

SpringBoard™ Lite

Operator's Manual



PRC HEADQUARTERS

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This device complies with Part 15 of the FCC Rules. Operation is subject to 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.

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- Turn the television or radio antenna until the interference stops.
- Move this product to one side or the other of the television or radio.
- Move this product farther away from the television or radio.
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CE ENVIRONMENTAL INFORMATION: Use: 0° - 45° C; Storage: (-20°) - 50° C; 95% maximum relative humidity @ ambient temperatures less than 40° C.

CLASS 1 LED PRODUCT –The Tracker Headpointing option falls within the limits of a Class 1 LED product as specified by CENELEC EN 60825-1, Amendments 1 and 2.



Attention! Consult accompanying documents.

Device not intended to be an emergency call device or sole communication device.



Warnings!

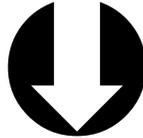
When operating this device in a medical environment, do not use with any product that is not medically approved.

Any mounts used should be fitted by a qualified person.

Failure to install the mounting system according to the manufacturer's instructions may result in an injury to the user.

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Remove your device from Shipping Mode

To conserve the batteries, your device was put in Shipping Mode at the factory before it was sent to you.

To use it you must take it out of Shipping Mode:

Plug in your battery charger and then press the  key on the front of the case.

It will take a few moments for the device to boot up.

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Getting Acquainted with your SpringBoard Lite

The Front Panel



From left to right:



BATTERY CHARGING: When you plug in the charger, the "Charging" light flashes. A rapid flash indicates fast-charging; a slow flash indicates that the battery is charged but it will continue to trickle-charge as long as the charger is plugged in.



BATTERY LOW: When this light flashes, the batteries need to be charged. Plug in the battery charger.



ON/OFF: Turns the device **ON** or **OFF**. If you turn the device off with this button, you must use it to turn the device back on.



TOOLBOX: Takes you to the Toolbox where you can use the system menus.



CHOOSE ACTIVITY: Use this to select different Activities.



SET-UP: Use this key for customizing vocabulary on Pages and Activities.



RECORDING MICROPHONE: When you record messages, speak toward this area.

The Top of the SpringBoard Lite



Top

Infrared Windows: Use these windows to teach remote control commands to the SpringBoard Lite and then to send the commands to your remote controlled devices.

To **teach** remote control signals to your SpringBoard Lite, point a remote control at the window on the **right** as you look at the top of the case (as in the picture above).

When you **send** the signals from the SpringBoard Lite to a TV or other remote controlled appliances, the window on the **left** must be facing in the general direction of the object you want to control.

Handle

Use the built-in handle to carry your SpringBoard Lite.

The Back of the SpringBoard Lite



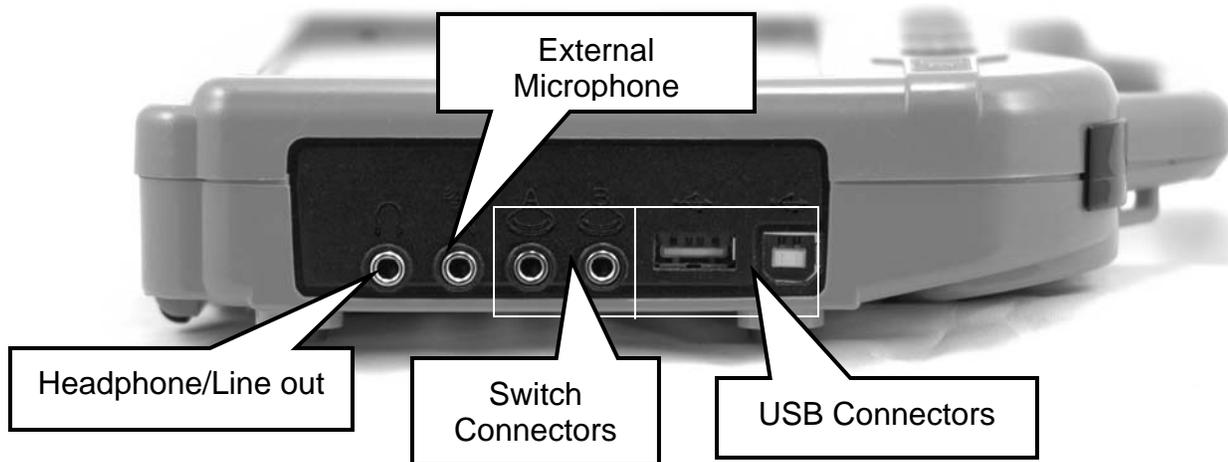
Battery Door: The device batteries are underneath this door. There is also a card slot at the top of the battery door that holds the system software card. Should you need to, you can remove the battery door by unscrewing it from the case.

Reset Button: If your SpringBoard Lite freezes up or if it can't be turned off, unbend a paper clip and poke it into the hole to press the re-set button.

Wire Table Stand: The wire table stand allows the SpringBoard Lite to sit on a table in a more vertical position, rather than flat on a surface. Just pull it out from the back of the case. ➡ The table stand is an accessory in countries other than the U.S.

Wheelchair Mounting Plate: The optional wheelchair mounting plate allows the SBL to be attached to a wheelchair mount.

The Right Side Panel



Connectors from Left to Right

Headphone/Line Out: Plug stereo headphones or stereo speakers in here.

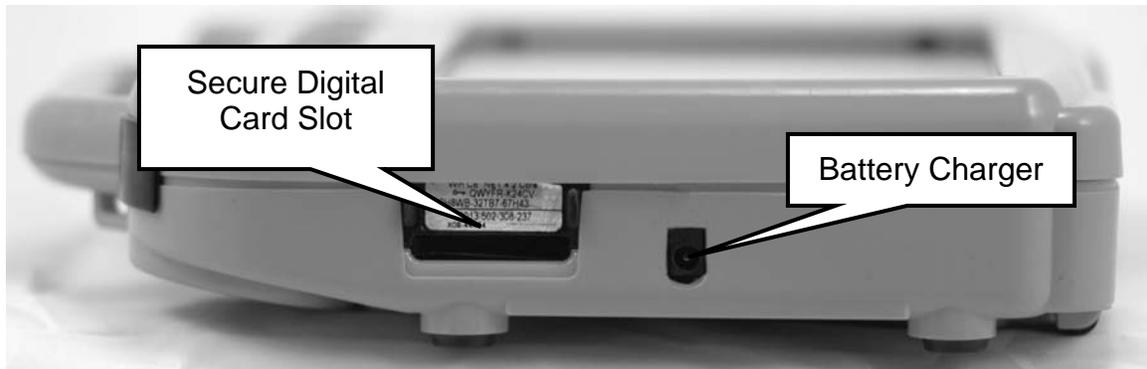
External Microphone: Plug an external microphone in here

Switch Connectors: plug single and dual switches into Switch A and Switch B ports.

Rectangular USB Connector: A USB flash drive plugs into this port. Use it for memory transfers, importing graphics and downloading music files. You can also use this port to plug in an external headpointer.

Square USB Connector: Plug a USB cable or Bluetooth Adapter in here for computer emulation.

Left Side Panel



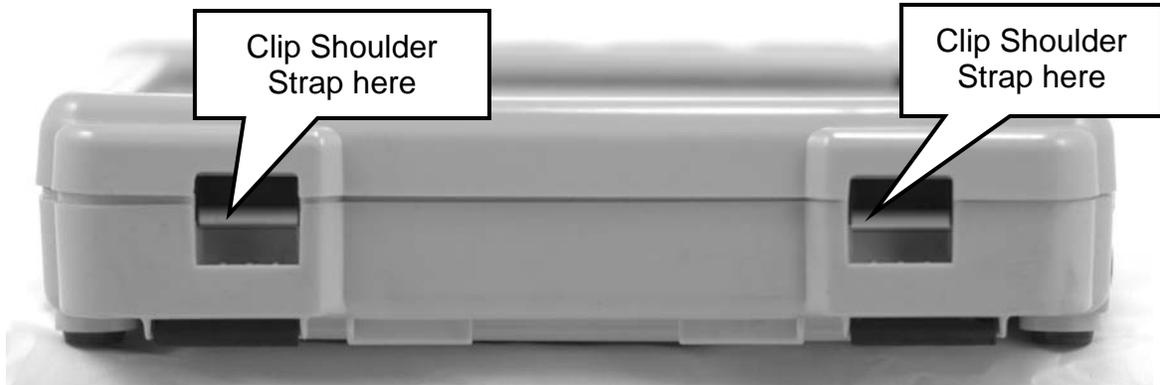
Secure Digital Card Slot: will accept a Secure Digital storage card. You can store music files on it that can be used with the MP3 Player.

Battery Charger: Plug one end of the battery charger in here. Plug the other end into a working wall outlet.



Use only the charger that came with your SpringBoard Lite. Other chargers may damage the batteries!

The Bottom of the SpringBoard Lite



The bottom of the case has the areas where you can clip on an optional shoulder strap.

The Exploration Wizard



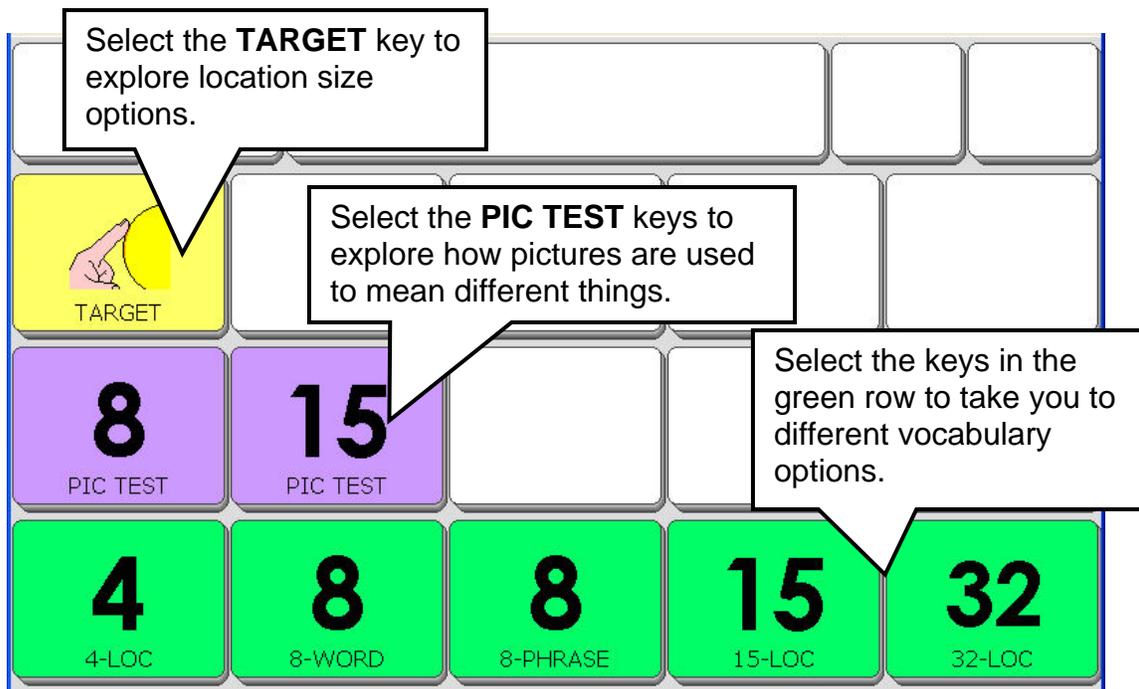
Warning! The touch screen is a liquid crystal display (LCD) screen. Should the display break (unlikely except under extreme circumstances) and you come into contact with the liquid crystal, wash or rinse your skin thoroughly. Be careful to avoid splintered glass.

➡ **Do not** use sharp, pointed objects on the touch screen. They will scratch the screen.

Release the SBL from Shipping Mode:

➡ Before your device was sent to you from PRC, it was put into Shipping Mode. The first time you use it, you must release it from Shipping Mode. To do this, **plug in your battery charger**

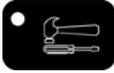
and **press the  key on the top front of the case.** In a few minutes you will see the Exploration Wizard overlay.



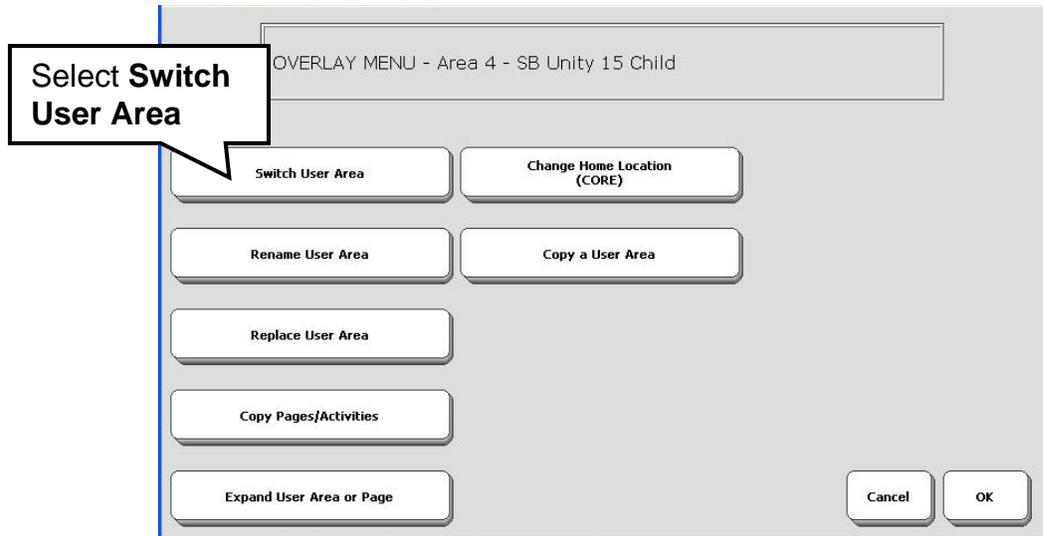
➡ **Note:** Non-English speaking devices may have a different overlay.

If you select to see the **32-LOC** (Location) overlay, the software will take you directly to that overlay and you can begin using it as your own. We will use the 32-LOC overlays for examples in this manual.

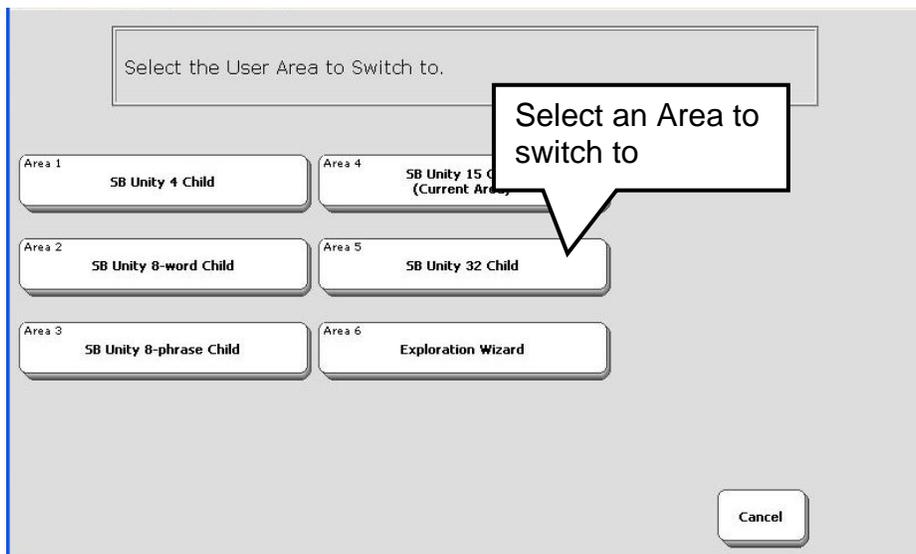
If you want a different overlay, follow these steps:

Select the **TOOBOX** key  on the front of the case.

Select **CHOOSE OVERLAY MENU**  in the Full Toolbox.



Select **Switch User Area**.



Select an area to switch to.

You see the Toolbox. Select **GO TO HOME**.

You should be in the area you selected.

Different Ways to Turn your SpringBoard Lite Off

The **I/O** button on the front of the case, **Auto Power Down** in the **MAINTENANCE MENU** and the **POWER OFF** tool in the Toolbox are all available to turn your device Off.



Use the **I/O** button to turn your device On and Off. When you turn the device off with the **I/O** button, you must turn it back on using the **I/O** button.

There is also a **POWER OFF** tool in the Toolbox. If you would like to be able to turn the device off yourself but can't press the **I/O** button, you can go to the Toolbox and select **POWER OFF** or store the **POWER OFF** tool on your communication overlay.

To turn the device back on simply tap on the screen, select a key or activate a switch.

When your device turns off, it saves any storing and/or programming that you have done up to that point. If you are doing a lot of storing/programming —perhaps setting up an overlay—make sure the device turns Off periodically so that your work is saved.

Use **POWER OFF** or the **I/O** button to properly shut down your device.

☞ If, for some reason, the device has not been powered down correctly, you may have to **press and hold the I/O button for 10 seconds** to turn the unit back on.

Auto Power Down

There is also an **Auto Power Down** option in the **MAINTENANCE MENU** in the Toolbox.



The default setting is 2 minutes.

Select **2 minutes**, **5 minutes** or **10 minutes**.

When your device is idle (no key activations) for 2, 5 or 10 minutes, the backlight will dim on your display. Touch the display or activate any key or switch to bring it back.

After **TEN MINUTES** of dimmed backlight and no key activations, the screen goes dark. Touch the display or activate any key or switch to bring it back.

We recommend that you leave Auto Power Down set to On. You can select the amount of time you want to use if 2 minutes is too fast for you.

If you change **Auto Power Down** to **Off**, the device will never turn Off unless you press the **I/O** button on the top of the case or activate the **POWER OFF** key in the Toolbox. If you forget that you turned Auto Power Down to Off and the device never goes Off, the batteries will eventually go dead.

➡ **Note:** If you are using a **headpointer** and your device turns Off, you can activate a switch to turn it back on. The switch must be plugged into a Switch port on your device.

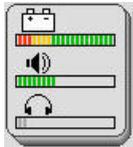
➡ **Troubleshooting Tip:** If your device does not turn off or come back on as you expect it to: **Press and hold the I/O button for ten seconds.** The device should turn on (or off).

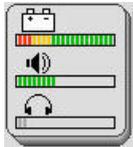
About the Batteries in your SpringBoard Lite

 **Always use the battery charger that came with your device.** Any other charger may damage your batteries.

➡ **If you plan to store your device for a month or more without using it: unplug the battery charger.** Put the unit in Shipping Mode by opening the **MAINTENANCE MENU** in the Toolbox. Select **Shipping Mode** and then select **OK** to exit the menu.

➡ **Check your battery status in the Toolbox**



The key at Row 5, Column 7  has icons on it for Battery Status, Speaker Volume and Earphone Volume. The Battery Status bar graph gives you the following information:

Full Battery: mostly green lines, a few red, a few yellow

Plug in Charger: no green lines at all

Nearly Dead: red lines only (plug in charger *now*)

Charger Plugged in: mostly blue lines

Low Battery Warning

When the batteries in your device get low, you hear a **Low Battery Warning**. This is a two-toned running beep. The **Low Battery** LED on the front of the case also turns on.

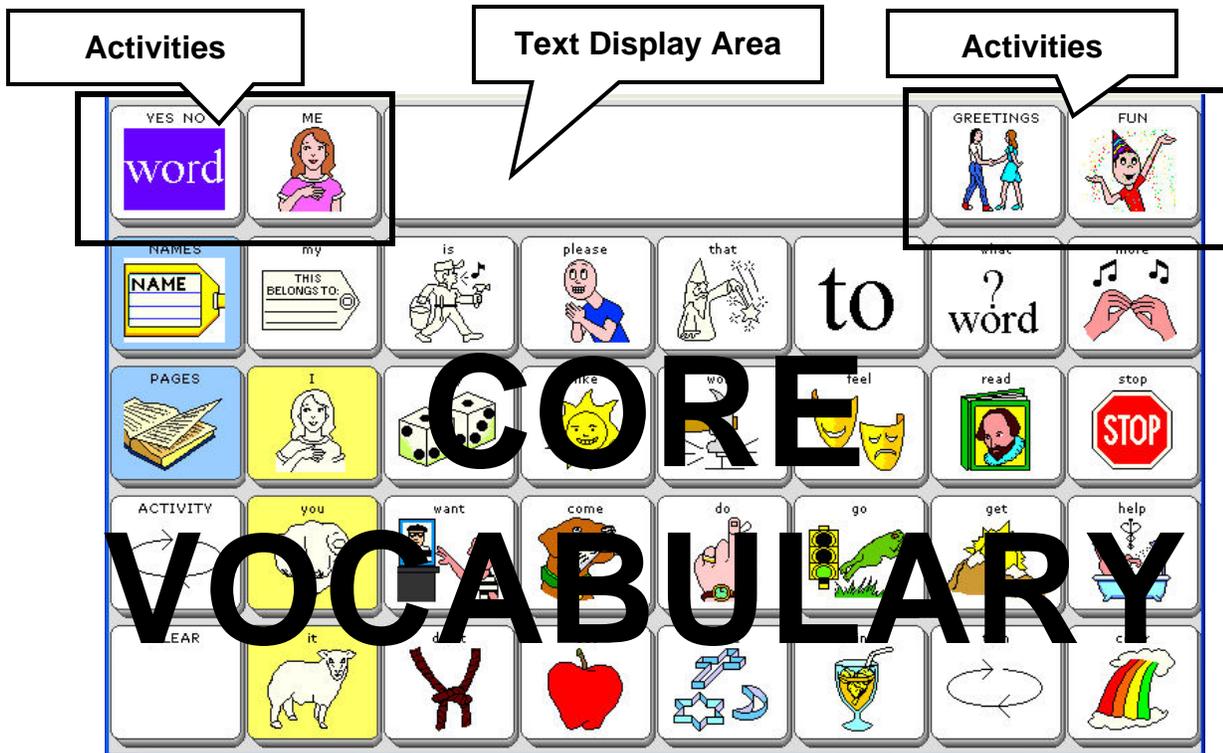
➡ **When the Low Battery warning sounds, you can no longer do any storing.** The warning will continue to sound at intervals until the batteries are dead. When the batteries are dead, the device powers down completely and you cannot use it. **When you hear the Low Battery warning, plug in the battery charger.**

If you use your device during charging, it will take 8-12 hours to fully charge a dead battery.

When the device is not in use during charging, it will take 6-10 hours to fully charge a dead battery. A fully charged battery should last for 6-8 hours of normal use.

The 32 LOC (Location) Overlay

We will use the 32 Location Overlay for examples in this manual. If you selected this key from the Exploration Wizard, the overlay should now be visible on your touch screen.



The top row of the display contains the Text Display Area and four Activity keys. Activity keys
 The bottom four rows of keys contain the Core Vocabulary. Core Vocabulary is vocabulary that you use all the time when speaking. The Core Vocabulary icons are consistent throughout the different overlays.

Right now you can activate a key by simply pressing on it. You do not have to press hard. A light tap will do it. When you press a key the device should speak a pre-stored message. You will see the message displayed in the Text Display Area at the top center of the screen



In the far left column you see the **ACTIVITY** key. Select this key to see more activities in the Activity Row. If you want to look at some activities, press one of the keys in the Activity Row. Press **MORE** if you want to see more keys in any activity. If you want to exit an



Activity, press the **ACTIVITY** key



You can always use the **CHOOSE ACTIVITY** key on the front of the case, too. This does the same thing as the **ACTIVITY** key in your Core overlay.

Finding Keys

You can find any key on an overlay or in the Toolbox by using **row and column** locations.

ROW 1	YES NO word	ME 				GREETINGS 	FUN 	
ROW 2	NAMES NAME	my THIS BELONGS TO:	is 	please 	that 	to word	what ? more word	
ROW 3	PAGES 	I 	play 	like 	work 	feel 	read 	stop STOP
ROW 4	ACTIVITY 	you 	want 	come 	do 	go 	get 	help
ROW 5	CLEAR	it 	don't 	eat 	make 	drink 	turn 	color
	COL 1	COL 2	COL 3	COL 4	COL 5	COL 6	COL 7	COL 8

Using this method, you can find any key on any overlay.

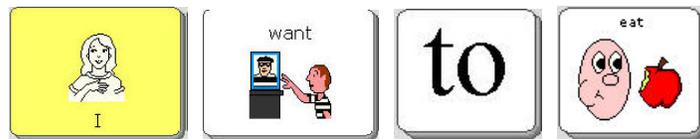
About Minspeak[®]

Your device uses Minspeak[®] to help you communicate.

Minspeak is a means of coding vocabulary to a small set of icons that are rich in meaning. Minspeak's use of icons taps into a person's natural tendency to associate multiple meanings to pictures. By coding a large vocabulary of words, phrases and whole messages using this small set of icons, Minspeak offers many advantages:

- it is logical in how it represents a person's language;
- it is easy to learn because it fits into a person's natural ability to associate many meanings to one picture;
- it promotes language development by providing a rich vocabulary of words that you can combine into sentences;
- because the small set of icons remains the same on a single overlay, you can, with practice, learn to recall your vocabulary automatically;
- it promotes further language development by offering many opportunities for language-learning experiences.

These advantages lead to the ultimate benefit of using Minspeak: it allows for and promotes independent, effective communication.



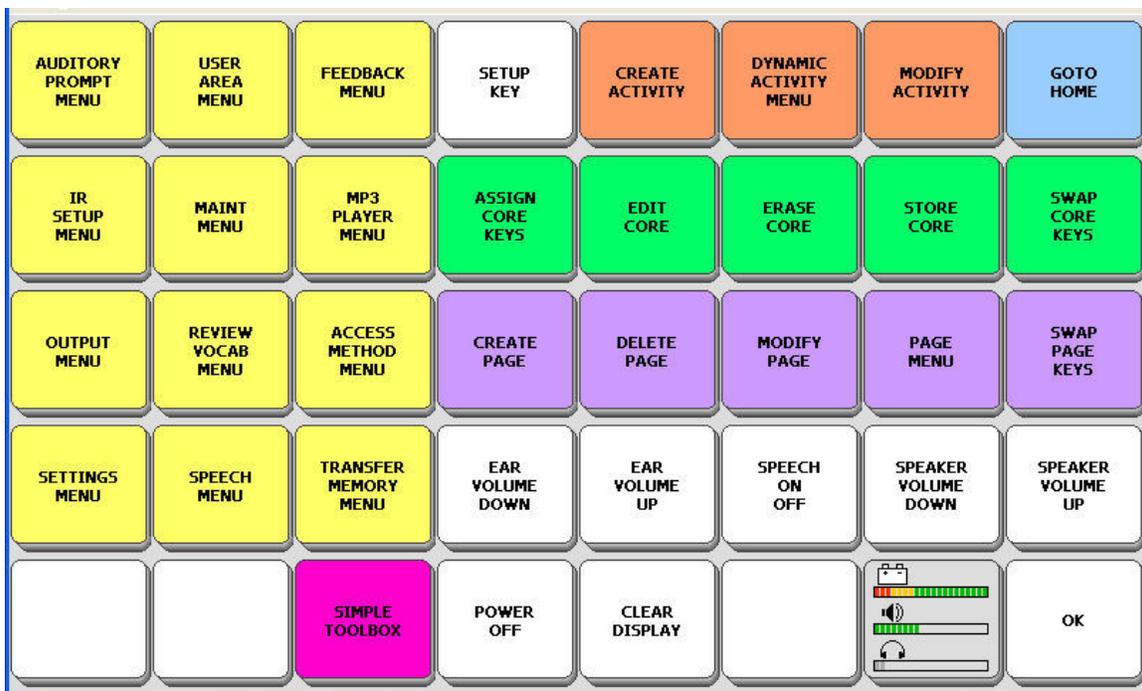
About the Color-Coded Toolboxes

The **Full Toolbox** and the **Simple Toolbox** are overlays that contain menus and single function keys. These menus and functions will help you to make your device into one that is tailored to your specific needs.



Go to the Toolbox by pressing the **Toolbox** button on the front of the case.

The Toolbox keys are color-coded. Notice that Menus, Pages, Activity keys, etc. are all in different color groups to help you remember where the keys are and what they allow you to do.



The Full Toolbox

Activate the **FEEDBACK MENU**. This menu allows you to choose the kind of feedback you want from your device. Activate **OK** or **CANCEL** to exit the menu. **OK** saves any changes you have made and exits the menu. **CANCEL** exits the menu without saving changes.

The **CHOOSE OVERLAY MENU** allows you to choose a keyboard size, a communication overlay and a spelling overlay. You can load a computer overlay from this menu.

You can go to your communication overlay by selecting **GO TO HOME** in the upper right corner.

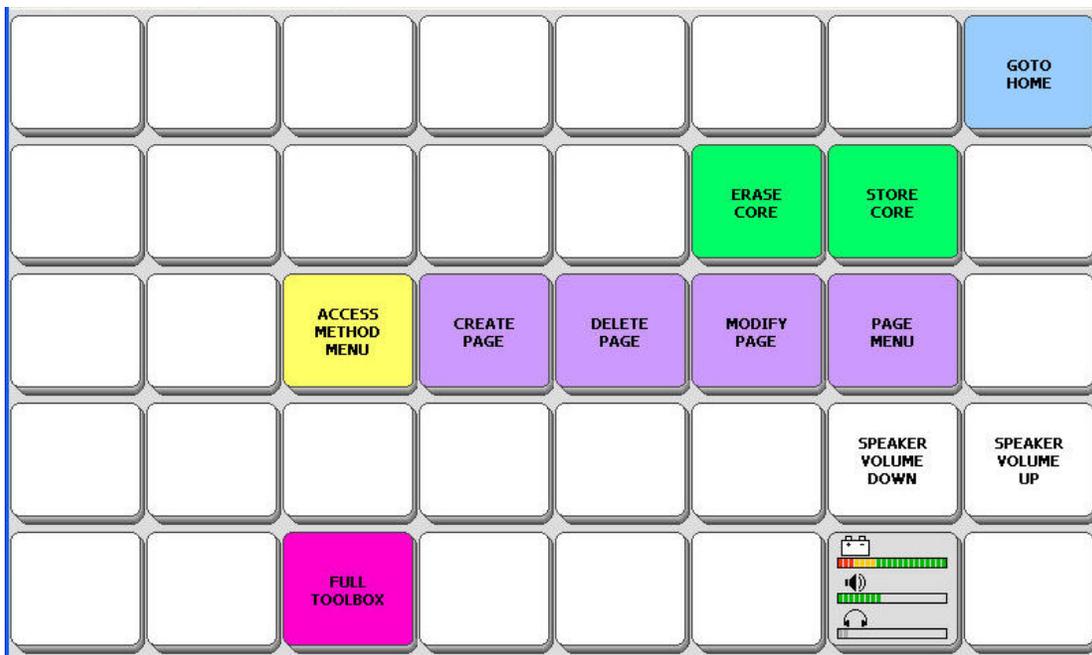
You can store the Tool, **GO TO TOOLBOX**, under an icon sequence on your communication overlay if you decide you want to have access to it on your overlay. See pages starting with 125 to learn about storing Tools.

The Simple Toolbox

The **Simple Toolbox** is a pared down version of the Full Toolbox. There are only a few often-used menus and functions in the Simple Toolbox.



To go to the Simple Toolbox, select the **SIMPLE TOOLBOX** key  in the bottom row of the Toolbox overlay.



The Simple Toolbox

The menus in the Simple Toolbox are also easier to use because they do not contain all the options that are in the Full Toolbox menus.

We will use the **Full Toolbox** for examples in this manual.



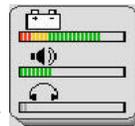
To go to the Full Toolbox, just select the **FULL TOOLBOX**  key in the bottom row of the Simple Toolbox overlay.

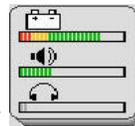
Change the Speaker Volume

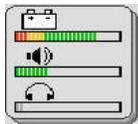
From the Toolbox, you can quickly change the speaker volume on your device.



Go to the Toolbox by pressing the  key on the front of the case.



You can check the volume levels by looking at the Status key . The bar underneath the picture of a speaker tells you where your volume is set. If the bar is filled with green lines, the volume is at its loudest.



The **top row** on the Status key shows you how much power is left in your SpringBoard Lite batteries.

The **middle row** shows you where the device volume is set. Press the **SPEAKER VOLUME UP** or **SPEAKER VOLUME DOWN** keys to change the volume. The lines in the bar graph will change as you press the keys.

You can test the volume by pressing on the Text Display Area. Your device will speak any text that is in the Text Display Area and you can adjust the volume to your preference.

The **bottom row** shows you where the headphone volume is set if you are using headphones.
The Status key is available in the Full Toolbox and the Simple Toolbox.

Status Key and the Bi-Lingual Toolbox

If you purchased a bi-lingual SpringBoard Lite (English/Spanish), press the Status key to toggle between the English Toolbox and the Spanish Toolbox.

Setting Up your Communication Device

About Setting Up your Device

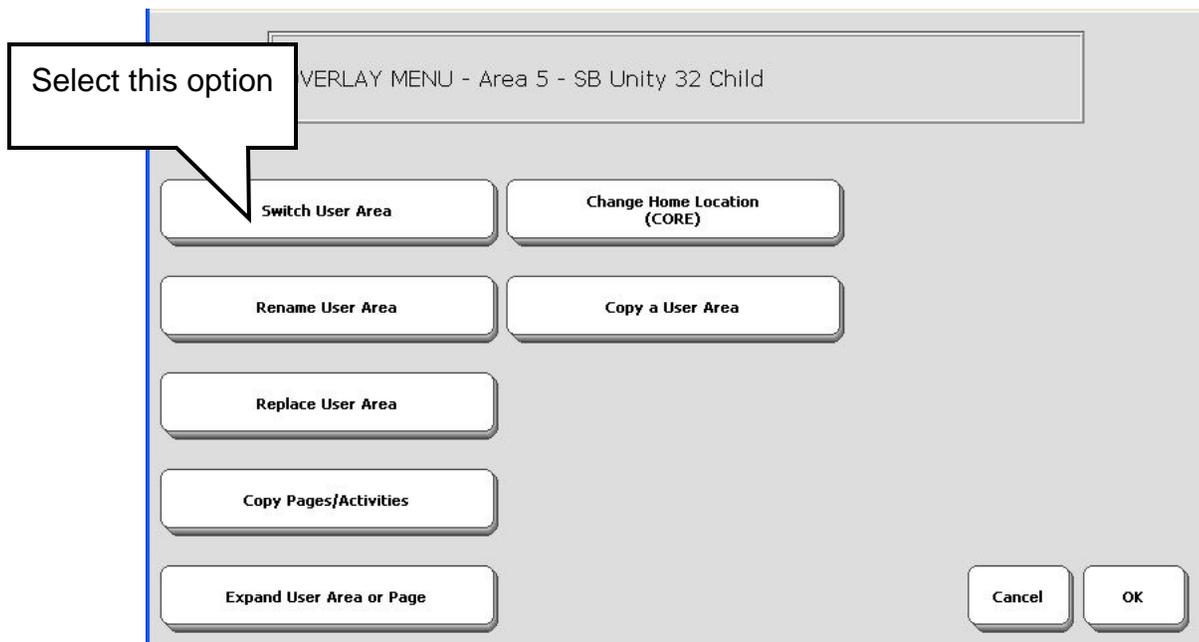
Being able to talk about whatever you want to whenever you want will depend in part on setting up your SpringBoard Lite so that it suits your individual communication needs. You might want to try different combinations of options before you settle on ones that you like best.

You will select set-up options from various menus in the Toolbox.

Select a User Area

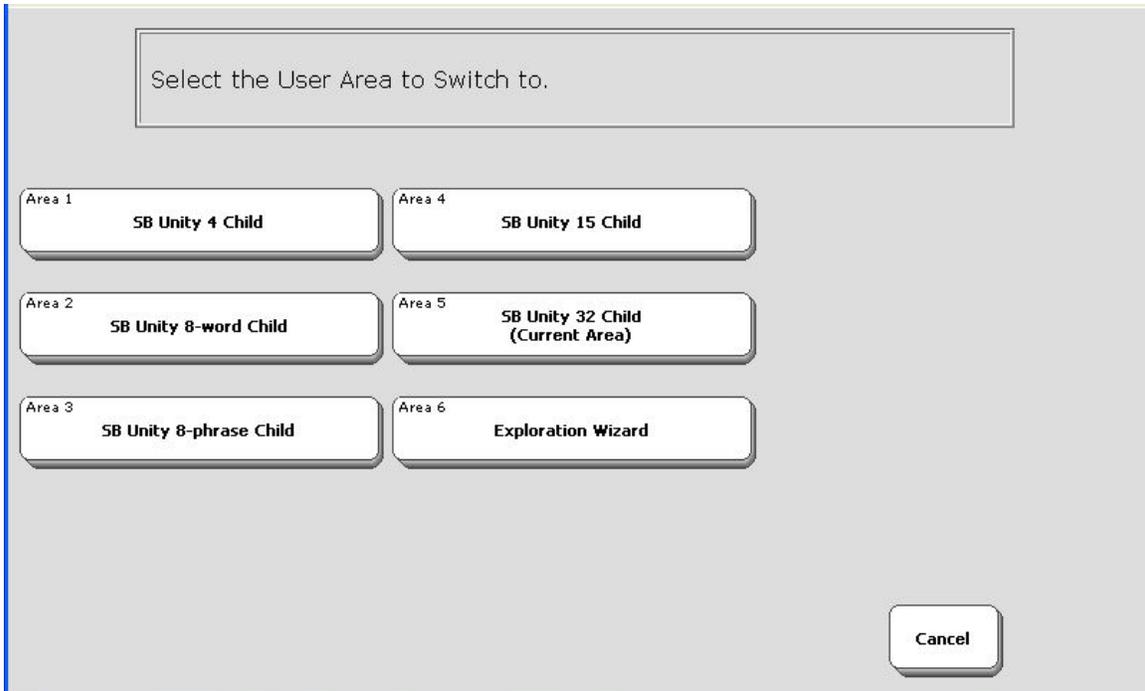
Your device has six different User Areas that contain pre-stored vocabulary. If more than one person is using the device, each person can have his or her own area. A single user can load different overlays into different Areas and use them in specific situations.

You select a User Area by opening the **CHOOSE OVERLAY MENU** in the Toolbox.



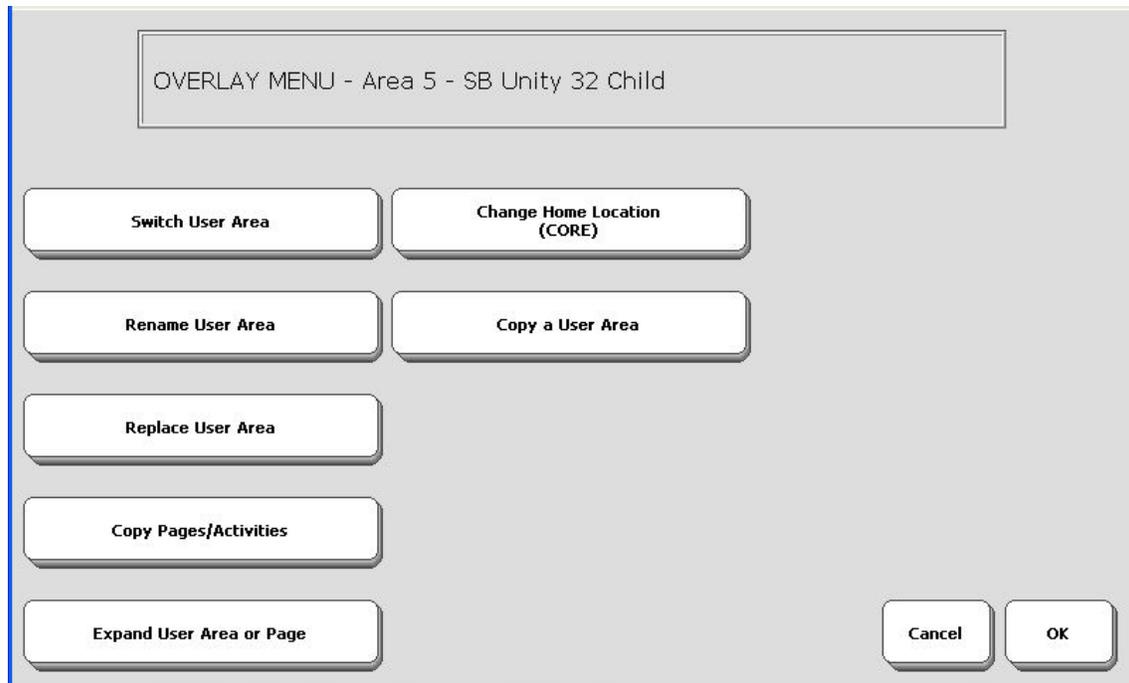
The text display area at the top of the screen tells you which Area and overlay you are currently using.

Select the **Switch User Area** option.



You see the pre-stored overlays in each Area. The Area you are using has (**Current Area**) on the key.

You can select the pre-stored overlay you want to use.



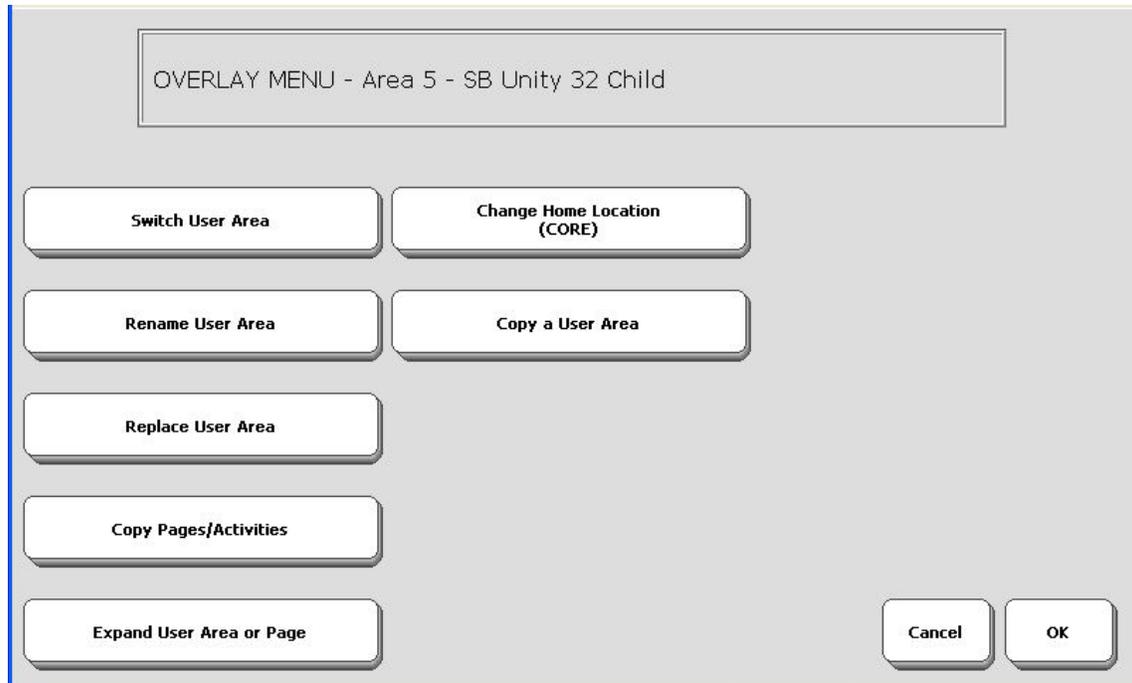
Rename User Area allows you to name your Area.

The **Replace User Area** option allows you to load one of many different overlays into an Area. If you select this option you will be asked to select the area you want to replace. Then you will see a screen with all the available overlays on it. Select the overlay you want to use. You will see your Spelling page. You are asked to type in "Replace" and select **OK**. The new overlay will then be placed in the Area you selected.

➡ **Important Note!** If you change from the overlay you have been using and load a new overlay into the **same User Area**, any custom vocabulary that you have stored on your current overlay **will be lost** when the new overlay is installed. Vocabulary that was stored at the factory will remain.

If you want to save the vocabulary, perform a memory transfer **before** you change to a different overlay. (See the **Transfer Memory Menu** chapter for information about making memory transfers.)

➡ **If you are using a non-English speaking SpringBoard**, you will probably have only one overlay with pre-stored vocabulary. The other overlays will be blank. You can use the blank overlays to create your own overlays from scratch.



You can **Copy Pages/Activities**. See page 100 for information about this option.

You can **Expand a User Area or Page**: See page 101 for information about this option

You can **Change** your **HOME Location** (Core). This is explained on the next page.

You can **Copy a User Area** and place it in another Area. Both Areas would have the same overlay but each Area could have its own Access Method. One Area might be set up for school situations and another for when the user is at home.

Select a HOME Location

Your SpringBoard Lite comes with 5 User Areas already loaded with different Unity® vocabulary overlays and one that contains the Exploration Wizard.. Whenever you select the key



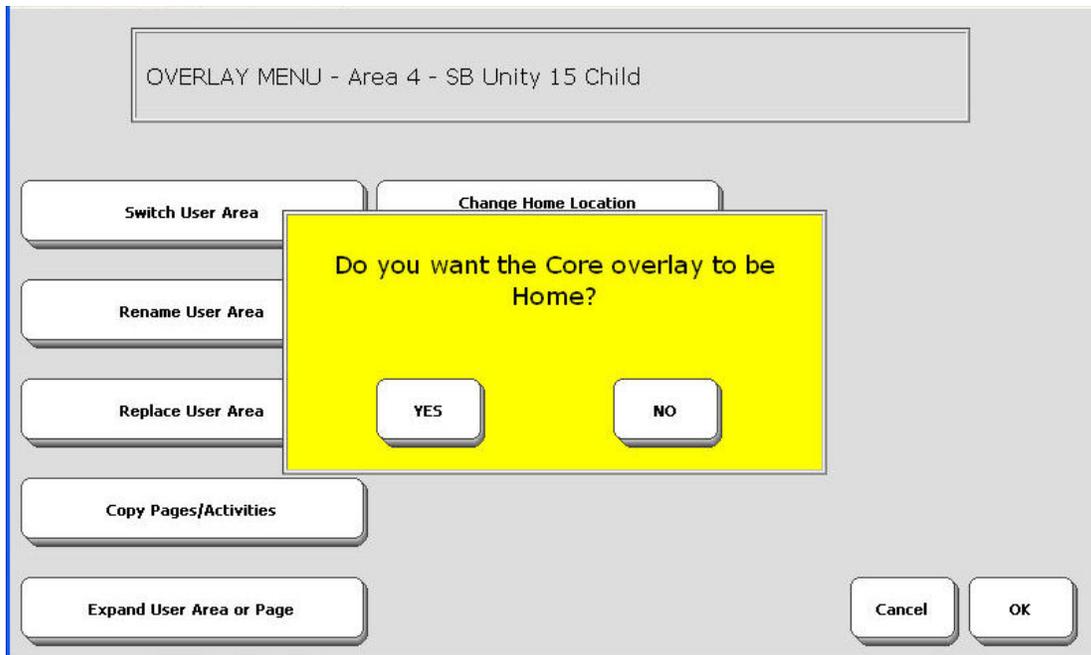
labeled **GO TO HOME** the SpringBoard Lite will take you to the vocabulary overlay for your User Area. This vocabulary is known as your home vocabulary. If it is a Unity overlay, it is usually referred to as **Core** vocabulary. Core vocabulary is the default.

You can choose a different Home vocabulary if you want.



Select an arrow in the **Home Location** option

You see:



If you do not want to use the Core vocabulary for your Home vocabulary, select **NO** in the box.

You see a screen with all the vocabulary Pages you can choose from. If you have created your own vocabulary Pages, they will also be listed here.

Select the Page you want to use.

Now when you select the **GO TO HOME** key, you will go to the new vocabulary you selected.

Access Methods

An Access Method is the way you will control your device. Access Methods and their options are in the **ACCESS METHOD MENU** in the Toolbox.

➡ **Warning!** All access methods require a positioning analysis to prevent repetitive stress injuries.

The Different Access Methods

Keyboard:

You must be able to touch the keys on the screen to activate them.

You make direct selections on the keyboard by pressing on the keys you want with your finger (or with the eraser end of a pencil or some "point and press" device). You can use Keyboard with any screen.

➡ The touch screen is hard plastic. Be careful not to scratch it with your pointing device.

1-Switch Scanning

Use a single switch to scan to any key on the screen. Choose to scan by rows and columns or by columns and rows. Plug a single switch into either the SWITCH A or SWITCH B jack on your device.

Dual or 2-Switch Scanning

Use a dual switch or two single switches to scan left, right, up and down to any key on the keyboard. Plug a dual switch or two single switches into either switch connector on the device.

Headpointing (external only)

If you want to use an external headpointer, it must have a USB connector.

You can plug an external headpointer into the USB connector on the right side of the device case.

Joystick (must have an adapter)

A joystick allows you to scan up, down, right, left and diagonally. **You must have an adapter to use a joystick.** See **Appendix G** on page 203.

Joystick is available only with the 32/36 overlays.

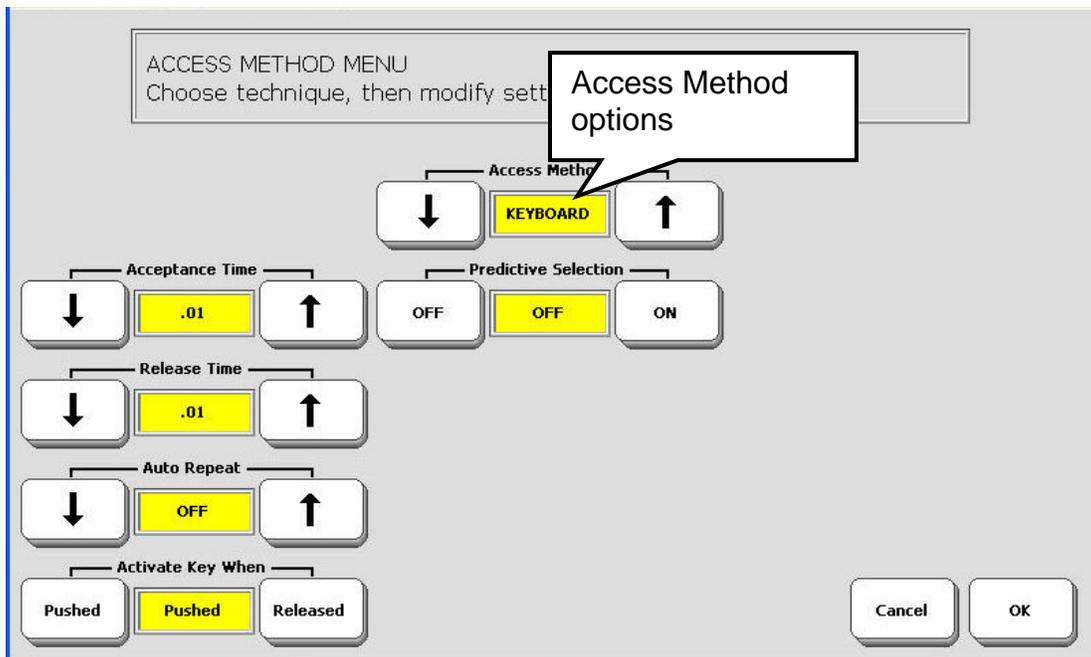
The ACCESS METHOD MENU

The different Access Methods and their options are in the **ACCESS METHOD MENU** in the Toolbox.

➔ **Warning!** All selection techniques require a positioning analysis to prevent repetitive stress injuries.

To Choose an Access Method:

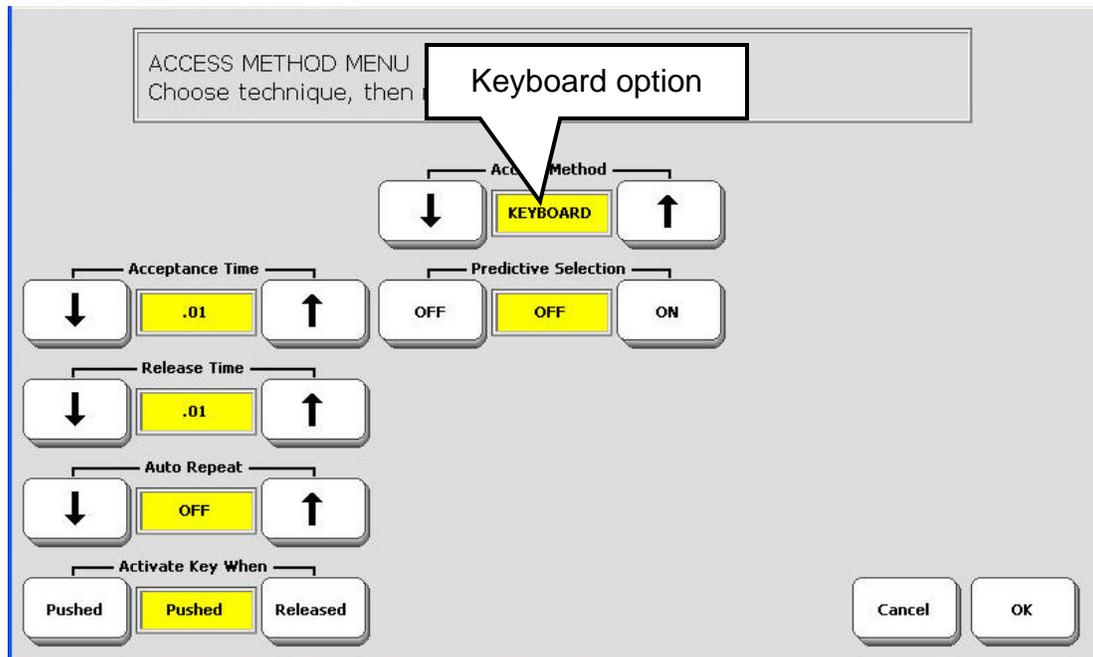
1. Press the  Toolbox button on the front of the case.
2. Open the  **ACCESS METHOD MENU**.



3. You see the selection technique for the current User Area. You can change any of the options.
4. You choose a different selection technique for this Area by selecting the up or down arrow in the **Access Method** option.

The different access methods and their options are discussed in the next few pages.

Keyboard Options



Acceptance Time

This is the amount of time it takes for your device to accept a location you have touched and to activate the key.

Release Time

This is the amount of time it takes you to release a key and be able to activate another key. For example, if you set this for 1 second, you must wait one second after you stop touching a key before you can activate the same key or a new key.

Auto Repeat

This lets you choose how fast a key will repeat itself when you hold it down.

Activate Key When: Pushed or Released

Pushed means your device will activate a key when you touch it (push it in).

Released means your device will activate a key when you stop touch it.

Predictive Selection (not available on single hit overlays)

Note: Predictive Selection and Icon Prediction are only available when you are using an overlay that requires two or more hits to bring up a message. None of the default SpringBoard Lite overlays contain icon sequences. All vocabulary can be reached with a single hit.

This works hand-in-hand with **Icon Prediction**. (Icon Prediction is in the **FEEDBACK MENU** and the default is **On**.)

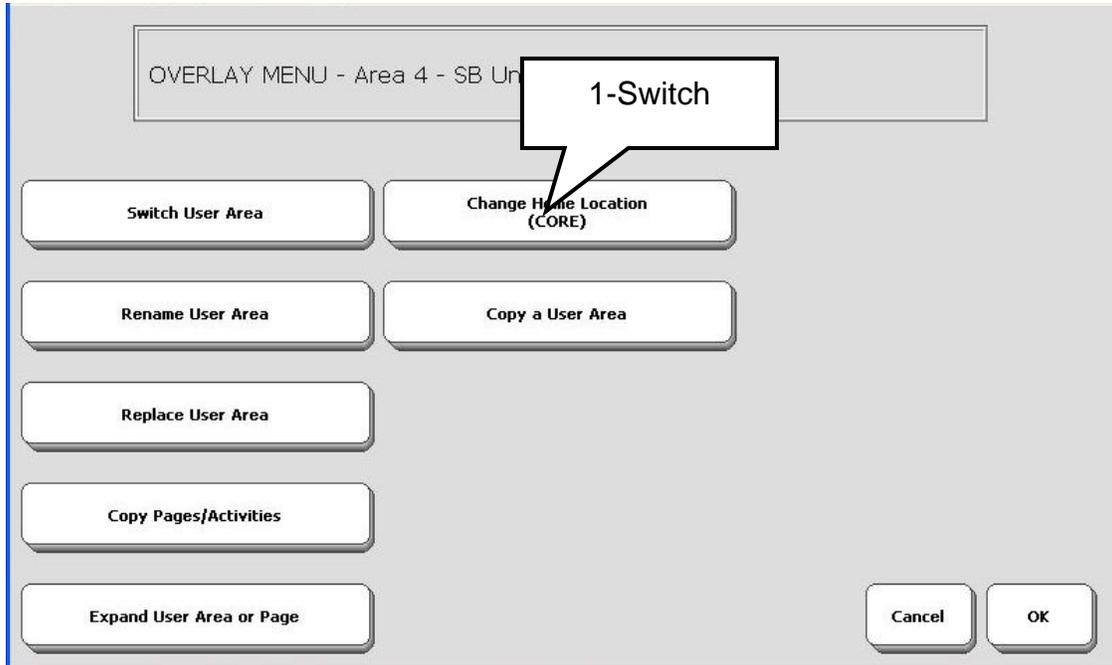
When you turn **Predictive Selection On**, your device highlights only those icons where messages are stored. These highlighted icons are the only keys on the keyboard that will produce a response.

You can change the color of the non-active keys to grey or white. Go to the **FEEDBACK MENU**, **Icon Prediction** and select **Grey** or **White**. Grey allows you to see the shadow of the icon on the key; white turns the entire key white so it looks blank. But if you try to select a grey or white key, nothing will happen.

➡ **Note: Icon Prediction** alone allows you to press grey or white keys. The key's icon will appear in the Icon display area but no message will be spoken. Icon Prediction will work whether **Predictive Selection** is On or not.

➡ **Note:** Remember that these two options are only available when you are using an overlay with icon sequences.

1-Switch Scanning Options



When you select **1 Switch** as an access method, you see a screen that contains a number of ways to scan with one switch. Below are brief descriptions of the technique terms.

- Plug a single switch (or a dual switch using only the SELECT side) in either the **SWITCH A** or **SWITCH B** connector on the right side panel of your device.
- If you are unsure how you want to use the 1 Switch method, we **highly recommend** that you try out the different 1-switch techniques to find the one that suits you best.

Scan Top Row: FIRST/LAST

Scan the Activities and Text Display Area first or last in your scan.

Scanning Speed

This is the amount of time it takes for your device to move from one key, row, or column to the next in a scan. The default scanning speed is one second. This means it takes one second from the time one key is highlighted until the next key is highlighted.

Acceptance Time

The amount of time you must hold your switch down before the key you have scanned to is accepted. The device beeps when your key is accepted. For example, if you set acceptance time

for .50 seconds, you must activate and hold your switch for ½ second before the key will be selected and the device beeps.

Release Time

This tells your device how long to wait after you release your switch before you can make another activation with the same key or switch. For example, if you set the Release Time for 1 second, you must wait one second after you release your switch before you can continue to scan or activate your switch. If you release your switch and then accidentally activate it again before the release time has passed, your device will not make any activations.

Auto Repeat

This lets you choose how fast a key will repeat when you hold it down.

Predictive Selection (not available on single hit overlays)

➡ **Note:** **Predictive Selection** and **Icon Prediction** are only available when you are using an overlay that requires two or more hits to bring up a message. None of the default SpringBoard overlays contain icon sequences. All vocabulary can be reached with a single hit.

This works hand-in-hand with **Icon Prediction**. (Icon Prediction is in the FEEDBACK MENU and the default is ON.)

When you turn **Predictive Selection On**, your device highlights only those icons where messages are stored. These highlighted icons are the only keys on the keyboard that will produce a response.

You can change the color of the non-active keys to grey or white. Go to the **FEEDBACK MENU, Icon Prediction** and select **Grey** or **White**. Grey allows you to see the shadow of the icon on the key; white turns the entire key white so it looks blank. But if you try to select a grey or white key, nothing will happen.

➡ **Note:** **Icon Prediction** alone allows you to press grey or white keys. The key's icon will appear in the Icon display area but no message will be spoken. Icon Prediction will work whether **Predictive Selection** is On or not.

➡ **Note:** Remember that these two options are only available when you are using an overlay with icon sequences.

Scan Type: Auto; Hold; Step

Auto Scan

Your device automatically scans the keyboard.

Hold Scan

You must press and hold your switch to scan the keyboard.

➡ **Note:** if you are using a 1 switch scanning selection that includes **hold**, the acceptance time will begin when you **release** your switch.

Step Scan

You must activate your switch each time you want to move to a new position on the keyboard.

Activation Delay

This gives you a few seconds to change your mind when you have selected a key. This is automatically set to your Scanning Speed. For example, let's say your scanning speed is set to one second (1.0). You scan to and select a key, then realize it's not the key you want. You have one second to activate your switch again to "de-select" the key and then scan to a new key.

Scan Auto Restart

When this is On, a new scan will automatically start once you have made a key selection. If it is Off, you must activate your switch to start a new scan.

Use Screen as Switch

This tells the device to let you use the display screen as a switch. Tap the screen to make selections. ➡ This option does not work in the Toolbox.

Number of Rescans

Select the number of times you want your device to automatically scan the overlay. The default is 3 times, then the scan will stop until you activate a switch to start it again.

Scan Mode: 1 or 2

Scan Mode 1

This mode uses 3 switch activations.

Activate your switch to start the scan (or tap the screen if you selected "Use screen as switch.").

If you are using Row/Column scan, the top row on the keyboard lights, then the second row lights, etc. Each time a row lights, you hear a beep. When the row you want lights, activate your switch or tap the screen to select the row. The scan moves from left to right through the columns in the row. When the key you want lights up, activate your switch or tap the screen to select that key. If a message is stored in the location you have selected and the speech is turned On, the SpringBoard speaks the message and then returns to scanning down the rows.

If you do not make any switch activations after starting a scan, the SpringBoard automatically scans the rows or the columns three times and then stops scanning altogether. To begin another scan you must activate your switch.

To Scan in Mode 1 Using Step:

Activate your switch to highlight the top row. Activate your switch each time you want to step to a new row. When you reach the row that has the key in it that you want, wait for your switch Acceptance Time to pass. The SpringBoard will beep and highlight the first key in the row. You can either activate your switch to move to the next key, or you can wait until the Acceptance Time passes and the SpringBoard will automatically select the first key in the row. Press your switch to start a new scan.

To Scan in Mode 2:

This mode uses 4 switch activations.

The first switch activation causes the top row to light. The scan continues automatically down the rows. When it reaches the row you want, activate and release your switch. The scan stops at the row you have chosen and Column 1 is scanned. Press the switch again and the scan proceeds across the row. When the scan reaches the key you want, press the switch to activate the location.

To Scan Mode 2 Using Step:

Activate your switch to highlight the top row. Activate your switch each time you want to step to a new row. When you reach the row that has the key in it that you want, wait for your switch Acceptance Time to pass. The SpringBoard will beep and highlight the first key in the row. Activate your switch to select the key. Activate your switch twice to step to a different key in the row.

Scan Direction:

Row/Column

The scan highlights each row of keys beginning with the top row and moving down the screen. When the row that contains the key you want is highlighted, activate your switch. The scan will highlight the separate columns in the row you selected, moving from left to right across the screen. When the key you want is highlighted, activate your switch. The device beeps when your key is accepted.

Column/Row

The scan highlights the columns first instead of the rows, moving from left to right across the screen. When the scan reaches the column that contains the key you want, activate your switch. The scan begins to highlight each key in that row. When the key you want is highlighted, activate your switch. The device beeps when your key is accepted.

Linear Left to Right

Step through the keys from left to right across the rows.

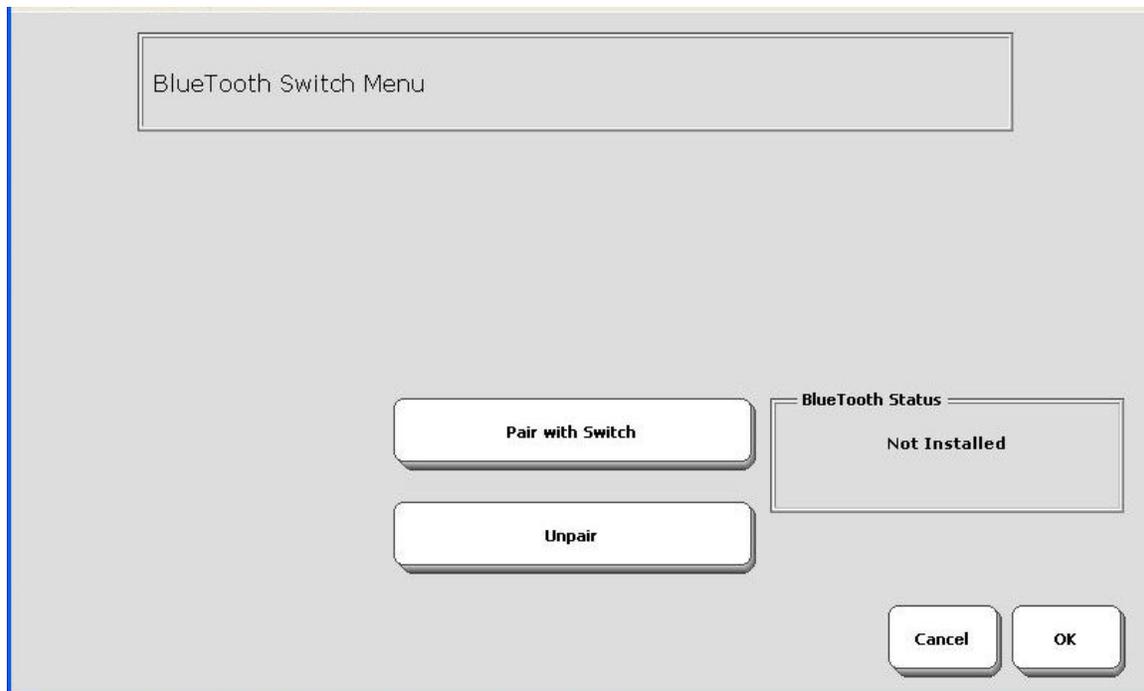
Linear Top to Bottom

Step through the keys from top to bottom down each column.

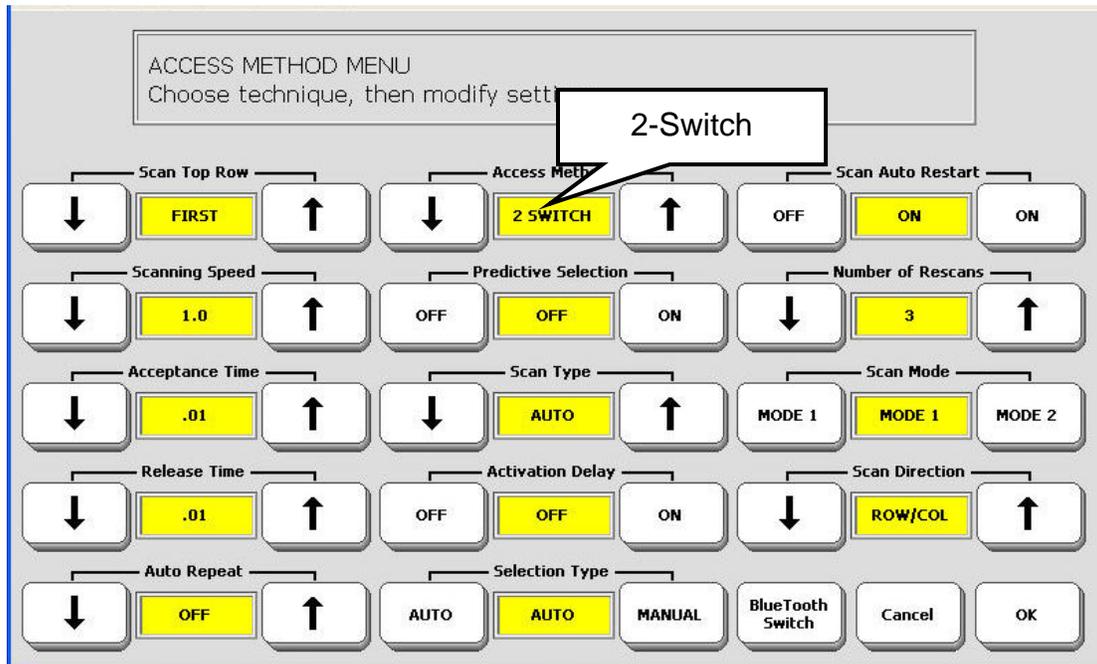
Bluetooth Switch

See pages 16 and 18-25 (1 and 2-switch) in the *Bluetooth Switch and Adapter mini-manual* that came with your Bluetooth switch for complete information.

Once you have selected your Access Method options, set the Bluetooth Switch to the default switch mode. Plug in an extra switch if you need one. Select the **Bluetooth Switch** option in the ACCESS METHOD MENU. Press the **PAIR** button on the Bluetooth Switch. Then select the **Pair with Switch** option on your device screen. You will see a box on your display that tells you when the pairing is complete and the device and switch are connected.



2 Switch Scanning Options



➡ Plug two single switches or a dual switch into either the **SWITCH A** and/or **SWITCH B** connectors on the left side of your device.

➡ If you are unsure how you want to use the 1 Switch method, we **highly recommend** that you try out the different 1-switch techniques to find the one that suits you best.

Scan Top Row: FIRST/LAST

Scan the Activities and Text Display Area First or Last in your scan.

Scanning Speed

This is the amount of time it takes for your device to move from one key, row, or column to the next in a scan. The default scanning speed is one second. This means it takes one second from the time one key is highlighted until the next key is highlighted.

Acceptance Time

The amount of time you must hold your switch down before the key you have scanned to is accepted. The device beeps when your key is accepted. For example, if you set acceptance time for .50 seconds, you must activate and hold your switch for ½ second before the key will be selected and the device beeps.

Release Time

This tells your device how long to wait after you release your switch before you can make another activation with the same key or switch. For example, if you set the Release Time for 1 second, you must wait one second after you release your switch before you can continue to scan or activate your switch. If you release your switch and then accidentally activate it again before the release time has passed, your device will not make any activations.

Auto Repeat

This lets you choose how fast a key will repeat when you hold it down.

Predictive Selection (not available on single-hit overlays)

➡ **Note:** **Predictive Selection** and **Icon Prediction** are only available when you are using an overlay that requires two or more hits to bring up a message. None of the default SpringBoard overlays contain icon sequences. All vocabulary can be reached with a single hit.

This works hand-in-hand with **Icon Prediction**. (Icon Prediction is in the **FEEDBACK MENU** and the default is **ON**.)

When you turn **Predictive Selection On**, your device highlights only those icons where messages are stored. These highlighted icons are the only keys on the keyboard that will produce a response.

You can change the color of the non-active keys to grey or white. Go to the **FEEDBACK MENU**, **Icon Prediction** and select **Grey** or **White**. Grey allows you to see the shadow of the icon on the key; white turns the entire key white so it looks blank. But if you try to select a grey or white key, nothing will happen.

➡ **Note:** **Icon Prediction** alone allows you to press grey or white keys. The key's icon will appear in the Icon display area but no message will be spoken. Icon Prediction will work whether **Predictive Selection** is On or not.

➡ **Note:** Remember that these two options are only available when you are using an overlay with icon sequences.

Scan Type: Auto; Hold; Step

Auto Scan

Your device automatically scans the keyboard.

Hold Scan

You must press and hold your switch to scan the keyboard.

➡ **Note:** if you are using a 1 switch scanning selection that includes **hold**, the acceptance time will begin when you **release** your switch.

Step Scan

You must activate your switch each time you want to move to a new position on the keyboard.

Activation Delay

This gives you a few seconds to change your mind when you have selected a key. This is automatically set to your Scanning Speed. For example, let's say your scanning speed is set to one second (1.0). You scan to and select a key, then realize it's not the key you want. You have one second to activate your switch again to "de-select" the key and then scan to a new key.

Selection Type: AUTO/MANUAL

If you select **Manual**, you must have a third switch plugged into your device. You will use this switch to make your final selection.

If you select **Auto**, your device will automatically select the key you have scanned to after the Acceptance Time has passed.

Scan Auto Restart

When this is On, a new scan will automatically start once you have made a key selection. If it is Off, you must activate your switch to start a new scan.

Number of Rescans

Select the number of times you want your device to automatically scan the overlay. The default is 3 times, then the scan will stop until you activate a switch to start it again.

Scan Mode: 1 or 2

Scan Mode 1 is the default scan mode for 2 switches.

Scan in Mode 1 with 2 Single Switches (Auto)

Auto is the default. Each switch alternates the direction of the scan between up/down and left/right. The first activation of switch #1 starts the scan of the *middle column*. Press the switch again and the scan reverses. The first activation of switch #2 starts the scan across the rows. Push the switch again and the scan reverses. Press and *hold* the switch to start scan; *tap* the switch with a short hit to activate a location that is lit.

Scan in Mode 1 with a Dual Switch

The principle is exactly the same as above. The **Select** side of your switch scans left/right and the **On/Off** side scans up/down.

You can choose **Auto** or **Hold** with 2-switch scanning. **Column/Row** has no effect with 2-Switch Scan Mode 1.

Scan Mode 2

Plug two single switches into the Switch A and Switch B jacks. If you have a dual switch, plug it into either jack. With a PRC dual switch, the **Select** side of the switch is Switch 1 and the **On/Off** side of the switch is Switch 2.

Use **2-Switch** and **Scan Mode 2** with the 32/36, 8 or 4 location keyboard.

Scan in Mode 2

Press Switch 1 to start the scan. The top row or first column is highlighted. To move the scan to the next row or column, hold Switch 1 down until the row or column you want is highlighted. You can also press and release the switch each time you want to move to a new row or column.

When you reach the row or column you want, press switch 2. Then press and hold Switch 1 to scan across or down, or press and release the switch until you reach the key you want.

When you reach the location you want, press switch 2.

With this technique, Switch 1 always moves you somewhere and Switch 2 always chooses your selections.

Stepping or pressing and holding the switch are the only scanning choices with Scan Mode 2. *Automatic scan is not a choice.*

Scan Direction

Row/Column

The scan highlights each row of keys beginning with the top row and moving down the screen. When the row that contains the key you want is highlighted, activate your switch. The scan will highlight the separate columns in the row you selected, moving from left to right across the screen. When the key you want is highlighted, activate your switch. The device beeps when your key is accepted.

Column/Row

The scan highlights the columns first instead of the rows, moving from left to right across the screen. When the scan reaches the column that contains the key you want, activate your switch. The scan begins to highlight each key in that row. When the key you want is highlighted, activate your switch. The device beeps when your key is accepted.

Linear Left to Right

Step through the keys from left to right across the rows.

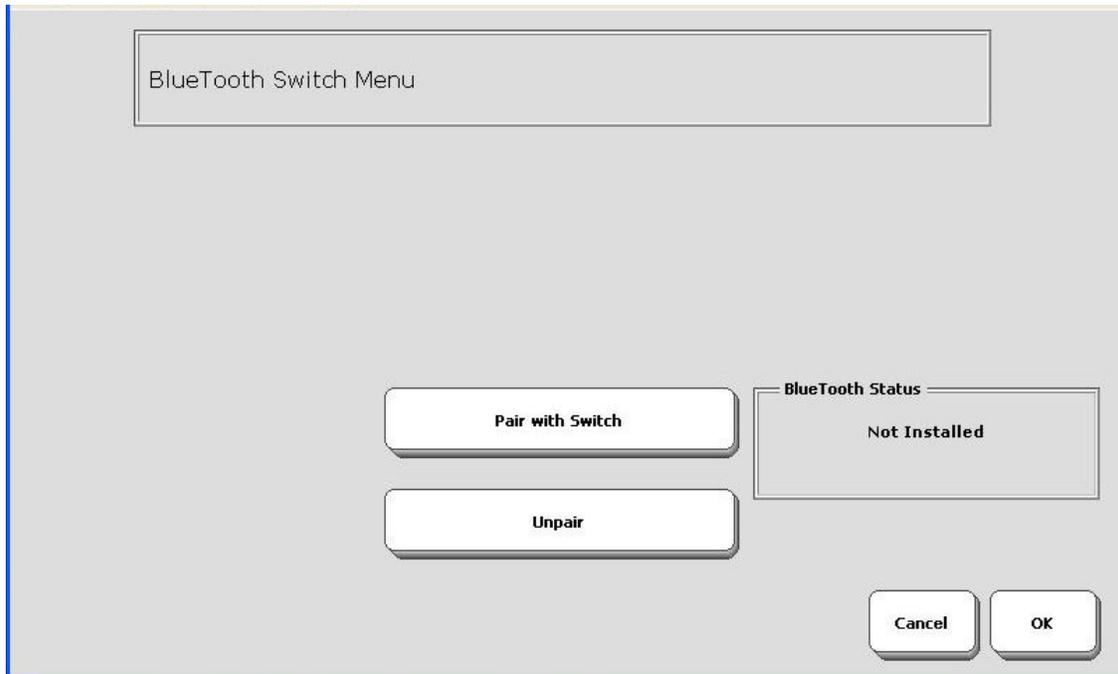
Linear Top to Bottom

Step through the keys from top to bottom down each column.

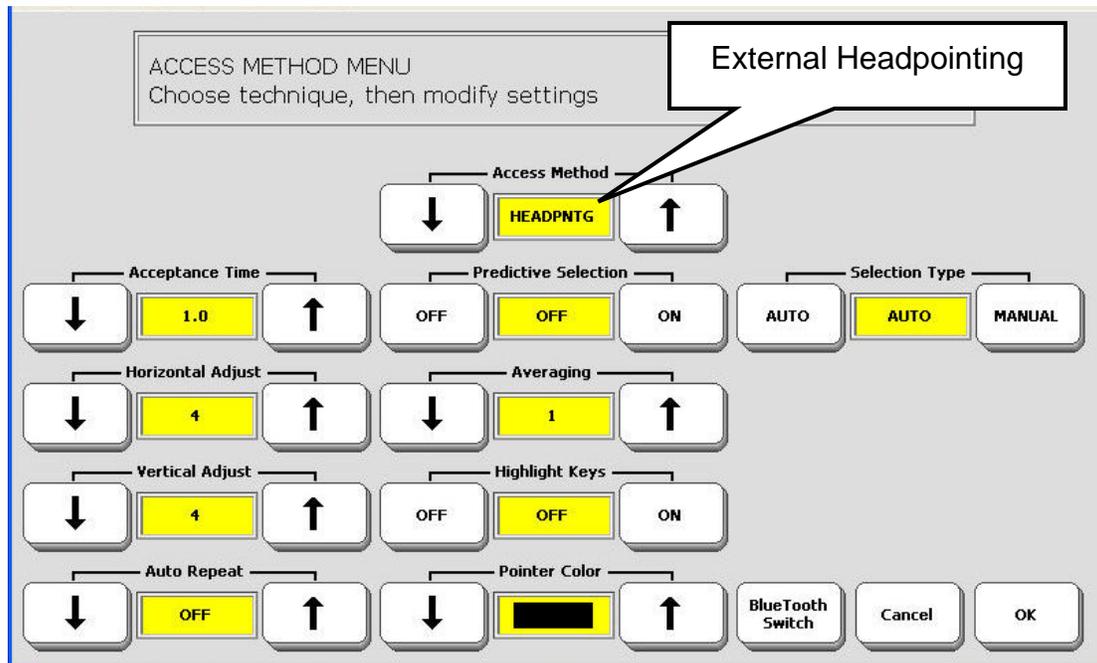
Bluetooth Switch

See pages 16 and 18-25 (1 and 2-switch) in the in the *Bluetooth Switch and Adapter* mini-manual that came with your Bluetooth switch for complete information.

Once you have selected your Access Method options, set the Bluetooth Switch to the default switch mode. Plug in an extra switch if you need one. Select the **Bluetooth Switch** option in the ACCESS METHOD MENU. Press the **PAIR** button on the Bluetooth Switch. Then select the **Pair with Switch** option on your device screen. You will see a box on your display that tells you when the pairing is complete and the device and switch are connected.



External Headpointer



If you want to use an external headpointer, it must have a USB connector.

You can plug an external headpointer (or a USB joystick that acts like a mouse) into the USB connector on the right side of the device case. Select the **Headpointing** option in the **ACCESS METHOD MENU**.

Acceptance Time

This is the amount of time it takes from when you point to a key until the device beeps and accepts the selection.

Horizontal Adjustment

Vertical Adjustment

If you are having trouble reaching the right or left edges, **increase** the "**Horizontal**" adjustment number. If you had trouble reaching the top or bottom edges **increase** the "**Vertical**" adjustment number.

If just the slightest head movement to the left or right moved you off the edges of the screen, **decrease** the "**Horizontal**" number. If the slightest head movement up or down moved you off the top and bottom edges, **decrease** the "**Vertical**" number.

If you had trouble positioning the cursor in the corners of the screen, **increase** both the "**Horizontal**" and "**Vertical**" adjustment numbers.

If you make large head movements you may lose the cursor easily. Try **decreasing** the "**Horizontal**" and/or "**Vertical**" adjustment numbers. If you make small head movements, try **increasing** the "**Horizontal**" and "**Vertical**" adjustment numbers.

Auto Repeat

This lets you choose how fast a key will repeat when you hold it down.

Predictive Selection: OFF/ON (not available on single-hit overlays)

➤ **Note: Predictive Selection** and **Icon Prediction** are only available when you are using an overlay that requires two or more hits to bring up a message. None of the default SpringBoard overlays contain icon sequences. All vocabulary can be reached with a single hit.

This works hand-in-hand with **Icon Prediction**. (Icon Prediction is in the FEEDBACK MENU and the default is ON.)

When you turn **Predictive Selection On**, your device highlights only those icons where messages are stored. These highlighted icons are the only keys on the keyboard that will produce a response.

You can change the color of the non-active keys to grey or white. Go to the **FEEDBACK MENU, Icon Prediction** and select **Grey** or **White**. Grey allows you to see the shadow of the icon on the key; white turns the entire key white so it looks blank. But if you try to select a grey or white key, nothing will happen.

➤ **Note: Icon Prediction** alone allows you to press grey or white keys. The key's icon will appear in the Icon display area but no message will be spoken. Icon Prediction will work whether **Predictive Selection** is On or not.

➤ **Note:** Remember that these two options are only available when you are using an overlay with icon sequences.

Averaging

Averaging helps you to cut down on accidental key activations caused by involuntary head movements. The number you select tells your device how far you must move out of one key location before a second key is activated. This generally means that when you cross the centerline between one key and the next key, the first key will become un-highlighted and the second key will light up.

If you select an averaging number **higher than "1"** you are telling the headpointer signal to "lag behind" any head movements you make. The **higher** the number you choose, the **further** into the next key's area you must move before the second key will become highlighted

Highlight Keys

This tells your device to place a red border around the key that you point to. This may help to make the selected key easier to see.

Pointer Color

This allows you to select or create a color for the headpointing pointer.

Selection Type

Manual

This means you must activate a separate switch to make a selection.

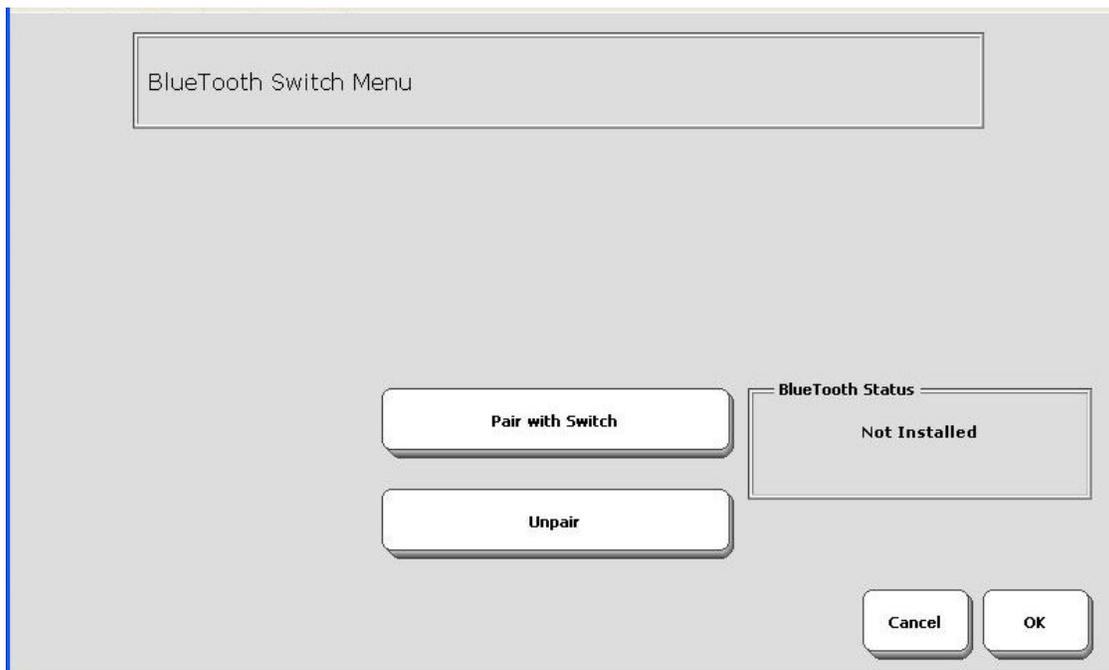
Auto

This means your the device will automatically make your selection for you.

Bluetooth Switch

See the *Bluetooth Switch and Adapter mini-manual* that came with your Bluetooth switch for complete information.

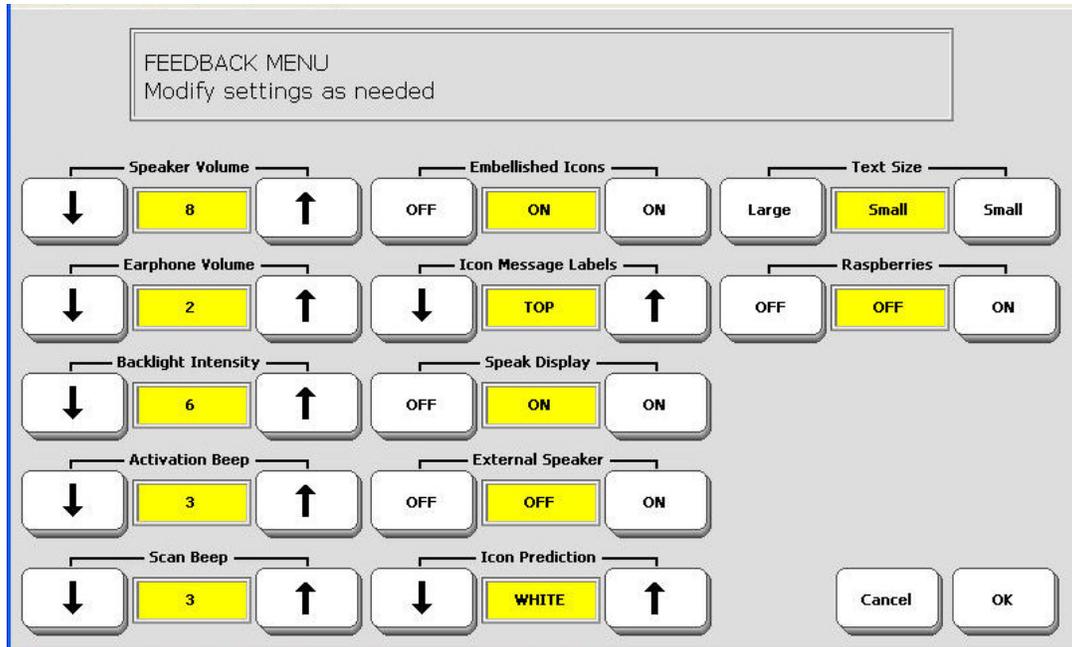
Once you have selected your Access Method options, set the Bluetooth Switch to the default switch mode. Plug in an extra switch if you need one. Select the **Bluetooth Switch** option in the **ACCESS METHOD MENU**. Press the **PAIR** button on the Bluetooth Switch. Then select the **Pair with Switch** option on your device screen. You will see a box on your display that tells you when the pairing is complete and the device and switch are connected.



The FEEDBACK MENU



Go to the **Toolbox** and open the **FEEDBACK MENU**



The **FEEDBACK MENU** options give you information about what your device is doing and sometimes about what you are doing on the device.

FEEDBACK Options

Speaker Volume

Activate the arrows to change the speaker volume. The loudest level is 20. The default is 10. You can also activate the **SPEAKER VOLUME** keys on your Toolbox overlay.

Earphone Volume

If you have an earphone plugged into the SpringBoard you can change the Earphone Volume. The loudest level is 20. The default is 10. You can also activate the **EAR VOLUME** keys on your Toolbox overlay.

Backlight Intensity

You can change the backlight intensity by activating the Up or Down arrow option keys. The highest intensity is 6; the lowest is 0; the default is 3. The intensity of the backlight changes as you change the setting so that you can see the difference. See **Appendix F** beginning on page 200 for more information.

Activation Beep and Scan Beep

The Activation/Scan Beep is the beep you hear when you press or scan to a key. The default is On. You can select the volume.

Embellished Icons

 **Embellished Icons will work only when messages are stored under sequences containing two or more icons. It will not work with single-hit messages.**

In the storing process you can modify (or embellish) the final icon in any sequence by selecting the "Modify Last Picture" option in the storing menu. When you choose this option you can select an embellished icon or you can choose to use an icon that is completely different from the original icon. An embellished icon is one that has been partially changed from the original Unity icon. For example, if you choose the embellished FROG icon, the icon shows the frog and also a salad.

If you choose an embellished or a totally different icon for the final icon in a sequence, you can tell the SpringBoard to show your icon on your overlay. If you do not want to see your embellished icon on your overlay make sure this option is turned Off.

The default for this option is On.

Icon Message Labels

Bottom

The icon label will appear at the bottom of the key.

Top

The icon label will appear at the top of the key.

Contrast

This raises or lowers the contrast on your touchscreen.

Speak Display: (for use with scanning).

When this is On the SpringBoard will speak the text display area if you select it. **Scan Top Row First or Last** must also be On in the **ACCESS METHOD MENU**.

External Speaker

If you have an external speaker (amplified stereo speakers) plugged into the SpringBoard, turn this option to On.

Icon Prediction (not available on single-hit overlays)

☞ ICON PREDICTION will work only when messages are stored under sequences containing two or more icons. It will not work with single-hit messages.

If you have pressed any keys on the screen, you have probably noticed that some icons on the keyboard remain bright and some are gray. This is called "Icon Prediction". The bright keys tell you that they are possible selections for messages that are part of the vocabulary that was pre-stored in your SpringBoard. The default for Icon Prediction is On.

If you press a key that is bright, the icon for that key will appear in the icon display area. Other keys will gray out or be bright. If you select one of the new bright keys, its icon will appear in the icon display area and the device will speak the message that is stored under the sequence you just activated.

Once a message is spoken, the SpringBoard returns to showing all the icons. When you press a key again, some keys will remain bright and some will turn gray.

With Icon Prediction On, if you press a grayed out key the display shows the icon of the key in the icon display area. The overlay resets and all keys with messages become bright again. This means that there is no message stored under the key you just pressed.

Text Size

You can change the size of the text that is displayed in the text area of your screen. The default size is small.

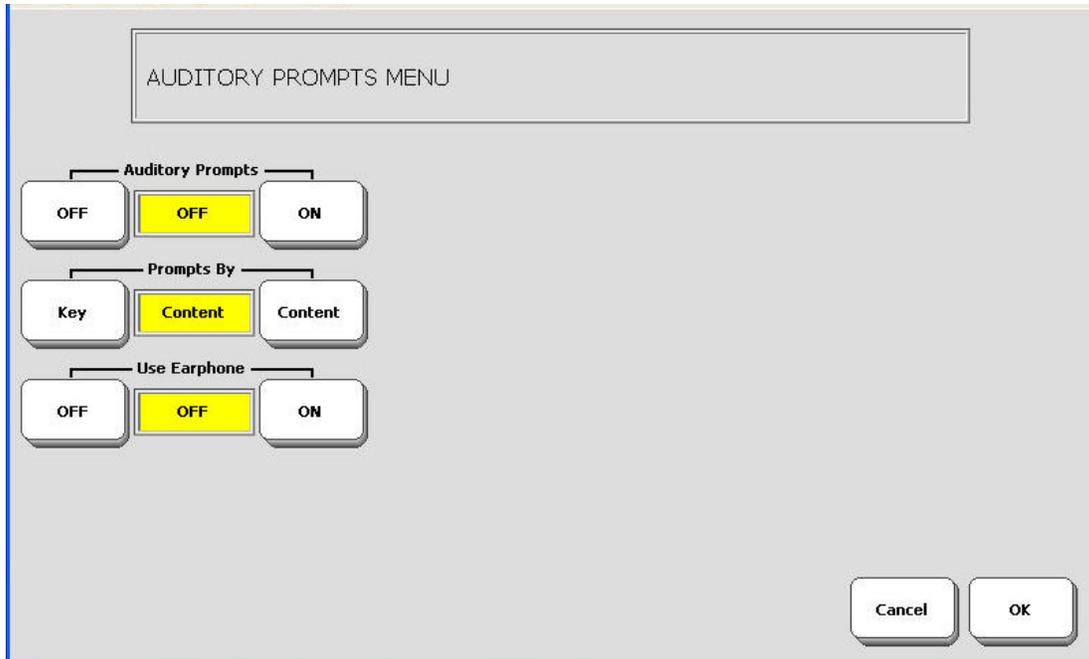
Raspberries On/Off

The "Raspberry Noise" is the sound the SpringBoard makes when you make an error. It is the error beep. You can turn this On or Off.

The AUDITORY PROMPT MENU



Go to the Toolbox



Auditory Prompts may help you to learn which keys are where on your overlay.

When Auditory Prompts are turned **On** in the **AUDITORY PROMPT MENU**, your device defaults to speaking the **label** of any key you activate. That is, if you press and hold the



key on your overlay, you will hear, "Like" or "Sun" or whatever the label is that has



been assigned to the key.

When Auditory Prompts are On, you must press and hold a key to hear the auditory prompt. If you are scanning, simply activate your switch. To retrieve a message, activate the key or switch again after you have heard the prompt.

🔊 You can hear prompts through the device's speaker. You can also plug stereo headphones into the Headphone jack on the side of the case. This allows you, but not others, to hear the prompts. If you are using headphones, turn the **Use Earphone** option **On** in the **AUDITORY PROMPT MENU**. If you want to use both headphones and a speaker at the same time, you must have an adapter. See **Appendix H** on page 204 for more information.

You can choose to have **Label Prompts** or **Content Prompts** spoken. You might also want **Category Prompts**. You must turn the prompts **On** in the **AUDITORY PROMPTS MENU**.

Label Prompt

This is whatever the label (or name) is that has been assigned to a specific icon. If you changed a label during the storing process, the prompt will be whatever you changed the label to. For example, you may have changed the **UMBRELLA** label to "Weather." The prompt will be "Weather" in that case.

Content Prompt

This tells your device to speak whatever message is stored with a particular icon. If no message is stored, the label is spoken. For example, if "Salad" is stored under the sequence **APPLE FROG**, when you activate **APPLE** you will hear "Apple." When you activate **FROG** you will hear, "Salad."

Sometimes the contents of a message may be too long to be a helpful prompt. For example, the message may be a song, in which case you would not want the Content Prompt to be the singing of the whole song. To avoid this, when you assign a content prompt to a long message, use **EDIT CORE**, select the message, scroll to the end of the message, use **INSERT TOOL** to insert the Tool, **PROMPT MARKER**, then type the prompt you want to use, such as the name of the song. Your device will speak the text that follows the Prompt Marker. The prompt will not be displayed on the screen or spoken with the rest of the text in the regular message.

Category Prompt

Category Prompts are used only if you are scanning.

Category prompts should help you locate where you are on the keyboard, e.g., "Row 1 Column 1" or "Row 3 Column E". In some cases you may have a number of similar messages stored in one row or column. In this case, you might want the prompt to say something like, "Row 1, School."

Use the **ASSIGN CORE KEYS** menu to create Category Prompts for Core vocabulary keys. Use the **MODIFY ACTIVITY** and **MODIFY PAGE** menus to assign Category Prompts to Activity Rows or Pages.

During the storing process you are asked to select a key to create or modify. You select a key from your overlay. If the key you select is a possible Category key (that is, it is a key in the first row or the first column of your overlay) an option to **Store a Category Prompt** becomes visible in the menu. When you select this option, your device takes you to your spelling overlay where you spell the prompt you want to use, for instance, "School" or "Science." When you are through, activate **OK**.

To Erase a Category Prompt:

1. In the Toolbox, activate **ASSIGN CORE KEYS; MODIFY PAGE** or **MODIFY ACTIVITY** menus.
2. Select the key on your overlay that contains the prompt you want to erase.
3. Select **Store Category Prompt** from the options that you see.
4. Activate **CLEAR DISPLAY** instead of spelling a prompt.
5. Activate **OK**.

To Erase a Label Prompt:

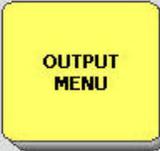
1. In the Toolbox, activate **ASSIGN CORE KEYS**.
 2. Select the key on your overlay that contains the label you want to erase.
 3. Activate the **Rename Icon** key
 4. Activate **CLEAR DISPLAY** from your spelling overlay to erase the name of the label. The current name disappears from the text display area. If you do not want to add a different label to the icon, activate **OK**.
- 4a.If you want a new label, type it in and then activate **OK**.

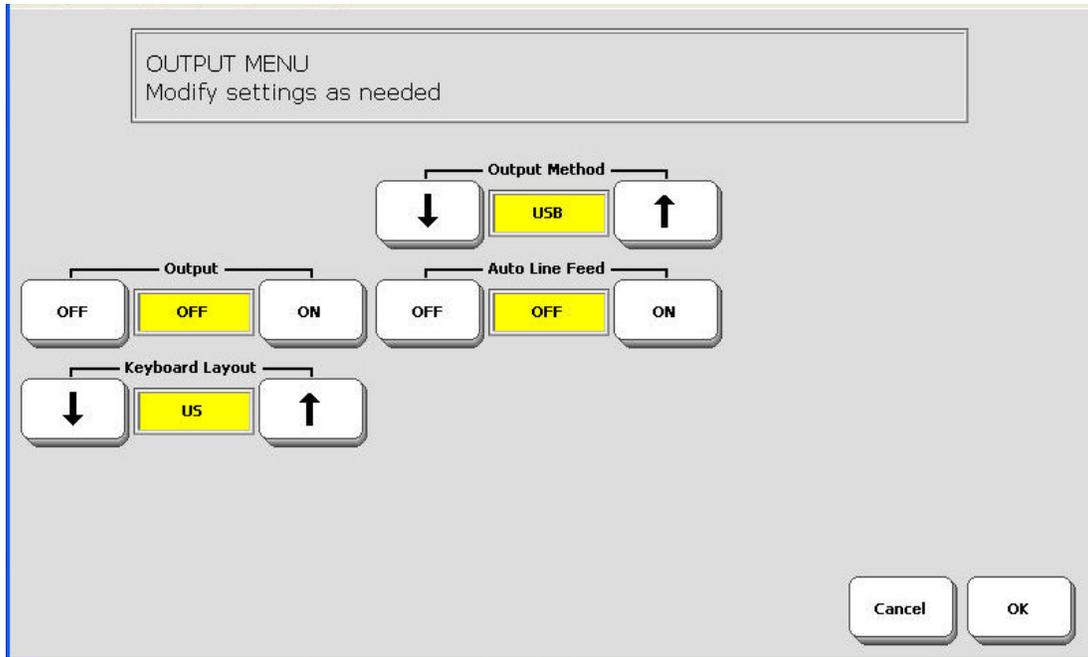
To Erase a Content Prompt

1. In the Toolbox, activate **ERASE CORE**.
2. Activate the icon sequence whose contents you want to erase.
3. Activate **YES** (or **NO** if you change your mind).

➡ **Important!** When you delete a **Content Prompt**, you are deleting the **message** that was stored under that icon sequence.

OUTPUT MENU Options

Go to the Toolbox  and select the **OUTPUT MENU** key 



You will use this menu if you connect to an external computer or printer with a USB cable or the PRC Bluetooth Adapter.

OUTPUT MENU Options

Output Method

This option allows you select how you are connected to an external device: **USB** indicates you are using a USB cable to connect to a computer.

Bluetooth indicates you are using the PRC Bluetooth adapter to connect to a computer. If you select Bluetooth you see some new options.

Output

When you are connected to an external device that can receive information from your SpringBoard Lite, you must have the **Output** option turned **ON**.

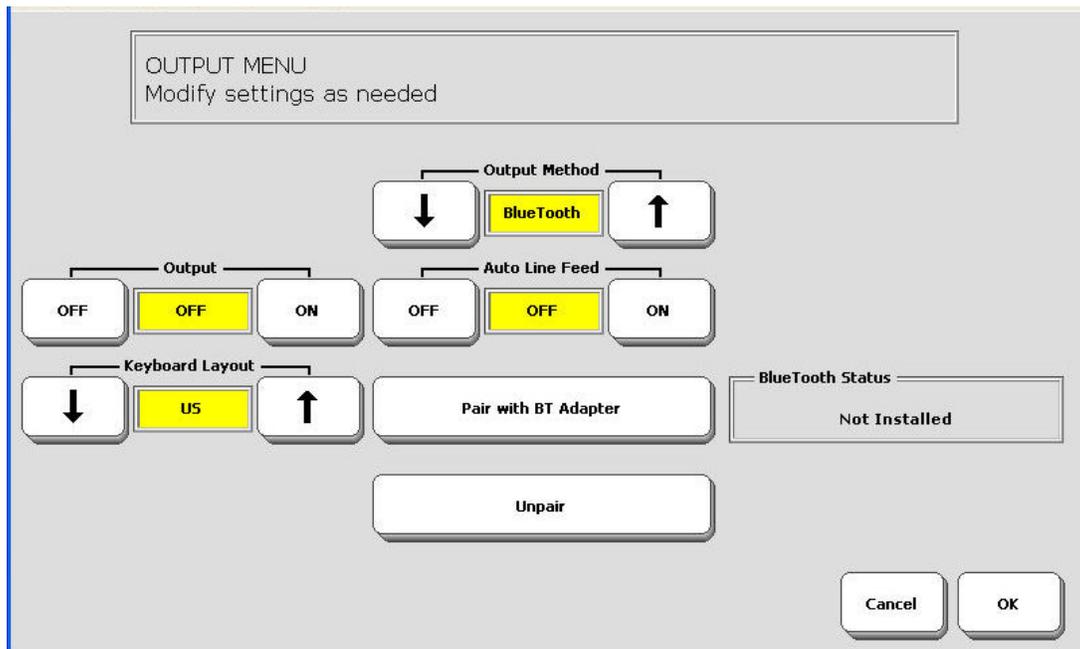
Auto Line Feed

If your printer does not automatically add lines at carriage returns when it prints, turn this option **ON**. This tells the printer to start a new line when it sees a carriage return.

Keyboard Layout

You see this option if you have selected the USB or Bluetooth **Output Method**. Select the keyboard layout you want.

Bluetooth



Pair with BT Adapter

You see this option when you have selected Bluetooth as your **Output Method**. See the directions that came with your Bluetooth Adapter, or the directions on page 177.

Unpair

You will only select this option if you are sharing a device with people who each have their own Bluetooth Adapter. They would have to unpair their Adapter before you could pair up yours.

BlueTooth Status

This tells you whether your Bluetooth adapter is paired with your device and computer or not.

Save Your Set-Up Settings

Go to the Toolbox  and select the **SAVE SETTINGS MENU** key 



The **SETTINGS MENU** in the Toolbox allows you to set up 1 to 3 different groups of settings and then save the settings for each group under a key or an icon sequence. The settings you have selected in the Toolbox menus that have **blue** titles can be saved.

When you save settings, open the **SETTINGS MENU** and select one of the **Save Settings #1**, **#2** or **#3** keys. Any options you have set in the menus that have **blue** titles are saved when you activate one of the 3 settings location keys.

To Save Settings:

1. Open the **SETTINGS MENU**. Select a **Save Settings** key.
For example: **Save #1 Settings**.
2. You see:
"Are you sure you want to save settings under #1?"
3. Select **YES** or **NO**.
4. Select **OK**.

When you want to use one of your settings, open the **SETTINGS MENU** and select the **Use Settings** key that you want.

Store the "Use Settings" Keys on your Overlay

You can copy your **Use Settings** keys and store them under icon sequences on your communication overlay. When you do this, you do not have to go to the Toolbox each time you want to change to different settings. You can also assign your settings to a specific key using **ASSIGN KEY**.

➡ Use the procedure that is described above. The example below describes storing a **Use Settings** key under an icon sequence.

Store the #1, 2 or 3 Use Settings Key Under an Icon Sequence:

1. First, **save the settings** you want to use, then:
2. Go to the **Toolbox**.



3. Activate **STORE CORE**.
4. Activate the icon sequence you want to use.
5. Type in any text you want to use to describe the settings: for example, "afternoon settings." This text will be visible on the display when you activate your sequence.



6. Activate **INSERT TOOL** on your spelling keyboard.
7. Find the **USE SETTINGS #1, 2 or 3** keys in the All Tools List and activate the one you want to store.
8. Activate **OK**.
9. You see the storing screen. Activate **OK**.
10. Go to your communication overlay. Activate the icon sequence you stored the settings under. You should see: "Are you sure you want to replace your current settings with Settings #X?" If you want to use the new settings, activate **YES**. If you don't, activate **NO**.

Core Vocabulary

Recorded Speech

Recorded speech is speech that someone else has recorded into the SpringBoard Lite, just like recording something into a tape recorder. Your device comes with already stored vocabulary that is associated with a number of overlays. You can create your own overlays and add your own messages. As well as recording regular messages, it is fun to use recorded speech for things like clapping, laughter, singing and various human (or animal) sounds.

The amount of recording you can do is limited to the amount of memory that is left in the SpringBoard Lite. You can find out how much memory is left in the **MAINTENANCE MENU** in the Full Toolbox. The **System Information Box** contains an item labeled **Available Record Time** that tells you how many minutes of recording time are available.

➡ When you import graphics/icons, Scenes and song files you use up recording memory.

Remember when you record messages they should be in a voice that represents the person who will be using the SpringBoard. If the person using the SpringBoard is a small boy, use a small boy to record the messages. If the person is a woman, do not use a man to do the recording. It is best not to ask family members or close friends whom you listen to frequently to do the recording. The voice of the person using the SpringBoard should be unique and it should not be confused with anyone else's voice.

Before You Begin to Store, Plan What You Want to Say

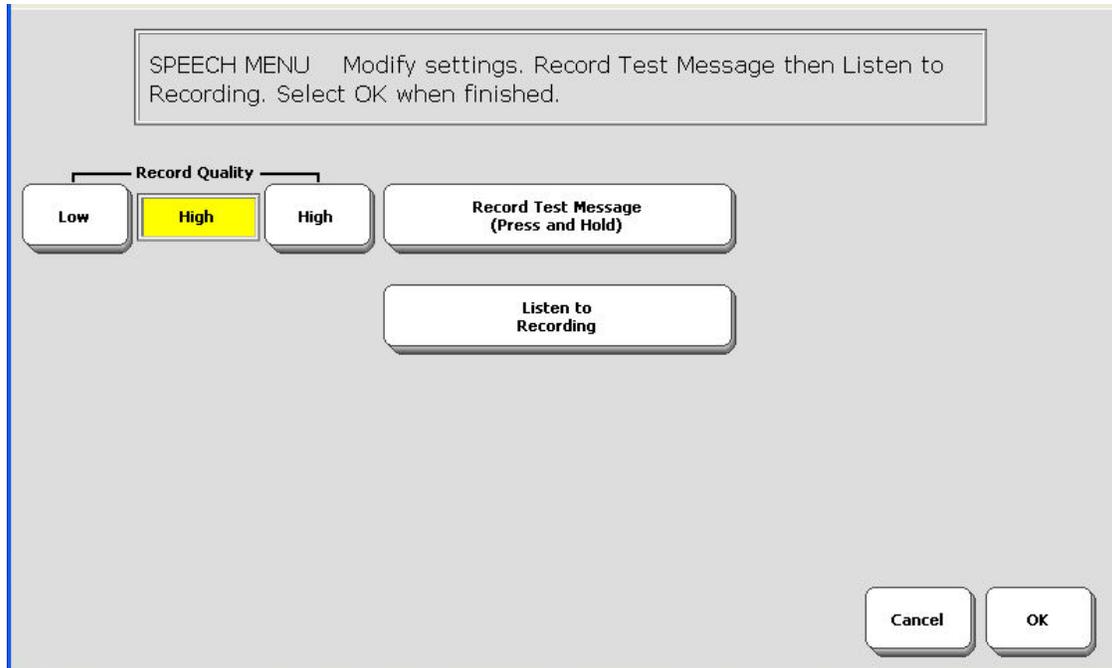
Helpful Hint! Before you begin to store new messages, look over the Vocabulary Sort on the CD or do a vocabulary review from the **REVIEW VOCABULARY MENU** in the Toolbox to see what is already stored in the device. You may find that you do not need to store many new messages.

You can record and store any spoken or typed message (words, phrases or sentences) into your device's memory. You can also link icon sequences to activities (Dynamic Activities) and even to Pages. If you have sound files (wav, wma and mp3 files) stored on a USB or flash drive or on your computer, you can use **Record** to store the sounds instead of a message.

Before you store, you should make some decisions. What do you want to say? Are you storing Core vocabulary or Activity Row vocabulary? Decide on the icon or icons you want to use. Are you going to use synthesized or recorded speech or both? If you are recording, write down the messages and their icon or icon sequences. This helps to save on the amount of time you must hold down the **RECORD** key. The longer you hold down **RECORD**, the more memory is used. If you are storing synthesized messages, you can store more quickly if you know what you want to type and what sequences you want to use.

The recording **microphone** is the small hole located on the top right corner on the front of the case.

The SPEECH MENU



Before you begin to record messages, you should decide whether you want **high quality** or **low quality** recordings. High Quality speech uses a lot of memory, but it is very clear and is easily understood by listeners. Low quality speech uses much less memory. The speech is less clear than high quality but it is still understandable. It may take a few messages for a listener to adapt to it.

If you want a mixture of high and low quality messages, **you must set the quality for each message before you begin the storing and recording process.**

1. Go to the Full Toolbox.
2. Open the **SPEECH MENU**.
3. Select **High** or **Low**
4. Record a short test message.
5. Listen to the message. If you like what you hear then activate **OK** to exit the menu. If you want to try again, repeat these steps.

Record a Core Vocabulary Message

In the Activity Row of your Core vocabulary overlay, there is a **ME** Activity. This activity has keys where you can record your name and other information about yourself.

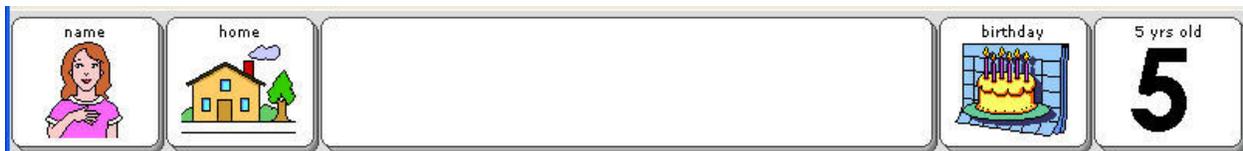
➡ **Tip!** When you are doing any storing or editing, the **OK** key accepts and saves any changes you have made. The **Cancel** key returns the key to the way it was before you began to modify it.

➡ In storing menus, the light aqua keys with 1, 2, 3, or 4 printed on them. The color tells you they are the most often used storing keys. The small numbers printed on them can help guide you through the storing steps.

To Record and Store a Message



1. Select the **ME** key from the Activity Row (the top row on your overlay). You see some of the messages in the ME Activity.



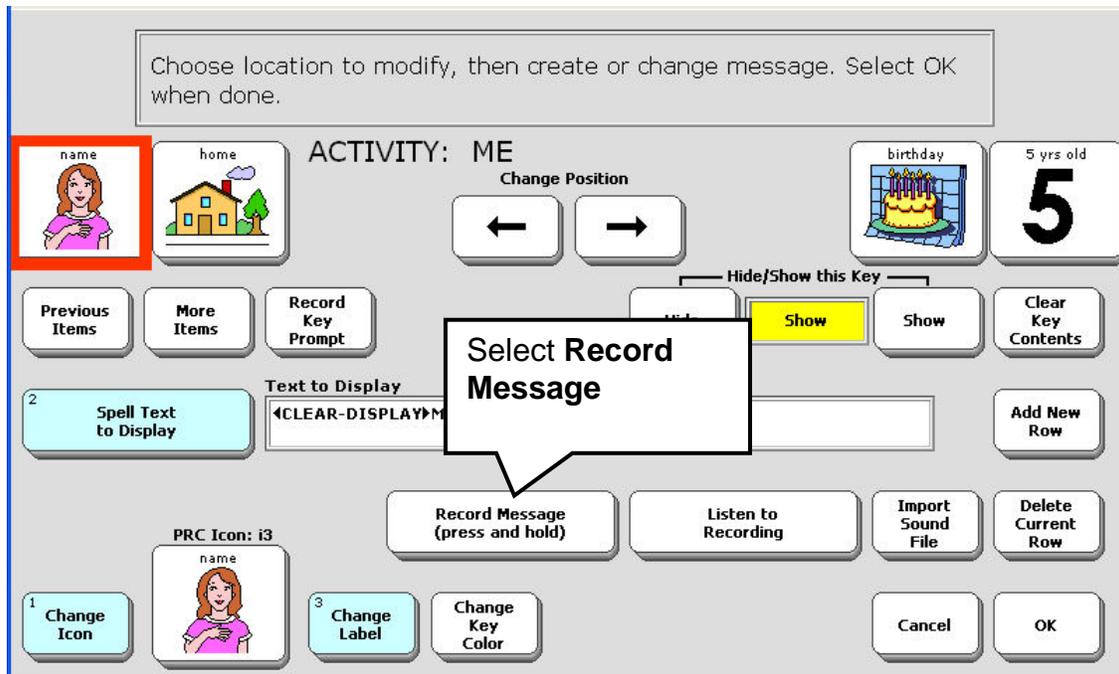
2. Select the **SET-UP** key on the front of the case.



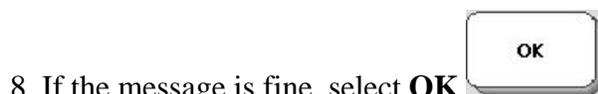
3. Select the **NAME** key



You see:



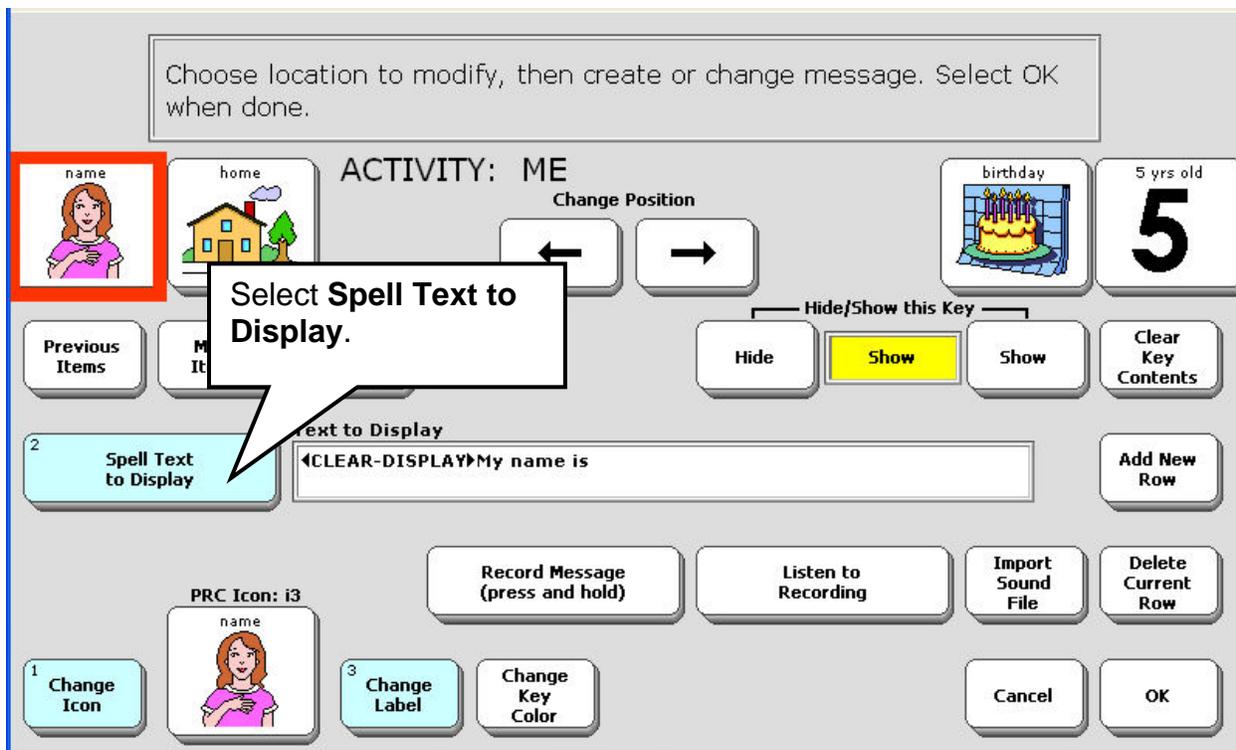
4. Select the **Record Message** key.
5. Press and Hold the Record key. Say "My name is [say your name]."
6. Release the Record key as soon as you have finished speaking.



If you do not like the way the message sounds, press **Record Message** and re-record the message.

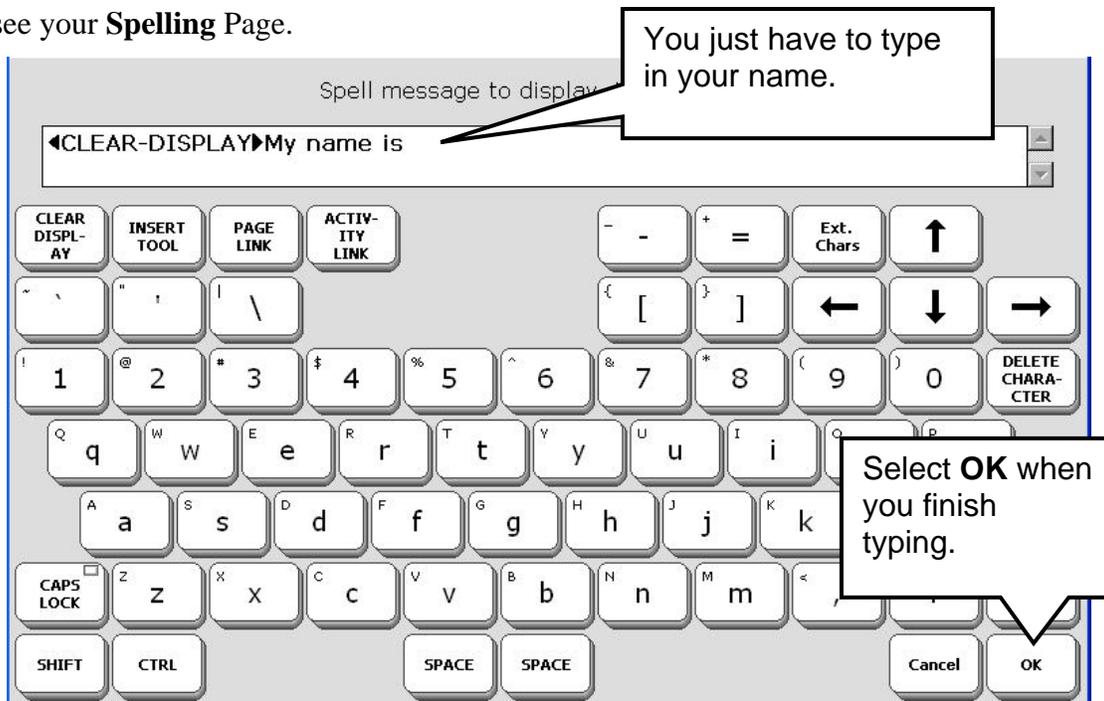
When the recording is the way you want it, activate **OK**.

Now let's add your name so that it shows up on the display when you select the **NAME** key.



Select the **Spell Text to Display** key.

You see your **Spelling Page**.



Type in your name and then select **OK** in the bottom right corner.

Choose location to modify, then create or change message. Select OK when done.

name home **ACTIVITY: ME** birthday 5 yrs old

Change Position ← →

Hide/Show this Key Hide Show Show Clear Key Contents

Previous Items More Items Record Key Prompt

2 Spell Text to Display Text to Display ←CLEAR-DISPLAY→My name is Waldo. Add New Row

PRC Icon: i3 Record Message (press and hold) Listen to Recording Import Sound File Delete Current Row

1 Change Icon name Change Label Change Key Color Cancel OK



Now select the **name** key from your Activity Row.

name	home	My name is Waldo.				birthday	5 yrs old
NAMES	my	is	please	that	to	what	more
PAGES	I	play	like	work	feel	read	stop
ACTIVITY	you	want	come	do	go	get	help
CLEAR	it	don't	eat	make	drink	turn	color

You have stored your name!

Erase a Recorded Message

To Erase a Recorded Message:

All erasing of messages involves recording over the old message.



1. If the **NAME** key is still visible in your Activity Row, select the **SET-UP** key on the front of your case, then select the **NAME** key. If it is not visible, select the **ME** Activity, then select the **SET-UP** key then select the **NAME** key.
2. Select the **Record Message** key.
3. Record a new name. This will erase the old name and replace it with the new name.
4. Now you can select Spell Text to display and type in the new name.
5. Listen to your recording and select **OK** when you are satisfied.

Another Way to Erase Recordings

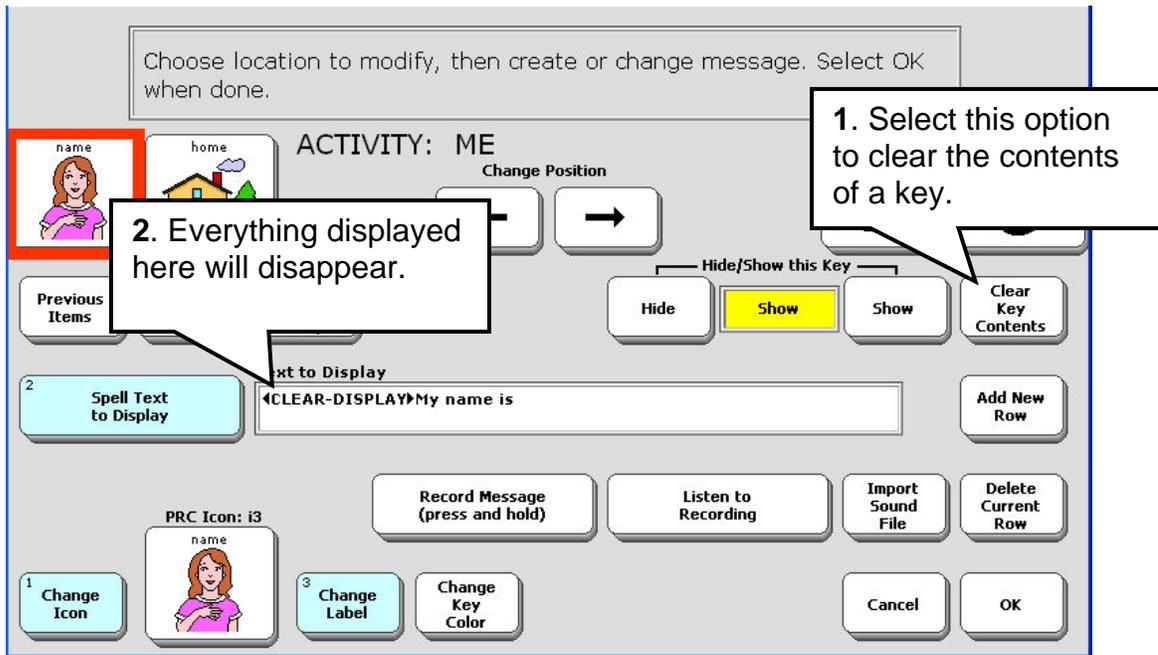
1. Activate the Toolbox key  to go to the Toolbox.
2. Select **ERASE CORE** .
3. Select the icon(s) of the message you want to erase.
4. Select **OK**.
5. You see a Warning Box. If you still want to erase the message, activate **YES**. If you change your mind, activate **NO**.
6. The Text Display Area tells you that the sequence has been erased.

➡ If you select **EDIT CORE**  you will be able to record over your original message.

➡ Sometimes a sequence contains both a message and a Dynamic Activity link. You can delete the contents of the sequence but leave the Dynamic Activity link intact, or you can also erase the link to the Dynamic Activity. See page 111 for more information.

Completely Erase the Contents of a Key

To erase the entire contents of a key, select the **Clear Key Contents** option.



In this example, when you select the **Clear Key Contents** option everything you see in the **Text to Display** box will disappear.

As soon as you select the **Clear Key Contents** option, it will change to an **Undo Clear Key** option. If you decide you don't really want to clear the contents, select **Undo Clear Key**.

Link an Icon Sequence to an Already Created Page

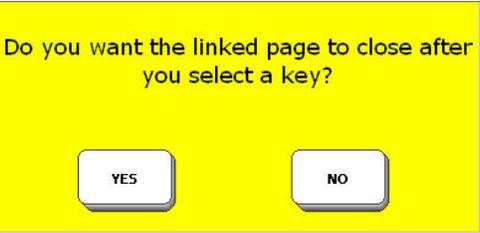
If, instead of programming a message under an icon sequence, you want to link the sequence to a Page that is already created, follow the steps below.

1. Activate the Toolbox key  to go to the Toolbox.

2. Select **STORE CORE** in the Toolbox. 
3. Select the icon you want to use, then select **OK**.

4. Select **Spell Text to Display** 

5. Select **PAGE LINK**  on the spelling overlay.

6. You see a question box: . Select **YES** to move between your linked Page and your original Page (two-way link). Select **NO** to go to your linked page and remain there (one-way link).
7. You see a list of all the Pages in your device. Select the Page you want to link to.

8. Select **OK** .
9. Select **Change Label** to change the label.
10. Select **Change Icon** to change the icon.
11. Select **OK** when you are finished.

Now when you activate the sequence you selected you should go to the page you just linked to.

Hide a Core Vocabulary Key

If you are just learning about your vocabulary, you might want to use only a few keys on your overlay. You can hide all the keys that you don't need. When you are ready to learn about more keys, you can turn the hidden keys back on ("show" them) and add them to your overlay.

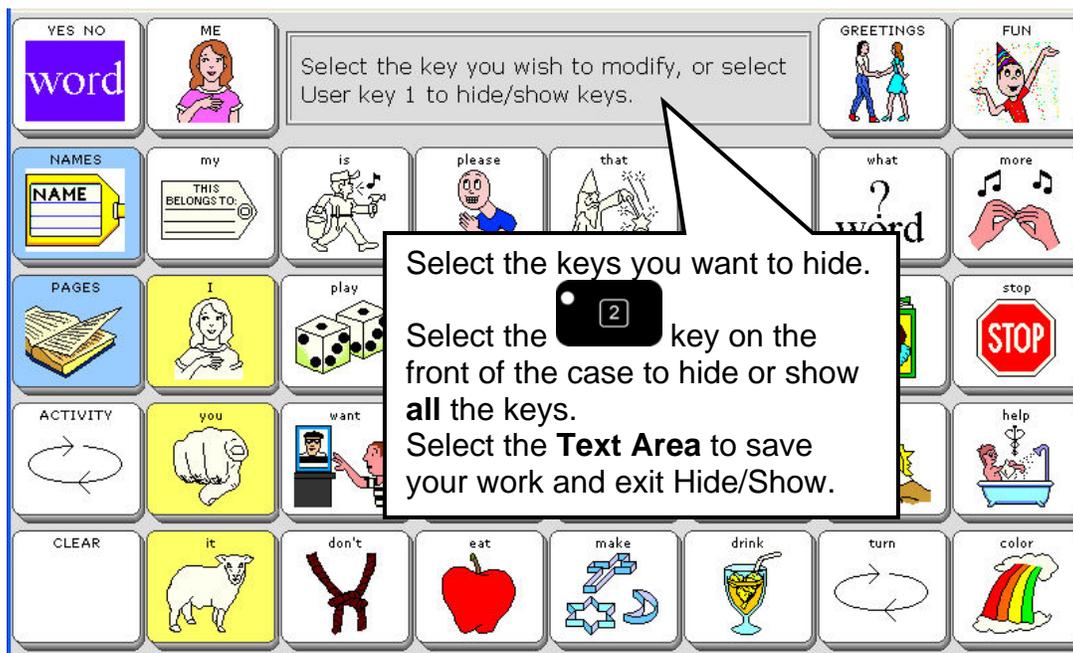
When you hide a key, you are telling it to quit working. You can't even see it on the overlay anymore. If you activate the space where the key used to be, nothing will happen.

To Hide a Core Vocabulary Key:

1. Make sure you are in your CORE (or HOME) vocabulary.

2. Select the **SET-UP** key  on the front of device case.

3. Select the  on the front of the case.



You can select the individual keys in the CORE and Activity Row you want to hide. Select them again to show them. When you have finished, select the Text Display Area to exit.

You can hide (or show) all the keys at once by selecting the  key on the front of the case. When you are finished, select the Text Area of your screen to exit Hide/Show keys.



You can also hide and show keys by selecting the **ASSIGN CORE KEYS** menu



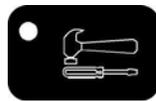
in the Toolbox. Next, select the option in the menu and begin to hide or show keys.

When you have finished, select OK until you exit the **ASSIGN CORE KEYS** menu.

Swap Core Vocabulary Keys on Your Overlay

You can move keys around in the Core area of your communication overlay by using **SWAP CORE KEYS**. When you swap keys, the whole key, including any sequences that might be stored under it, is swapped.

To Swap Two Keys:



1. Go to the Toolbox and open **SWAP CORE KEYS**



2. Activate the first key you want to swap.

3. Now activate the key you want to swap with.

4. You can continue to swap keys. **To exit and save your work**, activate the **Text Display Area**.

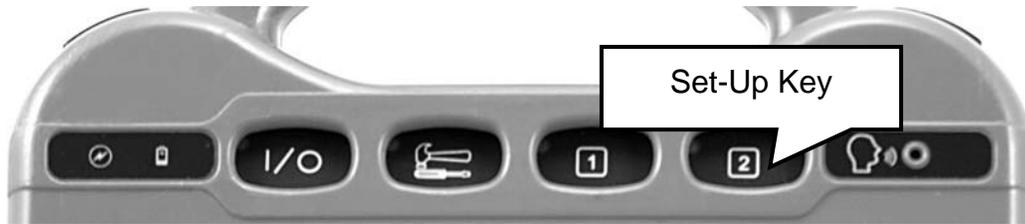
To Exit before you have finished the Swap:

If you want to exit Swap Keys **before** you have completed an operation, activate the **Text Display Area**. This is the same as using a **CANCEL** key.

To Save the Keys in their New Position:

Activate the Text Display Area **after** you have completed a Swap Key operation

The SET-UP Key—a Shortcut



You have already used the SET-UP key if you have been doing the examples in this manual. It is a good tool to remember to use because it saves you time when you are programming your device.



The key labeled "2"  on the top front of your device case has already been programmed for you as the **SET-UP** key.

The SET-UP key is a shortcut for modifying vocabulary, in Pages and Activities. When you use the SET-UP key you don't have to go to the Toolbox and open a menu.

Using a USB Mouse

If you are going to do a lot of programming on the SpringBoard Lite—for instance, creating new Pages and Activities, you might find it helpful to use a USB mouse.

Plug a USB mouse into the USB port on the side of the case and then use the mouse as you would on a computer.

If your mouse cursor is on an icon, you can right click the mouse to see a small menu that allows you to CUT, PASTE, COPY and use the SETUP KEY.

Pages

About Pages

Pages can be created for single topics where you can talk about something for longer than one message.

Pages can be created for the all keyboard sizes. Pages do not have an Activity Row, and each key on the page is a single activation key. There is no sequencing. You can think of a Page as one big single Activity. Your device has many Pages already stored in it and you can create your own custom Pages.

Perhaps you would like a Page that allows you to play a game or read a book or discuss a favorite topic. Each key on the page can be dedicated to a single move or a single page in a book or your thoughts on a special topic. You can make a Scene page where each key explains part of a picture scene.

Once you have created a custom Page, your device automatically places it in the **PAGE MENU** in the Toolbox. You might want to store the **PAGE MENU** on your overlay or under an icon sequence so that you can go to your Custom Pages easily. If you only use one custom Page most of the time, you might want to store just that Page under an icon sequence on your overlay.

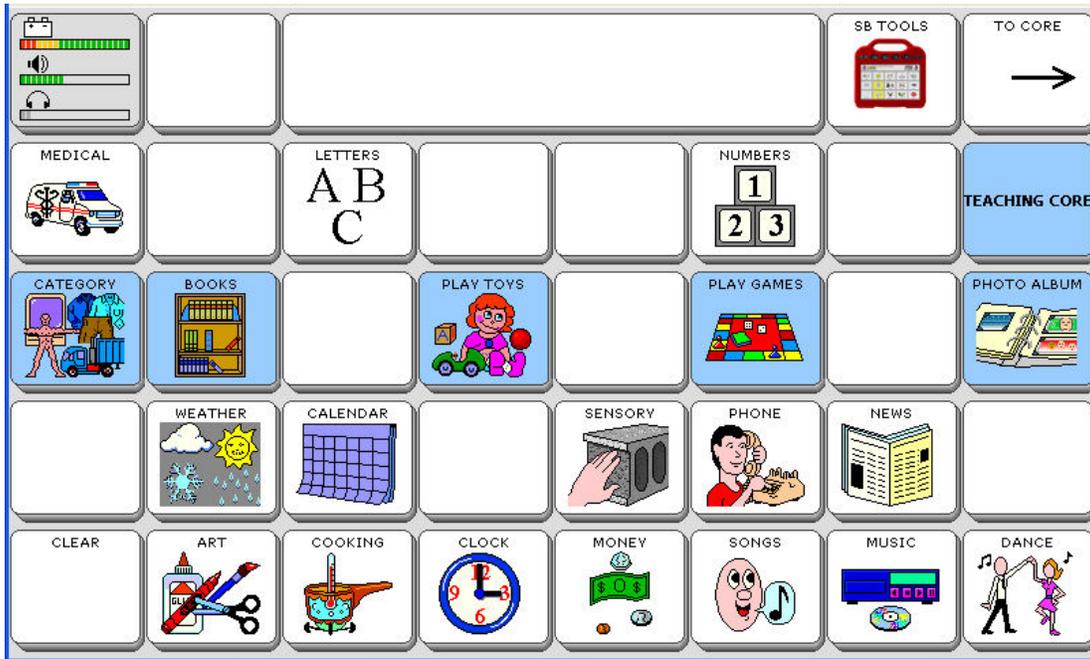
When you create a Page you will use the **CREATE PAGE** key in the Toolbox. To modify or change an already created Page, use the **MODIFY PAGE MENU** or the **SET-UP** key.

➡ To copy Pages from one user area to another user area, use the **Copy Pages/Activities** option.

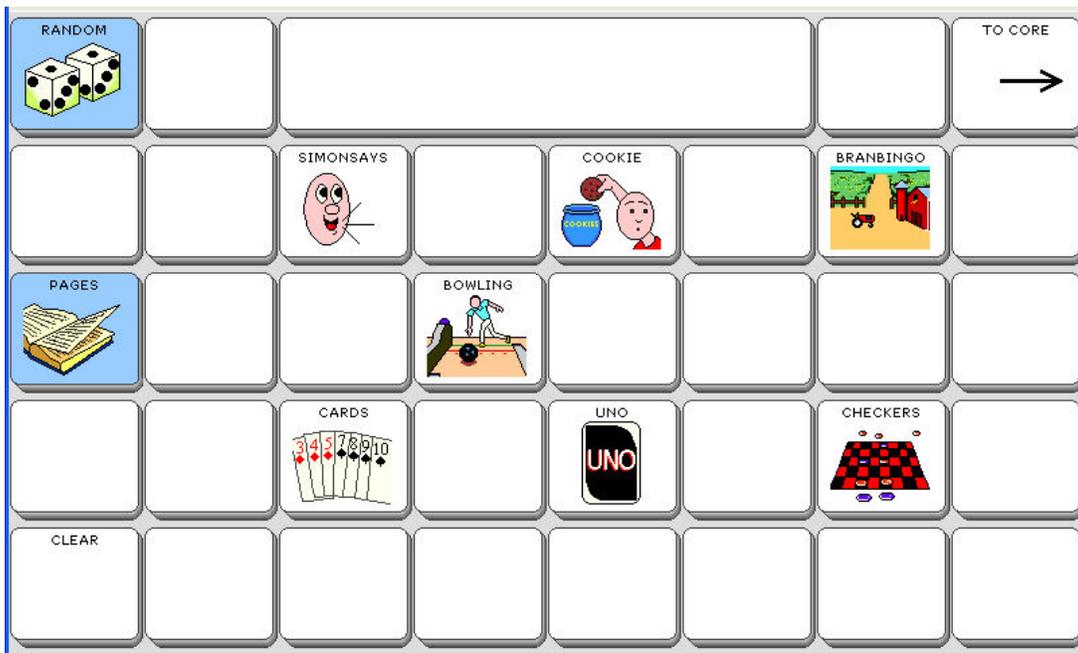


To look at the custom Pages in your device, select the **PAGES** Activity key in the Core vocabulary.

You see:



Select the PLAY GAMES key



You can also create your own Pages. Pages can help you play games, read books, talk about specific subjects or almost anything you want them to help you with.

Create a Custom Page

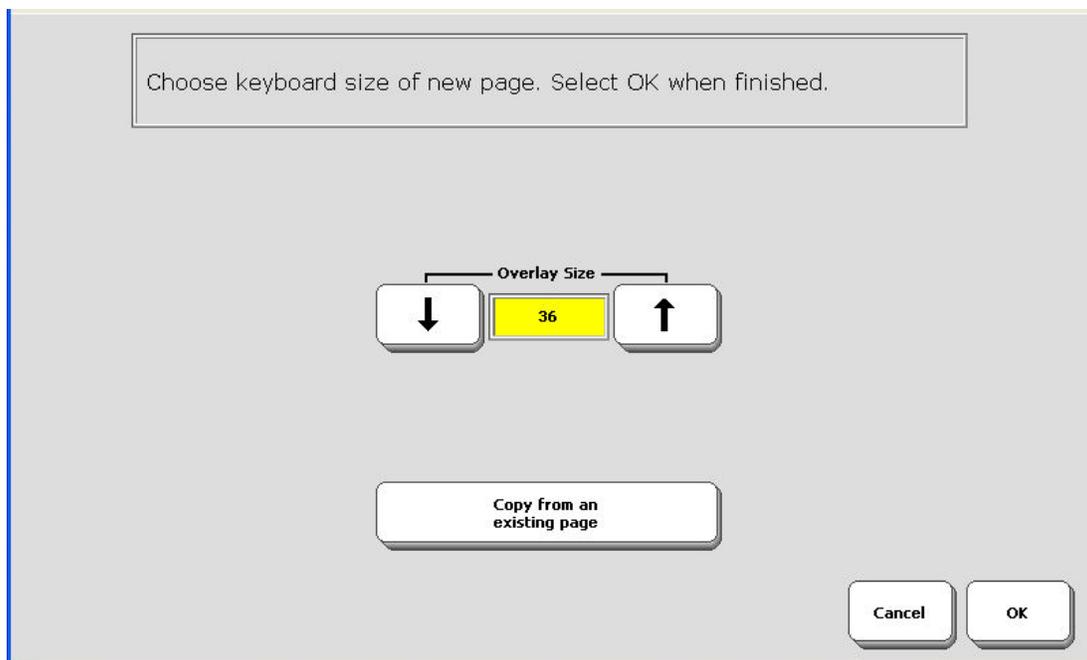
1. Go to the Toolbox.



2. Activate **CREATE PAGE**



3. Spell the name for your new page and select **OK** when you have finished.



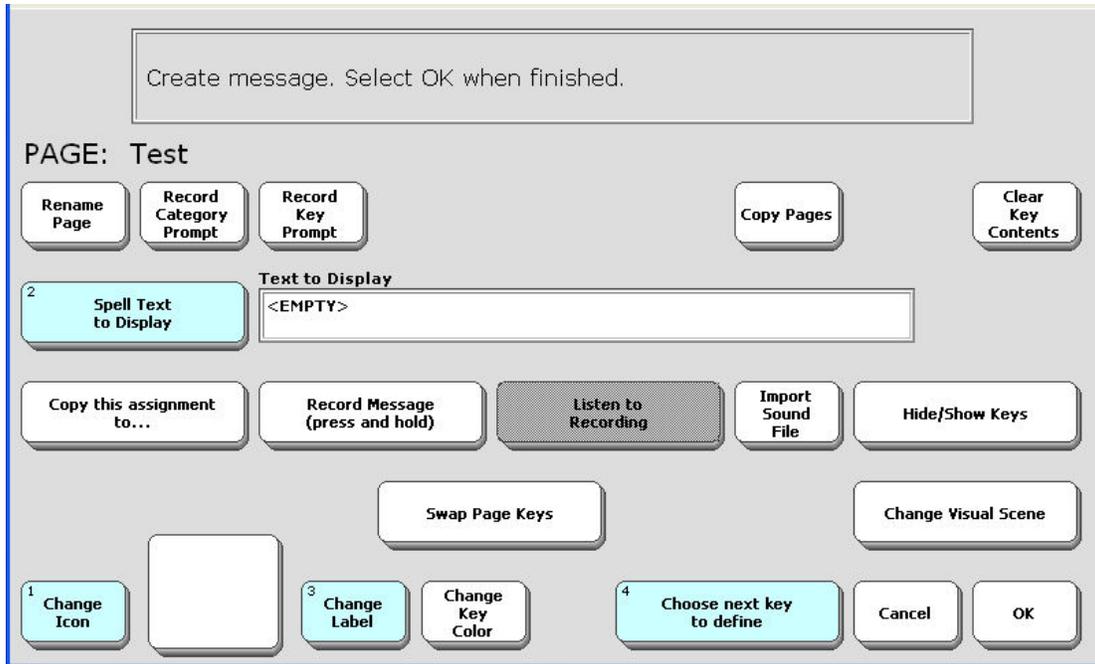
Copy from an Existing Page:

4. If you want to copy the format of an already created page, select **Copy from an existing page** then select the page you want to copy.
5. Select a key to define from the existing page. You see the **CREATE PAGE MENU**.
6. Follow steps #5-9 below.

OR

4. Select the **Keyboard Size** you want to use for your page and select **OK**.
5. Select the first key that you want to define. You see the **CREATE PAGE MENU**.

➡ The **Easy Start** manual gives you a step-by-step example for this process. See "**Modify a Page**" and "**Add a Scene to a Page.**"



6. Use the  key to type in any text that you want to have displayed.
7. Record your message.  Select **OK**  when you have finished.

8. **Add an icon** to your key, **change the label** or change the **key color** if you want. A label can contain up to 32 letters. If you want a blank label, type a space instead of a word. To change the key color press the **Change Key Color** key until you see the color you want. You can **hide** the key. You can **copy** the key's assignment to another key on the page. You can **swap** the key with another key (78.)

If the key you have selected is in the first row or the first column of keys, you can add an **Auditory Prompt** to identify the key. (See the Auditory Prompt chapter beginning on page 58.)

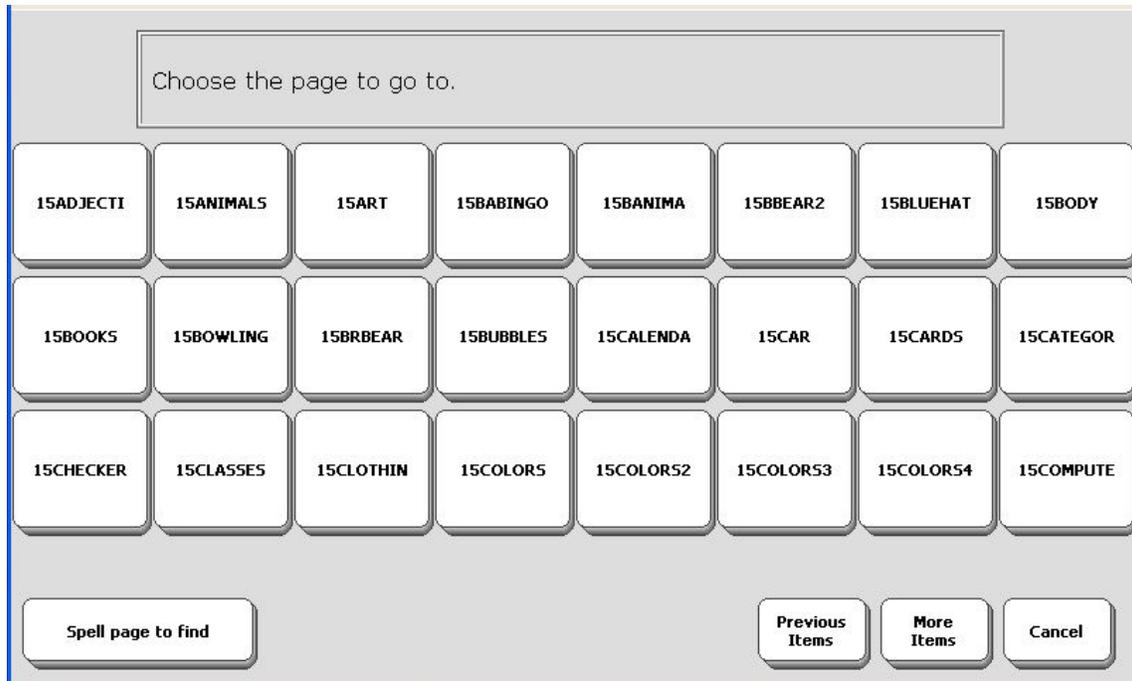
You can **import a sound file**. (See page 157.)

You can change a **Visual Scenes**. (See page 94.)

9. When you have finished with the key, select **Choose Next Key to Define** and repeat steps 5-9 until you have created your custom page. Select **OK** when you are finished.

Go to Your Custom Page

Once you have created a Custom Page, you can go to the Toolbox and activate the **PAGE**



All of your Pages are listed in this menu. Simply select the page you want to use.

If you would prefer not to go to the Toolbox every time you want to open a Page, you can store the **PAGE MENU** under an icon sequence on your overlay.

If you do not need the whole **PAGE MENU**, you can store a specific Custom Page under an icon sequence on your overlay. To do this, you must use **INSERT TOOL** and the **SET PAGE** or **SET PAGE TEMPORARY** Tool when you store the sequence. **Set Page** allows you to go to your page and remain there. **Set Page Temporary** allows you to go to your Page, select one message, and then returns you to wherever you were.

To Store a Specific Custom Page Under an Icon Sequence:

1. Activate **STORE CORE** in the Toolbox.
2. Choose the icon sequence you want to use and then activate **OK**.
3. Select **Computer Speech** and **Spell Text to Speak**.

4. Spell any text you want to store.
5. Activate **INSERT TOOL**.
6. Activate **SET PAGE** or **SET PAGE TEMPORARY** Tool.
7. Choose the Page you want from the **PAGE MENU**.
8. Activate **OK**.
9. Activate **OK** again.

To Store PAGE MENU under an icon sequence: change Step #6 to **PAGE MENU**. Delete Step #7.

Modify a Custom Page

To Modify a Custom Page:



Use the **MODIFY PAGE** menu in the Toolbox to change an existing Page.

☞ If you want to use the **SET-UP** key, go to the Page you want to modify—use the **PAGES** key on your overlay if the Page you want is there, or open the **PAGES** menu in the Toolbox and select the Page you want. Then press the **SET-UP** key . Follow steps #4-7 below.

OR

1. Go to the **Toolbox**.



2. Activate **MODIFY PAGE**.
3. From the Page Menu, select the page you want to modify.

4. Select the key you want to define (or "work on").
5. Use the options on your screen to make any changes to the key, e.g., change icon, icon name, color, message, etc.
6. If you want to modify another key, activate **Choose next key to define**.
7. When you are finished, activate **OK**.

To Check the Modifications:

1. Go to the Toolbox.
2. Activate **PAGE MENU**.
3. Select the page you just worked on.
4. Use the page to see if the changes you made are there.

➡ Use **Rename Page** to change the name of your Page.

➡ Use the **TRANSFER MEMORY MENU** to save individual pages to a memory device and/or load them back into your communication aid.

➡ You can transfer a page from one User Area to another using the MTI, but you must switch to the User Area you want to load the page into before you complete the transfer.

To Erase a Page

Activate the **DELETE PAGE** key in the Toolbox.

Select the Page you want to delete.

Activate **YES** to delete; **NO** to keep the Page.

Link a Page to another Page or to your Core Vocabulary

You can link one page to another page or you can link a page to your Core vocabulary. The tools, **SET-PAGE** and **GO TO HOME** allow you to do this. You can create links when you create a page or when you modify a page. In our example below we will link an already created page to another page.

Link a Page to another Page

1. Go to the Page where you want to put your link.



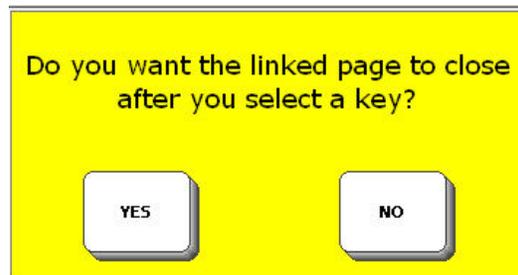
2. Select the **SET-UP** key on the front of the case.
3. Select the **key** where you want to put the link.



4. Select **Spell Text for Message**.



5. Select the **PAGE LINK** key on your spelling overlay.



6. You see a yellow message box:

If you select YES, you will be able to go to your linked page, make one selection, and then return automatically to your original page.

If you select NO, you will go to your linked Page and stay there.

☞ If you are unsure which option you want, we suggest you select **YES**.

7. You see all of your pages. Select the page you want to link **to**.
8. Select **OK**.
9. You can now select an icon for the key, change the label, etc.
10. Select **OK** when you have finished.

To Link from a Page to the CORE Overlay

This adds the **GO TO HOME** key to your Page.



1. Open the **Toolbox** and select **MODIFY PAGE**.
2. Select the **Page** where you want to put your link.
3. Select the **key** you want to use for the link.



4. Select **Spell Text to Display**.



5. Select the **INSERT TOOL** key.



6. Select **More Items** then select the tool, **GO TO HOME**
7. Select **OK**.
8. Now you can use **Change Label**, **Change Icon** and **Change Key Color** if you want.
9. Select **OK** when you have finished. You are now linked to your Core overlay.

Scene Pages

PROGRAMMERS TIP: This option is best used by the therapy team and programmers. You must be using the **Touch** access method.

A scene is a special Page you make that has a picture superimposed over keys on your overlay. You create and work with scenes much the same way as you do with any other page.

There are a number of scenes already stored in your device. You can also import your own scenes.

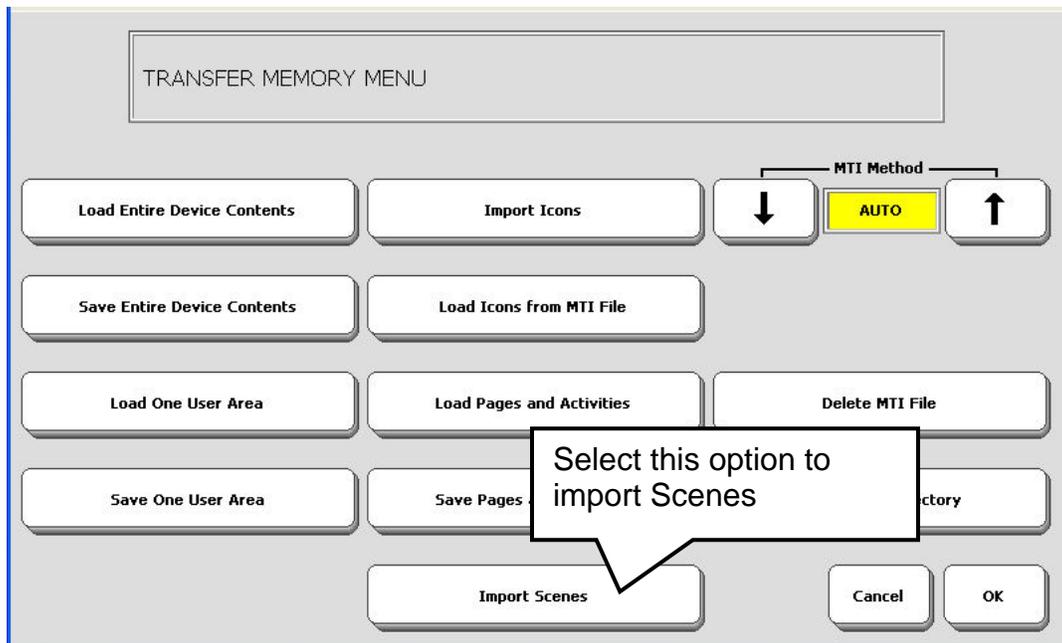
To Import a Graphic for a Scene

You must have a graphic on your USB flash drive or Secure Digital card to use for a Scene.

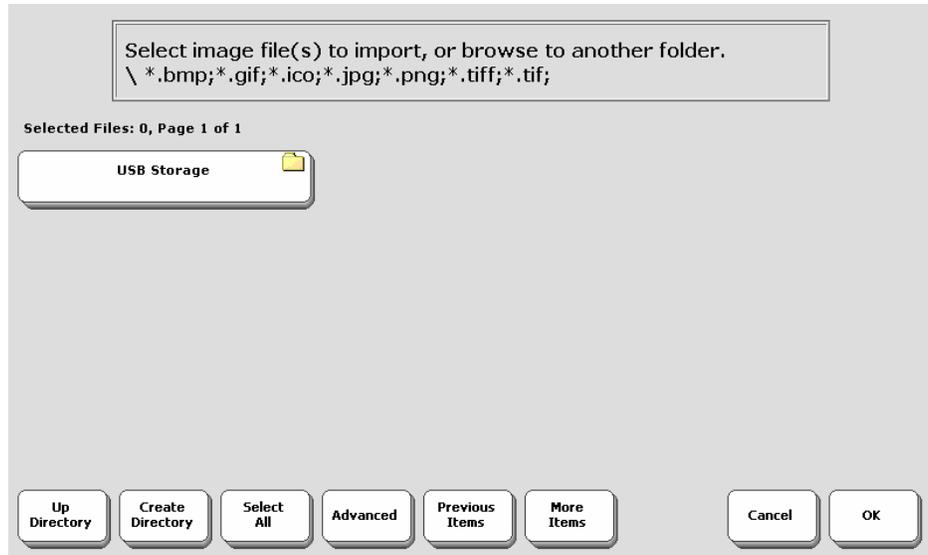
1. If you are using a USB flash drive, plug it into the USB port on the right side of your device.
If you are using an SD card, insert it into the SD slot on the left side of your device.
2. Go to the Toolbox on your device.



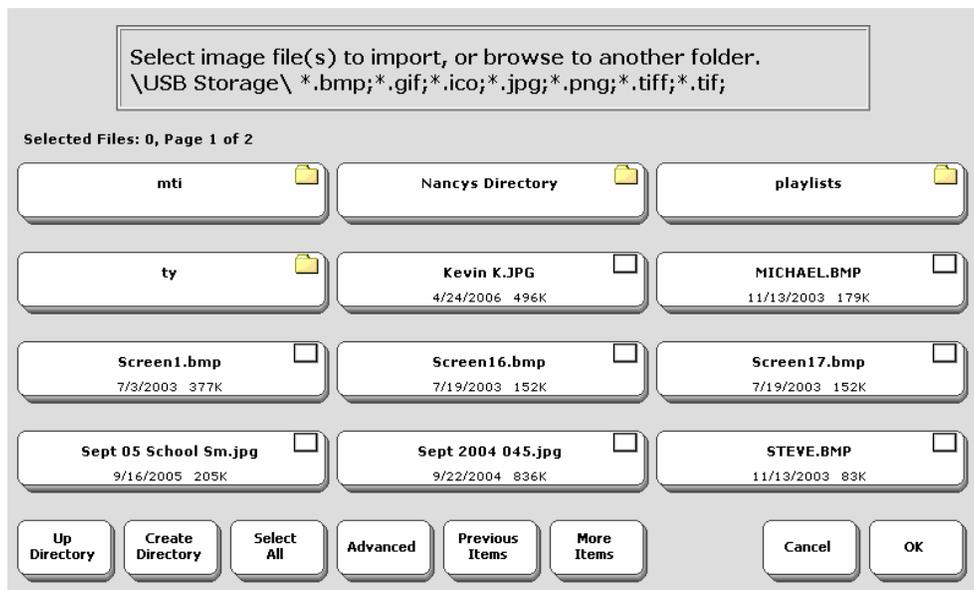
3. Open the **TRANSFER MEMORY MENU**



4. The **MTI Method** option can be set to **AUTO**, **USB** or **SD**
5. Select **Import Scenes**.



6. You see a folder for your USB flash drive or your Secure Digital Card. Select the folder to open it.



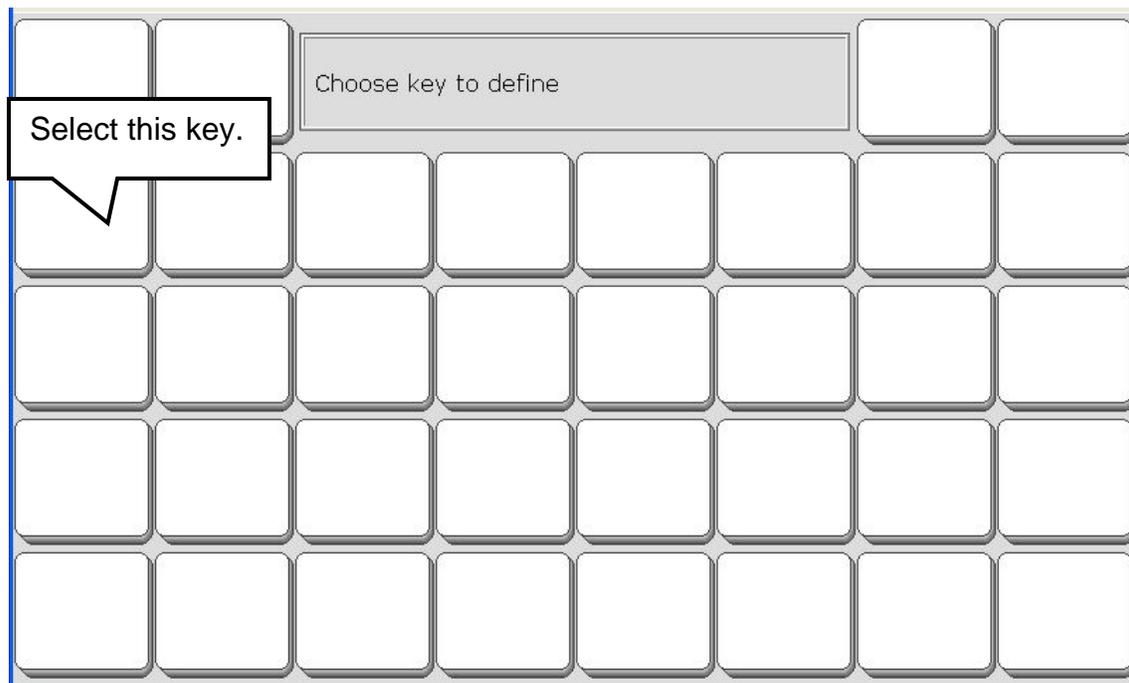
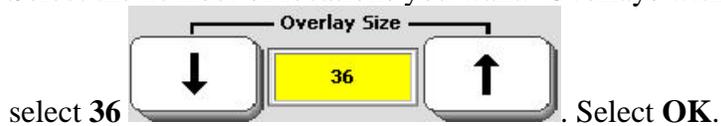
7. You see all the images/scenes in your folder. Select the one you want and then select **OK**.
8. You can choose **Rename Scene** and give the graphic a new name if you want. You can change the **Aspect Ratio** if you want. You can experiment with this to see what it does. Usually, selecting YES to maintain the ratio is fine for most visual scenes.
9. Select **OK** when you are finished.
10. Select **OK** to exit the **TRANSFER MEMORY MENU**.

Remove your USB drive or SD card.

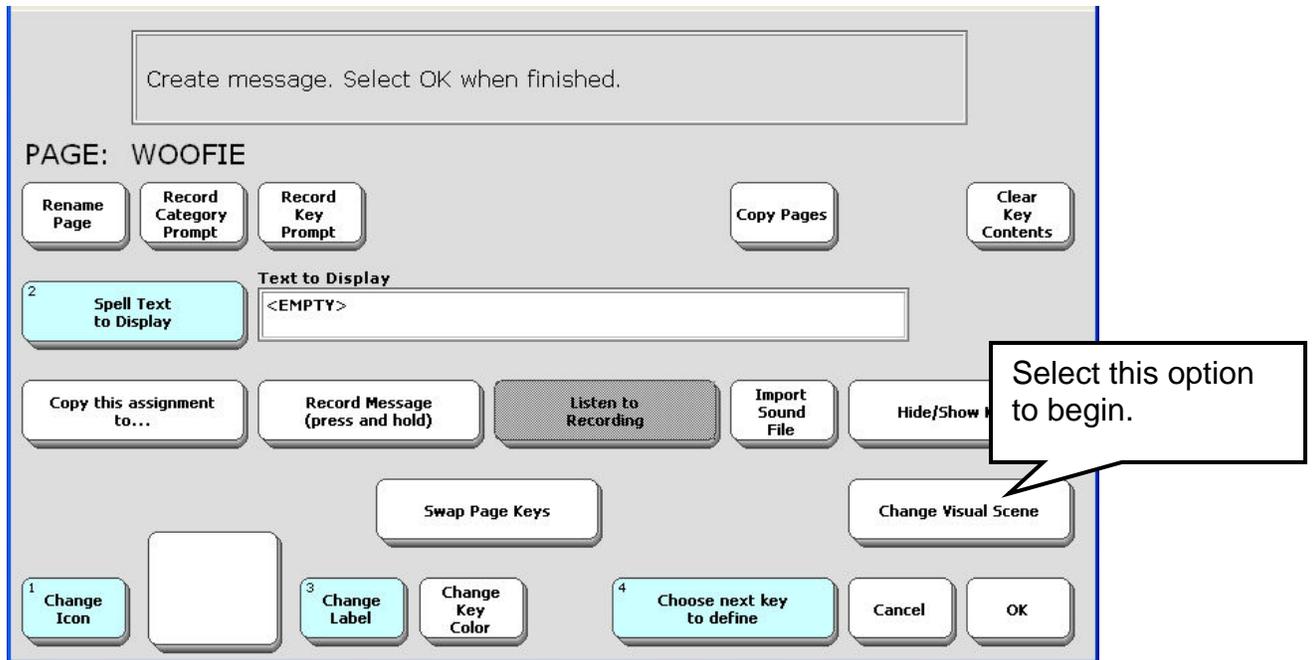
Create a Scene Page



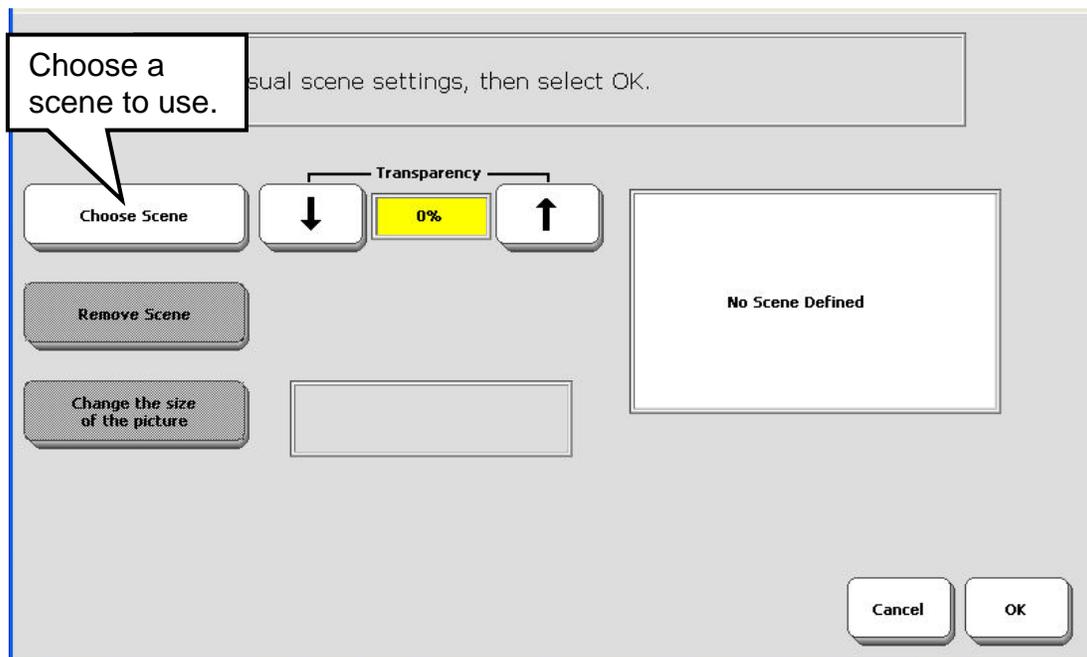
1. In the Toolbox, select **CREATE PAGE**.
2. Spell in a name for your Page and select **OK**.
3. Select the number of locations you want. Overlays with more keys are best for Scenes, so



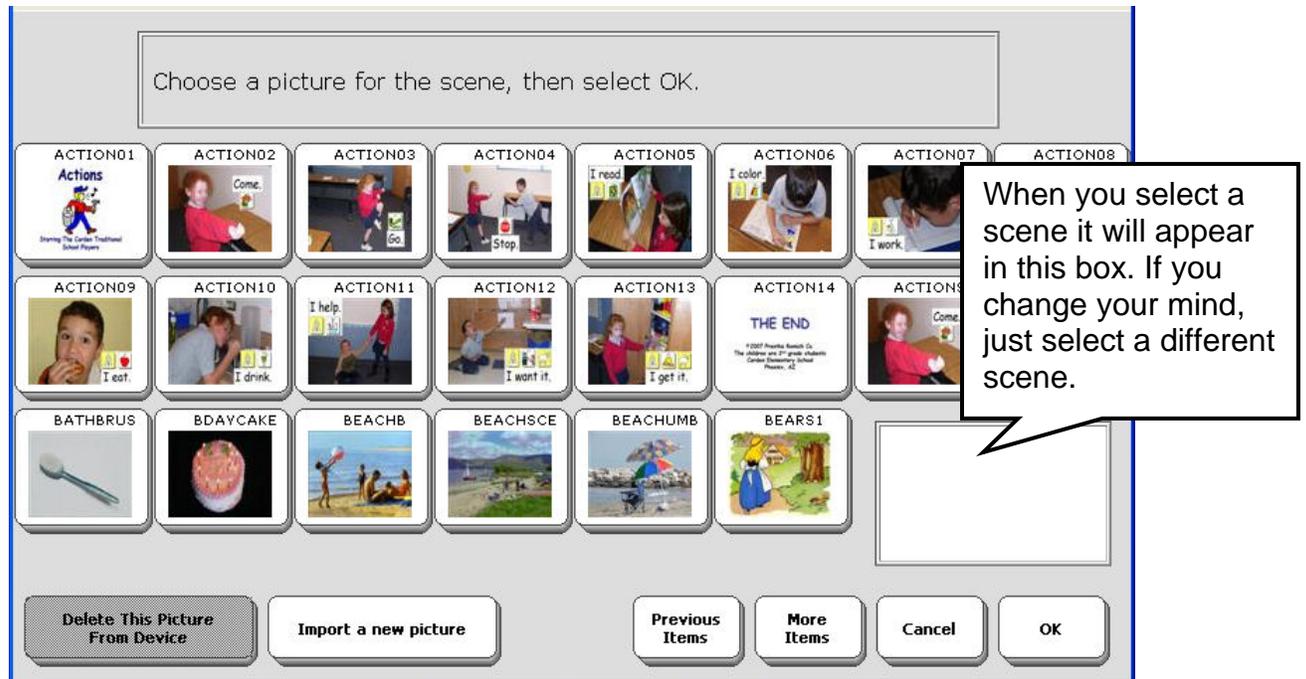
4. Select the first key on the left in the top row. You can select any key, but this is a good place to start.



5. Select **Change Scene** in the top row on the right.



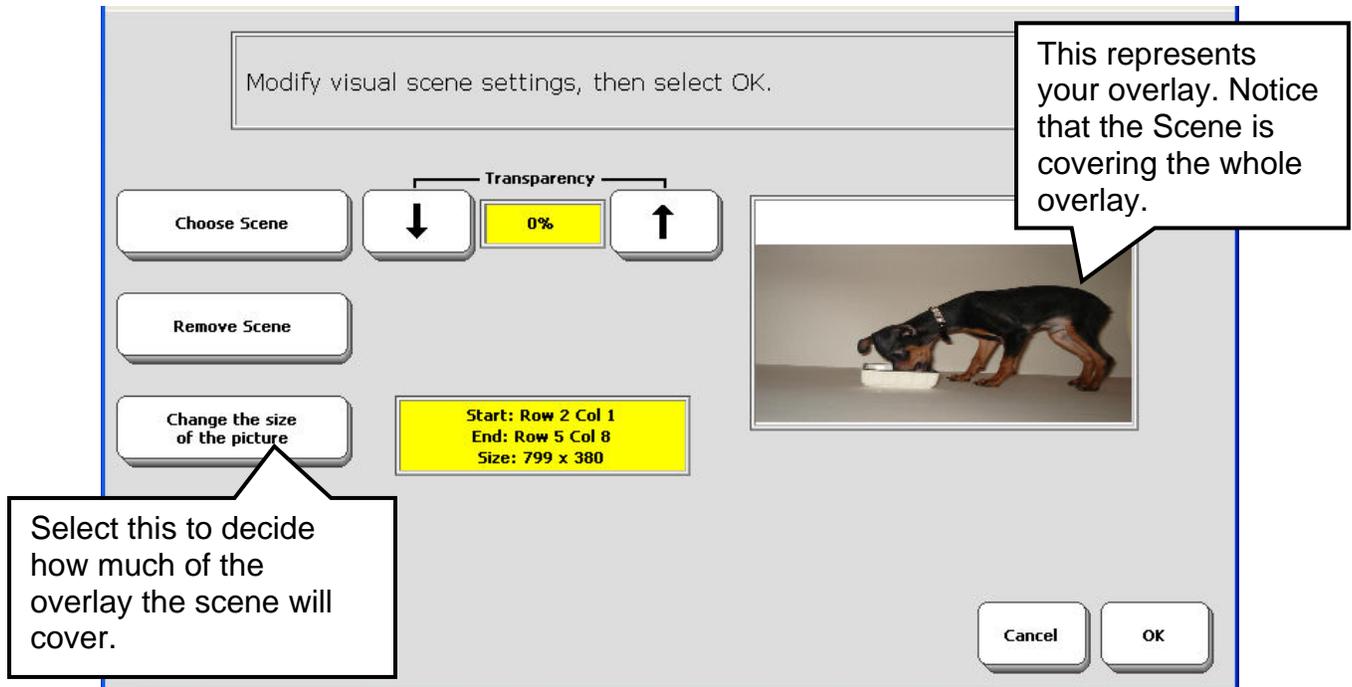
6. You see the **Modify Scene** screen. Select **Choose Scene**. It may take a few seconds for your scenes to appear.



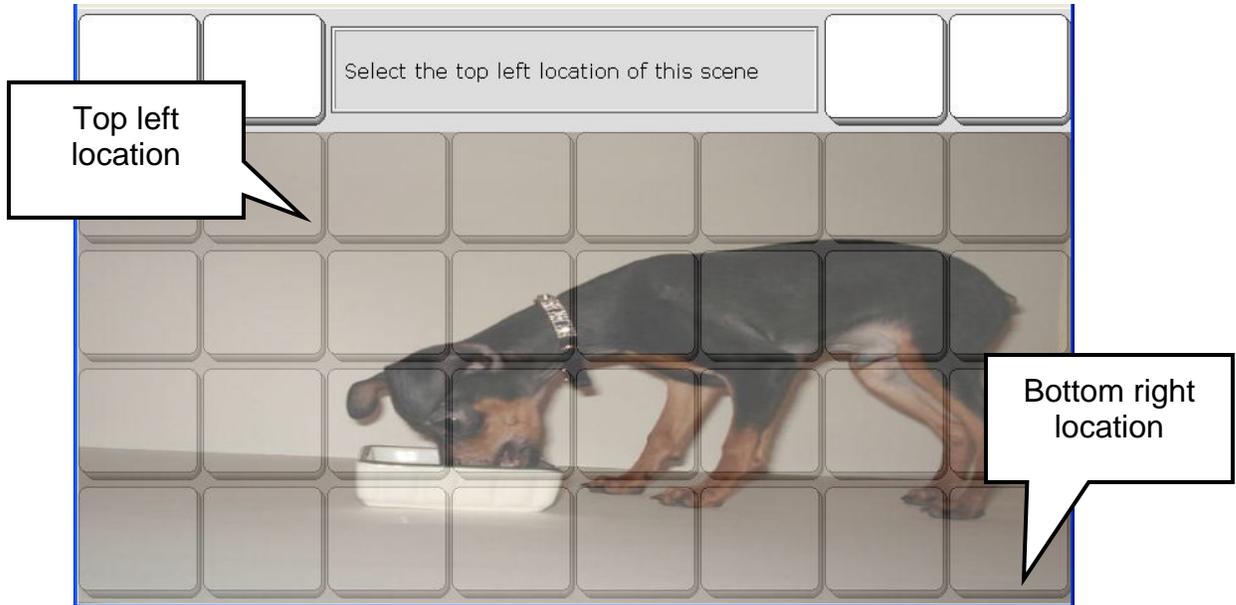
7. You see a screen with Scenes on it. All the pre-stored scenes as well as any scenes you have

imported will appear on these pages. Select  to see more Scenes. When you have selected the scene you want, select **OK**.

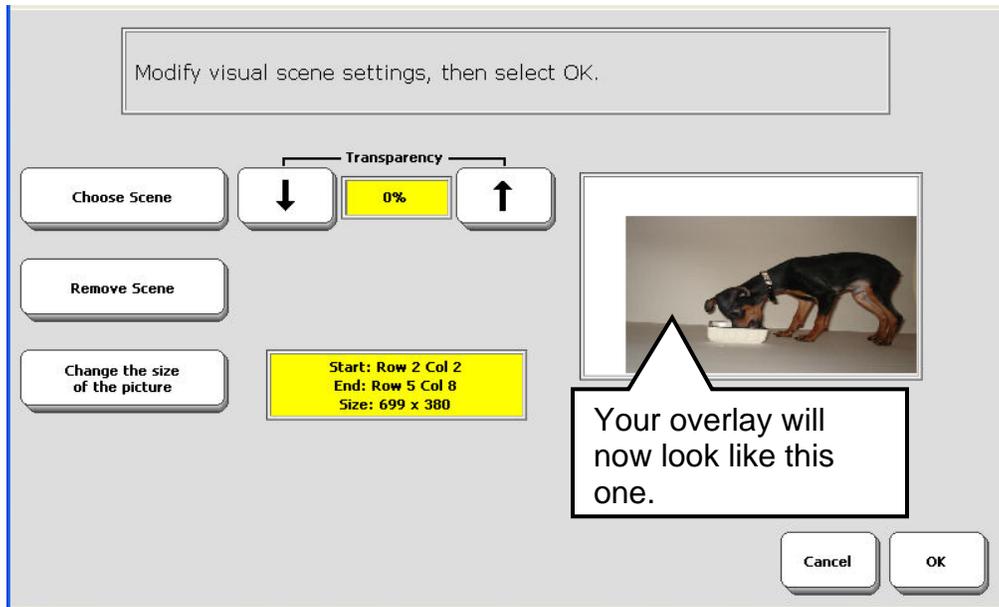
➡ You can also import Scenes here and delete Scenes you no longer want to use.



8. You see how the Scene looks on your overlay. (You can choose a new scene or remove the current scene if you want.) Notice that the Scene covers you whole overlay. You can choose your own size for the picture so that it covers only the keys you want it to cover. Select the **Change the size of the picture** option.

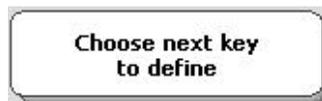
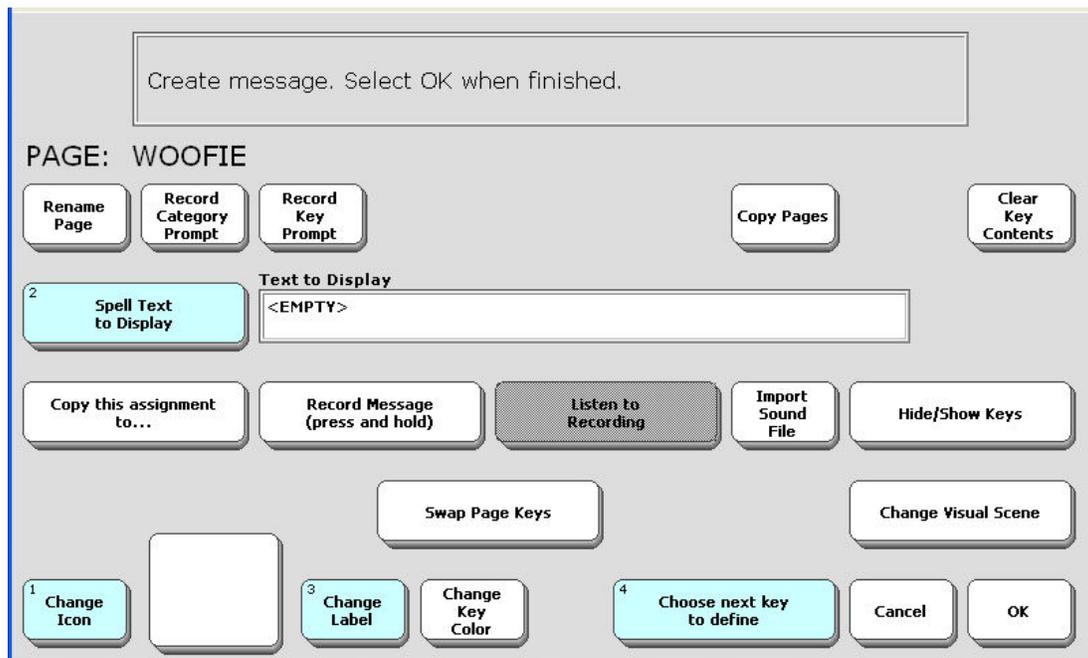


9. Select the area you want the picture to cover by selecting a **top right corner** key and a **bottom left corner** key.



10. Now you can see how your page will look with the Scene on it. You can select **Change the size of the picture** again to change it, you can **remove** it, or you can choose a new scene. If you want your client to be able to see the keys under the graphic, set the **Transparency** option to more than 0%. Select **OK** when you are finished.

Now you can program the keys on your overlay. You can program keys that are covered by the Scene as well as those that aren't. You might add messages that help explain things in the picture, or teach new vocabulary about the picture. You might program a key that takes you to another Page or Activity that relates to the Visual Scene. You will probably want a GO TO HOME key.



Select **Choose next key to define** and begin to define the keys just as you would any other Page.

15. When you have completed your Scene Page, select **OK**.

You can Create Links on your Scene Page to other Pages.

1. Select **Spell Text for Message**.
2. Select **INSERT PAGE**.
3. Select **SET PAGE**.
4. Select the Page you want to link **to**.
5. Change the label, icon, color, etc., if you wish.
6. Select **OK** when you are finished.

Copy Pages/Activities from your Current User Area to another User Area

Copy Pages or Activities in one User Area to another User Area.



1. Go to the Toolbox and activate the **USER AREA MENU**
2. Activate the **Copy Pages/Activities** option.
3. If you want to copy only specific Pages or Activities, activate the **Copy Selected Pages or Copy Selected Activities** option.
- 4a. Activate the User Area where you want the Activities or Pages to be **copied to**.
- 4b. Activate the Pages or Activities you want to copy. The Activity or Page you select will turn gray. Continue to select specific keys until you have selected all you want.
- 4c. Activate **OK** when you are finished.
- 4d. Answer **YES** to continue copying or **NO** to cancel.
5. If you want to copy all the Pages or Activities in a User Area, activate the **Copy All Activities** or **Copy All Pages** option.
- 5a. Activate the User Area where you want to copy the Pages or Activities to.
- 5b. Answer **YES** to continue the copying or **NO** to cancel.

Copy Activities or Pages from One Device to Another

You can easily copy Pages or Activities from one device to another by using a USB flash drive and the MTI. Copy the Pages/Activities to a **blank** User Area in your device. Use the MTI to save that user area to the USB drive. Plug the USB drive into the second device and use the MTI to load the saved area into the second device.

➡ See the **TRANSFER MEMORY MENU** chapter beginning on page 141 for information about transferring memory.

Expand a User Area or Page

Perhaps you have become extremely good at using an 8 or 15 LOC overlay. Now you would like to move up to an overlay with more keys on it, but you don't want to lose the overlay you are used to. The option, **Expand a User Area or Page** in the **USER AREA MENU** allows you to place a smaller overlay into a larger one.

To Expand a User Area or Page



1. Open the **USER AREA MENU**  in the Toolbox.
2. Select **Expand User Area or Page**.
3. Select **User Area or Page**.

Expand User Area

4. Select the User Area you want to expand.

In this example that would be the area that has the overlay you are most used to, let's say 15 location overlay.

5. Now select the overlay size you want to expand to.

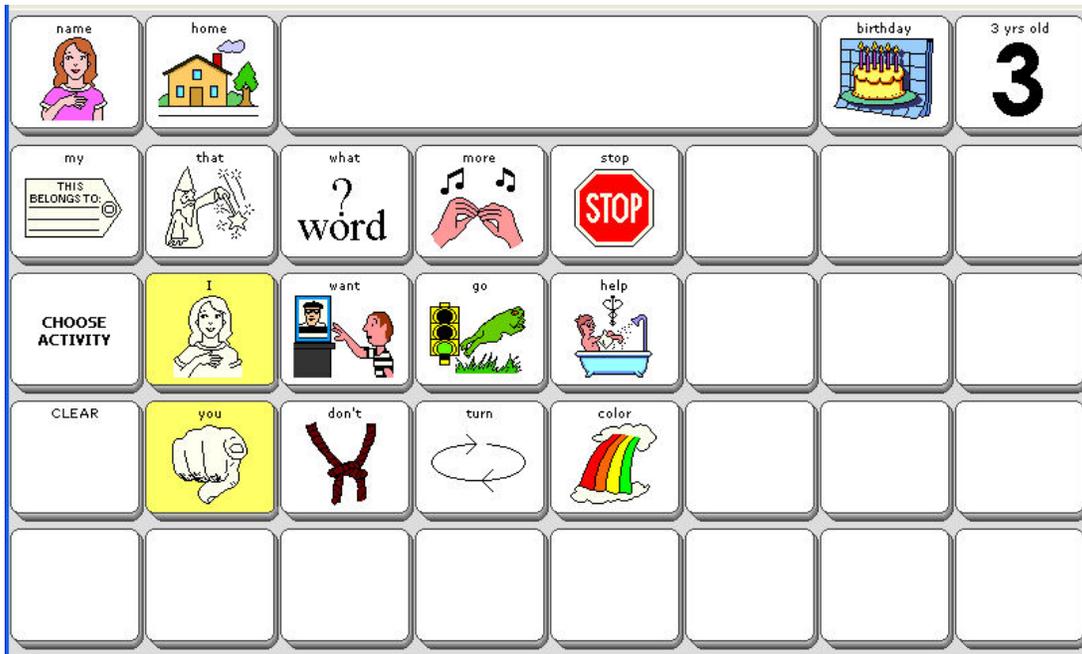
In this example, you can expand to the 32-location overlay. Then select **OK**.

6. A message box appears asking if you want to expand all pages to 36 locations. If you want every activity and page in your overlay to be expanded into 36 locations, select **YES** in the message box. Select **NO** if you only want the original overlay expanded.
7. A message box will appear telling you the expansion is complete.

8. Activate **OK**.

9. Activate **OK**. Activate **OK** again to exit the **CHOOSE OVERLAY MENU**.

The next time you go to your 15 location overlay it should look like this:

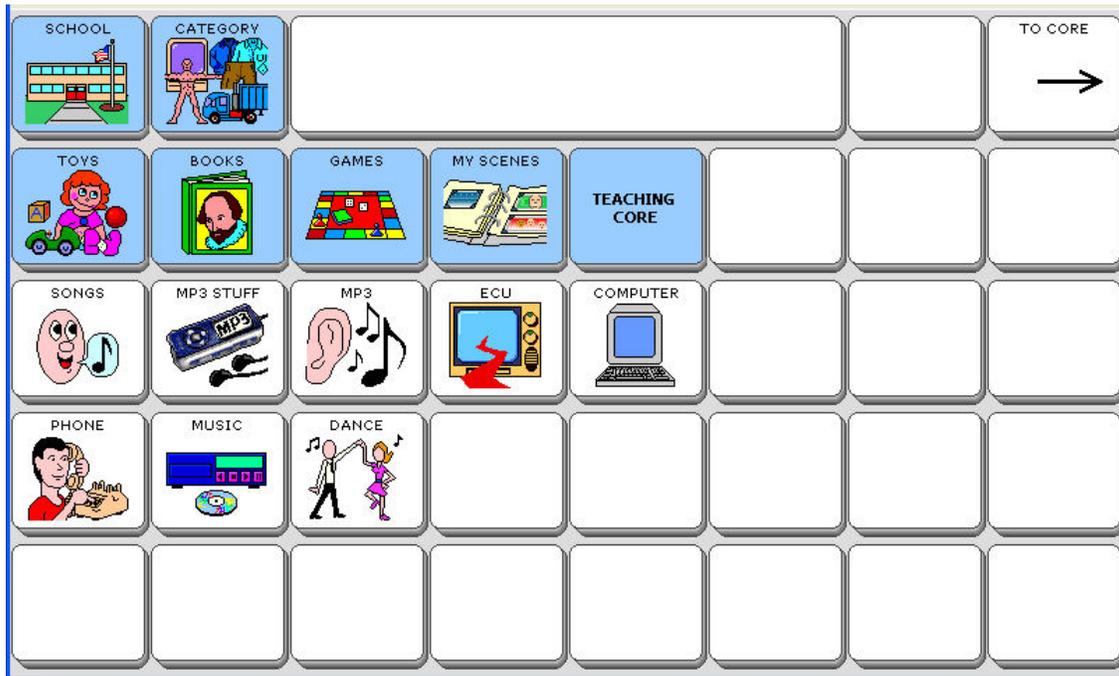


Select the **CHOOSE ACTIVITY** key. Then select the **PAGES** key in the Activity Row and then select the **FUN** Page from the Activity Row.

If you did not expand Pages and Activities, your **FUN** page will look like this:



If you selected **YES** to have the Pages in the User Area expanded, the **FUN** page will look like this:

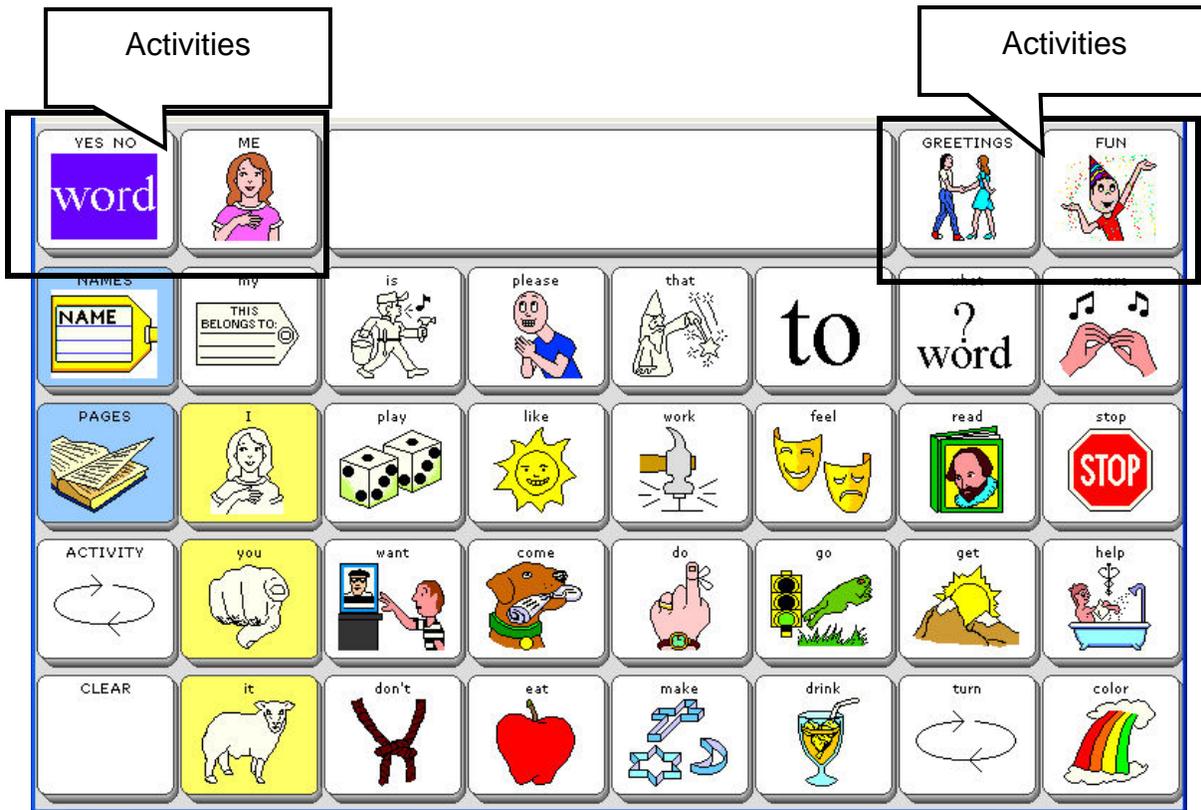


Now you will only have to assign the blank keys, not the entire overlay.

You can **Expand a Page** in the same way.

Activities

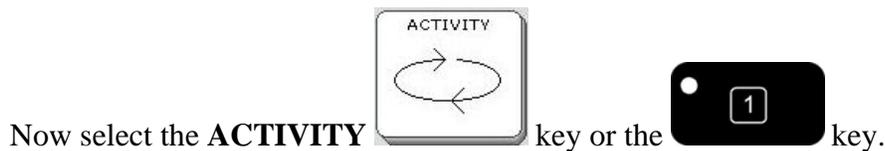
Activities



Two Activity keys are on either side of the Text Display Area. Activities allow you to access words that are centered around a particular theme. Each default overlay has its own Activities.



Select a key and see what the SpringBoard Light says. Look at the Text Display Area and read what it says when you select a key.





Select the **ME** Activity key

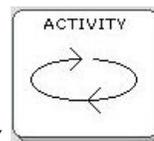
You see:



Activities are meant to contain single-hit vocabulary that enhances your Core vocabulary, rather than duplicating or replacing it. In the ME Activity you can add your name, your address, your birthday and your age. You can create your own Activities for areas of your life where you would like to be able to participate in conversation quickly and easily. You might want an Activity for conducting banking transactions, one for a class at school or a hobby. You can add and delete Activities as your interests change.



You can always select the key on the front of the case to go to different Activities.



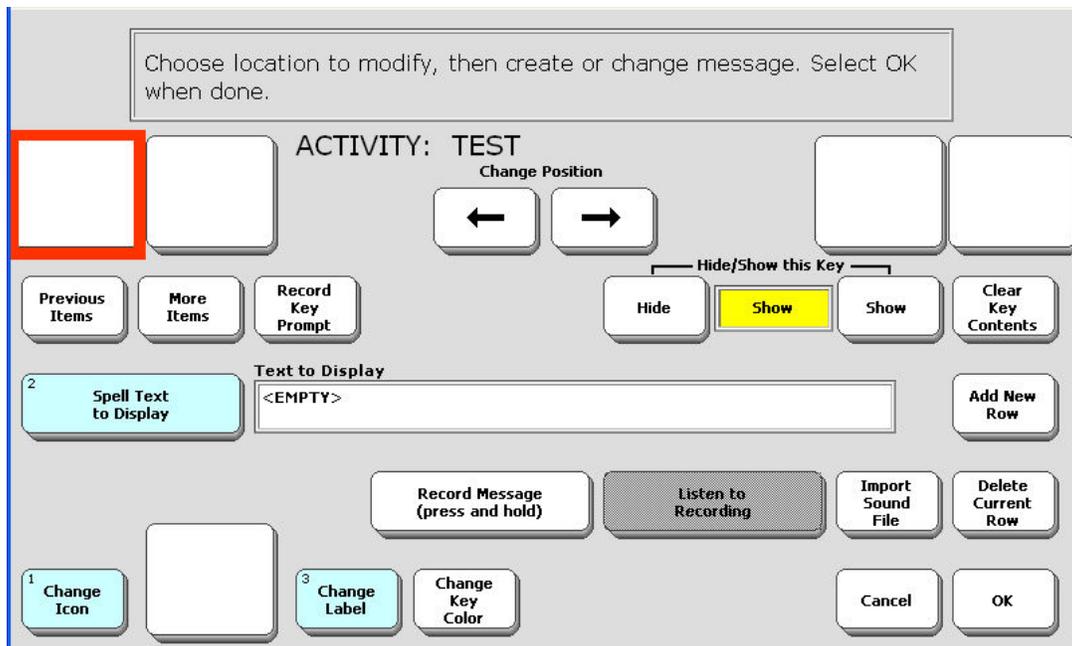
On some overlays you can also select the **CHOOSE ACTIVITY** key to see more Activities.

Create a New Activity—An Example

You can create your own Activities and add them to your Activity Row. Before you start, it is a good idea to **plan the activity**. What do you want it to be about? What words/messages will you need for it? What icons will you use? You will want these things to be consistent with the way other Activities work so the user does not become confused.



1. Go to the Toolbox and activate the **CREATE ACTIVITY** key.
2. Spell a name for your new Activity.
3. Choose an icon for the Activity from one of the Icon Categories.
4. Now you see the screen that allows you to create the keys in your Activity. The first key in the Activity is highlighted in red.



5. Press and hold the **Record Message (press and hold)** button and record any message you want.



6. Select **Spell Text to Display** to spell any text to go with the key. Select **OK** when you finish.



7. Select  to add an icon to your new key.



8. If you want to change the label on your key, select . Type in a new label. If you want a blank label, type a **space** instead of a word.



9. Use  to change the color of your key. (You could make all the keys in this activity the same color.)

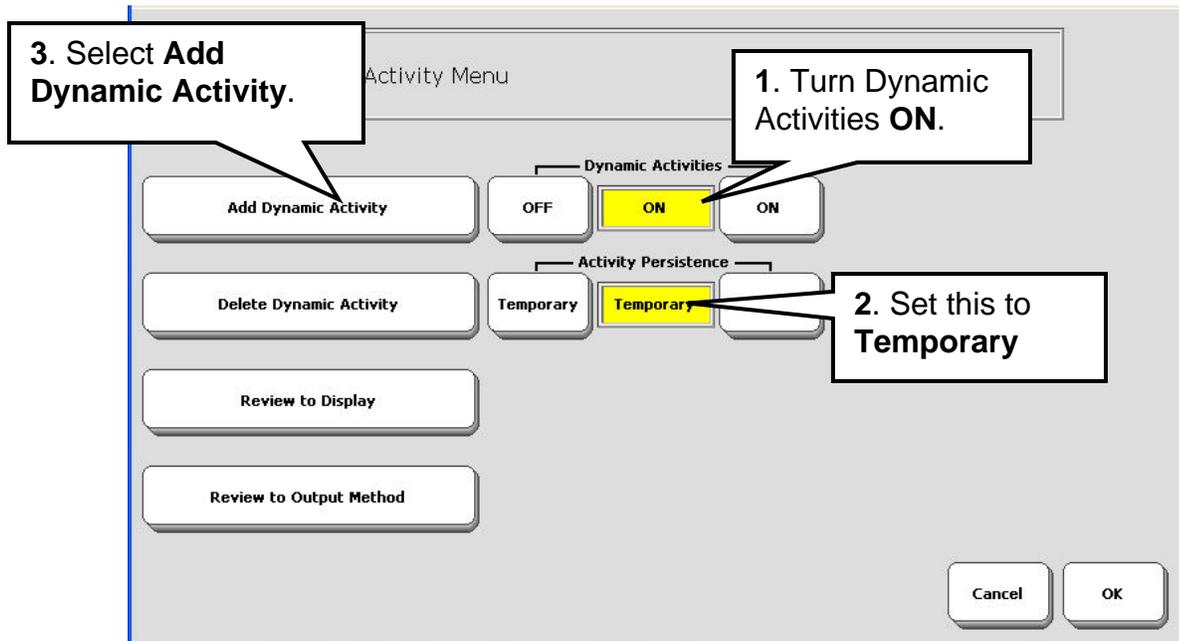
10. Activate the next key in your Activity and repeat these steps.

11. When you have completed the Activity, select **OK**. Then go to your overlay and test the



If you make a mistake when you are creating the contents of a key, select  **Clear Key Contents** and start over.

Dynamic Activities



Now let's make your new Activity dynamic. You make an Activity dynamic by linking it to an icon sequence. Once the activity becomes a Dynamic Activity, you can be in any other Activity, speak a message from the new Activity and return automatically to the first Activity.



Open the **DYNAMIC ACTIVITY MENU** in the Toolbox.

1. Turn **Dynamic Activities ON**.
2. Set **Activity Persistence** to **Temporary** or **Permanent** (in most cases you will want Temporary so you do not stay in the new Activity).
3. Select **Add Dynamic Activity**.
4. Choose an icon or icon sequence to store that stands for your new activity.
5. From the list, select the activity you want to make Dynamic.
6. Activate **OK** when you are finished.

Test the Dynamic Activity:

1. Open any Activity.
2. Activate the icon you selected in **Step 4**, above.
3. The Activity you wanted opens. Activate an icon in the Activity.
4. The word is spoken and you return to your original Activity.

Erase a Dynamic Activity Link; Review All Dynamic Activities

To Erase a Dynamic Activity Link:

1. Go to the Toolbox and open the **DYNAMIC ACTIVITY MENU**



2. Activate  **Delete Dynamic Activity**.

3. Activate the icon sequence for the Dynamic Activity you want to erase. Activate **OK**.

4. Answer **YES** if you are ready to delete the Activity.

5. Activate **OK** to exit the menu.

➡ This action erases the **link** to the activity, not the actual Activity. If you want to erase the

whole Activity, select the  **MODIFY ACTIVITY** menu in the Toolbox and use the **Delete Entire Activity** option. Within the Activity itself, you can use the **Delete Message** option to delete the message for that key.

To Review Your Dynamic Activities:

1. Go to the Toolbox and open the  **DYNAMIC ACTIVITY MENU**

2. Select  **Review Dynamic Activities**.

3. Your device shows you the Dynamic Activities. You see the sequence for the Activity and the Activity name.

4. Activate **MORE ITEMS** if you have more than one page of Dynamic Activities.

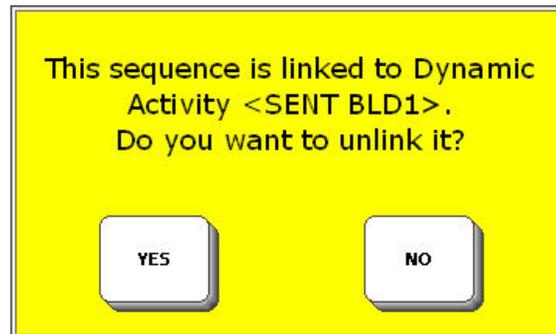
5. Activate **Cancel** when you are finished.

6. Activate **OK** to exit.

Erasing a Sequence that Contains a Message and a Dynamic Link

Sometimes a sequence contains both a message and a Dynamic Activity link. You can now delete the contents of the sequence but leave the Dynamic Activity link intact, or you can also erase the link to the Dynamic Activity.

When you attempt to erase the contents of a sequence that is also linked to a Dynamic Activity, you will see a yellow warning box:



If you say **YES** to unlink, the last icon in your sequence will disappear from your overlay and you will no longer be able to access that particular sequence or its Dynamic Activity. If you say **NO**, you do not want to unlink, the sequence itself will be erased, but the last icon in your sequence will remain visible and you will continue to be able to access its Dynamic Activity. You can choose to erase the link or to keep it.

Modify an Already Existing Activity



Use the **MODIFY ACTIVITY** menu in the Toolbox to change an existing Activity.

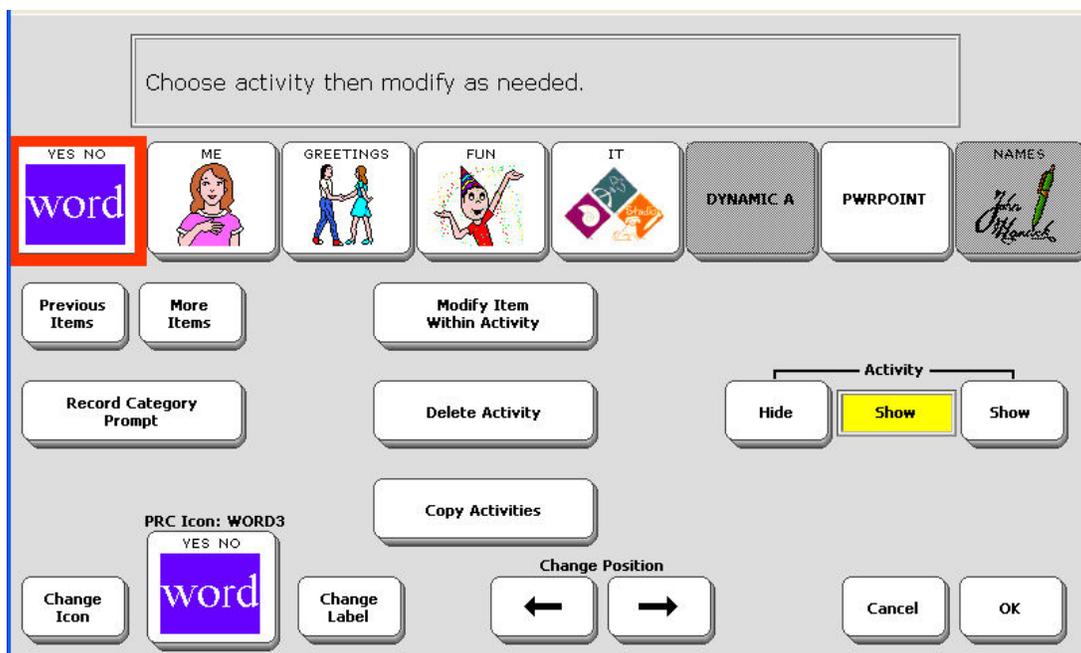
➡ If you want to use the **SET-UP** key

Make sure you are in your Core overlay. Press the **SET-UP** key . Select the Activity you want to modify (in this example, the **ME** Activity). Go to Step #3 below.

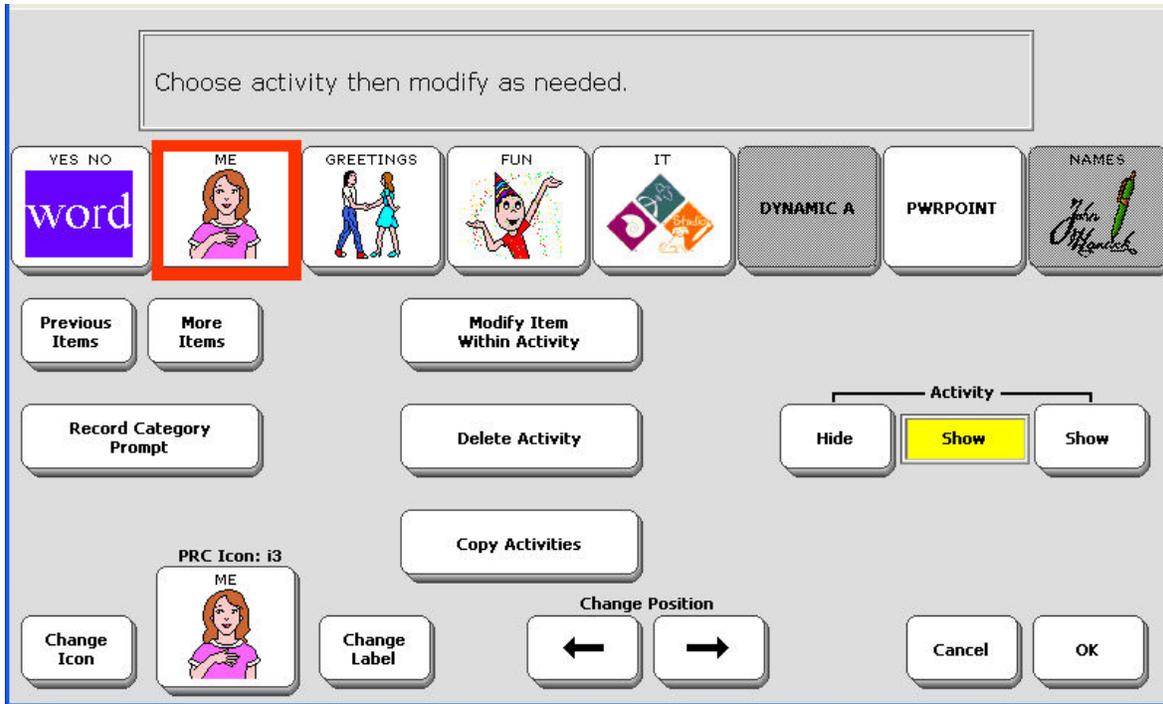
To Modify an Activity:



1. Go to the Toolbox and select the **MODIFY ACTIVITY** key .
2. The top row of the menu contains all the Activities in your Device. Activities that are gray are hidden.



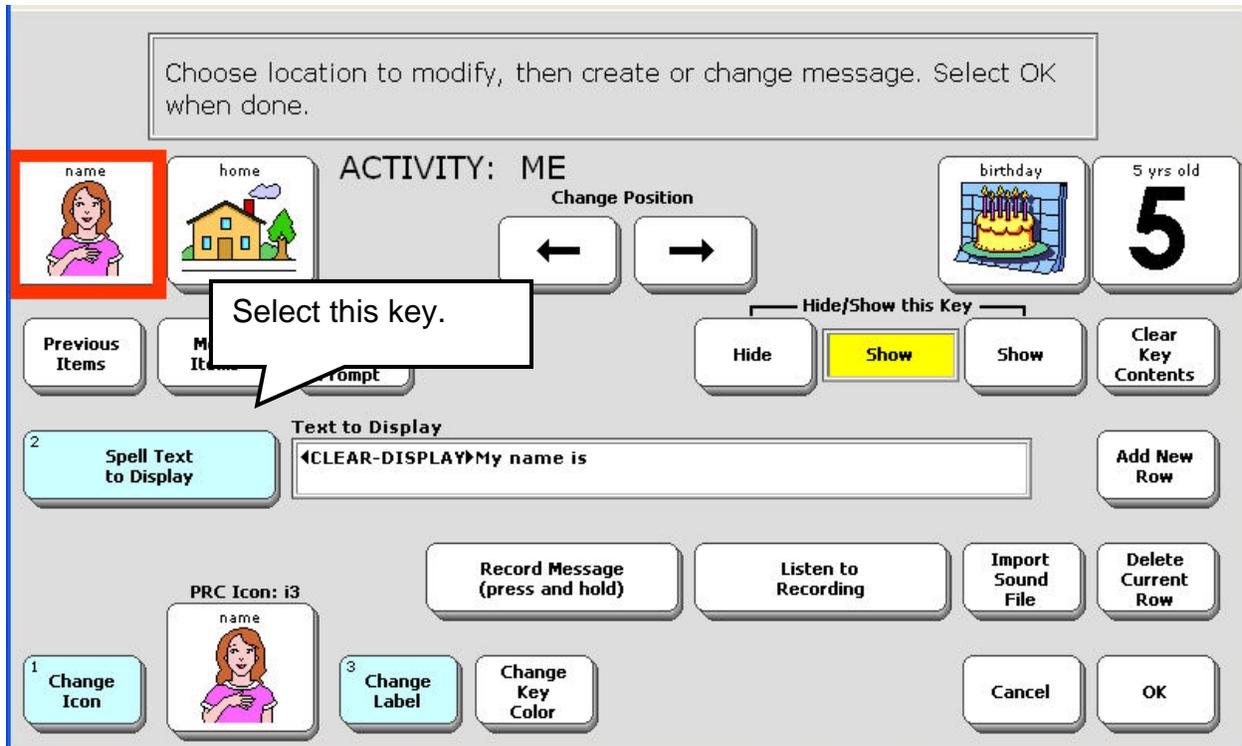
The **WORD** Activity is highlighted in red, but let's select the **ME** Activity instead.



3. On this screen, you can **change** the **icon** and the **label** of the main Activity key. You can **change** its **position** in the Activity Row. You can **hide** the Activity (turn it gray) or let it **show** in the Activity Row. You can **copy** the Activity to a different Area. You can also **delete** the entire Activity.

4. If you want to change one of the items **within** the Activity, select **Modify Item within the Activity**. Let's add a name to the **ME** activity.

5. Select the **Modify Item within Activity** key .

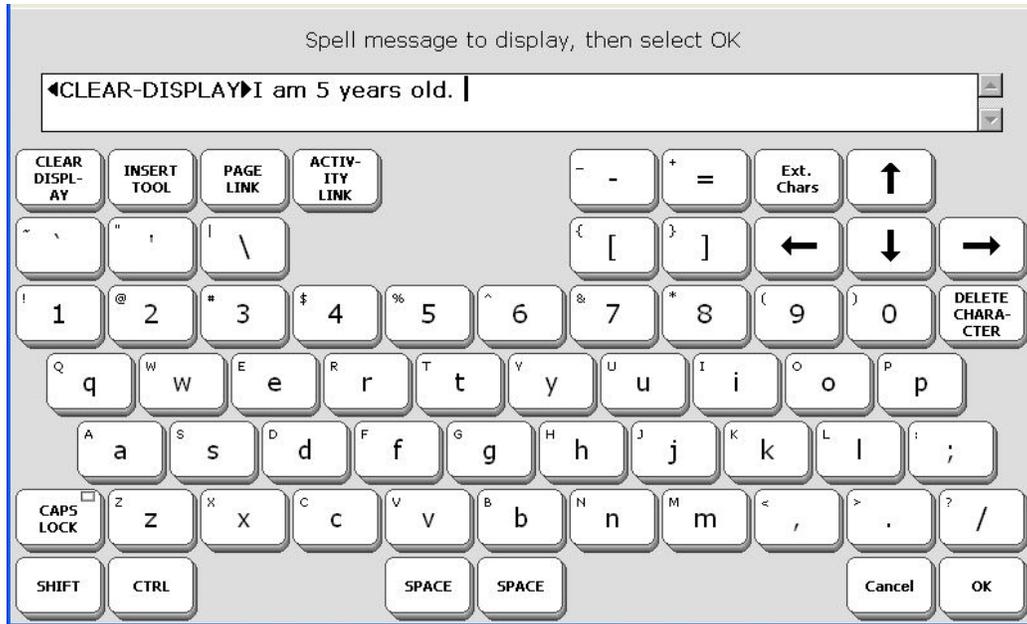


The NAME key is already highlighted, but let's change a different key. Select the  key

Spell Text to Display

6. Select the **Spell Text to Display** key

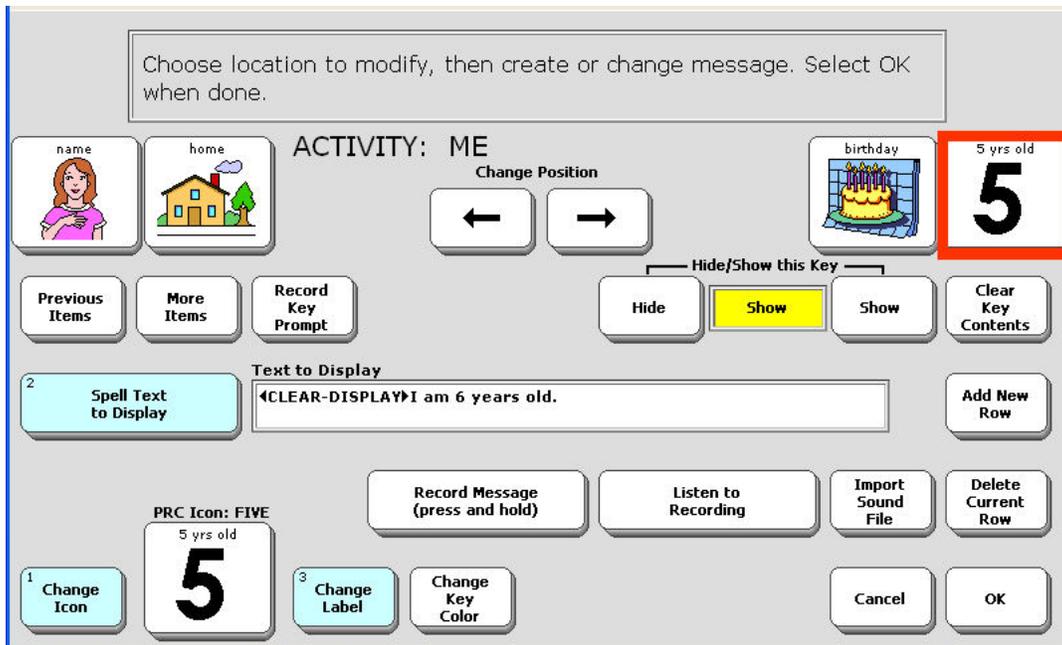
7. You see your Spelling Keyboard



8. Select the **Left Arrow** and move it to the "5". Then select the **Delete Character** key and delete the "5". Or you can select the **Delete Character** key and delete "5 years old."

9. Type in "6" or "6 years old." Select the **OK** key.

You see:



Notice that "6" appears in the Spell Text to Display area, but it does not appear on the "5 years old" key. Let's change the key.

10. Select the **Change Icon** key .

11. You see the Icon Categories screen. Select the  key. Then select the  key.

12. Select the "6" key .

You see the **Modify Activity** screen with the number "6" on your key.

13. Now select the **Change Label** key .

14. You see your Spelling Page. Use the **Left Arrow** and/or **Delete Character** keys to delete the number "5" and type in "6". Select **OK**.

Your key now matches your "I am 6 years old." message.

Other Options on this Screen

Change Position: Change the position of the key in the row.

Change Key Color: Change the background color of the key.

More Items and Previous Items: If there are more items in an Activity you can use these keys to see them.

Record Key Prompt: **This works with scanning only.** Store a prompt for your device to speak that identifies the Activity.

Record Message: Record a new message. If you want text to be displayed with the recording, spell it on the spelling overlay. You can import a sound file using the **Import Sound File** option. See the **MP3 Player Menu chapter** beginning on page 149.

Import Sound File: You can add sound to your key. See page 157.

Add New Row or Delete Current Row: Add a row of blank keys to your Activity or delete a current row.

Clear Key Contents: Delete the contents of the key.

Link an Activity to another Activity

You can link your Activity to another Activity. This means you can press a key in an open Activity that will take you to another Activity or a Page that is already created.

To Link an Activity to another Activity



A. If you are creating a new Activity to link to, activate **CREATE ACTIVITY** in the Toolbox, spell the name of the activity and select an icon.

B. If you want to link to an Activity that is already created, select **MODIFY ACTIVITY**



in the Toolbox. Select the Activity where you want to **put your link**. Select **Modify Item within Activity** from the menu screen.

For A and B above:

1. Select a key in the Activity where you want to store the link.



2. Select **Spell Text to Display**.



4. Instead of spelling a message, select the **INSERT TOOL** key on the spelling overlay.

5. A list of Activities appears with the message,

6. You see a list of all your Activities. Select the Activity you want to link **to**. Select **OK**.

8. Now you can choose an icon for your key, label it, etc.

9. Select **OK** to save your changes and exit.

To Link a Page to your Activity



1. Select **MODIFY ACTIVITY** in the Toolbox. Select the Activity where you want to put your Page link.

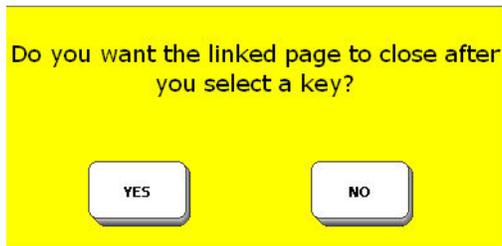
2. Select **Modify Item within Activity** and select the key where you want to store the Page link.



2. Select **Spell Text to Display**



4. Instead of spelling a message, select the **PAGE LINK** key on the spelling overlay.



5. You see **YES** and **NO** buttons. Select **YES** to move to your linked Page, make a selection from it and then return to your original Page. Select **NO** if you want to go to your linked Page and stay there.

5. A list of Pages appears with the message,



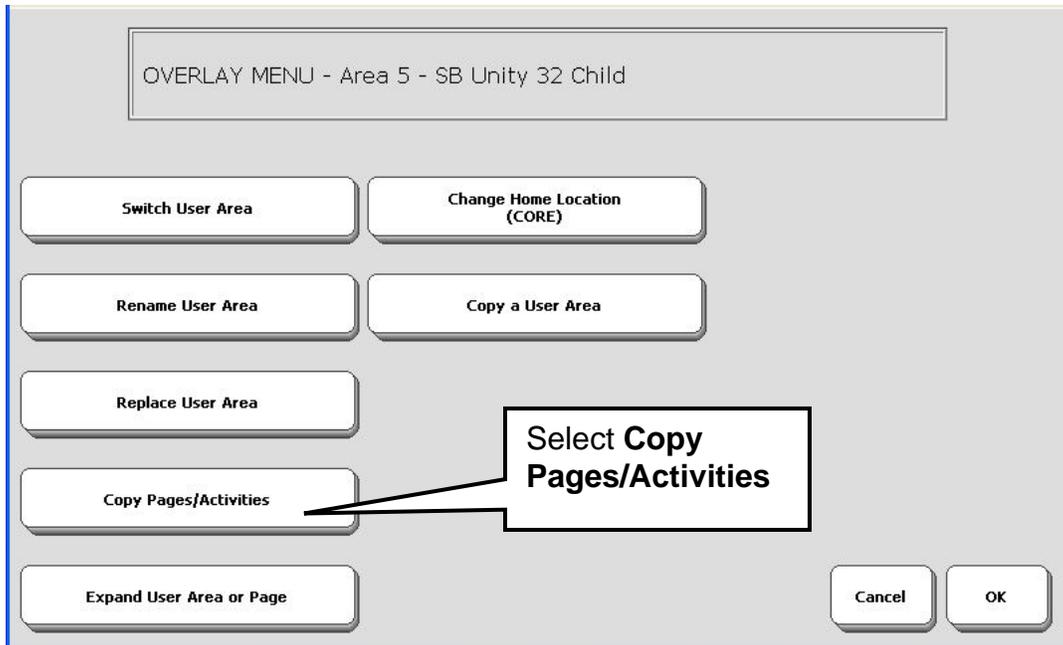
6. Select the Page you want to link to. Use **More Items** if necessary.

7. Select **OK**.

8. Now you can choose an icon for your key, label it, etc.

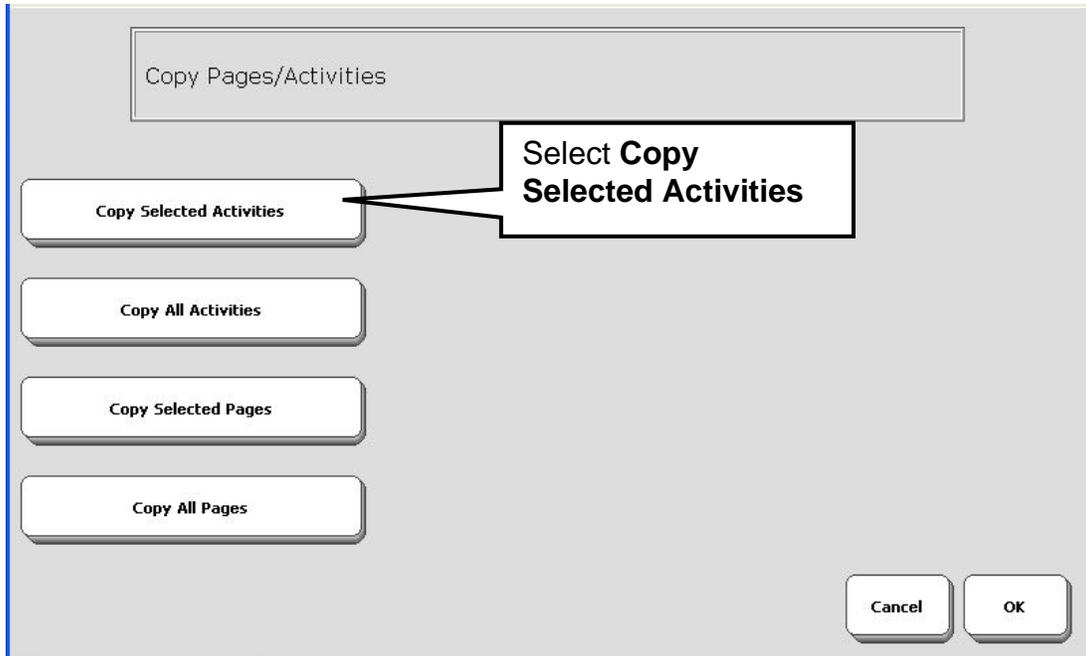
9. Select **OK** to save your changes and exit.

Copy Pages/Activities from your Current User Area to Another User Area



Copy Pages or Activities in one User Area to another User Area

1. Go to the Area where the Pages/Activities you want to copy are.
2. Go to the Toolbox and activate the **USER AREA MENU**.
3. Activate the **Copy Pages/Activities** option. The "Copy" Menu opens.



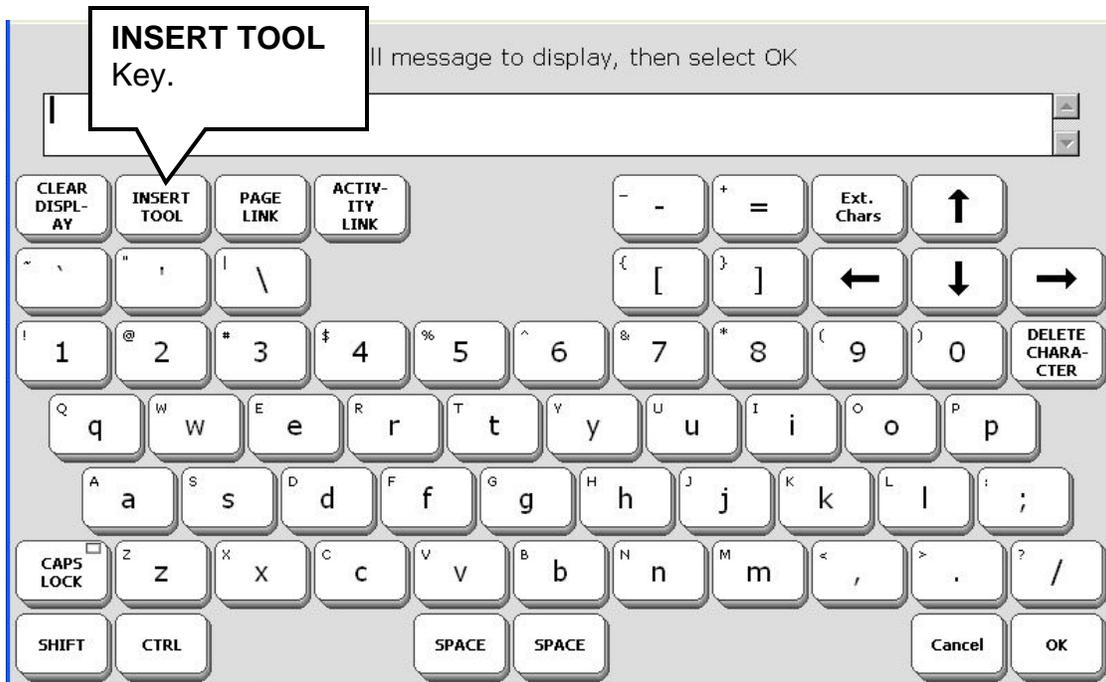
4. If you want to copy only specific Pages or Activities, activate the **Copy Selected Pages or Copy Selected Activities** option.
 - 4a. Activate the User Area where you want the Activities or Pages to be **copied to**.
 - 4b. Activate the Pages or Activities you want to copy. The Activity or Page you select will turn gray. Continue to select specific keys until you have selected all you want.
 - 4c. Activate **OK** when you are finished.
 - 4d. Answer **YES** to continue copying or **NO** to cancel.
5. If you want to copy all the Pages or Activities in a User Area, activate the **Copy All Activities** or **Copy All Pages** option.
 - 5a. Activate the User Area where you want to copy the Pages or Activities to.
 - 5b. Answer **YES** to continue the copying or **NO** to cancel.

Copy Activities or Pages from One Device to Another

You can easily copy Pages or Activities from one device to another by using a USB flash drive and the MTI. Copy the Pages/Activities to a **blank** User Area in your device. Use the MTI to save that user area to the USB drive. Plug the USB drive into the second device and use the MTI to load the saved area into the second device. ➡ See the **Memory Transfer Menu** chapter beginning on page 141.

Store/Assign Tools and Macros in Core, Activities and Pages

To Store a Tool Use the **INSERT TOOL** Key on the Spelling Overlay



To assign a Tool to a key or to store it in a sequence you must use the **INSERT TOOL** key



on your **spelling overlay**.

When you use **INSERT TOOL** you are telling your SpringBoard Lite to add a Tool from the All Tools list to the key or icon sequence you have chosen on your overlay. When you activate the key or sequence, it will perform the function of the Tool assigned to it.

INSERT TOOL is only active when you are storing (this includes the **ASSIGN CORE KEYS**, **STORE CORE**, **CREATE** and **MODIFY ACTIVITY** and **CREATE** and **MODIFY PAGE** menus). If you try to activate **INSERT TOOL** when you are not in the storing process, nothing will happen.

➡ **INSERT TOOL** is in the top row on the QWERTY spelling keyboard. It will be in different places on the other spelling keyboards.

➡ If you are assigning multiple Tools and text to an icon sequence or a key, you must activate **INSERT TOOL** before **each** Tool that you want to copy.

Store a Tool Under an Icon or Icon Sequence

Let's say you would like to copy the **SPEECH ON/OFF** Tool and store it under an icon on your overlay.

To Store a Tool Under an Icon Sequence:

1. Go to the Toolbox. 
2. Activate **STORE CORE** 
3. The Toolbox returns you to your overlay. Select the icon or icon sequence you want to store your Tool under and activate **OK**.
4. Select **Spell Text to Display**. 
5. You see your spelling overlay. Activate the **INSERT TOOL** key. 
6. You see the first page of the All Tools List. The Tools are arranged alphabetically on the screen. Activate **MORE ITEMS** twice.
7. Select **SPEECH ON/OFF**.
8. Activate **OK**.
9. You see the Storing screen. If you are finished with storing, activate **OK**.
10. You return to the Toolbox. Activate **GO TO CORE**. Test your key or sequence.

To Erase the Sequence

1. Go to the Toolbox.



2. Activate **ERASE CORE**.
3. Activate the icon or icon sequence you stored the Tool under.
4. Activate **OK**.
5. Activate **YES**.
6. Activate **GO TO CORE** to return to your overlay.

Assign a Tool to a Core Key

Use the **ASSIGN CORE KEYS MENU** to assign a Tool to any Core vocabulary key. Use the **CREATE ACTIVITY** or **MODIFY ACTIVITY** to assign a Tool to the Activity Row.

When you assign a Tool to a Core vocabulary key, the Tool **replaces** the original icon that was on the key. If you activate the key, it will perform the duties of the Tool you assigned to it.

➡ When you assign a Tool to a key, you can no longer use that key as part of an icon sequence for a message.

To Assign a Tool to a Core Vocabulary Key:

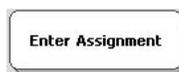


1. Go to the Toolbox. Activate the **ASSIGN CORE KEYS MENU**.
2. Activate the key on your overlay where you want to assign the Tool.

3. Activate **Tool** in the **Assign Key As** box.



4. Activate the **Enter Assignment** key.



5. Activate **INSERT TOOL** on the Spelling overlay.



6. Now you see the All Tools List. Select the Tool you want to assign to the key.

7. You return to the Spelling keyboard.
8. Activate **OK**.
9. You return to the **ASSIGN CORE KEY MENU**.

If you want to change the label, you can do it now. If you want a blank label, type a space instead of a word. If you want to add an icon to remind you of the Tool stored there, you can do so now.

Erase the Tool and Restore the Original Icon



Activate **ICON** in the **ASSIGN CORE KEYS** menu screen to erase a Tool from a Core key and restore the original icon. Activate **Clear Key Contents** to clear everything from the key.

To Erase the Tool and Restore the Icon



1. Go to the Toolbox. Activate **ASSIGN CORE KEYS**.
2. Activate the key on your overlay that contains the Tool you want to erase.



3. Select **ICON** in the **Assign Key As** box.
4. The original icon is restored.
5. Activate **OK**.

If you want to clear the entire contents of the key so it becomes a blank key:



1. Go to the Toolbox. Activate **ASSIGN CORE KEYS**.
2. Select the key whose contents you want to erase.



3. Activate the **Clear Key Contents** key.

4. Activate **OK**.

The key is now blank. It has neither an icon nor any contents.

About Macros

When you store Tools or Tools and text together, you are making a macro. A macro is just a set of instructions that tell your device to do something. Macros are often used as shortcuts for tasks that normally require a number of key activations.

When you store a Tool on your overlay or assign it to a key you are creating a basic macro. If you add two or more Tools to a key you are creating a complex macro.

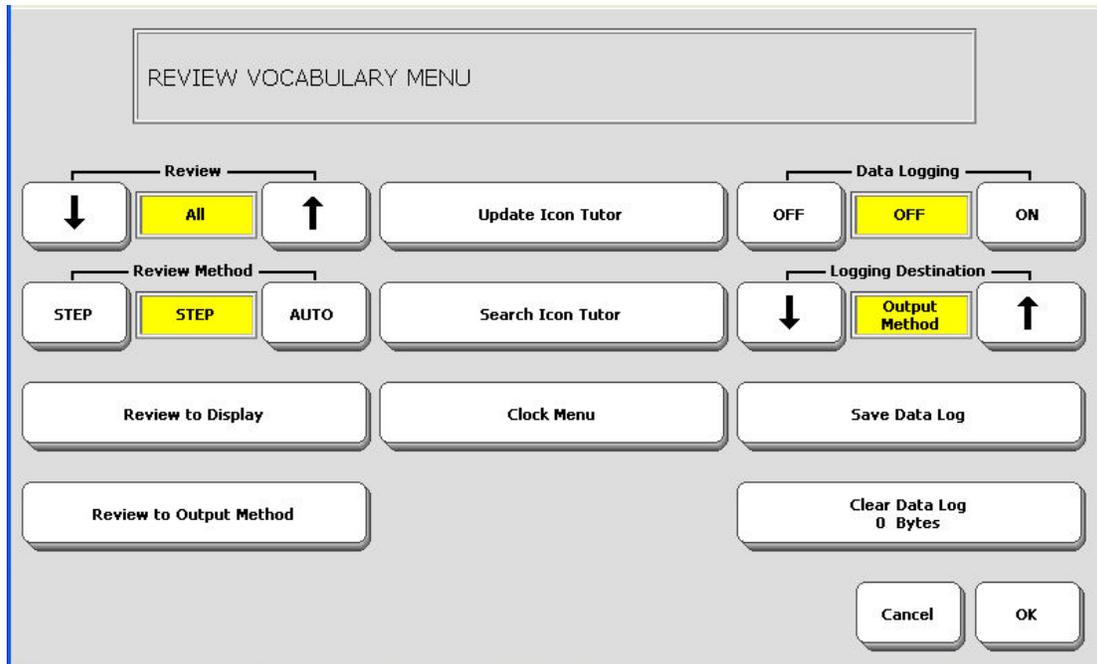
Your SpringBoard Lite already has pre-programmed macros assigned to keys in many Activities and Pages.

➡ There are two insertable tools in your device that allow you to insert already created macros: the **SERIAL MACRO** tool which allows you to insert computer commands and the **INTELLI-TOOLS BUTTON** tool which allows you to insert Intelli-Tools buttons.

Review Vocabulary

Using the REVIEW VOCABULARY MENU

REVIEW VOCABULARY allows you to review all the vocabulary that is stored in your device. You can review the whole vocabulary, just the Core vocabulary or vocabulary that is stored with Activities or Pages. You can choose to see the review on the device display or a computer monitor; or you can tell the device to print the review on a printer.



Select what vocabulary you want to review: **Activities** only, **Core** only, **Pages** only or **All** the vocabulary.

Select a **Review Method**: **Auto** means your device automatically moves through the vocabulary screens. **Step** means you activate the **More Items** key to move through the screens.

Review to Display: The vocabulary will appear on your display screen.

Review to Output: If you are connected to a computer, the vocabulary will appear on your computer screen.

🔍 For information about **Data Logging** and the **Clock Menu** see **Appendix C** beginning on page 188.

For information about the **Icon Tutor**, see the next page.

Icon Tutor Options

The Icon Tutor helps you to learn where specific words are stored. The Icon Tutor searches for icons associated with the overlay you are currently using.

Using Icon Tutor:

1. Activate the **Search Icon Tutor** option.
2. You see your spelling page. Type in the word you want to search for, e.g., "like".
3. The Icon Tutor searches the database for the 15-location overlay and presents you with all the sequences where the word "like" is used. In the 15-location overlay there is only one sequence. In the 32-location overlay there may be more sequences. You can then write down the sequences for later use (or memorize them).

Updating Icon Tutor

If you do a lot of customizing to your vocabulary, you should update Icon Tutor periodically to reflect the addition of new words. Select **Update Icon Tutor** to update.

➡ If you use the MTI to load a new vocabulary into your device use the **Update Icon Tutor** option to add the new vocabulary to the database.

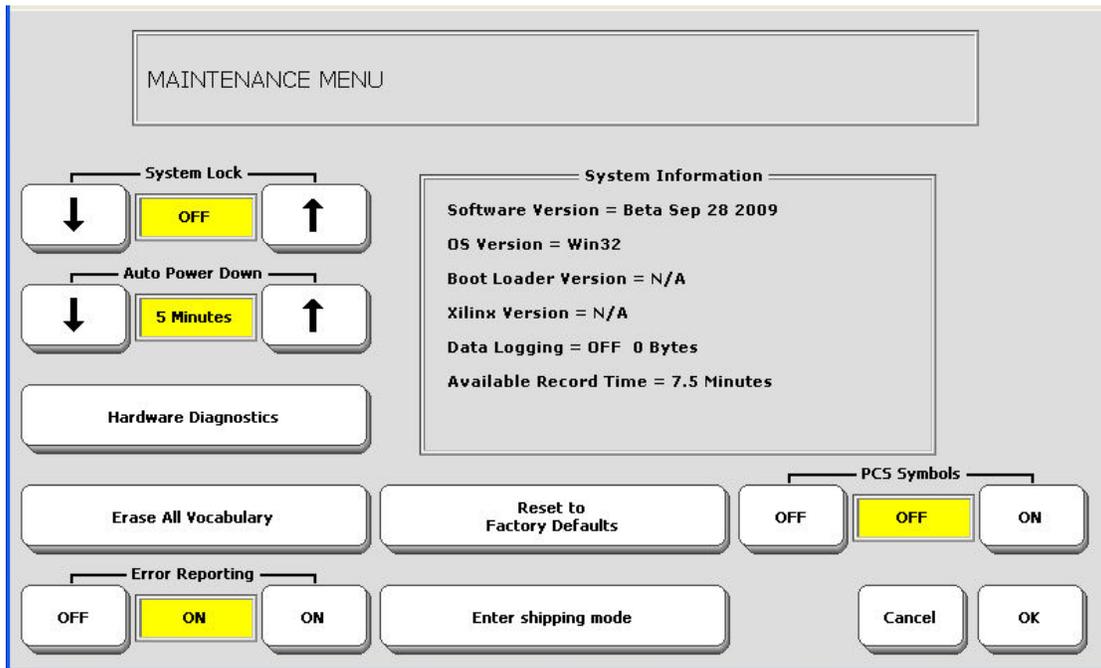
To Update Icon Tutor:

1. Activate the **Update Icon Tutor** option.
 2. You see a box that asks you to please wait.
 3. When the update is over, the "Wait" box goes away and you hear a low beep. An update may take a few minutes. Be patient.
- ➡ You can store the Icon Tutor Tool on your overlay if you wish. When you activate it, you will see your spelling page. Type in the word you are looking for and select **OK**.

The MAINTENANCE MENU

The MAINTENANCE MENU Options

The MAINTENANCE MENU contains options that you probably will not use frequently, but which are still important. The options are described below.



System Lock

When this is On, the use of the **I/O**, **TOOLBOX** and **ACTIVITY (#1)** keys on the **front** of the

case are severely limited. For instance, if the system is locked and you activate the  key, you will see the Toolbox screen and a message on the display that tells you that the system

is locked. You can then press and hold the  key for 10 seconds to activate the Toolbox. This allows you to use some of the Tools and enter some of the menus, but not all of them. **To unlock the system:** open the **MAINTENANCE MENU** and press **OFF** in the **System Lock** box.

Auto Power Down

When this is **On**, the backlight will power down ("go to sleep") if no activations are made for 2, 5 or 10 minutes, depending on choice you make. See page 21 for more information.

Hardware Diagnostics

If you have problems with your device and call the PRC Service Department, you may be asked to check some things in this menu. Otherwise, you should leave this option alone.

System Information box:

Check for versions of software, whether Data Logging is on or off and how much memory you have left.

You may need to give the information in the System Information box to a service representative if you call in because of a problem.

Erase All Vocabulary

If you select this, the system erases all its memory and resets itself to blank User Areas. You must go to the **CHOOSE OVERLAY MENU** and re-load vocabulary into each Area.

Reset to Factory Defaults

If you want to return your SpringBoard Lite software to its *original* state, activate this option. All of your User Areas will be re-set exactly the way they were when you received the device from PRC.

➡ **Perform a memory transfer** before activating this option if you want any of your current vocabulary to be saved.

Enable PCS Symbols ON/OFF

This option allows you to turn on and use PCS symbols. PCS symbols are an **option** that you can purchase. You must have a password to activate this option in the menu. Call PRC for more information.

Error Reporting:

The default is On. The device reports any system errors that occur by describing the error in a red box on your display. You will also see a box on your display that asks you to write down what happened and report it to PRC. You are given instructions for continuing.

➡ Enter Shipping Mode

If you need to ship the SpringBoard somewhere, **always** put the device in shipping mode before mailing it. ➡ Activate **Enter Shipping Mode**. Wait ten seconds. After ten seconds, the shipping mode will be in effect and no keys will work. Activate the re-set button on the back of the case to exit Shipping Mode. (See **Appendix B** on page 187 for more information about the re-set button.)

To Get Out of Shipping Mode:

Press and hold the I/O button on the top left front of the case for 10 seconds **OR**

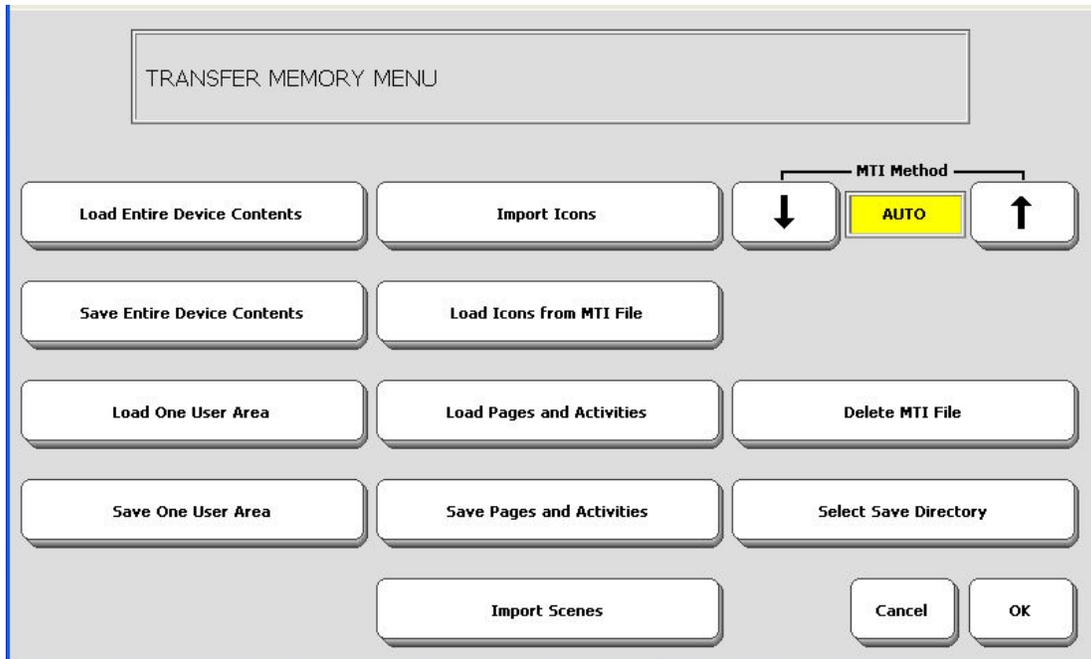
Plug in the battery charger and press and release the I/O button **OR**

Press the re-set button on the back of the case.

➡ Calibrating your touch screen: If you are activating keys on the keyboard and not seeing the correct responses, see **Appendix A** on page 186 This teaches you how to recalibrate your touch screen.

Transfer Memory Menu

About Memory Transfers



You will use the **TRANSFER MEMORY MENU** when you want to save your device's memory; import icons; load icons from another MTI file; load or save a Page; Import Scenes; or store files in a Directory.

➔ **Handy Tip:** In the **TRANSFER MEMORY MENU**, set the **MTI Method** option to **AUTO**. The SpringBoard Lite will automatically select the device you have plugged in: USB flash drive or Secure Digital card. If you have both devices plugged into the SpringBoard, you will have to use the arrows to select the one you want to use.

Memory Transfer using a USB Flash Drive or a Secure Digital Card



USB Flash Drive



Secure Digital Card

USB Flash Drive

1. Plug your USB flash drive into the rectangular USB port on the right side of the SpringBoard case.
2. Go to the Toolbox and open the **TRANSFER MEMORY MENU**.
3. If it is not already set, select **AUTO** for the **MTI Method**.

Secure Digital Card

1. Insert your Secure Digital card into the slot on the left side of the SpringBoard case. The side of the card that has the small arrow on it should be face up and the arrow end should slide into the slot first. Push it in until it clicks into place. Push it again to remove it.
2. Go to the Toolbox and open the **TRANSFER MEMORY MENU**.
3. If it is not already set, select **AUTO** for the **MTI Method**.

➡ **Note:** If you have both a USB and a Secure Digital card plugged into the SpringBoard Lite, select the drive you want to use in the **MTI Method** option.

Save an Area: an example

➡ **SAVE** means you are copying something from your device onto your USB drive or Secure Digital card.

Complete steps 1-3 above.

Select **Save One User Area**

Select the Area you want to save.

Type in a name for the MTI file. The SpringBoard will save the Area you selected on the SD card or USB drive, whichever you are using.

A dialog box will appear to tell you when the transfer is completed.

Load an MTI File into an Area: an example

➡ **LOAD** means you are copying something from your USB drive or Secure Digital card into your device.

Complete steps 1-3 above.

Select **Load One User Area**.

Select the Area you want to load the file into.

You see a list of all the files on your SD card or USB drive.

Find the file you saved earlier. It will have `.mti` at the end of the name.

Select the file.

A dialogue box will appear to tell you when the transfer is complete.

➡ **To load files onto your computer**, read the directions that came with your SD Card or USB flash drive. For an SD card you will need a card reader. For a USB flash drive, in some cases you may need to load a driver. Your storage device directions will tell you.

➡ **If you would like to be more organized** about saving files to your USB flash drive or SD card, read **Using the Select Save Directory** on 148 and 158

Importing Icons

➡ You must have graphics/icons stored on your USB Flash Drive or Secure Digital card in order to import them to your device.

1. Plug your USB drive into your device or insert the Secure Digital card.
2. Go to the Toolbox and open the **TRANSFER MEMORY MENU**.
3. Select **Import Icons**.
4. You see a folder that contains all the graphics/icons stored on your USB or Secure Digital card. Select the folder to open it.
5. Now select the graphic/icon one you want to import, or use **Select All** to select all the graphics/icons. Select **OK**.
6. You see the imported graphic and an option to change the name. You can also change the **Aspect Ratio**. We suggest you leave this set to **YES**. When you are ready, select **OK**.
7. You see the **Icon Category Page(s)**. Your device automatically places the graphic in an **IMPORTS** category folder. If you want the graphic available in another Category, select the Category. If you just want to keep the graphic in the **IMPORTS** folder, select **Cancel** to exit the Category Page.
8. You see the **TRANSFER MEMORY MENU**. Select **OK** or **Cancel** to exit.

From now on, when you are in the Category Page, you will be able to use the imported icons in your **IMPORTS** folder.

Load Icons from an MTI File

Perhaps you know someone who has a PRC communication device with a lot of imported icons on it that you like. This friend saves his device vocabulary, which includes the imported icons, as an MTI file and e-mails it to you. You can load the imported icons from the MTI file into your device without loading your friend's vocabulary, too.

1. Save the MTI file from your friend on a USB flash drive or Secure Digital Card. Plug the flash drive into your SpringBoard Lite.
2. Go to the Toolbox and open the **TRANSFER MEMORY MENU**.
3. Select **Load Icons from MTI File**.
4. If you don't see the file you want, select the **Up Folder** button to choose a different file or folder. Select the MTI file you want to load.
5. Your device loads the imported icons into the **IMPORTS** Category folder.

Save a Page/ Load a Page

Save a Page

1. Make sure your USB flash drive or Secure Digital card is plugged into your communication aid.
2. Open the **TRANSFER MEMORY MENU**.
3. Select **Save a Page**.
4. You see a list of all the Pages in your device. Select the Page you want to save.
5. Spell a name for the file you are saving. You might want to include "page" in the name to distinguish the Page from other mti files.
6. The Page is saved as an .mti file.
7. Activate **OK** to exit.

Load a Page

1. Make sure your USB flash drive or Secure Digital card is plugged into your communication aid.
2. Open the **TRANSFER MEMORY MENU**.
3. Select **Load a Page**.
4. You see a list of files on your USB flash drive or SD Card.
5. Select the Page you want to load.
6. The transfer takes place. The Page is loaded into your **PAGES MENU**.
7. Activate **OK** to exit.

Using the Select Save Directory Option: Create an MTI Directory

This option allows you to organize your MTI files. You can create any number of directories in which to store files.

Create an MTI Directory

1. In the **TRANSFER MEMORY MENU**, select the **Select Save Directory** option.
2. You should see an option for either the SD card or the USB drive, whichever is plugged in to the SpringBoard. Select the key that is listed. ➤ If you have both storage devices plugged into your SpringBoard, you will see an option for each one. Select the one you want.
3. You will see a list of all the files that are on your storage device. At the bottom of the screen, select the **Create Directory** button.
4. Select a name for this directory, e.g., "MTI Files". Activate **OK**.

➤ Notice that the display tells you where you are storing your new Directory—to the USB drive or the SD card.

5. There are no files yet in the directory, so select **OK** to exit.
6. Activate **Save One User Area**.
7. Select the Area to save.
8. On the spelling page, notice that the text display area now shows the name of your storage device along with "mti files".
9. Spell the name you want to use for this file. Select **OK**.
10. The file is saved in the MTI Directory.

➤ **Important Note:** **Anything** you save from now on will be saved into the MTI directory unless you activate **Select Save Directory** and select a different directory to save to.

Using the MP3 PLAYER

Listening to Music with your Communication Aid (MP3, WAV and WMA files)

⚠ **WARNING:** PRC reminds you that music files fall under the jurisdiction of all copyright laws.

If you have sound files stored on a USB flash drive or your Secure Digital Card, you can play them on your communication aid. Plug the USB drive or Secure Digital card into your SpringBoard Lite. Open the **MP3 PLAYER MENU** in the Toolbox, go to your USB or SD card and select the options you want. You can play your songs; you can create playlists; you can skip and repeat songs; you can talk while the songs are playing and many other options.



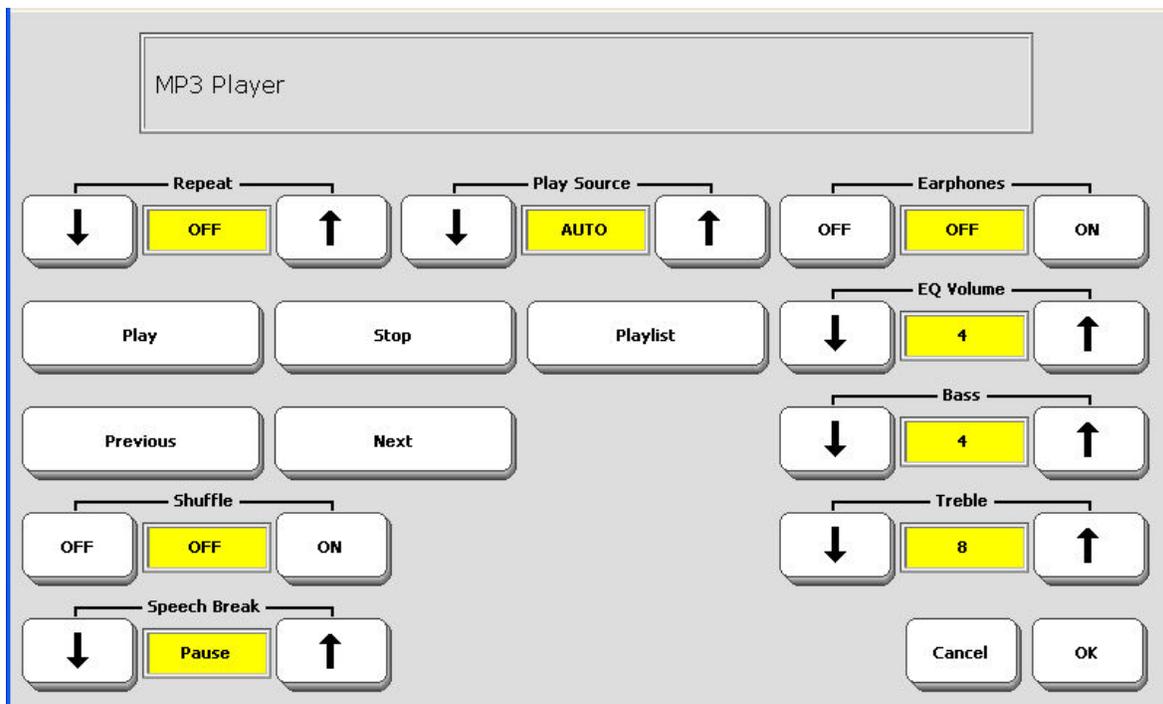
Most of the pre-stored SpringBoard Lite overlays contain an **MP3** Activity  in the Activity row or in the **PAGES** Activity. In the following pages you will learn how to use the **MP3 PLAYER MENU** in order to listen to your songs.

About the Options in the MP3 PLAYER MENU

➤ In order to play music files on your communication aid, you must have songs stored on your USB flash drive or your Secure Digital Card.

➤ While music is playing, you may use your device as you normally would.

Go to the Toolbox and activate the **MP3 PLAYER MENU**.



Repeat: OFF/1/ALL

Off: no songs will repeat.

All: an entire playlist, or all the songs on a flash drive, will repeat.

1: repeat the song that is currently playing. This song will repeat until you select **Stop**, **Next** or **Previous**.

Play

Your device will play songs that you have currently selected. Unless you press **Stop**, music will continue to play until all the songs on the playlist have been played. You can also pause a song by pressing **Play** while the song is playing.

Stop

Select this to stop listening to music.

Playlist

This option allows you to create one or more playlists. It will also play any playlist that is selected.

Previous

Select **Previous** to listen to the song before the one currently playing.

Next

Select **Next** to listen to the song that follows the one currently playing.

Shuffle

This function will play the songs on your playlist in a totally random order.

Speech Break: Pause/Stop/Off

This option controls what happens when you want to speak while a song is playing.

Pause: the music pauses while you speak. When you stop speaking the music resumes.

Stop: the music stops. To listen to it you must select Play in the MP3 MENU. The music will start at the beginning.

Off: the music will continue to play while you speak. **Off** means "No speech break."

Earphones

Select this option if you have earphones plugged into the device.

EQ Volume

This equalizes the volume level between different sound files. It also lowers the sound volume when you want to speak while music is playing. This option is independent of your device's speech volume control.

Bass**Treble**

These options allow you to customize the bass and treble sound levels.

Select Playlist to Play**Select Folder to Play****Select File(s) to Play**

These options allow you to search for and select any songs you have saved on your USB drive or SD Card.

Creating and Using Playlists

➡ To create a playlist, any music must be turned off (**Stop**).

1. If you have songs you want to use on a USB or flash card, plug them into your device.

2. Go to the Toolbox and open the **MP3 PLAYER MENU**.



3. Select the **Playlist** option.



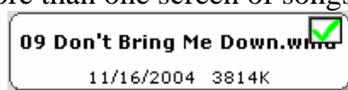
4. Select **Create New Playlist**. If there are no playlists yet, the screen remains the same.



5. Select **Add MP3**.



6. You see the **File Browser**. At the top of the screen you see what storage device you are using and what kinds of sound files are on it. If the files you want are showing, select the ones you want. There may be more than one screen of songs to look at. Make sure the box is checked



on each file you select. If you want all the songs, select the **Select All** key at the bottom of the screen. If you have songs in other folders, select the **Up Folder** option.

7. When you have finished, activate **OK**. You see your playlist.

➡ You may see a message box telling you that a certain song may not play and asking if you want this to be fixed. If you respond **YES**, your device will make sure the song is playable on your communication aid. This generally involves shortening the information about the song that is included in the song's "tag". The song itself is not changed in any way. If you reply **NO** to the message, the song may play as it is or it may not.

8. Use the **Up** and **Down Arrows** to highlight a song on the playlist. Use the **Move Up** and **Move Down** keys to re-order the placement of the highlighted song in the list. Use **Remove**

MP3 to delete a song from the playlist. **Page Up** and **Page Down** allow you to navigate through the pages in your list if you have more than one page.



9. Select **Save Playlist**.
10. Spell a name for the playlist and select **OK**. The playlist is saved on the storage device you have been using
11. You see your playlist. Select **OK**.
12. You see the **MP3 PLAYER MENU**. Underneath the **Playlist** button you should see "Loaded Playlist" with the name of your playlist. If you have more than one playlist, you can select the **Playlist** option and choose the **Select Playlist** option to load a different playlist. Select **OK**. Select **Play** and listen to your music.

You can also add music to an already created playlist.

1. Make sure the playlist you want to add to is loaded but not playing.
2. Select **Playlist**.
3. Select **Add MP3s**
4. Select the songs you want to add and then select **OK**.
5. The songs should now be visible on your playlist. Select **OK** to save the list.

Music Tools

There are some insertable tools for listening to music. You can store these on your overlay.

MP3-NEXT

Allows you to play the next song on your drive or list

MP3-PLAY DRIVE

Allows you to select either the USB flash drive or the SD card to listen to when both devices are plugged into your communication aid.

MP3-PLAY FILE

Allows you store a link to one song under a key or sequence.

For example, you might have a song you are really crazy about at the moment. You could store the PLAY FILE tool, select the song you want to link to, and then activate the key or sequence you used on your overlay to hear the song as often as you wanted. If you have forgotten how to store tools, see pages beginning with 125.

MP3-PLAY PLAYLIST

Allows you store a link to an entire playlist under a key or sequence.

MP3-PLAY-PAUSE

This tool allows you to pause a song, then return to it.

MP3 PLAYER MENU

This tool gives puts the MP3 player menu on your overlay for easy access.

MP3-PREVIOUS

Select this to listen to the song before the one currently playing.

MP3-STOP

Select this to stop listening to music.

About Importing Sound Files to Store on your Overlay

➡ Use the USB Flash Drive or Secure Digital card to import sound files.

You can import mp3, wav and wma sound files into your device and store them under an icon or an icon sequence. You can then activate the sequence and hear the sound you stored.

➡ **When you store sound files on your overlay, they are stored as speech.**

This means that they act exactly as if you had recorded and stored them as vocabulary messages. For example, if you store a 3-minute song under an icon sequence, you cannot use your communication aid for anything else until the song is finished. In this case, it would be wiser to listen to the song using the **MP3 PLAYER MENU** or to store one of the music tools that allows you to link to songs, than to store them on your overlay as speech.

Some sounds, though, are fun to have on your overlay: laughter, clapping, animal noises, etc. They don't take up much memory and they make conversation interesting.

Store a Sound File under an Icon or Icon Sequence on your Overlay

To Store a Sound File on your Overlay:

1. Plug the USB flash drive or Secure Digital card into your SpringBoard Lite..
2. Go to the Toolbox and select **STORE CORE**.
3. Select the icon or icon sequence you want to use and select **OK**.
4. If you select a sequence that has a word or phrase associated with it, you can keep the word or phrase and store the sound file with it, or you can delete the word and just have the sound file. If you keep it, you might want to add something to the icon label to remind you the sound file is there, too.
5. Select the **Import Sound File** option.
6. You see the sound files on your USB drive or Secure Digital card, whichever is listed. Select the file you want to store. Select **OK**.

7. When the sound has been transferred, your device returns you to the Toolbox. Select **GO TO CORE**.
8. Select the icon(s) you used for your sound file.
9. You should hear the file

Using the Select Save Directory Option: Create a Playlist Directory

This option allows you to organize your files. You can create any number of Directories in which to store various files. This page teaches you about creating a Playlist Directory. The next page teaches you about creating an MTI Directory.

In the **TRANSFER MEMORY MENU**, select the **Select Save Directory** option

Select **USB** or **SD**, whichever you are using.

You will see a list of all the files that are on your storage device. At the bottom of the screen, select the **Create Directory** button.

Spell a name for the Directory, e.g., "Playlists".

There is nothing in the Directory yet, so select **OK**.

Select **OK** to exit.

You can also create new playlists or re-create old ones in the **MP3 PLAYER MENU** and save them to the Playlists Directory. See "Creating a Playlist" on page 154.

 **Important Note:** **Anything** you save from now on will be saved into the Playlists directory unless you activate **Select Save Directory** in the **TRANSFER MEMORY MENU** and select a different Directory to save to.

Using **REMOTE CONTROL**



When using infrared in a medical environment,
do not use with any product that is not medically approved.

Using your SpringBoard Lite as a Remote Control

With its built-in infrared (IR), your SpringBoard Lite can learn infrared signals for any device you own that has a remote control. This includes a TV, CD player, VCR, toys, etc. You teach your SpringBoard the remote control signals and then store the commands for the signals on your overlay.



The IR windows are on the top of your SpringBoard. They are the black windows on either side of the handle. If you want to **teach** the SpringBoard a signal, you point your remote control at the window on the right as shown in the picture above. If you want the **send** a signal that the SpringBoard has learned, make sure the top of the device is facing in the general direction of the appliance you want to send the signal to.

You will have to teach the SpringBoard the remote control signals for any devices you want it to control except the X-10. SpringBoard already knows the X-10 signals.

Your device already has a **REMOTES** Page which contains the basic functions for a number of remote control devices such as a TV, VCR, TIVO, CD player, etc. These pages already have pre-stored commands and icons on them.

On the 15 Location overlay the **REMOTES** key should be in your Activity Row, on your

PAGES page, under the **FUN** Page. It should look like this



or like this



On some overlays you may have to select the **COMPUTER** key first.

Important Note: When you have completed teaching remote signals to your device, we highly recommend that you save your entire device memory so that you do not have to re-teach the signals if something should happen to your device's memory.

About Teaching Remote Control Signals to your Device

Under the **REMOTES** key you will find pre-stored icons and commands that represent your remote control signals. For all appliances except the IR car and the X10, you will have to teach your device the signals you want it to use. The IR car and X-10 already have their signals stored in your device.

Before you begin to store any signals, make sure the remote control you are going to use is at hand. During the signal storing process, your device will tell you to aim your remote control at the IR window and then to tap the button on the remote that will send the signal you want your device to learn.

To store signals you will use the **IR SETUP MENU** in the Toolbox. When you store signals using this menu, they are automatically stored on the correct **REMOTES** Activity page for later use.

Remember, the IR window is on the back top of your device. Hold the remote control 6-8" away from the IR window. Remember to use the IR window on the right as you look at your SpringBoard Lite from behind. Point the infrared area of the remote control at your device's IR window and press the function button on the remote, for example, "Power". You will hear a small beep when the device accepts the signal.

Important!

When you have finished storing all the remote control signals that you want to use, we **highly recommend** that you perform a memory transfer and save your device's memory to a USB flash drive or the internal hard drive. Should your device ever lose its memory, all your remote control signals will be lost and you will have to reprogram everything.

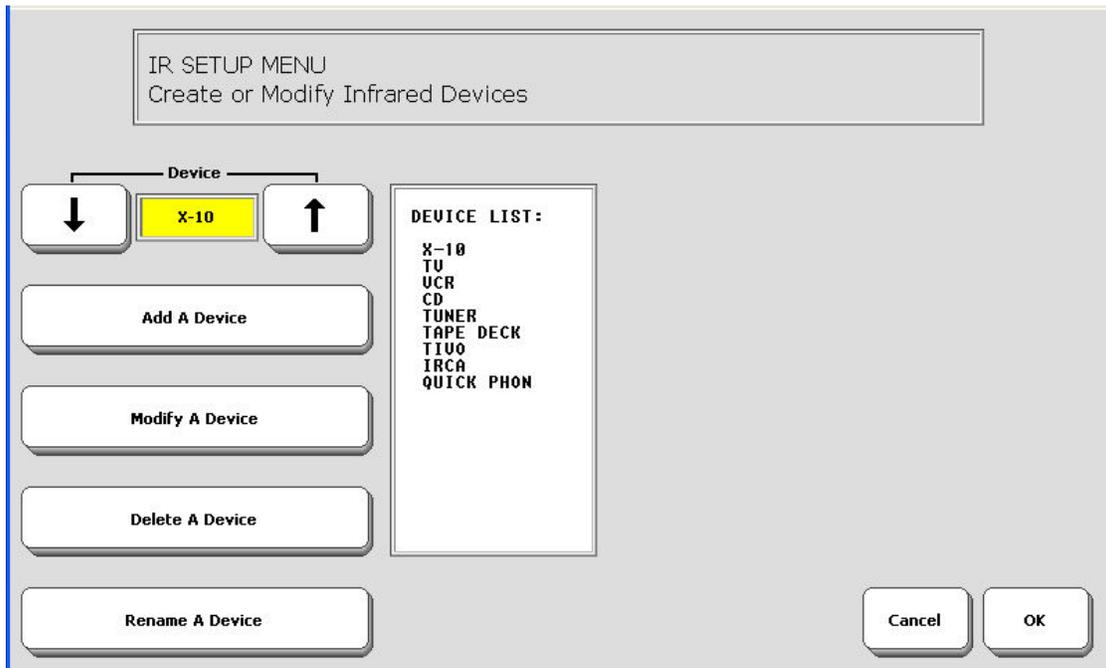
Use the "Save Entire Device" option, not the "Save One Area" option. The signals will not be saved unless you select **Save Entire Device**.

Teach Remote Control Signals to your Device

Teach remote control signals for the devices that are in your **REMOTES** Activity.



1. Go to the Toolbox and open the **IR SETUP MENU**.

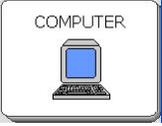


2. Activate the arrow keys in the **Device** box to select the device whose signals you want to teach, e.g., **TV**.
3. When the name of the device you want is in the yellow **Device** box, activate the **Modify A Device** key option.
4. Activate the arrow keys for the **Function** box to select the function that you want your device to learn, e.g., "Power".
5. Get your remote control ready. Know which button you want to press on the remote. Hold the remote infrared window 6-8" away from your device's IR window.
6. On your device, activate the **Re-learn Signal** key.
7. Press the function key on the remote control, e.g., the "Power" key.

8. If you are near the appliance you want to be controlled, you can test the signal. Point your device's IR window toward the device you are testing (e.g., the TV) and activate the **Test Signal** key in the menu.
9. Repeat steps 4-8 for each function you want your device to learn.

When you have finished storing signals for an appliance, go to the remote control page for that appliance and explore what you have done!

1. Exit the **IR SETUP MENU**.
2. In the Toolbox, activate **GO TO CORE**.

3. Activate the **REMOTES** key . This may be in your Activity Row under the  key or stored under the  key and the  Page on your overlay depending on the overlay you are using.

4. Select the remote page you want and see if your signals work.

☞ Remember to save your device memory after you have taught the remote control signals. See the **TRANSFER MEMORY MENU** chapter.

Add a New Device to the IR SETUP MENU

Perhaps you buy a new remote control appliance, or maybe you want to program signals for other TVs in your house. You will have to add the new devices to your **IR SETUP MENU**.

For this example, let's say you want to add a TV in your bedroom.

To Add a Device to the IR SETUP MENU

1. Go to the Toolbox and open the **IR SETUP MENU**.
2. Activate **Add a Device**.
3. Spell the device name (e.g., TV2) and activate **OK**.

➡ You can use up to 15 characters for a device or function name.

Spell the name of the first function you are going to teach to your device (e.g., POWER), then activate **OK**.

4. Teach the signal to your device (see page 162 and 163).
5. Continue to add functions and teach signals or exit the **IR SET UP MENU**.

Once you have added the new device and its functions and taught your communication aid the new signals for the functions, you must decide how you want to store these signals so that you can use them. Do you want to create a TV2 page like your other remote control pages? Do you want it to be part of your REMOTES or ECU page, or do you want to store the functions under different icon sequences on your communication overlay?

For an example let's say you want to store the TV2 functions on a **TV2** page and that you want the page to be part of your REMOTES or ECU page. You also want to be able to go to any other remote page from your TV2 page.

An easy way to accomplish this is to use the **CREATE PAGE** key in the Toolbox and copy one of the existing TV pages to work from.

Create a New REMOTE Page using "Copy from Existing Page"

Create a TV2 Page:

1. Go to the Toolbox and activate the **CREATE PAGE** key.
2. Spell the name for the new page for example, TV2.
3. Select **Copy from existing page**.
4. Select the page you want to copy—in this example, copy a remote control page for the overlay you are usingpage.
5. Select a key to define, for example, the POWER or ON/OFF key
6. Choose **Spell Text for Message**. You will want to change the current Function:

<CLEAR DISPLAY><IR<TV,POWER>power

and replace it with **TV2** "Power" signal :

<CLEAR DISPLAY><IR<TV2,POWER>power

7. Delete the Function <**IR<TV,POWER>**>
8. Select **INSERT TOOL**, activate **More Items** until you see the **IR** key then select it. Select **TV2**, select **POWER** and then select **OK**.
9. Select **Choose Next Key to Define** and repeat these steps until you have stored all the functions for TV2.
10. Select **OK** when you are finished.

Place the TV2 Page in your REMOTES Activity

Now place your TV2 page into your **REMOTES** activity so you can access it from the Activity Row.

1. In the Toolbox, select the **MODIFY ACTIVITY** key.



2. Select the **REMOTES** or **ECU** activity.



3. Select **Modify Item Within Activity**.
4. Choose an empty location where you can add TV2.
5. Select **Spell Text for Message**.
6. Select **INSERT TOOL**, activate **More Items** until you see **SET PAGE** and then select it. Choose the **TV2** page. Change the icon and label if you wish.
7. Activate **OK**. Then activate **GO TO CORE**.
8. Activate the **REMOTES** key in the Activity Row to see if your TV2 page is there. Try it out.

To Add TV2 to the Other Remote Pages

1. Go to the Toolbox and open the **MODIFY PAGE MENU**.
2. Select the Remote Control page where you want to add a TV2 link (e.g., VCR).
3. Choose a key on the VCR page to add TV BDRM to.
4. Select **Spell Text for Message**.
5. Select **INSERT TOOL**.
6. Select **More Items** until you see **SET PAGE**. Select it.
7. Select **More Items** until you see the **TV BDRM** page. Select it.
8. Select an icon and a label for the key.
9. Activate **OK** when you have finished.

Repeat these steps for each Remote Control page that you want to add the "TV BDRM" link to.

How to Store the IR Functions under an Icon Sequence

If you don't want to add TV BDRM to your **REMOTES** activity, you can always store it under an icon sequence on your communication overlay.

To Store TV BDRM (or any remote control device and its functions) under an Icon Sequence:

1. Go to the Toolbox and select **STORE CORE**.
2. Choose the icon sequence you want to store the command under.
3. Activate **OK**.
4. Choose **Spell Text for Message**.
5. Select **INSERT TOOL**. Activate **More Items** until you see **IR**, then select it. Select **TV BDRM**, select **Power**, select **OK**. Modify the last picture and change the label if you want.
6. Select **OK** when you are finished.
7. Repeat these steps until all the TV BDRM functions are stored under icon sequences.

➡ No matter where you decide to store remote control functions, the formula you will use is always:

INSERT TOOL, IR, DEVICE NAME, FUNCTION NAME

➡ **Remember to save your device memory** after you store remote control signals.

Delete a Device

You can delete devices from the **IR SETUP MENU**. You can also rename an existing device.

To Delete a Device

1. Go to the Toolbox and open the **IR SETUP MENU**.
2. In the **Device** option, select the device you want to delete.
3. Activate the **Delete a Device** key.
4. Activate **YES** to delete, or **NO** if you change your mind.

When you delete a device from the **IR SETUP MENU**, you may also want to delete the device page. Activate the **DELETE PAGE** key in the Toolbox. Select the device page that you want to delete. Activate **YES** in the yellow box. Activate **OK**.

Rename a Device

1. Go to the Toolbox and open the **IR SETUP MENU**.
2. In the **Device** option, select the device you want to delete.
3. Activate the **Rename a Device** key.
4. Spell the new name, then activate **OK**.

If you have stored the device under an icon sequence, delete the sequence you used by following the **ERASE CORE** procedure.

Add a New Function to an Existing Device

Perhaps you didn't add all the TV functions to your TV BDRM page. You can add a new function to a device that is already in the **IR SETUP MENU**.

To Add a Function to a Device

1. Go to the Toolbox and open the **IR SETUP MENU**.
2. In the **Device** option, select the device you want to add a function to (e.g., TV BDRM).
3. Select **Modify a Device**.
4. Select **Add a Function**.

5. Type in the name of the function you want to add (e.g., MUTE). Activate **OK**.
7. Hold the remote control 6-8" away from your device's IR window and press the remote control function you are adding.
8. Test the signal.
9. Continue to add functions or activate **OK** to exit the menu.

Once the function is added to the **IR SETUP MENU**, you must add it to the device page. (In some cases the function may already be on the device page.)

1. Activate the **MODIFY PAGE** key in the Toolbox
2. Choose the device page you want to modify (e.g., TV BDRM)
3. Select the key where you want to put the function.
4. Choose **Spell Text for Message**.
- 5a. If you copied your page, delete the original function, select **INSERT TOOL**, then select the **IR** key. Select **TV BDRM**, select **MUTE** and then select **OK**.
- 5b. If you created your TV BDRM page from scratch, select **INSERT TOOL**, then select the **IR** key. Select **TV BDRM**, select **MUTE** and then select **OK**.
6. Pick an icon for your key and change the label if you want.

➡ If you have been storing functions under icon sequences, you must also store any new functions you have added. Follow the **STORE CORE** procedure.

Rename a Function

You can rename any function in the **IR SETUP MENU**.

1. Got to the Toolbox and open the **IR SETUP MENU**.
2. In the **Device** option, select the device for the function you want to rename.
3. Activate **Modify a Device**.
4. Use the arrow keys to select the **Function** you want to rename.
5. Activate **Rename a Function**.
6. Spell the new function name.
7. Activate **OK**.

The new name automatically replaces the old one wherever you have it stored.

Delete a Function

You can delete any function from the **IR SETUP MENU**.

1. Go to the Toolbox and open the **IR SETUP MENU**.
2. In the **Device** option, select the device that has the function you want to delete.
3. Activate **Modify a Device**.
4. Use the arrow keys to select the **Function** you want to delete.
5. Activate **Delete a Function**.
6. Activate **YES** in the yellow box, or **NO** if you change your mind.
7. Activate **OK**.

You may also want to delete the function from its device page using the **MODIFY PAGE** procedure; or, if you are using icon sequences, you must delete the icon sequence you stored the function under using the **ERASE CORE** procedure.

Re-Learn Signals

Suppose you have to buy a new remote control for your TV. You will need to teach the new signals to your communication aid

To Relearn Signals

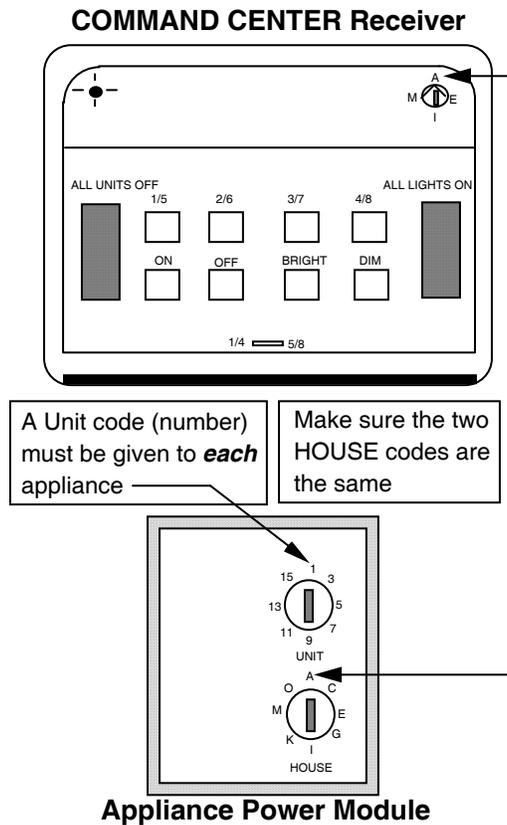
1. Go to the Toolbox and open the **IR SETUP MENU**.
(You do not have to create a new device. You can use the old TV for your Device and teach it the new signals.)
2. Select the **Device** whose signals you want to relearn.
3. Select **Modify a Device**.
4. Select the **Function** to relearn.
5. Select **Re-Learn a Signal**.

6. Hold the remote control's IR window 6-8" away from the IR window on the right as you look at the top back of the SpringBoard Lite. On your remote control, tap the function key that you want SpringBoard to learn.
7. Test the signal.
8. Repeat steps 4-8 until you have taught your device all the new signals.

The new signals will automatically replace the old signals whether they are on the remote control pages or stored under icon sequences.

Note: Depending on the remote that you are using, you may have to hold it closer to your device's IR window (only 1-2 inches away) rather than 6-8 inches away from the window

Using the X-10



The X-10 system consists of a Command Center and various modules for appliances, lamps, wall switches, etc. The system allows you to plug an appliance into a module and use your communication aid to turn that appliance On and Off.

Plug the command Center into the wall. Plug your module into a wall outlet. Plug the appliance you want to control into the module. Set the House Code to "A" on the module and the Command Center. Select one of the numbers (1-16) to represent the appliance.

There is an X-10 page in your device that contains the 16 On-Off commands. Go to **MODIFY PAGE** in the Toolbox and choose **X-10**.

Select the key that corresponds to your appliance number. The command for that number is already stored. You can change the icon on your key if you want or add a different label.

You can get to your X-10 page from the **REMOTES** activity.

The IR CAR Page

Included in the **IR SETUP MENU** is a device named **IR CAR**. This refers to the Micro RC Racer Pen by Stylus. An infrared remote controlled micro car comes with a ballpoint pen. The car comes in four colors and each color has its own frequency. Batteries are included. Read the directions that came with the car/pen.

The car will **GO** and **TURN**. These two signals are **already** stored in your SpringBoard.

To open the **IR CAR** page:

1. Select the **PAGES** key in your Activity Row or on your overlay (this depends on the overlay you are using).
2. Depending on the overlay you are using, select the **FUN** Page in the Activity Row or the **REMOTES** key on your overlay.
3. Select the **TEACH** key or the **UNITY TEACH** key.
4. Select the **IR CAR** key.

The **go** and **turn** signals are stored under the key that has the icon of the frog on it and the key with the circling arrow. Use these two keys to run the car. Push the button on the car to **On**. Select the **GO** and **TURN** keys on the SpringBoard. When you are finished remember to turn the car **OFF** or the battery will run down.

➡ With the 8-Phrase and 8-Word Unity overlays, select the **TOYS** key, then the **UNITY TEACH** key. The **IR CAR** key is on the **UNITY TEACH** page.

Using a Computer

Setting Up Computer Emulation with a USB Cable or Bluetooth Wireless Adapter

To use the Springboard with a computer you must have a USB cable or the PRC Bluetooth Adapter.

USB Cable

1. Connect one end of the USB cable into the square USB port on the right side of the SpringBoard Lite. Connect the other end to the USB port on your computer (this may be on the front of the computer or in back, or both). If they are not already on, turn on your computer and SpringBoard.
2. Go to the SpringBoard **Toolbox** and open the **OUTPUT MENU**
3. Set **Output Method** to **AUTO** or **USB**.
4. Set **Output** to **ON**
5. Do not worry about **Auto Line Feed**.
6. Select **OK**.

Bluetooth Wireless Adapter

 **IMPORTANT:** Before you plug the Bluetooth adapter into your computer:

Notice that the adapter has a PRC label on one side and a label with an icon of a white circle switch and an arrow pointing down on the other side. The switch label covers a small switch called the "pair button".

You will have to press this white switch during the set-up process. Depending on where the USB ports are on your computer, it may be difficult to reach the circle and also reach your device. You may want to ask someone to help you.

1. Plug the Bluetooth wireless adapter into the USB port on your **computer**. Remember where the white circle switch is on the adapter. The LED on the adapter may flash for a moment when you plug it in.
2. On your SpringBoard Lite, got to the Toolbox and open the **OUTPUT MENU**.
3. Set **Output** to **ON**.
4. Set **Output Method** to **Bluetooth**.
5. Press the **Pair with BT Adapter** option.
6. You will see a yellow box telling you to **press the Pair button on the adapter**. Press the **white circle** label on the Bluetooth adapter.

7. The LED on the adapter will begin to blink. When you see a solid blue light, the adapter has paired with your SpringBoard and computer. This can take up to 20-30 seconds.
8. Exit the **OUTPUT MENU** and go to your spelling overlay.
9. Open a word document or an application you can type into.
10. Begin typing on your spelling overlay. Your information should appear on your computer screen.

➡ It does not matter in what order you perform steps 6 and 7. You can press the white circle first, then press the **Pair** option in the **OUTPUT MENU** or vice-versa.

➡ Once your adapter is paired with your computer, it should always be paired. You can remove it from your computer and the next time you plug it in, the LED should turn red and it should be ready to go as long as your **OUTPUT MENU** is set correctly.

➡ The Bluetooth wireless adapter has a wide range. Your SpringBoard and the adapter do not have to "see" each other to work.

The Computer Keys Page

When you are connected to your computer:

On the 36-LOC Overlay:

1. Go to your Core overlay.



2. Select the **PAGES** key

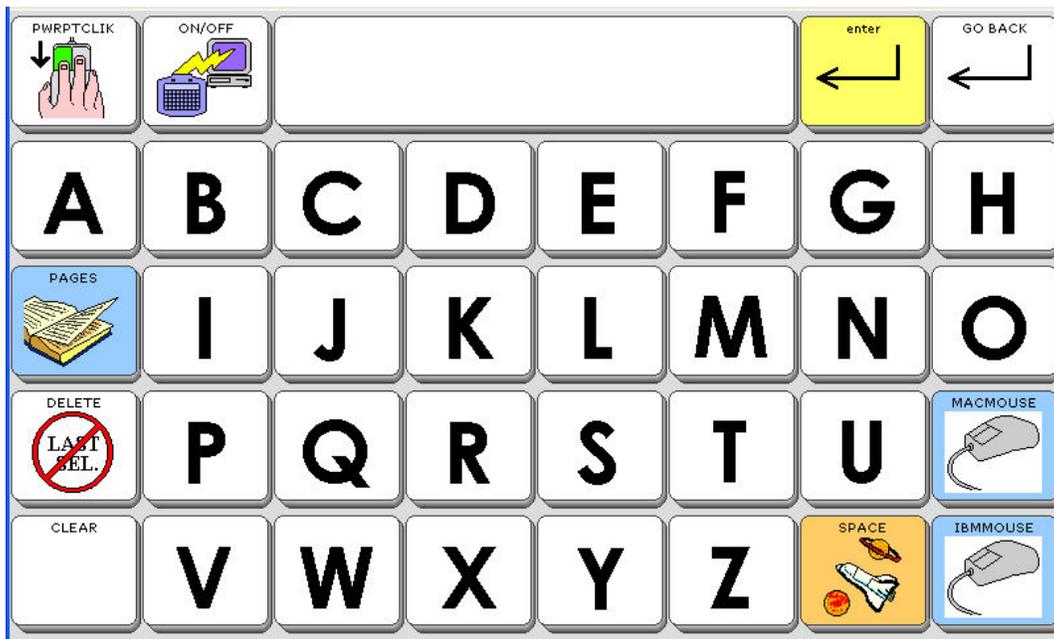


3. Select the **TOOLS** icon in the Activity Row.



4. Select the **COMP KEYS** icon on the overlay.

4. You see the computer keys page.



5. Use the alphabet keys to type into a word processing document on your computer.

If you want to use a mouse, select the **IBMMOUSE** key or the **MACMOUSE** key.

The **POWRPTCLIK** icon at the top left allows you to advance one slide in a PowerPoint presentation.

The **CATEGORY** key takes you back to your **Pages** key.

The **ON/OFF** key turns the serial port On or Off. If you are typing and nothing is showing up on your computer screen, select the **ON/OFF** key to turn the serial port On.

Enter moves your cursor down a line.

GO BACK returns you to your overlay.

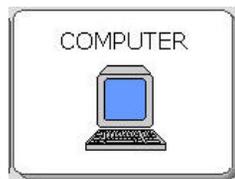
On the 15-Location Overlay:



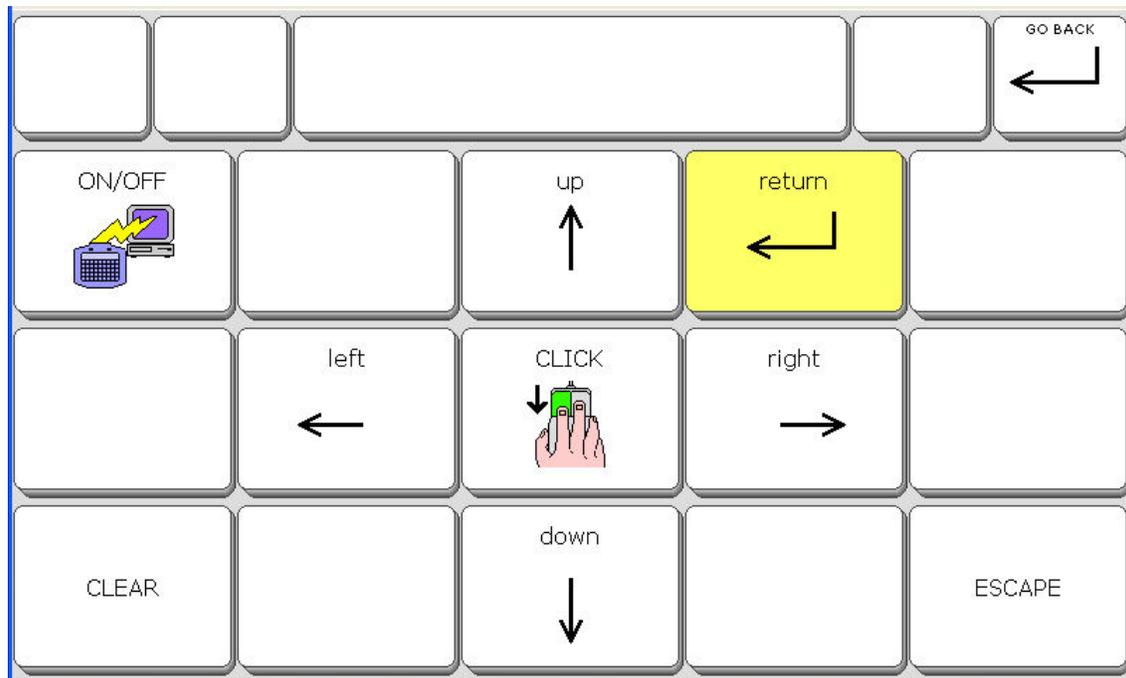
Select the **PAGES** key in the Activity Row.



Select the **FUN** key in the Activity Row.



Select the **COMPUTER** key in the Activity Row.



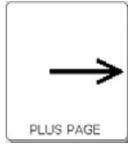
Select **ON/OFF** key to turn computer emulation ON. Select it again to turn computer emulation OFF.

The arrows on the overlay work only in a text document and just move the cursor.

On the 8-Location Word Overlay:



Select the **Pages** key.



Select **Plus Page** key

You see the Computer Page.



Select the **Computer On/Off** key to turn the computer On.



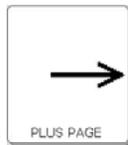
Select **Computer** key.

The arrows work only in a text document and just move the cursor.

On the 8-Location Phrase Overlay:



Select the **More** key.



Select the **Plus Page** key.

You see the Computer Page.



Select the **Computer On/Off** key to turn the computer On.

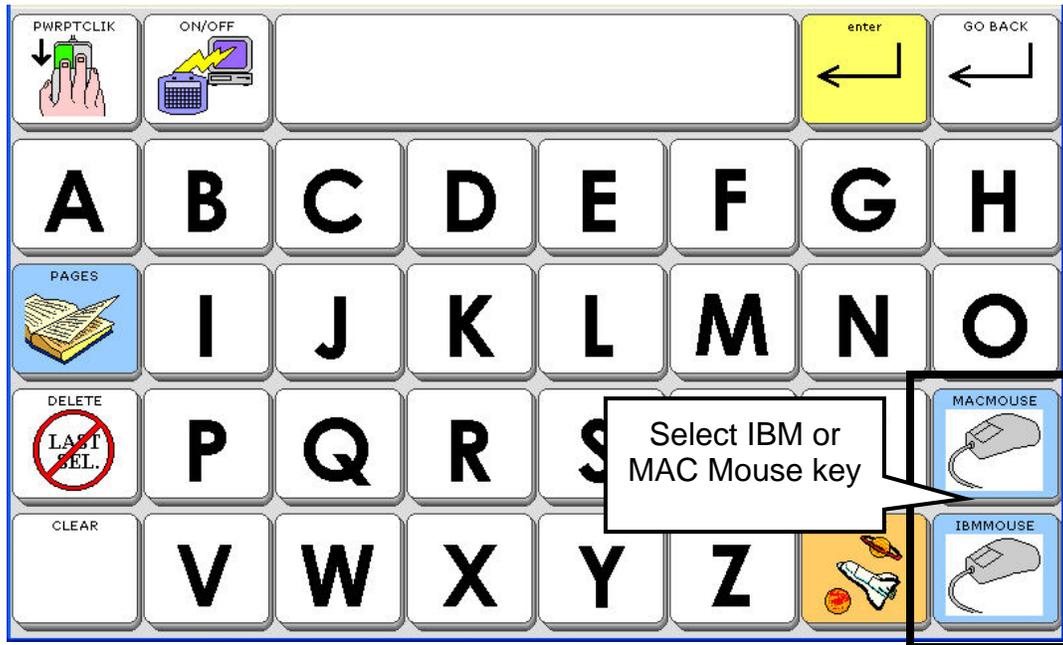


Select **Computer** key.

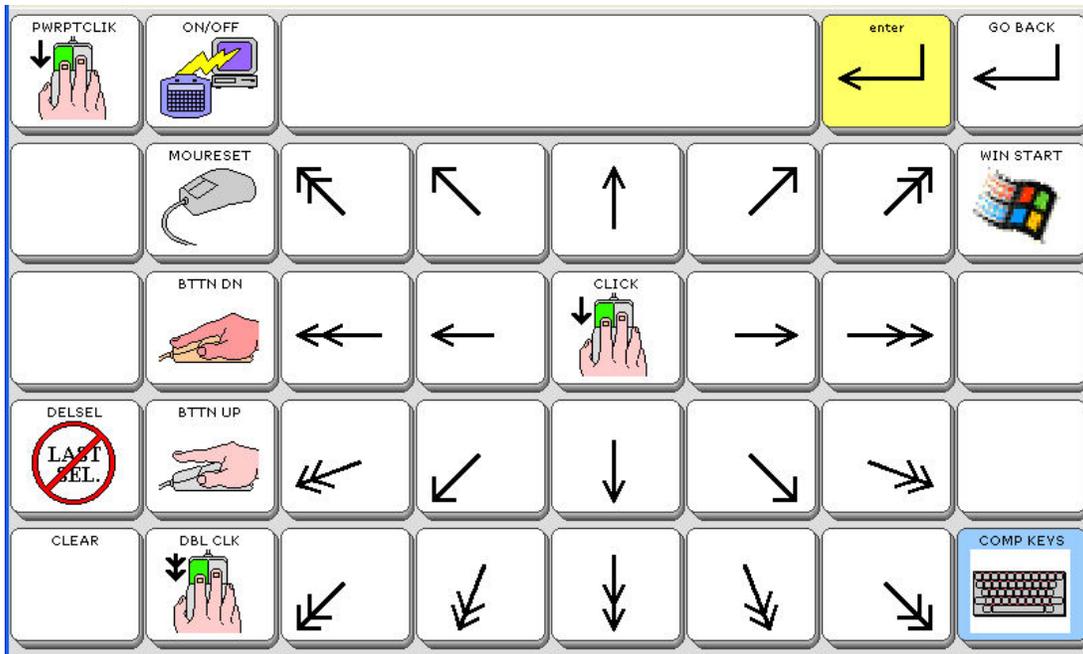
The arrows work only in a text document and just move the cursor.

The IBM Mouse Page

You can use a mouse with your computer.



Select the **IBM** or **MAC MOUSE** key on the computer page.



On your computer, open a word processing document. Use mouse movements to open menus at the top of your Windows document.

The keys with **ARROWS** on them move your cursor around the computer screen.

CLICK activates a mouse click.

BUTTON DOWN holds down the left mouse button.

BUTTON UP releases the left mouse button.

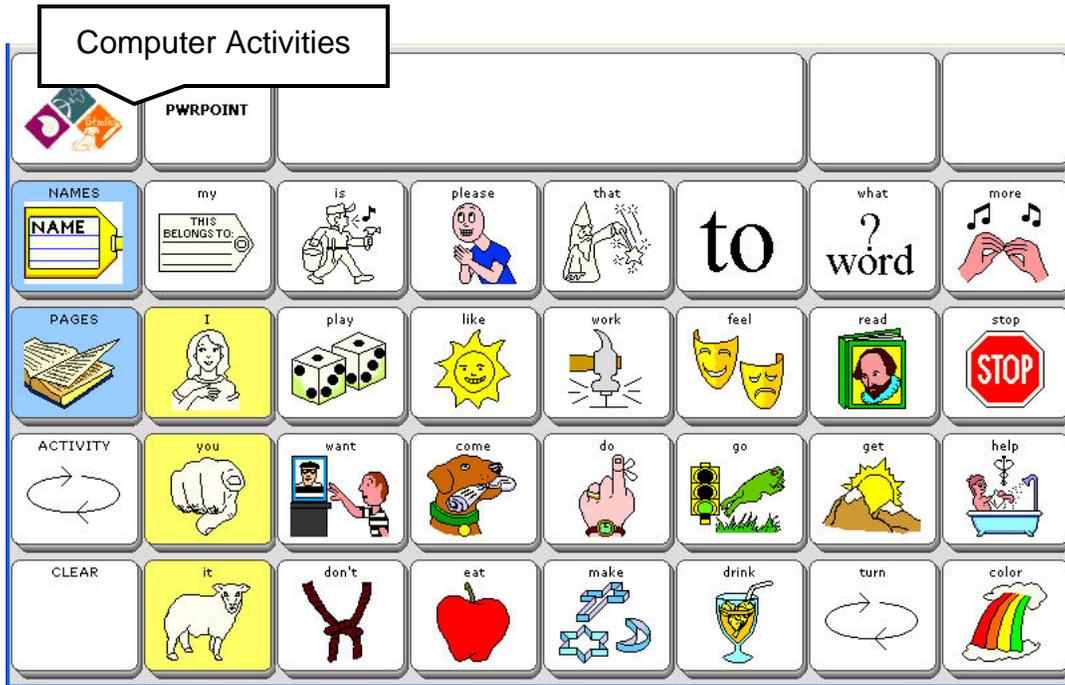
DOUBLE CLICK performs a mouse double-click which usually opens a menu or application.

WIN START open the Windows Start Menu.

MOURESET re-sets the mouse if it is not traveling to the correct places. When you activate this key, the re-set puts the mouse in the upper left corner of your computer screen. From there, you should be able to move it wherever you want it to go.

➡ The **MAC MOUSE** page is the same as the IBM except there is an **APPLE** key that opens the corresponding menu on a Mac.

Computer Activities



There are two new activities for use with your computer.

On the 36 Location overlay, activate the **ACTIVITY** key on your overlay until you see the **ITOOOLS** and **PWRPOINT** activities as shown on the facing page.

ITOOOLS stands for Intellitools[®]. When you activate this key, you see different activities that you can use with Intellitools.

If you select the **PWRPOINT** activity, you see a page that allows you to click, advance a slide, go back a slide, and escape, all within in a PowerPoint[®] display.

ITOOOLS is available on the 15 Location overly in the **FUN** Activity.

Appendices

Appendix A: Recalibrate the Touch Screen

Over time you may find that when you press keys, you don't see what you are supposed to see or you may notice that the icons and images on the display screen don't seem to fit the display area as well as they once did. This is normal with a touch screen and can be easily fixed.

To Recalibrate the Display:

➡ You must be in your Core or Home overlay, the Toolbox or a Custom Page to recalibrate your screen. You cannot do this from a menu.

1. On the top front of the case, press and hold the **TOOLS** key for 5 seconds. Release the **TOOLS** key when you see the recalibrate screen.
2. With a stylus, the eraser end of a pencil or your finger, **press on the cross and hold for 2 or 3 seconds**. Stop pressing. The cross will move to a corner of the screen.
3. Press and hold on the cross again, then release it. Do this until the cross has traveled to all four corners of the screen.
4. If the calibration is successful you will see a note at the top of the screen that tells you to **Tap the screen and wait 30 seconds** while the SpringBoard saves the calibrations. **Tap the screen once**
5. Wait until the screen changes and returns you to the Toolbox or wherever you started from. If you do not see the note in step #4, repeat steps #1-4.

Appendix B: The RESET BUTTON



The Reset Button

If your SpringBoard Lite stops working for some reason, perhaps the display freezes or the unit won't come on or go off, you can try using the reset button to fix it.

On the back of the SpringBoard Lite case there is a small hole next to the rubber foot on the top left. See the arrow in the picture above.

The reset button is at the bottom of this small hole.

Insert something thin and pointy, such as an unbent paper clip, into the hole and push **once** to reset the device.

The SpringBoard Lite should come on. To check that everything is OK, push the ON/OFF

button  on the front of the case. The SpringBoard should shut off. Press the ON/OFF

button  again. The SpringBoard should come back on.

Appendix C: Using the LAM (Language Activity Monitoring)

As a clinician or teacher you can use the LAM capabilities in your device to analyze your clients' language activities. This can be helpful for clinical intervention, outcomes measurement and research.

The following instructions are for use with a USB flash drive.

In order to accumulate language data to be analyzed, **Data Logging** must be **ON** in the **REVIEW VOCABULARY MENU**. Your device will then record all language activity data. You should also set the **CLOCK** menu to the current year, month and date and the correct time.

You can tell if there is data to be analyzed by looking at the **Clear Data Log** key. If there is a number displayed on the key, (e.g., 134 Bytes, or 400 Bytes, etc.) then there is data available to be analyzed. If there is no number on the key, you will have to turn **Data Logging On** and have the client generate some data.

You will save the language data to your USB drive. You can then download the Data Log file from the USB drive onto your computer and save it as a word processing document.

Save Data Log

Once you have accumulated some language data, you need to save it to your USB drive.

1. Make sure you have the USB drive plugged in
2. Open the **REVIEW VOCABULARY MENU**.
3. In the **Logging Destination** option, select **USB Disk**
4. Select **Save Data Log**.
5. When the log is saved, remove the USB drive from your device.
6. Follow the directions that came with your USB drive to place the Data Log on your computer.
7. Select **Clear Data Log** in the **REVIEW VOCABULARY MENU**. This erases the data you just saved. If you want to accumulate more data, make sure **Data Logging** is **On**.

An Example of a Data Log

CAUTION

The following data represents personal communication.
Please respect privacy accordingly.

Language Activity Monitor Springboard LAM-2
Version 2.00
Prentke Romich Company

```
*[YY-MM-DD=05-06-07]*
09:47:15 SEM "like "
09:47:22 SEM "read "
09:47:24 SEM "put "
09:47:28 SEM "please "
09:47:39 SEM "I "
09:47:41 SEM "eat "
09:47:48 SEM "I "
09:47:49 SEM "feel "
09:47:58 ACT "happy "
09:48:15 SEM "you "
09:48:17 SEM "feel "
09:48:18 ACT "happy "
09:48:22 SEM "I "
09:48:23 SEM "want "
09:48:24 SEM "drink "
09:48:27 ACT "water "
09:48:44 SEM "you "
09:48:45 SEM "go "
09:48:47 ACT "outside. "
09:49:05 SEM "my "
09:49:07 SEM " "
09:49:16 PAG "Maria "
```

An Example of CTL Information

```
01:52:01 CTL "Switch User Area from Unity 45 Full to Unity 84 Single Hit"
01:52:14 CTL "Switch User Area from Unity 84 Single Hit to Unity 45 Full"
```

About the LAM Data

When you look at the Data Log, the first thing you see is the year, month and date of this particular log.

The next item you notice is the Time Stamp. Time is presented in a 24-hour format.

Following the time Stamp is the SOURCE of language event. Source codes are in capital letters. The following source codes are currently valid:

ACT (Activity Row)

CTL (Control – this supplies information on non-language key activations the client makes.)

PAG (Page)

SEM (Semantic Compaction – Minspeak[®] and Unity[®])

SPE (Spelling)

WPR (Word Prediction)

DWP (Derivative from Word Prediction).

Any characters spaced more than 0.2 seconds apart are considered as separate language events.

In the example at the top of the facing page you can see that the device user formed sentences and used Pages and Activities. In the second example, the user changed overlays. These were not language events, so you see the CTL source code, but from them you can see that the user knows how to change overlays.

More information about LAM data and LAM tools is available on the Web at

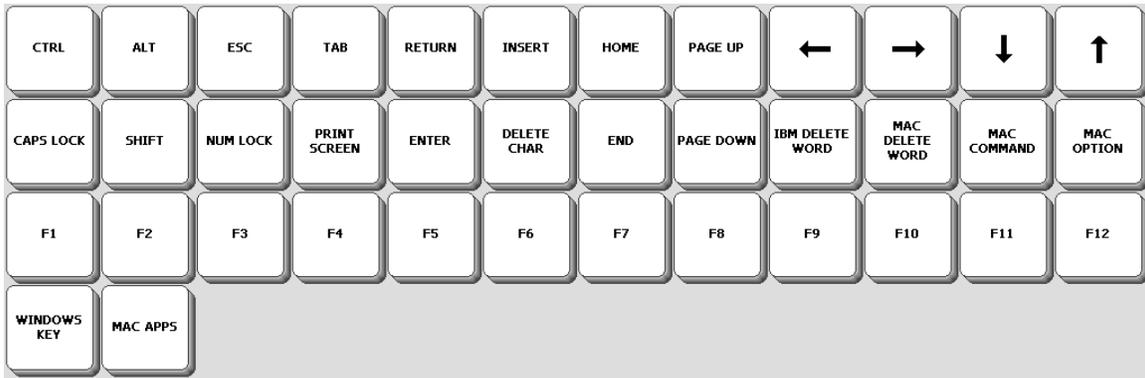
<http://www.aac institute.org/>

Appendix D: Serial Macro Tool

The most common computer control commands have been added to your device as insertable tools so you no longer have to type a whole string of characters to generate the command. You can just insert the correct tool for the command.



When you use any storing procedure, you can use the **SERIAL MACRO** button after using the **INSERT TOOL** key. **SERIAL MACRO** opens up a page with a list of all the computer control commands.



For example, if you select the **ALT** key, you will see the following:



This command also includes the **PROMPT MARKER**. Depending on what you are trying to achieve, you may want to delete the **SERIAL ON** command. However, it is much easier to delete one or two elements than to type in the whole string.

➡ If you do not see the command you want, you will have to create it yourself. All the keyboard commands for IBM and Mac computers are listed in Appendix E beginning on 192.

Appendix E : IBM and Macintosh Computer Keyboard Names; Mouse Commands

The names on the following pages correspond to individual keys on a PC or Macintosh keyboard. Use these names exactly as they are written when you are storing computer commands for the keyboard keys.

The <esc> command that begins each key name is created by activating **CTRL** (CTRL key and Left Bracket key) in your Toolbox. When you activate this sequence you will see a small Left Arrow on your display.

Mouse Commands follow the keyboard names pages.

PC/IBM Keyboard Keys

<esc>backspace.	<esc>f9.
<esc>capslock.	<esc>f10.
<esc>delete.	<esc>f11.
<esc>down.	<esc>f12.
<esc>end.	<esc>home.
<esc>enter.	<esc>insert.
<esc>esc.	<esc>left.
<esc>f1.	<esc>pagedown.
<esc>f2.	<esc>pageup.
<esc>f3.	<esc>pause.
<esc>f4.	<esc>print.
<esc>f5.	<esc>right.
<esc>f6.	<esc>scroll.
<esc>f7.	<esc>tab.
<esc>f8.	<esc>up.
	<esc>,hold,alt.
	<esc>,hold,control.
	<esc>,hold,shift

Specify a right or left key by placing a "r" or an "l" in front of the key name. For example, to hold the left shift key:
sc>,hold,lshift.

IBM Keypad Keys

<esc>kp0.

<esc>kp1.

<esc>kp2.

<esc>kp3.

<esc>kp4.

<esc>kp5.

<esc>kp6.

<esc>kp7.

<esc>kp8.

<esc>kp9.

<esc>kpdel.

<esc>kpdown.

<esc>kpend.

<esc>kpenter.

<esc>kpins.

<esc>kpleft.

<esc>kpminus.

<esc>kppgdn.

<esc>kpplus.

<esc>kpright.

<esc>kpslsh.

<esc>kpstar

<esc>kpup.

<esc>kpnumlock

<esc>kpsysreq.

Macintosh Keyboard Keys

The <esc> command that begins each key name is created by activating **CTRL**[(CTRL key and Left Bracket key) in your Toolbox. When you activate this sequence you will see a small Left Arrow on your display.

<esc>backspace.	<esc>help.
<esc>capslock.	<esc>home.
<esc>delete.	<esc>insert.
<esc>end.	<esc>left.
<esc>esc.	<esc>pagedown.
<esc>fi.	<esc>pageup.
<esc>f2.	<esc>pause.
<esc>f3.	<esc>print.
<esc>f4.	<esc>return.
<esc>f5.	<esc>right.
<esc>f6.	<esc>scroll.
<esc>f7.	<esc>tab.
<esc>f8.	<esc>up.
<esc>f9.	<esc>,hold,command.
<esc>f10.	<esc>,hold,control.
<esc>f11.	<esc>,hold,option.
<esc>f13.	<esc>,hold,shift.
<esc>f14.	<esc>,hold,alt.
<esc>f15.	

When using a modifier key such as <CTRL>, <ALT>, <OPTION>, <SHIFT>, or <COMMAND>, typing the word "hold" in front of the key name causes the key to be held down automatically until one additional character is entered.

Typing the word "combine" in front of the key name lets you combine several modifier keys.

Macintosh Keypad Keys

<esc>kp0.	
<esc>kp1.	<esc>kpins.
<esc>kp2.	<esc>kpleft.
<esc>kp3.	<esc>kpminus.
<esc>kp4.	<esc>kppd.
<esc>kp5.	<esc>kppgdn.
<esc>kp6.	<esc>kppgup.
<esc>kp7.	<esc>kpplus.
<esc>kp8.	<esc>kpright.
<esc>kp9.	<esc>kpslasj.
<esc>kpclear.	<esc>kpstar.
<esc>kpdel.	<esc>kpup.
<esc>kpdown.	<esc>kpnumlock.
<esc>kpend.	<esc>kpreset.
<esc>kpenter.	
<esc>kpequal.	
<esc>kphome.	

Mouse Button Commands

Command	Action
<esc>,click.	Clicks mouse button on Mac and left button on PC mouse
<esc>,click,right.	Clicks right button on 2-button mouse
<esc>,click,left.	Clicks left button on 2-button mouse
<esc>,dblclick.	Double clicks mouse button on Mac and left button on PC mouse
<esc>,dblclick,right.	Double clicks right button on 2-button mouse
<esc>,dblclick,left.	Double clicks left button on a 3-button mouse
<esc>esc,moulock.	Locks mouse button on Mac and left button on PC mouse
<esc>,moulock,right.	Locks right button on 2-button mouse
<esc>,moulock,left.	Locks left button on a 2-button mouse
<esc>,mourel.	Releases all mouse buttons that were locked
<esc>,mourel,right.	Releases right button on a 2-button mouse
<esc>,mourel,left.	Releases left button on a 2-button mouse

Mouse Cursor Movement Commands

These commands move the mouse cursor a specific distance on the screen.

The first number is the horizontal movement.

Horizontal plus (+) numbers move the mouse to the right.

Horizontal minus (-) numbers move the mouse to the left

The second number is the vertical movement.

Vertical plus (+) numbers move the mouse downward.

Vertical minus (-) numbers move the mouse upward.

The mouse moves **diagonally** when both horizontal and vertical numbers are sent.

Command	Mouse Cursor Movement
<esc>,move,+5,0.	Moves 5 pixels to the right
<esc>,move,-5,0.	Moves 5 pixels to the left
<esc>,move,0,+5.	Moves 5 pixels down
<esc>,move,0,-5.	Moves 5 pixels up
<esc>,move,+10,+10.	Moves 10 pixels diagonally down and to the right
<esc>,move,-10,+10.	Moves 10 pixels diagonally down and to the left
<esc>,move,-10,-10.	Moves 10 pixels diagonally up and to the left
<esc>,move,+10,-10.	Moves 10 pixels diagonally up and to the right
<esc>,moureset.	Resets the mouse and sends the cursor to upper left corner of the screen.

GOTO Commands

☞ You may need to set the Mouse Speed (internal or external computer) to "tablet" or "slow". Use: Start Menu/Control Panel/Mouse/Pointer Options/Pointer Speed

GOTO commands send the mouse to an **assigned location** on the screen.

GOTO commands always start from the **upper left corner** of your screen.

The assigned location is given with horizontal and vertical number values, like those in the mouse cursor commands.

Since a GOTO command always starts in the upper left corner of the screen, the command always uses positive numbers.

Because GOTO commands always start in the upper left corner, you need to use the `<esc>,moureset.` command as the first mouse command. This puts the cursor in the upper left corner.

GOTO numbers will vary with computers. You need to experiment with your computer and mouse to determine where a specific set of numbers, such as those in the example below, will send the mouse.

A GOTO command will not work correctly if you send the mouse past the edge of the screen.

Command	Mouse Cursor Movement
<code><esc>,moureset.</code>	Resets mouse and sends it to upper left corner of screen
<code><esc>,goto,+100,+150.</code>	Mouse moves to a specific location on the screen

Appendix F: Troubleshooting

➤ For more troubleshooting information go to www.support.prentrom.com and click on SpringBoard Lite.



DO NOT open your device case!

If you encounter a problem with your unit, call the PRC Service Department at 1-800-262-1990. If you are outside the U.S., call your local distributor.

Do not attempt to open the case!

➤ **Battery and Battery Charger Warning:**



The SpringBoard Lite batteries are designed specifically for this device.

If you have to replace your batteries, they must come from PRC. Call the PRC Sales Department to order new batteries. Call the PRC Service Department if you think you have a problem with your batteries.



Use only the battery charger that came with your device.

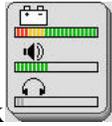
Other chargers may damage the batteries in your device.

➤ **If you plan to store the SpringBoard Lite for a month or more without using it:**

Charge the batteries to Full. Turn the device face down on a flat surface. Unscrew the two screws that hold the battery door in place. Remove the battery door. Disconnect the batteries. Replace the battery door and reattach the screws.

➤ **Remember!** You cannot store when the batteries are low.

➡ **Remember!** You can check the status of your batteries by looking at the bar graph on the



Battery Status key in the Toolbox

➡ **If the batteries have gone completely dead**, plug in your charger. The battery charging LED on the front of the case will begin to flash rapidly, indicating the batteries are charging

➡ **Battery Disposal:**

If the batteries in your device need to be replaced, **dispose of the old batteries properly**. Follow the regulations of your community, state or country for the disposal of batteries.

➡ **If the wrong keys are being activated:**

Recalibrate the display screen. See **Appendix A**, page 186, for more information

➡ **If you activate a key or keys and your device makes a "raspberry" noise:**

A Dynamic Activity is stored under the key(s) but it is hidden. Open the **DYNAMIC ACTIVITY MENU** to see if something is stored at this location. If you see the sequence but the "Activity" is listed as "unknown" you may have deleted the Activity at some other time. You must either **add** the Activity, or **delete** the sequence by activating the **Delete Dynamic Activity** key in the **DYNAMIC ACTIVITY MENU** and then selecting the key or sequence you stored the activity under.

➡ **Auto-repeat won't work when you are using "Activate Key When = Released":**

The key is selected after you have released it and after the Release Time has expired. If you have set a long Release Time you must wait for it to expire before the key will begin to repeat.

➡ **About High-Efficiency Fluorescent Lights and the Use of Infrared:**

There is a compatibility problem between many infrared controls and high-efficiency fluorescent lights.

If you are using your device in a room that has high-efficiency fluorescent lighting, the infrared, including external headpointing, remote control commands, etc., will not work. Turn the lights off and the IR will work fine.

➡ **Never immerse your device in water!**

➡ **Do not spray anything directly on the device!**

This will loosen labels and corrode connectors. Instead, spray a cloth and use the dampened cloth to wipe the device.

➡ **Regular Cleaning of your Device:**

Clean the case with a soft damp cloth. Damp means wrung out till almost dry, never dripping.

If you purchased a **keyguard**, remove it from the case and wash it often in hot, soapy water.

Clean the display with the same kind of product you use for windows. To avoid scratching the display, use a soft cloth and **spray the cleaner directly onto the cloth**, not the display. If you notice a film over the screen after you have cleaned it, you may want to try a different cleanser.

➡ **Disinfecting:**

To disinfect your equipment, mix $\frac{1}{4}$ cup vinegar with 1 cup water. Wipe all equipment with a cloth dampened in this mixture. Allow the equipment to air dry.

➡ **What about drooling?**

Any drool should be wiped up immediately, especially on the touch screen or around any of the connectors. Use a soft damp cloth to wipe the device.

➡ **What about Spills, Rain Showers, Accidental Immersion?**

If you spill liquid or any runny substance on your device; if you're caught in a rain shower; or if the device is accidentally dropped in liquid, you must call the PRC Service Department. Tell them what happened. They may ask you to send in your device for servicing.

➡ **PRC SERVICE DISCLAIMER**

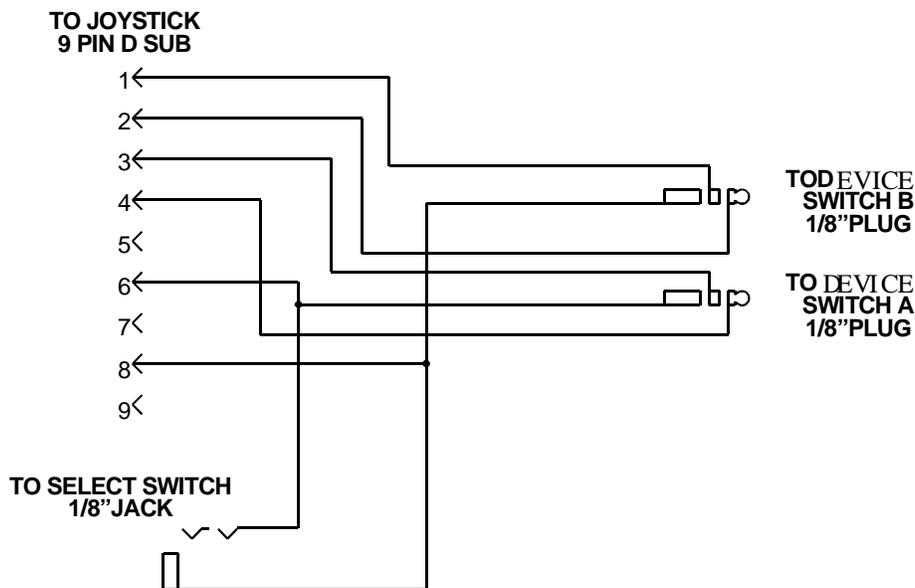
The PRC Service Department is not responsible for lost vocabulary on devices returned for service.

Before you return a device to PRC for servicing, **back up your vocabulary** on a USB flash drive or a Secure Digital card.

Appendix G : The Joystick Adapter

In order to use a joystick with your device you must have an adapter to plug into your device and your joystick. The schematic below shows you the adapter specifications. You can also call the PRC Service Department and ask about the availability of Joystick adapters, (800)-262-1990.

JOYSTICK ADAPTER CABLE



Appendix H: Heaphones and External Speakers

You can connect headphones or amplified speakers to the SpringBoard Lite. If you are using Auditory Prompts, you will probably want to also use Headphones. If you are giving a speech or making a report to a group of people, you might want to use amplified speakers.

Your headphone and/or speaker connectors must fit the Headphone/Speaker jack on the right side of the SpringBoard lite case.

You can plug in headphones or speakers but not both at the same time.

If you are using speakers, got to the **FEEDBACK MENU** and turn the **External Speaker** option to **ON**.

Appendix I: All Tools List

ACCESS METHOD

Select the method you want to use to control your device and the options you want to use with the method.

ACTIVATE KEY

Use this Tool to tell your device that you want to activate a **menu**. This Tool is only used when you are creating macros that involve changing menu settings.

ASSIGN CORE KEYS

Allows you to assign a Tool or Tools and text to a key on your communication overlay

AUDITORY PROMPT MENU

Allows you to have the entire menu assigned to a key or sequence.

AUDITORY PROMPTS OFF

AUDITORY PROMPTS ON

AUDITORY PROMPTS ON/OFF

Turns auditory prompts Off or On or toggles between the two actions.

BACKLIGHT INTENSITY DOWN

BACKLIGHT INTENSITY UP

Allows you turn the backlight intensity up or down.

BEEP OFF

BEEP ON

BEEP ON/OFF

Turns the feedback beep on or off or toggles between the two actions.

CALL

When activated, this Tool emits a series of tones designed to get someone's attention.

CAPS LOCK

CAPS OFF

CAPS ON

Caps Lock allows you to type using all capital letters. Activate it again to return to lowercase letters. When **Caps Lock** is in use, the "Caps" box in the Status Area turns green. Caps Off and Caps On can be assigned separately.

CHOOSE ACTIVITY

Allows you to select an activity from the Activity Row.

CHOOSE OVERLAY MENU

Lets you select keyboards and overlays.

CLEAR DISPLAY

Removes all text and prompts from the display and text buffer.

CONTRAST UP

CONTRAST DOWN

These allow you to change the contrast on your touchscreen

CREATE ACTIVITY

Allows you to create an activity for your Activity Row.

CREATE PAGE

Allows you to create a page that might contain a game, story, computer commands, etc.

CTRL

Provides access to the 32 ASCII control codes. Control codes are displayed with a character on the display. This Tool shuts off after one control code is generated. If the location selected isn't a letter of the alphabet, the Tool remains active until an alphabetic character is selected.

DELETE ICON

Deletes the last icon that you selected. You can select a new icon or re-select the deleted one if you want.

DELETE LAST SELECT

Removes any text that you brought up on the display when you activated your last (previous) selection. If the previous selection was a Tool, **Delete Last Selection** does nothing.

DELETE PAGE

This Tool allows you to delete any page you have created.

DISABLE HEADPOINTER

Activate this Tool to disable your headpointer. When the headpointer is disabled you will see a yellow box on the display screen. When you are ready to re-enable the headpointer, click OK in the yellow box. When the headpointer is disabled you will only be able to activate OK in the yellow box. The headpointer will not activate any other keys.

DYNAMIC ACTIVITY MENU

Allows you to add a dynamic activity, delete a dynamic activity and review all dynamic activities.

EAR VOLUME DOWN**EAR VOLUME UP**

Turns the earphone volume up or down.

EDIT CORE

Allows you to edit core vocabulary sequences.

EDIT MENU

Allows you to cut, copy, edit and replace text in your document.

ERASE CORE

Erases sequences stored in your core vocabulary.

FEEDBACK MENU

Allows you to change the feedback your device gives you.

FULL TOOLBOX

Use this Tool to go to the Full Toolbox

GO TO HOME

Use this Tool to move from the screen you are currently using to your core vocabulary screen.

GO TO TOOLBOX

This takes you from the screen you are currently using to the Toolbox screen.

INTELLI-TOOLS BUTTON

When you select this tool you are asked to type in the name of the Intelli-Tools button that you want to store. Your device will automatically insert the macro for that button.

IR

Use this Tool when you are storing remote control commands.

IR SETUP MENU

Allows you to store infrared commands for remote controls.

LAM MARKER

A clinician or MAP developer who is setting up an overlay that will be used with the LAM can now assign this Tool to a key that normally would not be logged as an activation by the LAM. For example, if a user activates **Clear Display**, this action is not logged by the LAM. The clinician can add the **Lam Marker** tool to the **Clear Display** key assignment, "<LAM MARKER>clear display", and the LAM data will show "clear display" when that key is activated.

MAINTENANCE MENU

This menu allows you to load software, erase the device, find out how much memory is left, etc.

MODIFY ACTIVITY

Allows you to make changes to an Activity that has already been created.

MODIFY PAGE

Allows you to make changes to a page that has already been created.

MORE ITEMS

This allows you to access more items in an activity.

MP3-NEXT

Select **Next** to listen to the song that follows the one currently playing.

MP3-PLAY DRIVE

When you have music stored on different drives, it is helpful to have this tool stored on your overlay. Activate the tool and pick the storage device to listen to.

MP3-PLAY FILE

Use this tool to store one music file under a key or sequence so you can play it from your overlay.

MP3-PLAY PLAYLIST

Use this tool to store one playlist under a key or sequence on your overlay.

MP3-PLAY-PAUSE

This tool allows you to pause a song, then go back to it.

MP3 PLAYER MENU

This tool gives puts the MP3 player menu on your overlay for easy access.

MP3-PREVIOUS

Select Previous to listen to the song before the one currently playing.

MP3-STOP

Select this to stop listening to music.

OK

This tells your device to save what you have done and return to the previous page. You will probably need this key on any activities or pages you set up.

OPEN NOTEBOOK

Allows you to open a Notebook from a list of your Notebooks.

OUTPUT MENU

This menu allows you to set up your device so that it will work with a computer or printer, remote control or memory transfer.

PAGE MENU

Gives you access to any pages you have created.

POWER OFF

When this Tool is activated your device 'goes to sleep.' Activate a key or switch to wake it back up.

RANDOM CHOICE

This tool will choose random items from a Page you have selected. To see examples of **Random Choice**, select the **Pages** page from the Unity overlay; select the **Games** key; select the **Random Choice** key; select any key. You can select **Modify Page** to see the storing instructions.

REVIEW VOCABULARY MENU

Allows you to review all the vocabulary in your device. You can print it out or see it on the display.

ROLL DICE

This tool allows you to play dice games that use from one to six dice. When you activate **Roll Dice**, a number will appear on the display indicating the dice roll. Activate **Roll Dice** again. A different number will appear. The number will not be spoken.

SAVE CHANGES

This Tool allows you to save changes without turning your device off. You might want to store this Tool if you are doing a lot of programming and want to periodically save your work.

SERIAL MACRO

This tool makes it easy to store computer commands by allowing you to insert the already-created command. When storing, select this tool, then select the command you want.

SERIAL MARKER

Any text that follows a Serial Marker is sent out the serial port but not displayed or spoken.

SERIAL OFF

Turns the serial output Off so nothing is sent to a computer.

SERIAL ON

Sets the serial output to its last active setting, either Immediate or Delayed. Text is automatically sent out the serial port when this is turned On.

SERIAL ON/OFF

Toggles between Serial On and Serial Off.

SET ACTIVITY

Allows you to go to a specific activity.

SET PAGE

Allows you to go to a specific page.

SET PAGE TEMPORARY

Can be added to Core vocabulary, Activities or Pages. Takes you to a specific page for one selection then returns you to where you were.

SETTINGS 1**SETTINGS 2****SETTINGS 3**

Allows you to store and then access 3 different groups of settings.

SETTINGS MENU

Allows you to save settings and change between settings. Use this with SETTINGS 1, 2 and 3.

SET-UP KEY

Allows you to modify/assign keys without going to the toolbox. We recommend that you assign this Tool to one of the blank keys on the front of your device case.

SHIFT

When this is set, the next character you activate will be an UPPERCASE letter. The second character you activate will be in lowercase. When you activate Shift, the "Shift" box in the Status Area turns on.

SIMPLE TOOLBOX

Use this to go to the Simple Toolbox

SPEAK DISPLAY

When this Tool is activated, your device speaks everything that is visible in the text display area. This Tool works whether speech is On or Off.

SPEAK LAST SELECTION

When you activate this Tool, your device speaks the last stored message you activated or the last spelling characters you put on the display. This is helpful if you have to repeat yourself so that someone listening can understand you better, or to get someone's attention. This Tool works whether speech is On or Off.

SPEAKER VOLUME DOWN**SPEAKER VOLUME UP**

Turns the speaking volume up or down.

SPEECH MARKER

This marks the beginning of text in a sequence that is to be spoken but not displayed.

SPEECH MENU

This allows you to insert the **Speech Menu** in a macro.

SPEECH OFF**SPEECH ON****SPEECH ON/OFF**

When this Tool is On, all the sequences you select or letters you type are automatically spoken. When this Tool is Off, nothing is spoken unless you activate one of the "speak" Tools. When speech is on the "Speech" box in the Status Area turns On. **Speech On/Off** toggles between the two actions.

STATUS

This key tells you how much battery power is left in your device, where the device volume is set and, if earphones are plugged in, where the earphone volume is set. If you have a bi-lingual SpringBoard Lite, press the Status Key to toggle between the English and Spanish Toolboxes.

STORE CORE

Allows you to store core vocabulary messages under icon sequences.

SWAP CORE KEYS

Allows you to swap core vocabulary keys on your communication overlay.

SWAP PAGE KEYS

Allows you to swap keys on any pages you use.

SWITCH USER AREA

Allows you to switch back and forth between User Areas. Assign to a key or a sequence.

TRANSFER MEMORY MENU

This allows you to save the device's memory to a computer disk, transfer memory from one device to another and import graphics.

WAIT ANY KEY

Causes a pause in a macro until a key is activated. .

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