

Getting started

Index FanFold+



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1 Introduction

Congratulations on your purchase of this Index FanFold+. Index Braille's mission is to produce the world's best braille embossers and to make braille printing easy. Over the years, Index Braille has put a lot of effort into continuously developing the hardware and software in our products and we hope that you will have a long and trouble-free relationship with us.

This product is manufactured by:
Index Braille AB
Hantverkarsvägen 20
SE-954 33 GAMMELSTAD
SWEDEN

If you find any errors in this document please send an email to: support@indexbraille.com

2 Safety information

- Place the Index FanFold+ on a flat surface.
- Keep ventilation inlets and outlets clear.
- Only connect the Index FanFold+ into a grounded outlet.
- Shielded cables must be used with this equipment to maintain compliance. Operation with non approved or unshielded cables may cause interference to radio and television reception.
- **Warning:** Do not use the power cord if it is damaged.
- **Warning:** This is a Class A product; in a domestic environment this product may cause radio interference in which case the user may need to take appropriate measures.
- **Warning:** Do not stare at the lamp. May cause eye damage.
- **Warning:** Operation of this equipment in a residential environment may cause radio interference.

2.1 Approvals

Index FanFold+ is tested and approved in Sweden.

LVD - Low Voltage Directive

This unit must be connected to a nearby, easily accessible grounded outlet.

Wired network restriction

The device should be connected to a wired network using a CAT 6 or higher cable. The maximum length of the network cable is 30 meters.

Sterling-LWB

Index Braille embossers contain a Variscite SOM module with an integrated Sterling LWB module from Laird for Wi-Fi and Bluetooth. Sterling-LWB is certified by Laird.

For full regulatory information, please contact support at Index Braille.

The regulatory information on the next pages is extracted from Laird's standard regulatory information.

Current Regulatory Certifications

The Sterling-LWB holds current certifications in the following countries:

Country/Region	Regulatory ID
USA (FCC)	TFB-1003
EU	N/A
UK (UKCA)	N/A
Canada (ISED)	5969A-1003
Japan (MIC)	209-J00212
Australia	N/A
New Zealand	N/A

Table with current regulatory certifications for type 1366 and sterling-LWB

FCC Regulatory

Model	FCC ID
Sterling-LWB	TFB-1003

Contains FCC ID: TFB-1003

Federal Communications Commission Interference Declaration

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by powering the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the distance between the equipment and the receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Consult your dealer or an experienced radio/TV technician for help.

FCC Caution: Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference; and
2. This device must accept any interference received, including interference that may cause undesired operation.

FCC Radiation Exposure Statement

This product complies with the U.S. RF exposure limits for a portable device in an uncontrolled environment and is safe when operated as directed in this manual. Further reduction of RF exposure can be achieved by placing the product as far away from the user's body as possible or by setting the output power to a lower level, if such a feature is available. This transmitter must not be co-located or operated in conjunction with any other antenna or transmitter. This device is intended for OEM integrators only under the following condition:

1. The transmitter module must not be co-located with any other transmitter or antenna, If the above condition is met, no further transmitter testing is required. However, the OEM integrator is still responsible for testing their end product for any additional compliance requirements required with this installed module.

ISED (Canada) Regulatory

Model	ISED ID
Sterling-LWB	5969A-1003

Contains IC: 5969A-1003

ISED (Canada) Statement

This device complies with Industry Canada's license-exempt RSSs. Operation is subject to the following two conditions:

1. This device may not cause interference; and
2. This device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence.

L'exploitation est autorisée aux deux conditions suivantes:

1. l'appareil ne doit pas produire de brouillage;
2. l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

Radiation Exposure Statement

The product complies with the Canada portable RF exposure limit set forth for an uncontrolled environment and are safe for intended operation as described in this manual. The minimum separation distance for portable use is limited to 15mm assuming use of antenna with 2 dBi of gain. The further RF exposure reduction can be achieved if the product can be kept as far as possible from the user body or set the device to lower output power if such function is available.

Déclaration d'exposition aux radiations:

Le produit est conforme aux limites d'exposition pour les appareils portables RF pour les Etats-Unis et le Canada établies pour un environnement non contrôlé. La distance de séparation minimale pour l'utilisation portative est limitée à 15mm en supposant l'utilisation de l'antenne avec 2 dBi de gain. Le produit est sûr pour un fonctionnement tel que décrit dans ce manuel. La réduction aux expositions RF peut être augmentée si l'appareil peut être conservé aussi loin que possible du corps de l'utilisateur ou que le dispositif est réglé sur la puissance de sortie la plus faible si une telle fonction est disponible.

JAPAN (MIC) REGULATORY

Model	ISED ID
Sterling-LWB	209-J00212

Contains ISED: 209-J00212

This equipment contains specified radio equipment that has been certified to the Technical Regulation Conformity Certification under the Radio Law.

 209-J00212

Europe

This device complies with the essential requirements of the 2014/53/EU – Radio Equipment Directive (RED). The following test methods have been applied in order to prove presumption of conformity with the essential requirements of the 2014/53/EU –Radio Equipment Directive (RED):

- EN 62368-1:2014/A11:2017
Safety requirements for audio/video, information, and technology equipment
- EN 300 328 v2.2.2 (2019-07)
Electromagnetic compatibility and Radio Spectrum Matters (ERM); Wideband Transmission systems; Data transmission equipment operating in the 2,4 GHz ISM band and using spread spectrum modulation techniques; Harmonized EN covering essential requirements under article 3.2 of the R&TTE Directive
- EN 62311:2008 | EN 50665:2017 | EN 50385:2017
RF exposure

- EN 301 489-1 v2.2.0 (2017-03)
Electromagnetic compatibility and Radio Spectrum Matters (ERM); ElectroMagnetic Compatibility (EMC) standard for radio equipment and services; Part 1: Common technical requirements
- EN 301 489-17 V3.2.0(2017-03)
Electromagnetic compatibility and Radio spectrum Matters (ERM); ElectroMagnetic Compatibility (EMC) standard for radio equipment and services; Part 17: Specific conditions for 2,4 GHz wideband transmission systems and 5 GHz high performance RLAN equipment
- EU 2015/863 (RoHS3)
Declaration of Compliance –EU Directive 2015/863; Reduction of Hazardous Substances (RoHS)
This device is a 2.4 GHz wideband transmission system (transceiver), intended for use in all EU member states and EFTA countries.

3 Getting started

This section will help you setup your Index FanFold+. First unpack your FanFold+. Next, power it on and follow the wizard that starts. Once the FanFold+ is ready, load paper and make your first print with your FanFold+.

3.1 Unpacking

Check that the package is undamaged.

Your package contains the following items.

- Index FanFold+
- Index Final packing checklist
- English Getting started guide in print and braille.
- Information sheets in letters and braille
- Accessory box containing wheel kit with screws
- Kit box containing
 - Polishing cloth
 - USB memory stick
 - Power cable - EUR
 - Power cable - UK
 - Power cable - US
 - USB cable A/B
 - USB extension cable
 - 10 mm combination wrench
 - Twisted chain 6pcs
 - WiFi antenna

Follow the steps below to unpack Index FanFold+.

- Remove the plastic film around the box
- Cut the strips
- Open the top of the box
- Remove left and right top foam
- Remove the 4 foam pieces covering the glass
- Remove the box by lifting it up and the corner protection will follow along (you might need help from another person)
- Remove the plastic film around the FanFold+ and on top of the glass
- Now you can get the information sheets in letter and braille, the final checklist and the English Getting Started in both print and in braille
- Remove the left and right bottom foams by pulling them out
- Open the right door and remove the kit box.
- Open the left door and remove the accessory box containing the wheels
- Turn the FanFold+ 45° so that 2 corners are outside the pallet
- Mount two wheels
- Turn the FanFold+ so that the two other wheels are outside the pallet and mount the remaining two wheels
- Remove the FanFold+ from the pallet
- Open the right door and place the 6 twisted chains on the hooks

NOTE: Save all packaging material for future use

3.2 Power on

It is important to read the safety information before connecting your Index FanFold+ to an electrical outlet.

- Select the power cord that matches your power outlet.

- Connect the power cord to the FanFold+.
- Plug the power cord into a grounded outlet.
- Press the "ON" key on the control panel to power on the FanFold+.
- The "ON" key will start flashing and the fan will run for a short time. The LED for the "HELP" key will be turned on to indicate that the FanFold+ is busy with starting up.

If the transport lock is installed, you will be noticed about it when the FanFold+ will say

Index FanFold+.

wizard for removing transport locking.

Remove transport locking from print head and press ok to continue.

Continue by following the wizard as described in [Wizard for transport locking](#) .

When the FanFold+ have started up in normal mode by saying **Index FanFold+.**, you can continue with [Load paper](#) .

3.2.1 Wizard for transport locking

Follow the wizard below to remove the transport locking and restart the services.

- Follow the instructions in the wizard on the FanFold+.
- At the end of the wizard it will say **wizard completed, press ok to exit and ready up printer**
- Press "OK" and the wizard it will say **Restarting services..**
- The FanFold+ will say **Index FanFold+** and it's ready.

3.3 Load paper

Follow these steps to load paper.

- Open the glass lid
- Open the lid on the tractors
- Place the paper in the left tractor and close it.
- Pull the lever to release the right tractor and adjust the tractor to the paper size.
- Place the paper in the right tractor and close it.
- Tighten the paper by moving the right tractor and close the lever.
- Close the glass lid
- Press "FEED + FEED" in a quick sequence on the control panel. This will load the paper to the printing position.

3.4 First printing

Once the paper is loaded, you can print the information page of the FanFold+.

To print the information page, do the following

- Press "HELP + HELP" in a quick sequence on the control panel.
- The FanFold+ will print the information page in both braille and letter.

Your FanFold+ is now ready for connection. Depending on how you want to connect and print, read the following sections.

4 Connecting the braille embosser

Index FanFold+ can be connected to a computer using a USB cable or to a wired network with a network cable. The FanFold+ can also be connected to a network via Wi-Fi.

The Index Braille Printer Driver must be installed before connecting the Index FanFold+ to a computer using the USB cable or if you are planning to print on a network. The driver may be installed from the USB media, included in the shipment or by downloading it from <https://downloads.indexbraille.com/Drivers/>.

Windows

The Windows driver is the same for all Index Braille embossers.

The Windows driver is suitable for Windows 7 to Windows 11.

Follow the steps below to install the Windows driver.

1. Close all applications on your PC.
2. Right click the installation file and select "Run as administrator".
3. Select Install
4. A Windows security question will pop up and you need to confirm that you trust the installation. Select Install again
5. If the setup is successful select to close the installer.
6. If the setup fails you need to investigate the problem and try to install the driver again.

Mac OS X and Linux

Mac OS X and Linux are using the same driver. Follow the steps below to install the Mac OS X or Linux driver.

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 the USB device port.
5. Turn on the embosser and wait for the start-up message.
6. Press the + button in the dialog box.
7. Click on the embosser name.
8. Choose Select Printer Software in the list box.
9. Select your embosser model in the dialog.
10. Press OK.
11. Press Add.
12. Exit System Preferences to complete the embosser installation.
13. Connect the supplied USB cord to the USB device port.

4.1 Connecting with USB

For Windows

Once the driver is installed, connect the cable between the Index FanFold+ and the computer. The Index FanFold+ is now plug and play installed and you will find it as a printer on your computer.

MAC

Once the driver has been installed and the Index FanFold+ is connected with the USB cable to your computer.

- Go to Printers & Scanners under System Preferences.
- Click on the + (plus) sign and locate the Index FanFold+ in the list.
- The type will be set to USB.
- Change the name of the Index FanFold+.
- Select "Choose a Driver..." and find Index FanFold+ in the list. Click Add.
- The FanFold+ will be installed.

4.2 Connecting to a network

You can connect your Index FanFold+ to a network. This can be either a wired network or a Wi-Fi network. When connecting to a network it is recommended to install your FanFold+ behind an NAT router. Most local area networks (LAN) have this configuration.

By default the Index FanFold+ is setup to support network using DHCP. If you prefer to connect using a static IP address instead, you can read how to set it up in the user manual.

4.2.1 Connecting to wired network (LAN)

The Index FanFold+ should be connected to a wired network using a CAT 6 or higher cable with a maximum length of 30 meters. Before connecting the network cable, remove the black plug from the RJ45 socket. Connect the network cable to the FanFold+ and then to the network socket. The FanFold+ will automatically connect and announce the IP address it has received.

To repeat the IP address, press "**HELP + 10**" in a quick sequence on the control panel.

For Windows

The Index FanFold+ can be installed as a local network printer on a computer or as a shared printer on a server. If you don't know how to do this, we recommend that you contact your network administrator or search the web for "Installing a printer in Windows".

MAC

The Index FanFold+ must be installed as a network printer. If you don't know how to do this, we recommend that you search the web for "Installing a printer on MAC".

4.2.2 Connecting to Wi-Fi

There are three different ways to connect the Index FanFold+ to a Wi-Fi network. Note that the Index FanFold+ only supports the 2.4 GHz Wi-Fi band. The three ways are:

- Using a command file
- Using the Web interface
- Connecting with WPS

Using a command file

It is possible to configure the Wi-Fi settings by sending a command file to the FanFold+. To setup Wi-Fi using a command file, we recommend that you download and use our template file. You can download the template file, [ESC_C-RegisterWiFi.ibe](#), from our download site. Follow the steps below to register the FanFold+ on your Wifi network.

- Open the template file in an editor, such as Notepad in Windows.
- Replace *your ssid* with the SSID for your Wi-Fi network.
- Replace *your pass-phrase* with the pass-phrase for your Wi-Fi network.
- Save the file to a folder on your computer or save the file to a USB media
- Send the command file to the FanFold+ as described below.

A command file can be sent to the FanFold+ with Direct braille. How to use Direct braille is described in the [From Windows with Direct-Braille](#) ¹⁰ section. It is also possible to have the command file on a USB media and send the file from the USB media. How to send a command file is described in the [Print from USB media](#) ¹⁰ section

Using the Web interface

The FanFold+ must be connected to a wired network before you can use the Web interface on the FanFold+ to setup the Wi-Fi connection.

- Open a browser and enter the IP address of the FanFold+ in the address field.
 - To get the IP address, press "**HELP + 10**" in a quick sequence on the control panel.
- Use the Web interface to connect the FanFold+ to your preferred Wi-Fi network.

Connecting with WPS

Wi-Fi Protected Setup (WPS) is a network security standard for connecting a device to a Wi-Fi router. The FanFold+ supports WPS. Check the manual for your router to see if it supports WPS. You will first enable WPS on the router and then enable WPS on the FanFold+.

To enable WPS on your router, refer to your router's documentation. When the router is ready for a WPS connection, continue with the settings on the FanFold+ as below.

To enable WPS from the control panel on the FanFold+, follow the steps below:

1. Press **"MENU"** on the control panel to enter the menu mode.
2. Use the arrow keys, navigate to *Settings*.
3. Press **"OK"** to open the sub-menu.
4. Using the arrow keys, navigate to *Manage Wi-Fi networks*.
5. Press **"OK"** to open the sub-menu.
6. The first item in the sub-menu is **set wifi power**. The Wi-Fi power must be on.
 - a. Press **"OK"** and the embosser will say the current status (**on/off**) for the power.
 - b. Set the power to **on** and press **OK**.
 - c. The menu mode will be closed so repeat steps 1-5 above, skip this step (6) and go to step 7.
7. Use the arrow keys, navigate to **list wifi networks supporting wifi protected setup**.
8. Press **"OK"** to scan for Wi-Fi networks After scanning the FanFold+ will say **found %1 networks**.
9. If there are no available routers with WPS %1 will be **zero** and the message will be **no items in list**.
10.
 - a. Either your Wi-Fi router doesn't support WPS or WPS is not enabled on your router.
 - b. Press **"ON"** to exit the menu mode and investigate why the router is not visible with WPS.
11. If there are routers that support WPS, %1 will be the number of networks found.
 - a. The message will also include the SSID for the first Wi-Fi network found.
 - b. Use the arrow keys to navigate to your Wi-Fi network by looking for the SSID for your network.
 - c. If you don't find your network in the list, either your Wi-Fi router does not support WPS or WPS is not enabled on your router.
 - i. Press **"ON"** to exit the menu mode and investigate why the router is not visible with WPS.
12. When you find your SSID, press **"OK"** to register your Wi-Fi network on the FanFold+.
13. When the registration is successful, the message will be **registered network, 'your ssid' "**.
14. Your FanFold+ is now connected to the Wi-Fi network.

5 How to print

There are multiple options on how you print files on your Index FanFold+.

- From Windows with Direct-Braille.
- From application on a MAC.
- Print from external braille editors.
- Print from a USB media.
- Use the Web interface for printing from a device, which can be a computer, tablet or smartphone.

5.1 From Windows with Index Direct-Braille

You can use *Index Direct-Braille* (idB) if you are using a Windows computer and have connected your Index FanFold+ to the computer with our Index Braille Printer Driver. How to connect your Index FanFold+ to the computer and install our Windows driver is described in the section [Connecting the FanFold+⁷](#).

After the installation of idB you can right click on a file with a supported file type such as docx, txt, rtf and pdf. If you have Windows 11, you first need to select *Show more options* and then select *Direct-Braille* from the menu. For windows versions prior to Windows 11 you select *Direct-Braille* from the menu.

The file will be translated, formatted and printed with the current Braille layout on your installed FanFold+. If you have multiple Index Braille embossers installed on your computer, you will see a list of your installed Index Braille embossers. Select your FanFold+ in the list of braille embossers and the file will be sent for printing.

5.2 From application on MAC

You can print directly to the Index FanFold+ from the following applications on MAC:

- Pages
- Preview
- Adobe Acrobat Reader

Follow these steps to print the document in braille.

1. Open the document that you want to print in braille.
2. Go to File -> Print
3. Select your FanFold+
4. Click on print.

5.3 Print from Braille Editor

It is possible to emboss a document on your Index FanFold+ from many supported braille editors. Check the documentation for your braille editor to see if it supports any Index Braille embossers.

If you need help setting up and print from your braille editor, please read the documentation for your braille editor or contact support for your braille editor.

5.4 Print from USB media

The Index FanFold+ have a port for connecting a USB media. The format on the media that can be connected is exFAT, FAT32, NTFS and also MTP(Media Transfer Protocol) for connecting devices such as an Android phone or note takers that support MTP.

Selecting a document from a USB media is possible both from the Web interface and from the menu.

5.5 Use the Web interface for printing

If the Index FanFold+ is connected to a network, you can use the Web interface to print files. The Web interface is used from a device, which can be a computer, tablet or smartphone. To print using the Web interface, follow the steps below:

- The device and the Index FanFold+ must be connected to the same network.
- Open a browser on the device
- Enter the IP address for the Index FanFold+ in the browser.
 - To get the IP address, press **"HELP"** + **"10"** in a quick sequence on the control panel.
- The Web interface will now open and may take a moment to initialize.
- Select the Print section from the menu.
- There are three locations to browse for files that can be printed. Only supported file types will be listed in the file window.
 - Browse Local Media - list folders and files on your device.
 - Browse USB Media - list folder and files on the USB media that is mounted to the FanFold+
 - Browse Embosser Media - list internal files on the FanFold+. It is demo files, braille manuals and test documents.
- Select the file you wish to print and press Open / Select.
- The print panel will open for the selected file. Select settings for the print out and press Print.
- The print out is starting and you can follow the print job at the Dashboard.