

# Index Acoustic Hood V4 Manual



2014-09-26 Index Braille

  
**INDEX**  
**BRAILLE**  
[www.indexbraille.com](http://www.indexbraille.com)

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# 1 Introduction

This manual describes the functionality of Index Braille Acoustic Hoods V4; compatible with Index Braille Basic-D V4 and Everest-D V4 embosser models. The information is intended for users and service personnel.

## 1.1 Safety Information



**WARNING!**

In the interest of your own safety and to ensure correct use of this product, please carefully read this manual in its entirety.

- Securely place the Acoustic Hood on a stable surface.
- Proceed with caution when adjusting the glass door hinges; when loose the door may fall quickly.
- In the case of removing the cutting mechanism module on Acoustic Hood Basic-D V4 for service purposes, beware of the sharp blade [cutting mechanism].

## 1.2 Specifications

### Acoustic Hood Basic-D V4 Weight & dimensions

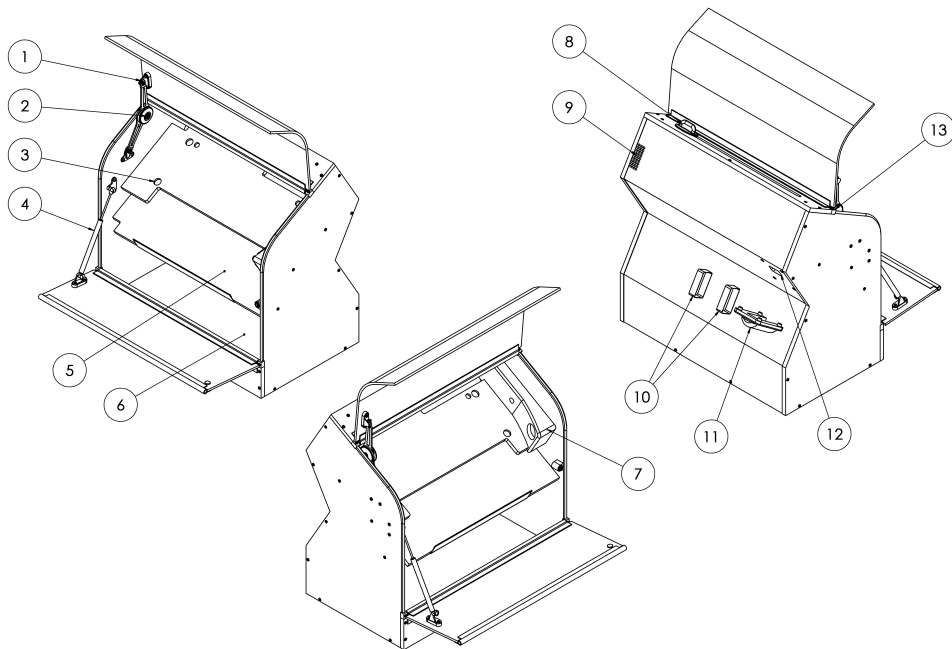
Net size (WxDxH)	60x36x62 cm
Net weight	19,6 kg
Shipping size	71x50x79 cm
Shipping weight	25 kg
Paper cutter	Razer blade based
Paper	Paper output shelf for >50 tractor fed papers

### Acoustic Hood Everest-D V4 Weight & dimensions

Net size (WxDxH)	60x39x92 cm
Net weight	23 kg
Shipping size	71x53x109 cm
Shipping weight	29 kg
Paper	>50 cut-sheet papers (fed from Embosser)

## 1.3 Product line overview

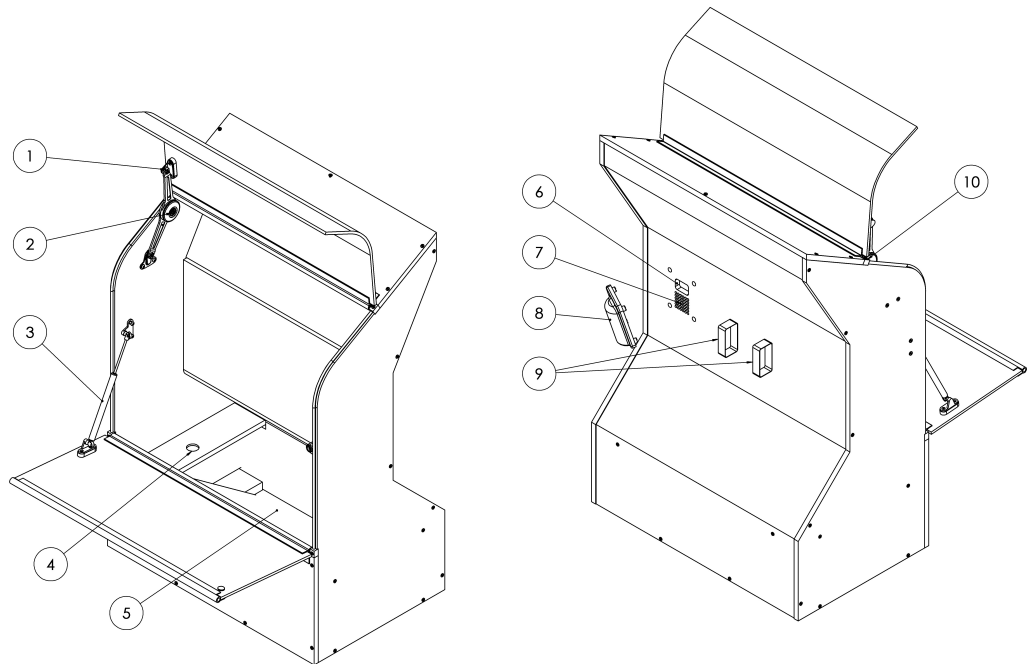
### 1.3.1 Acoustic Hood Basic-D V4



1. Hinge Lock
2. Adjustment Screw
3. Embosser Placement Grooves
4. Gas Spring
5. Paper Shelf
6. Paper Dispense Shelf
7. Ventilation Duct

8. Paper Cutting Mechanism
9. Ventilation Outlet
10. Power Supply Mounting Straps
11. Sound Damper
12. Cable Hole
13. Glass Lock

### 1.3.2 Acoustic Hood Everest-D V4



1. Hinge Lock
2. Adjustment Screw
3. Gas Spring
4. Embosser Placement Grooves
5. Paper Dispense Shelf

6. Cable Hole
7. Ventilation Outlet
8. Sound Damper
9. Power Supply Mounting Straps
10. Glass Lock

## 2 Installation

### 2.1 Material

Spare parts with part number for each Acoustic Hood Model including packing material. Additional spare parts are available for each Acoustic Hood model online in the Index Braille spare part Web Shop.

#### **Acoustic Hood Basic V4**

- EPP left side [2523]
- EPP right side [2524]
- EPP locking (x2) [2525]
- EPP Protection sheet [2526]
- Packing paper tray [2533]
- Packing box [2534]
- Ventilation Duct [2554]
- Allen (Hex) Key 3mm [2565]
- Allen (Hex) Key 4mm [1581]
- Ventilation Outlet Cover [2555]
- Top Arched Glass Door [2490]
- Bottom Glass Door [2499]

#### **Acoustic Hood Everest**

- EPP left side[2527]
- EPP right side[2528]
- EPP Protection sheet [2526]
- Packing box [2536]
- EPP locking (x2) [2525]
- Packing paper tray [2535]
- Allen (Hex) Key 3mm [2565]
- Allen (Hex) Key 4mm [1581]
- Ventilation Outlet Cover [2555]
- Top Arched Glass Door [2490]
- Bottom Glass Door [2500]

### 2.2 Unpacking the Acoustic Hood

Unpack the Acoustic Hood gently and check that all items are included. Refer to the above material list for details. Save the packing material for future transportation purposes. Please note that for both Acoustic Hood models the same unpacking steps may be followed.

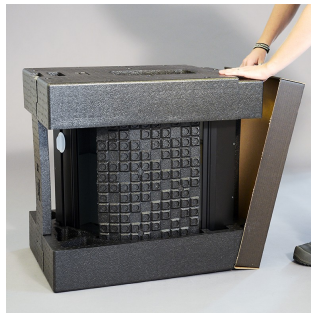
- Cut the straps and any tape that may have been used.



- Lift off the top large box.



- Lift out the Acoustic Hood from the bottom base by lying the unit flat on its side. Ensure that the Acoustic Hood is still intact within the Expanded Polypropylene Properties (EPP) packaging.



- Remove the two EPP strips that hold the packaging sides together (one on top and one on the bottom).



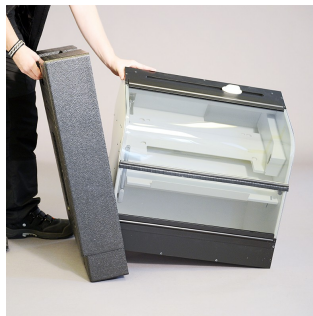
- Remove the EPP side in which faces upward.



- Remove the thin EPP glass protector.



- Stand the Acoustic Hood upright again and remove the remaining other side of the EPP packaging by slowly tilting the unit.



- Once the Acoustic Hood is unpacked, place it on a secure surface.



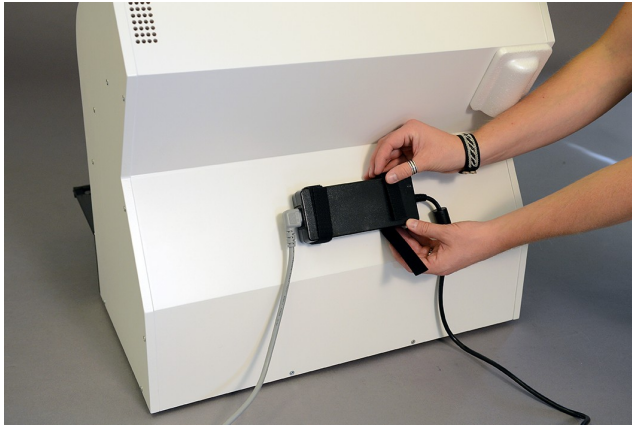


### 3 Mounting the embosser into the Acoustic Hood

How to mount the Index V4 embosser into its corresponding Acoustic Hood.

#### 3.1 Acoustic Hood Basic V4

1. Mount the Power Supply in the straps.



2. Feed the power cable and USB (and network cable if used) through the cable hole located on the backside of the Acoustic Hood. Place the sound damper back into place covering the cable hole.



3. Connect all cables into the embosser's electrical connectors by balancing the embosser on the embosser shelf inside the Acoustic unit. (see the embosser user manual for details)



4. Lift the Basic-D V4 embosser into the unit and place it in the fitted embosser grooves located on the embosser shelf.



5. Place the paper on the paper shelf. Insert the paper and fit it to both of the tractors located inside of the Basic-D V4 embosser. (For additional paper mounting instructions please see the embosser user manual.)



6. Ensure that the embosser is upgraded to firmware 1.5.3 or higher. Adjust the feed distance in which the paper feeds from the back of the embosser. Do so by selecting in the embosser interface panel MENU/ System/ Braille Block Position/ Feed and select 86 mm (To adjust this to a user defined feed distance please conduct a fine adjustment. See instructions at <http://www.indexbraille.com/en-us/support/knowledge-base/troubleshooting/adjustment-of-cutting-position-acoustic-hood-basic>)



6. Test the paper feed by pressing FEED on the embosser. Test a couple of sheets to ensure a successful feed to the lower shelf of the Hood.



7. Send a file to the embosser [Emboss]

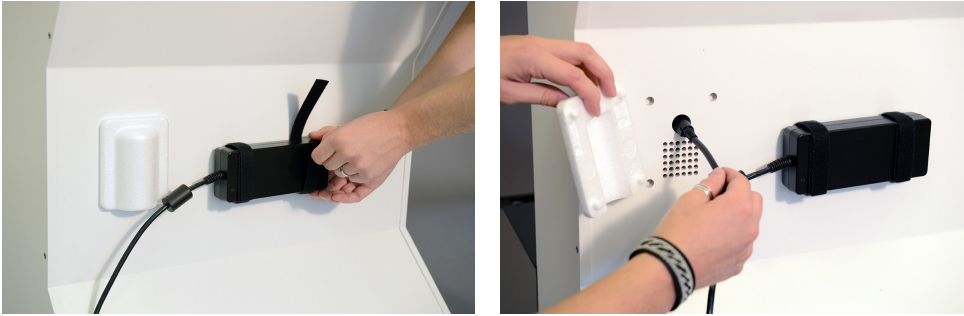
8. Cut the paper by sliding the Cutting Mechanism from one side to the other.



9. Pick up the embossed document from the bottom paper dispense shelf of the unit. (ensure that the paper falls as originally stacked on the paper shelf)

### 3.2 Acoustic Hood Everest V4

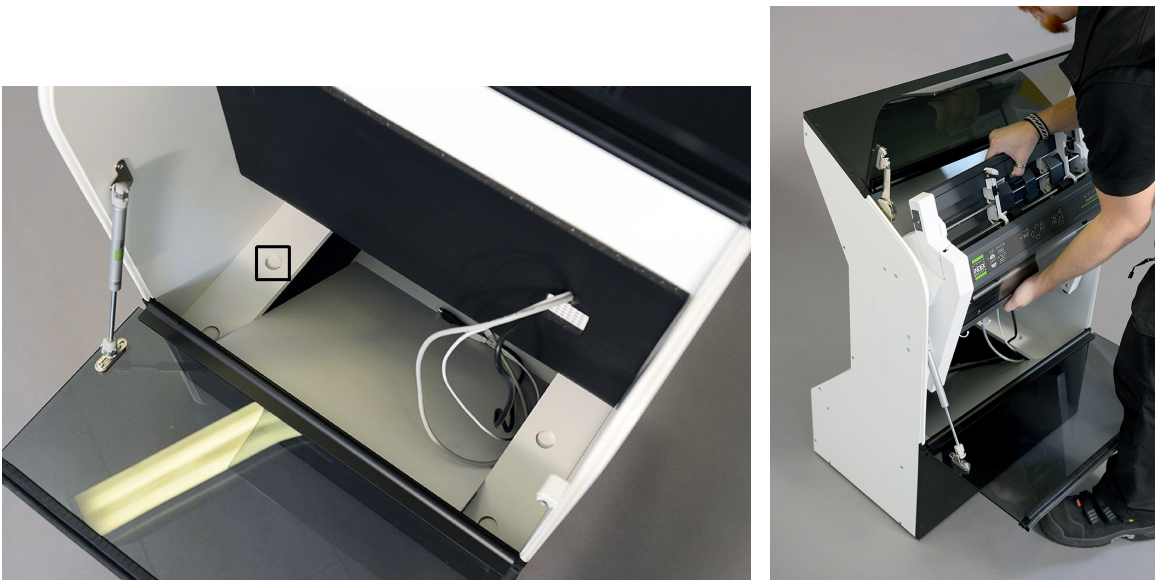
1. Mount the Power Supply in the straps and feed the power cable through the supplied cable hole located in the back of the Acoustic Hood.



2. Feed the USB (and network cable if used) into the cable hole. Place the sound damper back into place covering the cable hole again.



3. Lift the embosser and place it in the embosser grooves located on the embosser shelf.



4. Connect all cables into the embosser's electrical connectors. (See the embosser user manual for

more details)



5. Place the paper in the embosser's sheet feeder. Insert the paper according to the orientation of your document. Additional paper setting details may be found in the embosser user manual.

6. Adjust the white paper guides at the bottom of the embosser in accordance to your paper size and embossing orientation.



7. Test the paper feed by pressing FEED on the embosser. Test a couple of sheets to ensure a successful feed to the lower shelf of the Hood.



8. Send a file to the embosser [Emboss]
9. Pick up the embossed document from the paper dispense shelf of the unit.

## 4 Service & Support

Following are the most common issues and solutions seen for both Acoustic Hood models. For more information, please visit the support page at [www.indexbraille.com/en-us/support](http://www.indexbraille.com/en-us/support)

### 4.1 Acoustic Hood Basic V4

Solutions for common service issues for the Acoustic Hood Basic V4.

#### 4.1.1 Door speed adjustment

The V4 Acoustic Hoods may require adjustments to the Adjustment Screw located in the hinge of the top glass door. By loosening or tightening the Adjustment Screw, control is applied for the speed in which the door freely closes. Using a 4 mm Allen Key, adjust the speed of the door closure by either tightening or loosening the hinge by turning clockwise or counter-clockwise. For a slower [recommended] speed tighten the hinge.



To test the speed and impact of the door closure speed, open the top glass door and gently give force in order to encourage the door to fall freely. Adjust as needed.

#### **WARNING!**

Beware of your hands in way of the free falling door in which may be loosely tightened.

#### 4.1.2 Paper Jam

In the event of a paper jam using the Acoustic Hood Basic-D V4 complete the following in order of relevance:

1. If the paper jam is located in the back column of the Hood try to reach from underneath in order to pull out the paper.
2. If you were unable to reach the paper from underneath, carefully lift the embosser in order to draw out any paper that may be jammed behind the embosser or in the top of the feeding column of the Hood.
3. In the event that the paper is not reachable by step 1 or 2 then you may need to remove the



cutting mechanism module.

- Remove the glass door by loosening the hinge using a 4 mm insect key.
- Using the supplied 3 mm insect key remove the black profile and cutting mechanism module by removing all screws.
- Lift upward to remove the module.
- Take extreme precaution when removing and handling the cutting mechanism as the cutting blade is sharp!
- Remove any paper that may have lodged within the cutting mechanism module.

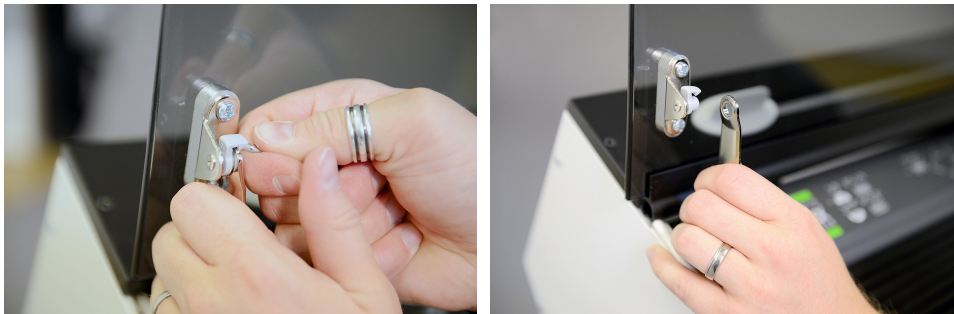
### 4.1.3 Replace cutting mechanism blade

After extensive use, the cutting mechanism blade may need to be replaced.

- Remove the screw inside of the Glass Lock on either the right or left side of the profile. Lift and remove the Glass Lock.



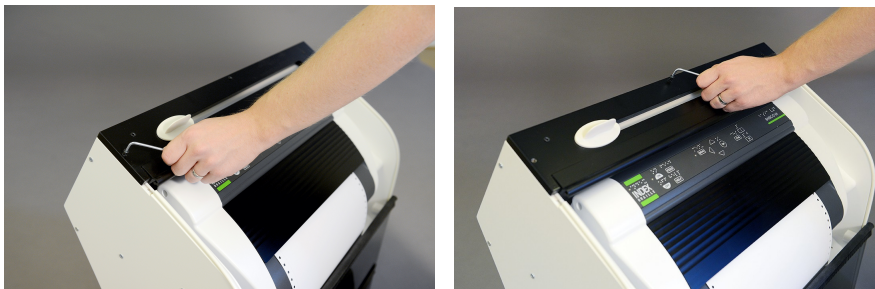
- Remove the top part of the hinge connection by pressing downward on the Hinge Lock until the hinge is free from the glass.



- Slide the glass outward and remove it.



- Using the supplied 3 mm Allen Key, remove the black profile and cutting mechanism module by removing three screws (see picture).



- Remove the magnetic handle.



- Lift upward to remove the cutting mechanism module



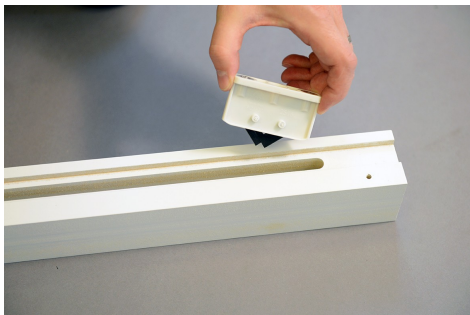
- Remove the remaining two screws of the black profile. Lift off the black profile.



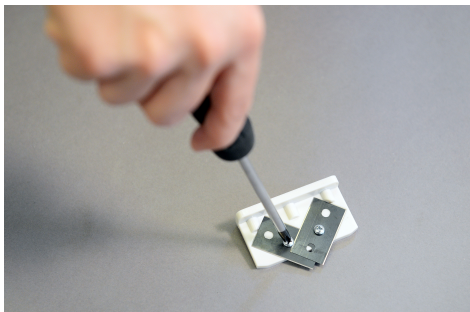
- Remove the plastic profile strip [2539].



- Lift upward to expose the cutting mechanism  
WARNING: Take extreme precaution when removing and handling the cutting mechanism as the cutting blade is sharp!



- Remove the two screws in which hold the blades in place.



- Remove the blades. (The use of gloves is recommended)
- Replace with new blades and tighten the screws back in to place.

## 4.2 Acoustic Hood Everest V4

Solutions for common service issues for the Acoustic Hood Everest V4.

### 4.2.1 Door speed adjustment

The V4 Acoustic Hoods may require adjustments to the Adjustment Screw located in the hinge of the top glass door. By loosening or tightening the Adjustment Screw control is applied for the speed in which the door freely closes. Using a 4 mm Allen Key, adjust the speed of the door closure by either tightening or loosening the hinge by turning clockwise or counter-clockwise. For a slower [recommended] speed tighten the hinge.



To test the speed and impact of the door closure speed, open the top glass door and gently give force in order to encourage the door to fall freely. Adjust as needed.

#### **WARNING!**

Beware of your hands in way of the free falling door in which may be loosely tightened.

## 4.3 Warranty

Index Braille provides a two (2) year factory warranty on parts for all Index embossers & Acoustic Hoods following the Orgalime S2000 agreement.

For additional warranty information contact your Index distributor for local warranty details.

## **NOTES**