

Configuration/Transfer

■ Configuring the display



This function is available only to **Administrator**-type users .

Press  ►  ► .

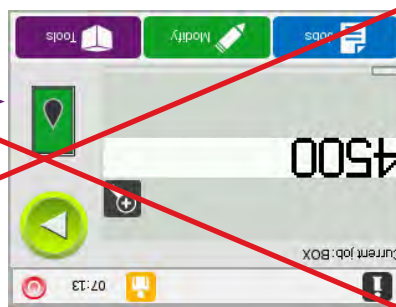
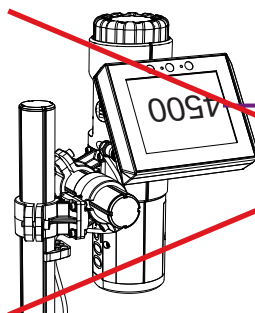
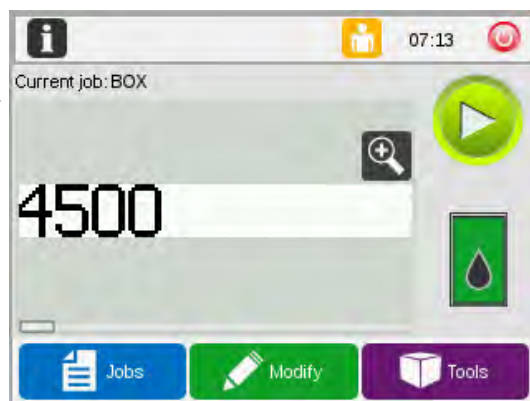
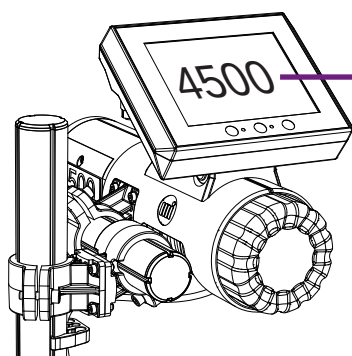
- **Screen brightness**: the brightness of the screen during normal operation of the printer (30 - 100%)
- **Dimmed screen brightness**: the brightness of the screen during idle time (the dynamic range depends on the setting of **Screen brightness**); this setting functions as a screensaver and dims the screen; the parameter is active only when **Dim screen after** is different from **Never**
- **Dim screen after**: the idle time (10 s, ..., 1 h, **Never**) after which brightness of the screen is dimmed to the specified percentage



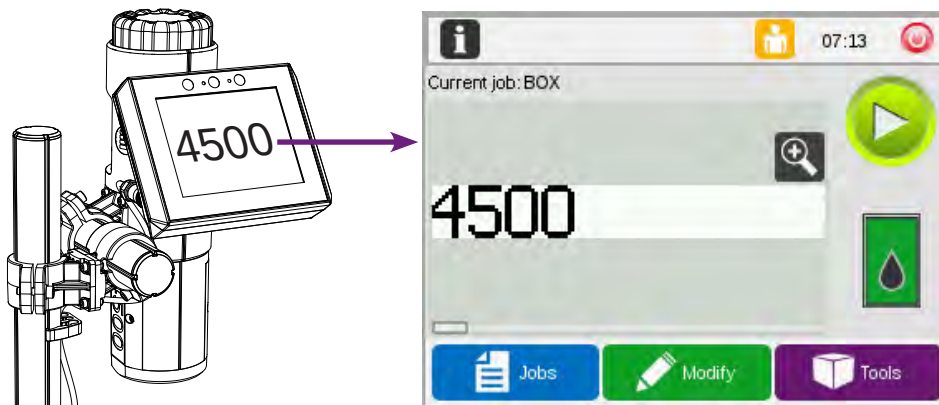
Press any point on the screen to restore normal screen brightness.

- **Rotate screen**:

No: the screen display is in its normal orientation; it's recommended when the printer is installed horizontally



Yes: the screen is displayed “upside down”; it's recommended when the printer is installed downward



■ Settings sound signals



*This function is available only to **Administrator**-type users .*

Press  ►  ► .

The **Enable sound** is used to turn the sound on or off for various printer settings.

Yes: enables sound

No: disables sounds

- **Touch screen beeping on/off:** a sound signal is generated while a touch screen is used
- **Message sound signal:** a sound signal is generated when a message appears, such as an ink bottle has been accepted
- **Fault sound signal:** a sound signal is generated when a fault occurs
- **Warning sound signal:** a sound signal is generated when a warning occurs

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■ Configuring users

Press  ►  ► .

There are three types of printer users:



Operator



Advanced Operator



Administrator

■ Changing users

Users can be changed in two ways:

Press the user icon  07:13  on the information bar.

Or press  ►  ►  ► .



The procedure for changing users is described in the section entitled “User management” in the “Editing” section.

■ Managing users



*This function is not available to **Operator**-type users .*

Press  ►  ►  ► .



Additional details on user management can be found in the section entitled “User management” in the “Editing” section.

■ Changing a user password

Operator-type user  accounts are not protected with a password by default. All **Operator**-type user  accounts can be password-protected, except for the primary **Operator**-type  account, called “Operator”, which is logged on automatically at printer startup and is not password protected.

Access to the accounts of **Advanced Operator**-type users  or **Administrator**-type users  must be protected with a password.

Advanced Operator-type users  and **Administrator**-type users  can change their password and the password of users who are at the same or lower level of access.

To change a user password:

1. Select the user whose password is to be changed.
2. Press .



An inactive  icon indicates that you do not have access privileges to change that user's data.

3. Enter a new password.



A password is not required for **Operator**-type users .

4. Re-enter the new password.



When changing your own password, it is necessary to provide your current password for verification

5. Press  to confirm.

The password of the selected user is changed.

■ Adding a user

Advanced Operator-type users  and **Administrator**-type users  can add users who are at the same or lower level of access.

To create a new user:

1. Press .
2. Enter a name of the new user.



The user name must be unique. If the name entered already exists, the new user cannot be added.

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3. Select the type of user.

4. Enter a password.



A password is not required for **Operator**-type users .

5. Re-enter the password.

6. Press  to confirm.

The new user is added.

■ Deleting a user

Advanced Operator-type users  and **Administrator**-type users  can delete users who are at the same or lower level of access.

To delete a user:

1. Select a user to be deleted.

2. Press .



An inactive  icon indicates that you do not have access privileges to delete that user.

The primary **Operator**-type user  called "Operator" or the user currently logged in cannot be deleted.

3. Confirm that you wish to execute the operation.

The selected user is deleted.

■ Changing a access level

Advanced Operator-type users  and **Administrator**-type users  can change the access level of users who are at the same or lower level of access. The access level cannot be changed to a higher level than that of the user currently logged in.

To change the access level of a user:

1. Select a user whose access level is to be changed.

2. Press .



An inactive  icon indicates that you do not have access privileges to change that user's data.

The access level of the primary **Operator**-type user  called "Operator" or the user currently logged in cannot be changed.

3. Change the access level.



If changing an **Operator**-type user  account that is not password-protected to a higher access level, it is necessary to create a password.

4. Press  to confirm.

The access level of the selected user is changed.

■ Changing the name of a user

Advanced Operator-type users  and **Administrator**-type users  can change the name of users who are at the same or lower level of access.

To change the user name:

1. Select a user whose name is to be changed.

2. Press .



An inactive  icon indicates that you do not have access privileges to change that user's data.

The name of the primary **Operator**-type user  called "Operator" cannot be changed.

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3. Enter a new name for the user.

4. Press  to confirm.

The name of the selected user is changed.

■ Activating a user

If an incorrect user password is entered three times, access to the user's account is deactivated and the  icon appears next to the user's name on the list of users.

A new password must be used to activate the user.

Advanced Operator-type users  and **Administrator**-type users  can activate all deactivated users who are at the same or lower level of access.

To activate a deactivated user:

1. Select a deactivated user.

2. Press .



An inactive  icon indicates that you do not have access privileges to activate that user.

3. Enter a new user password.

4. Re-enter the new user password.

5. Press  to confirm.

The selected user is active and the  icon that was next to the user's name disappears.

■ Configuring global variables

*This function is not available to **Operator**-type users .*

Advanced Operator-type users  can only preview the contents of global variables and cannot configure them.



Administrator-type users  have full access privileges to configure global variables.

The global variables used in the job currently selected for printing are marked with the  icon on the list and cannot be set up/deleted.

A global variable is a field that can be applied to every job that uses that field. The following global variables types are available in the printer:

- **Counter**
- **Shiftcode**
- **Calendar**

▣ Configuring a global counter

1. Press  ►  ► .
2. To create a new global counter, press  ► , enter a name of the new global counter and press  to confirm.

To edit an existing global counter, select the global counter that you wish to edit and press .
- To reset an existing global counter, select the global counter that you wish to reset and press .
- To delete an existing global counter, select the global counter that you wish to delete and press .
3. Select the number of counter sections and the sequence of incrementation:
 - **Counter section visible**: enable/disable each counter section (each counter section must be set separately)
 - **Section order**: sequence of incrementation of successive counter sections



Section parameters of global counter fields can only be configured from the Variables screen. Section parameters of global counter fields cannot be edited during job editing.

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4. Set the parameters for operation of each of the counter sections:
 - **Min**: the parameter has the following meanings:
 - the value from which an incremental counter starts recounting after an overflow of the counter has occurred
 - the value at which a decremental counter ends counting and overflows
 - the value from which counting starts if **Start mode** = **Min**
 - **Max**: the parameter has the following meanings:
 - the value from which a decremental counter starts recounting after an overflow of the counter has occurred
 - the value at which an incremental counter ends counting and overflows
 - the value from which counting starts if **Start mode** = **Max**
 - **Start mode**: to choose the value from which to start counting:
 - Min**: when printing starts for a first time and when it resumes, counting starts from the value given by the **Min** parameter
 - Max**: when printing starts for a first time and when it resumes, counting starts from the value given by the **Max** parameter
 - Start value**: when printing starts for a first time and when it resumes, counting starts from the value given by the **Start value** parameter
 - Last value**: when printing is resumed, counting is continued: or, it starts from the sum of the settings of two parameters: **Last value** and **Step**; when printing of a job starts for a first time, counting starts from the value given by the **Start value** parameter
 - **Start value**: the parameter is enabled only when **Start mode** = **Start value** or **Last value**; it has the following meanings:
 - the initial value of a counter if **Start mode** = **Start value**
 - the value from which counting starts when the job is printed for a first time if **Start mode**: **Last value**
 - **Last value**: this parameter is for information only and cannot be edited; it shows the last printed value of the counter; the parameter can be reset with the  in the job editor window
 - **Step**: a counter increment; when a positive number is set, counting is done in ascending order (an ascending counter), when a negative number is set counting is done in descending order (a descending counter)
 - **Length**: the number of counter digit positions in a range required by a user (1 - 9)
 - **Fill in**: a character to replace insignificant digits of the counter (0, space)

- **Suffix:** any character string to be printed after the counter (up to 41 characters)

Repeat for each counter section.

5. Press  to save the global counter.

❑ Configuring a global shiftcode

1. Press  ►  ► .

2. To create a new global shiftcode, press  ► , enter a name of the new global shiftcode and press  to confirm.

To edit an existing global shiftcode, select the global shiftcode that you wish to edit and press .

To delete an existing global shiftcode, select the global shiftcode that you wish to delete and press .

3. In the work shift setting window, define successive work shifts and codes:

- **Shift start hour:** set the time when the shift begins
- **Content:** define the code to be printed during the shift

Repeat for each additional work shift.



Some global shiftcode field parameters can only be configured from the Variables screen and not during job editing.

4. Press  to save the global shiftcode.

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▣ Configuring a global calendar

1. Press  ►  ► .

2. To create a new global calendar, press  ► , enter a name of the new global calendar and press  to confirm.

To edit an existing global calendar, select the global calendar that you wish to edit and press .

To delete an existing global calendar, select the global calendar that you wish to delete and press .

3. Define the **Calendar**:



- select a day (1) from which a calendar entry is to begin; the selected day is framed in blue
- press  (2) to create the following in the calendar:
 - a static entry (A)OR
 - a variable date entry (B)

A Creating a static entry:

- enter static data (Text), which will form the entry (1)
- press  to confirm

The calendar with the defined entry is generated.

OR

B Creating a variable date entry:

- press  to start the variable date wizard

The following variable date parameters can be set with the wizard:

- **Date format:** a required format of the date; with this parameter you can also set:
 - **Date separator:** a character that separates successive date components from each other (":", ".", "-")
 - **Date offset:** an offset of the date set on a given day, by a required number of days, months or years against the current date

Date change frequency: a period by which the date is to change:

Day: the date changes on a daily basis or by the number of days settable with the **Change after [days]** parameter

Week: the date changes every week on the week day settable with the **Change date** parameter

Month: the date changes every month on the month day settable with the **Change date** parameter

Year: the date changes every year on the first day of the month settable with the **Change date** parameter

Date rounding: to set the date of another (selected) week day on the day defined as the change date; the parameter is active only when **Date change frequency** is different from **Day**:

None: the current date is set on the change date; an offset, if defined, is taken into account

Previous: the date to be set on the change date is the previous, user-selected week day as against the current date (e.g. the previous Monday)

Closest: the date to be set on the change date is the closest, user-selected week day as against the current date (e.g. the closest Monday)

Next: the date to be set on the change date is the following, user-selected week day as against the current date (e.g. the following Monday)

- press  to confirm

The calendar with the defined entry is generated.

The current date is framed in orange.

The change dates and the start date of the entry are shown on a yellow background.



To finish the entry, create an empty, static entry for the date to which the given entry shall not apply yet.

The defined entry finishes on the last date before a successive defined entry.

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In the calendar window you can also:



edit an entry (the icon is enabled only for the change dates and the start date)



delete an entry (the icon is enabled only for the change dates and the start date)



Editing/deleting with the a/m functions applies only to the period till the closest change date.

An example of how to create a variable date entry, when the date rounding option is not used

Start date: 17.12.2015

The following settings are made with the wizard:

Date format: DD.MM.YYYY

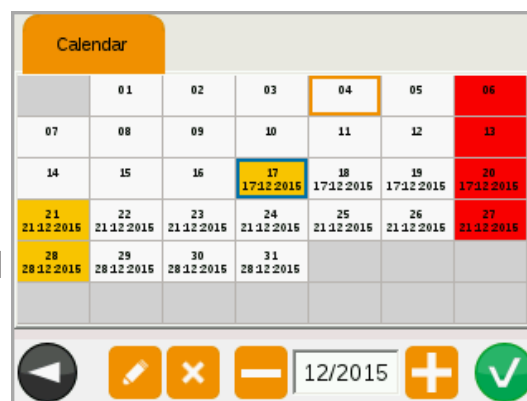
Date separator: ":"

Date offset: 0 [Days], 0 [Months], 0 [Years]

Date change frequency: Week

Change date: Monday

Date rounding: None



The current date is framed in orange.



The entry start date and the change dates (in the example given above, every Monday from the start date on) are shown on a yellow background.

In the above-given example the date rounding option is not used, therefore the current date is set on every Monday and on the start date.

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An example of how to create a variable date entry, when the date rounding option is used

Start date 17.12.2015

The following settings are made with the wizard:

Date format: DD.MM.YYYY

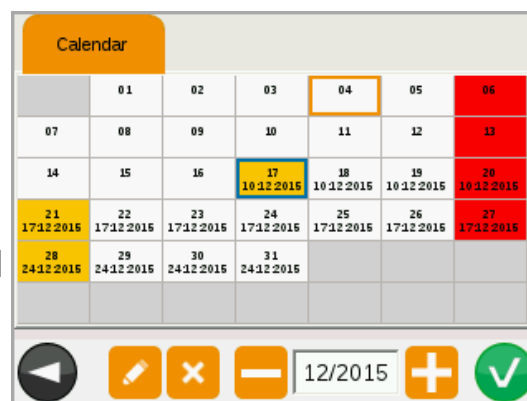
Date separator: ":"

Date offset: 0 [Days], 0 [Months], 0 [Years]

Date change frequency: Week

Change date: Monday

Date rounding: Previous [Thursday]



The current date is framed in orange.



The entry start date and the change dates (in the example given above, every Monday from the start date on) are shown on a yellow background.

In the above-given example, the date settable on every Monday and on the start date is the date of the previous Thursday because the date rounding option has been used; for example, on 21 December the date of 17.12.2015, or the date of the previous Thursday, is set.

4. Press  to save the global calendar.

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■ Importing/exporting data

Data can be transferred to or from another printer using an approved USB memory device.



This function is not available to **Operator**-type users .



Specifications for USB memory devices can be found in the section entitled “USB memory device” in the “External connections” section.

1. Insert an approved USB memory device into the USB connector on the printer.
2. The transfer data function can be accessed in two ways:

Press  ►  ► .

Or press the USB icon   07:13  on the information bar.

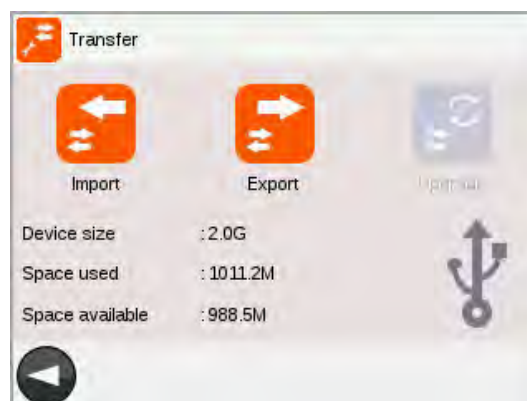


The  icon is visible only when an approved USB memory device is inserted in the USB connector.

Data transfer functions are not available until an approved USB memory device is connected to the USB connector.

When a USB memory device is connected, the following information is available in the transfer handling window:

- **Device size**
- **Space used**
- **Space available**



The operations that can be performed via USB memory device connected to the printer can be grouped into categories:



Importing data

- jobs
- printer settings (including a user database)
- fonts
- images
- text files
- global variables
- printer data



Exporting data

- jobs
- printer settings (including a user database)
- fonts
- images
- text files
- global variables
- printer history
- printer data



Updating software

▣ Importing/exporting jobs

Jobs can be transferred:

- between printers
- between a printer and a PC.

*Job files are in *.exp format. Files in other formats are not visible.*



By default, job files are stored in the exports_MI4500/jobs folder on a USB memory device.

If a job contains external objects, such as an image, a text file or a global variable (a counter, a shiftcode, a calendar), then the objects are imported/exported together with the job.
