SpringBoard

Operator's Manual

CE

⮞Data can be uploaded from this unit to a personal computer for storage on a hard disk, floppy diskette, or other storage medium. Be sure to make multiple copies of all important data to protect against accidental loss.

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ELECTRONIC INTERFERENCE INFORMATION
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.

Warning! Changes or modifications to this product which are not authorized by Prentke Romich Company could exceed FCC limits and negate your authority to use this product.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. You can determine whether this product is causing interference in your radio or television by turning this product off. If the interference stops, it was probably caused by this product or one of its accessories. You can attempt to correct the interference by using one or more of the following measures:

-        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 form the television or radio.
- Plug this product into an outlet that is on a different circuit from the television or radio; that is, this product should be controlled by different circuit breakers/fuses from the television or radio.
-        If necessary, contact a Prentke Romich Company service technician for assistance.

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations. Cet appareil numérique de la classe B respect toutes les exigences du Règlement sur le matériel brouiller du Canada.

⚠ **Warning!**

When operating the SpringBoard in a medical environment, do not use with any product that is not medically approved.
SpringBoard is not intended to be an emergency call device
or sole communication device.

CE ENVIRONMENTAL INFORMATION: Use: 0° - 45° C; Storage: (-20°) - 50° C; 95% maximum relative humidity @ ambient temperatures less than 40° C.

⚠ Attention! Consult accompanying documents.

Before You Continue:

Release Shipping Mode and Turn the SpringBoard ON.

To conserve the SpringBoard's batteries,
the entire unit was put in *Shipping Mode* at the factory
before it was sent to you.

To use it,
you must release Shipping Mode and turn the SpringBoard ON.

To Turn the SpringBoard ON the first time:

Lift the table stand on the back of the case. There is a small hole under the right leg of the table stand, near the top of the leg. The RESET button is at the bottom of this hole. Insert something thin and pointy (an extended paper clip works well) into the hole and push once to reset the device.

⏻Recommendation

TO AVOID STATIC DISCHARGE

You can avoid static discharge by turning the SpringBoard OFF before you plug anything into or unplug anything from the connector panel on top of the case—this includes switches, headpointers, and **especially** the battery charger.

When you follow this recommendation you are helping to prevent static discharge and to preserve the device's memory by safeguarding its electronic circuits.

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STORING MESSAGES

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Getting Acquainted with the SpringBoard

Welcome to the SpringBoard™

Summary:
The SpringBoard is an augmentative communication aid that uses Unity®, a Semantic Compaction™ language software system designed for storage and retrieval of messages. It can be used by anyone who, for whatever reasons, has difficulty speaking and could benefit from an AAC system.

The SpringBoard is an entry-level augmentative/alternative communication system that uses a combination of Unity and modern technology for the storage and retrieval of messages. It has a number of features that allow it to be used as an interactive communication system in the many situations that individuals face.

Among the SpringBoard's powerful and user-friendly features are Icon Prediction, Auditory Prompts, and the ability to store messages in digitized (recorded) speech.

The Minspeak language system provides a core of common words. These words are used in almost every kind of communication situation. Studies show that only 300 words account for 80% of what we say. With the SpringBoard, these words are always available to the communicator. The SpringBoard also uses a library of easily recognizable icons (pictures) that allow you to quickly access words for specific situations. Using the combination of these groups of words, the SpringBoard can easily adapt to meet your changing communication needs.

This operator's manual should be used to set up your SpringBoard. Once your SpringBoard is set up the way you want it, keep the manual handy to use as a reference.

The *SpringBoard Handbook* gives you a quick reference guide for using some of the most popular SpringBoard tools.

Recording Microphone

Headpointing Infrared Area

ON/OFF Button

Battery Charging

Low Battery

TOOLBOX Button
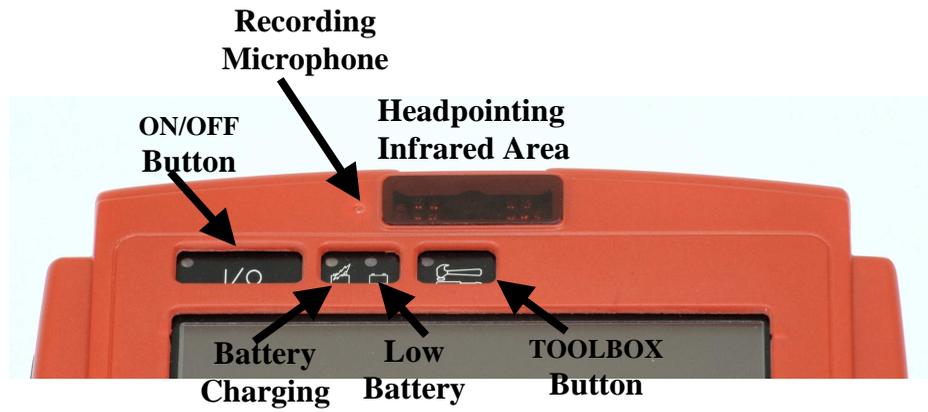
SpringBoard Front Panel

About the Front of the SpringBoard
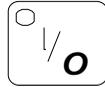
Press this key to turn the SpringBoard **ON** or **OFF**.
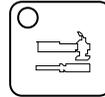
Press this key to go to the **TOOLBOX**.
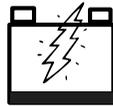
When you plug in the charger, the LED (Light Emitting Diode) will flash. A rapid flash indicates fast-charging; a slow flash indicates that the battery is charged but it will continue to trickle-charge as long as the charger is plugged in.
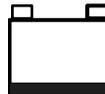
When this LED comes on, the batteries need to be charged. Plug in the battery charger.

This is the **HEADPOINTING INFRARED WINDOW**. You use this window for communication between the internal Tracker™ headpointer and the SpringBoard.

The **Recording Microphone** is the very small hole to the left of the Headpointing window.

DEMONSTRATION OVERLAY

ACTIVITIES   ACTIVITIES

Text Display Area
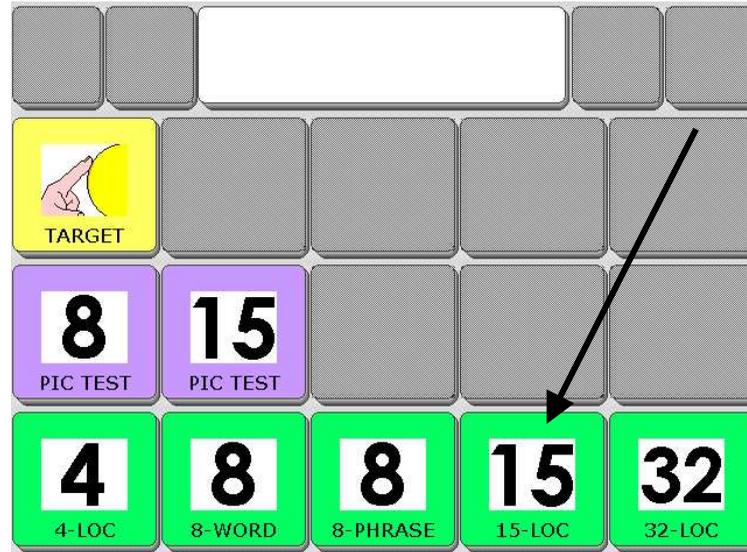
15-Location Word Based
Overlay
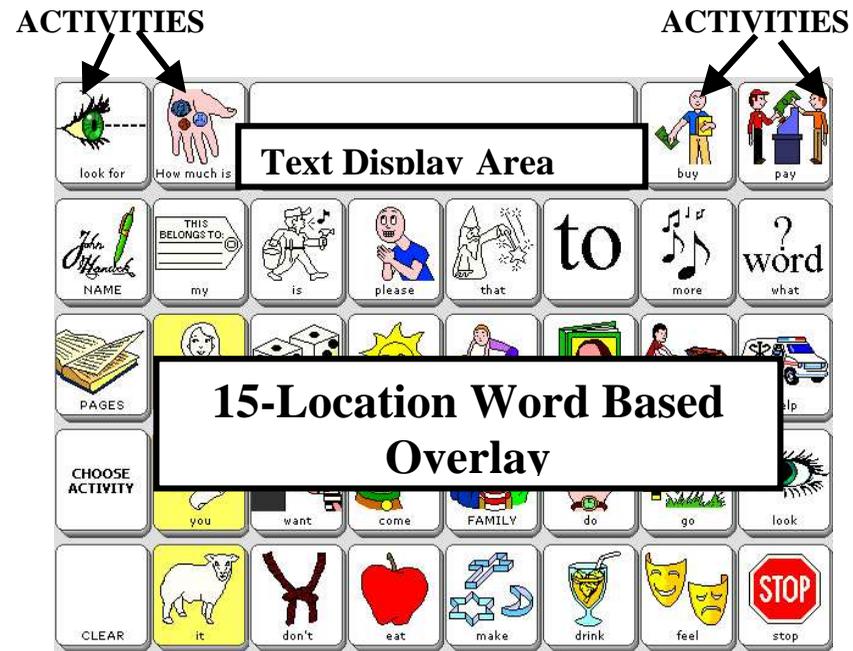
About the Touch Screen and the Default Overlay

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

➪Do not use pointed objects on the touch screen. They will scratch the screen. If you are unable to use your finger, use a stylus or some kind of point-and-press device that has a blunt end.

Turn the SpringBoard On by pressing the [I/O] key on the front of the case. In a few seconds you will see the **Demonstration Overlay** screen. This contains all the SpringBoard overlays, as well as areas for demonstrating a switch, headpointer and the touch screen.

Select the **15-location word** (15-WORD) option.

The top row of the display contains the Text Display Area and four Activity keys. Activity keys are for special vocabulary that you use in special circumstances.

The bottom three 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.

Press the GIRL icon. Then press the SUN icon. Now press the word TO Activity key. Finally, press the Activity icon that has the picture of a boy swimming. The Text Display Area should show the words, "I like swim." Did you see the Activity Keys change when you pressed the SWIMMING icon?

Visor

Keyguard

Table Stand
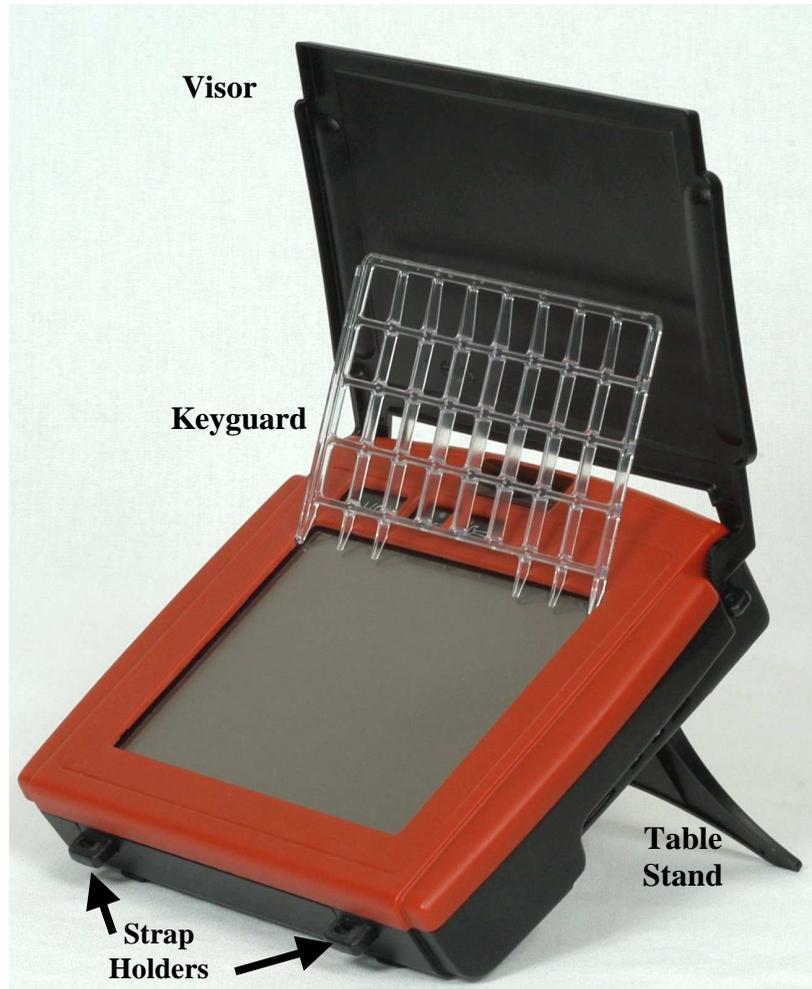
Strap Holders

SpringBoard with Visor, Keyguard, Table Stand
and Strap Holders

Table Stand

The Visor, Keyguard, Table Stand and Strap Holders

The **Table Stand** is part of your SpringBoard and is on the bottom of the case. To use it, pull it out from the case and set the SpringBoard, with table stand extended, on a flat surface.

If you want the SpringBoard to sit at a lower angle, remove the table stand from the holes that hold it in place. Reverse the table stand, and put the right side in the left hole and the left side in the right hole.

⚠️**Warning!** **The Table Stand is not designed as a carrying device. Do not use it to carry the SpringBoard.**

The **visor** is a SpringBoard accessory.

When the **visor** is lowered it serves as a protective cover over the touch screen. When it is raised, the visor helps to combat glare from various light sources. To remove the visor, just pull each leg out of its hole on the side of the case.

There are two **strap holders** on the bottom edge of the case and the top edge of the case. You can clip the carry strap to these holders.

A 32, 15 or 8 location **keyguard** is an option you can purchase. The keyguard fits over the Activity keys, the Text Display Area and the Core vocabulary area. To attach the keyguard, bend in the top left and right edges so that the top edge of the keyguard is slightly bowed. Slip the small tab on the side of the keyguard into its corresponding hole on the case.
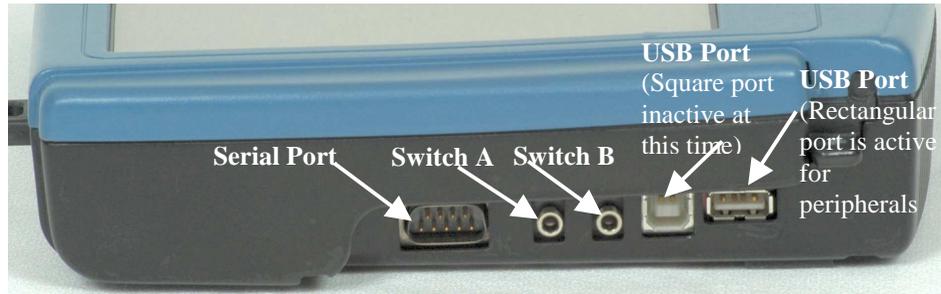
Right Side of the SpringBoard

Left Side of the SpringBoard
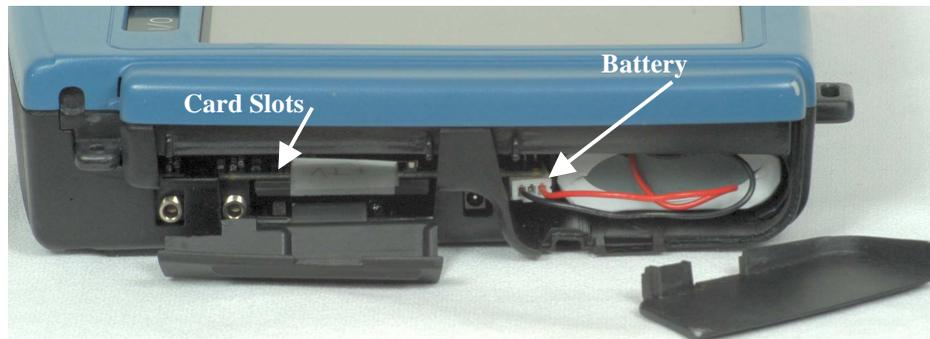
Left Side (open)

Connectors on the Sides of the SpringBoard

About the SpringBoard's Side Panels

Left Side Panel

BATTERY DOOR: The **Battery Door** is on the corner near the bottom of the case. To open the door, press the point of a car key or house key against the door's catch and push in. The door will pop off. When replacing the door, put the back of the door in first, then latch the front in place.

BATTERY CHARGER: when you charge the batteries, plug one end of the battery charger in here. Plug the other end into a working wall outlet.

MEMORY CARD DOOR: underneath this door is the card that contains the system software for your device. To open the door, press down with your thumb or a finger and pull out on the edge (or lip) at the top of the door. To close the door, push in on the bottom part of the door. The system card is in the bottom slot. The center slot will take a Secure Digital card. The top slot will take PCMCIA card.

EXTERNAL MICROPHONE: Plug an external microphone in here.

HEADPHONE/LINE OUT Plug stereo headphones or stereo speakers in here.

Right Side Panel

SERIAL PORT: Use this connector to connect to a computer

SWITCH A and **SWITCH B**: Plug a single or dual switch into either of these jacks.

USB (2 ports): the **rectangular** USB port may be used for an external headpointer, mouse, joystick or keyboard type inputs and memory transfers where you use a memory peripheral (flash memory key chain type device). The **square** USB port is for future development and is not currently available for use.

HEADPHONE/EXTERNAL SPEAKER: plug stereo headphones or amplified stereo speakers into this connector.

STRAP HOLDERS

IR Learning and Transmitting Window

Wheelchair
Mounting
Plate

Battery Door

Table Stand

About the Back and Bottom of the SpringBoard

Summary:
Brief descriptions of what you will find on the back and the bottom of the SpringBoard case.

On the top and bottom of the SpringBoard there are two **strap holders**. Slip the small keyrings that are attached to your carry-strap clips into the strap holders. Two more strapholders are on each side of the case near the top.

There is a **wheelchair mounting plate** on the back of the SpringBoard. This plate slips into the wheelchair mount to hold the SpringBoard upright.

The **Table Stand** is also on the bottom of the case. To use it, pull it out from the case and set the SpringBoard, with table stand extended, on a flat surface.

If you want the SpringBoard to sit at a lower angle, remove the table stand from the holes that hold it in place. Reverse the table stand, and put the right side in the left hole and the left side in the right hole.

I/O

Activate this key on the front of the case
To turn your device off and on.

MAINT MENU

Auto Power Down

| OFF | ON | ON |

Default = ON
Device automatically turns off after 2 minutes
if no activations are made.

POWER OFF

Activate this key in the Toolbox or store it on your overlay.
Activate any key or switch to turn device back on.

Different Ways to Turn the SpringBoard Off

About Auto Power Down, POWER OFF and the I/O Button

Summary:
Use Auto Power Down, POWER OFF or the I/O button to turn the SpringBoard Off. If you turn the device Off with the I/O button you **must** turn it back On with this button.

Use the (I/O) button to turn the SpringBoard On and Off. When you turn the SpringBoard off with the I/O button, you have to turn it back on using the I/O button.

If you forget, or are unable to press this button, the SpringBoard has an "Auto Power Down" feature that automatically shuts the unit off after 2 minutes if no activations have been made. When you receive your SpringBoard this feature is already turned on for you. To turn the SpringBoard back on in this case, just touch the display screen.

There is also a POWER OFF tool in the Toolbox. If you would like to be able to turn the SpringBoard off yourself and can't press the I/O button, you can move the POWER OFF tool to your communication overlay. (See pages 139-147 for information on how to move tools to your overlay.)

When the SpringBoard 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 SpringBoard turns Off periodically so that your work is saved!*

Auto Power Down
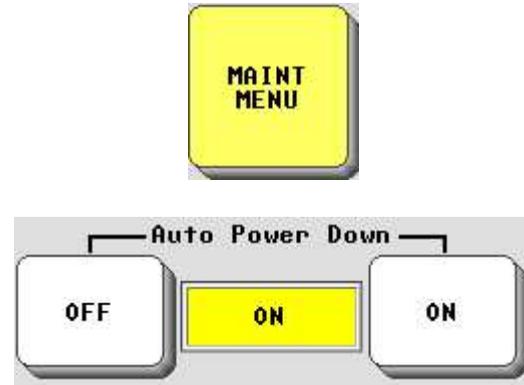
WHEN Auto Power Down IS ON
and there are no key activations:

After **2 MINUTES**: the backlight dims.
Activate any key or switch to bring it back.

After **TEN MINUTES**: the screen goes dark.
Activate any key or switch to bring it back.

After **TWO HOURS**: the device shuts down.
Activate any key or switch to bring it back.
This time it will take a few minutes to come back on.

How Auto Power Down Works

Auto Power Down

Summary:
Auto Power Down **ON** is the default setting. If two minutes pass and you make no activations on the keyboard, the backlight automatically powers down (or 'goes to sleep'). Activate a key or switch to wake it back up. Auto Power Down is in the MAINTENANCE MENU (see page 178).

When you don't make any key activations for certain periods of time, the SpringBoard is programmed to power down in stages. This helps to conserve its batteries.

After **two minutes** with no key activations, the backlighting goes dim. Activate any key to turn it back to bright.

Ten minutes after the backlighting goes dim, if you still have not made any key activations, the backlighting turns off and the screen becomes dark. Activate any key to restore the backlighting and the screen.

After two hours of no key activations, the unit shuts down completely. As usual, you can activate any key to turn the unit on. However, this time the SpringBoard turns on as if you had pressed the I/O button on the top of the case. The screen flashes and shows a few software instructions, and then you will see the screen you were using before the unit shut down.

If you change Auto Power Down to Off, the SpringBoard 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. **We recommend that you leave Auto Power Down set to On.**

☺Note:
If you are using a **headpointer** and the SpringBoard turns Off, you can activate a switch to turn it back on. The switch must be plugged into the SpringBoard.

Keep your Battery Charger Handy!
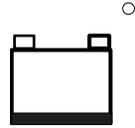
The batteries are LOW when the LED next to this icon is lit
(on the front of the case).
Plug in the battery charger.
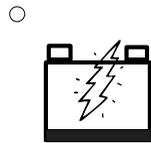
When the charger is plugged in:

Fast Flashing Red LED = the device is fast-charging.

Slow Flashing Red LED = the device is trickle-charging.

Trickle-Charging = batteries are fully charged but the
charger can remain plugged in.

About the Batteries

About the SpringBoard's Batteries

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

➲**Check your battery status in the Toolbox**
The key at Row 5, Column 2 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.

I

like

to

to

play

Minspeak Icon Sequences

About Minspeak

The SpringBoard uses a patented vocabulary-coding method called Minspeak to help you communicate. Minspeak is common to all PRC devices and the version designed for the SpringBoard has many similarities with those on other PRC communication aids.

Minspeak is a means of coding vocabulary using a small set of icons that are rich in meaning. It taps into a person's natural tendency to associate multiple meanings to a picture. 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 with one picture;
- it promotes language development by providing a rich vocabulary of words that you can combine into sentences;
- because the same small set of icons remains the same on a single overlay, with practice, you can learn to recall 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, effective, independent communication.

On the SpringBoard, most icons are used to represent
one meaning,
However, it is possible to use a single picture to represent
different ideas.

play

Why use the dice to represent PLAY?
Simple, you can PLAY many games using dice.
It is also possible to use real dice to help teach the word.
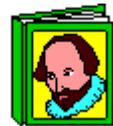
read

Why use the book for READ? You READ a book!
You can use a real book to help teach the word –
holding a book and reading to your student is a very concrete
way of teaching the association.

Icon Associations

An Example of Icon Associations

Although the default vocabularies in the SpringBoard use single keys to code vocabulary, Minspeak becomes very powerful when you begin to use icon combinations. At some point, you may want to start moving your client toward sequencing, and Minspeak is designed to make best use of this.

For example, suppose you want to add some QUESTION WORDS by storing the actual words under two keys rather than one. The common first key to use is the word key, which is used to represent the whole class of question words. To add the word "when," you could use the icon, which shows a hand with a watch on it – "when" is a time concept.

So, to say the word "when," you select the sequence word on your device. You can then go on to add other sequences containing more question words.

The big question you may have is *why* would I want to use sequences? Why shouldn't I just keep adding more and more Pages with the new vocabulary on? The answer is that as your vocabulary size increases, sequencing becomes the best way to make it easy to handle.

If you have an overlay with 32 keys and use each key for a single word, how many words can you have on that overlay? The answer is obviously 32. Now suppose you said that instead of having one key for each word, you can sequence 2 keys for each word; how many words can you have on your overlay now? The answer is a huge 1024! If you wanted to have the same vocabulary available using individual Pages, you'd need 32 Pages to find your way through.

One last thought: if you can sequence 3 keys to get a word, how large can your vocabulary be with 32 keys? 32,768! Using Pages, you would need 1024 separate overlays – and how long would it take to find your way through 1024 Pages!

When selecting icons for your own messages,
think about

Possible associations for each icon;
Potential categories;
The power of the sequences

= Eat

= Drink
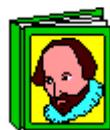
= Read

Choosing Your Own Icons

About Selecting Your Own Minspeak Icons to Represent a Message

Summary:
When choosing your own icons from the large set available to you in SpringBoard, consider some of these points: potential categories; potential teaching strategies; the power of sequencing.

In the SpringBoard program, many words and icons have already been chosen to help you get started with the device. But all the words and icons were chosen by the program developers using the guidelines in the summary above. To demonstrate how this works, let's look at one example, the APPLE icon.

Initial association: "eat"
Potential future associations: "food," "red," "bite," "round," etc.
Potential categories: FOOD, FRUIT.
Potential teaching strategies: cut up a real apple and let students "eat" it; combine real apple with other fruits to teach concept of FRUIT; place real apple among other red items to teach concept of "red."

See how the picture of the apple can be used as a springboard to other language concepts; color, shape, actions, categorizing. Remember that the pre-stored vocabulary in the SpringBoard has been developed to encourage the growth of language concepts, not just to be a dictionary of single words.

To use the apple to code words like "food," "red," "bite," and "round," you are going to need to start using sequences.

	Col. 1	**Col. 2**	**Col. 3**	**Col. 4**	**Col. 5**
Row 1					
Row 2					**Row 2 Col 5**
Row 3			**Row 3 Col 3**		
Row 4	**Row 4 Col 1**				
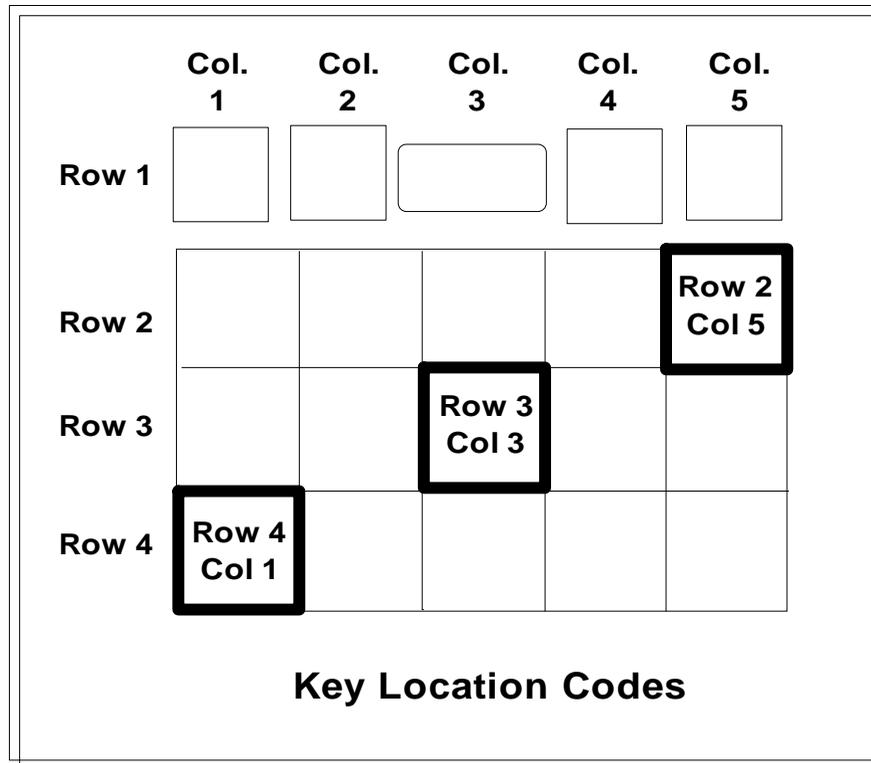
Key Location Codes

Key Location Codes

Works with any keyboard

About Finding Keys

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

For example, on the default overlay, there are 4 (four)rows of keys from the top to the bottom of the overlay. There are 5 columns of keys from left to right on the overlay.

ROW 1 contains the Activity keys.

The key with the AMBULANCE on it is at ROW 2, COLUMN 5 (R1C5).

The key that is labeled WANT is at ROW 3, COLUMN 3 (R2C3).

The CLEAR key is at ROW 4 COLUMN 1 (R3C1)

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

➲If you use Auditory Scanning with a Blank overlay, the SpringBoard uses the numbers to represent core key locations (Row 1 contains the Activity keys.)

Activate the TOOLS key on the front of the SpringBoard.

SPEAKER VOLUME DOWN	SPEAKER VOLUME UP	CREATE PAGE	ONLINE MANUAL	CREATE ACTIVITY	LESSON PLAN	ASSIGN CORE KEYS	STORE CORE
EAR VOLUME DOWN	EAR VOLUME UP	MODIFY PAGE		MODIFY ACTIVITY		SWAP CORE KEYS	ERASE CORE
CALL	SWAP PAGE KEYS	PAGE MENU	DELETE PAGE	DYNAMIC ACTIVITY MENU	SETTINGS MENU		EDIT CORE
AUDITORY PROMPT MENU	CHOOSE OVERLAY MENU	FEEDBACK MENU	MAINT MENU	REVIEW VOCAB MENU	SELECTION TECHNIQUE MENU	SPEECH MENU	TRANSFER MEMORY MENU
SPEECH ON OFF			POWER OFF	CLEAR DISPLAY	GOTO MINSPEAK		OK

The Toolbox

About the Toolbox

Summary:
The Toolbox contains the "tools" that you need to set up the SpringBoard. Open the Toolbox by pressing the TOOLS key on the front of the case. The key has a picture of a hammer and screwdriver on it.

The Toolbox is a screen that contains menus and single function keys. The menus contain options that you can select. There are single function keys like CALL and SPEAKER VOLUME UP. These menus and functions will help you to make the SpringBoard into a communication device that is tailored to your specific needs.

Go to the Toolbox by pressing the key on the top front of the SpringBoard case. The key has a picture of a hammer and screwdriver on it:

Activate the FEEDBACK MENU. This menu allows you to choose the kind of feedback you want from the SpringBoard. Activate OK or CANCEL to exit the menu. The CHOOSE OVERLAY MENU allows you to choose and overlay, switch User Areas and various other things.

➲ See pages 99-101 for information about the keys that have blue printing on them. The settings in these menus can be saved.

You can go to your Minspeak overlay or the spelling keyboard from the Toolbox by activating either of those keys.

↻Note:

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 139-147 to learn about storing tools on your overlay.
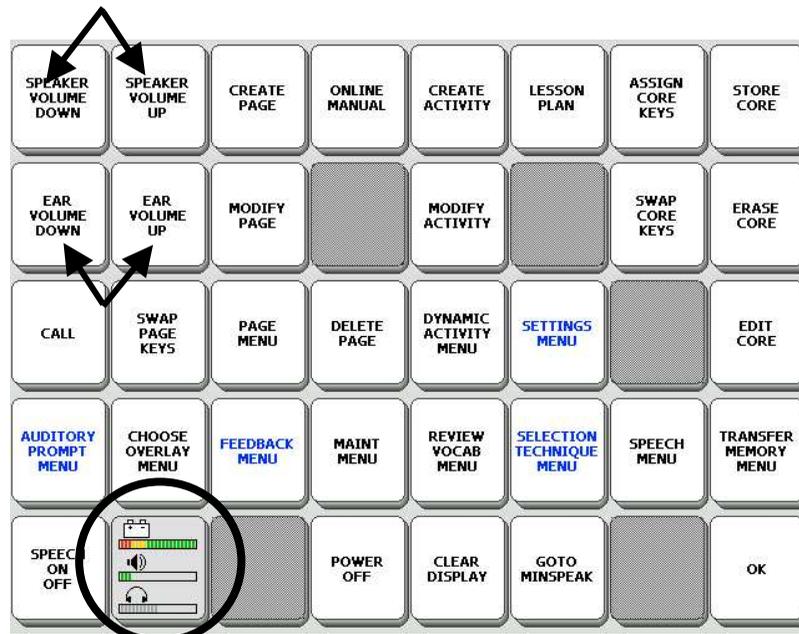
Activate a Volume key and see the Speaker or Headphone bar graph
change with each activation
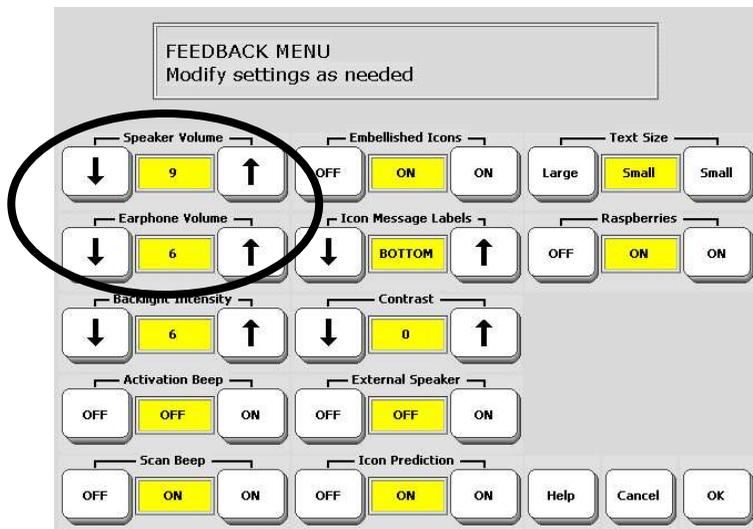
Or you can change the Speaker and Headphone Volume
in the FEEDBACK MENU

Change the Speaker and Headphone Volume

You can quickly change the volume of the SpringBoard's speaker or external headphones (if you are using them).
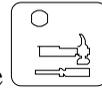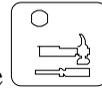
Go to the Toolbox by pressing the [key icon] key on the front of the SpringBoard case.

The keys at R1C1, R1C2, R2C1 and R2C2 allow you to change the speaker and earphone volume.

The key at R5C2 has a bar graph for Speaker and Earphone volume. When Speech is turned On the volume bar graph is green (active). When it is Off, it is red (inactive). When Earphone is turned On (in the AUDITORY PROMPT MENU) the bar graph is in color. When it is turned Off the bar graph is gray.

Press the speaker volume keys up or down a few times. Notice that the lines on the corresponding bar graph key will increase or decrease with your activations. This gives you an indication of how loud or soft your activations are making the volume.

Test the volume by going to your overlay. Activate a message sequence and listen to the volume. You can also press on the Text Display Area. The SpringBoard will speak any text that is in the Text Display Area and/or in the buffer. (Text that has scrolled off the display will stay in the buffer until you press CLEAR DISPLAY.)

➲You can also set the speaker and headphone volume in the FEEDBACK MENU.

About the CALL Tool in the Toolbox

Summary:
CALL is designed to bring someone to the aid of the person who is using the SpringBoard. When you activate it, it emits a series of recognizable beeps that indicate a need for some kind of help.

The CALL tool is at R3C1 in the Toolbox.

There will probably be times when you may need emergency help or some immediate assistance. The CALL tool is just for this purpose.

When you activate the CALL key, the SpringBoard plays a series of loud beeps, which are designed to get someone's attention. The beeps are not like any other beeps the SpringBoard makes when it is in regular use.

Because the CALL tool is designed to bring you immediate assistance, **it should only be used for that purpose**. Overuse of the CALL tool lessens the importance of the signal to those who hear it.

Setting Up the SpringBoard

Overlays

4-location
8-location
15-location
32-location
Unity®
Blank

**6
User
Areas**

Selection Techniques

Keyboard
Switches
Joystick
Integrated Tracker™ Headpointer

The SpringBoard Gives You Lots of
Set-Up Options

About Setting Up the SpringBoard for Efficient Use

Your ability to use the SpringBoard for maximum communication will depend in part on setting it up so that it suits your individual communication needs. In this section you are going to learn how to set up the SpringBoard so that you can use it easily and efficiently.

The SpringBoard Toolbox gives you a lot of set-up options. In the CHOOSE OVERLAY MENU you can choose from among six different User Areas. You can select to use a 32, 15 or 8 or 4-location keyboard. There are a number of different overlays which contain pre-stored vocabulary. There is also a blank overlay in each keyboard size. All of these options are available to you in the CHOOSE OVERLAY MENU in the Toolbox.

You will use the SELECTION TECHNIQUE MENU to make choices about the kind of selection technique you want to use. Can you activate keys by pressing on them? Then you might want to use the keyboard as a selection technique. If you can't press directly on the screen, you might want to use a headpointer or a switch. Maybe you would like to try a joystick.

Efficient communication involves picking the options that will work best for you. You might want to try different combinations of options before you settle on the ones that you like best.

The rest of this section will help you to learn about the set-up options and how to use them.
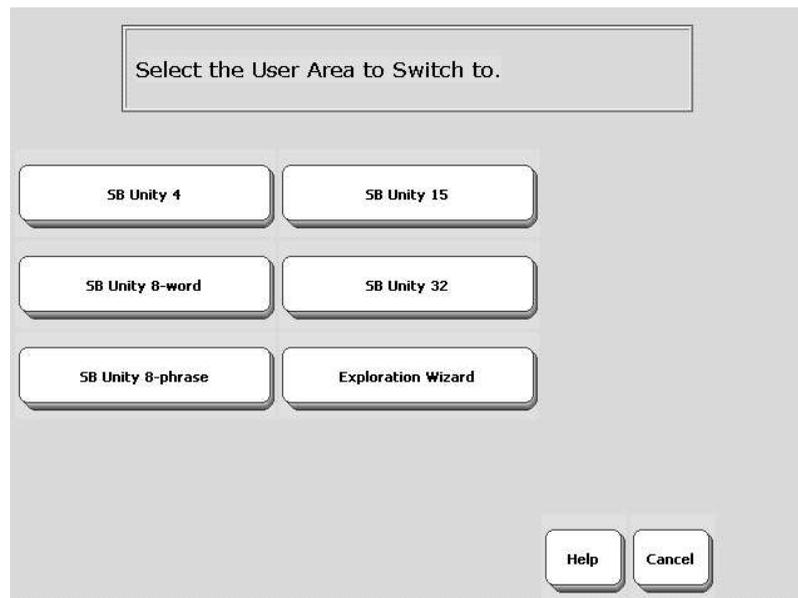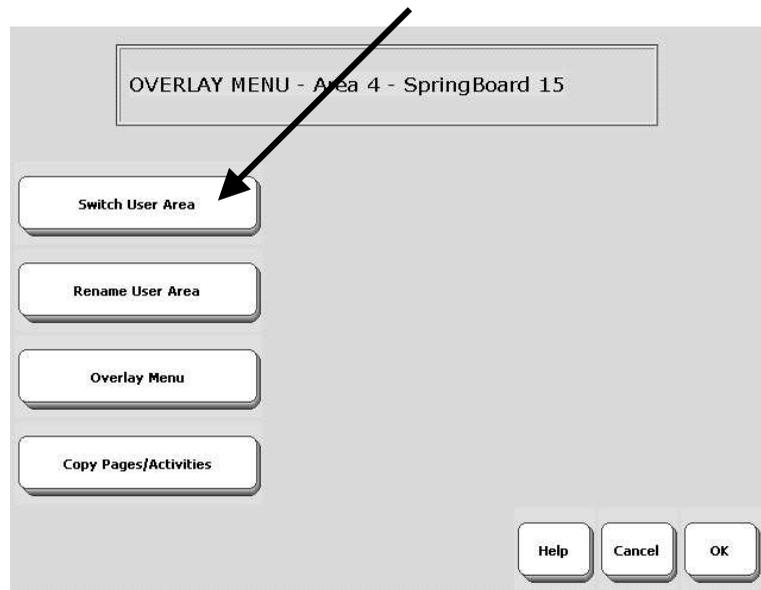
Select a User Area

About User Areas

Summary:
The SpringBoard has six different User Areas. If more than one person is using the SpringBoard, each person can have his or her own area. A single user can load different keyboards and overlays into different Areas and use them in specific situations.

There are six possible User Areas in the SpringBoard. Each User Area can be set up differently. The defaults are: User Area 1: 4-Location Vocabulary.; User Area 2: 8-Location Word Based vocabulary; User Area 3: 8-Location Phrase Based Vocabulary; User Area 4: 15-Location vocabulary; User Area 5: 32-Location Vocabulary. User Area 6 contains the Exploration Wizard for the Demonstration Overlays.

You can also load blank overlays in various keyboard sizes and create your own overlays.

If different people are using the SpringBoard, each person can have his or her own User Area complete with its own settings, overlays, keyboards, activities and pages. If one person is using the SpringBoard he or she might like one User Area to be used with a switch or headpointer. Another Area might use keyboard access. One Area might be set up for school situations and another for when the user is at home.

You select a User Area in the **CHOOSE OVERLAY MENU**. The *Overlay Menu* option allows you to change the overlay in whatever Area you are currently using. Other options allow you to switch to a different Area, name an Area, and copy pages and activities. Choose a selection technique for your Area from the **SELECT TECHNIQUE MENU**.

⮌**Note:** The selection technique you choose will be active with all the overlays in your User Area. If you set up a new User Area, the selection technique settings for another Area do not transfer to the new Area. You must select the technique you want for the new Area.
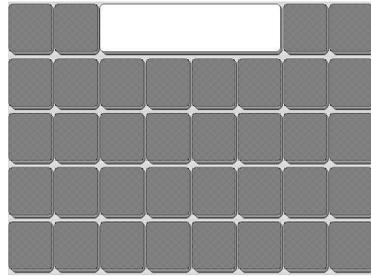
32 Location Keyboard
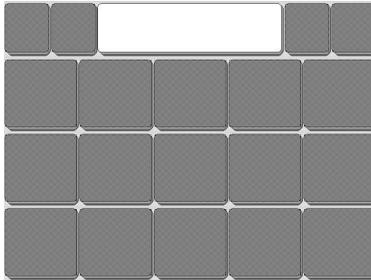
15 Location Keyboard
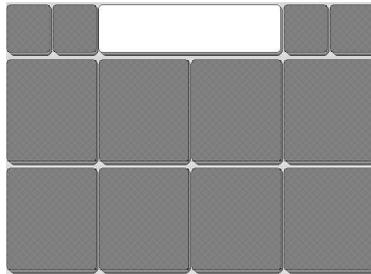
8-Location Keyboard
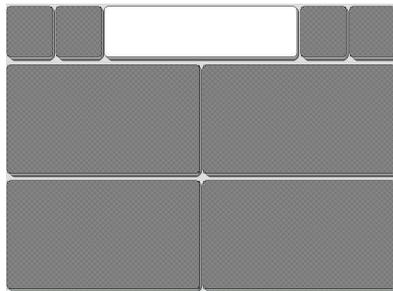
4-Location Keyboard

About Keyboard Sizes

Summary:
Keyboard refers to the number of key locations that are visible on the SpringBoard's display screen. You cannot select a differently sized keyboard for the Toolbox.

The **CHOOSE OVERLAY MENU** in the Toolbox offers you many options.

There are a variety of different overlays to choose from. In the *Switch User Area* option you see the six pre-stored keyboard options and their vocabularies. You can select one of these User Areas and simply use it as your own.

The *Overlay Menu* option you can select from a number of blank overlays with different keyboard sizes. You then have to construct your own vocabulary to go with the blank overlay. There are also the pre-stored vocabulary overlay options to choose from. You select a User Area you want to use (*Switch User Area* option), then select the overlay you want to load into the User Area. The overlay you choose to load into a User Area will **replace** the overlay that is currently being used in that Area.

You might want to test out some different keyboard sizes before you set up your own User Area. You will want to select the key size that is easiest for you to use.

All the overlays allow you to press the keys directly on the screen or to plug in a headpointer or switch to select locations.

Select the User Area to Switch to.

SB Unity 4	SB Unity 15
SB Unity 8-word	SB Unity 32
SB Unity 8-phrase	Exploration Wizard

Help   Cancel
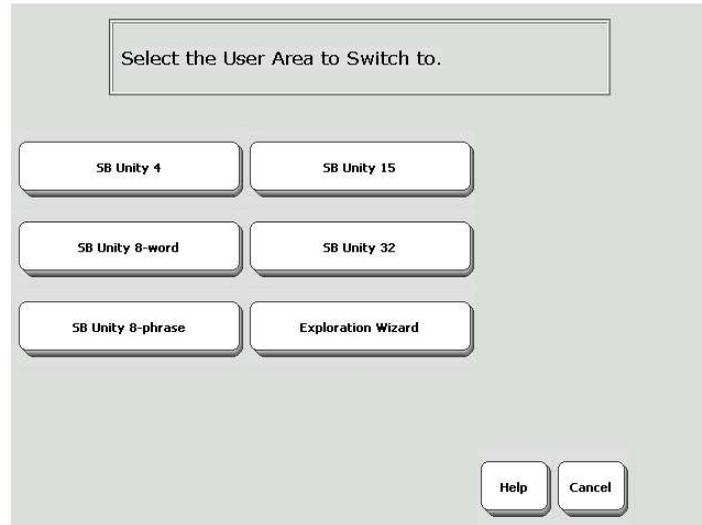
Pre-Stored Overlays and Vocabulary
(These are the SpringBoard Defaults)

Select the overlay you wish to load.

Load Blank 32 Loc Overlay	Load SB Unity 32
Load Blank 15 Loc Overlay	Load SB Unity 15
Load Blank 8 Loc Overlay	Load SB Unity 8-word
Load Blank 4 Loc Overlay	Load SB Unity 8-phrase
	Load SB Unity 4

Help   Cancel   OK
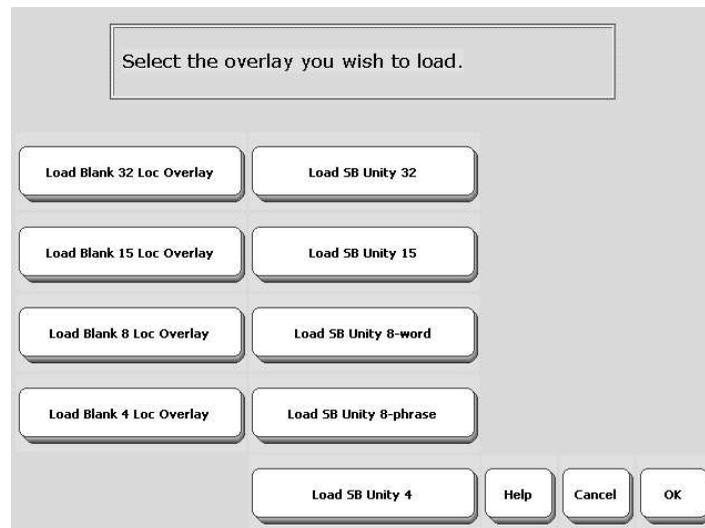
Overlay Menu Option

About the Communication Overlays

When you create your own User Area, you need to select a communication overlay to go with it. The kind of overlay you choose will also help you to communicate efficiently.

Right now the SpringBoard has a variety of overlays that come with pre-stored vocabulary and activities. ⮑These default overlays can be found in the **CHOOSE OVERLAY MENU** under the *Switch User Area* options. These overlays are pre-stored in individual User Areas. They contain pre-recorded vocabulary and are ready to use. The *Exploration Wizard* option is for demonstration purposes only. You can not load that option into a different User Area.

The *Choose Overlay* option allows you to select a blank overlay or a pre-stored overlay and load it into any User Area you want. If you select an overlay from the Choose Overlay option, you must store your own vocabulary to go with it.

You store and retrieve messages for communication on your communication overlays. The pre-stored vocabulary overlays all use single-hit vocabulary. This means you will always generate a word or phrase with one key activation. If you using a blank overlay, you can store vocabulary under two or three icons if you wish.

When you store messages using a 15, 8 or 4 location overlay, you must use the *same* overlay to recall the messages. This means that you cannot recall messages stored in 15, 8 or 4 locations if you are using the 32 location overlay.
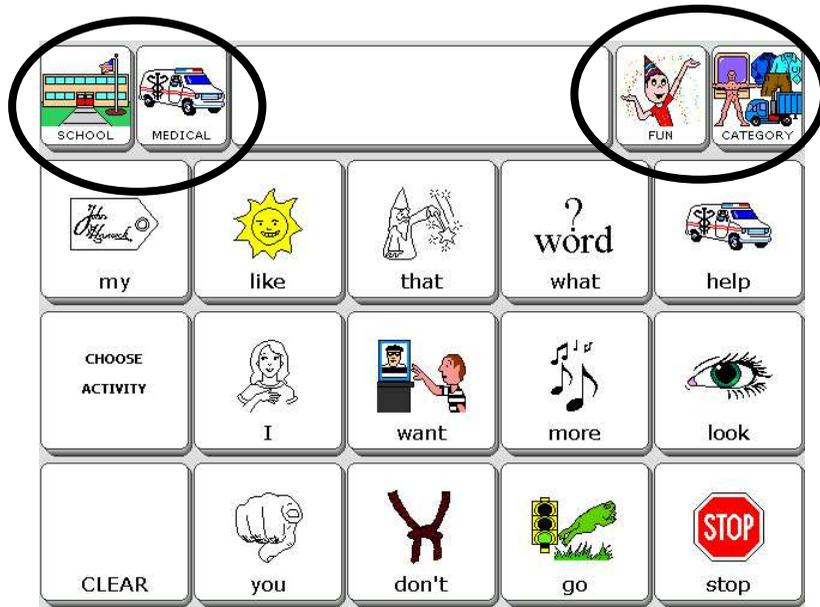
Activities
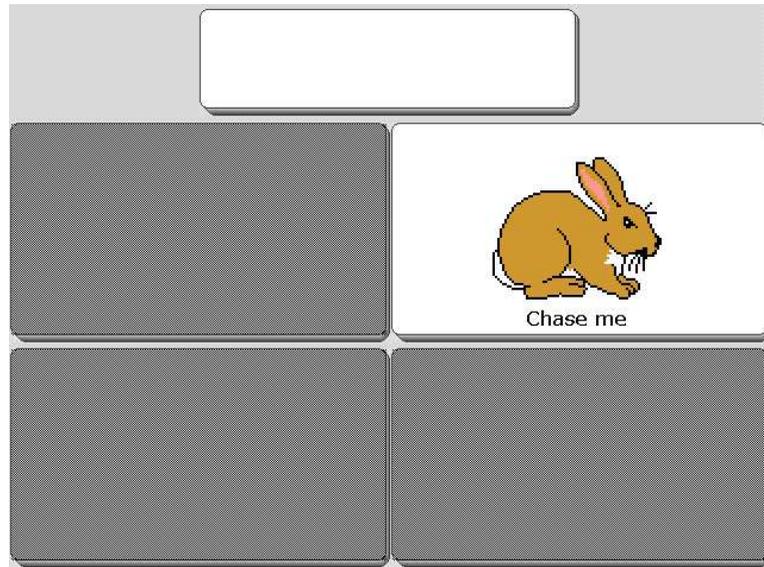
The Demonstration TARGET Page

About Pages and Activities

Every overlay with pre-stored vocabulary has Pages and Activities as part of the vocabulary. Activities allow you to carry on conversations about specific subjects like shopping or movies. You can talk while you are attending specific events like a party or work. While you are in an Activity, you still have instant access to your core vocabulary. Activities can be accessed through the Activity Row at the top of each overlay.

There are also a number of Pages you can use. Pages allow you to play games, use a computer or read books. You do not have instant access to your core vocabulary when you are using Pages.

The **CHOOSE OVERLAY MENU** has an option that allows you to copy Pages and Activities from your current User Area to another User Area. You can copy specific Pages and Activities, or all of the Pages and Activities in a given Area.

OVERLAY MENU - Area 6 - Exploration Wizard

Switch User Area

Rename User Area

Overlay Menu

Copy Pages/Activities

Help   Cancel   OK

The CHOOSE OVERLAY MENU

Using the CHOOSE OVERLAY MENU

To Choose a User Area and/or Overlay

1. Go to the Toolbox screen by pressing the button with the picture of the hammer and screwdriver on it on the front of the SpringBoard case: .

2. When you see the Toolbox screen, press the key labeled CHOOSE OVERLAY MENU. If you want a different User Area with a default overlay in it, activate the *Switch User Area* option, and select the Area you want

4. To select a different overlay for a User Area, activate the *Overlay Menu* option.

5. Select the overlay you want to load into the User Area you selected in step #3. ⮌The overlays in the *Overlay Menu* option do not contain pre-stored vocabulary.

6. Activate OK when you are finished.

☾IMPORTANT! If You Change Overlays

If you change from the overlay you have been using to a different overlay in the **same** User Area, any vocabulary that is stored on your current overlay **will be lost** when the new overlay is installed.

If you want to save the vocabulary that is stored on your current overlay, perform a memory transfer **before** you change to a different overlay. (See the *MTI Instruction Sheet* for information about making memory transfers.)

Selection Techniques

Keyboard

Optical Headpointer

Single (1) Switch

Dual (2) Switch

Joystick

The Selection Techniques

What are the Selection Techniques?

Summary:
A Selection Technique is what you will use to control the SpringBoard. You can select **Keyboard**, **1-Switch**, **2-Switch**, **Joystick or Headpointing.**

➲**All selection techniques require a positioning analysis to prevent repetitive stress injuries.**

Keyboard:
The keyboard refers to the number of keys you have on the SpringBoard screen. Press the keys on the screen to activate them. The keyboard is always active no matter what technique you choose.

Headpointer
Madentec's Tracker™ technology is integrated into the Springboard. Place the small reflective dot on your forehead and face the headpointing sensor on the front of the Springboard case.

1-Switch Scanning—Use a single switch to scan to any key on the keyboard. 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 the back of the SpringBoard.

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 back of the SpringBoard.

Joystick—allows you to scan up, down, right, left and diagonally.

➲**You must have an adapter to use a joystick**. See **Appendix E**.

All of the above techniques are available with the 32 and 15 location overlays. All *except Joystick* are available with the 8 and 4 location overlays. Some of the options may be different with the 8 and 4 location overlays.
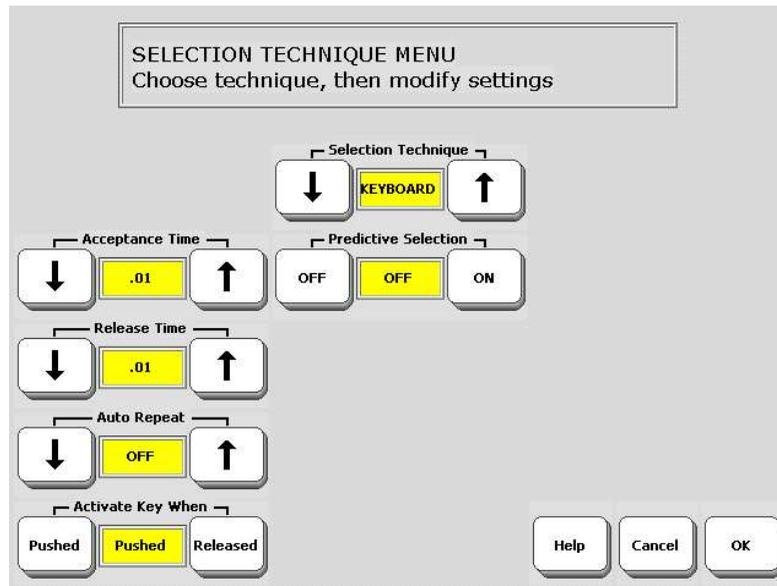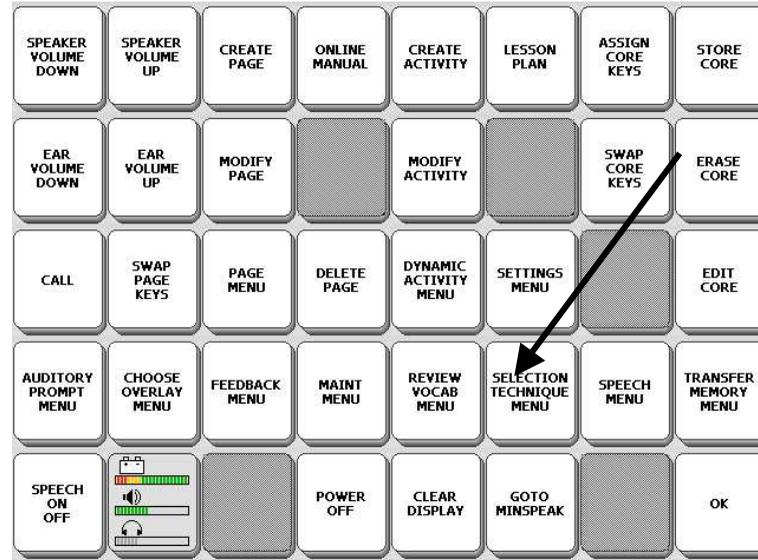
Choose a Selection Technique
in the SELECTION TECHNIQUE MENU

Using the SELECTION TECHNIQUE MENU

Summary:

Activate the TOOLS key to go to the Toolbox screen. Then press the SELECTION TECHNIQUE MENU key. Choose a selection technique from the menu. Then choose the modifications you want to make.

⏻Note:

The SpringBoard will automatically save the keyboard size, overlay and selection technique you select in the User Area that is currently showing in the "User Area" box.

To Choose a Selection Technique:

1. Press the TOOLS button on the front of the case.

2. Press the SELECTION TECHNIQUE MENU in the Toolbox.

3. Press the up or down arrow until you see the name of the selection technique you want in the text box. When you choose your technique, the screen will show you the options that are available for that technique.

4. Select the options that you want to use, then press the OK key to save your settings and to return to your Minspeak overlay.

The different selection techniques are discussed in the next few pages. After you have decided on a selection technique look through the rest of the chapter for explanations of the options that apply to your technique.
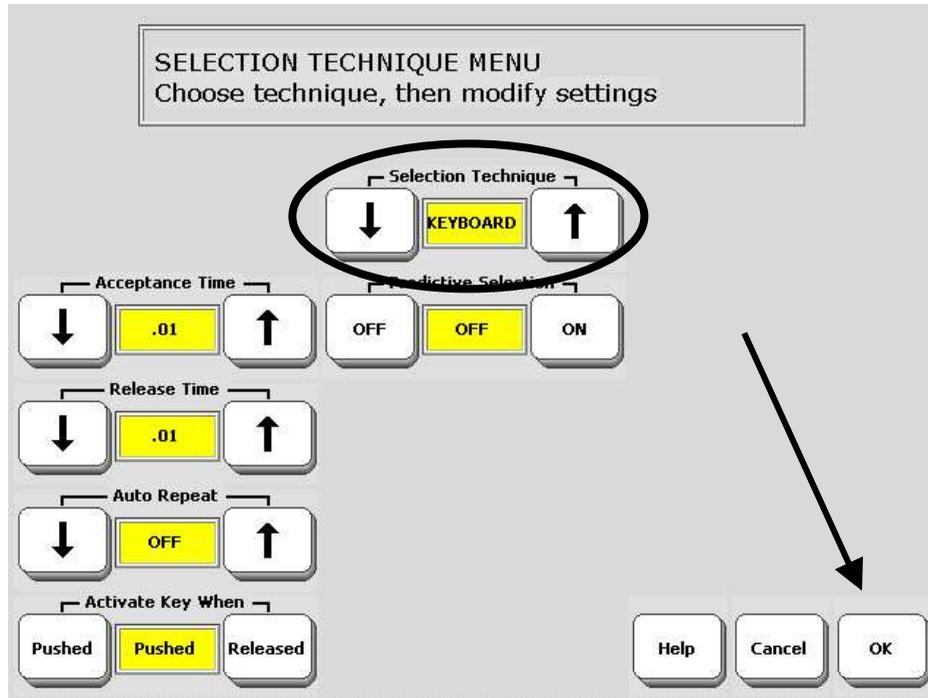
Select your keyboard options, then select OK.

Keyboard Selection Technique

Keyboard

Summary:
If you choose Keyboard for your selection technique, you must be able to press on the keys with your finger or some kind of "point and press" device. Choose Keyboard from the SELECTION

TECHNIQUE MENU on the Toolbox screen. Press [image] on the front of the case to get to the Toolbox screen.

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 the keyboard with any screen.

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

The keyboard is the default selection technique for the SpringBoard. Turn the SpringBoard On and then press the keys on the keyboard. The options for the KEYBOARD selection technique are explained in the Options section of this chapter beginning on page 69.

↻Note:

The selection technique you choose to use with your Minspeak overlay can also be used with the Toolbox screen. If you are scanning, you can scan in the Toolbox; if you are using a headpointer, you can use it in the Toolbox.

Remember: no matter what selection technique you choose, the keyboard is always available for you to use.

➡You can order a 32, 15, 8 or 4-location keyguard from Prentke Romich to place over the SpringBoard's screen if you find it is necessary.
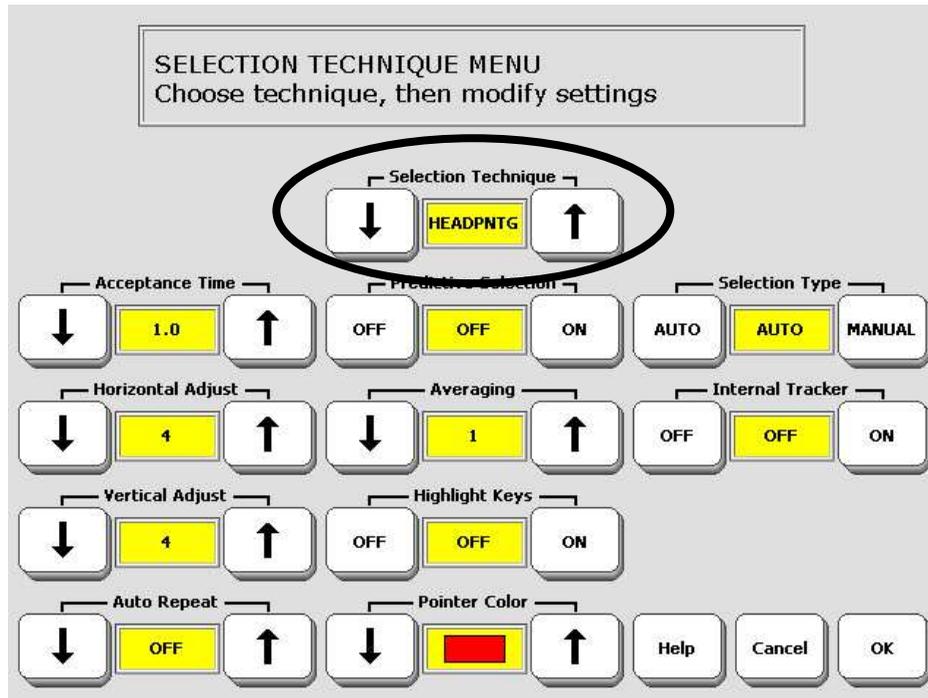
Headpointing Options

Headpointing

Summary:
Headpointing is an optional accessory.

Headpointing for the Springboard uses Madentec's Tracker™ technology and is already integrated into the device. If you purchase the headpointing option the only "headpointer" you will need is the reflective dot that came with your device. You stick this small dot on your forehead, on the bridge of your glasses or any moveable location on your body where the headpointing sensor on the front of the case can see it. As you look at the keys you want the headpointer to activate, you must keep the reflective dot within a 30-35 degree angle of the sensor. You should be seated within a 1-3 foot range of your device.

When everything is working correctly, the LED inside the small picture of the head on the front of the case will light up. If the LED does not light, make sure your head, or whatever part of your body you used for the reflective dot is within the 30-35 degree range of the sensor. Also make sure you are seated neither too far away from, nor too close to the Springboard.

Once the headpointer is working correctly, go to the SELECTION TECHNIQUE MENU and select the options you want to use. Make sure the *Internal Tracker* option is set to **ON**. Read about other headpointing options in the *Selection Technique Options* part of this chapter.

➲If want to use an external headpointer, not the internal Tracker, turn the *Internal Tracker* option to **OFF**.
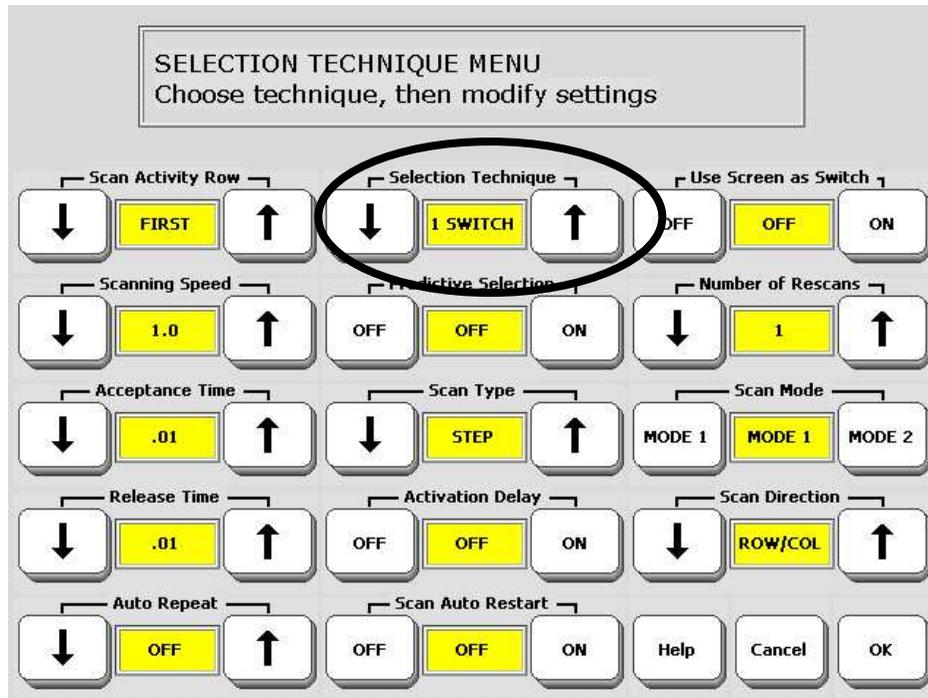
1-Switch Options

1-Switch

Summary:
Plug a single switch or a dual switch (use only the SELECT side) into *either* of the SWITCH jacks on the left side of the SpringBoard case. The default scan is 'automatic' and the default scanning speed is '1 second.'

You can scan with a single switch, by using only the SELECT side of a dual switch, or you can use the SpringBoard screen as a switch. You can use 1-Switch scanning with the 32, 15, 8 and 4 location keyboards.

➲If you select the "Use Screen as Switch" option, the display screen acts as a switch. Tap the screen to make selections. This option **does not** work in the Toolbox.

Plug your switch into the connector labeled SWITCH A or SWITCH B on the SpringBoard's side panel. Activate the TOOLS button on the case to go to the Toolbox screen. Activate the SELECTION TECHNIQUE MENU. Select 1-Switch in the Selection Technique box. The screen will show the 1-Switch scanning options. Explanations for these options can be found throughout the remaining pages in this chapter.

↻Note:

You will use your selection technique with any overlays in your area (i.e, whether you are using a 32, 15, 8 or 4-location overlay).

When you have finished with the SELECTION TECHNIQUE MENU, press the OK key.
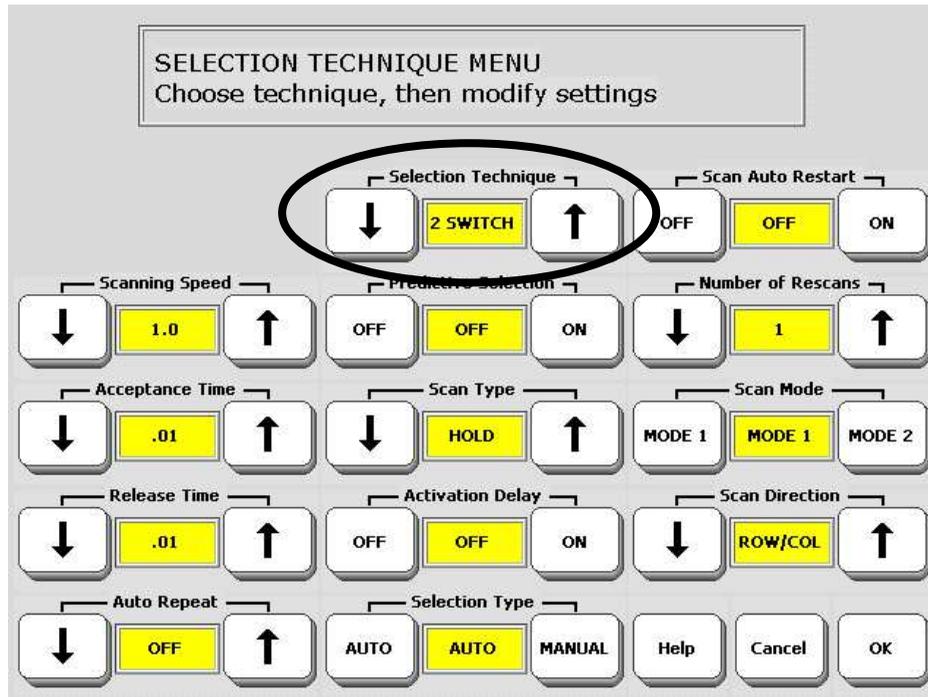
2-Switch Options

2-Switch

Summary:
Use two single switches or one dual switch to scan up, down, left and right or to do 2-switch row/column scanning. Plug the switches into the SWITCH A or SWITCH B connectors on the left side panel of the SpringBoard. After each activation the scan returns to the center of the keyboard.

2-Switch

With 2-Switch Scanning you can use either two single switches or one dual switch. If you have two single switches, plug one switch into the connector marked SWITCH A on the left side of the SpringBoard and plug the other switch into the connector marked SWITCH B. If you have a dual switch, plug it into either connector. Select 2 SWITCH in the SELECTION TECHNIQUE MENU.

If you are using a dual switch and select the "Manual" option, plug the third switch into the SWITCH B connector. Plug the dual switch into the SWITCH A connector.

Activate the TOOLS button on the case to go to the Toolbox screen. Activate SELECTION TECHNIQUE MENU. Select 2 Switch in the Selection Technique box. The screen will show the 2 Switch scanning options. These options are described on pages throughout the rest of this chapter. When you have finished, select the OK key.

⏻Note:

You will use your selection technique with any overlays in your area (i.e, whether you are using a 32, 15, 8 or 4-location overlay).
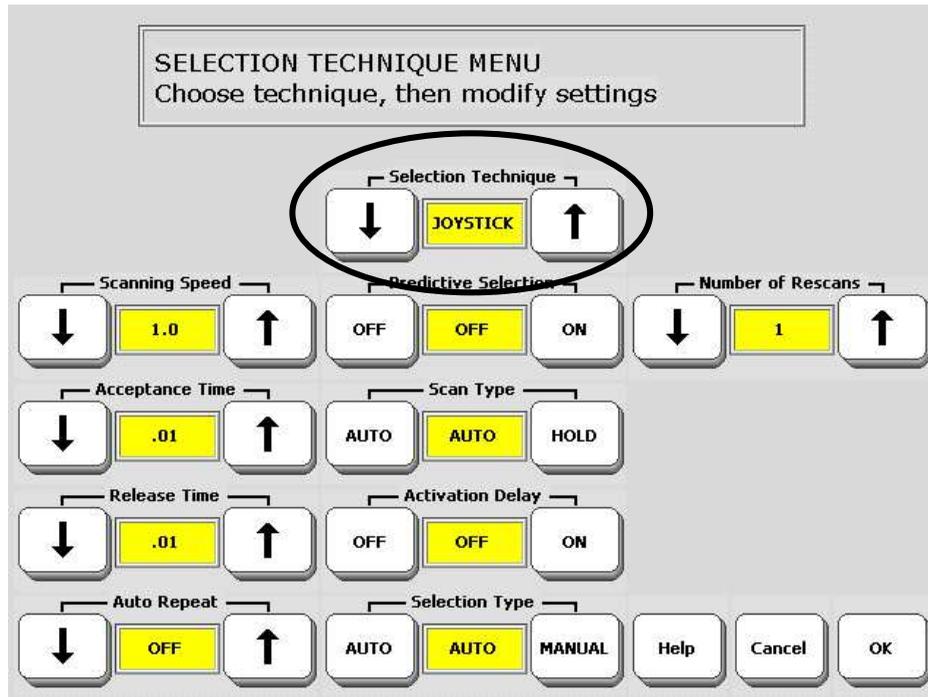
Joystick Options

Joystick as a Selection Technique

Summary:
A joystick allows you to scan up, down, left, right and diagonally.

Ü**You must have an adapter to use a joystick with the SpringBoard.**

Call the PRC Rehab department for complete information: 800-262-1990. See also **Appendix E** for specifications.

A Joystick is the most versatile scanning device. You can push a Joystick in any direction to scan up, down, left, right or diagonally. You can also use an Arm Slot Control instead of a Joystick. The Arm Slot Control allows Joystick-type scanning for people who do not have enough fine motor skills to use a Joystick.

You need an adapter that will allow you to connect to both the A and B switch connectors on the SpringBoard as well as an option to connect a third switch for manual entry. The other end of the adapter must fit your joystick connector.

To Scan:
Move the joystick to scan to the location you want. The SpringBoard will automatically select the location after the acceptance time has passed or you can activate a separate switch to select the location.

ÜImportant Note:

You must have an adapter to use a joystick with the SpringBoard. Call the PRC Rehab department for complete information: 800-262-1990. See **Appendix E** for more information.

Some Options for the Selection Techniques

Scan Mode 1 or 2   *Vertical Adjustment*

Horizontal Adjustment

Scan Type

Auto Repeat

Row/Column or Column/Row

Scanning Speed   *Predictive Selection*

Averaging

Some Selection Technique Options

Some Options in the SELECTION TECHNIQUE MENU

Scan Activity Row: the scan will include the Activity Row either before or after the core vocabulary (First or Last. Off = no scan of top row).

Scan Mode: see pages 79-85 for descriptions of Scan Mode 1 and Scan Mode 2.

Scan Type: the options for Scan Type include Auto or Hold. Auto means that the SpringBoard automatically scans the keyboard. Hold means that you must press and hold your switch to scan the keyboard. *Step* means that you must press your switch each time you want to step to a new position.

Selection Type: **(Scanning)** you can choose to select a location either automatically (Auto) or manually (Manual). Auto means that the SpringBoard automatically selects a location after the acceptance time has passed. Manual means that you must activate your switch to select a location. Use this with 2-switch or a joystick.

Scan Auto Restart: if this is Off, once you have selected a message, you must activate your switch to start a new scan. If this is On, once you have selected a message, the SpringBoard automatically starts a new scan.

Number of Rescans: this allows you to select the number of times you want the SpringBoard to automatically re-scan the keyboard. You can select a number from 0 through 10. The default is 3 times.

⮐You can turn the Scanning Beep On or Off in the **FEEDBACK MENU**.

Auto Repeat Rate: lets you choose how fast a key will repeat itself if you hold it (or your switch) down. If you select "1.0" for example, the key repeats itself once a second.

Activate Key When: this allows you to tell the device to activate a key when you touch the key or when you release the key. The default is "Touched."

To avoid accidental key activations:
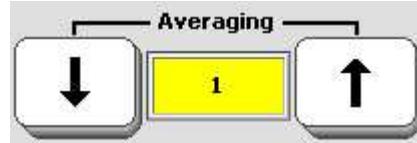
The higher the number you select the further into a key's area you must move before the key will be become highlighted.

Headpointing—Averaging

Headpointing: Averaging

Summary:
Averaging is a **Headpointing** option. You can select a number from 1-5. Numbers between 2 and 5 are recommended. The default is 2.

Averaging is a way of helping you to cut down on accidental key activations caused by involuntary head movements. The number you select tells the SpringBoard 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

Trouble reaching the right or left edges?
Increase the **Horizontal** number.

Trouble reaching the top or bottom edges?
Increase the **Vertical** number.

Move off the vertical edges too easily?
Decrease the **Vertica**l number.

Move off the horizontal edges too easily?
Decrease the **Horizontal** number.

Trouble reaching corners?
Increase both **Horizontal and Vertical**

For Large Head Movements:
Decrease Horizontal and Vertical

For Small Head Movements:
Increase Horizontal and Vertical.

Horizontal Adjustment; Vertical Adjustment

Headpointing: Horizontal Adjustment and Vertical Adjustment

Summary:
Horizontal and Vertical Adjustments are Headpointing options. If you have trouble selecting keys on the edges of the keyboard, or positioning the pointer in the corners of the keyboard, making these adjustments will help.

Once your headpointer is connected and you are positioned properly, move your head and try to place the cursor in each corner of the screen—top right, top left, bottom right and bottom left. Move your head from left to right across the screen and from the top to the bottom of the screen. Did all the keys on the screen become highlighted?

If you had 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.

Headpointing adjustments you set when you are fresh and alert may not work as well for you as the day moves on and you become tired. If this happens, you can make new vertical and horizontal adjustments. You can also save the settings under an icon sequence on your overlay so different settings are always available to you. See pages 99-101.
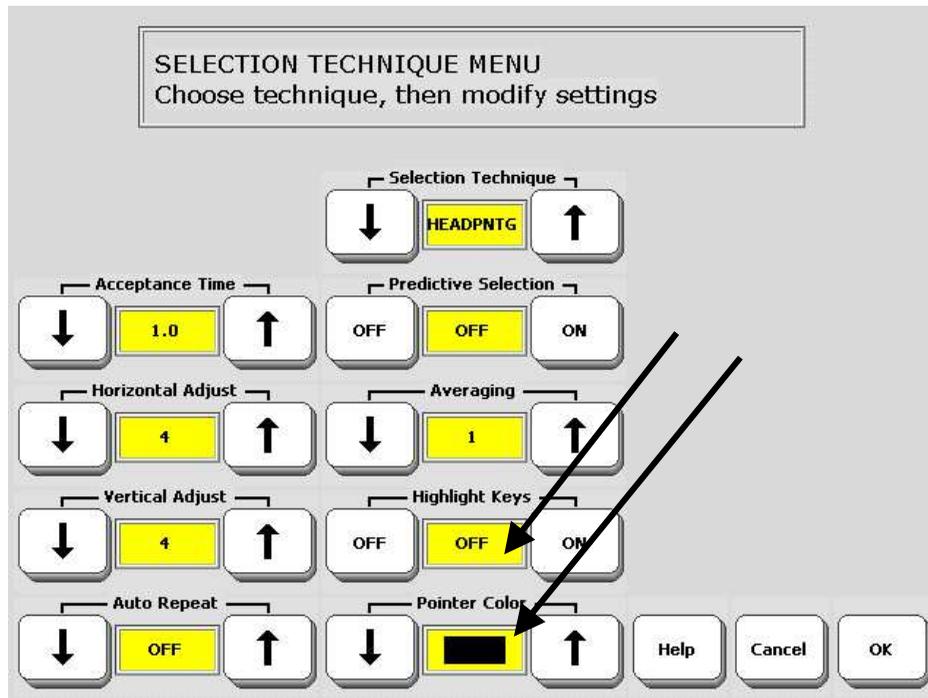
Select a Pointer Color
Highlight the Key you have pointed to

Headpointing: Color Pointer; Highlight Key

Summary:
You can change the color of the headpointing pointer if you do
not like the default gray. You can tell the SpringBoard to highlight
the key you have pointed to.

When you use Headpointing, you will see a pointer in the shape of a
hand. The default color for the hand is gray. If this is hard for you to
see, or if you would just like a different color, select the "Pointer Color"
option. Press the arrows to see the different colors you can choose.
When you see the color you want to use, press the OK key.

"Highlight Keys" tells the SpringBoard to place a red border around the
key that you point to. This may help to make the selected key easier to
see.
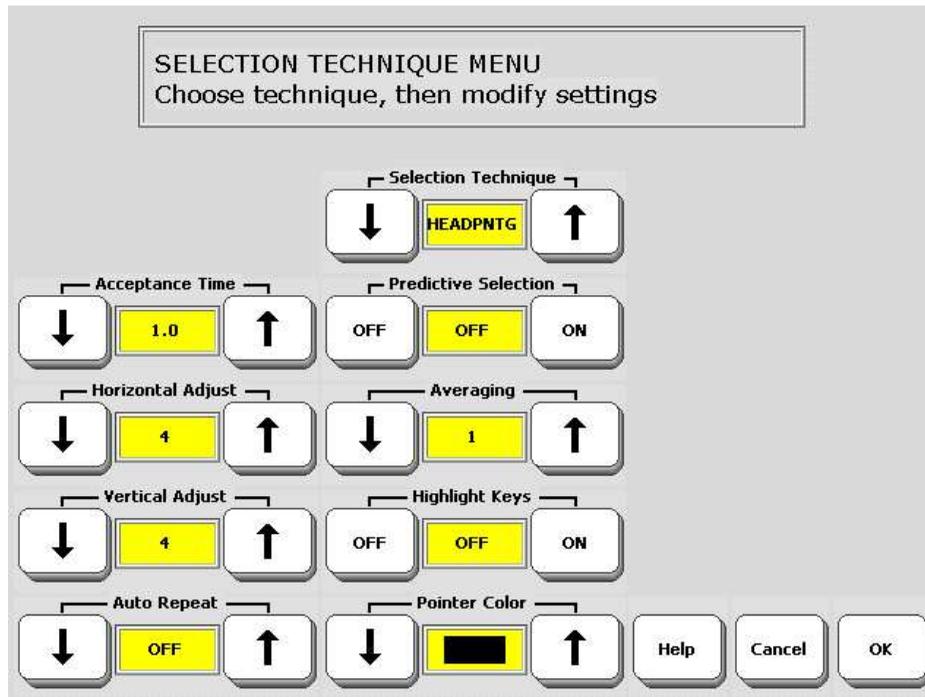
Use the Headpointing Menu for all
Headpointers

Using Other Headpointing Devices

If you want to use other pointing devices such as the HeadMaster, AirMouse or a track ball, you can still use the "Headpointing" options in the SELECTION TECHNIQUE MENU.

➲Depending on your headpointer, you will connect it to either the **Serial** port or the **USB** port on the SpringBoard. See the directions for your headpointer.

1-Switch-Scan Mode 1
Row/Column Scan

1.
Activate switch.
Scan proceeds down the rows.
Text Area is included at the end of the scan.

2.
When you reach the row you want,
activate switch.
Scan proceeds across the columns you have selected.

3.
When you reach the location you want,
activate switch.

1-Switch—Scan Mode 1

1-Switch—Scan Mode 1

Summary:
Plug a single switch or a dual switch (use only the SELECT side of a dual switch) into one of the SWITCH jacks on the left side of the SpringBoard case. The default scan is 'Automatic' and the scanning rate is '1 second.' You can also choose to use the SpringBoard screen as a switch.

To Scan in 1-Switch Scan Mode 1:

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

1-Switch - Scan Mode 2

Activate switch.
Scan proceeds down the rows.
Text Display Area is included at the end of the scan.

When scan reaches the row you want,
activate switch.

Activate switch **again**
to begin scanning the columns.

When scan reaches the location you want
activate switch.

1-Switch—Scan Mode 2

1-Switch—Scan Mode 2

Summary:
Scan Mode 2 is a slightly different single switch scanning style that involves 4 switch activations rather than 3. You can select this style in the Toolbox.

Scan Mode 2 is another single switch scanning technique. This technique involves four switch activations instead of three as in Scan Mode 1.

Activate the TOOLS button on the case to go to the Toolbox screen. Activate SELECTION TECHNIQUE MENU. Select 1-Switch in the Selection Technique box, and then select the Scan Mode 2 option.

To Scan:
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 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.

2-Switch – Scan Mode 1

Activate **switch 1**.
Scan starts at middle key, top row
And moves down the column.

Activate **switch 1 again**.
Scan reverses and moves up the column.
When you reach the row you want,

Activate **switch 2.**
Begins scan of row from left to right.

Activate **switch 2 again**.
Scan reverses and moves across row
from right to left.

Activate **either switch** to select a location.

2-Switch—Scan Mode 1

2-Switch—Scan Mode 1

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

To Scan:
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.

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.

2-Switch – Scan Mode 2

Activate switch 1.
Rows are scanned from top to bottom.

When scan reaches row you want,
activate Switch 2

Activate switch 1.
Scan goes across the columns from left to right.

When scan reaches location you want,
activate switch 2

2-Switch—Scan Mode 2

2-Switch—Scan Mode 2

Summary:
Switch 1 starts scan. Switch 2 selects row or column. Switch 1 scans row or column. Switch 2 selects location.

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-Scan Mode 2 with the 32, 8 or 4 location keyboard. Select 2 SWITCH and MODE 2 in the SELECTION TECHNIQUE MENU.

To Scan:
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.*

ROW/COLUMN

Scans rows first from top to bottom
Then scans columns from left to right in row you selected.

COLUM/ROW

Scans colums first from left to right.
Then scans column you selected from top to bottom.

LINEAR

Step through keys from left to right across the rows
Or from top to bottom down each column.

STEP
Activate switch to step through each row.
When you reach row you want activate switch or
wait for Acceptance Time to pass.
Activate switch to move to another key or wait for Acceptance
Time to pass and SpringBoard will select the highlighted key.

Row/Column or Column/Row Scan

Scan Direction

Row/Column: the scan starts by highlighting the top row (across the keyboard) of keys. It moves down to the second row, then the third, etc. When the row that contains the key you want is highlighted, activate your switch. The scan will then highlight the separate columns in the row you selected. The scan moves from left to right. When the key you want is highlighted, activate your switch. The key is selected.

Column/Row: the scan begins by scanning the columns instead of the rows. The scan moves from left to right across the columns. When the scan reaches the column that contains the key you want, activate your switch. The scan then highlights each key in that row. When the key you want is highlighted, activate your switch.

Row/Column or Column/Row are options for most of the selection techniques. *Column/Row is not available with 2-Switch Scan Mode 1*.

Linear: allows you to step through the keys on the overlay moving from **left to right** across the rows or from **top to bottom** down each column.

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.

8 and 4 Location Scans: the choices are **circular**, **linear** or **row/column** . Use *Step* or *Auto* for switch activation. If you select "*Step*" you must activate your switch each time you want to move to a new row or key. If you select "*Auto*" the keys are scanned automatically. Activate your switch to select a key. Two switches may be used, one to step scan and one to activate.

SCANNING SPEED

The amount of time it takes the scan
to move from one key, row or column to the next.

Default = 1 second

Scanning Speed

Scanning Speed

Summary:
Scanning speed is the amount of time it takes the SpringBoard to move from one key to the next in a scan. As the SpringBoard scans, it beeps and highlights each key. Change the scanning speed in the SELECTION TECHNIQUE MENU.

Scanning Speed refers to the time it takes for the SpringBoard to move from one key to the next key in a scan. As each key is scanned the SpringBoard beeps and highlights the key. The default scanning speed is 1 second. You can choose a different scanning speed if you want. You may want to use a very slow scanning speed to start with, perhaps 5 seconds (5.0) between beeps. This means it will take 5 seconds from the time one key is highlighted and the SpringBoard beeps to the time the next key in the scan is highlighted and the device beeps again.

You can change the scanning speed by opening the SELECTION TECHNIQUE MENU in the Toolbox. Turn the Toolbox On by activating the TOOLBOX key on the front of the case.

Now activate the SELECTION TECHNIQUE MENU. Choose your selection technique.

See the Scanning Speed option. Activate the arrows to step through the different scanning speeds. When you see the speed you want in the box, stop activating the arrows. If you want to change other options, do so now. When you have finished, activate OK in the bottom right corner of the menu.

ACCEPTANCE TIME

Switch:

The amount of time you must
maintain contact with your switch
before the SpringBoard accepts a location
and activates the key.

Headpointing

Amount of time you must point to a key
before the key is activated.

Defaults

Switch = .01 second

Headpointer = 1 second.

Acceptance Time

Acceptance Time

Summary:
Keyboard: the amount of time you must maintain contact with a switch before the SpringBoard accepts a location and makes a key activation. **Headpointing**: the amount of time it takes between the time the key is pointed to and the time the SpringBoard accepts the location and activates the key.

Acceptance Time is the amount of time it takes for the SpringBoard to accept a location and activate the key. If you are scanning, the acceptance time is the amount of time you must **maintain contact** with your switch before the key you have scanned to is accepted. If you are using the headpointer, acceptance time is the amount of time it takes from when you point to a key and when the SpringBoard beeps that the location has been activated. The default acceptance time is .01 second for scanning and 1.0 second for headpointing. The maximum Acceptance Time is 5 seconds.

If you set the Acceptance Time for .50 seconds, you must activate and hold your switch for *½ second* before the key you want will be selected. Move the Acceptance Time arrows until the amount of time you want to use is listed in the text box.

↻Note:

If you selected "Scan Type = HOLD"
the Acceptance Time starts when you **release** your switch.

Release Time

Summary:
Release Time is the amount of time it takes for you to release a key and be able to activate another key or start a new scan.

Release time is how long you tell the SpringBoard to wait **after you have released a key** before it allows you to make another activation with the same key or switch. Release Time allows you to create a "time window" after you release a key or switch. During this "window" the SpringBoard will not recognize repeated key or switch activations

For example, if you set your release time for 1 second, you must wait 1 second after you release your switch before you can continue to scan or activate a new switch. This means that if you release your switch and then accidentally activate it again before the release time has passed, the SpringBoard will not make any activations. When the release time has passed, you can activate the same key or switch again.

➲ If you selected "Scan Type" = "Hold", the acceptance time begins when you release your switch.

Activation Delay Gives You a Chance to Change Your Mind Before a Key is Activated

Summary:

With Activation Delay turned On, you can scan to a key, select it and then change your mind and begin to scan again before the key is activated. Activation delay is automatically set to your scanning speed.

Activation Delay gives you a few seconds to change your mind when you are scanning and have selected a key. When Activation Delay is turned On you can scan to a key, select it, and then if you change your mind, you can hit your switch again to keep the key from being activated.

The default for Activation Delay is Off. When it is On, the amount of delay is automatically set at whatever your scanning speed is. If your scanning speed is set to 1 second (1.0), then once you select a key you have 1 second in which to change your mind and "de-select" the key by hitting your switch again. If you open the SELECTION TECHNIQUE MENU and turn Activation Delay Off, any key you select will be activated with no delay. The tool can only be turned On or Off.
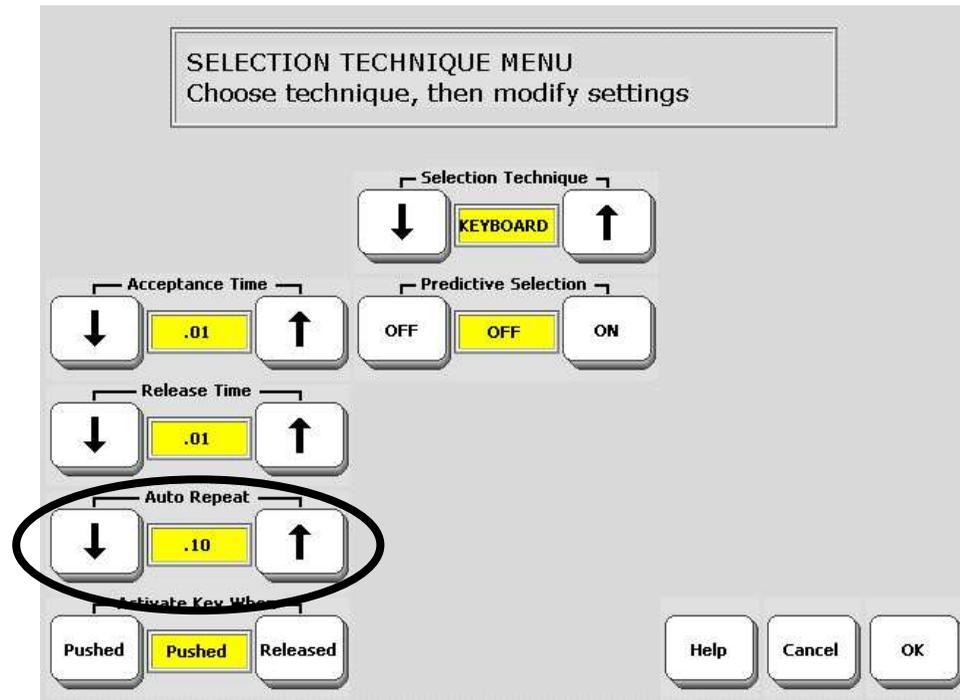
Select an Auto Repeat Rate

Auto Repeat Rate

Summary:
Select a key, hold it down and it will repeat automatically at the speed you have set.

Auto Repeat Rate lets you choose how fast a key will repeat itself if you hold it down.

If you are using a switch you just hold your switch down. If you are using a headpointer you must continue to point at the key to get it to repeat automatically. If you are using a 2-switch or a joystick and have selected "Manual Selection Type", then hold your extra switch down when you reach the key you want to repeat.

You can choose to have a key repeat from once every .10 seconds to once every 2 seconds. You can also turn Auto Repeat Rate to Off.

➲"Auto Repeat" does not work if you are using 2-Switch with
    Scan Mode 1.
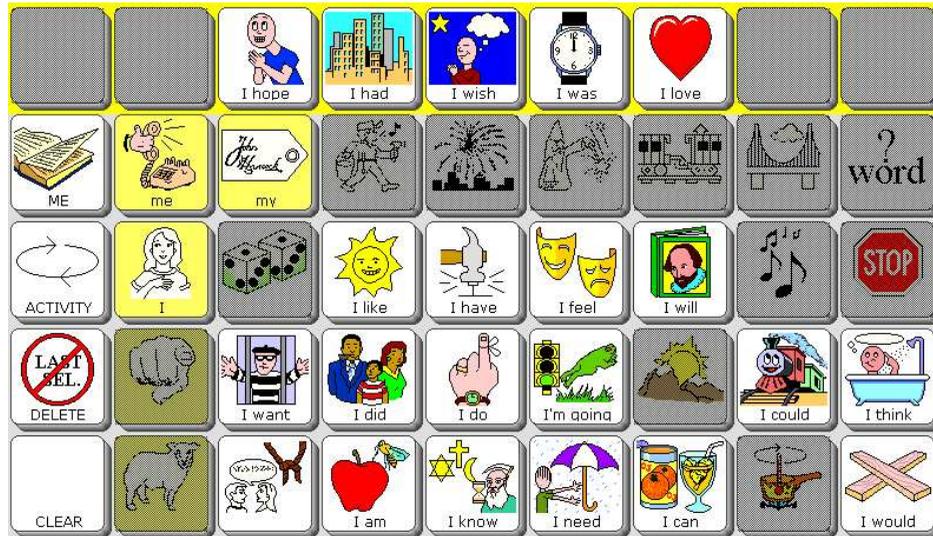
Only bright icons may be selected
Gray icons are not available

A scan will scan only the bright icons.

Predictive Selection
(on a 2-hit sequenced overlay)

Predictive Selection Allows You to Activate Only Those Keys Where Messages are Stored

Summary:

Predictive Selection and Icon Prediction will be visible only when you are using an overlay that requires *two or more activations to recall a message.*

When Predictive Selection and Icon Prediction are both On, *only* those keys where messages are stored are active.

➲**Predictive Selection and Icon Prediction will be visible only when you are using an overlay that requires two or more activations to recall a message.**

Predictive Selection works with Icon Prediction. Both options must be turned On for Predictive Selection to work correctly.

When 'Icon Prediction' (in the FEEDBACK MENU) is On along with 'Predictive Selection', the SpringBoard highlights only those icons where messages are stored. These highlighted icons are the only keys on the keyboard that can produce a response. This means that if you are scanning, the SpringBoard scans *only* the highlighted keys. If you are using direct selection (headpointing or the keyboard) you will only be able to activate highlighted keys. Keys that are gray will not work at all.

➲**Note:** Icon Prediction will work whether Predictive Selection is On or not. See page 171 for an explanation of Icon Prediction.

SPEAKER VOLUME DOWN	SPEAKER VOLUME UP	CREATE PAGE	ONLINE MANUAL	CREATE ACTIVITY	LESSON PLAN	ASSIGN CORE KEYS	STORE CORE
EAR VOLUME DOWN	EAR VOLUME UP	MODIFY PAGE		MODIFY ACTIVITY		SWAP CORE KEYS	ERASE CORE
CALL	SWAP PAGE KEYS	PAGE MENU	DELETE PAGE	DYNAMIC ACTIVITY MENU	SETTINGS MENU		EDIT CORE
AUDITORY PROMPT MENU	CHOOSE OVERLAY MENU	FEEDBACK MENU	MAINT MENU	REVIEW VOCAB MENU	SELECTION TECHNIQUE MENU	SPEECH MENU	TRANSFER MEMORY MENU
SPEECH ON OFF			POWER OFF	CLEAR DISPLAY	GOTO MINSPEAK		OK

SETTINGS MENU

Save #1 Settings   Use #1 Settings

Save #2 Settings   Use #2 Settings

Save #3 Settings   Use #3 Settings

Help   Cancel   OK

Save Your Settings

Save Your Set-Up Settings

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

You may want to set up more than one Selection Technique. Perhaps
you use a headpointer in the morning when you are fresh, but like to use
a switch in the afternoon or evening when you begin to tire. You can
save the settings for up to three different Selection Technique set-ups.
When you save settings, you select the SAVE SETTINGS key and then one
of the #1, #2 or #3 keys. Any options you set in the menus that have
BLUE titles are saved when you activate the SAVE SETTINGS key and
then activate one of the 3 settings location keys.

To Save Settings:
1.   Activate the SETTINGS MENU. Select a 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.

⏻Note:

Instead of going to the Toolbox each time you want to change settings,
you can *store the different settings* on your overlay
See the next page for more information.

STORE CORE

Activate Icon or Icon sequence you want to use

Spell Text for Message

```
PM SETTINGS█
Spell message, then select OK
```

INSERT TOOL

SETTINGS 1   **SETTINGS 2**   **SETTINGS 3**

OK   **OK**

Store a SETTINGS Key Under an Icon Sequence on Your Overlay

Copy the "Settings" Keys to Your Communication Overlay

Summary:
You can copy the #1, 2 or 3 SETTINGS keys to your communication overlay by using INSERT TOOL.

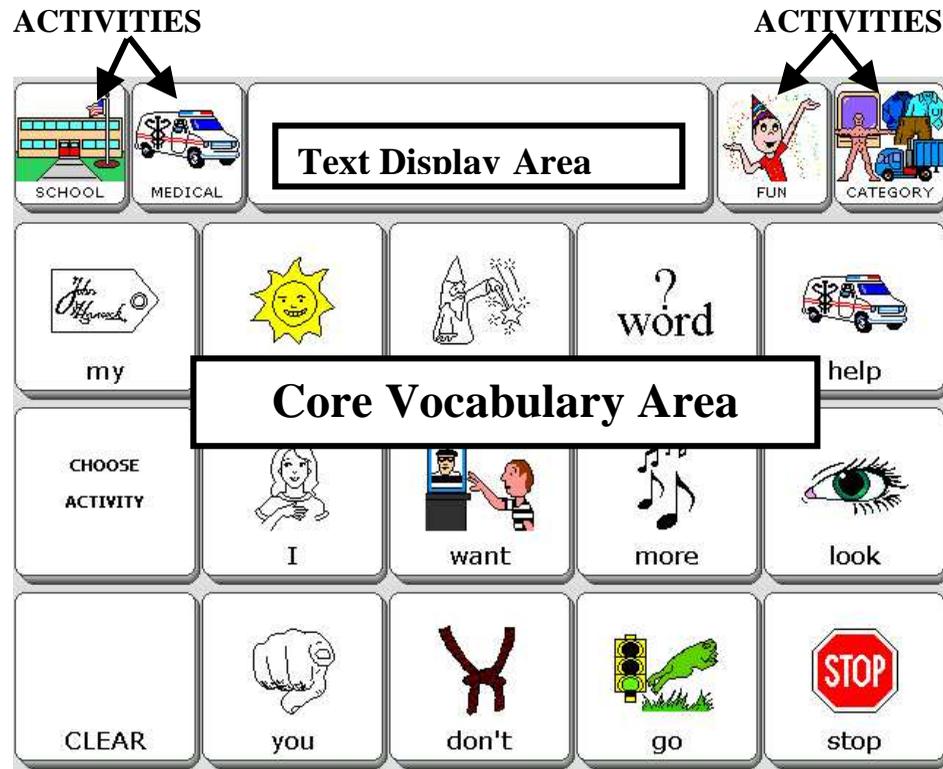➥For a more complete explanation of using INSERT TOOL see pages 139-147

You can copy your 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.

➥Before you copy the specific Settings key you want, **save the settings** you want to use to that key. Use the procedure that is described on the previous page. This example describes storing a Settings key under an icon sequence.

Store the #1, 2 or 3 SETTINGS Key Under an Icon Sequence:
1. Go to the Toolbox overlay.
2. Activate STORE CORE.
3. Activate the icon sequence you want to use.
4. 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.
5. Activate INSERT TOOL on your spelling keyboard.
6. Find the SETTINGS #1, 2 or 3 keys in the ALL TOOLS LIST and activate the one you want to store.
7. Activate OK.
8. You see the storing screen. Activate OK.
9. 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 #1?" If you want to use the new settings, activate YES. If you don't, activate NO.

Storing Messages

ACTIVITIES

ACTIVITIES

SCHOOL MEDICAL **Text Display Area** FUN CATEGORY

my **Core Vocabulary Area** help

CHOOSE ACTIVITY I want more look

CLEAR you don't go stop

Activity Keys and the
Core Vocabulary Area

About Core Vocabulary and the Activity Key Vocabulary

The SpringBoard overlays have two kinds of vocabularies stored in them, Core vocabulary and Activity vocabulary. Core vocabulary is stored under icons on the main part of your overlay (rows and columns). Activity vocabulary is stored under the two keys on each side of the Text Display Area.

In general, Core vocabulary is made up of words that you use everyday to make sentences. Nouns, pronouns, verbs, and words like, "it," "and," "about," "the" can be found here. Core vocabulary is stored under single icons or icon sequences and can be accessed with one, two or three-hit sequences. All of the SpringBoard overlays contain one-hit vocabulary

The Activity keys can contain almost any kind of vocabulary. For example, vocabulary that you use in your job or in school, or when ordering in a restaurant can be stored under Activity keys.

➲**Important Note**: If you are doing a lot of storing, shut the SpringBoard Off periodically to save your work, then turn it back On. You should also save the SpringBoard's memory to a computer disk after you have made significant changes. (See the *MTI Instruction Sheet* for information about saving memory to disk.)

➲This chapter will teach you how to store Core and Activity key vocabulary. See the **Personalizing Your Communication Overlay** chapter for more advanced storing and programming information.

RECORDING MESSAGES

A person speaks messages into the microphone
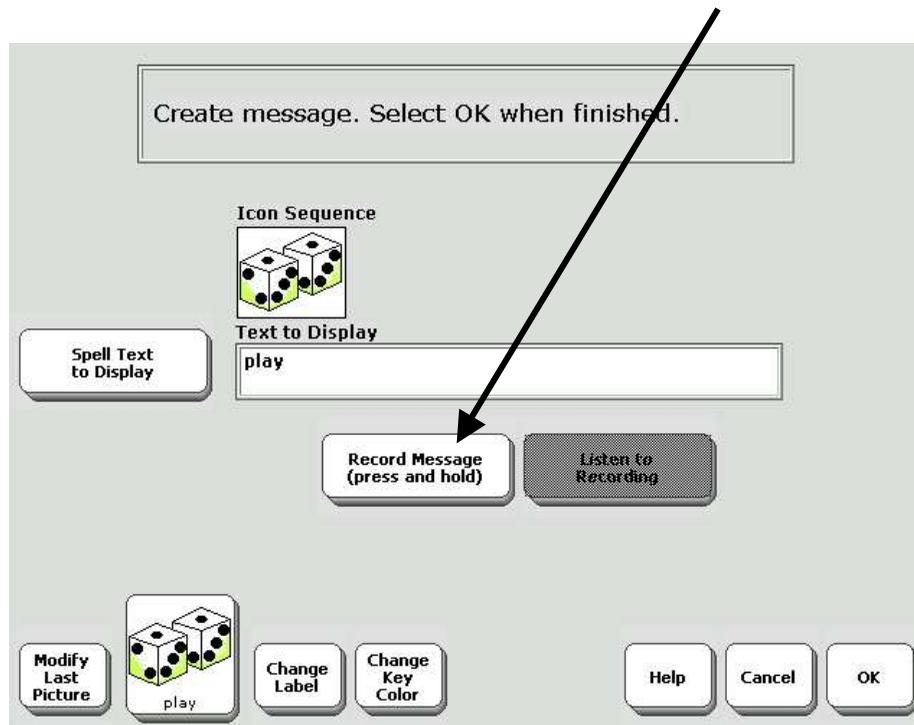
About Digitized (Recorded) Speech

Summary:
Digitized: messages that someone has stored by speaking into the SpringBoard's microphone.

Digitized speech is speech that someone else has recorded into the SpringBoard, just like recording something into a tape recorder. In a SpringBoard that has no pre-recorded messages stored in it, you can store approximately 45 minutes' worth of recorded messages in high quality speech or approximately 6 hours worth of messages in low quality speech. The pre-recorded default vocabulary that comes loaded into your SpringBoard uses up a great deal of memory. Therefore, you have much less memory for recording your own messages in high quality speech.

➲When you import icons you use up digitized speech memory.

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.

Remember when you record messages that they should be in a voice that represents the person 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 messages:
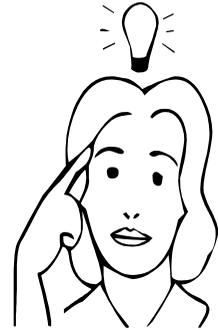
PLAN

What do you want to say?

What icon or icon sequences will you use?

Plan What You Are Going to Say

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

Summary:
Decide what you want to say and select the icon sequence you want to use before you record or type the message.

You can record and store any spoken message (words, phrases or sentences) into the SpringBoard's memory. You can store messages under sequences or under a single key.

Before you store, you should make some decisions. First you should whether to use **high quality speech** or **low quality speech.** *High quality* means that the recording is clearly understandable to those listening. High quality speech uses a lot of memory. *Low quality* speech is passable quality speech. It is not as clear as high quality but it is still understandable. Low quality takes much less memory space. You select high or low quality speech in the SPEECH MENU **before** you do any recording.

Next, decide what you want to say. Are you storing Core vocabulary or Activity Row vocabulary? Decide on the icon or icons you want to use. You may want to 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 button. The longer you hold the RECORD button down, the more memory is used. You do not want to waste memory.

The recording **microphone** is located behind the small hole above the two buttons on the left on the front of the case. You should direct your voice toward this area when recording. If, for some reason, the volume of the messages you record is too loud, or not loud enough, you can adjust the microphone volume in the SPEECH MENU. You should only have to do this once, if at all.

⮑If you are interested in using an external speaker or headphones, see **Appendix D**.
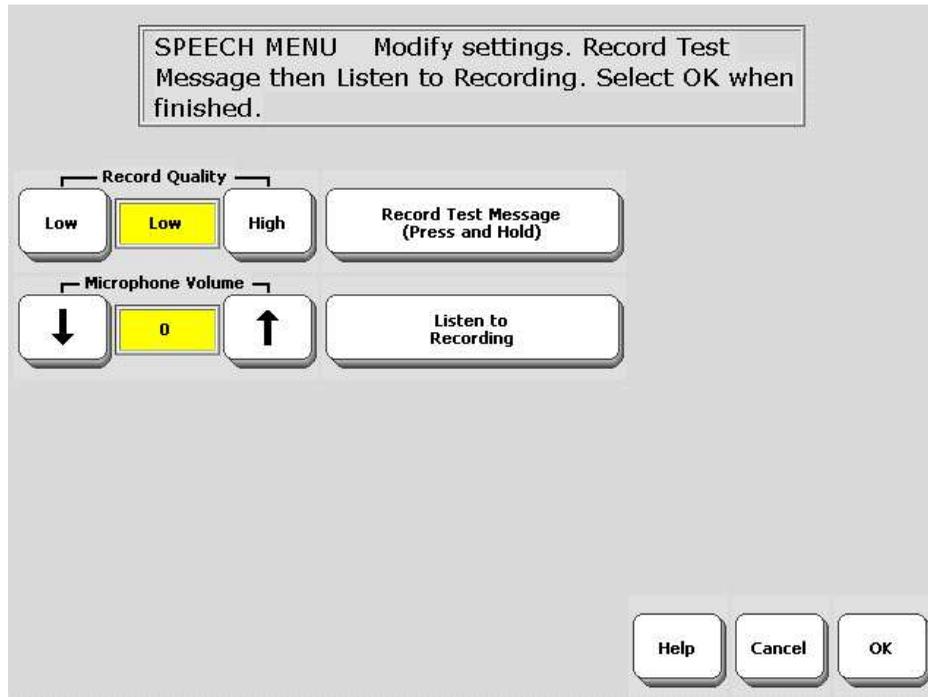
The SPEECH MENU

The SPEECH MENU Gives You Some Quality Control Over Your Recordings

Before you begin to record messages, you should decide whether you want **high quality** or **low quality** recordings. High Quality speech takes a lot of memory space in the SpringBoard, but it is very clear and is easily understood by listeners. Low quality speech takes much less memory space. 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 before you begin the storing and recording process.**

You should only need to use the Microphone Volume option once, if at all.
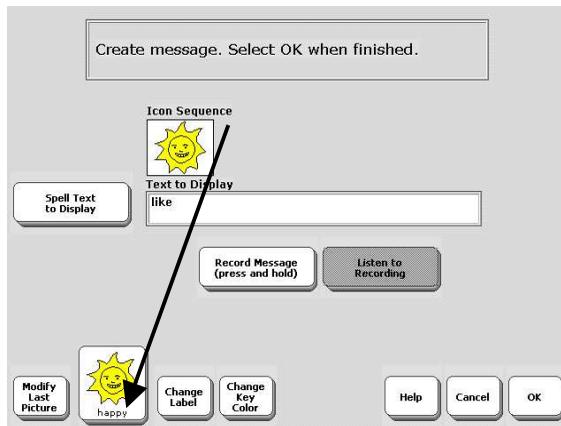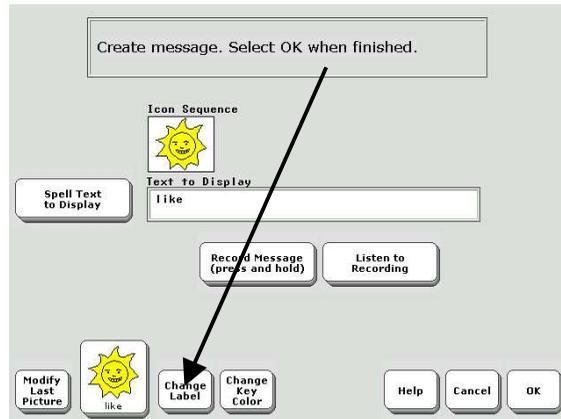
Changing a label on an icon

Extras:

To **change the label** of the last icon in your sequence activate *Change Label* and type in a new label name.

To change the **highlight color** of your key, activate *Highlight Color* and select a new color.

To **change the picture** on the last icon in the sequence, activate *Modify Last Picture*. Select an icon to use from one of the categories.

Record and Store a Core Vocabulary Message

To Record and Store a Message

1. Decide what you want to say and the icon sequence you want to use.
2. Open the Toolbox by pressing the TOOLS key on the front of the SpringBoard case.
3. Activate the STORE CORE key.
4. Activate the icon sequence you decided to use. Activate the OK key.

⮌If you want to include written text that will be displayed while your message is spoken, activate the ***Spell Text for Message*** key and type in the text you want to have displayed. Activate OK when you have finished.

5. When you are ready, press and hold the ***Record Message*** key and speak your message. Release the ***Record Message*** key as soon as you have finished recording. The SpringBoard returns you to the STORE CORE menu.
6. Press ***Listen to Recording***.
7. If the message is fine, select OK.
8. If you do not like the recording, select ***Record Message*** and *re-record* your message.
9. Activate ***Listen to Message*** to see if you like the new recording.
10. When the recording is the way you want it, activate OK.
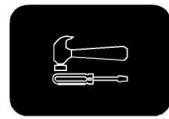
Select icon sequence to be erased.
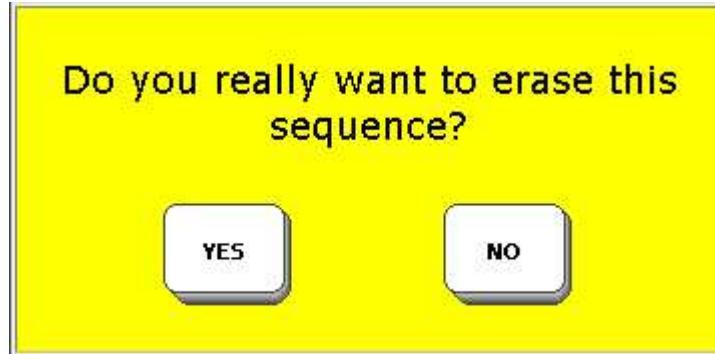
YES to erase

NO to quit

ERASE a Core Vocabulary Message

Erase a Core Vocabulary Message

To Erase a Recorded Message:

1. Activate the TOOLS key to go to the Toolbox.
2. Activate ERASE CORE.
3. Select the icon sequence of the message you want to erase.
4. Activate OK.
5. 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.

➲ You cannot edit a recording. To change a recorded message, either erase it or record over it.
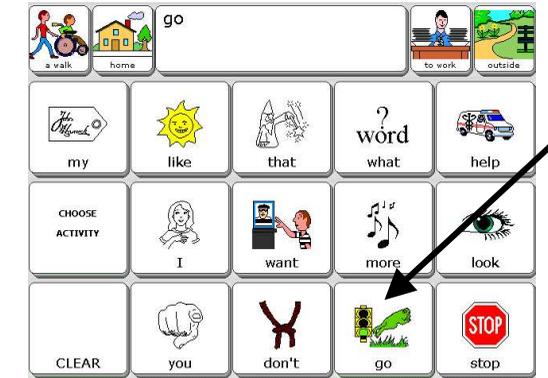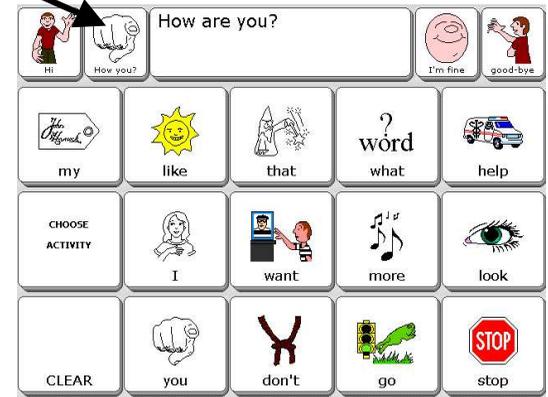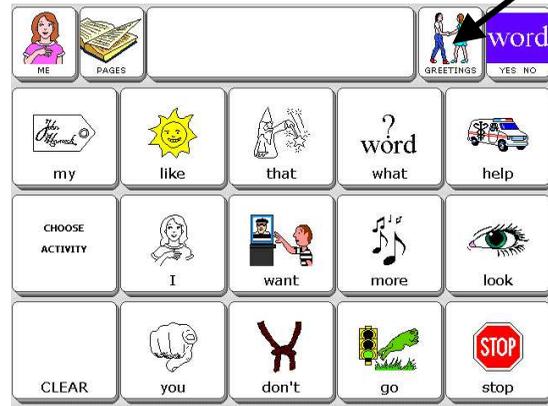
Different Activities

About Existing 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.

Activate the GREETINGS Activity key. You see four keys with different greetings on them. Now activate the CHOOSE ACTIVITY key on your overlay. The Activity keys return to their original state.

Now activate the GO key in your Core vocabulary. Notice that the Activity keys have changed to places you might like to go.

You can access your core vocabulary from any activity. Activities are meant to contain single-hit vocabulary that *enhances* your core vocabulary, rather than duplicating or replacing it. 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 that centers around doing banking transactions, one for a class at school or a hobby. You can add and delete activities as your interests change.

You can also make activities *dynamic*. When an activity is dynamic, you can switch from one activity to another, speak a single message from the second activity and the SpringBoard will automatically return you to the original activity. How to create dynamic activities is explained later in this section.

The SpringBoard already has many pre-stored activities. There are different activities in each User Area. You can look at the Activities in each User Area and copy Activities from one User Area to another (see page 131 for information about copying Activities).
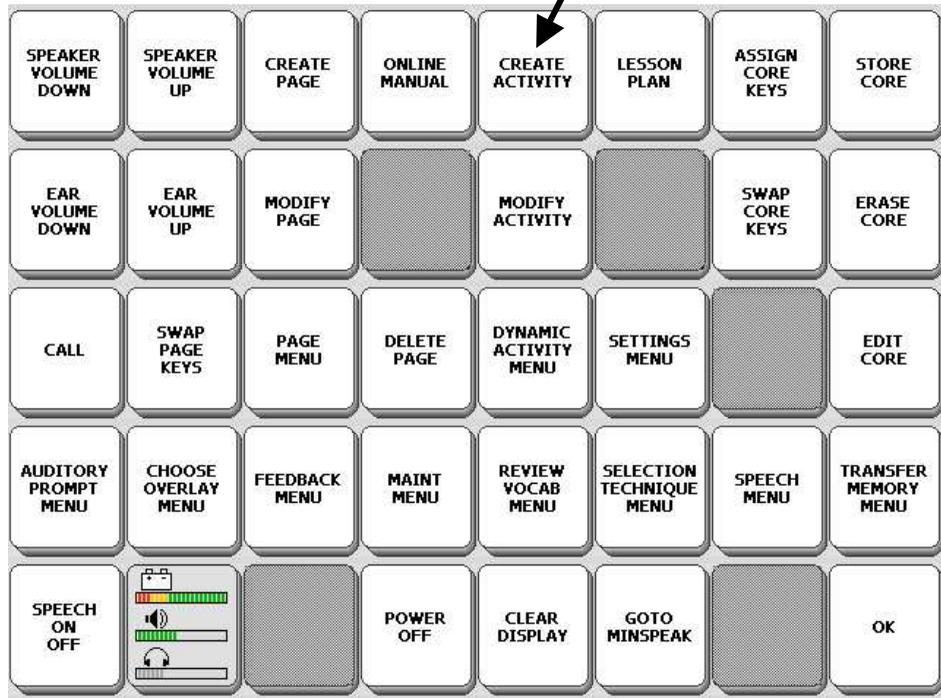
CREATE ACTIVITY Menu

About Creating an Activity

Summary:
If you want to add a new activity, use the CREATE ACTIVITY key in the Toolbox. If you want to change an already existing activity, use the MODIFY ACTIVITY key in the Toolbox.

Perhaps you want to add a "Baking Cookies" activity to your Activity Row. Your activity vocabulary should consist of words that are not part of your core vocabulary. For an activity like "Baking Cookies" you might need words like, "bowl," "flour," "teaspoon," "stir," "oven," etc. Each key that you define for this activity can contain one of these activity words. When you go to this activity you can use your core vocabulary sequences to say "I want" and then activate the "flour" key in the "Baking Cookies" activity. Or, you might use your core vocabulary to say, "I need" and then activate "teaspoon."

By using these guidelines for creating activities, you can accomplish a number of goals. You will continue to use and learn your core vocabulary. You will not waste communication time by duplicating your core vocabulary in an activity. You will be able to easily access words that you don't use every day but are necessary for specific activities. You will be able to actively participate in any communication that takes place during the activity.

➲You can copy existing Activities from other User Areas (see page 131) or from other devices by using the MTI (see the *MTI Instruction Sheet*).

SPEAKER VOLUME DOWN | SPEAKER VOLUME UP | CREATE PAGE | ONLINE MANUAL | CREATE ACTIVITY | LESSON PLAN | ASSIGN CORE KEYS | STORE CORE

EAR VOLUME DOWN | EAR VOLUME UP | MODIFY PAGE | | MODIFY ACTIVITY | | SWAP CORE KEYS | ERASE CORE

CALL | SWAP PAGE KEYS | PAGE MENU | DELETE PAGE | DYNAMIC ACTIVITY MENU | SETTINGS MENU | | EDIT CORE

AUDITORY PROMPT MENU | CHOOSE OVERLAY MENU | FEEDBACK MENU | MAINT MENU | REVIEW VOCAB MENU | SELECTION TECHNIQUE MENU | SPEECH MENU | TRANSFER MEMORY MENU

SPEECH ON OFF | | | POWER OFF | CLEAR DISPLAY | GOTO MINSPEAK | | OK

Choose an icon for the new activity.
If no icon desired, select Cancel.

ADVERBS | ALPHABET SORT | ANIMALS | AROUND THE HOME | ART AND MUSIC | BODY | BUILDING | COMPUTER ACCESS

CONJUNC-TIONS | CON-TAINERS | DESCRIP-TIONS | DETER-MINERS | DRESSING | ECU | FAMILY | FOOD

GREETING AND INTERJ | HEALTH | MIN SYMBOLS | MONEY LETTERS NUMBERS | PEOPLE | PLACES AND NATURE | PREPOSI-TIONS | QUESTION

Categories | Previous Items | More Items | Cancel | Help

A CREATE ACTIVITY Screen

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

Change Position

Previous Items | More Items | ← | → | Clear Key Contents

Text to Display

Spell Text to Display | <EMPTY> | Add New Row

Record Message (press and hold) | Listen to Recording | Delete Current Row

Change Icon | Change Label | Change Key Color | Record Key Prompt | Help | Cancel | OK

A CREATE or MODIFY ACTIVITY Screen

Some Things to Remember When You Create or Modify Activities

Summary:
If you want to add a new activity to your Activity Row, you use the CREATE ACTIVITY MENU in the Toolbox. If you want to change an already existing activity, use the MODIFY ACTIVITY key in the Toolbox.
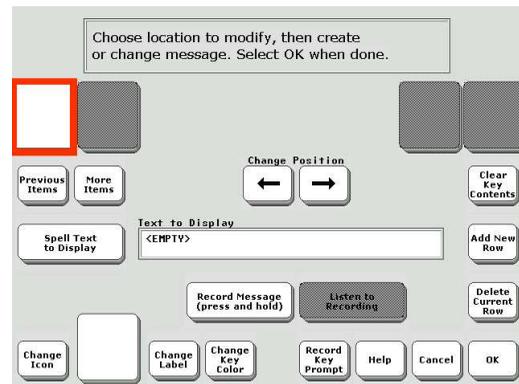
The Activity Row contains two keys on either side of the Text Display Area. The default overlay came with some activities already installed. You can create a new Activity for the existing row or you can create a new row of Activities.

To create a new activity you use the CREATE ACTIVITY key in the Toolbox.

When you create an activity, you have to do a number of things. You have to tell the SpringBoard where you want the new activity key to go in the Activity Row. You create the key contents to define what you want the key to do. You assign an icon and label to it. You can assign a category prompt for the Activity Row. When you are finished you can hide the activity so that it cannot be used until some later time when you re-activate it.

Once you have created an activity, if you want to change anything about it, you must use the MODIFY ACTIVITY key in the Toolbox.

CREATE ACTIVITY

Spell name of new activity. Activate **OK**

Choose icon from Icon Categories.

MORE

Spell Text to Display
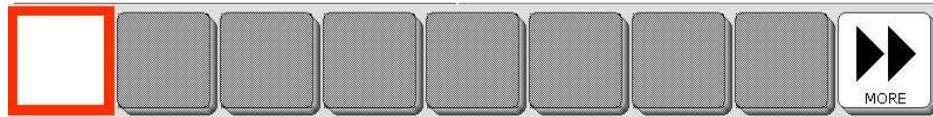
Type any words to go with the key.

Record Message (press and hold)

Record your message

Change Icon   **Change Label**

Pick an Icon and a label

When you have finished activate
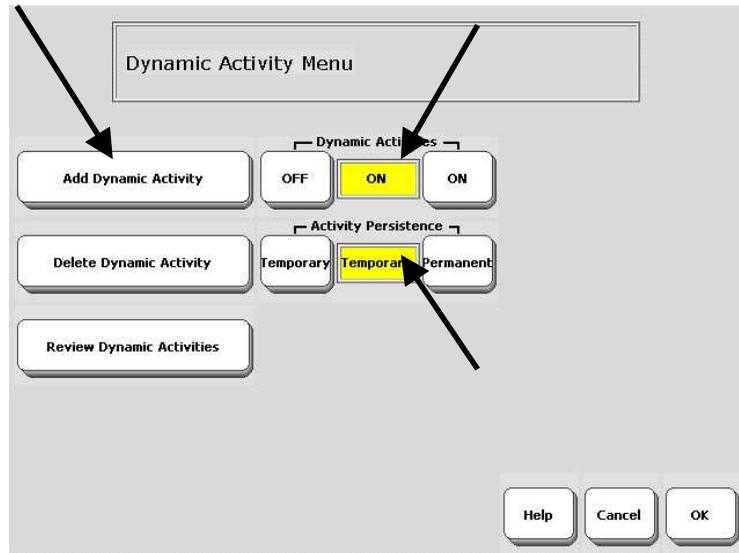
OK

Create an Activity

Create a New Activity—An Example

Baking Cookies

1. Go to the Toolbox and activate the CREATE ACTIVITY key.
2. Spell the name of your new activity. For example you might spell, "Cookies." Activate OK when you have finished spelling.
3. Choose an icon for the new activity from one of the icon Categories. You might want to select an icon from the AROUND THE HOME category and then the KITCHEN sub-category (e.g., "Cookies").
4. Now you see the screen that allows you to create the keys in your "Cookies" activity. The first key in the activity is highlighted.
5. Spell any text to go with the key, for example, "flour "(add a space after the word). Select OK when you have finished. If you selected "Record", record your message now.
6. Choose an icon for the key. You might select the AROUND THE HOME category and then select the KITCHEN sub-category. Select an icon that will remind you of flour.
   ➲When you choose an icon first, SpringBoard automatically inserts the icon name as text. If this is what you want the SpringBoard to speak, it will save you some typing. If not, you can change the icon label later or select a new icon.
7. You can change the label for the key if you want. A label can contain up to 9 letters. If you want a blank label, type a space instead of a word. Select OK when you are done.
8. To change the color of the key, activate " Change Key Color".
10. Activate the next key that you want to define and repeat these steps. Add words like spoon, spatula, stir, oven, etc.
11. When you have completed your activity, go to your Minspeak keyboard and test the new activity.

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

Dynamic Activity Menu

Add Dynamic Activity

Dynamic Activities: OFF · **ON** · ON

Delete Dynamic Activity

Activity Persistence: Temporary · **Temporary** · Permanent

Review Dynamic Activities

Help · Cancel · OK

ADD A DYNAMIC ACTIVITY

Make sure "Dynamic Activities" is ON.

Make "Activity Persistence" Temporary.

Activate "Add Dynamic Activity"

Choose an icon sequence to store
(You can select only one icon if you want.)

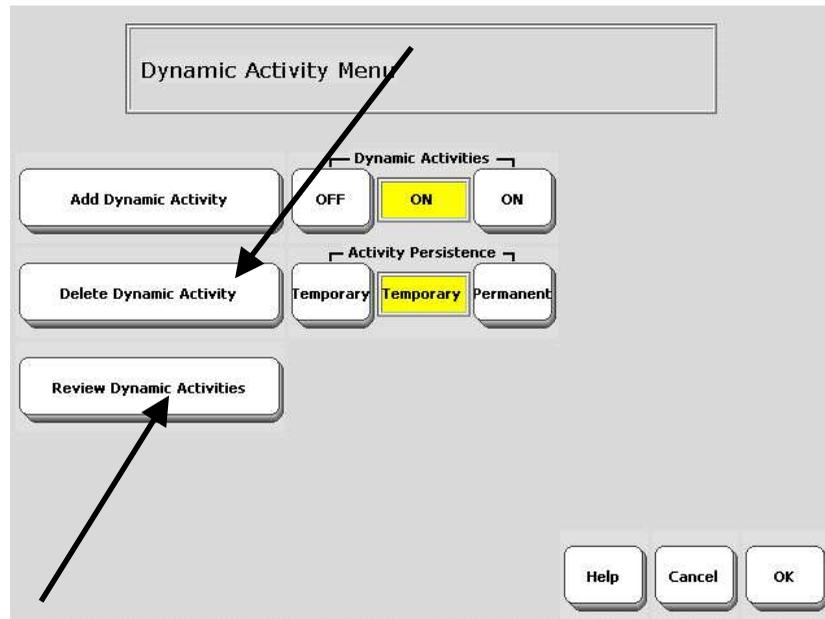Select the activity you want to make dynamic.

Activate OK when you are finished.

Dynamic Activities

Dynamic Activities

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

To Make an Activity Dynamic:
1. Go to the Toolbox and activate DYNAMIC ACTIVITY MENU.
2. Make sure that the "Dynamic Activities" box is set to ON.
3. Make sure that the "Activity Persistence" box says "Temporary". (This means the activity stays dynamic for one activation only, then takes you back to where you were. If you want to remain in the activity, make it "permanent")
4. Activate "Add Dynamic Activity."
5. Select a sequence (a one-icon sequence is quickest) that will remind you of the activity, e.g., the KITCHEN icon (this has the pan with a thermometer in it). You will not mask any vocabulary when you select a sequence for an activity. Activate OK.
6. Now activate the BAKE activity (you may have to activate the MORE ITEMS key until you see the activity).
7. Activate OK. Activate OK in the Toolbox.
8. Open any activity. Then activate the KITCHEN icon in your core vocabulary area.
9. The BAKE activity opens. Activate an icon in the activity.
10. The word is spoken and you return to your original activity.

TO ERASE DYNAMIC ACTIVITY LINKS

1. Activate "Delete Dynamic Activity"
2. Choose the icon sequence for the activity
   you want to delete.
3. Answer YES to delete the link to the activity.
4. Activate OK when you are finished.

TO REVIEW DYNAMIC ACTIVITIES

1. Activate "Review Dynamic Activities."
2. Activate "More Items" if you have a
   more pages of activities
3. Activate CANCEL when you are finished.

# 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, go to MODIFY ACTIVITY 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. Activate "Review Dynamic Activities."
3. The SpringBoard 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.
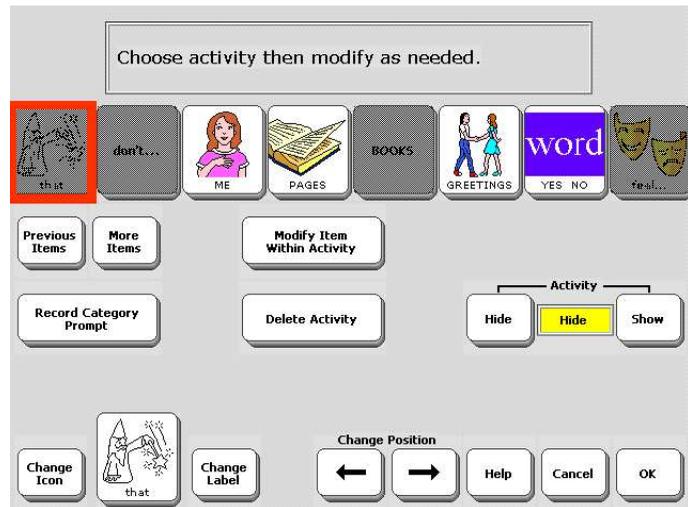
Select an Activity to Modify
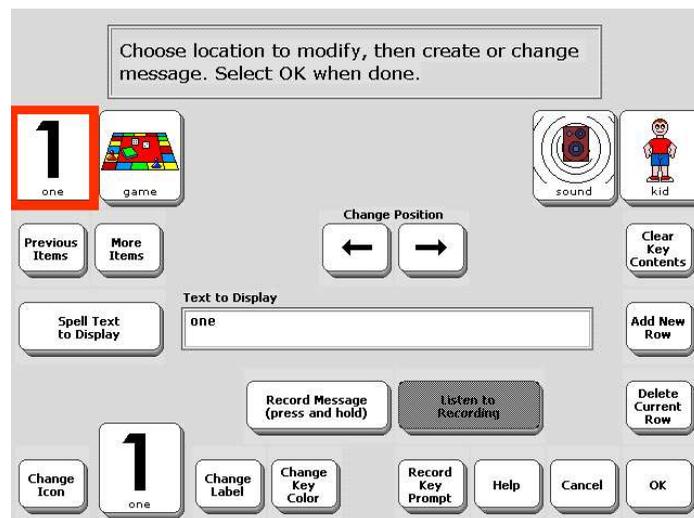
Select an Item within the Activity to Modify

Modify An Already Existing Activity

Once you have created an activity, you might like to change it in some way. Use the MODIFY ACTIVITY key in the Toolbox to change an existing activity.

To Modify an Activity:
1. Go to the Toolbox and activate the MODIFY ACTIVITY key.
2. You see the Activity Row. Select the activity you want to modify. (If the activity you want to modify is not in this row, activate "More Items".)
3. You can change the icon, label or contents of the main activity key. You can change its position in the Activity Row. You can hide the activity or let it show in the Activity Row. You can also delete the entire activity. You can store a Category prompt for the SpringBoard to speak: works with scanning only.
4. If you want to change one of the items within the activity, select **Modify Item within the Activity**.
4a. Options within the activity:
    Change Icon: Choose a new icon from the icon categories.
    Change Label: Spell a new label from the spelling overlay. A label can contain up to 9 letters. If you want a blank label, type a space instead of a word.
    Change Key Color: Activate to change the key's background color.
    Change Recorded Message: Record a new message (select "Record a Message", hold record button, speak message, release button.) If you want text to be displayed with the recording, spell it on the spelling overlay.
    Clear Key Contents: Press OK to confirm that you want to erase the contents.
    Add New Row: This adds an Activity Row of blank keys.
    Delete Current Row Press OK to confirm that you want this row of your activity to be deleted.

OVERLAY MENU - Area 2 - SpringBoard 15

Switch User Area

Rename User Area

Overlay Menu

Copy Pages/Activities

Help   Cancel   OK

Copy Pages/Activities

Copy Selected Activities

Copy All Activities

Copy Selected Pages

Copy All Pages

Help   Cancel   OK
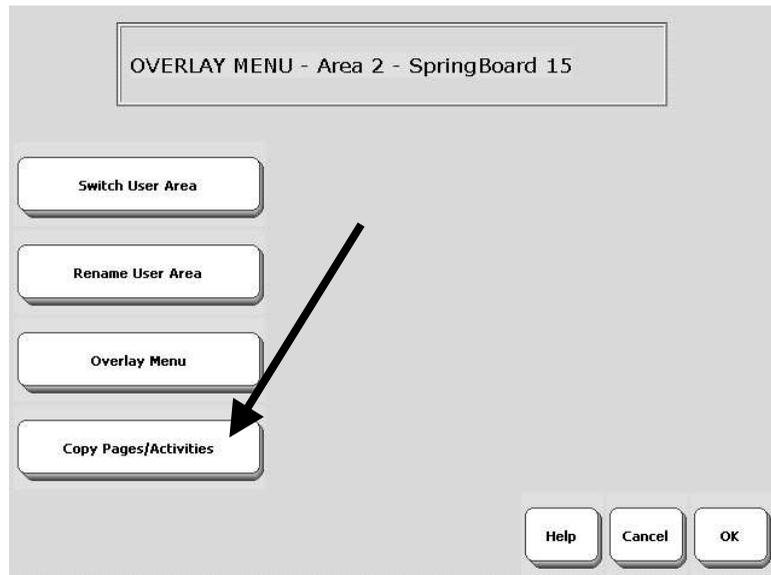
Copy Pages and Activities to Other User Areas

# 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 CHOOSE OVERLAY MENU.
3. Activate the **Copy Pages/Activities** option.
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 that 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.
5.a. 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 SpringBoard to Another

⮎See the **SpringBoard** section of the *MTI Instruction Sheet* for complete information.

You can also copy Pages or Activities from one device to another through a computer by using the MTI. Copy the Pages/Activities to a **blank** User Area. Use the MTI to save that user area to the computer. Plug the second device into the computer and use the MTI to load the saved area into the second device.
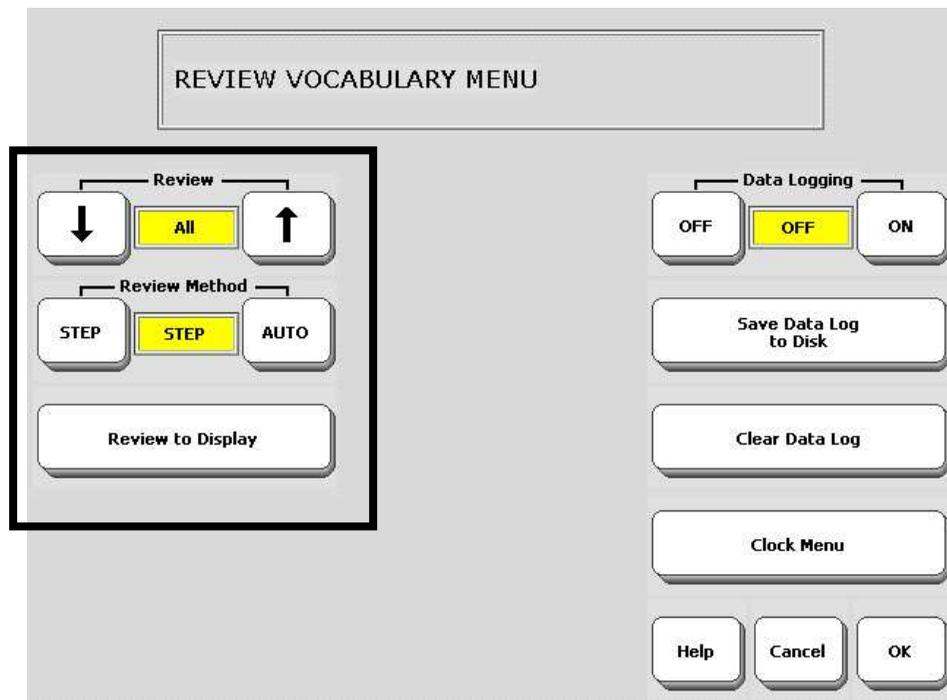
REVIEW VOCABULARY MENU

Using the REVIEW VOCABULARY MENU to Review Your Messages

Summary:
The REVIEW VOCABULARY MENU lets you review all the typed messages you have stored in the SpringBoard.

REVIEW VOCABULARY allows you to review all the typed vocabulary messages you have stored in the SpringBoard. You can review the whole vocabulary, just the core vocabulary or vocabulary that is stored with the activities or pages.

All messages can be viewed in the Text Display Area.

1. Go to the Toolbox
2. Open the REVIEW VOCAB MENU.
3. Select the options you want to use.
   "Auto" means the SpringBoard automatically moves through the vocabulary screens. "Step" means you activate the MORE ITEMS key to move through the screens.

➲**Note:** **Data Logging and the Clock Menu are not available for general use at this time**.

Personalize Your Communication Keyboard and Overlay
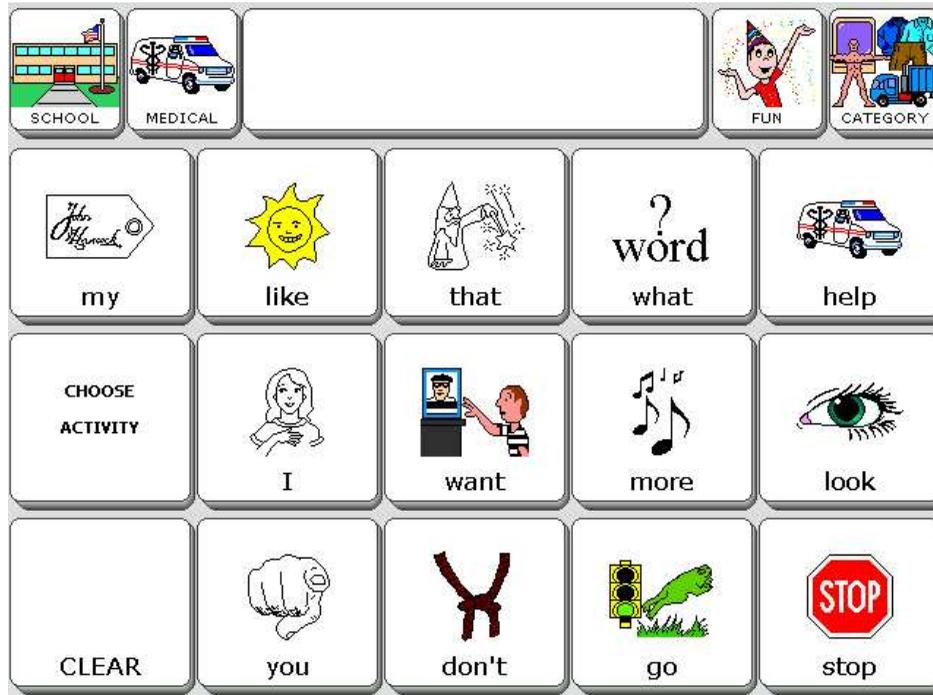
The 15 Location Keyboard with the
SpringBoard 15 Location Overlay

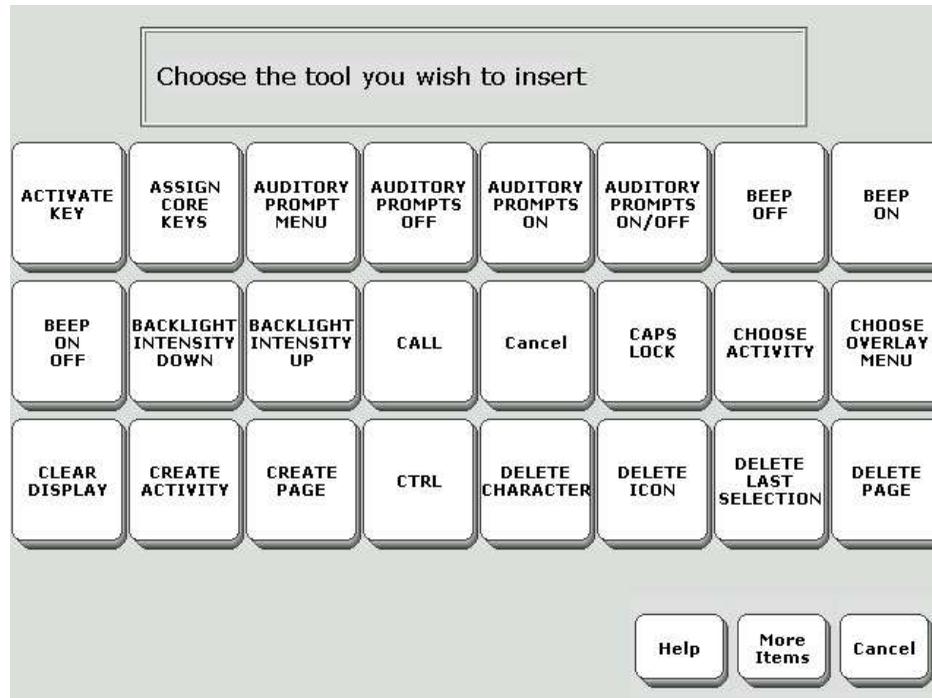# About Personalizing Your Communication Keyboard and Overlay

In this section you will continue to learn how to set up your keyboard and overlay so that you can communicate rapidly and easily.

You can learn how to copy tools and assign them to keys or store them under icon sequences on your keyboard. You can learn how to create pages in different overlay sizes. You can learn how to swap keys, turn keys off and on, and rename icons. You can learn how to store Auditory Prompts on pages 163-165.

You will also learn about other menus in the Toolbox.

When you personalize your overlay you are fine-tuning it to help you to communicate as easily and efficiently as possible.

Remember: to go to the Toolbox, press the key on the SpringBoard case.

Choose the tool you wish to insert

ACTIVATE KEY	ASSIGN CORE KEYS	AUDITORY PROMPT MENU	AUDITORY PROMPTS OFF	AUDITORY PROMPTS ON	AUDITORY PROMPTS ON/OFF	BEEP OFF	BEEP ON
BEEP ON OFF	BACKLIGHT INTENSITY DOWN	BACKLIGHT INTENSITY UP	CALL	Cancel	CAPS LOCK	CHOOSE ACTIVITY	CHOOSE OVERLAY MENU
CLEAR DISPLAY	CREATE ACTIVITY	CREATE PAGE	CTRL	DELETE CHARACTER	DELETE ICON	DELETE LAST SELECTION	DELETE PAGE

Help   More Items   Cancel

Page 1 of the ALL TOOLS LIST

About Inserting Tools from the Toolbox on Your Overlay

Summary:
Use the ALL TOOLS LIST to insert tools to your communication overlay.

If you use a certain tool frequently, you may want to store it on your communication overlay. If you store a tool under an icon sequence or assign it to a key on your overlay it is always available to you. You don't have to open the Toolbox to get to it.

You can store tools under icon sequences, you can assign tools to keys on your overlay, and you can even combine tools and instructions together and store them in sequences or assign them to keys.

The ALL TOOLS LIST is a list of all the tools that are available for use in the SpringBoard. You must be in the **storing** process to access the ALL TOOLS LIST. You select the INSERT TOOL key from your Spelling overlay during the storing process. When you activate INSERT TOOL, the SpringBoard shows you the first page of available tools. You can browse through the pages until you find the tool you want. When you activate the tool you want, the SpringBoard makes a copy of it. When you finish the storing process, the SpringBoard stores the copy of that tool in the sequence you have chosen or assigns it to the key of your choice.

Appendix A contains the ALL TOOLS LIST and an explanation of each tool.

In the next few pages you will learn how to use INSERT TOOL and the ALL TOOLS LIST to store tools on your overlay.
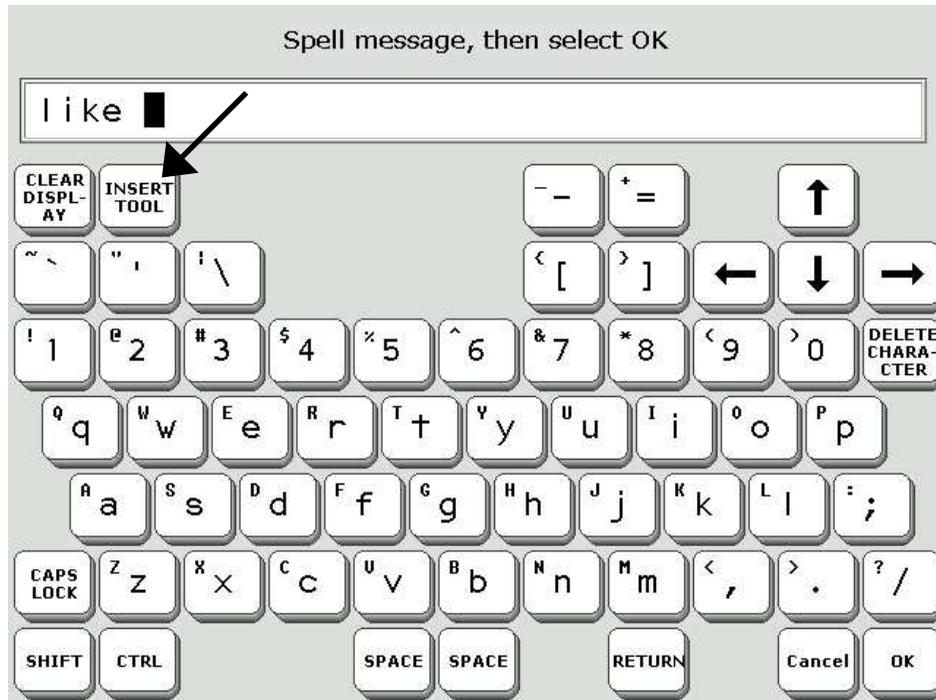
Spelling Keyboard

Use INSERT TOOL when you Store a Tool from the Toolbox on your Overlay

When You Want to Store a Tool You Must Use the INSERT TOOL Key on the Spelling Keyboard

Summary:
You must activate INSERT TOOL *before* you activate the tool that you want to move to your Minspeak overlay.

You can store tools from the ALL TOOLS LIST on your overlay. You can even assign a combination of tools and text to a key or you can store tools or tools and text under an icon sequence. To assign a tool to a key or to store it in a sequence you must use the INSERT TOOL key on your **spelling keyboard**. When you use INSERT TOOL you are telling the SpringBoard to do two things: 1) to show you the ALL TOOLS LIST and 2) to copy a tool from the ALL TOOLS LIST and move it to the key or icon sequence you have chosen on your Minspeak overlay.

INSERT TOOL is only active when you are in STORE mode. If you try to activate INSERT TOOL when you are not in STORE mode, nothing will happen.

➲INSERT TOOL is in the top row on the spelling keyboard.

⟳**Note**:

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 store.

STORE CORE

Select icon sequence to be used. Select **OK**

Spell Text to Display

Spell any message.

INSERT TOOL

Select Insert Tool

SPEECH ON OFF

Select the Tool to insert

OK   **OK**

Store a Tool Under an Icon Sequence

Insert a Tool and Store it Under an Icon Sequence

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

To Insert a Tool and Store it Under an Icon Sequence:

1. Activate the ⌨ key on the SpringBoard case to go to the Toolbox.
2. Activate STORE CORE.
3. The Toolbox returns you to your Minspeak overlay. Select the icon sequence you want to store your tool under and activate OK.
4. Select "Spell text for message."
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 MINSPEAK.
11. Activate the sequence you stored the tool under.

To Erase the Sequence
1. Go to the Toolbox.
2. Activate ERASE CORE.
3. Activate the icon sequence you stored the tool under.
4. Activate OK.
5. Activate YES.
6. Activate GO TO MINSPEAK to return to your Minspeak overlay.

ASSIGN
CORE
KEYS

Select key on your overly where you want to assign tool

Assign Key As:

TOOL   ICON   ICON

Enter Assignment   <EMPTY>

INSERT
TOOL

Select Tool from the list to assign

OK   OK

Assign a Tool to a Core Vocabulary Key

Assign a Tool to a Core Key on Your Communication Overlay

Summary:
If you assign a tool to a core key on your communication overlay, the tool replaces the icon that was associated with that key.

Use the ASSIGN CORE KEYS MENU to assign a tool to any keys in the core vocabulary area of your communication overlay. 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 icon that was associated with 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 Minspeak overlay where you want to assign the tool.
3. Activate the "Tool" key 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 a Tool from a Key

ASSIGN CORE KEYS

Select Icon that contains the Tool you want to change

Assign Key As:
TOOL | **TOOL** | **ICON**

Select ICON

OK

Erase the Tool and the Icon

ASSIGN CORE KEYS

Clear Key Contents

OK

Erase the Tool and Restore the Original Icon

Summary:
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 the ASSIGN CORE KEYS.
2. Activate the key on your Minspeak overlay that contains the tool you want to erase.
3. Select ICON in the "Assign Key As" box.
     The original icon is restored.
4. 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.
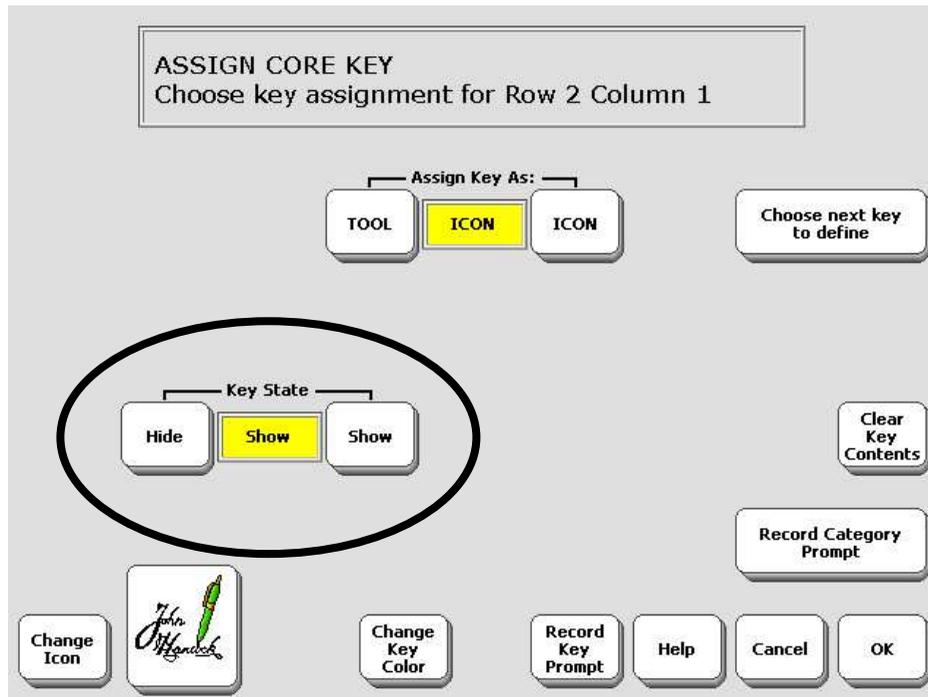
Hide a Key on Your Overlay

Hide a Core Vocabulary Key

Summary:
When you hide a key it is no longer visible on the overlay and that location will no longer work if pressed or scanned.

If you are just learning about Minspeak, you might want to use only a few keys on your Minspeak 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. In effect, you are turning the key off so that you can't use it.

To Hide a Core Vocabulary Key:
1. Go to the Toolbox overlay and activate ASSIGN CORE KEYS.
2. The Toolbox returns you to your Minspeak overlay. Activate the key you want to hide.
3. Under "Key State" activate the "Hide" box.
4. To hide another key: activate "Choose Next Key to Define."
   Activate the key you want to turn Off. Activate "Hide."
5. Continue to turn keys Off or activate OK to quit.

To Turn A Key Back On:
1. Go to the Toolbox and activate ASSIGN CORE KEYS.
2. Activate the key you want to turn back On.
3. Under "Key State" activate "Show". The key is now active.
4. Continue to make keys active or select OK to quit.

↻Note:

If a key is currently hidden, "Hide" is visible in the yellow box under "Key State." When you re-activate the key, "Show" becomes visible in the yellow box.

Swap Keys On Your Overlay

Go to the Toolbox.

Activate
```
SWAP
CORE
KEY
```

On your overlay activate the first key
that you want to swap.

Next, activate the key you want to swap with.

The keys have been swapped.

You can continue to swap or you can exit.

TO EXIT:

When you have finished swapping keys,
activate the last key you swapped twice
(once to complete the swap, once to exit).

TO EXIT BEFORE YOU HAVE FINISHED

If you change your mind after you have activated
the first key to swap and you decide not to swap
two keys, activate the first key a second time to
exit SWAP KEYS.

Swap Core Keys

Swap Core Vocabulary Keys on Your Overlay

Summary:
Activate SWAP CORE KEYS in the Toolbox. Activate one of the keys you want to swap. Activate the key you want to swap with. If you want to cancel, activate the Text Display area.

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.
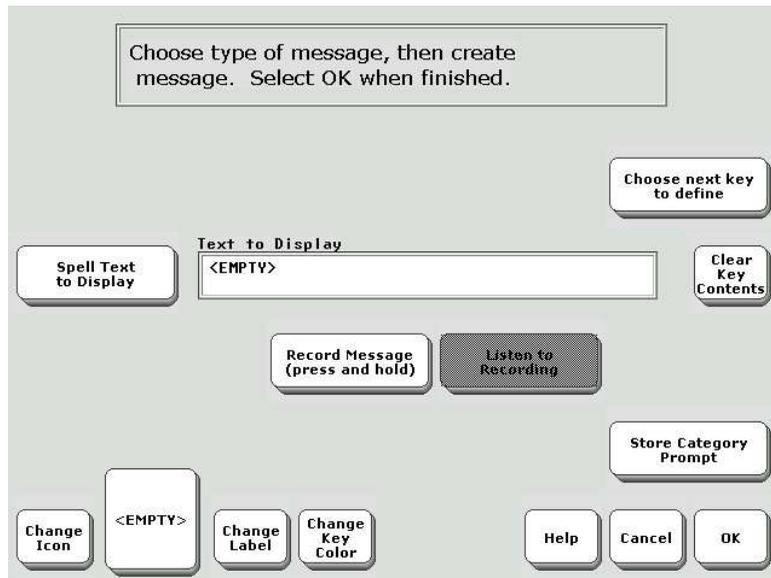
To Swap Two Keys:

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, activate the same key twice.

↻Note:

If you want to exit SWAP KEYS **before** you have completed an operation, activate the **first** key to swap a second time. This cancels the operation.

To complete a swap, activate the second key in the swap two times.

Choose key to define

Choose type of message, then create message. Select OK when finished.

Choose next key to define

Text to Display

Spell Text to Display

<EMPTY>

Clear Key Contents

Record Message (press and hold)

Listen to Recording

Store Category Prompt

Change Icon

<EMPTY>

Change Label

Change Key Color

Help

Cancel

OK

Custom Page Screens

About Custom Pages

Custom pages are screens that have either been created especially for the SpringBoard or that you create yourself. The SpringBoard has some custom pages already stored in it. You can see these pages in the PAGE MENU in the Toolbox.

Perhaps you would like a custom page that allows you to play a game or sing songs. You can dedicate each key on your keyboard to a single move in a game or a single song.

Custom pages can be created for the all keyboard sizes. Custom 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 custom page as one big single activity.

Before you create a custom page, think about what you are going to want on it. You will need to be able to move from your custom page to other overlays. You might need an OK key and/or a CANCEL key. Where will you put GO TO MINSPEAK or STOP? Will you need a key for "I need help"? You might want to write down the different keys that you will need before you begin to create the custom page.

Once you have created a custom page, the SpringBoard automatically places it in the PAGE MENU in the Toolbox. You might want to store the PAGE MENU on your Minspeak 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 Minspeak keyboard.

When you create a custom page you will use the CREATE PAGE key in the Toolbox. To modify or change an already created Page, use the MODIFY PAGE key in the Toolbox. To copy pages from one User Area to another User Area, use the CHOOSE OVERLAY MENU.

CREATE A PAGE

CREATE
PAGE

Type the name of your page.

OK

*Select "Copy from an existing page"
if you want to use the same formatting
as an already existing page*

OR

Choose a keyboard size and select OK.

*Choose a key to define.
Spell any text to be displayed.
Record your message..*

*Add an icon, a label or change the key color.
Add a prompt if that option is available.*

Continue to define keys or activate OK *to quit.*

Create a Custom Page

Create a Custom Page

⮌To do this exercise you need to be in one of the 8-Location User Areas: Unity 8-Word or Unity 8-Phrase.

Let's create a Page that contains the book, "The Wheels on the Bus".

1. Go to the Toolbox.
2. Activate CREATE PAGE
3. Spell the name for your page (8READ) 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 (in this case, 8TEMPLATE).
5. Select a key to define from the template.
6. Follow steps #6-10 below.

OR

4. Select the number of keys (or locations) you want to use.
5. Select the first key that you want to define.
6. Select "Spell Text for Display." Type in any text that you want SpringBoard to display. (Remember to use INSERT TOOL if you want any tools to be part of the key contents.) Here you can type, "The wheels on the bus go round and round."
7. Record the message.
8. Add an icon to your key, change the label or change the key color if you want. A label can contain up to 9 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.
    ⮌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.
9. When you have finished with the key, select "Choose next key to define" and repeat steps 6-10 until you have created your custom page.
10. When you have finished, select OK.

SPEAKER VOLUME DOWN	SPEAKER VOLUME UP	CREATE PAGE	ONLINE MANUAL	CREATE ACTIVITY	LESSON PLAN	ASSIGN CORE KEYS	STORE CORE
EAR VOLUME DOWN	EAR VOLUME UP	MODIFY PAGE		MODIFY ACTIVITY		SWAP CORE KEYS	ERASE CORE
CALL	SWAP PAGE KEYS	PAGE MENU	DELETE PAGE	DYNAMIC ACTIVITY MENU	SETTINGS MENU		EDIT CORE
AUDITORY PROMPT MENU	CHOOSE OVERLAY MENU	FEEDBACK MENU	MAINT MENU	REVIEW VOCAB MENU	SELECTION TECHNIQUE MENU	SPEECH MENU	TRANSFER MEMORY MENU
SPEECH ON OFF			POWER OFF	CLEAR DISPLAY	GOTO MINSPEAK		OK

Open the PAGE MENU

Choose the page to go to.

00	01	45QWERTY	ABC	AEIOU	BBEAR	BOOKS	CD
CLOCK	COMPUTER	COOKING	COSMETIC	DATE	DRAWING	DRINKS	EZPHONE
FASTFOOD	FOODS	FREQUENCY	HEALTH	HIDESEEK	HOLIDAY	ISPY	JOKES

Help | More Items | Cancel

Page 1 of the PAGE MENU

Go to Your Custom Page

Summary:
Access your custom page from the PAGE MENU in the Toolbox. If you would rather, you can store a specific Page or the PAGE MENU under an icon sequence on your overlay.

Once you have created a custom page, you can go to the Toolbox and activate the PAGE MENU key. The names of any pages you have created will be 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 custom 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 Minspeak Overlay. To do this, you must use INSERT TOOL and the SET PAGE or SET PAGE TEMPORARY tool when you store the sequence. (See the *All Tools List* beginning on page 185 for an explanation of the SET PAGE and SET PAGE TEMPORARY tools.)

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. Spell any text you want to be displayed
4. Activate INSERT TOOL.
5. Activate SET PAGE or SET PAGE TEMPORARY tool.
6. Choose the custom page you want from the PAGE MENU.
7. Activate OK.
8. Activate OK again.

To Store PAGE MENU under an icon sequence: change Step #5 to PAGE MENU. Delete Step #6.

➲To learn how to save a page to a computer disk see the ***MTI Instruction Sheet***.

SPEAKER VOLUME DOWN	SPEAKER VOLUME UP	CREATE PAGE	ONLINE MANUAL	CREATE ACTIVITY	LESSON PLAN	ASSIGN CORE KEYS	STORE CORE
EAR VOLUME DOWN	EAR VOLUME UP	MODIFY PAGE		MODIFY ACTIVITY		SWAP CORE KEYS	ERASE CORE
CALL	SWAP PAGE KEYS	PAGE MENU	DELETE PAGE	DYNAMIC ACTIVITY MENU	SETTINGS MENU		EDIT CORE
AUDITORY PROMPT MENU	CHOOSE OVERLAY MENU	FEEDBACK MENU	MAINT MENU	REVIEW VOCAB MENU	SELECTION TECHNIQUE MENU	SPEECH MENU	TRANSFER MEMORY MENU
SPEECH ON OFF			POWER OFF	CLEAR DISPLAY	GOTO MINSPEAK		OK

Choose key to define

yes   no   GO BACK

checkers	black	red	please	jump	to	crown me	king
win	I	play	like		get	more	help
lose	you	want			do	go	
CLEAR	it	don't					STOP stop

Create message. Select OK when finished.

Choose next key to define

Text to Display
checkers

Spell Text to Display   Clear Key Contents

Record Message (press and hold)   Listen to Recording

Record Category Prompt

Change Icon   checkers   Change Label   Change Key Color   Record Key Prompt   Help   Cancel   OK

Modify a Custom Page

Modify a Custom Page

Summary:
You can modify the keys on a custom page by using the MODIFY PAGE MENU in the Toolbox.

After you use a custom page for awhile you may decide that you would like to change the contents of a key or add or erase a key. You can change a created page by using the MODIFY PAGE MENU in the Toolbox.

To Modify a Custom Page:
1. Go to the Toolbox.
2. Activate MODIFY PAGE.
3. Select the page you want to modify.
4. Select the key you want to define (or "work on").

➲If you select a key in the top row or far left row you can add a prompt
5. Use the options on your screen to make any changes to the key.
6. If you want to modify another key, activate "Choose next key to define."
7. When you are finished, activate OK.

To Check Your 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 the MTI to save individual pages to a computer or load them back into the SpringBoard.

➲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

Open the **TOOLBOX** and select **MODIFY PAGE**.
Select the Page you want to **link to**.
Select a location on the keyboard where you want to put the linked Page.
Select "*Spell text to display*".
Select **Insert Tool**.
Select **More Items** until you see **SET-PAGE**.
Select **SET-PAGE**.
Select the Page to link.
Change the icon and label of your linked Page if you want to.
Select **OK** twice.
Select the key that has your linked page icon on it and you should go to that Page.

Linking Pages

Link a Page to another Page

You can link a Page you have created to another already created Page.

Let's say you want to link your 8WHEELS Page (see **Create a Page**) to an 8READ Page that has already been created with other books to read on it.

1. Go to the **TOOLBOX** and select **MODIFY PAGE**.
2. Select the Page you want to link *to*, in this case, select 8READ.
3. Select the location where you want to put your link to 8WHEELS.
4. Select "Spell Text to Display". ↝Instead of spelling a message, we are going to insert a Tool that will link our page.
5. Select **INSERT TOOL** on your spelling overlay.
6. Select **MORE ITEMS** until you see **SET-PAGE**. Select **SET-PAGE**.
7. You see a list of your Pages. We want to link 8WHEELS to 8READ, so select **8WHEELS**.
8. Change the icon and label of the new linking location.
9. Select OK twice.
10. On your Overlay, select the "Wheels on the Bus" location and you should now see your 8WHEELS Page.
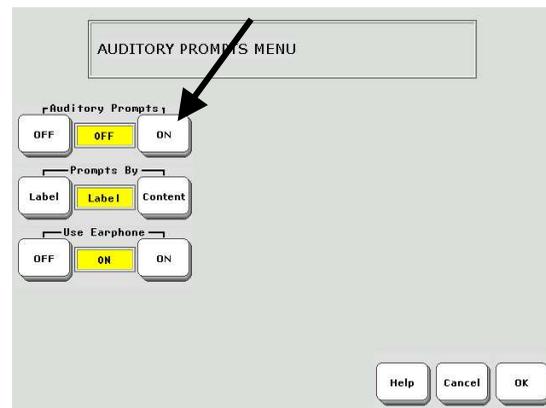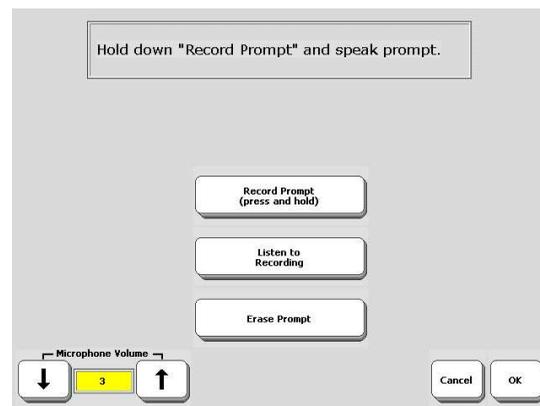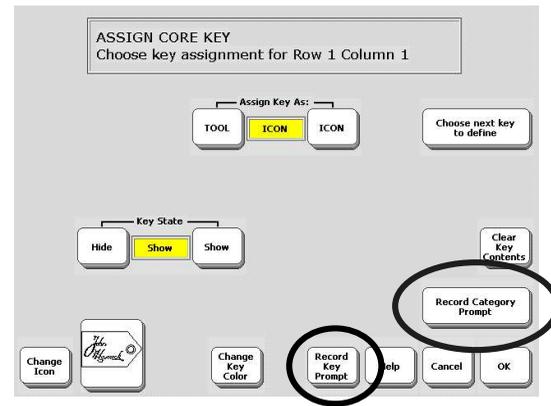
Auditory Prompts

About Auditory Prompts

Summary:
Assign Prompts to keys. Turn Auditory Prompts On in the AUDITORY PROMPT MENU. Auditory Prompts can be used with headphones. Turn *Use Earphone* On in the AUDITORY PROMPT menu.

When Auditory Prompts are turned On in the AUDITORY PROMPT MENU, the SpringBoard defaults to speaking the **generic key name** of any key you activate. That is, if you press the first key at the top left of the display, you will hear, "Row 1 Column 1". If you press the next key to the right, it will say, "Row 1 Column 2." Spoken prompts help you to learn the location of keys on the keyboard.

If you are pressing keys on the keyboard, 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 again after you have heard the prompt.

↪You can hear prompts through the SpringBoard speaker. You can also plug headphones into the HEADPHONE/SPEAKER jack on the left side of the SpringBoard. 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.

You can record your own prompt for a key in the ASSIGN CORE KEYS menu, the CREATE PAGE or MODIFY PAGE menus and the CREATE ACTIVITY or MODIFY ACTIVITY menus. . You can record a **Key Prompt** or select to hear a **Content Prompt**. If you are scanning, you might want **Category Prompts**. These are explained below.

A **key prompt** is usually whatever the icon name for that key is, such as "Sun" for the SUN icon or "Apple" for the APPLE icon. If you changed an icon name during the storing process, you might record a key prompt that matches the new name. For example, you may have changed the

UMBRELLA icon's name to "Weather." The prompt would be "Weather" in that case.

Using *content prompt*s tells the SpringBoard to speak whatever *message* you recorded and stored under a particular icon. If no message is stored, the row/column is spoken.

If you are using a Minspeak application where messages are stored under sequences of two or more icons you should record a key prompt for all the keys in the application. When you select the first key in the sequence, the SpringBoard will speak the key prompt you recorded. When you select the last icon in the sequence the SpringBoard will speak the message. For example, if "Salad" is stored under the sequence APPLE FROG, when you activate APPLE you will hear "Apple" (if that is what you recorded as a key prompt). When you activate FROG you will hear, "Salad."

To hear **Content Prompts**, set the *Key or Content* option to *Content* in the AUDITORY PROMPT menu.

Category prompts *are only used if you are row-column scanning.* Category prompts should help you locate where you are on the keyboard, e.g., "Row 1" or "Row 3". 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, "School messages."

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

We recommend that you select **Content Prompt** in the AUDITORY PROMPT menu for the applications, Activities and Pages that came with your SpringBoard.

⮑When you press **Listen to recording**, if the prompt sounds too loud or too soft, press **Record Message** again. Activate one of **the Microphone Volume** buttons: UP arrow for louder or DOWN arrow for softer. Then record the message again and listen to it.

Erase Auditory Prompts

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 Key Prompt:
1. In the Toolbox, activate ASSIGN CORE KEYS.
2. Select the key on your communication overlay that contains the prompt 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.

SPEAKER VOLUME DOWN | SPEAKER VOLUME UP | CREATE PAGE | ONLINE MANUAL | CREATE ACTIVITY | LESSON PLAN | ASSIGN CORE KEYS | STORE CORE

EAR VOLUME DOWN | EAR VOLUME UP | MODIFY PAGE | | MODIFY ACTIVITY | | SWAP CORE KEYS | ERASE CORE

CALL | SWAP PAGE KEYS | PAGE MENU | DELETE PAGE | DYNAMIC ACTIVITY MENU | SETTINGS MENU | | EDIT CORE

AUDITORY PROMPT MENU | CHOOSE OVERLAY MENU | FEEDBACK MENU | MAINT MENU | REVIEW VOCAB MENU | SELECTION TECHNIQUE MENU | SPEECH MENU | TRANSFER MEMORY MENU

SPEECH ON OFF | | | POWER OFF | CLEAR DISPLAY | GOTO MINSPEAK | | OK

FEEDBACK MENU
Modify settings as needed

Speaker Volume — 9
Embellished Icons — OFF / **ON** / ON
Text Size — Large / **Small** / Small

Earphone Volume — 6
Icon Message Labels — **BOTTOM**
Raspberries — OFF / **ON** / ON

Backlight Intensity — 6
Contrast — **0**

Activation Beep — OFF / **OFF** / ON
External Speaker — OFF / **OFF** / ON

Scan Beep — OFF / **ON** / ON
Icon Prediction — OFF / **ON** / ON
Help | Cancel | OK

FEEDBACK MENU

The FEEDBACK MENU

Summary:
The options in the FEEDBACK MENU give you information about what the SpringBoard is doing and sometimes about what you are doing on the SpringBoard.

In the FEEDBACK MENU you can raise and lower the volume for the speaker or for an earphone. You can adjust the intensity of the backlight.

You can decide whether or not you want to hear a beep when you activate a key. You can make several choices when it comes to viewing icons on your display. You can choose the text size that you want to use and turn an external speaker On or Off.

All of the Feedback options help you to make the SpringBoard perform the way that is best for you.

Some FEEDBACK MENU Options

Icon Prediction

Speaker Volume

Labels On or Off

Backlight

Embellished Icons On or Off

Beeps

External Speaker On/Off

Some Feedback Options

Some Options in the FEEDBACK MENU

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 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 the **TROUBLESHOOTING** Appendix 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. If you do not want to hear a beep, activate the OFF key.

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.

External Speaker: If you have an external speaker (amplified stereo speakers) plugged into the SpringBoard, turn this option to On.
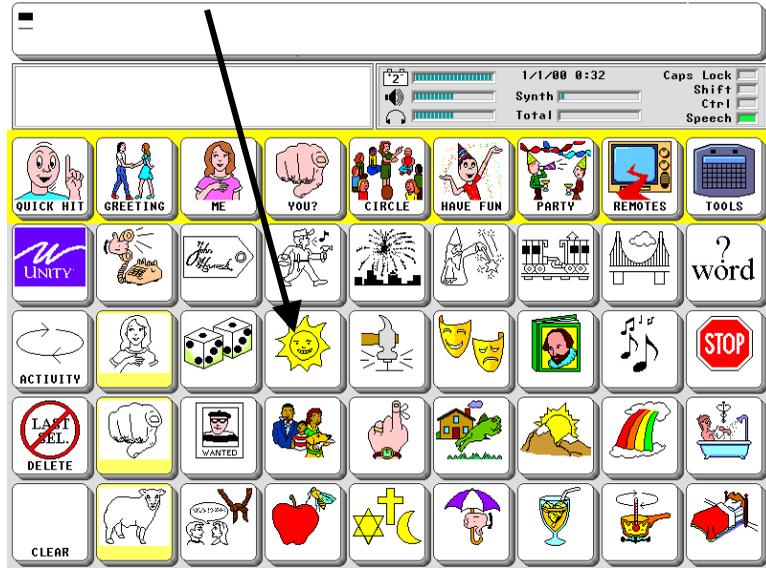
Activate an Icon
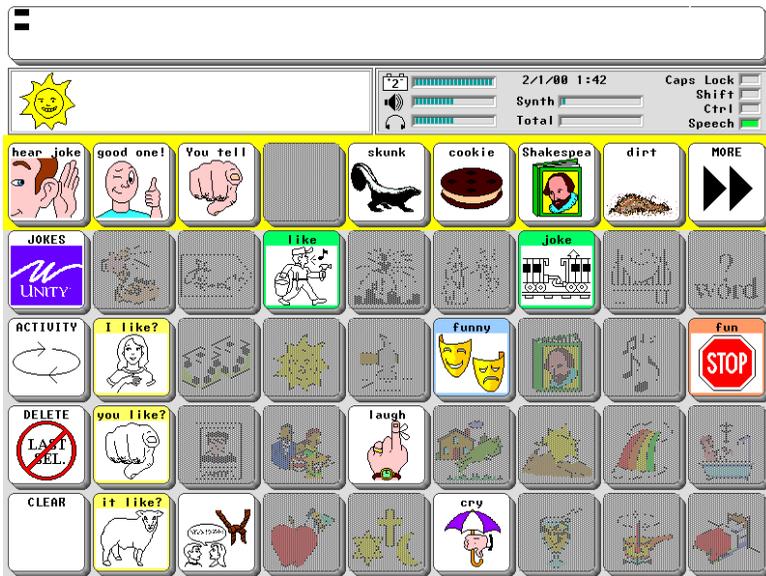
Icon Prediction Grays Out all the Icons
that do not Contain Messages

Icon Prediction Shows Where You Have Messages Stored

Summary:
Icon Prediction is available only with sequences containing two or more icons. When Icon Prediction is ON, the icons where messages are stored are bright, other icons are gray.

⮂**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.

 Icon Prediction is a good tool to use to help you learn your vocabulary.
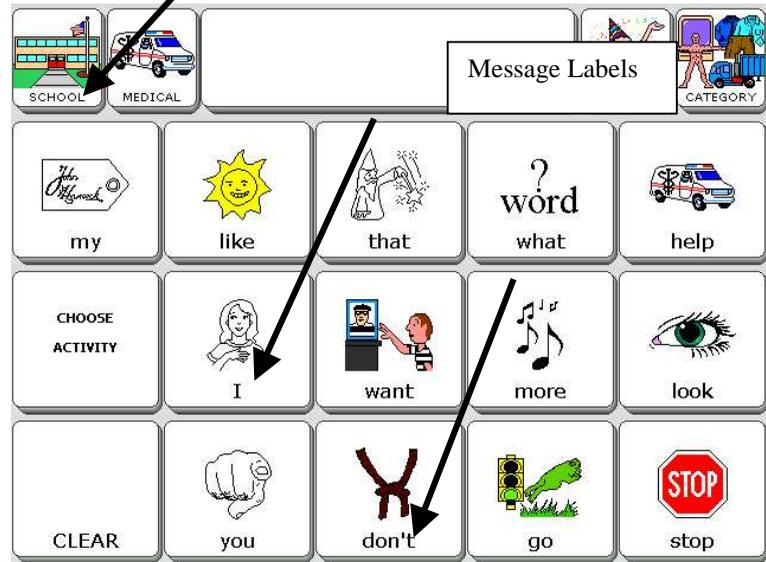
Message Labels

Icon Message Label on Bottom
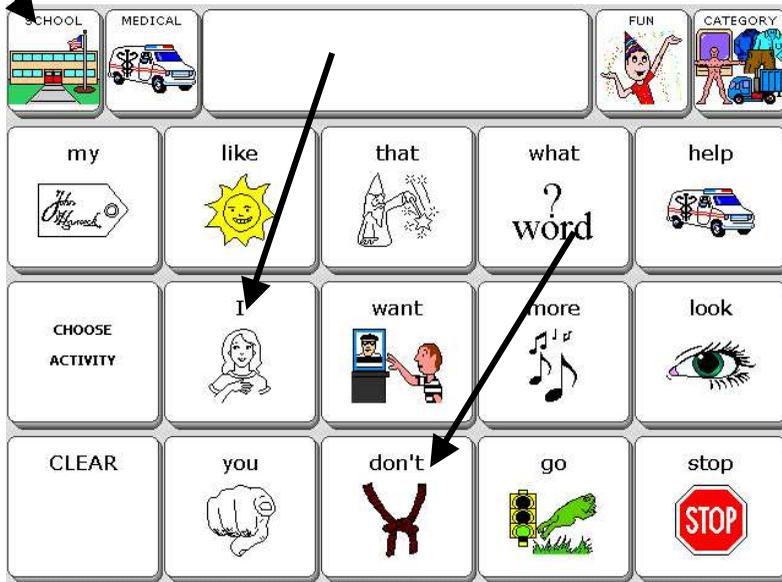
Icon Message Label On Top

Icon Message Label: Top, Bottom or Off

Summary:
You can store a label with an icon that indicates what the
message is that is stored with that icon.

When you store a message you must select an icon or icon sequence to
store the message under. You can add a *message label* to the **final** icon
of the sequence. This label should indicate what the message for that
sequence is.

For example, if you activate the APPLE from your default overlay, you
see icons with the labels, "eat," "hungry," "food," "am I," "are you," etc.
You also see a number of food activities in the Activity Row. The labels
on the core vocabulary icons tell you what the message will be if you
activate one of the icons. If you open one of the food Activities, you can
activate icons to name different kinds of food.

You can choose to have the labels at the top of the icon or the bottom.

If you find message labels distracting, you can select to turn them Off.
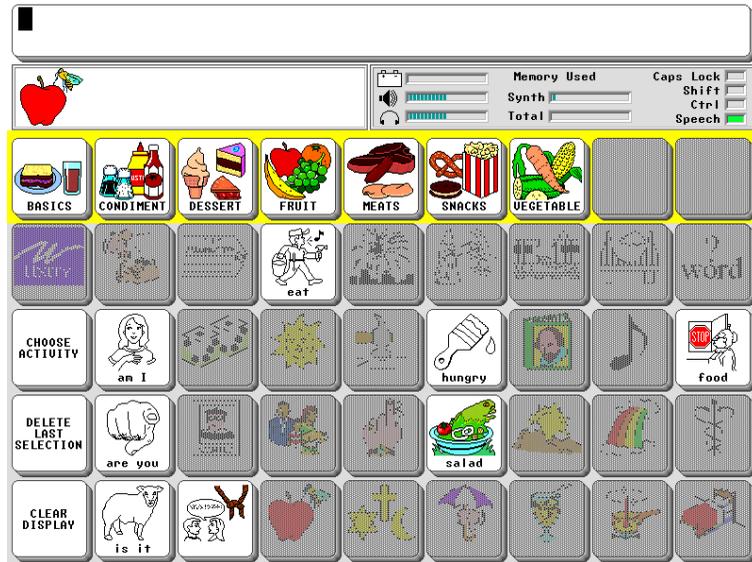
Embellished Icons On

(examples from the PRC's Vantage using a 2-hit overlay)
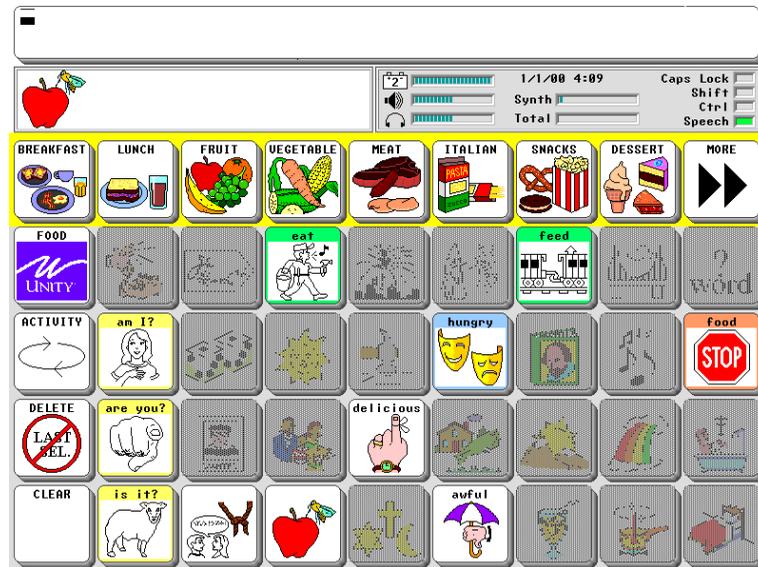
Embellished Icons Off

Embellished Icons: On or Off

Summary:
Embellished Icons will work only with sequences containing two or more icons. If you have modified (or embellished) the final icon in any sequence, you can choose to have the embellished icon displayed on your Minspeak overlay instead of the original icon.

➲**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.

MAINTENANCE MENU

System Lock
OFF | **OFF** | ON

Auto Power Down
OFF | **ON** | ON

Hardware Diagnostics

System Information

Software Version = 0.94 May 31 2002

OS Version = Win32

Boot Loader Version = N/A

Xilinx Version = N/A

Data Logging = OFF 0 Bytes

Available Record Time = 49.6 Minutes

Erase All Vocabulary

Reset to Factory Defaults

PCS Symbols
OFF | **ON** | ON

Error Reporting
OFF | **ON** | ON

Enter shipping mode | Help | Cancel | OK

➲The numbers in the System Information box may be different on your SpringBoard

The MAINTENANCE MENU Gives You Information about the SpringBoard

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** keys on the **front** of the SpringBoard are severely limited. For instance, if the system is locked and you activate the TOOLBOX key, you will see the Toolbox and a message on the display that tells you that the system is locked. You can then press and hold the TOOLBOX key for 5 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 two minutes. See page 23-25 for more information.

Hardware Diagnostics
These options allow you to test the display, the switches and the speech amplifier and volume. If you have problems with the SpringBoard and call the PRC Service Department, you may be asked to check some things in this menu.

Erase All Vocabulary
If you select this, the system erases all its memory and resets itself to its original defaults. **Original pre-recorded vocabulary is not reloaded.**

Error Reporting: The default is On. The SpringBoard 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.

Reset to Factory Defaults
If you want to return your SpringBoard 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 SpringBoard from PRC. The voice quality will not be quite as good as it was originally.

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

PCS Symbols ON/OFF
This option allows you to turn on and us PCS symbols. PCS symbols are a **Springboard option** that you purchase. You must have a password to activate this option in the menu. Call PRC for more information.

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 page iii in the front of this manual for more information about the RE-SET button.)

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

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

Speaking Tools

Summary:
These tools help you to communicate easily and promptly. All of these tools work whether you have the speech On or Off. You can assign them to keys or under sequences.

SPEAK LAST SELECTION: the SpringBoard 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.

SPEAK DISPLAY: the SpringBoard speaks everything that is visible on the display screen as well as anything in the buffer. (The buffer contains text that has scrolled off the screen since the last time you cleared the display.)

SPEECH ON/OFF: the default is On. When you activate messages, anything you have recorded will be spoken. When this is turned Off, nothing is spoken unless you activate one of the tools listed above.

You can press the Text Display Area to hear any recorded messages that are present on the screen and that have also scrolled off the screen since the last time you activated CLEAR DISPLAY.

The buffer contains everything that has scrolled off the display.

Do   Eat. I like that.
Hello
Let's go to the movies.

LIKE

Activate   CLEAR DISPLAY

Both the buffer and the display area are erased.

Clear Display

Clear Display

Summary:
This tool removes all text from the display screen and the buffer.

When you activate this tool, it clears all the text or prompts that are on the display screen. It also clears any text that has scrolled off screen into the buffer.

If you typed a word or words to be displayed with a message you recorded, when you retrieve the message, the words will appear on the display screen. When the display fills up with text, words will scroll off the screen and into the SpringBoard's buffer. The SpringBoard holds them in the buffer until you activate CLEAR DISPLAY. The buffer will hold about 2,000 characters (2K). After that amount, the SpringBoard will begin to clear the buffer itself to make room for new text.

If there is no text on the display, there may still be text in the buffer. You can check to see if there is text in the buffer by activating SPEAK DISPLAY. If the SpringBoard speaks text that you no longer want, activate CLEAR DISPLAY.

Appendixes

Appendix A: All Tools List

Summary:

This is a list of all the Tools that you can assign to a key or store under an icon sequence using INSERT TOOL. Explanations of the tools follow the list.

ACTIVATE KEY
ASSIGN CORE KEYS
AUDITORY PROMPT MENU
AUDITORY PROMPTS OFF
AUDITORY PROMPTS ON
AUDITORY PROMPTS ON/OFF
BEEP OFF
BEEP ON
BEEP ON/OFF
BACKLIGHT INTENSITY
   DOWN
BACKLIGHT INTENSITY UP
CALL
CAPS LOCK
CHOOSE ACTIVITY
CHOOSE OVERLAY MENU
CLEAR DISPLAY
CREATE ACTIVITY
CREATE PAGE
CTRL
DELETE CHARACTER
DELETE ICON
DELETE LAST SELECTION
DELETE PAGE
DISABLE HEADPOINTER
DYNAMIC ACTIVITY MENU
EAR VOLUME DOWN
EAR VOLUME UP
EDIT CORE
ERASE CORE
FEEDBACK MENU
GOTO MINSPEAK
GO TO TOOLBOX
HELP

MAINTENANCE MENU
MODIFY ACTIVITY
MODIFY PAGE
MORE ITEMS
OK
ONLINE MANUAL
PAGE MENU
POWER OFF
REVIEW VOCAB MENU
SAVE CHANGES
SELECTION TECHNIQUE MENU
SET ACTIVITY
SET PAGE
SET PAGE TEMPORARY
SETTINGS MENU
SETTINGS 1
SETTINGS 2
SETTINGS 3
SHIFT
SING
SPEAK DISPLAY
SPEAK LAST SELECTION
SPEAKER VOLUME DOWN
SPEAKER VOLUME UP
SPEECH OFF
SPEECH ON
SPEECH ON/OFF
STATUS
STORE CORE
SWAP CORE KEYS
SWAP PAGE KEYS
TRANSFER MEMORY MENU
WAIT ANY KEY

Explanations of the Tools in the ALL TOOLS LIST

Summary:
When tools are stored or assigned to keys their names appear on the display in angle brackets, for example: <TEXT MARKER> or <INSERT TOOL>.

ACTIVATE KEY

Use this tool to tell the SpringBoard that you want to activate a **menu key.** This tool is only used when you are creating macros that involve changing menu settings.

ASSIGN CORE KEY

Allows you to assign a tool or tools and text to a key on your communication overlay

AUDITORY PROMPT MENU

Assign the AUDITORY PROMPTS MENU to a key or icon 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

Allows you to type using all capital letters. Activate it again to return to lowercase letters. When CAPS LOCK is On, the "Caps" box in the Status Area turns On.

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.

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 CHAR
DELETE CHARACTER
removes the character to the *left* of the cursor.

DELETE ICON
This tool 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
DELETE LAST SELECTION 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 SpringBoard 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.

ERASE CORE
Erases sequences stored in your core vocabulary.

FEEDBACK MENU
Allows you to change the feedback the SpringBoard gives you.

GO TO MINSPEAK
Use this tool to move from the screen you are currently using to the Minspeak screen.

GO TO TOOLBOX
This takes you from the screen you are currently using to the Toolbox screen.

HELP MENU
Press this key plus the tool or menu that you want help for. Once you are in a Help screen you can scroll pages, have the SpringBoard speak a page, change fonts, do a search for a particular item or go to the SpringBoard online manual.

MAINTENANCE MENU
This menu allows you to load software, erase the SpringBoard, 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.

OK
This tells the SpringBoard 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.

ONLINE MANUAL
This key opens the SpringBoard Manual so that you can read it on the SpringBoard screen. Once you see the manual you can change to a larger font, scroll up and down the pages, choose to see only the manual headings or to view all of the text, or you can do a search for a particular item.

PAGE MENU
Gives you access to any pages you have created.

POWER OFF
When this tool is activated the SpringBoard 'goes to sleep.' Activate a key or switch to wake it back up.

REVIEW VOCABULARY MENU
Allows you to review all the vocabulary in the SpringBoard. You can print it out or see it on the display.

SAVE CHANGES
Normally, when you turn the SpringBoard off, you see "Saving changes…" on the screen. This tool allows you to save changes without turning the SpringBoard off. You might want to store this tool if you are doing a lot of programming and want to periodically save your work.

SELECTION TECHNIQUE MENU
Choose a selection technique and the options for it that you want from this menu.

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, Activity or Page. Takes you to a specific page for one selection then returns you to where you were.

SETTINGS MENU
Allows you to save settings and change between settings. Use this with SETTINGS 1, 2 and 3 below.

SETTINGS 1
SETTINGS 2
SETTINGS 3
Allows you to store and then access 3 different groups of settings.

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.

SPEAK DISPLAY
When this tool is activated, the SpringBoard 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, the SpringBoard 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 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
Allows you to see the status of your battery and the speaker and earphone volume

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.

TRANSFER MEMORY MENU
This allows you to save the SpringBoard's memory to a computer disk, transfer memory from one SpringBoard to another and import graphics. (See the *MTI Instruction Sheet* for more information.)

WAIT ANY KEY
Causes a pause in a macro until a key is activated.

Appendix B: 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 SpringBoard's 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 Minspeak, the Toolbox or a Custom Page to recalibrate your screen. You cannot do this from a menu.

1. On the top front of the SpringBoard case, press and hold the **TOOLS** for 5 seconds. Release the TOOLS key when you see the Recalibrate screen.

2. Using 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. Press and hold it again, release. Do this until the cross has traveled to **all four corners** of the screen. 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** and wait till the screen changes and returns you to the Toolbox or wherever you started from. If you do not see the note, repeat these directions.

Recalibrating when SYSTEM LOCK is ON:
If you need to recalibrate the touch screen and SYSTEM LOCK is ON, you must press and hold the TOOLS key for **10 seconds**, rather than 5 seconds. (If you hold the TOOLS key for 5 seconds you will enter the Toolbox, not the recalibrate screen. You must hold TOOLS for an additional 5 seconds to get to the recalibrate screen)

Appendix C: Troubleshooting

> ⚠️ **Warning!**
>
> ## DO NOT open the SpringBoard 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 Charger Warning:**

⚠️ **Warning!**

Use *only* the battery charger that came with your SpringBoard.
Other chargers may damage the batteries of the SpringBoard. This also
applies to your headpointer battery charger.

You can always check the status of your batteries by looking at the bar
graph next to the Battery icon in the Status display Area.

☝ **Remember!** You cannot store when the batteries are low.

➲**Conserve SpringBoard Battery Energy:**

The batteries will last two hours longer if backlighting is set at #1
instead of #6. This two-hour difference will happen only when there is
no activity on the SpringBoard. With activations and speaking, the two-

hour time frame will decrease, but not as rapidly as it would if backlighting were set at #6.

➲**If the batteries have gone completely dead** and you plug your charger in, the LED will either stay a solid red for a few minutes or flash very slowly. It will soon begin to flash rapidly.

➲**If you know the unit is not going to be plugged in or used for awhile:**
We recommend that you set the backlighting option to #1 until you are ready to use the unit again.

☝ **Remember!** You cannot STORE when the batteries are low.

➲**If the battery charging LED is still flashing rapidly after you charge the batteries all night:**
Check the battery bars in the **Status Area** to see if they indicate that the batteries are full. If the batteries are full and the charger remains plugged in, the SpringBoard will periodically fast-charge the batteries to keep them full.

➲If the batteries in your SpringBoard or Headpointer 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 B** for more information.

⮌If you activate a key or keys and the SpringBoard 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 you stored something 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.

⮌Checking Memory in the MAINTENANCE MENU:

When you want to check the amount of memory that is available, turn the SpringBoard Off and then back On before you open the MAINTENANCE MENU. This will give you the true memory readings.

➲ Cleaning the SpringBoard

Regular cleaning:
Clean the case with a soft damp cloth.

If you purchased a keyguard, wash it periodically in hot, soapy water.

Clean the display screen with the same kind of product you use to clean glass. To avoid scratching the display, use a soft cloth to wipe off the glass cleaner. If you notice a film over the screen after you have cleaned it, you may want to try a different cleanser. You can also clean the overlay protector with the window-cleaning product.

Disinfecting:
To disinfect your equipment, mix ¼ cup vinegar with 1 cup water. Wipe all equipment with a cloth dampened in this mixture. Allow the equipment to air dry.

Appendix D: Headphone and Speaker Jack

You can connect headphones or amplified speakers to the SpringBoard. (If you are using Auditory Prompts, you will probably also want to use headphones.) The headphone or speaker connectors must fit into the Headphone/Speaker jack on the left side of the SpringBoard case. You can plug in either headphones or speakers, but not both at the same time.

If you are using speakers, go to the FEEDBACK menu and turn the **External Speaker** option to **ON**.

Appendix E: The Joystick Adapter

In order to use a joystick with the SpringBoard you must have an adapter to plug into the SpringBoard and your joystick. The schematic below shows you the adapter specifications. You can also call the PRC Rehab Department and ask about the availability of Joystick adapters, 330-262-1990.

VT JOYSTICK ADAPTER CABLE

TO JOYSTICK
9 PIN D SUB

1
2
3
4
5
6
7
8
9

TO VANTAGE SWITCH B 1/8"PLUG

TO VANTAGE SWITCH A 1/8"PLUG

TO SELECT SWITCH 1/8"JACK

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