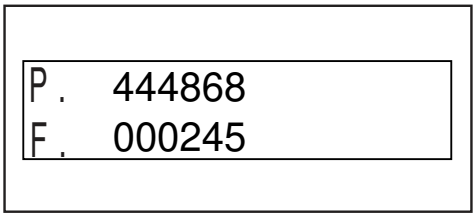
The number of prints is displayed between "P." and "/",
the limited number of prints is displayed after "/".
The number of masters is displayed between "F." and "/",
the limited number of masters is displayed after "/".

Example: In this example, the total number of prints is 444868, and the total number of masters is 245. the limited number of prints is 455132, and the limited number of masters is 755.



When UID function is turned off, or use manager's ID and password to turn on the printer, the number of prints and masters are displayed on the LCD as right.

Example: In this example, the total number of prints is 444868, and the total number of masters is 245.



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Print Speed Adjustment Function

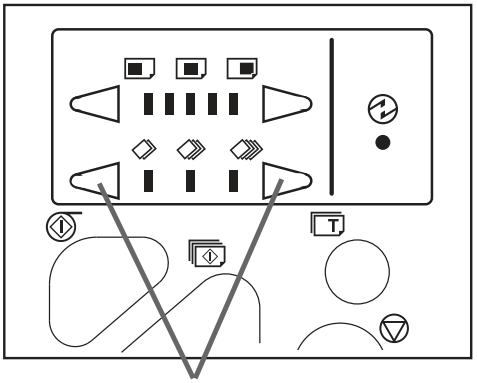
The printing speed can be selected from among 60 pages per minute, 80 pages per minute and 130 pages per minute. The default setting when the power is turned ON is about 80 pages per minute.

REFERENCE

- Paper jams may become more frequent and the paper stacking deteriorate at high and low speeds with certain types of paper and with certain images. Satisfactory performance of printing can be obtained by adjusting the printing speed.
- The prints may be slightly lighter at high printing speeds and slightly darker at slow printing speeds.
- You can adjust the printing speed while the machine is printing.

1 **Press ◁ or ▷ keys to adjust the speed.**

Press ◁ key to decelerate printing. The printing speed indicator lamp moves to the left.
Press ▷ key to accelerate printing. The printing speed indicator lamp moves to the right.



"PRINTING SPEED ADJUSTMENT key"

REFERENCE

To return to the default setting (about 80 pages per minute), use one of the following two methods:

- Press ◁ or ▷ key repeatedly until the center speed lamp is lit.
- Press C (ALL CLEAR) key. In this case, all settings are reset to standard mode (➡ page 24). Do not press C (ALL CLEAR) key while the machine is printing.

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Printing Position Adjustment Function

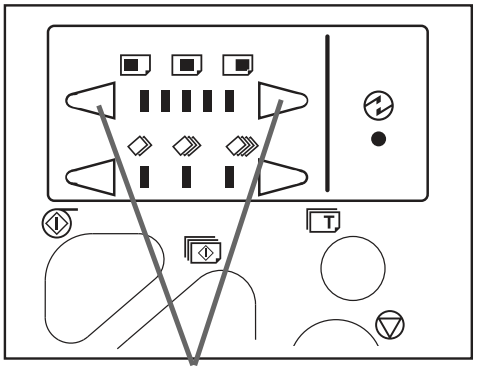
After mastermaking has finished, you can fine-tune the position of the image (in the horizontal direction) within ±10mm.

REFERENCE

• You can adjust the printing position while the machine is printing.

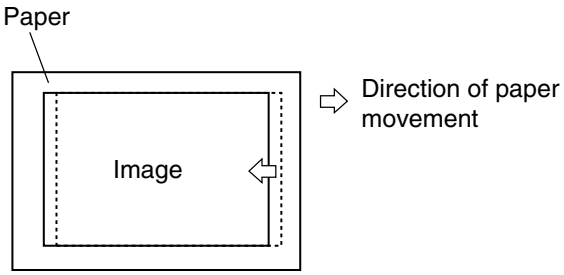
1 **Press ◁ or ▷ "PRINTING POSITION ADJUSTMENT" keys to adjust the printing position.**

Pressing and holding ◁ or ▷ (PRINTING POSITION ADJUSTMENT) keys continuously adjusts the printing position.
The printing position indicator lamps change for each approximately 3mm change in the printing position.

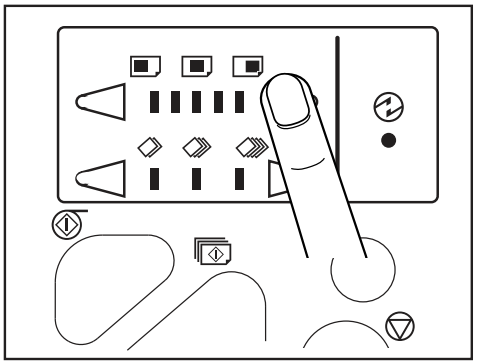


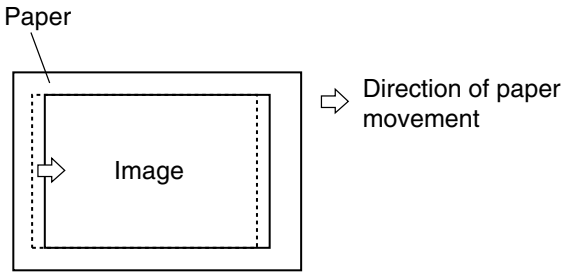
"PRINTING POSITION ADJUSTMENT key"

●To move the printing position to the left, press ◁ key.
The printing position indicator lamp moves to the left.



●To move the printing position to the right, press ▷ key.
The printing position indicator lamp moves to the right.





REFERENCE

To return to the default settings, use one of the following two methods:

- Press ◁ or ▷ key repeatedly until the center printing position indicator lamp is lit.
- Press ⊠ (ALL CLEAR) key. In this case, all settings are reset to standard mode (➡ page 24). Do not press ⊠ (ALL CLEAR) key while the machine is printing.

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On-Line Print Function

Available Only With Interface Kit Installed

This function allows you to make prints of documents directly from on-line data from personal computers.

IMPORTANT

- PC interface kit is required to connect this machine to a personal computer.
- Please contact your service person on information regarding installation and settings.

1 **Check that the top menu is displayed.**

2 **Set the size of the printing paper. (➡ See page 41, "Selecting Printing Paper Size".)**

3 **Use the print command of the computer applications according to the manual.**
Mastermaking and printing start automatically.

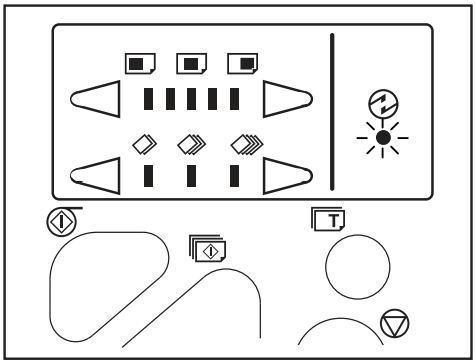
REFERENCE

When mastermaking ends and printing starts, you can again use the keys on the control panel.

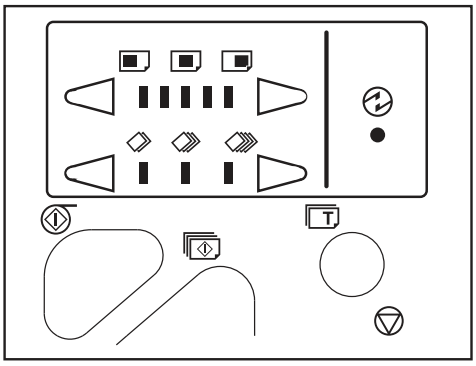
Energy save mode

Machine will automatically be energy saving mode if there is no opration for prescriptive time, in this mode, the LCD will be turned off, and the led for energy save mode will be twinkling.

1 **If there is no opration for prescriptive time, machine will automatically be energy save mode, the LCD and LED on panel except energy led will be turned off, the LED for energy save mode will be twinkling.**



2 **Press any key to wake up the machine.**
Machine will be standby mode and can be work normally.



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Chapter 5

Replacing Consumables

This chapter describes how to supply paper, ink pack, and other consumables.

Replacing the Ink Pack 72
Replacing the Master Roll 75
Replacing the Master Ejection Core 78
Replacing the Drum Unit 80
Removing the Drum Unit 80
Installing the Drum Unit 81

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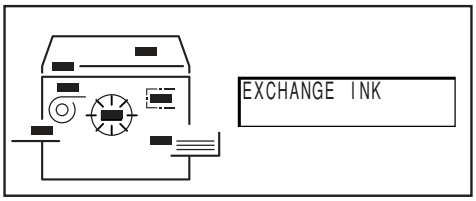
Replacing the Ink Pack

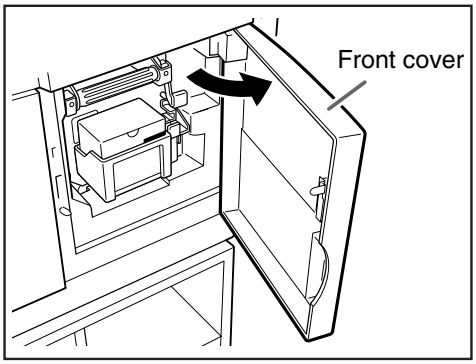
The message “EXCHANGE INK” is displayed on the LCD panel when the remaining ink is low. Replace the ink pack using the following procedure.



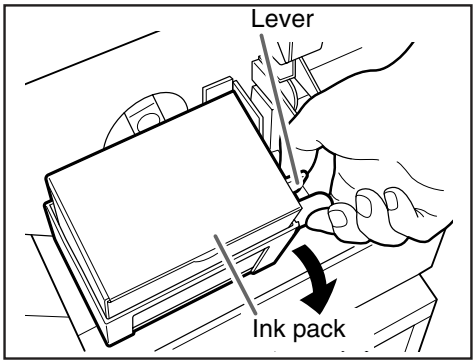
IMPORTANT

- Only use ink packs designed for this machine.

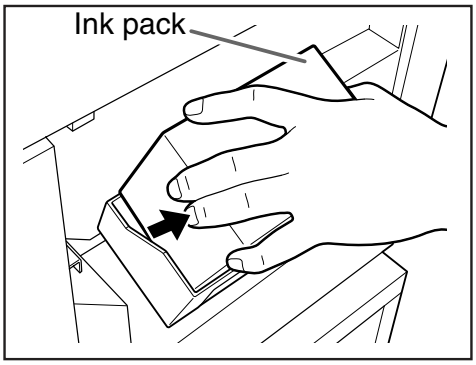
1 **Open the front cover.**



2 **Grasp the lever and pull it toward you.**



3 **Lift out the empty ink pack.**



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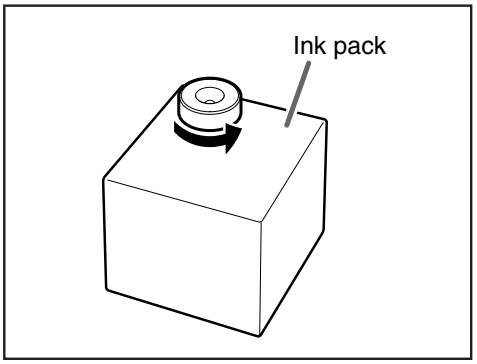
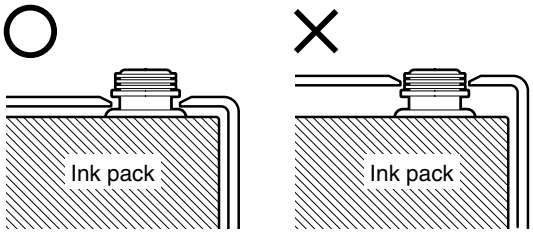
4 **Remove the cap from a new ink pack.**

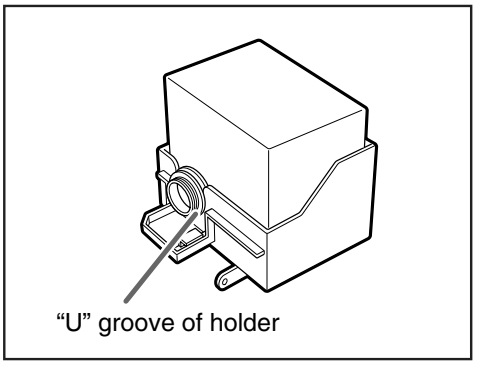
IMPORTANT

- Do not leave an ink pack uncapped for longer than necessary.

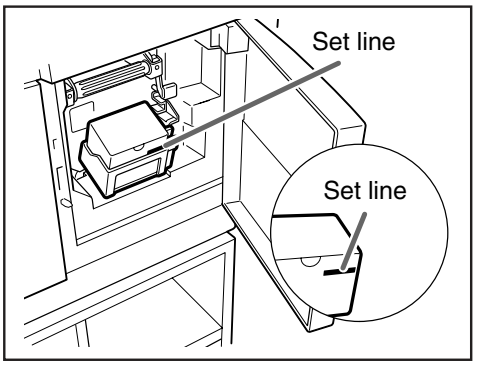


5 **Insert the ink pack so that the groove on the lip fits onto the "U" groove of the holder.**

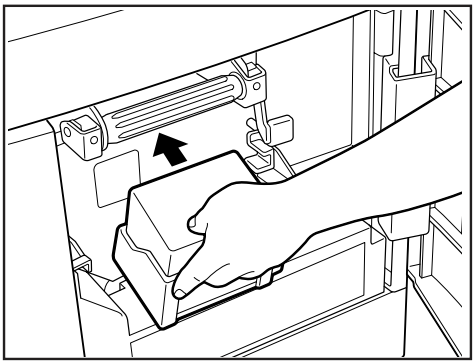




6 **Push the ink pack in to the set line on the ink pack.**



7 **Press the back of the holder in with the palm of your hand.**



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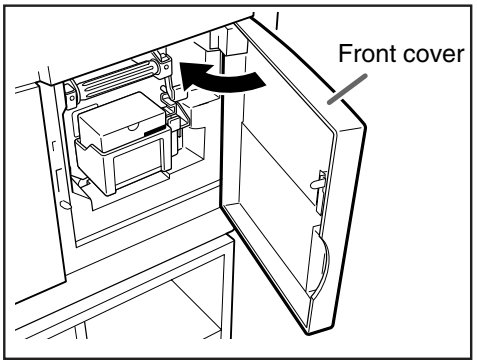
8 **Close the front cover.**



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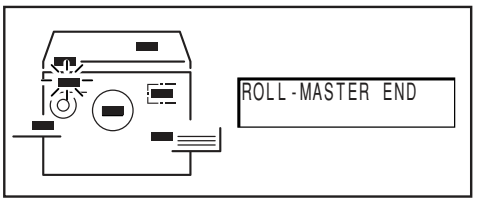
Replacing the Master Roll

The message “ROLL-MASTER END” is displayed on the LCD panel when the master roll is used up. Replace the master roll using the following procedure.



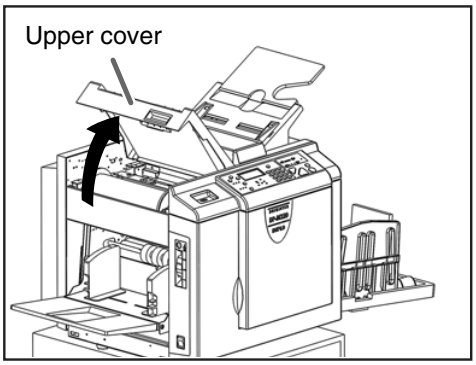
IMPORTANT

- Only use a master roll designed for use in this machine.

1 Open the Upper cover.

IMPORTANT

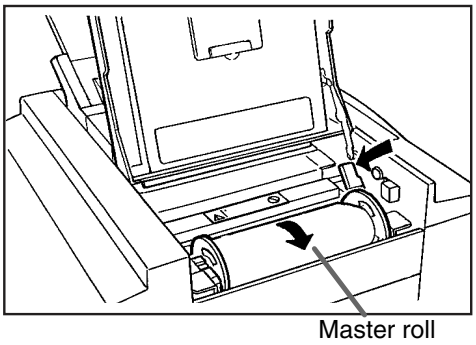
- Do not touch the heat generator of thermal head. Doing so may cause damages, leading to a malfunction of master making.



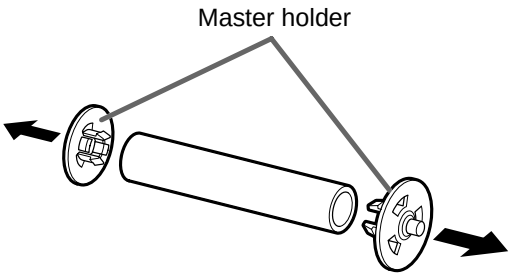
2 Turn off the power, Pull out the master.

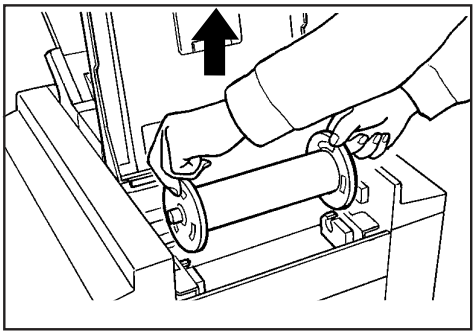
Turn off the printer power, than turn the master holder toward you while pushing the thermal head escape lever.

Pull out the master.



3 Lift out the master roll,then remove the master holder from the master roll.





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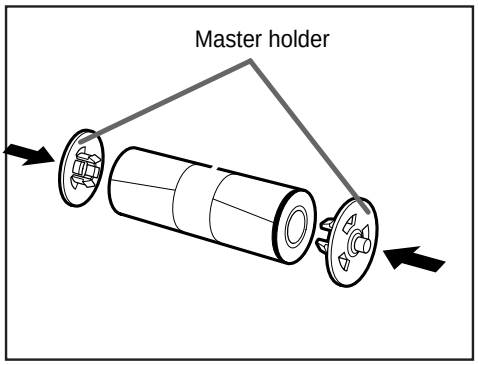
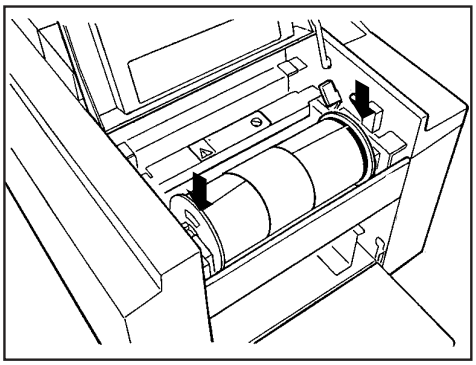
4 **Take out a new master roll from the bag.**

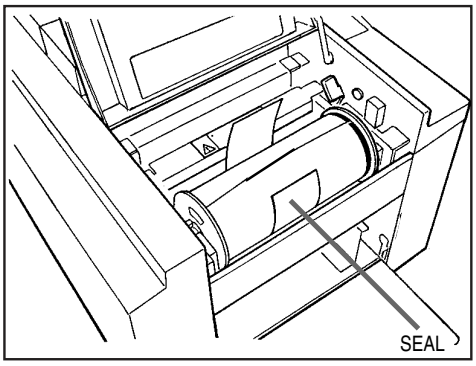
5 **Insert the master holders deeply into both ends of the master roll. (Holders are interchangeable.)**



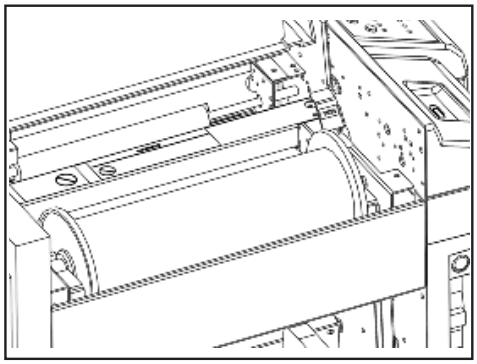
6 **Insert the master roll into the machine so that the ID mark line on the roll is facing the control panel.**



7 **Peel off the seal.**



8 **Pull out the master and insert the front head of the master until it contacts the roller.**



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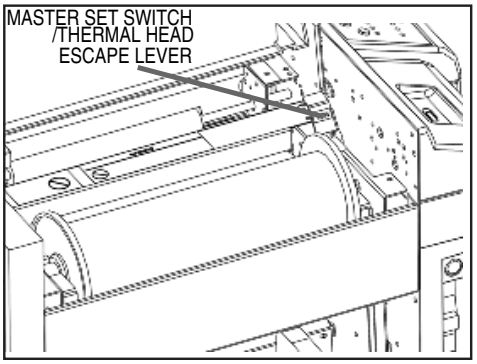
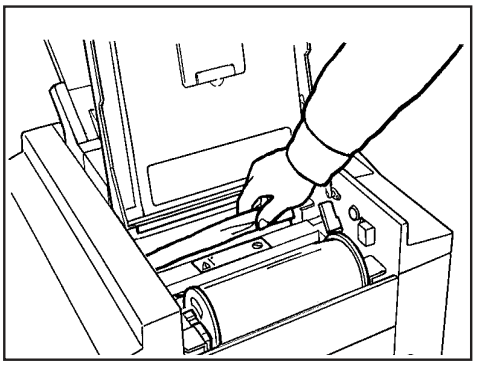
9 **Turn power on, Push the master set switch.**
The master will be pulled in, and cut automatically. If the master does not go in correctly, turn power off and pull master back.



IMPORTANT

- **If the master is wrinkled:push down the thermal head escape lever 2 or 3 times.**
- **The cutter operates and stops after the master is cut.**
  Remove the cut piece left inside the machine.

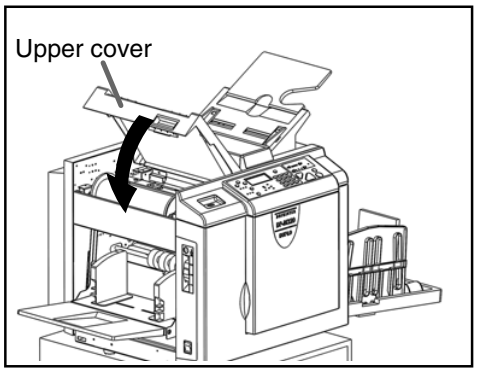
10 **Remove the trimmed piece of the master.**



IMPORTANT

- **When the master stops, make sure that you remove the trimmed piece of the master.**

11 **Gently close the Upper cover.**



WARNING
- Do not remove the cover affixed with Warning Label 1.
- Personnel may be injured by the movable cutter inside the machine.

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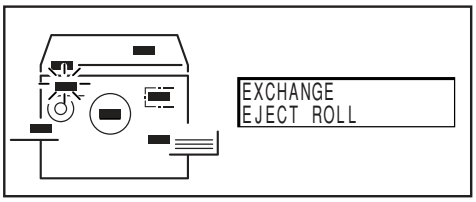
Replacing the Master Ejection Core

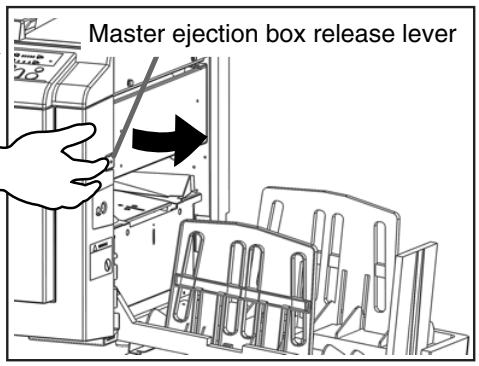
The message “EXCHANGE EJECT ROLL” is displayed on the LCD panel when the master ejection core is full. Remove the master ejection core using the following procedure:



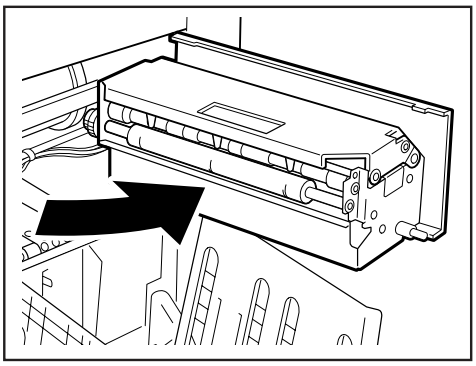
IMPORTANT

- Use only a master ejection core designed for use in this machine.

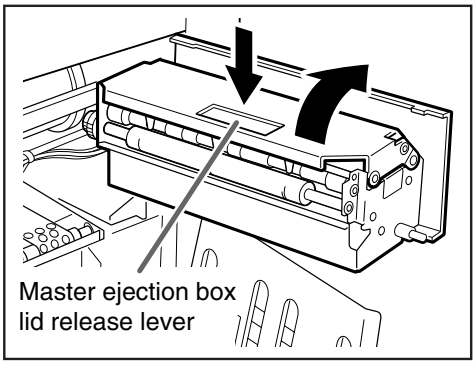
1 **Press the master ejection box release lever to open the master ejection box.**



2 **Open the master ejection box until it stops.**



3 **Open the cover while pressing and holding the master ejection box lid release lever.**



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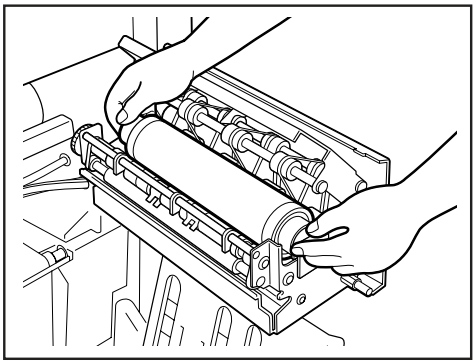
4 **Holding the edges of the master ejection core, pull out the core and discard it.**

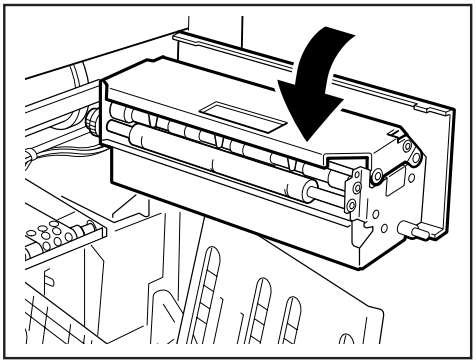


IMPORTANT

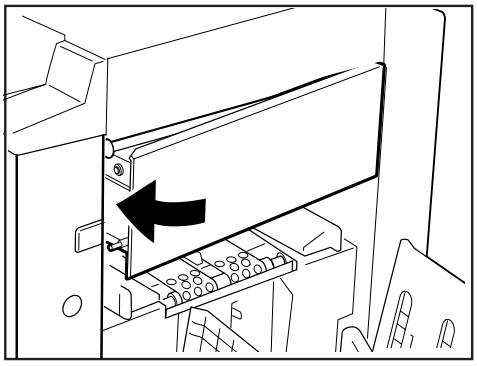
- Ink adheres to the master ejection core. Take care to prevent ink from getting onto your clothing.

5 **Insert a new master ejection core.**

6 **Gently close the master ejection box cover, pressing it until it locks.**



7 **Close the master ejection box, pressing it until it locks.**



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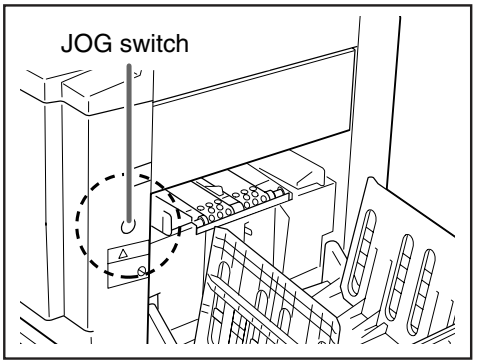
Replacing the Drum Unit

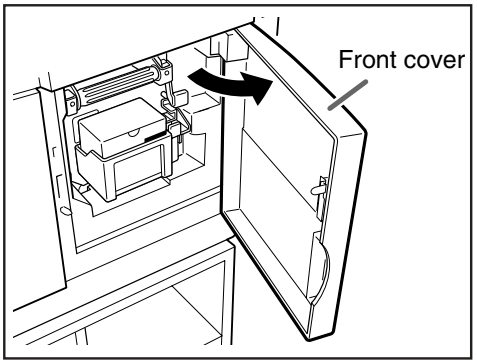
Removing the Drum Unit

1 **Press and hold the JOG switch until the drum comes to a stop with a beep.**

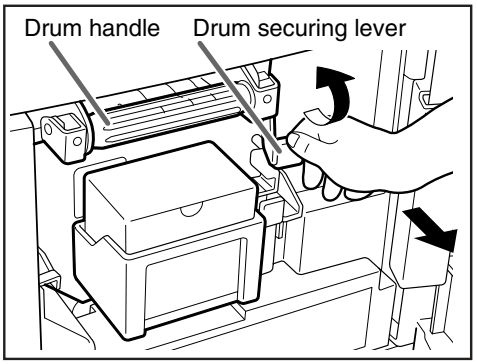
> ⚠ **WARNING**
> - Do not touch the drum or rollers when you operate the JOG switch.
> - Do not put your hands or fingers inside the machine while it is operating. Your hands may be pulled in or nipped.



2 **Open the front cover toward you.**

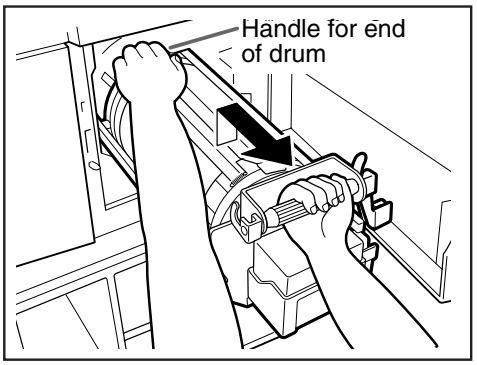


3 **Lift the drum securing lever toward you and, holding it there, then pull out the drum handle straight toward you until it stops.**



4 **Hold the handle on the far end of the drum, and lift the front end of the drum slightly to pull the drum toward you.**

> **IMPORTANT**
> - Do not touch the drum surface. Ink may transfer to your clothes.
> - Hold the drum level and place it on a flat, solid surface.



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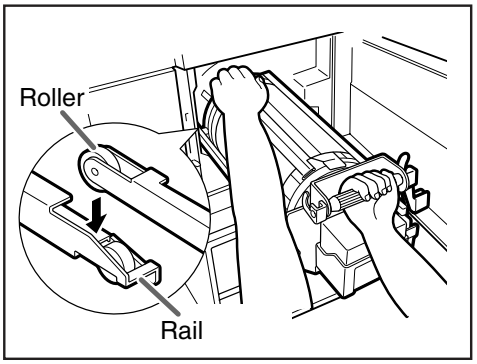
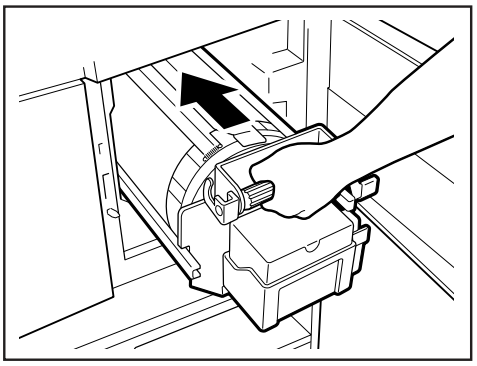
Installing the Drum Unit

1 **Hold the drum level and place the drum guide roller onto the rail in the machine.**

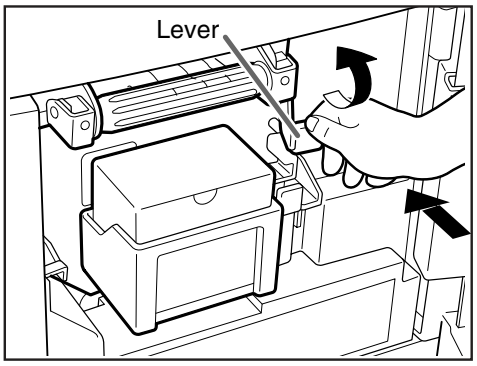


2 **Release the handle at the far end of the drum and press the drum in about 10cm while lifting up the front end slightly.**



3 **Hold the drum level and press it in gently until it comes to a stop.**

4 **Lift the drum securing lever toward you while pressing the drum in.**



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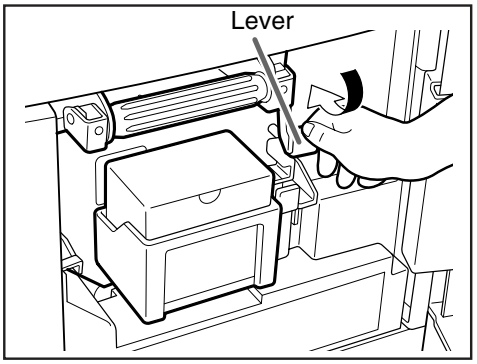
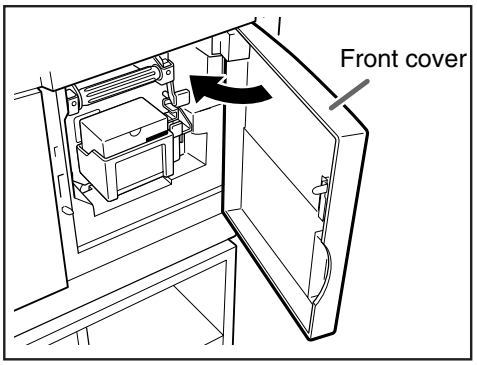
5 **Lower the lever.**



6 **Close the front cover.**



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Chapter 6

Troubleshooting

This chapter describes how to remove paper jams and what to do when error messages are displayed.

Countermeasures to Troubles 84
Power Does Not Turn ON 84
Mastermaking/Printing is Not Possible 84
Error Messages 85
Supplying or Changing Paper While Printing 88
If Paper Runs Out During Printing 88
Adding Paper While Printing 88
Changing Paper Selection While Printing 90
Paper Jams 92
When “PAPER LEFT JAM” is Displayed (Feed Tray) 92
When “PAPER RIGHT JAM” is Displayed (Print Tray) 93
When “MASTER EJECT MISS” is Displayed 96
When “MASTER SET MISS” is Displayed 99

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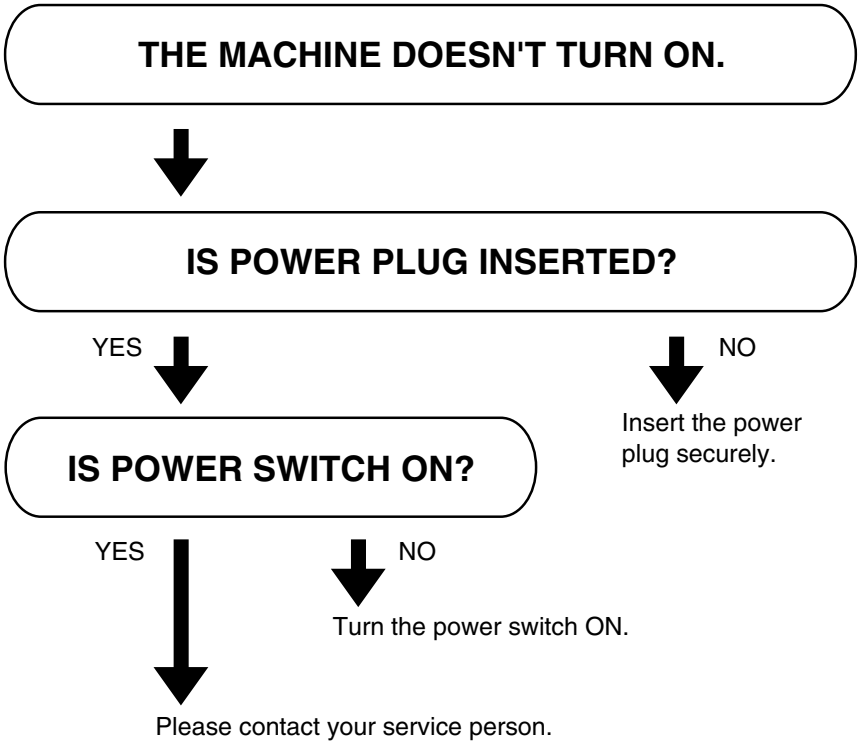
Countermeasures to Troubles

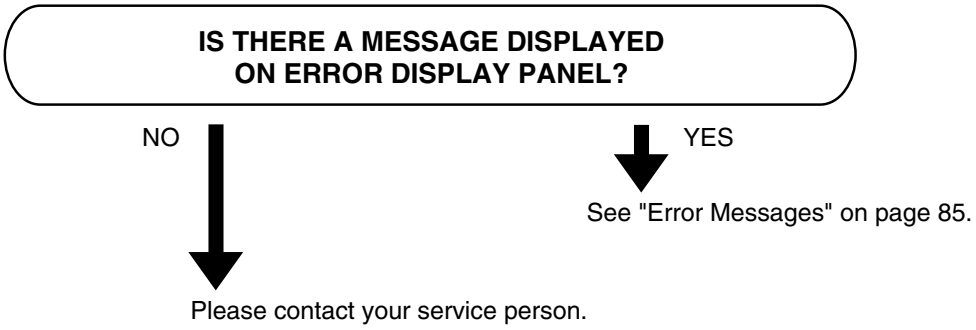
Power Does Not Turn ON

If the power does not turn ON, check the following.



Mastermaking/Printing is Not Possible

If mastermaking/printing is not possible, check the following.



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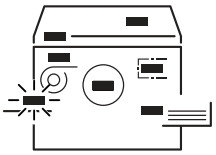
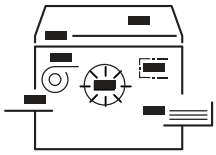
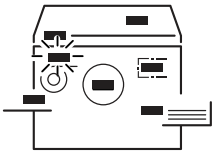
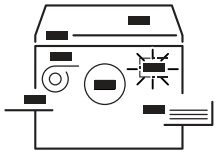
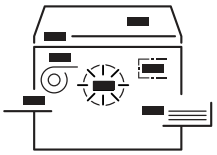
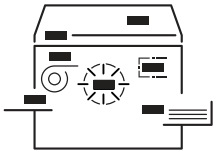
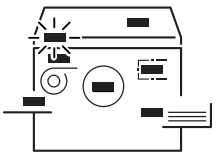
Error Messages

Message	Countermeasure
 SET PRINT PAPER	There is no paper in the feed tray. Load the feed tray with printing paper.
 EXCHANGE INK	There is no ink. Replace the old ink pack with a new one. (➡ For details, see page 72, “Replacing the Ink Pack”.)
 ROLL-MASTER END	There is no master. Replace the master roll with a new one. (➡ For details, see page 75, “Replacing the Master Roll”.)
 EXCHANGE EJECT ROLL	The master ejection core is full. Replace the core with a new one. (➡ For details, see page 78, “Replacing the Master Ejection Core”.)
 DRUM NOT SET	There is no drum. Install a drum in the machine. (➡ For details, see page 80, “Replacing the Drum Unit”.)
 FRONT-COVER OPEN	The front cover is open. Close the front cover.
 UP-COVER OPEN	The upper cover is open. Close the upper cover.

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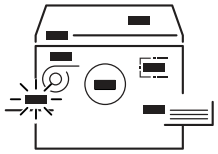
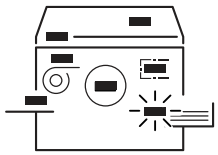
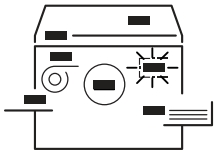
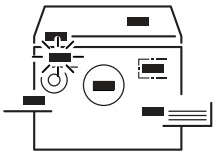
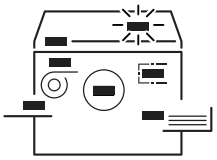
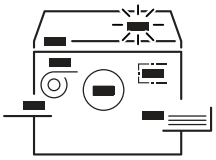
Message	Countermeasure
 PAPER LEFT JAM.	A paper jam has occurred in the feed tray. Remove the jammed paper. (➡ For details, see page 92, “When ‘PAPER LEFT JAM’ is displayed (Feed Tray)”.)
 PAPER RIGHT JAM.	A paper jam has occurred on the print tray side. Inspect the print tray side and remove the jammed paper. (➡ For details, see page 93, “When ‘PAPER RIGHT JAM’ is displayed (Print Tray)”.)
 MASTER EJECT MISS	There is an old master on the drum. Remove all the masters from the drum. (➡ For details, see page 96, “When ‘MASTER EJECT MISS’ is Displayed”.)
 MASTER SET MISS	There is an error during master setting. Open the top cover and remove the master that is left in the master feeder. (➡ For details, see page 99, “When ‘MASTER SET MISS’ is Displayed”.)
 ADF OPEN	The ADF cover is open. Close the ADF cover.
 DOCUMENT JAMMING	The document is jammed on the ADF. Remove the jammed document in accordance with the ADF instruction manual.
ENTER ID AND PASSWORD	Press PRINT key and input your ID and Password. For details, see the page 25.

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Message	Countermeasure
PLEASE MASTER MAKING	Cannot print. This message is displayed just after the master setting error or master ejection error occurs. It is also displayed if you [◈] (PRINT) key or [▭] (TEST PRINT) key without making a master while the confidential safeguard function is activated. Make a master first.
--PRINTING--	Printing is not complete. Either press [◈] (PRINT) key to resume printing or press [C] (CLEAR) key to clear the counter.
--SCANNING--	A master is being made. Wait until it is completed.
NO DOCUMENT	There is no document. Set a document.
--WAIT--	The printer is not ready. Wait a while with the power turned ON. If this message does not disappear after several minutes, turn the power OFF and contact servicepersons.
RESET MASTER.ROLL	The master is not set correctly, or the master is not used for this machine. Use correct master and set the master again.
SERVICE CALL This message blinks alternately with the message “Exxx”.	Turn the power OFF once and turn the power ON again in several seconds. If the same display appears, make a memo of the message “Exxx” and contact servicepersons.

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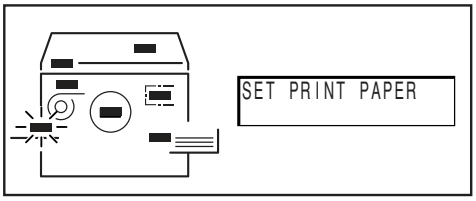
Supplying or Changing Paper While Printing

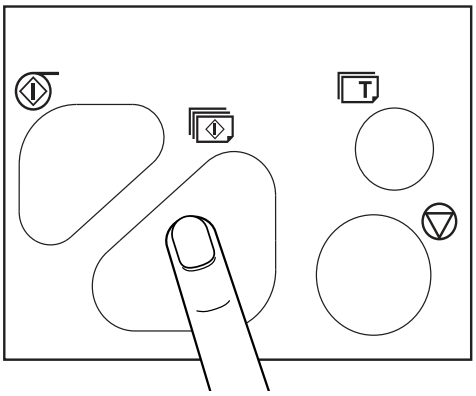
If Paper Runs Out During Printing

1 **If paper runs out during printing, printing stops and the feed tray is lowered automatically.**



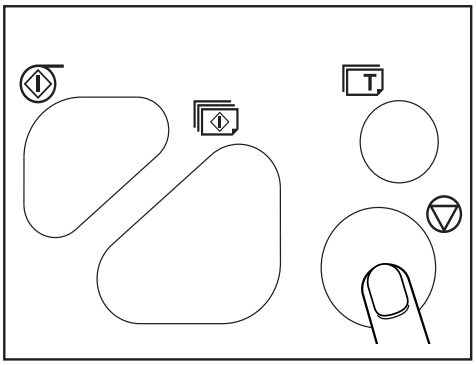
2 **Load paper (➡ See page 32, "Loading and Replacing Paper".)**

3 **Press ◇ (PRINT) key.**
Printing resumes.

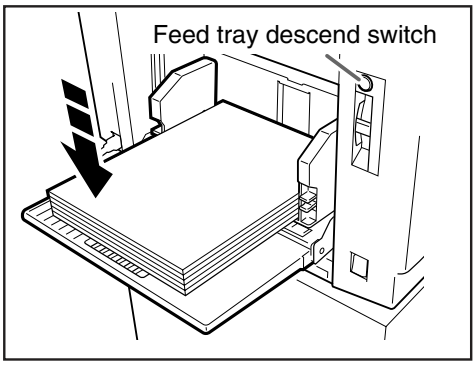


Adding Paper While Printing

1 **Press ▽ (STOP) key.**
Printing stops.



2 **Press the feed tray descend switch continuously. Release the switch when the feed tray reasches the proper height.**
The feed tray will stop.



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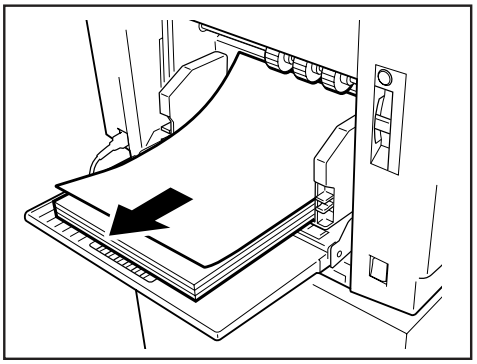
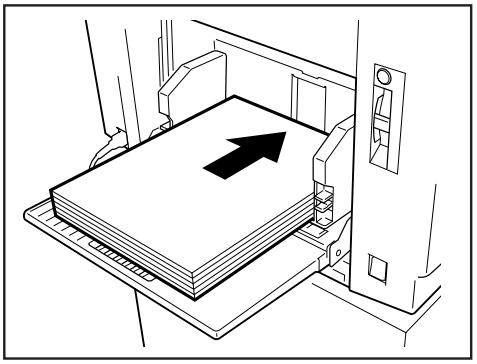
IMPORTANT

- If the sheet is still in the feed roller ring, pull it out and align it with the stack.



3 **Align the stack to be added and place it on top of the existing stack. Press the stack lightly toward the machine.**

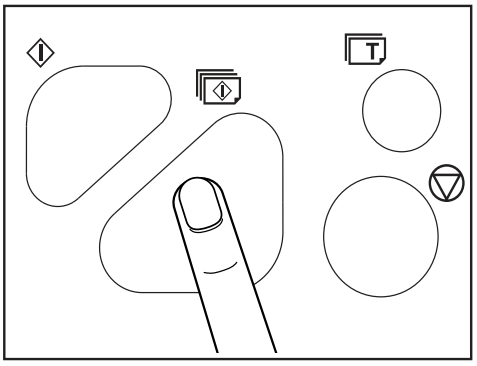


4 **Press [◇] (PRINT) key.**

The feed tray will rise automatically and printing will resume.

REFERENCE

- When you press [▽] (STOP) key, printing stops.



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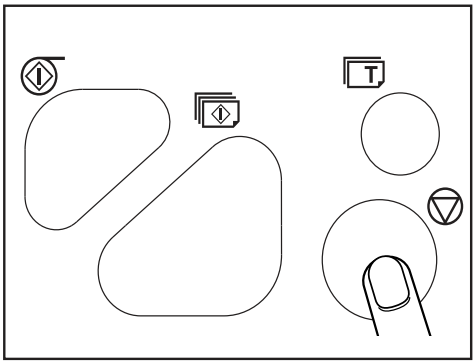
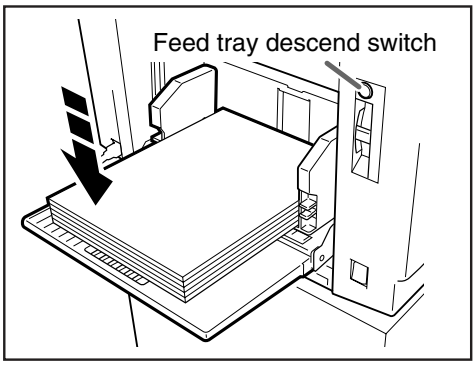
Changing Paper Selection While Printing

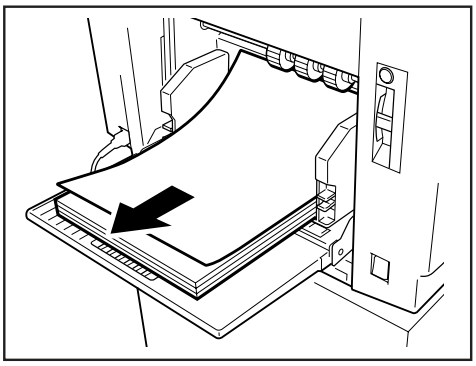
1 **Press (STOP) key.**
Printing stops.



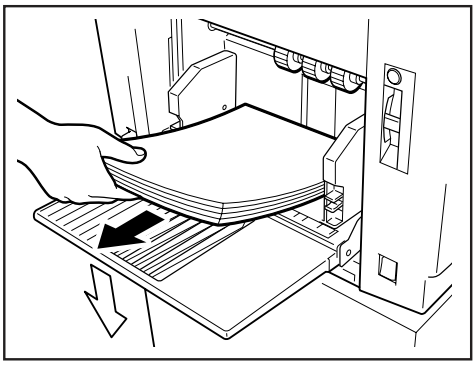
2 **Press the feed tray descend switch continuously. Release the switch when the paper tray is at the proper height.**
The feed tray will stop.



IMPORTANT
- If the sheet is still in the feed roller ring, pull it out and align it with the stack.



3 **Remove paper from the feed tray.**
The feed tray will automatically descend.



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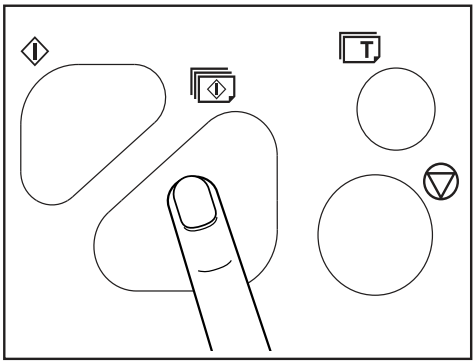
4 **When the feed tray comes to a stop, reset the paper size.**

5 **Press ◇ (PRINT) key.**
The feed tray will rise automatically and printing will resume.



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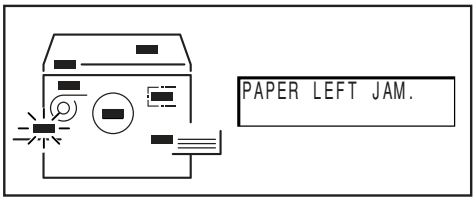
Paper Jams

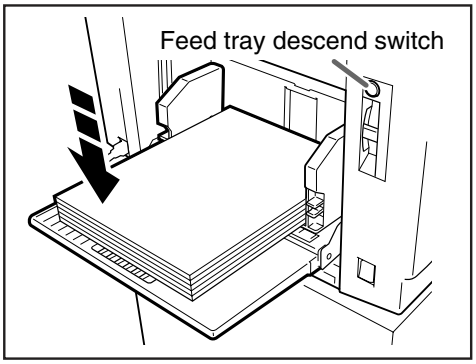
When “PAPER LEFT JAM” is Displayed (Feed Tray)

When a paper jam occurs in the feed tray, the message “PAPER LEFT JAM” is displayed on the LCD. Follow the procedure below to remove the jammed paper.

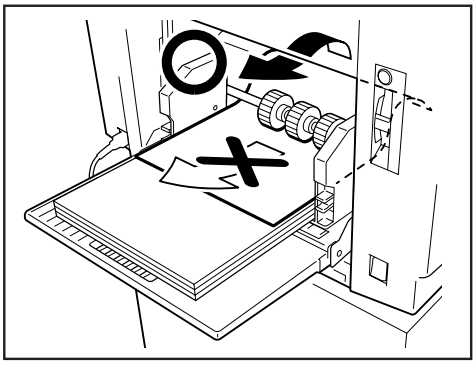


1 **Switch to lower the feed tray slightly.**

The feed tray is lowered for the time that the switch is pressed.

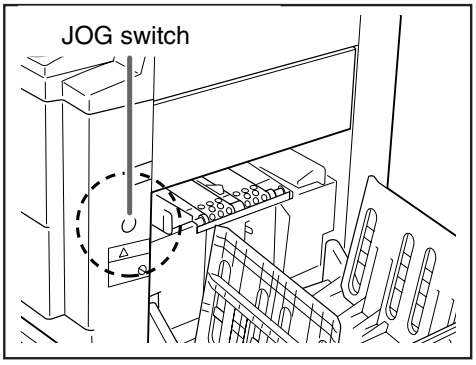


2 **Pull out the jammed paper as shown in the diagram.**



3 **Press the JOG switch until the drum comes to a stop with a beep.**

> ⚠ **WARNING**
> - Do not touch the drum or rollers when you operate the jog switch.
> - Do not put hands inside machine while it is operating. Hands could get caught up or crushed.



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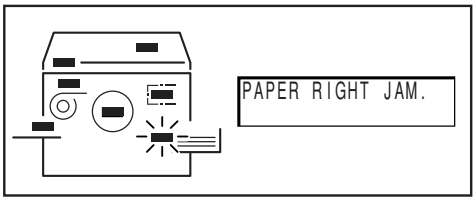
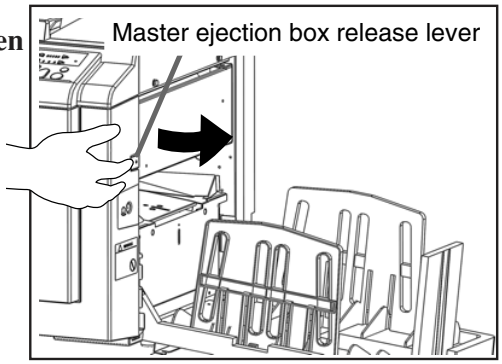
When “PAPER RIGHT JAM” is Displayed (Print Tray)

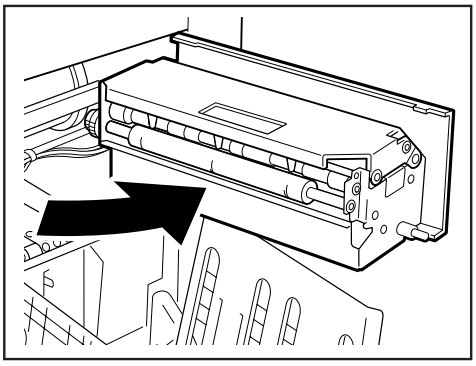
When a paper jams in the print tray, “PAPER RIGHT JAM” is displayed on the LCD panel. Follow the procedure below to remove the jammed paper.



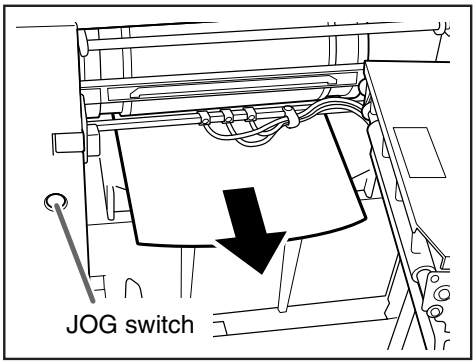
1 **Press the master ejection box release lever to open the master ejection box.**



2 **Open the master ejection box until it stops.**



3 **Remove the jammed paper.**
Press the JOG switch to eject the partially printed paper.



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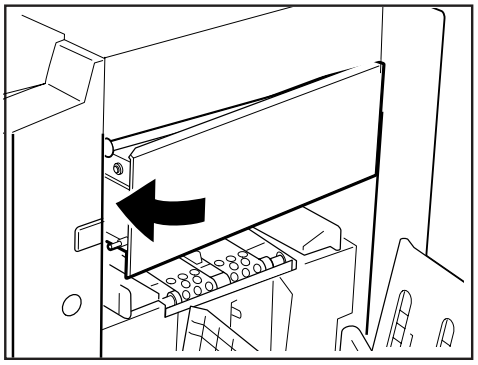
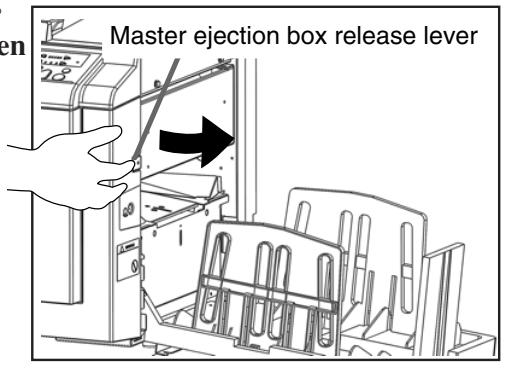
4 **Close the master ejection box, pressing it until it locks.**



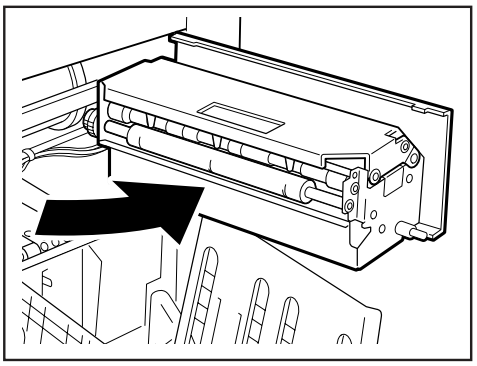
■ Paper Adhering to Drum

If paper has adhered to the drum, follow the procedure below to remove it.

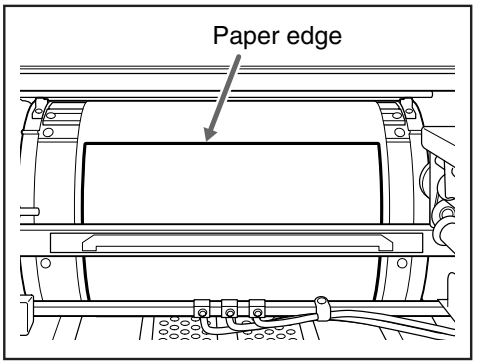
1 **Press the master ejection box release lever to open the master ejection box.**



2 **Open the master ejection box until it stops.**



3 **Press the JOG switch to find the edge of the paper, then stop the drum at the position shown in the diagram.**



⚠ WARNING

- Do not touch the drum or rollers when you operate the JOG switch.
- Do not put your hands inside the machine while it is operating. Your hands may be pulled in or nipped.

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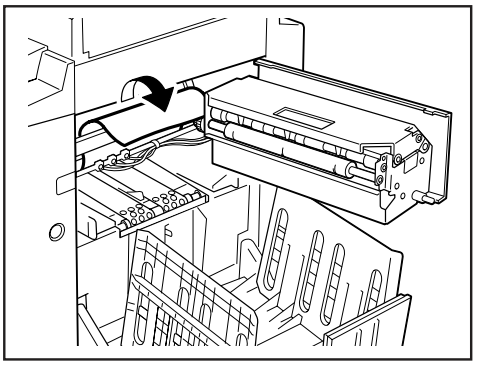
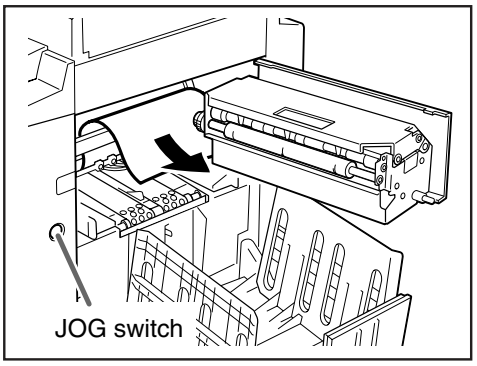
4 **Peel off the edge of the paper from the drum.**



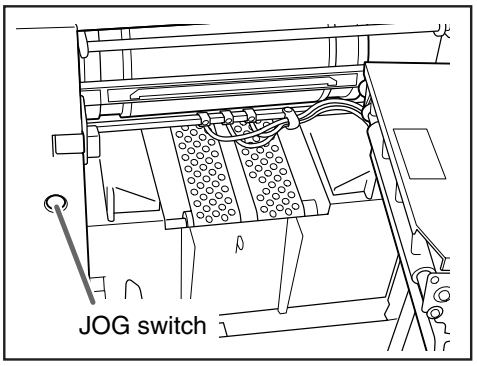
5 **Pull the paper toward the ejection side while pressing the JOG switch to peel the paper off.**

IMPORTANT

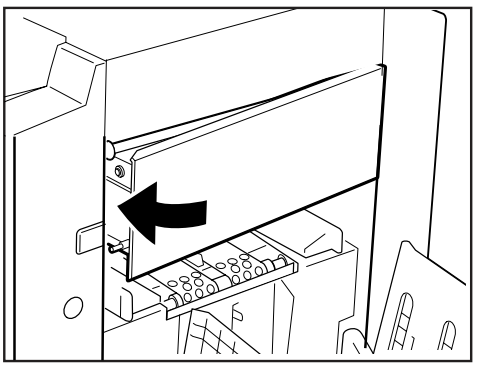
- Make sure that the peeled paper does not stick to your clothing.



6 **Hold the JOG switch down until the drum comes to a stop with a beep.**



7 **Close the master ejection box, pressing it until it locks.**



8 **Make another master.**

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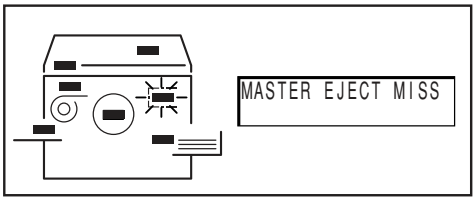
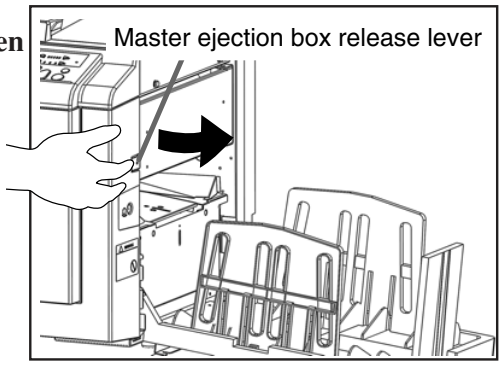
When “MASTER EJECT MISS” is Displayed

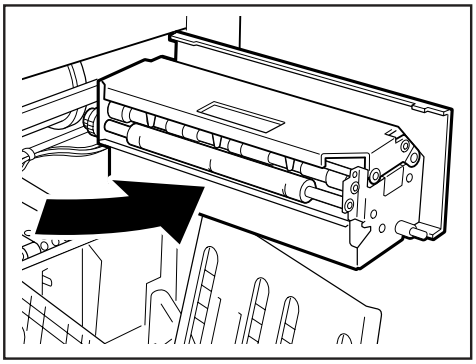
When an old master remains on the drum, “MASTER EJECT MISS” is displayed on the LCD panel. Remove it by following the procedure below.



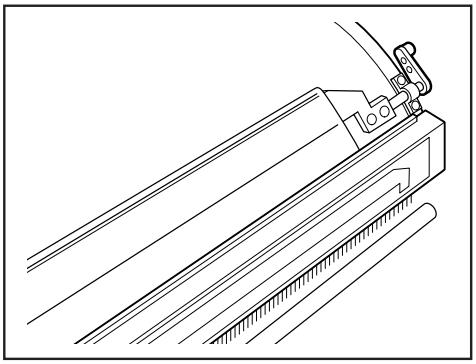
1 **Press the master ejection box release lever to open the master ejection box.**



2 **Open the master ejection box until it stops.**



3 **Press the JOG switch to find the edge of the paper, then stop the drum at the position shown in the diagram.**



⚠ WARNING

- Do not touch the drum or rollers when you operate the JOG switch.
- Do not put your hands inside the machine while it is operating. Your hands may be pulled in or nipped.

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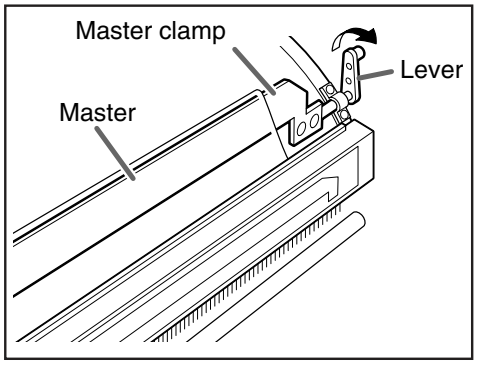
4 **Lift the lever toward you.**

The master clamp opens and the edge of the master will be released from the clamp. If the master is stuck, release it manually.



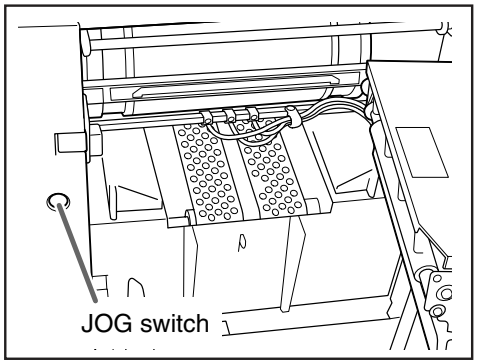
5 **Return the lever.**

6 **Pull the front end of the master toward you and press the JOG switch intermittently.**

Hold the switch down until the master peels off.

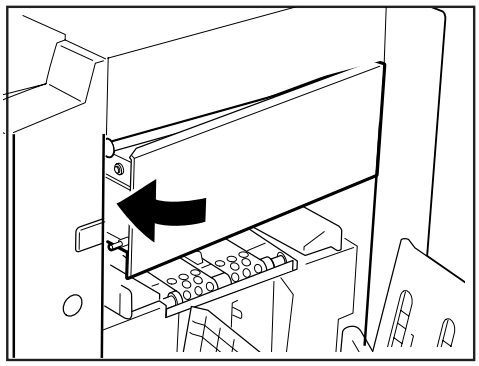
IMPORTANT

- Discard the old master, making sure that it does not touch your clothing.



7 **Hold the JOG switch down until the drum comes to a stop with a beep.**

8 **Close the master ejection box, pressing it until it locks.**



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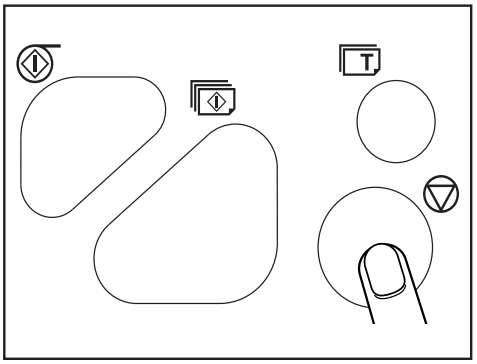
9 **Press (STOP) key.**
The message is deleted.



10 **Make another master.**

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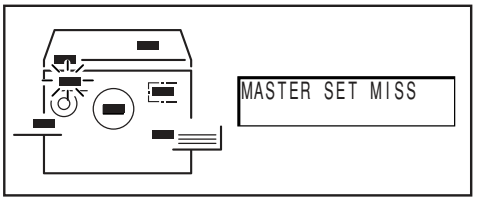
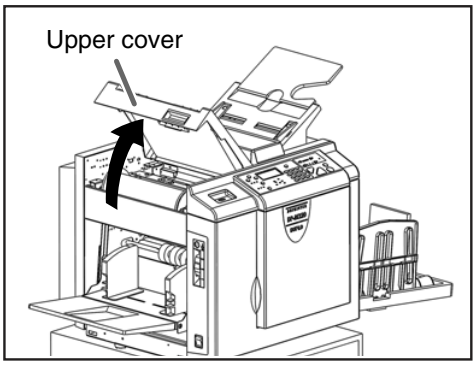
When “MASTER SET MISS” is Displayed

The message “MASTER SET MISS” is displayed on the LCD panel. Remove the master and remake the master by following the procedure below.

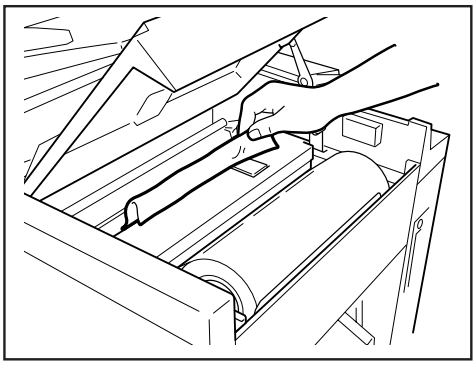


1 **Open the upper cover.**



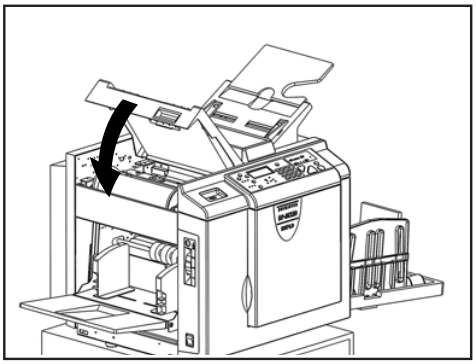
2 **Remove the master left in the master feeder.**

Reset the master and take away the cutted master.



For details,see page 75-77.

3 **Gently close the upper cover.**



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4 **Check that the error message is deleted.**

5 **Make a new master and start printing.**

IMPORTANT

- The message “PLS MASTER MAKING” is displayed on the LCD panel when (PRINT) key is pressed without mastermaking being carried out.

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MEMO

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MEMO

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Chapter 7

Specifications and Maintenance

This chapter lists the machine specifications and describes maintenance, etc.

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Specifications

Product name/model No.	Duprinter DP-M300	Duprinter DP-M310	Duprinter DP-M320
Model	Table top		
Mastermaking method	Thermal digital mastermaking		
Mastermaking time	23 seconds (A4, same size)		
Resolution	300 dpi (Main scanning direction) x 600 dpi (Sub scanning direction)		
Scanning method	ADF		
Printing method	Stencil printing		
Document type	Sheet		
Document size	max. 271 x 382mm / 10.6' x 15' min. 100 x 148mm / 4' x 6'		
Printing area	204 x 288mm	210 x 347mm	250 x 355mm
Feeding capacity	1300 sheets (64gsm (55kg), high-grade paper)		
Stacking capacity	1300 sheets (64gsm (55kg), high-grade paper)		
Stacking capacity	When a cabinet is used : 1300 sheets (64gsm (55kg), high-grade paper) When the printer is used on a table : 900 sheets (64gsm (55kg), high-grade paper)		
Paper size	Max. 297mm x 364mm Min. 100mm x 148mm	Max. 297mm x 364mm Min. 100mm x 148mm	Max. 297mm x 420mm Min. 100mm x 148mm
	For paper longer than 364mm speed/vertical registration adjustment/paper weight is limited.		
Paper thickness	45gsm - 210gsm (40kg to 180kg)		
Printing speed	130 pages per minute (60 to 130 pages per minute, 3 step adjustment)		
Print enlargement/reduction **European size**	Same size (100%) Fixed zoom ratios: 70, 81, 86, 115, 122, and 141% Print with border: 94%		
U.S. size	Same size (100%) Fixed zoom ratios: 64, 74, 77, 121, 129, and 141% Print with border: 94%		
Printing position adjustment	Vertical: ±15mm Horizontal: ±15mm(Paper Width: 297 ± 5mm)		
Image modes	Text mode/Photograph mode/Text and photograph mode		
Darkness adjustment	Master darkness: 3 steps		
Ink supply method	Complete automatic control (600ml)		
Color printing	Drum unit exchange method		
Master feeder	Roll master automatic feed		
Master ejection	Complete automatic ejection master rolling method		
LCD panel	Small-sized Graphic LCD panel 144 x 32 dot Back Light		
Miscellaneous standard	OK monitor Confidential Safeguard Function Entry of different number of prints or sets Special functions Ink save mode 2 IN 1 Function Memory Function UID Function Energy save mode		

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Product name/model	Duprinter DP-M300	Duprinter DP-M310	Duprinter DP-M320
Power source and power consumption	AC 100-240V +/- 10% 1.6-0.8A 50/60Hz Max.133W(130rpm printing), 59W(Mastermaking), 19W(Standing by)		
Size	In use: 1270mm (W) x 615mm (D) x 710mm (H) In storage: 695mm (W) x 615mm (D) x 710mm (H)		
Weight	Machine 65kg (when packed: 77kg)		
Operating temperature	10°C to 30°C		
Ink	Black(DC14),Red(DC13),Blue(DC12),Green(DC15) Brown(DC16),Gray(DC17) (600ml) 600ml package only		
Master roll	DRC41/DRC415		DRC42/DRC425/DRC42L
Options	DRM- 78 Drum unit (M320) DRM- 79 Drum unit (M310) DRM- 80 Drum unit (M300) TAP-13 Tape cluster /E TAP-14 Tape cluster / Korean I/F-43 USB interface kit FS-100U (Optional USB I/F kit is necessary) UPC-01 UID PC connector CAB-13 Cabinet U6-S0001 Automatic power off kit (power is turned off by time specified)		
Online	USB interface kit (I/F board in main unit) USB interface (USB2.0 Full-Speed) * OS Windows 2000 Professional Windows XP professional/Home Edition Windows Vista (32bit/64bit) Windows 7 (32bit/64bit) Mac OS X10.3/10.4/10.5 *USB cable must be 3m or shorter Optional Duplo print server FS-100U(USB I/F is necessary) OS Windows 2000 Professional Windows XP professional/Home Edition Windows Vista (32bit/64bit) Windows 7 (32bit/64bit) Mac OS X10.3/10.4/10.5		

*** Specifications are subject to change without notice.**

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Appendix

This section contains an index and quick reference diagrams for basic operations.

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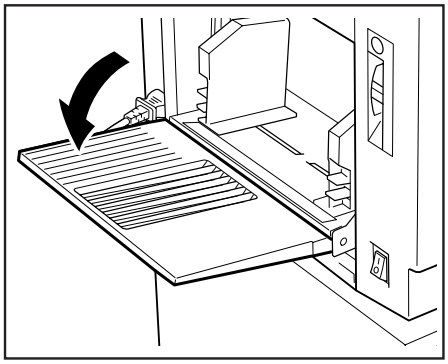
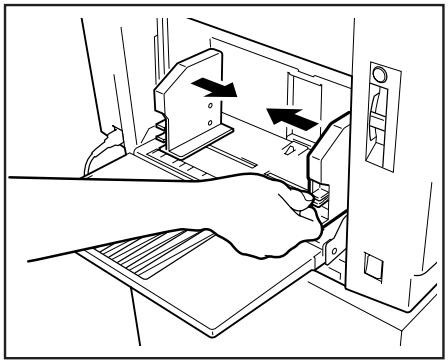
Quick Operation Guide

●Mastermaking

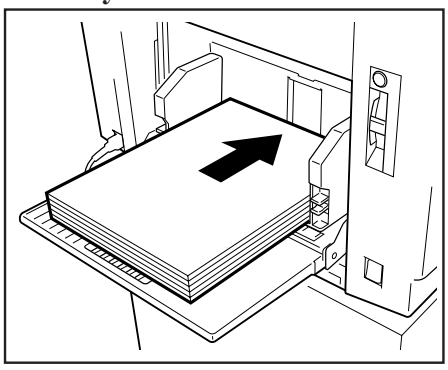
1 **Open the supplemental paper tray.**



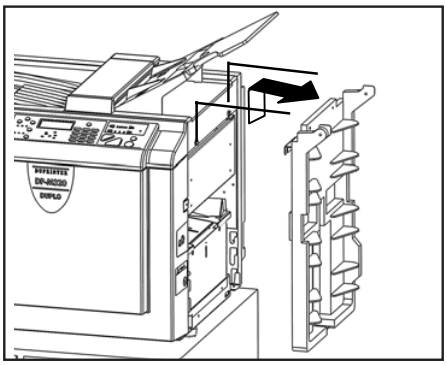
2 **Hold the lever and adjust the side guides to the paper size.**

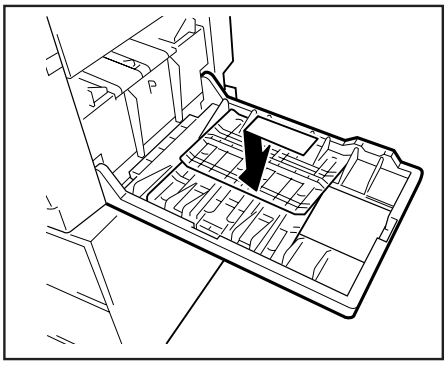


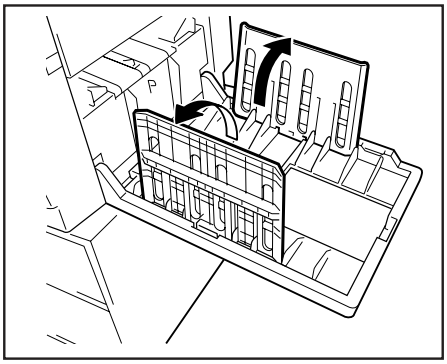
3 **Place a stack of aligned sheets in the feed tray.**

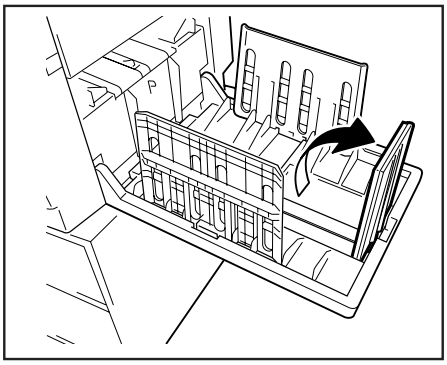


4 **Install the print tray.**









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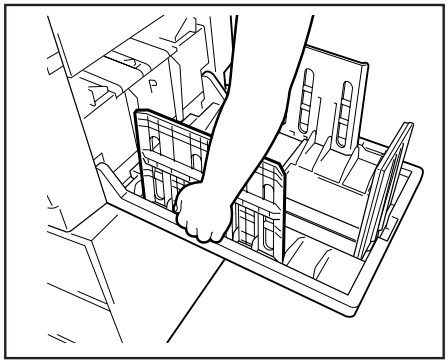
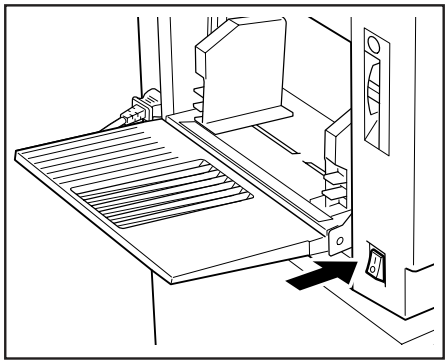
5 **Raise the paper stacker guides and paper stopper, and adjust them to the size of the printing paper.**

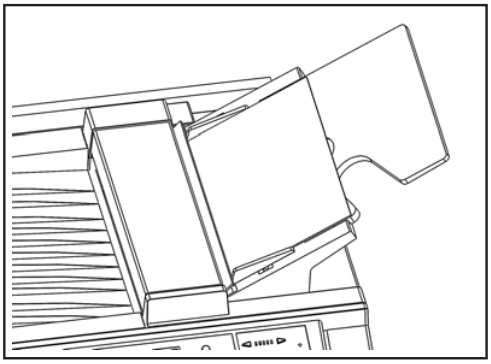


6 **Turning the power ON.**



●Mastermaking

1 **Set the document in place.**

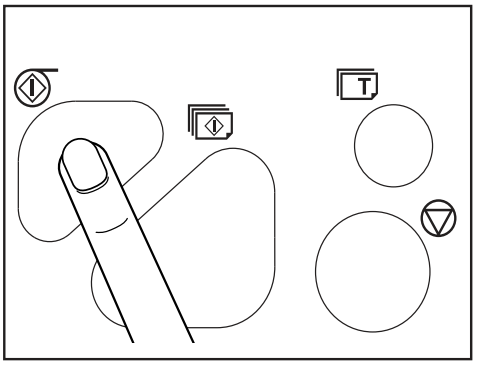


2 **Select the paper size.**

3 **Make the required settings on the control panel.**

Enlargement and Reduction, Master Darkness, Document mode, 94% Reduction, 2 IN 1 Function

4 **Press [○] (MASTER MAKING) key.**



5 **Check the finished master. Adjust the printing position, printing speed and other settings as required.**

REFERENCE

- To make another test print, press [▭] (TEST PRINT) key.

●Print

1 **Enter the number of prints on the key pad.**

REFERENCE

- To change the number of prints, press [C] (CLEAR) key, and enter the desired number of prints.

2 **Press [◇] (PRINT) key.**

REFERENCE

- To stop the machine midway during operation, press [▽] (STOP) key.

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