

### **Online PAL and Downtime PAL procedures for M-series printers**

#### **Purpose:**

How to access and use Online PAL and Downtime PAL(s) for M-series printers.

#### **Introduction:**

Online PAL (the most common PAL) is primarily for everyday usage. Downtime PALs are mainly used for situations when the network is down and printouts are still required, such as wristbands for patient admittance. Downtime PALs require a keyboard and/or scanner to be attached to the printer as an input device.

**For proper Online PAL operation** When powered on normally, Online PAL will be active. (It is recommended that any keyboards and scanners be disconnected from the printer during online use).

**For Downtime PAL operation** keyboards and/or scanners should be connected to the printer. Some printer models have touch-screens which can be used in place of a keyboard, if desired. It is recommended the printer be disconnected from the network/computer. (any signals from the network may interfere with the Downtime PAL)

Once the connections are correct,

**If using a keyboard**, use steps 1-5 to enter into downtime mode.

1. Press Ctrl-Delete keys to reset the printer
2. Once the printer comes up, press the F2 key to display the downtime PAL(s)
3. If you have more than one PAL use up/down arrows to select the PAL and press Enter
4. Follow the prompts and enter data thru the keyboard (do not use the panel on the printer)
5. Press enter to proceed to next field. Once all the fields are completed, it will print.

**If using the touch screen**, follow steps below

1. Hold down the MENU button on the printer and power on. Release the button when the main screen appears.
2. On the touch screen tap the Files icon, then select Flash memory.
3. Next, select File List, then select the Downtime PAL you want to use. (Auto.BAS is the online PAL)
4. Select Run file, then Run.
5. Enter data for each prompt using the Numeric and/or Alpha keypad on the touch screen.

**To return to Online mode**, power off printer. Remove keyboard and reconnect to network or computer, and power on.

END of PROCEDURE