

Index V4 Embosser manual



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Contents

1. Introduction	1
1.1 Safety information.....	1
1.2 Product line overview.....	2
1.2.1 Basic -D.....	2
1.2.2 Everest-D.....	3
1.2.3 Braille Box.....	4
2. Installation	5
2.1 Unpacking of the embosser.....	5
2.2 Electrical connectors.....	7
2.3 Power on/off.....	8
2.4 Speech feedback.....	9
2.5 Index Braille printer driver.....	9
2.5.1 Install Index Braille printer driver.....	9
2.5.2 Connect the embosser to the computer via USB port.....	10
2.6 Braille editor.....	10
2.7 Utilities.....	10
2.7.1 IbPrint (for Windows).....	10
2.7.2 IndexPrint (for Mac OS X).....	11
2.8 Reset / System reset.....	11
3. Paper handling	12
3.1 Supported paper sizes.....	12
3.2 Paper loading.....	13
4. Control panel settings	14
4.1 Key functions.....	15
4.2 Select layout.....	16
4.3 Menu tree.....	18
4.4 OFF Menu.....	20
4.5 Examples.....	21
5. Service and support	23
5.1 Troubleshooting.....	23
5.2 Clean pick-up rollers on Everest-D.....	24
5.3 Paper output adjustment on Everest-D.....	25
5.4 Card/sheet selectors adjustment on Everest-D.....	25
6. LED feedback	26

7. After sales support	28
7.1 Warranty information.....	28
7.2 Embosser software upgrades.....	28
7.2.1 Firmware.....	28
7.2.2 Lokal speech feedback.....	29
7.3 Before contacting Index Braille factory support.....	29
8. Shipping the embosser	30
9. Appendix	31
9.1 Calibration.....	31
9.2 Web interface.....	31
9.3 Connect to network IP address.....	32
9.4 Set IP adress from control panel of the embosser.....	32
9.5 Error codes.....	33

1 Introduction

This manual describes the functionality of Index Braille V4 embossers. The information is intended for users, service personnel and system administrators.

1.1 Safety information



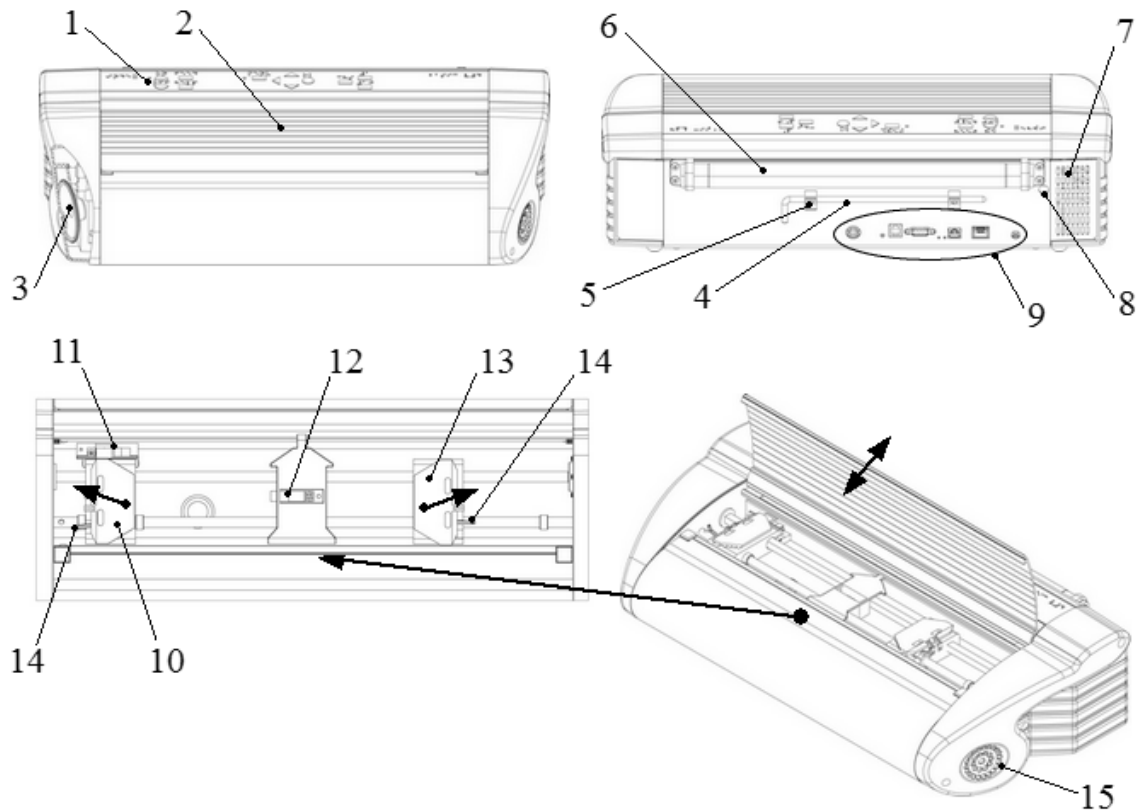
Warning!

In the interest of your safety and to ensure correct use, please read this manual carefully.

- Securely place the printer on a stable surface.
- Keep the ventilation inlets and outlets of the embosser free.
- Connect the embosser to a grounded power outlet only. Check that the cable is not damaged.
- Disconnect the embosser from the electrical power outlet if the unit is in need of service.
- Do not place the embosser close to any water source.
- In the case of repairing the embosser, avoid touching warm areas (the embosser head is warming up while embossing) to prevent possible burns. Wait a few minutes before touching these areas.
- The power cable is the device in which (for Basic-D and Everest-D) must be accessible for immediate disconnection. Remove the power cable from power outlet if smoke or fire shows from the embosser.
- The noise level can be perceived as uncomfortable while embossing. Use hood/cabinets to reduce noise levels (available in stock).
- Use the supplied USB cable or a cable that is not any longer than 3 m.

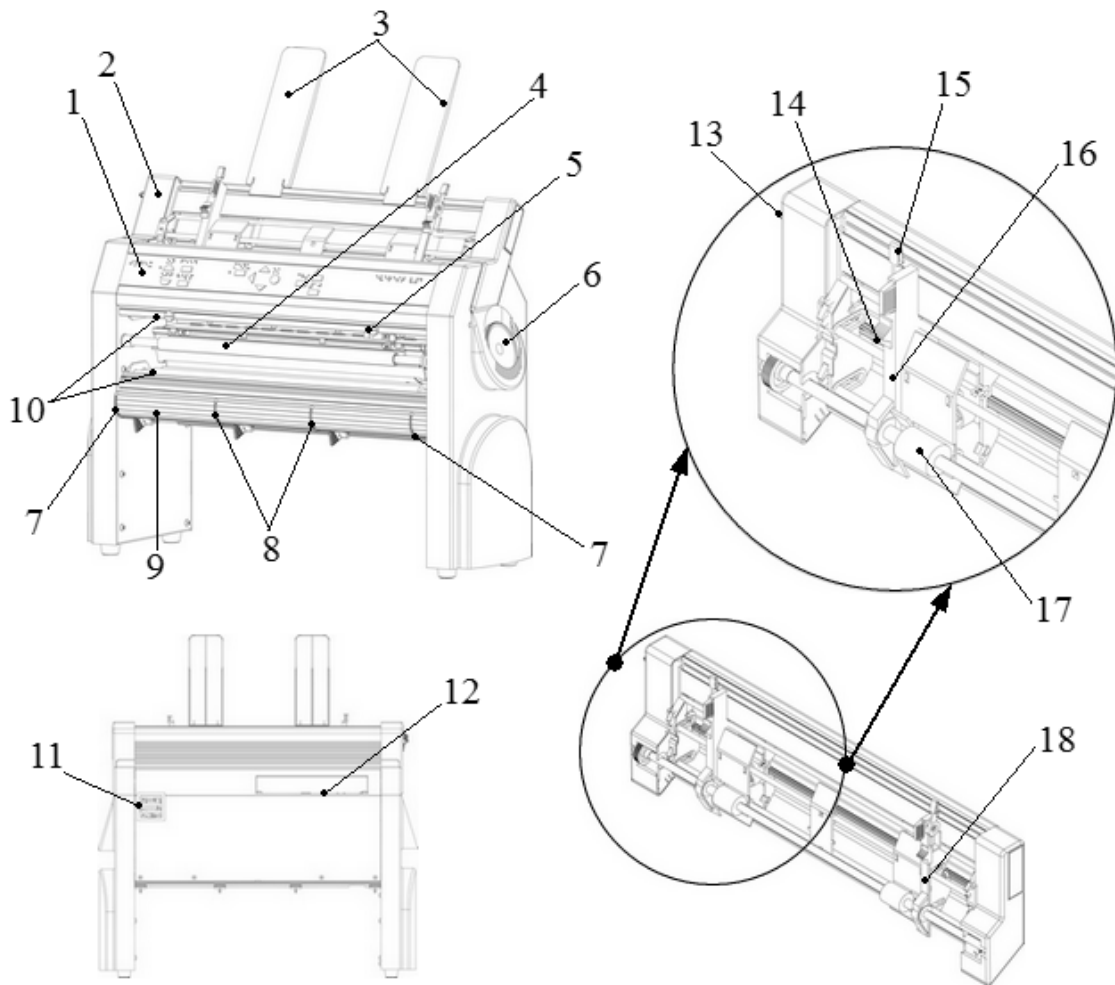
1.2 Product line overview

1.2.1 Basic -D



- | | |
|-------------------------------------|---|
| 1. Control panel | 9. Electrical connectors |
| 2. Lid | 10. Left tractor |
| 3. Speaker | 11. Optical paper movement sensor detecting paper jam |
| 4. Transport lock | 12. Optical paper sensor detecting paper edge |
| 5. Transport lock holder | 13. Right tractor |
| 6. Paper rollers | 14. Tractor lock |
| 7. Ventilation inlet | 15. Ventilation outlet |
| 8. Small opening for transport lock | |

1.2.2 Everest-D

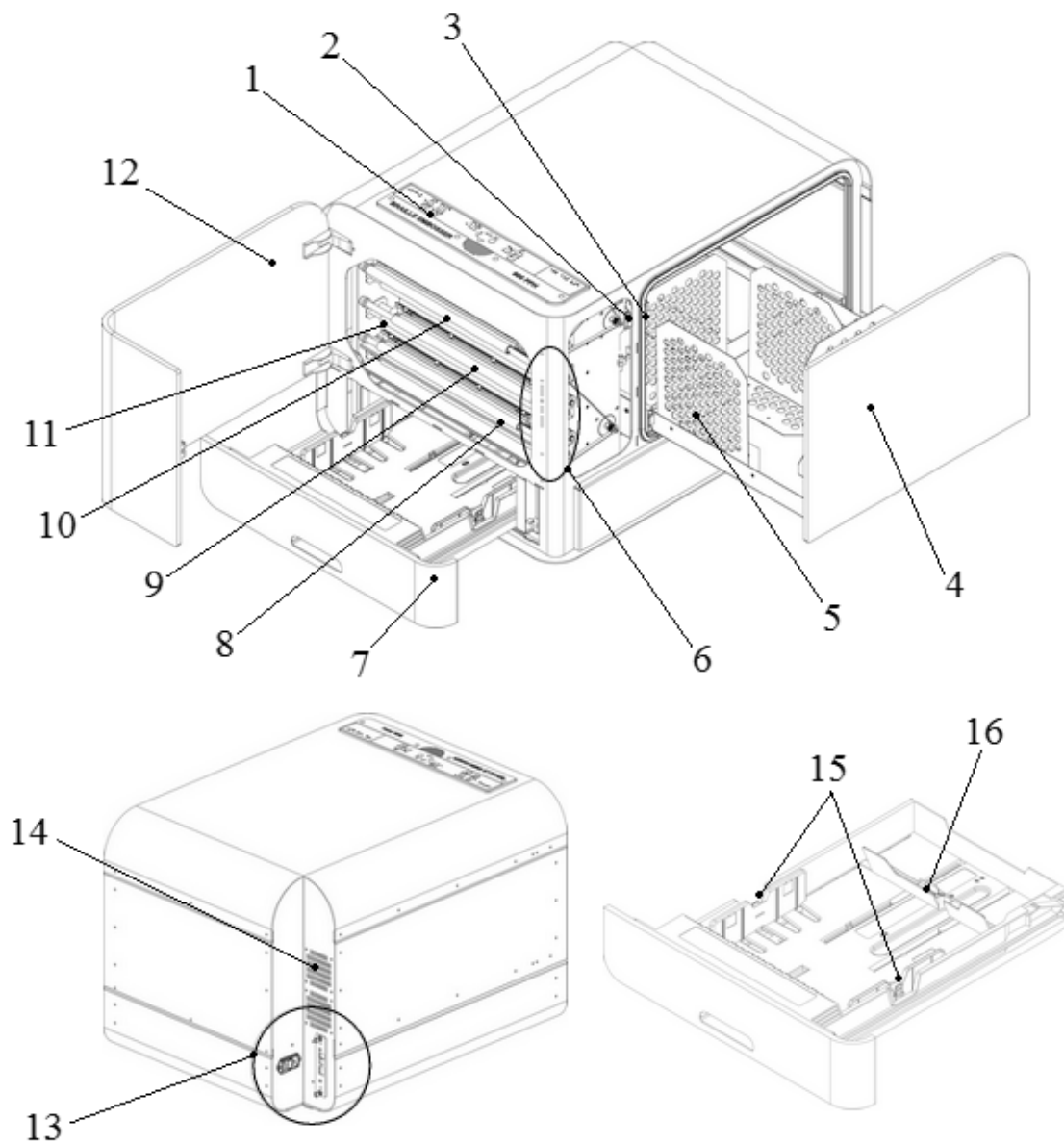


- | | |
|-------------------------|---------------------------------------|
| 1. Control panel | 10. Paper rollers (2 units) |
| 2. Sheet feeder | 11. Ventilation outlet |
| 3. Paper guides | 12. Electrical connectors |
| 4. Embosser head | 13. Sheet feeder lock |
| 5. Optical paper sensor | 14. Card/sheet selectors (right/left) |
| 6. Speaker | 15. Locking levers (right/left) |
| 7. Two outer guides* | 16. Left margin guide |
| 8. Two inner guides** | 17. Pick up rollers |
| 9. Front bottom profile | 18. Right margin guide |

*used to lock the position of the front bottom panel. Unlock to reposition the front bottom panel to receive proper paper output

**should be aligned with the paper edge; provide stable paper output.

1.2.3 Braille Box



- | | |
|--------------------------------|-----------------------------|
| 1. Control panel | 9. Embosser head #2 |
| 2. Service door optical sensor | 10. Embosser head #3 |
| 3. Braille tray optical sensor | 11. Paper rollers (5 units) |
| 4. Braille tray | 12. Service door |
| 5. Paper guide module | 13. Electrical connectors |
| 6. LED indicators | 14. Ventilation outlet |
| 7. Paper tray | 15. Paper guides |
| 8. Embosser head #1 | 16. Rear stop |

2 Installation

2.1 Unpacking of the embosser

Unpack the embosser gently and check the items, **save the packing material and transport lock(s)** in case of future transportation of the embosser.

NOTE: The two (2) year warranty on parts is only valid if the embosser is transported in professional packaging and the embosser head(s) is(are) locked. Otherwise the customer will be responsible for any further damages taken place during transportation occurred due to improper packaging.

The following is included in shipment:

- Embosser
- User manual
- USB memory stick
- Power cables
- USB cable

NOTE: Remember to install the printer driver to the computer before connecting the USB cable from the embosser to the computer!

- External switched-mode power supply (only for Basic-D and Everest-D)
- Service cord (only for Braille box)
- USB to serial adapter (only for Braille Box)

Please contact your distributor if any item are missing.

Basic-D

- Open the lid and remove the anti moisture bag.
- Remove the transport lock from the back side of the embosser.
- Store the transport lock in the transport lock holders located on the back plate of the embosser.

Everest-D

- Remove the two plastic transport locks and anti moisture bag from the sheet feeder.
- Carefully store the locks in case of future transportation of the embosser.

Braille Box

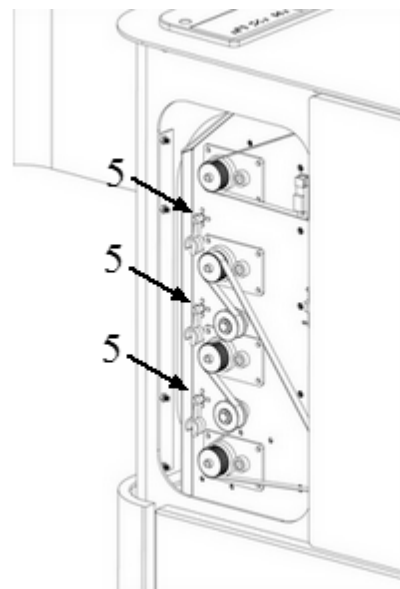
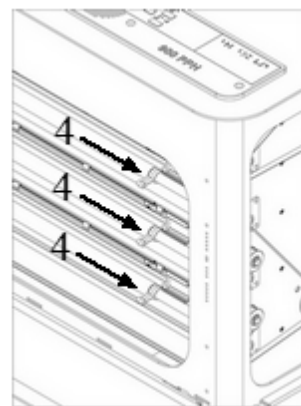
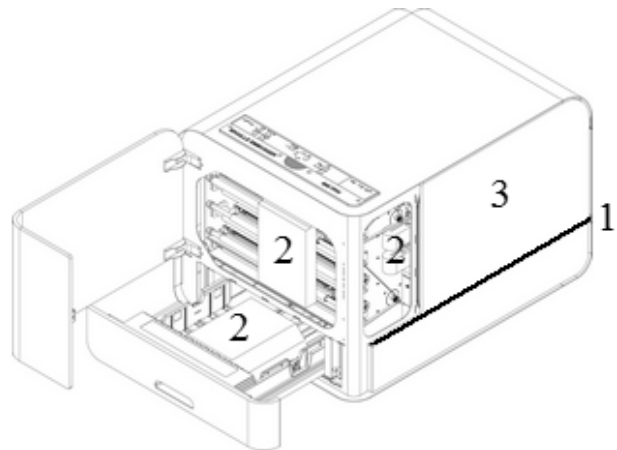
1. Remove the protection transport rubber seal

2. Open the paper tray and the service door. Remove the transport protection foam

3. Open the Bray tray by pressing the Braille glass quite hard and remove the accessory kit

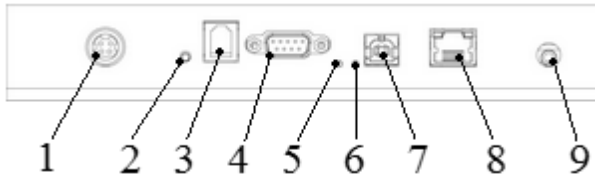
4. Remove three transport locks from each embossing head axle

5. Store the transport locks on the holders of the embosser tower. (Located on the right side of the tower, on the ends of each embosser head axle).



2.2 Electrical connectors

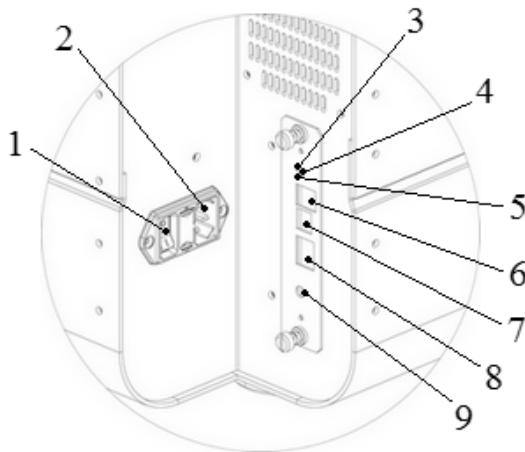
Basic-D and Everest-D



The connectors are located on the back side of the embosser:

1. Power input 48V DC
2. Reset / System reset
3. Service serial port
4. Serial port
5. Green LED = paper jam sensor on Basic-D
6. Yellow LED = paper edge sensor on Basic-D and Everest-D
7. USB port 2.0
8. Network port with LED (100 MB)
9. Headphone

Braille Box



1. Power switch (please do not power off the embosser by power switch only, always use the **OFF** key on the control panel first).
2. Power input
3. Green LED indicates that CPU board is OK
4. Reset / System reset
5. Red LED indicates that CPU is in an error state
6. Service serial port
7. USB port 2.0
8. Network port with LED (100 MB)
9. Headphone

2.3 Power on/off

Basic-D and Everest-D

The Basic-D and Everest-D are made to only be used with the external Mean Well GS160A48-PM1 power supply.

- **Power on** the embosser by following these steps:
 - Insert the 48 V connector from the separate power supply into the embosser's power input.
 - Connect the power cable to a grounded power outlet.
 - The V4 embosser will start up when power is connected. It takes approximately 40 seconds while the fan blows and the start up sequence is completed. The embosser is ready to use after it echos the brand name.
 - If the power cable has already been connected, **power on** the embosser by pressing the **ON** key on the control panel.
- **Power off** the embosser by holding the **OFF** key on the control panel for 2 seconds. This is verified by echo: "*Embosser is shutting down*". The embosser is now powered off and the fan has stopped blowing. This command will turn off the embosser and remove all Braille documents from the embosser's memory.

IMPORTANT: To unplug the power supply cable from the embosser:

- turn off the embosser by holding the OFF key on the control panel of the embosser
- draw backward and hold the lock on the power supply cable
- remove the power supply cable from the embosser.

Braille Box

The Braille Box has an internal power supply (use a fuse 6.3 A/250 V Slow blow 5x20mm).

- **Power on** the embosser by following these steps:
 - Insert the connector of the power cable into the embosser power input.
 - Connect the power cable to a grounded power outlet.
 - The embosser will start up when power switch is **ON**. Allow approximately 40 seconds while the fan blows and the start up sequence is completed. The embosser is ready to use after it echos the brand name.
 - If the power cable has already been connected and power switch **ON**, **power on** the embosser by pressing the **ON** key on the control panel.
- **Power off** the embosser by holding the **OFF** key on the control panel for 2 seconds. This is verified by echo: "*Embosser is shutting down*". The embosser is powered off and the fan has stopped blowing. This command will turn off the embosser and remove all Braille documents from the embosser's memory. Turn of the embosser by switching the power **OFF** (please do not power off the embosser by power switch only, always use the **OFF** key on the control panel **first**).

NOTE: Please do NOT power off the embosser by disconnecting the power input plug. This may leave files improperly closed and can cause unnecessary errors.

2.4 Speech feedback

The speech feedback uses the internal speaker by default. By inserting a standard headphone or external speaker you may increase the speech quality or volume. The headphone connector is located on the back side of the embosser.

2.5 Index Braille printer driver

The software and printer drivers for Index embossers may be installed from the USB memory stick included in the shipment or from www.indexbraille.com.

2.5.1 Install Index Braille printer driver

All Index embossers require the Index Braille printer driver to function properly. Index Braille printer drivers are available for Windows and Mac OS X.

Please **install the Index Braille printer driver before connecting the embosser to the computer** by following the printer driver installation wizard.

Operating system	Printer driver
Windows XP, Vista Windows 7-32 Bit	Index Driver 6 (32bit)
Windows 7-64 Bit	Index Driver 6 (64bit)
Mac OS X	Mac OS X 10.5 - 10.8

• Windows

1. Right click on the driver installation file and select "Run as administrator".
2. Confirm administrator rights by pressing "Yes".
3. Follow the installation wizard. A blank dialog box appears after a few "Next" buttons, let the computer finish this process. The blank dialog will disappear after a while.
4. Press "Finish" when shown to complete the installation process of Index Braille printer driver.

• Mac OS X

1. Double click the printer driver file.
2. Follow the installation guide for Mac OS X application.
3. Go to "System Preferences" and select "Print & Fax".
4. Connect the embosser to the computer via USB port by using the USB cable.
5. Start up the embosser and wait until echo: "Ready" or the brand name.
6. Press the "+" button in the appearing dialog on the computer.
7. The embosser should show up in the list. Click on the embosser name.
8. Choose "Select Printer Software" in the list box called "Print Using".
9. Select the correct embosser model in the Printer Software dialog.
10. Press OK.
11. Press Add.
12. Exit System Preferences to complete embosser installation.

2.5.2 Connect the embosser to the computer via USB port

Depending on the operating system of the computer, the embosser should be connected to the computer in two different ways:

- **Windows**

1. Start up the computer.
2. Install Index Braille printer driver to the computer (if it is not installed yet).
2. Connect the supplied USB cable to the embosser and to the computer.
3. Start up the embosser and wait for echos: "*Ready*" or name of the embosser brand.
4. Depending on operating system the computer will respond differently:

- **Windows Vista and Windows 7:**

The Plug & Play "Found new hardware" wizard will complete the USB installation (for Windows 7 it can take up to 2 minutes for the computer to complete the installation).

- **Windows XP:** A dialog window will appear:

- Select "No, not this time".
 - Select "Install the software automatically".
 - Follow the Plug & Play Wizard.
 - Once successfully installed the message "Your new hardware is installed and ready to be used" will show.

- **Mac OS X**

The connection of the embosser to the Mac OS X computer via USB port and installation of Index Braille printer driver should be performed at the same time. Follow the instructions described in section 2.5.1 Install Index Braille printer driver for Mac OS X.

2.6 Braille editor

To use a braille embosser a braille editor is needed. The prime function of a braille editor is to translate the text to braille, literally or contracted, and format it for the braille page.

NOTE: Braille editor software is not an Index Braille owned product and a purchase may be required to the desired company. Please contact your local distributor regarding cost.

2.7 Utilities

Please install IbPrint or IndexPrint (for Mac OS X) from the USB memory stick in which was included in the shipment of the embosser or from www.indexbraille.com.

2.7.1 IbPrint (for Windows)

IbPrint is a drag and drop application used for transferring text, firmware, etc. to the V4 Index embosser. One can add/delete files to/from the embossing list. Set number of copies for each document and compose simple braille translations if using Open Office Writer files. Drop the text

file (.PEF, .brf, .odt) to the IbPrint icon, select an embosser and press the "Emboss" button.

For more information about IbPrint read "How to use IbPrint" accessible from the Help menu after the program has been installed on the computer or at www.indexbraille.com.

Install IbPrint by following these steps:

1. Double click on the installation file for IbPrint.
2. Press Yes in the User account control dialog.
3. "Welcome menu" window. Press Next.
4. "Information" window. Press Next.
5. "Select destination location" window. Press Next.
6. "Select start menu folder". Press Next.
7. "Select additional tasks":
 - "Create desktop icon" - convenient, to simply drop files
 - "Show IbPrint in the sent to menu" - to emboss by right clicking a file and selecting IbPrint in the "Send to" menu.
8. Press Next.
9. Press Install.
10. Press Finish to complete the installation.

2.7.2 IndexPrint (for Mac OS X)

IndexPrint is a drag and drop application for Mac OS X to send preformatted braille documents and firmware files to the V4 Index embosser. It can be used for Mac OS X version 10.6, 10.7 and 10.8.

For further information read the IndexPrint manual on the supplied USB memory stick or at www.indexbraille.com.

Install IndexPrint by following these steps:

1. Unzip IndexPrint.zip.
2. Drag the unzipped IndexPrint.app to the applications folder.
3. IndexPrint is now ready to use.

2.8 Reset / System reset

Reset

Briefly press the reset button. It has the same function as when the embosser is powered off. The embosser will be restarted.

System Reset

Hold the reset button for about three seconds. The system will default all parameters to factory settings. The embosser will be restarted.

NOTE: Use an insulated narrow pin to reach and press the reset button.

3 Paper handling

All Index embossers support paper weights of 120 - 180 g/m² (grams per square meter). The customer may send any additional materials to Index Braille factory in Sweden for testing.

NOTE: The selected paper size in the embosser memory (defined in MENU from control panel of the embosser) and actual paper size of the paper loaded into the the embosser must to be identical in size.

3.1 Supported paper sizes

Basic-D supports only tractor fed paper, length 1 - 17 inches (25.4 - 431.80 mm), width 4 - 13 inches (120 - 330 mm).

Everest-D supports cut sheet "copy quality" paper; length 120 - 590 mm, width 130 - 297 mm.

Braille Box supports cut sheet "copy quality" paper formats: A4, A3, Letter 11 x 8.5 inch, 11 x 17 inch and 11 x 11.5 inch.

Predefined paper sizes (width x length)

Size width x length	Basic-D	Everest-D	Braille Box (fixed paper sizes)
A4 210 x 297 mm	✓	✓	✓
A3 297 x 420 mm		✓	✓
Tabloid 11 x 17 inch		✓	✓
Letter 8,5 x 11 inch	✓	✓	✓
11,5 x 11 inch	✓	✓	✓
10 x 11 inch	✓	✓	
11 x 11 inch	✓		
8,5 x 12 inch	✓		
11 x 12 inch	✓		

✓ - indicates supported paper size

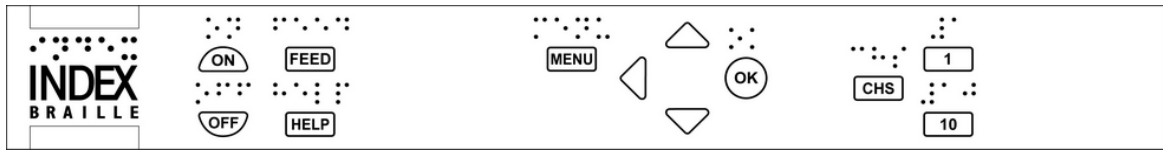
User defined paper size (for Basic-D and Everest-D only)

A user defined page size can be used within supported range of the embosser and may be changed from the control panel of the embosser.

3.2 Paper loading

Embosser model	Paper loading
Basic-D	<ul style="list-style-type: none"> • Open the lid. • Open the right and left tractors. • Release the lock on the right tractor and adjust the position of the right tractor according to the paper width. • Load paper and close the tractors. • Stretch the paper by pulling the right tractor. • Lock the right tractor in chosen position. <p>The optical paper sensor will define the position of the paper edge when the embossing process is started.</p>
Everest-D	<ul style="list-style-type: none"> • Place the plastic paper guides on to the top of the sheet feeder. • Release the lock lever on the left margin guide. • Open the sheet feeder by releasing the sheet feeder lock and place a paper stack in the sheet feeder towards the right margin guide. • Adjust the left margin guide to the left edge of the paper stack and lock the left margin guides with the locking lever. • Close the sheet feeder. • Adjust paper output while embossing (see instruction in 5.3 Paper output adjustment on Everest-D) • Adjust the two document inner guides to line up with the paper edge. • Adjust left and right card/sheet selectors by moving them to the lower position (see instruction in 5.4 Card/sheet selectors adjustment).
Braille Box	<ul style="list-style-type: none"> • Open the paper tray. • Move the rear stop into the correct position for the paper size. • Move the margin guides to the width of the paper. • Insert paper. • Tighten the margin guides. • Close the paper tray.

4 Control panel settings



MAIN MENU	FUNCTION SUMMARY
Current document	Emboss last printed Braille document in selected mode
Braille settings	Page layout, braille options, hammer impact
Communication	Network, serial communication
Option	Speech feedback language, speech feedback volume, emboss Braille manual, hammer test, demo and embosser information pages
System	Units millimeter or inch, date and time, calibrate paper, adjust folding line position and distance to the first Braille line

NOTE: After selecting a new setting, such as speech feedback, paper format, top margin, etc. press **OK** to confirm the choice, and then **MENU** to save the new settings, echo: *"Menu, save settings"*.

4.1 Key functions

KEY TYPE	KEYS	FUNCTION
General keys	ON	Power on (hold 2 sec.) Power off (hold 5 sec.) Start embossing Online mode Idle mode Exit MENU mode and other processes without saving settings
	OFF	Power off (hold 2 sec.) Stop embossing
	FEED	Feed to new page, eject a page
	HELP	Gives the most significant values for the used function MENU position, values, error mode etc
MENU keys	MENU	Start MENU mode Save MENU settings
	arrow UP	Move to next MENU item Select value from list
	arrow DOWN	Move to next MENU item Select value from list
	arrow LEFT	Move to a higher MENU level Exit Edit mode without saving settings
	OK	Select MENU item Select value Save a layout
Number keys	1	Change by 1 or by a fraction of an inch
	10	Change by 10 or by an entire inch. (Move paper arms, in idle mode - only for Braille Box)
	CHS	Change between an INCREASE or DECREASE in numerical function
Double keys	OFF+FEED*	Stop embossing
	FEED+FEED*	For Basic-D, will place paper in emboss position
	FEED+OFF *	For Basic-D will reverse the paper out of the embosser
	HELP+MENU*	Echo stating number of lines per page and characters per line
	HELP+CHS*	Toggle between local and English speech feedback, temporary language use
	HELP+10*	Echo embosser IP address
	HELP+ON*	Emboss hammer test page
	HELP+OFF*	Emboss current format settings defined in Braille layout
	HELP+HELP*	Emboss embosser information page in letter graphics
	10+1*	Start command center
1+10*	Start service center (Pin code protected, contact support@indexbraille.com)	

* press keys with approximately a half of a second interval between

4.2 Select layout

It is possible to select between five alternative layouts containing common paper sizes, top margin, binding margin, lines per page, line length and characters per line, etc.

To select the layout

- Press the **ON** key located on the control panel of the embosser for online mode. To ensure that other processes are not in use and the embosser is in idle mode the yellow LED indicator on the left hand side of the **ON** key will be on.
- Press arrow **UP/DOWN** on the control panel of the embosser to start Set Layout, echo: *"Set layout, current value is 1-5"*. The yellow LED indicator will blink and the red LED indicator on the left hand side of the **MENU** will be on.
- Select a new layout by pressing arrow **UP/DOWN**, echo: *"1-5"*.
- Press **OK** to save the new layout.

Press **HELP** in the layout function to present information about current layout settings.

Basic-D (when shipped)

Layout	Paper size	Lines per page	Top margin	Characters per line	Binding Margin	Duplexing
1	W11 x L12"	29	0	41	4	Double sided
2	W8.5 x L12"	29	0	30	4	Double sided
3	W11.5 x L11"	26	0	42	4	Double sided
4	Letter W8.5 x L11	26	0	30	4	Double sided
5	A4 W8.5 inch L11 3/4 inch	28	0	30	4	Double sided

W = width, L = length

NOTE 1: Basic-D default Layout 1.

NOTE 2: Basic-D support the tractor fed paper only.

Everest-D & Braille Box (when shipped)

Layout	Paper size	Lines per page	Top margin	Characters per line	Binding Margin	Duplexing
1	A4 Portrait W210 mm L297 mm	28	0	30	4	Double sided
2	A3 W297 mm L420 mm	28	0	30	4	News paper
3	W11.5 x L11"	28	0	39	4	Double sided
4	Letter W8.5 x L11"	26	0	30	4	Double sided
5	Tabloid W11 x L17"	26	0	30	4	News paper

W = width, L = length

NOTE: Everest-D default Layout 1.
Braille Box default Layout 2.

4.3 Menu tree

Press the **MENU** key to start Menu mode. The red LED indicator situated on the left hand side of the **MENU** key will be on.

MAIN MENU	SUB MENU	FUNCTION	INFO
Current document	Emboss one copy of last printed document	Select: from page, to page	
	Emboss multiple copies	Select number of copies	
Braille settings	Select Paper Size	Select paper size ⁽¹⁾ , portrait or landscape, format	List of standard paper sizes + User defined (mm/inch, paper length, paper width)
	Braille options	Supported Duplexing formats	(1),(2)
		Distance between Braille lines	Single or double line spacing ^{(1),(2)}
		Braille cell size	2.5/ 2.2/ 3.2 mm ^{(1),(2)}
		Braille translation	List of Braille tables ⁽²⁾
		Folding line	0 - 3 (only for Everest-D and Braille Box in saddle stitch format)
		Maximum number of papers in a Braille tray	"0" = not active ⁽³⁾
	Braille layout	Characters per line	Core value, depend on paper size
		Lines per page	Core value, depend on paper size
		Top margin	(4)
		Binding margin	(4)
		Braille Page number	(4)
		Number of pages in each Braille volume ⁽⁵⁾	(4)
		Braille volume number ⁽⁵⁾	(4)
	Hammer impact	Hammer energy	Normal/high
Number of hammer strokes on each braille dot		Select 1 - 5	
Communication	Network	Echo Network IP address	Echo IP address (the same function as HELP+10)
		Dynamic IP address on/off ⁽⁶⁾	(6)

		Static IP address ⁽⁶⁾	(6)	
		Netmask ⁽⁶⁾	(6)	
		Gateway ⁽⁶⁾	(6)	
		Dynamic name server ⁽⁶⁾	Factory default serial port	
	Serial communication	Baud rate	9600	
		Data bits	7 or 8 data bits	
		Parity	none/even/odd	
		Stop bits	1 or 2	
		Handshake	Hardware/Software/None	
	Settings	End of file delay	5 - 30 seconds	
Reset communication to default		To factory default communication parameters		
Option	Speech feedback	Speech feedback volume	Select 40 - 63	
		Speech feedback language	Select speech feedback language	
	Emboss without computer	Braille manual	Emboss Braille manual in selected language	
		Embosser information	Emboss information page in letter graphics (the same function as HELP+HELP)	
		Hammer test page	Emboss hammer test page (the same function as HELP+ON)	
		Braille format page	Emboss current format settings defined in Braille layout (the same function as HELP+OFF)	
	System	Braille block position	Distance between paper edge to first Braille line	- 10 - 10 mm
			Adjust folding line position	- 6.0 - 6.0
Feed ⁽⁷⁾			For Basic-D only ⁽⁷⁾	
Calibration		Calibration	Calibration of paper feed step length	
		Adjust embossing head reference position (Braille Box only)	Starting on left side position Arrow UP/DOWN = adjust position OK , see right side distance	

			Arrow LEFT = repeat OK = save value
	Embosser information	Serial no, firmware, pages, temp	

(1) By changing the "Duplexing", "Distance between Braille lines" and "Braille cell size" settings all margins will automatically be set to 0 with maximum characters per line and lines per page.

(2) Supported duplexing formats:

Basic-D: single/double sided; single/double sided z-folding, sideways (vertical) single/double sided z-folding.

Everest-D and **Braille Box**: single/double sided, single/double sided landscape (paper format landscape), single/double sided saddle stitch 4-pages (newspaper format).

(3) When the "maximum number of papers in a Bray tray" is printed, the printer will stop to remove the paper. Press **OK** to continue printing process.

(4) The margin may be selected when space is available; this means that the selected number of characters/line or lines/page is lower than the maximum space allowed. To make space available reduce characters/line or lines/page.

(5) **Everest-D** and **Braille Box**: In "Number of pages in each Braille volume" the embosser may automatically split up a braille document to separate volumes. The volume is in multiple of 4 (4,8...etc), 0 for no volume handling. If page numbering with volume number is selected it is printed as follows; "Braille page" #1, "volume #1", etc at the selected position on the paper.

(6) To be able to check "Static IP adress", "Netmask", "Gateway" and "Dynamic name service", the "Dynamic IP address" should be "OFF".

(7) Define the paper length behind the back plate of the embosser: position "80" = no cabinet (desk top use); position "650" = for Basic Acoustic Cabinet use; position "0" = no feed (no interval between the previous and subsequent documents).

4.4 OFF Menu

OFF Menu is available only when the embossing process is stopped by pressing the **OFF** key during the embossing of a document.

1. Press **OFF** to stop embossing
2. Press **MENU** to be able to use the OFF Menu
3. Press arrow **UP/DOWN**
4. Select the operation and press **OK**
5. Press **ON** to leave the OFF Menu and continue the original embossing sequences

MAIN MENU	SUB MENU	INFO
Current document	Echo embosser status information	Echo number of remaining copies
	Complete embossing of current document and cancel remaining copies	
	Stop embossing of current document	

4.5 Examples

The most effective way to learn the V4 embosser user interface is to work through the below examples. Subsequently making it easier to understand the MENU structure, the difference between numerical keys and arrow keys etc.

Action	INFO
Stop embossing	<ol style="list-style-type: none"> 1. Press OFF 2. Press FEED
Change speech interface language	<p>Example: Change speech interface from British English to Swedish</p> <ol style="list-style-type: none"> 1. Press MENU on the control panel of the embosser. The embosser will echo: <i>"Current document"</i> 2. Press arrow DOWN until echo: <i>"Option"</i> 3. Press OK, echo: <i>"Speech feedback"</i> 4. Press OK, echo: <i>"Speech feedback volume, current value is 53"</i> 5. Press arrow DOWN until echo: <i>"Speech feedback language, current value is British English"</i> 6. Press OK, echo: <i>"Set speech feedback language, current value is British English"</i> 7. Press arrow DOWN until echo: <i>"Swedish"</i> 8. Press OK, echo in swedish language means that current language is Swedish: <i>"Tal återkopplings språk, nuvarande värde är Svenska"</i> 9. Press MENU to save the Swedish speech feedback, echo: <i>"Menu, spara inställningar"</i>
Change paper size	<p>Example: Change paper size from A4 to Letter on Everest-D</p> <ol style="list-style-type: none"> 1. Press MENU on the control panel of the embosser. The embosser will echo: <i>"Current document"</i> 2. Press arrow DOWN until echo: <i>"Braille settings"</i> 3. Press OK, echo: <i>"Paper size"</i> 4. Press OK, echo: <i>"Current paper size A4"</i> 5. Press OK, echo: <i>"Set the paper size. Current paper size A4"</i> 6. Press arrow DOWN until echo: <i>"Letter"</i> 7. Press OK, echo: <i>"Current paper size is Letter"</i> 8. Press MENU to save the paper size Letter, echo: <i>"Menu, save settings"</i>
Make one copy of a section of last printed document	<p>Make a copy of page ex. 24-42 of last printed document.</p> <ol style="list-style-type: none"> 1. Press MENU on the control panel of the embosser. The embosser will echo: <i>"Current document"</i> 2. Press OK, echo: <i>"Emboss one copy of last printed document"</i> 3. Press OK, echo: <i>"From page, current value is one"</i> 4. Press the 10 key two times and the 1 key three times 5. Press OK, echo: <i>"To page, current value is 24"</i> 6. Press the 10 key two times and press CHS then press the 1 key two times to reduce the value to 42 7. Press OK to start embossing one copy of each page from page 24 to

	page 42
Make seven copies of last printed document	<ol style="list-style-type: none"> 1. Press MENU on the control panel of the embosser. The embosser will echo: <i>"Current document"</i> 2. Press OK, echo: <i>"Emboss one copy of last printed document"</i> 3. Press arrow DOWN until echo: <i>"Emboss multiple copies"</i> 4. Press OK, echo: <i>"Give number of copies, current value is one"</i> 5. Press the 1 key six times, echo: <i>"One....seven"</i> 6. Press OK to start the embossing of seven copies of last printed document
Set user defined paper size (10x8 inch)	<p>Change from 11 x 12 inch paper to the custom size 10 x 8 inch.</p> <ol style="list-style-type: none"> 1. Press MENU on the control panel of the embosser. The embosser will echo: <i>"Current document"</i> 2. Press arrow DOWN until echo: <i>"Braille settings"</i> 3. Press OK, echo: <i>"Paper size"</i> 4. Press OK, echo: <i>"Paper size. Current value is 11 x 12 inches"</i> 5. Press OK, echo: <i>"Set paper size, current value is 11 x 12 inches"</i> 6. Press arrow DOWN until echo: <i>"User defined"</i> 7. Press OK, echo: <i>"Paper size unit is inches"</i> 8. Press arrow DOWN until echo: <i>"Paper length. Current paper length is 11 inches"</i> 9. Press OK, echo: <i>"Set paper length. Current value is 11 inches"</i> 10. Press CHS key to <i>"DECREASE"</i> and press the 1 key one time to decrease with one inch to 10 inches. 11. Press OK, echo: <i>"Paper length. Current value is 10 inches"</i> 12. Press arrow DOWN to echo: <i>"Paper width"</i> 13. Echo: <i>"Paper width. Current value is 12 inches"</i> 14. Press OK, echo: <i>"Set paper width. Current value is 12 inches"</i> 15. Press the 1 key four times to decrease with four inch to 8 inch 16. Press OK, echo: <i>"Paper width. Current value is 8 inches"</i> 17. Press HELP to confirm your user defined paper size 18. Echo: <i>"Paper size current value is user defined, paper size unit inches, paper length 10 inches, paper width 8 inches"</i> 19. Press MENU to save the user defined paper size, echo: <i>"Menu, save settings"</i>

5 Service and support

Following are common issues and solutions as described. For more information, please visit the support page on www.indexbraille.com

5.1 Troubleshooting

Issue	Basic-D	Everest-D	Braille Box
"Out of paper"/ Dubble feed	<ul style="list-style-type: none"> • Load the tractor fed paper • Left and right tractors should be closed and locked 	<ul style="list-style-type: none"> • Load a good quality cut sheet paper • The margin guides should be smoothly pushed against the edge of the paper stack • The sheet feeder should be closed • Paper supports should be placed into the top of the sheet feeder • The pick-up roller surface should be soft and sticky (see 5.2 Clean pick-up rollers on Everest-D) • The card/sheet selectors should be in proper position (see 5.4 Card/sheet selectors adjustment on Everest-D) 	<ul style="list-style-type: none"> • Load a good quality cut sheet paper • The margin guides should be smoothly pushed against the edge of the paper stack
"Paper jam"	<ul style="list-style-type: none"> • Power off the embosser. • Open the tractors and remove all paper and/or particles. <p>NOTE: In the unlikely event that the paper is jammed inside the embosser head. To remove clean the embosser head, please follow the video with</p>	<ul style="list-style-type: none"> • Power off the embosser. • Check where the paper is jammed (most commonly in the embosser head • Remove the paper and/or particles manually by rotating paper rollers from below by hand <p>NOTE: If paper is</p>	<ul style="list-style-type: none"> • Power off the embosser. • Remove the paper tray. • Open the Braille tray. • Open the Service door. Check where the paper is jammed. • Remove the jammed paper by pulling the paper and rotating the paper rollers manually. • Check if the paper is

	instructions "Clear major paper jam for Basic-D V4" at the YouTube.	jammed inside the embossing head and not possible to remove this way, please follow the video with instructions "Clear major paper jam for Everest-D V4" at the YouTube.	<p>jammed above the paper arms situated in the Bray tray. Remove the jammed paper.</p> <ul style="list-style-type: none"> • Check if there is jammed paper in the paper out area above the embossing heads. The upper guiding plate is held by a magnet and may be pressed up by hand to get access to the paper out track. Remove the jammed paper by hand. <p>NOTE: If paper is jammed inside the embossing head and not possible to remove this way, please follow the video with instructions "Clear major paper jam for Braille Box V4" at the YouTube.</p>
Embosser briefly beeping 3 times when the power is turning on	The SD-card is faulty. Contact Index Braille support at support@indexbraille.com for further information		
"Command center"	Press ON on the control panel of the embosser to exit		

5.2 Clean pick-up rollers on Everest-D

Due to the aging process of rubber the **pick-up rollers** surface can become less sticky. The original sticky surface may be recovered by the following steps:

1. Cleaning with a rubber cleaning liquid, characteristically used in copy machines.
2. Grinding pick-up rollers with very fine sandpaper:
 - Press **ON**
 - Press **FEED**
 - Hold sandpaper against rotated pick-up roller until surface is sticky.
 - Press **OFF**

5.3 Paper output adjustment on Everest-D

1. Adjust the two inner guides to 10 mm (1/2") from the paper edge.
2. Adjust the angle of the front bottom profile while embossing for the best paper output:
 - Start to emboss a document and stop embossing just before the paper is completed.
 - Release left and right outer guides located on the front bottom profile.
 - Angle the front bottom profile to be able get proper paper output according to the current type of the acoustic cabinet.
 - Lock left and right outer guides.

5.4 Card/sheet selectors adjustment on Everest-D

Adjust left and right card/sheet selectors by moving them to the lower position. In a case of "double feed" move card/sheet selectors one step up; in a case of echo: "*Out of paper*" move card/sheet selectors one step down. Right and left card/sheet selectors must be in the same position!

NOTE: Paper thicknesses and quality may vary due to climate factors such as temperature, humidity etc. Adjust card/sheet selectors for current paper quality. Several sheets should feed successfully without a "double feed" or an "*Out of paper*" voice message.

6 LED feedback

Control panel LED feedback

The green LED indicator located on the control panel indicates 48 Voltage input power is ON.

EMBOSSER STATUS	GREEN 48V	YELLOW	RED	INFO
Idle	ON	ON		The embosser has completed the starting up sequence and is ready to emboss
Embossing	ON	FLASHES SLOW		Embossing in progress
Embossing and printing	ON	FLASHES FAST		For ATC Braille & Print
Menu active	ON		ON	MENU mode
Value active	ON	FLASHES SLOW	ON	Insert values from the control panel is active
Command center active	ON		FLASHES SLOW	Run the command center
Upgrade active	ON	FLASHES SLOW	FLASHES SLOW	Wait during the upgrade process, it takes up to 10 minutes and is completed when the embosser supplies the "Ready" voice message
Error minor	ON		FLASHES FAST	Press ON for idle mode
Error major	ON	FLASHES FAST	FLASHES FAST	Restart the embosser to reset error position

FLASHES SLOW = 1 times per sec.

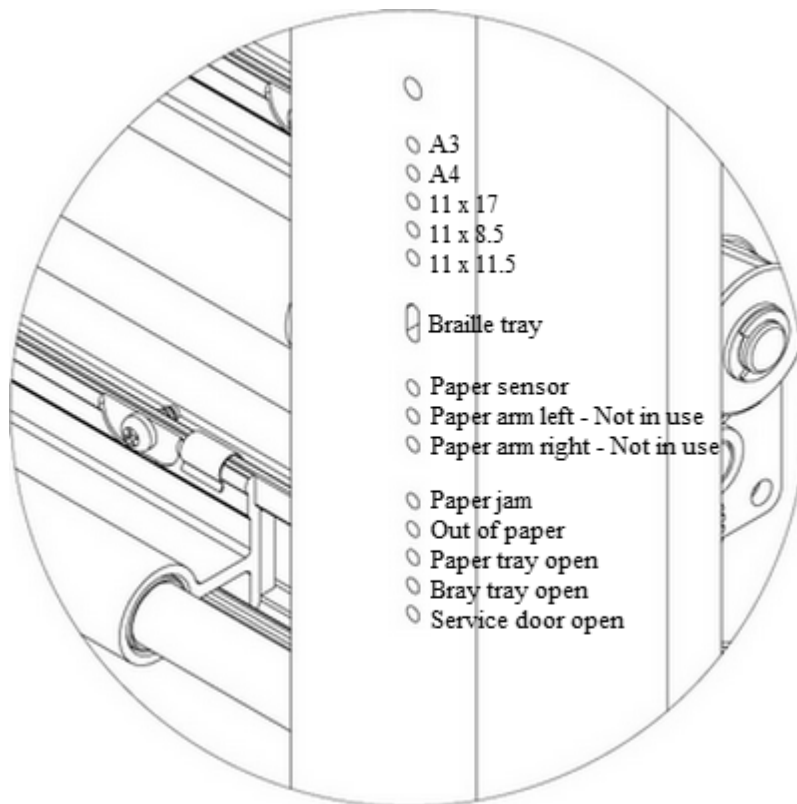
FLASHES FAST = 3 times per sec.

Basic-D and Everest-D LED interfaces (situated on the back side of the embosser)

	Green	Yellow
Basic-D	Paper sensor located on the black arrow	Paper movement indicator located behind the left tractor
Everest-D	Paper sensor located above the embossing head	not used

Braille Box LED interfaces

The row of 16 LED lights is located in the glass corner, to the right of the embosser tower, in the front of the Braille Box. The function on each LED is labeled.



Two LED lights located at the Braille Box CPU board indicate if the board is OK (green) or is in an error state (red).

7 After sales support

Additional information about embossers produced by Index Braille (Sweden), user and service manuals, downloads, knowledge base, videos, printer drivers, braille editor software and any other information about troubleshoot faults in which are not included in this user manual can be found on:

- the USB memory stick that is included in the shipment for each embosser and/or
- www.indexbraille.com

Contact Index Braille support at support@indexbraille.com if you can't find what you are looking for.

7.1 Warranty information

Index Braille provides two (2) year of warranty on parts for all Index embossers, following the Orgalime S2000 agreement.

7.2 Embosser software upgrades

Free download

All Index Braille owned software and firmware may be downloaded and upgraded from www.indexbraille.com free of charge.

NOTE: Braille editor software is not an Index Braille owned product and a purchase may be required to the desired company. Please contact local distributor regarding cost.

7.2.1 Firmware

The firmware is loaded into the embosser to control functions, communication, speech feedback, braille tables, etc. By upgrading the embosser firmware the access to the latest firmware features will be received and bugs fixed.

Before upgrading the embosser make sure that it is equipped with firmware 1.2.x or higher. If your embosser is equipped with firmware below 1.2.x, please contact support@indexbraille.com for further instructions.

NOTE: Press **HELP** to identify the current firmware version.

To update the firmware on the V4 embosser:

1. Open IbPrint (or IndexPrint on Mac OS X).
2. Select the embosser that should be upgraded.
3. Download the latest firmware file from www.indexbraille.com or open the file from the USB memory stick (under Firmware).
4. Select, drag and drop the firmware file to IbPrint (or IndexPrint on Mac OS X).
5. Press "Emboss". A series of beeps indicates that the updating process has begun.
6. The echo: "*Embosser is restarting*".

7. After approximately 30 - 200 seconds the embosser will echo the brand name that confirms successful upgrade.

WARNING 1: Never reverse or roll backward the firmware upgrade to a previous version. This can cause damage.

WARNING 2: Never turn off the embosser during firmware upgrade. It will damage the SD-card.

7.2.2 Lokal speech feedback

All local speech feedback languages available as of the day of shipment will be included in the embosser. Upgrade to the latest speech feedback by following the instructions in the V4 Knowledge Base at www.indexbraille.com.

7.3 Before contacting Index Braille factory support

First contact your local distributor who is responsible for your installation, general service questions and sale of the embosser.

Please **check the following** before contacting Index Braille factory:

- Is the embosser starting up correctly: the green LED on the control panel indicating power is on and echo "Ready" or brand name is ok.
- Complete a hammer test by pressing **HELP + ON**. Are all hammers embossing correctly?
- Emboss a test file "Text file.txt" from Index Braille USB memory stick (under Software, IbPrint or Index Print (for Mac OS X)) directly with IbPrint or IndexPrint (for Mac OS X). If this print out works correctly, but the print out with the Braille editor is not correct, it indicates that your Braille editor is not properly setup.
- Note the serial number and current firmware of the embosser.
- Note the description of the fault.

8 Shipping the embosser

- Insert the embossing head(s) transport lock(s).
- Pack the embosser gently in the original packing material and as originally received from the Index Braille factory. The warranty will not be valid for any further damages occurred due to improper packaging and shipping of the unit.
- Please include a fault description and sender information (name, address, telephone number, e-mail address) in order to receive quick and effective service. If there is a problem with the embossing quality, kindly include a sample printout.
- Include a copy of the receipt or other document as a proof of purchase.
- Tie the box using a strong tape in at least two vertical rings around the box.
- Contact the local distributor before shipping for more information.

NOTE: The two (2) year warranty will only be valid if the embosser is transported in original packaging and the embosser head(s) is(are) locked. Otherwise the customer will be responsible for any further damages taken place during transportation occurred due to improper packaging of the embosser. If you lack any proper packing materials, please contact Index Braille support: support@indexbraille.com.

9 Appendix

9.1 Calibration

The paper calibration is used to calibrate the step length of vertical paper movement for Everest-D or Braille Box. If the step length is too small the printout will be compressed and not cover the lower position of the paper. If the step length is too large the printout will continue below the paper, losing the last braille lines.

It is recommended to make a paper calibration:

- When the electronic main board is replaced.
- When the paper quality is significantly changed.
- The braille print out area does not fit to the paper size (check first that the paper size in the embosser setup and actual paper size of the paper loaded into the embosser are the same).

Perform a paper calibration by the following:

1. The paper size in the embosser setup and actual paper size of the paper loaded into the embosser must to be the same.
2. Start the paper calibration by pressing
 - **MENU**
 - System
 - Calibration
 - **OK**
3. The first page will feed through the sheet feeder in order to define the paper length.
4. On the second page the predefined total number of characters per line and lines per page will be embossed in order to fit the defined paper size.

After the paper calibration is completed the selected paper size in Braille embosser setup will be set according to the paper size used in the calibration process.

9.2 Web interface

The Index V4 embosser has an embedded web interface which has the following menu in firmware 1.4.2

- **Embosser info**: Serial no, firmware, number of printer pages and network settings
- **Status**: Current status on your embosser on line/off line/ error, system up time and status on the document you are currently embossing (number of pages, copies, print time etc)
- **Upgrade**: Current version and the latest version of firmware packages are presented. There is also an option to upgrade the embosser to the latest firmware standard. All files will automatically be downloaded from the Index Braille server.
- **Speech**: Function to install and select local speech interface.

Getting started with web interface

1. Set Index V4 embosser to DHCP = ON in **MENU/Communication/Network/Dynamic IP address/** set to ON
2. Connect the embosser to your LAN (local area network) with a standard network cord
3. Get the IP-address. Press **HELP + HELP**. The printer will emboss the "information page in letter graphics" which include the IP address. An alternative is to press **HELP + 10** which will echo the IP address.
4. Insert the presented IP address in your browser window; now the embosser web page will be presented in your browser.
5. Select the Embosser info menu, network settings and press EDIT.
6. Now set DHCP = OFF (the selected IP address will be permanent) and insert your permanent IP-Address in the interface and press "Apply"
7. Insert the permanent IP address in your browser and you may now start to use the web interface.

9.3 Connect to network IP address

Connect the V4 embosser to your network. If the network supports Dynamic Host Configuration Protocol (DHCP) the V4 embosser will now receive a dynamic IP address. Verify the IP address by pressing **HELP + 10**. The V4 embosser will state the network IP address. Please write the address down for your own knowledge.

From embosser internal web (not implemented in 1.3.x)

Open your browser and type the embosser IP address in the address field. The internal web menu of the embosser is now presented. Go to Network, change to static IP address and insert the values.

9.4 Set IP adress from control panel of the embosser

1. Press **MENU** on the control panel of the embosser. The embosser will echo: "*Current document*"
2. Press arrow **DOWN** until echo: "*Communication*"
3. Press **OK**, echo: "*Network*"
4. Press **OK**, echo: "*Dynamic IP address, current value is On*"
5. Press **OK**, echo: "*Set dynamic IP address, current value is On*"
6. Press arrow **DOWN**, echo: "*Off*"
7. Press **OK**, echo: "*Dynamic IP address, current value is Off*"
8. Press **MENU** to save settings, echo: "*Menu, save settings*"
9. Restart the embosser and repeat pp. 1-3 in this example until echo: "*Network*"
10. Press **OK**, echo: "*Dynamic IP address, current value is Off*"
11. Press arrow **DOWN**, echo: "*Static IP address, current value is 0.0.0.0*"
12. Press **OK**, echo: "*Set block 1.0*"
13. Use the numerical keys **1** and **10** to set block 1 (sample 192)
14. Press **OK**, echo: "*Block 2.0*"
15. Use the numerical keys to set block 2 (sample 168)

16. Press **OK**, echo: "*Block 3.0*"
17. Use the numerical keys to set block 3 (sample 1)
18. Press **OK**, echo: "*Block 4.0*"
19. Use the numerical keys to set block 4 (sample 10)
20. Press arrow **UPP/DOWN** to move between the blocks
21. Press **OK**, echo: "*Static IP address, current IP address is 192.168.1.10*"
22. Press arrow **DOWN** to setup Netmask, Gateway and Dynamic name serve in the same way as the static IP address
23. Press **MENU** to save settings, echo: "*Menu, save settings*"

9.5 Error codes

Error code*	Description	What to do
100	IPC** - Configure	press OK to continue
101	IPC** - Timeout	press OK to continue
102	IPC** - Restart	press OK to continue
103	IPC** - Clear queue	press OK to continue
120	Out of paper	insert paper and press OK
121	Paper jam	remove paper and press OK
122	Paper length fail	
123	Paper tray empty	insert paper and press OK
130	Service door open	
131	Paper tray open	
132	Braille tray open	
133	No tray / door signal open	
134	Braille tray full (Braille Box)	
135	Paper jam - release	
200	Spool file - error	embosser can't take the file
201	Spool file - empty	
202	Spool file - unknown esc sequence	
203	Spool file - WinBraille esc sequences not supported	
210	Spool file - V3 format esc sequences not supported	
204	Spool file - XML-document	
205	Spool file - HTML-document	
206	Spool file - post script file	
210	Spool file - V3 format	
211	Spool file - V2 format esc sequences not supported	
212	Spool file - min value for parameter in esc sequence exceeded	
213	Spool file - max value for parameter in	

	esc sequence exceeded	
214	Spool file - max characters per line exceeded	
215	Spool file - max lines per page exceeded	
216	Spool file - to many transparent characters	
220	Spool file - unknown parameter	
221	Spool file - parameters characters per line, line per page, top magrin, binding margin; a value is missing from the editor	
299	Spool file - formatting error	
300	Not a valid file, checksum error	
301	Not a valid magic number	
302	Not a valid header	
500	Undefined hardware setup	
501	Undefined software setting	
502	Free memory error	
503	Large document error	
504	Large document error	
800	No SD-memory available	
801	SD-memory Read only	press OK -> power on restart -> not OK change SD card
802	No factory settings	Send new Configsys file to your V4 embosser
810	Configuration - corrupt	
811	Parameter - corrupt	
812	Layout - corrupt	
813	Header - corrupt	
814	Network - corrupt	
999	Restart	
700	Ink timeout	
701	Ink start up	
702	Ink power up	
703	Ink Power down	
704	Ink post service	

*Firmware 1.4.2

**IPC = Internal Protocol for Communication between the Linux master CPU and the low level CPU controlling the stepper motors and hammers.

Spool file errors (200-299) press OK embosses without complete information, or press ON to cancel the embossing.

Index

- B -
 - braille editor 10
- C -
 - Calibration 31
 - Card/sheet selectors adjustment 25
 - Change paper size 21
 - Change speech interface language 21
 - Clean pick-up rollers 24
 - Command center 23
 - Connect the embosser to the computer 10
- D -
 - Dubble feed 23
- E -
 - Emboss Braille manual 18
 - Emboss current format settings defined in Braille layout 18
 - Emboss hammer test page 18
 - Emboss information page in letter graphics 18
 - Error codes 33
- I -
 - Index Braille printer driver 9
 - Install IbPrint 10
 - Install IndexPrint 11
- M -
 - Make one copy of a section of last printed document 21
 - Make seven copies of last printed document 21
 - Menu mode 18
 - Menu tree 18
- O -
 - online mode 16
 - Out of paper 23
- P -
 - Paper jam 23
 - Paper loading 13
 - Paper output adjustment 25
 - Power on/off 8
- R -
 - Reset / System reset 11
- S -
 - select the layout 16
 - Set user defined paper size 21
 - Shipping the embosser 30
 - software upgrades 28
 - Stop embossing 21
- T -
 - Text file.txt 29
 - Toggle between local and English speech feedback 15
- U -
 - Unpack the embosser 5
 - upgrading the embosser firmware 28
- W -
 - Warranty information 28
 - Web interface 31

NOTES