

SpringBoard

Operator's Manual

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This device complies with Part 15 of the FCC Rules. Operation is subject to two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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- Turn the television or radio antenna until the interference stops.
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- Move this product farther away from 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.
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Before You Continue:

**Release Shipping Mode and
Turn the SpringBoard ON.**

To Turn the SpringBoard ON the first time:

1. Press and hold the  button on the front of the case for ten seconds.
2. Release the button. The SpringBoard will come on.

 **Attention! Consult accompanying documents.**
Not intended to be an emergency call device or sole communication device.



Warning!

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



Warning!

Any mounts used should be fitted by a qualified person.
Failure to install the mounting system according to the manufacturer's instructions may result in an injury to the user.

Important Note!

To achieve the best results from your communication aid,
keep it dry at all times.

See the **Troubleshooting** Section of this manual
for more information.



Recommendation

To Avoid Static Discharge: Turn the device Off
before you plug anything into or unplug anything from the device.
This includes switches and, especially, the battery charger.

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Getting Acquainted with the SpringBoard



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.

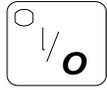
This operator's manual should be used to set up your SpringBoard. Once your SpringBoard is set up the way you want it, keep the manual handy to use as a reference.

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



SpringBoard Front Panel

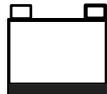
About the Front Panel of the SpringBoard



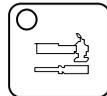
ON/OFF: Press to turn the device On or Off.



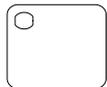
When you plug in the charger, the LED (Light Emitting Diode) will flash. A rapid flash indicates fast-charging; a slow flash indicates that the battery is charged but it will continue to trickle-charge as long as the charger is plugged in.



When the LED comes on, the batteries need to be charged. Plug in the battery charger.



GO TO TOOLBOX: Press to go to the Toolbox. Press again to go back where you were.

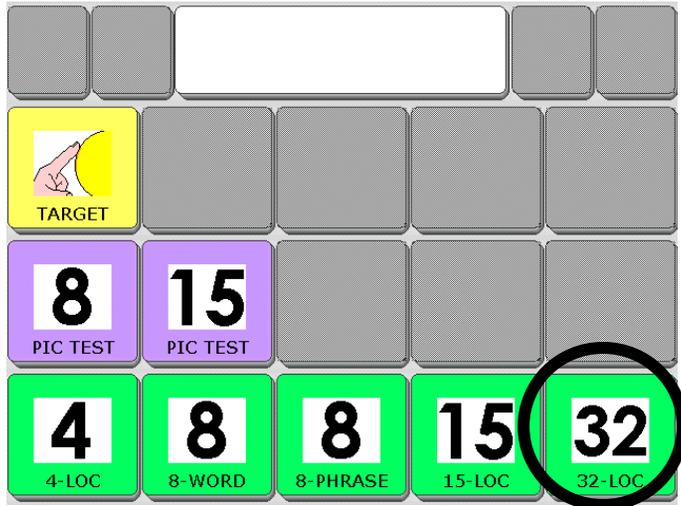


USER DEFINED Keys (2): The key next to the Toolbox key is programmed for you as the CHOOSE ACTIVITY key. The last key is programmed as the SET-UP key (see page 169). You may re-program the keys with whatever commands or tools you wish.



Tracker™ Headpointing Infrared Window (IR)

Recording Microphone: this is the small hole to the left of the headpointing window as you look at the case.



Demonstration Overlay

ACTIVITIES

ACTIVITIES



Unity[®] 32 Location 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.

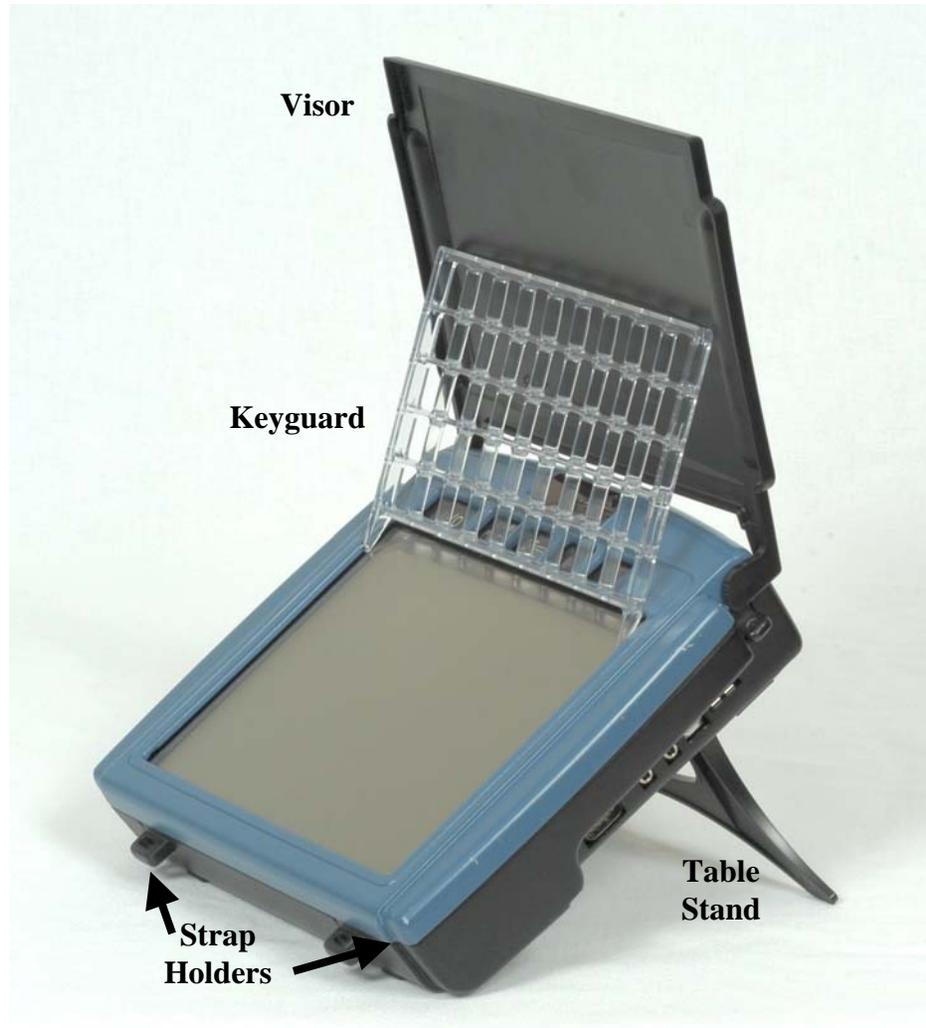
➡ Turn the SpringBoard On by pressing the  key on the front of the case. In a few seconds you will see the Demonstration Overlay screen. On non-English devices you may not see the Demonstration Overlay. The SpringBoard will open in the 32 location overlay, instead. This contains all the SpringBoard overlays, as well as areas for demonstrating a switch, headpointer and the touch screen.

Select the **32-location word (32-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 Activity icon that has the picture of a boy swimming. The Text Display Area should show the words, "I like swimming." Did you see the Activity Keys change when you pressed the SWIMMING icon?



SpringBoard with Visor, Keyguard, Table Stand and Strap Holders

GETTING ACQUAINTED WITH THE SPRINGBOARD

SpringBoard Manual

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.



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

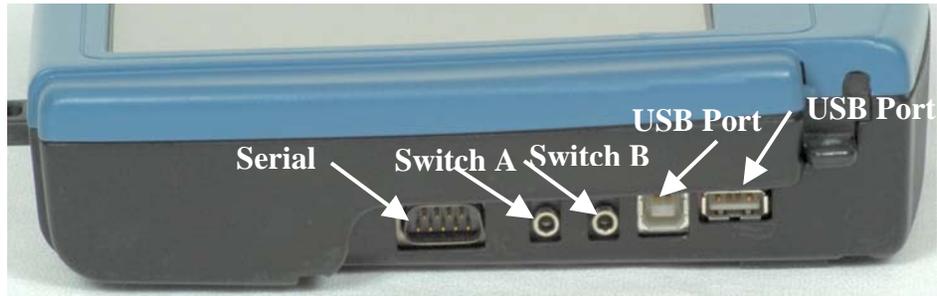
Pull the tablestand out from the SpringBoard. You can place it so the SpringBoard sits at different angles.

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.

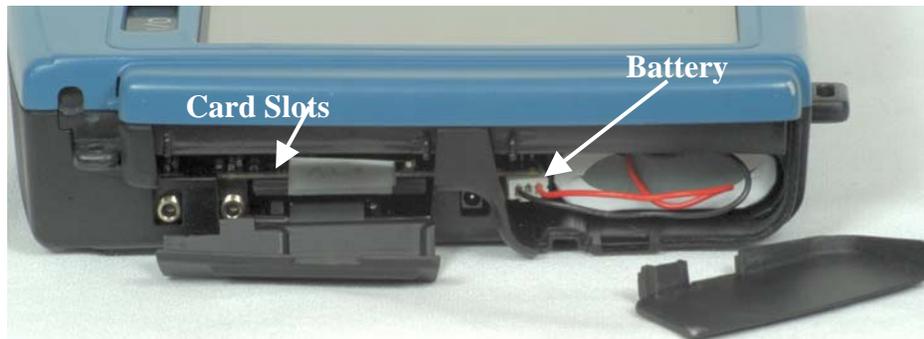
A 32, 15 or 8 location **keyguard** is an option you can purchase. The keyguard fits over the Activity keys, the Text Display Area and the Core vocabulary area. To attach the keyguard, bend in the top left and right edges so that the top edge of the keyguard is slightly bowed. Slip the small tab on the 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: This is on the corner near the bottom of the case. The door catch is on the bottom of the case. To open the door, place the device face down on a flat surface. Insert a small flat-head screwdriver under the slot between the door and the catch and press down on the catch. The door will pop open. When replacing the door, put the door in **first, then latch it 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

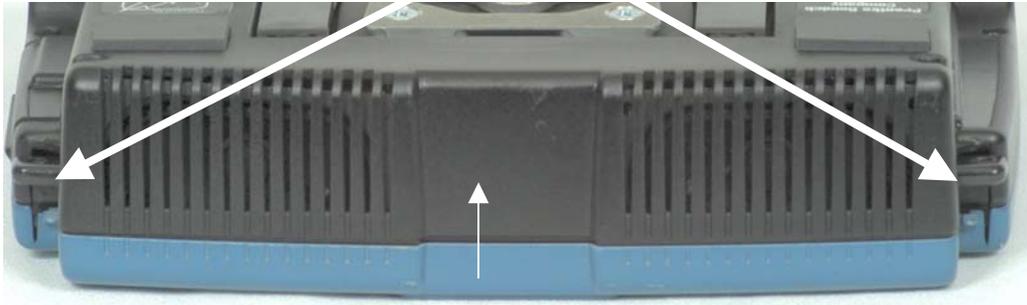
SERIAL PORT: Use this connector to connect to a computer

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

USB (2 ports): use the **rectangular** USB port for an external headpointer, mouse, joystick or keyboard and for memory transfers with USB flash drives or similar devices. The **square** USB port is for computer emulation with a USB cable.

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

STRAP HOLDERS



IR LEARNING AND TRANSMITTING WINDOW



Back/Bottom of SpringBoard

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 strap holders are on each side of the case near the top.

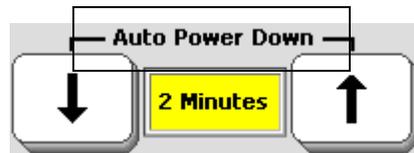
There is a **wheelchair mounting plate** on the back of the SpringBoard. This plate slips into the wheelchair mount to hold the SpringBoard upright.

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

The sending and receiving **infrared window** is on the top between the speaker grilles. Use this window to teach remote control commands to the SpringBoard and then to send the commands to your remote controlled devices.



Turns the device ON and OFF



Default = 2 Minutes

Backlight automatically turns off after 2 minutes if no activations are made. You can select 5 or 10 minutes.



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.



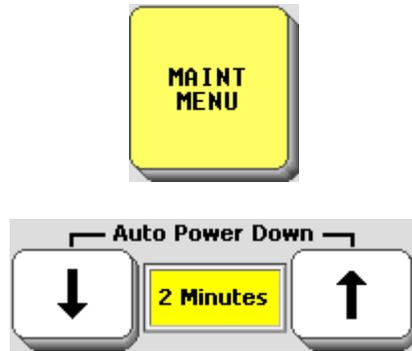
Use the  (I/O) button to turn the SpringBoard On and Off. When you turn the SpringBoard off with the I/O button, you have to turn it back on using the I/O button.

If you forget, or are unable to press this button, the SpringBoard has an "Auto Power Down" feature that automatically dims the backlight after 2 minutes if no activations have been made. (You can also select 5 or 10 minutes, but 2 minutes is the default). When you receive your SpringBoard this feature is already set for you. To turn the SpringBoard back on, 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 page 143-149 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:

Select 2 minutes, 5 minutes or 10 minutes
before the backlight dims.

Activate any key or switch to bring it back.

After **TEN MINUTES** of dimmed backlight: 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 2 minutes is the default setting. If two minutes pass and you make no key activations, the backlight dims. Activate a key or switch to bring it back. Auto Power Down is in the MAINTENANCE MENU.

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, five minutes or ten minutes** with no key activations, the backlighting goes dim. Activate any key to turn it back to bright.

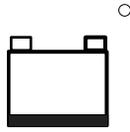
Ten minutes after the backlighting goes dim, if you still have not made any key activations, the backlighting turns off and the screen goes dark. Activate any key to restore the backlighting and the screen.

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, so it takes a little longer to come on.

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.**

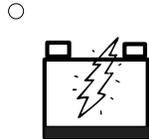
➡ **Note:** If you are using a **headpointer** and the SpringBoard turns Off, you can activate a switch to turn it back on. The switch must be plugged into the SpringBoard.

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



Warning! 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.

☞ If you plan to store the SpringBoard for a month or more without using it, unplug the batteries from the device. See the *Troubleshooting* chapter for complete information.



I



like



that

Minspeak[®] Icon Sequences
Unity[®] 32-Location Overlay

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.

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

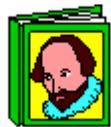
Possible associations for each icon;
Potential categories;
The power of the sequences



= 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	Col 6	Col 7	Col 8
Row 1	word YES NO	ME					GREETINGS	FUN
Row 2	John Hancock NAME	THIS BELONGS TO: my	is	please	that	to	more	? word what
Row 3	PAGES	I	play	like	get	read	put	help
Row 4	ACTIVITY	you	want	come	FAMILY	do	go	look
Row 5	CLEAR	it	don't	eat	make	drink	feel	stop

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 *5 rows* of keys from the top to the bottom of the overlay. There are *8 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 8 (R2C8)**.

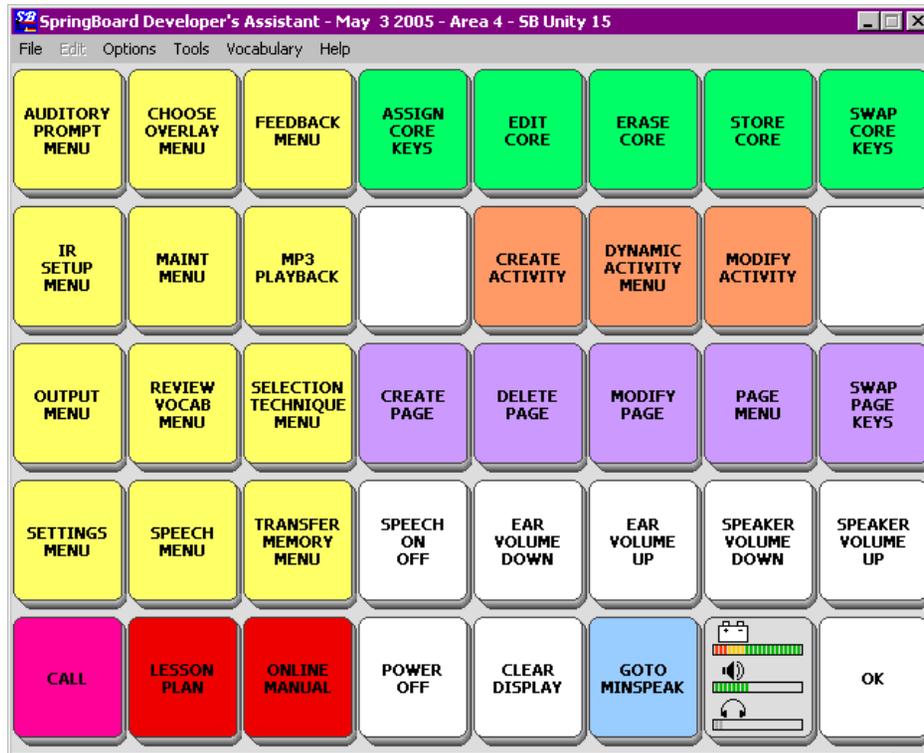
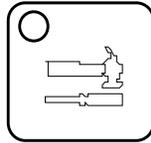
The key that is labeled **WANT** is at **ROW 4, COLUMN 3 (R2C3)**.

The **CLEAR** key is at **ROW 5 COLUMN 1 (R5C1)**

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.



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 color-coded.

The Toolbox is a screen that contains color-coded menus and single function keys. These menus and functions 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

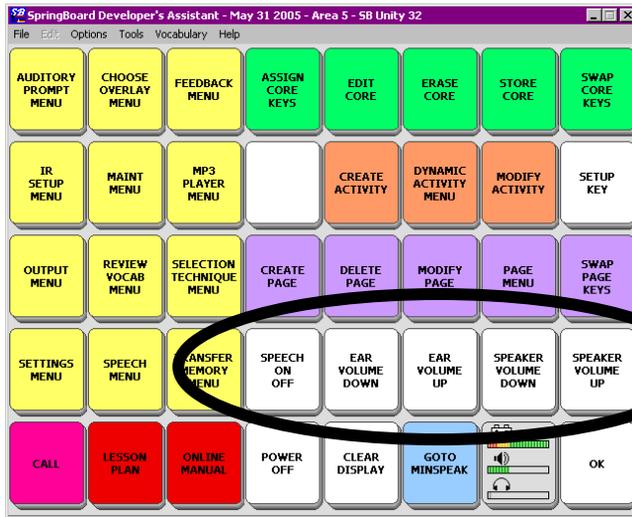
on it: . This key toggles between the toolbox and wherever you are before you entered the Toolbox.

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 an overlay, switch User Areas and various other things.

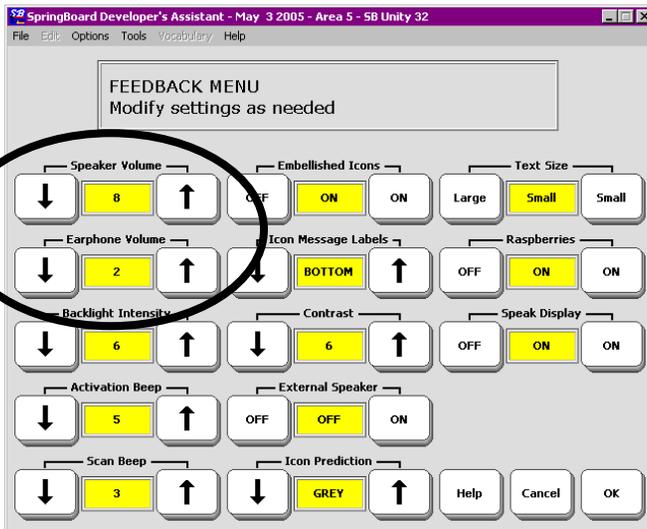
➡ See pages 103 and 105 for information about the keys that have blue printing on them. The settings in these menus can be saved.

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 143 - 151 to learn about storing tools on your overlay.



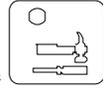
Activate a Volume key and see the Speaker or Headphone bar graph change with each activation

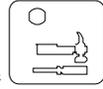


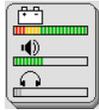
Or you can change the Speaker and Headphone Volume in the FEEDBACK MENU

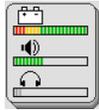
Change the Speaker and Headphone Volume

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 on the front of the SpringBoard case. The keys located in Row 4 at columns D, E, F and G allow you to change the speaker and earphone volume.



➡ The **Status** key  in Row 5 at Column G, 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. ➡ **On the bi-lingual SpringBoard**, press the Status key to toggle between Spanish and English.

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.

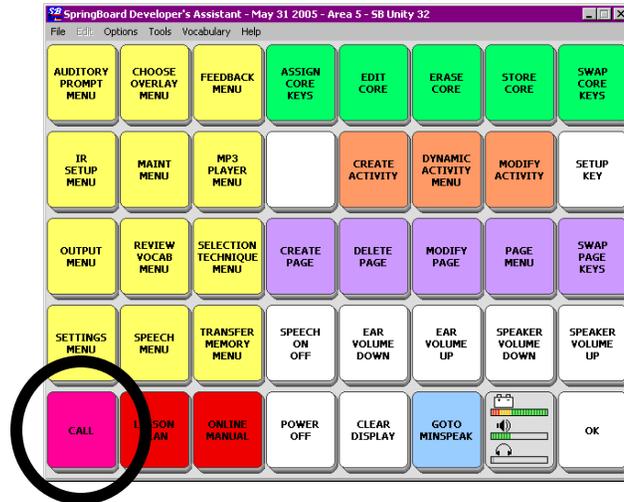
Test the volume by going to your overlay. Activate a message sequence and listen to the volume. You can also press on the Text Display Area. The SpringBoard will speak any text that is in the Text Display Area and/or in the buffer. (Text that has scrolled off the display will stay in the buffer until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



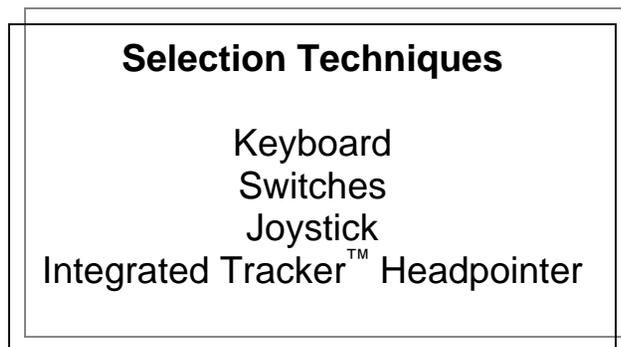
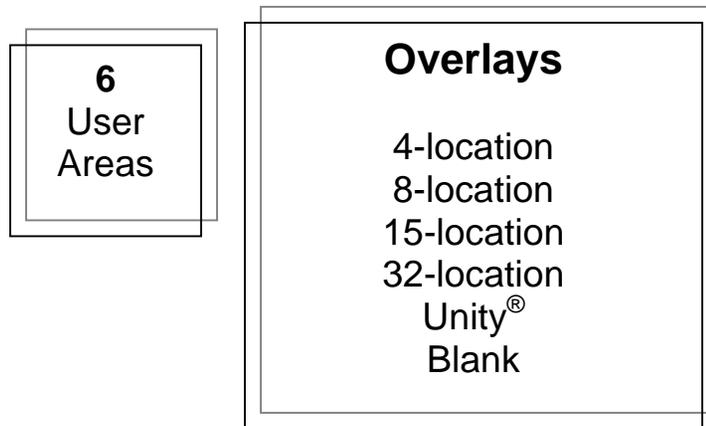
The CALL tool is in the lower left corner of the toolbox (R5CA) in the Toolbox.

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



The SpringBoard Gives You Lots of
Set-Up Options

About Setting Up the SpringBoard for Efficient Use

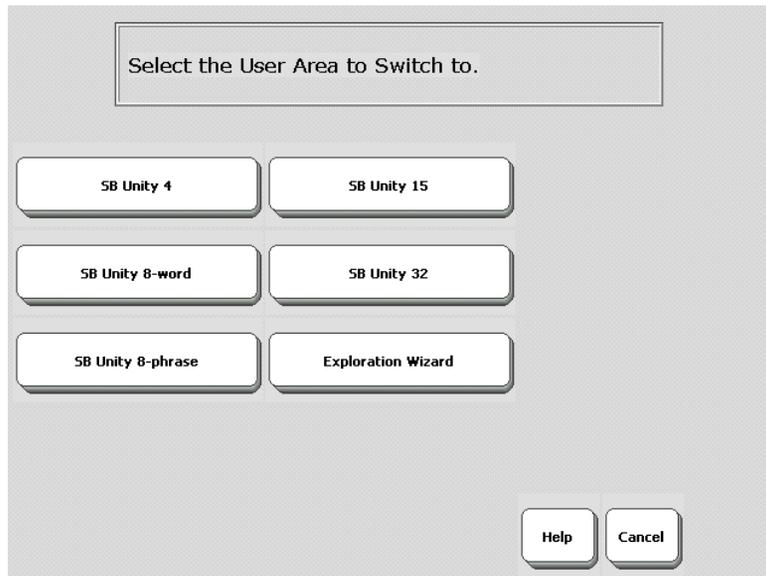
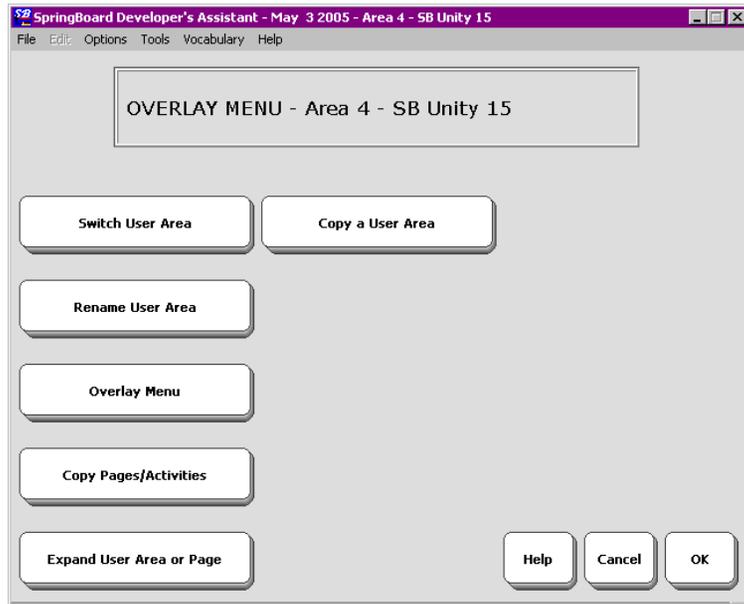
Your ability to use the SpringBoard for maximum communication will depend in part on setting it up so that it suits your individual communication needs. In this section you are going to learn how to set up the SpringBoard so that you can use it easily and efficiently.

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.

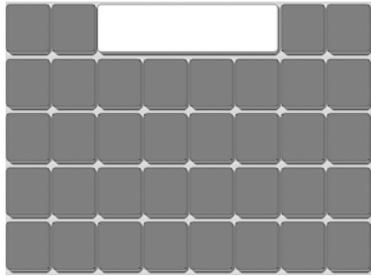
There are six possible User Areas in the SpringBoard. Each User Area can be set up differently. The defaults are: User Area 1: 4-Location Vocabulary.; User Area 2: 8-Location Word Based vocabulary; User Area 3: 8-Location Phrase Based Vocabulary; User Area 4: 15-Location vocabulary; User Area 5: 32-Location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

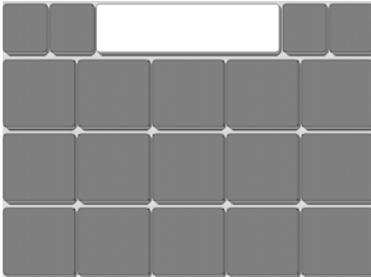
If different people are using the SpringBoard, each person can have his or her own User Area complete with its own settings, overlays, keyboards, activities and pages. If one person is using the SpringBoard he or she might like one User Area to be used with a switch or headpointer. Another Area might 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**.

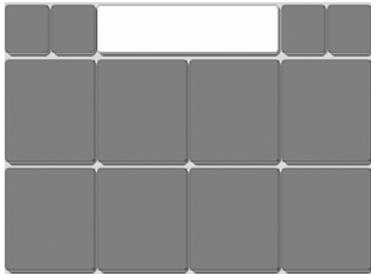
 **Note:** The selection technique you choose will be active with all the overlays in your User Area. If you set up a new User Area, the selection technique settings for another Area do not transfer to the new Area. You must select the technique you want for the new Area.



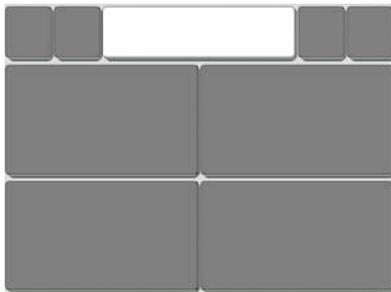
32 Location Keyboard



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.

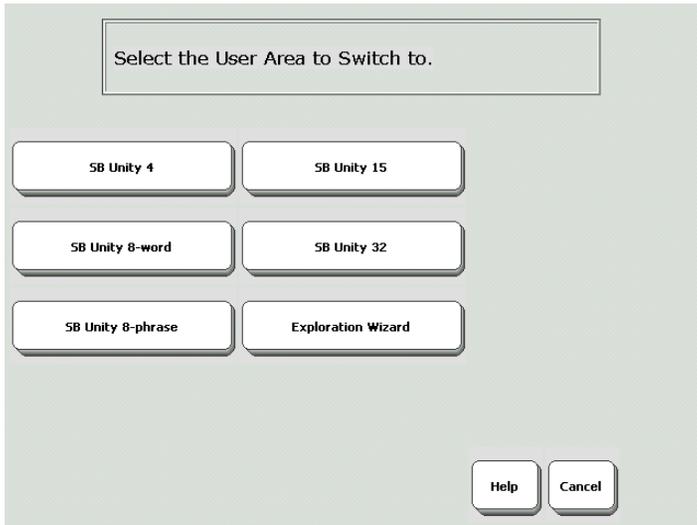
The **CHOOSE OVERLAY MENU** in the Toolbox offers you many options.

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.

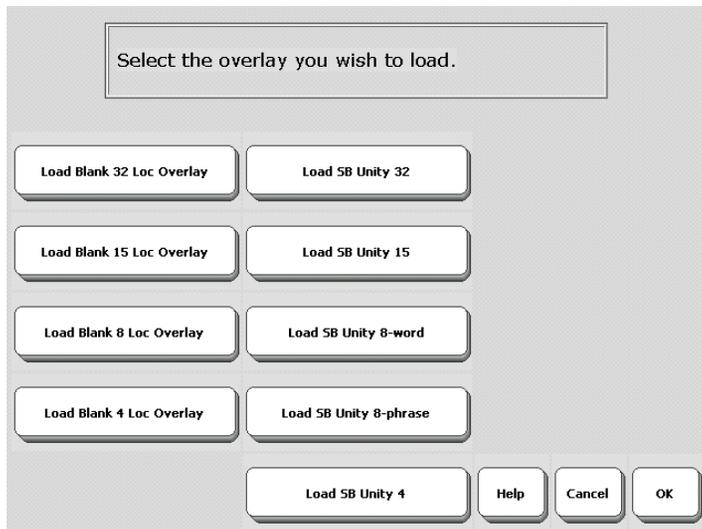
The *Overlay Menu* option you can select from a number of blank overlays with different keyboard sizes. You then have to construct your own vocabulary to go with the blank overlay. There are also the pre-stored vocabulary overlay options to choose from. You select a User Area you want to use (*Switch 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.



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



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 cannot load that option into a different User Area.

The *Overlay Menu* 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 a blank overlay, you must store your own vocabulary to go with it.

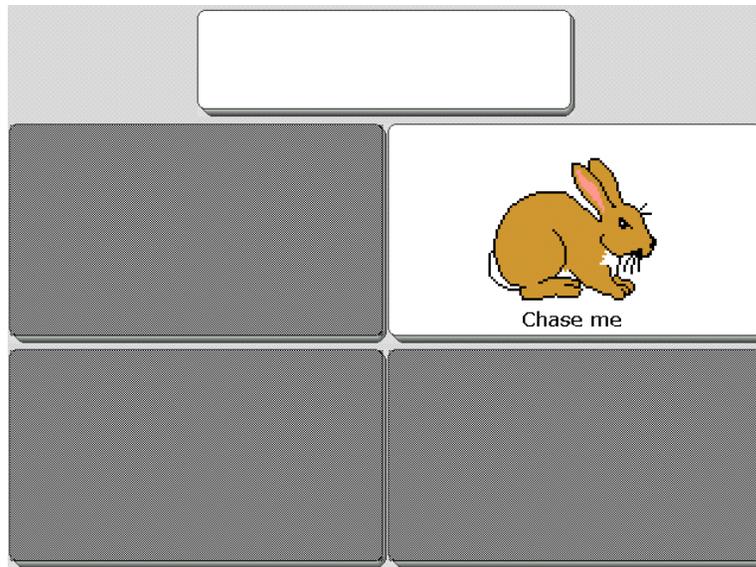
You store and retrieve messages for communication on your communication overlays. The pre-stored vocabulary overlays all use single-hit vocabulary. This means you will always generate a word or phrase with one key activation. If you are using a blank overlay, you can store vocabulary under two or three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

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.

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



Activities



The Exploration Wizard TARGET Page

SETTING UP THE SPRINGBOARD

SpringBoard Manual

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 remote control 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.

You can select **Expand User Area or Page** to include a small keyboard within a larger one, for example, a 4-location keyboard within a 15-location, or 15-location keyboard within a 32-location. See page 167.

You can also copy an entire User Area into another location if you wish.



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



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
3. To select a different overlay for a User Area, activate the *Overlay Menu* option.
4. Select the overlay you want to load into the User Area you selected in step #3.  Blank overlays in the *Overlay Menu* option do not contain pre-stored vocabulary.
5. Activate OK when you are finished.

 **IMPORTANT!** 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 *MEMORY TRANSFER MENU* chapter for information about making memory transfers.)

Selection Techniques

Keyboard

Tracker™ Internal 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 device.

Dual or 2-Switch Scanning

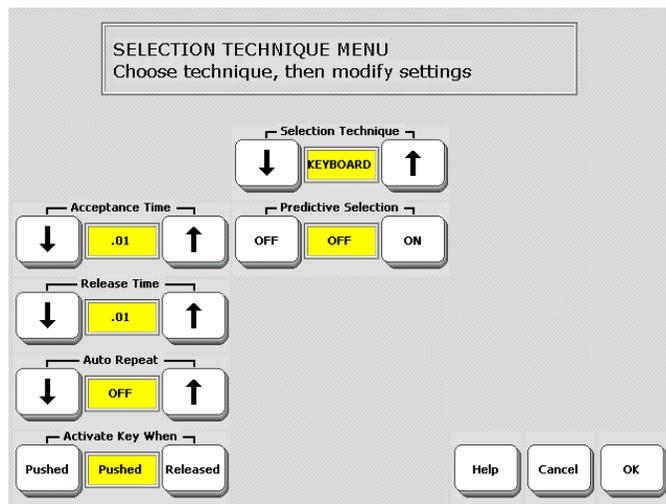
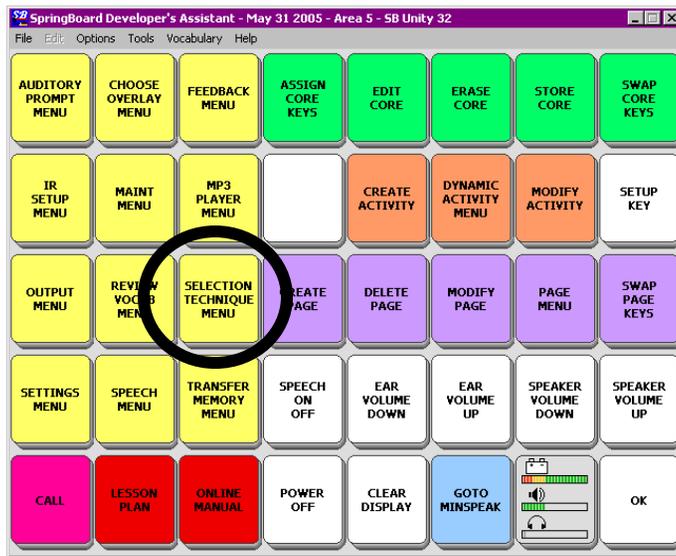
Use a dual switch or two single switches to scan left, right, up and down to any key on the keyboard. Plug a dual switch or two single switches into either switch connector on the back of the SpringBoard.

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 *except Joystick*, are available with all of the overlays. *Joystick* is available only with the 32-location overlay.

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

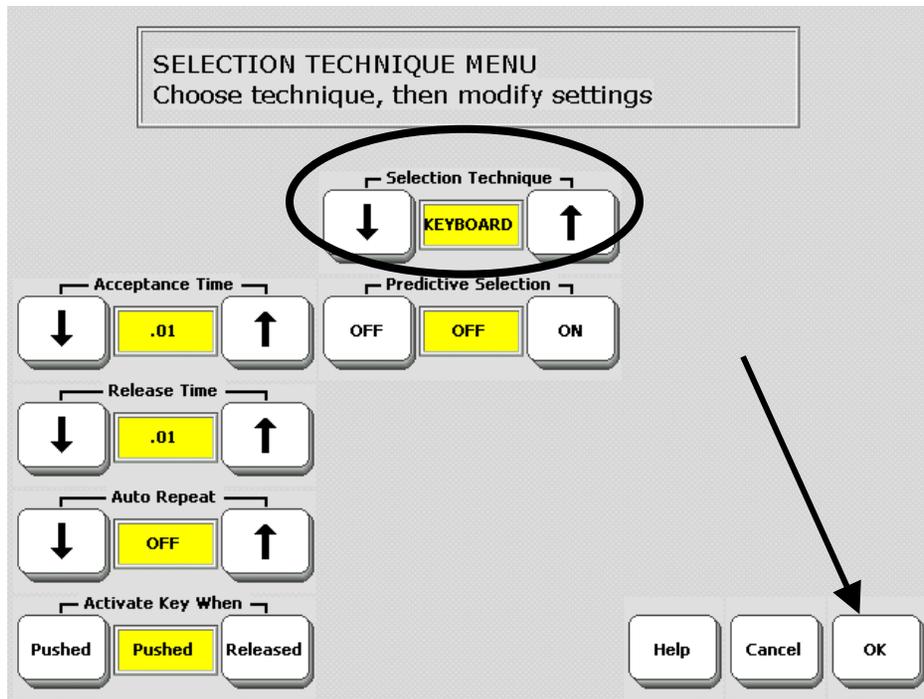
Press the  button on the front of the case.

Select the SELECTION TECHNIQUE MENU in the Toolbox.

Use the up or down arrow until you see the name of the selection technique you want to use. You will see the options that are available for the technique you selected.

Select the options you want to use. Select OK to save your settings.

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  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.

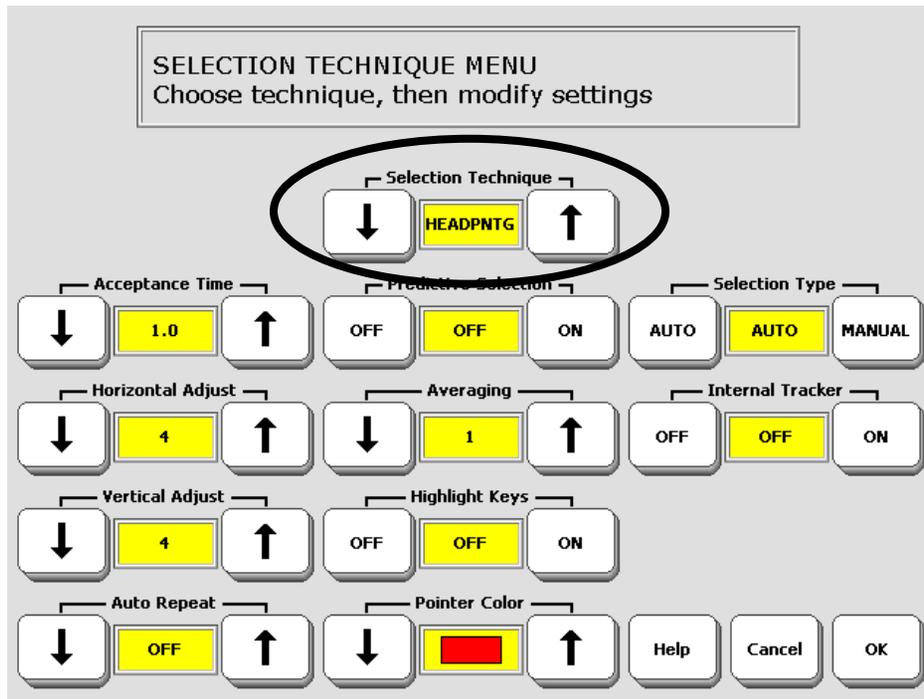
The keyboard is the default selection technique for the SpringBoard. Turn the SpringBoard On and then press the keys on the keyboard.

The options for the KEYBOARD selection technique are explained in the Options section of this chapter beginning on page 71.

➡ **Note:** The selection technique you choose to use with your 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:

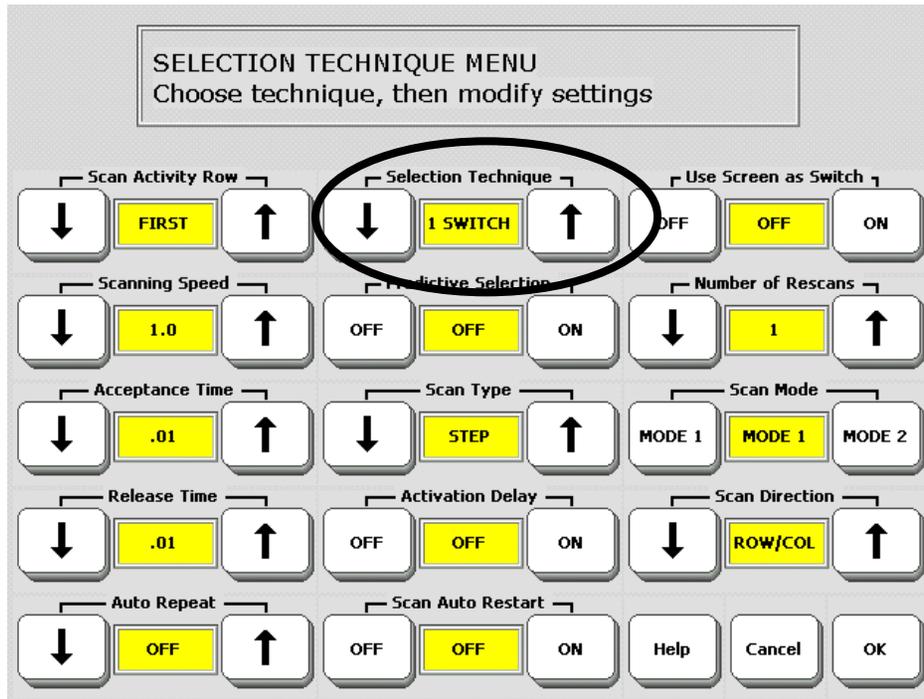
Headpointing is an optional accessory.

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 in the SELECTION TECHNIQUE MENU.



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.

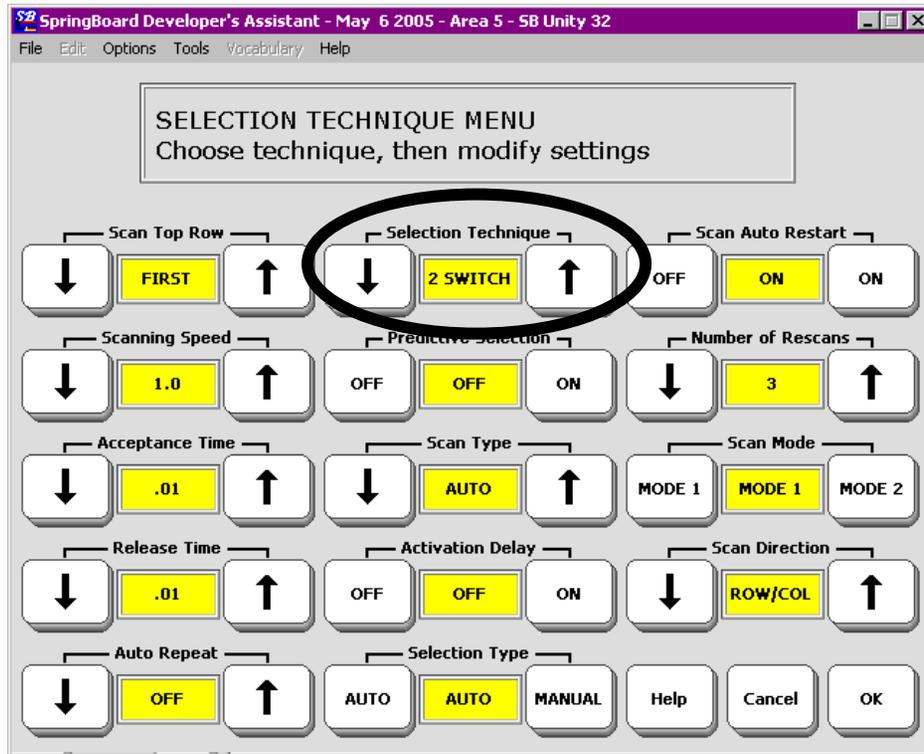
➡ If you select the "Use Screen as Switch" option, the display screen acts as a switch. Tap the screen to make selections. This option does not work in the Toolbox.

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.

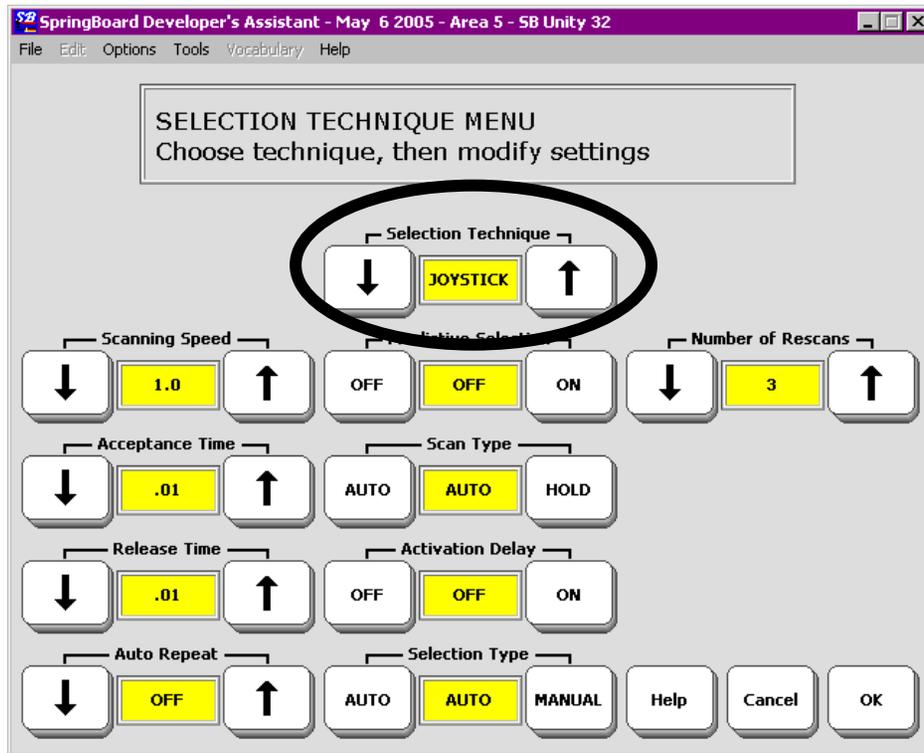
2-Switch

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. Joystick is available only with the 32-location overlay.

➡ You must have an adapter to use a joystick.

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

➡ A Joystick is available only with a 32-location overlay.

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.

➡ Important Note:

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

Some Selection Technique Options

Scan Mode 1 or 2

Horizontal Adjustment
Vertical Adjustment

Auto Repeat Rate

Scan Direction

Scanning Speed

Acceptance Time

Some Selection Technique Options

Some Options in the SELECTION TECHNIQUE MENU

Scan Top 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 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)

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.

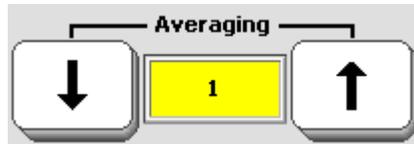
Auto Repeat Rate

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

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

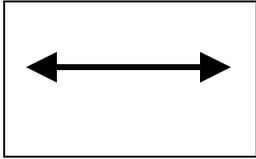
Headpointing: Averaging

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.

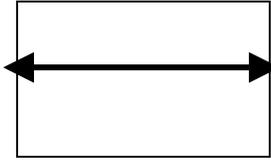
Averaging is a way of helping you to cut down on accidental key activations caused by involuntary head movements. The number you select tells the SpringBoard how far you must move out of one key location before a second key is activated. This generally means that when you cross the centerline between 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



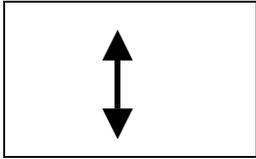
Trouble reaching the **right and left edges**?

Increase the **Horizontal** number.



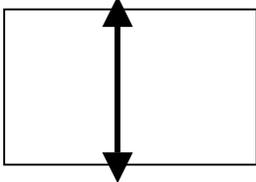
Move off the horizontal edges too easily?

Decrease the **Horizontal** number



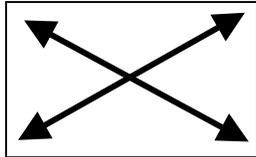
Trouble reaching the **top or bottom edges**?

Increase the **Vertical** number



Move off the vertical edges too easily?

Decrease the **Vertical** number.



To reach the **corners**:

Increase Horizontal and Vertical.

Headpointing

Horizontal Adjustment; Vertical Adjustment

Headpointing: Horizontal Adjustment and Vertical Adjustment

Summary:

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?

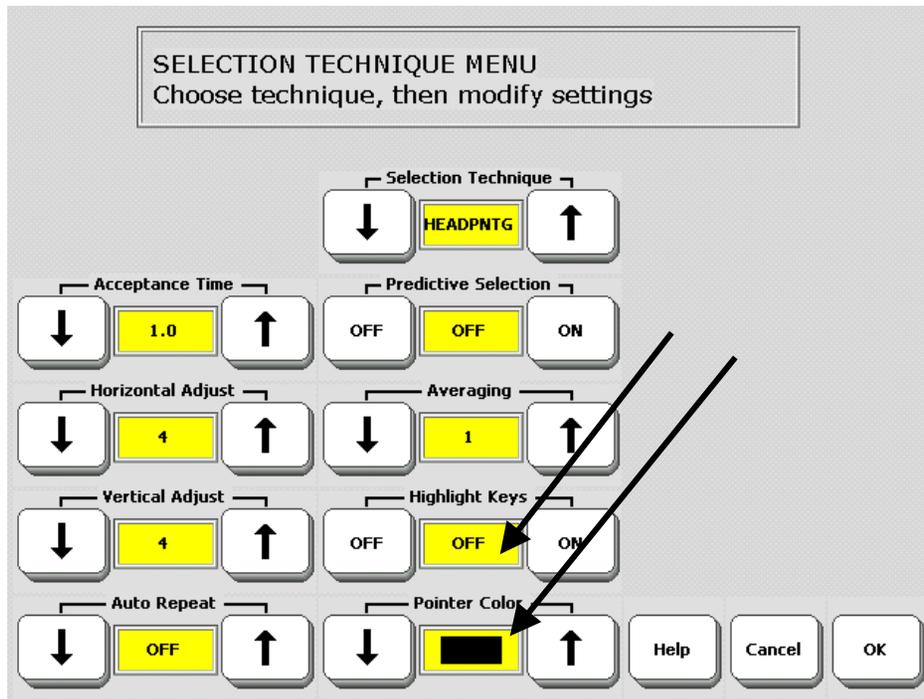
If you had trouble reaching the right or left edges, **increase** the "**Horizontal**" adjustment number. If you had trouble reaching the top or bottom edges **increase** the "**Vertical**" adjustment number.

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 103-105.



Select a Pointer Color
Highlight the Key you have pointed to

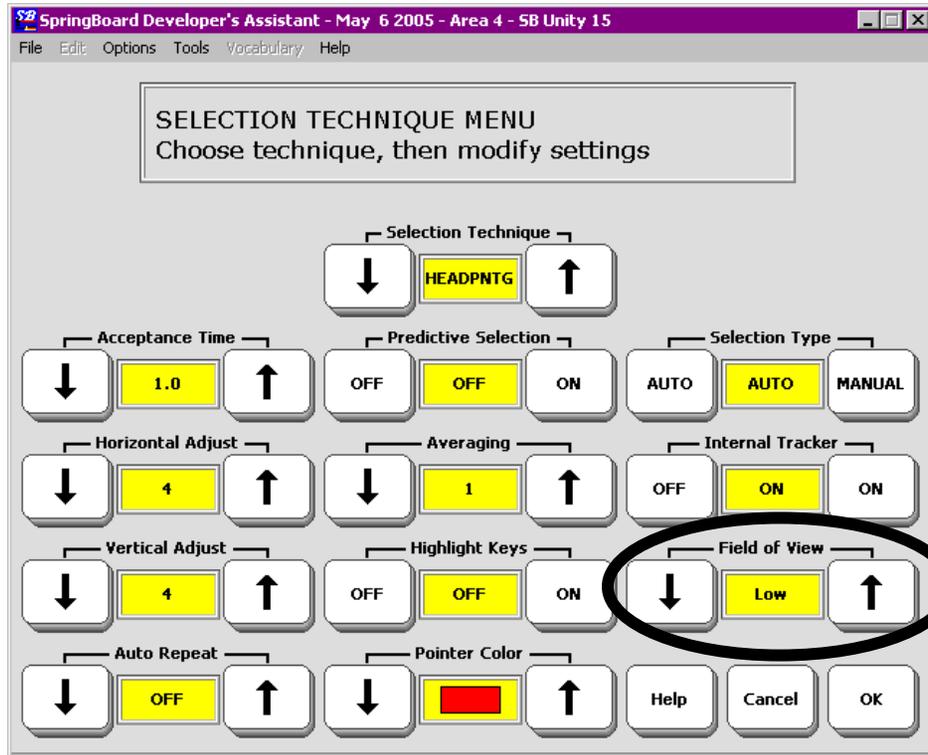
Headpointing: Color Pointer; Highlight Key

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.

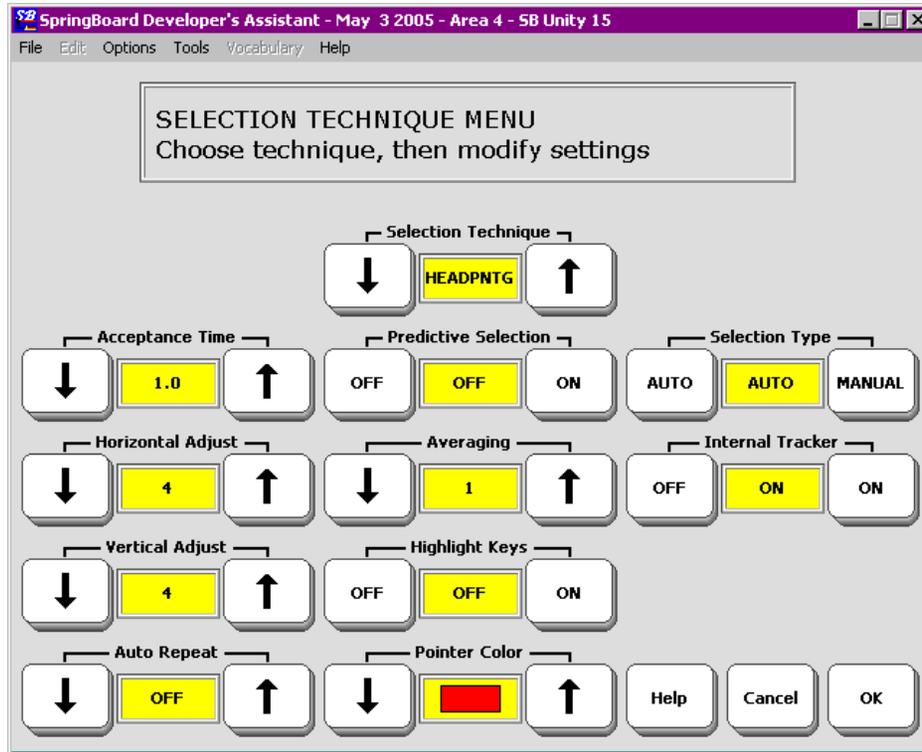


Headpointing: Field of View

Headpointing: Field of View

Field of View allows the Tracker to adjust to the way your device is positioned—whether mounted on a wheelchair, placed flat on a surface or propped up on its table-stand.

If the SpringBoard is perpendicular, or nearly perpendicular on your mount or a table, select High. If it is lying flat, or nearly flat, on a surface or mounted so that it is nearly horizontal, select Low. For positions in between these extremes, select Medium.



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 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* and *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.

COLUMN/ROW

Scans columns 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 of keys. It moves down by rows. When the row that contains the key you want is highlighted, activate your switch. The scan highlights 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 highlights each key in that row. When the key you want is highlighted, activate your switch. *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 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 $\frac{1}{2}$ 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.**

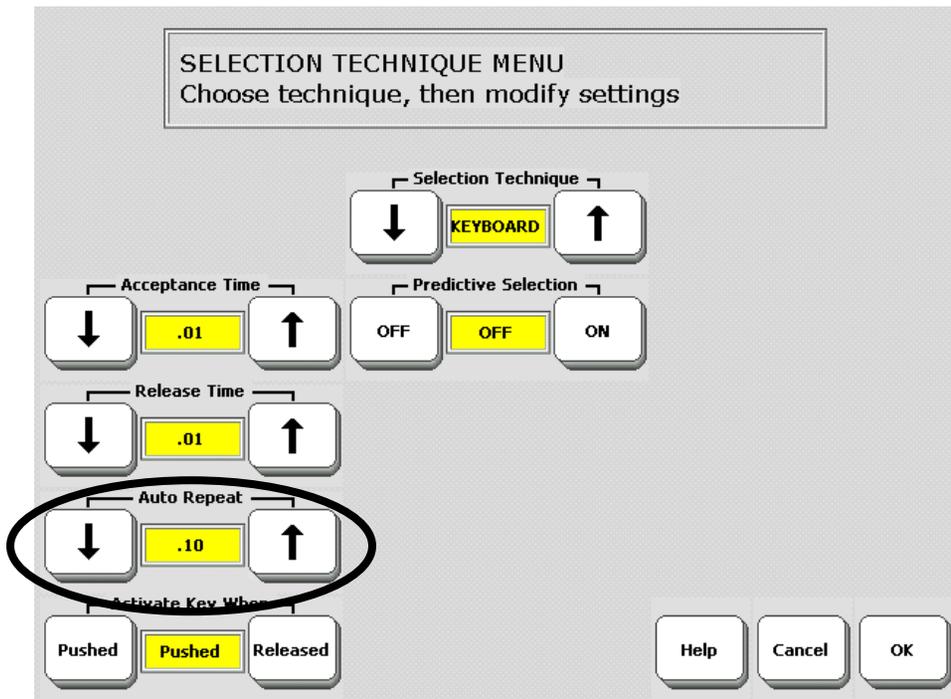
Activation Delay Gives You a Chance to Change Your Mind

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

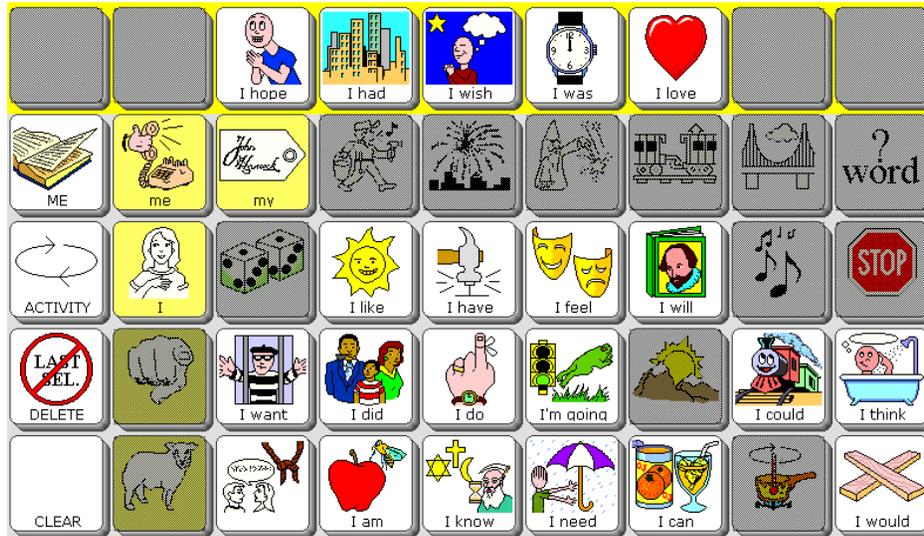
Summary:

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
 (available on a 2-hit sequenced overlay)

Predictive Selection

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*.

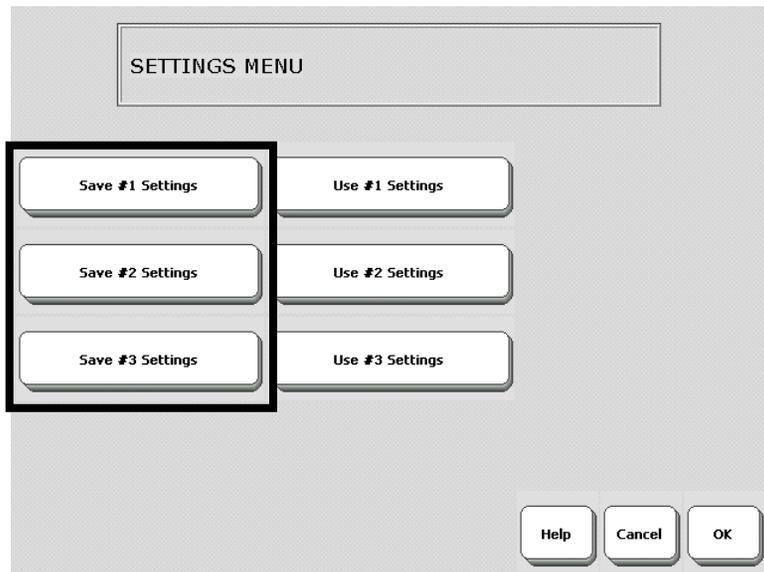
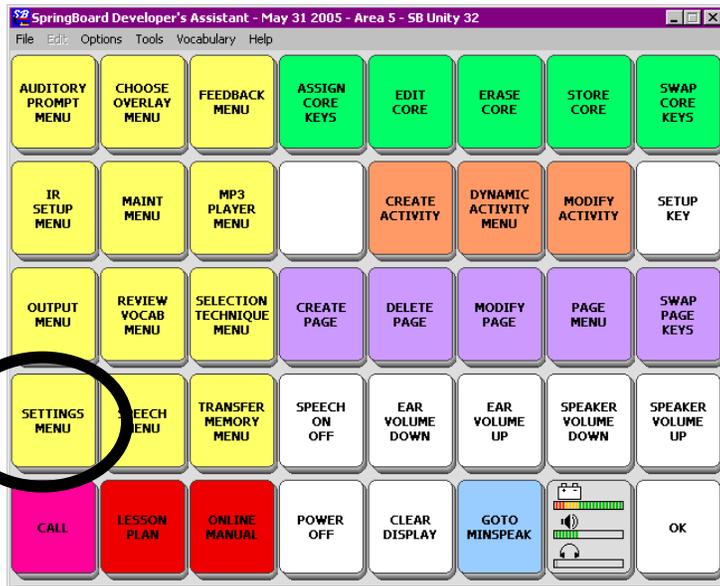
When Predictive Selection and Icon Prediction are both On, *only* those keys where messages are stored are active.

➡ 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 179 for an explanation of Icon Prediction.



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.

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, #3 keys. Any options you set in the menus that have **blue** titles are saved.

To Save Settings:

Activate the SETTINGS MENU. Select a settings key, e.g., *Save #1 Settings*.

You see: **Are you sure you want to save settings under #1?**

Select **YES** or **NO**.

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 next page for information.



Activate Icon or Icon sequence you want to use



PM SETTINGS
Spell message, then select OK



Store a SETTINGS Key Under an Icon Sequence
on Your Overlay

Copy the "Settings" Keys to Your 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 143-145.

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:

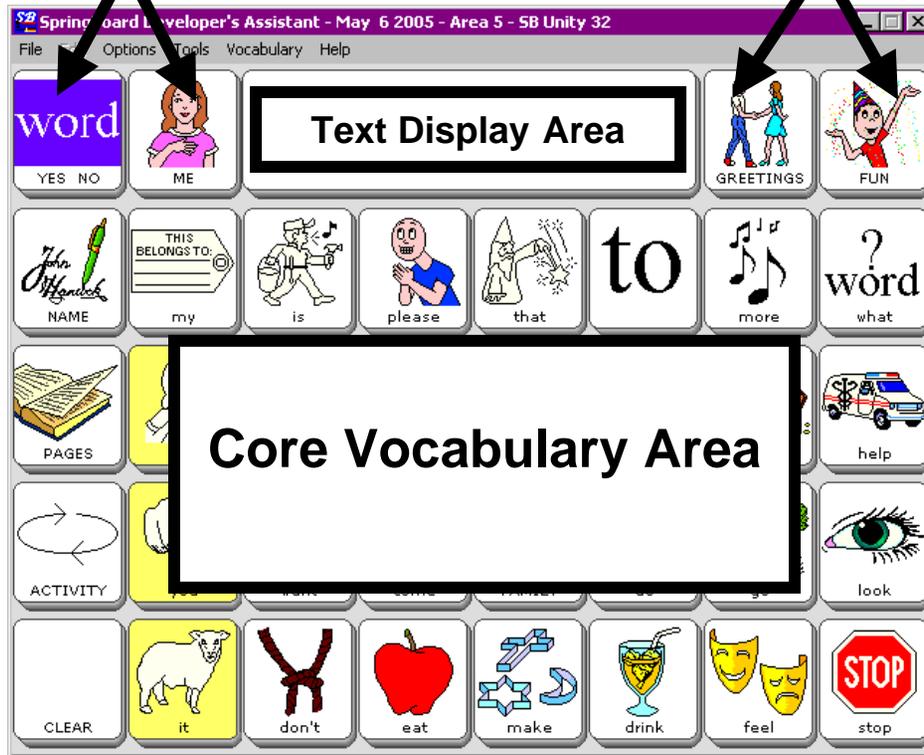
1. Activate STORE CORE.
2. Activate the icon sequence you want to use.
3. Type in any text you want to use to describe the settings: for example, "afternoon settings." This text will be visible on the display when you activate your sequence.
4. Activate INSERT TOOL on your spelling keyboard.
5. Find the SETTINGS #1, 2 or 3 keys in the ALL TOOLS LIST and activate the one you want to store.
6. Activate OK.
7. You see the storing screen. Activate OK.

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



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

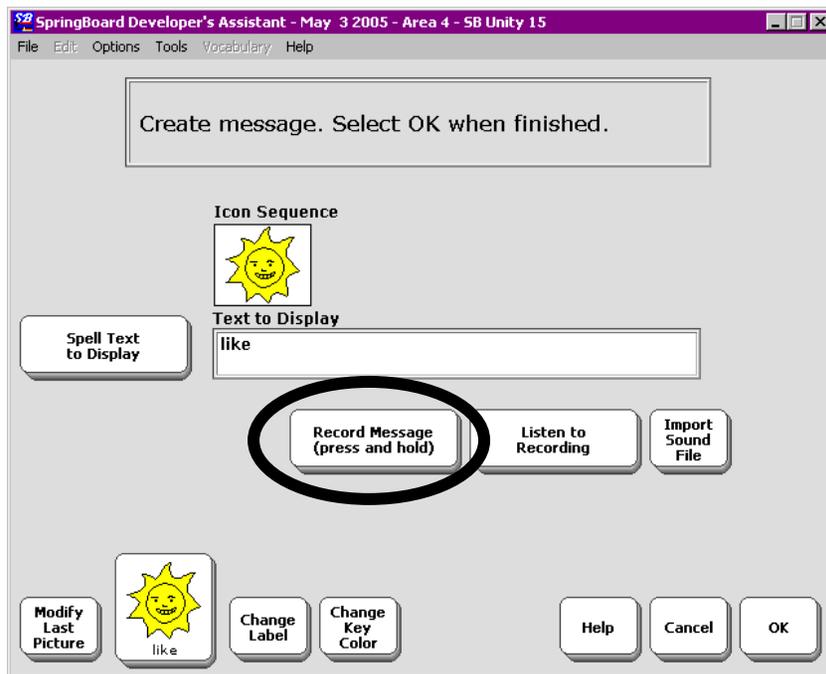
The Activity keys can contain almost any kind of vocabulary. For example, vocabulary that you use in your job or in school, or when ordering in a restaurant can be stored under Activity keys.

 **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 flash disk or digital card after you have made significant changes. (See the **Transfer Memory Menu/MP3 Player Menu** chapter for information about saving memory.)

 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



STORING MESSAGES

SpringBoard Manual

About Digitized (Recorded) Speech

Summary:

Digitized Speech: 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 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:



PLAN

What do you want to say?

What icons or icon sequences will you use?

Plan What You Are Going to Say

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. You can also link icon sequences to activities (Dynamic Activities) and even to Pages. If you have a USB flash drive or a Secure Digital card or a serial cable and computer you can use **Record** to store sound files (.wav, .wma and mp3 files) instead of recording a message (see the **TRANSFER MEMORY MENU and MP3 PLAYER MENU** chapter).

Before you store, decide whether to use **high quality speech** or **low quality speech**. *High quality* means 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.

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 you are interested in using an external speaker or headphones, see **Appendix D**.

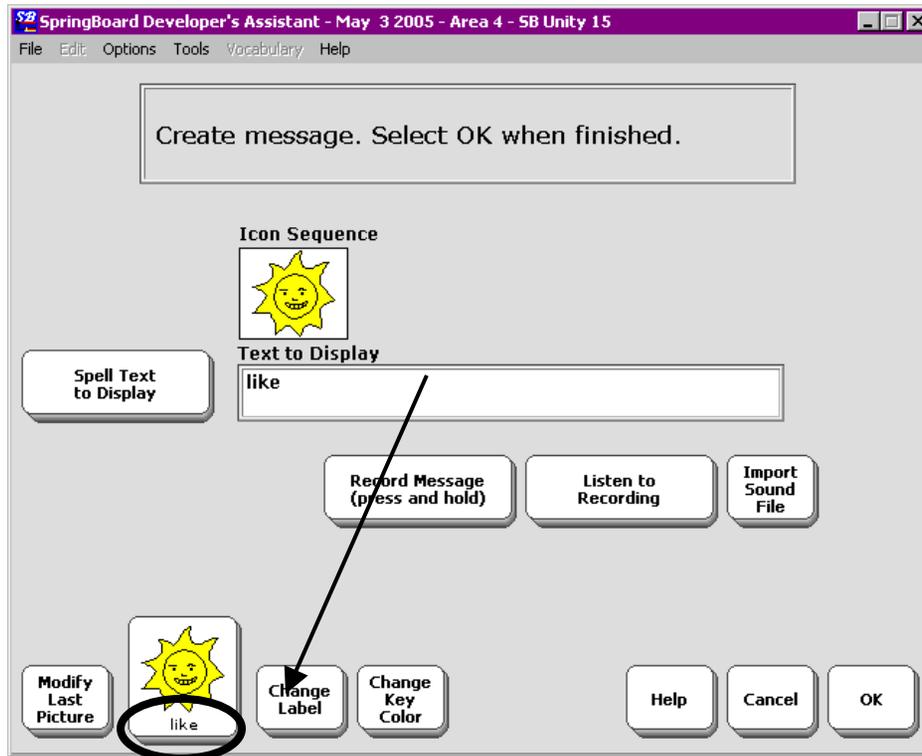


The SPEECH MENU

The SPEECH MENU Gives You Some Quality Control

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 for each message.**

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



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.

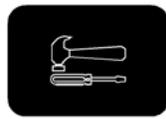
To change the **highlight color** of your key, activate *Highlight Color* and select a new color.

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.

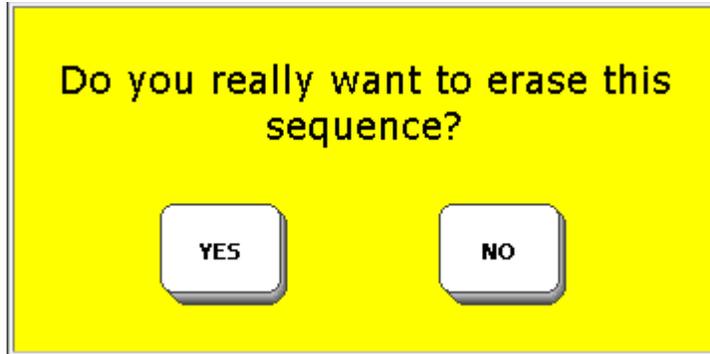
Record and Store a Core Vocabulary Message

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.

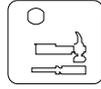


YES to erase
NO to quit

Erase a Core Vocabulary Message

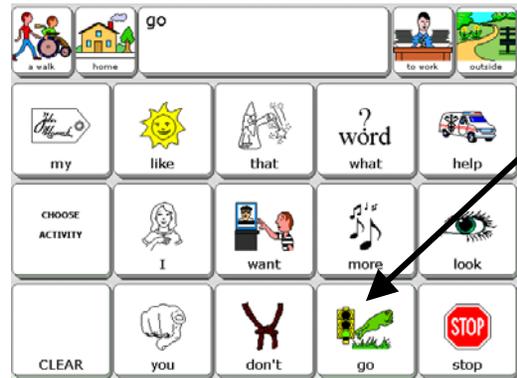
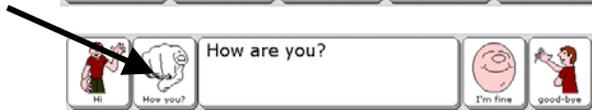
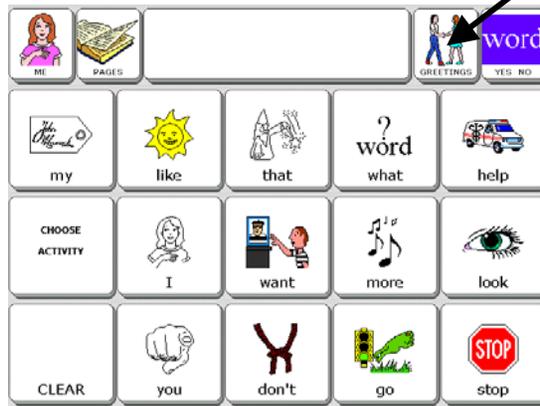
Erase a Core Vocabulary Message

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.

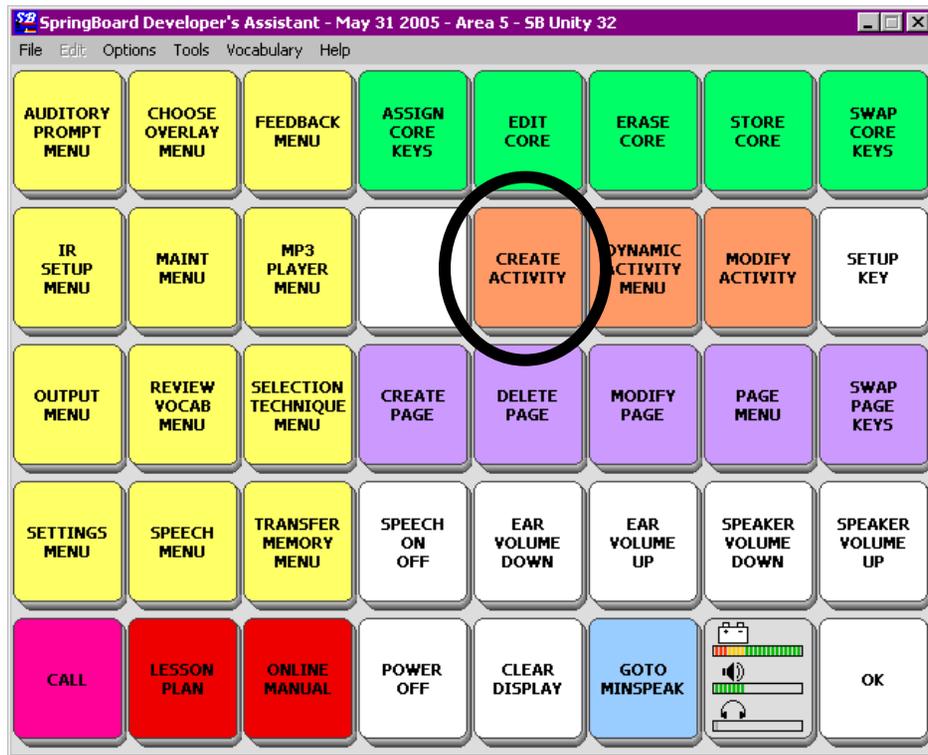
Activate the GREETINGS Activity key. You see four keys with different greetings on them. Now activate the CHOOSE ACTIVITY key on your overlay. The Activity keys return to their original state.

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 135 for information about copying Activities).



CREATE ACTIVITY Key

STORING MESSAGES

SpringBoard Manual

About Creating an Activity

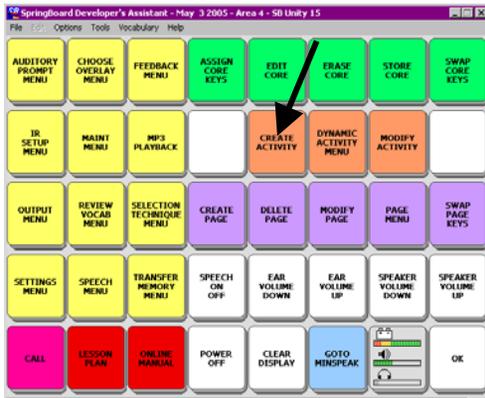
Summary:

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.

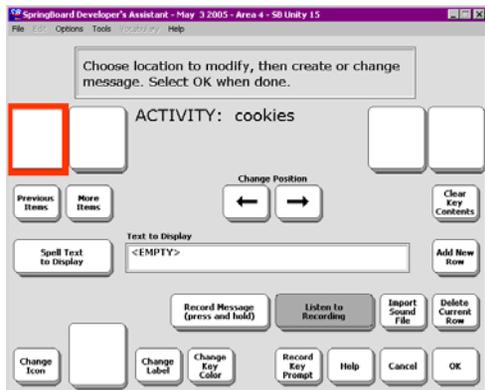
Perhaps you want to add a "Baking Cookies" activity to your Activity Row. Your activity vocabulary should consist of words that are not part of your core vocabulary. For an activity like "Baking Cookies" you might need words like, "bowl," "flour," "teaspoon," "stir," "oven," etc. Each key that you define 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 135) or from other devices by using the MTI (see the See the Transfer Memory Menu chapter).



Choose an Icon Screen



A CREATE or MODIFY ACTIVITY Screen

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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.

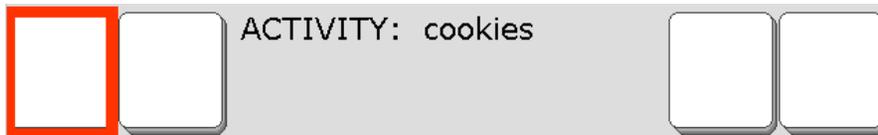
When you create an activity, you have to do a number of things. You have to tell the SpringBoard where you want the new activity key to go in the Activity Row. You create the key contents to define what you want the key to do. You assign an icon and label to it. You can assign a category prompt for the 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.



Spell name of new activity. Activate

Choose icon for your activity from Icon Categories.



The first key in your activity is highlighted.



Type any words to go with the key.



Record your message



Pick an Icon and a label

When you have finished activate



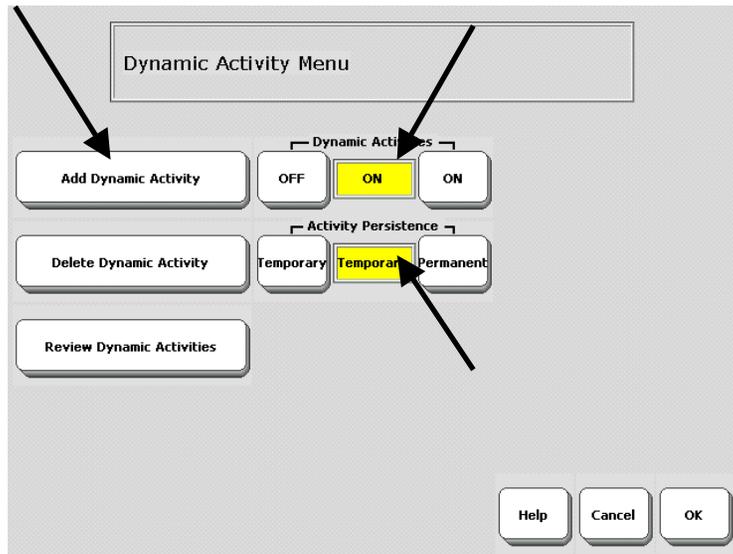
Create an Activity

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. Try the **AROUND THE HOME** category and then the **KITCHEN** sub-category. Then select an icon.
4. Now you see the screen that allows you to create the keys in your 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. Select an icon that will remind you of flour.
 When you choose an icon, SpringBoard automatically inserts the default icon name as text. If this is what you want the SpringBoard to speak, it will save you some typing. If not, see Step 7.
7. You can **Change 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. You can **Change Key Color**, too.
8. Activate the next key that you want to define and repeat these steps. Add words like spoon, spatula, stir, oven, etc.
9. When you have completed your activity, go to your overlay 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.



ADD A DYNAMIC ACTIVITY

Make sure Dynamic Activities is On.

Set Activity **Persistence** to **Temporary**.

Activate **Add Dynamic Activity**.

Select an **icon sequence**.
(You may select only one icon if you want)

Select the **Activity** you want to make Dynamic.

Activate **OK** when finished.

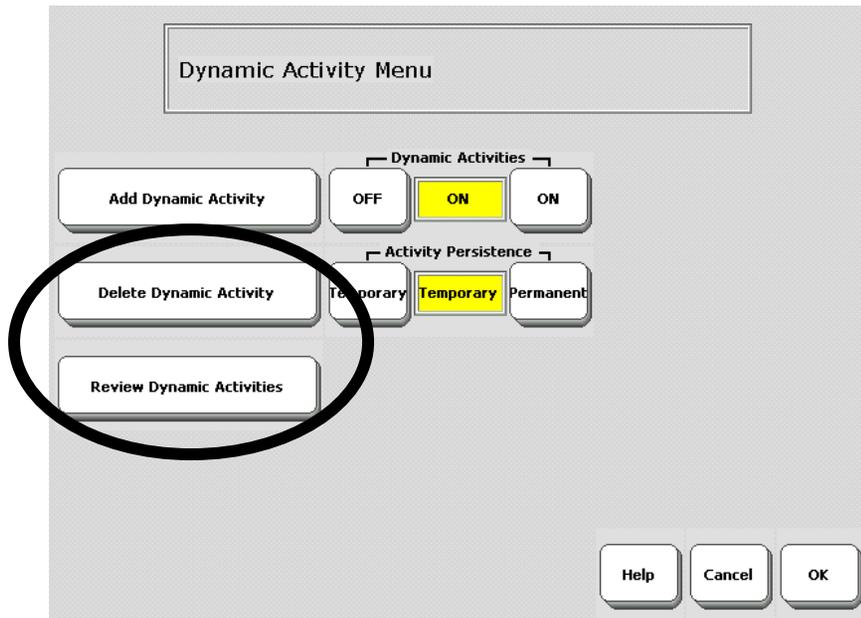
Dynamic Activities

Dynamic Activities

Now let's make the **Cookies** activity dynamic. You make an Activity Dynamic by linking it to an icon sequence. Once the **Cookies** activity becomes a dynamic activity, you can be in any other activity, speak a message from the **Cookies** 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, select *Permanent*).
4. Activate Add Dynamic Activity.
5. Select a sequence (a one-icon sequence is quickest) from your overlay that will remind you of *the activity*. *You will* not mask any vocabulary when you select a sequence for an activity. Activate **OK**.
6. Now activate the **Cookies** 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 icon in your core vocabulary that you selected in Step 5.
9. The **Cookies** 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

Activate **Delete Dynamic Activity**.

Select the *icon sequence* for the activity you want to delete.

Answer **YES** to delete the link to the Activity.

Activate **OK**.

TO REVIEW DYNAMIC ACTIVITIES

Activate **Review Dynamic Activities**.

Activate **More Items** if you have more pages of Activities.

Activate **Cancel** when you are finished.

Erase a Dynamic Activity Link; Review All Dynamic Activities

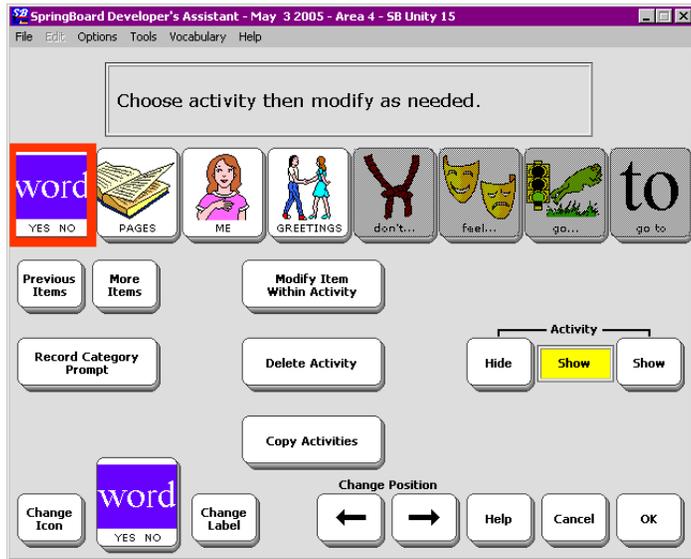
To Erase a Dynamic Activity Link:

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**.
5. Answer **YES** if you are ready to delete the activity.
6. Activate **OK** to exit the menu.

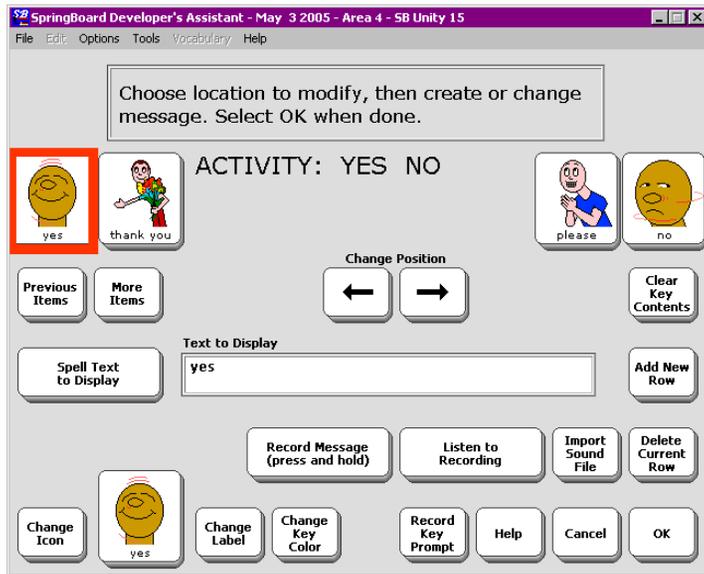
➡ This action erases the link to the activity, not the actual activity. If you want to erase the whole activity, go to **MODIFY ACTIVITY** and use the Delete Entire Activity option. Within the Activity itself, you can use the Delete Message option to delete the message for that key.

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

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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.

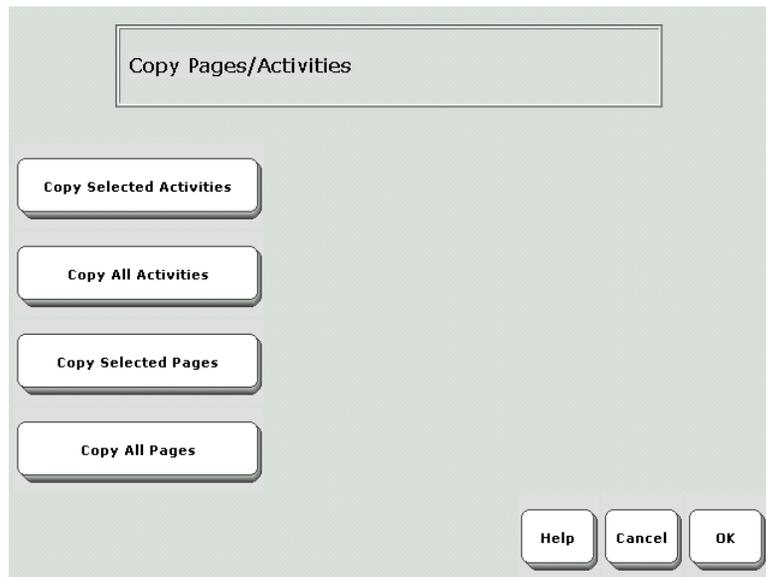
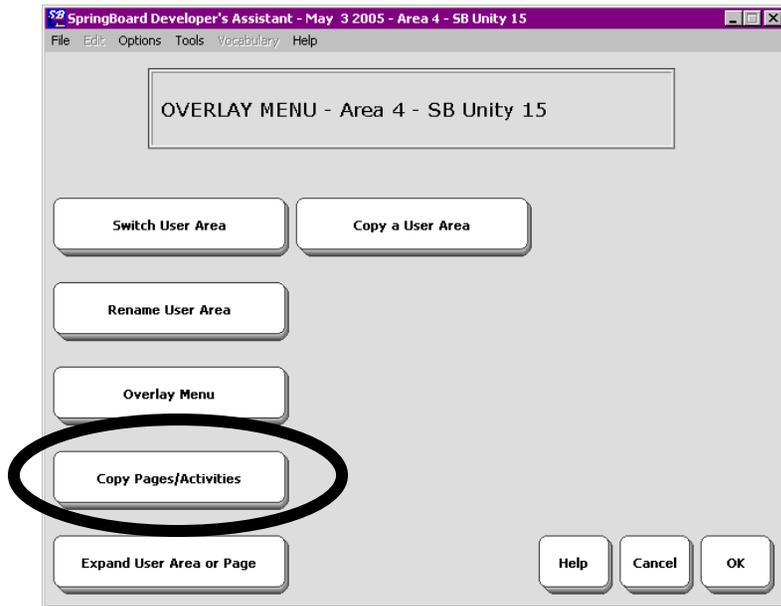
Change Recorded Message: Record a new message (select *Record a Message*, hold record button, speak message, release button.) If you want text to be displayed with the recording, spell it on the spelling overlay.

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.

Import Sound File: Import WAV, WMA and MP3 files.



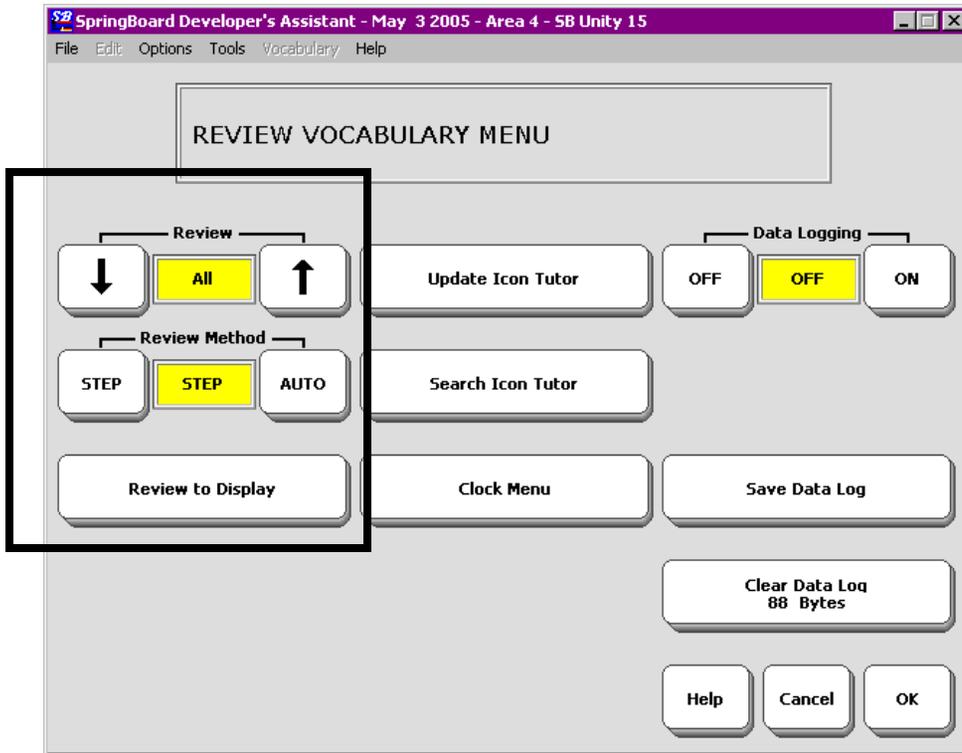
Copy Pages and Activities to Other User Areas

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.
 - 5a. Activate the User Area where you want to copy the Pages or Activities to.
 - 5b. Answer **YES** to continue the copying or **NO** to cancel

➡ You can also use the *Copy Pages* or *Copy Activities* option in the MODIFY ACTIVITY and the MODIFY PAGE menus.



REVIEW VOCABULARY MENU

The REVIEW VOCABULARY MENU

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. It does not review the recorded messages. 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.

↻ For information about the **Clock Menu** and the **Data Log** keys see *Appendix D* on page 273. **Icon Tutor** is discussed on the next page.

Icon Tutor

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

Using Icon Tutor:

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

Updating Icon Tutor

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

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

To Update Icon Tutor:

1. Activate the *Update Icon Tutor* option.
 2. You see a box that asks you to please wait.
 3. When the update is over, your device will beep.
- ➡ An update may take a few minutes. Be patient.
 - ➡ You can store the Icon Tutor Tool on your overlay if you wish.

When you activate it, you will see your spelling page. Type in the word you are looking for and select OK.

Personalize your Keyboard and Overlay



The 32 Location Keyboard with the SpringBoard 32 Location Overlay

About Personalizing Your Communication Keyboard and Overlay

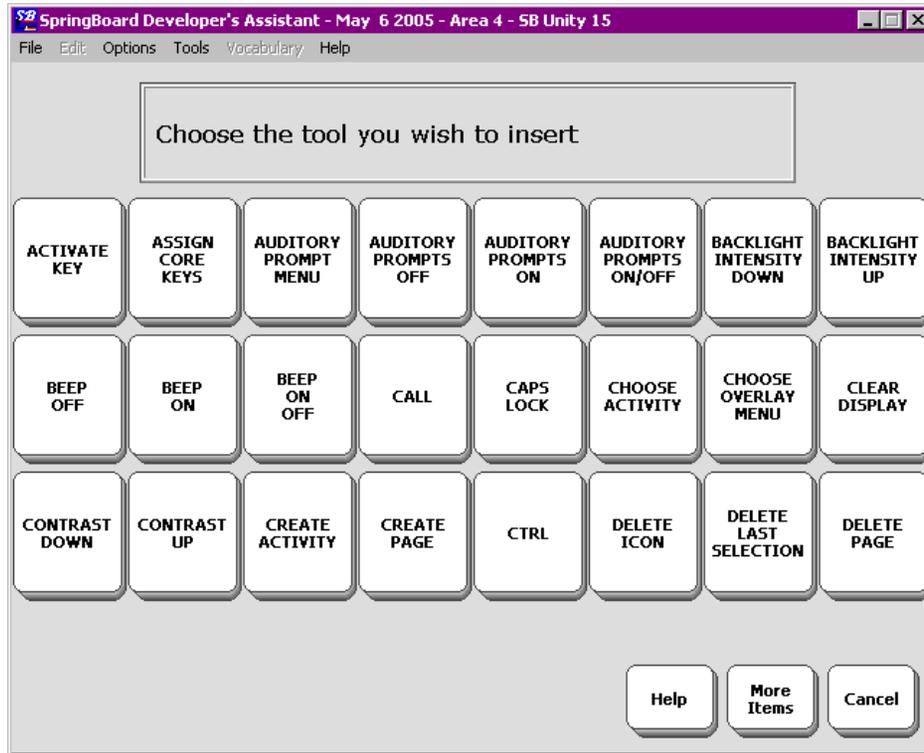
In this section you will continue to learn how to set up your keyboard and overlay so that you can communicate rapidly and easily.

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.

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.



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.

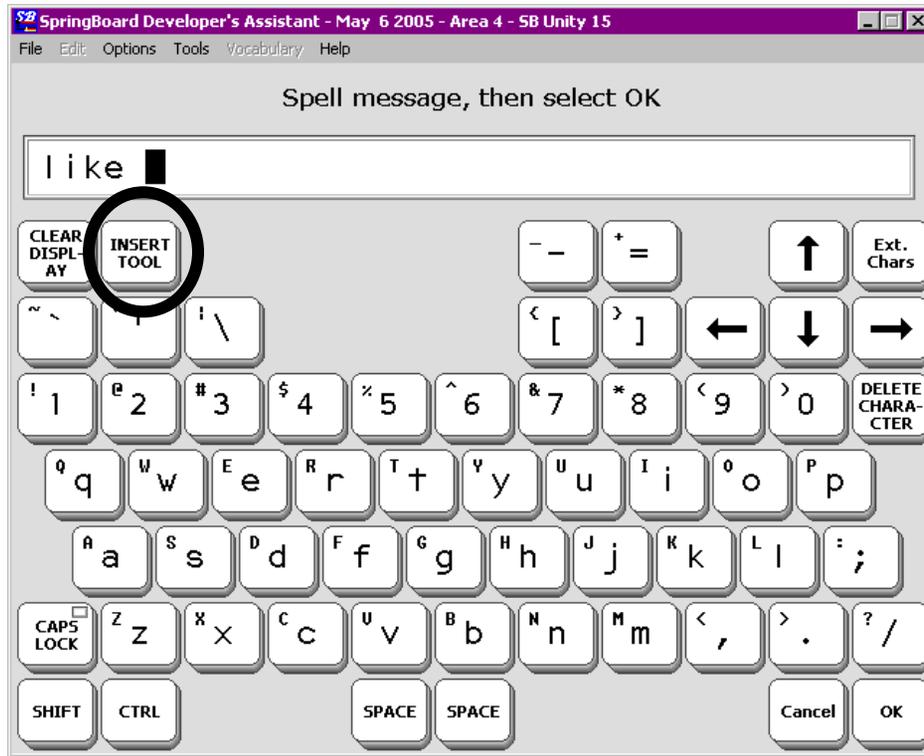
If you use a certain tool frequently, you may want to store it on your communication overlay. If you store a tool under an icon sequence or assign it to a key on your overlay it is always available to you. You don't have to open the Toolbox to get to it.

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

To Store a Tool, 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 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 add the tool you select to a key or icon sequence you have chosen on your overlay.

INSERT TOOL is only active when you are in **STORE** mode (this includes **CREATE** and **MODIFY ACTIVITY** and **PAGE** menus). 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.
- ➡ 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.



Select icon sequence to be used. Select



Spell any message.



Select Insert Tool



Select the Tool to insert



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.
Select SPEECH ON/OFF.
7. Activate OK.
8. You see the Storing screen. If you are finished with storing, activate OK.
9. You return to the Toolbox. Activate GO TO MINSPEAK.
10. 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 overlay.



Select key on your overly where you want assign tool



Select Tool from the list to assign



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 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



Select Icon that contains the Tool you want to change



Select ICON



Erase the Tool and the Icon



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.

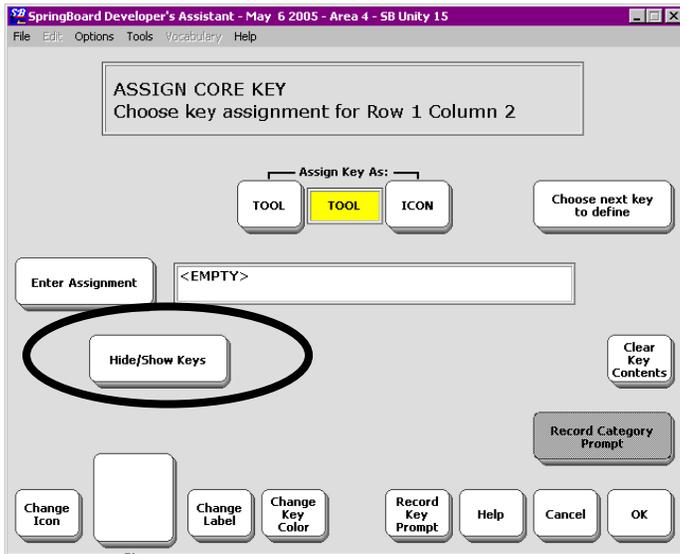
To Erase the Tool and Restore the Icon

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.
4. The original icon is restored.
5. Activate OK.

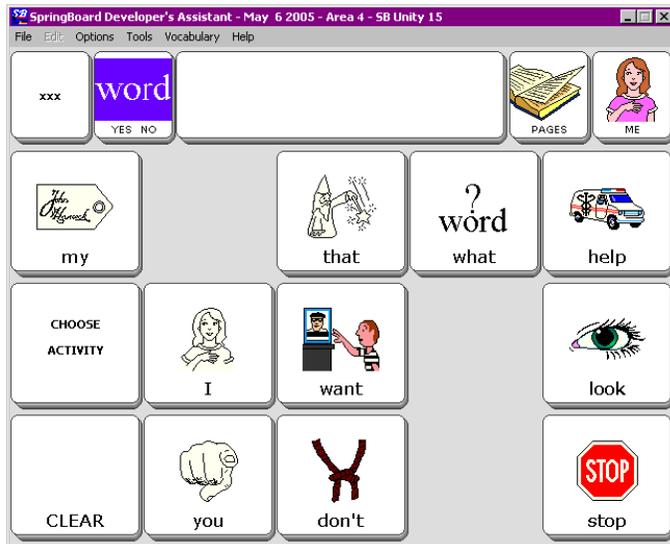
If you want to clear the entire contents of the key so it becomes a blank key:

1. Go to the Toolbox. Activate ASSIGN CORE KEYS.
2. Select the *Clear Key Contents* key.
3. Activate OK.

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



Hide Keys on Your Overlay



Overlay with Hidden Keys

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

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

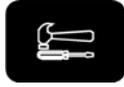
To Hide a Core Vocabulary Key:

1. Go to the Toolbox overlay and activate ASSIGN CORE KEYS.
2. You see your current overlay. Select any key in order to get into the ASSIGN CORE KEY menu.
3. Select the **Hide/Show Keys** button.
4. You see your overlay. Now select the key or keys that you want to be hidden on your overlay. When you select a key it will turn gray.
5. If you change your mind after you have selected a key, just select the key again. It will return to its natural color and be active again.
6. When you are finished, activate the  key on the front of the case. Exit the **ASSIGN CORE KEYS** menu and go to your overlay.

Notice that the keys you have hidden are no longer visible on the overlay.

Swap Keys on your Overlay

Go to the Toolbox



Activate



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

Next, activate the key you want to swap with.

Continue to swap or Exit.

TO EXIT SWAP KEYS

When you have finished swapping keys, activate the last key you want to swap **TWICE** (once to swap and again to exit).

TO EXIT BEFORE YOU HAVE FINISHED SWAPPING

If you change your mind **after you have activated the first key** you want to swap, and you decide not to swap 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.

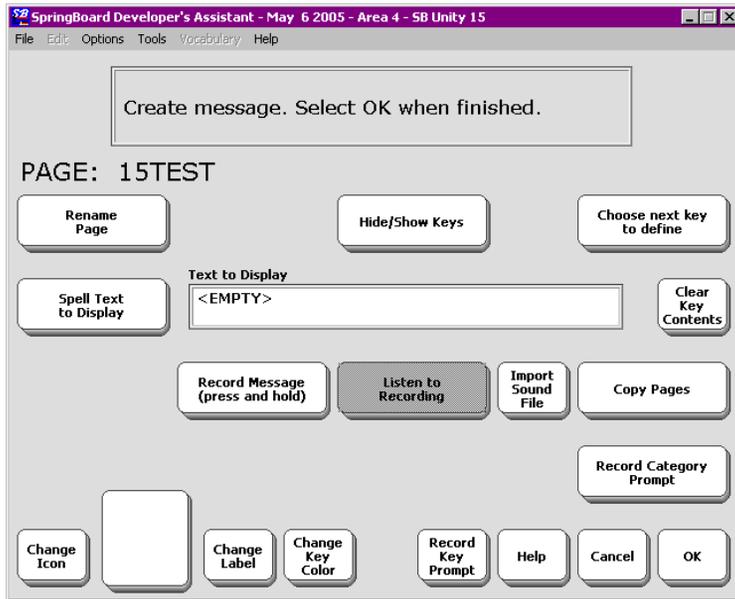
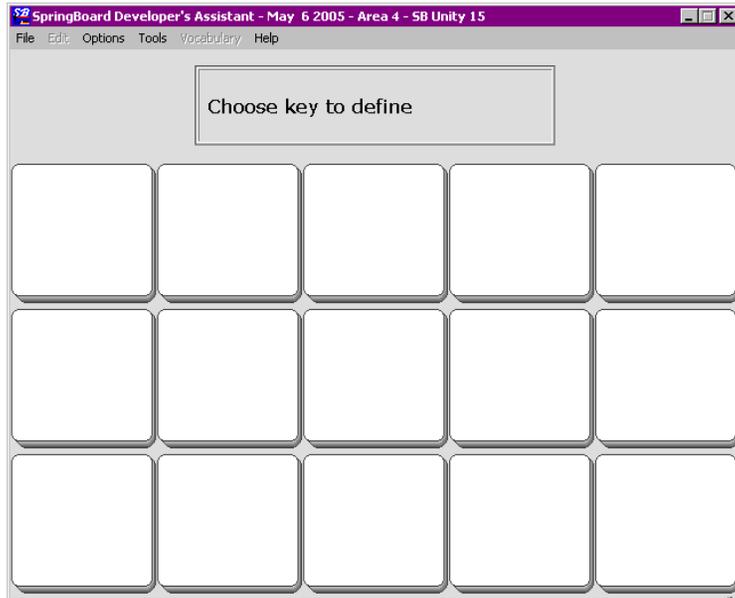
To Swap Two Keys:

1. Go to the Toolbox and open SWAP CORE KEYS.
2. Activate the first key you want to swap.
3. 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.

There is also a **SWAP PAGES** key in the **MODIFY PAGES** menu and in the Toolbox.



Custom Page Screens

About Custom Pages

Custom pages are special-interest screens that are part of your overlay 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 *Copy Pages* key or the *Copy Pages/Activities* key in the CHOOSE OVERLAY MENU.

CREATE A PAGE

Go to the Toolbox



Activate



Type the name of your Page.

Activate



Select an **Overlay Size** or, if you want to use the same formatting as an existing page, select **Copy from Existing Page**, then select the page you want to copy.

Select a key to define.

Spell any text to be displayed.

Record your message or import a sound file (see 213 for more information about importing files.)

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

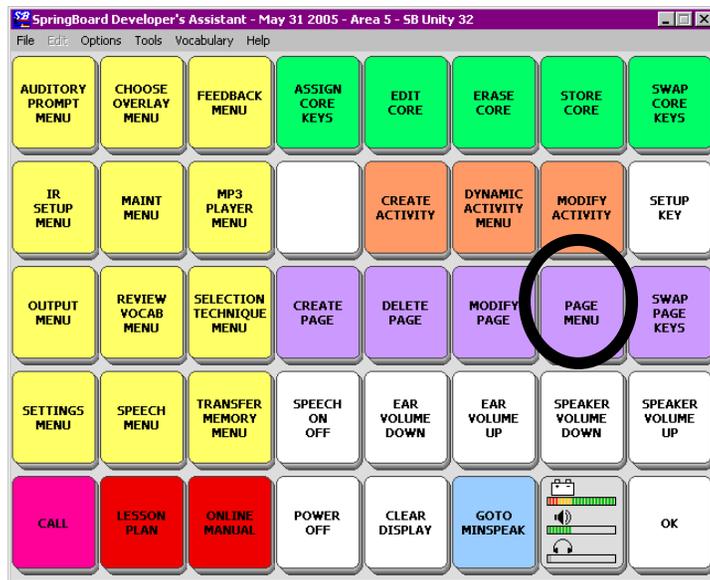
Let's create a Page that contains words that could describe some of the people you know, such as "brown hair," "black eyes," "tall," "short," "serious," etc. You can use this page with other pages that contain names of friends or family or people you might like to be able to describe to someone else.

1. Go to the Toolbox.
2. Activate **CREATE PAGE**
3. Spell a name for your page and select **OK** when you have finished. You might use "Looks" or "Lookslike" (no spaces).
4. **Copy from an Existing Page:**
 - 4a. If you want to copy the format of an already created page, select *Copy from an existing page* then select the page you want to copy.
5. Select a key to define from the template.

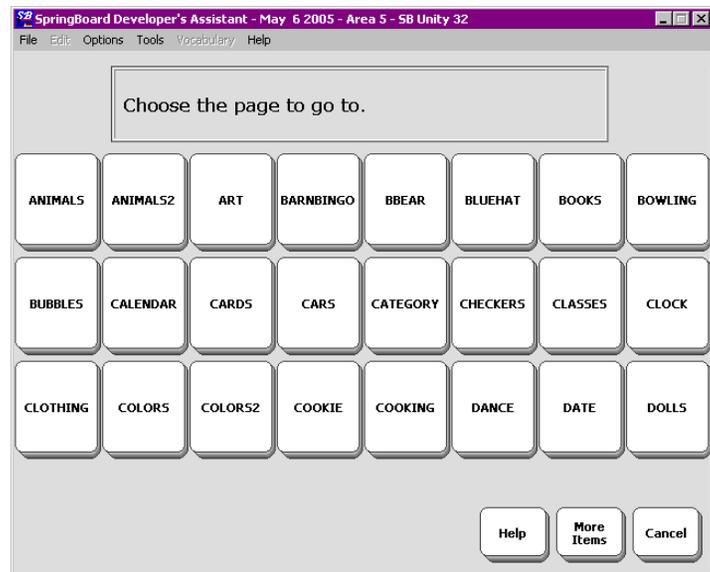
Follow steps #6-10 below.

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 might type, "brown hair".
7. Record any 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 with no spaces. If you want a blank label, type a space instead of a word. ➡ 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. When you have finished, select OK.



Open the **PAGE MENU**



Page 1 of the **PAGE MENU**

PERSONALIZE YOUR OVERLAY

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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, go to the Toolbox and activate the PAGE MENU key. The names of all the pages for the overlay you are currently using will be listed in this menu. Look for the name of the page you created and select it. If you are using a 15-location overlay but want a 32 (36)-location page, you must first switch to the user area that contains the 32-location overlay, then re-open the PAGE MENU.

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.

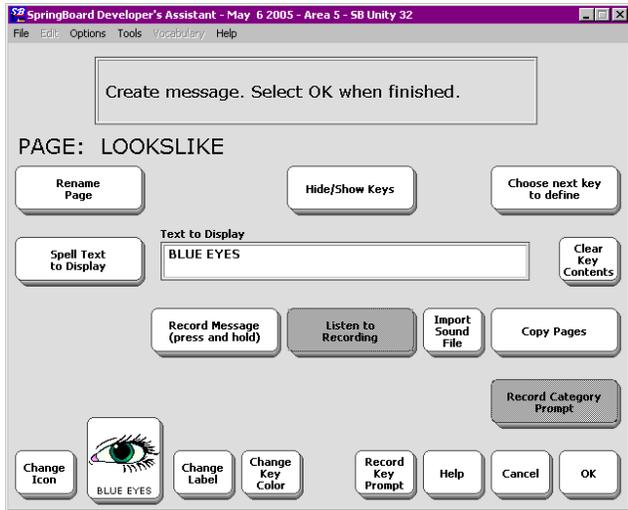
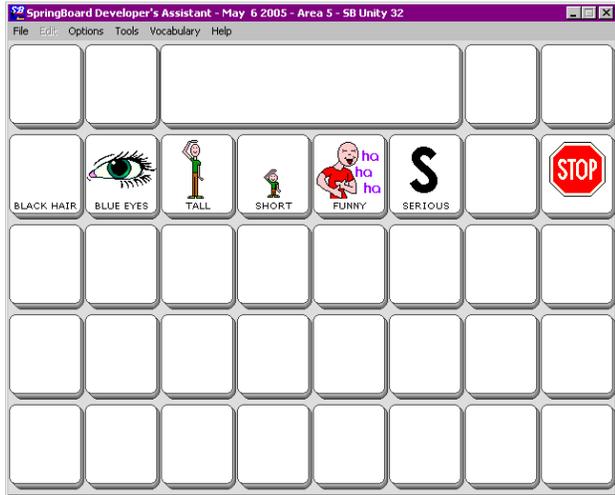
If you do not need the whole PAGE MENU, you can store a specific custom page under an icon sequence on your Overlay. To do this, you must use INSERT TOOL and the SET PAGE or SET PAGE TEMPORARY tool when you store the sequence. (See the Appendix A for an explanation of the SET PAGE and SET PAGE TEMPORARY 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 memory device see page 199.



Modify a Custom Page

Modify a Custom Page

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 MEMORY TRANSFER MENU to save individual pages to a memory device and/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. You can **Swap Pages**, too.

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

Go to the Toolbox



Select

Select the Page where you want to put your link (Page A).

Select **a key location** where you want to put the link.

Select Spell Text to Display.

Select Insert Tool.

Select **More Items** until you see **SET-PAGE**.

Select **SET-PAGE**.

Select the Page to be the link (Page B).

Change the icon and label of Page B 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.

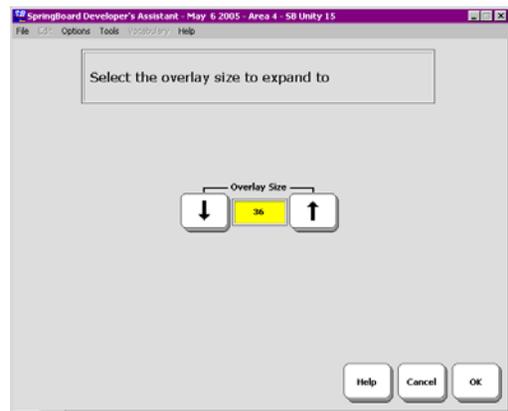
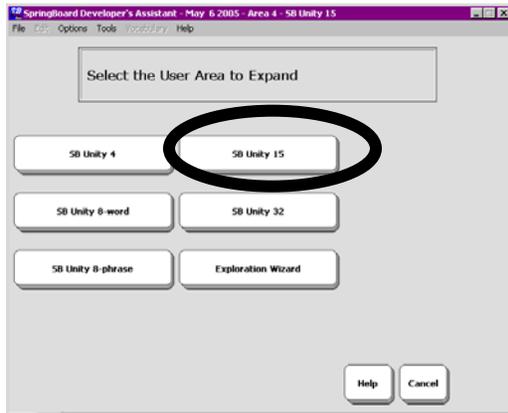
Linking Pages

Link a Page to another Page

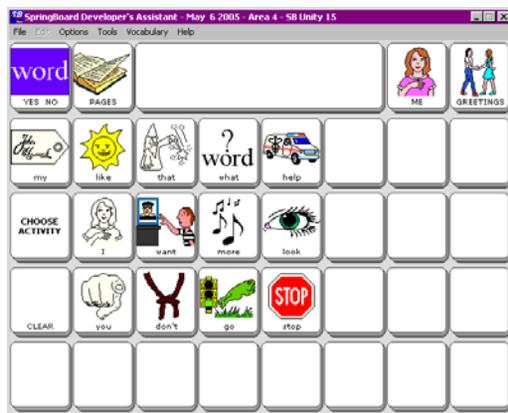
You can link a Page you have created to another Page.

Let's link our newly created page that describes people to a page that contains the names of people in some way—"mother", "father", or "John", "Mary" or "doctor", "teacher", etc. We'll refer to the "People" page as **Page A** in the directions below. We'll call our newly created page, **Page B**.

1. Go to the **TOOLBOX** and select **MODIFY PAGE**.
2. Select the Page where you want to put your link (**Page A**).
3. Select the location on the overlay where you want to put your link to the new page you created.
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 our newly created page, so find the new page (**Page B**) and select it.
8. Change the icon and label of the new linking location so you can remember what it is.
9. Select **OK** twice.
10. On your Overlay, select the **PAGES** key. Select the page you chose for **Page A**. You should see the icon on Page A that links you to your newly created page (**Page B**).



Expanded 15-location into 32-location



PERSONALIZE YOUR OVERLAY

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Expand a User Area or Page

Perhaps you have become extremely good at using a particular overlay (4, 8, 15 or 32-Location). Now you would like to move up to an overlay with more keys on it, yet you don't want to lose the overlay you are used to. The option, *Expand a User Area or Page* in the CHOOSE OVERLAY MENU allows you to place a smaller overlay into a larger one.

To Expand a User Area or Page

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

For User Area

4. Select the user area you want to expand.
In this example that would be the area you are most used to using, let's say Unity[®] 15-location.
5. Now select the overlay size you want to expand to.
In this example, Unity 15 is a 15-location overlay so you can only expand to a 36-location overlay ("36" includes the Activity row)-location overlay.
6. Answer YES if you want to expand all the Pages in the Area or NO to leave them as they were.
7. Activate OK.
8. Activate OK.

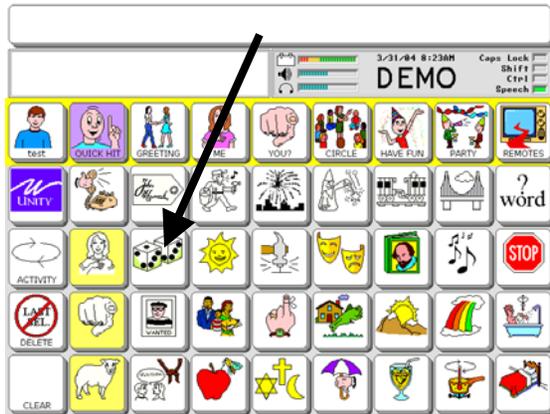
The next time you go to your overlay it should look like the picture at the bottom of the facing page. Now you will only have to assign the blank keys, not the entire overlay.

The same steps apply to expanding a Page. The Pages you will see to choose from will belong to the User Area you are currently in. If you want a Page from a different Area, you will have to switch to that Area first, then active *Expand a User Area or Page*.

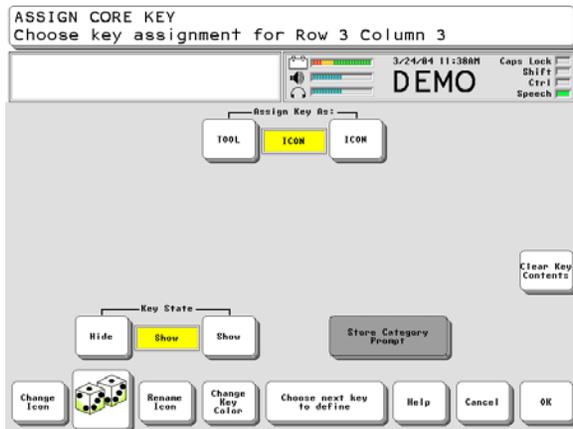
Use ASSIGN CORE KEYS to assign the **SET-UP** Tool to one of the blank keys on your device case, then



Press the **SET-UP** key



Select a key to modify



Using the **SET-UP** Tool

Using the SET-UP Tool

The SET-UP Tool makes modifying Activities, Pages and vocabulary easier. Using the SET-UP Tool means that you don't have to go to the Toolbox and open various menus each time you want to make a change to an icon or Activity or Page, etc.

➡ **Recommendation:** We recommend that you assign the SET-UP Tool to one of the blank (User Defined) keys on the front of your device case. Follow the instructions for assigning a Tool on page 149, but select one of the blank keys instead of a Core vocabulary key. In some devices, this was already done for you at the factory.

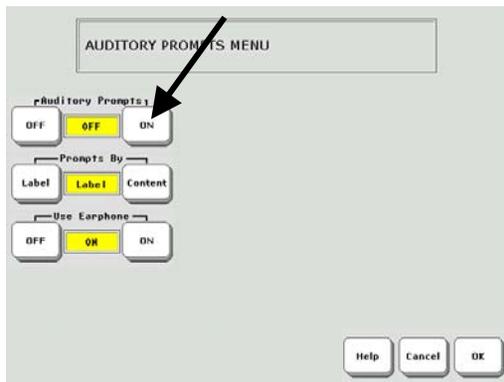
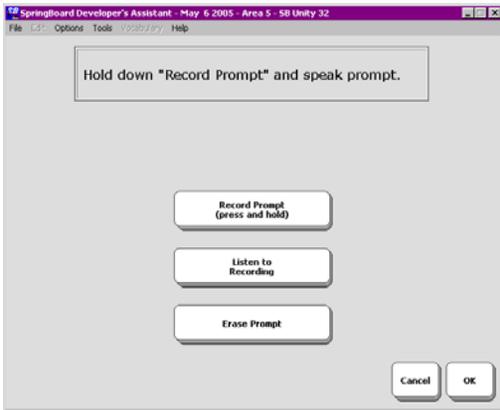
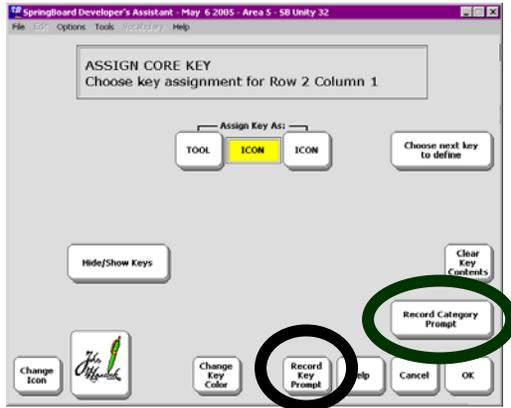
1. Go to your vocabulary overlay.
2. Select the **SET-UP** key
3. Select the key on your overlay you want to modify.
4. Modify it.
5. Select **SET-UP** key again and then select another key to modify.

The SET-UP Tool works with Core vocabulary, Activities, Pages—any menu where you are allowed to assign, store or modify keys.

➡ **If you are using an older device that does not have the extra keys on the front of the case:**

The Toolbox also contains a SET-UP key. Whether you are using your

overlay, an Activity or a Page, you can activate the  key on the front of the case, then activate the SETUP key in the Toolbox. The SpringBoard will take you back to where you were and ask you to select a key to modify.



Auditory Prompts

PERSONALIZE YOUR OVERLAY

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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. 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 plug headphones into the HEADPHONE/SPEAKER jack on 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.

If you are using Minspeak application where messages are stored under 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."

A **content prompt** 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. 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.

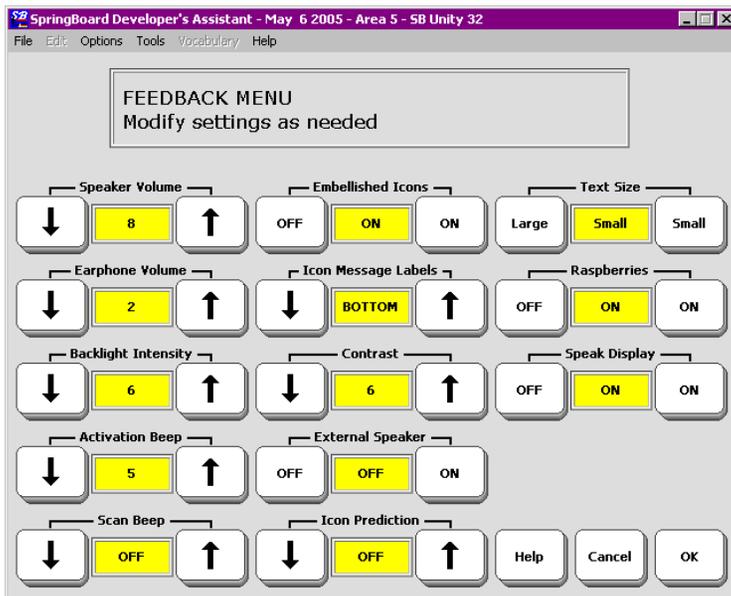
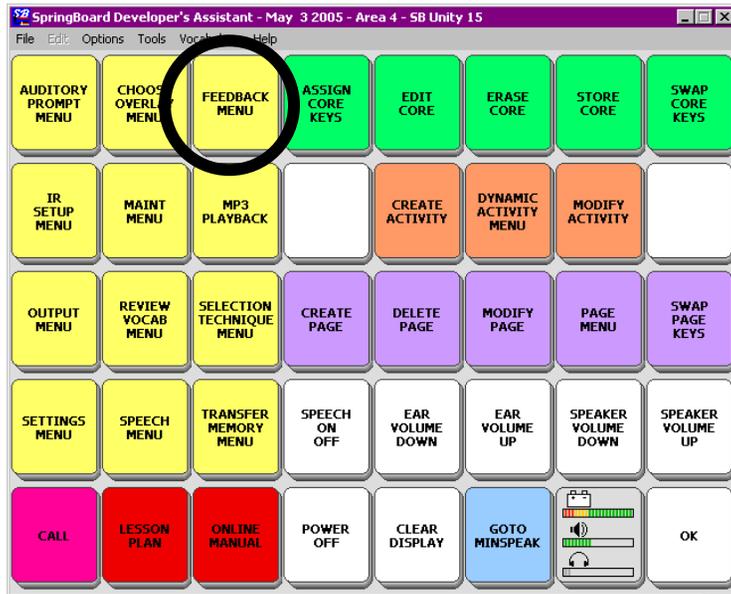
To Erase a Key Prompt:

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.
5. 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.



FEEDBACK MENU

PERSONALIZE YOUR OVERLAY

SpringBoard Manual

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 and how loud the beep will be. 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.

 For information about **Icon Prediction**, see page 179.

Some FEEDBACK MENU Options

Icon Prediction

Speaker Volume

Text Size

Contrast

Backlight Intensity

Beep Volume

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 arrow option keys. The highest intensity is 6; the lowest is 0; the default is 3. The intensity of the backlight changes as you change the setting so that you can see the difference. See the **TROUBLESHOOTING** Appendix for more information.

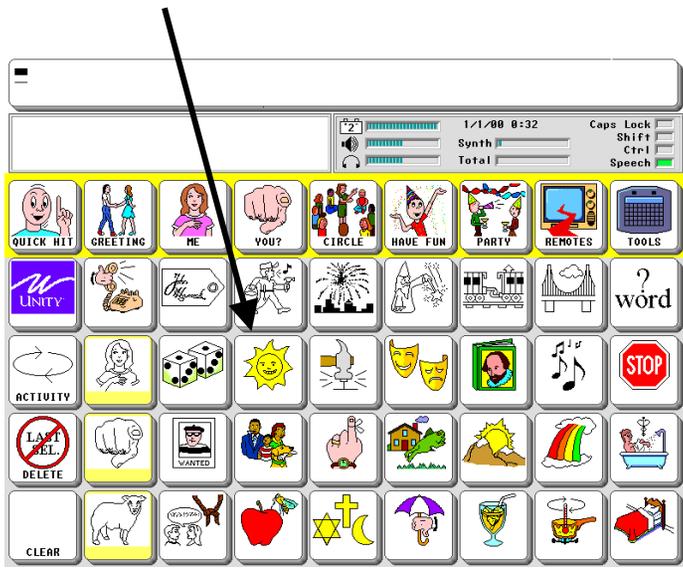
Activation Beep and Scan Beep: The Activation/Scan Beep is the beep you hear when you press or scan to a key. The default is On. You can select the volume.

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.

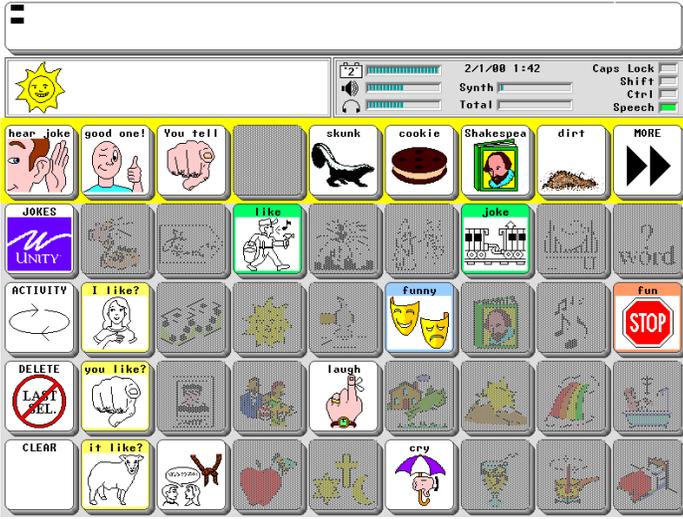
Raspberries On/Off: The "Raspberry Noise" is the sound the SpringBoard makes when you make an error. It is the error beep. You can turn this On or Off.

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

Speak Display: (for use with scanning). When this is On the SpringBoard will speak the text display area if you select it. *Scan Top Row First or Last* must also be On in the SELECTION TECHNIQUE MENU.



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.**

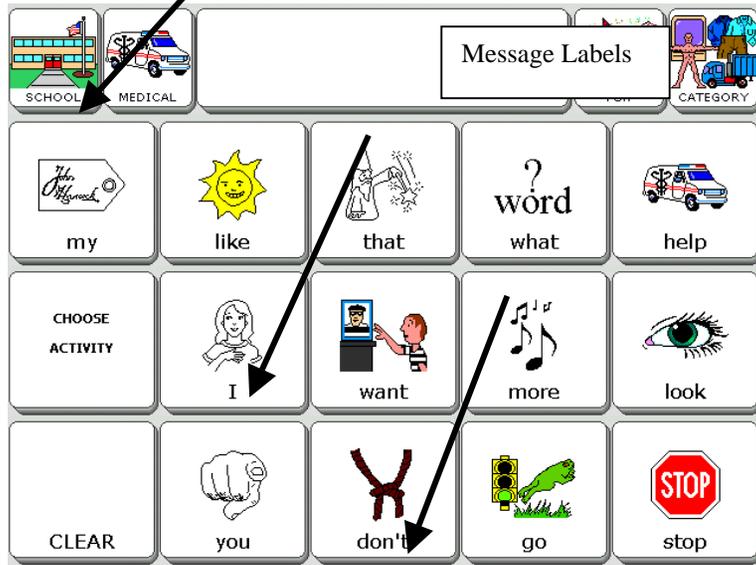
If you have pressed any keys on the screen, you have probably noticed that some icons on the keyboard remain bright and some are gray. This is called "Icon Prediction". The bright keys tell you that they are possible selections for messages that are part of the vocabulary that was pre-stored in your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

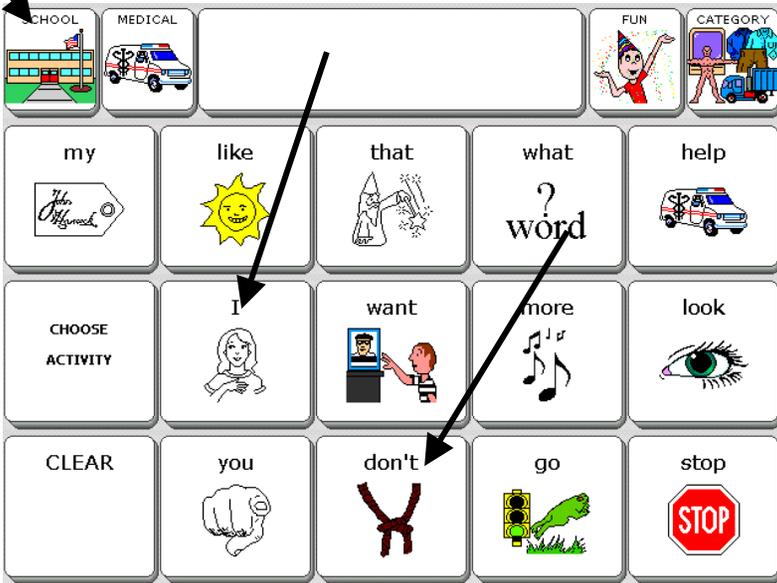
Once a message is spoken, the SpringBoard returns to showing all the icons. When you press a key again, some keys will remain bright and some will turn gray.

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 help you learn your vocabulary.



Icon Message Label on Bottom



Icon Message Label On Top

Icon Message Label: Top, Bottom or Off

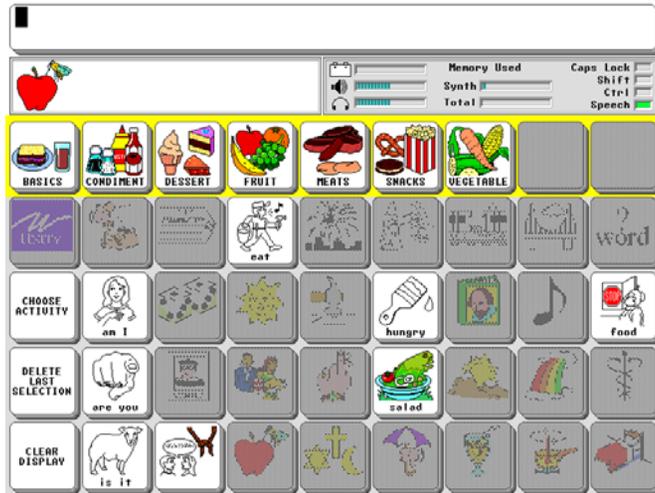
Summary:

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

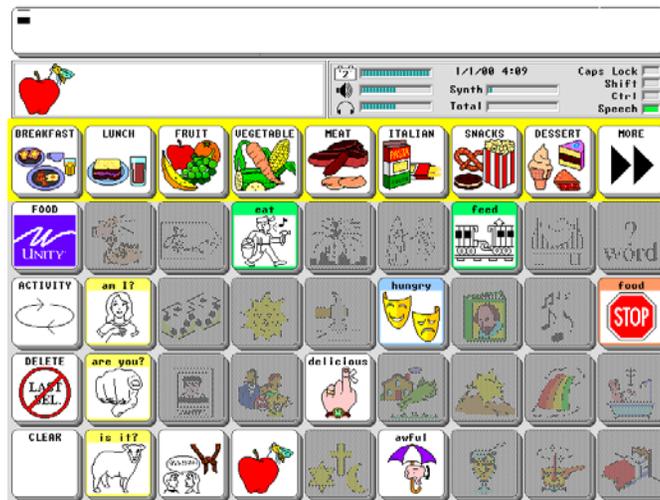
When you store a message you must select an icon or icon sequence to store the message under. You can add a *message label* to the **final** icon of the sequence. This label should indicate what the message for that sequence is.

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

PERSONALIZE YOUR OVERLAY

SpringBoard Manual

Embellished Icons: On or Off

Summary:

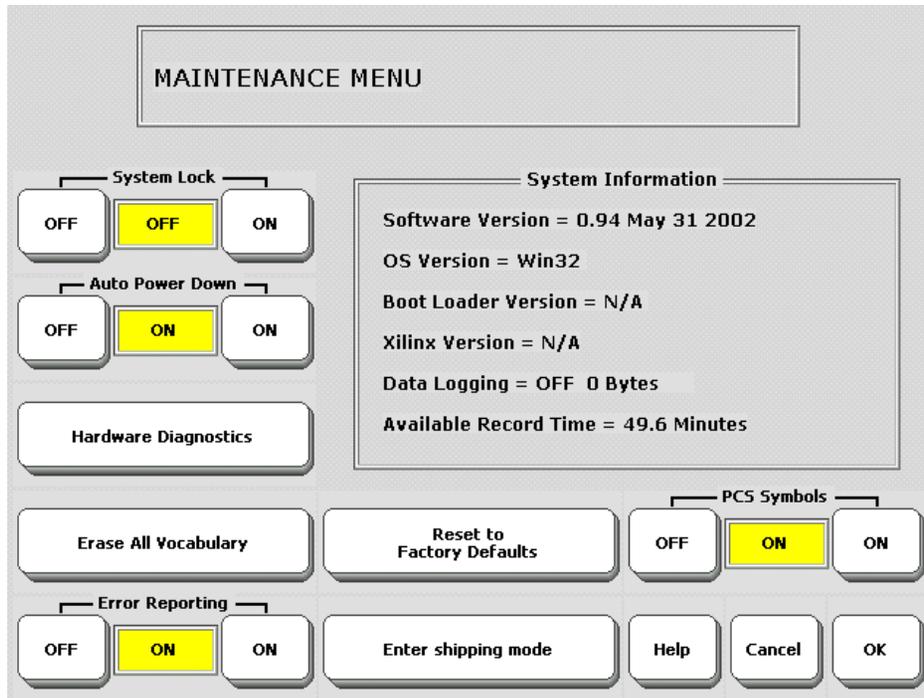
Embellished Icons will work only with sequences containing two or more icons. If you have modified (or embellished) the final icon in any sequence, you can choose to have the embellished icon displayed on your Minspeak overlay instead of the original icon.

🔄 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.



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

MAINTENANCE MENU

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 27 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 use 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 v 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.

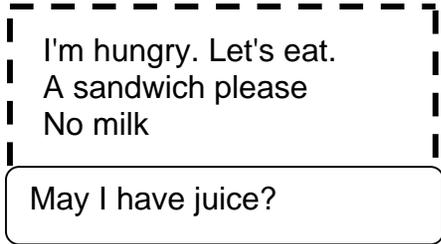
SPEAK LAST SELECTION: the SpringBoard speaks the last stored message you activated or the last spelling characters you put on the display. This is helpful if you have to repeat yourself so that someone listening can understand you better, or to get someone's attention.

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 all the speech that has scrolled off the display.



I'm hungry. Let's eat.
A sandwich please
No milk

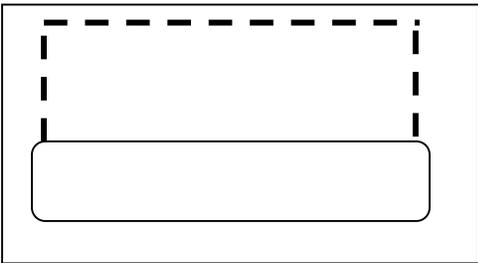
May I have juice?

The diagram shows a dashed rectangular box containing three lines of text: "I'm hungry. Let's eat.", "A sandwich please", and "No milk". Below this dashed box is a solid rounded rectangular box containing the text "May I have juice?".



Activate 

The diagram shows a rectangular box containing the word "Activate" on the left and a square button icon on the right. The button icon has a rounded rectangle inside it with the word "CLEAR" written in the center.



The diagram shows a dashed rectangular box above a solid rounded rectangular box. Both are empty, representing a cleared buffer and display area.

Both the buffer and the display area are cleared.

Clear Display

Clear Display

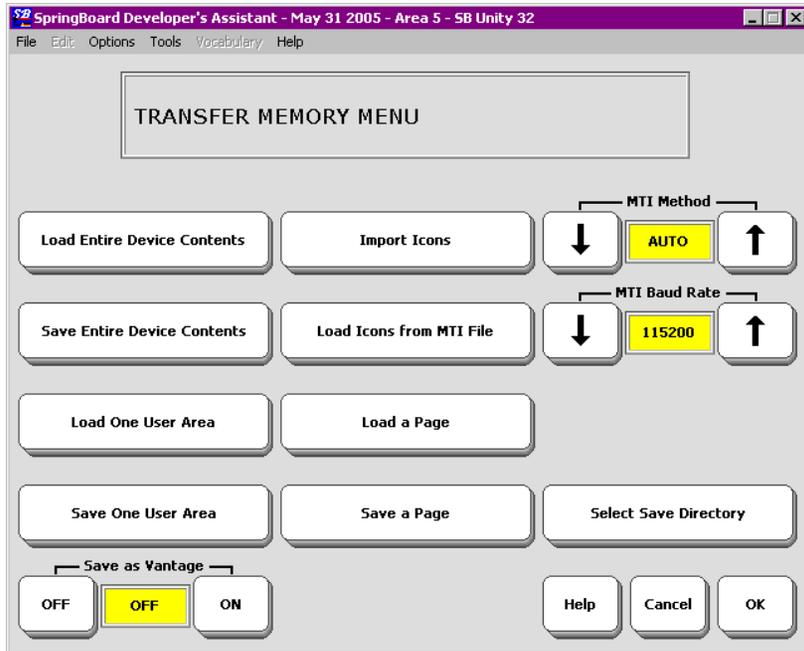
Summary:

This tool removes all text from the display screen and any speech in the buffer.

When you activate this tool, it clears all the text or prompts that are on the display screen. It also clears any speech 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 and are gone, but the speech the words represented will be saved in the speech buffer. The SpringBoard holds this speech in the buffer until you activate CLEAR DISPLAY. If the buffer fills up, the SpringBoard will automatically begin to clear the buffer to make room for new speech.

**TRANSFER MEMORY MENU and
MP3 PLAYER MENU**



Transfer Memory Menu

About Memory Transfers

➡ We highly recommend that you make memory transfers using a Secure Digital card or a USB flash drive. You received a USB flash drive in the box with your device.

The options in the **MEMORY TRANSFER MENU** allow you to save the SpringBoard's memory. You can save the memory in a single area or you can save the entire device memory. You can also load saved memory back into the SpringBoard, import graphics and store sound files.

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



USB Flash Drive



Secure Digital Card

Examples of a USB Drive and a Secure Digital Card

Memory Transfer with a USB Flash Drive or Secure Digital Card

USB Flash Drive

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

Secure Digital Card

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

Save an Area: an example

Complete steps 1-3 above.

Select *Save One User Area*

Select the Area you want to save.

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

MTI Method.

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

Load an MTI File into an Area: an example

Complete steps 1-3 above.

Select ***Load One User Area***

Select the Area you want to load the file into.

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

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

Select the file.

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

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

➡ **If you would like to be more organized** about saving files to your USB flash drive or SD card, read **Using the Select Save Directory** on page 212 and 213

Importing Icons

➡ You must have graphics/icons stored on your USB Flash Drive or SD Card in order to import them to the SpringBoard.

1. On the SpringBoard, plug in the USB flash drive or the SD Card.
2. Got to the Toolbox and open the **TRANSFER MEMORY MENU**.
3. Select **Import Icons**,
4. You see a list of all the graphics/icons stored on your USB flash drive or SD Card. Select the one you want to import, or use **Select All** to select all the graphics/icons. Select **OK**.
5. You see the graphic and an option to change the name. You can also change the **Aspect Ratio**. We suggest you leave this set to **YES**. When you are ready, select OK.
6. You see the **Icon Category Menu**. The SpringBoard automatically places the graphic in an **IMPORTS** category folder. If you want the graphic available in another Category, select the Category. If you just want to keep the graphic in the **IMPORTS** folder, select **Cancel** to exit the Category List.
7. The SpringBoard returns you to the **TRANSFER MEMORY MENU**.

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

Load Icons from an MTI File

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

1. The MTI file must be on a USB flash drive or an SD card. Plug the device into your SpringBoard.
2. Go to the SpringBoard Toolbox and open the TRANSFER MEMORY MENU.
3. Select *Load Icons* from MTI File.
4. Select the MTI file you want to load.
5. The SpringBoard loads the imported icons into the IMPORTS Category folder.

Save a Page/ Load a Page

Save a Page

1. Make sure your USB Flash Drive or the Secure Digital Card is plugged into the SpringBoard.
2. Open the TRANSFER MEMORY MENU.
3. Select *Save a Page*.
4. You see a list of all the Pages in the SpringBoard. Select the Page you want to save.
5. Spell a name for the file you are saving.
6. The SpringBoard saves the Page to your flash drive or SD card as an .mti file.
7. Activate **OK** to exit.

Load a Page

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

PC Memory Transfer with a Serial Cable

If you purchased the optional serial cable for MTI transfers using Windows® and a PC:

1. All memory transfers should be made with the **battery charger plugged in**. Connect one end of the battery charger that came with your SpringBoard to the battery charger port on the left side of the case. Plug the other end into a working wall outlet.
2. Plug one end of the serial cable into Serial Port 1 (also known as COM port 1) on your computer. Plug the other end into the connector labeled  on the right side of the SpringBoard case.
3. Turn the computer On and insert the MTI CD (this came with your device) into the appropriate drive. Use Windows Explorer to go to the drive that has the MTI CD in it. You can right-click on My Computer and click on Explore to go to the drive that has the MTI CD in it.
4. Double click on **MTI.exe**. The MTI screen is visible on your computer monitor.
5. Open the **Options** menu at the top of the MTI screen. Open the **Device** option and select the device you are using (e.g., SpringBoard). Open the **Port** option and select the computer COM port you are using (most likely "1"). Look at the **Baud Rate** box. Check to make sure the MTI baud rate and the SpringBoard baud rate **are the same**. (The SpringBoard baud rate option is in the **TRANSFER MEMORY MENU** in the Toolbox.) If the baud rates do not match, change one of them to match the other. It does not matter which one you change, the MTI or the SpringBoard. 57600 is the fastest rate.
6. On the MTI screen, select the option you want. In this case, select the **Save** option. This has the picture of an arrow going from the device towards the computer.

7. You see the computer's File Browser screen. Select the drive or folder on your computer where you want to store the MTI file. Name the file so you will remember what it is.
8. Go to the SpringBoard Toolbox and open the **TRANSFER MEMORY MENU**. Make sure *Serial* is selected in the *MTI Method* box.
9. Select the option you want. For this example, select *Save One User Area*.
10. Select the Area you want to save, (e.g., SB Unity 4). If everything is connected correctly, you will see the "Memory Transfer in progress" on your computer screen and SpringBoard display.
11. The transfer may take awhile. When it is finished, click **OK**.
12. **The transfer may take awhile. When it is done, select OK.**

To Restore a File:

1. Select *Load Entire Device* or *Load One User Area* from the TRANSFER MEMORY MENU.
2. On your computer, go to the drive/folder where you stored the MTI file. Select the file you want to load.
3. On your computer, select *Restore*.



TRANSFER MEMORY MENU AND MP3 PLAYER MENU

SpringBoard Manual
202

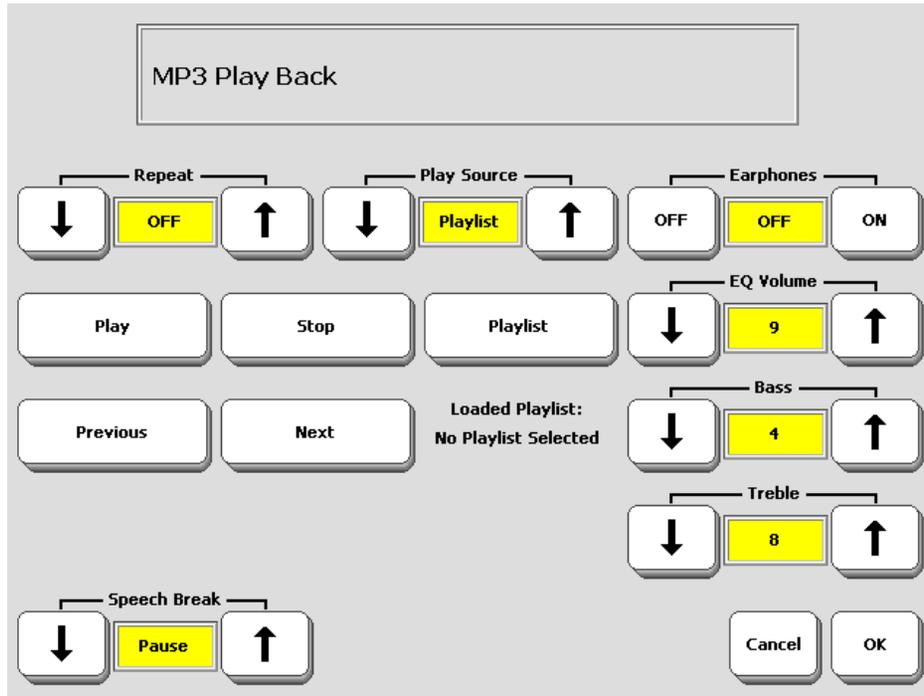
Listening to Music with your SpringBoard

➡ **NOTICE:** *PRC reminds you that MP3, WAV and WMA files fall under the jurisdiction of all copyright laws.*

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

In the following pages you will learn how to use the **MP3 PLAYER MENU** in order to listen to your songs.

**MP3
PLAYER
MENU**



MP3 PLAYER MENU

About the Options in the MP3 PLAYER MENU

➡ In order to play music files on your SpringBoard, you must have an SD Card or USB flash drive with songs on them plugged into the SpringBoard.

While music is playing, you may use the Springboard as you normally would.

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

Options

Repeat: OFF/1/AL

If this option is **OFF**, no songs will repeat. If **ALL** is selected, an entire playlist, or all the songs on a flash drive or SD card, will repeat. Select **1** to repeat the song that is currently playing. This song will repeat until you select **Stop**, **Next** or **Previous**.

Play Source: AUTO/Playlist/SD Card/USB Disk

This tells the SpringBoard where to find your songs. Select **AUTO** for most occasions.

AUTO

The SpringBoard will play the current Playlist. If no Playlist is loaded, it will look for songs on the USB drive or SD card. If both are plugged into the SpringBoard, it will select the device that was plugged in last.

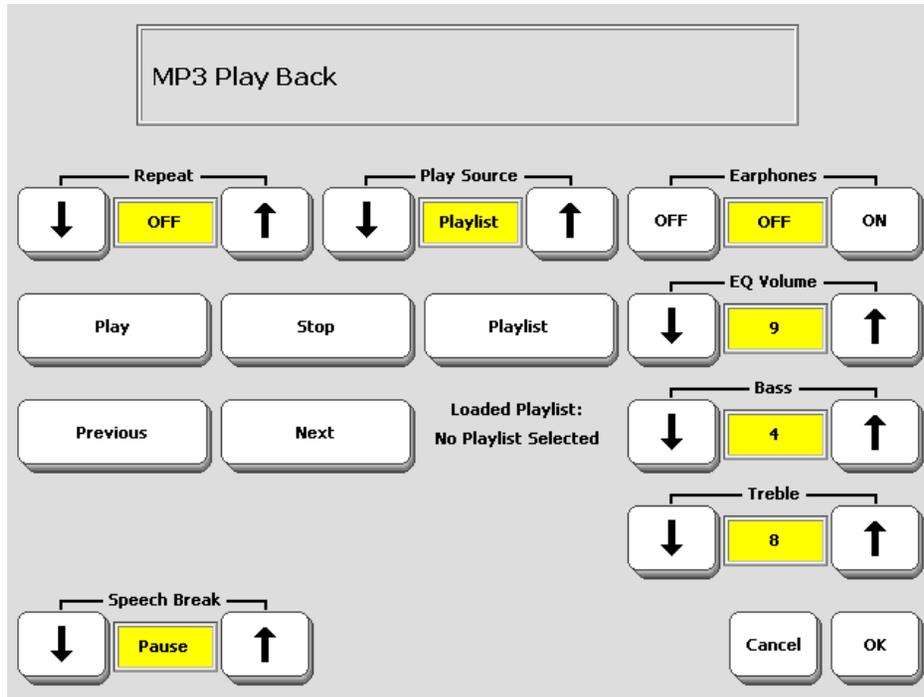
SB Card/USB Disk

If you select this option, the SpringBoard will play every song on the card or disk.

Playlist

SpringBoard will play the playlist that is currently loaded. If none is loaded, you will hear a beep, reminding you to load a Playlist.

**MP3
PLAYER
MENU**



MP3 PLAYER MENU

Earphones

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

EQ Volume

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

Bass

Treble:

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

Play

The SpringBoards will play songs according to how the **Play Source** is set: **AUTO/Playlist/SD Card/USB Disk**. Unless you press **Stop**, music will continue to play until all the songs on the playlist have been played.. You can also pause a song by pressing **Play** while the song is playing.

Stop

Select this to stop listening to music.

Previous

Next:

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

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

Playlist

This option allows you to create one or more playlists. See the next page for further information.

Speech Break: Pause/Stop/OFF

This option controls what happens when you speak while a song is playing. If you select **Pause**, the music will pause while you speak. When you stop speaking, the music will begin playing again. If you select **Stop**, the music will stop altogether. To listen to it, you must go back into the menu and select **Play**. If you select **OFF**, the music will continue to play while you speak. **OFF** means "no speech break".



You see all the songs stored on your flash drive or SD card.
There may be more than one page.



Check the boxes of the songs you want on your playlist
or use **Select All**.



Use the arrow keys to arrange the songs in the order you want.
When you are ready select **Save Playlist**.

Spell a name for the list and select **OK**.

You see your Playlist. Select **OK**.

Create a Playlist

Creating and Using Playlists

Create a Playlist

1. Plug a Secure Digital Card or USB drive into the correct connector on the SpringBoard.
2. Go to the Toolox and open the **MP3 PLAYER MENU**.
3. Select the *Playlist* option.
4. Select *Create New Playlist*.
5. Select *Add MP3*.
6. You see the File Browser. At the top of the screen you see what storage device you are using and what kinds of sound files are on it. Below and to the left, you see the number of pages containing files. Use *More Items* to see other pages. Select the files you want for your playlist. Make sure the box is checked on each key you select. Use *Select All* to choose all the sound files on the all the pages.
7. When you have finished, activate OK. You see your playlist.

Use the **Up** and **Down Arrows** to highlight a song on the playlist. Use the **Move Up** and **Move Down** keys to re-order the placement of the highlighted song in the list. Use **Remove MP3** to delete a song from the playlist. **Page Up** and **Page Down** allow you to navigate through the pages in your list if you have more than one page.

8. Select *Save Playlist*.
9. Spell a name for the playlist and select **OK**. The playlist is saved on the storage device you have been using

10. You see your playlist. Select **OK**.
11. You see the MP3 PLAYER MENU. Underneath the Playlist button you should see "Loaded Playlist" with the name of your playlist. If you have more than one playlist, you can select the **Playlist** option and choose the *Select Playlist* option to load a different playlist. Select **OK**. Select **Play** and listen to your music.

➡ To create a Playlist Directory where you can place all your Playlists, see page212.

Three New Music Tools

There are three new insertable tools for listening to music: **PLAY DRIVE**, **PLAY FILE** and **PLAY PLAYLIST**. You can store each tool, along with a link to your songs, on your overlay using one of the storing menus.

PLAY DRIVE allows you to select either the USB flash drive or the SD card to listen to when both devices are plugged into your SpringBoard.

PLAY FILE allows you store a link to one song under a key or sequence.

PLAY PLAYLIST allows you store a link to an entire playlist under a key or sequence.

For example, you might have a song you are really crazy about at the moment. You could store the **PLAY FILE** tool, select the song you want to link to, and then activate the key or sequence you used on your overlay to hear the song as often as you wanted. If you have forgotten how to store tools, see pages 143-149

Using the Select Save Directory Option: Create a Playlist Directory

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

1. In the TRANSFER MEMORY MENU, select the *Select Save Directory* option
2. Select USB or SD, whichever you are using.
3. You will see a list of all the files that are on your storage device. At the bottom of the screen, select the *Create Directory* button.
4. Spell a name for the Directory, e.g., "Playlists".
5. There is nothing in the Directory yet, so select **OK**.
6. Select **OK** to exit.

If you have already-created playlists that are on your USB drive or SD card and you want to move them into your new Playlist Directory, plug the drive or card into your computer and use Explorer to move the files.

You can also create new playlists or re-create old ones in the MP3 PLAYER MENU and save them to the Playlists Directory. See "Creating a Playlist" on page 209.

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

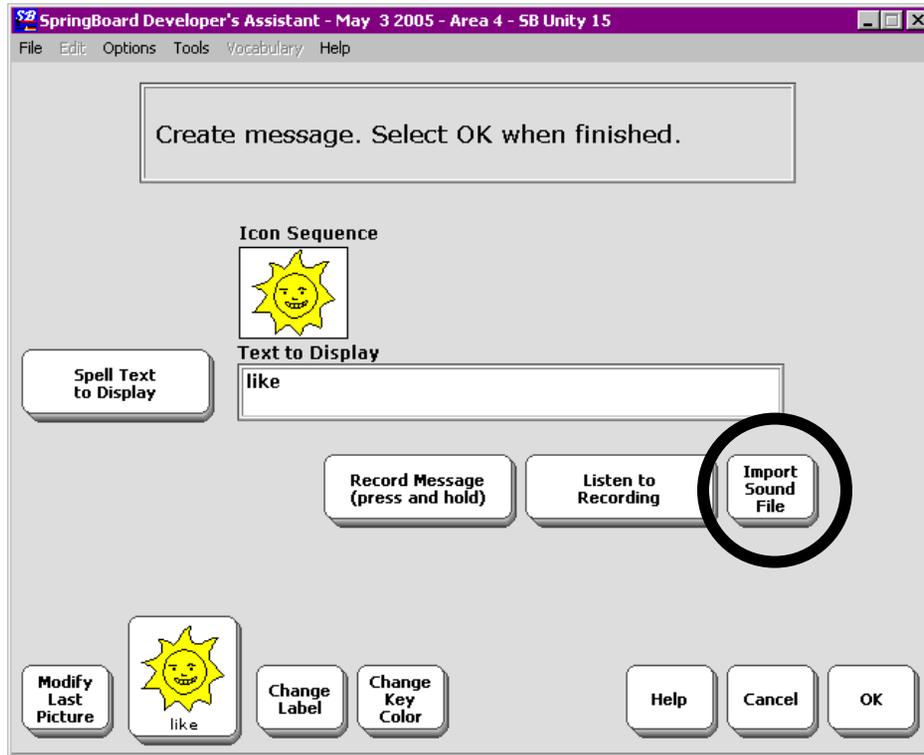
Using the Select Save Directory Option: Create an MTI Directory

This option allows you to organize your MTI files.

Create an MTI Directory

1. In the TRANSFER MEMORY MENU, select the *Select Save Directory* option.
2. You should see an option for either the SD card or the USB drive, whichever is plugged in to the SpringBoard. Select the key that is listed. ➤ If you have both storage devices plugged into your SpringBoard, you will see an option for each one. Select the one you want.
3. You will see a list of all the files that are on your storage device. At the bottom of the screen, select the *Create Directory* button.
4. Select a name for this directory, e.g., "MTI Files". Activate **OK**.
➤ Notice that the display tells you where you are storing your new Directory—to the USB drive or the SD card.
5. There are no files yet in the directory, so select **OK** to exit.
6. Activate *Save One User Area*.
7. Select the Area to save.
8. On the spelling page, notice that the text display area now shows the name of your storage device along with "mti files".
9. Spell the name you want to use for this file. Select **OK**.
10. The file is saved in the MTI Directory.

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



Import a Sound File and Store it on your Overlay

About Importing Sound Files to Store on your Overlay

➡ Use a Secure Digital or USB Flash Drive to Import Sound files.

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

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

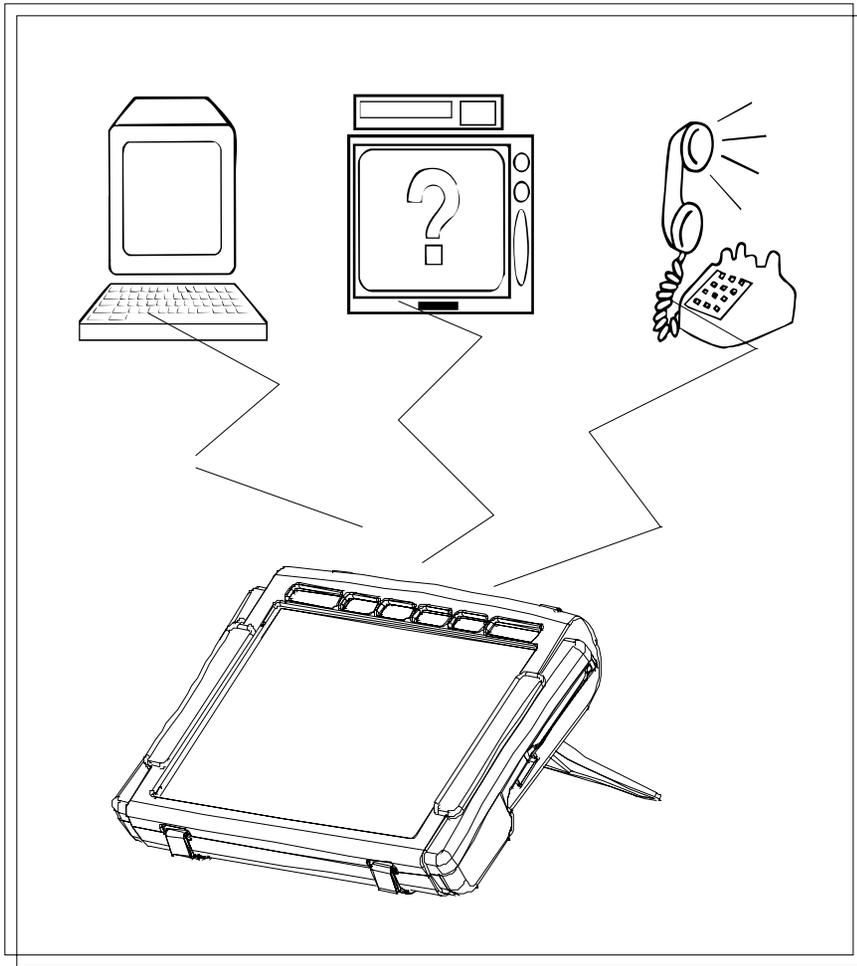
Some sounds, though, are fun to have on your overlay: laughter, clapping, animal noises, etc. They don't take up much memory and they make conversation interesting.

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

To Store a Sound File on your Overlay:

1. Make sure the USB flash drive or SD card that contains your sound files is plugged into the SpringBoard.
2. Go to the Toolbox and select **STORE CORE**.
3. Select the icon or icon sequence you want to use and select **OK**.
4. With SpringBoard, there will almost always be a word that is already stored under the icon(s) you selected. You can keep the word and store the sound file with it, or you can delete the word and just have the sound file. If you keep it, you might want to add something to the icon label to remind you the sound file is there, too.
5. Select the *Import Sound File* option.
6. You see the sound files on your USB drive or your SD card. Select the file you want to store.
7. When the sound has been transferred the SpringBoard screen returns you to the Toolbox. Select **GO TO MINSPEAK**.
8. Select the icon(s) you used for your sound file.
9. You should hear the file.

Using a Remote Control



Using the SpringBoard as a Remote Control

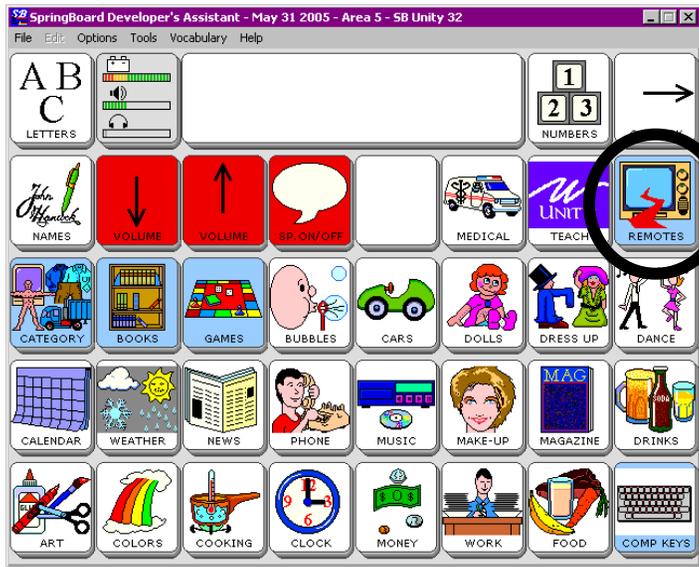
With its built-in infrared (IR), the SpringBoard can learn infrared signals for any device you own that has a remote control. This includes a TV, CD player, VCR, toys, etc. You teach the remote control signals to the SpringBoard and then store the commands for the signals on your overlay.

The SpringBoard has a number of remote control pages that are already set up for you. You select these overlays from the CHOOSE OVERLAY MENU in the Toolbox.

The IR window is on the top of your SpringBoard, between the two speaker grilles. If you want to teach the SpringBoard a signal, you point your remote control at this window. If you want to send a signal the SpringBoard has learned, make sure the IR window is facing in the general direction of the appliance you want to send the signal to.

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

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



REMOTES: TV Page

Remote Control Pages

The SpringBoard has remote control pages for all the devices that are listed in the IR SETUP MENU.

To go to the Remote Control Pages:

Activate the **PAGES** key on your Unity overlay.

Activate the **REMOTES** key on the far right of the first full row.

You are now in one of the remote control pages, probably the TV page.

Notice at the bottom of the screen there are links to the other remote control pages.

Once you have taught the SpringBoard the TV remote control signals, you can come to this page and control your TV.

On the 8-Location Word Overlay:

Select the **Pages** key; select **Plus Page**; select the **Remotes** key

On the 8-Location Phrase Overlay:

Select the **More** key; select the **Plus Page** key; select the **Remotes** key.



Teach a Remote Control Signal

Notes about Teaching Remote Control Signals to the SpringBoard

On the remote control pages you will find icons and commands that represent your remote control signals. For all devices except the IR Car (which you will learn about later) and X10, you will have to teach your device the signals you want it to use. The IR Car and X-10 already have their signals stored in your device.

Have the remote control you are going to use nearby. When you store a remote signal SpringBoard tells you to aim your remote control at the its IR window and then tap the button on the remote that will send the signal you want the SpringBoard to learn.

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

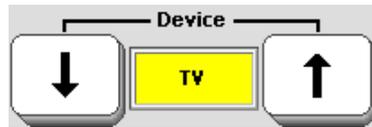
To store signals you will use the **IR SETUP MENU** in the Toolbox. When you store signals using this menu, they are automatically stored on the correct remote control page for later use.

➤ Important Notes!

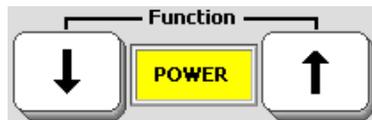
When you have finished storing all the remote control signals that you want to use, we **highly recommend** that you perform a memory transfer and save your device's memory.

If, at any time, you reload the default vocabulary or erase entire memory, you will lose all the signals and modifications that your device has learned. You must use the **Save Entire Device option** in the MEMORY TRANSFER MENU in order to save remote signals.

IR
SETUP
MENU



Modify A Device



Re-Learn A Signal

Use your remote to teach the signal to the SpringBoard.

Test Signal

Repeat until SpringBoard has learned all the signals.

Teach a Remote Signal

Teach Remote Control Signals to the SpringBoard

Teach remote control signals for the device pages that are already stored in the SpringBoard.

1. Go to the Toolbox and open the **IR SETUP MENU**.
2. Activate the arrow keys in the **Device** box to select the device whose signals you want to teach, e.g., **TV**.
3. When the name of the device you want is in the yellow **Device** box, activate the *Modify a Device* key.
4. Activate the arrow keys for the **Function** box to select the function that you want your device to learn, e.g., *Power*.
5. Get your remote control ready. Know which button you want to press on the remote. Hold the remote's infrared area 6-8" away from the SpringBoard's IR window.
6. On the SpringBoard, activate the *Re-learn Signal* key.
7. Press the function key on the remote control, e.g., the "Power" key.
8. If you are near the appliance, you can test the signal. Point SpringBoard's IR window toward the device you are testing (e.g., the TV) and activate the *Test Signal* key in the menu.
9. Repeat steps 4-8 for each function you want your device to learn.
10. You can exit by activating **OK** twice, or you can select another device and continue to teach signals.

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

1. Exit the IR SETUP MENU.
2. In the Toolbox, activate **GO TO MINSPEAK**.
3. Activate the **PAGES** key; then activate the **REMOTES** key.
4. Select the device page you want, press the signal keys you want to test and see if your signals work.

➡ Remember to save your device memory when you are finished teaching signals.



Select Add a Device

Spell the new device **name**.

Activate **OK**.

Spell the name of the first **function**
you want to use.

Activate **OK**.

Teach the signal to your device.

Continue to add functions and teach signals.

Add a Device to the IR SETUP MENU

Add a New Device to the IR SETUP MENU

Suppose you buy a new TV for your bedroom and you want to teach its signals to your device. The IR SETUP MENU does not list a second TV so you will have to add your new TV to the menu.

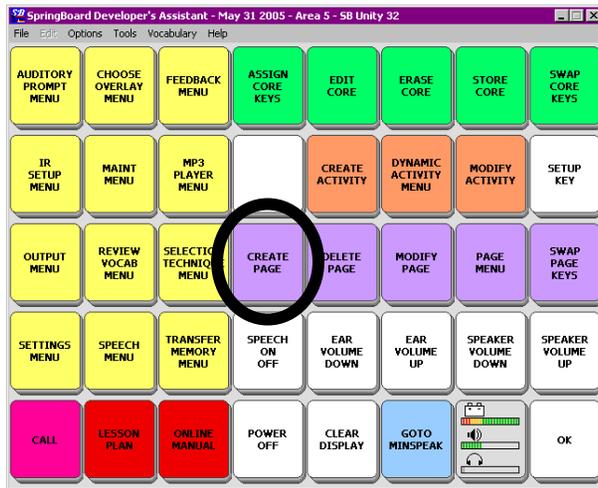
To Add a Device to the IR SETUP MENU

1. Go to the Toolbox and open the IR SETUP MENU.
2. Activate *Add a Device*.
3. Spell the device name (e.g., TV2) and activate **OK**.
➡ You can use up to 15 characters for a device or function name.
4. Spell the name of the first function you are going to teach to your device (e.g., POWER), then activate **OK**.
5. Teach the signal to your device.
6. Continue to add functions and teach signals until the SpringBoard knows all the TV2 signals. Exit the IR SET UP MENU.

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

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

The easiest way to create a TV2 Page is to use the *Copy from an existing page* option. You can use the Remote TV page and change the commands from TV to TV2.



Select CREATE PAGE MENU

Activate **CREATE PAGE**.
Spell the **name** for the new page.
 Select the **Copy from existing page**.
 Now begin to **define your keys**.



USING A REMOTE CONTROL

Create a TV2 Page

Create a TV2 Page:

1. Go to the Toolbox and activate the **CREATE PAGE** key.
2. Spell the name for the new page.
3. Select Copy from existing page. Select the **TVREMOTE** page.
4. Now you must choose a key to define and add the TV2 signals to it. For example, select the ON OFF key.
5. When you have selected a key, choose *Spell Text for Message*.
6. Select **INSERT TOOL**, activate **More Items** until you see the **IR** key then select it. Select **TV2**, select **POWER** and then select **OK**.
7. Select Choose *Next Key to Define* and repeat these steps until you have stored all the functions for TV2.
8. Do not exit your TV2 page.



**MODIFY
PAGE**

VCRREMOTE

Select key where you want to put TV2

**Spell Text
to Display**

**INSERT
TOOL**

**SET
PAGE**

TV2REMOTE

Add TV2 to other Remote Pages

Link the TV2 Page to other REMOTES Pages

To Add TV2 to the Other Remote Pages

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

Repeat these steps for each Remote Control page that you want to add the **TV2** link to.



Activate icon sequence to use



Select the **remote device** you want to store

Select a **function** for the device.



Repeat until all the functions are stored.

Store the New Device

How to Store the TV2 Functions under Icon Sequences

If you don't want to add TV2 to your REMOTES activity, you can always store it under an icon sequence on your communication overlay.

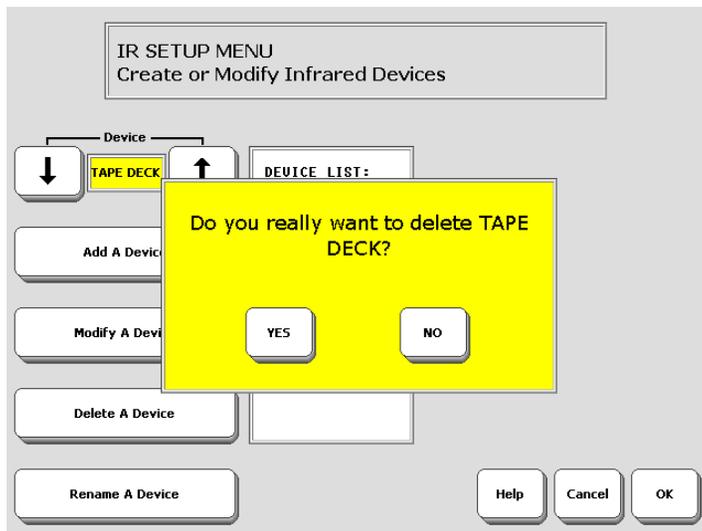
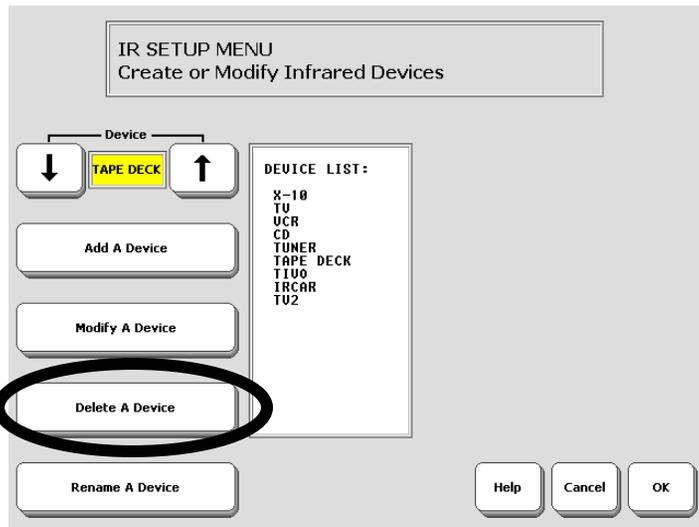
To Store TV2 (or any remote control device and its functions) Under Icon Sequences:

1. Go to the Toolbox and select STORE CORE.
2. Choose the icon sequence you want to store the command under.
3. Activate **OK**.
4. Choose *Spell Text for Message*
5. Select **INSERT TOOL**, activate **More Items** until you see **IR**, then select it. Select **TV2**, select **Power**, select **OK**. Modify the last picture and change the label if you want.
6. Select **OK** when you are finished.
7. Repeat these steps until all the TV2 functions are stored under icon sequences.

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

INSERT TOOL, IR, DEVICE NAME, FUNCTION NAME

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



Delete a Remote Device

Delete a Device; Rename a Device

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

To Delete a Device

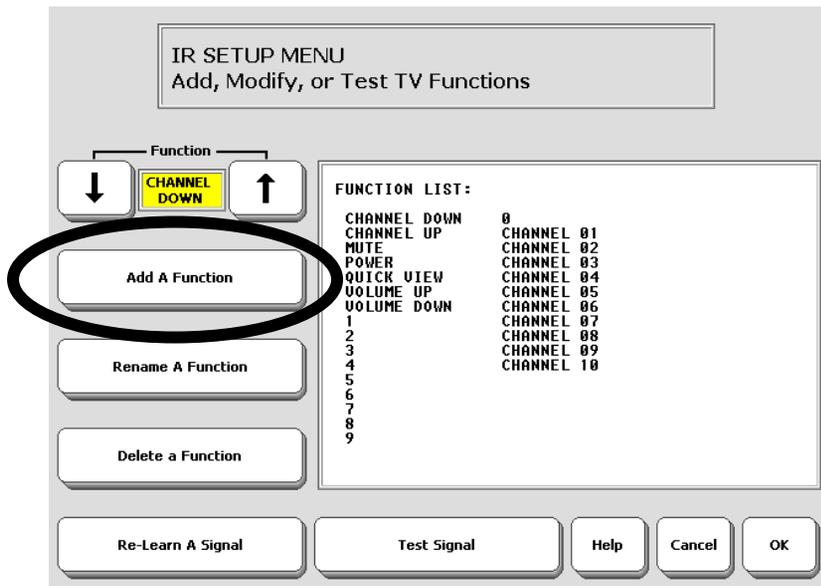
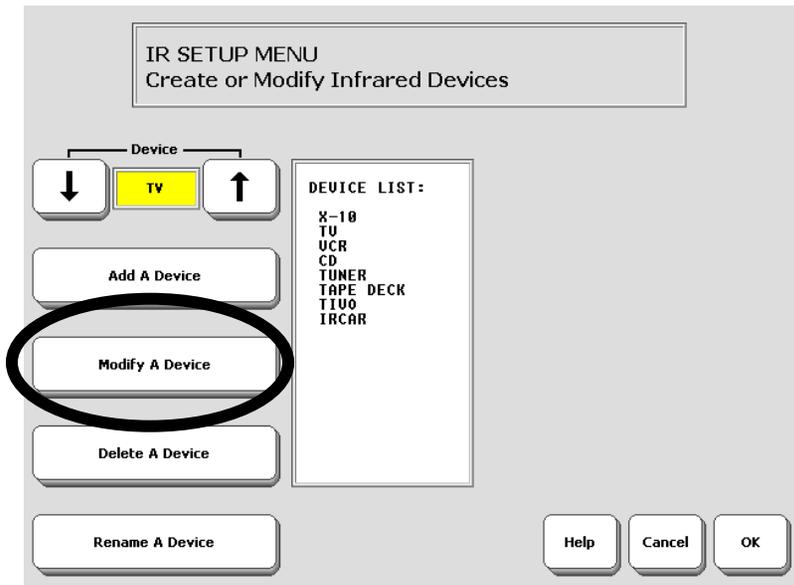
1. Go to the Toolbox and open the IR SETUP MENU.
2. Select the device you want to delete.
3. Activate the *Delete a Device* key.
4. Activate **Yes** to delete, or **No** if you change your mind.

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

To Rename a Device

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

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



Add a New Function to an Existing Device

Add a New Function to an Existing Device

Perhaps your TV remote allows you to use the Picture-in-a-Picture function. Since this isn't on your TV Function list in the IR SETUP MENU, you will have to add it.

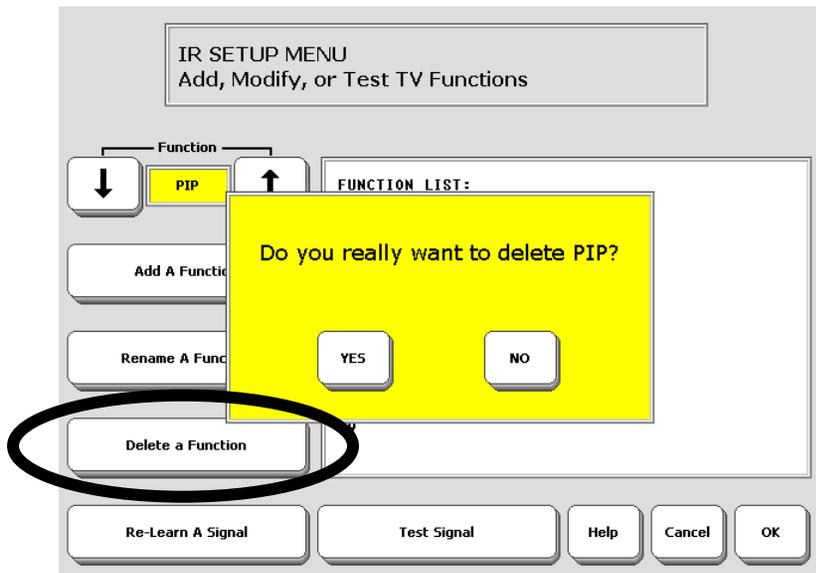
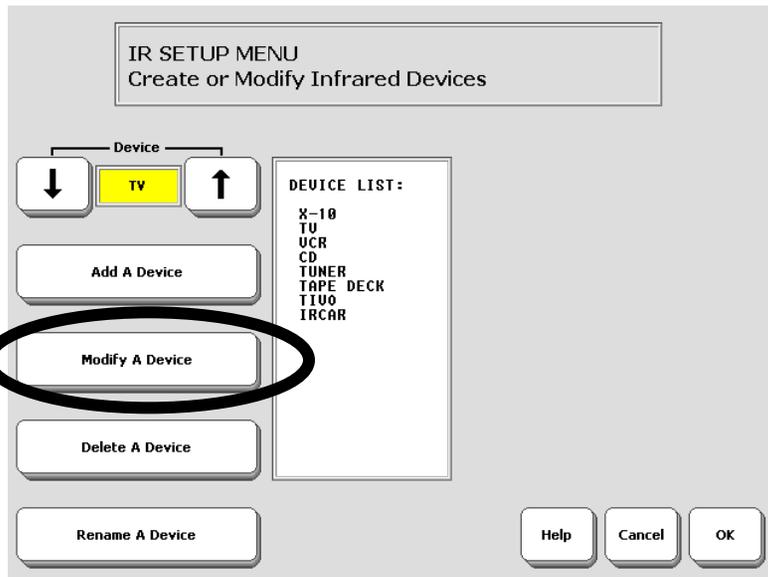
To Add a Function to a Device

1. Go to the Toolbox and open the IR SETUP MENU.
2. Use the arrow keys to select the device you want to add a function to (e.g., TV).
3. Select *Modify a Device*.
4. Select *Add a Function*.
5. Type in the name of the function you want to add (e.g., PIP) and Activate **OK**.
6. Hold the remote control 6-8" away from your device's IR window and press the remote control button for the function you are adding.
7. Test the signal.
8. Continue to add functions or activate **OK** to exit the menu.

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

1. Activate the **MODIFY PAGE** key in the Toolbox
2. Choose the device page you want to modify.
3. Select the key where you want to put the function.
4. Choose *Spell Text for Message*.
5. Select **INSERT TOOL**, activate **More Items** until you see the **IR** key then select it. Select **TV**, select **PIP** and then select **OK**.
6. Pick an icon for your key and change the label if you want.
7. Select *Choose Next Key to Define* and repeat these steps until you have stored all the functions you want for TV.

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



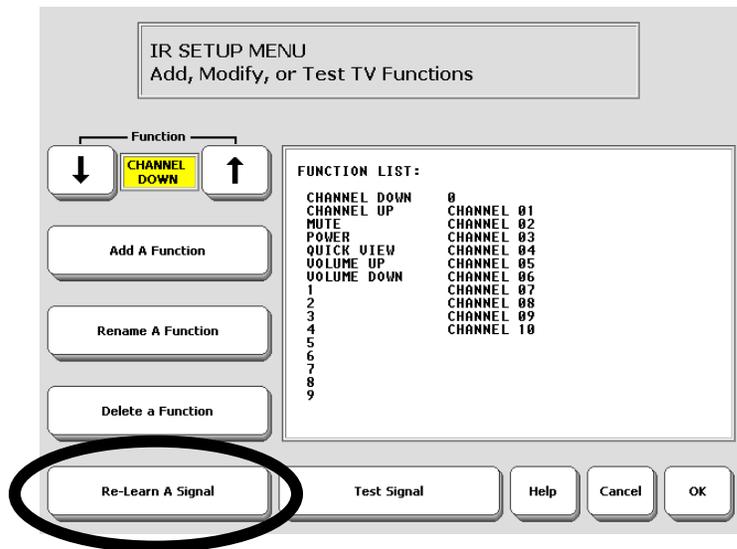
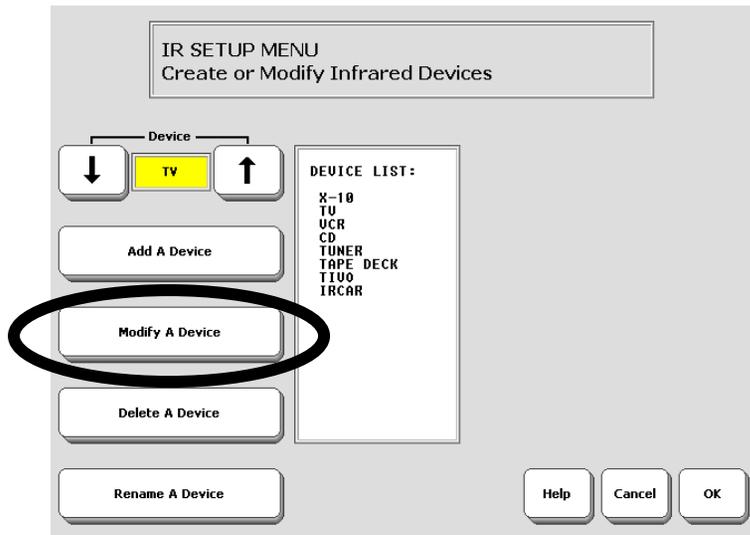
Delete a Function

Delete a Function

You can delete any function from the IR SETUP MENU.

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

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



Re-Learn a Signal

Re-Learn Signals

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

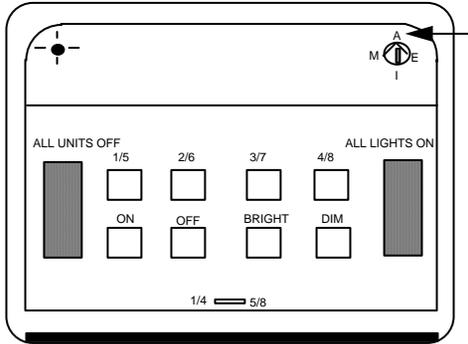
To Relearn Signals

1. Go to the Toolbox and open the IR SETUP MENU.
(You do not have to create a new device. You can use the old TV for your Device and teach it the new signals.)
2. Select the device whose signals you want to relearn.
3. Select *Modify a Device*.
4. Select the function to relearn.
5. Select *Re-Learn a Signal*.
6. Hold the remote control's IR window 6-8" away from your device's IR window and tap the function key on the remote that you want to learn.
7. Test the signal.
8. Repeat steps 4-8 until you have taught your device all the new signals.

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

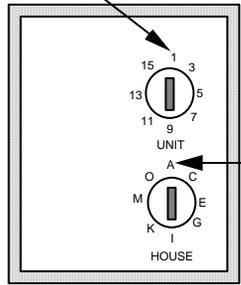
➡ **Note:** Depending on the remote that you are using, you may have to hold it closer to your device's IR window (only 1-2 inches away) rather than 6-8 inches away from the window.

COMMAND CENTER Receiver



A Unit code (number) must be given to **each** appliance ———

Make sure the two HOUSE codes are the same



Appliance Power Module

Setting Up the X-10 System

ON-OFF Control of Non-Remote Appliances: Using the X-10

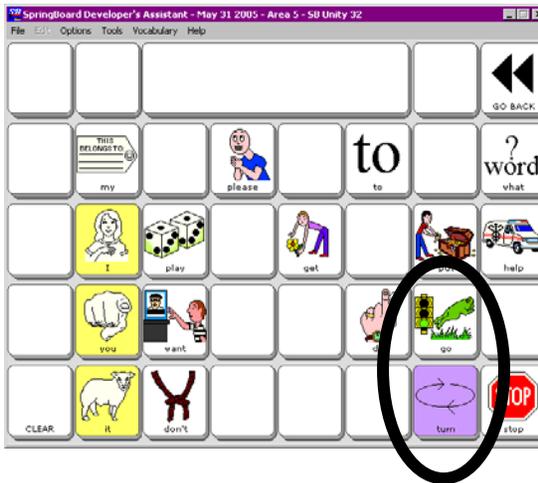
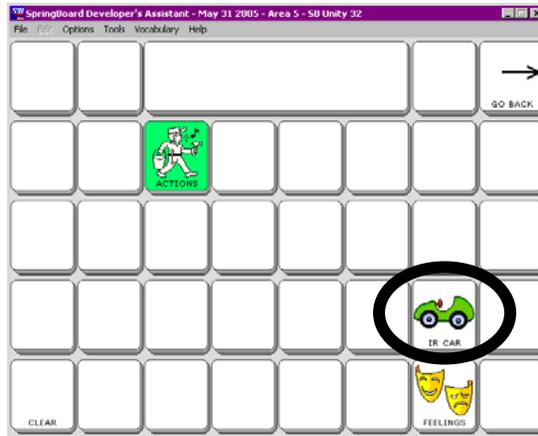
The X-10 system consists of a Command Center and various modules for appliances, lamps, wall switches, etc. The system allows you to plug an appliance into a module and use your communication aid to turn that appliance On and Off.

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

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

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

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



IR CAR Page

The IR CAR Page

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

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

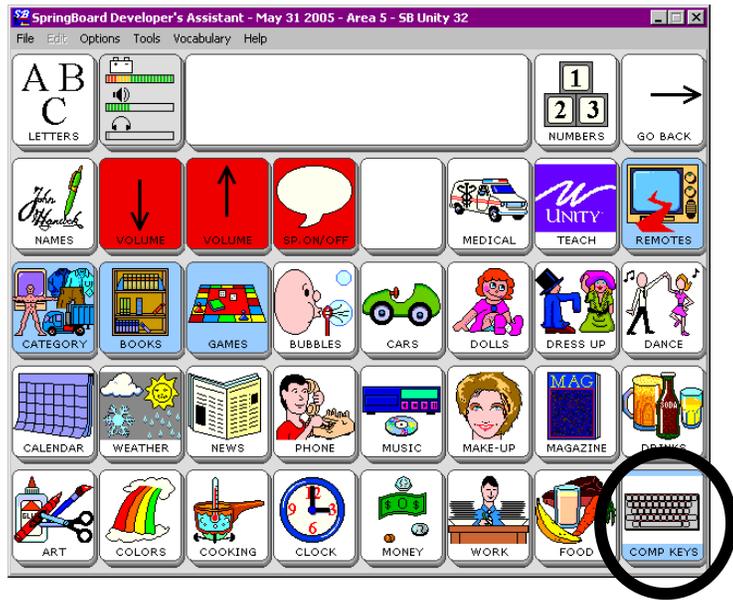
To open the **IR CAR** page:

1. Select the **PAGES** key on your Unity overlay.
2. Select the **UNITY TEACH** key (next to the **REMOTES** key).
3. Select the **IR CAR** key.

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

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

Using a Computer



Computer Keys Page

About Computer Emulation

To use the Springboard with a computer you must have a USB cable or a serial cable. ➡ If you are using a serial cable, you will need AAC Keys in order to generate computer commands. To download a free copy of AAC Keys and to get directions for using AAC Keys with a computer go to www.prentrom.com . In the **Search** box, type **AAC Keys**. Click on the first item listed.

The following directions apply to using a USB Cable.

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



Select the **Pages** key on your overlay



Select **COMP KEYS** from the **Pages** page.



Computer Keys Page

The Computer Keys Page

When you are connected to your computer:

1. Go to your Unity[®] overlay.
2. Select the **Pages** key on your overlay.
3. In the lower right corner of the Pages page, select the **COMP KEYS** icon.
4. You see the computer keys page.

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

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

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

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

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

Enter moves your cursor down a line.

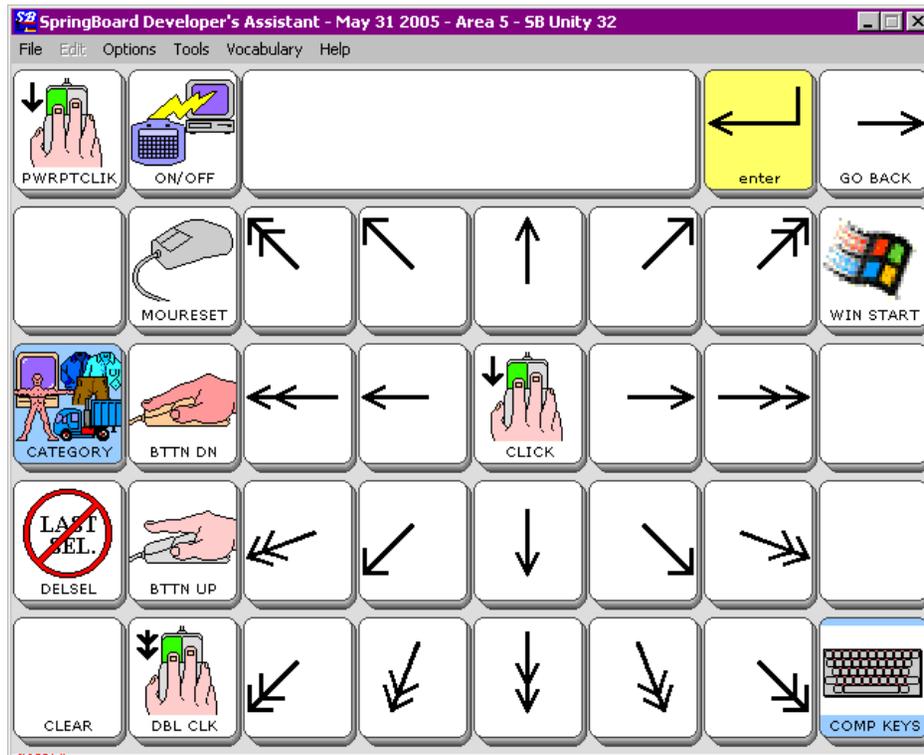
GO BACK returns you to your Unity overlay.

On the 8-Location Word Overlay:

Select the **Pages** key; select **Plus Page**; select the **Computer On/Off** key to turn the computer On; select **Computer** key. The arrows work only in a text document and just move the cursor.

On the 8-Location Phrase Overlay:

Select the **More** key; select the **Plus Page** key; select the **Computer On/Off** key to turn the computer On; select **Computer** key. The arrows work only in a text document and just move the cursor.



IBM Mouse Page

The IBM Mouse Page

You can use a mouse with your computer. Select the IBM or MAC **MOUSE** key on the **COMP KEYS** page.

In a word processing document, use mouse movements to open menus at the top of your Windows document.

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

CLICK activates a mouse click.

BUTTON DOWN holds down the left mouse button.

BUTTON UP releases the left mouse button.

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

WIN START open the Windows Start Menu.

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

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



New Computer Activities

Computer Activities

There are two new activities for use with your computer.

Activate the **ACTIVITY** key on your overlay until you see the **ITOOLS** and **PWRPOINT** activities as shown on the facing page.

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

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

Appendices

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	EDIT CORE	SETTINGS 1
ASSIGN CORE KEYS	ERASE CORE	SETTINGS 2
AUDITORY PROMPT MENU	FEEDBACK MENU	SETTINGS 3
AUDITORY PROMPTS OFF	GOTO MINSPEAK	SETTINGS MENU
AUDITORY PROMPTS ON	GOTO TOOLBOX	SHIFT
AUDITORY PROMPTS ON/OFF	HELP	SPEAK DISPLAY
BACKLIGHT INTENSITY DOWN	IR	SPEAK LAST
BACKLIGHT INTENSITY UP	IR SETUP MENU	SELECTION
BEEP OFF	LAM MARKER	SPEAKER VOLUME DOWN
BEEP ON	LESSON PLAN	SPEAKER VOLUME UP
BEEP ON/OFF	MAINTENANCE MENU	SPEECH OFF
CALL	MODIFY ACTIVITY	SPEECH ON
CAPS LOCK	MODIFY PAGE	SPEECH ON/OFF
CHOOSE ACTIVITY	MORE ITEMS	STATUS
CHOOSE OVERLAY MENU	OK	STORE CORE
CLEAR DISPLAY	ONLINE MANUAL	SWAP CORE KEYS
CONTRAST DOWN	OUTPUT MENU	SWAP PAGE KEYS
CONTRAST UP	PAGE MENU	SWITCH USER AREA
CREATE ACTIVITY	PLAY DRIVE	TRANSFER MEMORY MENU
CREATE PAGE	PLAY FILE	WAIT ANY KEY
CTRL	PLAY PLAYLIST	
DELETE ICON	POWER OFF	
DELETE LAST SELECTION	RANDOM CHOICE	
DELETE PAGE	REVIEW VOCAB MENU	
DISABLE HEAD- POINTER	ROLL DICE	
DYNAMIC ACTIVITY MENU	SAVE CHANGES	
EAR VOLUME DOWN	SELECTION	
EAR VOLUME UP	TECHNIQUE MENU	
	SERIAL MARKER	
	SERIAL OFF	
	SERIAL ON	
	SERIAL ON/OFF	
	SET ACTIVITY	
	SET PAGE	
	SET PAGE	
	TEMPORARY	

APPENDIX A: ALL TOOLS LIST

SpringBoard Manual

ACTIVATE KEY

Use this tool to tell your device 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 an icon, 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.

CONTRAST DOWN

CONTRAST UP

Allows you to adjust the bright/dark contrast on the display.

CREATE ACTIVITY

Allows you to create an activity for your Activity Row.

CREATE PAGE

Allows you to create a page that might contain a game, story, computer commands, etc.

CTRL

Provides access to the 32 ASCII control codes. Control codes are displayed with a character on the display. This tool shuts off after one control code is generated. If the location selected isn't a letter of the alphabet, the tool remains active until an alphabetic character is selected.

DELETE ICON

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

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.

IR

When you store this tool you see a list of already created devices and commands to choose from, e.g., TV POWER ON.

IR SETUP MENU

Use this tool when you want to teach the SpringBoard new IR commands.

LAM MARKER

A clinician or MAP developer who is setting up an overlay that will be used with the LAM can now assign this Tool to a key that normally would not be logged as an activation by the LAM. For example, if a user activates CLEAR DISPLAY, this action is not logged by the LAM. The clinician can add the LAM MARKER tool to the CLEAR DISPLAY key assignment, "<LAM MARKER>clear display", and the LAM data will show "clear display" when that key is activated.

LESSON PLAN

Store this on your overlay if you want the device lesson plans to be easily available.

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.

MP3 PLAYER MENU

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

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.

PLAY DRIVE

When you have music stored on a Secure Digital card and a USB flash drive and they are both plugged into the SpringBoard, it is helpful to have this tool stored on your overlay. Activate the tool and pick the storage device to listen to.

PLAY FILE

Use this tool to store one music file under a key or sequence so you can play it from your overlay.

PLAY PLAYLIST

Use this tool to store one playlist under a key or sequence on your overlay.

POWER OFF

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

RANDOM CHOICE

This tool will choose random items from a Page you have selected. To see examples of RANDOM CHOICE, select the PAGES page from the Unity overlay; select the GAMES key; select the RANDOM key; select any key. You can select MODIFY PAGE to see the storing instructions.

REVIEW VOCABULARY MENU

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

ROLL DICE

This tool allows you to play dice games that use from one to six dice. When you activate this key, a number will appear on the display indicating the dice roll. Activate ROLL DICE e again. A different number will appear. The number will not be spoken.

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.

SERIAL MARKER

Any text that follows a SERIAL MARKER is sent out the serial port but not displayed or spoken.

SERIAL OFF

Turns the serial output Off so nothing is sent out the serial port. (This corresponds to the *Output* option in the OUTPUT MENU.)

SERIAL ON

This turns the serial port on so that text is automatically sent to it. (This corresponds to the *Output* option in the OUTPUT MENU.)

SERIAL ON/OFF

Toggles between SERIAL ON and SERIAL OFF.

SET ACTIVITY

Allows you to go to a specific activity.

SET PAGE

Allows you to go to a specific page.

SET PAGE TEMPORARY

Can be added to Core vocabulary, Activity or Page. Takes you to a specific page for one selection then returns you to where you were.

SETTINGS 1

SETTINGS 2

SETTINGS 3

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

SETTINGS MENU

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

SET-UP KEY

Allows you to assign and modify keys without having to go to the individual menus in the Toolbox. We recommend that you assign this tool to one of the blank keys on the front of your case.

SHIFT

When this is set, the next character you activate will be an UPPERCASE letter. The second character you activate will be in lowercase. When you activate SHIFT, the "Shift" box in the Status Area turns on.

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 MENU

This allows you to select high or low quality speech when you are recording messages. .

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. **On a bi-lingual SpringBoard**, press the STATUS key to toggle between English and Spanish.

STORE CORE

Allows you to store core vocabulary messages under icon sequences.

SWAP CORE KEYS

Allows you to swap core vocabulary keys on your communication overlay.

SWAP PAGE KEYS

Allows you to swap keys on any pages you use.

SWITCH USER AREA

Allows you to switch back and forth between user areas. Assign to a key or a sequence.

TRANSFER MEMORY MENU

This allows you to save the SpringBoard's memory to a Secure Digital card, USB flash drive or computer; transfer memory from one SpringBoard to another and import graphics and sound files.

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 your Unity Overlay, the Toolbox or a Custom Page to recalibrate your screen. You cannot do this from a menu.

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

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 key in the Toolbox.

➤ **If you plan to store the SpringBoard for a month or more without using it, unplug the batteries from the device:**

Charge the batteries to **Full**. Then open the Battery Door and pull on the small ribbon that is attached to the battery pack until the battery pack come loose and can be removed. Replace the pack and fully charge the batteries when you are ready to use the device again.

➤ **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 several hours:**

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 your device Off and then back On before you open the MAINTENANCE MENU. This will give you the true memory readings.

➡ **About High-Efficiency Fluorescent Lights and the Use of Infrared:**

There is a compatibility problem between many infrared controls and high-efficiency fluorescent lights.

If you are using your device in a room that has high-efficiency fluorescent lighting, the infrared, including headpointing, computer access, remote control commands, etc., will not work. Turn the lights off and the IR will work fine.

➡ **Never immerse your device in water!**

➡ **Important Note!** Do not spray anything directly on the device. This will loosen labels and corrode connectors. **Spray a cloth instead and use the dampened cloth to wipe the device.**

➡ **Regular Cleaning of your device:**

Clean the case with a soft damp cloth. Damp means wrung out till almost dry, never dripping. If you purchased a **keyguard**, wash it often in hot, soapy water.

Clean the display with the same kind of product you use for windows. To avoid scratching the display, use a soft cloth and *spray the cleaner directly onto the cloth*, not the display. If you notice a film over the screen after you have cleaned it, you may want to try a different cleanser. 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.

What about drooling?

Any drool should be wiped up immediately, especially on the touch screen or around any of the connectors. Use a soft damp cloth to wipe the device.

What about Spills, Rain Showers, Accidental Immersion?

If you spill liquid or any runny substance on your device, if you're caught in a rain shower, or if the device is accidentally dropped in liquid, you must call the PRC Service Department. Tell them what happened. They may assign you a Return number and ask you to send in your device for servicing.

➡ **SERVICE DISCLAIMER**

The PRC Service Department is not responsible for lost vocabulary on devices returned for service.

Before you return a device to PRC for servicing, **back up your vocabulary** on a USB memory device, SD card or computer disk.

Appendix D: Instructions for Using the LAM (Language Activity Monitoring)

As a clinician or teacher you can use the LAM capabilities in the SpringBoard to analyze your clients' language activities. This can be helpful for clinical intervention, outcomes measurement and research.

The following instructions are for use with a USB flash drive or Secure Digital card. If you need to connect to a computer with a serial cable, download instructions from the following web site: aacinstitute.org

Under Products and Services, click on LAMterm.

➡ With the SpringBoard, the LAM will only log data that has been typed in the **Text to Display** box. It does not log recorded speech.

In order to accumulate language data to be analyzed, **Data Logging** must be **ON** in the **REVIEW VOCABULARY MENU**. The SpringBoard will then record all language activity data. You should also set the **CLOCK** menu to the current year, month and date and the correct time.

You can tell if there is data to be analyzed by looking at the Clear Data Log key. If there is a number displayed on the key, (e.g., 134 Bytes, or 400 Bytes, etc.) then there is data available to be analyzed. If there is no number on the key, you will have to turn **Data Logging On** and have the client generate some data.

You will save the language data to your USB drive or the SD card. You can then download the Data Log file from the USB drive or SD card onto your computer and save it as a word processing document.

Save Data Log

Once you have accumulated some language data, you need to save it to your USB drive or SD card.

 *Remember: the LAM will only log data that has been typed in the **Text to Display** box. It does not log recorded speech.*

- 1. Make sure you have the flash drive plugged into the USB connector on the SpringBoard.*
- 2. Open the REVIEW VOCABULARY MENU.*
- 3. In the **Data Logging** option, select **USB Disk** or **SD Card**, whichever you are using.*
- 4. Select **Save Data Log**.*
- 5. When the log is saved, remove the USB device or SD card from the SpringBoard.*
- 6. Follow the directions that came with your USB device or SD Card to place the Data Log on your computer.*
- 7. Select **Clear Data Log** in the REVIEW VOCABULARY MENU. This erases the data you just saved. If you want to accumulate more data, make sure **Data Logging** is **On**.*

An Example of a Data Log

CAUTION

The following data represents personal communication.
Please respect privacy accordingly.

Language Activity Monitor Springboard LAM-2
Version 2.00
Prentke Romich Company

```
*[YY-MM-DD=05-06-07]*
09:47:15 SEM "like "
09:47:22 SEM "read "
09:47:24 SEM "put "
09:47:28 SEM "please "
09:47:39 SEM "I "
09:47:41 SEM "eat "
09:47:48 SEM "I "
09:47:49 SEM "feel "
09:47:58 ACT "happy "
09:48:15 SEM "you "
09:48:17 SEM "feel "
09:48:18 ACT "happy "
09:48:22 SEM "I "
09:48:23 SEM "want "
09:48:24 SEM "drink "
09:48:27 ACT "water "
09:48:44 SEM "you "
09:48:45 SEM "go "
09:48:47 ACT "outside. "
09:49:05 SEM "my "
09:49:07 SEM " "
09:49:16 PAG "Maria "
```

An Example of CTL Information

```
20:05:55 CTL "Switch User Area from SB Unity 4 to SB Unity
15"
20:05:59 CTL "Switch User Area from SB Unity 15 to SB
Unity 32"
```

About the LAM Data

When you look at the Data Log, the first thing you see is the year, month and date of this particular log.

The next item you notice is the Time Stamp. Time is presented in a 24-hour format.

Following the time Stamp is the SOURCE of language event. Source codes are in capital letters. The following source codes are currently valid:

ACT: Activity Row

CTL: Control – this supplies information on non-language key activations the client makes.

PAG: Page

SEM: Semantic Compaction – Minspeak[®] and Unity[®]

SPE: Spelling

WPR: Word Prediction

DWP: Derivative from Word Prediction

Any characters spaced more than 0.2 seconds apart are considered as separate language events.

In the example at the top of the facing page you can see that the device user formed sentences and used Pages and Activities. In the second example, the user changed overlays. These were not language events, so you see the CTL source code, but from them you can see that the user knows how to change overlays.

More information about LAM data and LAM tools is available on the Web at aacinstitute.org .

Appendix E: Headphone and Speaker Jack

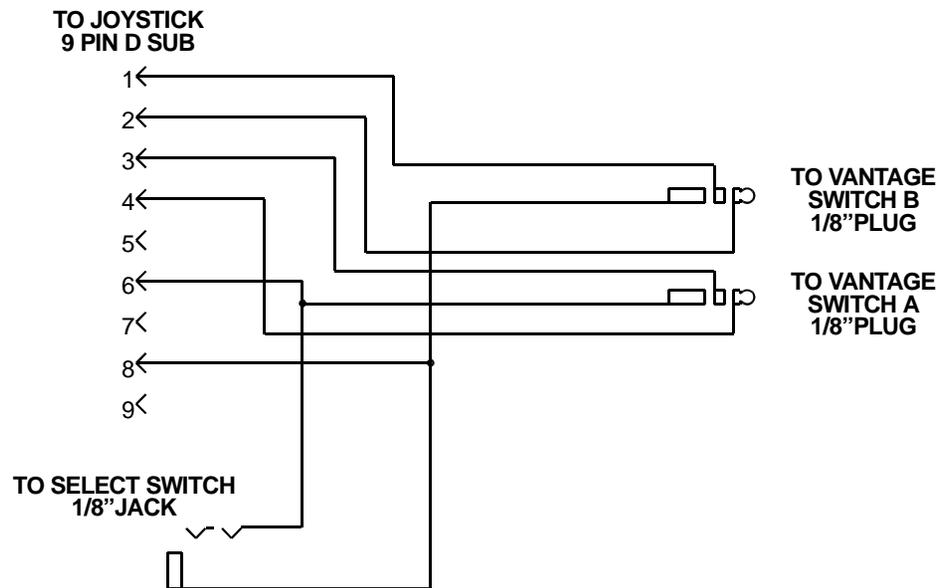
You can connect headphones or amplified speakers to the SpringBoard. (If you are using Auditory Prompts, you will probably also want to use headphones.) The headphone or speaker connectors must fit into the Headphone/Speaker jack on the left side of the SpringBoard case. You can plug in either headphones 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 F: 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.

JOYSTICK ADAPTER CABLE



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