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You can read the recommendations in the user guide, the technical guide or the installation guide for SAGEM MF 9535/ MF 9545. You'll find the answers to all your questions on the SAGEM MF 9535/ MF 9545 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual SAGEM MF 9535/ MF 9545**  
**User guide SAGEM MF 9535/ MF 9545**  
**Operating instructions SAGEM MF 9535/ MF 9545**  
**Instructions for use SAGEM MF 9535/ MF 9545**  
**Instruction manual SAGEM MF 9535/ MF 9545**

**MF9500**



*Operation Manual  
for Copier*

000011480-01

 **SAGEM**



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**Manual abstract:**

*NOTE* In this manual, American spellings are used. Original and paper sizes This machine allows use of standard sizes in both the inch and AB systems. The standard sizes available in this machine are shown below. Sizes in the inch system 11 x 17 8-1/2 x 14 8-1/2 x 13 8-1/2 x 11 7-1/4 x 10-1/2 5-1/2 x 8-1/2 Sizes in the AB system A3 B4 A4 B5 A5 1 CONTENTS Page INTRODUCTION . . . . .

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 ..... 33 2 PART NAMES AND FUNCTIONS (B/W scanner module/DSPF or SPF) Exterior DSPF or SPF exit area Scanned originals are deposited here.  
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Original guides (page 7) Adjust to the size of the originals. Document feeder tray (page 7) Set the originals here for automatic feeding. Operation panel (next page) Use for operation of copier, network scanner, and facsimile features and for printer configuration operations. Document cover Document scanning windows (DSPF only) Sheet type originals are scanned here. Document glass All originals which cannot be copied from the document feeder tray must be copied here. 3 PART NAMES AND FUNCTIONS Operation Panel Touch panel (next page) The machine status, messages and touch keys are displayed on the panel. When the machine is in the standby state, the display will change if the [PRINT] key, [IMAGE SEND] key or [COPY] key is pressed to show the current status of these modes. Mode select keys Use to select the basic modes of the product. [COPY] key Press to select the copy mode and display the basic screen of the copy mode. (next page) Even when the machine is busy in another mode, the basic copy mode screen will appear when the [COPY] key is pressed.

If this key is pressed and held while the basic screen of the copy mode is displayed, the total output count will be displayed. Numeric keys Use to select the number of copies and to make numerical entries for setting operations. [C] key (clear key) Press to clear a copy quantity entry. If this key is pressed while the automatic document feeder is being used, any originals in progress will be automatically output. [CA] key (clear all key) Press to clear all selected settings and return the machine to the initial settings for the currently selected mode.

Before starting a copy operation, press the [CA] key first. [ACC.#-C] key If the auditing mode has been set, press this key to close an open account after finishing a copy, facsimile scanning or network scanning job. For setting of the auditing mode, see page 6-7 of the "Operation manual (for printer operation and general information)". [#P] key (page 26) Press to select the job memory mode.

[START] key (page 10) When the indicator is lit, copying, facsimile scanning and network scanning jobs can be started. Press to start copying. 4 PART NAMES AND FUNCTIONS Touch Panel (basic screen of copy mode) When the copy mode key is pressed, this display screen will appear showing the basic copy mode selections. (For the display screens for other modes, see the respective operation manuals for those modes.) READY TO SCAN FOR COPY. SPECIAL MODES 2-SIDED COPY OUTPUT ORIGINAL A4 AUTO EXPOSURE AUTO A4 PAPER SELECT 1. A4 2. A4 3. A3 4. A4R A4 100% COPY RATIO Message display Basic status messages are displayed here.

[INTERRUPT] key display area When interrupt copy is available, the [INTERRUPT] key will be displayed here. When an interrupt copy job is being run, a [CANCEL] key will be displayed here to be used for canceling the interrupt copy job. Copy quantity display Displays the selected number of copies before the [START] key is pressed or the number of completed copies after the [START] key is pressed. A single copy can be made when "0" displayed. [2-SIDED COPY] key (page 9) Touch to display the duplex copy mode setting screen. A highlighted selection on the screen will indicate the currently selected mode. The setting screen can be closed by touching the [OK] key on the setting screen whether or not a selection change was made. [OUTPUT] key (page 10) Touch to display the output mode setting screen. A highlighted selection on the screen will indicate the currently selected mode. The setting screen can be closed by touching the [OK] key on the setting screen whether or not a selection change was made.

[SPECIAL MODES] key Touch to display the special modes selection screen. The functions that can be selected by touching this key are described on page 19. Paper size display The display shows the location of the paper trays, the size of the paper in the trays and the approximate amount of paper loaded in each tray.



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The approximate amount of paper in a tray is indicated by . For changing the paper size in a tray refer to page 1-16 of the "Operation manual (for printer operation and general information)".

**Original size display** The original paper size will be displayed when originals are placed on the document glass or in the document feeder. **Exposure display and [EXPOSURE] key** (page 15) A touch of the [EXPOSURE] key will open the exposure selection window. A highlighted key on the exposure window indicates which exposure mode (AUTO, TEXT, TEXT/PHOTO or PHOTO) is currently selected. When an exposure mode other than AUTO is selected, an exposure level scale will also appear in the window. **Paper select display and [PAPER SELECT] key** (page 9) Displays the selected paper size.

When the auto paper select mode has been selected, "AUTO" will be displayed. A touch of the [PAPER SELECT] key will open the paper selection window. When a selection is made, the selection window will close. To close the window without making a selection touch the key again **Copy ratio display and [COPY RATIO] key** (page 17) Displays the selected copy ratio. Touch to display the reduction and enlargement copy ratio selection screen. 5 **AUTOMATIC DOCUMENT FEEDER** Originals set in the automatic document feeder will be automatically fed and copied sequentially. A B/W scanner module/DSPF will simultaneously scan both sides of originals when two-sided to one-sided or twosided to two-sided copying is being done. A B/W scanner module/SPF can only scan one side of the original. Acceptable originals A stack of up to 50 original sheets (30 original sheets\*1 for 8-1/2" x 14" (B4) or larger) of the same size paper can be set in the document feeder tray provided the stack height is within the limit shown below. A stack of up to 30 mixed size originals can be set if the

width of the originals is the same and the stack height is within the limit shown below.

In this case, however, stapling and duplex will not function and some special functions may not give the expected result. \*1 For paper heavier than 28 lbs. (105 g/m<sup>2</sup>), only a stack of up to 15 sheets can be set. Setting 16 or more sheets may cause incorrect scanning of original and scanned image may become expanded compared with original itself. Size and weight of acceptable originals Original size: 5-1/2" x 8-1/2" or A5 11" x 17" or A3 (297 x 420 mm) Total amount of originals that can be set in the document feeder tray Total aggregate thickness must not exceed 1/4" or 6.5 mm (for 14 to 21 lbs. or 50 to 80 g/m<sup>2</sup> paper). 1/4" or 6.5 mm or less Total aggregate thickness must not exceed 3/16" or 5.0 mm (for 21 to 34 lbs. or 80 to 128 g/m<sup>2</sup> paper). 3/16" or 5.0 mm or less (148 x 210 mm) Weight (thickness): 14 lbs. or 50g/m<sup>2</sup> 34 lbs. or 128g/m<sup>2</sup> 2 g/m<sup>2</sup> .

.. Weight of a sheet of paper of 1 m 2 Notes on use of the automatic document feeder Use originals within the specified size and weight ranges. Use of originals out of the specified range may cause an original misfeed. Before loading originals into the document feeder tray, be sure to remove any staples or paper clips.

If originals have damp spots from correction fluid, ink or glue from pasteups, be sure they are dried before they are fed. If not, the interior of the document feeder or the document glass may be soiled. To prevent incorrect original size detection, original misfeeds or smudges on copies, use the following as a guide for feeding originals. Transparency film, tracing paper, carbon paper, thermal paper or originals printed with thermal transfer ink ribbon should not be fed through the document feeder. Originals to be fed through the feeder should not be damaged, crumpled or folded or have loosely pasted paper on them or cutouts in them. Originals with multiple punched holes other than two-hole or three-hole pe (see below). **2-SIDED COPY OUTPUT** The sort mode is the default mode. To select the group mode, touch the [OUTPUT] key, then touch the [GROUP] key on the output setting screen, and then touch the [OK] key on the setting screen. 9 Press the [START] key. If the [C] key is pressed while originals are being scanned, scanning will stop.

If copying had already started, copying and scanning will stop after the original in progress is output to the original exit area. In these cases the copy quantity will be reset to "0". If scanning has been completed but copying is still in progress, copying will continue. NOTE The 1-sided to 1-sided copying mode is set as the default in the initial settings. This setting can be changed by a key operator program (initial status setting ). 8 Use the numeric keys to set the desired number of copies. Up to 999 can be set. Use the [C] (clear) key to cancel an entry if a mistake has been made. Output modes (sort mode and group mode) [Example] Five sets of copies from three originals Sort copy When originals are placed in the document feeder tray, a sort icon will appear on the touch panel and the sort copy mode will be automatically selected. In this case, copies will be delivered as shown in the upper illustration to the left.

For output in the group mode as shown in the lower left illustration, the group mode must be selected on the output setting screen. Originals Five sets of copies Group copy Originals Five copies of each original 10 **NORMAL COPYING** Automatic two-sided copying from the automatic document feeder A duplex module must be installed for automatic 1-sided to 2-sided or 2-sided to 2-sided copying. A duplex module is not needed for 2-sided to 1-sided copying.

Original Copy 1. Automatic two-sided copying from one-sided originals 2.

Automatic two-sided copying from two-sided originals This function can only be used when a B/W scanner module/ DSPF (SG-SSM) that supports two-sided scanning is installed. 3. Automatic one-sided copying from two-sided originals This function can only be used when a B/W scanner module/ DSPF (SG-SSM) that supports two-sided scanning is installed. (This function can be used even if a duplex module (SG-DM1) is not installed.) 1 Place the originals in the document feeder tray.

(page 7) 2 Touch the [2-SIDED COPY] key. **2-SIDED COPY OUTPUT** 4 Touch the [OK] key. **OK BINDING CHANGE** Follow step 6 on page 9 to step 9 on page 10. 3 Select the desired duplex copy mode. **BIN CHA** The illustration to the left shows the screen displayed when a duplex module and DSPF are installed. The image to be copied onto the second side of 2-sided copies can be inverted so that the resultant 2-sided copies are in the correct orientation for binding at the top. For top binding, touch the [BINDING CHANGE] key on the 2-sided copy selection screen. 11 **NORMAL COPYING** Copying from the document glass When copying originals which cannot be fed from the automatic document feeder such as thick originals, open the document cover and copy the originals from the document glass 1-sided copies of 1-sided originals Original Copy 1 Set an original on the document glass.



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(page 7) that paper of size as 3 Ensure is automatically the same (Note) the original selected. AUTO A4 PAPER SELECT Original size detector Original scale mark Original scale mark 100% COPY RATIO The selected tray will be highlighted or the message "LOAD xxxxxx PAPER.

" will appear. If the message appears, load paper in a paper tray or the bypass tray with paper of the required size. Even if the message above is displayed, copying can be performed onto the currently selected paper. 5 1/2 x 8 1/2 or A5 8 1/2 x 11 or A4 8 1/2 x 14 or B4 11x17 or A3 8 1/2 x 11R or A4R Set an original by aligning its corner with the tip of the scale ( ) mark at the left rear corner of the glass as shown in the illustrations. (Note) The following conditions must be satisfied. Originals of a standard size (11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A3, B4, A4, A4R or A5) are set and the auto paper select function is enabled. If originals of a size other than the sizes above are to PLAIN A4 be copied, manually select the desired paper size. 1 1. 2. A4X TRANSPA PLAIN 3.

A3 2 Ensure that the 1-sided to 1-sided copy mode is selected. ORIGINAL A4 A4 1. A4 2. A4 3. A3 4.

A4R The one-sided to one-sided mode is selected when no icon for a two-sided mode appears in the dashed area on the display. If the 1-sided to 1-sided copy mode is already selected, steps 3 to 5 are not needed. 12 NORMAL COPYING 4 Select the desired output mode (see below). 2-SIDED COPY OUTPUT When a document is detected on the document glass, the group mode will be automatically selected. To select sort copy, touch the [OUTPUT] key, then touch the [SORT] key on the displayed screen, and then touch the [OK] key.

6 Press the [START] key. Replace the original with the next original and press the [START] key. Repeat this operation until all originals have been scanned.

If sort was selected in step 4, go to the next step. 7 Touch the [READ-END] key. PLACE NEXT ORIGINAL. PRESS [START]. WHEN FINISHED, PRESS [READ-END]. READ-END NOTE If you touch the [SORT] or [GROUP] key, its corresponding icon will appear on the touch panel. To change the selection, touch the icon to return the display to the output setting screen.

5 Use the numeric keys to set the desired number of copies. Up to 999 can be set. Use the [C] (clear) key to cancel an entry if a mistake has been made.

Output mode (sort copy and group copy) [Example] Five sets of copies from three originals Sort copy When originals are placed in the document feeder tray, a sort icon will appear on the touch panel and the sort copy mode will be automatically selected. In this case, copies will be delivered as shown in the upper illustration to the left. For output in the group mode as shown in the lower left illustration, the group mode must be selected on the output setting screen. Five sets of copies Originals Group copy Originals Five copies of each original 13 NORMAL COPYING Automatic two-sided copying from the document glass A duplex module must be installed for automatic 1-sided to 2-sided or 2-sided to 2-sided copying. A duplex module is not needed for 2-sided to 1-sided copying.

Original Copy 1 Place an original on the document glass. (page 7) 2 Touch the [2-SIDED COPY] key.

2-SIDED COPY OUTPUT 4 Touch the [OK] key. OK BINDING CHANGE Follow step 3 on page 12 to step 7 on page 13. 3 Touch the [1-sided to 2-sided copy] key. The image to be copied onto the second side of 2-sided copies can be inverted so that the resultant 2-sided copies are in the correct orientation for binding at the top. For top binding, touch the [BINDING CHANGE] key on the 2-sided copy selection screen.

14 EXPOSURE ADJUSTMENTS Select the exposure mode to be consistent with the type of originals to be copied. The selections are AUTO, TEXT, TEXT/PHOTO and PHOTO. Automatic exposure adjustment 0 AUTO EXPOSURE The automatic exposure mode is the default initial setting for this machine. In this mode, the characteristics of an original being copied are "read" by the exposure system, and exposure adjustments are made automatically. To select an exposure mode more suitable for originals to be copied or to adjust the exposure manually, follow the procedure below.

Exposure mode selection and manual exposure adjustment 1 Touch the [EXPOSURE] key. 0 3 Adjust the exposure level. 1 3 5 Touch the key to make darker copies. Touch the key to make lighter copies. AUTO EXPOSURE 2 Select [TEXT], [TEXT/PHOTO] or [PHOTO] based on the original to be copied. TEXT

TEXT / PHOTO PHOTO NOTE Exposure mode selection TEXT: This mode is useful for producing dark text copies with minimum background.

TEXT/PHOTO: This provides the best balance for copying an original which contains both text and photos. This mode is also useful for copying printed photographs. PHOTO: This mode provides the best copies of photographs with fine details. AUTO 8 X 11 1 / NOTE Exposure levels in the text mode 1 to 2: Dark originals such as newspaper 3: Normal density originals 4 to 5: Originals written with pencils or light color characters After adjusting the exposure, follow any of the copying procedures.

To return to the automatic exposure mode, touch the [EXPOSURE] key and select [AUTO]. The automatic exposure level can be adjusted using a key operator program. (page 33) 15 REDUCTION/ENLARGEMENT/ZOOM Reduction and enlargement ratios can be selected either automatically or manually as described in this section. Automatic selection will enlarge or reduce images based upon the original size and copy paper size to give the best possible fit of the image to the copy paper. Manual selections can be made in the range of 25% to 400%. There are three preset reduction ratios (25%, 64% and 77%) and three preset enlargement ratios (121%, 129% and 400%) available for the inch system. There are four preset reduction ratios (25%, 70%, 81%, 86%) and four preset enlargement ratios (115%, 122%, 141%, 400%) available for the AB system. Automatic selection (auto image) The reduction or enlargement ratio will be selected automatically based on the original size and the selected paper size. the original in the document 1 Place the document glass. (page 7) feeder tray or on The detected original size will be displayed.

Automatic selection can be used only for 11" x 17", 8 1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2" size originals and copy paper in the inch system and A3, B4, A4, A4R or A5 in the AB system. other desired such as 4 Make all or the number of settings and press exposure copies, the [START] key. When copying from the document glass in the sort mode, touch the [READEND] key after all originals have been scanned. @@A4 2. A4X 1 PLAIN TRANSPA PLAIN 3.

@@@@@@@@@@@@@@ Use the and make fine adjustments as needed.



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@@@the original in the document 1 Place the document glass. @3. 4. 1.

When loading paper in the A4 COLOR 2. @key. @The erase modes that can be selected are shown below. The erase width is approximately 1/2" (10 mm) in its initial setting. Original Copy Edge erase Eliminates shadow lines around the edges of copies caused when thick paper or a book is used as an original. Center erase Eliminates shadow lines produced by the bindings of bound documents. Edge + center erase Eliminates shadow lines around the edges of copies and eliminates the shadow at the center of copies. 1 Touch the [ERASE] key on the SPECIAL MODES screen. The erase setting screen will appear. 4 Touch the [OK] key on the special modes screen.

After adjusting the exposure, follow any of the copying procedures. 2 Select the desired erase mode. ERASE EDGE ERASE CENTER ERASE EDGE+CENTER ERASE Select one of the three erase modes. The selected key will be highlighted. 3 Adjust the amount of erase and touch the [OK] key. CANCEL EDGE OK (0 20) Use the and keys to adjust the erase width and then touch the [OK] key. To cancel the erase function, touch the [CANCEL] key on the erase setting screen. 10 mm 21 SPECIAL FUNCTIONS Dual page copy The dual page copy function produces separate copies of two documents placed side by side on the document glass. It is especially useful when copying books and other bound documents. [Example] Copying right and left pages of a book Book original Dual page copy The dual page copy function can be used with reduction copying but cannot be used with enlargement copying. The dual page copy function can be done only from the document glass. The automatic document feeder cannot be used with this function. Only 8-1/2" x 11" or A4 paper can be used. When copying book originals: Index 8 1/2 x 11 or A4 This page is copied first. Center line of original When copying a thick book, press down lightly on the document cover.

PAGE 1 Touch the [DUALscreen. COPY] key on the SPECIAL MODES The [DUAL PAGE COPY] key will be highlighted. 4 Ensure that 8-1/2" x 11" or A4 size paper is selected. AUTO A4 PAPER SELECT 100% COPY RATIO After adjusting the exposure, follow any of the copying procedures. When copying onto two sides of paper, follow steps 2 to 4 on page 14 and then follow steps 4 to 7 on page 13.

When copying onto one side of paper, follow steps 4 to 7 on page 13. To cancel the dual page copy function, touch the [DUAL PAGE COPY] key on the special modes screen (step 1). (The highlighted display will be canceled.) If 8-1/2" x 11" or A4 size paper is not selected, touch the [PAPER SELECT] key to select 8-1/2" x 11" or A4 size paper. DUAL PAGE COPY MULTI SHOT 2 Touch the [OK] key on the special modes screen. OK DUAL PAGE COPY 3 Place the originals on the document glass. NOTE To erase shadows caused by document binding, use the edge erase function (page 21). 22 SPECIAL FUNCTIONS Pamphlet copy The pamphlet copy function is used to arrange copies in proper order for eventual center-stapling and folding into a booklet. Two original pages are copied onto each side of copy paper. Four pages are, therefore, copied onto one sheet.

[Example] Copying eight originals in the pamphlet copy mode Originals (one-sided) Finished copies are folded in two. Left binding For left to right turning 1 2 3 4 5 6 7 8 First page 8 Originals (two-sided) 2 4 6 1 3 5 7 Right binding For right to left turning First page Scan the originals from the first page to the last page. The order of copying will be automatically adjusted by the machine. Either left binding (right to left turning) or right binding (left to right turning) can be selected. Four originals will be copied onto one sheet. Blank pages may be automatically produced at the end depending on the number of the originals.

When using this function, a duplex module must be installed. If a saddle stitch finisher is installed, copies can be stapled in two positions along the center of copies and folded at the center. 1 Touch the [PAMPHLET COPY] key on the SPECIAL MODES screen. The pamphlet copy setting screen will appear. paper size 6 Ensure that the desired based on the has been automatically selected original size. To select another size paper, select the desired size and touch the [AUTO IMAGE] key. The appropriate copy ratio will be selected automatically based on the original size and the paper size. (See steps 2 and 3 on page 16.) PAMPHLET COPY AUTO A3 PAPER SELECT 100% COPY RATIO 2 Designate the type of originals to be copied: 1-sided or 2-sided.

The [2-SIDED] key appears when a B/W scanner module/DSPF (SG-SSM) is installed. Touch this key to perform automatic twosided scanning of an original. ORIGINAL 1-SIDED 2-SIDED other desired such as 7 Make all or the number of settings and press exposure copies, the [START] key. 8 [When using the automatic document feeder:] Copying will start after all originals have been scanned. (The next step is not needed.)

) 3 [When using the document glass:] Replace the original with the next original and press the [START] key. Repeat this operation until all originals have been scanned. Select the binding position (left binding or right binding) and touch the [OK] key. CANCEL LEFT BINDING OK RIGHT BINDING [READ-END] 9 Touch the glass is used) key. (only if the document PLACE NEXT ORIGINAL. PRESS [START]. WHEN FINISHED, PRESS [READ-END]. 4 Touch the [OK] key on the special modes screen. the first page to 5 Copy from document feeder the last page from either the or the document glass. READ-END When the pamphlet copy function is set, the twosided copying mode will be automatically selected and cannot be changed.

To cancel the pamphlet copy function, touch the [CANCEL] key on the pamphlet copy setting screen. 23 SPECIAL FUNCTIONS Job build The number of originals that can be copied into a set of copies in a single run is limited by the capacity of the memory available\*1 for scanned originals. Normally the number of originals is further limited by the number of originals that can be set into the document feeder tray\*2. The job build function allows scanning and copying of up to 100 originals. For scanning more than 50 originals, the originals must be separated into sections not exceeding 50 originals, scanned in sections and stored in memory. After all sections are in memory, they can be copied as a continuous set. \*1 The number of originals that can be copied into a set of copies in a single run is limited by the capacity of the memory available for scanned originals. \*2 Up to 50 sheets (30 sheets for 8-1/2" x 14" or larger) can be set into the document feeder tray at one time. [Example] Copying 100 pages of 8-1/2" x 11" or A4 originals Originals Page 1 50 sheets Page 51 50 sheets Divide the originals in sections of 50 sheets and scan the originals starting from the first page of section A and then scan section B.



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Be sure to keep the correct page order when setting section B.

1 Touch the [JOB BUILD] key on the SPECIAL MODES screen. The [JOB BUILD] key will be highlighted. settings such as the 4 Make allof other desiredpress the [START] key. number copies, and Scanning of originals will start. After scanning of the first section of originals ("A in the example above) is completed, remove the scanned originals, place the next section of originals (section B in the example) and press the [START] key.

Repeat this operation until all blocks of originals have been scanned. JOB BUILD the on the special 2 TouchJOB[OK] keyis highlighted. modes screen while BUILD OK ERASE JOB BUILD DUAL PAGE COPY MULTI SHOT key after 5 Touch the [READ-END]scanned. the last section of originals has been 3

Place the first section originals in the document feeder tray. (page 7) PLACE NEXT ORIGINAL.

PRESS [START]. WHEN FINISHED, PRESS [READ-END]. READ-END To cancel the job build function, touch the [JOB BUILD] key on the special modes screen as in step 1. The highlighted display will be canceled. 24 SPECIAL FUNCTIONS Multi shot The multi shot function is used to copy up to four originals, collectively in a specified order, per sheet of copy paper in any one of four layout patterns. [Example] Copying seven originals using the 4 in 1 MULTI SHOT selection in a layout pattern starting from the upper left to lower right. When using the multi shot function, place the originals, select the desired paper size, and select the copying mode (page 9) before selecting the multi shot function on the special modes screen. When using the multi shot function, the appropriate copy ratio will be automatically set based on the original size, paper size, and the number of originals to be copied onto one sheet. The minimum reduction ratio is 25%. Depending on the original size, paper size, and the number of originals to be copied onto one sheet, the appropriate copy ratio may be smaller than 25%.

In this case, portions of original images may not be copied. One-sided copies from one-sided originals Copies One-sided copies from two-sided originals 1 Touch the [MULTI SHOT] key on the SPECIAL MODES screen. The multi shot setting screen will appear. 4 [When using the automatic document feeder:] Copying will start after all originals have been scanned. (The next step is not needed.) [When using the document glass:] Replace the original with the next original and press the [START] key. Repeat this operation until all originals have been scanned. MULTI SHOT be onto 2 Select the number of originals tothe copied shot one sheet of copy paper on multi selection screen. 5 If scanning is being done from the document glass, touch the [READ-END] key after the last original has been scanned to start copying. PLACE NEXT ORIGINAL.

PRESS [START]. WHEN FINISHED, PRESS [READ-END]. READ-END 2in1 4in1 The orientation of copy paper and the image of the originals may be rotated as needed. 3 Select the layout. To cancel the multi shot function, touch the [CANCEL] key on the multi shot setting screen.

Select the order in which the originals will be arranged on the copy. LAYOUT 25 JOB PROGRAM MEMORY Frequently used job programs can be stored in each of ten storage registers. This is convenient for quick job recall without losing time manually reprogramming each aspect of a job. Selection for functions stored as part of a job program, will not be recalled as part of the program if the function has been disabled or changed by a key operator program. To exit the job memory mode, press the [CA] (clear all) key on the operation panel or touch the [EXIT] key on the touch panel.

Storing a job program 1 Press the [#P] key on the operation panel to display the [STORE/DELETE] selection screen. 4 Make all copier selections to be stored. TO STORE, MAKE SELECTIONS AND PRESS [OK], TO DELETE, PRESS [CANCEL]. SPECIAL MODES 2-SIDED COPY OUTPUT The number of copies cannot be stored. A4 1. A4 2. A4 3. A3 4. A4R 2 Touch the [STORE/DELETE] key to obtain the storage register screen. M NUMBER.

5 Touch the [OK] key. D PRESS [OK]. CANCEL OK AUTO EXPOSURE AUTO A4 PAPER SELECT The selected settings will be stored under the register number selected in step 3. 2 7 RECALL 3 8 4 9 STORE/DELETE 5 1 1. A4 2. A4 3. A3 4. A4R 100% COPY RATIO 3 Touch a number key from 1 to 10 on the storage register screen. PROGRAMS ESS PROGRAM NUMBER. 1 6 RECALL 2 7 3 8 4 9 STORE/ Highlighted storage register numbers are registers which already have programs stored.

If a highlighted number is selected, a screen will appear with selections for deleting the selected program, storing (replacing the selected program with a new one) or canceling to go back to the STORE/ DELETE screen to select a different storage register. 26 JOB PROGRAM MEMORY Recalling a job program 1 Press the [#P] key. 2 Touch the desired storage register number key to recall the job from memory. JOB PROGRAMS PRESS PROGRAM NUMBER. 1 6 RECALL 2 7 3 8

When a number key is touched, the selection screen will be closed and the stored job program will be recalled. A number for which no job program has been stored cannot be selected. the number 3 Set [START] key.of copies as needed and press the Copying will start with the settings of the recalled job program. Deleting a stored job program steps 1 and 2 in 1 Follow previous page. "Storing a job program" on the 3 Touch the [DELETE] key.

A JOB PROGRAM HAS BEEN ALREADY STORED. STORE ANOTHER PROGRAM? CANCEL RECALL DELETE STORE STORE/DELETE 2 Select a storage register number of the program to be deleted. EXIT 3 8 4 9 STORE/DELETE 5 10 If a number key for which no job program has been stored is selected, the screen will change to the screen of step 4 on the previous page (for storing a program). The message "TO STORE, SELECT AND PRESS [OK].

TO DELETE, PRESS [CANCEL]." will appear. When [CANCEL] is pressed, the screen will return to the selection screen shown to the left. When the [DELETE] key is touched, the screen in step 2 will return and the program will be deleted. If the [CANCEL] key is touched, the screen in step 2 will return but the program will not be deleted. If no other programs are to be deleted, touch the [EXIT] key on the screen displayed in step 2 to exit the job program mode.

27 INTERRUPTING A PRINT OR COPY RUN INTERRUPT can be used to temporarily stop a long print or copy job so that another copy job can be run. Only copy jobs can be run during interrupt. the original in the document 1 Place the document glass. (page 7) feeder tray or on 2 Touch the [INTERRUPT] key. INTERRUPT ORIGINAL A4 AUTO EXPOSURE AUTO A4 PAPER SELECT 100% CANCEL ORIGINAL A4 AUTO EXPOSURE TO A4 PER SELECT 100% 0 When it is possible to interrupt a print or copy job in progress, the [INTERRUPT] key will appear as shown in the illustration.



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0 When the [INTERRUPT] key is touched in step 2, the [INTERRUPT] touch key will be replaced by the [CANCEL] key as shown in the illustration. To cancel interrupt copying at any time, touch the [CANCEL] key. other desired settings such as 3 Make all paper size and number of copies and exposure, then press the [START] key. When using the document glass, replace the original with the next original and press the [START] key. Repeat this operation until all originals have been scanned.

Then, touch the [READ-END] key. PLACE NEXT ORIGINAL. PRESS [START]. WHEN FINISHED, PRESS [READ-END]. READ-END When step 3 is completed, a copy job icon will appear at the top of the job icon queue at the left side of the screen and interrupt copying will start.

After the interrupt job is completed, the interrupted job will automatically resume. 28 MISFEED REMOVAL Misfeed in scanner module When an original has misfed in the scanner module, remove the misfed original following the procedure below. NOTES For misfeed removal in the main unit and other peripheral devices, see the "Operation manual (for printer operation and general information)". If you press the [INFORMATION] key, detailed information for misfeed removal will be displayed on the touch panel. 1 Open the document feeding area cover and remove any misfed originals.

Document feeding area cover A message may appear indicating the number of originals which must be returned to the document feeder tray. Return the originals to the document feeder tray and press the [START] key. 2 Close the document feeding area cover. Close the cover securely so that cover clicks into place. document turn 3 Open the knob in the cover and of the green rotating direction arrow to remove any misfed originals. 4 Close the document cover. 29

TROUBLESHOOTING Whenever the machine stops or operation is not possible, check the operation panel display for messages. In most cases, these messages will give sufficient information to return the machine to an operating condition. In cases where this information is not enough, check the list below for more information. This section describes problems concerning copier features.

For troubleshooting specific problems related to printer, facsimile, or network scanner features, see the separate manuals provided for them. For problems related to other peripheral devices, see chapter 5 of the "Operation manual (for printer operation and general information)". Problem Machine does not operate. Copies are too dark or too light. Check the START key indicator off? Solution or cause If the indicator is not on, the machine may be warming up. Warm-up should be completed in approximately 80 seconds. Adjust the exposure in the manual mode. (See page 15.) The exposure level in the AUTO mode can be adjusted using a key operator program. Contact your key operator.

(See page 33.) Cancel the PHOTO exposure mode. (See page 15.) Clean regularly. (See page 4-12 of the "Operation manual (for printer operation and general information)".

) Clean the original scanning window. (See page 4-12 of the "Operation manual (for printer operation and general information)".) Use a clean original.

Rotation copy functions only if the machine is either in the auto paper select mode or in the auto image mode. (See pages 8 and 16.)

) Set the original properly. (page 7) Use the auto image function to select the appropriate copy ratio based on the original and copy sizes. (See page 16.) Place the original face down in the document feeder tray or on the document glass. (See page 7.) When using the document glass, set the originals from the first page one sheet at a time. When using the automatic document feeder, set the originals with the first page down. Press the [CA] (clear all) key to cancel the current job. If the data amount exceeds the limit when using the pamphlet copy or multi shot copy which requires scanning of all originals, scanning will be canceled and copying will not be performed. If you install a hard disk drive, the storage capacity will increase.

Is Is the original image too dark or too light? Is the exposure mode set to AUTO? Is the exposure mode set to PHOTO? Smudges appear on copies. Document glass or document transport area dirty? stripes on copies when the document feeder is used? Black Image cannot be rotated. Part of original image is not copied. Blank copies Order of copies incorrect smudged or blotchy? Is the auto paper select or auto image function set? Is Original the original positioned correctly? Is the copy ratio proper for the original and paper sizes? Is Is the original placed face down? the order of originals correct? Job cancellation needed Scanning of originals is incomplete. Is a message requesting cancelation Is of job displayed? a message indicating memory is full displayed? 30 SPECIFICATIONS Copier Resolution Gradation Originals Copy sizes Scan: 600 dpi or 300 dpi, output: 600 dpi Scan: 256 levels, output: 2 levels Sheets, bound documents Maximum size: 11" x 17" or A3 Max. 11" x 17" or A3, min. 5-1/2" x 8-1/2" or A5 Image loss: Max 21/64" or 8 mm (leading edge and trailing edge in total), max. 21/64" or 8 mm (along all other edges in total) Approx. 80 seconds 35 copy/min. type: 5.

3 seconds 45 copy/min. @@@@ @20 copies/min. 35 copies/min. 25 copies/min. 45 copy/min.

type 20 copies/min. 22 copies/min. 45 copies/min. @@ One-sided scanning from the document feeder. One-sided scanning from the document glass.

Original feed system Automatic continuous feeding Original exit system Face down output Original transport system DSPF and SPF: sheet through type (reference position: center), document glass: reference position is left rear Original setting direction Face down Original sizes 5-1/2" x 8-1/2" to 11" x 17" or A5 to A3 Original weight 14 to 34 lbs. or 50 to 128 g/m2 Capacity Up to 50 sheets (30 sheets\*1 for 8-1/2" x 14" or B4 or larger originals) provided the total aggregate thickness does not exceed 1/4" or 6.5 mm (14 to 20 lbs. or 50 to 80 g/m2) or 3/16" or 5 mm (21 to 34 lbs. or 80 to 128 g/m2) Power supply Drawn from the main unit Dimensions 31-13/16" (W) x 24-3/8" (D) x 7-3/32" (H) or 808 mm (W) x 619 mm (D) x 180 mm (H) Weight Approx. 43 lbs. or 19.5 kg \*1 For paper heavier than 28 lbs. (105 g/m2), only a stack of up to 15 sheets can be set. If 16 or more sheets are set, image can not be scanned properly and scanned image can be expanded compared with original itself.

Name Type 31 KEY OPERATOR PROGRAMS This section describes all key operator programs relating only to the copier and facsimile functions. For the key operator programs which relate to copier, printer and facsimile functions, see the "Operation manual (for printer operation and general information)".

Key operator program list Program name Copy function settings Initial status settings Exposure adjustment Rotation copy setting Auto paper selection setting 600dpi x 600dpi scanning mode Quick scan from document glass Device control Original size detector setting Disabling of document feeder Page 33 33 33 33

33 33 34 34 Using the key operator programs To use of the key operator programs, follow the procedures described in the "Operation manual (for printer operation and general information)" on page 6-6.



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Also read "Supplementary explanation of key operation for key operator programs" on page 6-6. 32 KEY OPERATOR PROGRAMS Setting programs This section describes the setting of programs common to copier, facsimile and network scanning features. For programs dedicated to facsimile, network scanning and programs common to both the copier and printer features, see their respective manuals. Copy function settings The following programs can be set in "Copy function settings". Initial status settings Exposure adjustment Rotation copy setting Auto paper selection setting 600dpi x 600dpi scanning mode Quick scan from document glass Auto paper selection setting Use this program to set the paper type\* for the auto paper select mode to "Plain paper" or "Plain paper and recycle paper". \* Paper type specified in Tray setting of the custom setting function (page 1-20 of "Operation manual (for printer operation and general information)") 600dpi x 600dpi scanning mode Use this program to change the original scanning resolution of the automatic document feeder from 600 x 300 dpi to 600 x 600 dpi. If this mode is set, the copy quality for fine characters and fine lines will be improved but the original scanning speed will be slower.

NOTE If the original scanning speed is more important than higher resolution, do not set this program. Initial status settings The copier settings will be reset when the main switch is turned off, when the [CA] key is pressed or when the auto clear interval has elapsed. Use this program to establish new initial settings or to return the initial settings to the factory default settings. Paper tray, exposure mode, copy ratio, duplex mode, and output mode default settings can be made. NOTE If a duplex mode other than 1-sided to 1-sided is set as the default and either the duplex or scanner mode is disabled\*, the default will change to the 1-sided to 1-sided mode.

\* Disable duplex unit (page 6-10 of the "Operation manual (for printer operation and general information)") \* Disabling of document feeder (page 34) Quick scan from document glass Use this program to change the original scanning resolution on the document glass from 600 x 600dpi to 600 x 300 dpi. If you set this program, the first copy time will be shorter but the copy image will become a little more coarse. NOTE If the copy image quality is more important than first copy time, do not set this program. Exposure adjustment Use this program to lighten or darken copies in the automatic exposure mode. The factory setting is "5".

"1" indicates lighter density and "9" indicates darker density on the touch panel. Rotation copy setting If this program is set, the image of originals will rotate when the orientation of the originals does not match that of the copy paper. (Rotation copy will function only if the auto paper select or auto image mode has been selected.) NOTE For copying from 5-1/2 x 8-1/2 or A5 size originals onto 5 1/2 x 8-1/2R or A5R paper, this program must be set. 33 KEY OPERATOR PROGRAMS Device control Original size detection and disabling of the document feeder can be set. Original size detector setting This program is used to select the group of original sizes to be detected. Original size detection from the document glass can be disabled using the program CANCEL DETECTION AT DOCUMENT GLASS. Detectable original sizes Document feeder tray (for automatic document feeding) Document glass 11 x 17, 8-1/2 x 14, 8-1/2 x 11, 8-1/2 x 11R, A4 5-1/2 x 8-1/2 11 x 17, 8-1/2 x 13, 8-1/2 x 11, 8-1/2 x 11R, A4 5-1/2 x 8-1/2 A3, A4, A4R, A5, 8-1/2 x 11, B4, B5, B5R 216 x 330 A3, A4, A4R, A5, 8-1/2 x 11, B5, B5R, 216 x 330 B4 Group 1 INCH - 1 2 3 4 INCH - 2 AB - 1 AB - 2 If CANCEL DETECTION AT DOCUMENT GLASS is set, originals will be regarded as EXTRA for all copier functions and no original size will be displayed. Disabling of document feeder This program is used to prevent use of the automatic document feeder when the scanner module malfunctions. In this case scanning can still be done off the document glass.



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