

Vanguard™ Plus

Operator's Manual

For devices with system software 5.05 and above



PRC HEADQUARTERS

1022 Heyl Rd • Wooster, OH 44691
Telephone: (330) 262-1984 • (800) 262-1984
Fax: (330) 263-4829

E-mail Address: info@prentrom.com
Web Site Address: www.prentrom.com

PRC INTERNATIONAL

Liberator Ltd

Minerva Business Park
Lynch, Peterborough, Cambridgeshire
PE2 6FT UK

Fax: +44 845 2661155
E-mail Address: info@liberator.co.uk
Web Site Address: www.liberator.co.uk



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

Vanguard Plus, Vanguard, WordCore, Language Activity Monitor (LAM), MemoryTransfer Interface (MTI) and Picture Prediction are trademarks of Prentke Romich Company.

Minspeak and **Unity** are registered trademarks of **Semantic Compaction** Systems, Inc. in the United States and/or other countries.

Semantic Compaction is a trademark of Semantic Compaction Systems, Inc.

PCS Symbols are a product of Mayer-Johnson.

Fonix-DECTalk Text-to-Speech software is a copyright of Fonix Corporation; all rights reserved.

RealSpeak Text-to-Speech is a trademark of Nuance Communications, Inc. Acapella speech technologies licensed from the Acapella Group.

Windows, WindowsXP, Windows Explorer, Windows Media Player, Microsoft Outlook, Microsoft Word, Windows WordPad and Microsoft PowerPoint are registered trademarks of Microsoft, Inc.

IBM is a registered trademark of International Business Machines.

Tracker is a trademark of Madentec, Inc.

Headpointing technology by Madentec

IntelliTools is a registered trademark of IntelliTools, Inc.

HeadMouse is a trademark of Origin Instruments, Inc.

WordQ is a trademark of Bloorview MacMillan Children's Centre

Paint Shop Pro software is copyrighted by JASC Software, Inc. Inmage Viewer/32 is shareware from SB Software.

Bluetooth Wireless Technology is a registered trademark. The Bluetooth word mark and logos are owned by the Bluetooth SIG, Inc. and any use of such marks by PRC is under license. Other trademarks and trade names are those of their respective owners.

Digital photos of the devices courtesy of Doug Miller

ELECTRONIC INTERFERENCE INFORMATION

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

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

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

- Turn the television or radio antenna until the interference stops.
- Move this product to one side or the other of the television or radio.
- Move this product farther away 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.
- If necessary, contact a Prentke Romich Company service technician for assistance.

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

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

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



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



Warnings!

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

Any mounts used should be fitted by a qualified person.

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

©Prentke Romich Company 2010. All rights reserved. Under copyright laws this manual may not be copied, in whole or in part, without the written consent of the Prentke Romich Company.

PRC • 1022 Heyl Rd. • Wooster, OH 44691 • Tel: 800-262-1984 • Fax: 330-263-4829 • info@prentrom.com • www.prentrom.com

LIBERATOR LTD • Liberator House • Minerva Business Park • Lynch Wood, Peterborough, Cambridgeshire • PE2 6FT UK • info@liberator.co.uk • www.pri-liberator.com

END USER LICENSING AGREEMENT

Microsoft, Inc.

You have acquired a Vanguard™ which includes software licensed by Prentke Romich Company from Microsoft Licensing Inc. or its affiliates (“MS”). Those installed software products of MS origin, as well as associated media, printed materials and “online” or electronic documentation (software) are protected by international intellectual property laws and treaties.

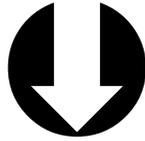
IF YOU DO NOT AGREE TO THIS END USER LICENSE AGREEMENT (EULA), DO NOT USE THE DEVICE OR COPY THE SOFTWARE. INSTEAD, PROMPTLY CONTACT PRENTKE ROMICH COMPANY FOR INSTRUCTIONS ON RETURN OF THE UNUSED DEVICE(S) FOR A REFUND. ANY USE OF THE SOFTWARE, INCLUDING BUT NOT LIMITED TO USE ON THE DEVICE, WILL CONSTITUTE YOUR AGREEMENT TO THIS EULA (OR RATIFICATION OF ANY PREVIOUS CONSENT).

GRANT OF SOFTWARE LICENSE.

This EULA grants you the following license:

- You may use the SOFTWARE only on a VANGUARD.
- **NOT FAULT TOLERANT.** THE SOFTWARE IS NOT FAULT TOLERANT. PRC HAS INDEPENDENTLY DETERMINED HOW TO USE THE SOFTWARE AND MS HAS RELIED UPON PRC TO CONDUCT SUFFICIENT TESTING TO DETERMINE THAT THE SOFTWARE IS SUITABLE FOR SUCH USE.
- **NO WARRANTIES FOR THE SOFTWARE.** THE SOFTWARE is provided “AS IS” and with all faults. THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY, AND EFFORT (INCLUDING LACK OF NEGLIGENCE) IS WITH YOU. ALSO THERE IS NO WARRANTY AGAINST INTERFERENCE WITH YOUR ENJOYMENT OF THE SOFTWARE OR AGAINST INFRINGEMENT. IF YOU HAVE RECEIVED ANY WARRANTIES REGARDING THE DEVICE OR SOFTWARE, THOSE WARRANTIES DO NOT ORIGINATE FROM, AND ARE NOT BINDING ON, MS.
- **Note on Java Support.** The SOFTWARE may contain support for programs written in Java. Java technology is not fault tolerant and is not designed, manufactured, or intended for use or resale as online control equipment in hazardous environments requiring fail-safe performance, such as in the operation of nuclear facilities, aircraft navigation or communication systems, air traffic control, direct life support machines, or weapons systems, in which the failure of Java technology could lead directly to death, personal injury or severe physical or environmental damage. Sun Microsystems, Inc. has contractually obligated MS to make this disclaimer.
- **No Liability for Certain Damages.** EXCEPT AS PROHIBITED BY LAW, MS SHALL HAVE NO LIABILITY FOR ANY INDIRECT, SPECIAL CONSEQUENTIAL OR INCIDENTAL DAMAGES ARISING FROM OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THE SOFTWARE. THIS LIMITATION SHALL APPLY EVEN IF ANY REMEDY FAILS OF ITS ESSENTIAL PURPOSE. IN NO EVENT SHALL MS BE LIABLE FOR ANY AMOUNT IN EXCESS OF U.S. TWO HUNDRED FIFTY DOLLARS (U.S. \$250.00).
- **Limitations on Reverse Engineering, Decompilation and Disassembly.** You may not reverse engineer, decompile, or disassemble the SOFTWARE, except and only to the extent that such activity is expressly permitted by applicable law notwithstanding this limitation.
- **SOFTWARE TRANSFER ALLOWED BUT WITH RESTRICTIONS.** You may permanently transfer rights under this EULA only as part of a permanent sale or transfer of the Device, and only if the recipient agrees to this EULA. If the SOFTWARE is an upgrade, any transfer must also include all prior versions of SOFTWARE.

EXPORT RESTRICTIONS. You acknowledge that SOFTWARE is subject to U.S. export jurisdiction. You agree to comply with all applicable international and national laws that apply to the SOFTWARE, including U.S. Export Administration Regulations, as well as end-user, end-use and destination restrictions issued by U.S. and other governments. For additional information see <http://www.microsoft.com/exporting/>.



IMPORTANT!

Remove your device from Shipping Mode

Plug in your battery charger.

Press the  key on the front of the case.

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

Table of Contents

GETTING ACQUAINTED WITH YOUR VANGUARD PLUS	11
The Front Panel	12
The Left Side Panel	14
The Right Side Panel	15
Top of the Vanguard	16
Back of the Vanguard	17
The Display Areas	18
Different Ways to Turn your Device Off	20
About the Batteries in your Vanguard	22
The Touch Screen and the Exploration Wizard	23
The Unity® 45 Sequenced Overlay	25
About Minspeak®	27
Icon Prediction Shows Where You Have Messages Stored	28
About the Color-Coded Toolbox	30
Change the Speaker Volume	31
The Simple Toolbox	32
About the CALL Tool in the Toolbox	33
SETTING UP YOUR COMMUNICATION DEVICE	35
About Setting Up your Device	36
Select a User Area	36
Access Methods	41
The ACCESS METHOD MENU	42
Touch Options	43
1 Switch Scanning Methods	44
1 Switch Scanning Options	46
2 Switch Scanning Methods	48
2 Switch Scanning Options	49
Headpointing/Joystick Methods	50
Internal Headpointing Options	50
Joystick Options	53
Internal Headpointing Options	54
Mouse/Trackball/USB Joystick Options	56
The FEEDBACK MENU	58
FEEDBACK MENU Options	60
SPEECH MENU Options	62
The AUDITORY PROMPT MENU	65
The OUTPUT MENU	68
Save Your Set-Up Settings	70
Store the “Use Settings” Keys on your Overlay	71
WORD PREDICTION	73
About Unity® Core Vocabulary and Word Prediction	74
Spell and Select Words	75
Other Word Prediction Options	79
REMINDERS MENU	89
The REMINDERS MENU	90
USING YOUR OVERLAY	97
About Core Vocabulary and Activity Row Vocabulary	98
About Recorded and Computer Speech	99
Before You Begin to Store, Plan!	99
Record a Vocabulary Message	100

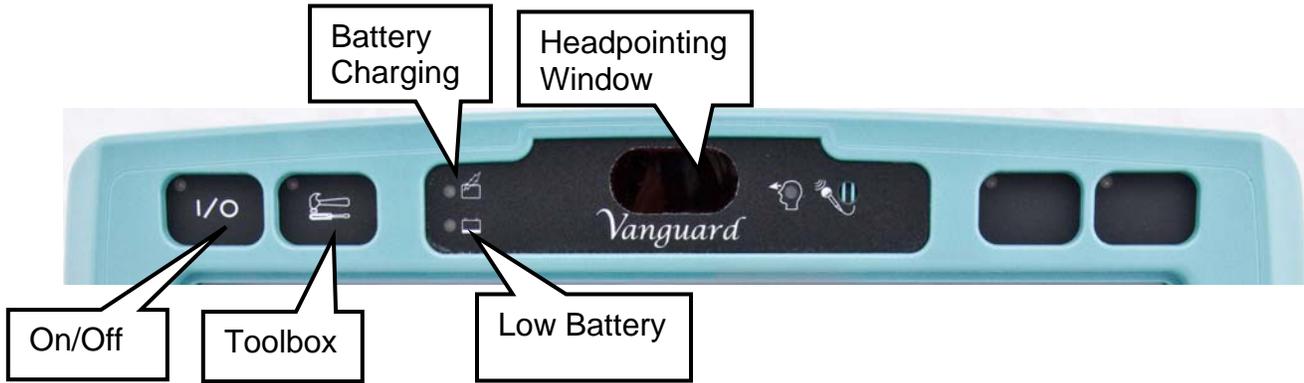
Erase a Recorded Message	107
Store a Computer Speech Message.....	109
Edit a Computer Speech Message	113
Completely Erase the Contents of a Key	114
Link an Icon Sequence to an Already Created Page.....	114
Hide Vocabulary Keys – Single Hit Overlays	115
Swap Core Vocabulary Keys on Your Overlay	118
PAGES.....	119
About Custom Pages	120
Set Page Template	121
Create a Custom Page.....	123
Go to Your Custom Page.....	125
Modify a Custom Page	126
STORE TEXT AREA Tool.....	127
Link a Page to another Page	129
Create a Scene Page.....	130
Copy Pages/Activities from your Current User Area to Another User Area	138
Copy Activities or Pages from One Device to Another.....	138
Expand a User Area or Page.....	139
ACTIVITIES.....	143
Activities.....	144
Set Activity Template.....	145
Create a New Activity—An Example	147
Dynamic Activities	149
Erase a Dynamic Activity Link; Review All Dynamic Activities	150
About the Picture Prediction Option.....	151
Modify an Already Existing Activity	154
Link an Activity to a Page or to another Activity.....	155
Copy Pages/Activities from your Current User Area to Another User Area	157
Copy Activities or Pages from One Device to Another.....	159
STORE/ASSIGN TOOLS AND MACROS IN CORE, ACTIVITIES AND PAGES.....	161
To Store a Tool Use the INSERT TOOL Key on the Spelling Keyboard	162
Store a Tool Under an Icon Sequence	162
Assign a Tool to a Core Key.....	163
Erase the Tool and Restore the Original Icon.....	164
Assign a Tool to an Activity Row Key.....	165
Assign a Tool to a Front Panel Key.....	166
About Macros	167
Store a Macro Under an Icon Sequence.....	169
Assign a Macro to a Core Key.....	170
Erase Macros	171
Change All Occurrences of an Icon.....	172
Copy or Erase all Sequences Beginning with Selected Icon(s)	172
REVIEW VOCABULARY	173
Using the REVIEW VOCABULARY MENU	174
Using the REVIEW TO OUTPUT METHOD Option	175
Icon Tutor Options.....	176
NOTEBOOKS.....	177
About Notebooks.....	178
The Notebook Workspace	178
New Notebooks	179
Close a Notebook; Save a Notebook	179
Open or Delete a Notebook	180

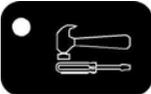
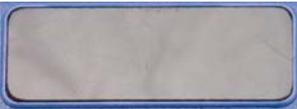
Rename a Notebook; Transfer a Notebook to a Computer File	180
Print a Notebook	181
Speak a Notebook; Lock a Notebook	182
Copy a Notebook from One Area to Another	183
Store a Notebook under an Icon Sequence	183
Editing Tools	184
THE SPEECH DICTIONARY	187
The Speech DICTIONARY MENU	188
Add Words to the Dictionary.....	188
Delete Words from the Dictionary.....	189
Review Words in the Dictionary	190
Load Default Dictionary	190
CALCULATOR.....	191
Using the Calculator	192
THE MAINTENANCE MENU	195
The MAINTENANCE MENU	196
TRANSFER MEMORY MENU	199
About Memory Transfers	200
Memory Transfer using a USB Flash Drive or Secure Digital Card	201
Importing Icons/Photos (graphics).....	202
Load Icons from an MTI File	204
Load Pages/Activities; Save Pages/Activities	204
Load an IR Device/Save an IR Device	205
Save and Load Contacts	206
Delete MTI File	207
Using the Select Save Directory Option	208
Using the FILE ORGANIZER	209
USING THE CELL PHONE	211
Bluetooth Phone	212
The Phone Page	213
The Phone Activity Row	214
Pair your Cell Phone with the Vanguard	215
Using the Dial Pad.....	218
Add Contacts	220
Send a Text Message	224
Reading a Text Message.....	225
Options for Listening to Callers	226
Using the Internal Microphone to Speak	228
Adjusting Caller and Listener Volume	229
USING THE MP3 PLAYER MENU	231
Listening to Music with your Communication Aid (MP3, WAV and WMA files).....	232
Creating and Using Playlists.....	235
Music Tools.....	236
About Importing Sound Files to Store on your Overlay	237
Store a Sound File under an Icon or Icon Sequence on your Overlay	238
Using the FILE ORGANIZER	239
USING A REMOTE CONTROL.....	241
Using your Communication Aid as a Remote Control	242
About Teaching Remote Control Signals to your Device.....	243
Teach Remote Control Signals to your Device.....	244
Add a New Device to the IR SETUP MENU	247
Create a New REMOTE Page using “Copy from Existing Page”	248

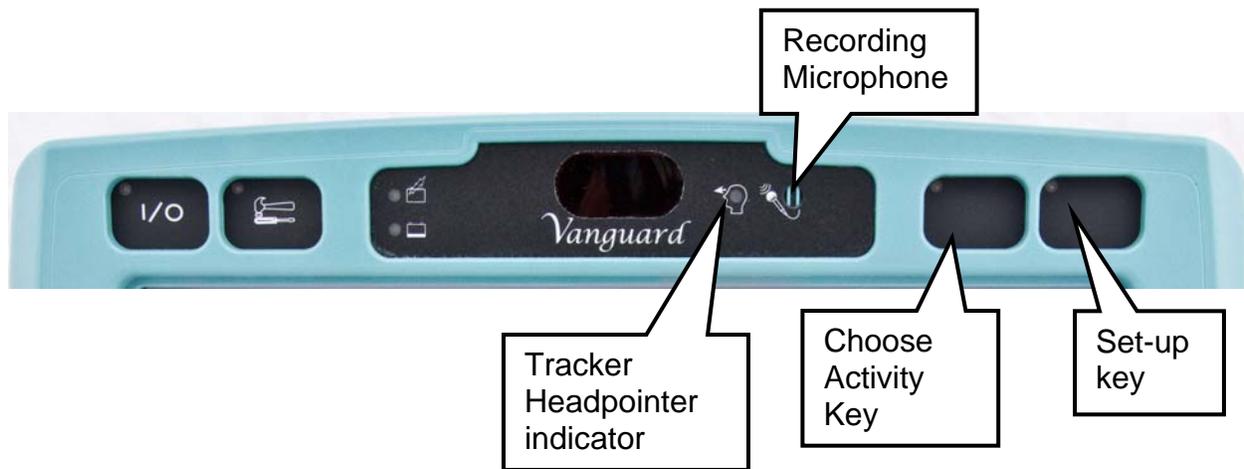
Place the TV BDRM Page in your REMOTES Activity	249
How to Store the IR Functions under an Icon Sequence	250
Delete a Device.....	251
Rename a Device	251
Add a New Function to an Existing Device	252
Rename a Function	253
Delete a Function.....	253
Re-Learn Signals	254
The IR REMOTE Page.....	255
ON-OFF Control of Non-Remote Appliances: Using the X-10	256
USING A COMPUTER	257
Using a Computer with a USB Cable	258
Using a Computer with the PRC Bluetooth Wireless Adapter	259
The Computer Activity and the Computer Page.....	260
About Modifying or Creating Computer Commands	263
APPENDICES.....	265
Appendix A: Recalibrate the Touch Screen.....	266
Appendix B: The RESET BUTTON	267
Appendix C: Serial Macro Tool	268
Appendix D: Modify Scan Pattern.....	269
Appendix E: Pagelets.....	277
Appendix F: Vocabulary Masking on the Fly.....	281
Appendix G: Vocabulary Builder Menu.....	298
Appendix H: Mid-Sequence Category.....	322
Appendix I: Using the LAM (Language Activity Monitoring)	324
Appendix J: All Tools List	327
Appendix K: IBM and Macintosh Computer Keyboard Names; Mouse Commands	338
Appendix L: The Joystick and Headphone Adapters	346
Appendix M: RealSpeak™ Speech Tips.....	347
Appendix N: Helpful DECTalk Speech Tips.....	362
Appendix O: Troubleshooting	371
INDEX	375
Index	377

Getting Acquainted with your Vanguard Plus

The Front Panel

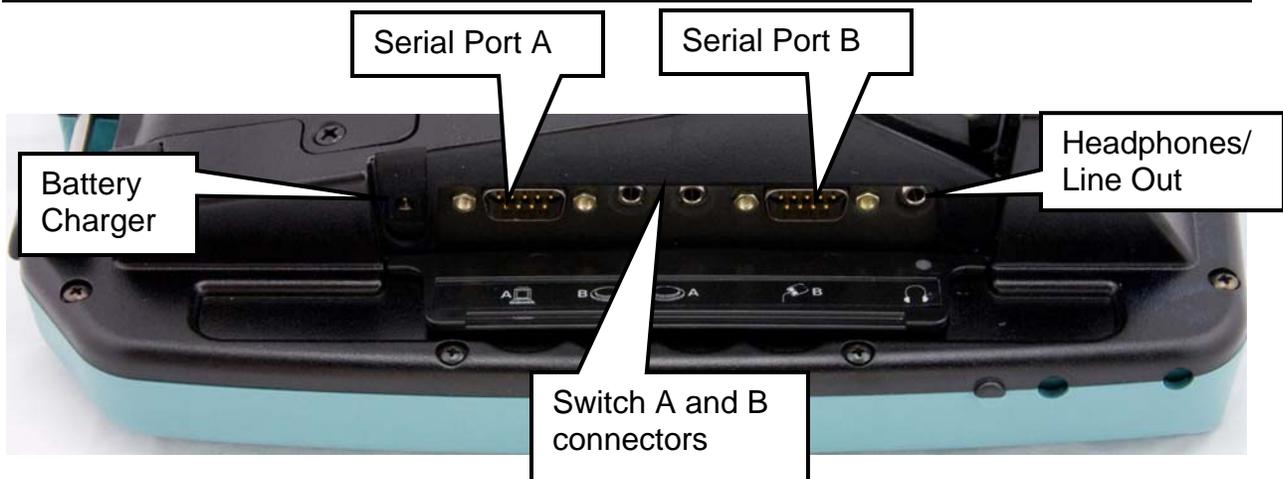


KEY	FUNCTION
 ON/OFF	Turns the device ON or OFF . If you turn the Vanguard off with this button, you must use it to turn the device back on.
 TOOLBOX	Takes you to the Toolbox where you can use the system menus.
 BATTERY CHARGING	When you plug in the charger, the "Charging" light flashes. A rapid flash indicates fast-charging; a slow flash indicates that the battery is charged but it will continue to trickle-charge as long as the charger is plugged in.
 BATTERY LOW	When this light flashes, the batteries need to be charged. Plug in the charger.
 HEADPOINTING WINDOW	If you are using a headpointer, this area tracks its movements



 <p>TRACKER HEADPOINTER</p>	<p>This area follows the Tracker's movements. The small LED in the head lights when the pointer is working correctly.</p>
 <p>RECORDING MICROPHONE</p>	<p>When you record messages, speak toward this area.</p>
 <p>CHOOSE ACTIVITY*</p>	<p>Press this to toggle through your Activity Row.</p>
 <p>SET-UP*</p>	<p>This key allows you to program overlay keys without going to the Toolbox. It works with the MODIFY PAGE, MODIFY ACTIVITY, ASSIGN CORE KEYS and STORE menus and the Modify Item within an Activity or Page menu.</p>
<p>*</p>	<p>Keys 1 and 2 are User Defined keys. They have been pre-programmed for you to perform some often-used functions. You can re-program them to do whatever you wish. See page 166.</p>

The Left Side Panel



The Connectors from Left to Right:

Serial Port A

Use a serial (null modem) cable to make memory transfers or connect to a computer or printer.

Switch A and B Connectors

Plug single or dual switches into these two connectors.

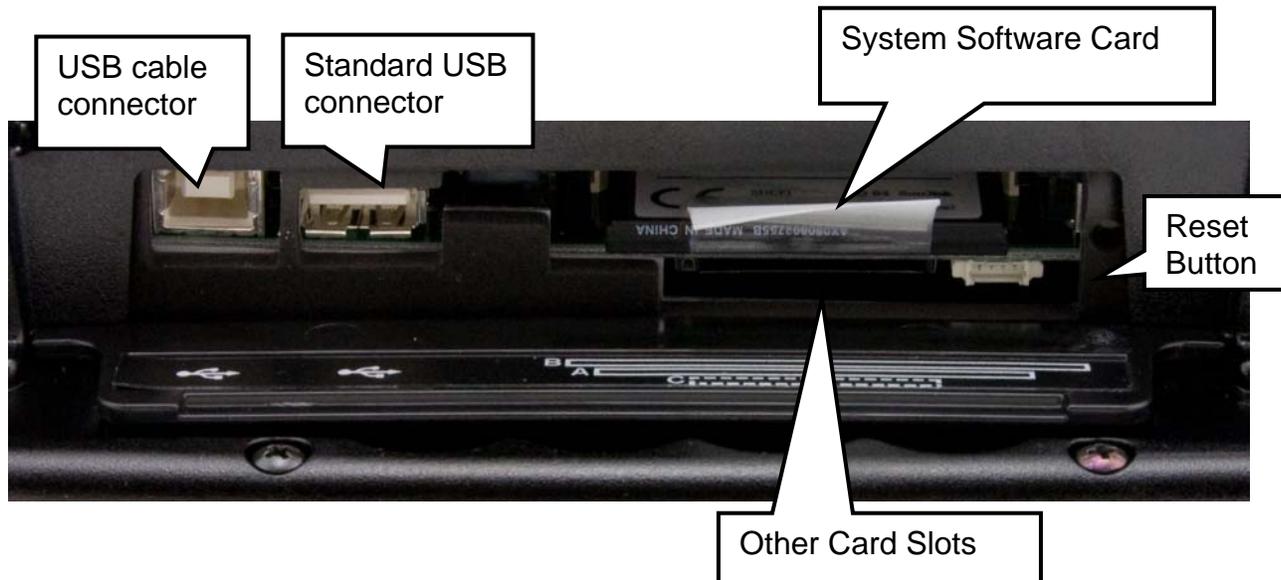
Serial Port B

Plug a non-USB mouse in here.

Headphone

Plug stereo headphones or amplified stereo speakers into this connector.

The Right Side Panel



Square USB Connector

For computer emulation connect a USB cable to this connector and the USB connector on your computer.

Standard USB Connector

This may be used for an external headpointer, mouse, joystick, keyboard and memory transfers with a USB flash drive.

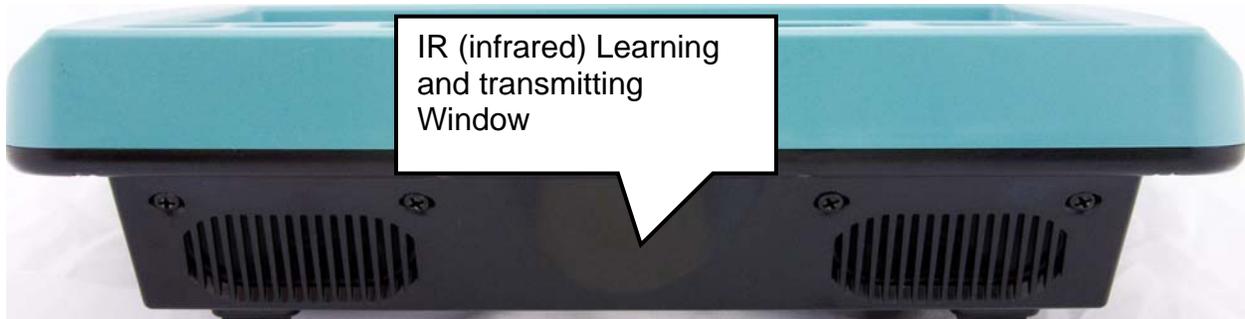
Memory Card Slots

Behind this door (door is open in picture) is the card that contains your system software. Slot A holds this card. Slot B is available for a PCMCIA card. Slot C is available for a Secure Digital memory card for your personal use.

Reset Button

There is a small hole in the thin strip of foam to the right of the card slots. Straighten out a paper clip and poke one end of it into this hole. Press the button at the bottom of the hole and release. This will reset your device. You will lose any work that was not saved.

Top of the Vanguard



Learning Infrared Area

This is the area you use to teach remote control signals to your Vanguard. When the Vanguard is sending remote control signals to control things like a TV or DVD player, this window must be facing in the general direction of the object you want to control.

Speakers

The Vanguard's speakers are behind the grilles.

Back of the Vanguard

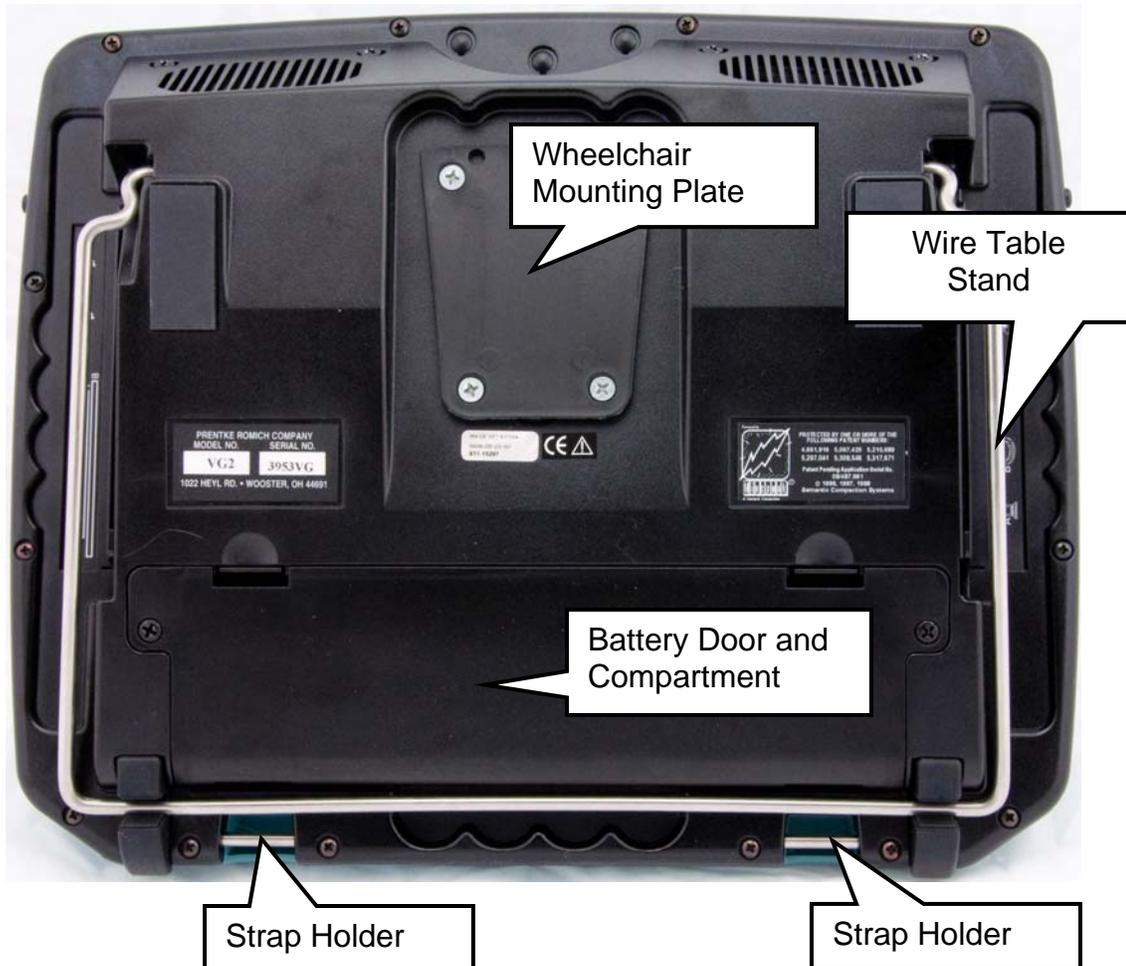


Table Stand

Pull the stand out from the case. This allows you to set your device on a flat surface at an angle that is good for viewing. If you want your device to sit at a lower or higher angle, remove the table stand from the holes that hold it in place and place it in the second set of holes. The bottom holes are for a lower angle; the top holes for a higher angle.

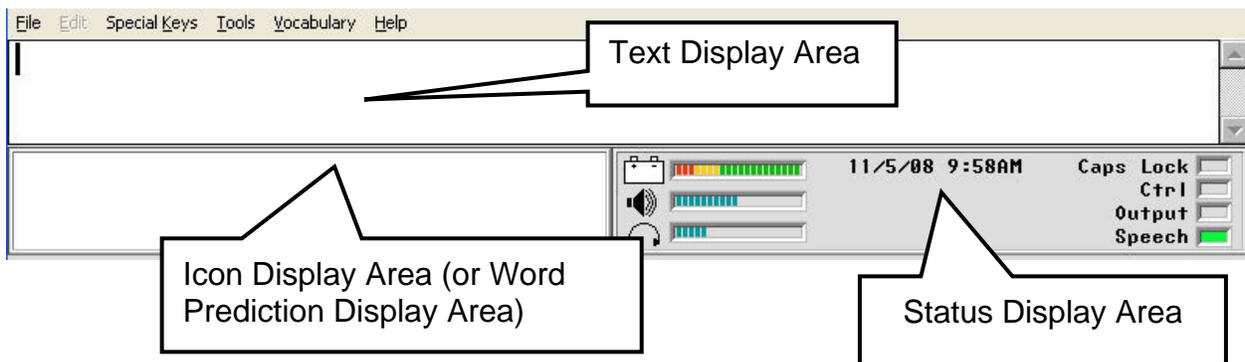
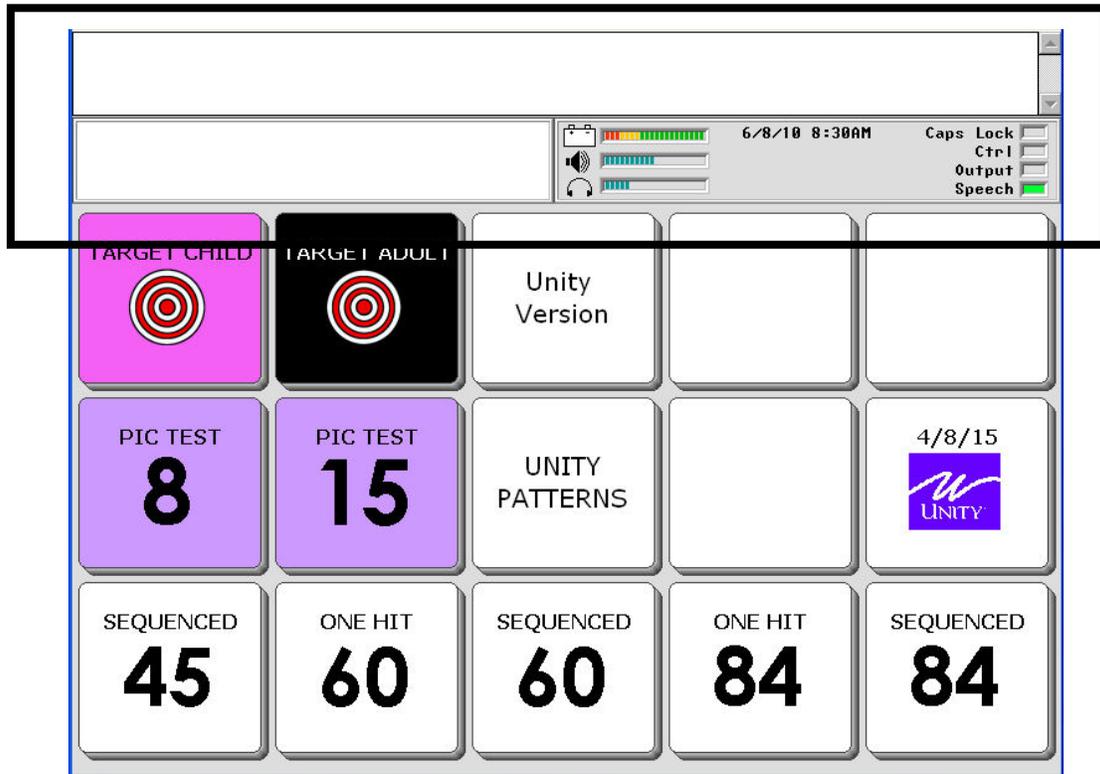
Wheelchair Mounting Plate

This molded plate fits the optional wheelchair mount. If you order the mount, you receive directions for attaching the mount to the mounting plate.

Battery Door

Unscrew the screws in either side of the Battery Door. Push down on the two tabs at the top of the door and lift the door off. ⚠️ **You should only have to remove this door** if a service technician from PRC asks you to.

The Display Areas

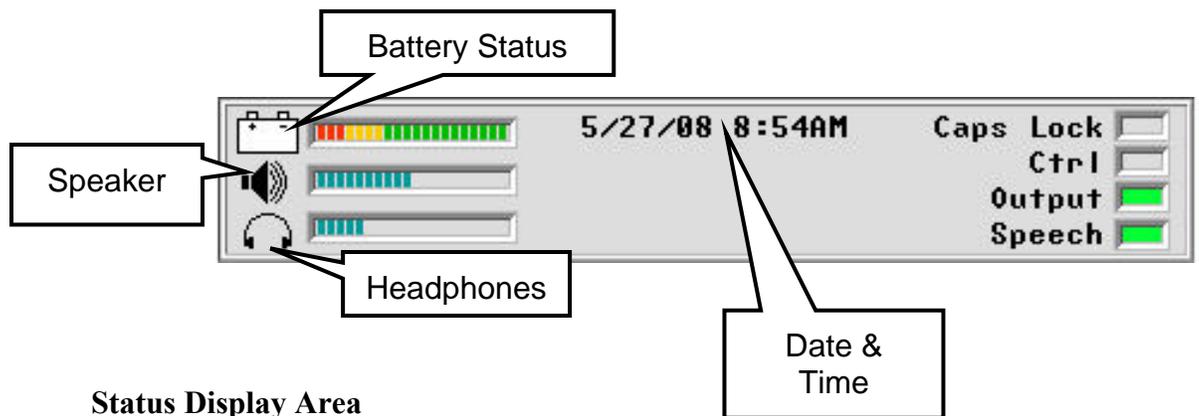


Text Display Area

This is where you will see any text that appears, either from messages that you have retrieved by selecting icon sequences or from typing in text. Touch this area and your device will speak any text on the display.

Icon Display Area/Word Prediction List Area

This is where you will see the icons that you activate on your communication overlay or, if you are using your spelling overlay and Word Prediction is On, you will see a list of predicted words.



Status Display Area

Date and Time

Displays the current date and time. Set this in the **CLOCK MENU** in the Toolbox.

Battery Bar Graph

This shows the status of the batteries. A **FULL** battery shows mostly green lines, with only a few red and yellow lines. A **LOW** battery shows only red and yellow lines. Plug in the charger. You cannot store when the battery is low.

An **ALMOST DEAD** battery shows only red lines. You will hear a warning beep that the Vanguard is going to shut down. Plug in the charger.

Speaker Icon and Headphone Icon

These indicate speaker and headphone volume. When the lines fill up the bar graph, the volume is at its loudest.

Caps Lock

When this is lit, you have turned **Caps Lock** on in your spelling overlay. All letters you type will be in CAPITAL letters.

➡ **Note:** You can use **Caps Lock** when storing messages for DECTalk[®] speech voices. Do not use Caps Lock with RealSpeak[™] voices.

Ctrl

When this is lit, you are sending a CONTROL command.

Output

When this is lit, your **Output** option is On in the **OUTPUT MENU**. Anything you type, or any messages you retrieve will appear on the Text Display Area of your device and will also be sent to an external computer.

Speech

When this is lit, your device will speak anything that appears in the Text Display Area.

Different Ways to Turn your Device Off

You can turn your device ON and OFF by:

Pressing the  ON/OFF button;

Selecting the **Auto Power Down** option in the  MAINTENANCE MENU;

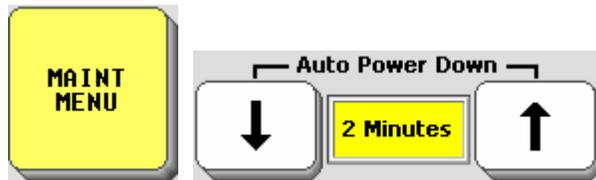
Selecting the  **POWER OFF** key in the Toolbox.

When you turn the device off with the ON/OFF button , you must turn it back on using with the ON/OFF button.



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

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



The **Auto Power Down** option automatically turns the device off after the amount of time you set has passed.

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

After ten minutes of dimmed backlight and no key activations, the screen goes dark. Activate any key or switch to bring it back.

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

If you change **Auto Power Down** to **Off**, the device will never turn Off unless you press the **ON/OFF** 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.

- ➔ Use **POWER OFF** or the **ON/OFF** button to properly shut down your device.

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

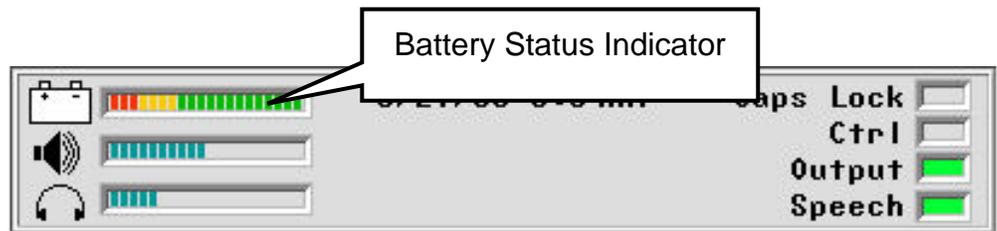
- ➔ **When your device turns off, it saves any storing and/or programming** that you have done up to that point. If you are doing a lot of storing/programming —perhaps setting up an overlay—make sure the device turns Off periodically so that your work is saved.

About the Batteries in your Vanguard

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

 **If you plan to store your device for a month or more without using it:** put the unit in **Shipping Mode** by opening the **MAINTENANCE MENU** in the Toolbox and then selecting the **Shipping Mode** option. Unplug the battery charger and store it in a safe place.

Check your battery status in the Status Display Area



The **Battery Status** bar graph in the Status Display Area on your screen 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: blue lines

Low Battery Warning

When the batteries in your device get low, you will hear a **Low Battery Warning**. This is a two-toned running beep. 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.

You will also see the **Low Battery LED** blinking on the front of the case.

When you hear the Low Battery warning and/or see the blinking Low Battery LED, **plug in the battery charger**. The LED to the left of the Low Battery LED will begin to blink. This LED indicates that your charger is plugged in.

A **complete charge**, from dead battery to fully-charged battery, will take **6-10 hours**, assuming you do not use the device while it is charging. If you use the device during charging, it will take 8-12 hours to completely charge the batteries.

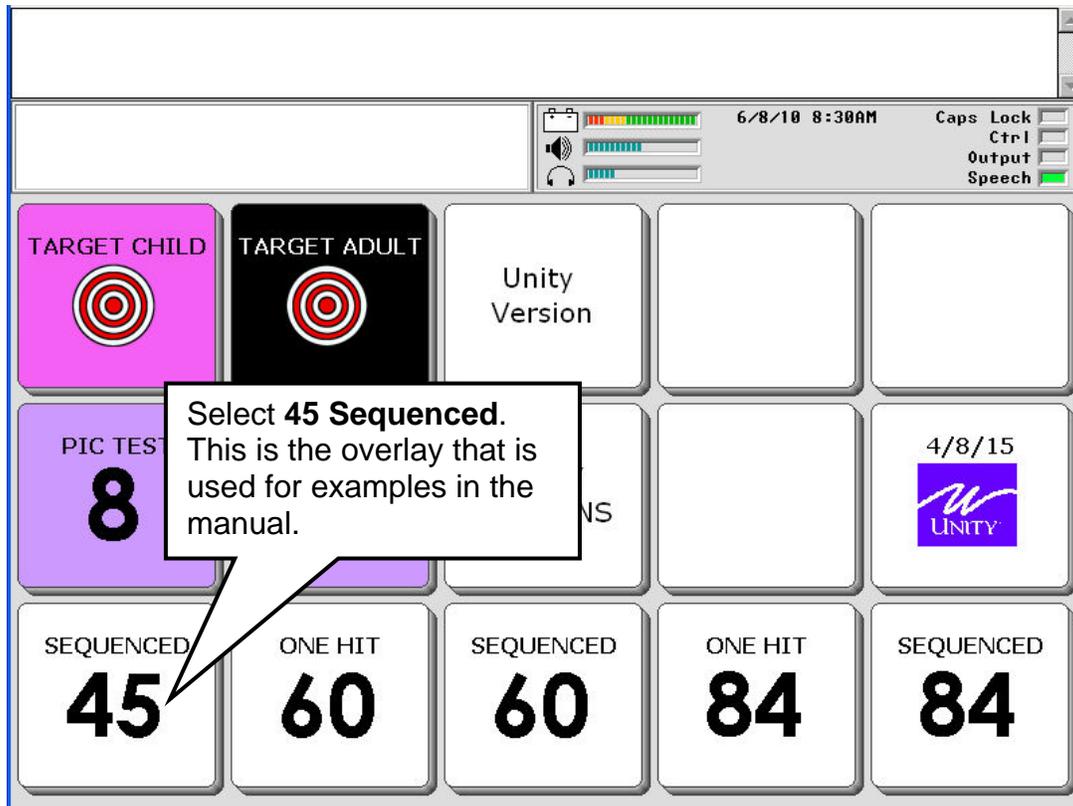
A fully-charged battery will last approximately 6-8 hours with normal use of your device.

The Touch Screen and the Exploration Wizard



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

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



Exploration Wizard

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

The **TARGET** key allows you to explore key size options.

The **PIC TEST** keys show you how pictures are used to mean different things.

The **UNITY PATTERNS** key shows you how verbs, adjectives, nouns and pronouns are placed on different overlays.

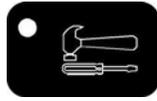
The **4/8/15 PAGES** key allows you to view pages already set up with different key size locations.

The **bottom row** of keys takes you to vocabulary overlays that you can use everyday for communicating.

If you select one of the overlays, the software will take you directly to that overlay and you can begin using it as your own. These overlays do not allow you to return to the Exploration Wizard.

➡ The **TARGET**, **UNITY PATTERNS** and **4/8/15 PAGES** keys have **Back** or **CORE** keys that allow you to return to the Exploration Wizard main page. The **PIC TEST** key does not have a **Back** or **CORE** key. See below if you want to leave the PIC TEST pages.

➡ If you select the **PIC TEST** key or an overlay from the bottom row and then decide you don't want to use it, you can return to the Exploration Wizard by following these steps:



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



Select **USER AREA MENU** in the Toolbox.



Select the **Switch User Area** option.

Select **Exploration Wizard** (or you may select any User Area you might want to switch to.)

Select **OK**.

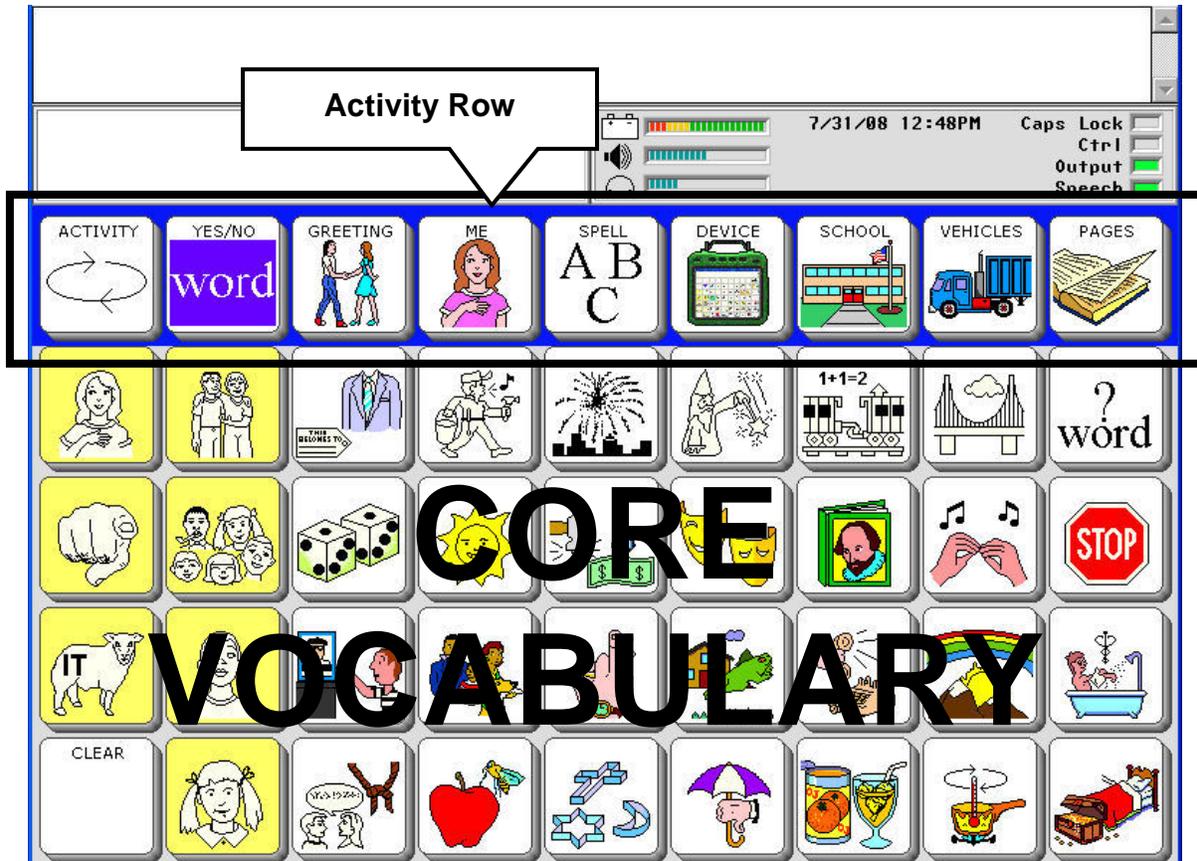
Select **GO TO CORE**.

You should be in the Exploration Wizard or the Area you selected.

➡ Learn more about the **USER AREA MENU** beginning on page 36

The Unity[®] 45 Sequenced Overlay

We will use the Unity[®] 45 Sequenced Overlay for examples in this manual. If you selected this key from the Exploration Wizard, the overlay should now be visible on your touchscreen.



Right now you can activate a key by simply pressing on it. You do not have to press hard. A light tap will do it. When you press a key you see that some keys become gray and others stay bright.

Press a bright key.

The device should speak a pre-stored message.

The top row of keys is the **Activity Row**. The first key down on the left is the **ACTIVITY**



key. Press this key to see more activities in the Activity Row. If you want to look at

some activities, press one of the keys in the Activity Row. Press **MORE**  if you want

to see more keys in any activity. If you want to exit an Activity, press the **ACTIVITY** key



again.

➡ You can also use the  on the front of the case to see more activities.

The bottom four rows of keys contain the Core vocabulary. Core vocabulary is vocabulary that you use all the time when speaking. The Core vocabulary icons are generally consistent throughout the different Unity overlays.

Finding Keys

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

For example, on the Unity® 45 sequenced overlay, there are 5 rows from the top to the bottom of the overlay. There are 9 columns of keys from left to right across the overlay.



The **ACTIVITY** key is at location Row 1, Column 1.



The **FEELINGS** key is at Row 3, Column 6.



The **PAGES** key is at Row 1, Column 9



The **VERB** (Mr. Action Man) key is at Row 2 , Column 4

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

➡ If you use Auditory Scanning with a Blank overlay, your device uses the numbers 1-36 to represent Core key locations. Activity Row keys are not numbered.

About Minspeak[®]

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

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

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

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

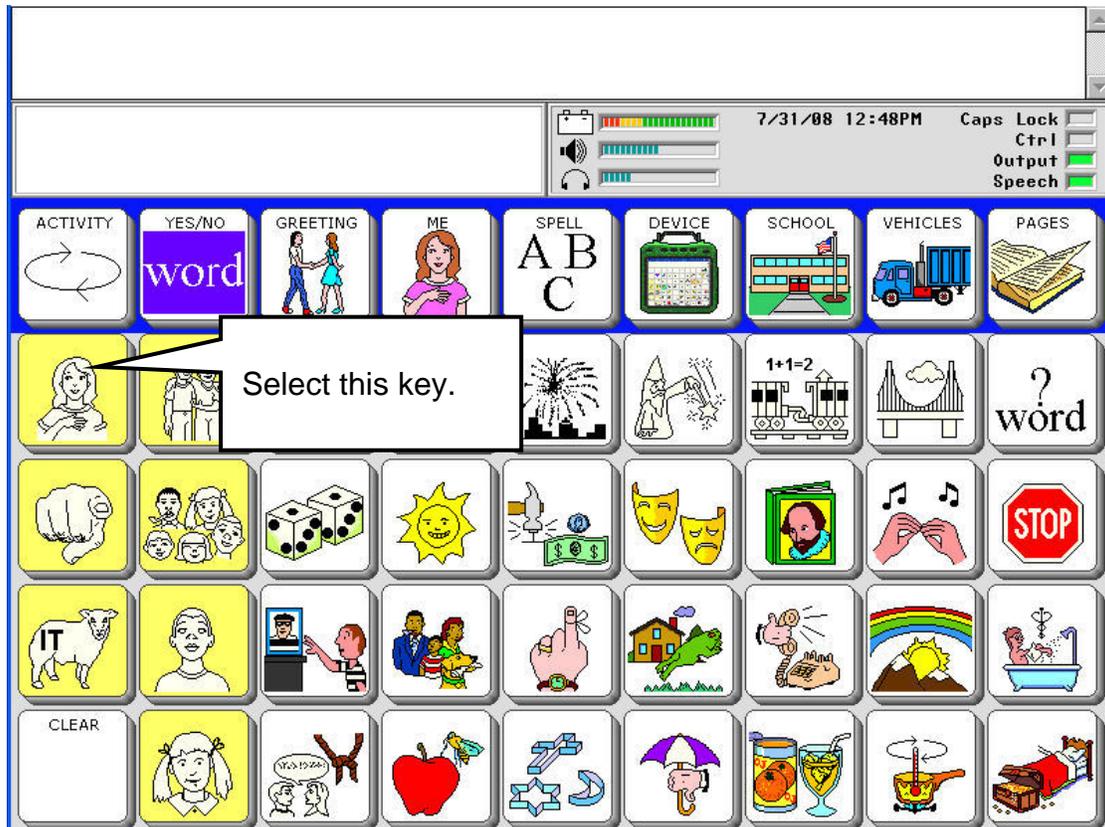


I like

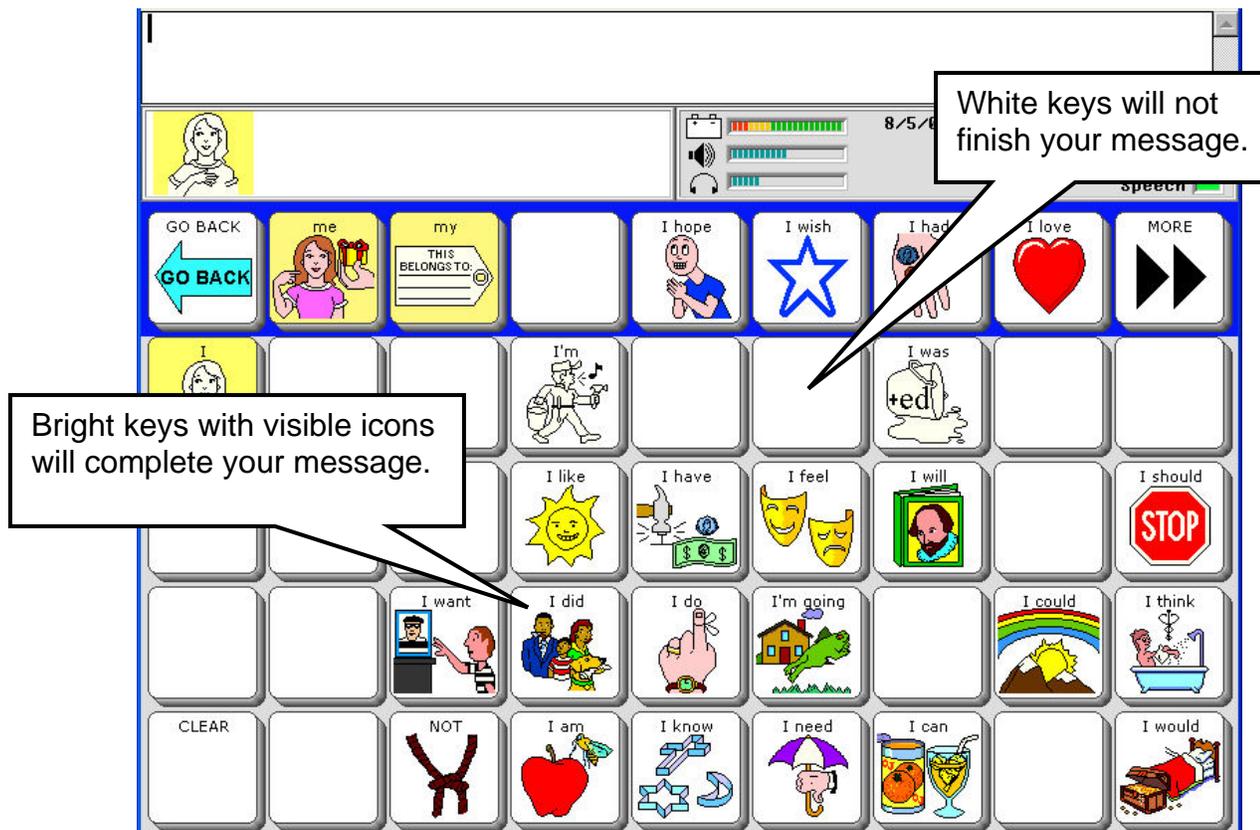
music

Icon Prediction Shows Where You Have Messages Stored

If you have pressed any keys on the screen, you have probably noticed that some keys on the keyboard lost their icons and became blank. This is called **Icon Prediction**. The keys with icons on them tell you that they are possible selections for messages that are part of the vocabulary stored in your device. The blank keys offer no messages.



You see:



The icon for that key you selected will appear in the icon display area. Other keys on the overlay will go blank. If you select one of the keys with an icon on it, 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 device returns to showing all the icons. When you press a key again, some keys will remain bright and some will turn blank.

If you press a blank key, you will see the icon that belongs to that key in the icon display area but no message is spoken. The overlay resets and all keys become bright again.

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

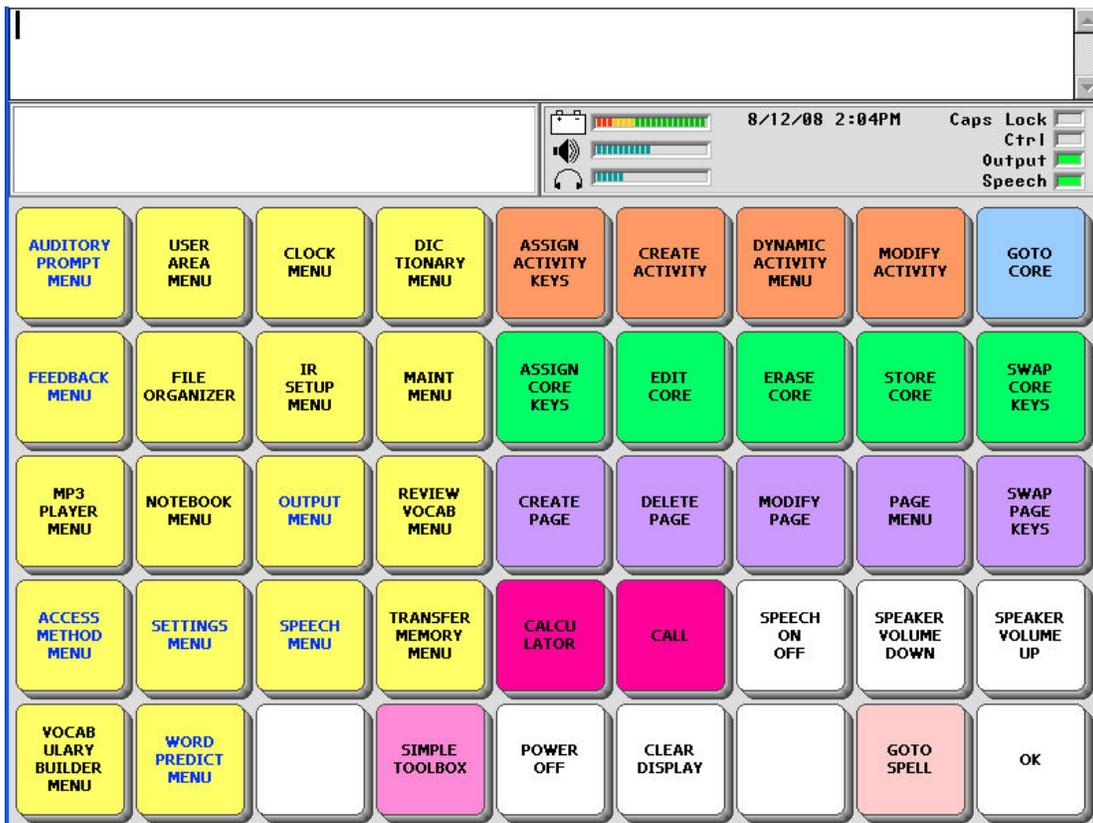
About the Color-Coded Toolbox

The **Toolbox** is an overlay that contains menus and single function keys. These menus and functions will help you to make your device into one that is tailored to your specific needs.



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

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



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

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

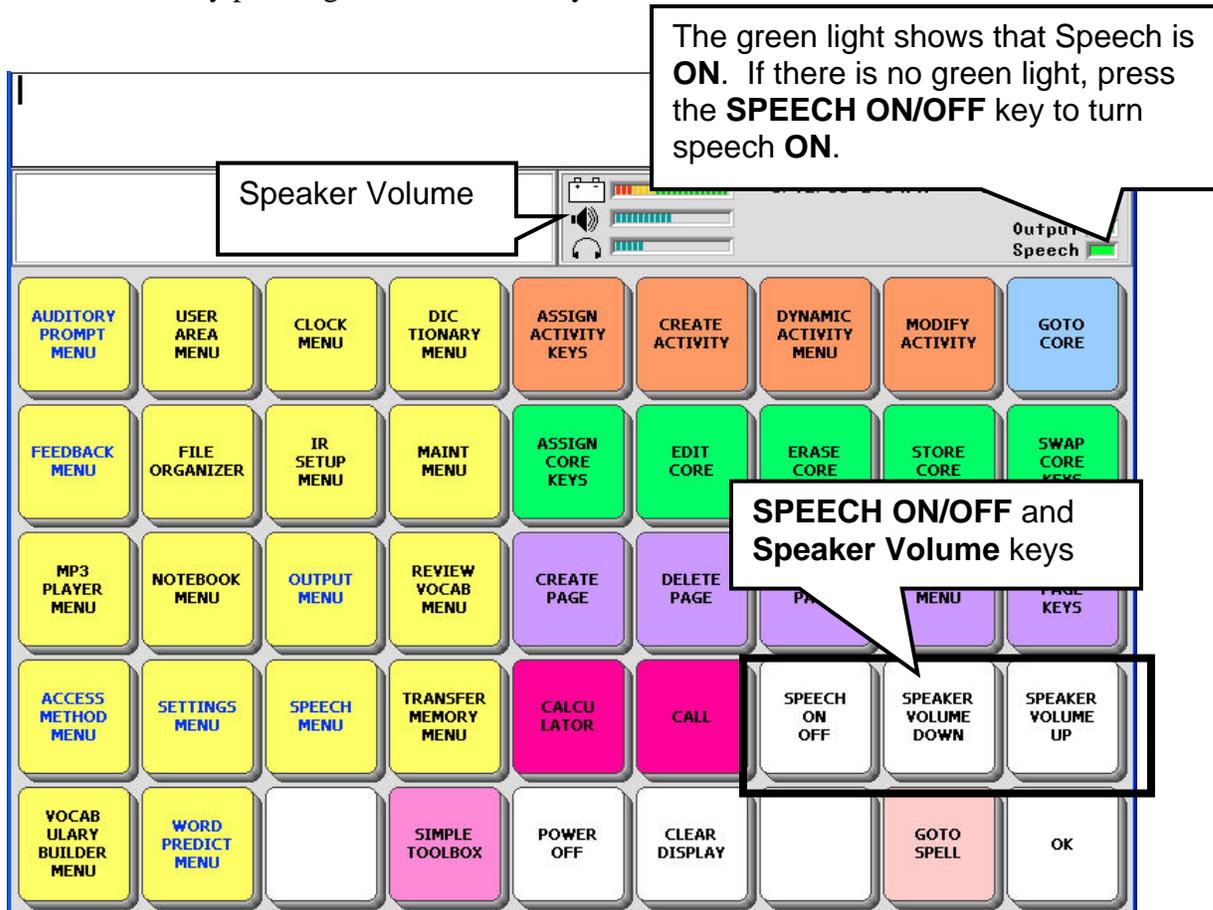
You can go to your communication overlay (**GO TO CORE**) or the spelling keyboard **Note**: You can store the Tool, **GO TO TOOLBOX**, under an icon sequence on your communication overlay if you decide you want to have access to it on your overlay. See pages starting with 161 to learn about storing Tools.

Change the Speaker Volume

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



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



Press the **SPEAKER VOLUME DOWN** key. Look at the Status Display Area. As you press the **SPEAKER VOLUME DOWN** key, the lines on the graph next to the picture of a speaker disappear. The fewer lines there are in the graph, the lower the volume of the speaker.

Now press **SPEAKER VOLUME UP**. The lines return to fill up the graph.

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

➡ Adjust the volume for an **external headphone** in the **FEEDBACK MENU**.

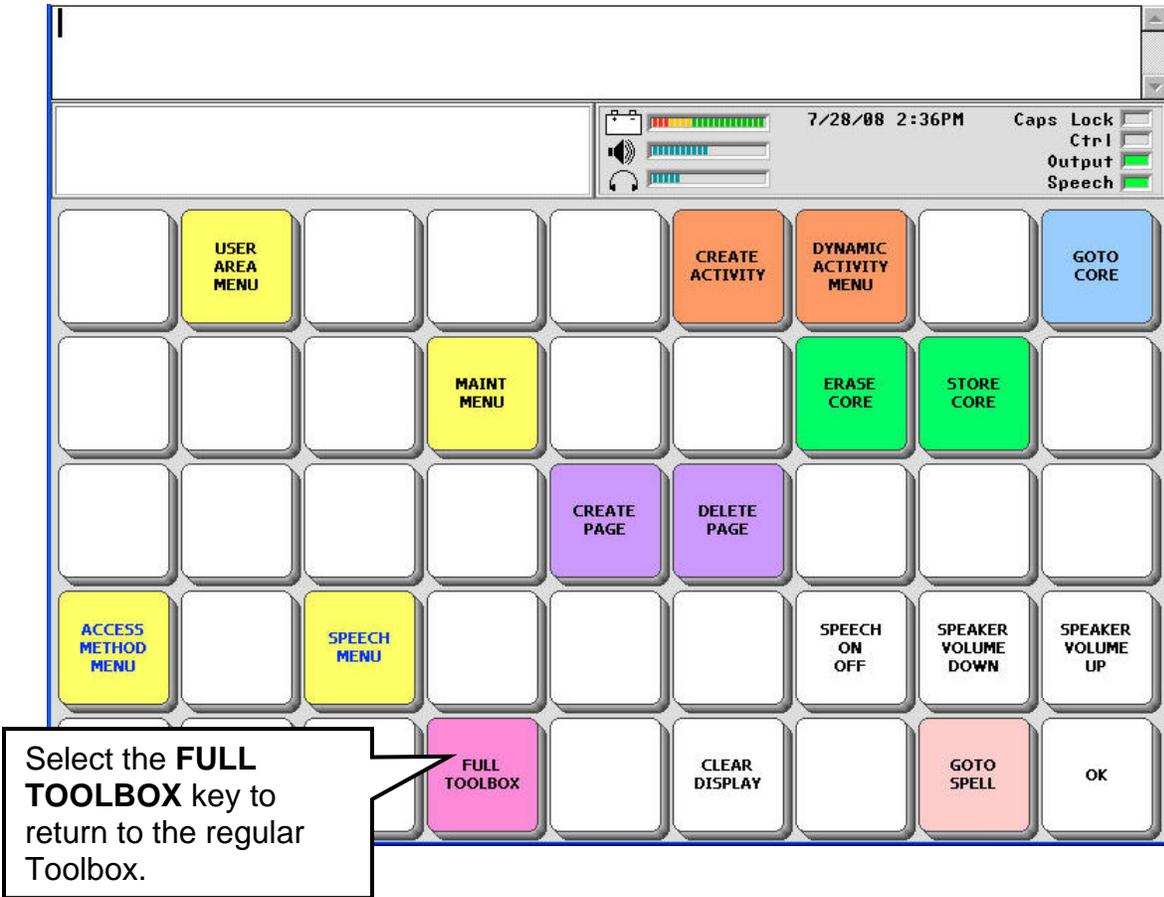
➡ Change the **Scan Beep** or **Activation Beep** volume in the **FEEDBACK MENU**.

The Simple Toolbox



Select the **SIMPLE TOOLBOX** key from the bottom row of keys in the regular Toolbox.

You see the Simple Toolbox.

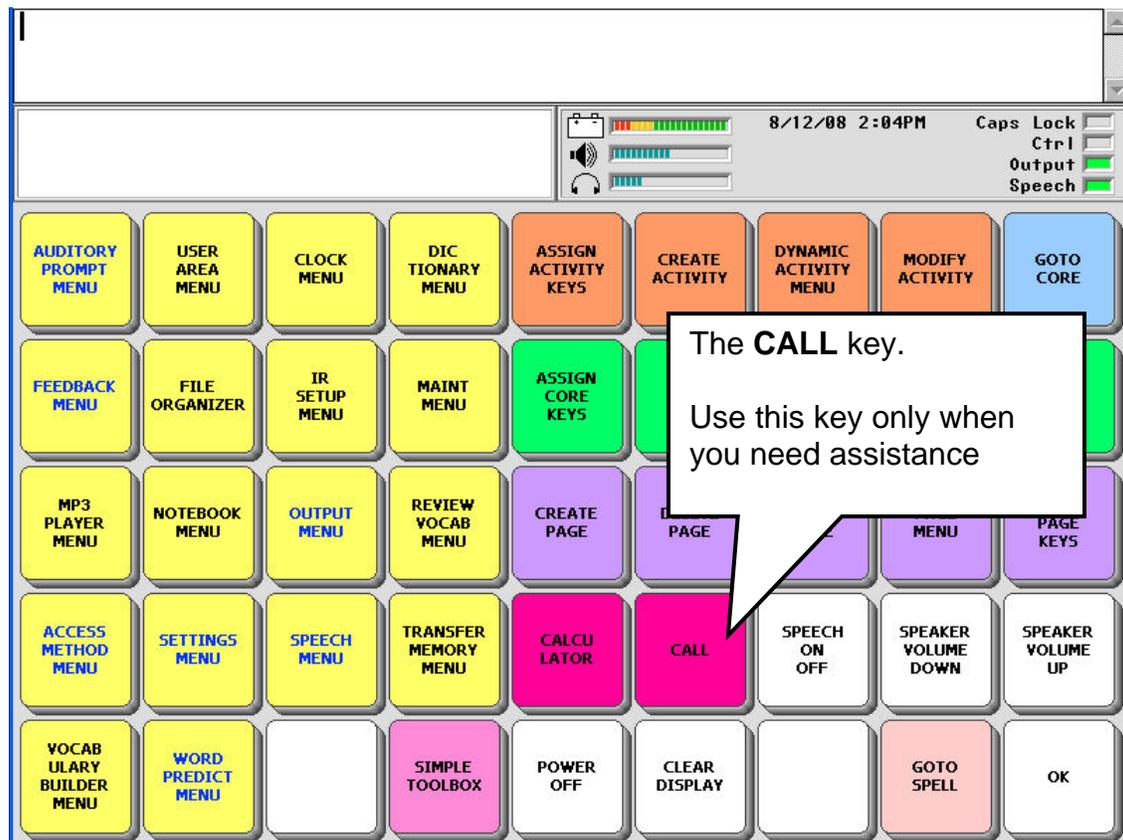


The Simple Toolbox is a pared down version of the Full Toolbox. There are only a few often-used menus and functions in the Simple Toolbox. The menus are simpler because they do not contain all the options that are in the Full Toolbox menus. You might find this Toolbox useful for **Creating Pages** and creating scenes for pages.



To go to the Full Toolbox, just select the **FULL TOOLBOX** key.

About the CALL Tool in the Toolbox



There will probably be times when you will need to get someone's attention for assistance. The **CALL** tool is just for this purpose.

When you activate **CALL**, your device plays a series of tones that are designed to get someone's attention.

➡ Vanguard now has an **ALARM** function. This is an insertable tool that you can add to any key on any page. **The ALARM key is designed to get you immediate attention and help. It is loud, disruptive and initially startling.** It should never be used as a joke.

To learn how to add a tool to a key, see the **STORE/ASSIGN TOOL** chapter beginning on page XX.

Setting Up your Communication Device

About Setting Up your Device

Your ability to use your device for maximum communication will depend in part on setting it up so that it suits your individual needs. You might want to try different combinations of options before you settle on the ones that you like best.

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

Select a User Area

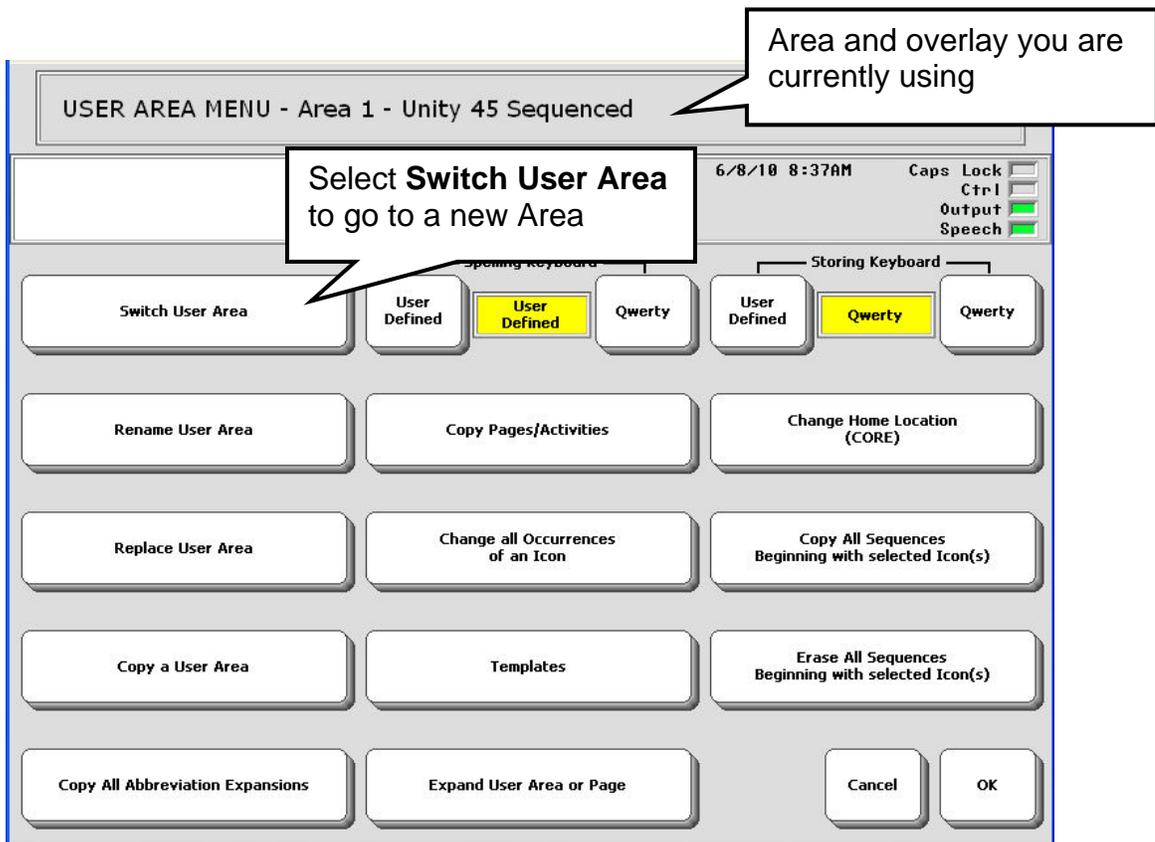
When you first received your Vanguard and turned it on, you may have selected a User Area from the **EXPLORATION WIZARD** (for example, 45 Sequenced). You may continue to use this Area. You can also select different Areas using the menu described below.

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



You select a User Area by opening the **USER AREA MENU** in the Toolbox.

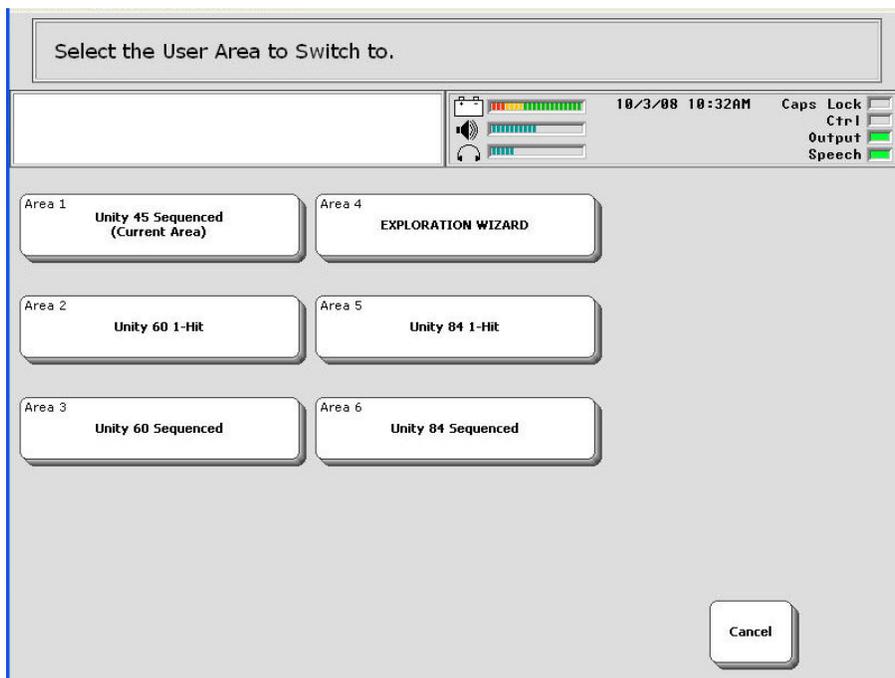




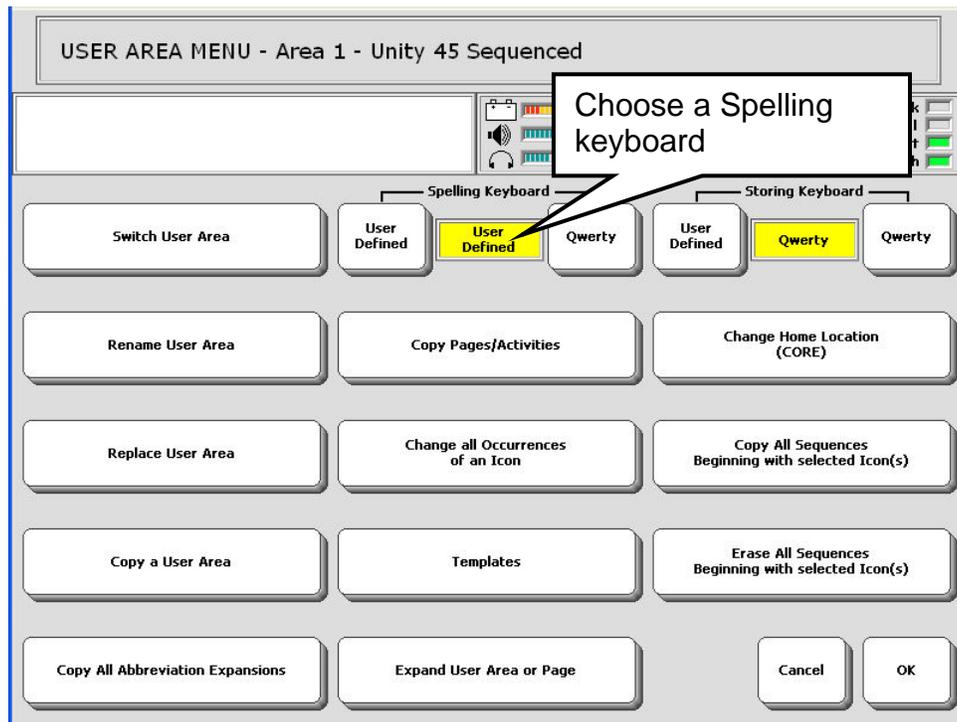
The Text Display Area tells you which Area and overlay you are currently using.



Select the **Switch User Area** option.



Each User Area and overlay is shown on its key. Select overlay you want to use. Your device will make the switch and return to the first screen of the USER AREA MENU.



The **Spelling Keyboard** option defines your Spelling page. QWERTY is the default. This keyboard is set up like a computer keyboard. If you select **GO TO SPELL** in the Toolbox, you will see the default QWERTY spelling page. If you select the **ABC** key on your Unity overlay, you will see a spelling page that has been designed to go with the overlay you are using.

If you select **User Defined** in the menu, you will see the Pages menu. Select the spelling page you want. If you then select **GO TO SPELL** in the Toolbox, you will see the spelling page you selected. If you select the **ABC** key on your Unity overlay, you will see the spelling page that was created to go with the particular overlay you are using.

Storing Keyboard

When you store a message, you are taken to a page with a QWERTY keyboard where you are asked to spell the message you want to store. If you do not like a QWERTY keyboard, the **Storing Keyboard** option allows you to change this keyboard.

Select the **User Defined** key in the **Storing Keyboard** option. You see a yellow box telling you what the current storing keyboard is. Answer **YES** to change it.

You see a page containing all the keyboards you can select. Select the keyboard you want for your storing keyboard.

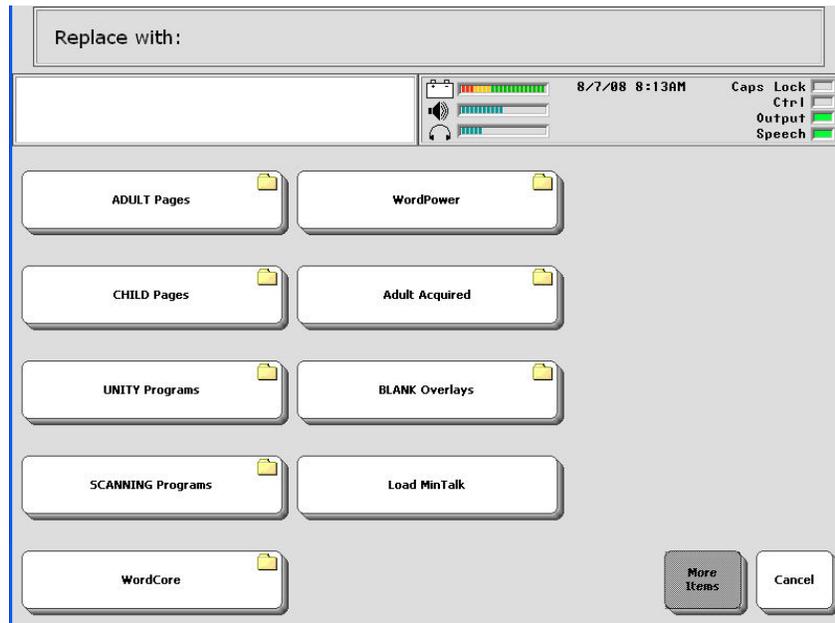
Other USER AREA MENU Options

Use the **Rename User Area** to give your Area a name, if you want to.

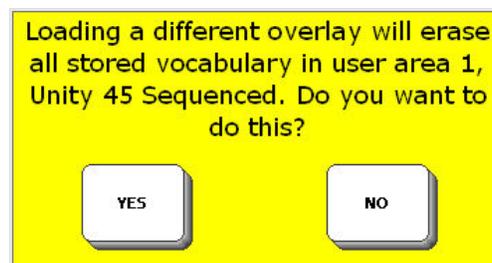
You can **Copy a User Area** and place it in another Area. Both Areas would have the same overlay but each Area could have its own access method. One Area might be set up for school situations and another for when the user is at home.

Replace User Area

If you want to replace the overlay you have been using with a different overlay in the **same User Area**, you must first select the Area/overlay you are currently using. You will see the **Replace with** menu:



Each option offers you a number of different overlays. If you select **Unity Programs** for instance, you will see a list of all the Unity overlays. Select the overlay you want to use. When you select the overlay you want to change to you will see this warning:

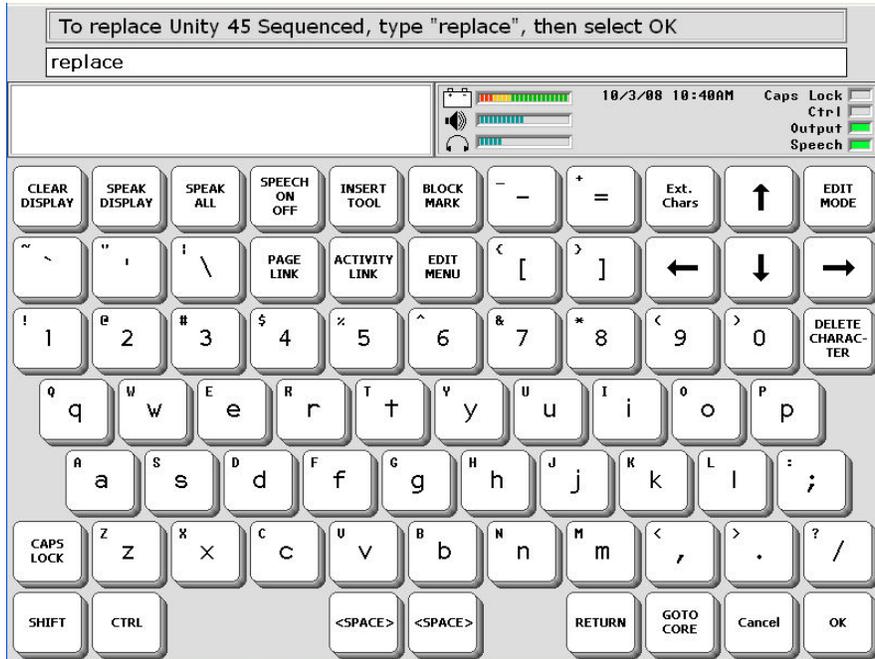


Any custom vocabulary (vocabulary that was not pre-stored at the factory) that you have stored on your current overlay **will be lost** when the new overlay is installed.

If you want to erase your current overlay without saving any custom vocabulary, select **YES**. If you want to save the vocabulary, select **NO** and then perform an MTI before you change to a

different overlay. (See the **Using the Transfer Memory Menu** chapter for information about making memory transfers.)

Now you see your Spelling Page.



Type in the word, "replace" and then select **OK** to exit. Your original overlay will be replaced by the one you just selected.

Other options in this menu are discussed in other parts of this manual. See the **Table of Contents** or the **Index**.

Access Methods

An access method (or selection technique) is how you will control your device. You can select **Touch, Headpointing, 1-Switch, 2-Switch, and Joystick**. Any Joystick other than a USB joystick takes an adapter.

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

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

The Access Methods

Touch:

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

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

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

1-Switch

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

2 Switch

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

Headpointing/Joystick

Headpointer

Madentec's Tracker technology is integrated into the Vanguard. Place the small reflective dot on your forehead and the headpointing window on the front of the Vanguard case.

If you want to use an external USB headpointer with the Vanguard, plug the external headpointer into the USB connector on the right side of the device case.

Joystick (USB or must have an adapter)

☞ You can use a USB joystick with the Vanguard. Plug it into the USB port on the side of the Vanguard case. If you have a regular joystick, you must have an adapter for it. See page 346. You may also need to plug a switch into the adapter so you can make selections.

The ACCESS METHOD MENU

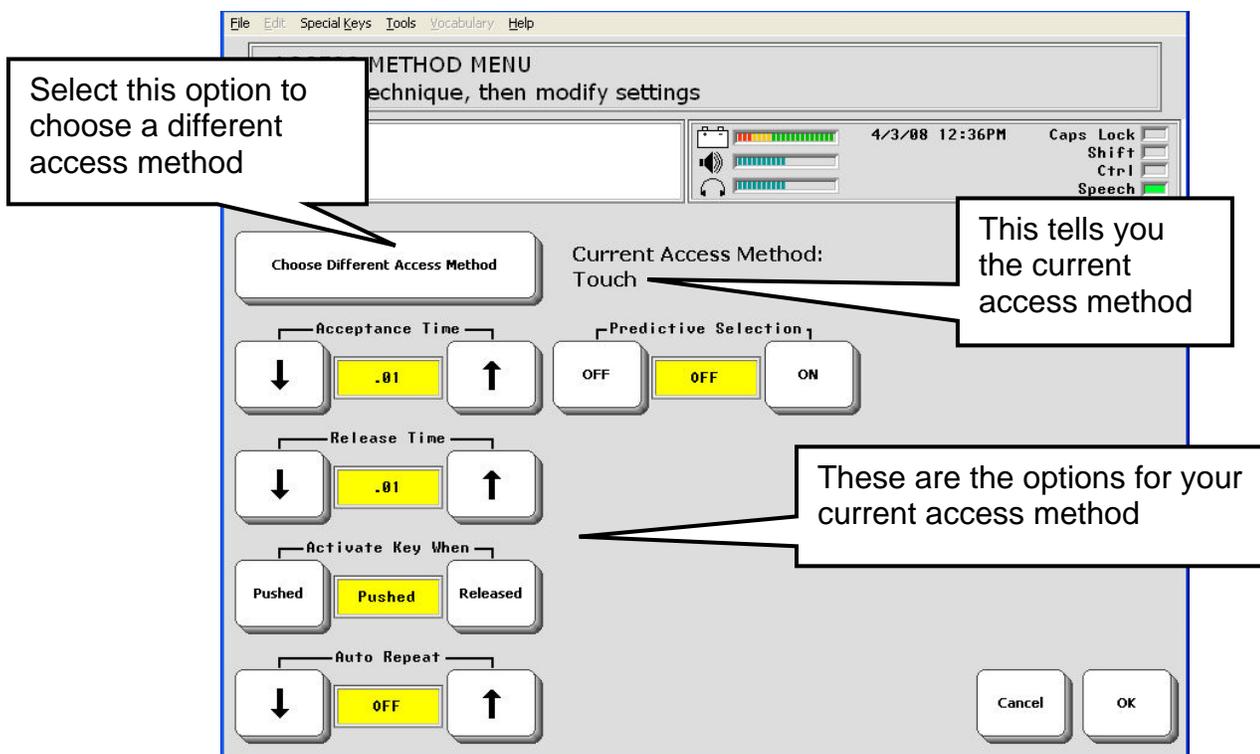
To Choose an Access Method:



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



2. Open the  ACCESS METHOD MENU.



3. You see the access method for the current User Area. You can change any of the options.
4. You can select **Choose Different Access Method** to select a different method for this area.

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

Touch Options

Acceptance Time

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

Release Time

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

Activate Key When: Pushed or Released

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

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

Auto Repeat

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

Predictive Selection

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

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

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

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

1 Switch Scanning Methods

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

➡ Plug a single switch (or a dual switch using only the **SELECT** side) in either the **SWITCH A** or **SWITCH B** connector on the left side panel of your device.

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

1 Switch Auto Scan, Row/Column

Your device automatically scans the keyboard with rows first, then columns.

1 Switch Auto Scan, Column/Row

Your device automatically scans the keyboard with columns first, then rows.

1 Switch Auto Scan, Quarter Row/Column

The scan divides the overlay into quarters. When the scan reaches the quarter you want, activate your switch. The rows or columns in that quarter are scanned. Select the row or column you want. Individual keys are then scanned. Select the key you want.

1 Switch Auto Scan, Row/Column, Extra Hit

Press your switch to start the scan down the rows. Press it to stop, then press again to start across the columns. Press to select a key.

1 Switch Auto Scan, Row/Column, Extra Hit

Press your switch to start the scan down the columns. Press it to stop, then press again to start across the rows. Press to select a key.

1 Switch Auto Scan, Quarter Column/Row

This scan divides the keyboard into quarters and will scan columns first, then rows in the quarter you select.

1 Switch Auto Scan Quarter Column/Row, Extra Hit

Select **MORE ITEMS** to see this option.

Press your switch to start the scan of small areas of the keyboard. Press switch when the scan reaches the area you want. Press when it reaches the row/column you want. Press to select a key.

1 Switch Auto Scan, Quarter Row/Column, Extra Hit

Select **MORE ITEMS** to see this option.

Press your switch to start the scan of small areas of the keyboard. Press switch when the scan reaches the area you want. Press when it reaches the column/row you want. Press to select a key.

1 Switch Auto Scan, Linear

Select **MORE ITEMS** to see this option.

This allows you to move through the keys on your overlay from left to right across the rows or from top to bottom down each column. You must activate your switch to move select a row, column or key.

1 Switch Hold Scan, Row/Column

You must press and hold your switch to scan the keyboard. Rows are scanned first, then columns. Release your switch to select a row or column.

1 Switch Hold Scan, Column/Row

You must press and hold your switch to scan the keyboard. Columns are scanned first, then rows. Release your switch to select a row or column.

1 Switch Hold Scan, Quarter Row/Column

The scan divides the overlay into quarters. Press and hold your switch until you reach the quarter you want. Release the switch. Press and hold your switch to scan the rows. Release when you reach the row you want. Press and hold to scan the column. Release when you reach the key you want.

1 Switch Hold Scan, Quarter Column/Row

Select **MORE ITEMS** to see this option.

The scan divides the overlay into quarters. Press and hold your switch until you reach the quarter you want. Release the switch. Press and hold your switch to scan the columns. Release when you reach the column you want. Press and hold to scan the row. Release when you reach the key you want.

1 Switch Hold Scan, Linear

Select **MORE ITEMS** to see this option.

This allows you to move through the keys on your overlay from left to right across the rows or from top to bottom down each column. You must release your switch to select a row, column or key.

1 Switch Step Scan, Row/Column

You must activate your switch each time you want to move to a new position on the keyboard. The scan will step through the rows and then the columns.

1 Switch Step Scan, Column/Row

You must activate your switch each time you want to move to a new position on the keyboard. The scan will step through the columns and then the rows.

1 Switch Step Scan, Quarter Row/Column

The scan divides the overlay into quarters. Press your switch to reach the quarter you want. Press it to step through the rows and columns to reach the key you want. Press it to activate the key.

1 Switch Step Scan, Quarter Column/Row

Select **MORE ITEMS** to see this option.

The scan divides the overlay into quarters. Press your switch to reach the quarter you want. Press it to step through the columns and rows to reach the key you want. Press it to activate the key.

1 Switch Step Scan, Linear

Select **MORE ITEMS** to see this option.

This allows you to move through the keys on your overlay from left to right across the rows or from top to bottom down each column. You must activate your switch to move the scan.

1 Switch Scanning Options

Scanning Speed

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

Acceptance Time

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

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

Release Time

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

Auto Repeat

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

Activation Delay

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

Scan Auto Restart

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

Number of Rescans

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

Use Screen as Switch

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

Modify Scan Pattern

This allows you to make changes to the default scan pattern. You can select the **Preview** key on this menu screen and see the scan move as you create it. You may want to use this option for selected Pages, especially with Scenes. See **Appendix D: Modify Scan Pattern** for more information.

Predictive Selection

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

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

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

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

2 Switch Scanning Methods

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

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

2 Switch Step Scan, Row/Column

You must activate your switch each time you want to move to a new position on the keyboard. Rows are scanned first, then columns.

2 Switch Step Scan, Column/Row

You must activate your switch each time you want to move to a new position on the keyboard. Columns are scanned first, then Rows.

2 Switch Step Scan, Quarter Row/Column

The scan divides the overlay into quarters. When the scan reaches the quarter you want, activate your switch. The rows or columns in that quarter are scanned. Select the row or column you want. Individual keys are then scanned. Select the key you want.

2 Switch Step Scan, Quarter Column/Row:

The scan divides the overlay into quarters. When the scan reaches the quarter you want, activate your switch. The rows or columns in that quarter are scanned. Select the row or column you want. Individual keys are then scanned. Select the key you want.

2 Switch Step Scan, Linear

This allows you to step through the keys on your overlay moving from left to right across the rows or from top to bottom down each column. You must activate your switch to move the scan.

2 Switch Auto Scan, Directed

Your device automatically scans the keyboard. Change directions by activating your switch.

2 Switch Hold Scan, Directed

You must press and hold your switch to scan the keyboard. Change directions by releasing and then pressing and holding your switch.

➡ **Note:** At this time directed scans will not allow you to scan the Word Prediction list.

2 Switch Scanning Options

Cancel Time

If you are in the middle of a scan, get distracted, and forget to activate your switch to make a selection, the scan will stop and the highlighting will disappear after the Cancel Time has passed. If you need a lot of time between switch activations, you can set the Cancel Time to a very long time before the scan stops.

Acceptance Time

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

Release Time

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

Auto Repeat

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

Scan Speed

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

Number of Rescans

Select the amount of times you want to scan the overlay.

Selection Type: Manual/Auto

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

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

Activation Delay

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

Scan Auto Restart

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

Predictive Selection

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

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

➡ **Note:** **Icon Prediction** will work whether **Predictive Selection** is On or not.

Modify Scan Pattern

This allows you to make changes to the default scan pattern. You can select the **Preview** key on this menu screen and see the scan move as you create it. You may want to use this option for selected Pages, especially with Scenes. See **Appendix D** for complete information.

Headpointing/Joystick Methods

Joystick

➡ You must have a **Y-adapter for a manual joystick**. This plugs into the **Switch A and B** ports on the left side of your device case. The other end plugs into your joystick.

➡ If you select **Manual** for your **Selection Type**, you may need to plug a third switch into the adapter in order to make a final selection.

Joystick Auto Scan

The scan proceeds automatically in the direction you moved your joystick.

Joystick Hold Scan

You must hold your joystick in the direction you want in order for the scan to proceed.

External Headpointer

You can plug an external USB headpointer into the USB port on the side of the case.

Mouse/Trackball/USB Joystick

Any of these options may be plugged into the USB ports on the right side of the device case.

Internal Headpointing Options

Madentec's Tracker™ technology is already integrated into your device. You received a small reflective with your device accessories. Stick this dot on your forehead, 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 to select on your device, keep the reflective dot

within a 30-35 degree angle of the sensor on the case. You should be seated within a 1-3 foot range of your device.

When the reflective dot and the sensor on the case are working correctly, an LED inside the black window at the top front of the case will light. If it does not light, make sure the reflective dot is within the 30-35 degree angle of the sensor and that you are seated neither too close nor too far away from your device. Move the dot around and up and down until a hand appears on your touchscreen and the LED in the sensor window stays on.

Once the headpointer is working correctly go back to the **ACCESS METHOD MENU** and select the **Internal Headpointer** options you want to use.

Acceptance Time

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

Horizontal Adjustment

Vertical Adjustment

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

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

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

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

Auto Repeat

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

Selection Type

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

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

Predictive Selection

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

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

➡ **Note: Icon Prediction** will work whether **Predictive Selection** is On or not.

Pointer Color

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

Pointer Size

This allows you to choose the size of the pointer.

Averaging

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

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

Highlight Keys

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

Field of View

This option 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 communication device is straight up and down, or nearly so 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**.

Joystick Options

Auto Scan

Nudge your joystick. The device will automatically scan the overlay beginning in the direction you moved the joystick.

Hold

You must hold your switch to scan the overlay. Release it to stop the scan.

Scanning Speed

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

Acceptance Time

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

Release Time

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

Auto Repeat

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

Selection Type

Manual means you must activate your switch to make a selection. With a joystick, you may need to have a third switch plugged into the Y-adapter in order to make a selection.

Auto means your joystick and the device will automatically make selections you want.

Predictive Selection: This works hand-in-hand with **Icon Prediction**. (Icon Prediction is in the **FEEDBACK MENU** and the default is **ON**.) When you turn **Predictive Selection On**, your device highlights only those icons where messages are stored. These highlighted icons are the only keys on the keyboard that will produce a response. Your scan will go only to the highlighted keys. **Note:** **Icon Prediction** will work whether **Predictive Selection** is On or not.

Activation Delay

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

Number of Rescans

Select the amount of times you want to scan the overlay.

Internal Headpointing Options

Madentec's Tracker™ technology is already integrated into your device. You received a small reflective with your device accessories. Stick this dot on your forehead, 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 to select on your device, keep the reflective dot within a 30-35 degree angle of the sensor on the case. You should be seated within a 1-3 foot range of your device.

When the reflective dot and the sensor on the case are working correctly, an LED inside the black window at the top front of the case will light. If it does not light, make sure the reflective dot is within the 30-35 degree angle of the sensor and that you are seated neither too close nor too far away from your device. Move the dot around and up and down until a hand appears on your touchscreen and the LED in the sensor window stays on.

Once the headpointer is working correctly go back to the **ACCESS METHOD MENU** and select the **Internal Headpointer** options you want to use.

Acceptance Time

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

Horizontal Adjustment

Vertical Adjustment

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

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

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

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

Auto Repeat

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

Selection Type

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

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

Predictive Selection

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

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

➡ **Note:** **Icon Prediction** will work whether **Predictive Selection** is On or not.

Pointer Color

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

Pointer Size

This allows you to choose the size of the pointer.

Averaging

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

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

Highlight Keys

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

Field of View

This option 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 communication device is straight up and down, or nearly so 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**.

Mouse/Trackball/USB Joystick Options

You can plug a USB mouse, trackball, joystick or external USB headpointer into the rectangular USB port on the left side of the case. Once the mouse, trackball or joystick is plugged in, make sure you have selected the **Mouse/Trackball/USB Joystick** option in the **ACCESS METHOD** menu.

Acceptance Time

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

Horizontal Adjustment

Vertical Adjustment

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

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

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

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

Auto Repeat

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

Selection Type

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

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

Predictive Selection

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

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

➡ **Note:** **Icon Prediction** will work whether **Predictive Selection** is On or not.

Pointer Color

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

Averaging

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

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

Highlight Keys

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

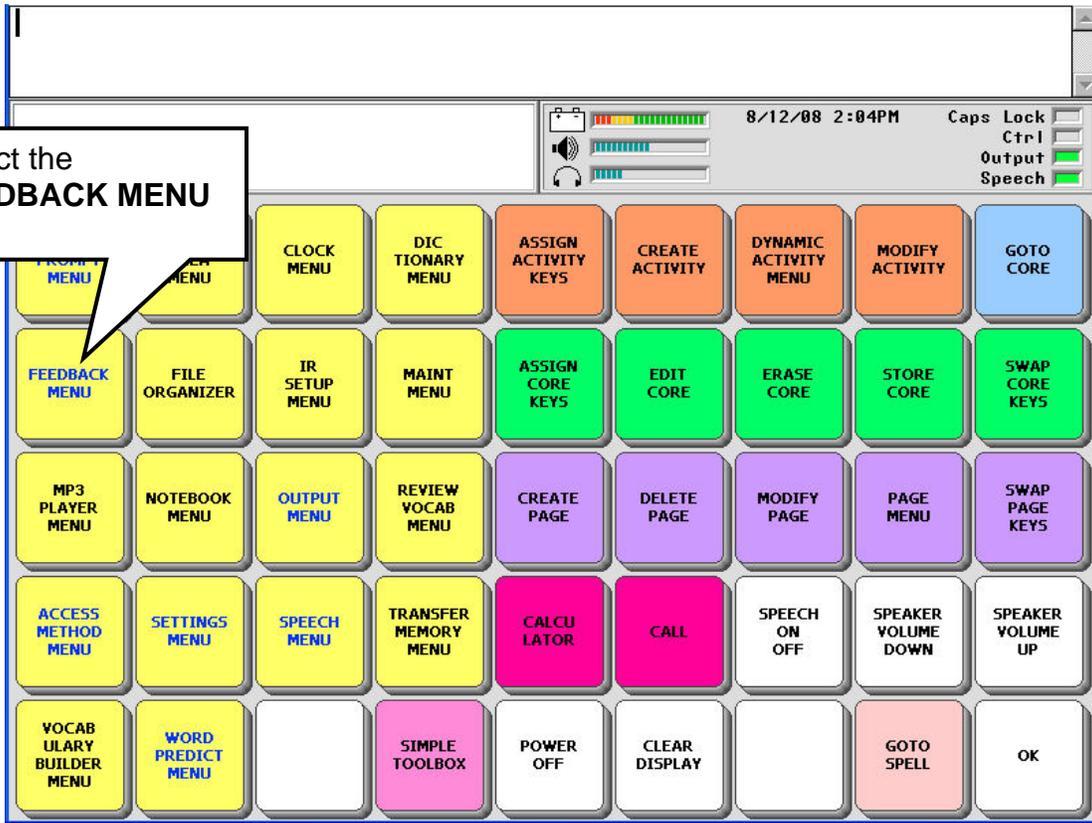
The FEEDBACK MENU

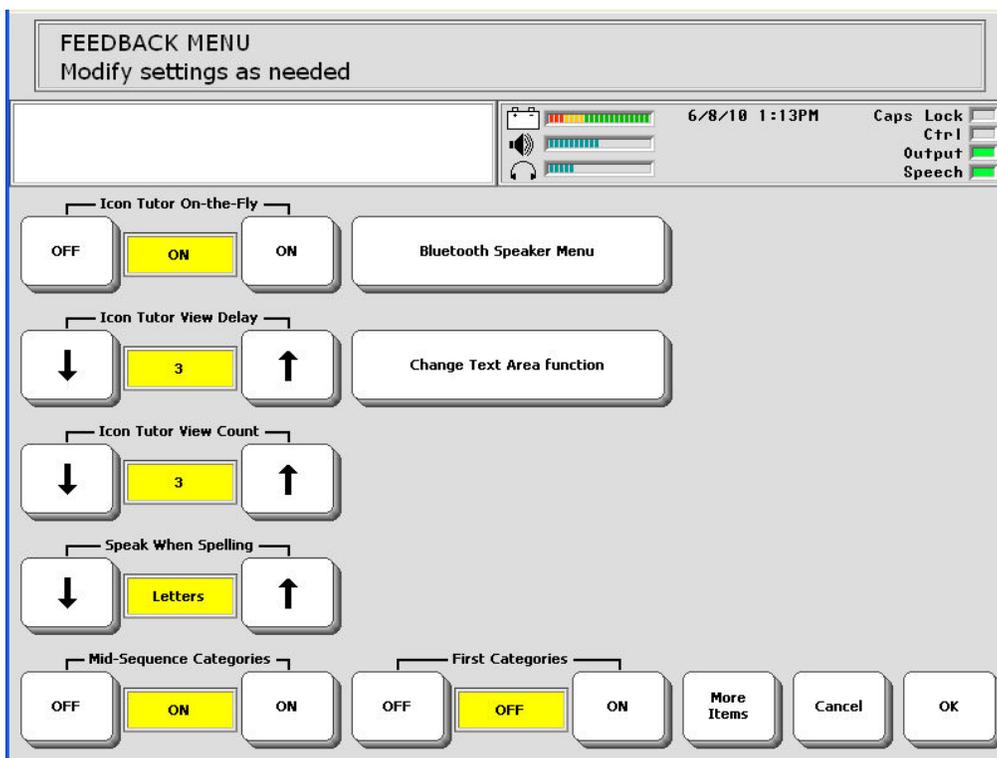
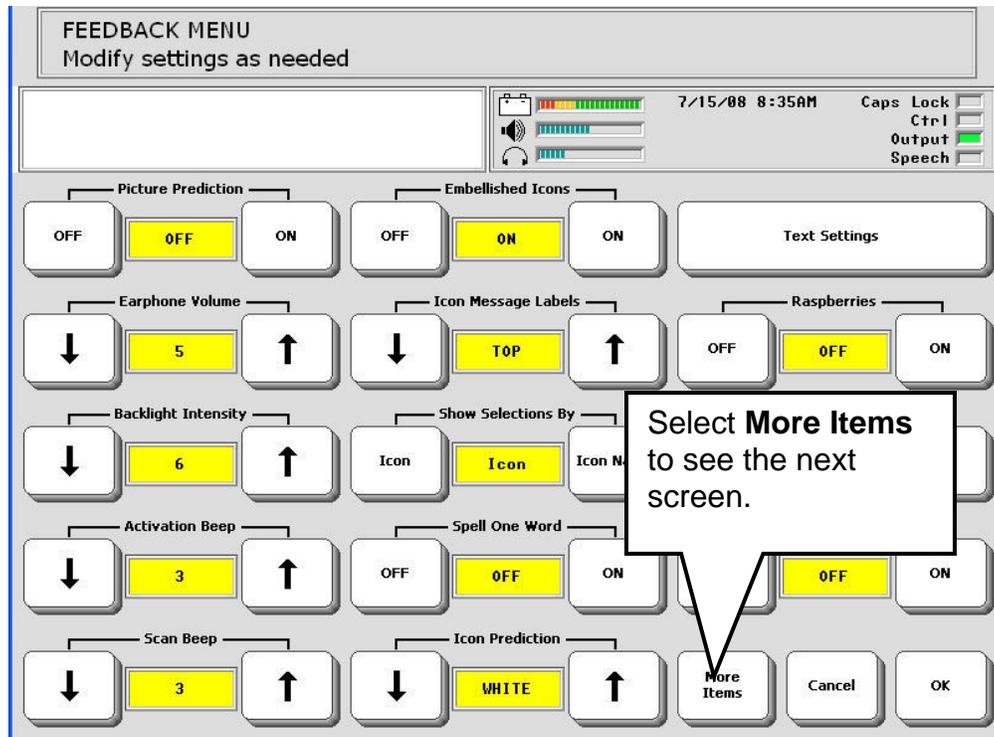


Go to the **Toolbox** and open the **FEEDBACK MENU**.



Select the **FEEDBACK MENU** key.





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

FEEDBACK MENU Options

Picture Prediction:

When this is ON, items you select from the Activity Row will move to the front of the row in order of frequency of use.

Earphone Volume

If you are using earphones, this allows you to adjust the volume.

Backlight Intensity:

Use the arrow keys to adjust the backlight. 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 beginning on page 371 for more information.

Activation Beep and Scan Beep:

The default is ON. Use the arrows to adjust the volume of the beep. If you do not want to hear a beep, select OFF.

Embellished Icon: On/Off

If you have modified (or embellished) the final icon in any sequence, you can choose to have the embellished icon displayed on your overlay instead of the original icon. An embellished icon is one that has been partially changed from the original Unity[®] icon. The default is On.

Icon Message Label: Top or Bottom

TOP means the label on your icon will be at the top of the key. This is the default.

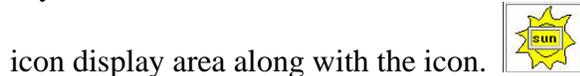
BOTTOM means the label on your icon will be at the bottom of the key.

Show Selections By: Icon or Icon Name

If you select **ICON**, the picture of any icon you activate will be displayed in the icon display



If you select **ICON NAME**, the default name of any icon you activate will be displayed in the



Spell One Word:

When you are using your spelling screen and decide that you want to return to your overlay, you can type a word on your Spelling screen and activate the **SPACE** key after the word. Your device will automatically return you to your overlay. The default for Spell One Word is Off.

Icon Prediction: On/Grey/White/Off

ON is the default. **Gray** turns unpredicted keys gray but you can still see an outline of the icon; **White** turns the key all white and you see nothing on it; **OFF** turns Icon Prediction **Off**.

Text Settings

Select the size and color of text that you want to use.

Raspberries On/Off:

This is the error beep. You can turn this On or Off.

Scan Text Area: On/Off

When this is On your device will scan the text area of the display as well as the keyboard.

External Speaker: On/Off

If you have amplified stereo speakers plugged into the device, turn this option to On.

Screen 2:

Icon-Tutor-on-the-Fly

When this is ON, you can spell a word and find out if it is stored under a sequence in your vocabulary. You must be in Spell mode. Spell a word and activate a space or punctuation mark. If the word is stored in your vocabulary, your device will display the sequence(s) in the Icon/Word Prediction area.

Icon Tutor View Delay

Select the amount of seconds you would like to see the sequence displayed (1-10 seconds).

Icon Tutor View Count

Select the number of sequences you would like to see displayed (1-5 sequences).

Speak When Spelling

When this is ON, your device speaks each letter as you type it.

Mid-Sequence Categories

This allows you to label keys within a sequence. See **Appendix G** beginning on page 281.

Bluetooth Speaker Menu

To use this menu you must have an optional PRC Bluetooth card installed in your Vanguard. Call the PRC Sales Department for more information: 800-262-1933

Change Text Area Function

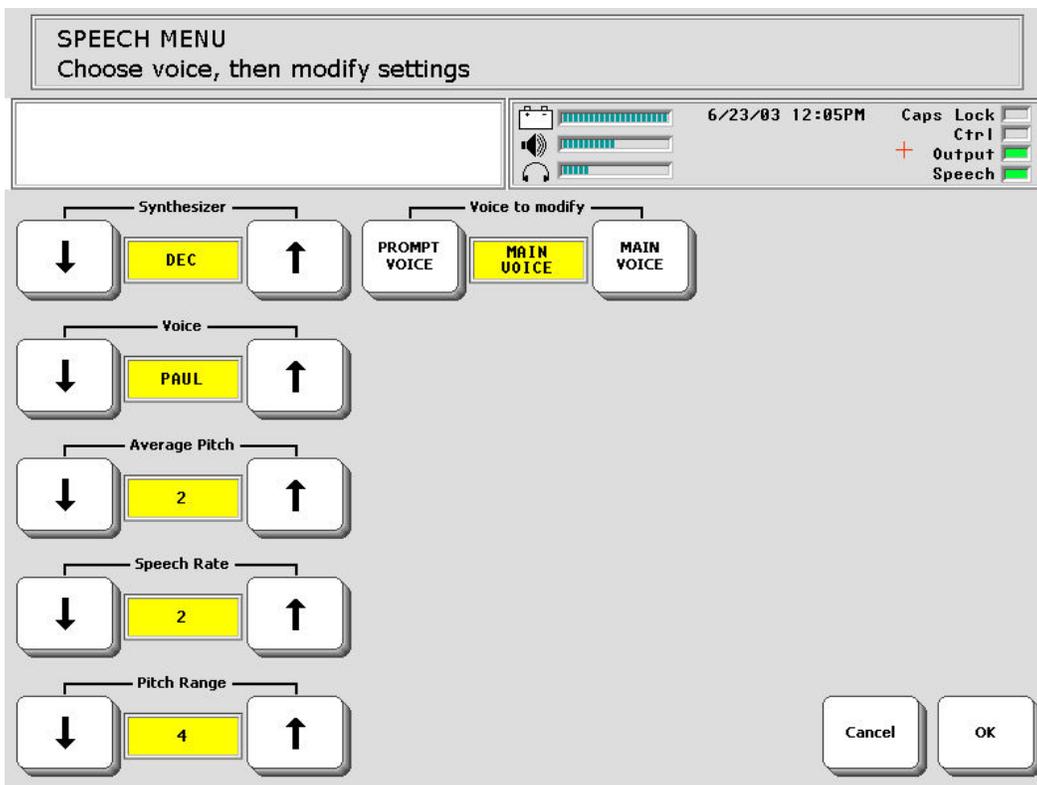
The Text Display Area is set up to speak text on the display. You can change this function to whatever you would like.

SPEECH MENU Options

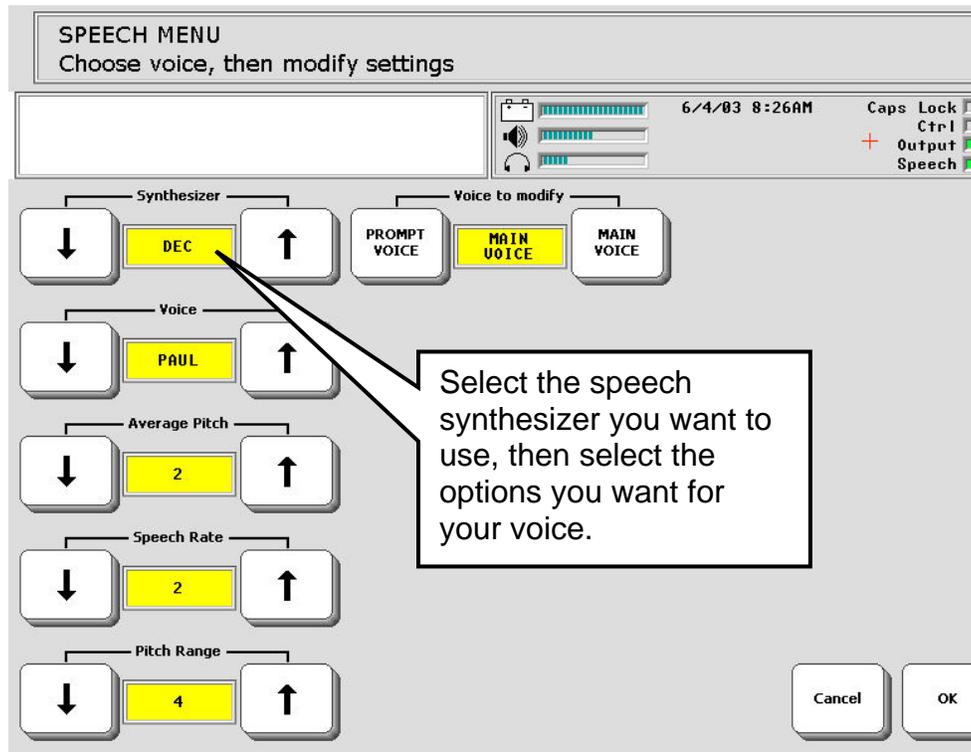
The **SPEECH MENU** is available for synthesized speech. From it you can choose the voice that you want your device to use for speaking messages. You can choose a different voice for auditory prompts. Other options allow you to refine the voice.

Voice Options

You have a number of different voices to choose from. Acapela™ voices are the default but you can switch to the other options by selecting the Up arrow.



➤ Not all of the options below are available with all voices.



Voice to Modify: MAIN VOICE or PROMPT VOICE

MAIN VOICE: This is the voice your device will use to speak everything except Auditory Prompts.

PROMPT VOICE: If you use Auditory Prompts, you will want to select a voice from this menu that is different from your Main voice to speak the prompts.

Voice

If you are selecting a Main voice, remember that this will be *your* voice. When people hear this voice, even if they can't see you, they will know it's you.

➤ **Recommendation:** We recommend that you try the options listed below with their default settings first. **Write the default settings down before you make any changes.** This way you can always return to the original voice.

Volume

When this available it changes the volume of the voice. 1 is the softest; 10 is the loudest.

Average Pitch

Pitch is how high or low a voice sounds.

Speech Rate

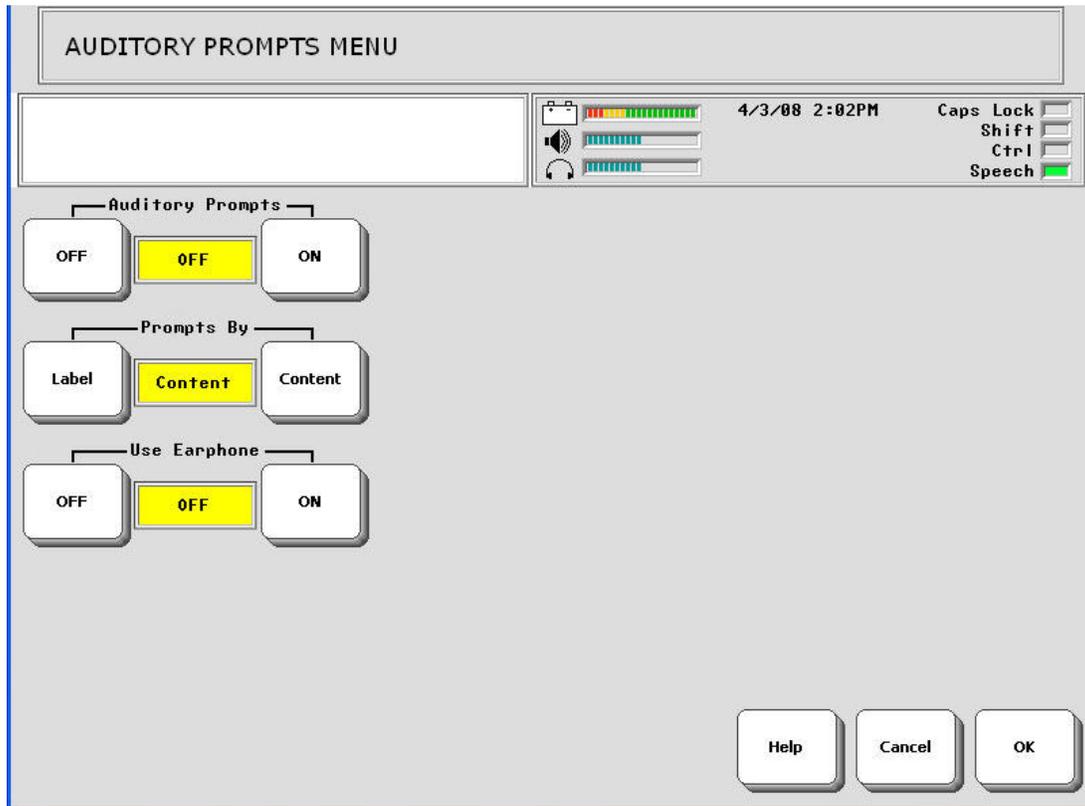
Speech rate is how fast or slowly words are spoken. When the rate is too fast, words cannot be easily understood; when it is too slow, listeners get restless and bored.

Pitch Range

Pitch Range is the amount of variation (or inflection) there is in the voice's pitch during speech. A pitch range of 0 produces a boring monotone; a pitch of 9 produces wildly inflected speech as if you were very afraid or very excited. A good pitch range is one where words can be easily understood but are also interesting to listen to.

 **Helpful Hint:** You can listen to the **MAIN** voice by selecting the voice you want to hear and then pressing the Text Display area.

The AUDITORY PROMPT MENU



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

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



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

been assigned to the  key.

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

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

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

Label Prompt

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

Content Prompt

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

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

Category Prompt

Category Prompts are used only if you are scanning.

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

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

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

To Erase a Category Prompt:

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

To Erase a Label Prompt:

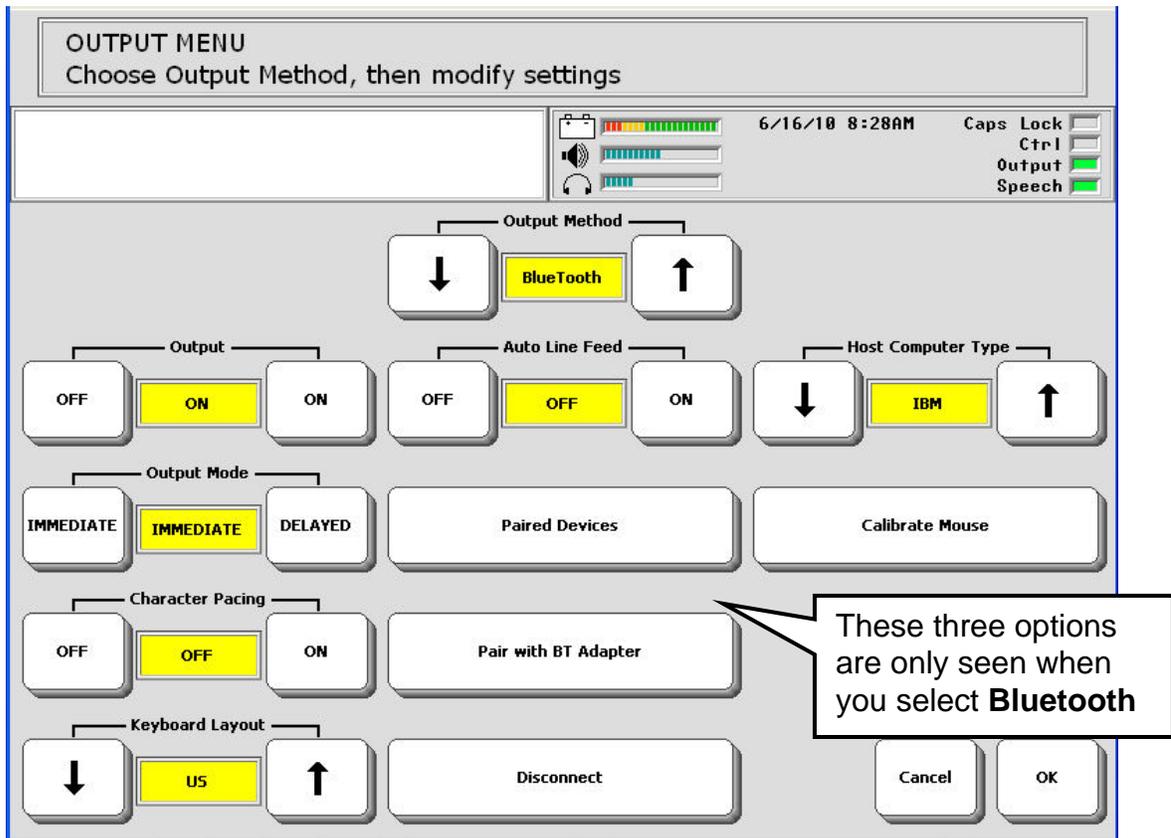
1. In the Toolbox, activate **ASSIGN CORE KEYS**.
 2. Select the key on your overlay that contains the label you want to erase.
 3. Activate the **Rename Icon** key
 4. Activate **CLEAR DISPLAY** from your spelling overlay to erase the name of the label. The current name disappears from the Text Display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

To Erase a Content Prompt

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

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

The OUTPUT MENU



You will use this menu if you connect to an external computer or printer.

OUTPUT MENU Options

Output

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

Output Method

This option allows you select how you are connected to an external computer or printer: **USB** indicates you are using a USB cable to connect to a computer; **IrDA** is a wireless connection to an IrDA printer; **Bluetooth** means you are using an optional PRC Bluetooth Card paired with a PRC Bluetooth adapter to connect to a computer.

Host Computer Type

If you are sending information to an external computer, select the kind of computer that will receive the information, **MAC** or **IBM**.

Output Mode

IMMEDIATE sends information from your communication aid to the computer or printer as soon as you enter it.

DELAYED means you must select **CLEAR DISPLAY** to send text from your device to a computer.

Auto Line Feed

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

Character Pacing

When this is **ON**, the rate at which individual characters are sent from your device to a computer is slowed down. Generally, this should be **OFF**. You may need to turn this **ON** if you are sending text to an IrDA printer.

Keyboard Layout

Select the appropriate keyboard layout for the country you are in.

Calibrate Mouse

If your mouse is not going where you want it to go on the screen, this option allows you to calibrate it to fit your screen. Follow the directions on the screen.

Bluetooth Options

Paired Devices

Lists the devices you have paired with

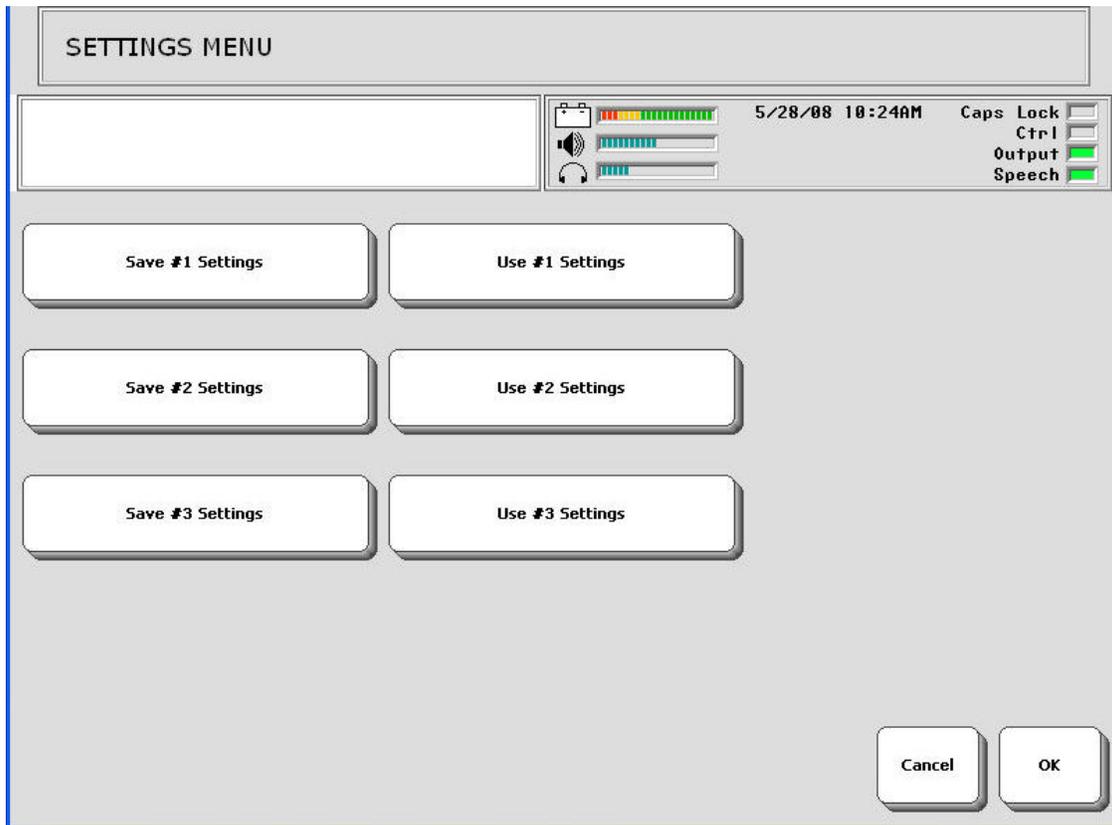
Pair with BT Adapter

Select this to pair your Vanguard with a PRC Bluetooth Adapter

Disconnect

Unpairs your current Bluetooth device from your Vanguard.

Save Your Set-Up Settings



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

(The menus are: AUDITORY PROMPT MENU, FEEDBACK MENU, OUTPUT MENU, SELECTION TECHNIQUE MENU, SPEECH MENU, WORD PREDICTION MENU).

You may want to set up more than one access method in an Area. 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 set-ups.

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

To Save Settings:

1. Open the **SETTINGS MENU**. Select a **Save Settings** key.
For example: **Save #1 Settings**.
2. You see:
“Are you sure you want to save settings under #1?”

3. Select **YES** or **NO**.
4. Select **OK**.

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

Store the “Use Settings” Keys on your Overlay

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

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

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

1. First, **save the settings** you want to use, then:
2. Go to the Toolbox.
3. Activate **STORE CORE**.
4. Activate the icon sequence you want to use.
5. Type in any text you want to use to describe the settings: for example, “afternoon settings.” This text will be visible on the display when you activate your sequence.
6. Activate **INSERT TOOL** on your spelling keyboard.
7. Find the **USE SETTINGS #1, 2 or 3** keys in the All Tools List and activate the one you want to store.
8. Activate **OK**.
9. You see the storing screen. Activate **OK**.
10. Go to your communication overlay. Activate the icon sequence you stored the settings under. You should see: “Are you sure you want to replace your current settings with Settings #X?” If you want to use the new settings, activate **YES**. If you don’t, activate **NO**.

➡ **Programmer Tip:** You can plug a USB mouse and/or keyboard into the USB ports on the side of the device case and use it to store. When the keyboard is plugged in, you can use it for storing. You must be in **STORE CORE** or **EDIT CORE** for the text to appear in your device’s Text Display Area. When the mouse is plugged in, move the cursor to the key you want. Click the mouse to activate the key.

Word Prediction

About Unity[®] Core Vocabulary and Word Prediction

Unity Benefits

Unity vocabulary represents your **core** vocabulary—verbs, adjectives, nouns, interjections, phrases, etc. These are words that make up most sentences and turn sentences into conversation. But lots of sentences also contain words that are not exactly “core” words. They are more like “fringe” vocabulary; words that help to make the sentences interesting or to clarify something. These fringe words often are not stored in your Unity vocabulary because they are words that you only use occasionally. To use them, you must spell them out which takes time, cuts down on your ability to communicate rapidly and is labor-intensive. This is where Word Prediction helps.

Word Prediction Benefits

Word Prediction systems help improve a person’s ability to communicate by cutting down on the amount of time spent in spelling out long and/or seldom used words.

The **PRC Word Prediction** system predicts words based on how **often** (frequency) or **how recently** (recency) you have used the word.

When to use Word Prediction

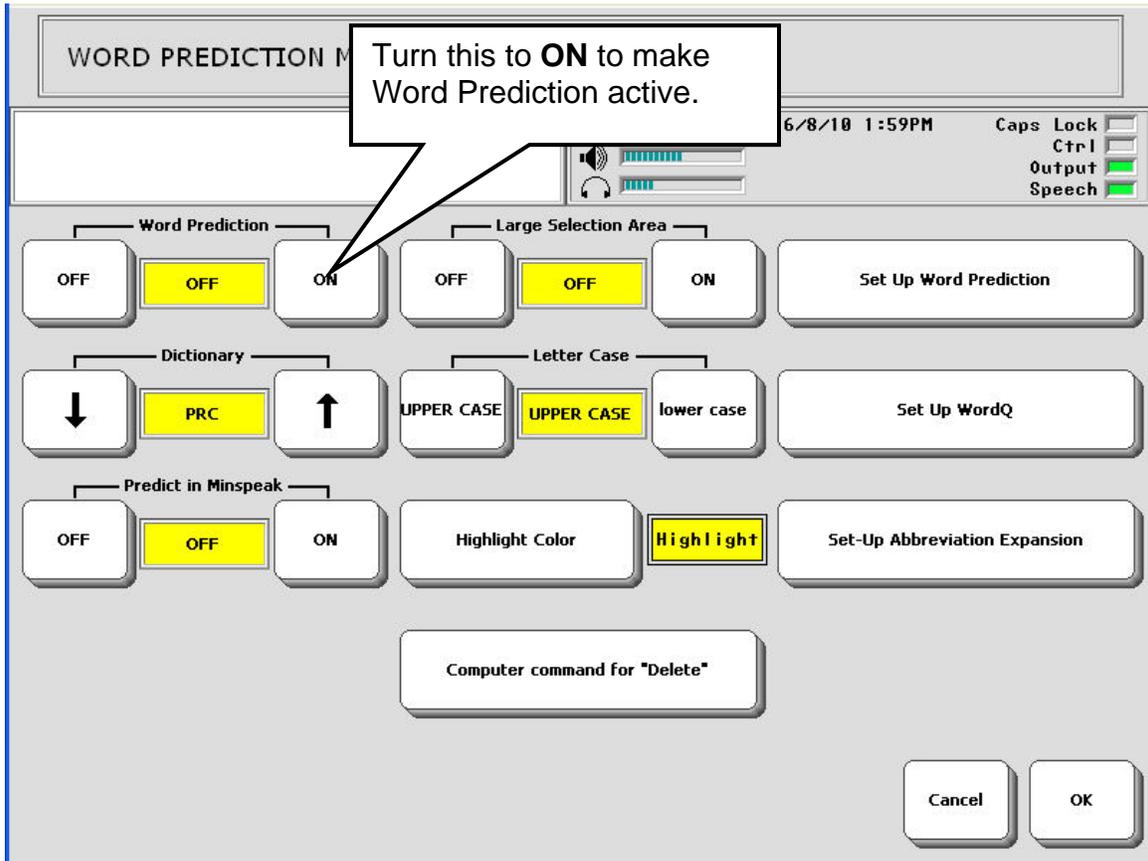
Use your CORE vocabulary when words are **less than** six letters in length.

With words **longer than** six letters, you can save time by selecting the predicted word in the window.

Spell and Select Words

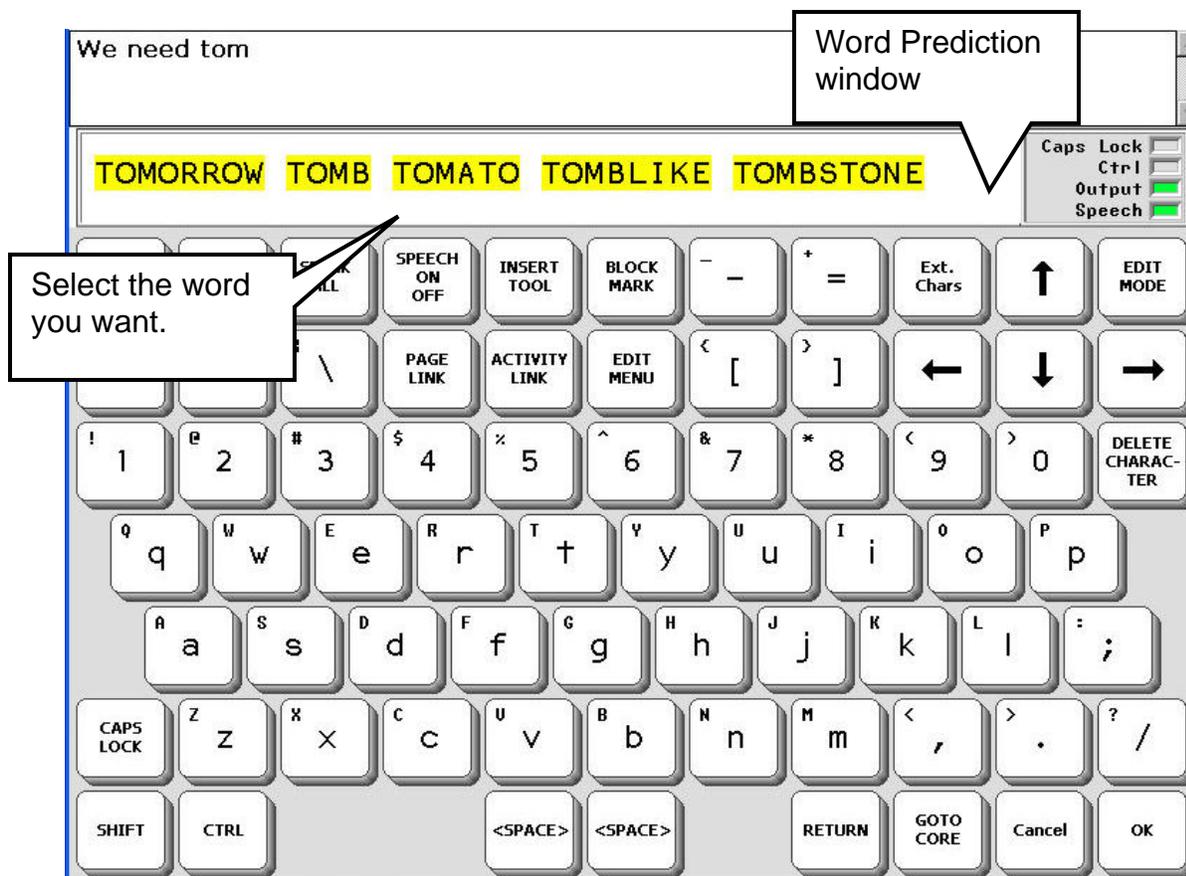


In the Toolbox, select the key.



Turn Word Prediction **On** in the **WORD PREDICTION MENU**. Select **OK**.

Go to your Spelling Page and begin to spell a word. Watch the display as you spell.

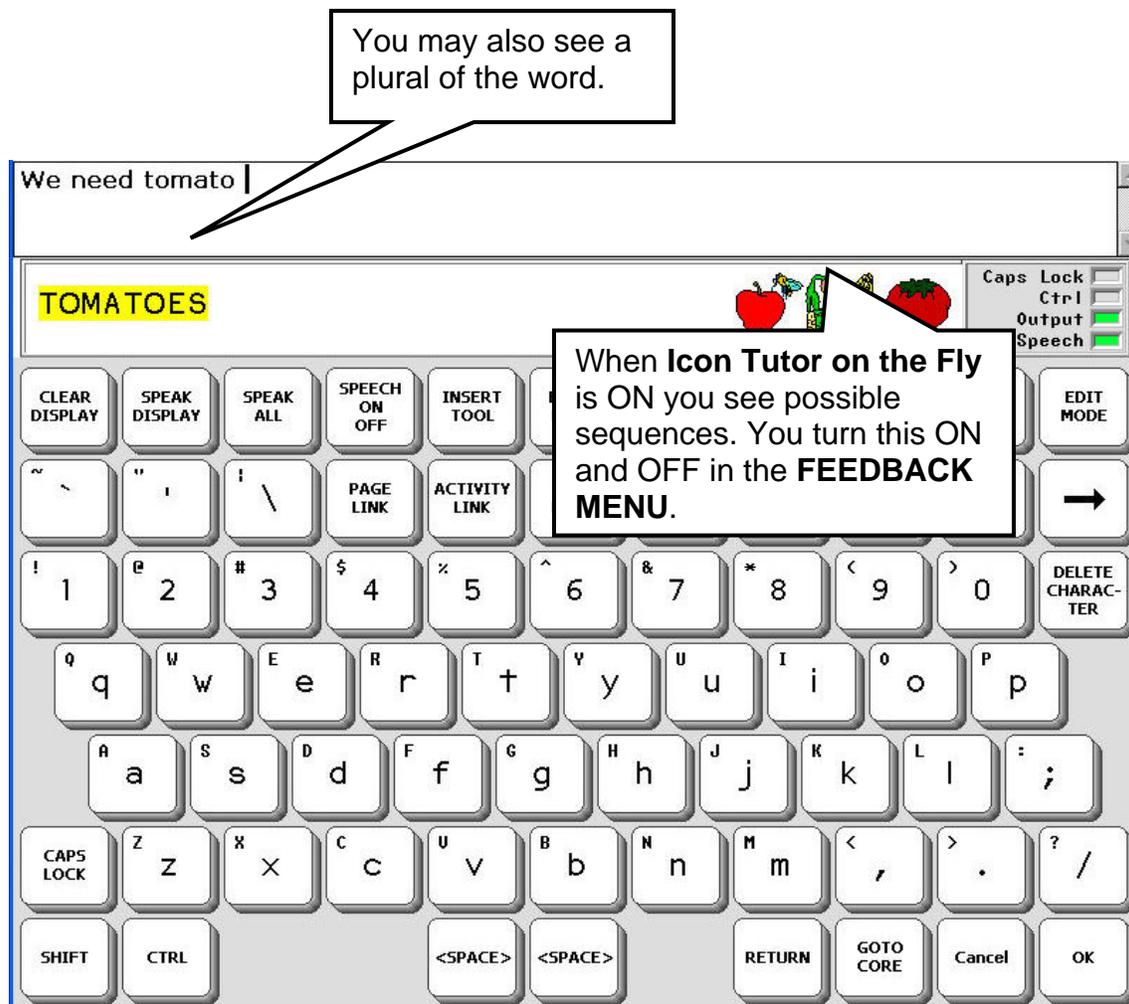


Your spelling page may look different

Notice the words that appear in the rectangle beneath the Text Display Area. This area is now the Word Prediction window. Words that appear here are words your device is predicting that you might want from the letters you have spelled.

To select a word from the Word Prediction window, press on the word. If you are scanning, activate your switch when the word you want is highlighted.

🔄 If you are scanning, you may need to switch to a Scanning Spell Page or select the **SCAN WORD PREDICTION** key if that is available on your spelling page.



One of two things happens: the word you selected goes in the Text Display Area and the Word Prediction window disappears, or you will see a list of words that are derived from the word you selected. You can select one of these words or you can continue to spell and watch more words come up in the Word Prediction window.

You can continue to spell words and select them from the Word Prediction window as long as you want.

➡ **Recommendation:** We recommend that you learn your CORE vocabulary before you begin to rely on Word Prediction. When you are familiar with your CORE vocabulary, you will find that communication is more spontaneous and interactive than it is when you are using Word Prediction. Word Prediction is a Tool that should be used to enhance your CORE, never replace it.

➡ **Icon Tutor on the Fly** is an option in the **FEEDBACK MENU** (page 60). When this is ON Icon Tutor on the Fly will show you if there are any sequences where your Word Prediction word is stored.

Word Prediction: On/Off in the Activity Row

You can also turn Word Prediction On and Off from the Activity row.



In the 45 Sequenced vocabulary, select the **DEVICE** key in the Activity row.

You see:



Select the **MORE** key.

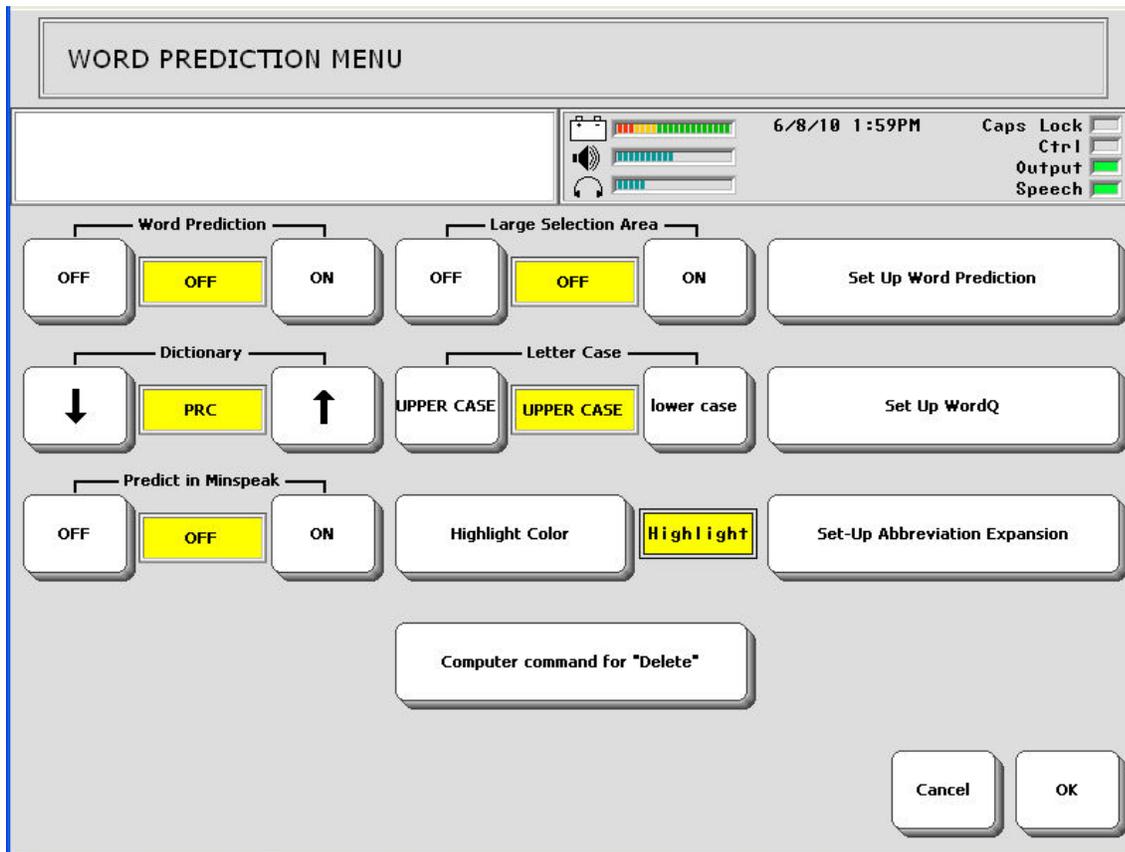
You see:



Turn Word Prediction ON or OFF with this key.

Select the **PRED ON/OFF** key to toggle on or off

Other Word Prediction Options



Dictionary

You can select to use the PRC Word Prediction Dictionary, the Word Q Dictionary or a combination of the two dictionaries.

Predict in Minspeak

When you turn this On, along with **Spell One Word** (in the FEEDBACK MENU), you can type on your Spelling keyboard, return to your Unity overlay and the predicted word with its endings will be visible in the Word Prediction Area so you can select the word you want.

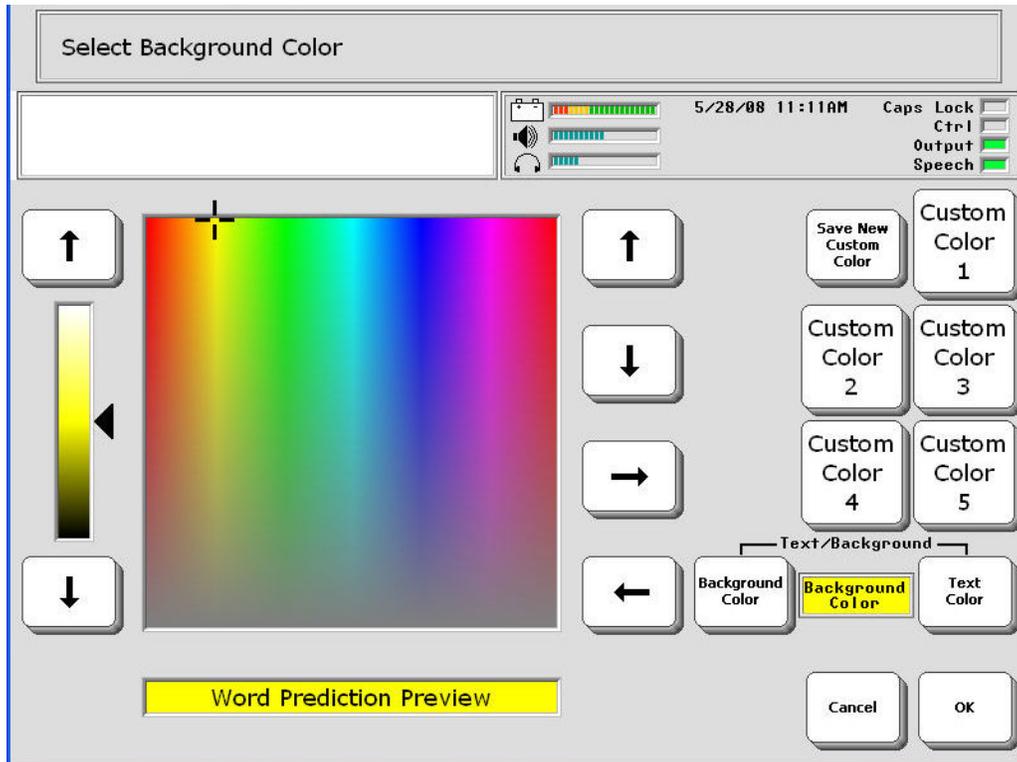
Large Selection Area

Predicted words are visible in the area below the regular Text Display Area. You select a word by pressing on it. If this area is too small for easy use, you can turn the **Large Selection Area** option to **On**. This allows you to select a word by pressing on it in the Word Prediction Area or by pressing on the space above the word in the Text Display Area. The default for this option is **Off**.

Letter Case

You can specify if you want to see the predicted words in UPPER CASE letters or lower case letters.

Highlight Color



The words in the Word Prediction window can be highlighted in any color. The background area can be a different color. Activate the **Highlight Color** option to select the background color and the text color that you want to use.

In the **Text/Background** option, select **Background Color** box or **Text Color** box. Select a color area in the large box and then use the color bar and arrows to the left of the screen. The very top of the color bar is always white and the very bottom of it is always black. You can touch areas of the large color chart to change colors and then move the arrows to select a color. The four arrows to the right of the screen move the cursor on the color chart in increments of five. Hue, Saturation and Luminosity can be controlled through these four arrows or with the arrows that come with each option.

If you create a color that you want to save, select the **Save New Custom Color** key. Then select one of the **Custom Color** keys to store it under. If you select a Custom Color key where you have already stored a color, the new color will take the place of the older color.

Computer Command for “Delete”

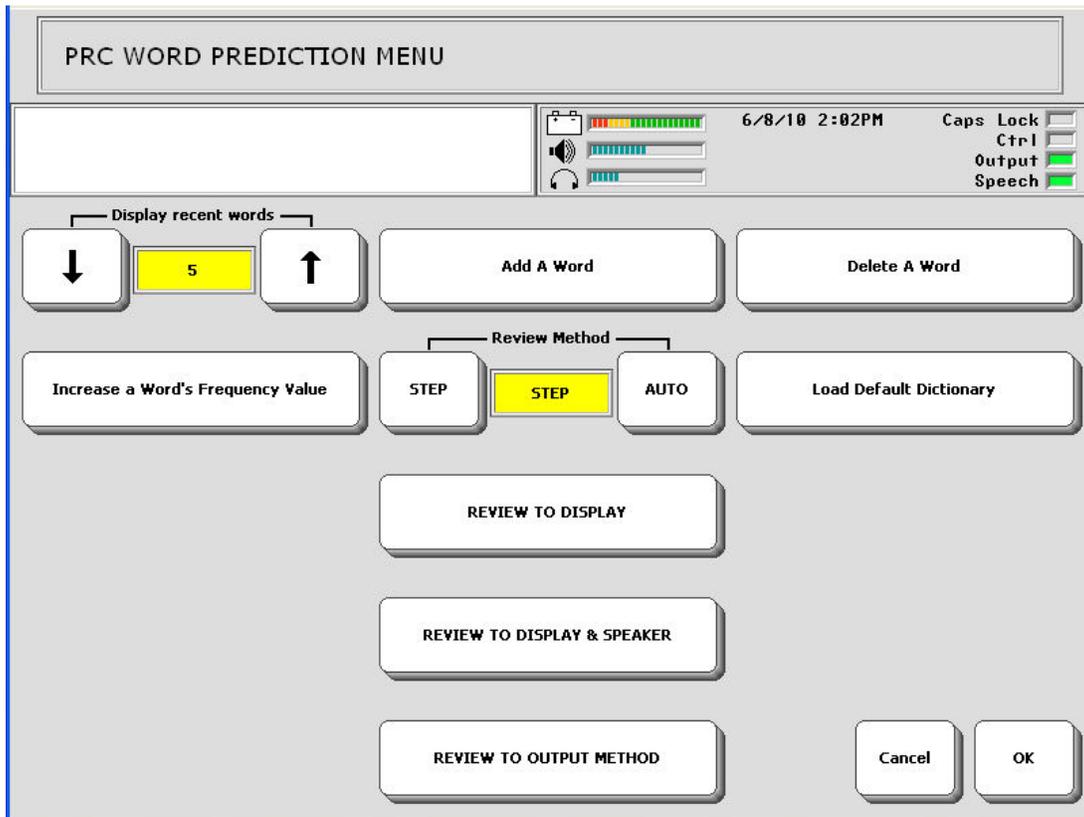
You will only use this option if you are using a computer emulation program that has a command for **delete** that is **different from your device’s default command**. The default “delete” command is: **←backspace**.

If the **delete** command for your computer is different you must activate the **Computer command for delete** option and type in the keyboard emulation command that your program uses. Activate **OK** when you have finished typing.

When **Word Prediction** is On and **Output** is set to **Immediate** in the **OUTPUT MENU**, any characters you type are sent to the display and to the computer monitor. When you select a word from the Word Prediction window, the characters that you spelled are deleted from your device display and are replaced by the word that you want. These spelled characters must also be deleted from your computer display. Your device sends the **Delete** command for each character that is to be erased from your computer, so it is important that it knows the correct command.

➡ The **computer delete command** must be used to delete one character at a time. **Delete Word will not work correctly.**

Set Up Word Prediction



Among other things, this menu allows you to set up the "recency" and "frequency" of the words that are predicted. You can also add word to and delete words from the Word Prediction dictionary.

Display Recent Words

In the **Display Recent Words** option, select the number of recently used words that you would like to see on the display. When you begin to spell a word, your device will display the 5 (or whatever number you have selected) most **recently used** words that begin with the letter(s) you have typed. The rest of the words on the display will be the most **frequently used** words that begin with the letter(s) you have typed.

If you set the number to "0", the words that appear in the Word Prediction window will be the words that you use most frequently, but not necessarily the most recently used words.

Increase a Word's Frequency Value

Word Prediction also keeps track of how often a word is used. The more a word is used, the closer it gets to the front of the predicted words line. If you have a word you use a lot and you

don't want to wait for it to appear at the front of the line use this option to tell Word Prediction to move it to the front now.

Add a Word

This option allows you to add words to the dictionary.

Select **Add a Word** and type in the word you want to add.

Select **OK**.

The word is added.

Delete a Word

This allows you to delete a word from the dictionary.

Activate **Delete a Word**. Type in the word you want to delete.

You see the word in the Word Prediction Window.

Select the **OK** key. The word is deleted.

Reviewing Words in the Dictionary

You can review words in the dictionary. Perhaps you want to check out the words that begin with specific letters or maybe you just want to see the whole dictionary. You can review the dictionary by viewing it on your display screen, by seeing it on the display and also hearing it spoken, or by seeing it on a computer monitor or printing it out.

STEP or **AUTO** are options for how you can go through the pages of words. **STEP** means that you must activate a switch or touch the screen to move from page to page. **AUTO** means that your device will automatically change pages for you after the pre-set amount of “looking” time has passed.

➡ You can activate the **Previous Items**, **More Items** or the **Cancel** keys at any time whether you are using Step or Auto.

Review to Display

This sends the dictionary to the display screen. When you select this option your device tells you to enter the start letters of the words you want to review. If you want to review all the words that begin with a certain letter(s), just type that letter and activate **OK**. If you want to see more specific words, type in more letters. For example, if you type in “chu” you will see all the words that begin with “chu”.

If you want to look at the entire dictionary, do not type in anything. Just activate **OK**.

Review to Display and Speaker

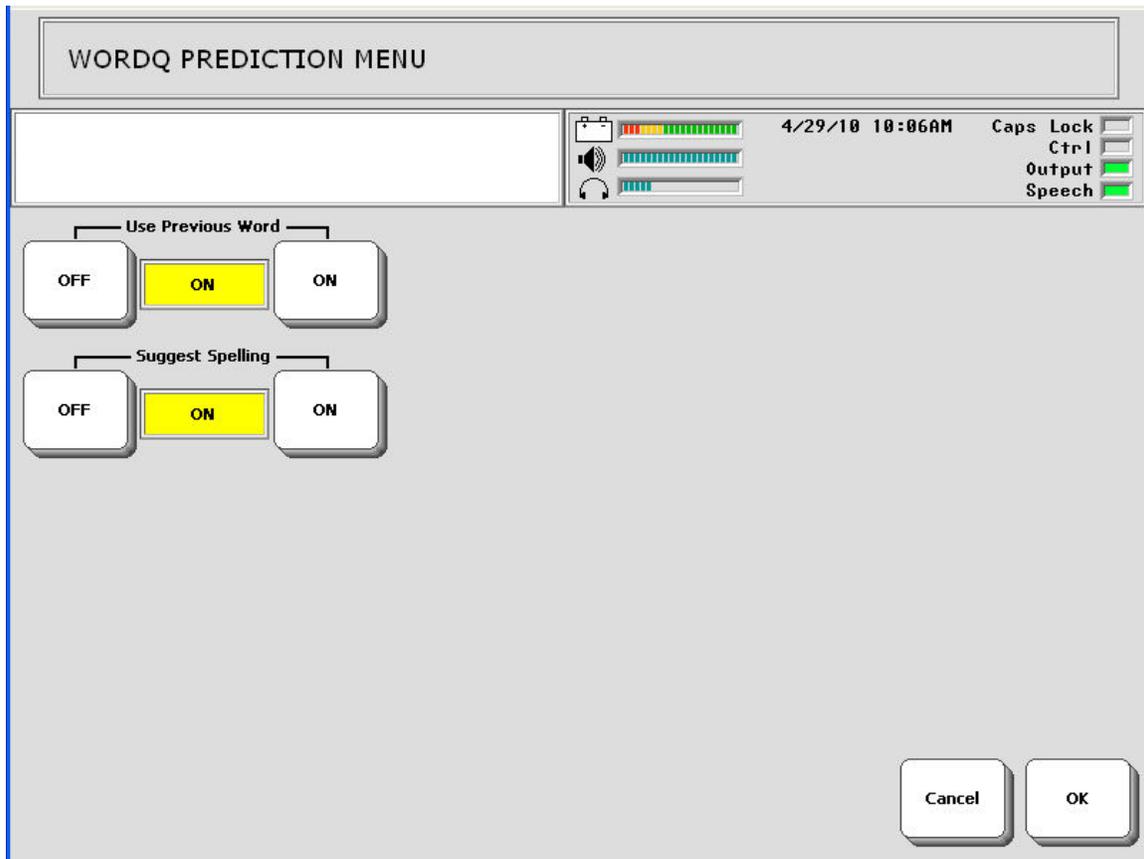
This works the same way as Review to Display except that your device will speak the entries on each page.

Review to Output Method

This allows you to save the dictionary review to a computer using a USB drive or the PRC Bluetooth adapter or to print it out on an IrDA printer. Remember to set the correct options in the **OUTPUT MENU** (see page 68).

Select **OK** to return to the **WORD PREDICTION MENU**

Set-Up WordQ™



WordQ is a word prediction system that works in conjunction with PRC word prediction. You can set two WordQ options.

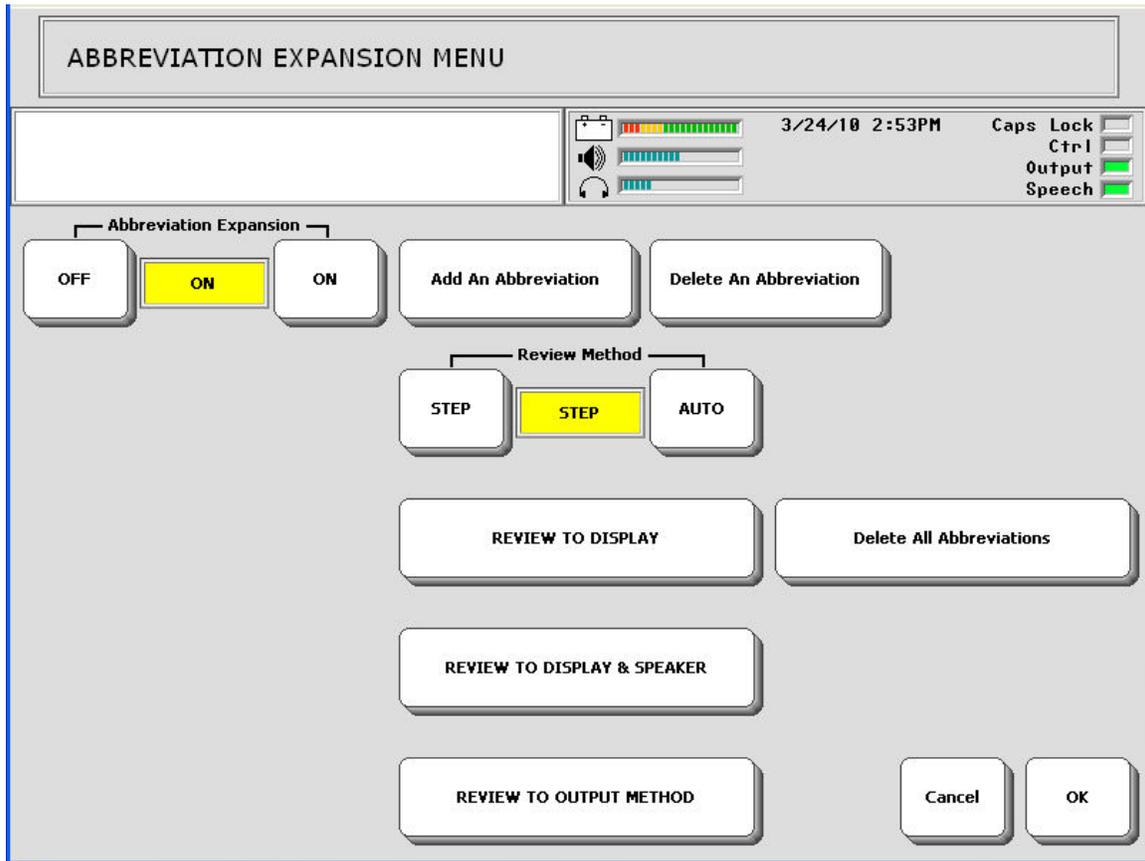
Use Previous Word

If this is ON, when you select a predicted word, WordQ will display the words that are most likely to follow the word you selected. If you see the word you want, you can select it instead of having to type it. If you turn this option **OFF** no "most likely to follow" words will be predicted.

Suggest Spelling

When this is ON, if you misspell a word, WordQ will try to predict the word you meant to spell.

Set-Up Abbreviation Expansion



Abbreviation expansion allows you type abbreviations of words you use a lot in many contexts, such as your name and address, greetings, or phrases like "I don't know" or "in my opinion", etc. You enter the abbreviation, then type in the whole word or phrase.

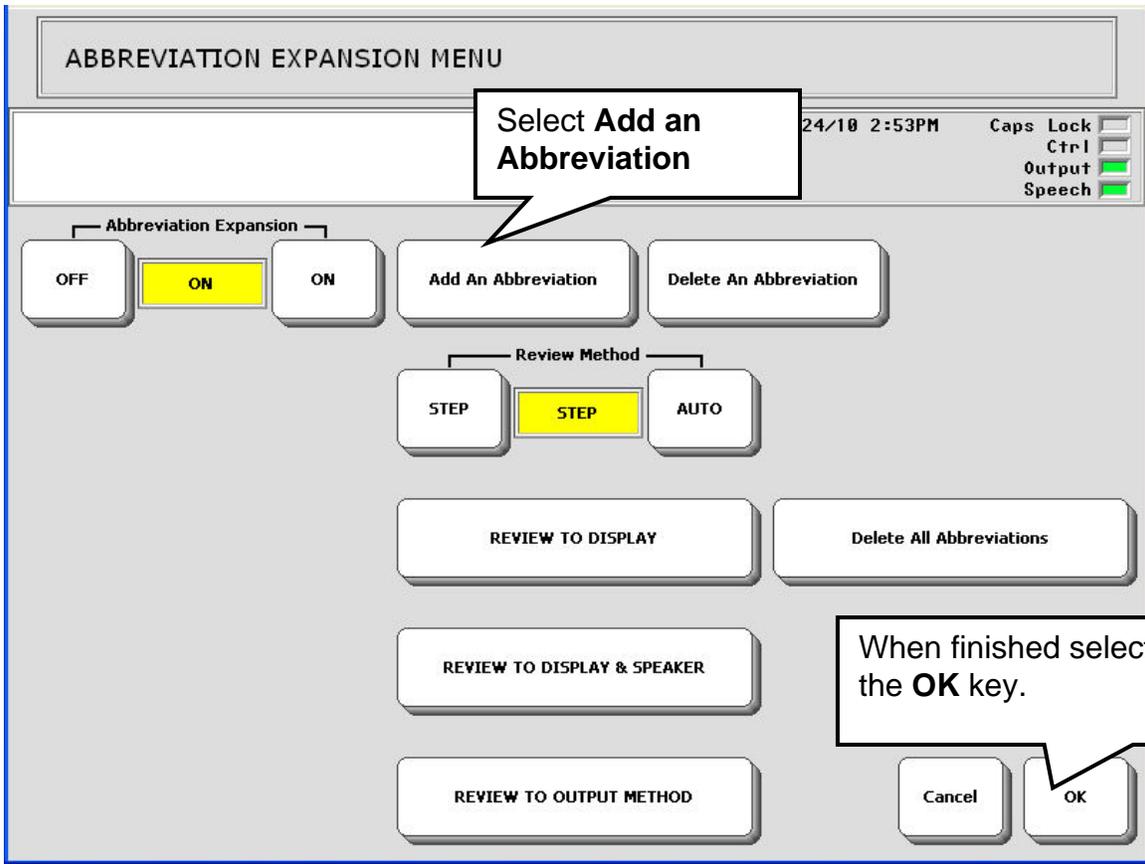
For example, you might tell the Vanguard to type and speak "I don't know" when you enter the abbreviation "idk", or to type and speak your name when you enter your initials.

Any abbreviation expansion you enter will override any matching abbreviation or word of the same letters that is already in your device.

For example, if you enter "add" as the abbreviation for your address, whenever you type "add" you will get your address instead of the word "add". Use something like "adr" or "ads" instead so the word "add" is still available for you to use.

To use Abbreviation Expansion

Select **Set-Up Abbreviation Expansion** from the **WORD PREDICITON MENU**



Select the **Add an Abbreviation** key.

You see: (your Text Display Area will be blank)



Enter the letters for your abbreviation. In this example we used "idk".



Select the **OK** key.

You see:



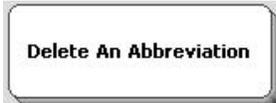
Enter the word or words for your expanded abbreviation. In this example, we want "idk" to stand for "I don't know."



Select the **OK** key

You return to the **Abbreviation Expansion Menu**.

To **delete** an abbreviation and its expansion select the **Delete an Abbreviation** key



, type in the abbreviation you want to delete and select the **OK** key



. The abbreviation and its expansion will be deleted.



If you select the **REVIEW TO DISPLAY** key, you can see all the abbreviations you have added to your device.



Select the **OK** key to exit the **Abbreviation Expansion Menu**.



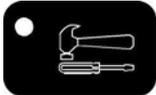
Select **OK** again to exit the **Word Prediction Menu**.

Select **OK** to exit the menu and go to your Keyboard. Type "idk". Your device should spell and speak, "I don't know."

REMINDERS MENU

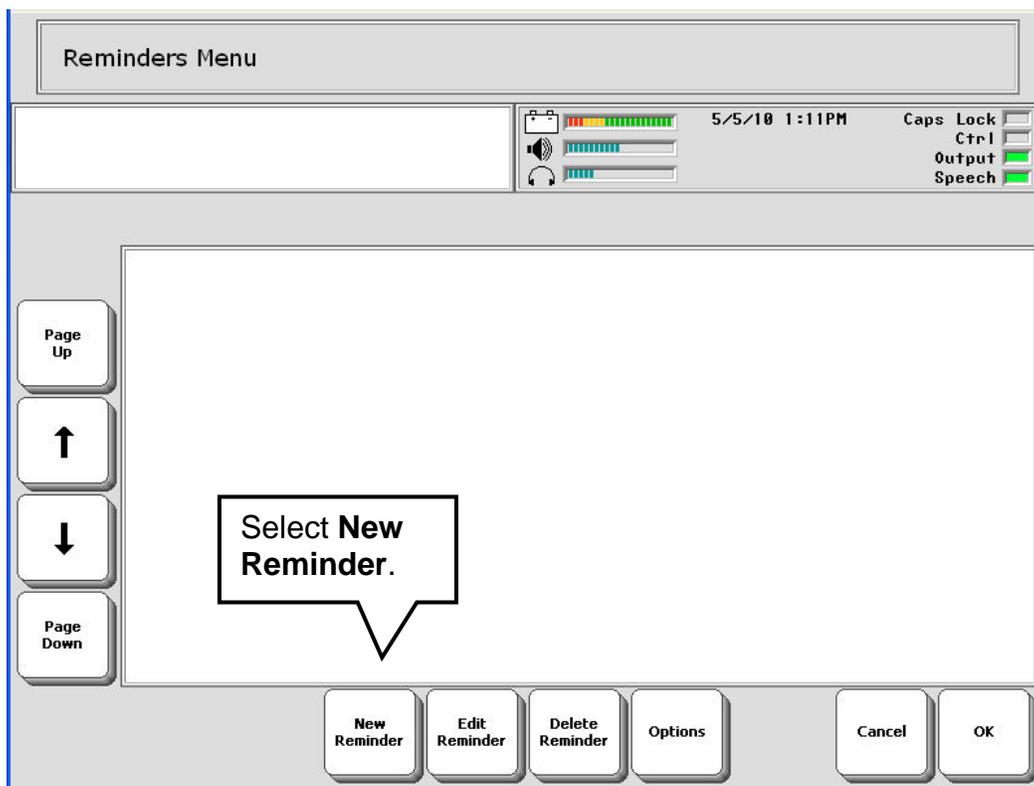
The REMINDERS MENU

You can set the Vanguard to remind you when you have a meeting scheduled, a birthday you want to remember, an appointment, etc.

- Select the Toolbox key  on the front of the case.

- In the Toolbox, select the **REMINDERS MENU** key .

You see the first screen in the **REMINDERS MENU**.

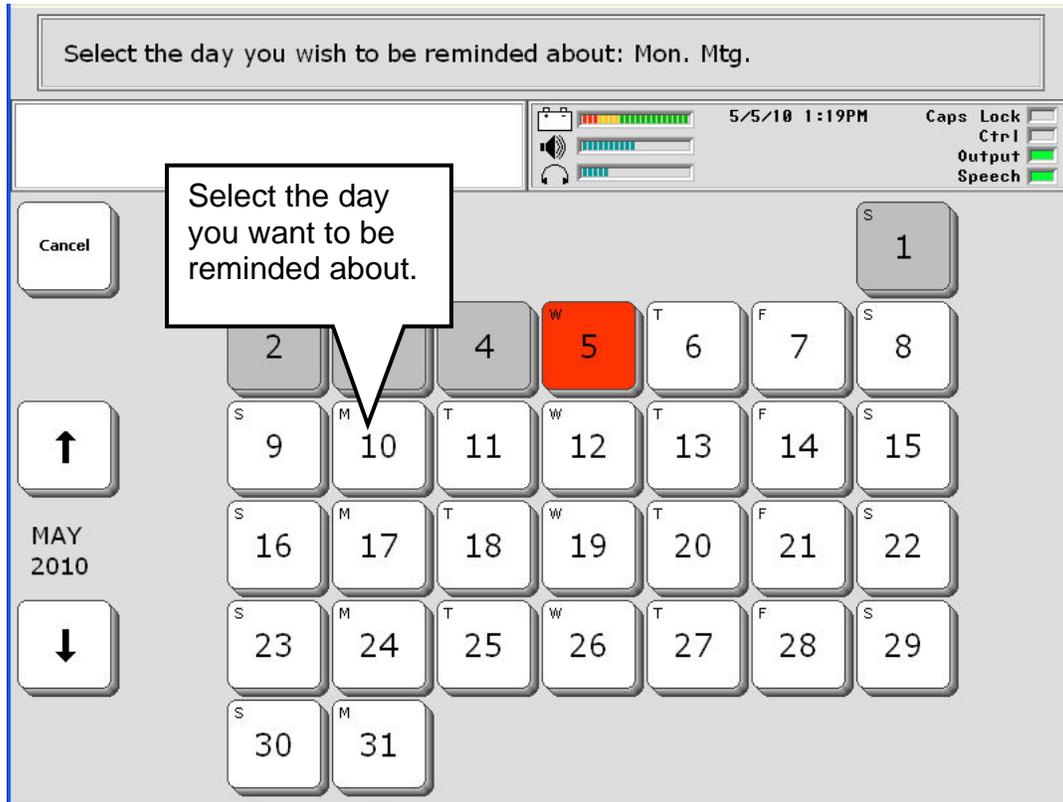


Let's add a reminder that we have a meeting at 10:00 AM every Monday.

- Select the **New Reminder** key.

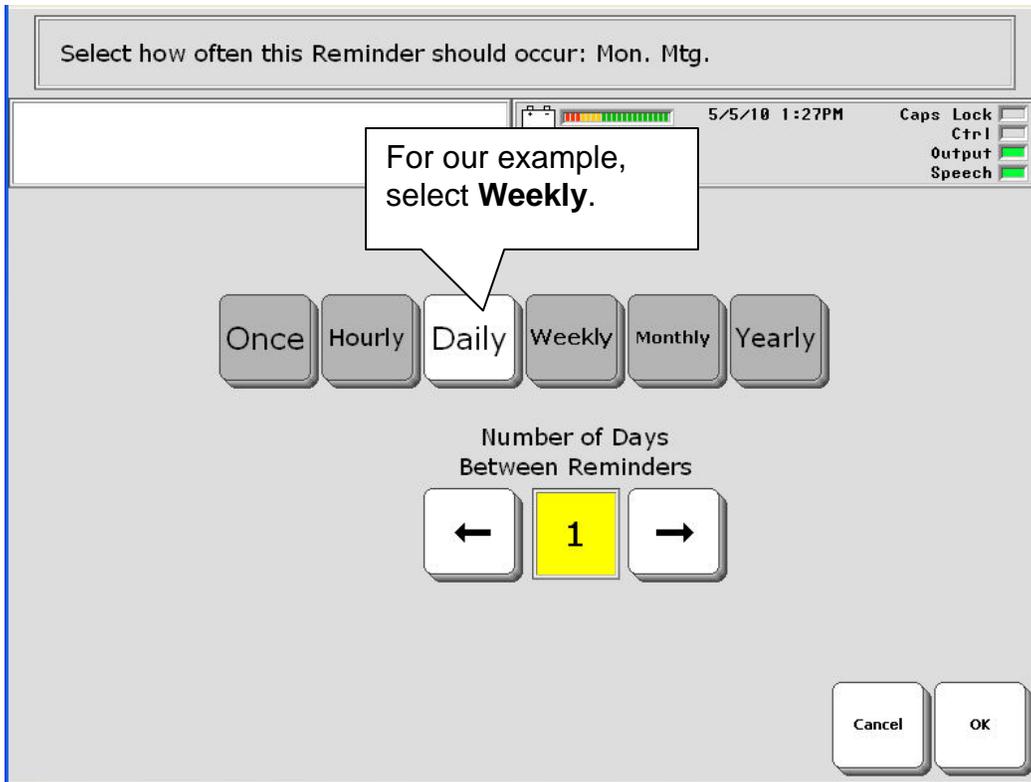
- Type in the title for the reminder. For example, **Mon. Mtg.**
- Select **OK**.

You see:



The key in red is the current day and date. If you want the current date, just select the red key. For our reminder, let's pick Monday the 10th.

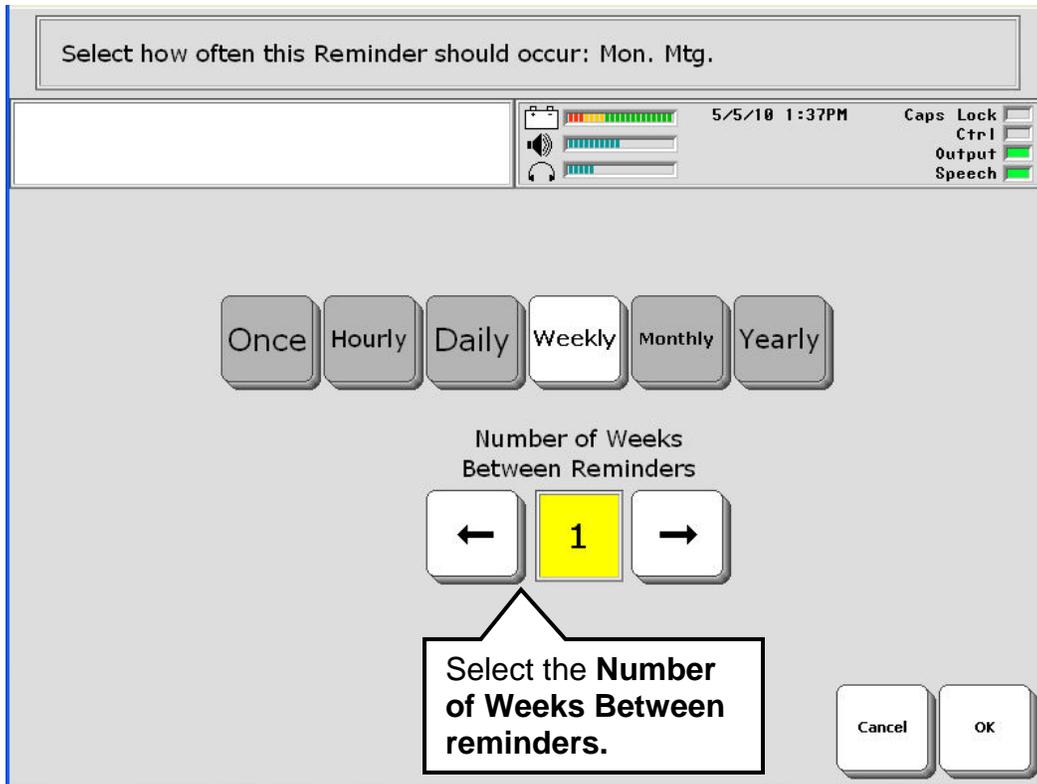
- Select the **M(onday)10** key.
- On the next screen, select the time you want to be reminded about your meeting. Since the meeting is at 10:00 AM, let's select 9:50 AM to be reminded. ☹️ It does not matter if you use the colon (:) key or not. Check that the **AM/PM** key is marked correctly.
- When you have entered the numbers, select **OK**.



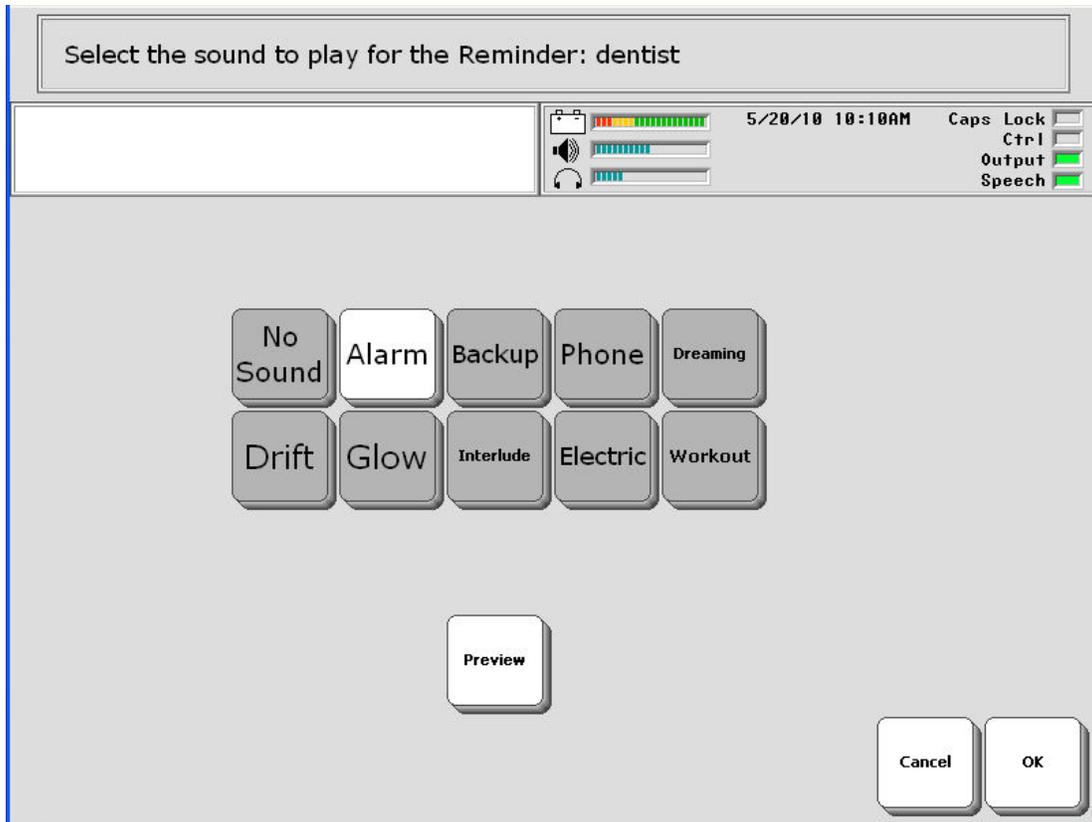
Now tell the Vanguard how often it should remind you. For our example, our meeting is every Monday and we will want a reminder every week.

- Select the **Weekly** key.

Notice that the **Number of Days** option becomes **Number of Weeks** option.



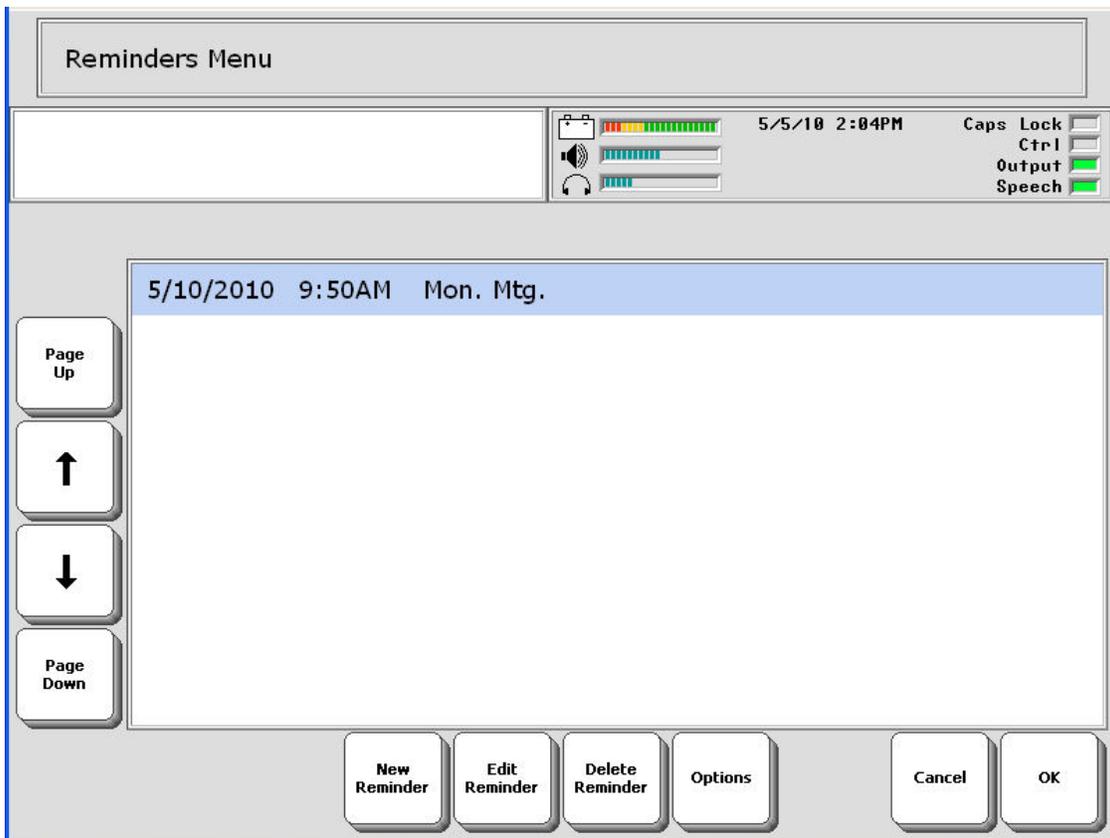
- Since our meeting is once a week, "1" is correct for the **Number of weeks Between Reminders**.
- Select **OK**.



Select a "reminder sound" if you want one.

- Select a **Sound** key then select **Preview** to listen to it. Select **OK** when you are finished.

You see:



Your reminder has been entered.

At 9:50 AM on Mondays you will be reminded that you have a meeting to go to.

The other keys in this menu let you **edit a reminder** and **delete a reminder**.

If you end up with a lot of reminders, you can scroll through them using the keys to the left of the screen.

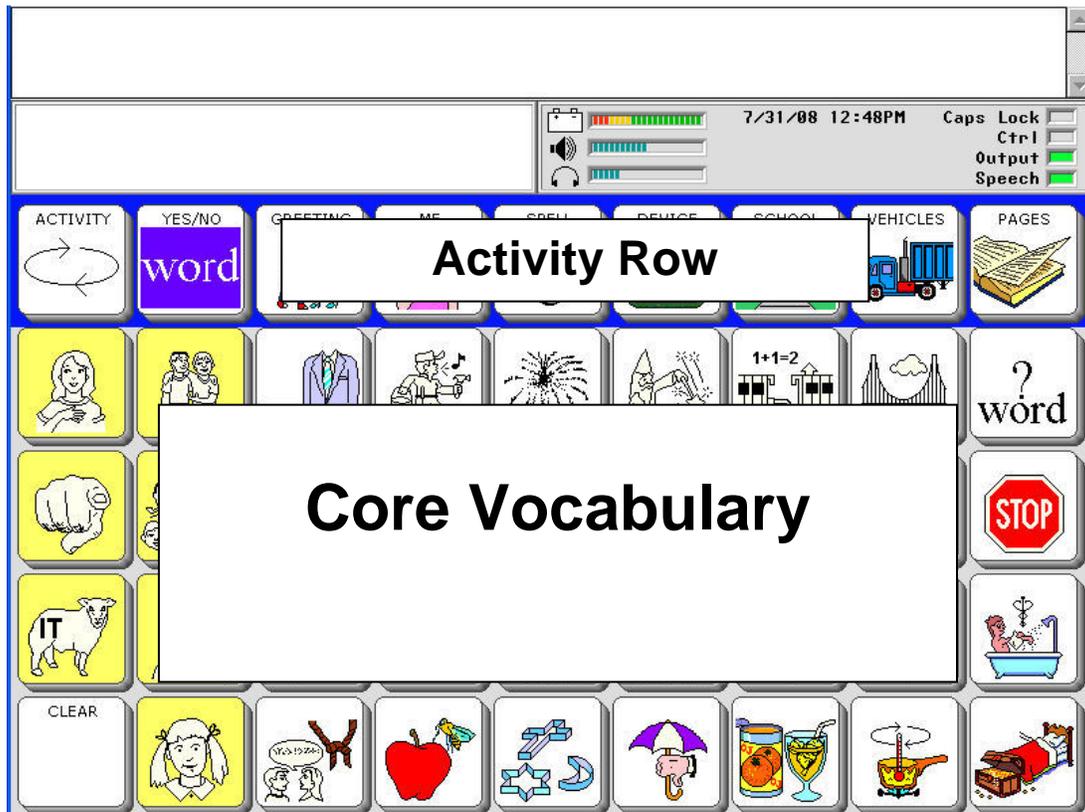
If you want the Vanguard to automatically delete reminders that have expired, select the **Options** key and select the **Automatic Delete** option. The Vanguard will monitor your Reminders and delete them when they expire.

➡ **Note:** You may have an appointment every Tuesday and Thursday. In order to be reminded of it, you must enter a reminder for Tuesday, and then enter the same reminder for Thursday.

Using your Overlay

About Core Vocabulary and Activity Row Vocabulary

The Unity[®] overlays have two kinds of vocabularies stored in them, **Core** vocabulary and **Activity Row** vocabulary. The Activity Row vocabulary is in Row 1, the top row on your overlay. Core Vocabulary is stored in the rest of the rows on the overlay.



In general, **Core** vocabulary is made up of words that you use everyday to make sentences. Pronouns, verbs and words like, “it,” “and,” “about,” “the” can be found here. Core vocabulary is stored under icon sequences and can be accessed with one, two or three-hit sequences.

Activity Row vocabulary generally contains single-hit vocabulary that is more specialized than your Core vocabulary. Activities can be centered around a theme such as "School" or "Greetings". Activities contain words that can help you create complete sentences on topics you want to talk about.

🔄 In PRC devices, Core vocabulary is very important. Many of the Core icons and messages are consistent throughout the Unity overlays. Once you become familiar with your Core vocabulary you will be able to communicate easily and rapidly in any situation. For this reason **we recommend that you rarely, if ever, customize your Core vocabulary.**

About Recorded and Computer Speech

Your device allows you to store messages in two different kinds of speech.

Recorded (digitized) speech is speech that someone records into your device, just like recording something into a tape recorder.

Computer speech is speech that your device produces from words that are typed into it. Each time you store a message you can select which kind of speech you want to use. ➡ Select a computer voice from the **SPEECH MENU** in the Toolbox.

➡ When you import song files or icons you use up digitized speech memory.

Before You Begin to Store, Plan!



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

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

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

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

Record a Vocabulary Message

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

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

To Record and Store a Message



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

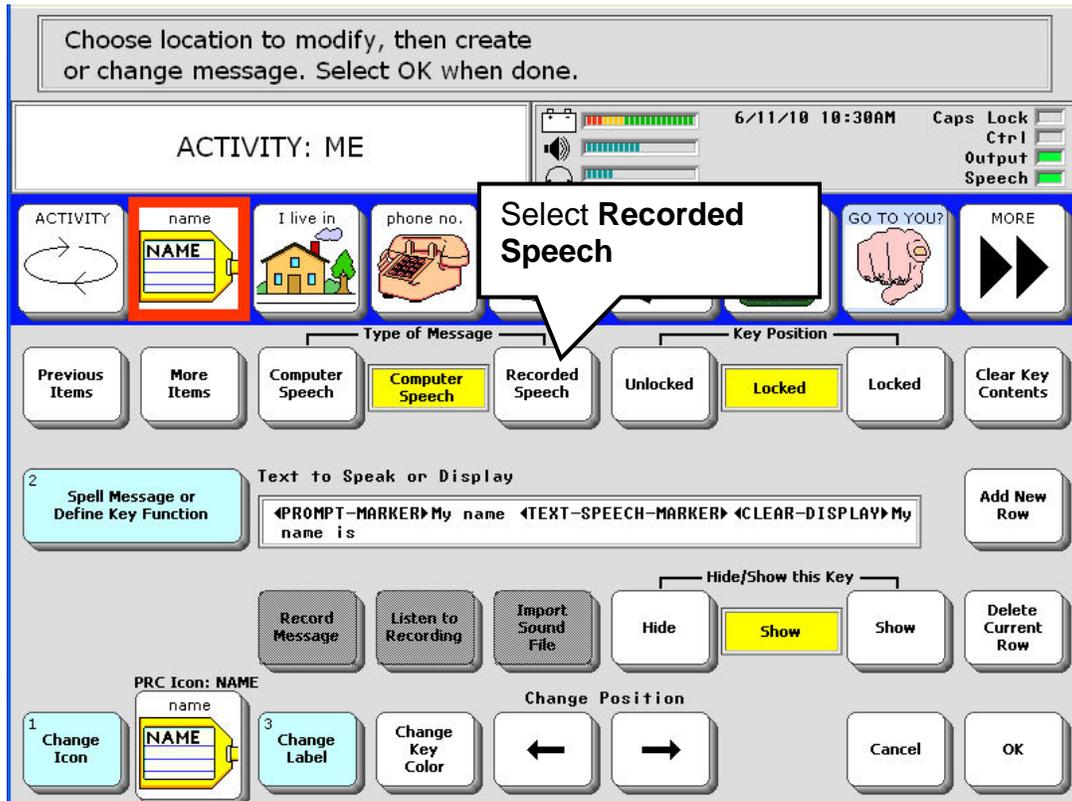


- Select the **SET-UP** key on the front of the case.

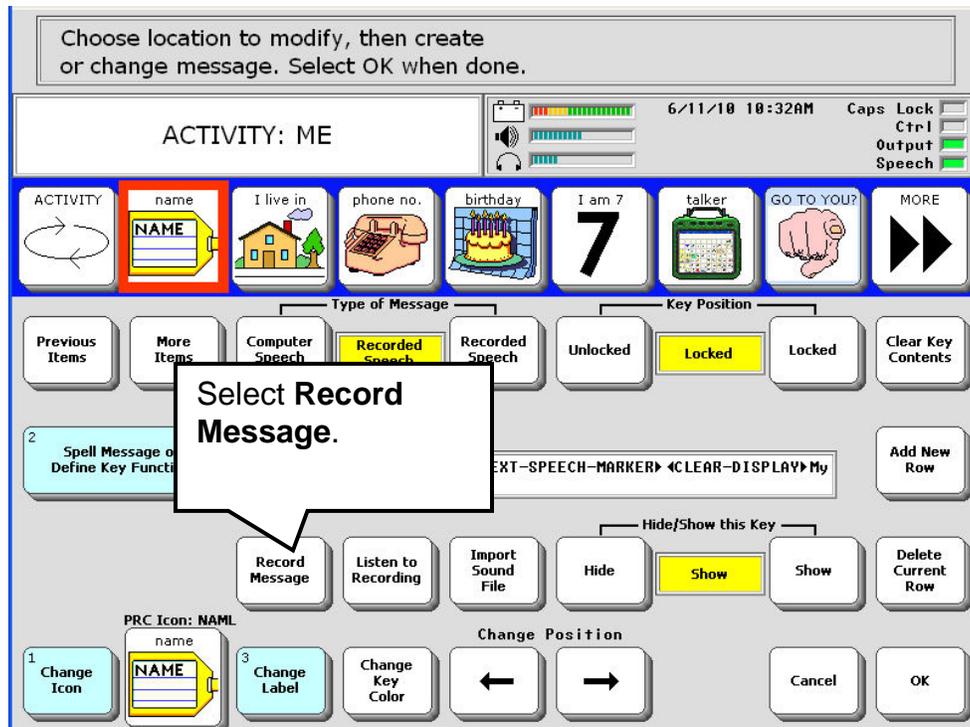


- Select the **name** key.

You see:

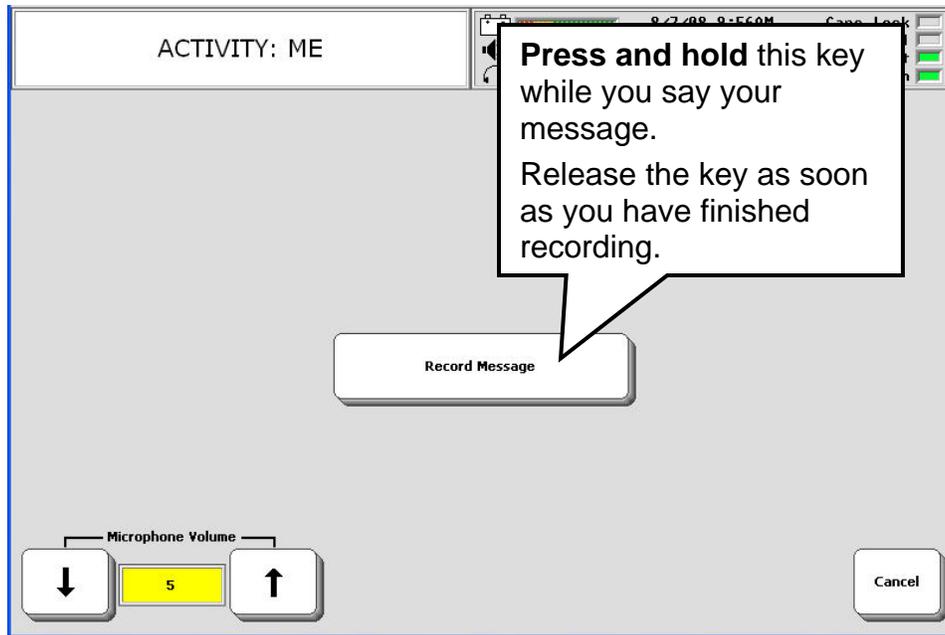


- 4. Change the **Type of Message** box to **Recorded Speech**



- Select the **Record Message** key.

➡ **Note:** If you want to include written text that will be displayed while your message is spoken, set the **Type of Message** option to **Computer Speech**. Then activate the **Spell Text to Display** key and type in the text you want to have displayed. Activate **OK** when you have finished. Then set the **Type of Message** option to **Recorded Speech**.



- When you are ready, press and hold the **Record Message** key and speak "My name is [say your name]."
- Release the **Record Message** key as soon as you have finished recording. The device returns you to the menu.

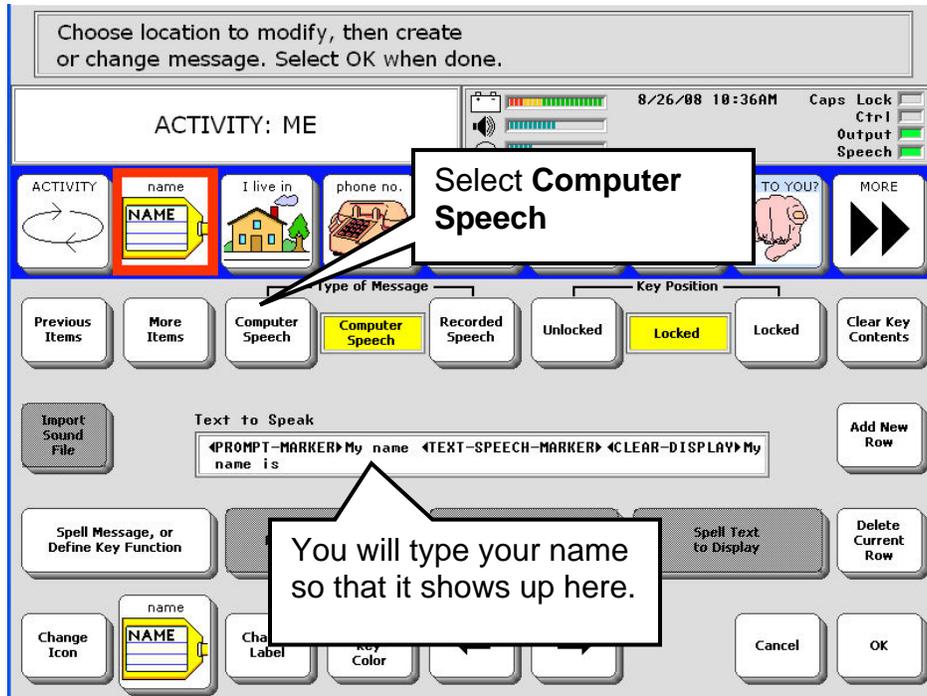


- Press the **Listen to Recording** key.
- If the message is fine, select **OK**. You are finished.
If the message was too loud select a lower number in the **Microphone Volume** option.
If the message was too soft, select a higher number.
Select **Record Message** and re-record your message.
Activate **Listen to Message** to see if you like the new recording.
If the recording is still too loud or too soft, repeat these steps.

➡ Once you have the **Microphone Volume** adjusted to your liking, you should not have to re-adjust it for recording any new messages.

Add your Name to the Display

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

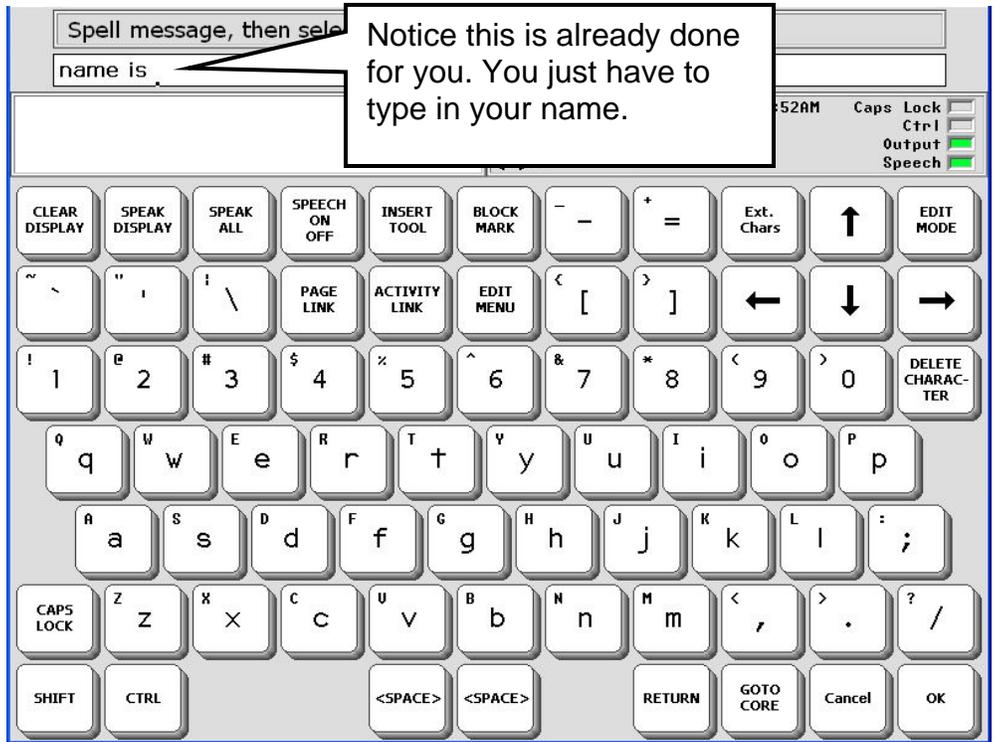


- Select **Computer Speech** in the **Type of Message** option.

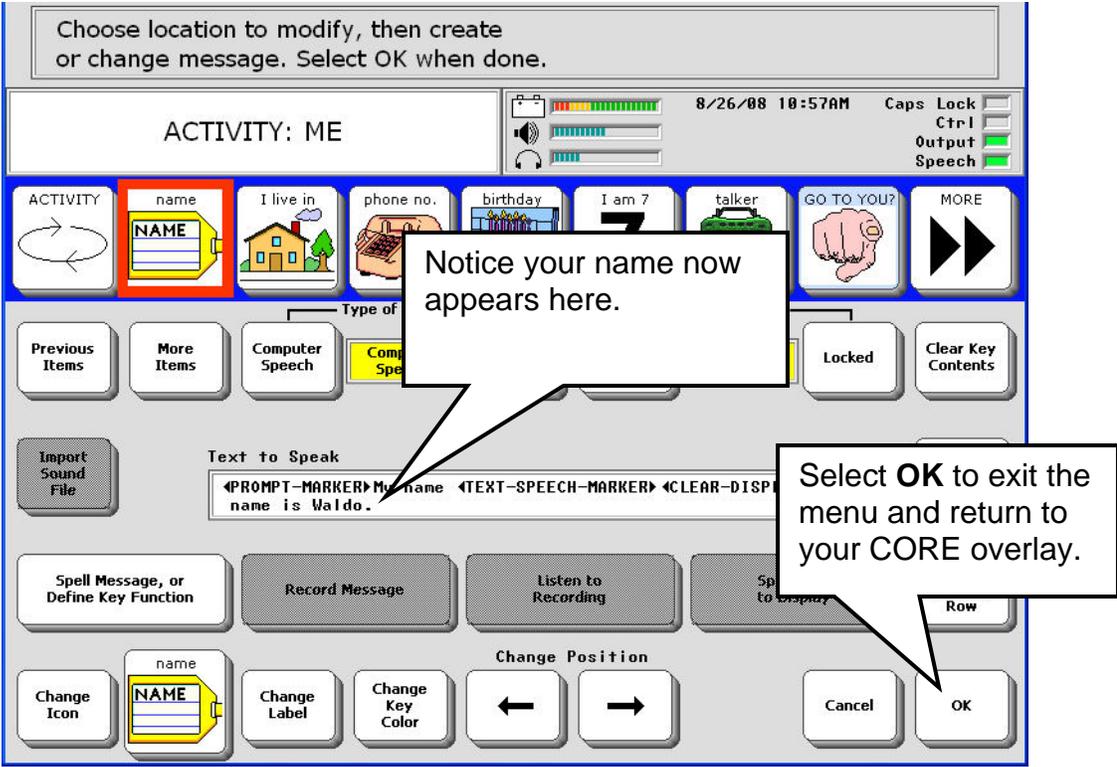


- Select the **Spell Message...** key .

You see your Storing Keyboard:

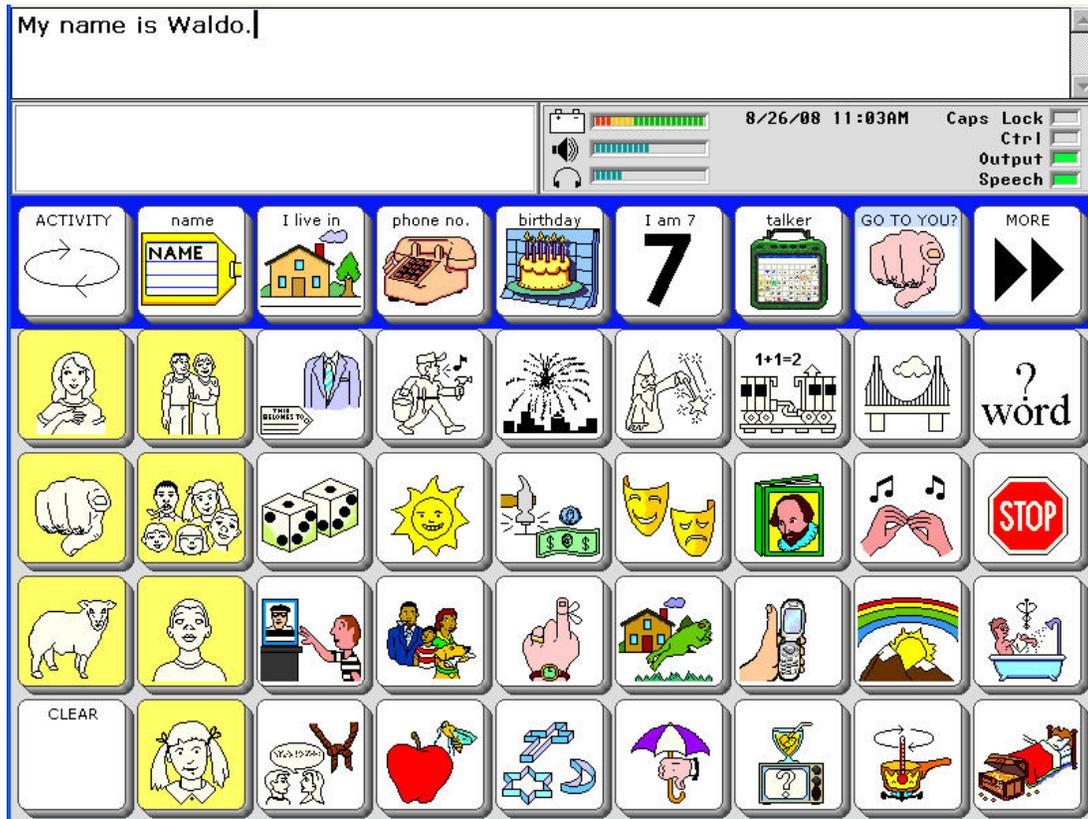


- Type in your name and then select the **OK** key in the bottom right corner.





- Now select the **NAME** key from your Activity Row.



You have stored a recorded message! When you selected the **NAME** key you should have heard your recording while seeing the same message in the Text Display Area.

You can erase the message by reading the instructions on the next page. Or you can go to the **Modify Activity** chapter and learn how to add an icon to your key as well as many other options.

Erase a Recorded Message

You can erase messages that have been recorded in Activities and Pages and you can erase messages that have recorded and stored under icon sequences.

To erase a recorded message you simply record over the old message.

To Erase a Recorded Message in an Activity

☞ To erase a message on a **PAGE**, just select the Page you want in step one.

We will erase the recording you just made in the **ME** Activity.



- If the **NAME** key is still visible in your Activity Row, select the **SET-UP** key on the front of your case, then select the **NAME** key. If it is not visible, select the **ME** Activity, then select the **SET-UP** key then select the **NAME** key.
- Make sure the **Type of Message** option is set to **Recorded Speech**. Select the



Record Message key.

- Record a new name. This will erase the old name and replace it with the new name.
- Listen to your recording and select **OK** when you are satisfied.

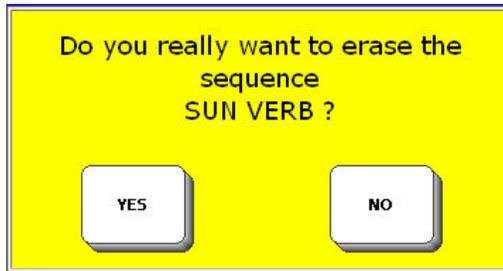
To Erase a Recorded Message stored under an Icon Sequence



- Activate the **TOOLS** key to go to the Toolbox.



- Select **ERASE CORE**.
- Select the icon sequence of the message you want to erase.
- Select **OK**. You see the warning box below:



- If you still want to erase the message, activate **YES**. If you change your mind, activate **NO**.
- The Text Display Area tells you that the sequence has been erased.

You can also erase a message by recording over it. Select **STORE CORE** in the Toolbox. Instead of choosing a new icon sequence, select the sequence you want to record over.

➡ You cannot “edit” a **recording**; you have to either erase it or record over it

Store a Computer Speech Message

To Store a Computer Speech Message

We will add a computer voice message to a blank key in the **ME** Activity.



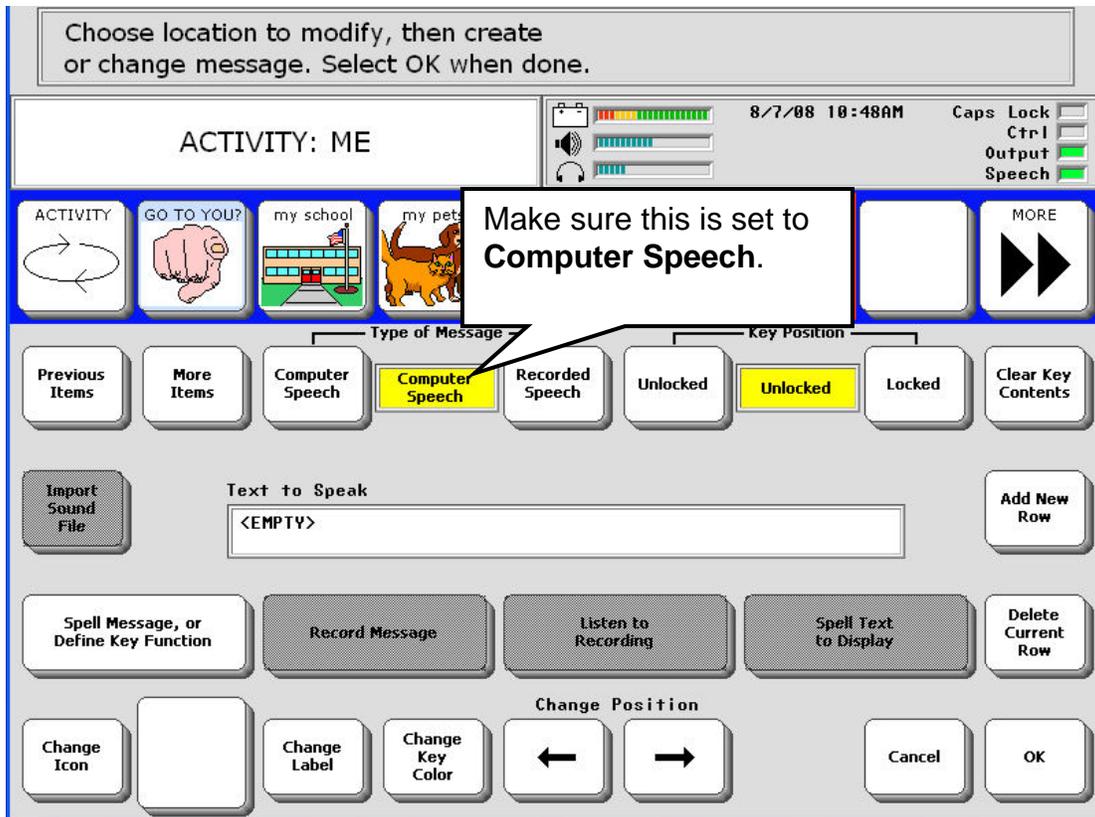
- Select the **ME** key  from the Activity Row (the top row on your overlay). You see some of the messages in the ME Activity.



Select the

- Now select the **SET-UP** key  on the front of the case.

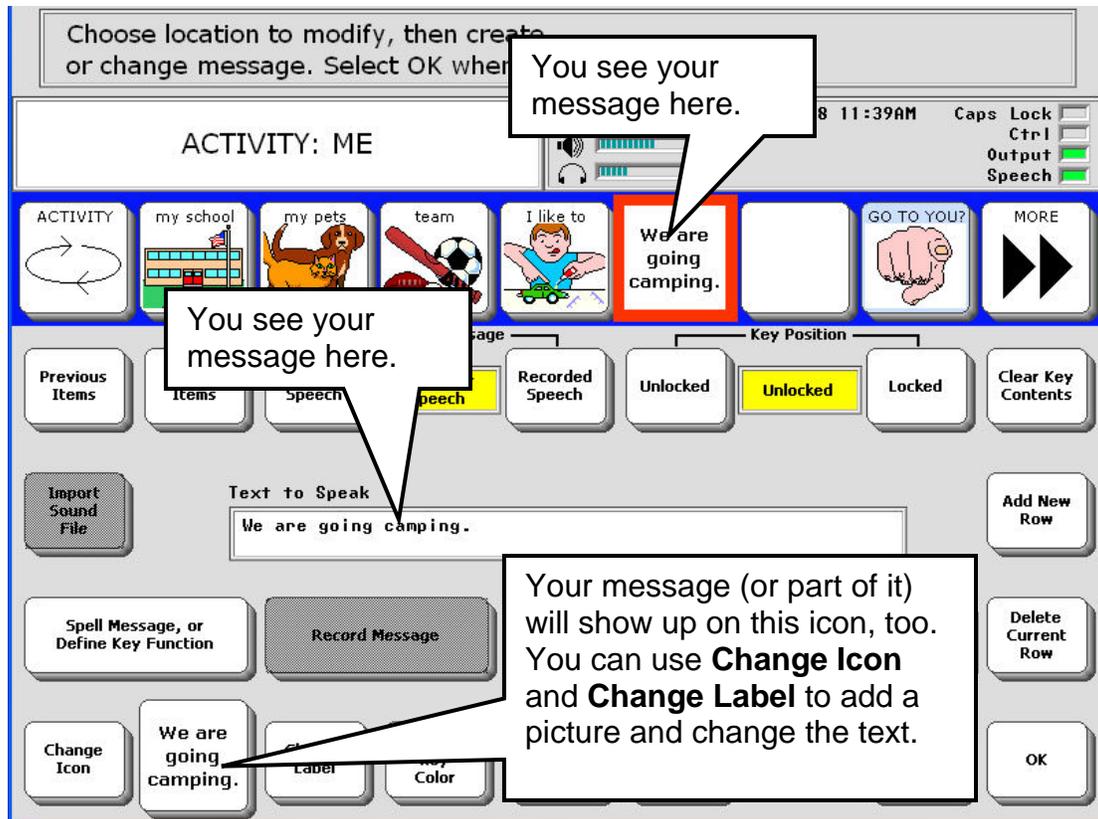
- You are asked to select the key you want to modify. Select one of the  blank keys in the Activity Row. You see a menu that allows you to modify the blank key.



- Select **Computer Speech** in the **Type of Message** option.



- Press the  **Spell Message** key. You see your Spelling Overlay.
- Type in a message. For now, you might type: "We are going camping." Then select the **OK** key on your spelling overlay.



- Notice that you can see your message in the **Text to Speech** box. You also see it on the icon you used.



☞ If you want to edit your message, just select the **Spell Message** key and edit the message on your Spelling Page, then select **OK** to return.

- Add an icon to your key by selecting the **Change Icon** key. Let's look for an icon that makes us think of a camping. Select the **Change Icon** Key.

☞ You can look through the categories to see if you can find an icon you like or you can select the **Spell Icon to Find** key and spell the word "camp". Select an icon.

- Notice that your key now has the icon on it that you selected but it still has part of your



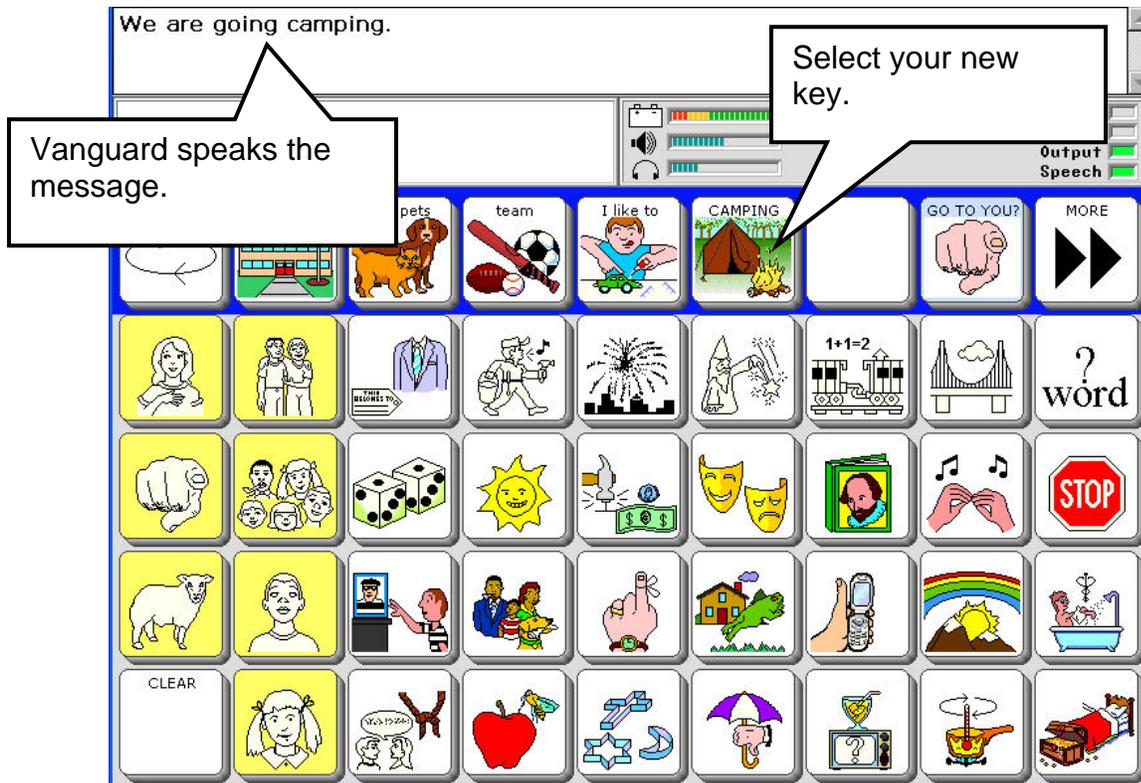
message on it too. Let's change this.

- Select the **Change Label** key.
- Type in **CAMP** or **CAMPING** and select **OK**.



Now your key looks about right. If you want to add a background color to it, select **Change Key Color** and select a color.

- Select the **OK** key.



You have stored a computer speech message and created a key for it! You can edit or erase the message by reading the instructions on the next page.

Edit a Computer Speech Message

To Edit a Message

You can edit any computer speech message stored in an Activity or Page by going to the Activity

or Page where the message is stored. Then select the  **SET-UP** key and select the icon where the message is stored.

Edit a message stored in CORE vocabulary by going to the  Toolbox. Select the



EDIT CORE key and then select the icon sequence you want to edit.

- In the Storing menu, activate **Computer** in the **Type of Message** option.



- Activate the **Spell Message** key.
- Use the **Delete Character**, **Arrows** and /or **Edit Mode** keys to edit the message.
- Press the **Text Display Area** at any time to listen to the message.
- Activate **OK**.
- If you want to add a recording, change the label, key color or change the icon, do it now.
- Activate **OK**.

To erase a Core vocabulary message



- Press the **TOOLS** key to go to the Toolbox.
- Activate **ERASE CORE**
- Activate the icon sequence you want to erase.
- Answer **YES** to erase or **NO** if you decide to keep the message.

Completely Erase the Contents of a Key

To completely erase the entire contents of a key in an Activity or Page, go to the Activity or Page.

- Select  the **SET-UP** key, then select the icon key you want.
- Select  the **Clear Key Contents** key.
- Select **OK** when you are finished.

➡ If you decide you didn't really want to erase the key, select **Cancel** instead of **OK**.

Link an Icon Sequence to an Already Created Page

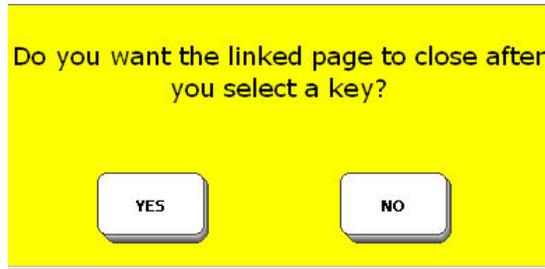
If, instead of programming a message under an icon sequence, you want to link the sequence to a Page that is already created, follow the steps below.

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

- Select **Computer Speech** 

- Select **Spell Message...** 

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



- You see a yellow message box:
- **If you select YES**, you can go to the page that you linked your sequence to, make one selection from the linked Page and then automatically return to your original screen.
- **If you select NO**, you go to the page that contains your linked sequence and remain on that page.
- You see a list of all the Pages in your device. Select the Page you want to link to.
- Select **OK**.
- Select **Change Label** to change the label.
- Select **Change Icon** to change the icon.
- Select **OK** when you are finished.

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

Hide Vocabulary Keys – Single Hit Overlays

🔄 This option works well with **single hit** vocabulary. Use the **VOCABULARY BUILDER MENU** and **Vocabulary Masking on the Fly** to hide multiple-key sequences. (See **Appendix F** beginning on page **Error! Bookmark not defined.** for information on Vocabulary Building.)

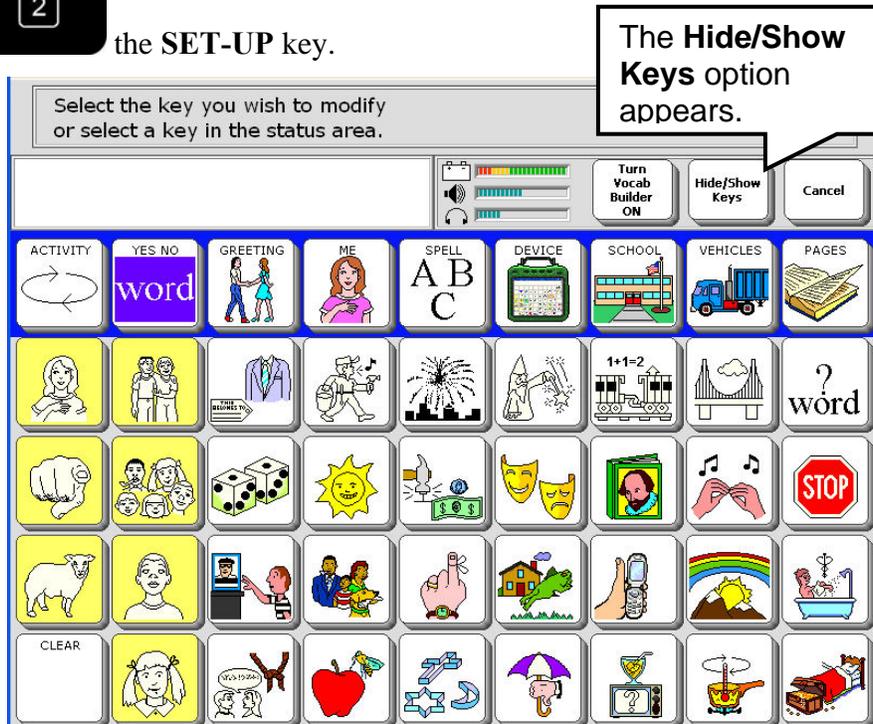
When you begin to learn about your vocabulary, you might want to use only a few keys on your overlay. You can hide all the keys that you don't need. When you are ready to learn about more keys, you can turn the hidden keys back on ("show" them) and add them to your overlay.

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

To Hide Core Vocabulary Keys:

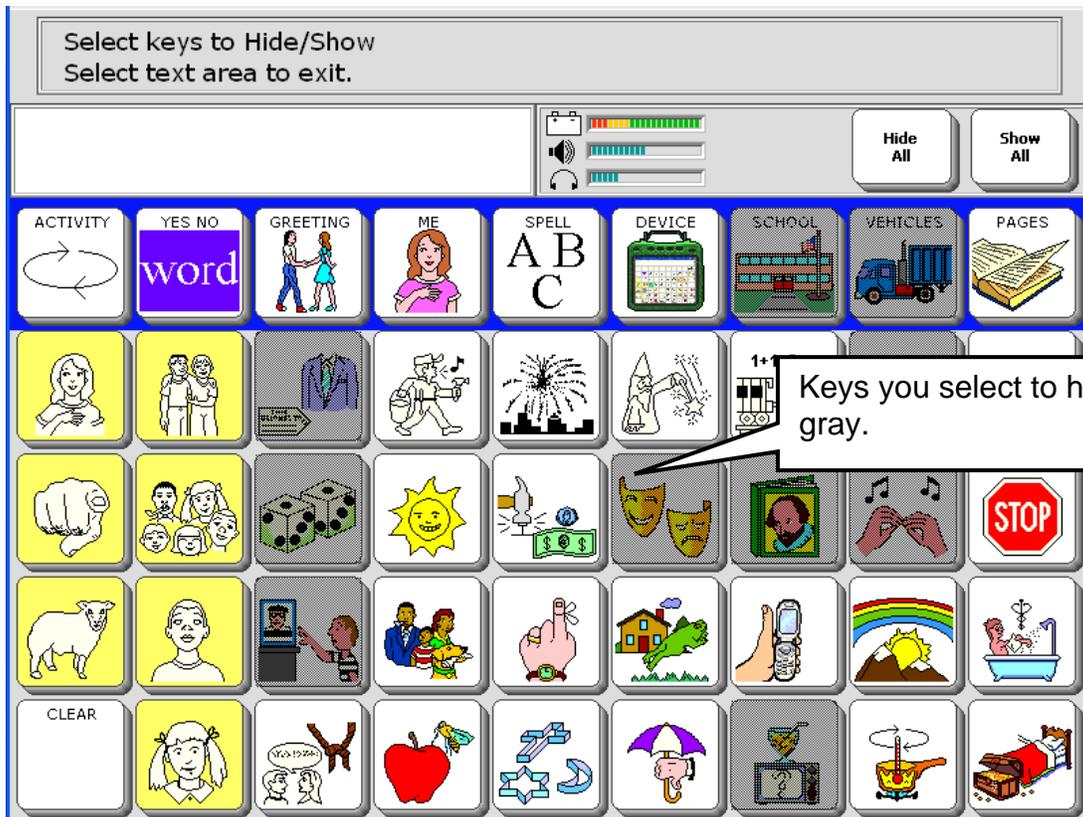
- Make sure you are in your Core vocabulary overlay.

- Select  the **SET-UP** key.



- Notice the **Hide/Show Keys** option appears in the Status Display Area.
- Select the **Hide/Show Keys** option.

Keys you select to hide will turn gray.



- Select the key or keys you want to hide. When you select a key it will turn gray.
- If you change your mind after you have selected a key, just select it again. It will return to its active state. You can also use the **Show All** key in the Status Area.
- When you have finished, activate the Text Display Area.

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

To turn the key(s) back on:

Repeat these steps or select the **Show All** option. Select the Text Display Area to exit the menu.

➡ The **Hide/Show keys** option and a **Hide All** option are also available in the **CREATE PAGE, MODIFY ACTIVITY** and **PAGE** menus.

Swap Core Vocabulary Keys on Your Overlay

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

To Swap Two Keys:



- Go to the Toolbox  and open the  **SWAP CORE KEYS** menu.
- Activate the first key you want to swap.
- Now activate the key you want to swap with.
- You can continue to swap keys. **To exit and save your work**, activate the **Text Display area**.

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

Pages

About Custom Pages

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

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

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

You can use a **template** based on another page you really like. You can **copy** a page you like and then modify it. You can **create** a page starting from a blank overlay.

Once you have created a page, your device automatically places it in the **PAGE MENU** in the Toolbox. You can store new pages on your **PAGES** page if you want.

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

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

Set Page Template

Each default overlay in your device has a template you can work from when creating a Page. It is generally called **45 TEMPLATE** or **15 TEMPLATE** or whatever the number of key locations you are using in your overlay. This will contain some essential keys placed where they are always placed on the regular overlay. You can also select any Page you want to use as a template.



The **Set Activity Template** option is in the **USER AREA MENU**

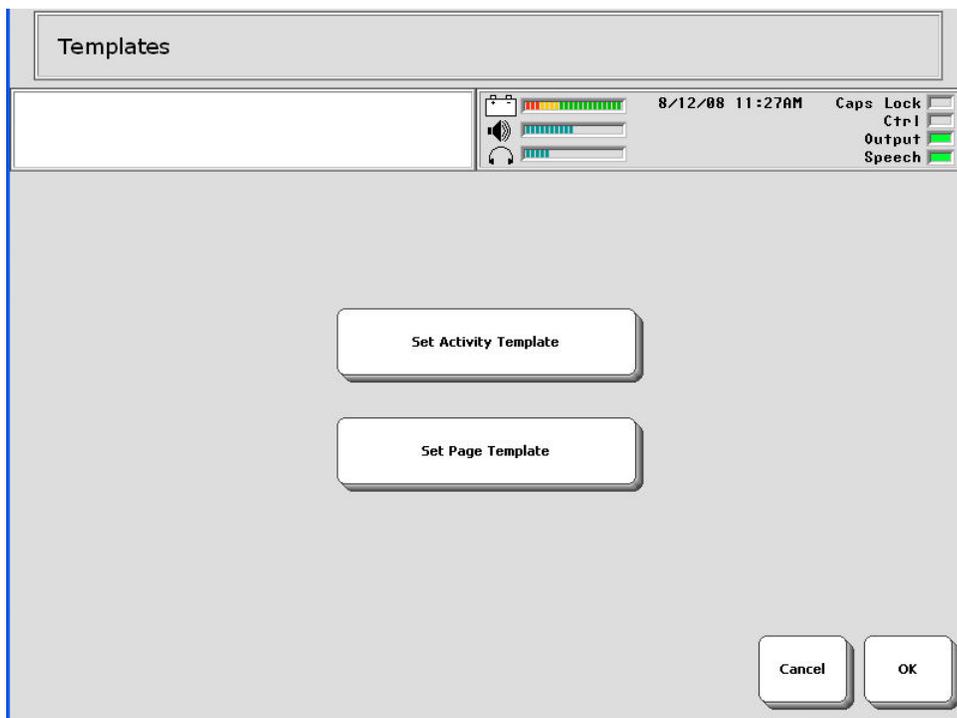
To Set and Use a Page Template:



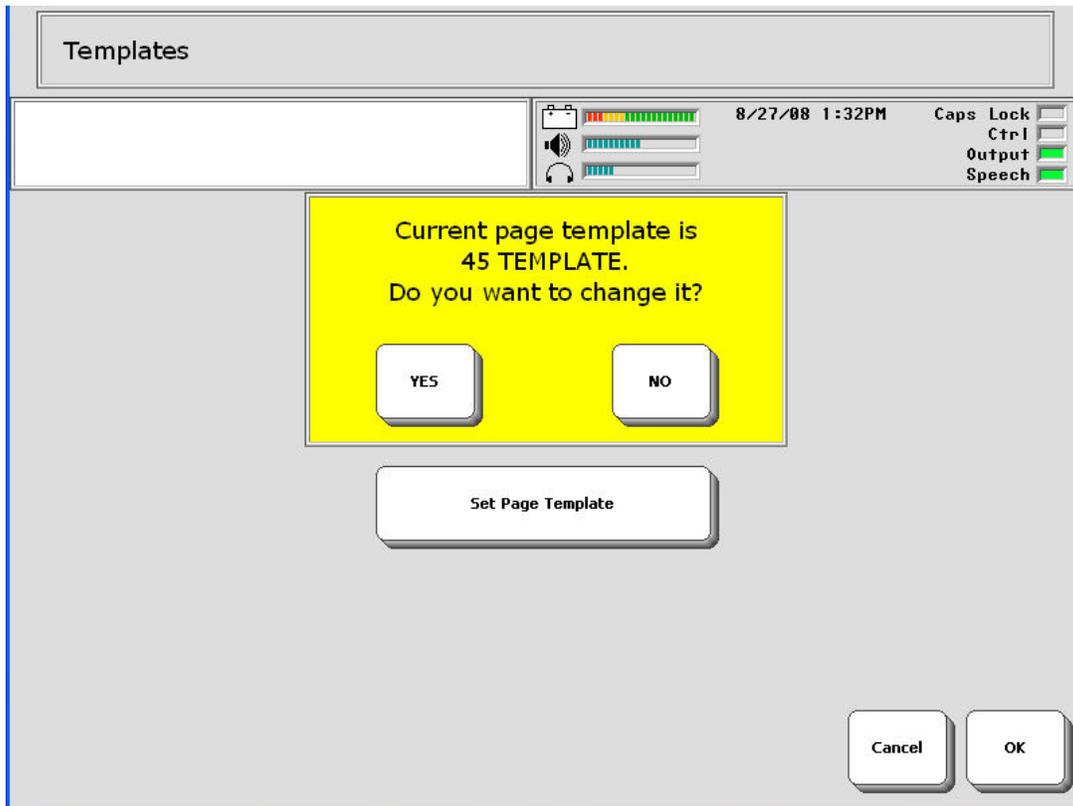
- Open the  in the Toolbox.



- Select the  key.



- Select the **Set Page Template** key.



- You see a message box that tells you what the current template is. In this case, **45 TEMPLATE** is the default template for this User Area. The **CORE**, **CLEAR DISPLAY** and **DELETE LAST SELECTION** keys have already been defined for you. All the other keys on the template are blank. If you select **NO**, this template will remain as your Activity template. Then select **OK**. If you want to use a different template, select **YES**.

➤ The default template you see on your device may be named something different but it will contain the keys mentioned above.

- If you select **YES**, you see a screen that lists all the Pages for the overlay you are using.
- You can select any Page to use as a Template.
- Once you have selected a Page for a Template, activate **OK**.

Now when you create a new Page, the template you selected will come up for you to work from. You can change the template any time by selecting the **Set Page Template** option in the **USER AREA MENU**.

➤ **Set Activity Template** works the same way.

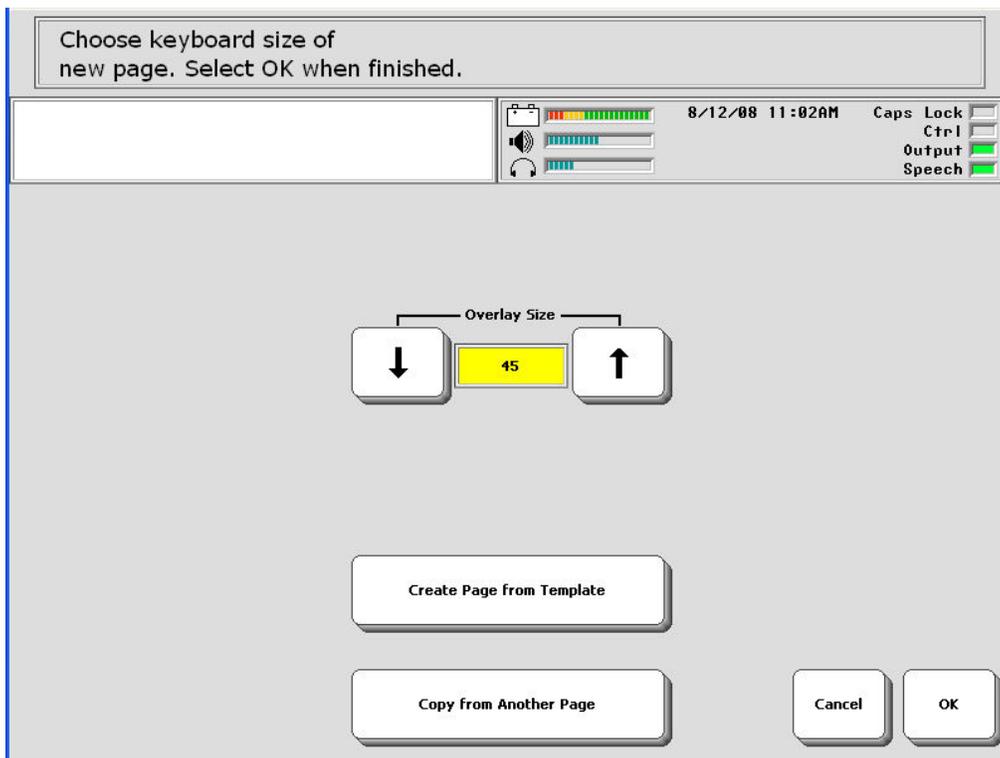
Create a Custom Page

➔ This example uses the 45 TEMPLATE. See the previous pages for more information.

- Go to the Toolbox. 

- Activate **CREATE PAGE** 

- Spell the name for your page and select **OK** when you have finished. You see:



Create Page from Template

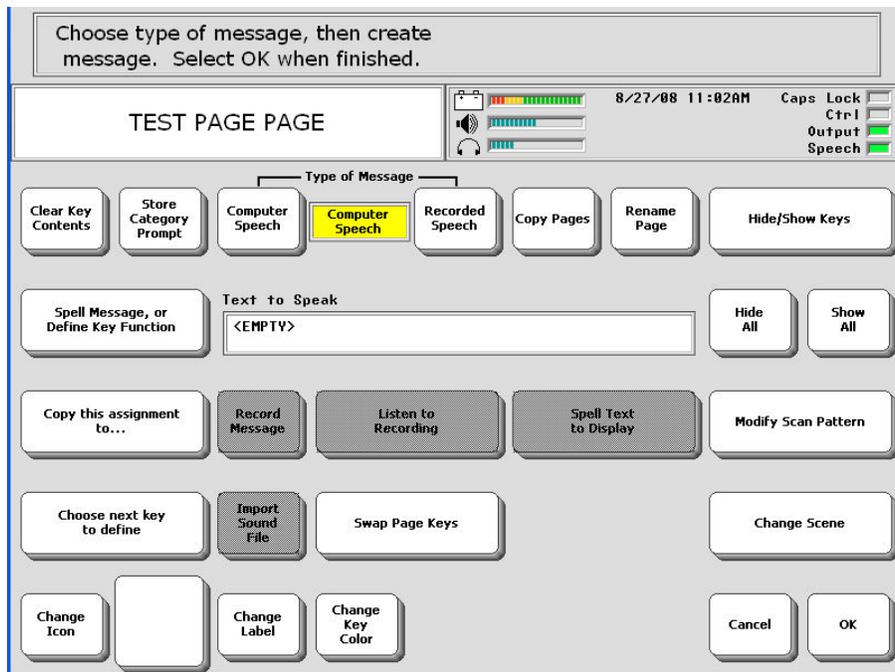
- If you select the **Create Page from Template** option, you will see either the default template for your User Area or a template you selected from the **USER AREA MENU**.

Copy from Another Page:

- If you want to copy the format of an already created page, select **Copy from Another Page** then select the page you want to copy.
- Follow steps #6-10 below.

Overlay Size

- If you did not select a template, select the size of the overlay you want to use and then select **OK**. You will see a blank overlay with the number of key locations on it that you selected.
- Select the first key that you want to define. You see the **CREATE PAGE MENU**.



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

1. Select **Computer Speech** or **Recorded Speech**.
2. Type in any text that you want your device to speak. If you are recording something, type in any text that you want to have displayed.
3. Add an icon to your key (**Change Icon**), change the label (**Change Label**) or change the key color if you want. A label can contain up to 32 letters. If you want a blank label, type two spaces instead of a word. To change the key color press the **Change Key Color** key until you see the color you want.
4. You can **hide** the key. You can copy the key's assignment to another key on the page. You can swap the key with another key.
5. 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.
6. If you want to scan the page in a specific way, you can create the pattern you want (**Modify Scan Pattern**-see **Appendix D** for more information).
7. When you have finished with the key, select **Choose Next Key to Define** and repeat these seven steps until you have created your custom page. Select **OK** when finished.

Go to Your Custom Page

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



MENU key.

The names of any Pages you have created will be listed in this menu. Simply select the page you want to use.

If you would prefer not to go to the Toolbox every time you want to open a 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 **Appendix I** 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. Select **Computer Speech** and **Spell Text to Speak**.
4. Spell any text you want to store.
5. Activate **INSERT TOOL**.
6. Activate **SET PAGE** or **SET PAGE TEMPORARY** Tool.
7. Choose the Custom Page you want from the **PAGE MENU**.
8. Activate **OK**.
9. Activate **OK** again.

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

Modify a Custom Page

To make changes to a page that is already created

- Go to the Page you want to modify and select the **SET-UP** key  on the front of the Vanguard case. Then select the key you want to modify.

➞ You can also go to the Toolbox, select the **MODIFY PAGE MENU** , select the page you want to modify and then select the key you want to work on.

- Use the options on your screen to make any changes to the key, e.g., change icon, icon name, color, etc.
- If you want to modify another key, activate **Choose next key to define**.
- When you are finished, activate **OK**.

To Check the Modifications:

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

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

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

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

STORE TEXT AREA Tool

Vanguard has a **STORE TEXT AREA** tool that allows you to copy any text in the Text Display Area and paste it straight to a page or location so you can re-use it. You do not have to go through the storing procedure to add the text to a key.

Before you can use the tool, though, you must store it on a key (or keys) wherever you want to be able to use it.

For example, let's say you often add foods to your **FAST FOOD** page. Let's add the **SAVE TEXT AREA** tool to this page.



Select the **PAGES** key from your Activity Row.



Select the **FAST FOOD** key from the **PAGES** page.



Select the **SETUP** key from the front of your device case.

Select a blank key on the **FAST FOOD** page.

You see the storing menu.



Select the **Spell Message...**key

You see your Storing Keyboard.



Select the **INSERT TOOL** key

You see all the insertable tools that you can use with your Vanguard.

Select **MORE ITEMS** until you see the **STORE TEXT AREA** key.

Select the **STORE TEXT AREA** key.

Select **OK**.

Select **OK** on your Storing Keyboard.

You can change the label/icon on your key if you wish.

Select **OK** when you are finished.

STORE TEXT AREA is now stored you your **FAST FOOD** page.

Let's try it out.

Select the blue **GO BACK** arrow in the top left corner of your **FAST FOOD** page.

Now you are on your **PAGES** page.

Select the **SPELL ABC** key in the top row,

Spell, "BLT salad" then select the **GO BACK** arrow.

You are back on your **PAGES** page. Notice your text is still in the Text Display Area.

Select the **FAST FOOD** key.

Select the **STORE TEXT AREA** key.

Select a key where you want to put the text.

If you select the key now, "BLT salad" will appear in your Text Display Area.

Link a Page to another Page

You can link one page to another page. You can create links when you create a page or when you modify a page. In our example below we will link an already created page to another page.

Link a Page to another Page

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



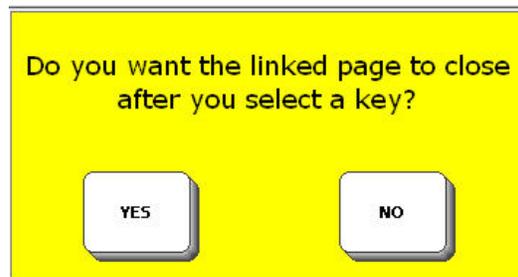
2. Select the **SET-UP** key on the front of the case.
3. Select the **key** where you want to put the link.



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



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



6. You see a yellow message box:

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

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

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

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

Create a Scene Page

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

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

There are a number of scenes already stored in your Vanguard. We will use one of these scenes in the following example.

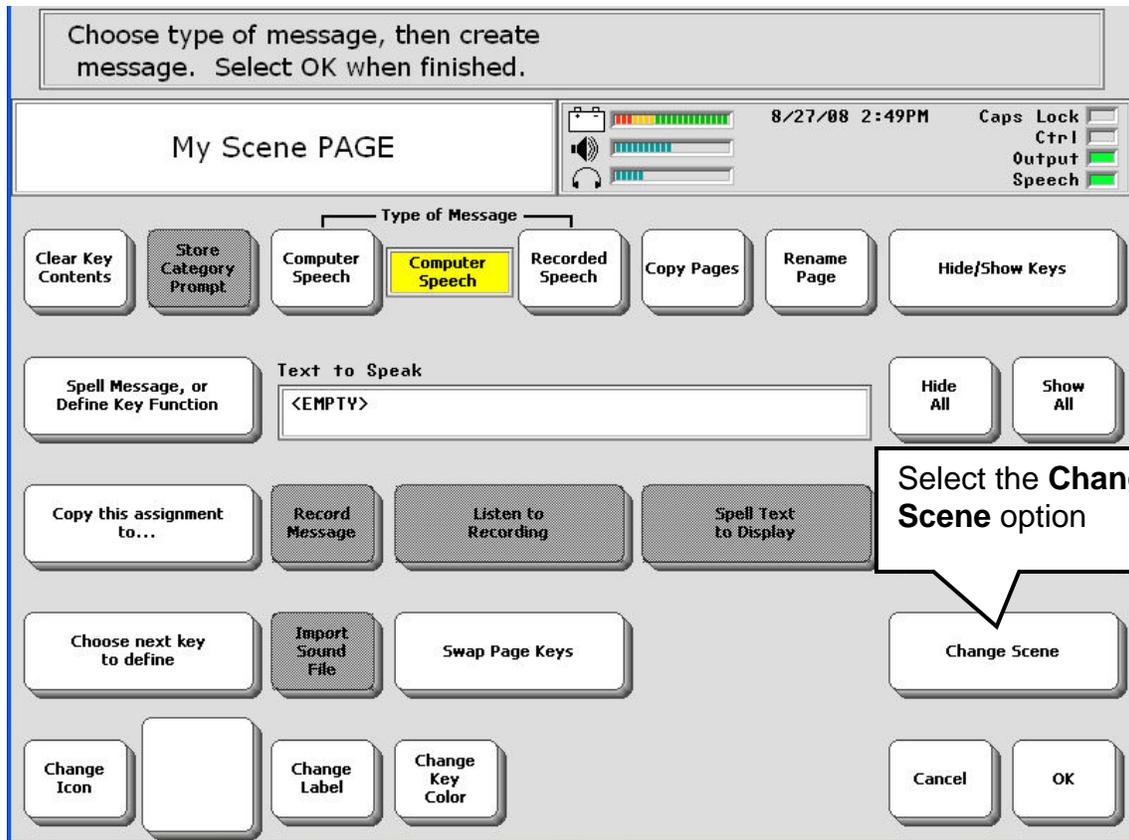
➤ **Importing Your Own Scenes:**

You can import your own scenes to the Vanguard so they will be available for you to use. Save your own scenes to your USB drive, then plug the USB drive into the Vanguard. Open the **TRANSFER MEMORY MENU** and select **Import Scenes**. See page **Error! Bookmark not defined.** for a more complete explanation.

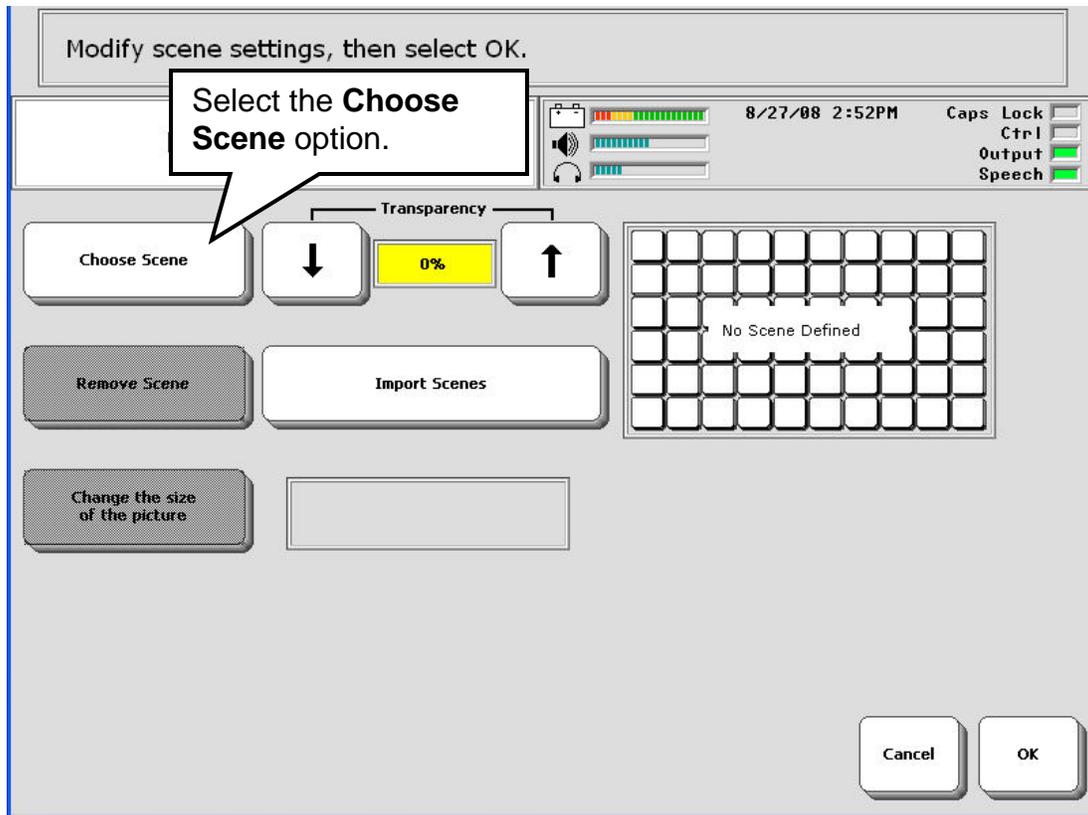
Create a Page that Contains a Scene



- In the Toolbox, select **CREATE PAGE**.
- Spell in a name for your page and select **OK**.
- Select the number of locations you want. Scenes work best on overlays with a lot of keys on them, so let's select **84**. If you want to use a template, we suggest that you use the **60 or 84 TEMPLATE**. If that is not your default template, go to the **USER AREA MENU** and change **Templates** to 60 or 84. Select **OK**.
- Select any key on the overlay.

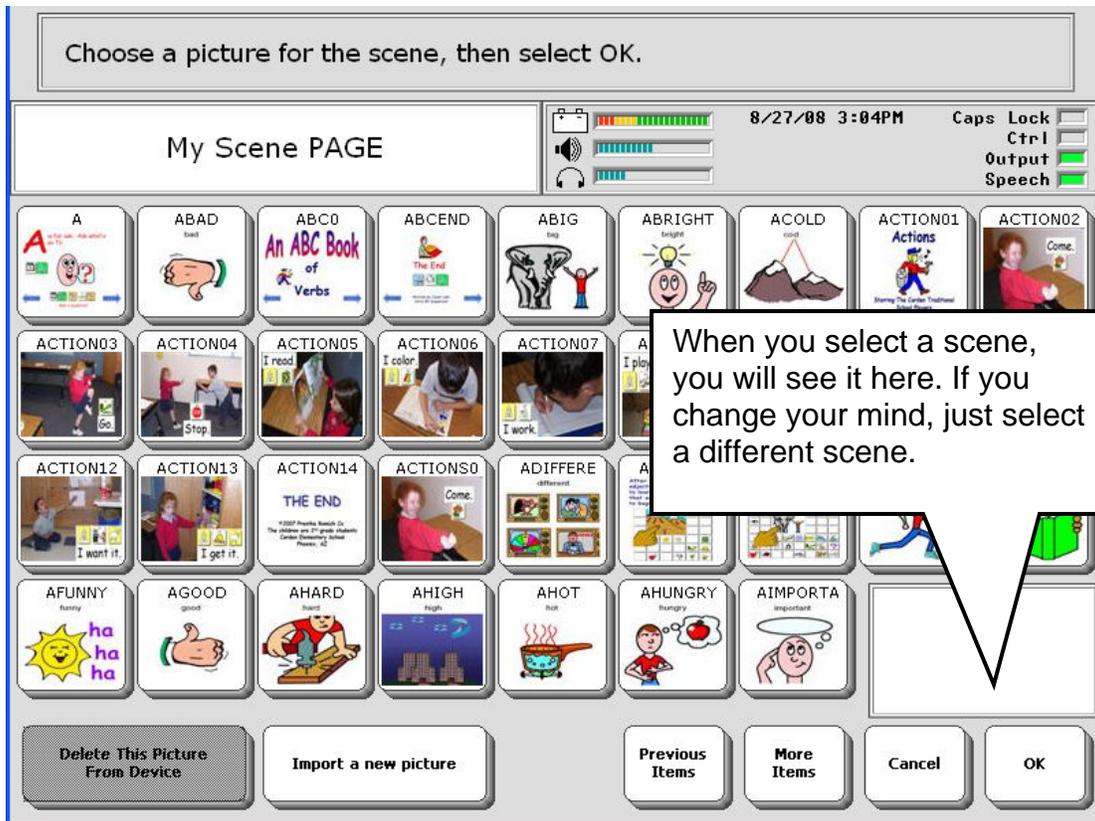


- Select **Change Scene**.



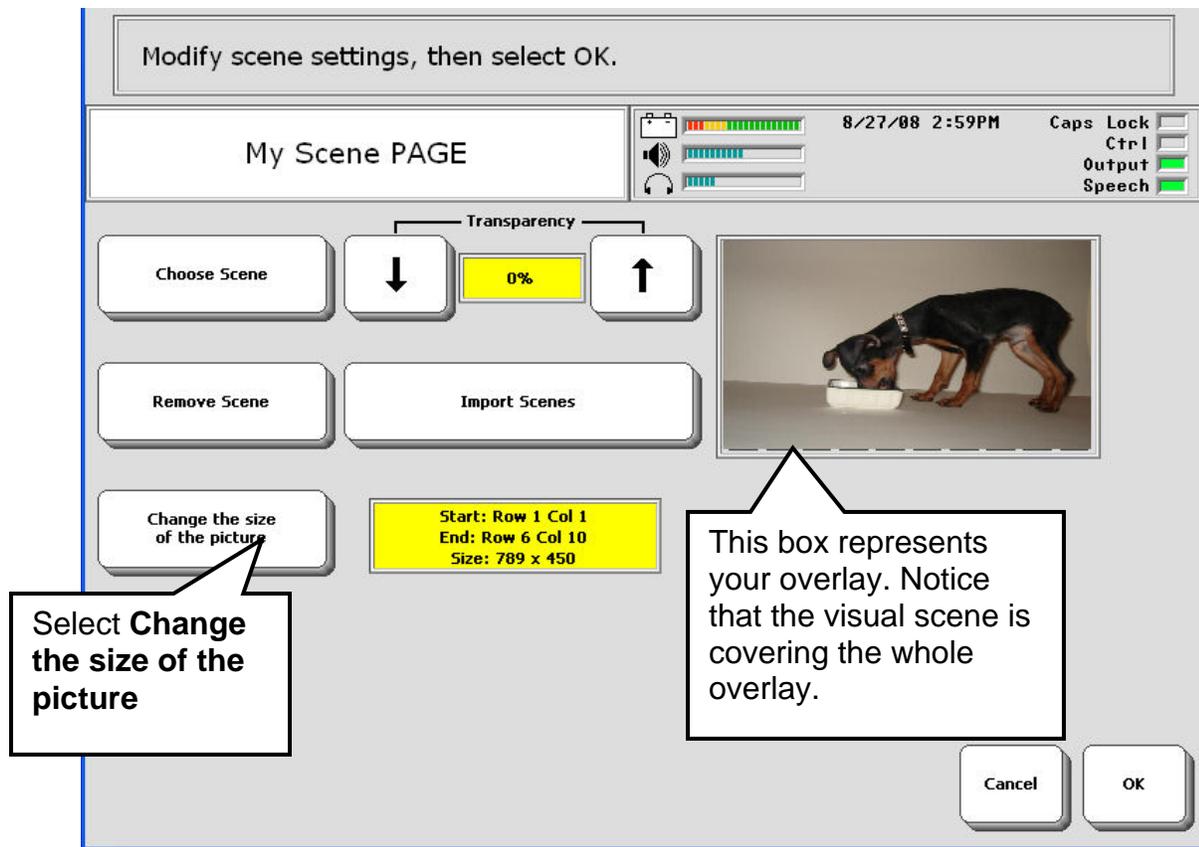
- You see the **Modify Scene** screen. Select **Choose Scene**. It may take a few seconds for the scenes to appear.

➡ **Note:** You can also import scenes here from your USB or hard drive. Select **Import Scenes** instead of **Choose Scene**.

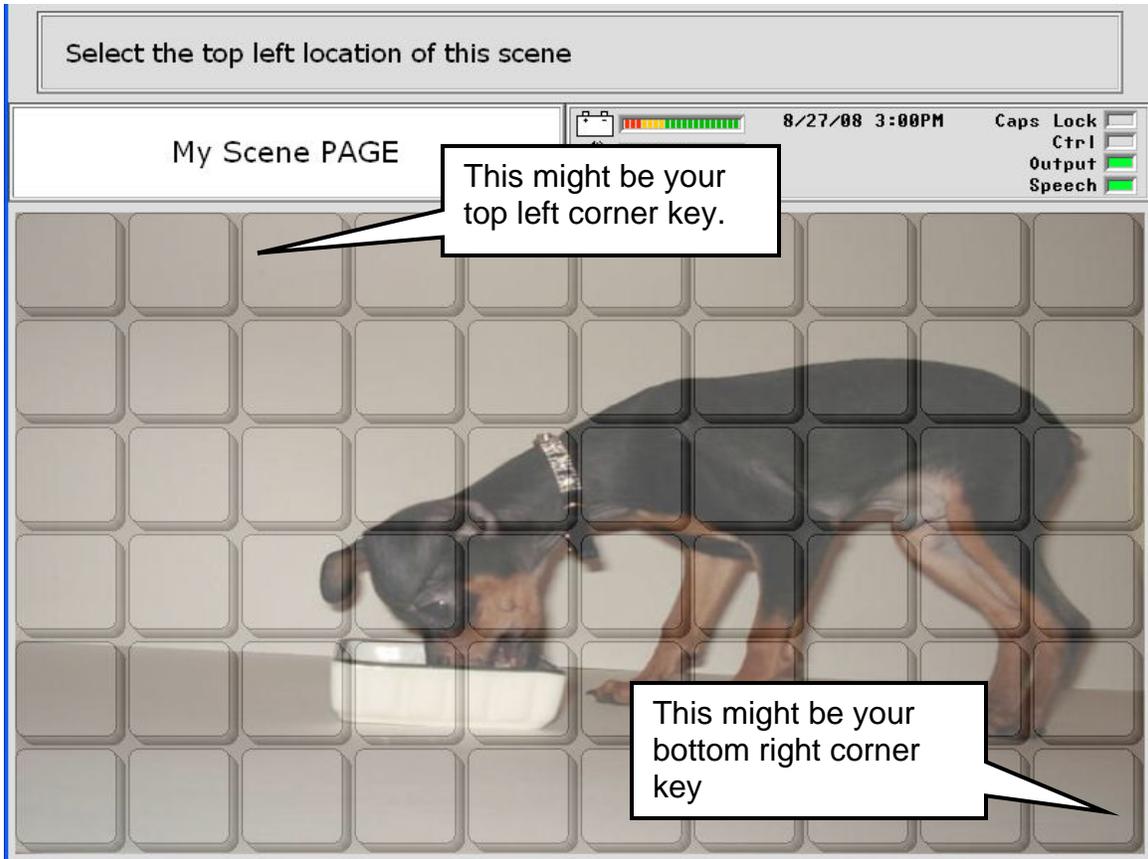


- All of the pre-stored scenes as well as any scenes you have imported will appear on these pages. Use **More Items** to scroll through the pages. Select the picture you want to use for your scene and select **OK**.

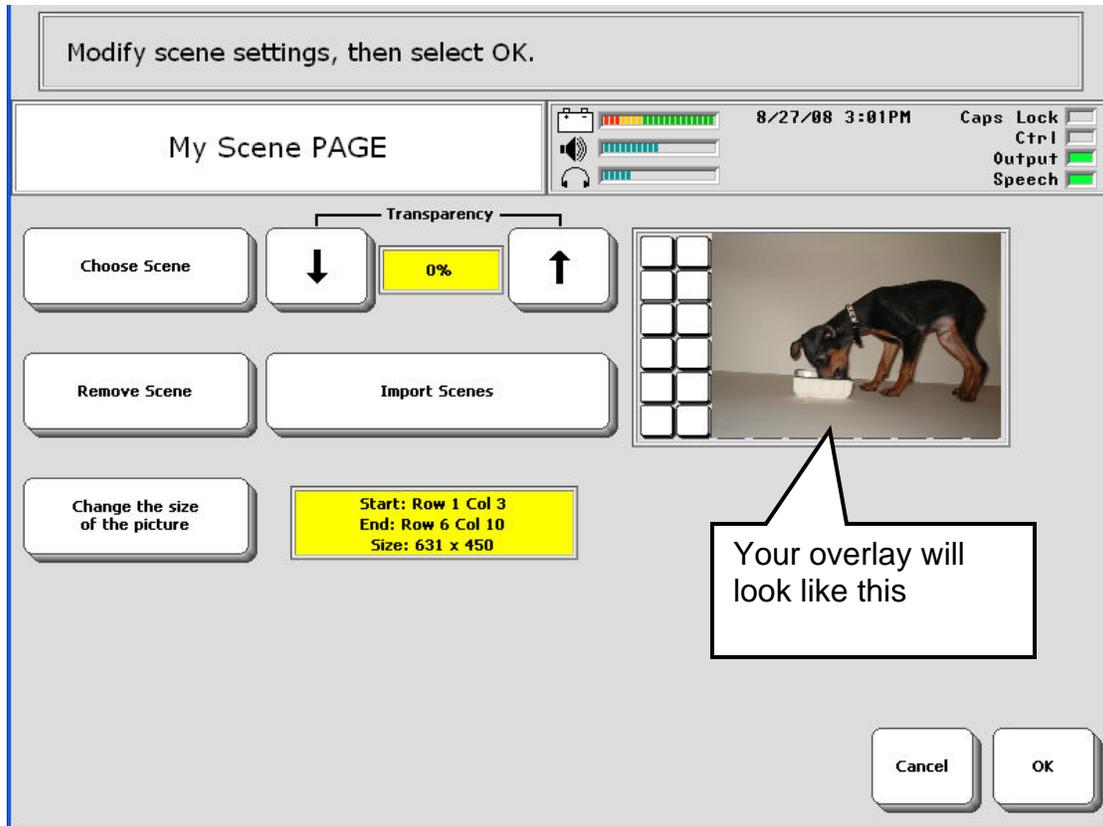
➡ You can also import a scene here and delete scenes you no longer want to use.



- Notice that the picture covers all the keys on the overlay. You can choose your own size for the picture so that it covers only the keys you want it to cover. Select **Change the size of the picture**.

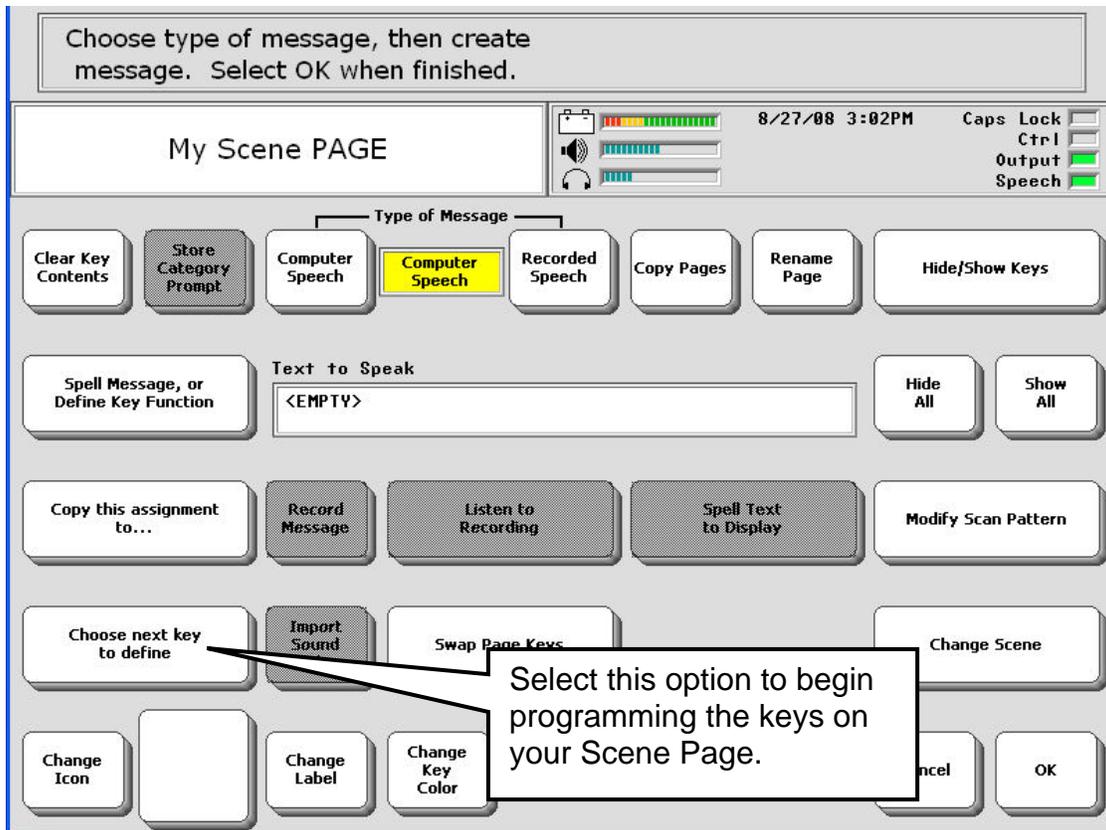


- Select the area you want the picture to cover by selecting a top right corner key and bottom left corner key.



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

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



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

Other things you can do:

- If you want to add a sound effect to a key, you may either record a sound or import a WAV or MP3 file. Change **Type of Message** to **Recorded**.
- Create links to other pages (see below).
- Define a scan just for this page by using **Modify Scan Pattern** (see **Appendix D**).
- Select **OK** when you have completed your visual scene.

You can create links to other Pages on your Scene Page.

1. Set **Type of Message** to **Computer Speech**.
2. Select **Spell Text for Message**.
3. Select **PAGE LINK**.
4. Select **YES**.
5. Select the Page you want to link **to**.
6. Change the label, icon, color, etc., if you wish. Select **OK** when you are finished.

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

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

1. Go to the Area where the Pages/Activities you want to copy are.



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

Copy Activities or Pages from One Device to Another

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

➡ See the **TRANSFER MEMORY MENU** chapter beginning on page 199 for information about transferring memory.

Expand a User Area or Page

Perhaps you have become extremely good at using a particular overlay. 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 **USER AREA 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.

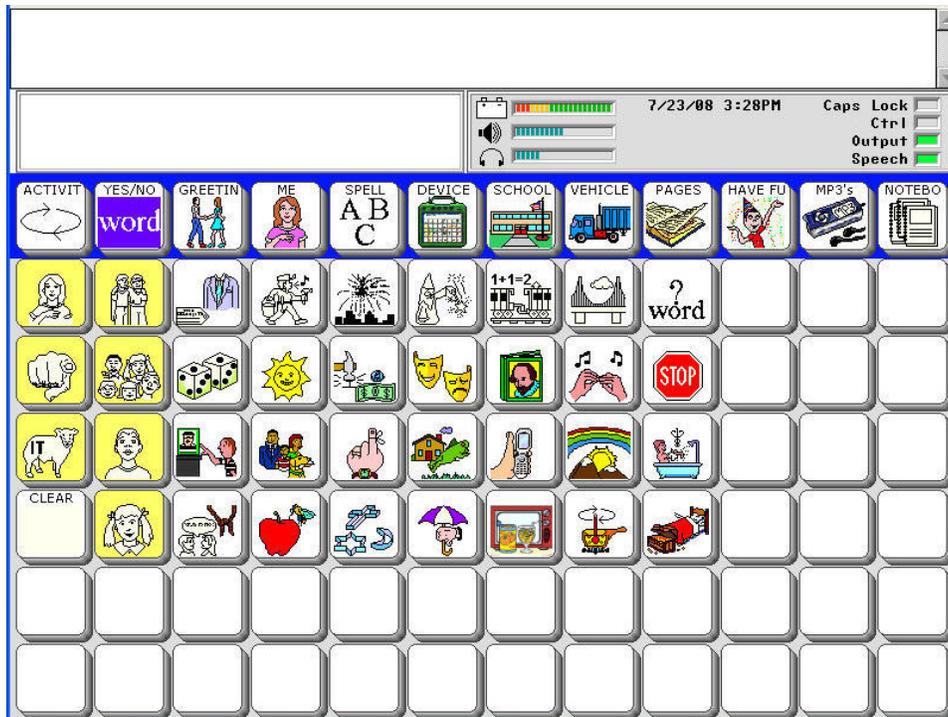
In this example that would be the area that has the overlay you are most used to, let's say the 45 Sequenced.

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

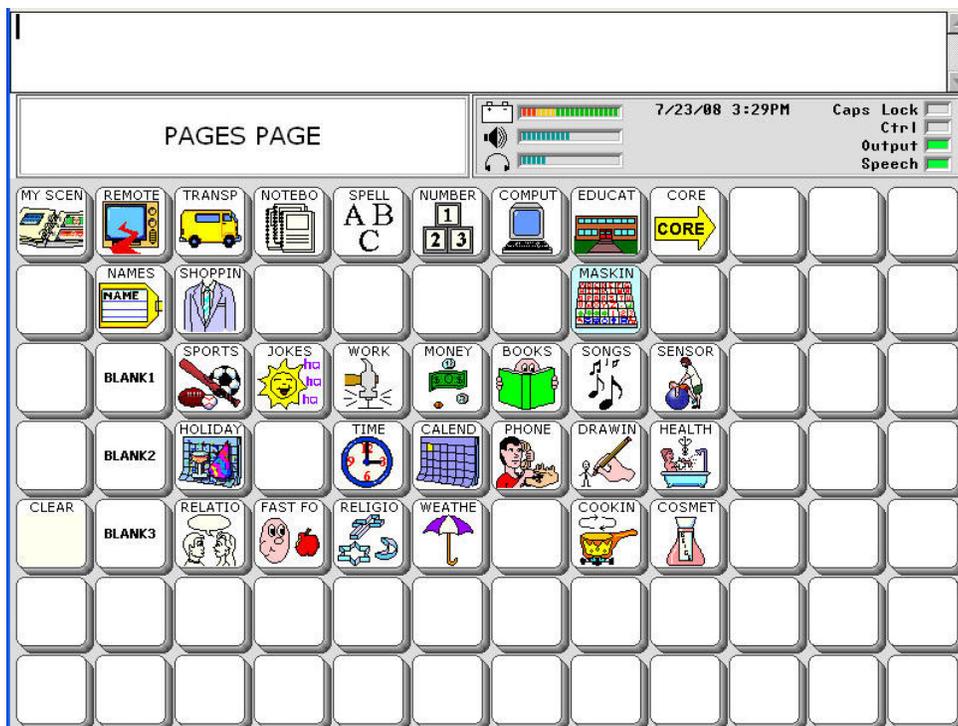
In this example, you would want to expand to a 60 or 84 location overlay, so select 84. Then select **OK**.

6. A message box appears asking if you want to expand all pages to 84 locations. If you want every activity and page in your overlay to be expanded into 184 locations, select **YES** in the message box. Select **NO** if you only want the original overlay expanded.
7. A message box will appear telling you the expansion is complete.
8. Activate **OK**.
9. Activate **OK**. Activate **OK** again to exit the **USER AREA MENU**.

The next time you go to your 45 Sequenced overlay it should look like the picture on the next page:

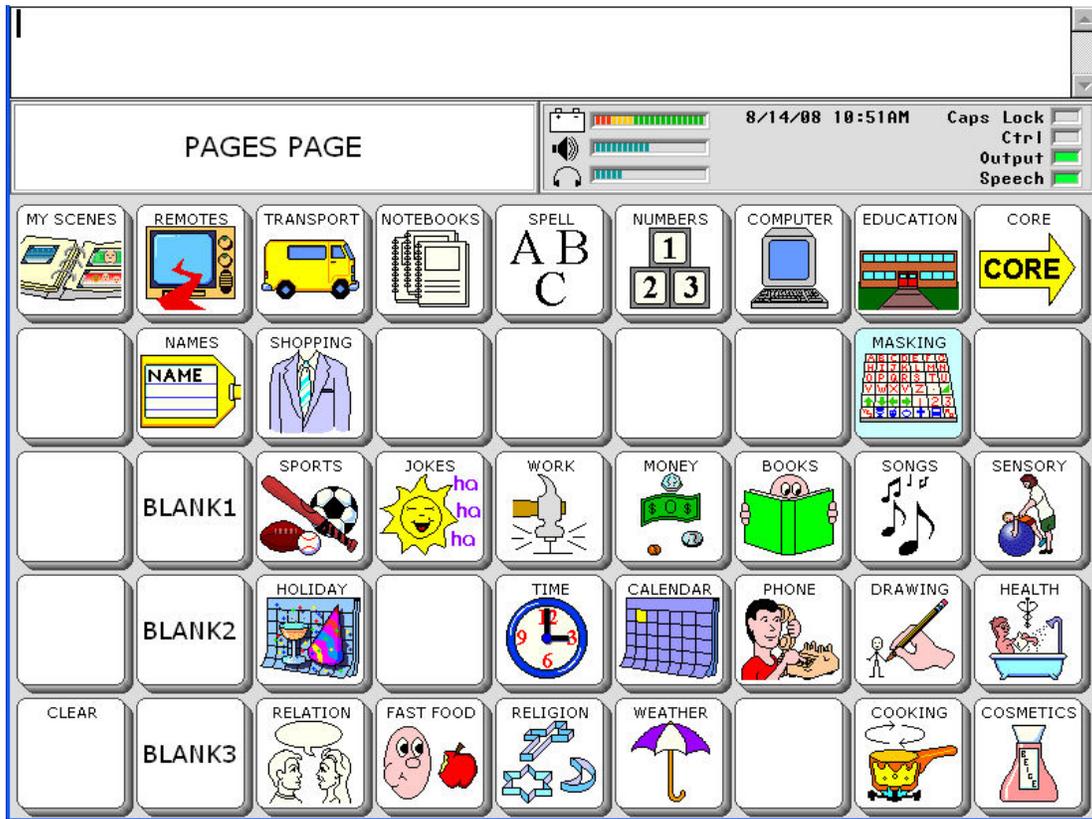


Select the **PAGES** key. If you select YES above to expand Pages and Activities, the PAGES page will look similar to this:



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

If you selected **NOT** to have the pages in the User Area expanded, your PAGES page will look like this.

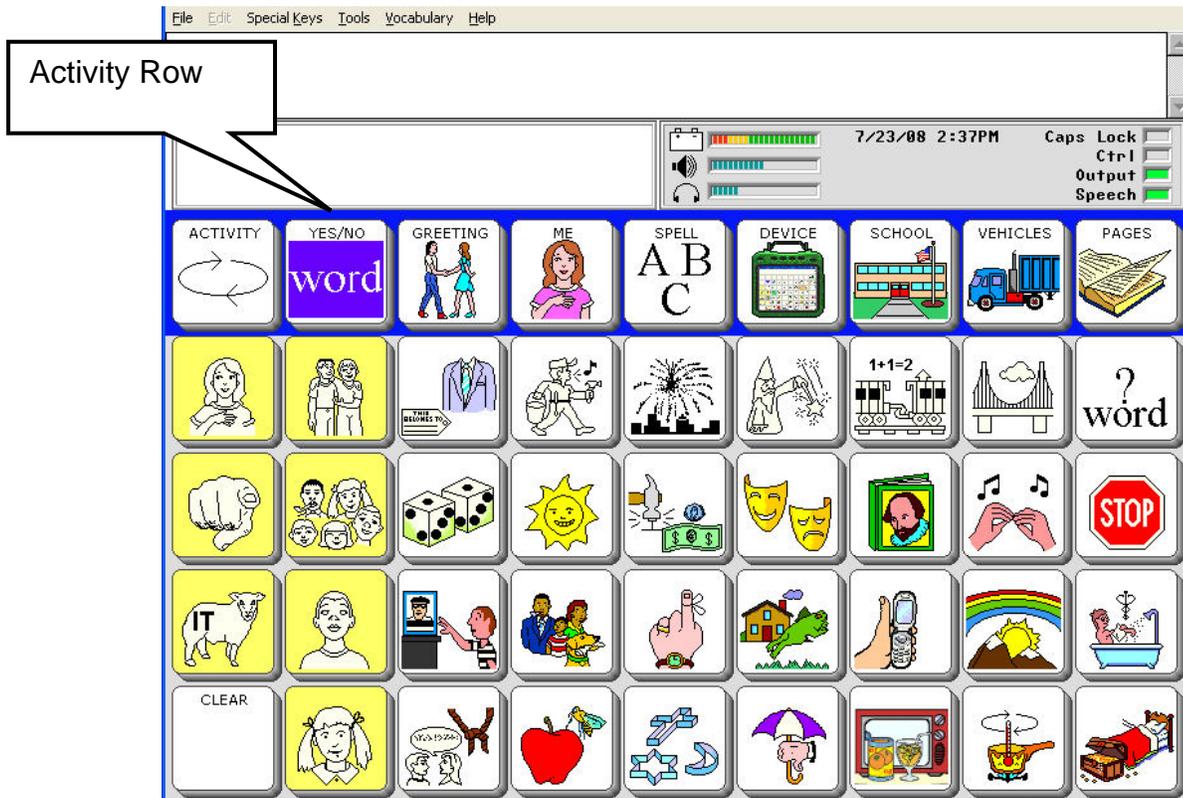


The same steps apply to **Expand a Page**. The pages you will see to choose from will belong to the User Area you are currently in. If you want a page from a different Area, you will have to switch to that Area first, then active **Expand a User Area or Page**.

Activities

Activities

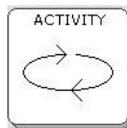
The top row of the Core overlay is always the Activity Row. Activities allow you to access words that are centered around particular themes and activities. Each User Area has its own Activities.



Once you are in an Activity, you can always go back to your Core vocabulary by selecting the **CORE** key.

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 for conducting banking transactions, one for a class at school or a hobby. You can add and delete Activities as your interests change.

Most overlays have more than one row of pre-stored Activities.



Select the **ACTIVITY** key in the Activity row to see more Activities. You can also



select the **1** key on the front of the case to see Activities.

Set Activity Template

Each default overlay in your device has a template you can use when creating an Activity. It is generally called **Blank**. This will contain some essential keys placed where they are always placed on the regular overlay. The rest of the overlay keys will be blank. If you set a particular Activity Template, you can create Activities that will always have these essential keys in the same places.



The **Set Activity Template** option is in the **USER AREA MENU**

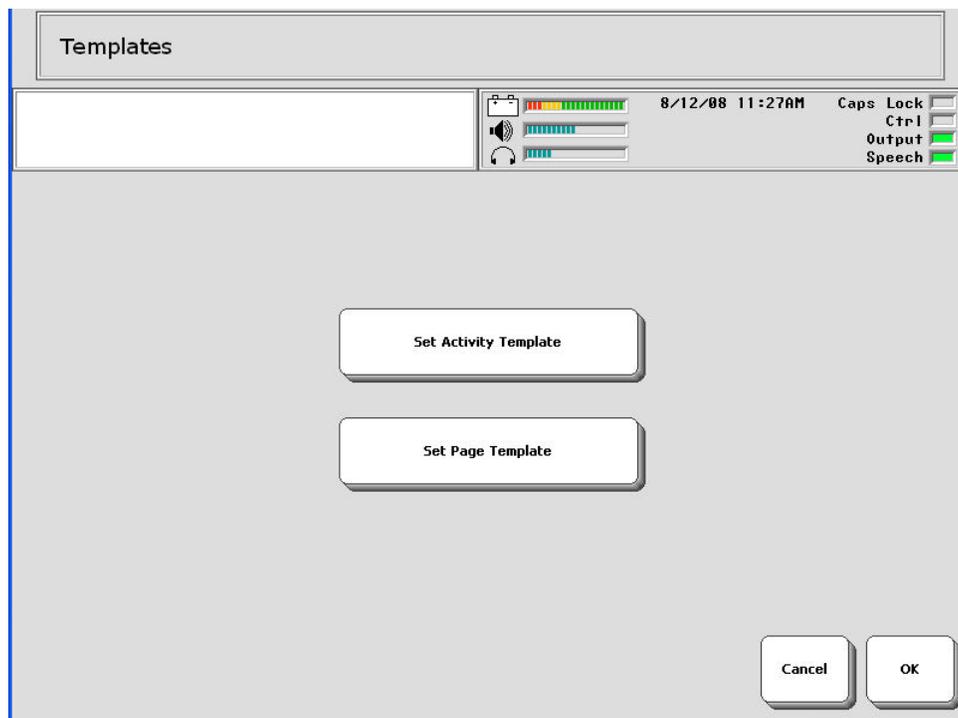
To Set and Use an Activity Template:



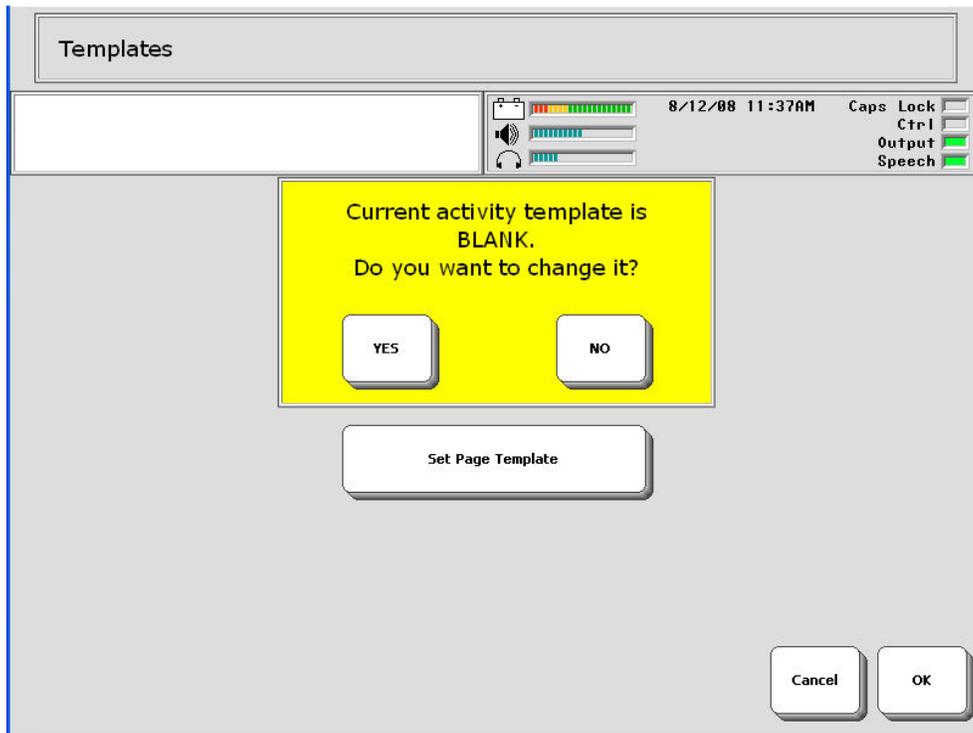
- Open the **USER AREA MENU** in the Toolbox.



- Select the **Templates** key.



- Select the **Set Activity Template** key.



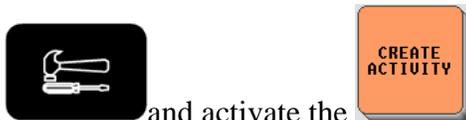
- You see a message box that tells you the current template is **BLANK** and asks if you want to change it. If you select **NO**, the template called **BLANK** will remain as your Activity template. A blank template If you want to use a different template, select **YES**.
- If you select **YES**, you see a screen that lists all the Activities for the overlay you are using.
- You can select any Activity to use as a Template.
- Once you have selected an Activity for a Template, activate **OK**.

Now when you create a new Activity, the template you selected will come up for you to work from.

Create a New Activity—An Example

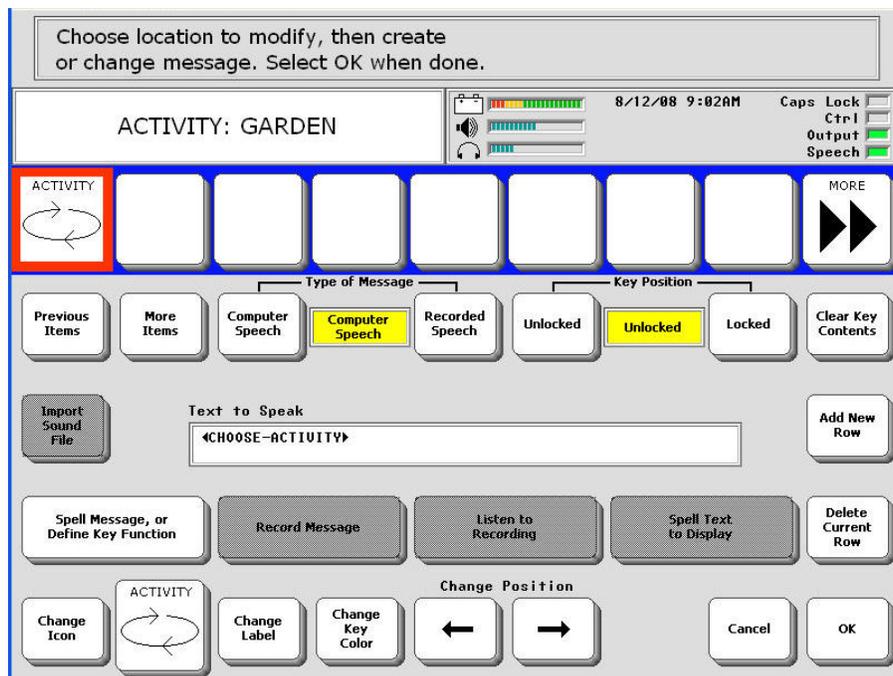
You can create your own Activities and add them to your Activity Row. Before you start, it is a good idea to **plan the Activity**. What do you want it to be about? What words/messages will you be storing? What icons will you use? You will want all these things to be consistent for the person who will be using the Activity.

➡ This example uses the default or BLANK template.



- Go to the Toolbox and activate the **CREATE ACTIVITY** key.
- Spell a name for your new Activity.
- Choose an icon for the Activity from one of the Icon Categories.
- Now you see the screen that allows you to create the keys in your Activity.

Notice that two keys are automatically defined for you: the **MORE** key and the **ACTIVITY** key.



- Select a blank key to define. The red highlight box moves to the key you selected.



- Select the **Change Icon** key in the bottom left corner of the screen.

- Select an icon for your key.
- ➡ When you select an icon, your device automatically inserts the icon name as a text label for the icon. This saves you some typing if this is what you want your device to speak. If not, change the icon label later or select a different icon. If you want a blank label, type a space instead of a word.
- Add a message to your key. Select **Computer** or **Recorded** speech.



- If you selected **Recorded**, spell any text to go with the key, then record your message.
- If you selected **Computer**, spell your message and/or define the key function.
- Select **OK** when you have finished recording or typing.



- If you want a different label, select **Change Label** and type in a new label for your key. Select **OK**.



- If you plan to use **Picture Prediction™**, select whether you want this **key's position** to be **Locked** or **Unlocked**. If **Locked**, the key position will never move when Picture Prediction is turned On in the **FEEDBACK** menu. (See page 151 for more about Picture Prediction



- Use **Change Key Color** to change the color of your key. (You could make all the keys in this activity the same color.)
- Activate the next key you want to define and repeat these steps.
- When you have completed defining keys in your Activity, select **OK**. Then go to your overlay and test the Activity.



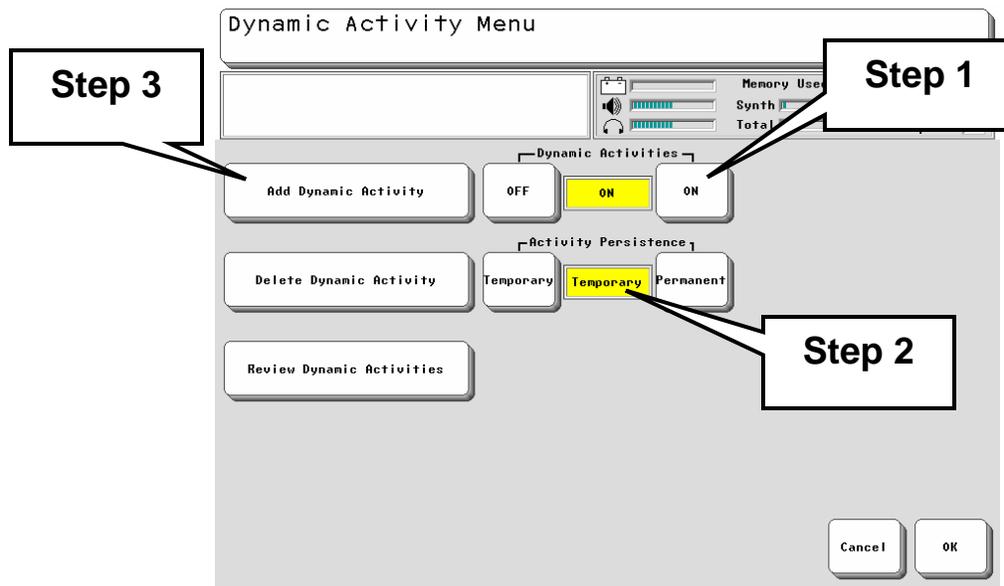
- ➡ If you make a mistake when you are defining a key, select **Clear Key Contents** and start over.

Dynamic Activities

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



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



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

Test the Dynamic Activity:

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

Erase a Dynamic Activity Link; Review All Dynamic Activities

To Erase a Dynamic Activity Link:



- Go to the Toolbox and open the **DYNAMIC ACTIVITY MENU**.
- Activate Delete Dynamic Activity.
- Activate the icon sequence for the Dynamic Activity you want to erase. Activate **OK**.
- Answer **YES** if you are ready to delete the Activity.
- Activate **OK** to exit the menu.

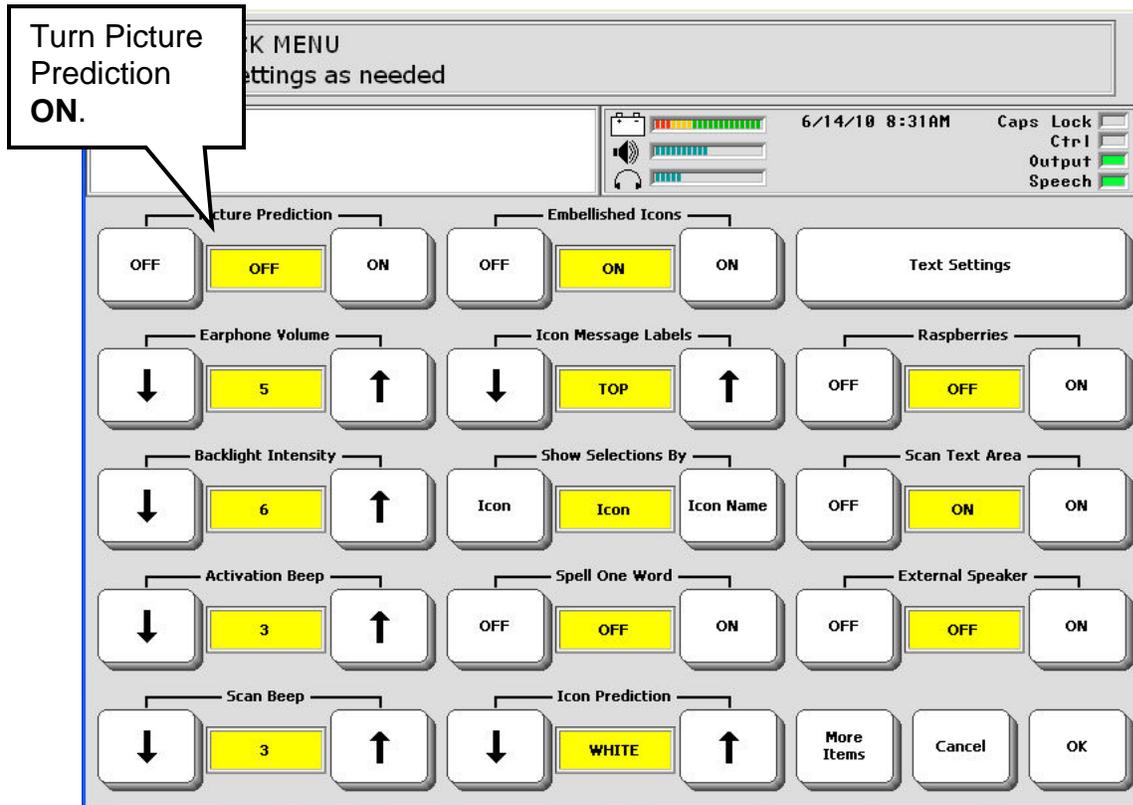
➡ This action erases the **link** to the activity, not the actual Activity. If you want to erase the whole Activity, select the **MODIFY ACTIVITY** menu in the Toolbox and use the **Delete Entire Activity** option. Within the Activity itself, you can use the **Delete Message** option to delete the message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

To Review Your Dynamic Activities:

- Go to the Toolbox and open the **DYNAMIC ACTIVITY MENU**
- Select **Review Dynamic Activities**.
- Your device shows you the Dynamic Activities. You see the sequence for the Activity and the Activity name.
- Activate **MORE ITEMS** if you have more than one page of Dynamic Activities.
- Activate **Cancel** when you are finished.
- Activate **OK** to exit.

About the Picture Prediction Option

Picture Prediction is a way to make the keys in frequently used Activities quickly available to you.



With **Picture Prediction** turned **ON** in the **FEEDBACK MENU**, items in an Activity move toward the front of the Activity according to how frequently you select those keys. If Picture Prediction is **ON**, it applies to **all** Activities. If it is **OFF**, it applies to **no** Activities.

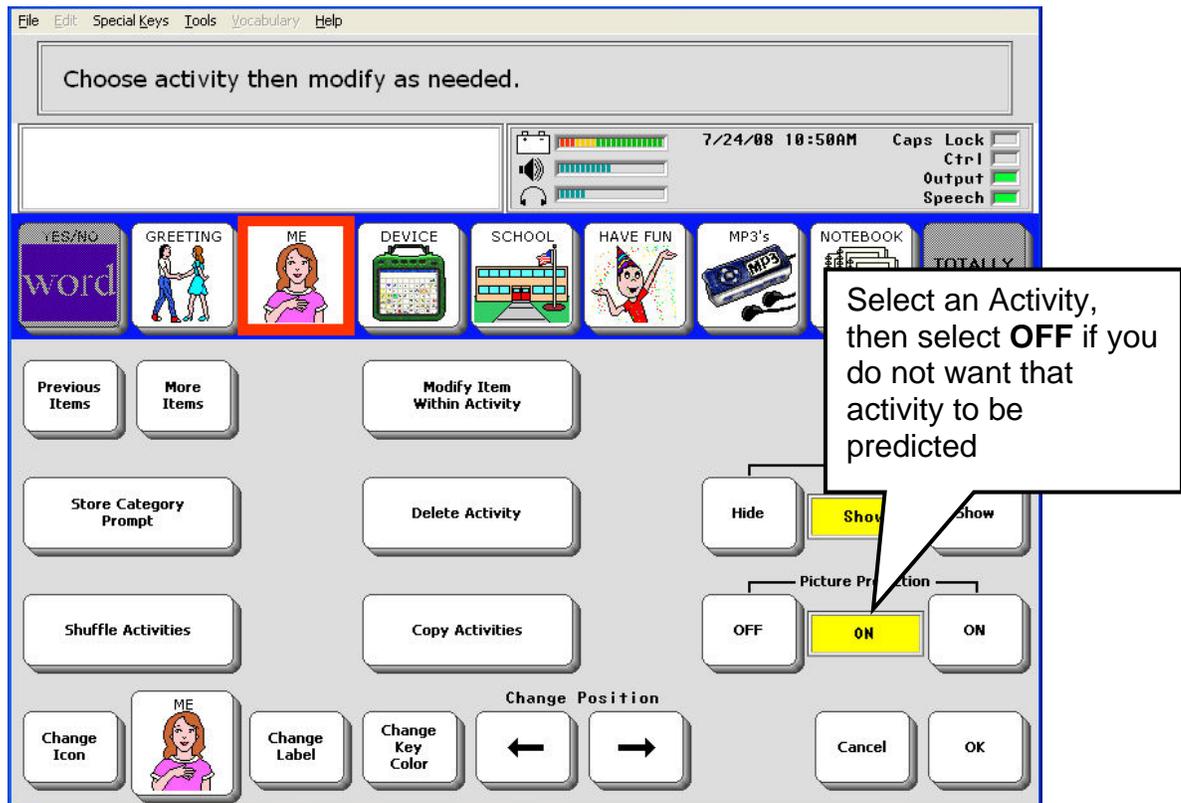
If You Do Not Want a Particular Activity to be Predicted:

If you do not want any keys within a certain Activity to move,



- Open the **MODIFY ACTIVITY MENU** in the Toolbox.
- Select the Activity you want.

- Turn the **Picture Prediction** option to **OFF**.

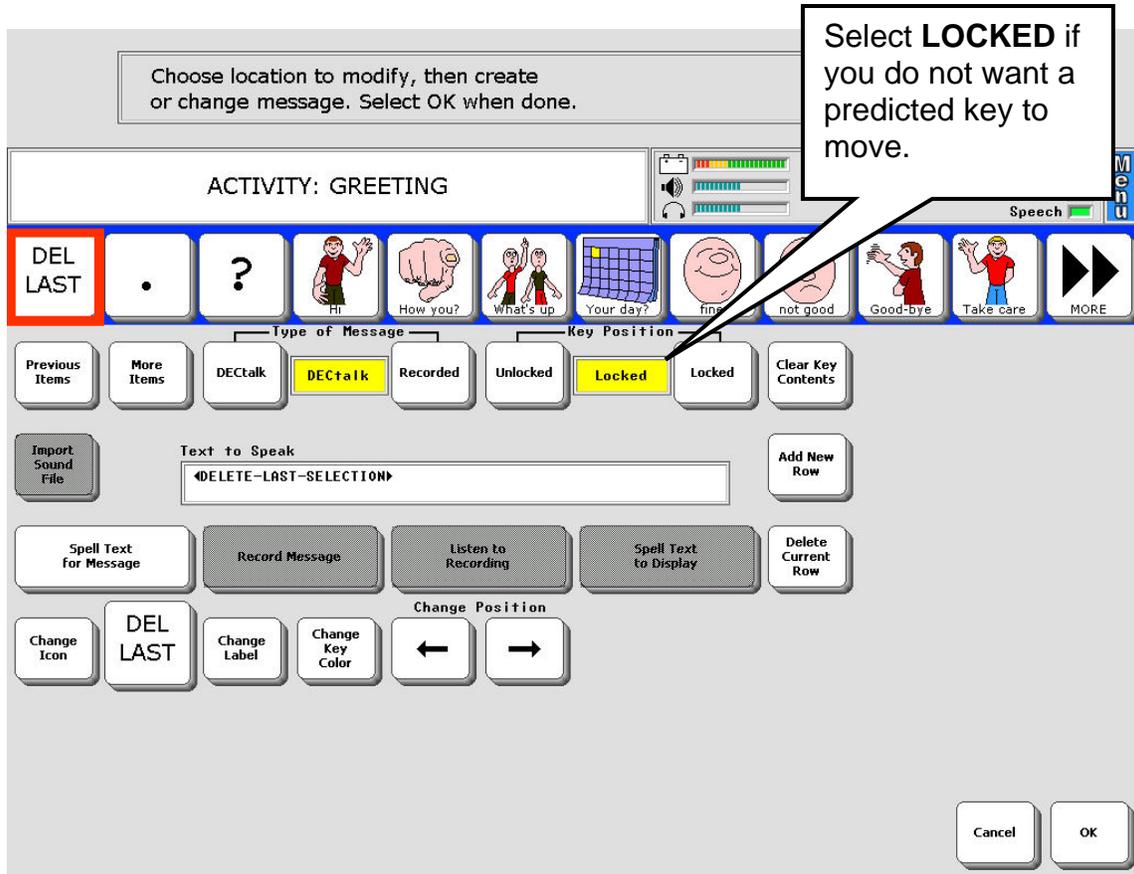


Now, if you turned **Picture Prediction ON** in the **FEEDBACK MENU** it will not apply to the Activity you just selected.

If you want only Some Keys in an Activity to Move:

Perhaps you would like to have some keys predicted in an Activity, but not others. For example, the **MORE ITEMS** key should always remain in its place.

- Open the **MODIFY ACTIVITY MENU**.
- Select the Activity you want.
- Turn **Picture Prediction ON**.
- Select **Modify Item Within Activity**.



- You see the screen that contains the keys in this activity. Select a key. If you want this key to stay in its place in the row, turn the **Key Position** option to **Locked**.
- Select each key that you don't want to have predicted and set it to **Locked**.

➡ **Remember!** If **Picture Prediction** is turned **OFF** in the **FEEDBACK MENU**, no Activities or keys in an Activity will be predicted.

Picture Prediction is very helpful with **Dynamic Activities**. You might often select the sequence for the **FOOD** Activity but then have to go through 2 or 3 rows of food keys before you see the food you mention a lot. With Picture Prediction, those keys you use frequently will eventually move to the front (first row) of the Activity.

Modify an Already Existing Activity

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

To Modify an Activity:



- If you select the **SET-UP** key and then select an Activity, you will go to the first screen of the **MODIFY ACTIVITY MENU**. If you select an Activity first and then select the **SET-UP** key, you will go to the **Modify Item within an Activity** screen.



➞ You can also go to the Toolbox, activate the **MODIFY ACTIVITY** menu and then select the Activity you want to modify..

- You can **change** the **icon**, **label** or **key color** of the main Activity key. You can **change** its **position** in the Activity Row or **shuffle** the position of all the Activities. You can **hide** the Activity or let it **show** in the Activity Row. You can **change** the **background color** of the Activity. You can **copy** the Activity to a different Area. You can also **delete** the entire Activity. Turn **Picture Prediction** On or Off here.
- If you want to change one of the items within the Activity, select **Modify Item Within the Activity**.
- *Some options within the Activity:*

Change Icon: Choose a new icon from the icon categories.

Change Label: A label can contain up to 9 letters. If you want a blank label, type a space instead of a word.

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

Spell Message or Define Key Function: Spell new text from the spelling overlay, add a tool or link.

Recorded Message: Record a new message. If you want text to be displayed with the recording, spell it on the spelling overlay. You can import a sound file using the **Recorded** option. See pages 237 and 238 and for information about importing sound files.

Add or Delete Rows: Add an Activity Row of blank keys or delete a current Activity row.

Key Position: Lock or Unlock: Use with Picture Prediction: **Lock** and the key remains fixed; **Unlock** and it will move according to frequency of use if Picture Prediction is turned On in the **FEEDBACK MENU** and for the Activity.

Link an Activity to a Page or to another Activity

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

To Link an Activity to another Activity

- A. If you are creating a new Activity, activate **CREATE ACTIVITY** in the Toolbox, spell the name of the activity and select an icon.
- B. If you want to link an Activity you have already created, select **MODIFY ACTIVITY** in the Toolbox and select the Activity **where you want to put your link**. Select **Modify Item within Activity** from the menu screen.

For A and B above:

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



2. Select **Spell Text for Message**.



3. Instead of spelling a message, select the **ACTIVITY LINK** key on the spelling overlay.
4. You see all the Activities that are available. Select the one you want to **link to**.
5. Select **OK**.
6. Now you can choose an icon for your key, label it, etc.
7. Select **OK** to save your changes and exit the menu.

To Link a Page to an Activity



1. Open the **MODIFY ACTIVITY MENU** in the toolbox.
2. Select the Activity where you want to put the link to a Page.



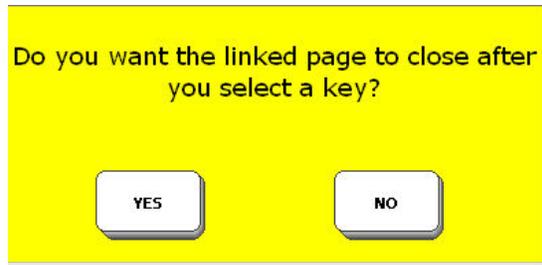
3. Select **Modify Item within Activity** option.



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



5. Instead of spelling a messages, select the **PAGE LINK** key on the spelling overlay.



6. You see a yellow message box

If you select YES you will be able to go to your linked Page, make one selection from it and return automatically to your original Activity or Page.

If you select NO, you will go to the linked page and stay there.

➡ If you are unsure what you want, we suggest you select **YES**.

7. You see a list of Pages. Select the one you want to link to.
8. Select **OK**.
9. Now you can choose an Icon for the key, label it, etc.
10. Select **OK** to save your changes and exit the menu.

➡ On the following pages are explanations of some options for Activities and Pages that can be found in the **USER AREA MENU**.

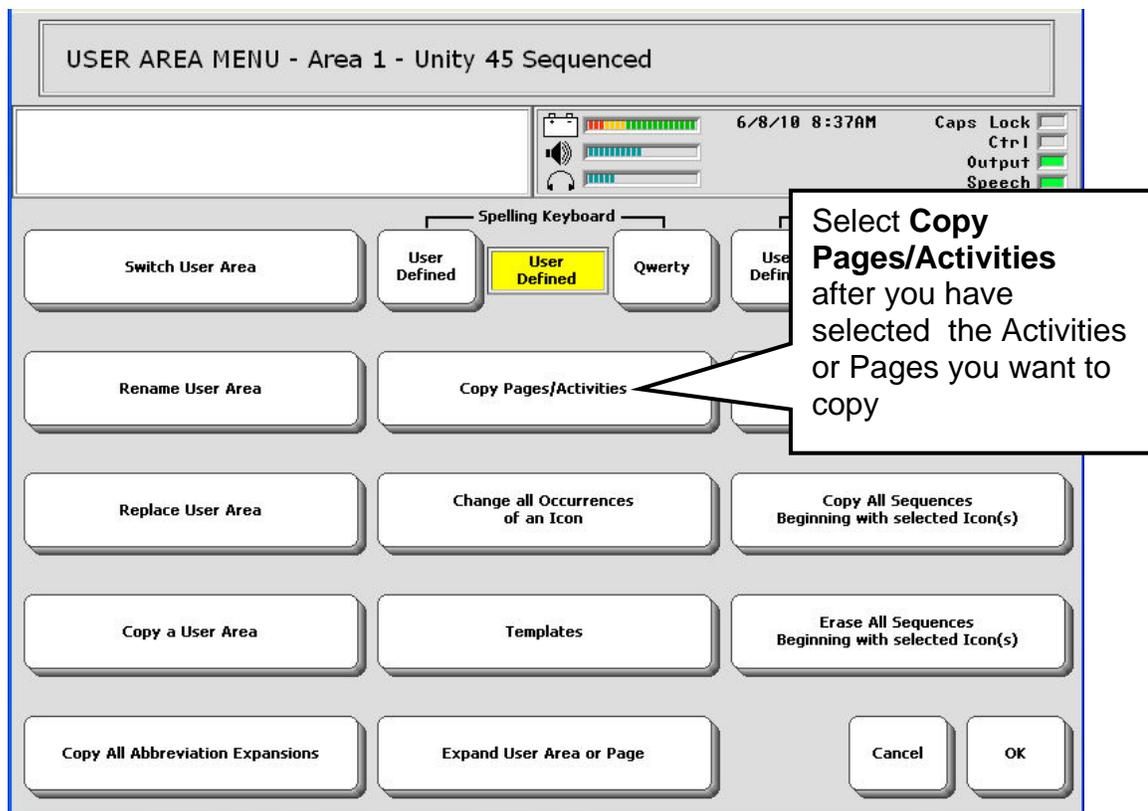
Copy Pages/Activities from your Current User Area to Another User Area

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

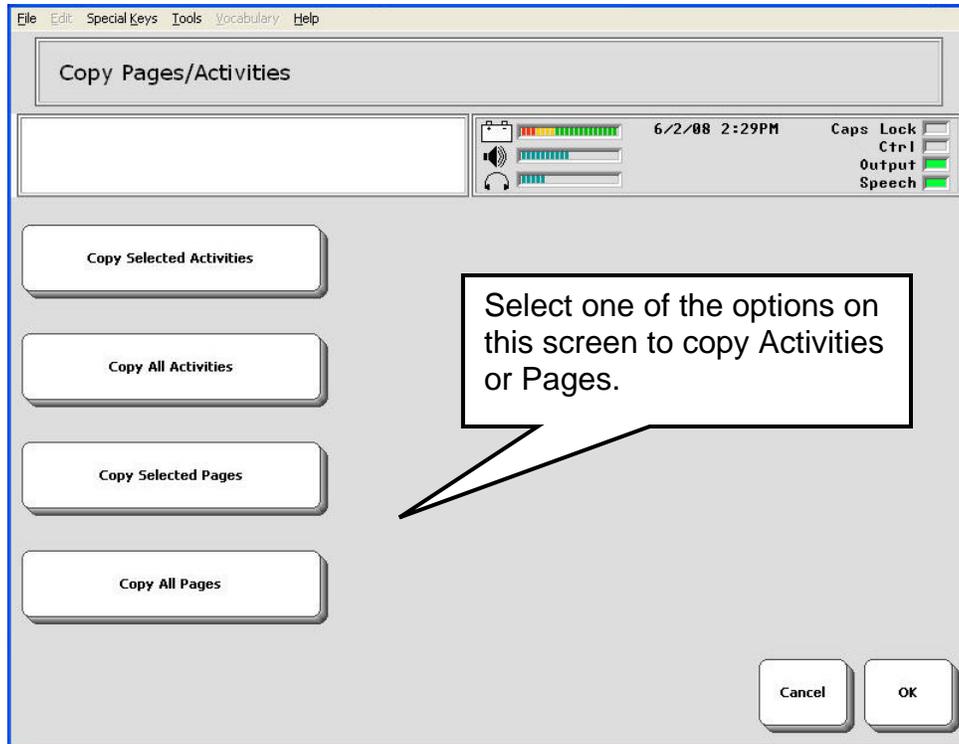
1. Go to the Area where the Pages/Activities you want to copy are.



2. Go to the Toolbox and activate the **USER AREA MENU**



3. Activate the **Copy Pages/Activities** option.



4. If you want to copy only specific Pages or Activities, activate the **Copy Selected Pages or Copy Selected Activities** option.
 - 4a. Activate the User Area where you want the Activities or Pages to be **copied to**.
 - 4b. Activate the Pages or Activities you want to copy. The Activity or Page you select will turn gray. Continue to select specific keys until you have selected all you want.
 - 4c. Activate **OK** when you are finished.
 - 4d. Answer **YES** to continue copying or **NO** to cancel.
 5. If you want to copy all the Pages or Activities in a User Area, activate the **Copy All Activities** or **Copy All Pages** option.
 - 5a. Activate the User Area where you want to copy the Pages or Activities to.
 - 5b. Answer **YES** to continue the copying or **NO** to cancel.
- ➡ You may have to adjust the Activities in the Activity Row if you expanded into an area. They may not be in the position you are used to due to the size of the new area or overlay, especially if they were locked. This is also true if you copy Pages.

Copy Activities or Pages from One Device to Another

You can easily copy Pages or Activities from one device to another by using a USB flash drive and the MTI. Copy the Pages/Activities to a **blank** User Area in your device. Use the MTI to save that user area to the USB drive. Plug the USB drive into the second device and use the MTI to load the saved area into the second device. ➡ See the **TRANSFER MEMORY MENU** chapter beginning on page 199.

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

To Store a Tool Use the INSERT TOOL Key on the Spelling Keyboard

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 your device to do two things: 1) to show you the All Tools List and 2) to insert a Tool from the list to the key or icon sequence you have chosen on your overlay.

INSERT TOOL is only active when you are in **STORE** mode (this includes the **ASSIGN CORE** and **ACTIVITY KEYS, STORE, CREATE** and **MODIFY ACTIVITY** menus and **CREATE** and **MODIFY 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 QWERTY spelling keyboard. It will be in different places on the other spelling keyboards.

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

Store a Tool Under an Icon Sequence

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

To Store a Tool Under an Icon Sequence:

1. Go to the Toolbox.



2. Activate **STORE CORE**
3. The Toolbox returns you to your overlay. Select the icon sequence you want to store your Tool under and activate **OK**.
4. Select **Computer Speech** from the storing screen.
5. Select **Spell Text for Message**.
6. You see your spelling overlay. Activate the **INSERT TOOL** key.

7. You see the first page of the All Tools List. The Tools are arranged alphabetically on the screen. Activate **MORE ITEMS** twice.
8. Select **SPEECH ON/OFF**.
9. Activate **OK**.
10. You see the Storing screen. If you are finished with storing, activate **OK**.
11. You return to the Toolbox. Activate **GO TO CORE**.
12. Activate the sequence you stored the Tool under. You should see the **SPEECH** indicator in the Status Area turn On or Off.

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 CORE** to return to your overlay.

Assign a Tool to a Core Key

Use the **ASSIGN CORE KEYS** menu to assign a Tool to any Core vocabulary key. Use the **ASSIGN ACTIVITY KEYS** menu 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 overlay where you want to assign the Tool.

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



4. Activate the **Enter Assignment** key



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



6. Now you see the All Tools List. Select the Tool you want to assign to the key.
7. You return to the Spelling keyboard.
8. Activate **OK**.
9. You return to the **ASSIGN CORE KEY MENU**.

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

Erase the Tool and Restore the Original Icon

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

To Erase the Tool and Restore the Icon

1. Go to the Toolbox. Activate **ASSIGN CORE KEYS**.
2. Activate the key on your overlay that contains the Tool you want to erase.
3. Select **ICON** in the **Assign Key As** box.
4. The original icon is restored.
5. Activate **OK**.

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

1. Go to the Toolbox. Activate **ASSIGN CORE KEYS**.
2. Select the key whose contents you want to erase.
3. Activate the **Clear Key Contents** key.
4. Activate **OK**.

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

Assign a Tool to an Activity Row Key

This function allows you to assign a Tool to a key in the Activity Row. This is a useful function if you need an empty key on your overlay. For example, perhaps you want to assign a tool that you use frequently to a key on your overlay, but you have no blank keys on the overlay. You decide if you could just move **CLEAR DISPLAY** to the Activity Row, you could assign your new Tool to the key where CLEAR DISPLAY used to be. **ASSIGN ACTIVITY KEYS** lets you do this.

When you assign a Tool to a key in the Activity Row it is like adding a key to the row. You select a position in the row where there is an Activity, assign the Tool to it and your device will place the Tool where the Activity was and move the Activity one place to the right in the row

➡ **ASSIGN ACTIVITY KEYS** will not allow you to assign a Tool to a key *within* an Activity. Use the **CREATE ACTIVITY** or **MODIFY ACTIVITY** menus for that.

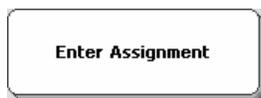
To Assign a Tool to a Key in the Activity Row:



1. Activate **ASSIGN ACTIVITY KEYS** in the Toolbox.
2. You see the first row of available Activities.
3. Select the key where you want to assign a Tool.



4. Select the **Tool** option.



5. Select **Enter Assignment**.



6. Select **Insert Tool**, then select the Tool you want to assign.
7. Select **OK**.
8. Perform any of the other options you want to.
9. Select **OK**. You will see the Tool in your Activity Row.

➡ If at some later time you decide you want the Activity back in that spot, simply open **ASSIGN ACTIVITY KEYS**, select the Tool, then select the **Activity** option. The Tool key will disappear and the Activity key will return to its original place in the row.

➡ Use **ASSIGN CORE KEYS** to assign a Tool to a Core Vocabulary key on your overlay.

Assign a Tool to a Front Panel Key

The user-defined keys on the front of your case were pre-programmed for you at the factory. However, you can assign a different Tool to perform any function you want.

Assign a Tool to a Front Panel Key



1. Select **ASSIGN CORE KEYS**.
2. Select the #1 or #2 key on the Front Panel.
3. If the key has already been assigned a Tool, you will see a yellow information box that tells you what the Tool is. If nothing has been assigned to the key, the box will tell you that the key is blank or empty. Select **YES** to continue or **NO** to quit.
4. You see the All Tools screens. Select the Tool you want to assign to the key.
5. An information box tells you what Tool you have just assigned. Select **OK**.
6. From now on when you select that front panel key it will perform the function you assigned to it.

About Macros

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

When you store a Tool on your overlay you are creating a basic macro. You can also create and store macros that tell your device to do a lot more than just allow you to activate a Tool. You can create macros that perform an action on one page and then take you to another page. You can create macros that involve changes in menu settings so that you don't have to go to the Toolbox to change settings. You can create macros that open programs on your computer.

If you have followed along in this manual or your *Easy Start* manual, you created a macro when you created a page, stored messages on it and linked it to another page.

Just remember any time you want to store a Tool you must use the **INSERT TOOL** key on the Setup menu's storing page and then select the Tool you want.

Let's look at the macro that was used for the **PAGES** page.

Go to your CORE overlay.

Select the **SETUP**  key.

Select the **PAGES** key.

You see:

This set of instructions is a macro

```
◀SET-PAGE<PAGES>> ◀PROMPT-MARKER▶pages page
```

The information you see in the Text to Display area is a macro. When you select the **PAGES** page these directions tell the Vanguard to open the **PAGES** page and to stay on that page <SET-PAGE<PAGES>>, to say the words "Pages page" when that key is selected but not to show the directions on your display <PROMPT-MARKER>.

➡ In the All Tools List, the **OUTPUT MACRO** tool allows you to select already created computer commands instead of having to type them out yourself. The Tool, **INTELLI-TOOLS BUTTON**, allows you to insert Intelli-Tools buttons into macros.

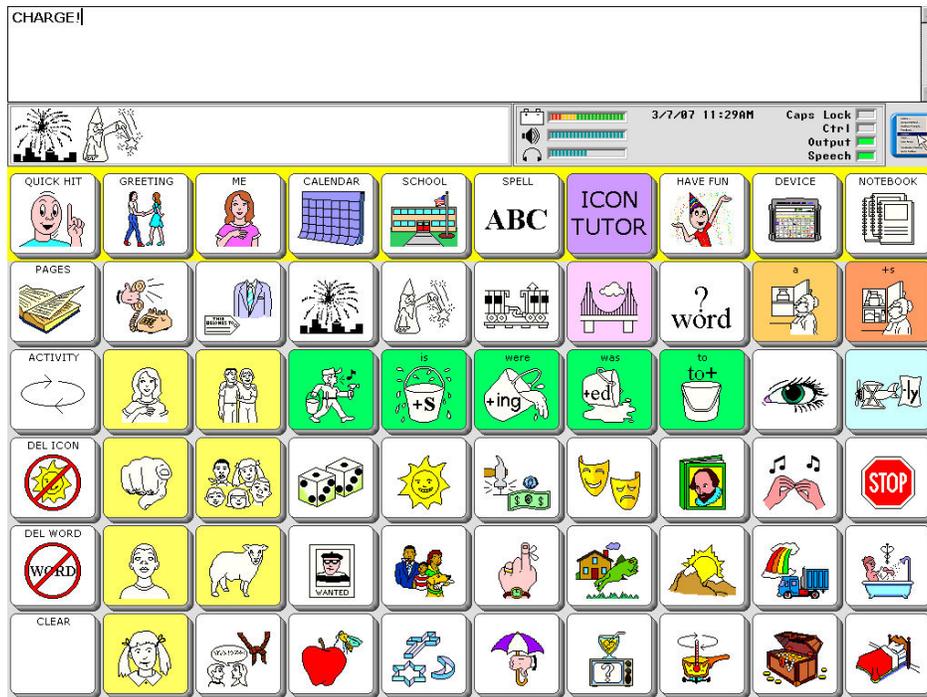
To Create a Macro

- Go to the page where you want to add a macro to a key.
- Select the **SETUP** key.
- Select a blank key.
- Make sure **Type of Message** is set to **Computer Speech**.
- Select the **Spell Message...key**
- Select the **INSERT TOOL** key.
- Find the Tool you want to insert and select it.
- If you want to add another Tool, select **INSERT TOOL** and select the second tool.

➡ If you want the device to speak some text, but you do not want to see all the directions for your key in the Text Display Area of your device screen, select **INSERT TOOL** and then select the **PROMPT MARKER** tool. This tells your device to speak whatever follows but not to speak anything that comes before it.

- Type in any text you want the device to speak.
- Select **OK**.
- Change the picture, label, color on your key if you like.
- Select **OK** when you are finished.

Store a Macro Under an Icon Sequence



As an example, let's store the CALL signal and add the word "Charge!" for your device to speak.

1. Go to the Toolbox.



2. Activate **STORE CORE**.
3. The Toolbox returns you to your overlay. Select the icon sequence you want to use to store the macro under.
4. Activate **OK**.
5. Select **Computer Speech** from the storing screen.
6. Select **Spell Text for Message**.
7. You see your spelling overlay.

8. Activate the **INSERT TOOL** key.
9. You see the first page of the All Tools List. The Tools are arranged alphabetically on the screen. Activate the **CALL** Tool.
10. Type: Charge!
11. Activate **OK**.
12. Activate **OK** on the storing screen.
13. You are back in the Toolbox. Activate **GO TO CORE**.
14. Make sure your speech is On. Activate the sequence you stored the macro under. Your device should play the CALL signal and speak, “Charge!”

Assign a Macro to a Core Key

We will use the “Charge!” example

To Assign Tools and Directions to a Core Key:

1. Go to the Toolbox overlay.



2. Activate **ASSIGN CORE KEYS**.
3. The Toolbox returns you to your overlay. Select the key you want to use to store the macro under.
4. Select **TOOL** in the **Assign Key As** box.
5. Select the **Enter Assignment** key.
6. You see your spelling overlay.
7. Activate the **INSERT TOOL** key.
8. You see the first page of the All Tools List. The Tools are arranged alphabetically on the screen. Activate the **CALL** Tool.

9. Type: Charge!
10. Activate **OK**.
11. Activate **OK**.
12. You are back in the Toolbox. Activate **GO TO CORE**.

Make sure the speech is On. Activate the key you stored the macro under. Your device should play the CALL signal and speak, “Charge!”

Erase Macros

To Erase a Macro that has been Stored Under an Icon Sequence

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

To Erase a Macro that has been Assigned to a Core Key:

1. Go to the Toolbox overlay.
2. Activate **ASSIGN CORE KEYS**.
3. The Toolbox returns you to your overlay. Select the key you assigned the macro to.
4. **If you want to erase the macro and restore the original icon:** select **ICON** in the **Assign Key As** option.
If you want to clear the key of everything: activate **Clear Key Contents**.
5. Enter a **New Assignment** or select **OK** to leave the key empty.

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

Change All Occurrences of an Icon

Perhaps, in the course of assigning keys, you switched icons on a key from the original icon to



one whose picture you liked better. For example, you might have changed the SUN



icon to the SUNSHINE icon. Later you decide that you would like the SUNSHINE icon to appear wherever the SUN icon is assigned but you don't want to go to the trouble of reassigning the icon to all the instances where SUN might occur. Happily, your device will do this for you automatically.

To Change All Occurrences of an Icon:

1. Open the **USER AREA MENU** menu in the Toolbox.
2. Select the **Change all Occurrences of an Icon** option.
3. Select the icon you want to **change**.
4. Select the icon to **change to**.
5. Select **YES** you want to change icons, or **NO** (you changed your mind).
6. Your device tells you how many occurrences of that icon were changed. Select **OK**.

Copy or Erase all Sequences Beginning with Selected Icon(s)

This option allows you to copy all sequences beginning with the same icon or icon sequence and store them under another sequence.

For example, you could copy all the sequences that begin with **APPLE** (or **APPLE** plus another icon) and store them under **JUICE** (or **JUICE** plus another icon). You would then be able to access all the **APPLE** messages under **APPLE** or **JUICE**.

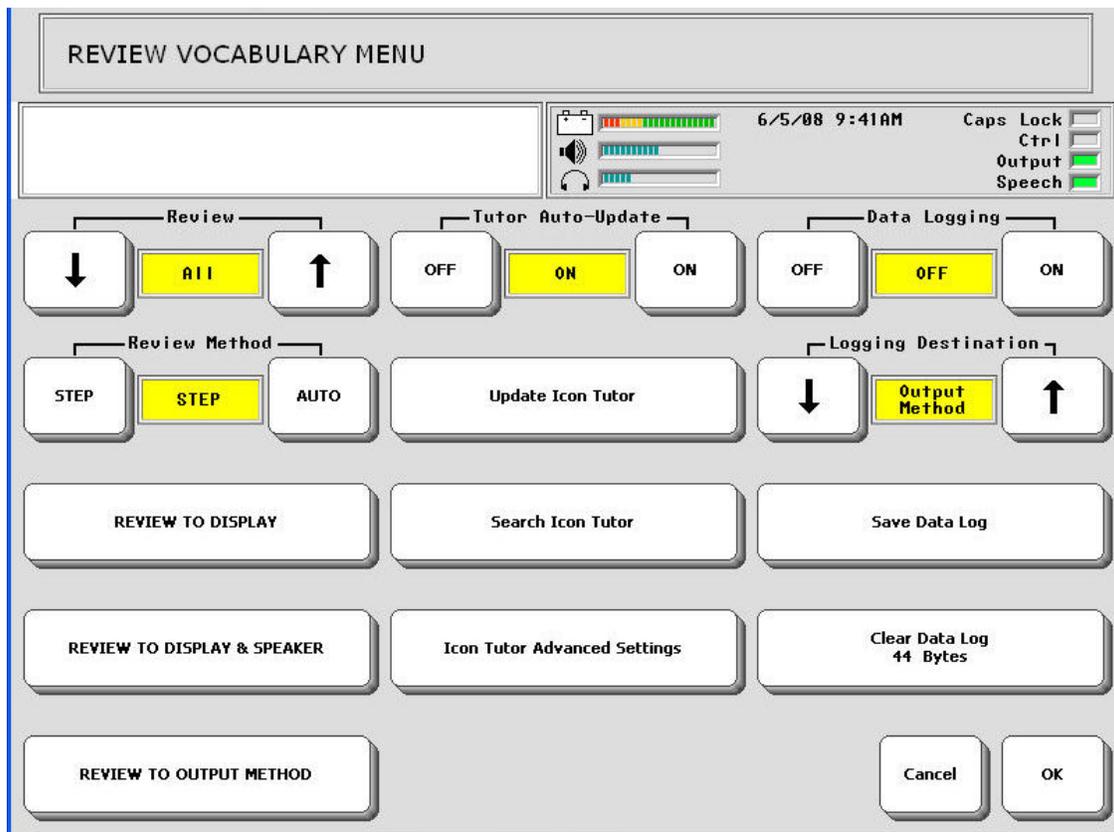
You can also go back and erase the original sequences once you have copied them.

Review Vocabulary

Using the REVIEW VOCABULARY MENU



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

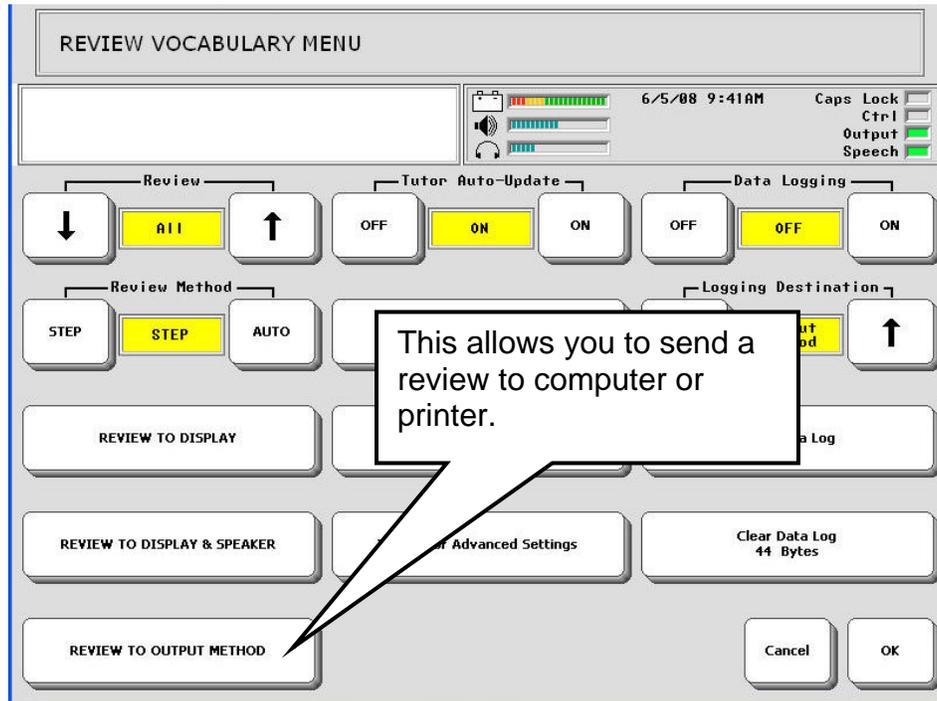


If you want to review vocabulary on your device screen, simply choose **Review to Display** or **Review to Display and Speaker**.

Auto means your device automatically moves through the vocabulary screens. **Step** means you activate the **MORE ITEMS** key to move through the screens.

- For recorded messages, the review shows the word “Digitized” and gives the icon sequences for each digitized message.
- A Vocabulary Review **does not** review words in the Dictionary.
- For information about **Data Logging**, see **Appendix H**.

Using the REVIEW TO OUTPUT METHOD Option



You can also review the vocabulary in your Vanguard with the **REVIEW TO OUTPUT METHOD** option. This will save the review to a computer or printer.

Before selecting **Review to Output Method**, you must select the output method you want to use

in the **OUTPUT MENU** .

USB Output Method

You can perform a review on your computer with the longer USB cable that came with your device. Plug the connector at one end of the cable into the square USB port on the right side of your device case. Plug the other end of the cable into the USB port on your computer. See page 258 for a full explanation.

Bluetooth

Select this if you are using a PRC Bluetooth adapter to connect to your computer. See page XX for a full explanation.

IrDA Output Method

Select this option if you are connected to an IrDA printer.

Icon Tutor Options

The Icon Tutor helps you to learn the sequences where specific words are stored.

For example, suppose you want to know where the word “Watch” is stored.

Search Icon Tutor

1. Open the **REVIEW VOCABULARY MENU**.
2. Select the **Search Icon Tutor** option.
3. You see your spelling page. Type in the word you want to search for, in this case, “Watch”.
4. The Icon Tutor searches its database and shows you all the sequences where the word “watch” is used. You can write down the sequences for later use (or memorize them). The word “Watch” is used in two different sequences. Some words will be used in more sequences; some in less or none.

About the “Tutor Auto-Update” Option

Your device automatically sets this option to On or Off according to the vocabulary you are using (Unity, Word Power, etc.). In most cases there will be no reason to change this setting. However, if you find that updating your icon tutor is taking a very long time, you can turn this option to OFF.

➡ **REMEMBER!** If you turn **Auto-Tutor-Update** to **Off** and then make changes to your vocabulary you must select **Update Icon Tutor** first to save your changes. Any new searches will now include the updated changes.

Icon Tutor Advanced Settings

This option is a way to streamline an Icon Tutor update by excluding those pages and activities that don’t generate vocabulary. Check here if you know a word is in your vocabulary but it isn’t showing up in Icon Tutor (or Vocabulary Builder or Write with Icons). It may have been excluded. This option is for the use of MAP developers.

About the ICON TUTOR Key in your Activity Row

All of the Unity overlays have an **ICON TUTOR** key  in the Activity Row. In some

overlays it is in the **DEVICE** Activity . When you select this key, you can search the Icon Tutor from your overly without having to go to the Toolbox and the **REVIEW VOCABULAY MENU**. Just type in the word you are looking for and select **OK**.

➡ See the **FEEDBACK MENU** options beginning on page 60 for more Icon Tutor options.

Notebooks

About Notebooks



When you have to create large amounts of text, use an individual Notebook.

Many people who have learned to communicate well using a communication aid are often asked to give speeches and presentations. Notebooks are ideal for storing speeches. You can store the **SPEAK NOTEBOOK** tool to speak a specific Notebook.

Notebooks are unique to a User Area. A person in Area 1 cannot access Notebooks in Area 2, for example. Notebooks can also be locked. This means that a person can look at a Notebook but cannot change anything or create any new text in it.

Notebooks are a different color. When you are in a Notebook, the display area where you see text defaults to a pale yellow background instead of the normal white background. This is to remind you that you are in a Notebook.

The Notebook Workspace

When you are working in a Notebook and you fill the display screen with text, notice that the top line of text disappears from the screen so you can see the bottom line of text. This is called, “scrolling.”

Any text that scrolls off the display goes into the Notebook workspace. The workspace will keep all of your text until it is full. Then it won’t allow you to add any more text to that Notebook. The Notebook workspace can hold approximately 30,000 text characters. If you activate **SAVE NOTEBOOK** or shut your device Off, the Notebook will be saved.

➡ Notebooks can take up a lot of memory. If you find you are running out of memory, look at your Notebooks and see if there are any you can delete.

Editing or Erasing the Contents of the Notebook Workspace

You can edit or erase the Notebook workspace by editing or erasing the Notebook’s contents.

To retrieve text that has scrolled into the workspace, use the arrow keys to move the cursor up on the display. Text that is in the workspace will begin to appear on your display. When you see the text that you want to edit, stop moving into the workspace and begin editing by using the **Edit Menu** and **Edit Mode** keys. (See page 184 for more information on the editing tools.)

➡ **CLEAR DISPLAY** does not work in a Notebook.

New Notebooks

A new Notebook is a Notebook that has never been used before. It has no text and no title.

To Open a New Notebook

- In the Toolbox, open the **NOTEBOOK MENU**
- Activate **New Notebook**.
- Spell a name for your new Notebook. Activate **OK**.

Notice that the display screen is now a different color. This tells you that you are in a Notebook. You can change the color in the **FEEDBACK MENU**.

You can change the color of the Notebook background and/or the notebook text. Select the **Notebook Text Color** option. Within the option you can choose to change the text color and the display area color.

You can **Save a Notebook** anytime it is open. Just go to the Toolbox and open the **NOTEBOOK MENU**. Then activate the **Save Notebook** option. When the Notebook has been saved, your device returns you to your open Notebook.

Close a Notebook; Save a Notebook

When you have finished with a Notebook, you close it by activating the **Close Notebook** option in the **NOTEBOOK MENU**. If you have not saved your Notebook or have made changes to it without saving them, your device will ask you if you want to save the Notebook before closing. Answer **YES** to save it or **NO** to close it without saving any new text you may have entered.

When you close your Notebook, the display area goes from yellow to white. This reminds you that you are no longer using your Notebook.

↻ To use a Notebook again after you have closed it, you must re-open it using the **Open Notebook** option in the **NOTEBOOK MENU**.

When you are using a Notebook, you will want to save your work regularly. The **Save Notebook** option allows you to save the Notebook. You can activate **Save Notebook** any time a Notebook is open.

To Save an Open Notebook

- Go to the **Toolbox**.
- Open the **NOTEBOOK MENU**.
- Activate **Save Notebook**. Your device will save the Notebook and return you to the open Notebook.

Open or Delete a Notebook

Every time you save a Notebook, your device keeps a record of it. If you want to open a particular Notebook, use the **Open Notebook** option in the **NOTEBOOK MENU**.

To Open a Notebook

- Go to the **Toolbox**.
- Open the **NOTEBOOK MENU**.
- Activate **Open Notebook**.
- You see a list of all your Notebooks. Activate the one you want to use.

➡ Notebooks take up a lot of memory space. Deleting Notebooks that you no longer need helps to free up memory and keep your Notebook list manageable.

To Delete a Notebook

- Go to the **Toolbox**.
- Open the **NOTEBOOK MENU**.
- Activate **Delete Notebook**.
- You see a list of all your Notebooks. Select the one you want to delete. Activate **OK**.
- You see a reminder that you are going to delete a Notebook. If you want to continue, activate **YES**. If you decide not to delete the Notebook, activate **NO**.
- If you answered **YES**, the Notebook is automatically deleted and will no longer be an option in the **Open Notebook** list.

Rename a Notebook; Transfer a Notebook to a Computer File

You may decide to rename a Notebook at some time. Perhaps it contains a format you like or information that you can re-use for another project. The **Rename Notebook** option allows you to do this.

To Rename a Notebook

- Go to the **Toolbox**.
- Open the **NOTEBOOK MENU**.
- Activate **Rename Notebook**.
- You see a list of your Notebooks. Activate the one you want to rename.

- Delete the old name and type in the new name. Select **OK**.
- The Notebook is now renamed.

Load Notebooks from a Disk; Save Notebooks to a Disk

You can save your Notebooks to a computer by using a USB flash drive, a Secure Digital card, or the MTI (Memory Transfer Interface). You can then open the Notebook on your computer and use a word processing application to add/edit text in the Notebook. When you load the Notebook back into your device, it will contain whatever changes you to it on the computer.

To Save a Notebook to a USB Drive

- Make sure your USB drive is plugged into your communication aid.
- In the **TRANSFER MEMORY MENU**, make sure the **MTI Method** is set to **Auto** (or USB).
- Open the **NOTEBOOK MENU** and select **Save Notebook to Disk**.
- Your Notebooks are listed. Select the Notebook you want to save.
- The Notebook is saved to your USB drive as a .txt file.
- Select **OK** to exit.

➡ See the **TRANSFER MEMORY MENU** beginning on page 199 for other options.

Print a Notebook

You can print an entire Notebook.

To print a Notebook directly from your device, you must be printing to an IrDA printer.

The Notebook you want to print must be **Open**. Once you have opened the Notebook to print go to the **OUTPUT MENU**.

Set **Output** to **ON**.

Set **Output Mode** to **DELAYED**. ➡ This means that text will not go to the printer until you select the **RETURN** key or **CLEAR DISPLAY** on your device.

Set **Auto-Line Feed** to **ON**.

Set **Output Method** to **IrDA**

Once you have set the **OUTPUT MENU** selections, go to the **NOTEBOOK MENU** and activate **Print Notebook**.

➡ You can also save your Notebook to a USB memory drive, download it onto your computer, open it in Word and then print it out from your computer.

Speak a Notebook; Lock a Notebook

Speak a Notebook

There may be times when you will want to speak a Notebook. There are two tools from the All Tools List you can store that will allow you to speak your Notebooks.

Use the **SPEAK NOTEBOOK** tool when you want to speak a specific Notebook. When you insert and store this tool on your overlay, you must also store the name of the Notebook you want to speak. Use the **SPEAK ALL** tool to speak any open Notebook.

Lock a Notebook

You can lock a Notebook so that other people can look at it but not write in it or change anything that is already written.

To Lock a Notebook:

- ➔ Make sure the Notebook you want to lock is already **Open**.
- Go to the Toolbox and open the **NOTEBOOK MENU**.
- Activate the **Lock Notebook** option until you see **Locked** in the yellow box.
- Activate **OK**.

If later you open a Notebook and discover that you can't write in it, open the **NOTEBOOK MENU** and check to see if the Notebook is locked. If it is, select **Unlocked**, then return to your open Notebook.

Copy a Notebook from One Area to Another

To Copy a Notebook from One Area to Another Area:

- Open the **NOTEBOOK MENU**.
- Select the **Copy Notebook** option.
- Select the Notebook you want to copy.
- Select the Area where you want the Notebook to go.
- Select **OK** to exit.

Store a Notebook under an Icon Sequence

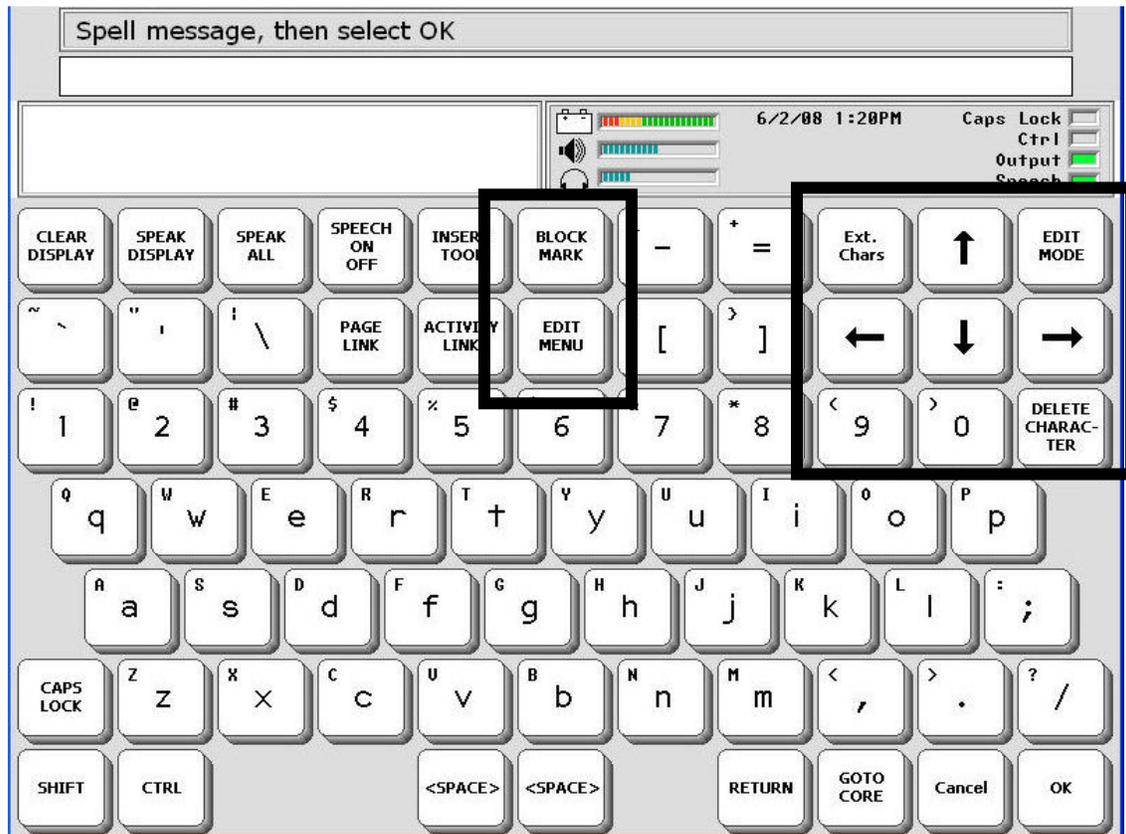
If you have Notebooks that you use frequently, you might like to have them on your overlay so that you can access them quickly. Follow the directions below to store a Notebook under an icon sequence on your overlay.

Store a Notebook

- Go to the Toolbox and activate **STORE CORE**.
- Activate the icon sequence you want to use. Activate **OK**.
- Activate **Computer Speech**.
- Activate **Spell Text for Message**.
- Activate **INSERT TOOL**.
- Step through the Tools List until you come to **OPEN NOTEBOOK** and then activate that option.
- Select the Notebook you want to store. You will see,
- **<OPEN-NOTEBOOK>** (name of Notebook) **>**
- on your display. Activate **OK**.
- Activate **OK** again.

You can store as many Notebooks as you want in this manner. You can also store the **NOTEBOOK MENU** under an icon sequence. This will give you access to all the Notebook options on your overlay.

Editing Tools



There are several editing tools on spelling pages that you can use any time you are working with text.

Ext. Chars (Extended Characters) takes you to a page with foreign characters on it.

Arrow Keys move the cursor in the direction the arrow is pointing: up, down, left or right. Use them to navigate through text or through things like icon categories and Activities.

Edit Mode determines how far the arrow keys move the cursor—sentence-by-sentence, word-by-word or character-by-character.

Block Mark allows you to highlight text.

Edit Menu allows you to cut, copy or paste highlighted text. You can also do a Find and Replace search from the Edit Menu.

To Highlight Text

- Use the arrow keys to move the cursor to the beginning of the text you want to highlight.
- Select **Block Mark**.

- Use the arrow keys to move the cursor to the end of the text to be highlighted. As you move the cursor, the text it passes through will be highlighted.
 - When the text is highlighted, open the **Edit Menu** and select the option you want for your highlighted text.
- ➞ You can use **Edit Mode** to highlight by words or sentences rather than characters.
- ➞ To **un-highlight** text you are marking, select **Block Mark** again.

Cut, Paste, Copy Highlighted Text

Highlight the text to be cut or copied.

Open the **Edit Menu** and select the option you want.

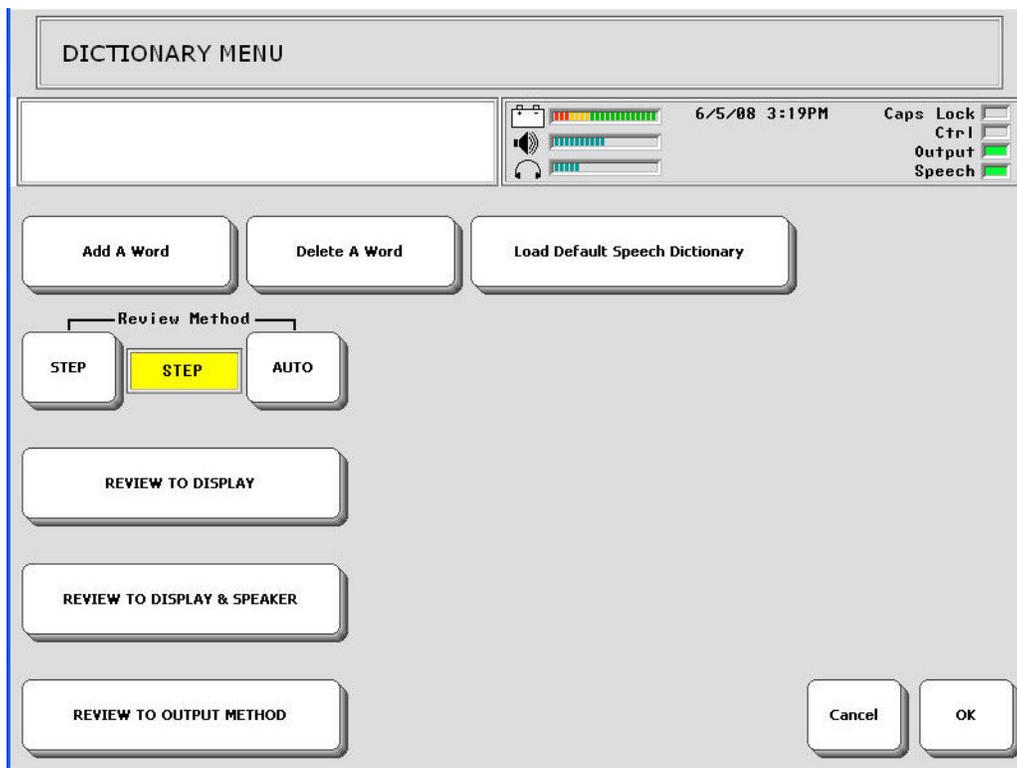
Cutting text is the same as deleting it. You can paste it back into its original document or somewhere else. If you do not paste cut text somewhere, it will eventually be lost.

To **paste** the text somewhere else, place your cursor where you want the text to go. Select **Paste** from the **Edit Menu**.

To **copy** text, highlight the text to be copied and select **Copy** from the **Edit Menu**. Place your cursor where you want the text to go and select **Paste** from the **Edit Menu**. Copied text is not deleted from its original place.

The SPEECH DICTIONARY

The Speech DICTIONARY MENU



The synthesized speech in your device can correctly pronounce most words that you use, but sometimes it has trouble with proper nouns like the names of cities and people's names. When you add a word to the speech dictionary you are teaching your device to pronounce it correctly.

You can also review all the words that you have put in the dictionary. This can help you decide if you have words that you no longer need in the dictionary. If you find words that you no longer need, you can erase them from the dictionary.

➡ The Speech dictionary is **separate from** the Word Prediction dictionary.

Add Words to the Dictionary

When you add words to the Dictionary, first you spell them correctly. Then you spell them the way you want your device to pronounce them. For example, names of foods from other countries are often mispronounced in English speaking devices. "Fajita" is a good name to practice with.

To Add a Word to the Dictionary:

1. Go to the **Toolbox**.
2. Select the **DICTIONARY MENU**.
3. Select the **Add a Word** option.
4. Spell the word you want to add. Spell it correctly. In this case you would spell, “fajita”.
5. When you have finished spelling the word correctly, activate **OK**.
6. Now spell the word the way you want it to be pronounced. This means typing the word the way it sounds. You may want to try out different spellings until your device pronounces the word the way you want. Activate the Text Display Area of the screen to hear the word pronounced. You will probably end up with a word that looks something like, “fah hee tuh.”
7. When you are satisfied with the pronunciation, activate **OK**.
8. You can continue to add words, delete words or review words. If you are finished with the dictionary, activate **OK**.

➡ **Appendix L** and **Appendix M** contains speech tips for the voices in your device.

Delete Words from the Dictionary

To Delete a Word from the Dictionary:

1. Go to the **Toolbox** and open the **DICTIONARY MENU**.
2. Select the **Delete a Word** option.
3. Correctly spell the word you want to delete.
4. Activate **OK**.
5. The word is automatically deleted.

➡ **Note:** If you hear an error beep, try spelling the word differently (perhaps you misspelled it). In order to delete a word you must enter the correct spelling of the word, not the pronunciation spelling.

Review Words in the Dictionary

If you use your Dictionary a lot, you may want to review the words in it every now and then. You can find out what words you use and want to keep, or you can note which words you don't use any more and delete them.

To Review Words in the Dictionary:

1. Go to the Toolbox and open the **DICTIONARY MENU**.
2. In the **Review Method** box, you can choose to review the words **automatically**, or you can activate a key or switch to **step** through them at your own pace. Activate the arrows until you see the setting you want.
3. Choose **Review to Display**, **Review to Display and Speaker** or **Review to Output Method**. Activate **CANCEL** at any time to stop the review.

Review to Output Method

You can also send a dictionary review to a computer or printer using a USB drive

Load Default Dictionary

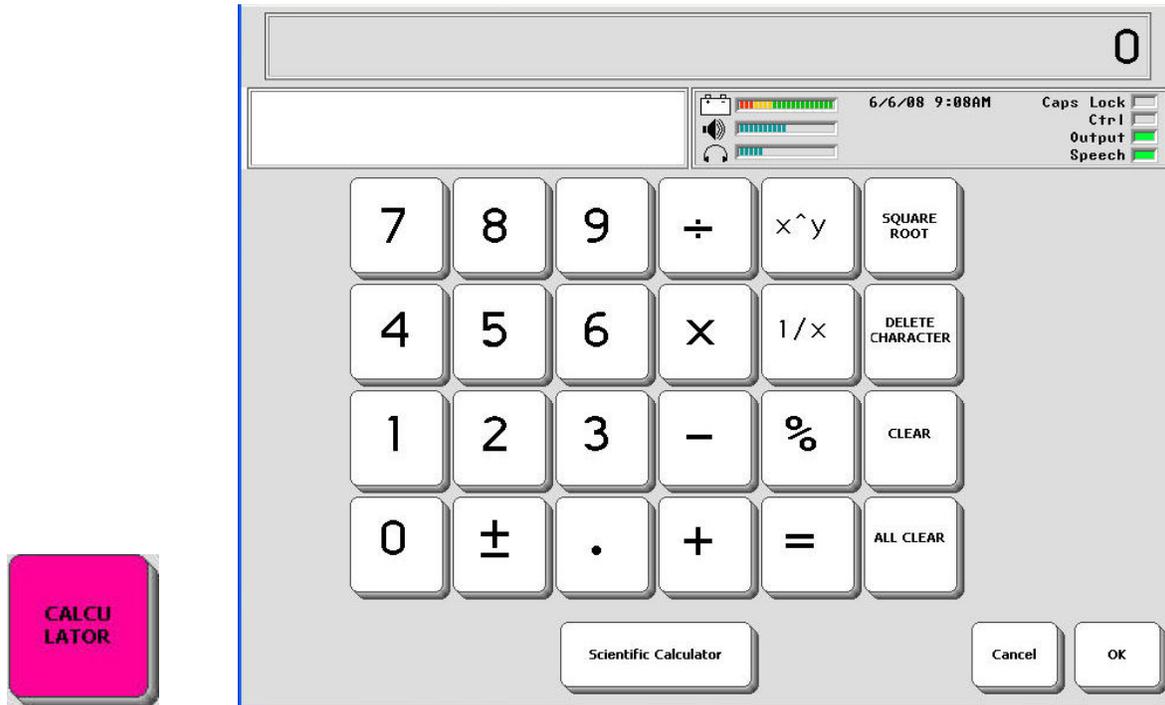
Perhaps you have a device that belonged to someone else or is used in a school by many people. Or perhaps you have just added lots of words to your dictionary over the years and you don't need many of them anymore but don't want to take the time to erase them one by one.

This option allows you to load the default, or original, dictionary back into your device.

If you choose to load in the default dictionary any customization you have done to your dictionary will be lost.

Calculator

Using the Calculator



The calculator works just like many other calculators on the market. The screen you see here shows the regular calculator. There is also a scientific calculator for more advanced/technical problem-solving.

CLEAR clears the current entry.

ALL CLEAR clears an entire problem.

➡ Always activate the **ALL CLEAR** key before starting any new problem.

The OK Key:

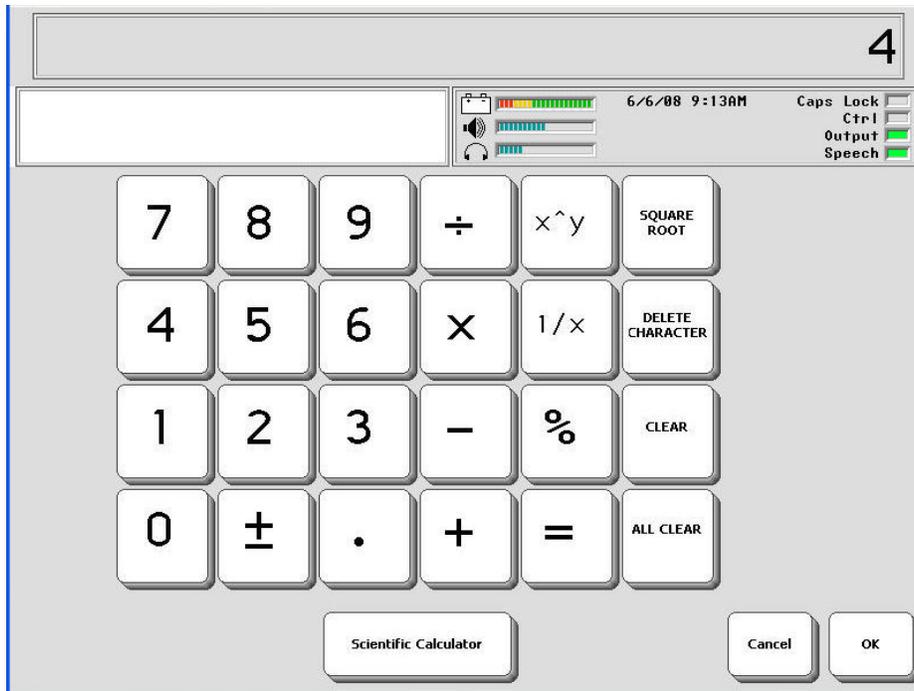
The **OK** key exits you from the calculator and returns you to the workspace or to an open Notebook. It also **copies the answer** to your last problem and puts it in the Text Display Area of your workspace or Notebook.

If you want to exit the Calculator without copying an answer:

Activate the **Cancel** key at any time.

You can also activate the **ALL CLEAR** key to clear a problem and then activate the **OK** or **Cancel** keys.

➡ If you do not want your device to speak the problems, turn the speech to **Off**.



An Addition Problem:

Open the **CALCULATOR** in the **TOOLBOX**.

Activate the **ALL CLEAR** key.

Activate $2+2=4$. Did you notice that each time you activate a new key, the screen clears and the latest number is added to the screen? When you activate the = key, the answer to the problem is visible in the display.

A Square Root Problem:

Activate the **ALL CLEAR** key.

Activate **4**.



Activate the **SQUARE ROOT** key.

The number **2** appears in the display area.

If you make a mistake: activate the **CLEAR** or **DELETE CHAR** key to clear the last entry. Activate the **ALL CLEAR** key to clear the entire problem and to start over.

Scientific Calculator gives you more options to work with. See more examples on the next page.

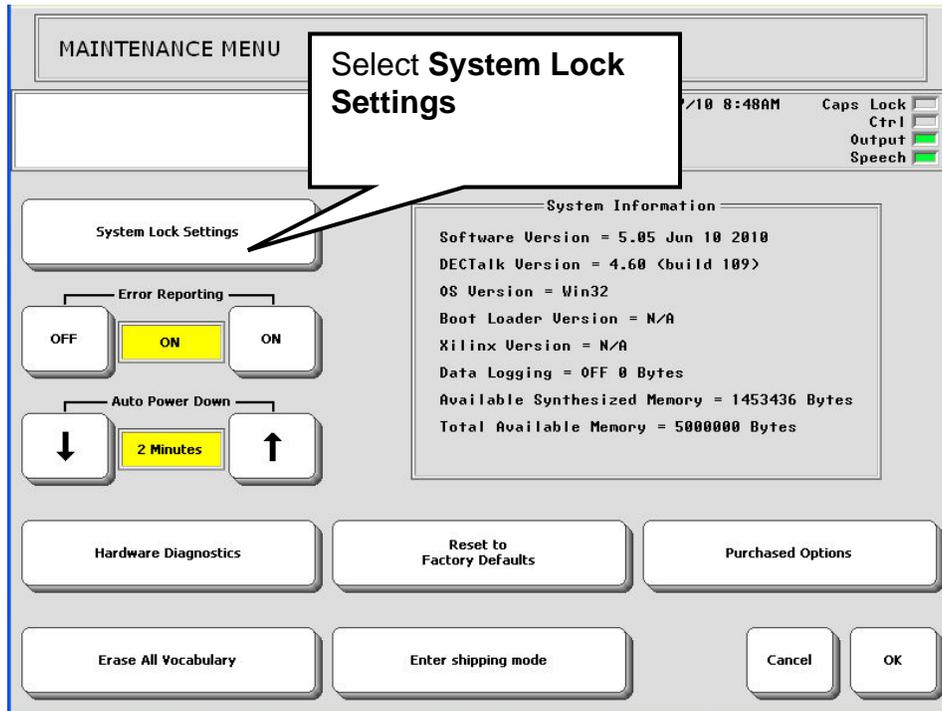
Examples of other Calculator Functions

FUNCTION	PROBLEM	KEYS TO SELECT (Device produces answers)
Power	$2^4 = 16$	2 x ^ y 4 =
Reciprocal	Reciprocal of 5 $\frac{1}{5} = 0.2$	5 1/x
Square Root	$\sqrt{9} = 3$	9 SQUARE ROOT
Factorial	$5! = 120$	5 n!
Exponential	$e^3 \approx 20.8553692319$	3 e ^ x
Natural logarithmic	$\ln(e) = 1$	L e ^ x ln
Logarithm base 10	$\log_{10}(10) = 1$	10 log
Number π	$\pi = 3.141592653$	Pi
Sine	$\sin\left(\frac{\pi}{2}\right) = 1$	pi ÷ 2 = sin
Cosine	$\cos(\pi) = -1$	Pi cos
Tangent	$\tan\left(\frac{\pi}{3}\right) \approx 1.732050806782$	Pi ÷ 3 = tan

The MAINTENANCE MENU

The MAINTENANCE MENU

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



System Lock Settings

If you select this option you will see the **System Lock Settings** menu which contains the **System Lock On/Off** and **System Lock Password** options.

System Lock

When **System Lock** is **ON** you can still use your Core vocabulary to speak but the use of the **ON/OFF**, **TOOLBOX** and **USER DEFINED KEYS** (keys 1 and 2) on the **front** of the case is severely limited. Only certain menus in the Toolbox will work. For instance, if the system is locked and you select the **TOOLS** key on the front of the case, you will see a warning similar to this:

System lock is turned on! Hold TOOLS key five seconds to activate.

A box with slightly different wording appears if you press other keys.

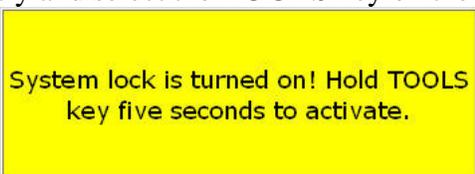
If you **press and hold the TOOLS key for 5 seconds** you will activate the Toolbox. This allows you to use some of the Tools and menus, but not all of them. You can open the **MAINTENANCE MENU** and turn **System Lock OFF**. This puts your device back into normal use mode.

System Lock Password

You can also lock the system with a password. This means that in a locked system you cannot go from Core to the Toolbox without entering your password.

Turn **System Lock Password ON**. Select the **Change System Lock Password** option. Spell a password and select **OK**.

Now when you are in your CORE vocabulary and select the **TOOLS** key on the front of the



case, you will see the yellow warning box: . If you hold the **TOOLS** key for 5 seconds, you will see your Spelling Page where you are asked to type in your password. This will take you to the Toolbox where you can open the **MAINTENANCE** menu and turn **System Lock OFF**.

Auto Power Down

When this is **On**, the backlight will power down (“go to sleep”) if no activations are made for 2, 5 or 10 minutes, depending on choice you make. See page 20 for more information.

Hardware Diagnostics

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

System Information (in outlined box)

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

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

Erase All Vocabulary

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

Reset to Factory Defaults

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

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

Purchased Options

This option allows you to turn on and use various vocabulary/software options you may have purchased. If you purchased any of these options **after** you purchased your device, you will need a password(s) to activate the options. Call PRC for more information.

Error Reporting

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

Enter Ship Mode

If you ever have to ship your device somewhere, or if you are not going to use it for a lengthy period of time, **always** put the device in **Shipping Mode**. This will preserve your batteries while the device sits idle and, if shipping the device, will prevent accidental activations being made during transit.

You see a message asking if you want to enter Ship Mode now. Answer **YES** or **NO**. (**NO** is the same as **Cancel**.)

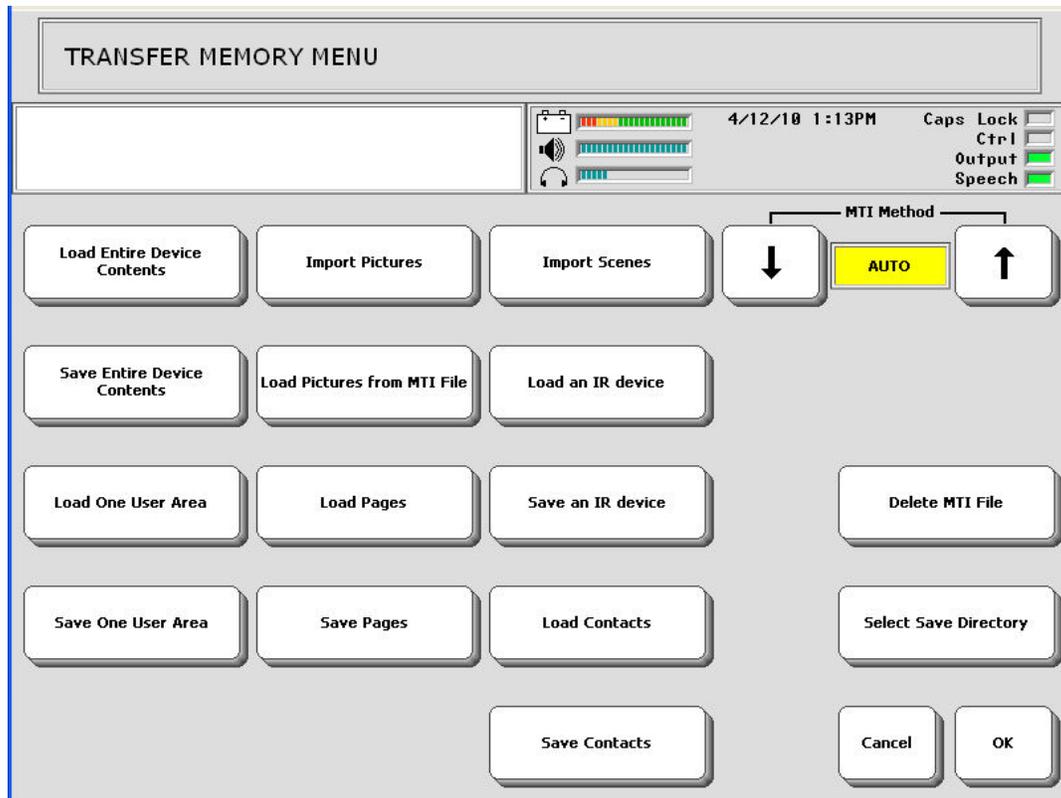
If you answer **YES**, unplug the **battery charger**. Once the charger is unplugged, your device will enter Shipping Mode.

To Get Out of Shipping Mode:

Plug in your battery charger. Then press the **ON/OFF** button on the top left front of the case.

Transfer Memory Menu

About Memory Transfers



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

➡ **For vocabulary backups (saving vocabulary in an Area or in the entire device), you must use a USB flash drive, a flash card or the longer USB cable that you connect to your computer.**

Memory Transfer using a USB Flash Drive or Secure Digital Card



USB Flash Drive



Secure Digital Card

USB Flash Drive

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

Secure Digital Card

1. Open the Memory Door on the left side of the 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 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. Your device will save the Area you selected on the SD card or USB drive, whichever is in your device.

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

Load an MTI File into an Area: an example

1. Make sure your USB drive or SD card is plugged into your device.
2. Select **Load One User Area**
3. Select the Area you want to load the file into.
4. You see a list of all the files.
5. Find the file you named earlier. It will have **.mti** at the end of the name.

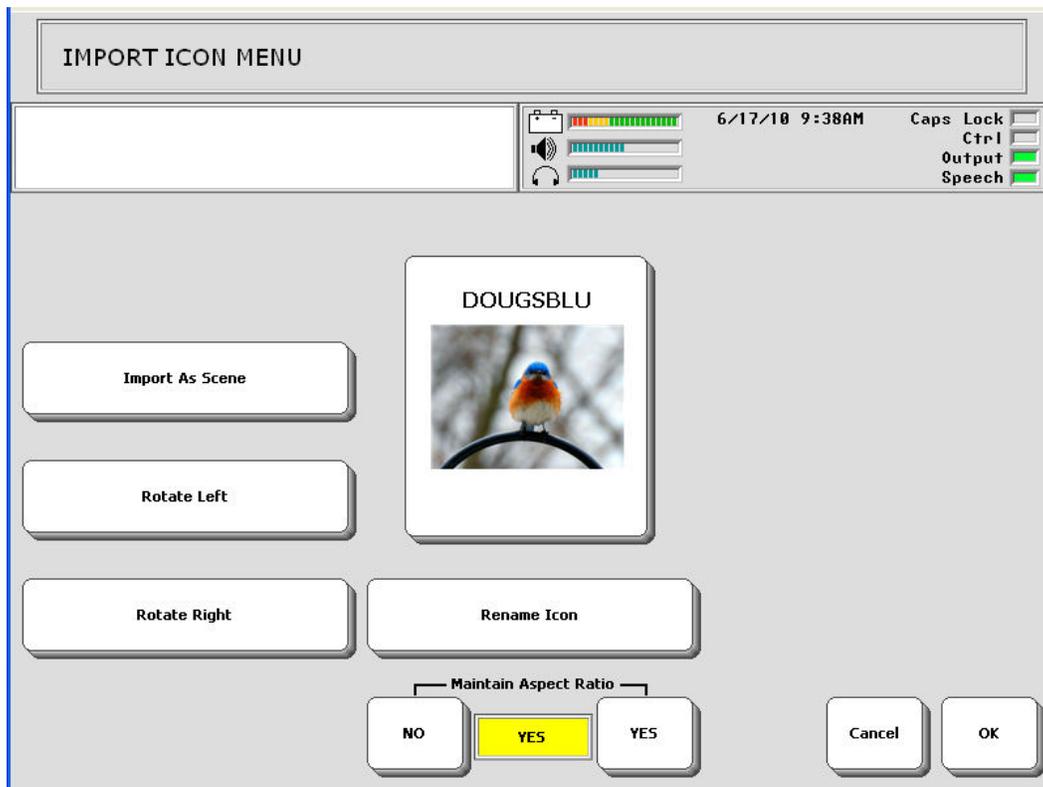
6. Select the file.
7. A dialogue box will appear to tell you when the transfer is complete.

➡ **To load files onto your computer**, read the directions that came with your USB flash drive. For some flash drives, you may need to load a driver. Your storage device directions will tell you.

Importing Icons/Photos (graphics)

➡ You must have pictures stored on your USB Flash Drive or SD card in order to import them to your device. Your device will import most of the graphics files that Windows® will support.

- Plug your USB drive or SD card into your device.
- Go to the Toolbox and open the **TRANSFER MEMORY MENU**.
- Select **Import Pictures**.
- You see a list of all the pictures stored on your USB drive or SD card. Select the one(s) that you want to import, or use **Select All**. Select **OK**.



You see the imported graphic and several options.

Import as Scene

Right now your picture is ready to be added to a key. If you would rather have it imported for use on a Scene page, select this option.

➡ If you are importing a Scene, this option will ask if you want it to be an Icon.

Rotate Left

Rotate Right

You can rotate the picture.

Rename Picture

You can give the picture a new name.

Maintain Aspect Ratio

Aspect Ratio refers to the ratio between the width and height of the picture. **YES** maintains the ratio you currently see; **NO** will stretch out the picture. Generally, you will want this option to say **YES**.

- When you have completed any changes, select the **OK** key.

You see the **TRANSFER MEMORY MENU**. Select **OK** or **Cancel** to exit.

From now on, when you select the **Change Picture** option in a storing menu, you will see an **IMPORTS** folder on the Picture Category page. You will find any pictures you have imported in this folder.

If you select the **Change Scene** option in a storing menu, you will go to the Scene Page where you can select your scene.

Load Icons from an MTI File

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

1. Save the MTI file from your friend on a USB flash drive or Secure Digital card.
2. Plug the USB drive or SD card into your device.
3. Go to the Toolbox and open the **TRANSFER MEMORY MENU**.
4. Select **Load Icons from MTI File**.
5. Select the MTI file you want to load.
6. Your device loads the imported icons into the **IMPORTS** Category folder on the Icon Category page.

Load Pages/Activities; Save Pages/Activities

Save Pages/Activities

- Make sure your USB or SD card is plugged into your communication aid.
- Open the **TRANSFER MEMORY MENU**.
- Select **Save Pages/Activities**.
- Select **Save a Page** or **Save Multiple Pages**.
- Select the page or pages you want to save.
- The device tells you where it will save the Page. Select **OK** or choose a different folder.
- Spell a name for the file you are saving. You might want to include "page" in the name to distinguish the Page from other mti files.
- The Page is saved as an .mti file.
- Activate **OK** to exit.

Load Pages/Activities

1. Make sure your removable media is plugged into your communication aid.
2. Open the **TRANSFER MEMORY MENU**.
3. Select **Load Pages/Activities**.
4. You see a list of files on your USB or SD card.
5. Select the page or pages you want to load.
6. The transfer takes place. The Page(s) is loaded into your **PAGES MENU**.
7. Activate **OK** to exit.

Load an IR Device/Save an IR Device

Perhaps you and a friend each buy the same TV. Your friend adds the TV and gets the new TV signals programmed into her Vanguard before you do. She can save her programming as an .mti file and give it to you to load into your Vanguard so you don't have to do the programming yourself.

Save an IR Device

1. Make sure your USB flash drive or SD card is plugged into your communication aid.
2. Open the **TRANSFER MEMORY MENU** in the Toolbox.
3. Select **Save an IR Device**.
4. You see a page that contains all your IR Devices. Select the one you want to save.
5. You see the "Save" window from your flash drive or your SD card. Your IR device is ready to be saved as an .mti file. If you want to change the name of the file, do so now.

➡ **DO NOT** change the **.mti** part of the name.

6. Select **Save**.
7. Activate **OK** to exit.

To Load an IR Device

1. Make sure your USB flash drive or Secure Digital card is plugged into your communication aid.
2. Open the **TRANSFER MEMORY MENU** in the Toolbox.
3. Select **Load an IR device**.
5. If you want the device to replace one that is already in your Vanguard light, select **YES** and then select the device you want to replace.

If you do not want to replace an existing IR device, select **NO**.

6. Select the .mti file that contains the device command and signals you want to load and then select **Open**.
7. Activate **OK** to exit.

Save and Load Contacts

Save all the phone contacts in your Vanguard to a USB drive.

Save Contacts

- Make sure your USB flash drive or SD card is plugged into your communication aid.
- Open the **TRANSFER MEMORY MENU** in the Toolbox.
- Select **Save Contacts**.

You see the "Save" window from your USB drive or your SD card. Your phone contacts will be saved as an .mti file. Spell a name for your file so you will remember what it is. **DO NOT** change the **.mti** part of the name.

- Select **OK**.
- A yellow box tell you when the transfer is complete. Select **OK** in the yellow box.
- Activate **OK** to exit the **TRANSFER MEMORY MENU**.

Load Contacts

- Make sure the USB flash drive or SD card that has your saved contacts on it is plugged into your device.
- Open the **TRANSFER MEMORY MENU** in the Toolbox.
- Select **Load Contacts**.
- You see a yellow box that tells you if you load contacts all your current contacts will be erased. If you have added contacts since your last save, you may not want to load an earlier list. In that case select **NO** in the yellow box. If you want to continue, select **YES**.
- You see a list of all the .mti files on your USB or SD card. Select the file you want.
- A yellow box tells you when the transfer is complete. Select **OK** in the yellow box.
- Activate **OK** to exit the **TRANSFER MEMORY MENU**.

Delete MTI File

- Make sure you plug in the USB flash drive or SD card that has the .mti files on it that you want to delete.
- Select **Delete MTI File**.
- You see a list of all your .mti files.
- Select the one(s) you want to delete.
- You see a yellow box asking if you are sure you want to delete the file(s). If you have changed your mind, or made a mistake you can answer **NO** and nothing will be deleted. If you want to go ahead, select **YES**.
- Select **OK** to exit the menu.

Using the Select Save Directory Option

This option allows you to organize your MTI files.

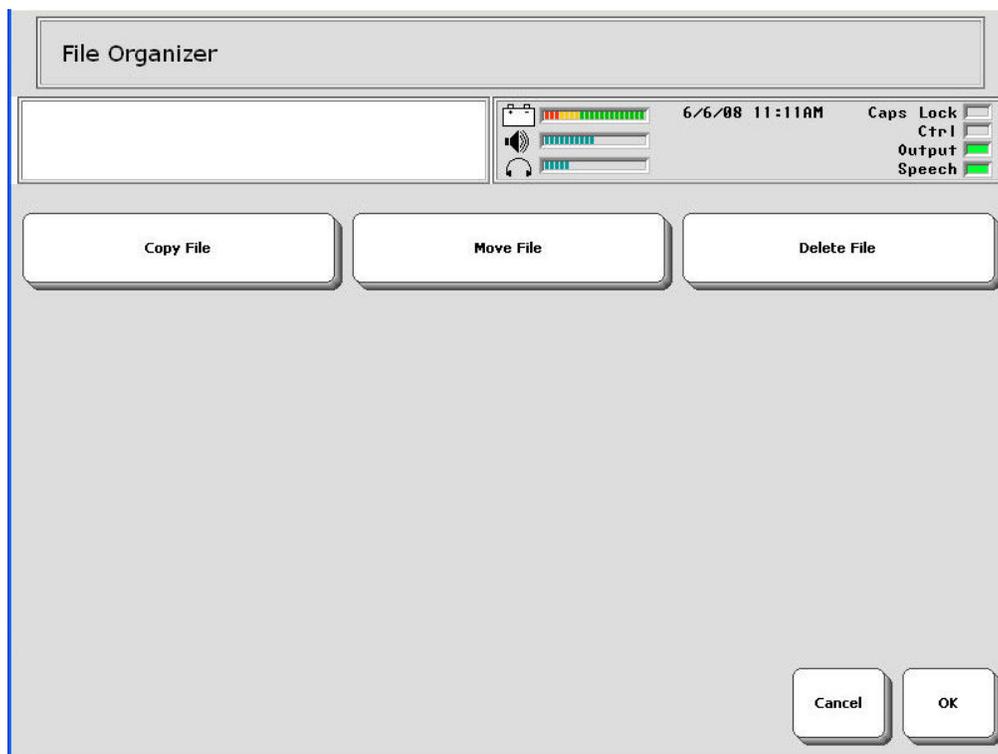
Create an MTI Directory

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. Select the key that is listed.
 - ➡ If you have both storage devices plugged in, you will see an option for each one. Select the one you want.
 3. You will see a list of all the files that are on your storage device. At the bottom of the screen, select the **Create Directory** button.
 4. Select a name for this directory, e.g., "MTI Files". Activate **OK**.
 - ➡ Notice that the display tells you where you are storing your new Directory—to the USB drive or the SD card.
 5. There are no files yet in the directory, so select **OK** to exit.
 6. Activate **Save One User Area**.
 7. Select the Area to save.
 8. On the spelling page, notice that the Text Display Area now shows the name of your storage device along with "mti files".
 9. Spell the name you want to use for this file. Select **OK**.
 10. The file is saved in the MTI Directory.
- ➡ **Important Note:** **Anything** you save from now on will be saved into the MTI directory unless you activate **Select Save Directory** and select a different directory to save to.

Using the FILE ORGANIZER

The **FILE ORGANIZER** menu allows you to copy and move files from one memory device to another or move files on one memory device into folders on the same device. You can also copy and delete files.

Perhaps you use a Secure Digital card as a permanent storage area in your device. You rarely remove the card from your communication aid. However, your USB drive frequently travels between your device and your computer because you use it to download files from your computer and then put them in your communication aid. You would like to be able to easily transfer files from your USB to your SD card so that you don't have to have the USB drive plugged into your communication aid in order to listen to songs or access other files. The **FILE ORGANIZER** menu allows you to do this.



To Move Files from One Memory Device to Another:

1. Make sure your USB drive and/or SD card is plugged into your communication aid.
2. Go to the Toolbox and open the **FILE ORGANIZER** menu.
3. Select **Move File**.

4. Select the **memory device** that has the files you want to move.
5. Select the **files** to move. You can open any folder and select files from the folder, if you wish.
6. When you have finished selecting files, select **OK**.
7. Select the destination for the files (i.e., the other storage device).
8. If you have a folder on the destination memory device that you want to store the files to, select it, then select **OK**. Otherwise, just select **OK**.
9. Answer **YES** in the message box if you want to continue or **NO** to stop.
10. The files are transferred. Depending on the amount of files, this could take a few minutes.
11. The files are no longer on the original memory device.

- If you **Copy Files**, the files will be available on both memory devices.
- If you **Delete Files**, they are erased from the memory device you select.

Using the Cell Phone

Bluetooth Phone

➤ The optional PRC Bluetooth card and audio cable will allow you to pair with Bluetooth devices such as a cell phone or Bluetooth speakers. You can also use it with the PRC Bluetooth Switch or Adapter. You can pair with **one Bluetooth device** at a time.

You can purchase the Bluetooth card and cable from PRC. Installation instructions come in the package.

➤ The information in this chapter assumes you have your Bluetooth card and cable installed in your device. Installation directions came in the package with your phone accessories.

The Phone Page

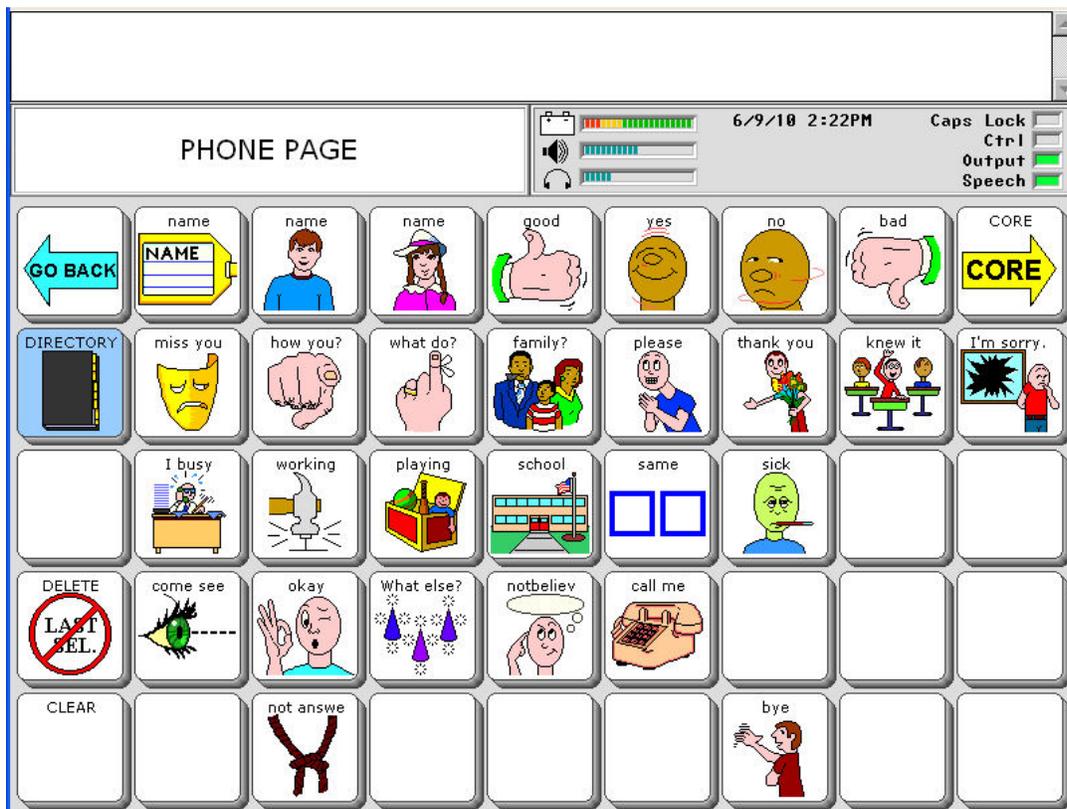
There is a **PHONE** page that contains messages you can use to talk on the phone. You cannot make calls or send text messages from this page, but you can use it to talk.

Go to the **PAGES** page.



Select the **PHONE** key

You see the **PHONE** page.



➡ The Phone **DIRECTORY** key takes you to the Directory page where you can send and receive calls and text messages.

The Phone Activity Row

Go to your CORE overlay.



Select the **ACTIVITY** key until you see the **PHONE** key. Select the **PHONE** key.

You see the **PHONE** Activity Row.

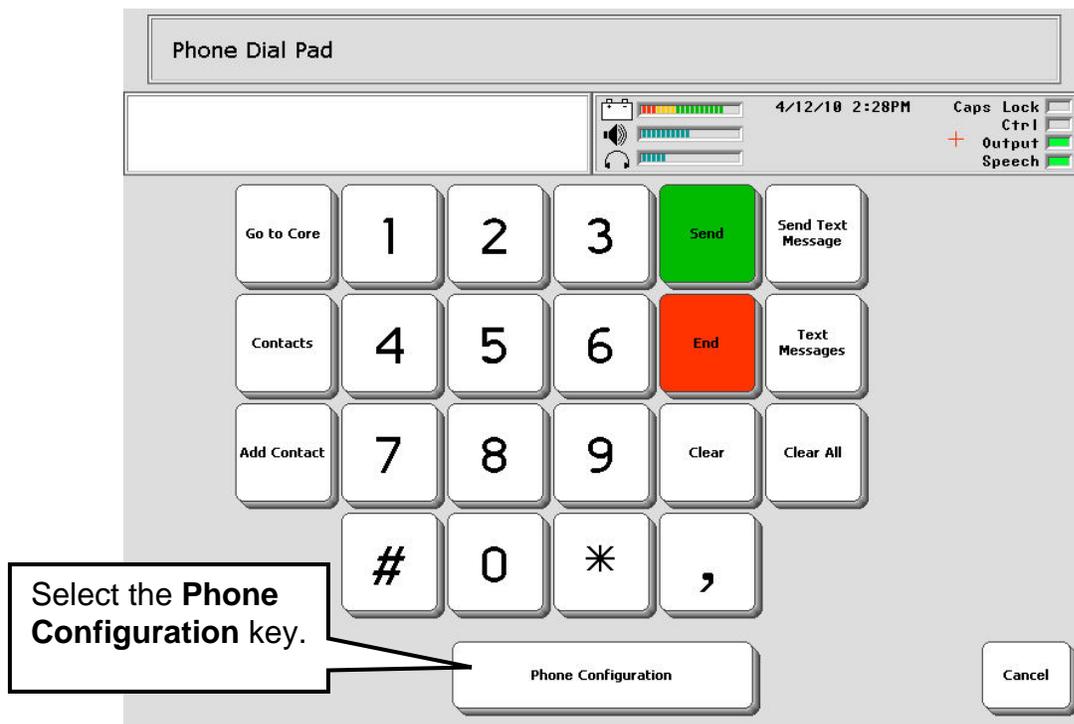


The Phone Activity Row allows you send and receive calls and text messages.

Pair your Cell Phone with the Vanguard

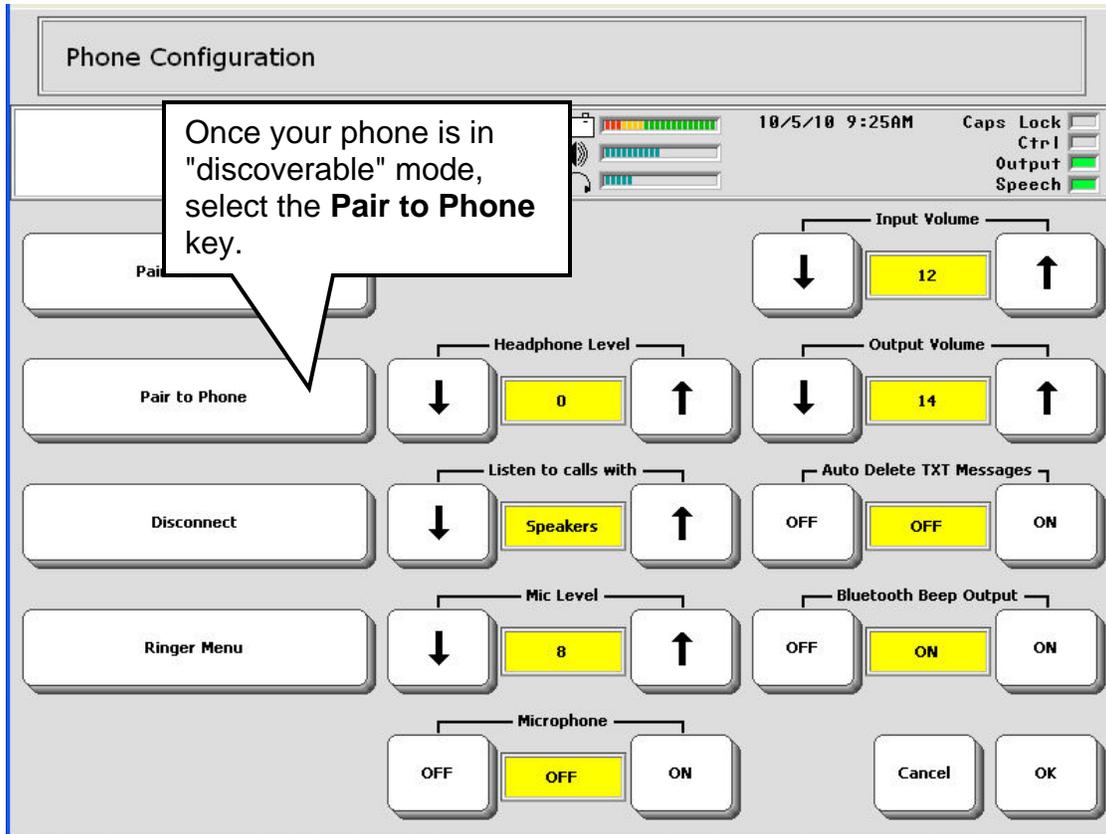


- Select the **PHONE DIAL PAD** key .



- Select the **Phone Configuration** key





- **On your phone**, go to the "Bluetooth Menu". To find this menu you may have to read the manual that came with your phone.
- Put your phone in "discoverable" mode.
- ➡ "Discoverable mode" on your phone may be labeled "discoverable" or "paired" or "find me" or something else entirely. Different Bluetooth cell phones call the pair button different things. If you are unsure which option to select, look at the instructions that came with your cell phone.



- **On your Vanguard** select the **Pair to Phone** key.
- Your phone will display a message asking you to enter a passcode.
On your phone, enter four zeros: **0000**. **You must use this passcode**. Then select **OK** or the button on your phone that accepts your selections and exits.
- When your cell phone is paired with the Vanguard you will see "Paired" or "Connected" in the Bluetooth Status box in the Phone Configuration Menu. You will also see Bluetooth cell phone icons in the Status Display Area of the Vanguard.

The **Paired Devices** key allows you to view all the Bluetooth cell phones you have been paired with.

The **Disconnect** key allows you to disconnect (or "un-pair") from the phone you are currently using.

The **Ringer Menu** allows you to set the standard tones for **Ringer** and **Notify Message**. The ability to import ring tones will be available in future software development.

Also in the Phone Configuration menu are Internal and Audio Volume Controls. **Internal Input Volume** and **Internal Output Volume** refer to the Vanguard.

There is also an option to **Turn Bluetooth Beep Output OFF/ON**. When this is **ON** the person you are talking to will be able to hear your Vanguard beep as you make message selections. If you turn it **OFF**, the listener will not hear anything while you select your messages.

➡ The **MAINTENANCE MENU** also has a **Phone Configuration** menu.

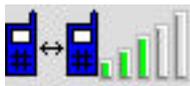
Bluetooth Icons Visible in Status Display Area



The green figure to the left of the cell phone indicates the battery charge. A blue phone indicates you are not using the phone.

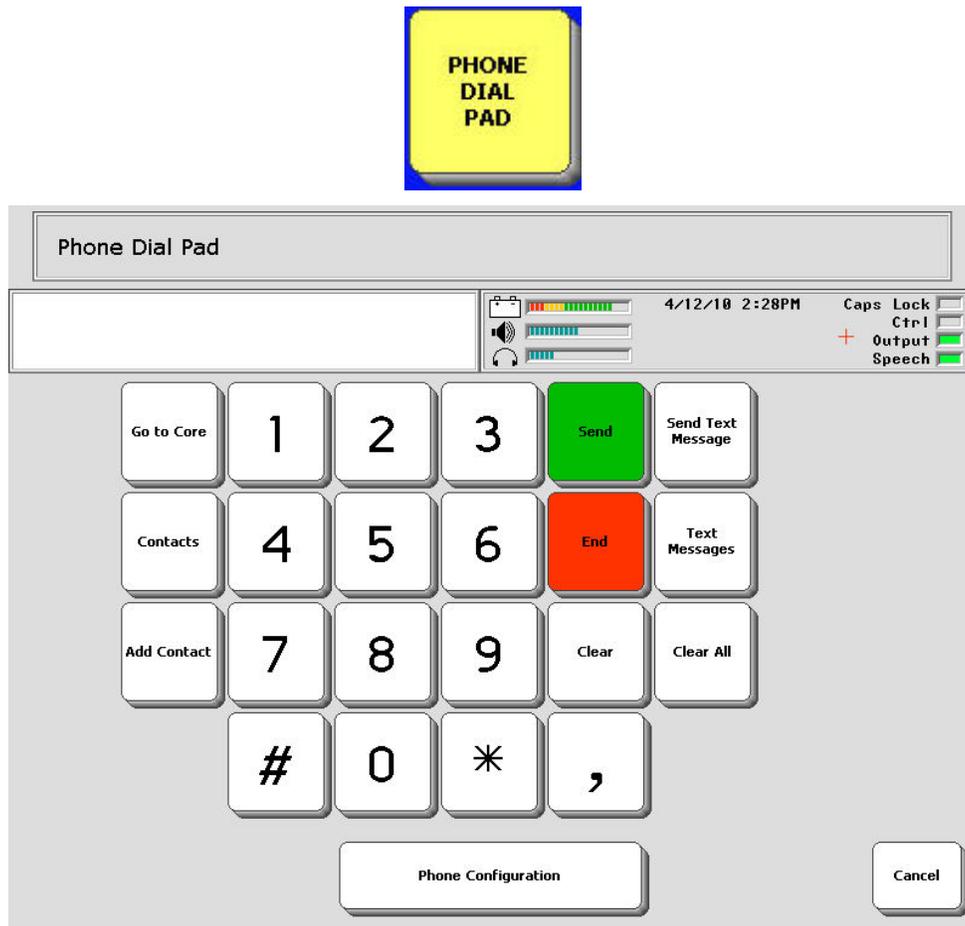


The green phone indicates that you are talking on the phone.



This icon indicates that you are making or receiving a call.

Using the Dial Pad



The **Dial Pad** allows you to perform all phone functions: dial calls, answer calls, go to your **PHONE** page to carry on a conversation, send and receive text messages.

To make a call your phone must be paired with your Vanguard and this icon  must be visible in the Status Display Area of the Vanguard. Check to make sure you have enough battery power available and some active signal bars showing in the status area.

The **Cancel** key will take you back one page.

If you start on your Phone **Directory** page and select the **PHONE DIAL PAD** from there, when you finish using the Dial Pad you can select the **Cancel** key to return to the **Directory** page.

To Make a Call

You can make calls using the **Dial Pad**, or, if you have numbers stored in your Phone **Directory**, you can dial a call from there.

- For un-stored numbers, use the **Dial Pad** to dial the phone number you want by selecting the keys on the number keypad.
- Select the **Send** key.
- While the phone is ringing select the **Cancel** key to return to your **PHONE** page where you can use the **PHONE TALK** key to help you chat with someone. While you are on the phone

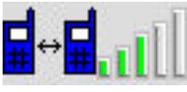
you will see this icon  in the Status Display Area of the Vanguard.

- When the call has ended, select the **End** key on the Dial Pad or the **PHONE SEND/END** key on the **PHONE** page.

- The icon in the Status Display Area will switch to 

➡ Use commas when you dial phone numbers that contain extensions. For example: 3302621984,123. If a number contains more than one extension, use commas between each extension.

To Answer a Call

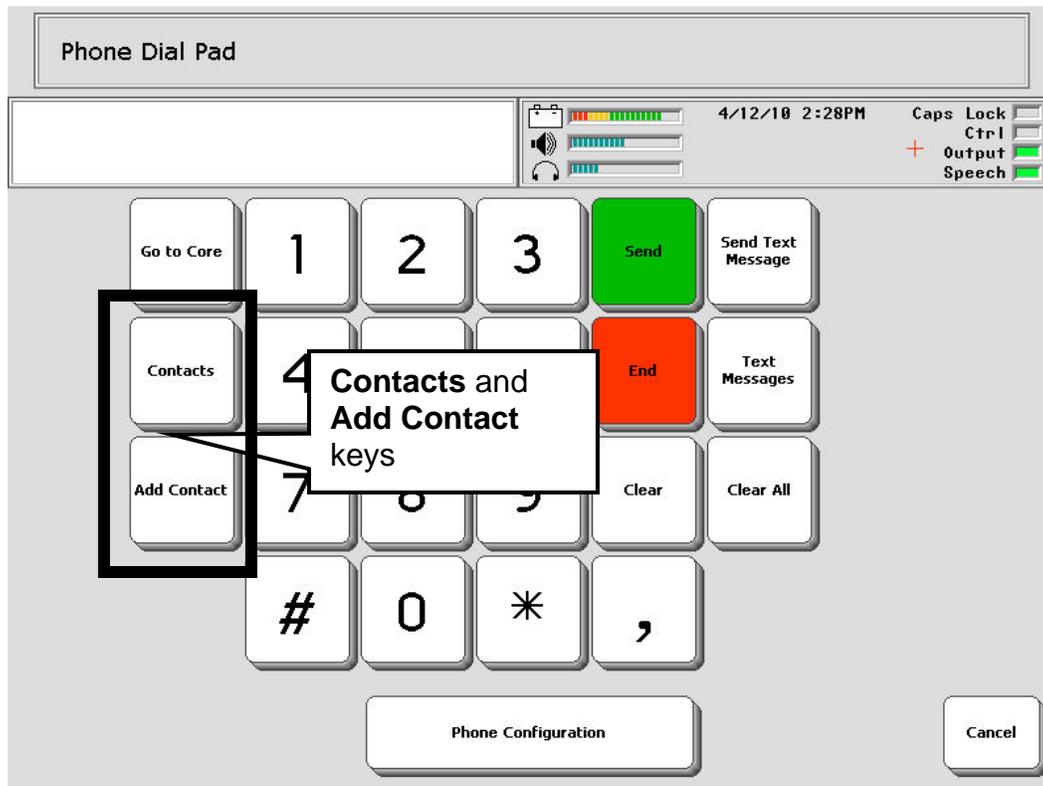
- You hear the phone ring or see the  icon in the Status Display Area. Select **Send** from the **Dial Pad** or **PHONE SEND/END** from the Phone **Directory** page.
- Use the **PHONE** page or your Spelling Keyboard to talk.
- When the call has ended select the **End** key on the **Dial Pad** or the **PHONE SEND/END** key on the **Directory** page.

➡ The Phone **Directory** page contains a **PHONE SEND/END** key which allows you to answer and hang up without having to go to the Dial Pad.

Add Contacts

You can add contacts two different ways: from the **Dial Pad** and from the **Directory** page.

First let's look at the **Contacts** keys on the **Phone Dial Pad**.



Let's add a contact.

- Select the **Add Contact** key.
- Type in the phone number you want to add. Do not use spaces or hyphens.
- Select **OK**.
- Type in the name of the contact.
- Select **OK**.
- You return to the Dial Pad.
- Now select the **Contacts** key.
- You should see a key labeled with the contact name. You will see a number of keys if you have entered lots of contacts.

- Select a contact to dial.
- You return to the Dial Pad.
- Select the **Send** key to dial your number.

Add an Incoming Number

When you receive a call, the caller's number will be displayed in the Text Display Area. You can add this number to your **Contacts**.

- When you receive the call and know it is a number you want to add, go to the **Phone Dial Pad**.
- Select the **Add Contact** key.
- You see a storing keyboard with the number on it.
- Select **OK**
- Now enter a name to go with the number.
- Select **OK**.
- Select the **Contacts** key. Your new entry is there.

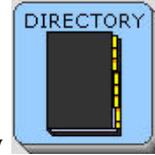
Saving Your Contacts List

If you want to save your Contacts list to a USB drive, you must use the **TRANSFER MEMORY MENU**. Select either the **Save Contacts** key or **Save Entire Device** key.

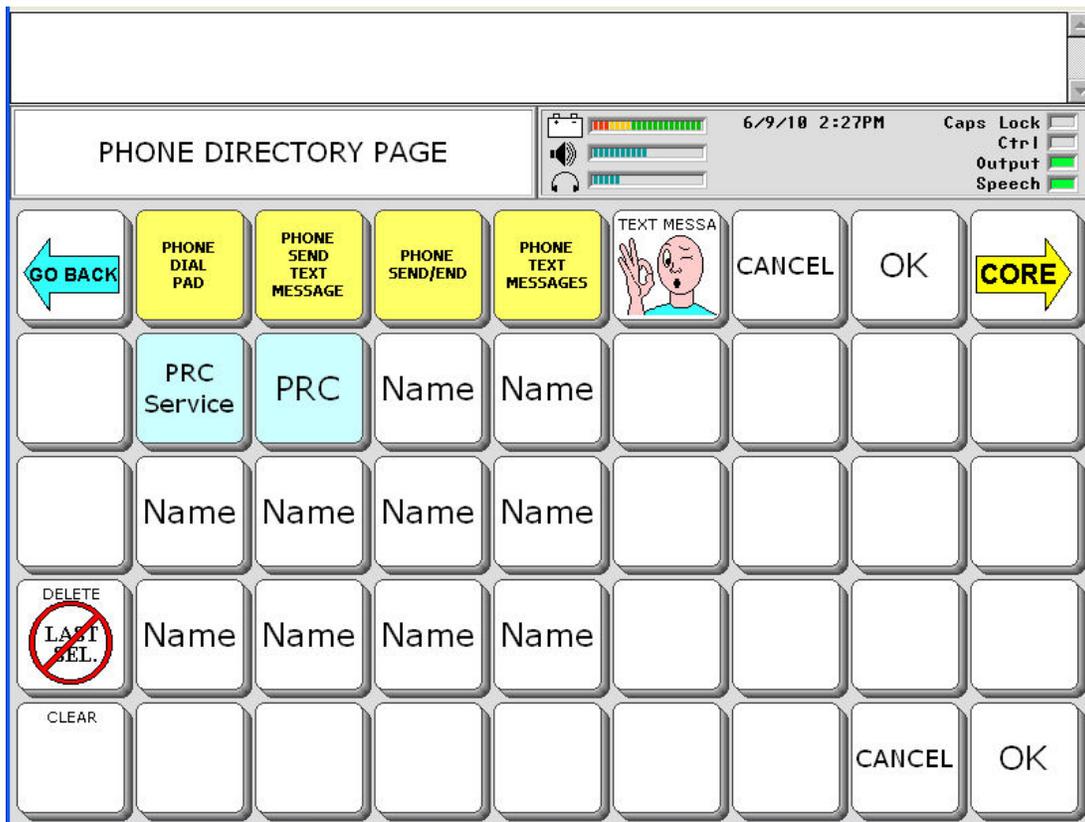
➡ Your list **will not be saved** if you select **Save One Area**.

Add Numbers to the Phone Directory

You can also store numbers that you use a lot on using the Phone **Directory** on your **PHONE** page.



Go to the **PHONE** page and select the **DIRECTORY** key



- Select the **SET-UP** key  from the front of the case.
- Select one of the **NAME** keys.
- Select the **Spell Message or Define Key Function** key.

- Select **CLEAR DISPLAY**



- Select **INSERT TOOL** 

- Use **More Items** until you see the **PHONE DIAL NUMBER** key . Select this key.

- Now enter the phone number you want and then select **OK**.

- You see: 

- Select **OK** to keep the number and exit your Spelling page.
- Now use **CHANGE LABEL** and/or **CHANGE ICON** and type in a name/add a picture for your key so you can remember what number is stored there.

Send a Text Message

To send and receive text messages, use the **Send Text Message** and **Text Message** keys on the **Phone Dial Pad** or the **PHONE SEND TEXT MESSAGES** and **PHONE TEXT MESSAGES** keys on the Phone **Directory** page.

To Send a Text Message

- Use the Dial Pad to dial the number you want. If you have stored the number in your Contacts, select it from there.



- Select the **Send Text Message** key.

➡ If the number is stored in your Phone **Directory**, and not in your Contacts, select it from the **Directory** and then select the **PHONE SEND TEXT MESSAGES** key.

- You see the Spelling overlay.
- Type the message you want to send.

➡ If you did not type in a number from the Dial Pad, the display will show **Phone Number/Address**. Enter the number now and select **OK**. (Ignore the "Address" part. You cannot enter an address at this time.) Then enter your message.

- Select **OK** when you have finished.
- A yellow message box tells you when your message has been sent.

Reading a Text Message

When you receive a text message, an icon of a small white envelope  will appear in the Status Display Area of your device screen near the other phone icons.

To Read a Text Message

- Select the **Text Messages** key on the **Phone Dial Pad** or the **PHONE TEXT MESSAGES** key on your Phone **Directory** page.
- You see a screen that shows you any new text messages and all your saved text messages. The keys display the first few words of the message stored under them.
- Select the key that contains the message you want to read.
- The whole message is displayed.
- You can **Reply** to the message; **Delete** the message; or select **Cancel** to **save** the message.

Auto-Delete TXT Messages

This option is in the Phone Configuration Menu. If you turn this option On, your device will delete text messages from your **phone** once they are read and stored on the VG+. This option keeps your phone from filling up with text messages.

To delete a text message from the **Vanguard**, you must use the **Delete** message option.

Auto-Delete TXT Messages

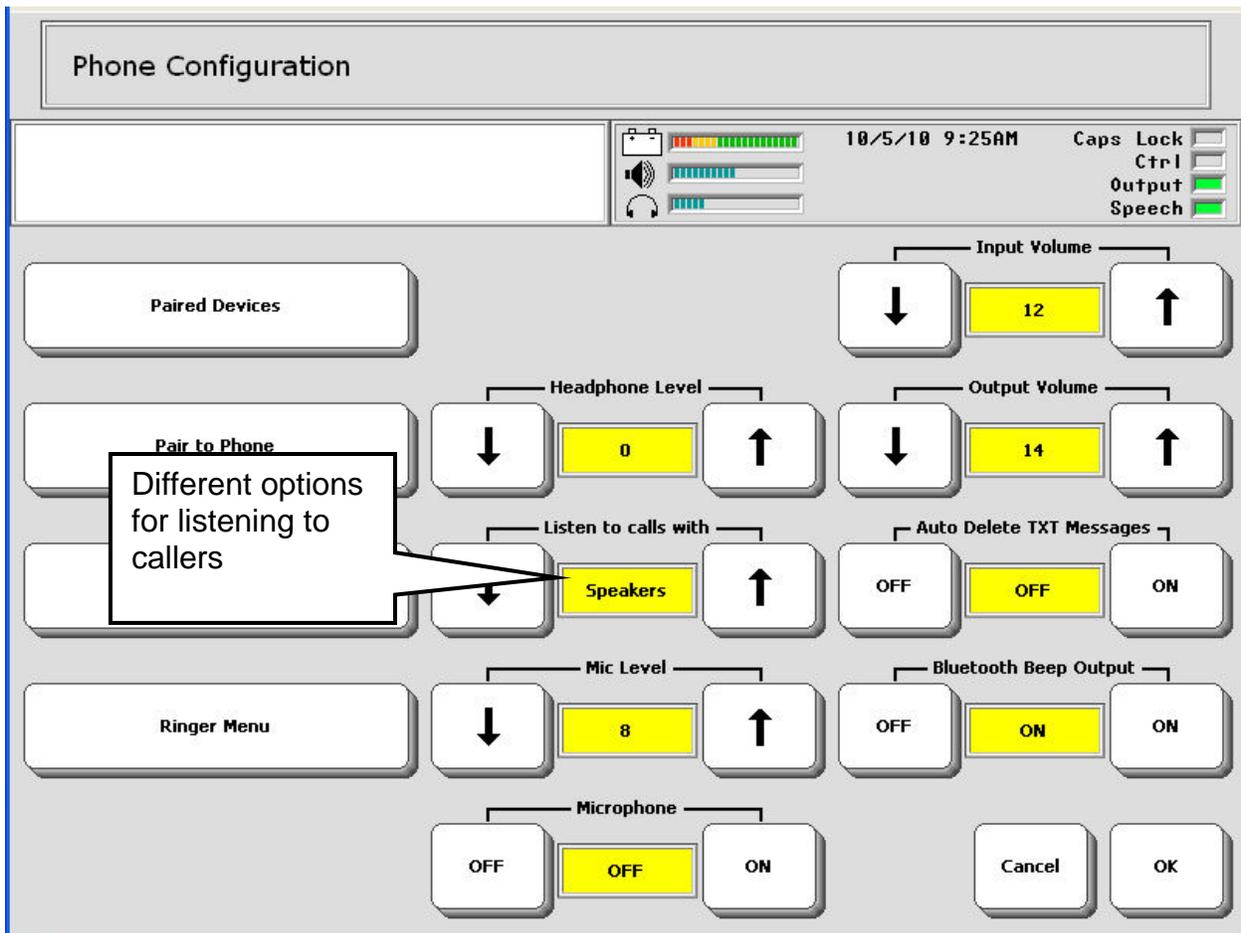
This option is in the Phone Configuration Menu. If you turn this option On, your device will delete text messages from your **phone** once they are read and stored on the VG+. This option keeps your phone from filling up with text messages.

To delete a text message from the **Vanguard**, you must use the **Delete** message option.

Options for Listening to Callers

There are several way you can listen to callers: you can use the internal speakers; you can plug headphones into the connector on the side of your device case and/or you can pair with Bluetooth headphones; you can also use the internal speakers in combination with headphones.

On the Dial Pad, select the **Phone Configuration** option.



Listen to calls with allows you to select the option(s) you want to use.

Speakers

You will hear your caller through the Vanguard's internal speakers.

Headphones wired & BT

You can plug headphones into the connector on the connector side of the Vanguard case and listen to a caller through them.

Or you can pair with Bluetooth headphones and listen to the caller through those headphones.

You can also plug in headphones and pair with Bluetooth headphones. This way, two people can listen to a conversation.

Speakers & Headphones

You can listen using the internal speakers, plugged in headphones and or Bluetooth headphones in any combination.

Note: to connect with Bluetooth headphones go to the Toolbox, select the **FEEDBACK MENU** and then select the **Bluetooth Speaker Menu** option.

Headphone Level

If you are using headphones, set the **Headphone Level** option to a level that is comfortable for you to listen to.

Using the Internal Microphone to Speak

You can use the Vanguard's internal microphone to speak on the phone if you are able to do this.

Using the Internal Microphone

In the **Phone Configuration Menu**, turn the **Microphone** option to **ON**.

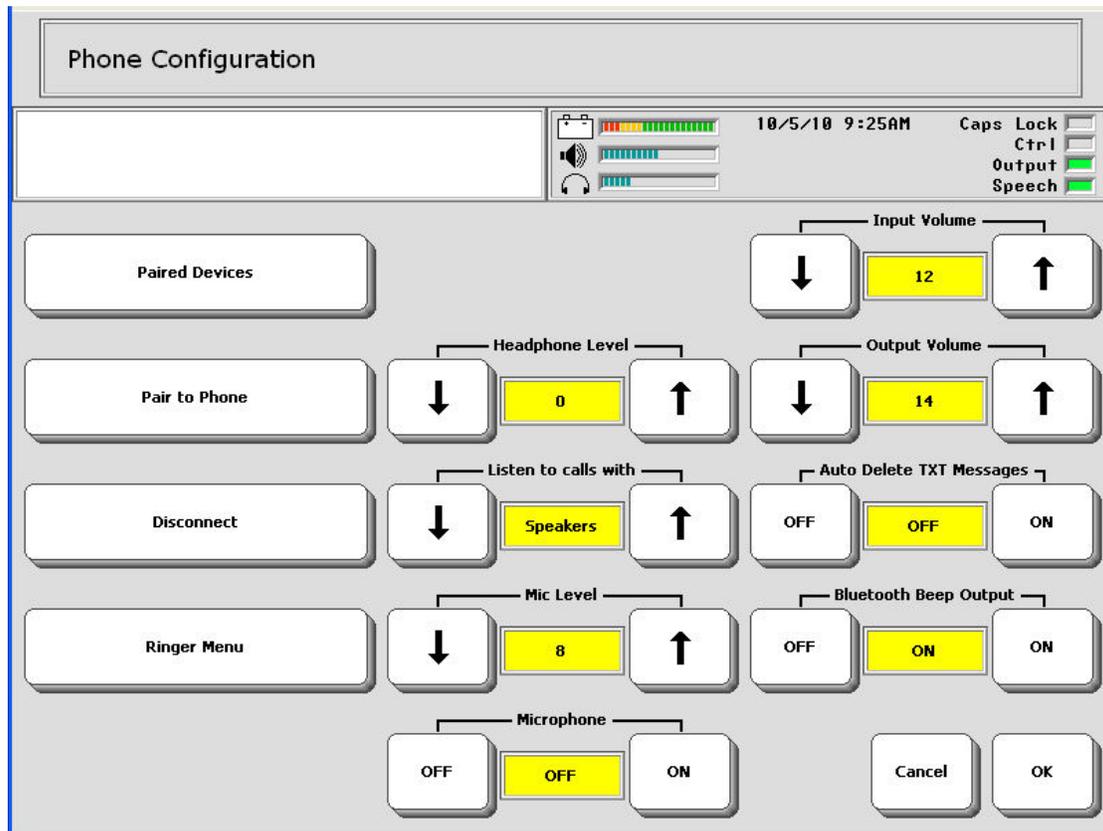
Adjust the **Mic Level** option to make the volume louder or softer. ⤴ Remember, if the volume is too loud, you will hear feedback noise.

Using Headphones

You can plug stereo headphones into the **External Headphone connector** on the side of the case, use the spelling overlay or the **PHONE** page to speak—and no one will be able to hear your conversation.

In the **Phone Configuration Menu**, turn the **Headphone Level** option to **ON** and set a volume level that is comfortable to listen to.

Adjusting Caller and Listener Volume



You can adjust the input and output volume of your calls.

Input Volume

If you have trouble hearing the person who is talking to you, turn this volume option up. If the person's voice is too loud, turn this option down.

Output Volume

If the other person is having trouble hearing you, turn this option up. If the other person says your voice is too loud, turn this option down.

Using the MP3 PLAYER MENU

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

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

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

Most of the Unity overlays contain an MP3 Activity in the Activity row. On the 45 Sequenced

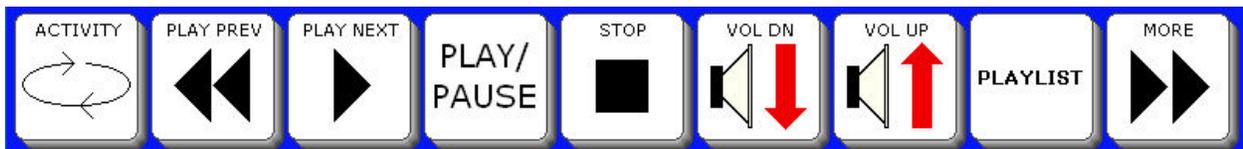


overlay, select the  in the Activity Row to go to the second row of Activities. Then



select the  MP3 key.

Row 1 of the MP3 Activity



Row 2 of the MP3 Activity



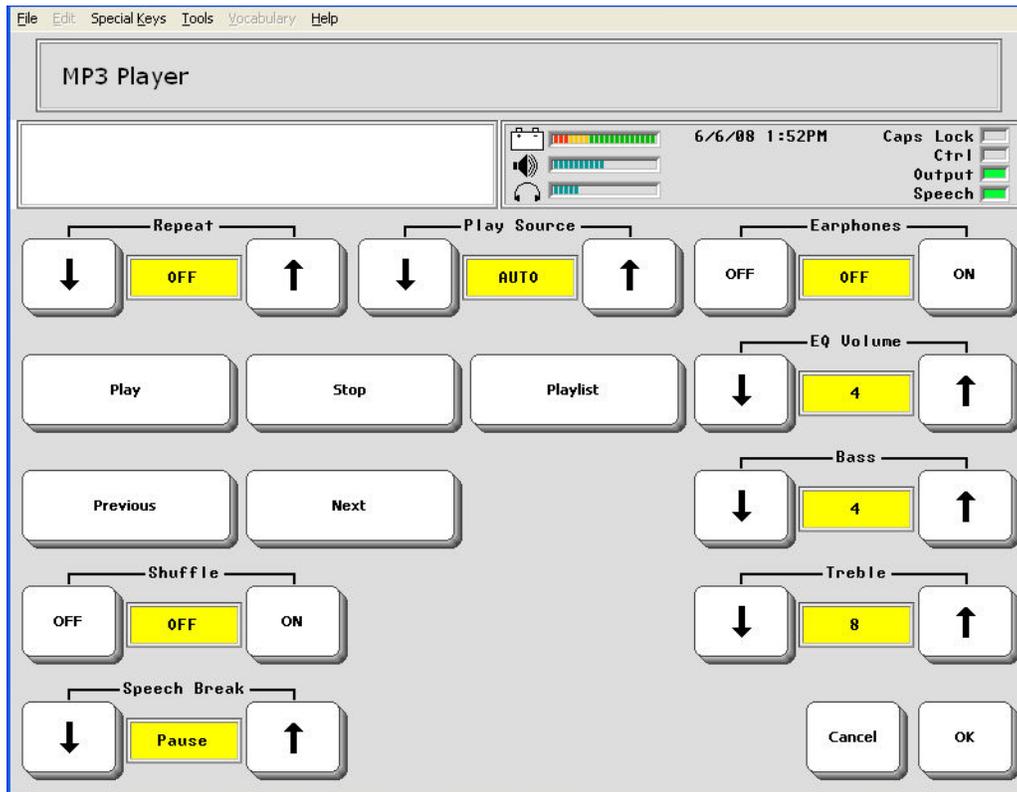
⤷ In order to play music files on your communication aid, you must have songs stored on your USB flash drive or secure digital card.

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

Let's look at the options in the **MP3 PLAYER MENU** so you will know what to expect.



Go to the Toolbox and activate the **MP3 PLAYER MENU**. You can also select the **MP3 PLAYER MENU** from the MP3 Activity.



Options

Repeat: OFF/1/ALL

Off: no songs will repeat.

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

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

Play

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

Stop

Select this to stop listening to music.

Playlist

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

Previous

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

Next

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

Shuffle

Your device will play the songs on your playlist in a totally random order.

Speech Break: Pause/Stop/Off

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

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

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

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

Earphones

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

EQ Volume

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

Bass

Treble

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

Creating and Using Playlists

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

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



2. Go to the Toolbox and open the **MP3 PLAYER MENU**.
 3. Select the **Playlist** option.
 4. Select **Create New Playlist**. If there are no playlists yet, the screen remains the same.
 5. Select **Add MP3**.
 6. You see the **File Browser**. At the top of the screen you see what storage device you are using and what kinds of sound files are on it. If the files you want are showing, select the ones you want. There may be more than one screen of songs to look at. Make sure the box is checked on each file you select. If you want all the songs, select the **Select All** key at the bottom of the screen. If you have songs in other folders, select the **Up Folder** option.
 7. When you have finished, activate **OK**. You see your playlist.
- ➡ You may see a message box telling you that a certain song may not play and asking if you want this to be fixed. If you respond **YES**, your device will make sure the song is playable on your communication aid. This generally involves shortening the information about the song that is included in the song's "tag". The song itself is not changed in any way. If you reply **NO** to the message, the song may play as it is or it may not.
8. Use the **Up** and **Down Arrows** to highlight a song on the playlist. Use the **Move Up** and **Move Down** keys to re-order the placement of the highlighted song in the list. Use **Remove MP3** to delete a song from the playlist. **Page Up** and **Page Down** allow you to navigate through the pages in your list if you have more than one page.
 9. Select **Save Playlist**.
 10. Spell a name for the playlist and select **OK**. The playlist is saved on the storage device you have been using
 11. You see your playlist. Select **OK**.

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

You can also add music to an already created playlist.

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

Music Tools

There are some insertable tools for listening to music. Some of these are already in the MP3 Activity.

MP3-PLAY DRIVE

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

MP3-PLAY FILE

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

MP3-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 beginning with 161.

MP3-PLAY-PAUSE

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

MP3-PLAY PLAYLIST

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

MP3 PLAYER MENU

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

MP3-PREV

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

MP3-STOP

Select this to stop listening to music.

About Importing Sound Files to Store on your Overlay

➡ Use the USB Flash Drive to import sound files.

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

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

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

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

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

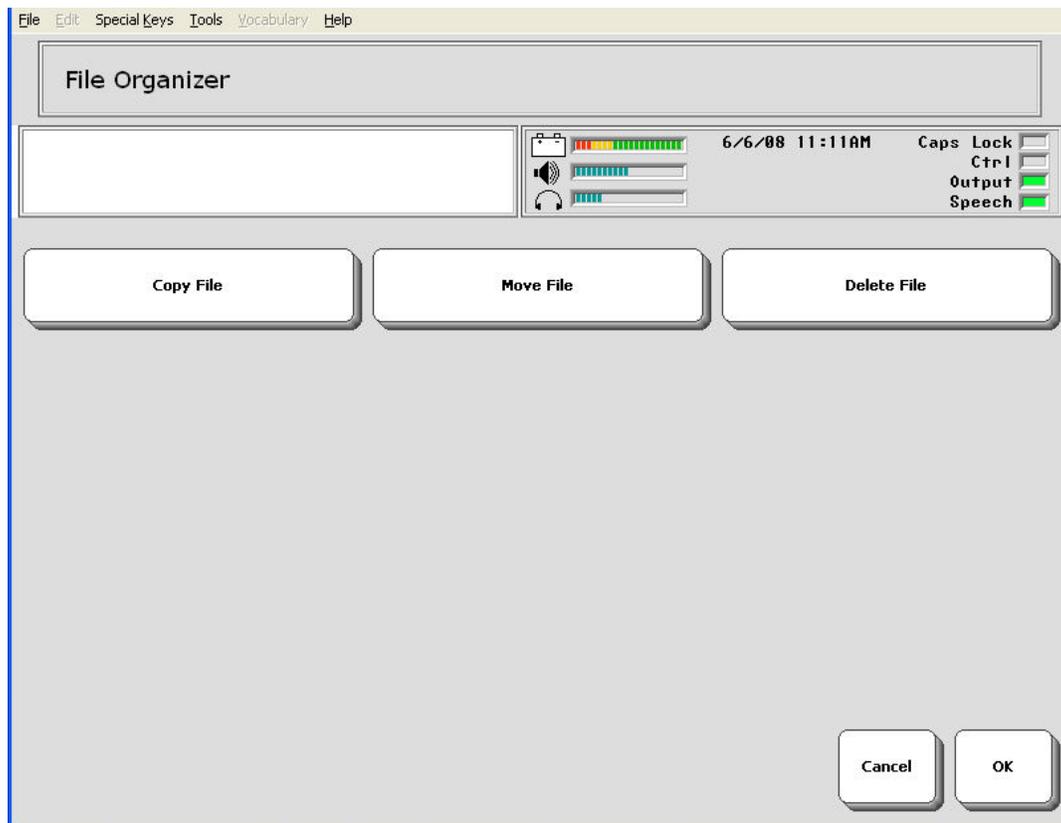
To Store a Sound File on your Overlay:

1. Make sure your USB flash drive is plugged into to your communication aid.
2. Go to the Toolbox and select **STORE CORE**.
3. Select the icon or icon sequence you want to use and select **OK**.
4. If you select a sequence that has a word or phrase associated with it, you can keep the word or phrase and store the sound file with it, or you can delete the word and just have the sound file. If you keep it, you might want to add something to the icon label to remind you the sound file is there, too.
5. Select **Recorded**.
6. Select the **Import Sound File** option.
7. You see the sound files on your removable drive. Select the file you want to store or select a different folder that contains the file you want. Select **OK**.
8. When the sound has been transferred, your device returns you to the Toolbox. Select **GO TO CORE**.
9. Select the icon(s) you used for your sound file.
10. You should hear the sound you imported.

Using the FILE ORGANIZER

The **FILE ORGANIZER** menu allows you to copy and move files from one memory device to another or move files on one memory device into folders on the same device. You can also copy and delete files.

Perhaps you use a Secure Digital card as a permanent storage area in your device. You rarely remove the card from your communication aid. However, your USB drive frequently travels between your device and your computer because you use it to download files from your computer and then put them in your communication aid. You would like to be able to easily transfer files from your USB to your SD card so that you don't have to have the USB drive plugged into your communication aid in order to listen to songs or access other files. The **FILE ORGANIZER** menu allows you to do this.



To Move Files from One Memory Device to Another:

1. Make sure your USB drive is plugged into your communication aid.
2. Go to the Toolbox and open the **FILE ORGANIZER** menu.
3. Select **Move File**.
4. Select the drive that has the files you want to move.
5. Select the files to move. You can open any folder and select files from the folder, if you wish.
6. When you have finished selecting files, select **OK**.
7. Select the destination for the files (i.e., the other storage device).
8. If you have a folder on the destination memory device that you want to store the files to, select it, then select **OK**. Otherwise, just select **OK**.
9. Answer **YES** in the message box if you want to continue or **NO** to stop.

The files are transferred. Depending on the amount of files, this could take a few minutes.

The files are no longer on the original drive.

If you **Copy Files**, the files will be available on both drives.

If you **Delete Files**, they are erased from the drive you select.

Using a Remote Control



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

Using your Communication Aid as a Remote Control

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

➡ To learn how to **Save and Load IR Device** commands and signals see page 205 in the **TRANSFER MEMORY MENU** chapter.

With its built-in infrared (IR), your device 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 and then store the commands for the signals on your overlay.



The IR window is on the top of your device. If you want to teach a remote control signal, you point your remote control at this window. If you want to send a signal your device 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 your communication aid the remote control signals for any appliances you want it to control except the X-10 and EZ Phone. It already knows the X10 and EZ Phone signals.

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

The **REMOTES** key  may be by itself in the Activity Row or stored under the

DEVICE  or **MY TOOLS** key depending on the overlay you are using.



REMOTES Activity

There is also an insertable tool called **IR REMOTE** that functions like a universal remote. You can access all of your remote control appliance signals from one page. You can store this tool under an icon sequence or add it to the **REMOTES** activity.

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

About Teaching Remote Control Signals to your Device

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

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

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

Remember, the IR window is on the back top of your device. Hold the remote control 6-8" away from the left corner of 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 device accepts the signal.

➡ **Important!**

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

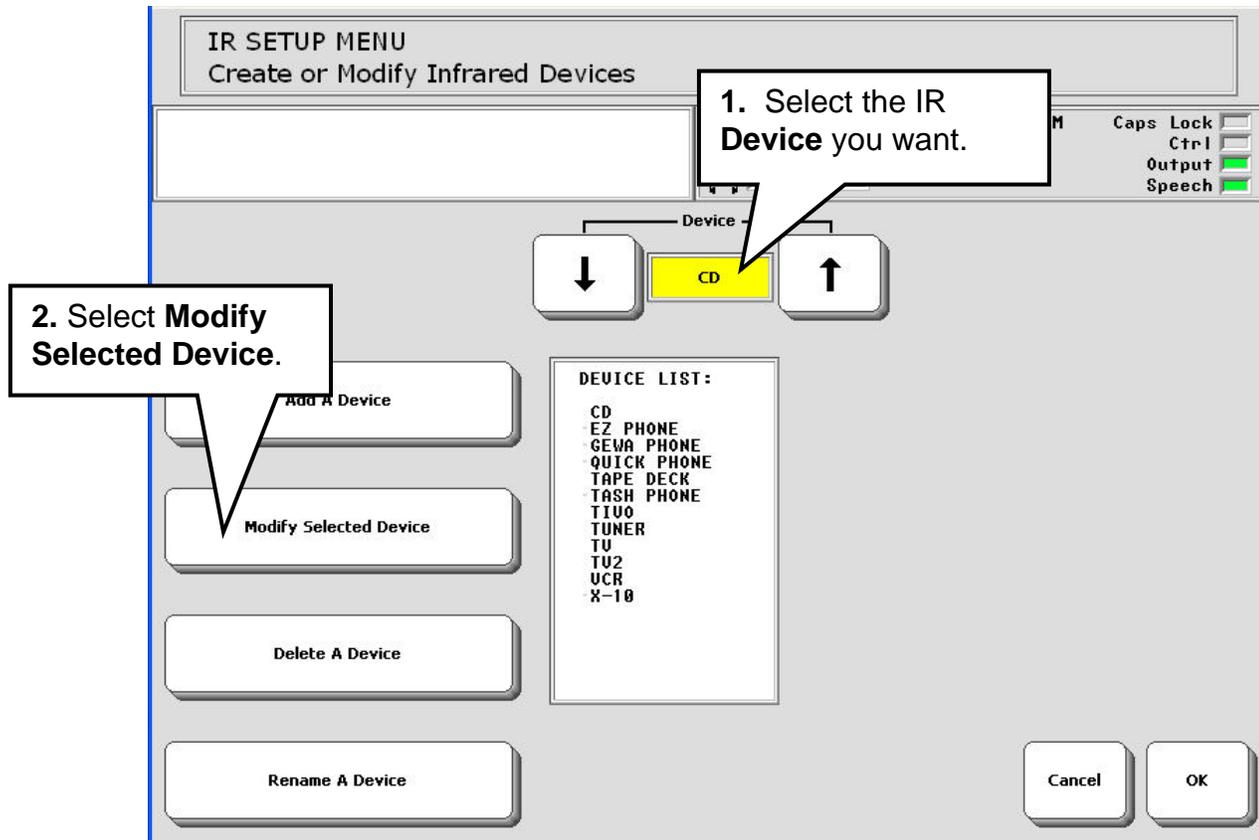
Use the **"Save Entire Device"** option, not the **"Save One Area"** option. The signals will not be saved unless you select **Save Entire Device**.

Teach Remote Control Signals to your Device

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

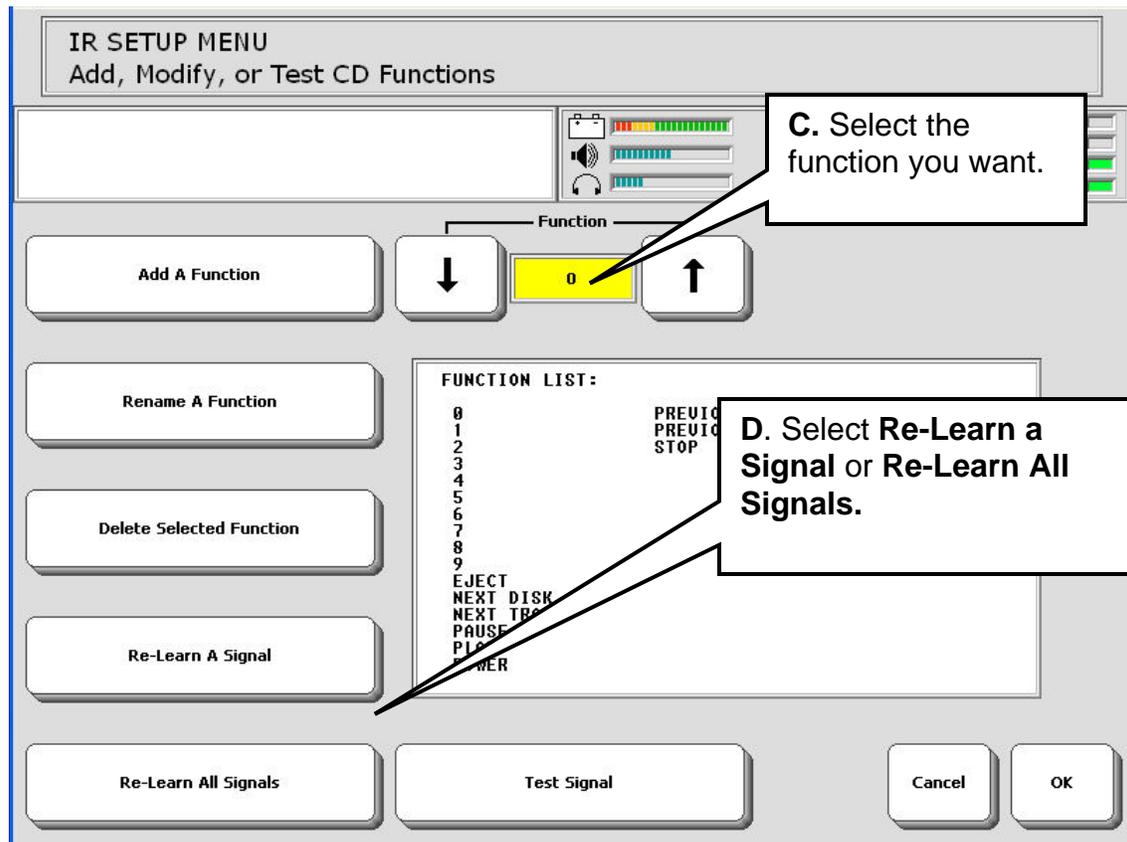


1. Go to the Toolbox and open the **IR SETUP MENU**.



2. Activate the arrow keys in the **Device** box to select the device whose signals you want to teach, e.g., TV.
3. When the name of the device you want is in the yellow **Device** box, activate the **Modify Selected 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 infrared window 6-8” away from your device’s IR window.
6. On your device, activate the **Re-learn Selected Signal** key.
7. Press the function key on the remote control, e.g., the “Power” key.
8. If you are near the appliance you want to be controlled, you can test the signal. Point your device’s IR window toward the device you are testing (e.g., the TV) and activate the **Test Signal** key in the menu.
9. Repeat steps 4-8 for each function you want your device to learn.
10. You can exit by activating **OK** twice, or you can select another appliance and continue to teach signals.

Alternative Method for steps 4-8:

Using the Re-Learn All Signals option:

Instead of teaching the signals one by one, you can select the **Re-Learn All Signals** option. This allows you to teach all the signals for a device at one time. Your Vanguard automatically steps you through each function. You will want to have your remote control ready and know where all the function buttons are on it before you select the **Re-Learn all Signals** option.

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

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



3. Activate the **REMOTES** key



in your Activity Row. This may be by itself in the row or stored under the **DEVICE** or **MY TOOLS** key depending on the overlay you are using.

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

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

➡ **HELPFUL TIP!** When you have successfully stored the signals for a device, a small dot will appear beside the device name in the main menu and beside the functions that have signals in the function menu.

Add a New Device to the IR SETUP MENU

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

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

To Add a Device to the IR SETUP MENU

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

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

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

4. Teach the signal to your device.
5. Continue to add functions and teach signals or exit the **IR SET UP MENU**.

Once you have added the new device and its functions and taught your communication aid the new signals for the functions, you must decide how you want to store these signals so that you can use them. Do you want to create a TV BDRM 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 TV BDRM functions on a **TV BDRM** page and that you want the page to be part of your REMOTES activity. You also want to be able to go to any other remote page from your TV BDRM page.

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

Create a New REMOTE Page using “Copy from Existing Page”

Create a TV BDRM 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**.
4. Select the page you want to copy—in this example, copy the **TV PAGE**.



5. Select a key to define, for example, **POWER**
6. Choose **Spell Text for Message**. You will want to change the current Function:

`<IR<TV,POWER><PROMPT MARKER>power`

and replace it with **TV BDRM** “Power” signal :

`<IR<TV BDRM,POWER><PROMPT MARKER>power`

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

Place the TV BDRM Page in your REMOTES Activity

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

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

To Add TV2 to the Other Remote Pages

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

How to Store the IR Functions under an Icon Sequence

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

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

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

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

INSERT TOOL, IR, DEVICE NAME, FUNCTION NAME

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

Delete a Device

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

To Delete a Device

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

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

Rename a Device

1. Go to the Toolbox and open the **IR SETUP MENU**.
2. 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

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

To Add a Function to a Device

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

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

1. Activate the **MODIFY PAGE** key in the Toolbox
 2. Choose the device page you want to modify (e.g., TV BDRM)
 3. Select the key where you want to put the function.
 4. Choose **Spell Text for Message**.
 - 5a. If you copied your page, delete the original function, select **INSERT TOOL**, then select the **IR** key. Select **TV BDRM**, select **MUTE** and then select **OK**.
 - 5b. If you created your TV BDRM page from scratch, select **INSERT TOOL**, then select the **IR** key. Select **TV BDRM**, select **MUTE** and then select **OK**.
 6. Pick an icon for your key and change the label if you want.
- ➡ If you have been storing functions under icon sequences, you must also store any new functions you have added. Follow the **STORE CORE** procedure.

Rename a Function

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

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

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

Delete a Function

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

1. Go to the Toolbox and open the **IR SETUP MENU**.
2. 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 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

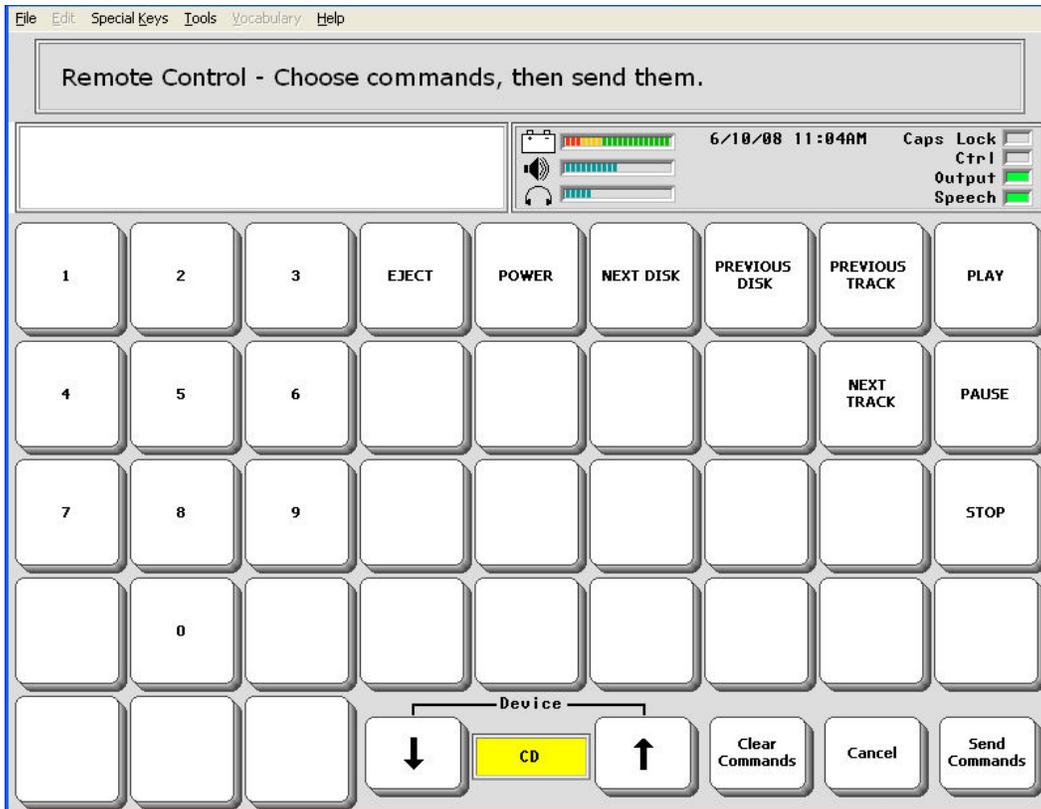
1. Go to the Toolbox and open the **IR SETUP MENU**.
(You do not have to create a new device. You can use the old TV for your Device and teach it the new signals.)
2. Select the **Device** whose signals you want to relearn.
3. Select **Modify a Device**.
4. Select the **Function** to relearn.
5. Select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

The IR REMOTE Page

The **IR REMOTE** page is an insertable tool you can assign to a key, store under an icon sequence or add to your REMOTES Activity. It contains all the default IR devices and functions. You can add new devices and their functions to it using **MODIFY PAGE**. This means you can easily access in one place any remote control device that you use.



To use the **IR REMOTE** page, you must first teach the Vanguard the IR signals for all the devices and functions you want to use. Do this through the **IR SET UP MENU** as described earlier.

You can select the remote device you want to use in the **Device** box at the bottom of the screen. When you select a device, the functions for that device will appear in the top rows on the page. Select the function you want and then select the **Send Commands** key in the lower right corner of the screen. This sends the command. If you pick the wrong function to send, select the **Clear Commands** key and pick a new function.

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

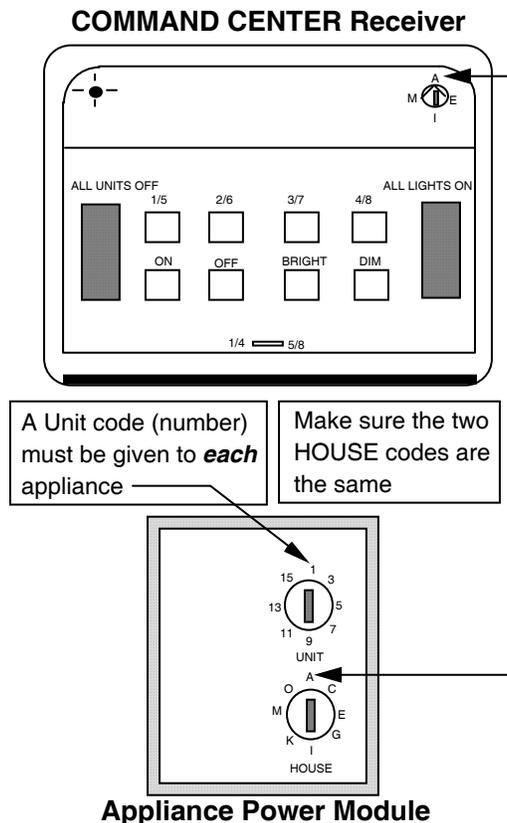
The X-10 system consists of a Command Center and various modules for appliances, lamps, wall switches, etc. The system allows you to plug an appliance into a module and use your communication aid to turn that appliance On and Off.

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.



Using a Computer

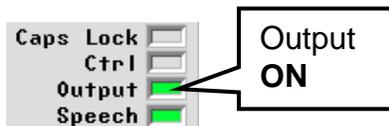
Using a Computer with a USB Cable

Use the USB cable that came with your device to connect your Vanguard to an IBM (or IBM clone) or Macintosh computer.

Connect the smaller square end of the USB cable to the square USB port on the right side of your Vanguard. 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 your computer and Vanguard are not already on, turn them on now.

1. Go to the Toolbox and open the **OUTPUT MENU**.
2. Set **Output** to **ON**.
3. Set **Output Method** to **USB**
4. Set **Host Computer Type** to either **IBM** or **Mac**, depending on what kind of computer you are using.
5. Select **OK** to exit the menu.

To check at any time whether output is On or Off, look at the Status Display Area on your device. There is an **Output** light: Green means Output is **ON**, otherwise it is **OFF**.



Using a Computer with the PRC Bluetooth Wireless Adapter

➡ You must have a PRC Bluetooth Card inserted into your Vanguard and setup to work.

➡ Before you plug your wireless adapter into your computer:

Notice that the wireless adapter has a PRC label on one side and a label with the icon of a small switch on the other. The switch label covers a small switch called the “pair button”.

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

1. Plug the Bluetooth wireless adapter into the USB port on your computer. Remember where the “pair Switch” is on the adapter. The LED on the adapter may flash for a moment when you plug it in.
2. On your device, got to the Toolbox and open the **OUTPUT MENU**.
3. Set **Output** to **ON**.
4. Set **Output Method** to **Bluetooth**. You see the Bluetooth options on the screen.
5. Press the **Pair with BT Adapter** option.
6. You will see a yellow box telling you to **press the Pair button on the adapter**. Press the **button under the small switch label** on the Bluetooth adapter.
7. The LED on the adapter will begin to blink. When you see a solid blue light, the adapter has paired with your device and computer. This can take up to 20-30 seconds.
8. Exit the **OUTPUT MENU** and go to your spelling overlay.
9. Open a word document or an application you can type into.
10. Begin typing on your spelling overlay. Your information should appear on your computer screen.

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

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

➡ The Bluetooth adapter has a wide range. Your device and the adapter do not have to “see” each other to work.

➡ **Paired Devices** allows you to see and re-connect to any Bluetooth adapters you have been paired with. **Disconnect** allows you to disconnect from your current Bluetooth device.

The Computer Activity and the Computer Page

Once you are connected to a computer, you can use your device and the **Computer Activity** or the **Computer Page** to emulate almost any activity on the computer.

The Computer Activity has the most common computer functions in Activity rows. This means that your Unity overlay is always in front of you. You don't have to go to a separate Page to perform most computer functions.

Computer Activity



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



Select the **COMPUTER ACCESS**  key.

You see:



You see the first row of computer functions. Select the **MORE** key to view more functions.

The **COMPUTER** key takes you to the **COMPUTER ACCESS** page where you will find the computer option all stored on one page.

The **COMPUTER ON/OFF** key allows you to turn the Output to the computer On and Off without having to go to the **OUTPUT MENU** in your Toolbox.

MENUS gives you access to the computer's start menu and the file menu, among other things.

EDIT allows you to edit your work. You can copy, cut and paste, undo, print, etc.

WWW gives you the tools you need to navigate on the Web.

MOUSE allows you to use your device as a mouse. You can make large and small mouse movements on the computer, click and double-click, hold mouse buttons down, etc.

F KEYS allows you to perform the functions of the F keys on a computer.

Computer Page

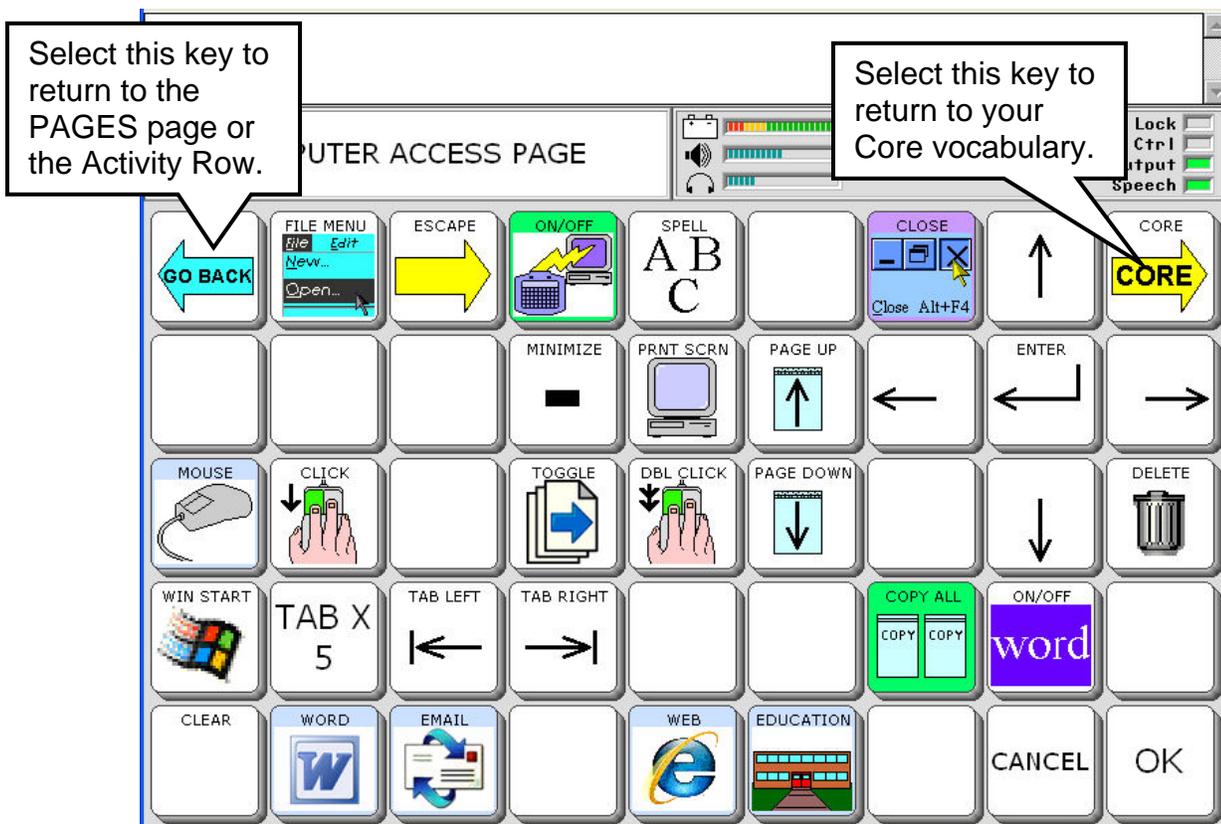
If you prefer to see all the computer functions laid out in front of you on a Page, you can use the COMPUTER key in the Computer Activity Row or you can use the PAGES page



Select the **PAGES** Activity from your Activity Row.



Select the **COMPUTER** activity.



You see the Computer Page. Your Core vocabulary disappears. To see your Core you must select the **CORE** key.

From the Computer Page you can go to your spelling page to use a word processor; copy and past text into a notebook; use a mouse; open and close computer programs and many other things.

Turn COMP OFF



When you have finished using your computer you can select the **ON/OFF** key or



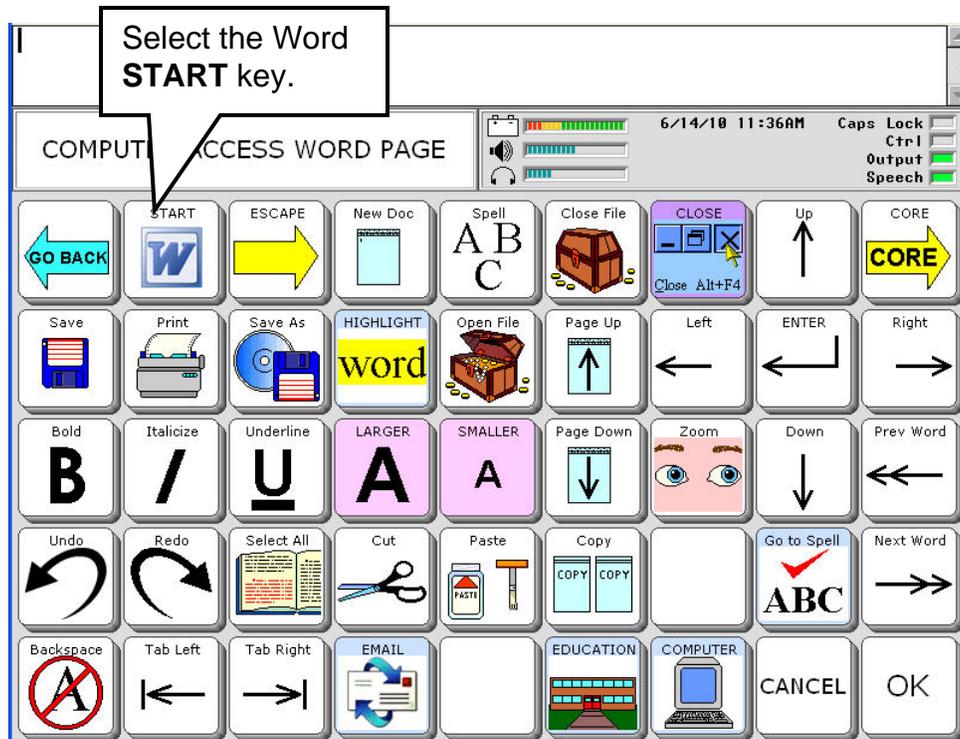
and turn the computer Output to OFF. Your Vanguard then reverts back to a communication device.

Using a Computer Application



To use Microsoft Word, select the **WORD** key

You see the **WORD** page:



Select the Word **START** key. Anything you type from your device will now go to your computer and into the Word application.

About Modifying or Creating Computer Commands

➡ In the All Tools List, the **OUTPUT MACRO** tool allows you to select already created computer commands instead of having to type them out yourself.

The computer access overlays have already been programmed with the most often used computer commands. However, there may be a computer command that is not on one of your overlays that you would like to have. Or, perhaps, you would like to modify a command that is already on one of your computer access overlays.

To add or modify a computer command you must know the correct code to enter for the command. The computer key codes for a PC or Macintosh computer are listed in **Appendix J**. **You must use these codes exactly as they are written.** An alternative to typing commands yourself is to use the **OUTPUT MACRO** tool and select the command you want to use.

You can change already defined computer commands by using the **MODIFY PAGE MENU** in the Toolbox.

1. Activate **MODIFY PAGE MENU**.
2. Select the computer overlay that you want to modify or add a command to.
3. Select the key you want to modify or use for a command.
4. Activate **Spell text for message**. If you know the command you want, type it into the command. If you don't know the command you want, select **INSERT TOOL**, select **OUTPUT MACRO** and then select the command you want.

If you are replacing a command, remember to delete the original command first.

5. If you want to modify or change a key in the Activity Row of any computer access overlay, use the **MODIFY ACTIVITY MENU** in the Toolbox.

If you want to add a command to an overlay, but there are no extra keys on the overlay and you don't want to delete any commands, you can store the command under an icon sequence.

➡ If you create or modify computer commands, **remember to save the pages with their modifications.** (See the **Using the Transfer Memory Menu** chapter for more information.)

Appendices

Appendix A: Recalibrate the Touch Screen

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

To Recalibrate the Display:

➡ You must be in your CORE, the Toolbox, Page or Activity to recalibrate your screen. You cannot do this from a menu.

1. On the top front of the case, press and hold the **TOOLS** key while you activate the **#2 USER DEFINED** key on the case (The key that was pre-programmed as the **SET-UP** key).
2. Release both keys.
3. You see a message that tells you to press the target within 10 seconds.
4. With a stylus, the eraser end of a pencil or your finger, **press on the target in the center of your screen**. Press the target each time it moves to a corner of the screen.
5. 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 your device 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 steps.

Alternative Method to bring up the Calibration Screen

- Go to the Vanguard Toolbox.
- Select the **MAINTENANCE MENU**.
- Select **HARDWARE DIAGNOSTICS**.
- Select **CALIBRATE TOUCHSCREEN**.

Now follow steps 3-5 above.

Appendix B: The RESET BUTTON



The Reset Button

If your Vanguard stops working for some reason, perhaps the display freezes or the unit won't come on or go off, you can try using the reset button to fix it.

There is a small hole in the thin strip of foam to the right of the card slots on the right side of the case. Straighten out a paper clip and poke one end of it into this hole. Press the button at the bottom of the hole and release. This will reset your device. You will lose any work that was not saved.

The Vanguard should come on. To check that everything is working, push the **ON/OFF** button



on the front of the case. The device should shut off. Press the **ON/OFF** button



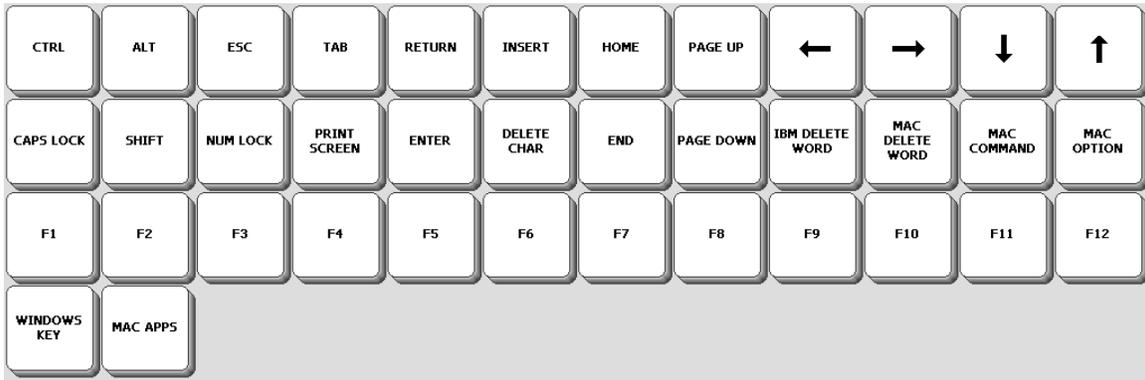
again. Your device should come back on.

Appendix C: Serial Macro Tool

The most common computer control commands have been added to your device as insertable tools so you no longer have to type a whole string of characters to generate the command. You can just insert the correct tool for the command.



When you use any storing procedure, you can use the **SERIAL MACRO** button after using the **INSERT TOOL** key. **SERIAL MACRO** opens up a page with a list of all the computer control commands.



For example, if you select the **ALT** key, you will see the following:



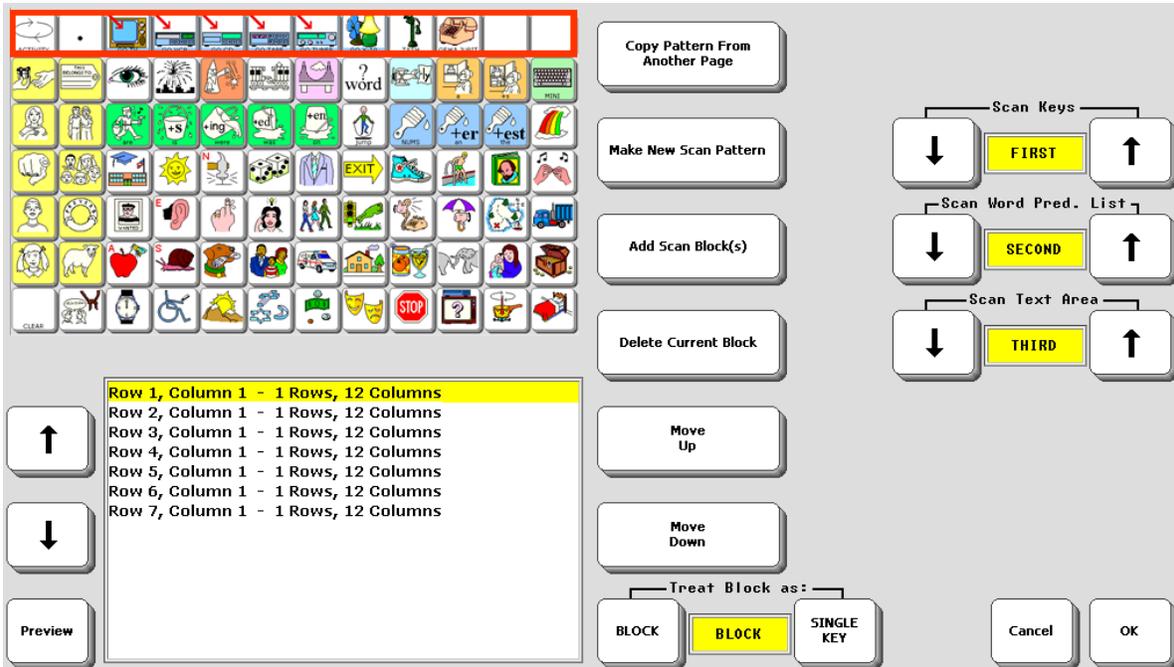
This command also includes the **PROMPT MARKER**. Depending on what you are trying to achieve, you may want to delete the **SERIAL ON** command. However, it is much easier to delete one or two elements than to type in the whole string.

- ➡ If you do not see the command you want, you will have to create it yourself. All the keyboard commands for IBM and Mac computers are listed in **Appendix J** beginning on page 338.

Appendix D: Modify Scan Pattern

Modify Scan Pattern is an option when you are creating or modifying Pages and Activities.

This option allows you to create your own scan pattern based on user-definable blocks. This means you can scan any keys in any order, and even have different patterns for individual pages. Let's look in detail at one example. In this case, we'll use the simple **1 Switch Auto Scan Row/Column**.

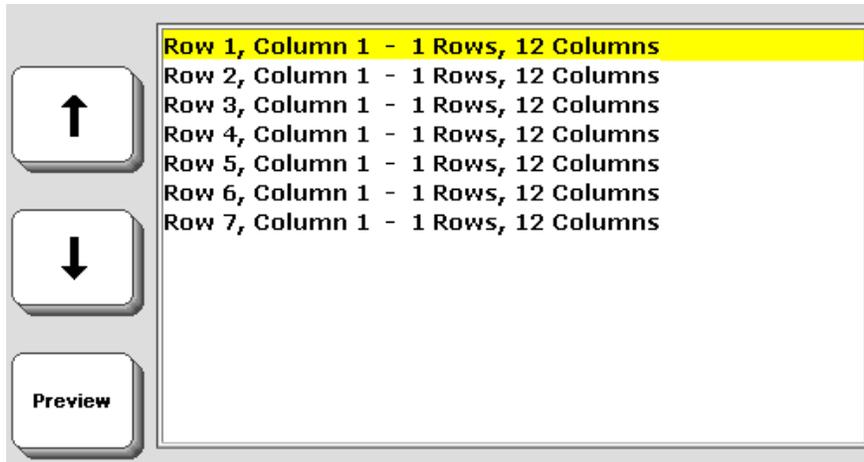


The top left quarter of the page shows the **Preview** screen. When you hit the button marked **Preview** at the bottom left, you'll see a real-time preview of what the current scan looks like.



See how the **Preview** screen shows the actual Core/page you are using. If you change to a different overlay or page, that's what you see. Other devices simply show a blank, generic overlay.

Just below the preview is a box that shows each step in a scan pattern.



In this instance, the first scan starts at *Row 1 Column 1* and highlights a single row and 12 columns. The next step is to move to *Row 2 Column 1* and highlight one row and 12 columns. This happens all the way through to Row 7. This is a typical single switch row/column scan pattern

However, you can easily edit this in a number of ways. First, use the up and down arrows to move the yellow highlighting through the list. As you do this, you'll see the red highlighting in the Preview moving too. When you reach the specific item you want to modify, leave the highlighting on it. You can then:

Move Up and Move Down



You can use the **Move Up** key to shift a highlighted scan block upwards. Similarly, using the **Move Down** shifts a block down the list.



Delete Current Block

	<p>As the name suggests, if you want to remove a scan block, use this to delete it.</p>
--	---

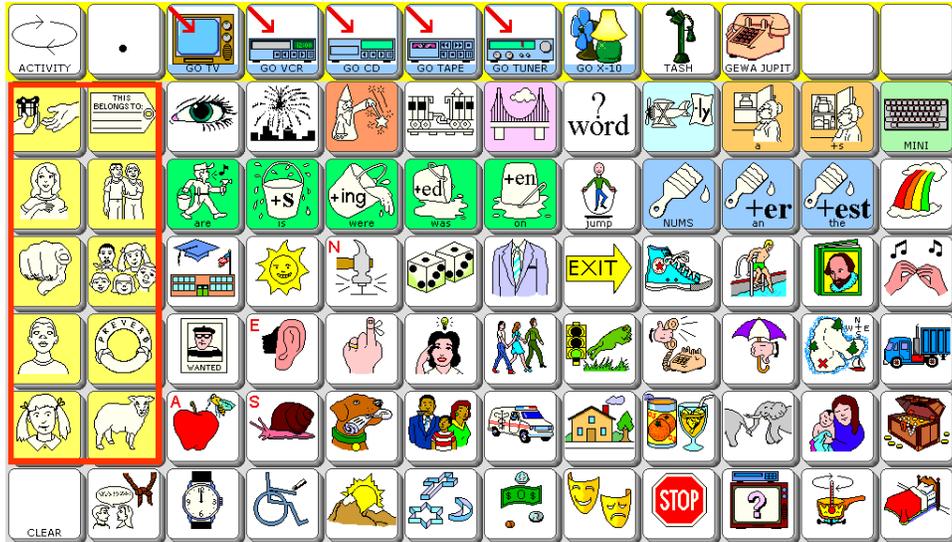
These three functions let you do some simple editing. You can do more sophisticated editing by using the **Make New Scan Pattern** key.

Make New Scan Pattern

When you select this key, you see the full-screen overlay you are planning to scan. The following message appears at the top of the screen:

Select the top left location for this block
Select the text area to exit.

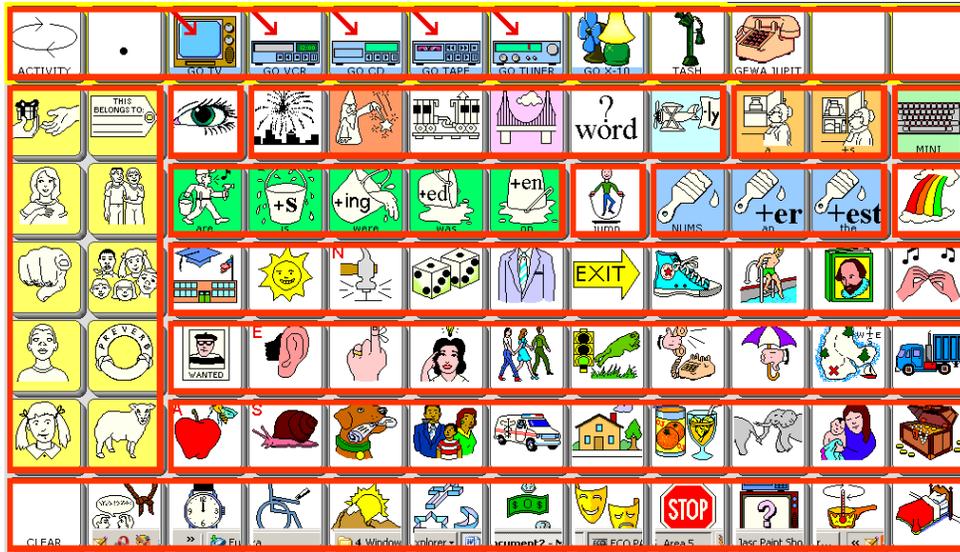
If you select *Row 2 Column 1* followed by *Row 6 Column 2*, a box appears around all the pronoun keys.



Now select *Row 2 Column 4* and *Row 2 Column 9*, and all the Closed Class words are highlighted.



You can continue to outline blocks of keys until you have selected ALL the keys you want to scan through.



When you are finished, simply select the Text Area on your display to go back to the scan modification screen. Now you see the list of all the scannable blocks.

- | |
|--|
| Row 2, Column 1 - 5 Rows, 2 Columns |
| Row 2, Column 4 - 1 Rows, 6 Columns |
| Row 3, Column 3 - 1 Rows, 5 Columns |
| Row 3, Column 9 - 1 Rows, 3 Columns |
| Row 2, Column 3 - 1 Rows, 1 Columns |
| Row 2, Column 10 - 1 Rows, 2 Columns |
| Row 2, Column 12 - 1 Rows, 1 Columns |
| Row 3, Column 8 - 1 Rows, 1 Columns |
| Row 3, Column 12 - 1 Rows, 1 Columns |
| Row 4, Column 3 - 1 Rows, 10 Columns |
| Row 5, Column 3 - 1 Rows, 10 Columns |
| Row 6, Column 3 - 1 Rows, 10 Columns |
| Row 7, Column 1 - 1 Rows, 12 Columns |
| Row 1, Column 1 - 1 Rows, 12 Columns |

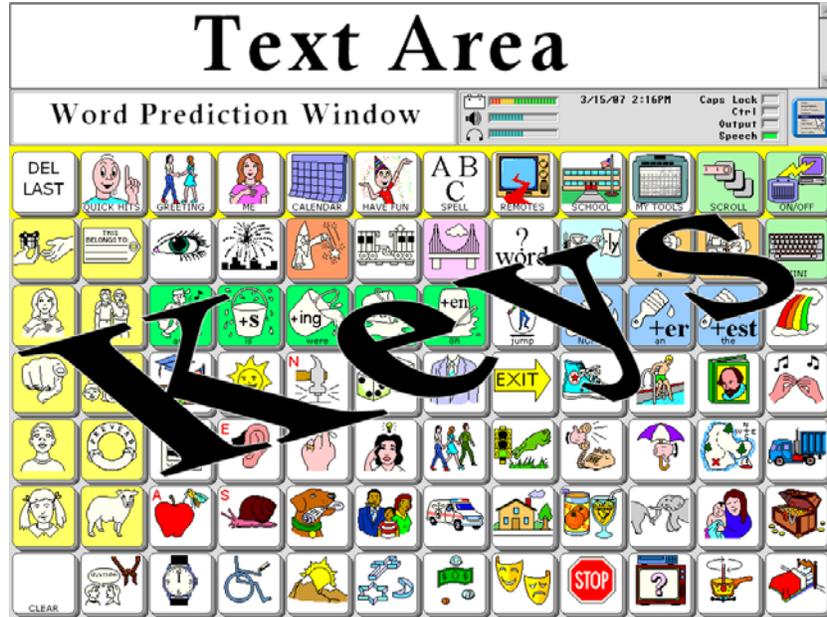
The first block starts at *Row 2 Column 1* but highlights *5 Rows and 2 Columns*. If you want to change the order of the scans, you can use the up and down arrows to move between scan blocks, then the **Move Up** and **Move Down** keys to determine which block goes where. The scan starts from the top of the list and goes down.

Copy Pattern from another Page

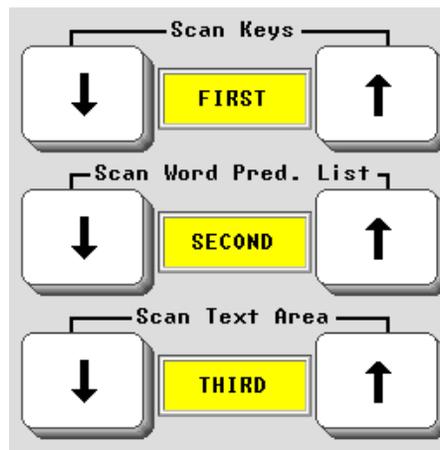
Another way of setting up a scan pattern is to use the **Copy Pattern From Another Page** key. This lets you use a specific pattern over and over again, based on the pattern used from a pre-designed layout.

Scan Pattern Order

Another way to modify the scan pattern is to set the order in which the keys, text area, and word prediction window are scanned.



Select the order with the three toggle keys, **Scan Keys**, **Scan Word Pred. List** and **Scan Text Area**.



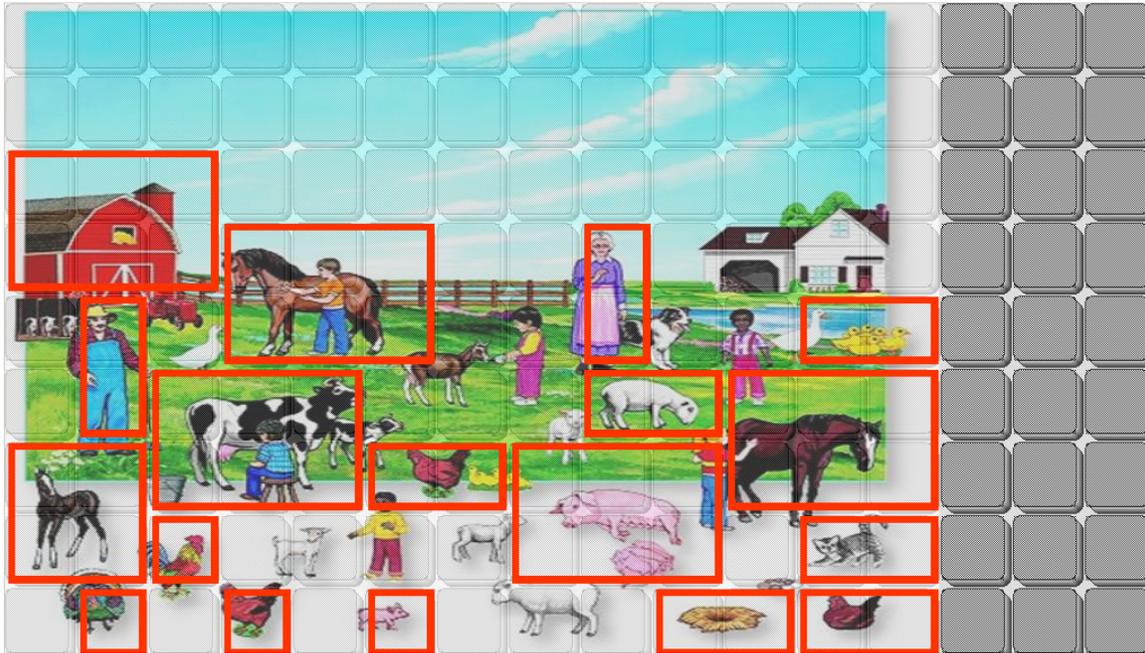
The settings are interdependent so if you change **Scan Keys** to **THIRD**, the **Scan Text Area** setting would change to **FIRST**.

In our example, the scan will highlight the Core and Activity keys first, stepping through each assigned block; then it highlights the word prediction window and, if activated, scans through the word list; finally, it highlights the text window, which speaks any text if selected.

Block Scanning In Scenes

One of the more powerful uses of customizable block scanning is with Scenes. Because each scene is likely to contain different key elements in a variety of positions, you might want to scan each specific element rather than use a regular row/column approach.

For example, in the scene below of a farmyard, you can create a scan pattern that highlights individual items.



You can now scan through each item in turn, or change the scan order by using the list.

Row 3, Column 1 - 2 Rows, 3 Columns
Row 5, Column 2 - 2 Rows, 1 Columns
Row 4, Column 4 - 2 Rows, 3 Columns
Row 4, Column 9 - 2 Rows, 1 Columns
Row 5, Column 12 - 1 Rows, 2 Columns
Row 6, Column 3 - 2 Rows, 3 Columns
Row 9, Column 2 - 1 Rows, 1 Columns
Row 8, Column 3 - 1 Rows, 1 Columns
Row 7, Column 6 - 1 Rows, 2 Columns
Row 9, Column 12 - 1 Rows, 2 Columns
Row 9, Column 10 - 1 Rows, 2 Columns
Row 9, Column 6 - 1 Rows, 1 Columns
Row 9, Column 4 - 1 Rows, 1 Columns
Row 7, Column 1 - 2 Rows, 2 Columns

And remember, each block here corresponds to an item: *Row 3, Column 1 – 2 Rows, 3 Columns* is “barn,” *Row 5, Column 2 – 2 Rows, 1 Column* is “farmer,” and so on.

Scanning Block within Blocks

One other feature of the customizable block scan is that you can also scan blocks within blocks. To illustrate, let's take another look at our Farmyard scene.



“Barn,” “farmer’s wife,” and “house” are outlined. If you outline “sky” as follows:



You can see that the block also includes all of “barn” and “house” along with part of “farmer’s wife.” However, the scan will outline each in turn so when the barn alone is highlighted, you can say “barn,” but when the sky area is highlighted, you can say “sky.”

Treat Block As...

There is one more feature to point out and that is the option to treat a scannable block as either a block or a key. The difference is based on what exactly a “block” is. Technically, it is a group of keys that can be scanned as a whole but then scanned, key by key, within the block. So if you have defined a block of pronouns like this:



Your scan will highlight it as such, but when you hit your switch to select, the scan will operate as row/column, column/row, or linear within the block, depending on your scan setting.

Now, you can also use the following setting:



The default of **BLOCK** means that if you select the block, you can scan within it to specific keys. If you switch to **SINGLE KEY**, when you select the block, it will act as a large, single key and will do whatever is stored in the **top-right** location.

This is how we can scan blocks within blocks in scenes. Technically, in the example above, we have the word “sky” programmed at *Row 1 Column 1*. Similarly, “barn” is stored at *Row 3 Column 1*, “house” at *Row 4 Column 11*, and “farmer’s wife” at *Row 4 Column 9*.

Appendix E: Pagelets

Sometimes, when programming special pages into a device, you may find yourself copying a particular page over and over again just to change a few icons on that page. What if you could simply change some keys on a page temporarily and then go back to your original page? That's what pagelets let you do.

It's easier to understand pagelets by seeing them in action or stepping through an example. Here's one from **WordCore 144**.

When you want to use a keyboard that contains a set of general computer function keys, you select the **COMP KEYS** page from the Core **QUICK** Activity Key. The **COMP KEYS** page looks something like this:

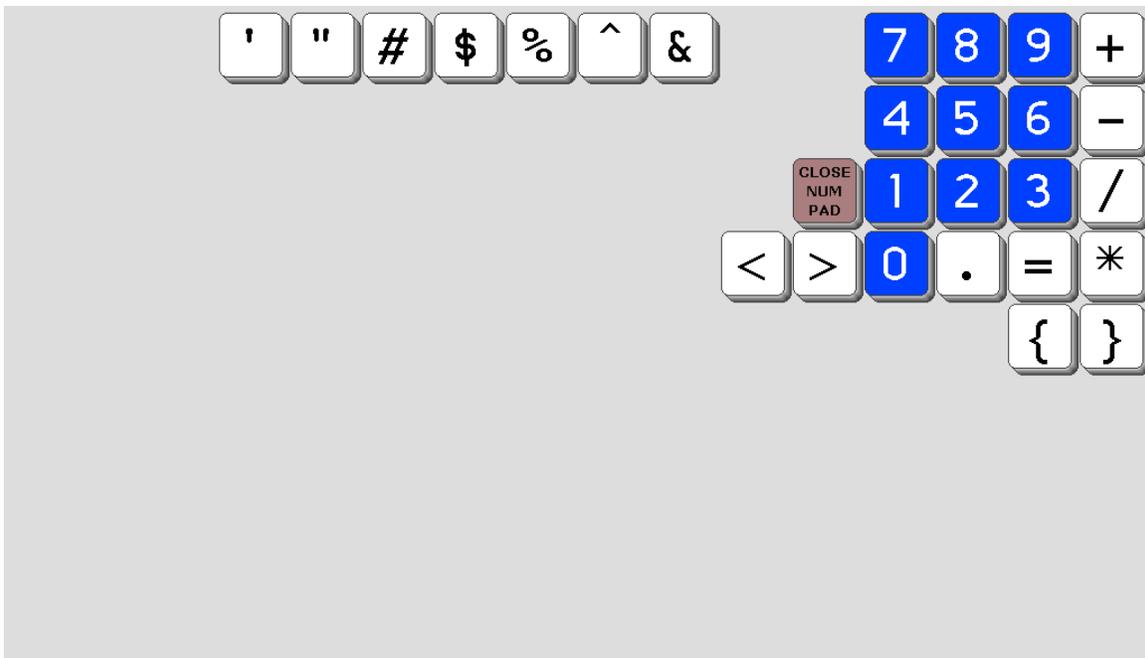


Remember, to see the overlay keys and the Windows program at the same time, it's a good idea to go to **Key Mode** (or **ECO** in Unity) where only the top five rows of keys are visible.



These keys were chosen because they represent functions that are used frequently in Windows, but what if you suddenly need to use the number pad? One solution might be to create a second version of this **COMP KEYS** page and add the number pad over on the top left, then link to that page temporarily.

However, another option is to make a **pagelet** – a page that contains a small number of keys that can “sit on top” of a parent page. Here’s the actual number pad pagelet:



What you do is program the keys you *want* to see, then use **HIDE KEYS** to hide all the blank keys you *don't* want to see. When you then link to this pagelet, **ONLY** the unhidden keys are seen; the hidden keys become transparent and you can “see” through to the underlying parent

page keys. Here's what the **COMP KEYS** looks like in **Key Mode** with the **NUMBERS** pagelet linked:



Notice how everything else stays the same except for the pagelet keys. The icon that linked to the number pad has now become a **CLOSE NUM PAD** key. This will close the pagelet.

You may also have noticed two other keys on the bottom row, right-hand side: one with a mouse picture and the other with a menu picture. These are also links to pagelets.



Clicking the “menu” key brings up that top row of menu buttons. And look what happens if you hit the “HIGHLIGHT” key right in the middle of the arrows on the top right:



You can now use those keys to highlight things in XP documents or notebooks.

As you can see, each pagelet simply replaces a small number of keys on a parent page. This makes it easier to program page functions.

Appendix F: Vocabulary Masking on the Fly

Vocabulary Masking on the Fly allows you to mask and unmask all your vocabulary keys-- words, phrases, sequences, tools, activities, activity keys, page keys, etc. Vocabulary Masking on the Fly does not allow you to import, load, merge, rename or backup Word Lists or Sequence Sets or save Word Lists. You cannot select a **Menu Style** or turn **Vocabulary Builder ON** or **OFF**.

➡ For active control of your whole vocabulary, you should use **Vocabulary Masking on the Fly**.

➡ For maintenance of your Sequence Sets and Word Lists you should use the **Vocabulary Builder Menu**.

Vocabulary Masking on the Fly allows you to mask keys while you are in an overlay. Masked keys mean you can simplify a large vocabulary so that a user only has to see and learn a few words at a time. As a person gains skill, more words can be added.

Vocabulary words and device tools can be masked from sight, but when they are unmasked and become visible, they are in their original places on the overlay. This enhances motor learning and eliminates the problems caused by transitioning from one program to another.

Vocabulary Masking works only with sequences that start with CORE vocabulary icons or from the main Activity Row.

➡ If you want to mask words from single-hit vocabulary overlays, use **Hide/Show** keys.

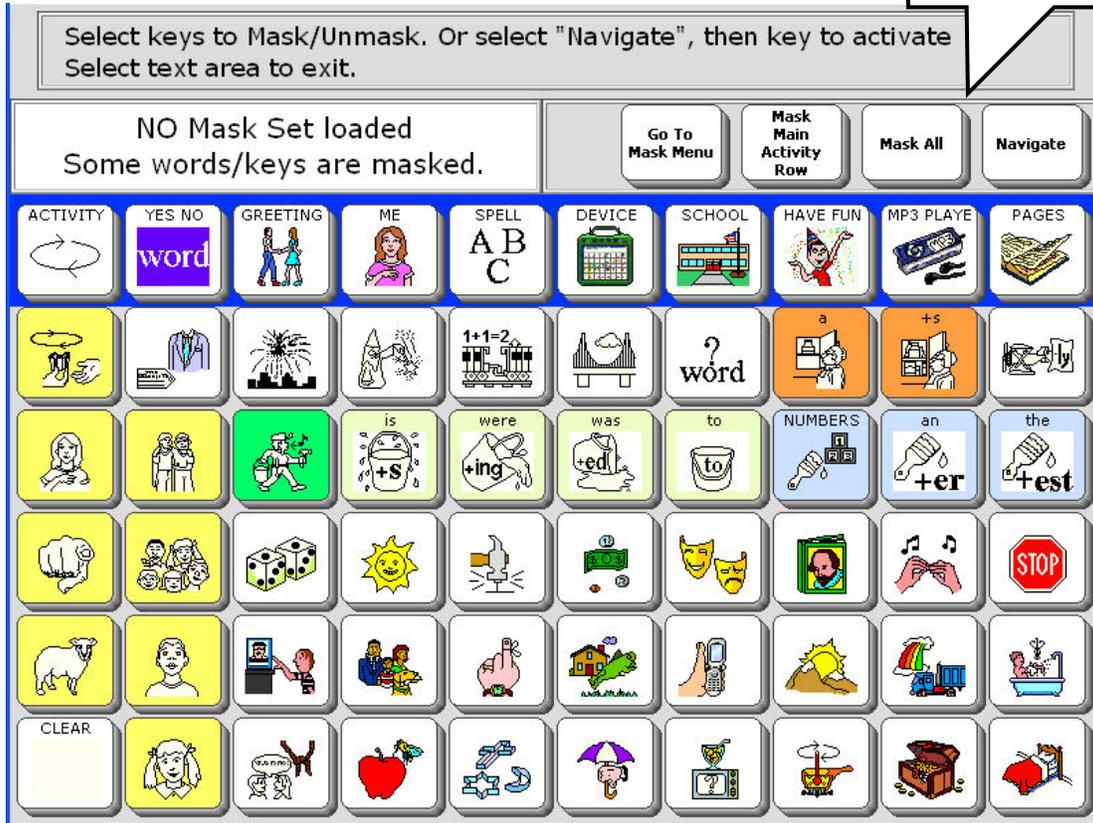
To Use Vocabulary Masking on the Fly – An Example

Go to your CORE overlay.

Select the #3 key  on the front of the case.

At this point all your CORE keys are visible. Nothing has been masked.

Four option keys for Vocabulary Masking on the Fly



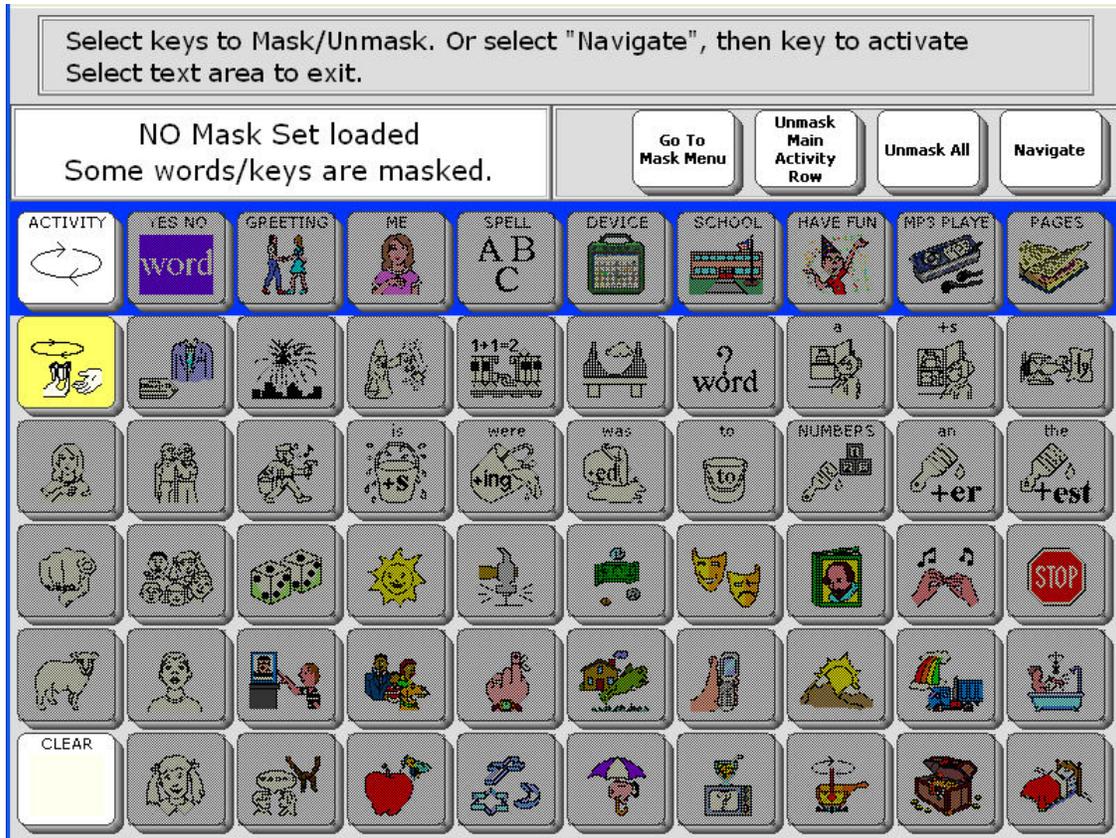
Let's change this overlay so that only the EAT sequence and the CLEAR key are visible.

You see four option keys in the Status Display Area.



Select the **Mask All** key.

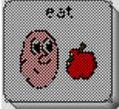
You see:



Notice that everything is now masked except for two **CHOOSE ACTIVITY** keys and the **CLEAR** key. These are "Basic Tool" keys. They are not automatically masked when you select the **Mask all...** key. You must hand-select each Basic Tool if you want it masked.

➡ When you know the sequence for the word you want, follow these directions:

Select the **APPLE** key 

Now select the **EAT** key 

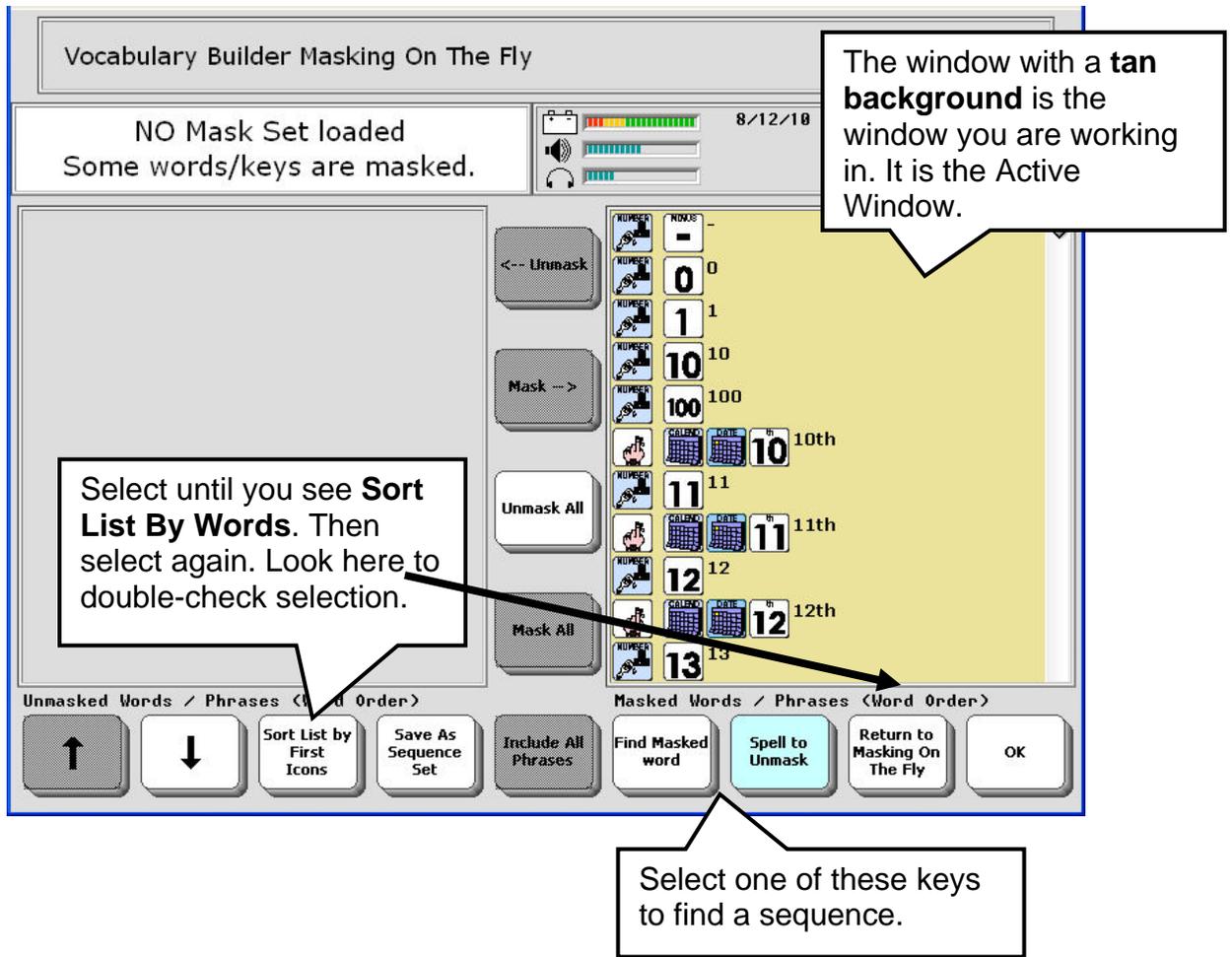


Notice that the APPLE key is now unmasked.

➡ When you are unsure about the sequence for the word you want, follow these directions



Select the **Go to Mask Menu** button.



Since all our vocabulary is currently masked, it is listed in the **Masked Words/Phrases** window on the right. ➡ This window is a tan color to indicate that it is the window you are working in, or the active window.

We want to find the sequence for the word "eat." This is easier if we make the masked list alphabetical.

- Select the **Sort List by...** button until you see **Sort List by Words**. Then select the button again. You will see **<Word Order>** beneath the Masked Words window.

Now let's find the "eat" sequence.

1. You can select **Find Masked Word**

Or you can

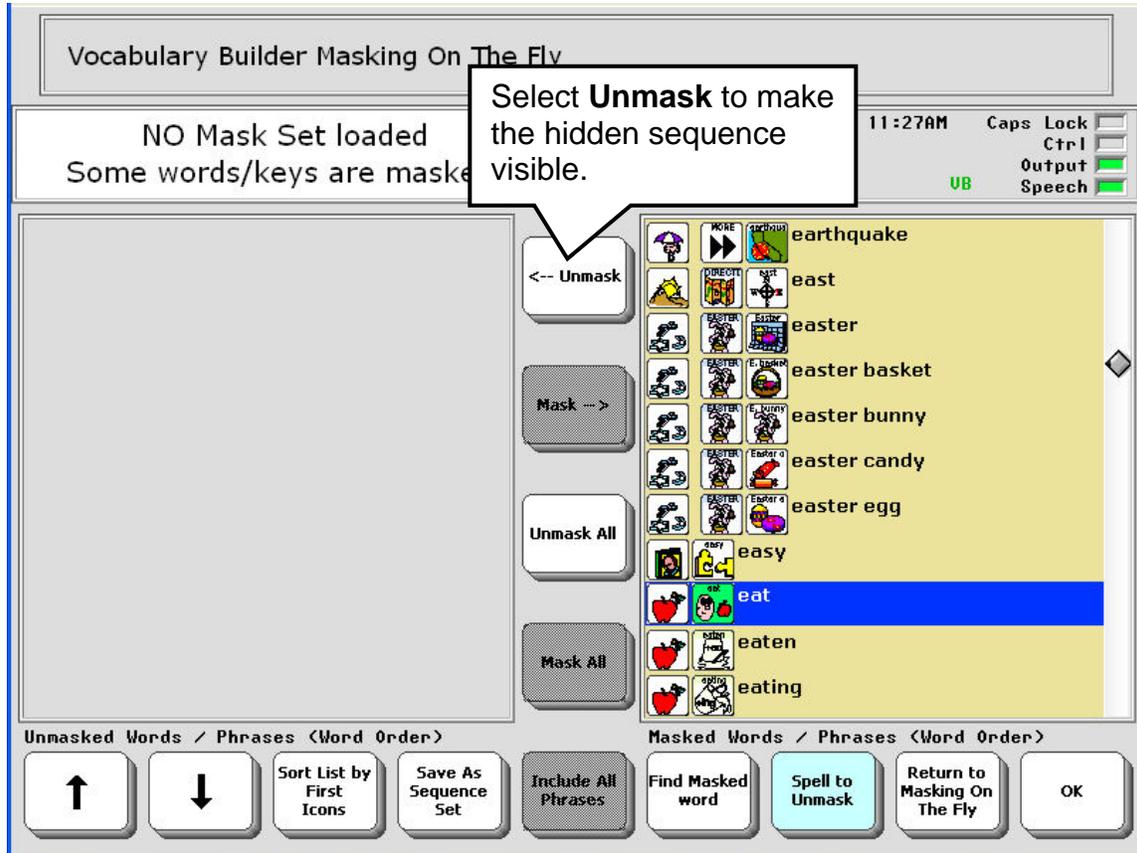
2. Select **Spell to Unmask**.

➡ Use **Spell to Unmask** if you have a number of words you want to show. You can type in all the words you want at one time. Separate the words by commas.

Select **Find Masked Word**.

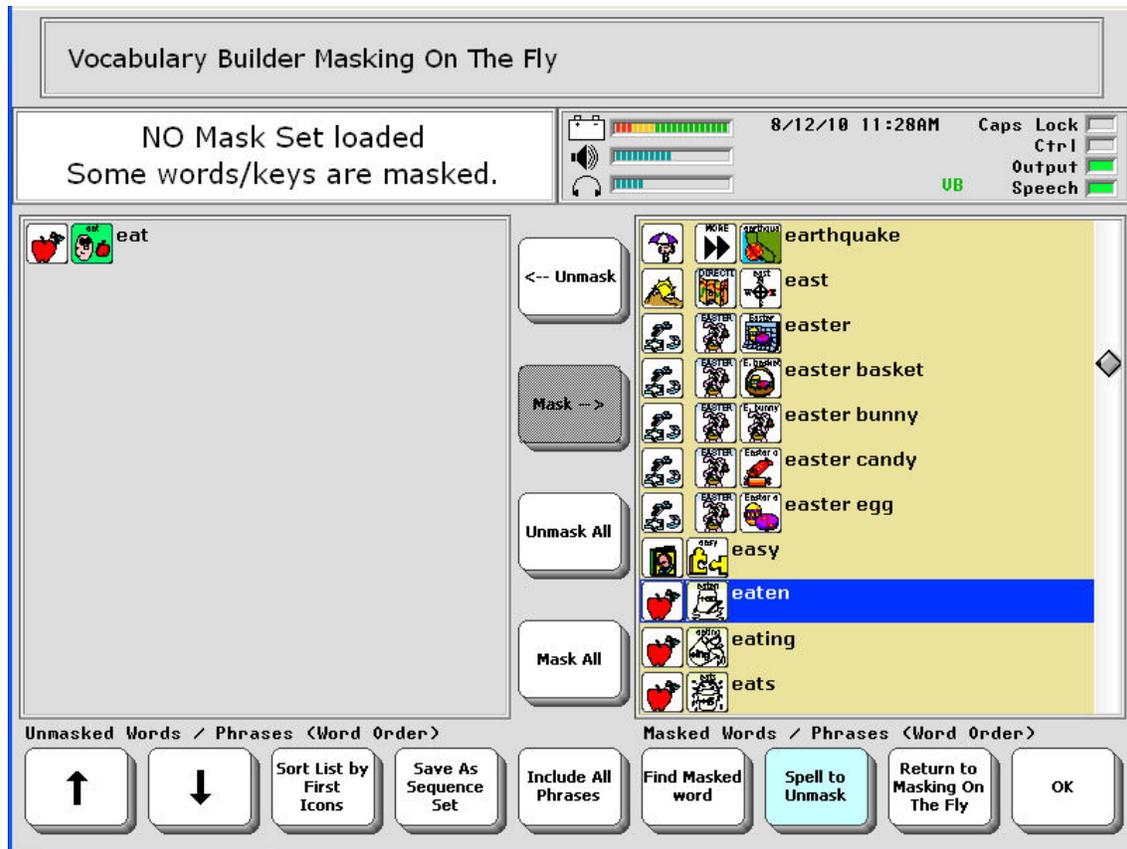
In this example, type "eat".

Select **OK**.



The sequence for the word you want is highlighted in the **Masked Words/Phrases** window on the right.

We want this sequence to be visible on our overlay so select the **Unmask** key at the top in the middle column of keys.



Eat is now in the **Unmasked Words/Phrases** window.

➡ If you use the **Spell to Unmask** key, your device will complete this step for you.

We are not finished setting up our masked overlay yet, so select **Return to Masking on the Fly**.

➡ If you want to leave **Masking on the Fly** completely and go to your overlay, select **OK**.



You have returned to the **Vocabulary Masking on the Fly** screen.

Now let's unclutter our screen even more.

Notice there are two **ACTIVITY** keys visible on your overlay. Let's mask both these keys since we will not be using the Activity Row.

Select the **ACTIVITY** key . The key goes gray and is now masked. Now select the

yellow **CHOOSE ACTIVITY/OBJECT** key 

Select the **ACTIVITY** key (the second key in the sequence)

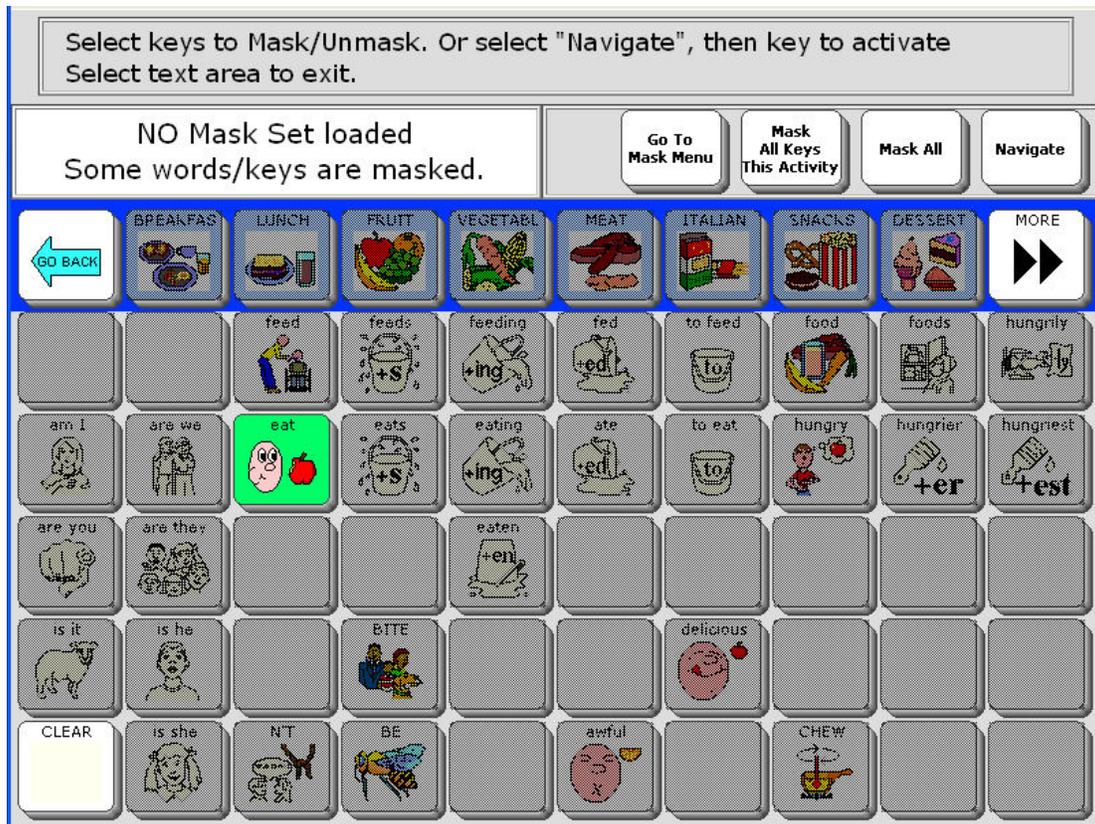
You return to the CORE overlay with only the **CLEAR** key and the **APPLE** key visible.



The "eat" sequence contains a Dynamic Activity.

Let's look at it.

Select the **APPLE** key.



The FOOD Dynamic Activity opens in the top row. The activity is masked but the **GO BACK** and **MORE** keys are visible because they are Basic Tools and are not automatically masked. However, they are pretty useless right now since everything else in the Activity is masked, so let's mask those tools, too.

Select the **GO BACK** key and then select the **MORE** key. They are now masked.

To return to where you started:

Select one of the **blank** masked keys on the overlay.

Or

Select the **NAVIGATE** key in the Status Display Area.

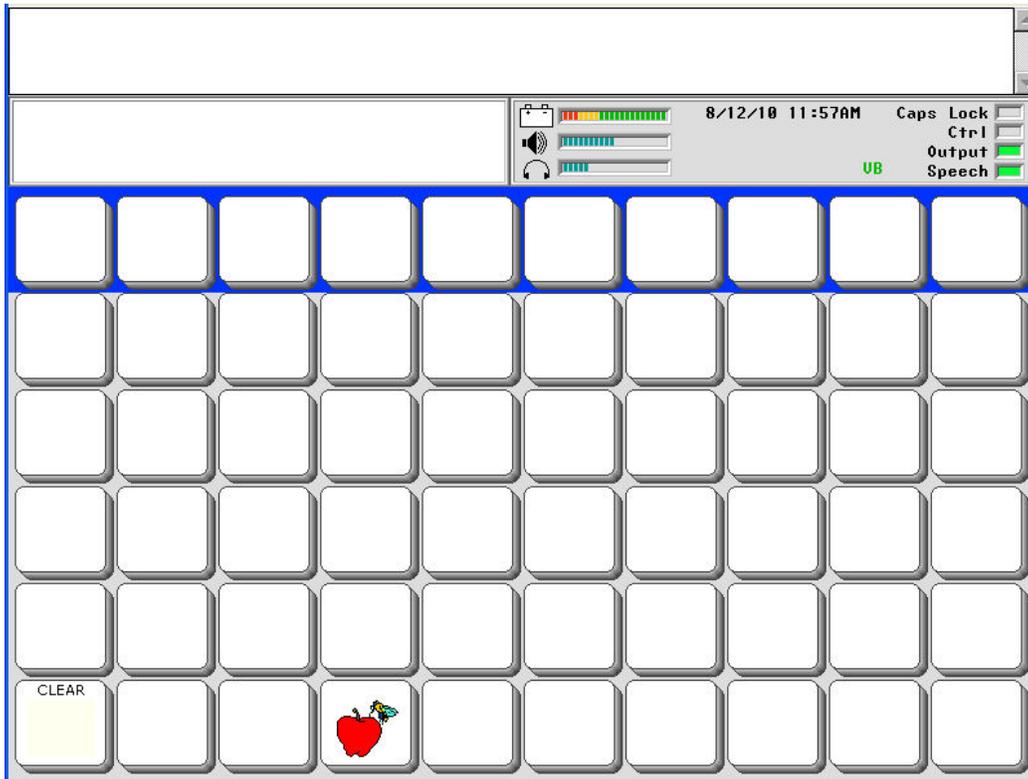
Select the masked **GO BACK** key.

➡ The **NAVIGATE** key allows the key that you select to do what it is supposed to do.

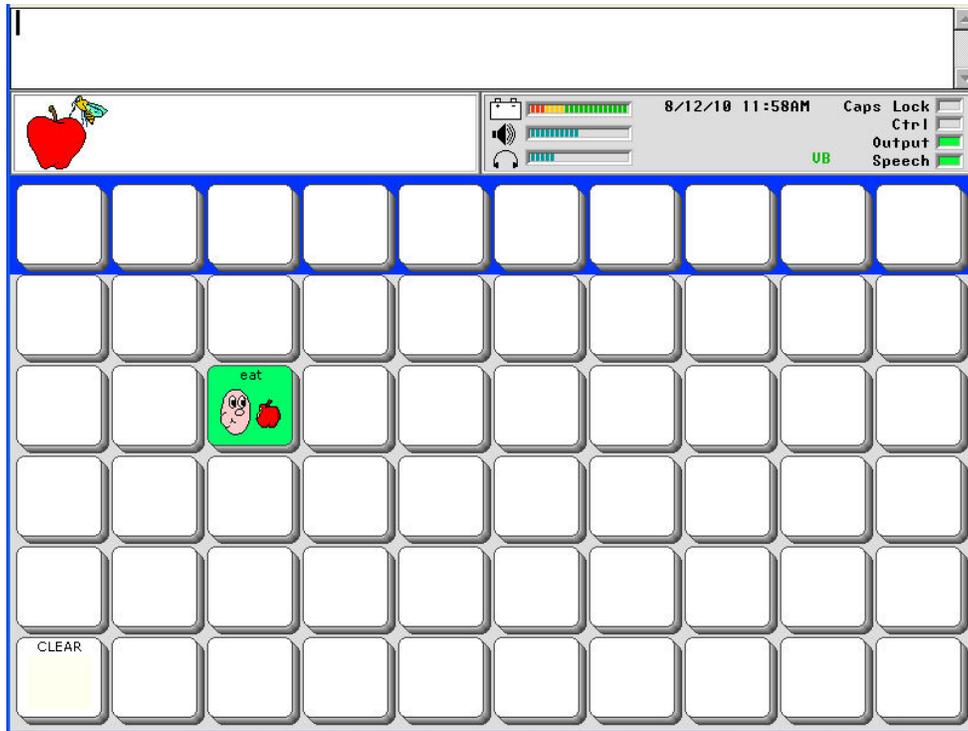
You return to your overlay where only **APPLE** and **CLEAR** are visible.

Now let's exit **Vocabulary Masking on the Fly**. Select the Text Display Area.

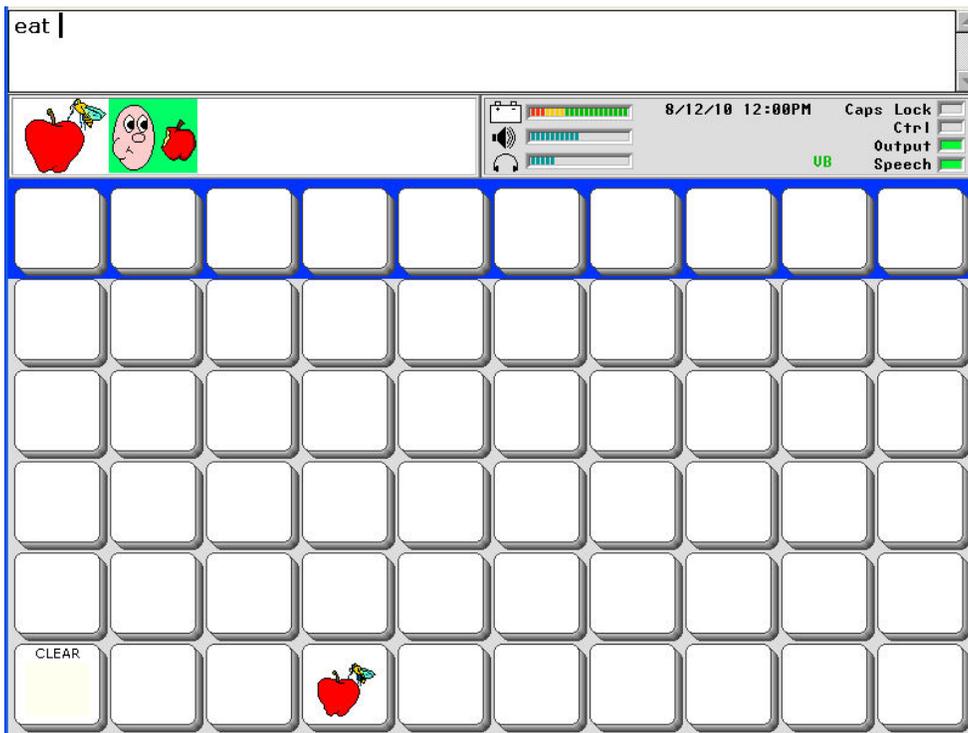
You see:



Select the **APPLE**.



Now select the **eat** key.



When this sequence is learned, you can use **Vocabulary Masking on the Fly** to add more sequences.

Some Details of the Vocabulary Masking on the Fly Keys

Let's return to Vocabulary Masking on the Fly.

Select the #3 key on the front of your device case.



Keys in the Status Display Area

Unmask (Mask) Main Activity Row

Our Activity Row is masked, so this key is telling us that we can use it to unmask the Main Activity Row. If you are in a specific Activity, this key will show **Mask/Unmask All Keys This Activity**. If you are in a Page, this key will be blank

When you mask the Activity Row you are masking all the Activities that you can scroll through when you select the **ACTIVITY** key.

Mask (Unmask) Main Activity Row does **not** mask or unmask keys **within** Activities. When you are in a specific Activity, you can mask/unmask those keys by hand, or use the **Mask/Unmask All Keys This Activity** key.

⚠ **Warning:** Keys **within** Activities are automatically masked or unmasked when you use **Mask All** or **Unmask All**.

➡ If the directions on a key do not say what it is you want to do, select it twice.

Mask (Unmask) All

Mask All will mask everything except Basic Tools keys. Now you can hand-select the keys that you want to unmask so they will be visible.

➡ **Mask All** means that **everything** in your user area will be masked including Page keys, Activities and keys within Activities, CORE, etc. Only Basic Tools will be visible.

The Basic Tools are CHOOSE ACTIVITY, GO BACK(CLOSE ACTIVITY), MORE ITEMS, OK, DELETE CHARACTER, DELETE WORD, DELETE ICON, CLEAR DISPLAY, GO TO HOME.

In order to mask/unmask a Basic Tool you must do it by selecting each Basic Tool key by hand.

Unmask All will clear all masking throughout your user area—CORE, Pages, Activities, etc.

Now you can hand-select the individual keys you want to mask so they won't be visible.

If you are in a Page, this key will show **Mask/Unmask These Page Keys**.

Navigate

When you are in Vocabulary Masking on the Fly you may want to navigate through Pages and Activities, use the GO BACK or the MORE ITEMS keys, etc., without masking or unmasking keys along the way to your goal. The **Navigate** key allows you to do these things.

If you select the **Navigate** key, you will see the following in the Text Display Area:

Select key with Page/Activity Link, More, GoTo Home, Choose Activity, GoBack
Select text area to exit.

These directions remind you which keys you can select in order to **Navigate** through your overlay.

For example:

Let's say you have masked the main Activity Row, but you decide you want to be able to use the YES, NO and MAYBE keys in the **YES NO WORD** Activity.

1. Select the **YES NO WORD** Activity to unmask it.
2. Select the **Navigate** key.
3. Select the **YES NO WORD** Activity.
4. You see the keys inside the Activity.
5. Select the keys you want to mask or unmask.

To Exit the Activity

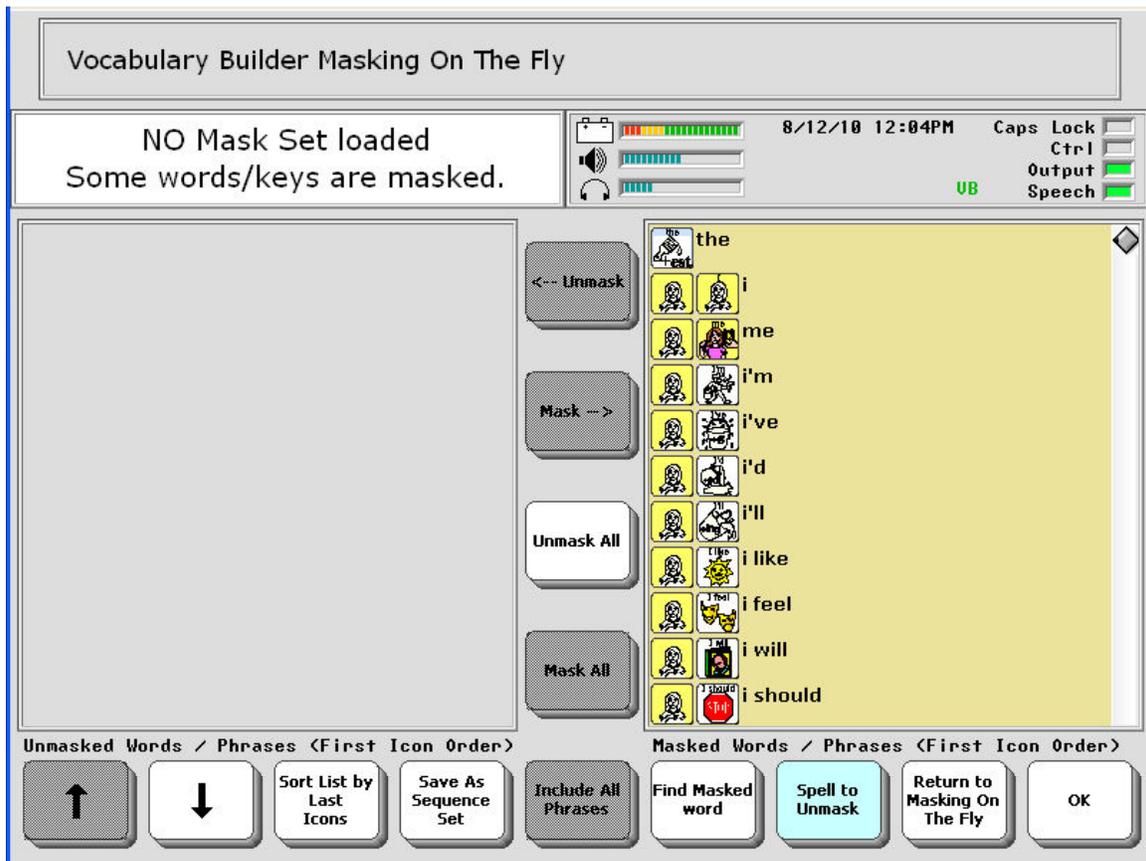
Select **Navigate**.

Select the **ACTIVITY** key.

➡ You do not need to use the **Navigate** key when you are masking/unmasking CORE sequences.

Go to Mask Menu

➡ You used the **Mask Menu** earlier in this Appendix in order to find the "eat" sequence.



Brief Explanations of Options in Mask Menu

Sort List by...

Words: lists are sorted alphabetically.

First Icons: lists are grouped by their starting icon and the icon's placement on the overlay.

Last Icons: lists are grouped by their ending icon and the icon's placement on the overlay.

You can check the sort order by looking at the title looking under the window you are using, e.g., in the picture above you see **Masked Words/Phrases <First Icon Order>**.

Save As

Sequence Set: saves the specific sequences in the Unmasked Words/Phrases window.

Include All Phrases

Searches the Masked Words/Phrases window for phrases made up of words in the Unmasked Words/Phrases window. It will move these phrases from the Masked window to the Unmasked window; e.g.: if "I" "can" and "not" are in the Unmasked window, Include All Phrases will find and unmask phrases like "I can" and "I can not."

Find Masked Word

Find Unmasked Word

These options allow you to type part of a word or phrase (or the whole thing) to find. You can only find one word or phrase at a time.

If Vocabulary Builder finds an exact match it highlights it. Otherwise, it takes you to the first word that starts with what you typed. This is not highlighted.

➡ **Note:** When you select these buttons, make sure you have selected **Words** in the **Sort List by** option. You will see <Word Order> in the label under the window.

Spell to Unmask

Spell to Mask

You can type a single word/phrase or multiple words and phrases using these options. Separate multiple words and phrases with commas. These options automate the process of locating, selecting, and moving sequences from the Unmasked window to the Masked window or vice versa.

Return to Masking on the Fly

Takes you back to the overlay you are using.

OK

Closes Masking on the Fly and takes you to your overlay which will now include any masking changes you made.

← Unmask

Moves highlighted words and sequences from the Masked window to the Unmasked window.

Mask →

Moves highlighted words/phrases from the Unmasked window to the Masked window.

Unmask All

Moves all words/phrases from the Masked window to the Unmasked window. This will affect all the keys in your User Area. See page 292 for more information.

Mask All

Moves all words and sequences from the Unmasked window to the Masked window. This will affect all the keys in your User Area. See page 292 for more information.

➡Note: Vocabulary Masking on the Fly automatically turns Vocabulary Builder ON. It will stay on until you specifically turn it off by using a stored tool or from the Setup menu (User Key #2).

Appendix G: Vocabulary Builder Menu

The **Vocabulary Builder Menu** allows you to mask or unmask all vocabulary words, phrases and sequences. Use this menu to import, load, merge, rename and backup Word Lists and Sequence Sets and to Save Word Lists. The Vocabulary Builder Menu is the only menu where you are able to select a **Menu Style** (Windows or PRC) and to turn **Vocabulary Builder ON** or **OFF**.

Vocabulary Masking on the Fly allows you to mask and unmask all your vocabulary keys-- words, phrases, sequences, Tools, Activities, Activity keys, Page keys, etc. Vocabulary Masking on the Fly **does not** allow you to import, load, merge, rename backup Word Lists or Sequence Sets or Save Word Lists. You cannot select a **Menu Style** or turn **Vocabulary Builder ON** or **OFF**.

➡ For active control of your whole vocabulary, you should use **Vocabulary Masking on the Fly**.

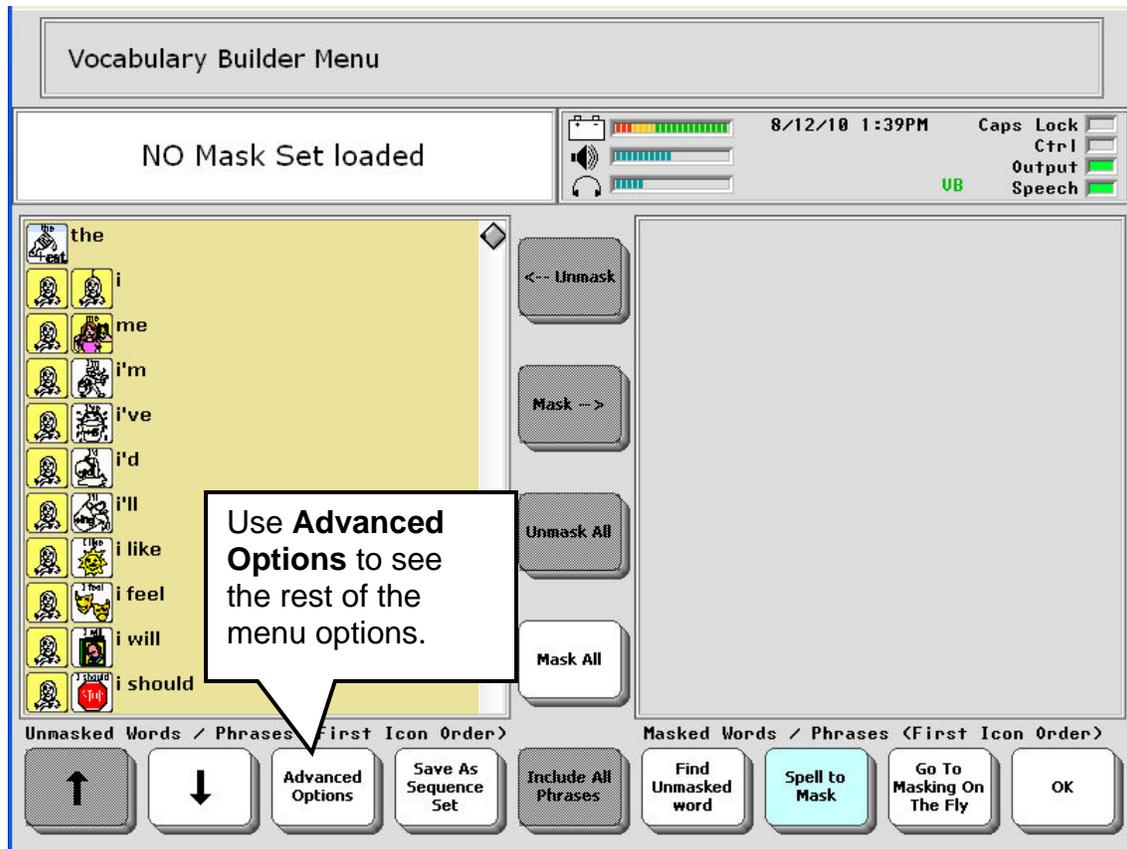
➡ For maintenance of your Sequence Sets and Word Lists you should use the **Vocabulary Builder Menu**.

Vocabulary Builder and Vocabulary Masking on the Fly work only with sequences that start with CORE vocabulary icons or from the main Activity Row.

Go to the Toolbox and select the **VOCABULARY BUILDER MENU** key



You see the Vocabulary Builder Menu.



Notice the **Advanced Options** button. Use this button to see the rest of the menu options.

Sequence Sets

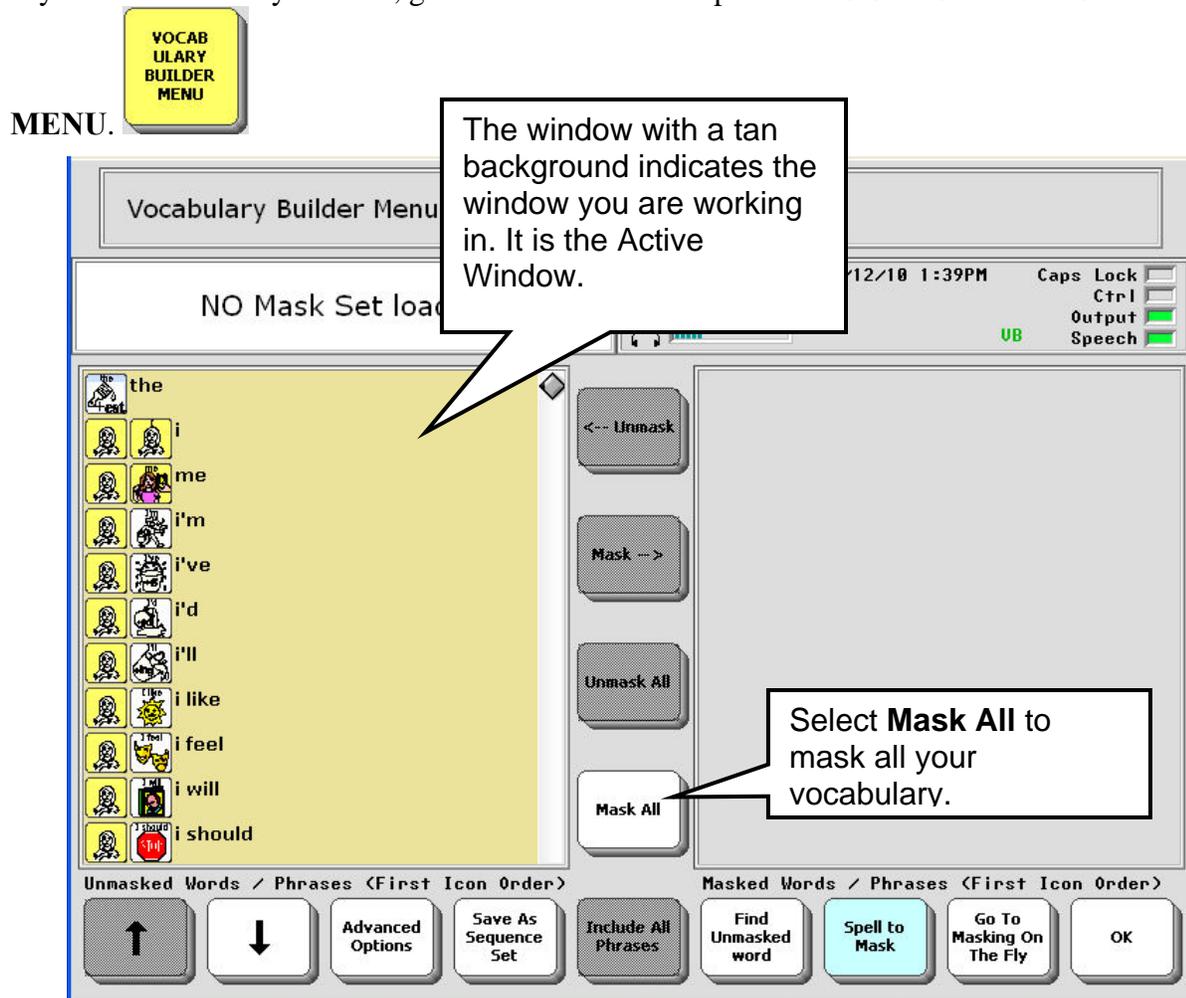
The power of Vocabulary Builder lies in **Sequence Sets**.

Sequence sets are 'sets' (lists) of targeted words with their icon sequences. These sets can be based on different activities (e.g. meal time, field trip), categories of words (e.g. colors, names) or words used during an academic subject (e.g. reading, science).

Your device already has a number of **Sequence Sets** that you can use, but you may want to create your own custom Sequence Set. This can be tailored to meet an individual's specific communication needs.

Let's create a Birthday Party Sequence Set

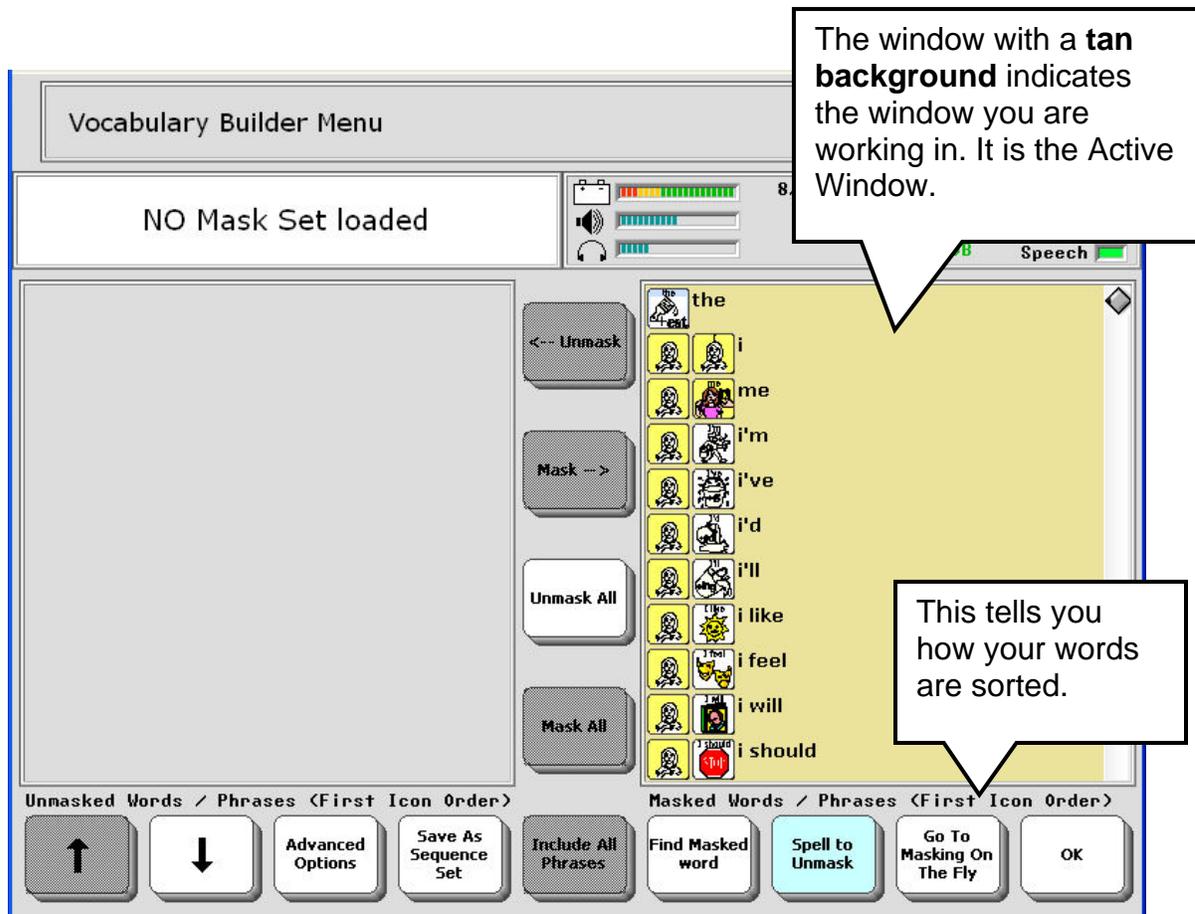
If you haven't already done so, go to the Toolbox and open the **VOCABULARY BUILDER MENU**.



Notice that in this example all the vocabulary in your user area is in the **Unmasked Words/Phrases** window. Since we only want a few words from this vocabulary for our Sequence Set, let's move all the vocabulary to the **Masked Words/Phrases** window. Then we can select only the sequences we want and move those back to the Unmasked window.

Select the **Mask All** button.

Now your menu looks like this:

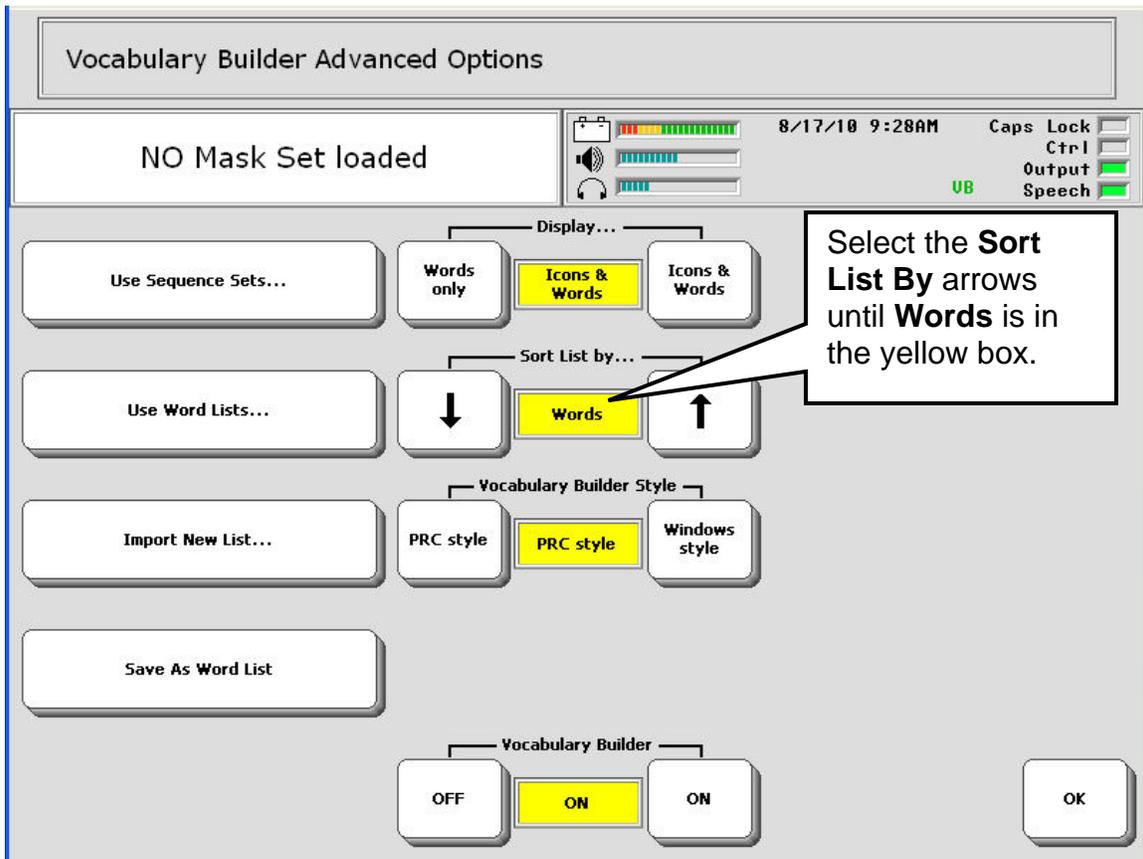


The Unmasked window is blank and all your words and icons are in the **Masked Words/Phrases** window.

☞ The active window always has a tan color. The inactive window is always gray.

We are going to find the words/phrases we want and unmask them. It is easier to do this when the words and phrases are in alphabetical order. Right now they are listed according to First Icons.

Select the **Advanced Options** key.

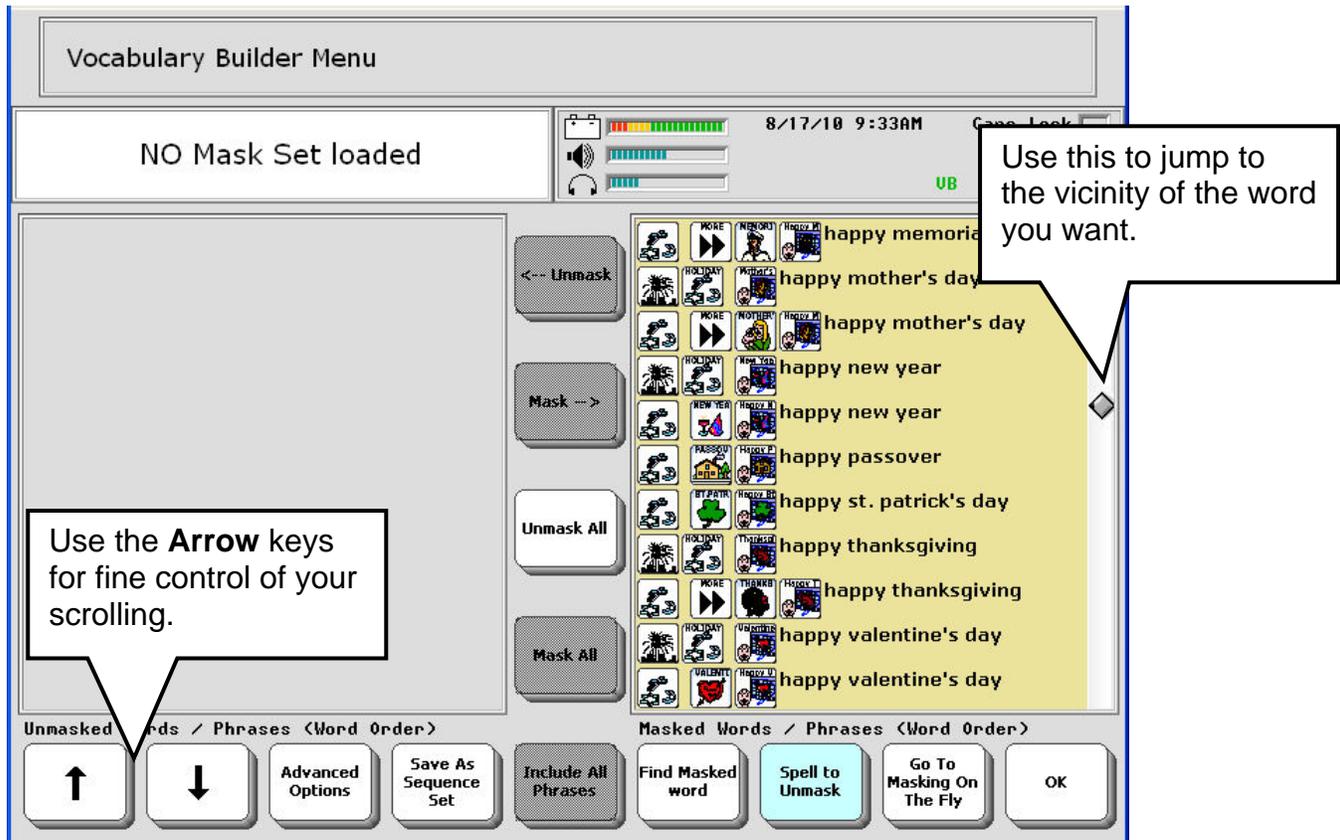


Select the arrows in the **Sort List By** option until you see **Words** in the yellow box.

Select **OK**.

<**Word Order**> will appear in brackets under the Vocabulary Builder windows.

There are a number of different ways to select the words you want for your Set. Let's try them all so that next time you will be able to pick the one you prefer.

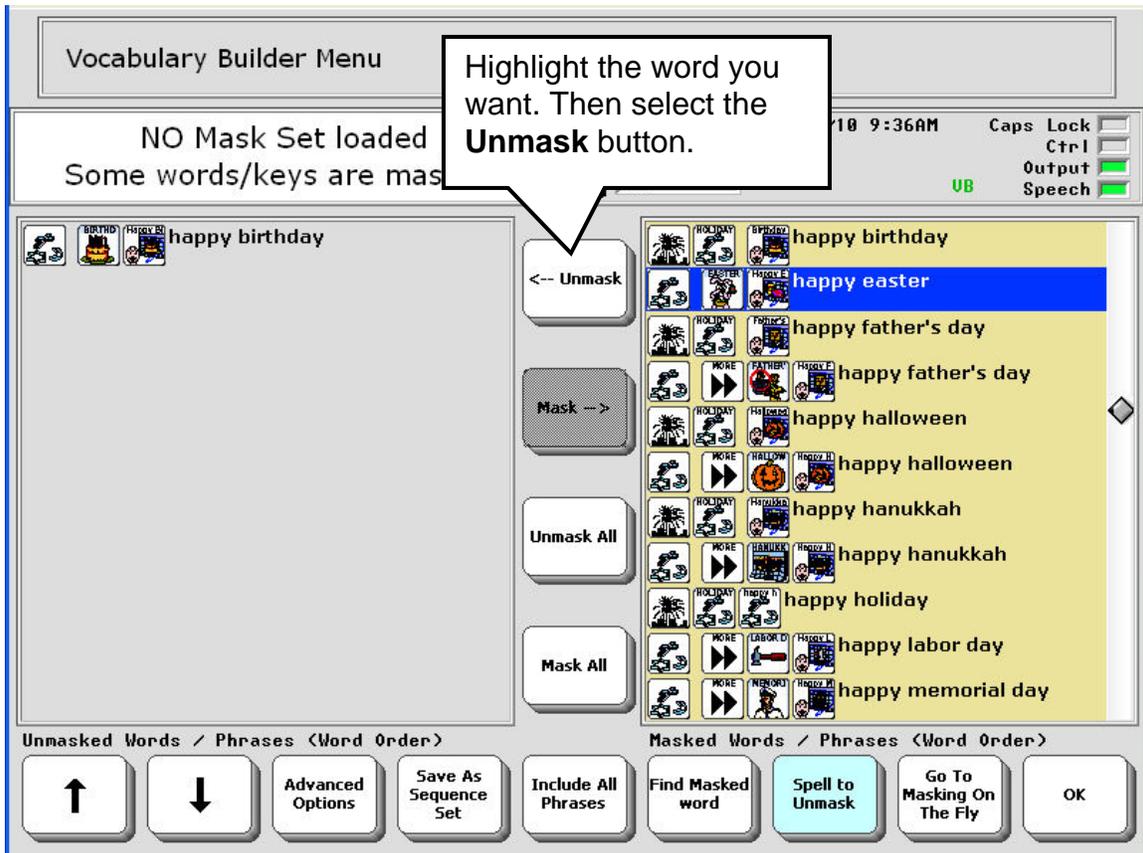


Example 1

Example 1: Scrolling

We want "happy birthday" in our Set. Words are listed alphabetically. Use the scroll diamond to the right of the Masked window to jump to the vicinity of the word you want. Use the up and down arrows at the bottom left of the screen to step through the vocabulary until you find "happy birthday".

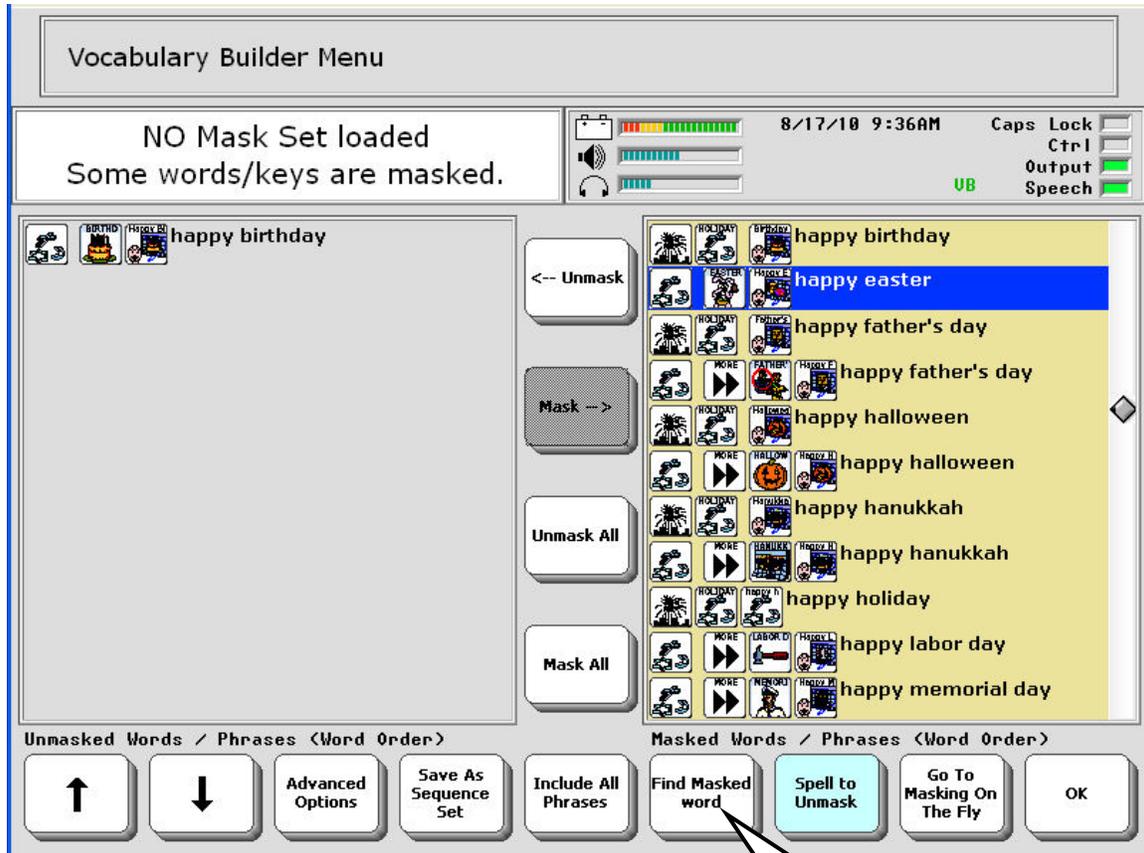
Highlight the word/phrase and select the **Unmask** button. The word and its sequence appear in the Visible Words and Phrases window.



You can continue to scroll for each word you want in your Sequence Set.

Example 2: Find Masked Word

Let's add the word "party".

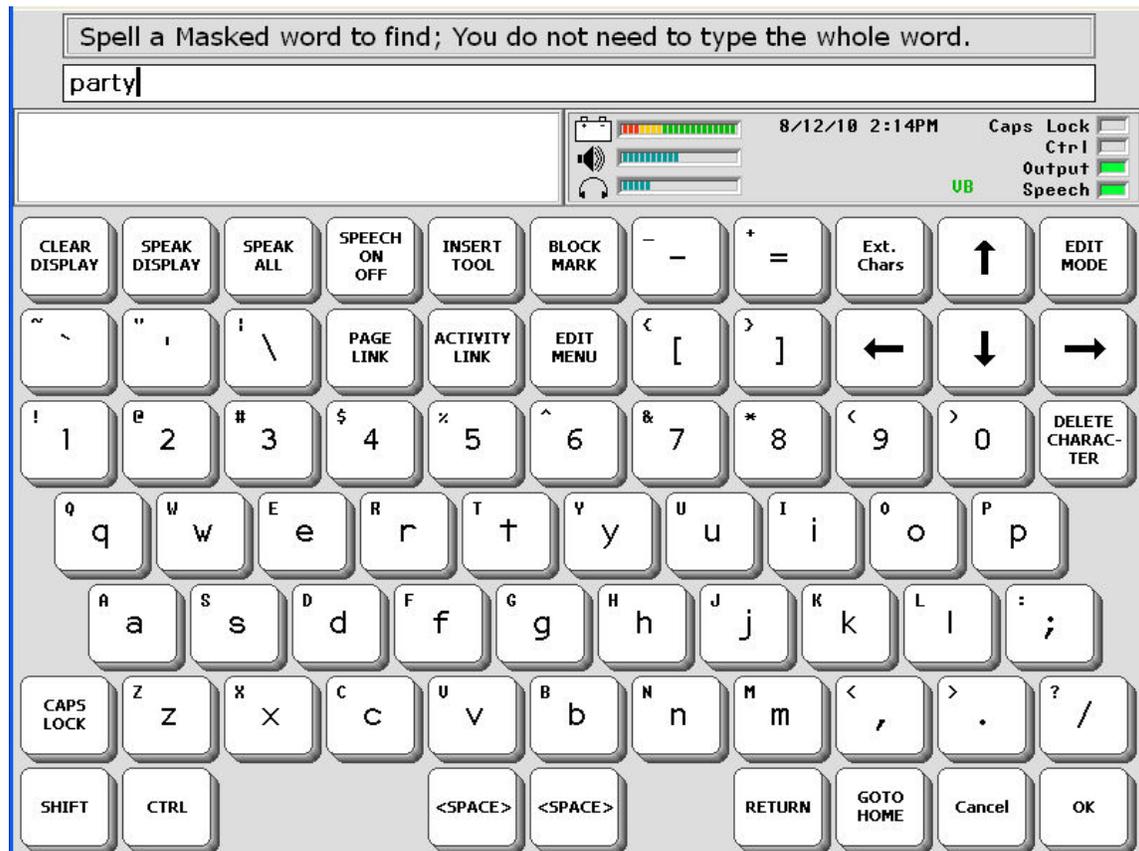


Example 2

Select the **Find Masked Word** button.

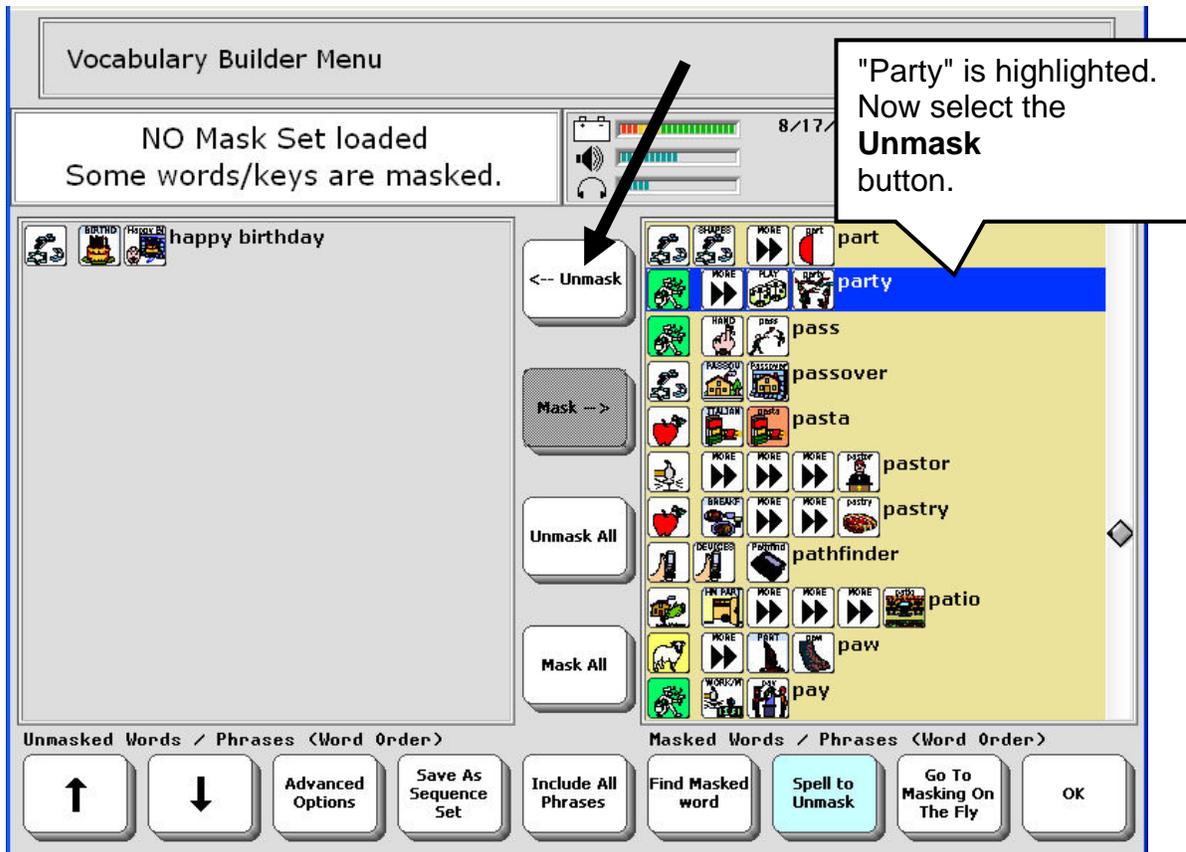
Select the **Find Masked Word** button.

You see a Spelling Keyboard.



Type "party" and then select **OK**.

You don't have to type the whole word. A few letters will at least get you to the vicinity of the word you are looking for. Then you can use your arrow keys.



Example 2

The word and its sequence will be highlighted in the Masked Words/Phrases window.

Select the **Unmask** button.

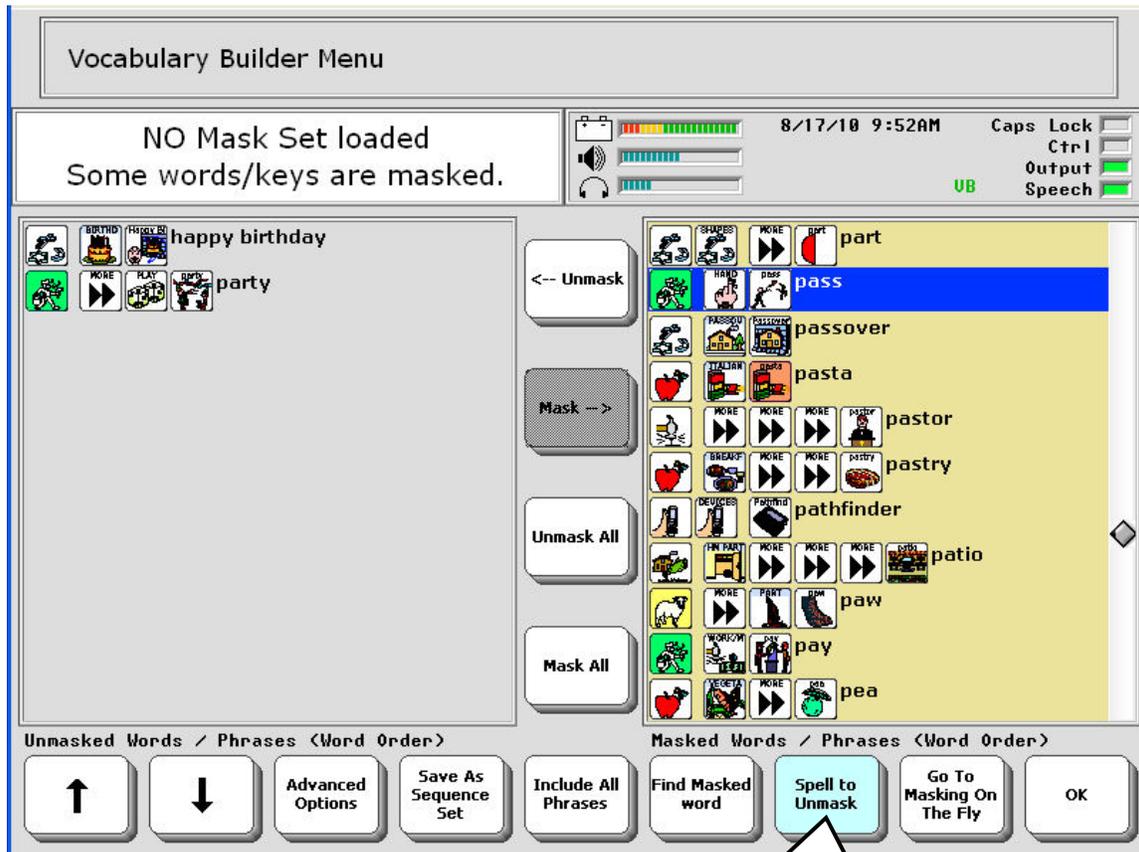
The word and its sequence will appear in the Unmasked Words/Phrases window.

You can continue using **Find Masked Word** to find all the words you want in your Sequence Set.

Example 3

Spell to Unmask

This is similar to **Find Masked Word** but with **Spell to Unmask** you can include more than one word. The sequences for the words you decide to use are automatically placed in the Unmasked window.



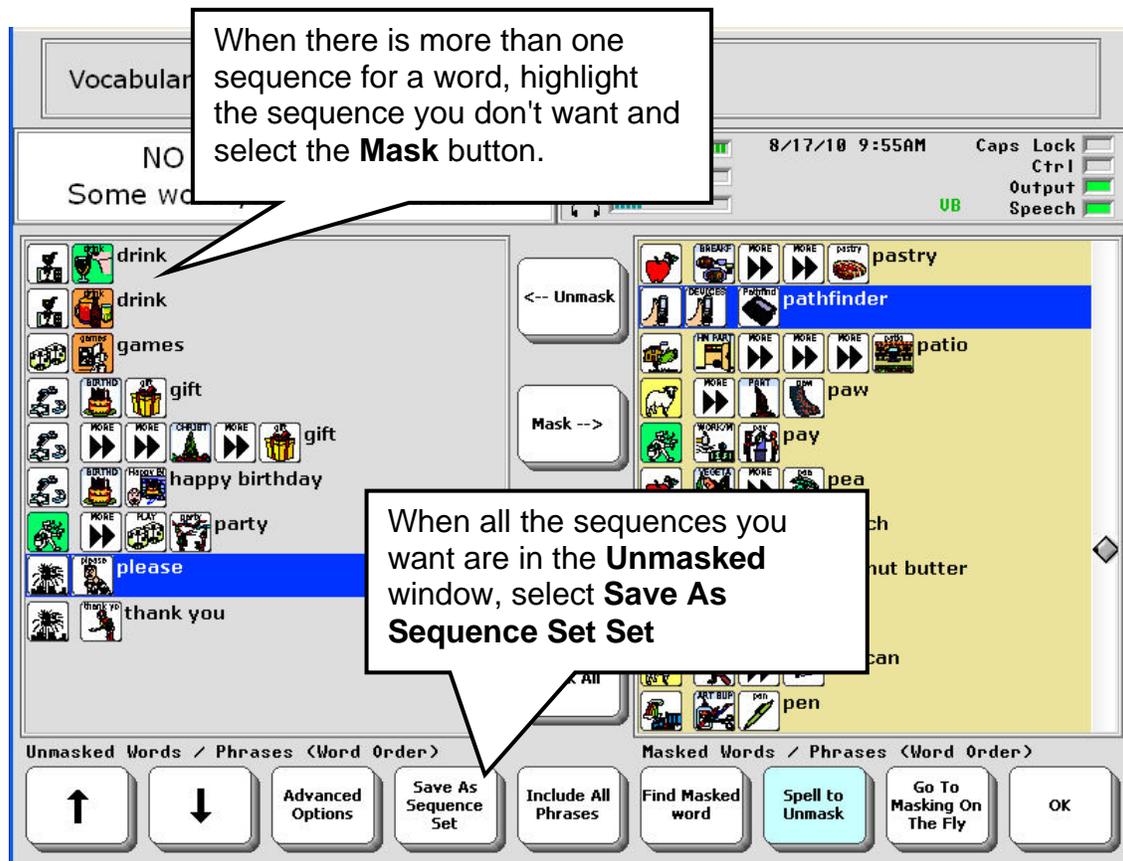
➡ The **Spell to Unmask** key has a light blue color to make it noticeable. This will probably be the "Find" method you use the most.



Example 3

Spell the words you want for your Sequence Set. Separate words with a comma.

Select **OK** when you have finished spelling words,



Example 3

The words you entered and their sequences appear in the **Unmasked Words/Phrases** window.

When a Word has More the One Sequence

All of the sequences for a word will appear in the Unmasked Words/ Phrases window. In some cases there may be more than one sequence for a word. Highlight the sequence(s) you don't want and select the **Mask** button so that you are left with only the sequence you want.

➡ If you select the **Include All Phrases** button, Vocabulary Builder will search through the Masked Words/Phrases window for any masked phrases made up of the words in the Unmasked Words/Phrases window. It will automatically move these masked phrases to the Unmasked window. For example: if you have "Thank" and "you" as single selections in your Unmasked list you can select **Include All Phrases** and Vocabulary Builder will put the phrase, "Thank you" in your Unmasked window.

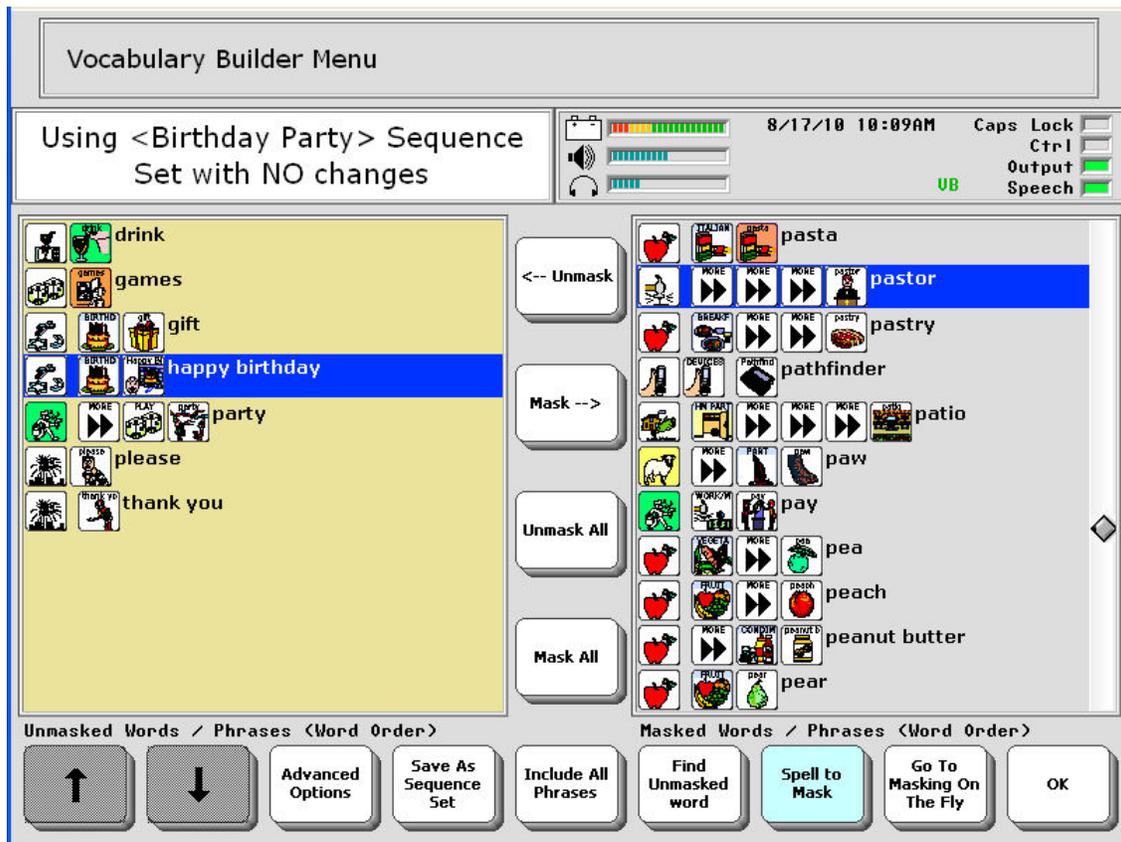
Save your Sequence Set: (For all Examples)

When the Unmasked Words/Phrases window contains all the words and their sequences that you want to have in your Sequence Set, select **Save As Sequence Set...**

You see the Spelling Keyboard again.

Type a name for your Sequence Set.

Select **OK**.



Once you have saved your Sequence Set, go the **TRANSFER MEMORY MENU** in the Toolbox and save the User Area you are using. This saves and keeps your Sequence Set safe.

Word Lists

Both Word Lists and Sequence Sets are templates that you can load and modify. They save you the trouble of searching the vocabulary lists to mask/unmask sequences.

In most circumstances, you will probably never use Word Lists. However, established word lists such as Dolch, Banajee, etc. or a list created by someone else can sometimes be a good starting point for creating a Sequence Set. ➔See **Import New List** on page 315.

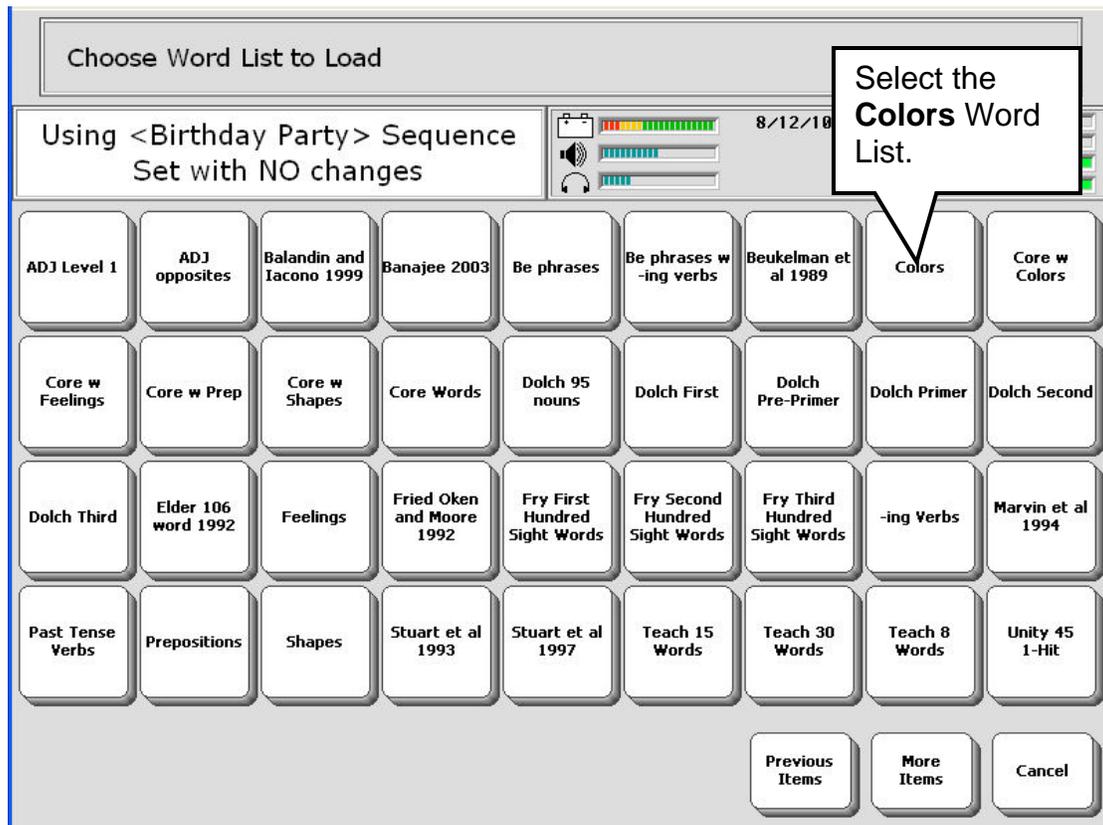
Use Word Lists

Select the **Advanced Options** key.

Select **Use Word List**

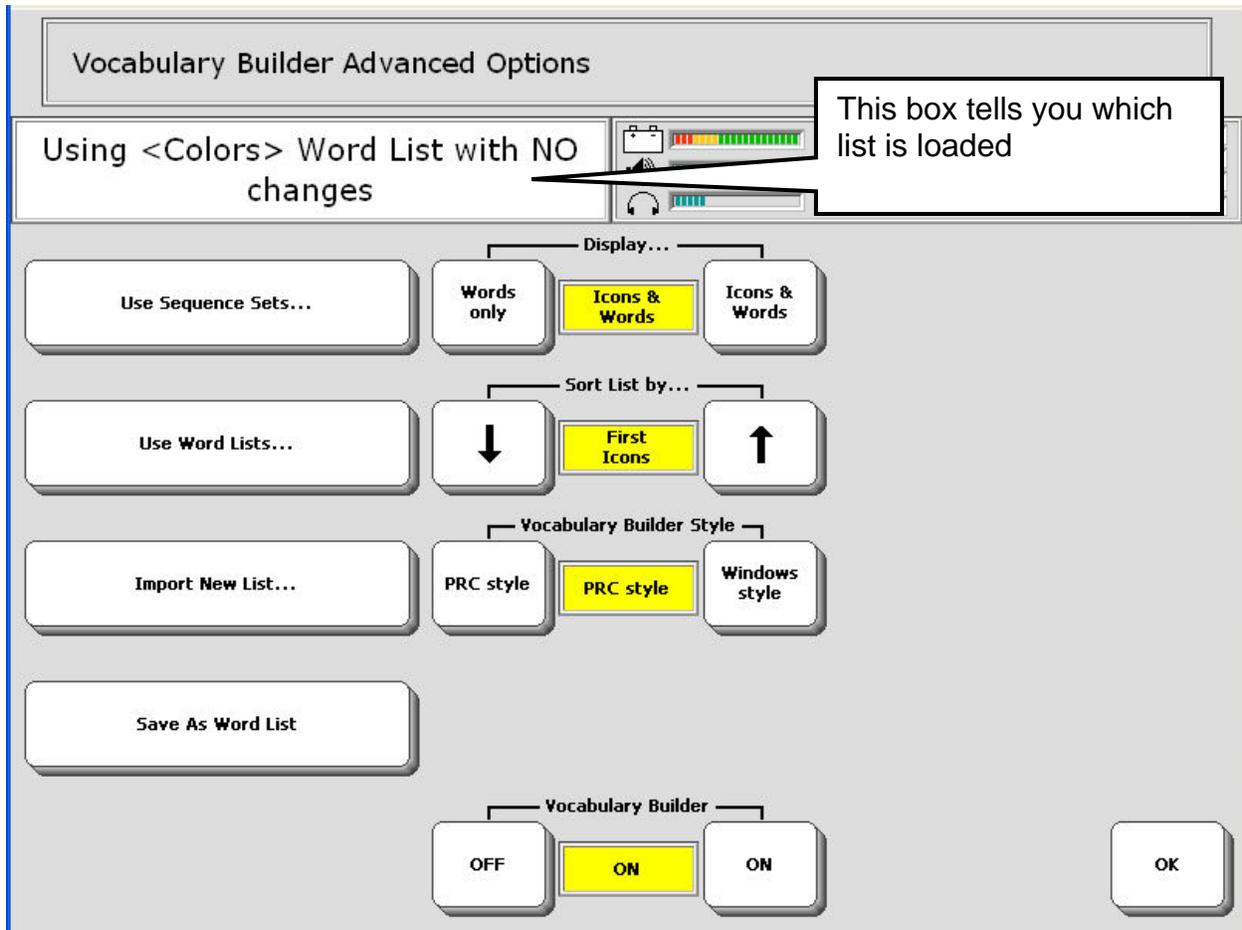
Select **Load Word List**.

You see a screen showing all the **Word Lists** currently in the device.

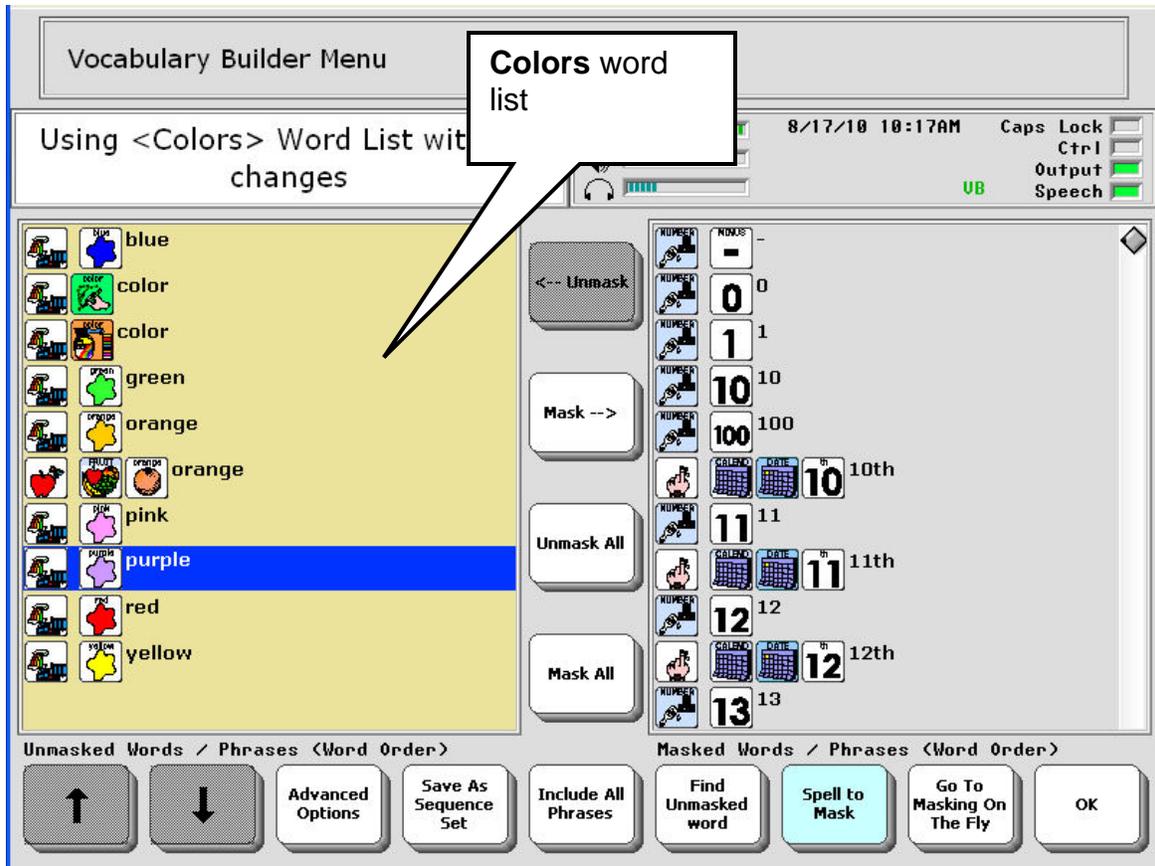


For this example, select the **Colors** Word List.

You return to the **Advanced Options** screen.



Select **OK** to exit the menu.



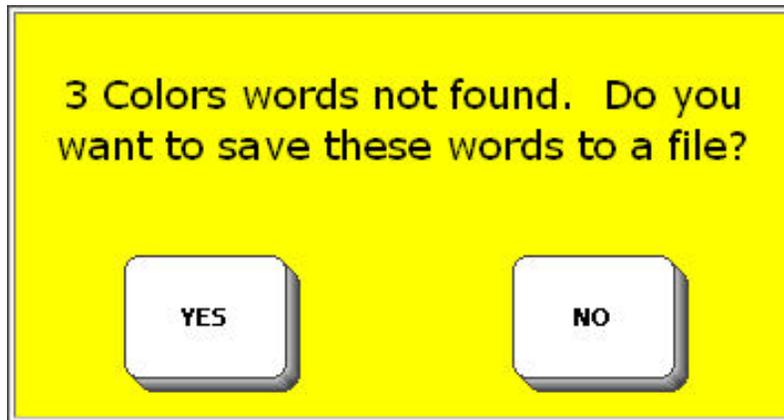
When you load a **Word List**, the Unmasked Words/Phrases window on the first screen will show you **all the sequences** that can produce each word in the list.

➡ **A Reminder about Sequence Sets:** When you load a **Sequence Set** you will see only the specific sequences that were saved in the Set.

You can **load** a Word List into the Vocabulary Building system; **merge** a new Word List into the current Unmasked Words and Phrases; **delete** one of the Word Lists, rename or **backup** a Word List.

All **Word Lists** are accessible from **all** User Areas. When you import a Word List it is available anywhere in the device. When you delete a Word List it is no longer available anywhere.

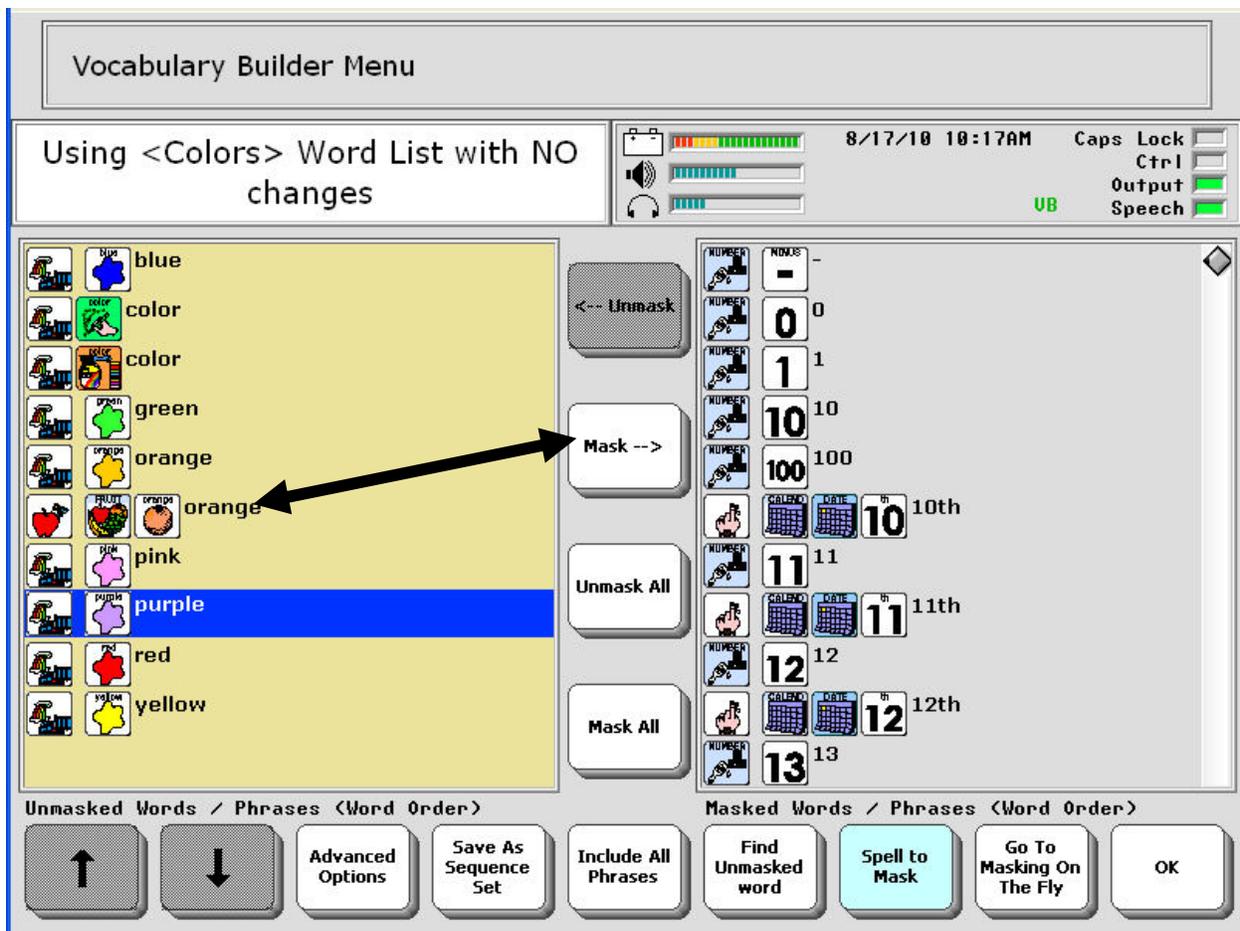
If a word list contains words that are not programmed into the vocabulary you are using, you will see a box similar to this:



If you want to know what the words are, and perhaps save them in your vocabulary, select **YES**. Your list will be save in "My Documents."

If you do not want to do anything with the list, just select **NO** to move on.

Let's look at the **Colors Word List** in the Unmasked window.



You are looking at all the **Color** sequences in your User Area that match the words that were in the Word List. Many words have multiple sequences to choose from. Notice that "Color" and "Orange" are represented twice. "Orange" is represented once as a Color and once as a Fruit. Since this list is going to contain only Colors, select the sequence for the fruit Orange and then select **Mask**. You can also mask the "color" sequence you don't want to use.

➡ Anytime you load a **Word List** you will need to go through it to eliminate unwanted words/sequences.

Once you have only the sequences you want in your list, select **Save As Sequence Set**.

➡ Saving the list as a **Sequence Set** means you do not have to clean out the sequences you don't want each time you open it.

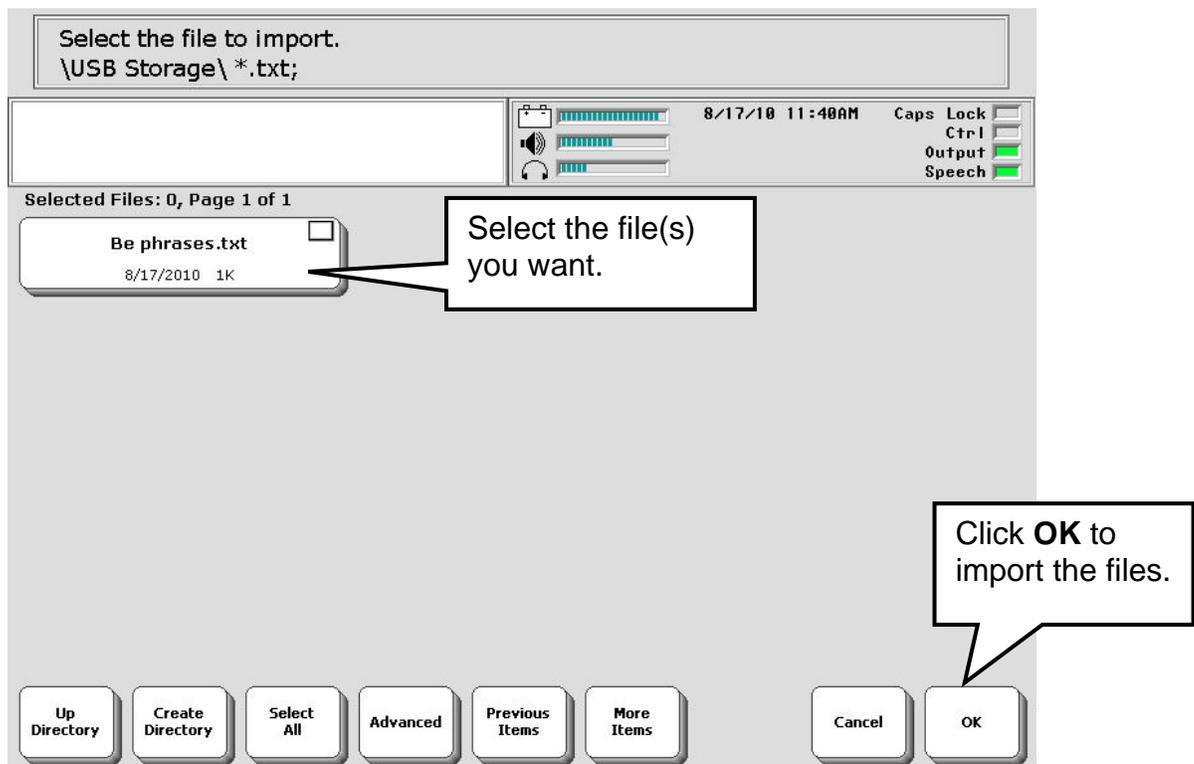
Import New List

You, or someone else, may have created a Word List that you want to import and use. If you are importing it into your device, you must have it stored on a USB drive. Plug the USB drive into your device. If you are importing it into PASS, store it on your computer first.

Select **Advanced Options**.

Select **Import New List**.

You may see something like the example below, or you may first have to go to the drive where your list(s) is stored.



Select the file or files you want to open. Then select the **OK** key.

Note: The picture above shows the Vantage/Vanguard File Browser. If you are using PASS, you will see a Windows menu, so you must highlight the files you want and then select the **Open** button.

You are asked to name each file you import. Enter a name and click **OK** for each file.

The imported file(s) then joins the others in the **Use Lists/Sets...** option.

➤ **Remember:** **Sequence Sets** cannot be imported, but they can be created and saved by starting with a **Word List**. **Sequence Sets** can only be used in the User Area where they were created, but **Word Lists** can be used in any Area.

Brief Explanations of Vocabulary Builder Menu Options

Main Menu Options

Arrow Keys

Use these to scroll easily to items in the active window.

← Unmask

Moves highlighted words and sequences from the Masked window list to the Unmasked list.

Mask →

Moves highlighted words and sequences from the Unmasked to the Masked window list.

Unmask All

Moves all words and sequences from the Masked to the Unmasked window.

Mask All

Moves all words and sequences from the Unmasked to the Masked list.

Save As Sequence Set

Saves the specific sequences in the Unmasked window.

Include All Phrases

Searches the Masked Words/Phrases window for phrases made up of words in the Unmasked window. It will move these phrases from the Masked window to the Unmasked window; e.g.: if "I" "can" and "not" are in the Unmasked window, **Include All Phrases** will find and unmask phrases like "I can" and "I can not."

Find Unmasked Word

Find Masked Word

☛ Whether you see "Mask" or "Unmask" depends on which window is active.

Make certain you have selected to sort your list by **Words** (<Word Order> should be visible under the two windows.)

These options allow you to type part of a word or phrase (or the whole thing) to find. You can only find one word or phrase at a time.

If Vocabulary Builder finds an exact match it highlights it. Otherwise, it takes you to the first word that starts with what you typed. This is not highlighted.

Spell to Mask

Spell to Unmask

☛ Whether you see "Mask" or "Unmask" depends on which window is active. The active window will have a tan background.

You can type a single word/phrase or multiple words and phrases using these options. Separate multiple words and phrases with commas. These options automate the process of locating, selecting, and moving sequences from one window to the other.

Advanced Options

Use Sequence Sets...

Load Sequence Set: replaces everything currently in the Visible Words and Phrases list with the Sequence Set or Word List you have selected.

Merge Sequence Set: adds words or sequences to the words or sequences already in the Visible Words and Phrases window.

Delete Sequence Set: Deletes a Sequence Set from its User Area.

Rename Sequence Set: Allows you to give a Sequence Set a new name.

Use Word List

Load Word List: replaces everything currently in the Visible Words and Phrases list with the Sequence Set or Word List you have selected.

Merge Word List: adds words to the words already in the Unmasked Words/Phrases window.

Delete Word List: deletes any Word List you select. Once deleted, a Word List is no longer available anywhere in the device.

Rename Word List: allows you to rename any Word List.

Backup (Word List only): backs up a list to your USB drive.

Import New List: allows you to import a new Word List from a USB drive or, if you are using PASS, from a computer.

Save as Word List: When you select this, any words in the Unmasked Words/Phrases window will be saved as Word List (.txt. file.)

Display...

Words Only: You see lists as words in alphabetical order; no icons are visible.

Icons & Words: You see lists as both words and icons.

Sort List by...

Words: lists are sorted alphabetically.

First Icon: lists are grouped by their starting icon and the icon's placement on the overlay.

Last Icon: lists are grouped by their ending icon and the icon's placement on the overlay.

Vocabulary Builder Style

PRC Style: this is the way you normally see menus on your device.

Windows Style: This is only available if you are using PASS. You will see and be using Windows-type menus

Vocabulary Builder On/Off

Select ON if you want your vocabulary to be masked when you leave the Vocabulary Builder Menu. Select OFF if you want your complete vocabulary to be visible.

➡ **Note:** When you leave this menu your work will be saved, but it will only take effect when Vocabulary Builder is ON.

➡ **Vocabulary Masking on the Fly automatically turns Vocabulary Builder ON.** It will stay on until you specifically turn it off by using a stored tool or from the Setup menu (User Key #2).

Appendix H: Mid-Sequence Category

This feature allows you to label keys within a sequence. Although it is called **Mid-Sequence Category**, you can use it in sequences of any length. Let's look at a specific example using the Unity 144.

All FOOD vocabulary starts with the  and a second Core icon represents a sub-category. So, the following examples show five categories of FOOD.

		FRUIT
		SEAFOOD
		MEAT

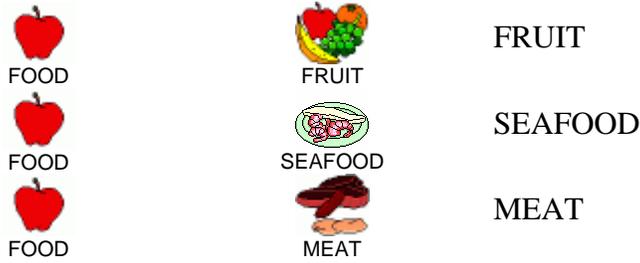
Using **Mid-Sequence Category**, it is possible to add a label to the second icon in the sequence.

	 FRUIT	FRUIT
	 SEAFOOD	SEAFOOD
	 MEAT	MEAT

You can also add a category label to the first icon of a sequence.

 FOOD	 FRUIT	FRUIT
 FOOD	 SEAFOOD	SEAFOOD
 FOOD	 MEAT	MEAT

Finally, the **Mid-Sequence Category** feature lets you change the icon.



Storing a Mid-Sequence Category

This feature is just a special type of **STORE** operation. You use it by using the **MID SEQ CATEGORY** key instead of a **STORE** key. This means that the first thing you have to do is make sure you have the **MID SEQ CATEGORY** tool assigned to a key or sequence on your overlay. Once you have assigned it, here is the procedure for storing **FRUIT** in the **APPLE + FLOWERS + ICON** set.

1. Select your **MID SEQ CATEGORY** key.
2. The prompt Enter a partial sequence appears.
3. Select the keys to get to the one you want to label – in this case **APPLE + FLOWERS**.
4. Select **OK**.
5. You see the prompt **Modify key as needed, then select OK**, and the actual key.



6. Select **Change Label**, type **FRUIT**, then hit the **OK** button.



7. Select the **OK** button at the bottom of the page and the operation is complete.

Appendix I: Using the LAM (Language Activity Monitoring)

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

The following instructions are for use with a USB flash drive.

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

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

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

Save Data Log

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

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

An Example of a Data Log

CAUTION

The following data represents personal communication.

Please respect privacy accordingly.

Language Activity Monitor Springboard LAM-2

Version 2.00

Prentke Romich Company

[YY-MM-DD=05-06-07]

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

An Example of CTL Information

01:52:01 CTL "Switch User Area from Unity 45 Full to Unity 84 Single Hit"

01:52:14 CTL "Switch User Area from Unity 84 Single Hit to Unity 45 Full"

About the LAM Data

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

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

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

ACT (Activity Row)

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

PAG (Page)

SEM (Semantic Compaction – Minspeak[®] and Unity[®])

SPE (Spelling)

WPR (Word Prediction)

DWP (Derivative from Word Prediction).

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

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

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

<http://www.aac institute.org/>

Appendix J: All Tools List

ABBREVIATION EXPANSION OFF

ABBREVIATION EXPANSION ON

ABBREVIATION EXPANSION ON/OFF

Turn Abbreviation Expansion on or off or toggle between them.

ACCESS METHOD

Select the method you want to use to control your device and the options you want to use with the method.

ACTIVATE KEY

Use this Tool to tell your device that you want to activate a **menu**. This Tool is only used when you are creating macros that involve changing menu settings.

ACTIVITY LINK

Use this key when you want to link activities.

ALARM

Allows you to store the ALARM on a key.

ASSIGN ACTIVITY KEYS

This allows you to assign a Tool in an Activity Row.

ASSIGN CORE KEYS

Allows you to assign a Tool or Tools and text to a key on your communication overlay.

ASSIGN USER KEYS

Allows you to assign a tool to the #1 and #2 keys on the front of the case.

AUDITORY PROMPT MENU

Allows you to have the entire menu assigned to a key or sequence.

AUDITORY PROMPTS OFF

AUDITORY PROMPTS ON

AUDITORY PROMPTS ON/OFF

Turns auditory prompts Off or On or toggles between the two actions.

BACKLIGHT INTENSITY DOWN

BACKLIGHT INTENSITY UP

Allows you turn the backlight intensity up or down.

BEEP OFF

BEEP ON

BEEP ON/OFF

Turns the feedback beep on or off or toggles between the two actions.

BLOCK MARK

Allows you to highlight a block of text.

BROWSE ICONS

Acts as a “read-only” icon browser and allows you to look at the icons that are available in your system rather than having to start a storing procedure and then use **Change Icon**. When you select an icon in the Icon Browser, your device will speak the icon’s name.

CALCULATOR

Assign the calculator to a key or sequence.

CALL

When activated, this Tool emits a series of tones designed to get someone's attention.

CANCEL

Allows you to cancel an action. You would most likely use this when you are creating work pages.

CAPS LOCK**CAPS OFF****CAPS ON**

Caps Lock allows you to type using all capital letters. Activate it again to return to lowercase letters. When **Caps Lock** is in use, the "Caps" box in the Status Area turns green. Caps Off and Caps On can be assigned separately.

CC HP MODE OFF

Places the headpointer into relative mode. (This is its normal operating mode.)

CC HP MODE ON

Manually centers the headpointer on-screen at the current user's position and places the headpointer into absolute mode.

CHOOSE ACTIVITY

Allows you to select an activity from the Activity Row.

CLEAR DISPLAY

Removes all text and prompts from the display and text buffer.

CLOCK MENU

Lets you set the time and date which are then displayed in the Status Area.

CLOSE ACTIVITY

Allows you to close an open Activity.

CLOSE NOTEBOOK

Allows you to close and open a Notebook without going to the Notebook menu.

CLOSE PAGELET

This allows you to close a pagelet you are using.

COPY BLOCK

Allows you to copy a block of highlighted text and paste it into another application.

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.

CUT BLOCK

Allows you to delete a block of highlighted text.

DELETE CHAR

Removes the character to the **left** of the cursor.

DELETE ICON

Deletes the last icon that you selected. You can select a new icon or re-select the deleted one if you want.

DELETE LAST SELECT

Removes any text that you brought up on the display when you activated your last (previous) selection. If the previous selection was a Tool, **Delete Last Selection** does nothing.

DELETE PAGE

This Tool allows you to delete any page you have created.

DELETE WORD

This Tool removes the word or group of letters to the left of the cursor up to the next space or punctuation mark. If the character to the left of the cursor is a space, **Delete Word** removes the space.

DICTIONARY MENU

Allows you to enter words into a pronunciation dictionary so that your device will pronounce them correctly.

DISABLE HEADPOINTER

Activate this Tool to disable your headpointer. When the headpointer is disabled you will see a yellow box on the display screen. When you are ready to re-enable the headpointer, click OK in the yellow box. When the headpointer is disabled you will only be able to activate OK in the yellow box. The headpointer will not activate any other keys.

DYNAMIC ACTIVITY MENU

Allows you to add a dynamic activity, delete a dynamic activity and review all dynamic activities.

EAR VOLUME DOWN**EAR VOLUME UP**

Turns the earphone volume up or down.

EDIT CORE

Allows you to edit core vocabulary sequences.

EDIT MENU

Allows you to cut, copy, edit and replace text in your document.

EDIT MODE

Allows you to move through text by sentence, word or character.

END

Moves the cursor to the end of the current line or page.

ERASE CORE

Erases sequences stored in your core vocabulary.

EXIT THEME

Allows you to exit a theme.

FEEDBACK MENU

Allows you to change the feedback your device gives you.

FILE ORGNIZER

Allows you to move files from one memory storage device to another and move files to different folders on a storage device.

FIND AND REPLACE

This allows you to find and replace text.

FULL TOOLBOX

This will take you to the Full Toolbox.

GO TO HOME

Use this Tool to move from the screen you are currently using to the Minspeak[®] screen.

GO TO SPELL

This takes you from the screen you are currently using to the spelling overlay.

GO TO TOOLBOX

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

HIDE/SHOW NOTEBOOK

This allows you to hide the Notebook you are working in and retrieve it later.

HOME

Moves the cursor to the beginning of the current line or page.

IBM MARKER

Use this tool in conjunction with the **Mac Marker** tool. Perhaps you use an IBM at work and a Mac at home. Often a Mac and an IBM have a key that does the same thing but it is called something different on each computer (e.g. Mac <DELETE> command or IBM <BACKSPACE> command). When you store computer emulation commands, you can store **Insert Tool, IBM Marker**, and the specific IBM key command; then add **Insert Tool, Mac Marker** and the specific Mac key command. Store both these commands under the same icon sequence. When you activate this sequence, your device will select the correct command for the computer you are using,

ICON TUTOR

Helps you locate sequences where specific words are used.

INSERT DATE

Allows you to insert the current date into a Notebook, etc. Assign to a key or sequence.

INSERT TIME

Allows you to insert the current time into a Notebook, etc. Assign to a key or under a sequence.

INSERT TOOL

Allows you to store Tools or text and Tools under icon sequences or assign them to keys. Activate this Tool before each Tool that you want to store. Then activate the Tool you want to store.

INTELLI-TOOLS BUTTON

When you select this tool you are asked to type in the name of the Intelli-Tools button that you want to store. Your device will automatically insert the macro for that button.

IR

Use this Tool when you are storing remote control commands.

IR REMOTE

This tool functions like a universal remote. You can access all of your remote control signals from one page.

IR SETUP MENU

Allows you to store infrared commands for remote controls.

LAM MARKER

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

LOAD SEQUENCE SET

Allows you to load a Sequence Set and turns Vocabulary Builder On.

MAC MARKER

Use this tool in conjunction with the **IBM Marker** tool. Perhaps you use an IBM at work and a Mac at home. Often a Mac and an IBM have a key that does the same thing but it is called something different on each computer (e.g. Mac <DELETE> command or IBM <BACKSPACE> command). When you store computer emulation commands, you can store **Insert Tool, IBM Marker**, and the specific IBM key command; then add **Insert Tool, Mac Marker** and the specific Mac key command. Store both these commands under the same icon sequence. When you activate this sequence, your device will select the correct command for the computer you are using.

MAINTENANCE MENU

This menu allows you to load software, erase the device, find out how much memory is left, etc.

MERGE SEQUENCE SET

Allows you to use a key on your overlay to merge sequence sets.

MID SEQUENCE CATEGORY

This allows you label keys within a sequence.

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.

MOUSE BUTTON

Use this with keyboard mouse emulation commands

MOUSE GO

Allows you to move a mouse cursor whether you are using the MOUSE page or not. When you store these tools, you select the mouse speed and direction you want. The mouse moves in that direction until you tell it to stop.

MOUSE MOVE

This allows you to store mouse movements from a list of movements which are relative to your current mouse position, e.g., large movement, very large movement, small movement, etc. The mouse moves in increments.

MOUSE SET

This allows you to store mouse movements from a list of specific movements, e.g., upper left corner, bottom right corner, middle top, etc. The mouse moves to a specific location.

MOUSE STOP

Allows you to move a mouse cursor whether you are using the MOUSE page or not. When you store these tools, you select the mouse speed and direction you want. The mouse moves in that direction until you tell it to stop.

MP3 EQ VOLUME DOWN**MP3 EQ VOLUME UP**

These Tools allow you to set the MP3 volume so it meshes well with your device volume.

MP3-NEXT

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

MP3-PLAY DRIVE

When you have music stored on different drives, it is helpful to have this tool stored on your overlay. Activate the tool and pick the storage device to listen to.

MP3-PLAY FILE

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

MP3-PLAY PLAYLIST

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

MP3-PLAY/PAUSE

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

MP3 PLAYER MENU

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

MP3-PREVIOUS

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

MP3-STOP

Select this to stop listening to music.

NOTEBOOK MENU

Allows you to access all the Notebook Menu options

OK

This tells your device to save what you have done and return to the previous page. You will probably need this key on any activities or pages you set up.

OPEN NOTEBOOK

Allows you to open a Notebook from a list of your Notebooks.

OUTPUT MACRO

Allows you to store a computer command from a list of commands.

OUTPUT MARKER

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

OUTPUT MENU

This menu allows you to set up your device so that it will work with a computer or printer, remote control or memory transfer.

OUTPUT OFF

Turns the serial output Off so nothing is sent to a computer.

OUTPUT ON

Sets the serial output to its last active setting, either **Immediate** or **Delayed**. Text is automatically sent out the serial port when this is turned On.

OUTPUT ON/OFF

Toggles between Serial On and Serial Off.

PAGE DOWN

Moves cursor down one page.

PAGE LINK

Use this to link Pages to each other.

PAGE MENU

Gives you access to any pages you have created.

PAGE UP

Moves cursor up one page.

PASTE BLOCK

Allows you to paste a block of copied text into an application.

PHONE DIAL NUMBER

Store under a key or sequence; allows you to create a “phone book” page of frequently called numbers.

PHONE DIAL PAD

This is the phone pad for the phone card option. Use this to dial and receive calls, do text messaging, etc. This is the most complete of the phone tools.

PHONE SEND TEXT MESSAGE

Allows you to send text messages to other phones without using the Dial Pad.

PHONE SEND-END

When you store this tool under a key or sequence you can answer and end calls without using the Phone Dial Pad. You cannot dial a call.

PHONE TEXT MESSAGES

Allows you to view a menu of your text messages without using the Dial Pad.

PLURAL

When this activated the word to the left of the cursor will be made plural.

POWER OFF

When this Tool is activated your device ‘goes to sleep.’ Activate a key or switch to wake it back up.

PRINT NOTEBOOK

This tool allows you to print a Notebook from your overlay.

PROMPT MARKER

For use with Category Prompts: If a stored message is too long or otherwise inappropriate for a prompt, scroll to the end of the message, insert **Prompt Marker** and type the text you want to use for a prompt. The prompt is spoken but not displayed on the screen or added to the regular stored text.

RANDOM CHOICE

This tool will choose random items from a Page you have selected. To see examples of **Random Choice**, select the **Pages** page from the Unity overlay; select the **Games** key; select the **Random Choice** key; select any key. You can select **Modify Page** to see the storing instructions.

REMINDERS MENU

Allows you to store the REMINDERS menu to a key or sequence.

REVIEW VOCABULARY MENU

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

ROLL DICE

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

SAVE CHANGES

This Tool allows you to save changes without turning your device off. You might want to store this Tool if you are doing a lot of programming and want to periodically save your work.

SAVE NOTEBOOK

Allows you to save the Notebook you are currently using.

SCAN WORD LIST

Activate this key each time you want to scan the words in the Word Prediction list. If you do not activate this key the scan will skip over the list.

SET ACTIVITY

Allows you to go to a specific activity.

SET PAGE

Allows you to go to a specific page.

SET PAGE TEMPORARY

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

SET PAGELET

Use this tool to link to a pagelet you have made.

SET PAGELET TEMPORARY

Takes you to a specific pagelet for one selection then returns you to where you were.

SETTINGS 1

SETTINGS 2

SETTINGS 3

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

SETTINGS MENU

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

SET-UP KEY (#2 key on front of case)

Allows you to modify/assign keys without going to the toolbox. We recommend that you assign this Tool to one of the blank keys on the front of your device case.

SHIFT

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

SIMPLE TOOLBOX

A version of the toolbox with fewer keys and simpler menus.

SING

This Tool shows you a list of all the songs that were pre-stored into your device and allows you to pick a song.

SMART PUNCTUATION

This allows you to insert a punctuation key that already has all the “smart” instructions. You don’t need to program them.

SPEAK ALL

When this Tool is activated, your device speaks all of the text in the text area of the display and in the buffer. (When you type, letters and words will move off the screen in order to make room for new letters and words. Words that are no longer on the screen have moved to the “text buffer.” You can use the arrow keys to bring them back onto the display screen.) Clearing the display or turning the device Off clears the buffer. This Tool works whether speech is On or Off.

SPEAK DATE

Your device will speak the current date if the date and time have been set in the **Clock Menu**.

SPEAK DISPLAY

When this Tool is activated, your device speaks everything that is visible in the Text Display Area. This Tool works whether speech is On or Off.

SPEAK LAST SELECTION

When you activate this Tool, your device speaks the last stored message you activated or the last spelling characters you put on the display. This is helpful if you have to repeat yourself so that someone listening can understand you better, or to get someone’s attention. This Tool works whether speech is On or Off.

SPEAK NEXT SENTENCE

Use this Tool to speak a Notebook when want to control the spoken pace. It tells your device to speak a sentence and then wait until you have activated **Speak Next Sentence** before continuing on and speaking the next sentence. This Tool works with Notebooks.

SPEAK NOTEBOOK

Activate this Tool when you have a Notebook open that you want spoken all at once. Your device will begin at the beginning and continue on to the end.

SPEAK SENTENCE

When you activate this Tool, your device speaks the message that contains the cursor. This is helpful if you want to hear how something you are working on sounds before you store it. It is also useful if you are going to give a speech or presentation. People seem to understand synthesized speech better when they hear it one sentence at a time until they are used to listening to it. This Tool works whether speech is On or Off.

SPEAK TIME

Your device will speak the time if the current date and time have been set in the Clock Menu.

SPEAK WORD

When this Tool is activated, your device speaks the last word you typed on your spelling overlay, or the last word you brought up in Minspeak[®] mode. If you are typing in Spell mode, you can turn speech Off (so you don't have to listen to your device speak each letter) and type the word. Then you can activate this key and the word you typed will be spoken.

SPEAKER VOLUME DOWN

SPEAKER VOLUME UP

Turns the speaking volume up or down.

SPEECH MARKER

This marks the beginning of text in a sequence that is to be spoken but not displayed.

SPEECH MENU

This allows you to insert the **Speech Menu** in a macro.

SPEECH OFF

SPEECH ON

SPEECH ON/OFF

When this Tool is On, all the sequences you select or letters you type are automatically spoken. When this Tool is Off, nothing is spoken unless you activate one of the "speak" Tools. When speech is on the "Speech" box in the Status Area turns On. **Speech On/Off** toggles between the two actions.

START SCAN

Assign this tool to a key when you want to be able to start a scan manually (e.g., if you have turned **Auto-Scan** to **Off**.)

STORE CORE

Allows you to store core vocabulary messages under icon sequences.

STORE TEXT AREA

Allows you to store any text in the text display area to a page or location without using the storing menu.

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.

TEXT MARKER

This marks the beginning of text in a sequence that is to be displayed but not spoken.

TEXT AND SPEECH MARKER

This marks the end of the text in a sequence where a **Speech Marker** and/or **Text Marker** has been used. Any text that comes after the **Text and Speech Marker** will be both displayed and spoken.

TRANSFER MEMORY MENU

This allows you to save the device's memory to a computer disk, transfer memory from one device to another and import graphics.

UNDO

Allows you to undo your last action in some applications.

USER AREA MENU

Allows you add the USER AREA MENU to a key or sequence.

VOCABULARY BUILDER MENU

This open the menu.

VOCABULARY BUILDER OFF**VOCABULARY BUILDER ON****VOCABULARY BUILDER ON**

Turn Vocabulary Builder on and off.

VOCABULARY MASKING ON THE FLY

Allows you to add this tool to a key or sequence.

WAIT ANY KEY

Causes a pause in a macro until a key is activated. .

WORD PREDICTION MENU

This menu allows you to turn Word Prediction On and Off, add words to the word prediction dictionary, delete words, etc.

WORD PREDICTION OFF**WORD PREDICTION ON****WORD PREDICTION ON/OFF****The ARROW KEYS (↑↓←→)**

The UP, DOWN, LEFT, and RIGHT arrow keys can be inserted in macros or assigned to individual keys on your overlay or in activities or pages.

Appendix K: IBM and Macintosh Computer Keyboard Names; Mouse Commands

The names on the following pages correspond to individual keys on a PC or Macintosh keyboard. Use these names exactly as they are written when you are storing computer commands for the keyboard keys.

The <esc> command that begins each key name is created by activating **CTRL]** (CTRL key and Left Bracket key) in your Toolbox. When you activate this sequence you will see a small Left Arrow on your display.

Mouse Commands follow the keyboard names pages.

PC/IBM Keyboard Keys

<esc>backspace.	<esc>f9.
<esc>capslock.	<esc>f10.
<esc>delete.	<esc>f11.
<esc>down.	<esc>f12.
<esc>end.	<esc>home.
<esc>enter.	<esc>insert.
<esc>esc.	<esc>left.
<esc>f1.	<esc>pagedown.
<esc>f2.	<esc>pageup.
<esc>f3.	<esc>pause.
<esc>f4.	<esc>print.
<esc>f5.	<esc>right.
<esc>f6.	<esc>scroll.
<esc>f7.	<esc>tab.
<esc>f8.	<esc>up.
	<esc>,hold,alt.
	<esc>,hold,control.
	<esc>,hold,shift

Specify a right or left key by placing a “r” or an “l” in front of the key name. For example, to hold the left shift key:
sc>,hold,lshift.

IBM Keypad Keys

<esc>kp0.
<esc>kp1.
<esc>kp2.
<esc>kp3.
<esc>kp4.
<esc>kp5.
<esc>kp6.
<esc>kp7.
<esc>kp8.

<esc>kp9.
<esc>kpdel.
<esc>kpdown.
<esc>kpend.
<esc>kpenter.
<esc>kpins.
<esc>kpleft.
<esc>kpminus.
<esc>kppgdn.

<esc>kpplus.
<esc>kpright.
<esc>kpslsh.
<esc>kpstar
<esc>kpup.
<esc>kpnumlock
<esc>kpsysreq.

Macintosh Keyboard Keys

The <esc> command that begins each key name is created by activating **CTRL** (CTRL key and Left Bracket key) in your Toolbox. When you activate this sequence you will see a small Left Arrow on your display.

<esc>backspace.	<esc>help.
<esc>capslock.	<esc>home.
<esc>delete.	<esc>insert.
<esc>end.	<esc>left.
<esc>esc.	<esc>pagedown.
<esc>fi.	<esc>pageup.
<esc>f2.	<esc>pause.
<esc>f3.	<esc>print.
<esc>f4.	<esc>return.
<esc>f5.	<esc>right.
<esc>f6.	<esc>scroll.
<esc>f7.	<esc>tab.
<esc>f8.	<esc>up.
<esc>f9.	<esc>,hold,command.
<esc>f10.	<esc>,hold,control.
<esc>f11.	<esc>,hold,option.
<esc>f13.	<esc>,hold,shift.
<esc>f14.	<esc>,hold,alt.
<esc>f15.	

When using a modifier key such as <CTRL>, <ALT>, <OPTION>, <SHIFT>, or <COMMAND>, typing the word “hold” in front of the key name causes the key to be held down automatically until one additional character is entered.

Typing the word “combine” in front of the key name lets you combine several modifier keys.

Macintosh Keypad

<esc>kp0.

<esc>kp1.

<esc>kp2.

<esc>kp3.

<esc>kp4.

<esc>kp5.

<esc>kp6.

<esc>kp7.

<esc>kp8.

<esc>kp9.

<esc>kpclear.

<esc>kpdel.

<esc>kpdown.

<esc>kpend.

<esc>kpenter.

<esc>kpequal.

<esc>kphome.

Keys

<esc>kpins.

<esc>kpleft.

<esc>kpminus.

<esc>kppd.

<esc>kppgdn.

<esc>kppgup.

<esc>kpplus.

<esc>kpright.

<esc>kpslasj.

<esc>kpstar.

<esc>kpup.

<esc>kpnumlock.

<esc>kpreset.

Mouse Button Commands

Command	Action
<esc>,click.	Clicks mouse button on Mac and left button on PC mouse
<esc>,click,right.	Clicks right button on 2-button mouse
<esc>,click,left.	Clicks left button on 2-button mouse
<esc>,dblclick.	Double clicks mouse button on Mac and left button on PC mouse
<esc>,dblclick,right.	Double clicks right button on 2-button mouse
<esc>,dblclick,left.	Double clicks left button on a 3-button mouse
<esc>esc,moulock.	Locks mouse button on Mac and left button on PC mouse
<esc>,moulock,right.	Locks right button on 2-button mouse
<esc>,moulock,left.	Locks left button on a 2-button mouse
<esc>,mourel.	Releases all mouse buttons that were locked
<esc>,mourel,right.	Releases right button on a 2-button mouse
<esc>,mourel,left.	Releases left button on a 2-button mouse

Mouse Cursor Movement Commands

These commands move the mouse cursor a specific distance on the screen.

The **first number** is the **horizontal movement**.

Horizontal plus (+) numbers move the mouse to the right.

Horizontal minus (-) numbers move the mouse to the left

The **second number** is the **vertical movement**.

Vertical plus (+) numbers move the mouse downward.

Vertical minus (-) numbers move the mouse upward.

The mouse moves **diagonally** when both horizontal and vertical numbers are sent.

Command	Mouse Cursor Movement
<esc>,move,+5,0.	Moves 5 pixels to the right
<esc>,move,-5,0.	Moves 5 pixels to the left
<esc>,move,0,+5.	Moves 5 pixels down
<esc>,move,0,-5.	Moves 5 pixels up
<esc>,move,+10,+10.	Moves 10 pixels diagonally down and to the right
<esc>,move,-10,+10.	Moves 10 pixels diagonally down and to the left
<esc>,move,-10,-10.	Moves 10 pixels diagonally up and to the left
<esc>,move,+10,-10.	Moves 10 pixels diagonally up and to the right
<esc>,moureset.	Resets the mouse and sends the cursor to upper left corner of the screen.

GOTO Commands

 You may need to set the **Mouse Speed** (internal or external computer) to “tablet” or “slow”. Use: **Start Menu/Control Panel/Mouse/Pointer Options/Pointer Speed**

GOTO commands send the mouse to an **assigned location** on the screen.

GOTO commands always start from the **upper left corner** of your screen.

The assigned location is given with horizontal and vertical number values, like those in the mouse cursor commands.

Since a GOTO command always starts in the upper left corner of the screen, the command always uses positive numbers.

Because GOTO commands always start in the upper left corner, you need to use the **<esc>,moureset.** command as the first mouse command. This puts the cursor in the upper left corner.

GOTO numbers will vary with computers. You need to experiment with your computer and mouse to determine where a specific set of numbers, such as those in the example below, will send the mouse.

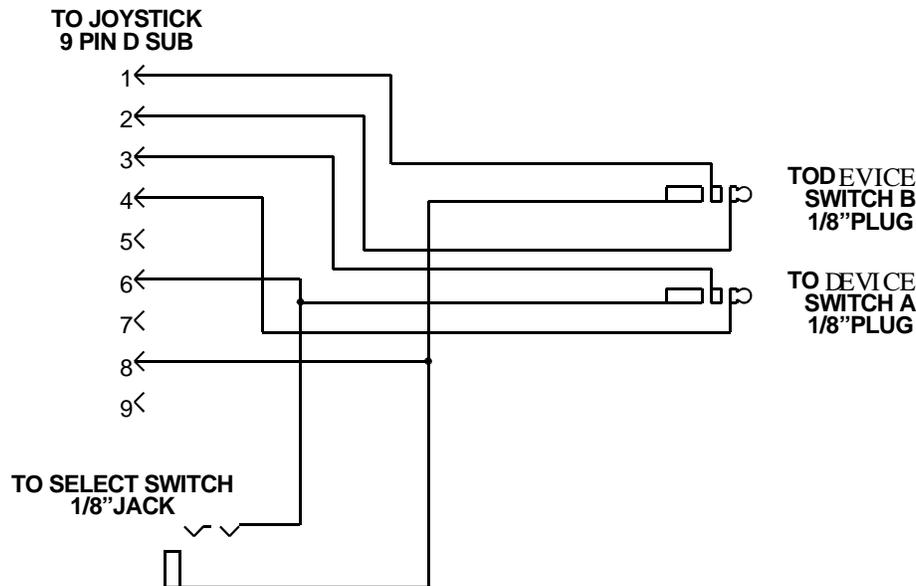
A GOTO command will not work correctly if you send the mouse past the edge of the screen.

Command	Mouse Cursor Movement
<code><esc>,moureset.</code>	Resets mouse and sends it to upper left corner of screen
<code><esc>,goto,+100,+150.</code>	Mouse moves to a specific location on the screen

Appendix L: The Joystick and Headphone Adapters

In order to use a joystick with your device you must have an adapter to plug into your device and your joystick. The schematic below shows you the adapter specifications. You can also call the PRC Service Department and ask about the availability of Joystick adapters, 800-262-1990.

JOYSTICK ADAPTER CABLE



External Headphones and Speakers

You can connect stereo headphones or amplified speakers (e.g., computer speakers) to your device. Headphones should be used with Auditory Prompts and they can be used with the cell phone.

To use Auditory Prompts, headphones and external amplified speakers at the same time you must have a Y-adapter to plug into the Headphone connector on your Vanguard. The Y-adapter must have two 1 inch mono jacks to one 1/8 inch stereo plug. You can usually purchase this Y-adapter at any Radio Shack store.

A mono earphone, rather than stereo headphones works best if you want to use Auditory Prompts and external speakers at the same time.

Appendix M: RealSpeak™ Speech Tips

You can change the pronunciation of words, alter the rate at which words are spoken in a sentence, add pauses to sentences and tell RealSpeak to spell words out rather than pronounce them. To do these things you must use certain tags that tell RealSpeak what you want it to do. In the following pages you will learn how to use these tags. You will also learn how RealSpeak handles numbers and you will find phoneme charts to use for entering correct pronunciation.

Pronouncing Words Correctly

RealSpeak may not pronounce some words, especially nouns such as names of people or places, correctly. To teach the correct pronunciation of any word, you must enter it phonetically using a specific tag. This tag is shown below.

<pron sym="phonetic string"/>

Using this tag, you can enter words phonetically into the Speech Dictionary or into messages that you are storing.

➡ **Important Note: Phonemes must always be separated by spaces.**

For example: the phonetic spelling of “bed” is B EH D. The phonetic spelling of “about” is AX B A + UH T. You must add a space between each phoneme.

Phoneme tables and instructions are available for three English language variations: American English (page **Error! Bookmark not defined.**); British English (page 351); and Australian English (page 355).

Note: The following RealSpeak tips and charts are used by permission of Nuance Communications, Inc.

AMERICAN ENGLISH PHONEMES

Phoneme	Example	Phonetic Spelling Enter any phonetic word with this tag: <pron sym="phonetic text"/>
aa	father	1 f aa - dh ax r
ae	cat	k ae t
ah	cut	k ah t
ao	dog	d ao g
aw	foul	f aw l
ax	ago	ax - l g ow
ay	bite	b ay t
b	big	b ih g
ch	chin	ch ih n
dh	then	dh eh n
eh	pet	p eh t
er	fur	f er
ey	ate	ey t
f	fork	f ao r k
g	gut	g ah t
Phoneme	Example	Phonetic Spelling Enter any phonetic word with this tag: <pron sym="phonetic text"/>
h	help	h eh l p
ih	fill	f ih l
iy	feel	f iy l

Phoneme	Example	Phonetic Spelling Enter any phonetic word with this tag: <pron sym="phonetic text"/>
jh	joy	jh oy
k	cut	k ah t
l	lid	l ih d
m	mat	m ae t
n	no	n ow
ng	sing	s ih ng
ow	go	g ow
oy	toy	t oy
p	put	p uh t
r	red	r eh d
s	sit	s ih t
sh	she	sh iy
t	talk	t aa k
th	thin	th ih n
uh	book	b uh k
uw	too	t uw
v	vat	v ae t
w	with	w ih dh
y	yard	y aa r d
z	zap	z ae p
zh	pleasure	l pleh - zh ax r

Below is a chart of various symbols (period, comma, punctuation, etc.) that can be used to guide pronunciation as you enter phonetic text.

Symbol	Meaning	Phonetic Use	Spoken as
- (Hyphen)	Syllable boundary	h eh - 1 l ow !	Hello!
! (Exclamation mark)	Sentence ender	h eh - 1 l ow !	Hello!
&	Word boundary	h eh - 1 l ow & , h aw & ao r & y uw ?	Hello, how are you?
, (Comma)	Sentence ender	h eh - 1 l ow & , h aw & ao r & y uw ?	Hello, how are you?
. (Period)	Sentence ender	h eh - 1 l ow .	Hello.
? (Question mark)	Sentence ender	h eh - 1 l ow ?	Hello?
_ (Underscore)	Silence	h eh - 1 l ow _ h aw & ao r & y uw ?	Hello..... How are you?
1	Primary stress	h eh - 1 l ow	
2	Secondary stress	Ax - 2 f r ih - k ax - n ay - 1 z ey - sh ax n	Africanization

➤ **A Note about Text and Speech Markers:** If you are storing a message and enter a phonetically spelled word, also enter the correctly spelled word and use the Text and Speech Marker tools (see brief descriptions in the All Tools List beginning on page 327) so your device will speak the word correctly and show the correct word on the display, but will hide the phonetic pronunciation.

BRITISH ENGLISH PHONEMES

Phoneme	Example	Phonetic Spelling Enter any phonetic word with this tag: <pron sym="phonetic text"/>
i	beat	s1 b i t
ih	bit	s1 b ih t
eh	bed	s1 b eh d
ae	map	s1 m ae p
o	go	s1 g o
q	pot	s1 p q t
aa	car	s1 k aa
ah	but	s1 b ah t
ao	bought	s1 b ao t
uh	book	B uh k
u	boot	s1 b u t
ax	about	ax s1 b a + uh t
er	turn	s1 t er n
i + ax or iyx	here	s1 h i + ax or s1 h iyx

Phoneme	Example	Phonetic Spelling Enter any phonetic word with this tag: <pron sym="phonetic text"/>
eh + ax or ehx	there	s1 dh eh + ax s1 dh ehx
u + ax or uax	poor	s1 p u + ax or s1 p uax
e + i or ei	bait	s1 b e + i t or s1 b ei t
ao + i or oi	boy	s1 b ao + i or s1 b oi
a + i or ai	buy	s1 b a + i or s1 b ai
a + uh or au	down	s1 d a + uh n or s1 d au n
p	pan	s1 p ae n
t	tan	s1 t ae n
k	can	s1 k ae n
b	boy	s1 b ao + ih
d	day	s1 d e + IH
g	got	s1 g q t

Phoneme	Example	Phonetic Spelling Enter any phonetic word with this tag: <pron sym="phonetic text"/>
gt	eat	s1 gt i t
f	fine	s1 f a + ih n
th	thin	s1 th ih n
s	sin	s1 s ih n
sh	shine	s1 sh a + ih n
v	vine	s1 v a n
dh	that	s1 dh ae t
z	zone	s1 z o + uh n
zh	vision	s1 v ih zh ax n
h	head	s1 h eh d
j	you	s1 j u
w	wit	s1 w ih t
r	ride	s1 r a + ih d
l	let	s1 l eh t
m	my	s1 m a + ih
n	no	s1 n o + uh
ng	song	s1 s q ng
t + sh	church	s1 t + sh er t + sh
d + zh	jungle	s1 d + zh ah ng g ax l

Below is a chart of various symbols (period, comma, punctuation, etc.) that can be used to guide pronunciation as you enter phonetic text.

Symbol	Meaning	Phonetic Use	Spoken as
_! (underscore exclamation mark)	Sentence ender	h eh s1 l o _!	Hello!
_& (underscoreand)	Word boundary	h eh s1 l o _&_, h au _& aa r _& j u _?	Hello, how are you?
_, (underscorecomma)	Sentence ender	h eh s1 l o _&_, h au & aa r _& j u _?	Hello, how are you?
_. (underscoreperiod)	Sentence ender	h eh s1 l o _.	Hello.
_? (underscorequestion mark)	Sentence ender	h eh s1 l o _?	Hello?
_s (underscore)	Silence	h eh s1 l o _s h au & aa r & j u ?	Hello..... How are you?
S1 or s1	Primary stress	h eh s1 l o	Hello
S2 or s2	Secondary stress	Ax - 2 f r ih - k ax - n ay - 1 z ey - sh ax n	Africanization

➡ A Note about Text and Speech Markers:

If you are storing a message and enter a phonetically spelled word, also enter the correctly spelled word and use the Text and Speech Marker tools (**Appendix I**) so your device will speak the word correctly and show the correct word on the display, but will hide the phonetic pronunciation.

AUSTRALIAN ENGLISH PHONEMES

Phoneme	Example	Phonetic Spelling Enter any phonetic word with this tag: <pron sym="phonetic text"/>
i	beat	s1 b i t
ih	bit	s1 b ih t
eh	bed	s1 b eh d
ae	map	s1 m ae p
o	go	s1 g o
q	pot	s1 p q t
aa	car	s1 k aa
ah	but	s1 b ah t
ao	bought	s1 b ao t
uh	book	b uh k
u	boot	s1 b u t
ax	about	ax s1 b a + uh t
ix	roses	S1 r o + uh z ix z
er	turn	s1 t er n
i + ax or iyx	here	s1 h i + ax or s1 h iyx

Phoneme	Example	Phonetic Spelling Enter any phonetic word with this tag: <pron sym="phonetic text"/>
eh + ax or ehx	there	s1 dh eh + ax or s1 dh ehx
u + ax or uax	poor	s1 p u + ax or s1 p uax
e + i or ei	bait	s1 b e + i t or s1 b ei t
ao + i or oi	boy	s1 b ao + I or s1 b oi
a + i or ai	buy	s1 b a + i or s1 b ai
a + uh or au	down	s1 d a + uh n or s1 d au n

Phoneme	Example	Phonetic Spelling Enter any phonetic word with this tag: <pron sym="phonetic text"/>
p	pan	s1 p ae n
t	tan	s1 t ae n
k	can	s1 k ae n
b	boy	s1 b ao + ih
d	day	s1 d e + IH
g	got	s1 g q t
gt	eat	s1 gt i t
f	fine	s1 f a + ih n
th	thin	s1 th ih n
s	sin	s1 s ih n
sh	shine	s1 sh a + ih n
v	vine	s1 v a n
dh	that	s1 dh ae t
z	zone	s1 z o + uh n
zh	vision	s1 v ih zh ax n
h	head	s1 h eh d
j	you	s1 j u
w	wit	s1 w ih t
r	ride	s1 r a + ih d
l	let	s1 l eh t
m	my	s1 m a + ih
n	no	s1 n o + uh

ng	song	s1 s q ng
t + sh	church	s1 t + sh er t + sh
d + zh	jungle	s1 d + zh ah ng g ax l

Below is a chart of various symbols (period, comma, punctuation, etc.) that can be used to guide pronunciation as you enter phonetic text.

Symbol	Meaning	Phonetic Use	Spoken as
_! (underscore exclamation mark)	Sentence ender	h eh s1 l o + uh _!	Hello!
_& (underscoreand)	Word boundary	h eh s1 l o + uh _& _, h au _& aa r _& j u _?	Hello, how are you?
_, (underscorecomma)	Sentence ender	h eh s1 l o + uh _& _, h au & aa r _& j u _?	Hello, how are you?
_. (underscoreperiod)	Sentence ender	h eh s1 l o + uh _.	Hello.
_? (underscorequestion mark)	Sentence ender	h eh s1 l o + uh _?	Hello?
_s (underscore)	Silence	h eh s1 l o + uh _s h au _& aa r _& j u _?	Hello..... How are you?
S1 or s1	Primary stress	h eh s1 l o + uh	Hello
S2 or s2	Secondary stress	s1 l eh k s ih s2 k q n	Lexicon

🔄 A Note about Text and Speech Markers:

If you are storing a message and enter a phonetically spelled word, also enter the correctly spelled word and use the Text and Speech Marker tools (**Appendix I**) so your device will speak the word correctly and show the correct word on the display, but will hide the phonetic pronunciation.

Producing a Long “A” in the Middle of a Sentence:

Usually an “A” by itself in the middle of a sentence is pronounced as “uh,” but there may be times when you want it to be pronounced as a long “A” (“ayee”). To achieve this, type in the capital letter “A” and then add a punctuation mark immediately following it:

A, A? A! (A A;

This will change the inflection of the sentence somewhat, but it will produce a long “A”.

For example: *Give me an A! Give me a B.*

RealSpeak and Numbers

Most numbers are pronounced as you think they should be.

Cardinal Numbers

Cardinal numbers up to 15 digits are pronounced as full numbers. Numbers with more than 15 digits are pronounced digit by digit.

For example: 2,345,789 is pronounced as *two million three-hundred-forty-five thousand, seven-hundred-eighty-nine*. 005 is pronounced as *zero zero five*.

Numbers from 1,100 through 9,999 are pronounced as full numbers when a comma is used. When no comma is used, the number is treated as a year.

For example: the number, 1,999, is pronounced *one-thousand-nine-hundred and ninety-nine*. The year 1999 is pronounced *nineteen-ninety-nine*.

Exception: The years 2000-2029 are pronounced as cardinal numbers, (e. g., *two-thousand-sixteen*). At 2030 they begin to be pronounced as years (e.g., *twenty-thirty*).

Telephone Numbers

Telephone numbers are pronounced digit by digit. To have the numbers pronounced as groups, add a space, a slash or a hyphen between the groups. Area Codes must be in parentheses.

For Example: (330) 262 1984 or (330)/262/1984. Both of these are spoken as: *Area Code 330, two six two, one nine eight four*.

International and mobile (or cell) numbers are usually read correctly assuming you have used the correct spacing.

For example: +22 (1343) 465-586 is pronounced: *plus twenty two one three four three four six five five eight six*; 011 44 (1733) 370 470 is pronounced: *zero one one forty-four one seven three three three seven zero four seven zero*.

Entering Math Problems

For math problems to be pronounced correctly, you must space the numbers correctly.

For example: $5 - 3 = 2$ must be entered as:

$5 - 3 = 2$ (5space -no space3space=space2)

$4 + 5 = 9$ is entered as

$4 + 5 = 9$ (4space +no space5space=space9)

With **multiplication**, use the “x” or the * .

For Example: $2 * 8 = 16$ or $2x8 = 16$. In either case your device will speak “x” or “asterisk”, not “times”. Do not put spaces between the multiplication sign and the numbers. Add a space before and after the “equals” sign.

Division is not available unless you have a “division” sign that you can assign to a key or sequence; otherwise, you must enter the words “divided by “ with spaces, as in: 4 divided by 2 = 2.

Fractions are usually spoken correctly.

For example: $5/9$ is spoken as *five ninths*; $3/2$ is spoken as *three over two*; $223/845$ is spoken as *two hundred twenty three over eight hundred forty five*.

Bank Account, Social Security, Credit Card Numbers

In order to have these types of numbers pronounced correctly, use hyphens between groups of numbers. Do not put spaces before or after the hyphen.

For example: 1234-5678-9123-4004 is pronounced as: *one two three four (pause) five six seven eight (pause) nine one two three (pause) four zero zero four*.

Dates

Depending on your country, dates are read as month/day/year (America) or day/month/year (Britain, Australia). Separate numbers with the date with slashes or hyphens. Do not add spaces.

For example: 5/15/06 is pronounced as: *May fifteenth two-thousand-six* in American English. 15-5-06 is pronounced: *the fifteenth May two-thousand six* in British and Australian English.

Currencies

RealSpeak correctly handles the currency symbols \$, £, ¥, and the most common currency abbreviations. The Euro symbol is also supported. You can find this symbol on the QWERTY spell page. Press the **Ext. Chars.** key to find the Euro symbol.

For example: \$40.00 is pronounced *Forty dollars*. £125 is pronounced *One hundred twenty five pounds*. ¥60 is pronounced *60 yen*. €

20 is pronounced *Twenty Euros*.

Abbreviations

The RealSpeak dictionary contains most common abbreviations. Some abbreviations can be spoken in more than one way, so RealSpeak looks for the context in which they are written. The abbreviation, “St.” could be pronounced as *Saint* or *Street*. If “St.” is followed by a capital letter, it is pronounced as *Saint*. If not, it is pronounced as *street*. Similarly, the abbreviation “Dr.” could be pronounced as *Doctor* or *Drive*. If it is followed by a capital letter, it’s pronounced *Doctor*. If not, it is pronounced, *Drive*.

For example: Dr. Johnson’s St. is pronounced, *Doctor Johnson’s Street*. St. John’s Dr. is pronounced *Saint John’s Drive*. Dr. Johnson lives on St. Peter’s St. is pronounced, *Doctor Johnson lives on Saint Peter’s Street*.

Acronyms and Initialisms

Acronyms are abbreviations formed by combining the first letters of a group of words. They are pronounced as words.

For example: NATO (nay toe), UNESCO (you ness coe)

Initialisms are abbreviations formed by combining the first letter of each part of a group of words. Initialisms are spelled.

For example: API (ay pee eye), FBI (eff bee eye), EC (ee cee)

Appendix N: Helpful DECtalk Speech Tips

Sometimes a word has two different pronunciations. For instance, the word “record” can be pronounced as it is in this sentence, “We kept a RECOrd of how many people attended the museum opening.” The word can also be pronounced as it is in this sentence, “Our speech teacher let us reCORD our voices on a tape recorder.”

The way a word is most often spoken is the way your device will pronounce the word. In this case, if you type “record” it is pronounced “RECOrd.” If you want the alternate pronunciation for the word, activate the **CTRL** key and then the **SPACE** key. Type the word you want and add a space after it.

If you store a word using CTRL SPACE, every time you retrieve that word your device will speak the alternate pronunciation of the word.

➡ We recommend that you **do not** store alternate pronunciations in the Dictionary, since they are the less frequently used pronunciations of words.

The next few pages contain a list of words that have alternate pronunciations which DECtalk speech already knows. There is also a list of all the abbreviations that you can use which DECtalk speech knows how to pronounce.

The last part of this appendix explains how your device and the DECtalk speech board handle numbers.

➡ You can find a phoneme list on pages 304-305.

Words with Alternate Pronunciations

abstract	defect	perfect	segment
abuse	deliberate	permit	separate
addict	desert	pervert	subject
advocate	digest	polish	sublet
affix	discharge	predicate	subordinate
alternate	dove	predominate	suspect
animate	duplicate	present	syndicate
annex	elaborate	proceed	suspect
appropriate	estimate	produce	tear
associate	excuse	progress	torment
attribute	exploit	project	transform
august	export	protest	transport
bass	extract	read	upset
close	implant	rebel	use
combat	import	recall	wind
combine	imprint	recap	wound
compact	incense	recess	
compound	incline	record	
compress	increase	recount	
conduct	insert	refill	
content	insult	refresh	
conflict	interchange	refund	
console	intimate	refuse	
construct	invalid	reject	
contest	lead	relapse	
contract	live	relay	
contrast	miscount	remake	
converse	misuse	rerun	
convert	moderate	research	
convict	object	retake	
coordinate	overrun	rewrite	

Chart copied with permission of Digital Equipment Corporation

Abbreviations Recognized by DECtalk Speech

Abbreviation	Word
all-in-1	All in one
all-in-one	All in one
Apr.	April
Assoc.	Associates
Aug.	August
Av.	Avenue
Ave.	Avenue
bldg.	Building
Blvd.	Boulevard
CH.	Chapter
Ch.	Chapter
cm.	centimeters
cms.	centimeters
Co.	Company
COD	“see-oh-dee”
cont.	continued
Corp.	corporation
Ctr.	center
CTRL	control
cu.	cubic
dec	DEC (as in Digital)
Dec.	December
Dist.	District
deg.	degrees
Dept.	Department
doz.	dozen
Dr.	Doctor (when followed by a name, i.e., Doctor West)
Dr.	Drive (when preceded by a name , i.e, West Drive)
e.g.	“ee””gee” (not ‘for example’)
ESC	escape
esp.	especially

Abbreviation	Word
est.	established (“eee ess tee”)
etc.	et cetera
ext.	extension
Feb.	February
fig.	figure
Flt.	flight
FOB	freight on board
fn.	footnote
Fr.	Father
Fri.	Friday
ft.	feet (not ‘foot’)
Ft.	Fort (not ‘Foot’)
Gen.	General
gm.	grams
Gov.	Governor
hrs.	hours
i.e.	“eye ee” (not ‘that is’)
Inc.	Incorporated
Intl.	international
Jan.	January
Jr.	Junior
Jul.	July
Jun.	June
kg.	kilograms
kgs.	kilograms
km.	kilometers
lb.	pounds
lbs.	pounds
Ltd.	Limited
Mar.	March
mg.	milligrams
mgs.	milligrams
misc.	miscellaneous
ml.	milliliters
Mon.	Monday
Mr.	mister

Abbreviation	Word
Mrs.	missus
ms.	miz
msde.	merchandise
msec.	milliseconds
msecs.	milliseconds
mss.	manuscripts
Mt.	Mount
Nov.	November
Oct.	October
oz.	ounces
ozs.	ounces
Pl.	Plural
pp.	pages
ppd.	post paid
Pres.	President
Rd.	Road
recd.	received
Rep.	Representative
Rev.	Reverend
rsts	“ris-tis”
rsts/e	“ris-tis-ee”
Rte.	route
Sat.	Saturday
Sen.	Senator
Sep.	September
Sept.	September
sq.	square
Sr.	Senior
St.	Saint (when followed by a name)
St.	Street (when preceded by a name)
Sun.	Sunday
Thu.	Thursday
Thurs.	Thursday
Tue.	Tuesday
Tues.	Tuesday
Univ.	University
USA	“you-ess-aye”
Vol.	Volume
vs.	versus
yds.	yards

Exceptions: DECTalk pronounces the abbreviations rather than pronouncing the words the abbreviation stands for.

nt.wt.	net weight
op.cit.	op cit
p.p.d.	post paid
pat.pend.	patent pending.

List copied with permission of Digital Equipment Corporation

For more DECTalk speech information see the following web site:

http://www.forcecomputers.com/binary/images/dectalk/dtdocuments/dectalk_ref

Producing a Long “A” in the Middle of a Sentence:

Usually an “A” by itself in the middle of a sentence is pronounced as “uh,” but there may be times when you want it to be pronounced as a long “A” (“ayee”). To achieve this, type in the capital letter “A” and then add a punctuation mark immediately following it:

A, A? A! (A A;

This will change the inflection of the sentence somewhat, but it will produce a long “A”.

English Vowel Phonemes

Phoneme Symbol	Example	Phoneme Symbol	Example
-------------------	---------	-------------------	---------

Vowels

aa	f a ther	ih	b i t
ae	b a t	ix	k i sses
ah	b u t	iy	b ea t
ao	b ou ght	ow	b oa t
aw	b ou t	oy	b oy
ax	a bou t	rr	b ir d
ay	b i te	uh	b oo k
eh	b e t	uw	b oo t
ey	b a ke	yu	c u te

R-Colored Diphthongs

ar	b ar
er	b ear
ir	b eer
or	b ore
ur	p oor

Syllable Consonants

el	bott le
en	butt on
rr	butt er

English Consonant Phonemes

Phoneme Symbol	Example	Phoneme Symbol	Example
Consonants			
b	b in	p	p in
ch	ch in	r	r ed
d	d ebt	s	s it
dh	th is	sh	sh in
f	f in	t	t est
g	g ive	th	th in
hx	h ead	v	v est
jh	g in	w	w est
k	c at	z	z oo
l	l et		
m	m et		
n	n et		
nx	si ng		
dx	ri d er, wri t er		
lx	be ll		
rx	o r ation		
tx	La t in		

Charts above copied with permission from Digital Equipment Corporation

For more DECTalk speech information see the following web site:

http://www.forcecomputers.com/binary/images/dectalk/dtdocuments/dectalk_ref

How DECTalk Speech Handles Numbers

1998 is a year. 1,998 is a big number. 1998 (no comma) is spoken as “nineteen-ninety-eight.” 1,998 (with a comma) is spoken as “one-thousand-nine-hundred-and-ninety-eight.” Any four-digit number is spoken as a year unless you add a comma after the first digit. Commas are not necessary if a number contains more than four digits (e.g., 10,375). Numbers containing up to 9 digits are pronounced correctly.

Examples of Entering Math Problems:

When you enter math problems, they must be spaced correctly for DECTalk speech and your device to pronounce them correctly.

For example: $5 - 3 = 2$

Enter this problem in the following manner:

5 (space) -3(no space between “-“ and “3” but add a space after “3”) =(space) 2.

The problem looks like this when it is entered:

5_ -3_ =_ 2 (“_” indicates a space)

Examples of Spacing for Other Math Problems:

2*8 =_ 16; 1*2 =_ 2 (“*” indicates “times” but your device speaks “asterisk”.)

2_ +8 =_ 10

1 ½ must be entered as 1&_1/2

(1/2 can be entered by activating “1” “slash” “2”.)

At this time DECTalk speech and your device cannot speak division problems correctly.

Examples of Entering Dates:

DECTalk speech does not recognize dates if you enter them the way they are normally written, e.g.,

6-8-1990 or 11/20/95

Enter dates in the following manner for them to be spoken correctly:

6-Aug-1990 or 20-Nov-1995

These dates are spoken as “August 6, 1990” and “November 20, 1995”.

Example of Entering a Phone Number:

Phone numbers must be entered by placing spaces and commas as shown below:

1_1_6_ 2_6_2_ 1_9_8_4 or 2_6_2_ 1_9_3_3

Appendix O: Troubleshooting



DO NOT open your device case!

If you encounter a problem with your unit,
call the PRC Service Department at 1-800-262-1990.
If you are outside the U.S., call your local distributor.

Do not attempt to open the case!

Troubleshooting

➤ **Battery and Battery Charger Warning:**



Use only the battery charger that came with your device.

Other chargers may damage the batteries in your device.

➤ **If you plan to store your device for a month or more without using it:** Charge the batteries to **Full**. When the batteries are charged, **unplug the battery charger**.

Go to the Toolbox and open the **MAINTENANCE MENU**.

Select **Enter Shipping Mode**.

Respond **YES** to put your device into Ship Mode.

Select **OK** to exit the **MAINTENANCE MENU**.

It's a good idea to store the battery charger with your device so you don't lose the charger.

When you are ready to use your device again, **plug in the battery charger and fully charge the batteries**. Press the **ON/OFF** button on the front of the case to turn the device on.

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

➤ **Remember!** You can always check the status of your batteries by looking at the bar graph next to the Battery icon in the Status Display Area.

➤ **If the batteries have gone completely dead**, plug in your charger and fully charge the batteries. The battery Charging LED will either stay a solid red for a few minutes or flash very slowly. It will soon begin to flash rapidly, indicating charging.

➡ **Tips for Conserving Battery Energy:**

The batteries will last two hours longer if the **Backlight Intensity** option is set to **1** instead of **6** in the **FEEDBACK MENU**. This 2-hour difference will happen only if there is no activity on your device. With activations and speaking, the 2-hour time-frame will decrease but not as rapidly as it would if backlighting were set to 6.

If you know the unit is not going to be plugged in or used for several hours:

We recommend that you set the **Backlight Intensity option to 1** in the **FEEDBACK MENU**. When you are ready to use the device again, re-set the backlighting to the number you want.

➡ **If the Battery Charging LED is still flashing rapidly after and overnight charge:**

Check the Battery Bar in the Status Display Area to see if it indicates that the batteries are full. If the batteries are full and the charger is plugged in, your device will periodically fast-charge the batteries to keep them full. The LED will flash rapidly when this happens.

➡ **Battery Disposal:**

If the batteries in your device need to be replaced, **dispose of the old batteries properly**. Follow the regulations of your community, state or country for the disposal of batteries.

➡ **If the wrong keys are being activated:**

Recalibrate the display screen. See **Appendix B** for more information

➡ **If you activate a key or keys and your device makes a “raspberry” noise:**

A Dynamic Activity is stored under the key(s) but it is hidden. Open the **DYNAMIC ACTIVITY MENU** to see if something is stored at this location. If you see the sequence but the “Activity” is listed as “unknown” you may have deleted the Activity at some other time. You must either **add** the Activity, or **delete** the sequence by activating the **Delete Dynamic Activity** key in the **DYNAMIC ACTIVITY MENU** and then selecting the key or sequence you stored the activity under.

➡ **Auto-repeat won’t work when you are using “Activate Key When = Released”:**

The key is selected after you have released it and after the Release Time has expired. If you have set a long Release Time you must wait for it to expire before the key will begin to repeat.

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

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

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

➡ **Resetting Factory Defaults Can take a long time:**

Reset Factory Defaults is an option in the **MAINTENANCE MENU**. The Vanguard has more digitized speech stored in it than other PRC devices so a factory default re-set may take 15 minutes or longer.

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

Do not spray anything directly on the device. This will loosen labels and corrode connectors. Instead, spray a cloth and use the dampened cloth to wipe the device.

➡ **Regular Cleaning of your Device: Clean the case with a soft damp cloth. Damp means wrung out till almost dry, never dripping.**

If you purchased a **keyguard**, remove it from the case and wash it often in hot, soapy water.

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

➡ **Disinfecting:**

To disinfect your equipment, mix 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 ask you to send in your device for servicing.

➡ **Your device is locked up and you cannot use it:**

Try doing the Warm Reset first.

Warm Reset Options:

You will lose any un-stored work by performing these resets.

Option 1—ON/OFF Button:

Press and hold the **ON/OFF** button  on the front of the case for about **5-10 seconds**, then release it.

Option 2—Reset Button Option



Poke one end of a straightened paper clip into the small hole in the foam to the right of memory card slots. Press down lightly on the reset button. Remove the paper clip. Your device will reset.

If this does not fix the problem:

Cold Reset

☞ You will lose any un-stored work by performing this reset.

Option 1—ON/OFF Button Option:

Press and hold the **ON/OFF** button  on the front of the case for about **10-15 seconds**, then release.

Option 2—Reset Button Option:

☞ You will lose any un-stored work by performing this reset.

Poke one end of a straightened paper clip into the small hole in the foam to the right of memory card slots. Push gently when the paper clip encounters the re-set button and **hold for 10 or more** seconds. Remove the paper clip. Your device will reset.

If this does not fix the problem:

Call the PRC Service Department at 800-262-1990.

PRC SERVICE DISCLAIMER

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

Before you return a device to PRC for servicing, **back up your vocabulary** using the **TRANSFER MEMORY MENU** and a USB flash drive.

Index

Index

- 1-Switch Scanning Methods, 44
 - Auto, 44
 - Hold, 45
 - Step, 46
- 1-Switch Scanning Options
 - Acceptance Time, 46
 - Activation Delay, 47
 - Auto Repeat, 47
 - Auto Restart, 47
 - Modify Scan Pattern, 47
 - Number of Rescans, 47
 - Release Time, 47
 - Speed, 46
 - Use Screen as Switch, 47
- 2-Switch Scanning Methods, 48
 - Linear, 48
 - Quarter Column/Row, 48
 - Quarter Row/Column, 48
 - Step, 48
- 2-Switch Scanning Options, 49
 - Acceptance Time, 49
 - Activation Delay, 49
 - Auto Repeat, 49
 - Cancel Time, 49
 - Modify Scan, 50
 - Number of Rescans, 49
 - Predictive Selection, 50
 - Release Time, 49
 - Scan Auto Restart, 49
 - Scan Speed, 49
 - Selection Type, 49
- Abbreviation Expansion, 86, 327
 - Add abbreviation, 87
 - Delete abbreviation, 88
- Acceptance Time, 43, 46, 49, 51, 54, 56
- Access Method, 327
- Access Method Menu, 42
- Access Methods, 41
 - 1-Switch Scanning, 41, 44
 - 1-Switch Scanning Options, 46, 49
 - 2-Switch Scanning, 48
 - Choose Different, 42
 - Headpointing Options, 50, 54
 - Headpointing/Joystick, 50
 - Joystick, 41
 - Joystick Options, 53
 - Mouse/Trackball/USB Joystick Options, 56
 - Touch, 41
 - Touch Options, 43
- Access Methods, Joystick, 41
- Activate Key, 327
- Activate Key When, 43
- Activation Delay, 47, 49
- Activities
 - Copy, 138
- Activity
 - About, 144
 - Add Rows, 154
 - Assign Keys, 165
 - Assign Tool To, 165
 - Choose, 25, 328
 - Copy, 138, 157, 159
 - Create, 147, 328
 - Delete Rows, 154
 - Dynamic, 149
 - Add, 149
 - Erase, 150
 - On/Off, 149
 - Review, 150
 - Edit, 154
 - Hide, 154
 - Key Position, Lock/Unlock, 154
 - Link Activities, 155
 - Link to Page, 155
 - Modify, 154, 331
 - Modify Item Within, 154
 - Picture Prediction, 60, 148, 151, 154
 - Remote Control, 242
 - Review Dynamic, 150
 - Row, 147
 - Set, 334
 - Template, 121, 145
- Activity Persistence
 - Temporary
 - Permanent, 149
- Activity Row, 25, 144
- Activity Row Vocabulary, 98
- Adapters
 - Joystick, 346
- Alarm Tool, 327
- All Tools List, 327
- Appendices
 - RealSpeak Speech Tips, 347
 - Appendix A, Recalibrate Touch Screen, 266
 - Appendix B, RESET Button, 267
 - Appendix C, Serial Macro Tool, 268
 - Appendix D, Modify Scan Pattern, 269
 - Appendix E
 - Pagelets, 277
 - Appendix F, Vocabulary Masking on the Fly, 281
 - Appendix F: RealSpeak™ Speech Tips, 361
 - Appendix G, Mid-Sequence Category, 322
 - Appendix G, Vocabulary Builder Menu, 298
 - Appendix H, Using the LAM, 324

Appendix J, All Tools List, 327
 Appendix K, IBM and Macintosh Computer
 Commands, 338
 Appendix L, Troubleshooting, 371
 Appendix M
 Joystick Adapter, **346**
 Arrow Keys, 337
 Aspect ratio, 203
 Assign Activity Keys, 165, 327
 Assign Core Key, 327
 Assign Core Keys, 170
 Assign User Keys, 327
 Auditory Prompt Menu, 327
 Auditory Prompts
 About, 65
 Category, 66
 Erase, 67
 Store, 66
 Content, 66
 Erase, 67
 Label, 66
 Erase, 67
 Menu, 65
 Scanning of, 66
 Use Headphones, 65
 Auditory Prompts Menu, 65
 Auto Line Feed, 69
 Auto Power Down, 19–21, 197
 Auto Repeat, 43, 47, 49, 51, 54, 56
 Auto Scan, 44
 Average Pitch, 64
 Averaging, 52, 55, 57
 Backlight, 197
 Backlight Intensity, 60, 327
 Batteries
 About, 22
 Bar Graph, 19
 Charging, 22
 Dead, 371
 Disposal, 372
 LEDs, 22
 Low Battery Warning, 22
 Status Display Area, 22
 Storing the Vanguard, 371
 Troubleshooting, 371
 Battery Bar Graph, 19
 Battery Charger, 22, 371
 Battery Charger Connector, 16
 Beep
 Activation, 31, 60
 Call, 33
 Error, 61, 372
 Remote Control, 243
 Scan, 31, 60
 Warning, 22
 Beeps, On/Off, 327
 Blank Overlay, 26
 Block Mark, 327
 Block Scanning
 Treat Block As, 276
 Within Blocks, 275
 Block Scanning In Scenes, 274
 Bluetooth
 Cell Phone, 212
 Add contact, 220
 Add incoming number to Contacts, 221
 Beep output, 217
 Caller/Listener Volume, 229
 Contacts, 220
 Dial Pad, 218
 Answer call, 219
 Make call, 219
 Disconnect key, 217
 Icons, 217
 Internal Microphone, 228
 Internal volume, 217
 Listening-to-Caller (Audio) Options, 226
 Paired Devices key, 216
 Phone page
 Add number, 222
 Read Text Messages, 225
 Ringer Menu, 217
 Save contacts list, 221
 Send Text Messages, 224
 Send/End key, 219
 Wireless Adapter for Computer, 259
 Browse Icons, 327
 Buffer, 328, 335
 Calculator, 192, 327
 Calculator Menu, 192
 Calibrate Mouse, 69
 Calibrate Screen, 372
 CALL key, 33, 169, 328
 Cancel, 328
 Cancel Time, 49
 Caps Lock, 19
 Caps Lock, On/Off, 328
 Category Prompt, 154
 Cell Phone
 Caller/Listener Volume, 229
 Dial Number, 333
 Dial Pad, 333
 Listening-to-Caller (Audio) Options, 226
 Microphone, 228
 Send Text Messages, 333
 Send/End, 333
 Text Messages, 333
 Change All Occurrences of an Icon, 172
 Change Icon, 154
 Change Label, 154
 Change Overlay, 36
 Character Pacing, 69

- Choose Activity, 328
- Choose Overlay Menu, 24, 30, 36, 120, 139, 157, 197
- Choose Overlay Size, 124
- Cleaning Your Device, 373
- Clear Data Log, 324
- Clear Display, 67, 165, 178, 181, 328, 331
- Clear Key Contents, 148
- Clock Menu, 19, 324, 328
- Close Activity Tool, 328
- Close Notebook, 179, 328
- Close Pagelet, 328
- Color
 - Background, 80
 - Display Area in a Notebook, 179
 - headpointing pointer, 52, 55
 - Highlight, 80
 - Text, 80
 - Word Prediction, 80
- Color-Coded Toolbox, 30
- Computer
 - 'Delete' command, 81
 - Activity, 260
 - Bluetooth Wireless Adapter, 259
 - Create Commands, 263
 - Page, 261
 - USB Cable, 258
- Computer Command for 'Delete', 81
- Computer Commands, IBM, 338
- Computer Commands, Mac, 338
- computer speech, 99
- Computer Speech, 99
- Computer Speech Message, store, 109
- Copy
 - Activities and Pages, 120, 123, 138, 157
 - All Activities, 138, 158
 - All Pages, 138, 158
 - All Sequences Beginning with Selected Icon, 172
 - Block, 328
 - Calculator Answer, 192
 - Files, 209, 210, 239, 240
 - Notebooks, 183
 - Scan Pattern from another Page, 272
 - Selected Activities, 138, 158
 - Selected Pages, 138, 158
 - Settings Key, 71
 - User Area, 39
- Core Vocabulary, 25, 98
 - About, 26
 - Erase, 67
 - Erase Recorded Message, 107
 - Hide Keys, 115
 - Record Message, 100
 - Swap Core Keys, 118
- Create Activity, 147, 328
- Create Page, 123, 248, 328
- Create Playlists, 235
- Ctrl, 19
- CTRL, 328
- Customizable Block Scanning, 269
- Cut Block, 328
- Data Log, Clear, 324
- Data Log, Save, 324
- Date and Time, 19
- DEctalk Speech, 99, 362
- Delete
 - Character, 328
 - Curren Block, 270
 - Icon, 329
 - Last Selection, 329
 - MTI file, 207
 - Page, 329
 - Word, 329
- Delete Files, 210
- Delete Notebook, 180
- Diagnostics, Hardware, 197
- Dial Pad, 218
- Dictionaries
 - Speech, 174, 188
 - Add Words, 188
 - Delete Words, 189
 - Review Words, 190
 - Word Prediction, 337
- Dictionary
 - Speech, 329, 362
 - Speech, Word Prediction, 79
- Digitized Speech, 99
- Disable Headpointer, 329
- Disinfecting Your Device, 373
- Display Areas, 18
 - Exploration Wizard, 23
 - Icon, 18
 - Status, 19
 - Text, 18
 - Touchscreen, 23
 - Word Prediction, 18
- Disposal, Batteries, 372
- Drool, 373
- Dynamic Activities, 149–53
- Dynamic Activity
 - Add, 149
 - Erase Link, 150
 - Review, 150
- Dynamic Activity Menu, 329
- Ear Volume, 329
- Earphone Volume, 329
- ECO ON/OFF, 20
- Edit
 - Activity, 154
 - Computer Speech Message, 113
 - CORE, 329
 - Macros, 171
 - Menu, 329

- Mode, 329
- Notebook Workspace, 178
- Page, 126
- Recorded Message, 108
- Tools, 164
- Editing tools, 184
- Embellished Icon, 60
- End, 329
- Erase
 - All Vocabulary, 197
 - Computer Speech Message, 114
 - Core, 329
 - Dictionary Words, 189
 - Dynamic Activity Link, 150
 - Key Contents, 164
 - Macros, 171
 - Notebook, 178
 - Recorded Message, 107
 - Sequence, 163
 - Sequences Beginning with Selected Icon, 172
 - Tool, 164
- Erase Files, 240
- Error Beep, 372
- Error Reporting, 198
- Exit Theme, 329
- Expand Page, 139
- Expand User Area, 139
- External Computer, 258
- External Headphones, 228
- External Speaker, 61
- Feedback Menu, 58, 176, 329
- Feedback Menu Options, 60
- Field of View, 52, 55
- File Organizer, 209, 239, 329
 - MP3, 239
- Find and Replace Tool, 330
- Flourescent Lights, 372
- Frequency, Word Prediction, 82
- Front Panel Keys
 - Assign Tool to, 166
- Front Panel Keys, explanation of, 12
- Full Toolbox, 330
- Go To Minspeak, 330
- Go To Spell, 330
- Go To Toolbox, 330
- Graphics, Import, 202
- Graphics, Load from MTI File, 204
- Hardware Diagnostics, 197
- Headphones
 - External, 228
 - Volume, 31
- Headpointer
 - Disable, 329
- Headpointing Options, 50, 54
 - Acceptance Time, 51, 54
 - Auto Repeat, 51, 54
 - Averaging, 52, 55
 - Field of View, 52, 55
 - Highlight Keys, 52, 55
 - Horizontal Adjustment, 51, 54
 - Pointer Color, 52, 55
 - Pointer Size, 52, 55
 - Predictive Selection, 51, 55
 - Selection Type, 51, 54
 - Vertical Adjustment, 51, 54
- Headpointing/Joystick Methods, 50
 - Joystick, 50
 - Mouse, 50
 - Trackball, 50
 - USB Joystick, 50
- Hide
 - Activity, 154
- Hide Core Key, 115
- Hide/Show Notebook, 330
- Highlight Keys, 52, 55, 57
- Hold Scan, 45
- Home, 330
- Horizontal Adjustment, 51, 54, 56
- I/O, 20
- IBM Marker, 330
- Icon
 - Browse, 327
 - Categories, 202
 - Change All Occurrences, 172
 - Delete, 329
 - Import, 202
 - Load from File, 204
 - Minspeak, 27
 - Prediction, 28
 - Restore Original, 164
- Icon Display Area, 18
- Icon Message Label
 - Top
 - Bottom, 60
- Icon Prediction, 28, 60
- Icon Tutor, 330
 - Advanced Settings, 176
 - Auto-Update, 176
 - On the Fly, 61
 - Search, 176
 - View Count, 61
 - View Display, 61
- Icon, Embellished, 60
- IconTutor, 176
- Import
 - Songs to MP3 Player, 232
 - Sound Files, 232, 237
- Import Graphics, 202
- Import Sound File, 238
- Infrared
 - Troubleshooting fluorescent lights, 372
 - Warning, 241

- Insert Date, 330
- Insert Time, 330
- Insert Tool, 125, 162, 330
- Intelli-Tools Button, 330
- IR, 330
- IR Area, 16
- IR Device
 - load
 - save, 205
- IR Remote, 330
- IR Setup Menu, 330
- IR Set-Up Menu, 244
- IRdA, 68
- Joystick, 41
- Joystick Methods
 - Auto Scan, 50
 - USB, 50
- Joystick Options, 53
 - Acceptance Time, 53
 - Activation Delay, 53
 - Auto Repeat, 53
 - Auto Scan, 53
 - Hold, 53
 - Number of Rescans, 53
 - Predictive Selection, 53
 - Release Time, 53
 - Scanning Speed, 53
 - Selection Type, 53
- Key Assignments (Activities), 165
- Keyboard
 - storing, 38
- Keyboard cleaning, 373
- LAM, 324
 - Clock Menu, 324
 - Data Log
 - Clear, 324
 - Data Log On/Off, 324
 - Data Log, Save, 324
 - Marker, 331
 - Review Vocabulary Menu
 - Data Log, 324
- Language Activity Monitor, 324
- Linear Scan, 48
- Link
 - Activity, 155
 - Icon Sequence to Page, 114
 - Page to Core, 129
 - Page to Page, 129
 - Scenes Pages, 137
- Load
 - Graphics, 204
 - Pages, 204
 - Sequence Set, 331
 - Vocabulary, 197
- Lock
 - Notebook, 182
- Lock
 - System, 196
- Lock
 - System, 196
- MAC Marker, 331
- Macros, 167
 - Assign to Core Keys, 170
 - Create, 168
 - Erase, 171
 - Intelli-Tools Button Tool, 168, 171, 263
 - Output Macro tool, 168, 263
 - Serial Macro Tool, 171
 - Store, 169
- Maintenance Menu, 196, 331
- Make New Scan Pattern, 270, 271
- Masking on the Fly
 - Appendix F, 281
- Memory
 - Recorded, 99
 - Total Available, 197
- Memory Transfer
 - Load, 201
 - Load Icons, 204
 - Load/Save Page, 204
 - Save, 201
- Menus
 - Access Method, 42
 - Assign Activity Keys, 165
 - Assign Core Keys, 66, 115, 163, 164, 170, 171
 - Auditory Prompt, 65, 327
 - Calculator, 192
 - Choose Overlay, 36, 121, 139, 145, 157
 - ChooseOverlay, 120
 - Clock, 19, 324
 - Create Activity, 147
 - Delete Page, 251
 - Dynamic Activity, 149, 329
 - Edit, 329
 - Edit Core, 107, 113
 - Erase Core, 114, 163, 171
 - Feedback, 58, 60, 176, 329
 - File Organizer, 209, 239
 - IR Setup, 330
 - IR Set-Up, 244
 - Maintenance, 196, 331
 - Modify Activity, 66, 151, 154
 - Modify Page, 66, 126
 - MP3 Player, 232, 332
 - Notebook, 178, 332
 - Output, 68, 175, 181, 332
 - Page, 120, 142, 333
 - Reminders, 90, 334
 - Review Vocabulary, 174, 334
 - Settings, 70, 334
 - Speech, 62, 336
 - Speech Dictionary, 188

- Store Core, 100
- Swap Keys, 118
- Transfer Memory, 200, 337
- User Area, 337
- Word Prediction, 74, 337
- Method
 - IRda, 68
 - USB Cable, 68
- Mid-Sequence Category, 322, 323, 331
- Minspeak, 27
- Modify Activity, 154, 331
- Modify Page, 126, 331
- Modify Scan, 50
 - Scan Keys, 273
 - Scan Pattern Order, 273
 - Scan Word Pred. List, 273
- Modify Scan Pattern, 47, 269
 - Copy Scan Pattern From Another Page, 272
 - Delete Current Block, 270
 - Make New Pattern, 270, 271
 - Move Down, 270, 272
 - Move Up, 270, 272
 - Preview Screen, 269
 - Scan Keys, 273
 - Scan Text Area, 273
- More Items, 331
- Mouse, 50
 - Calibrate, 69
- Mouse Button, 331
- Mouse Go, 331
- Mouse Move, 331
- Mouse Set, 331
- Mouse Stop, 332
- Mouse/Trackball/USB Options, 56
 - Acceptance Time, 56
 - Auto Repeat, 56
 - Averaging, 57
 - Highlight Keys, 57
 - Horizontal Adjustment, 56
 - Pointer Color, 57
 - Predictive Selection, 56
 - Selection Type, 56
 - Vertical Adjustment, 56
- MP3 Player
 - Next, 332
 - Pause, 332
 - Play Drive, 236, 332
 - Play File, 236, 332
 - Play Playlist, 236, 332
 - Play/Pause, 236
 - Previous, 237, 332
 - Stop, 237, 332
 - Store Sound Files On Overlay, 237
 - Volume Up/Down, 332
- MP3 Player Menu, 232, 332
- MP3 Player Options, 234
- MP3 Player Tools, 236
- MTI file, delete, 207
- Music
 - File Organizer, 209, 239
- New Reminder, 90
- Notebook
 - Save, 334
- Notebook Menu, 178, 332
- Notebooks
 - Close, 179
 - Copy, 183
 - Create, 178
 - Delete, 180
 - Edit Worksapce, 178
 - Erase, 178
 - Hide/Show, 330
 - Lock, 182
 - New, 179
 - Open, 179, 332
 - Print, 181, 333
 - Rename, 180
 - Save, 179
 - Speak, 182
 - Store Under Sequence, 183
 - Transfer, 180, 181
 - Workspace, 178
- Number of Rescans, 47, 49
- OK Key/Tool, 332
- On/Off
 - Auditory Prompts, 327
 - Beeps, 327
 - Caps Lock, 328
 - Data Log, 324
 - External Speaker, 61
 - LAM Data Log, 324
 - Output, 333
 - Picture Prediction, 151
 - Raspberries, 61
 - Scan Text Area, 61
 - Speech, 19, 336
 - System Lock, 196
 - Word Prediction, 75
- Open Notebook, 332
- Output, 19
 - Auto Line Feed, 69
 - Calibrate Mouse, 69
 - Character Pacing, 69
 - Host Computer Type, 69
 - Menu, 68
 - Menu, 175
 - Menu, 181
 - Mode
 - Immediate/Delayed, 69
 - On/Off, 68
 - Output Macro tool, 332
 - Output Menu, 332

- Overlays
 - About, 35–40
 - Change, 36
 - Toolbox, 30
 - Unity 60, 25
- Page
 - Copy, 138, 157
 - Create, 123, 328
 - Create Scene, 130
 - Delete, 329
 - Expand, 139
 - Go To, 125
 - Link to Core, 129
 - Link to Page, 129
 - Modify, 331
 - Modify (edit), 126
 - Rename, 126
 - Save/Load, 204
 - Set, 125, 334
 - Set Temporary, 125, 334
 - Template, 121
- Page Down, 333
- Page Link key, 114
- Page Link tool, 333
- Page Menu, 333
- Page Up, 333
- Pagelet, Set Temporary, 334
- Pagelets, 277
- Pages
 - About, 120
 - Copy, 157, 159
- Pages, Copy All, 158
- Paste Block, 333
- Phonemes
 - DECTalk
 - English Consonant, 369
 - English Vowel, 368
 - RealSpeak
 - Australian English, 355
 - British English, 348, 351
- Picture Prediction, 60, 148, 151, 154
- Pitch Range, 64
- Play Drive, 236
- Play File, 236
- Play Playlist, 236
- Playlists, Create, 235
- Plural, 333
- Pointer Color, 52, 55, 57
- Pointer Size, 52, 55, 57
- Power Off, 19–21, 333
- Predictive Selection, 43, 47, 50, 51, 55, 56
- Print Notebook, 181, 333
- Printer, Using, 174
- Prompt Marker, 333
- Prompts
 - Category, 66, 154
 - Content, 66
 - Erase, 67
 - Label, 66
- Prompts, Auditory, 65
- Punctuation, Smart, 335
- Purchased Options, 198
- Quarter Column/Row Scan, 48
- Quarter Row/Column Scan, 48
- Random Choice, 334
- Raspberries On/Off, 61
- Raspberry Sound, 372
- Rate, Speech, 64
- Read Text Messages, 225
- RealSpeak, 347–61
- RealSpeak Speech Tips, 347
- Recency, Word Prediction, 82
- Record Message, 100
- Recorded Speech, 237
- Release Time, 43, 47, 49
- Reminders Menu, 334
- REMINERS Menu, 90
- Remote Control
 - About, 242, 243
 - Add Device, 247
 - Add Function, 252
 - Create New Page, 248
 - Delete Device, 251
 - Delete Function, 253
 - IR Remote Page, 255
 - Memory Transfer, 243
 - Relearn All Signals, 246
 - Relearn Signals, 254
 - Remotes Activity, 242
 - Remotes Key, 242
 - Rename Device, 251
 - Rename Function, 253
 - Store Signals Under Sequence, 250
 - Teach Signals, 244
 - X-10, 256
- Rename Notebook, 180
- Rename Page, 126
- Rename User Area, 39
- Reset Button, 267
- Review Dictionary
 - Speech, 190
- Review to Display, 83
- Review to Display and Speaker, 84
- Review to Output, 175
- Review to Output Method, 84
- Review Vocabulary Menu, 174, 334
- Right Side Panel Connectors, 14, 15
- Roll Dice, 334
- Save
 - Changes, 334
 - Data Log, 324
 - Notebook, 179

- Page, 204
- Settings, 70
- Save Notebook, 334
- Scan Auto Restart, 47, 49
- Scan Pattern Order, 273
- Scan Speed, 49
- Scan Text Area, 61
- Scan Word List, 334
- Scanning
 - 1-Switch, 41
 - Acceptance Time, 49
 - Activation Delay, 47, 49
 - Auto, 44
 - Auto Quarter Column/Row, 48
 - Auto Repeat, 47, 49
 - Auto Restart, 47, 49
 - Cancel Time, 49
 - Hold, 45
 - Joystick, 41, 50
 - Linear, 48
 - Modify Pattern, 269
 - Modify Scan, 50
 - Modify Scan Pattern, 47
 - Number of Rescans, 49
 - Number of Rescans, 47
 - Predictive Selection, 50
 - Quarter Row/Column, 48
 - Release Time, 47, 49
 - Selection Type, 49
 - Speed, 46, 49
 - Step, 46, 48
 - Use Screen as Switch, 47
- Scanning Block Within Blocks, 275
- Scenes
 - Change, 131
 - Create, 130
 - Link, 137
 - Modify, 132
 - Modify Scan Pattern, 137
 - Set Scene Keys, 135
 - Transparency, 136
- Search Icon Tutor, 176
- Secure Digital Card, 99, 204, 205, 209, 239
- Select Save Directory, 208
- Selection Type, 51, 54
 - Manual or Auto, 49
- Send Text Message, 224
- Sequence Sets, 300
- Serial Macro tools, 268
- Serial Marker, 332
- Set Activity, 334
- Set Activity Template, 121, 145
- Set Page, 125, 334
- Set Page from Template, 123
- Set Page Template, 121
- Set Page Temporary, 125, 334
- Set Pagelet Temporary, 334
- Settings 1, 2, 3, 334
- Settings Menu, 70, 334
 - Menus used with, 70
 - Save Settings, 70
 - Use Settings, 71
- Set-Up Key, 334
- Shift, 334
- Ship Mode, 198
- Show Selections By
 - Icon, 60
 - Icon Name, 60
- Simple Toolbox, 335
- Sing tool, 335
- Smart Punctuation, 335
- Sound Files, Store, 238
- Speak All, 182, 335
- Speak Date, 335
- Speak Display, 335
- Speak Last Selection, 335
- Speak Next Sentence, 335
- Speak Notebook, 178, 182, 335
- Speak Sentence, 335
- Speak Time, 335
- Speak Word, 335
- Speaker Volume, 31
- Speaker Volume Down, 31, 336
- Speaker Volume Up, 31, 336
- Speech, 19
 - Break (MP3 player), 234
 - Computer, 99
 - Marker, 336
 - Menu, 62, 336
 - On/Off, 336
 - Rate, 64
 - Recorded, 99
 - Store Computer Message, 109
 - Store Recorded Message, 107
 - Tips, DECTalk, 362
 - Tips, RealSpeak, 347
- Spell One Word, 60
- Spelling Keyboard, 38
- Standard USB Connector, 14
- Start Scan, 336
- Status Display Area, 19, 22, 258
 - Battery Bar Graph, 19
 - Caps Lock, 19
 - Ctrl, 19
 - Date and Time, 19
 - Speaker and Headphone, 19
 - Speaker/Headphone, 19
 - Speech On/Off, 19
- Step Scan, 46, 48
- Store
 - Computer Commands, 263
 - Computer Speech Message, 109

- Core, 336
- Notebook, 179
- Recorded Message, 99, 100
- Remote Control Signals Under Icon Sequences, 250
- Sound Files On Overlay, 238
- Tool, 162
 - on a key, 163
 - Under Icon Sequence, 162
- Store Text Area tool, 336
- STORE TEXT AREA tool, 127
- Storing keyboard, 38
- Storing the Vanguard, 371
- Swap Core Keys, 118, 336
- Swap Page Keys, 336
- Switch A and B Connectors, 14
- Switch User Area, 37, 336
- System Information, 197
- System Lock, 196
 - Password, 197
- Template
 - Set Activity, Set Page, 121
- Template, Set Activity, 145
- Text & Speech Marker, 336
- Text Area, store, 336
- Text Display Area, 18
- Text Marker, 336
- Text Message
 - Read, 225
 - Send, 224
- Theme
 - Exit, 329
- Tool
 - Assign to Activity Key, 165
 - Assign to Front Panel Key, 166
 - Assign to Key, 163
 - Erase, 164
 - Serial Macro, 171
 - Store, 162, 163
- Toolbox, 30
 - Full, 330
 - Simple, 335
- Tools
 - Editing, 184
- Tools Button, 171
- Touchscreen, 23
- Touchscreen, Recalibrate, 266
- Trackball, 50
- Transfer Memory Menu, 200, 337
- Transfer Notebooks, 180
- Treat Block As..., 276
- Troubleshooting, 371
 - Batteries, 371
 - Cleaning your Device, 373
 - Device locked up, 373
 - Disinfecting your Device, 373
 - Flourescent Lights and Infrared, 372
 - liquids and your device, 373
 - Reset Button, 374
 - spills, 373
- Tutor, Icon, 176, 330
- Undo Tool, 337
- USB, 200, 202, 204, 209, 237, 238, 239, 243, 324
 - Joystick, 50
- USB Cable, 68
- USB Memory Transfer, 201
- Use Screen as Switch, 47
- Use Word Lists, 318
- User Area, 36
 - Storing keyboard, 38
- User Area Menu, 337
- User Area, Expand, 139
- User Area, Switch, 336
- Vanguard Case
 - Back, 17
 - Front Panel Keys, 12
 - Right Side Panel, 14, 15
 - Top, 16
- Vertical Adjustment, 51, 54, 56
- Vocabulary
 - Activity Row, 98
 - Core, 98
 - Erase Core, 67
- Vocabulary Builder
 - Available Word Lists, 314
- Vocabulary Builder Menu
 - Appendix G, 298
 - Options, brief explanations, 319
- Vocabulary Builder Menu tool, 337
- Vocabulary Builder, on and off, 337
- Vocabulary Masking on the Fly
 - Appendix F, 281
- Vocabulary Masking on the Fly tool, 337
- Voice
 - Average Pitch, 64
 - Main
 - Prompt, 63
 - Pitch Range, 64
 - Speech Rate, 64
 - Volume, 64
- Volume
 - Cell Phone, Internal Microphone, 228
 - Ear, 329
 - MP3 Player Menu, 234
 - Speaker and Headphones, 31
 - Voice, 64
- Wait Any Key, 337
- Wheelchair mounting plate, 17
- Wire stand, 17
- Word Lists**, 312
- Word Prediction, 74
 - Color Highlight, 80

- 'Delete' Computer Command, 81
- Dictionary, 79
- Display Frequent Words, 82
- Display Recent Words, 82
- Large selection area, 79
- Letter case, 80
- On/Off, 75
- Options
 - Large Selection Area, 81
- Setup
 - Add Word, 83
 - Delete a Word, 83
 - Increase frequency value, 82
 - Review, 83
 - Review to Display, 83
 - Review to Display and Speaker, 84
 - Review toOutput Method, 84

- WordQ, 85
- Setup Abbreviation Expansion
 - Add an abbreviation, 86
 - Delete an abbreviation, 86
- SetupWordQ
 - Suggest spelling, 85
- Spell and Select, 75
- When to Use, 74
- with Minspeak, 74
- WordQ
 - Use Previous Words, 85
- Word Prediction Display Area, 18
- Word Prediction Menu, 337
- WordQ, 85
 - Suggest spelling, 85
 - Use Previous Words, 85
- X-10, 256