

# Index V4 Embossser manual



## Contents

<b>1. Safety information</b>	<b>1</b>
<b>2. Index V4 embosser overview</b>	<b>1</b>
2.1 Basic-D.....	1
2.2 Everest-D.....	2
2.3 Braille Box.....	3
<b>3. Installation</b>	<b>3</b>
3.1 Unpacking of the embosser.....	4
3.2 Electrical connectors.....	5
3.3 Power on/off.....	6
3.4 Speech feedback.....	6
3.5 Index Braille printer driver.....	6
3.5.1 Install Index Braille printer driver.....	7
3.5.2 Connect the embosser USB port.....	7
3.5.3 Connect to network IP address.....	8
3.6 Converting to Braille.....	8
3.6.1 Index-direct-Braille (idB).....	8
3.6.2 idB in Windows.....	9
3.6.3 idB in Mac.....	9
3.6.4 idB in Linux.....	9
3.6.5 Braille editor.....	10
3.7 Utilities.....	10
3.7.1 IbPrint for Windows.....	10
<b>4. Paper handling</b>	<b>10</b>
4.1 Supported paper sizes.....	10
4.2 Paper loading.....	12
4.3 Adjustment of cutting position Acoustic Hood Basic V4.....	13
<b>5. Control panel settings</b>	<b>13</b>
5.1 Key functions.....	14
5.2 Select layout.....	15
5.3 Menu tree.....	17
5.4 OFF Menu.....	19
5.5 Examples.....	20
<b>6. Service and support</b>	<b>21</b>
6.1 Clean pick-up rollers on Everest-D.....	21
6.2 Sensors.....	22
6.3 Calibration.....	22
<b>7. LED feedback</b>	<b>23</b>
<b>8. After sales support</b>	<b>23</b>

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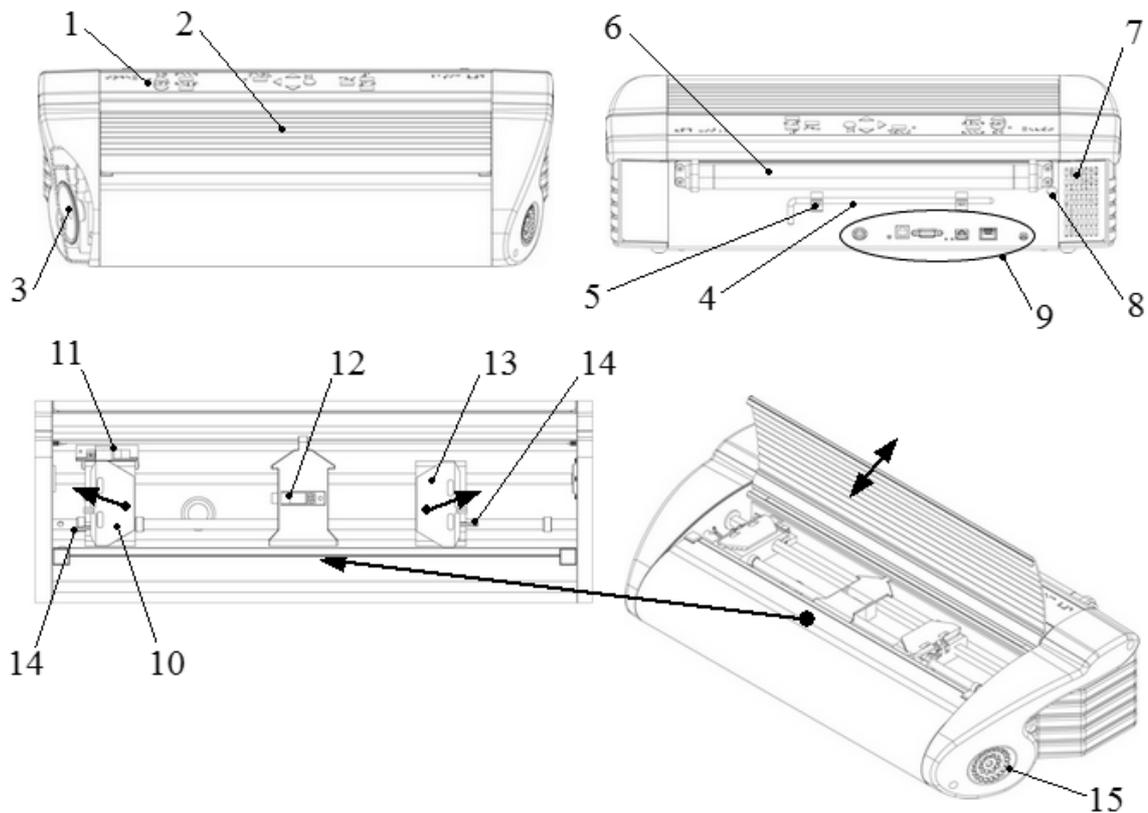
8.1 Warranty information.....	23
8.2 Embosser firmware upgrades.....	23
8.2.1 Firmware.....	24
8.2.2 Lokal speech feedback.....	24
8.3 Before contacting Index Braille factory support.....	25
8.4 Shipping the embosser.....	25
<b>9. Appendix</b>	<b>25</b>
9.1 Error code list.....	25

## 1 Safety information

- 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.
- Acoustic Hood are recommended, for reducing noise level.
- Braille Box is a class A product. In the unlikely event it causes radio interference, increase the distance between Braille Box and the device.

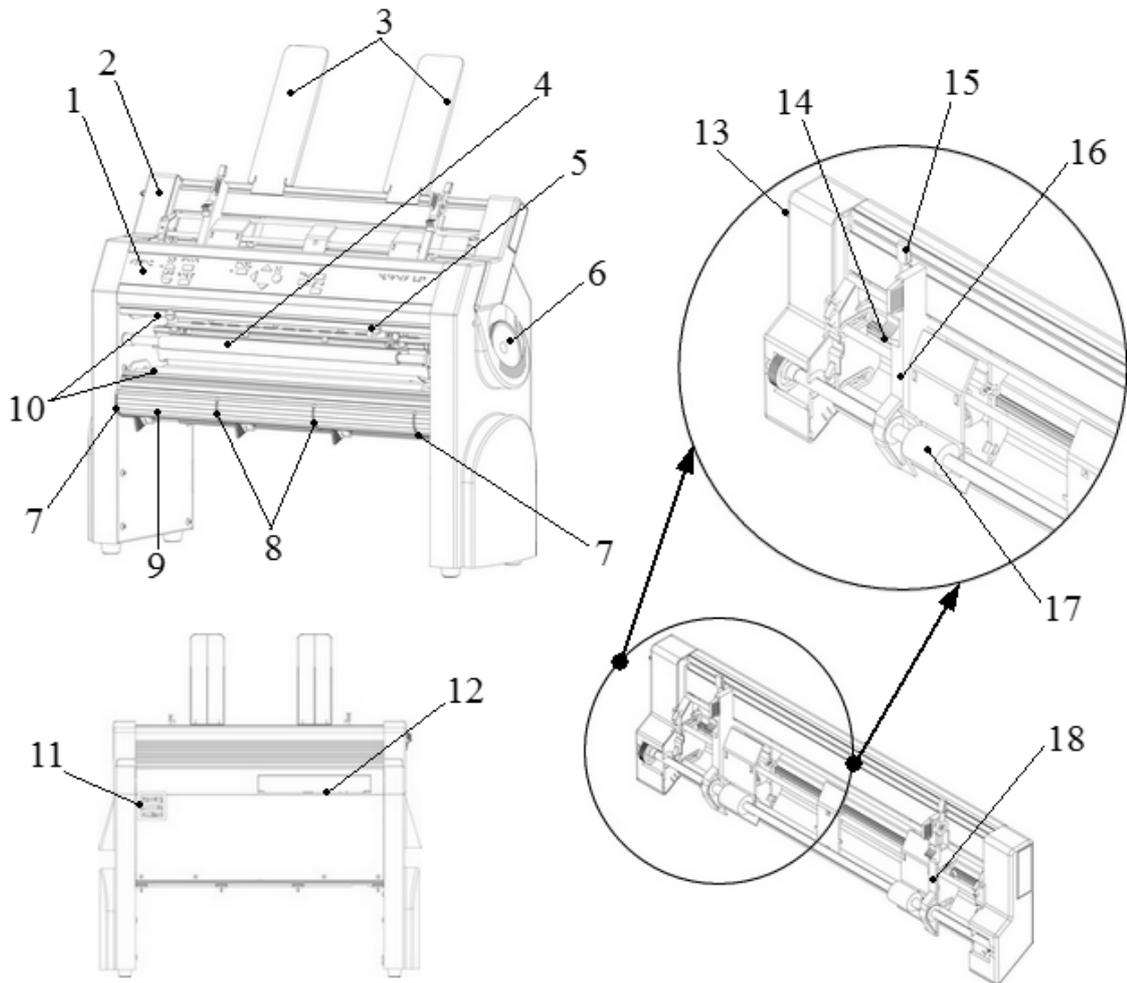
## 2 Index V4 embosser overview

### 2.1 Basic-D



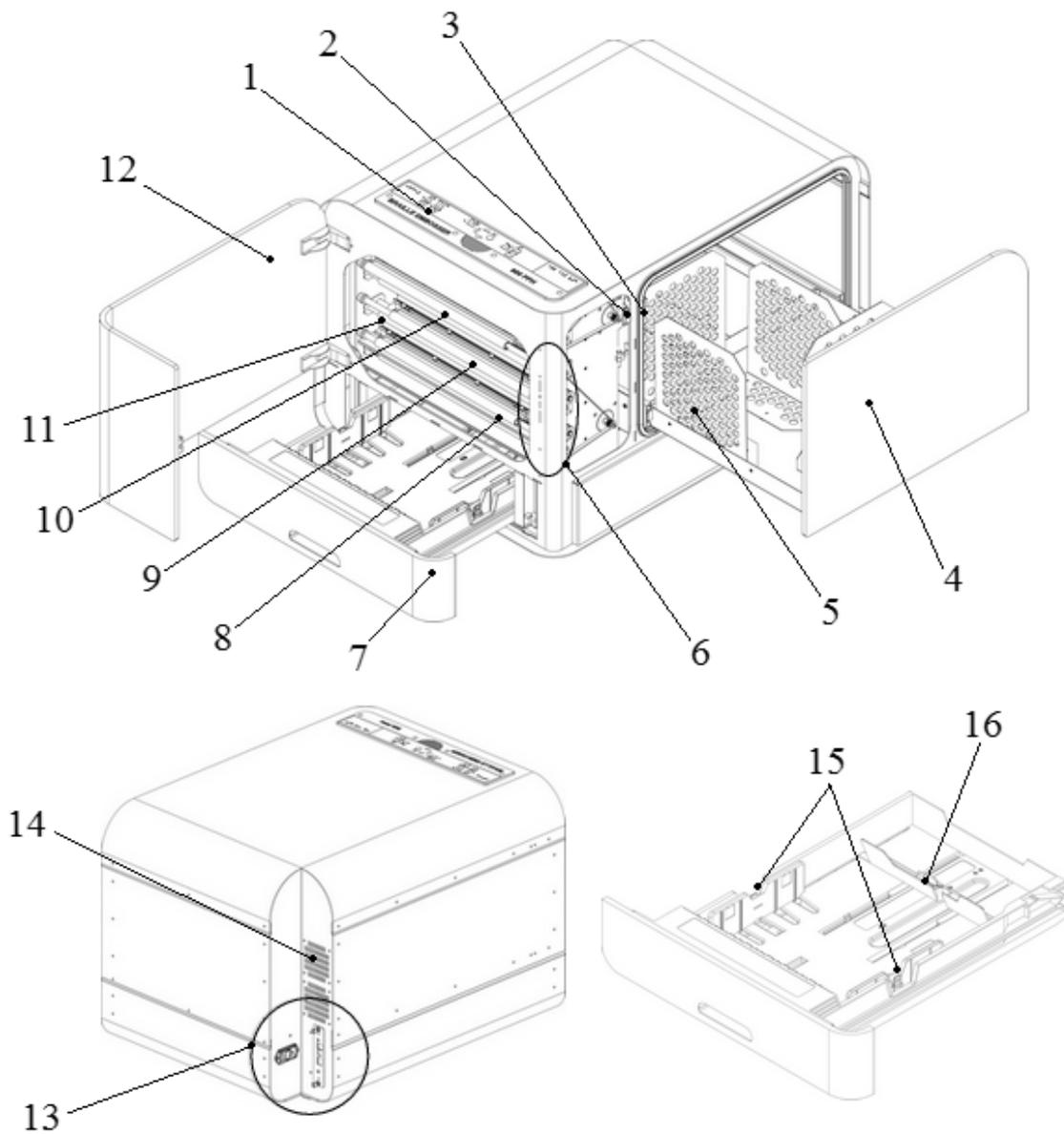
- |                            |   |
|----------------------------|---|
| 1. Control panel           | 9. Electrical connectors                              |
| 2. Lid                     | 10. Left tractor                                      |
| 3. Speaker                 | 11. Optical paper movement 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. Hole for transport lock |   |

## 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 white outer guides for adjusting profile angle     | 16. Left margin guide                 |
| 8. Two white inner guides to bend paper in eject position | 17. Pick up rollers                   |
| 9. Front bottom profile                                   | 18. Right margin guide                |

## 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. Braille stack guide         | 13. Electrical connectors   |
| 6. LED indicators              | 14. Ventilation             |
| 7. Paper tray                  | 15. Paper guides            |
| 8. Embosser head #1            | 16. Rear paper stop lever   |

## 3 Installation

### 3.1 Unpacking of the embosser

Unpack the embosser gently and check the items, **save the packing material and transport locks** in case of future transportation of the embosser.

The two (2) year warranty on parts is only valid if the embosser is transported in professional packaging and transport locks properly in place.

#### The following is included in shipment:

- Embosser
- User manual
- Index USB memory stick
- Power cord
- USB cord
- External switched-mode power supply for Basic-D and Everest-D

#### Basic-D

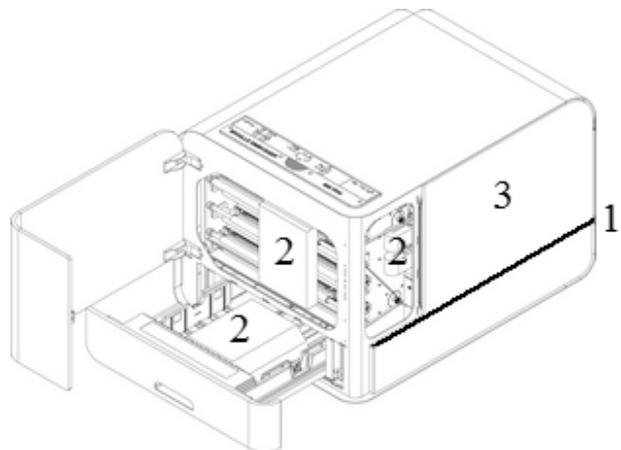
- Open the lid and remove the anti moisture bag.
- Remove the transport lock from the back side of the embosser.
- Store the transport lock in the transport lock holders, located on the back plate of the embosser.

#### Everest-D

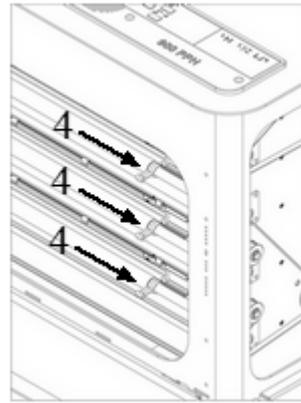
- Remove the two plastic transport locks and anti-moisture-bag from the sheet feeder.
- Store the transport locks in case of future transportation of the embosser.

#### Braille Box

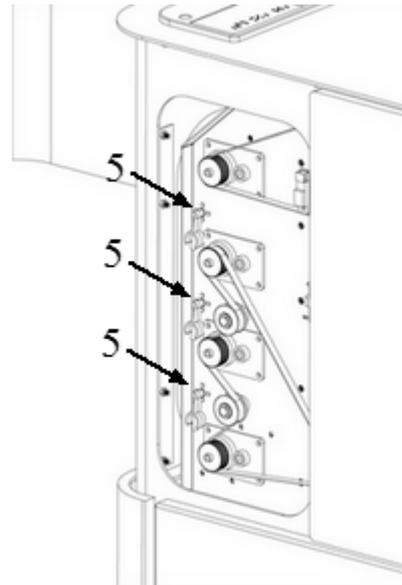
1. Remove the protection transport rubber seal
2. Open the paper tray and the service door. Remove the transport protection foam
3. Open the Braille tray by pressing the Braille glass quite hard and remove the accessory kit



4. Remove three transport locks from each embossing head axle

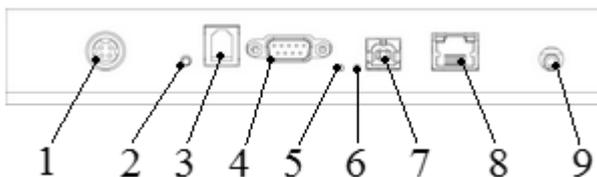


5. Store the transport locks on the holders of the embosser tower. See picture.



## 3.2 Electrical connectors

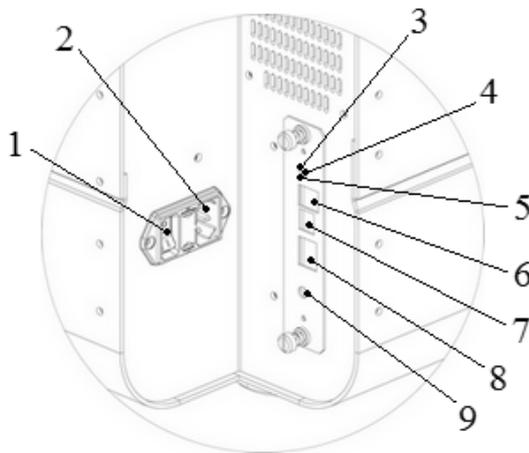
### Basic-D and Everest-D



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

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

## Braille Box



1. Fuse 6,3 A/250V slow blow
2. Power input 90-250V
3. Green LED = CPU OK
4. Reset / System reset = 3 seconds reset to factory settings
5. Red LED = CPU error
6. Service serial port
7. USB port 2.0
8. Network port with LED (100 MB)
9. Headphone

### 3.3 Power on/off

- **Power on** the embosser by following these steps:
  - Insert the power connector into the embosser's power input.
  - Connect the power cable to a grounded power outlet.
  - Press the **ON** key on the control panel for 2 seconds to power on the V4 embosser. 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.
- **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 should always be **powered off before disconnecting the power cord**. This to avoid the issue of improperly closed files.

### 3.4 Speech feedback

The speech feedback uses the English speech by default and may be changed into other languages from control panel. By inserting a standard headphone or external speaker you may increase the speech quality. The headphone connector is located on the back side of the embosser.

### 3.5 Index Braille printer driver

Index software and printer drivers for Index Braille embosser may be installed from the USB memory stick included in the shipment or from [www.indexbraille.com](http://www.indexbraille.com).

If any issues occur when installing the latest Index Printer driver, please contact [support@indexbraille.com](mailto:support@indexbraille.com)

### 3.5.1 Install Index Braille printer driver

All Index embosser require the Index Braille printer driver to function properly. Index Braille printer drivers are available for Windows, Mac OS X and Linux. For best functionality it is recommended to use Index printer driver 8.x or higher.

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, Windows 8	Index Driver 7.1 (32/64bit)
Mac OS X	Mac OS X 10.5 - 10.8
Linux (Debian/Ubuntu)	Linux printer driver 1.1.0

Check the version of the Index printer driver by Control panel/ Uninstall program/ "Index Braille Driver", in the left side of this line the your current version number is presented.

- **Windows**

Install Index printer driver 8.x or higher

- Close all application on your PC
- Download [Index Printer Driver 8.x or higher](#)
- Right-click on the driver installation file and select "Run as administrator" and follow the installation wizard.

- **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 a USB cable.
5. Start up the embosser and wait until the "*Ready*" message is echoed or the brand name.
6. Press the "+" button in the dialog on the computer.
7. Click on the embosser name.
8. Choose "Select Printer Software" in the list box called "Print Using".
9. Select your embosser model in the Printer Software dialog.
10. Press OK.
11. Press Add.
12. Exit System Preferences to complete embosser installation.

- **Linux (Debian/Ubuntu)**

1. Download the [Linux printer driver](#)
2. Install the printer driver following the general installation process in Linux.

### 3.5.2 Connect the embosser USB port

#### Windows

1. Install Index Braille printer driver to the computer.
2. Connect the supplied USB cord to the embosser and to the computer.

3. Power on the embosser.
4. Depending on the Windows version of your operating system the computer will respond differently:
  - **Windows Vista and Windows 7:**  
The Plug & Play "Found new hardware" wizard will complete the USB 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 be presented.

### 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.

### Linux

The connection of the embosser to the Linux computer via USB port and installation of Index Braille printer driver should be performed at the same time. Follow the general installation process for your Linux distribution.

### 3.5.3 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 embosser's IP address by pressing **HELP + 10**. Please write the address down for your own knowledge.

#### From embosser internal web

Open your browser and type your embosser IP address in the address field. The internal web menu of the embosser is now presented. In the embosser internal web interface, go to Network, change to static IP address and insert the values and save it. The V4 embosser will now be setup with your preferred static IP address.

## 3.6 Converting to Braille

The primary function of a braille editor is to translate text to braille (literary or contracted) and format it to the braille page layout. When using **Index-direct-Braille, idB**, the translation, formatting, page number etc is processed within the embosser. There is therefore no need of setting up page format, page numbering etc because it is typically already defined in the embosser user interface. Index direct Braille is available free of charge for Index V4 embosser with firmware 1.3.5 or higher and is supported by Windows, Mac and Linux.

### 3.6.1 Index-direct-Braille (idB)

Index-direct-Braille (idB) makes it possible to emboss Braille in Grade 0, 1 or 2 Braille, directly from a PDF-file or Word (\*.doc) documents without the use of an external Braille Editor. Index V4 embosser use the Liblouis Open Source Braille translation system which supports the

majority of languages worldwide. Index-direct-Braille (idB) may be used for embossing documents including headers, text, bullet lists and page numbering. For complex documents a separate Braille editor is recommended.

[Link to information about Index-direct-Braille.](#)

[Link to firmware upgrade instructions.](#)

### **Setup of index-direct-Braille (idB)**

Format settings used in Index-direct-Braille (idB) is defined directly on your Index V4 embosser. Most significant of settings are paper size, duplex format, characters per line, lines per page, top margin, binding margin and page numbering.

### **Setup Braille translation language and Braille Grade in idB**

- Select **Menu/ Braille settings // Arrow up -> Liblouis setting** = Press **OK** (Echo current Liblouis language and grade).
- Press **OK** again first to set the personal braille translation language and then the Braille grade (0 = computer, 1 = literary, 2 = contracted)
- Press **OK** = The Liblouis table is set (Echo: Current value "*your language*").
- Press **MENU** to save the selected Liblouis setting

#### **3.6.2 idB in Windows**

##### **Emboss with (idB) in Windows**

- Save and close the file in Word as 97-2003 (.doc) format.
- Right-click on the file, a new window with the available Index V4 embossers will open.
- Select your embosser and click OK
- The file will now be transmitted to the V4 embosser. During the translation process (0,5-2 minutes) the embosser will beep.
- The document will begin embossing

#### **3.6.3 idB in Mac**

##### **Background Braille with Mac**

With Index-direct-Braille it is possible to print Braille from a Mac computer. The previous lack of Braille printing option in Mac is now solved with idB.

##### **Emboss with idB in Mac**

1. Open the document in your preferred editor/ viewer program (Ex. Preview OS X)
2. Go to file, select Print and select the already installed Index V4 embossers
3. The text will now be transmitted to the V4 embosser and embossed following the menu/ Liblouis settings.

#### **3.6.4 idB in Linux**

##### **Background for Braille printing on Linux**

With idB it is now easy to emboss Braille from a Linux computer which has never before been possible.

### Emboss with idB in Linux

1. Open the document in your preferred editor/viewer
2. Go to file, select Print and select the already installed Index V4 embossers and press OK
3. The text will now be transmitted
4. The document will now be embossed

### 3.6.5 Braille editor

#### Emboss with a commercial or freeware Braille editor

Basically all Braille editors have good functionality with Index V4 embossers. To get an overview of alternative braille editors, functionality, distribution etc please check

<http://www.indexbraille.com/en-us/support/braille-editor-software>

## 3.7 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](http://www.indexbraille.com).

### 3.7.1 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](http://www.indexbraille.com).

**Install IbPrint** by following the installation wizard.

The IbPrint program has also an Advanced mode which may be selected in File/ Options/ "Show advanced toolbar menu", Advanced enabled menus are:

- Driver info
- Remove devices
- Uninstall driver
- Cleanup drivers

## 4 Paper handling

All Index V4 embossers support paper weights of 120 - 180 g/m<sup>2</sup> (grams per square meter).

### 4.1 Supported paper sizes

**Basic-D** supports tractor fed paper, length 1 - 17 inches (25.4 - 431.80 mm), width 4 - 13 inches (120 - 330 mm). Supports user defined paper sizes.

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

**Braille Box** supports cut sheet "copy quality" and fix paper sizes. A3/11x17 inch saddle stitch

4-pages (news paper style) are the recommended sizes and duplexing. Other paper which may be used with reduced printing speed and paper out handling stability are A4, Letter 11 x 8.5 inch and 11 x 11.5 inch.

## 4.2 Paper loading

Embosser model	Paper loading
Basic-D paper in	<ol style="list-style-type: none"> <li>1. Open the lid.</li> <li>2. Open the right and left tractors.</li> <li>3. Release the lock on the right tractor and adjust the position of the right tractor according to the paper width.</li> <li>4. Load paper and close the tractors.</li> <li>5. Stretch the paper by pulling the right tractor.</li> <li>6. Lock the right tractor in chosen position.</li> </ol>
Basic-D Paper out	<p>The distance which the paper is ejected after a document is embossed should be adjusted depending on type of acoustic protection in <b>Menu/system/Braille block position///feed</b></p> <ul style="list-style-type: none"> <li>○ Feed = 86 mm in Acoustic Hood Basic V4</li> <li>○ Feed = 650 mm in floor standing Acoustic Cabinet Basic (1995-2013)</li> <li>○ Feed = 0 in production sites where the paper should stay in embossing head position.</li> </ul>
Everest-D paper in	<ol style="list-style-type: none"> <li>1. Place the two transparent plastic paper guides on to the top of the sheet feeder.</li> <li>2. Release the lock lever on the left margin guide.</li> <li>3. Open the sheet feeder by releasing the sheet feeder lock and place a paper stack in the sheet feeder towards the right margin guide. If the paper is slightly bended, place it with the bend against the front side of the embosser.</li> <li>4. Adjust the left margin guide to the left edge of the paper stack and lock it with the locking lever.</li> <li>5. Close the sheet feeder.</li> </ol> <ul style="list-style-type: none"> <li>• Adjust left and right card/sheet selectors for <b>best pick-up function</b> <ol style="list-style-type: none"> <li>a. Have both right and left card/sheet selector in bottom position, now test by feeding a few papers.</li> <li>b. If double-feed happens move both sheet/card selectors 2 step up and try again</li> <li>c. If no-feed happens move both sheet/card selector 2 step down and try again</li> <li>d. Test the sheet feeder function by a full and by a almost empty sheet feeder</li> </ol> <p>For more information see the video "Adjusting sheet/card selector for best pick up function"</p> </li> </ul>
Everest-D paper out	<ul style="list-style-type: none"> <li>• Adjust the angle of the front bottom profile by releasing the two outer white guides and tilt the profile. Lock it in position by pressing the white outer guides into the holes in the side plates. An almost horizontal paper eject line when Everest is placed on a table and a 45 degrees down angle for use in Acoustic Hood Everest V4.</li> <li>• Adjust the two inner document guides to line up with the paper edge.</li> </ul>

Braille Box paper in	<ol style="list-style-type: none"> <li>1. Open the paper tray.</li> <li>2. Move the rear stop into the correct position for the paper size.</li> <li>3. The margins guide is factory adjusted for A4/A3 paper (297 mm). When 11 inch paper is used (11x8,5 11x11.5 or 11x17) the margin guide has to be adjusted using the longer screws included in the shipment. For more see YouTube video <a href="#">Index Braille - Adjust paper tray guides Braille Box V4.</a></li> <li>4. Insert paper.</li> <li>5. Close the paper tray.</li> </ol>
Braille Box paper out	<p>When the recommended paper sizes of A3 or 11x17 inch are used the Braille Bray may be used without Braille stack support.</p> <p>When printing on A4, Letter, 11x11,5 inch paper (not recommended), please use the Braille Stack support. It will hold the braille stack in place.</p>

### 4.3 Adjustment of cutting position Acoustic Hood Basic V4

#### Requirements

- The used paper size has to correspond with the paper size setting of the Basic-D
- Make sure the embosser feet are properly positioned into the indents in the shelf.
- The Basic-D V4 embosser is equipped with Firmware 1.5.3 or higher (press **HELP** on the embosser's interface panel to identify your current version)

- Set **Feed** to 86 mm by pressing

**Menu/system//braille block position///feed/// is 86 mm.**

Where:

0 = paper stays in embossing head position

86 = paper moves out 86 mm to suite Acoustic Hood Basic V4 (with cutting mechanism)

650 = paper moves 650 mm to suite older type of floor standing Acoustic Cabinet.

#### Fine adjustment of the paper cutting position

Go to

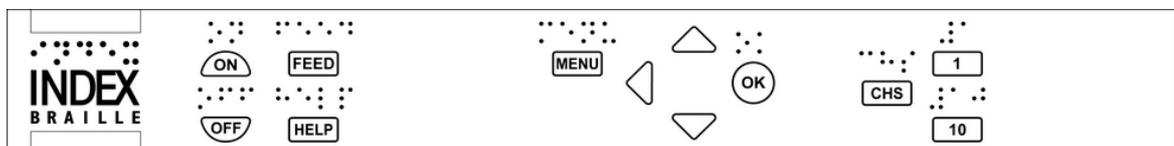
**Menu/System//Braille Block Position/// Adjust stand by position**

presented with synthetic English speech and press **OK**. Now adjust the position by in steps of 1.0 and 0,1 mm until correct compensation has been reach, save the value with **OK + MENU**.

#### Adjustment keys

- **1** = moves cutting position 0,1 mm
- **10** = moves cutting position 1,0 mm
- **chs** = change between move backwards (positive) and move forward (negative)
- **OK** and **MENU** are used as normal.

## 5 Control panel settings



MAIN MENU	FUNCTION SUMMARY
Current document	Emboss last printed Braille document
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, distance to the first Braille line and adjustment of paper out distance for hood/cabinet etc.

## 5.1 Key functions

TYPE	KEYS	FUNCTION
GENERAL KEYS	<b>ON</b>	Start embossing Online mode Exit MENU mode etc. without saving settings
	<b>OFF</b>	Stop embossing
	<b>FEED</b>	Feed to new page Eject a page
	<b>HELP</b>	Echo information about the function you currently using
MENU KEYS	<b>MENU</b>	Start MENU mode Save MENU settings
	<b>arrow UP</b>	Move to next MENU item Select value from list
	<b>arrow DOWN</b>	Move to next MENU item Select value from list
	<b>arrow LEFT</b>	Move to a higher MENU level Exit Edit mode without saving settings
NUMBER KEYS	<b>1</b>	Change by 1 or by a fraction of an inch (Disable sensor during service etc.)
	<b>10</b>	Change by 10 or by an entire inch. (Move paper arms, in idle mode - only for Braille Box)
	<b>CHS</b>	Change between an INCREASE or DECREASE in numerical function

DOUBLE KEYS (press keys with half a second interval between)	<b>OFF+FEED</b>	Stop embossing
	<b>FEED+FEED</b>	Basic-D only, will place paper in emboss position
	<b>FEED+OFF</b>	Basic-D only, will reverse the paper out of the embosser
	<b>HELP+FEED</b>	Braille Box only, will place the paper arms in horizontal position.
	<b>HELP+MENU</b>	Echo stating number of lines per page and characters per line
	<b>HELP+CHS</b>	Toggle between local and English speech feedback, temporary language use
	<b>HELP+10</b>	Echo embosser IP-address
	<b>HELP+ON</b>	Emboss hammer test page
	<b>HELP+OFF</b>	Emboss current format settings defined in Braille layout
	<b>HELP+HELP</b>	Emboss embosser information page in letter graphics
	<b>10+1</b>	Start command center
	<b>1+10</b>	Start service center (Pin-code protected, contact <a href="mailto:support@indexbraille.com">support@indexbraille.com</a> )
LONG KEYS	<b>ON</b> (2 seconds)	Power on the embosser
	<b>OFF</b> (2 seconds)	Power off the embosser
	<b>HELP</b> (15 Seconds)	To start, will begin beeping from 3 to 15 sec followed by speech feedback " <i>remote support enabled</i> ". The V4 embosser has to be equipped with firmware 1.3.5 or higher and be connected to the Internet with the IP-port with DHCP on. After remote support is started, Index support may control this embosser remotely. Contact <a href="mailto:support@indexbraille.com">support@indexbraille.com</a> for further information.

## 5.2 Select layout

Select one of five alternative layouts containing paper sizes, top margin, binding margin, lines per page, line length and characters per line, from the control panel.

### To select layout 1, 2, 3, 4 or 5

- Press arrow **UP/DOWN** on the control panel of the embosser to start Set Layout, echo: "*Set layout, current value is 1(or 2,3,4,5) paper size (of this layout)*".  
Press **HELP** to identify the paper size, duplexing, characters per line, lines per page.
- Press **OK** to save the new layout.

### Basic-D (Index factory layout 1-5 when shipped)

Layout	Paper size	Lines per page	Top margin	Characters per line	Binding Margin	Duplexing
1 Basic-D default	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

**Everest-D & Braille Box** (Index factory layout 1-5 when shipped)

Layout	Paper size	Lines per page	Top margin	Characters per line	Binding Margin	Duplexing
1 Everest default	A4 Portrait W210 mm L297 mm	28	0	30	4	Double-sided
2 Braille Box default	A3 W297 mm L420 mm	28	0	30	4	Newspaper
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	Newspaper

### 5.3 Menu tree

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 <sup>(1)</sup> , portrait or landscape, format	List of standard paper sizes and user defined on Basic-D and Everest-D	
	Braille options	Supported Duplexing formats		<sup>(1),(2)</sup>
		Distance between Braille lines		Single or double line spacing <sup>(1),(2)</sup>
		Braille cell size		2.5/ 2.2/ 3.2 mm <sup>(1),(2)</sup>
		Braille translation		List of Braille tables <sup>(2)</sup>
		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 <sup>(3)</sup>	
	Braille layout	Characters per line		Core value, depend on paper size
		Lines per page		Core value, depend on paper size
		Top margin		<sup>(4)</sup>
		Binding margin		<sup>(4)</sup>
		Braille Page number		<sup>(4)</sup>
		Number of pages in each Braille volume <sup>(5)</sup>		<sup>(4)</sup>
	Hammer impact	Braille volume number <sup>(5)</sup>		<sup>(4)</sup>
		Hammer energy		Normal/high
	Liblouis setting (synthetic speech)	Number of hammer strokes on each braille dot		Select 1 - 5
		1. Select language with up/down arrow to move one step or numerical key 1 (next) and 10 (previous) character in the alphabet. 2. Select translation Grades 0,1 or 2 for your selected language.		G0 = computer braille 1-1 translation. G1 = literary braille with figure prefix etc. G2 = contracted braille.
Communication	Network	Echo Network IP-address	Echo IP address (the same function as <b>HELP + 10</b> )	
		Dynamic IP-address on/off	<sup>(6)</sup>	
		Static IP-address	<sup>(6)</sup>	
		Net mask	<sup>(6)</sup>	

		Gateway	(6)
		Dynamic name server	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
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 <b>HELP + HELP</b> )
		Hammer-test page	Emboss hammer test page (the same function as <b>HELP+ ON</b> )
		Braille-format page	Emboss current format settings defined in Braille layout (the same function as <b>HELP + OFF</b> )
		Demo files. (The name presented with synthetic speech)	Tactile Graphics.
			Mathematics
		Etc.	
System		Braille block position	Distance between paper edge to first Braille line
	Adjust folding-line position		Only Everest-D and Braille Box +/- 10.0 mm
	Feed 86.0 mm for Hood V4 650.0 mm for old type of Basic Cabinet 0.0 mm to maintain paper in print head position.		Only Basic-D
	Fine adjustment of feed position.		Only Basic-D with feed in 86.0 mm +/- 10.0 mm
	Embosser information		Echo serial no, number of pages.

		Calibration	Calibration of paper feed step length
	Calibration	Adjust embossing-head reference position See <a href="#">keyboard adjustment of "distance from wall"</a>	Only Braille Box

(1) By changing "paper size", "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 z-folding (vertical) single/double-sided.

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

**Braille Box** double-sided saddle-stitch 4-pages with A3 or 11x17 inch paper size (recommended). Other supported, but not recommended printout formats are A4, 11x8,5 letter, 11x11,5 portrait and A3, 11x17 landscape.

(3) When the "*Braille tray full*" is reached, the printer will stop and echo "*Braille tray full*". Remove the paper and press **ON** to continue the embossing.

(4) The margin may be selected when space is available. 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.

## 5.4 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	

## 5.5 Examples

The most effective way to learn the V4 embosser user interface is to work through the below examples.

Action	INFO
<b>Stop embossing</b>	<ol style="list-style-type: none"> <li>1. Press <b>OFF</b></li> <li>2. Press <b>FEED</b></li> </ol>
<b>Change speech interface language</b>	<p>Example: <b>Change speech interface from British English to Swedish</b></p> <ol style="list-style-type: none"> <li>1. Press <b>MENU</b> on the control panel of the embosser. The embosser will echo: <i>"Current document"</i></li> <li>2. Press arrow <b>DOWN</b> until echo: <i>"Option"</i></li> <li>3. Press <b>OK</b>, echo: <i>"Speech feedback"</i></li> <li>4. Press <b>OK</b>, echo: <i>"Speech feedback volume, current value is 53"</i></li> <li>5. Press arrow <b>DOWN</b> until echo: <i>"Speech feedback language, current value is British English"</i></li> <li>6. Press <b>OK</b>, echo: <i>"Set speech feedback language, current value is British English"</i></li> <li>7. Press arrow <b>DOWN</b> until echo: <i>"español"</i></li> <li>8. Press <b>OK</b>, echo in spanish language means that current language is spanish: <i>"idioma de la respuesta por voz el valor actual es español"</i></li> <li>9. Press <b>MENU</b> to save the Spanish speech feedback, echo: <i>"Menu, guardando configuraciones"</i></li> </ol>
<b>Change paper size</b>	<p>Example: <b>Change paper size from A4 to Letter on Everest-D</b></p> <ol style="list-style-type: none"> <li>1. Press <b>MENU</b> on the control panel of the embosser. The embosser will echo: <i>"Current document"</i></li> <li>2. Press arrow <b>DOWN</b> until echo: <i>"Braille settings"</i></li> <li>3. Press <b>OK</b>, echo: <i>"Paper size"</i></li> <li>4. Press <b>OK</b>, echo: <i>"Current paper size A4"</i></li> <li>5. Press <b>OK</b>, echo: <i>"Set the paper size. Current paper size A4"</i></li> <li>6. Press arrow <b>DOWN</b> until echo: <i>"Letter"</i></li> <li>7. Press <b>OK</b>, echo: <i>"Current paper size is Letter"</i></li> <li>8. Press <b>MENU</b> to save the paper size Letter, echo: <i>"Menu, save settings"</i></li> </ol>
<b>Make one copy of a section of last printed document</b>	<p><b>Make a copy of page ex. 24-42 of last printed document.</b></p> <ol style="list-style-type: none"> <li>1. Press <b>MENU</b> on the control panel of the embosser. The embosser will echo: <i>"Current document"</i></li> <li>2. Press <b>OK</b>, echo: <i>"Emboss one copy of last printed document"</i></li> <li>3. Press <b>OK</b>, echo: <i>"From page, current value is one"</i></li> <li>4. Press the <b>10</b> key two times and the <b>1</b> key three times</li> <li>5. Press <b>OK</b>, echo: <i>"To page, current value is 24"</i></li> <li>6. Press the <b>10</b> key two times and press <b>CHS</b> then press the <b>1</b> key two times to reduce the value to 42</li> <li>7. Press <b>OK</b> to start embossing one copy of each page from page 24 to page 42</li> </ol>
<b>Make seven copies of last printed document</b>	<ol style="list-style-type: none"> <li>1. Press <b>MENU</b> on the control panel of the embosser. The embosser will echo: <i>"Current document"</i></li> <li>2. Press <b>OK</b>, echo: <i>"Emboss one copy of last printed document"</i></li> <li>3. Press arrow <b>DOWN</b> until echo: <i>"Emboss multiple copies"</i></li> </ol>

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

## 6 Service and support

For more information, please visit the support page on [www.indexbraille.com](http://www.indexbraille.com) or contact your local distributor.

### 6.1 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, [see YouTube video](#):
  - Press **ON**
  - Press **FEED**
  - Hold sandpaper against rotated pick-up roller until surface is sticky.
  - Repeat with the other pickup roller

## 6.2 Sensors

### Sensors on Index V4 embossers

- Basic-D V4 Paper movement sensor, located on the back side of left tractor its function is displayed by Yellow LED between USB and serial port.  
Blinking during printing = OK.
- Basic-D V4 Paper edge sensor, located in the arrow between the paper tractors. Its function is displayed with a Green LED between USB and serial port.  
Lighted when paper is in position = OK.
- Everest-D V4 Paper edge sensor, located on the right side above the embossing head. Its function is displayed with a Green LED between USB and serial port.  
Lighted when paper is in position = OK.
- Braille Box Service Door sensor, located on the right side of the bar between the service door and braille tray glass is displayed by the LED indicators.  
Lighted LED = open Service door.
- Braille Box Braille Tray sensor, located on the left side of the bar between the service door and braille tray glass and indicated by the corner LED.  
Lighted LED = open Braille Tray.
- Braille Box Paper Tray, a magnetic sensor located inside of the sheet feeder tray, corresponding corner LED.  
Lighted = Paper tray is open.
- Braille Box Braille Tray full, sensor is located under the ceiling of Braille Box, corresponding corner LED green/yellow/red display the height of the printed braille stack. Press **ON** to continue embossing.

### Disable sensors

If any of above sensors is not working properly the embossing process will be stopped and an error message echos. In service situation you may like to continue printing even with when a sensor indicates an error stage, for example with having the service door open on Braille Box. It is possible to override the sensors by pressing the **1** key when an sensor error message is presented. To enable the sensor again, re-start the embosser.

## 6.3 Calibration

The paper calibration value is used to adjust the the length of the vertical paper movement for each step of the motor on Everest-D or Braille Box. If the value is to small the printout will be compressed and not cover the lower position of the paper. If the value is too large the printout will continue below the paper, loosing 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.
- When the braille print out area does not fit to the paper size after making sure the same paper size is used as the one setup in the embosser menu.

### Perform a paper calibration by

1. First make sure the paper size in the embosser setup and actual paper size loaded into the embosser is 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 value.
4. The second page will be embossed with the above defined paper movement value. The printout will be page will be automatically generated with maximum lines per page and characters per line on the paper size the embosser is setup for.

## 7 LED feedback

### Control panel LED feedback

Green LED = 48 Voltage input is OK

Yellow LED = the embosser is on line.

Red LED = the menu process is active.

### Basic-D and Everest-D LED interfaces between the USB port and service serial port

	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

## 8 After sales support

Additional information about embossers produced by Index Braille, user and service manuals, downloads, knowledge base, videos, printer drivers, braille editor software knowledge articles are available at:

- [www.indexbraille.com](http://www.indexbraille.com)
- the USB memory stick that is included in the shipment

For support and service request first contact your local distributor and if you need further information contact [support@indexbraille.com](mailto:support@indexbraille.com)

### 8.1 Warranty information

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

### 8.2 Embosser firmware upgrades

#### Free download

All Index Braille firmware may be downloaded and upgraded from [www.indexbraille.com](http://www.indexbraille.com) free of charge.

## 8.2.1 Firmware

Index support will always instruct you to upgrade the embosser firmware to latest revision before checking into your issue. Before upgrading the embosser make sure:

- Your embosser is equipped with firmware 1.2.x or higher. If your embosser is with firmware below 1.2.x or lower, please contact [support@indexbraille.com](mailto:support@indexbraille.com) for further instructions.
- Your V4 embosser is connected to your computer with Index Braille Printer Driver 7.x or higher.

Latest firmware file is downloaded to your computer from [www.indexbraille.com/support/downloads](http://www.indexbraille.com/support/downloads) and to have Index Printer Driver 8.x installed. To download the firmware/driver files you have to be registered and logged in at Index Braille website.

- The operation system of your computer is Microsoft Vista or higher.

### Firmware upgrade via IbPrint

The most common way to upgrade firmware is with IbPrint drag-and-drop application.

- Open IbPrint
- Select the embosser that should be upgraded.
- Drag and drop the latest firmware file to the File window in Ibprint.
- Press **Emboss** to upgrade the embosser etc. The firmware upgrade process starts (blinking ON LED). A series of beeps indicates that the updating process has begun, after 1-30 minutes the upgrade process is completed successfully when it echo: "*Embosser is restarting*".
- Verify updated firmware version number by pressing **HELP**.

### Firmware upgrade with idB functionality

The alternative to use idB Index-direct-Braille functionality is available with firmware 1.5.3 or higher and Index Printer driver 7.x or higher.

- Double click on the firmware file "Latest-V4-firmware.ibe", a new window will pop-up where available Index embossers are presented, select embosser and press **OK**.
- The firmware upgrade process starts (blinking ON LED). A series of beeps indicates that the updating process has begun, after 1-30 minutes the upgrade process is completed successfully when it echo: "*Embosser is restarting*".
- Verify updated firmware version number by pressing **HELP**.

**Never roll backward** the firmware upgrade to a previous version. This can cause damage.

**Never turn off the embosser during firmware upgrade.** It will damage the SD-card.

## 8.2.2 Lokal speech feedback

All local speech feedback languages available in the embosser memory and may be selected from the control panel. In the case a new speech feedback has been made, download it from [download firmware/speech](#) and upgrade the embosser speech file in the same way as a firmware upgrade.

## 8.3 Before contacting Index Braille factory support

1. Contact your local distributor who is responsible for your installation, general service questions and sale of the embosser.
2. 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 start up speech feedback is correct.
  - Complete a hammer test by pressing **HELP + ON**. Are all hammers embossing correctly?
  - Emboss a braille file from the internal embosser memory by MENU / Option // Emboss without computer/// Braille Manual //// English //// OK.  
Is the manual embossed correctly?
3. Note the serial number and current firmware of the embosser.
4. Write down a fault description and include a sample printout presenting the issue.

## 8.4 Shipping the embosser

Before returning an embosser to Index Braille in Sweden please contact [support@indexbraille](mailto:support@indexbraille) for further support and instructions.

- Insert the embossing transport locks.
- Pack the embosser in the original packing material and as originally received from the Index Braille factory.
- Please include a fault description and sender information (name, address, telephone number, e-mail address, sample printout) in order to receive quick and effective service.
- 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.

YouTube Video

[Packing Basic-D V4](#)

[Packing Everest-D V4](#)

[Packing Braille Box V4](#)

## 9 Appendix

### 9.1 Error code list

Please find an updated error code list at <http://www.indexbraille.com/en-us/support/knowledge-base/user-interface/v4-error-table-1-5-3>



# Braille Printing Made Easy



[www.indexbraille.com](http://www.indexbraille.com)