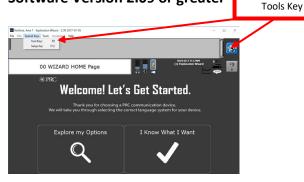


PASS[™] Quick Reference Guide

Software Version 2.09 or greater



PASS (PRC Application and Support Software)

PASS demo software for PRC products allows you to create, modify, and save vocabularies, then load them into your communication device. You can also use PASS to create support materials, such as smart charts, manual boards, and vocabulary lists. With PASS, AAC support professionals and family members can practice or work on a client's device contents without needing to have the device present.

Download PASS software for Accent at

https://www.prentrom.com/support/PASS/downloadnuvoice-pass-software

System Requirements

Windows Vista[®], Windows[®] 7, Windows 8, Windows 8.1, Windows 10, or Windows 11.

Note: This is a desktop application and will not run on Windows RT or in the "Tiles" on Windows 8 or Windows 8.1.

Most operations and programming in the PASS software are exactly the same as on a PRC device. However, there are a few differences and some other features. This Quick Reference Guide covers PASS-related topics that are not covered in the <u>Accent Quick Reference Guides</u> and other language system support materials. To learn how to add words, activities, and pages to a vocabulary, refer to your device/language system-specific Quick Reference Guide.

Tools Key (to modify device)

This key provides access to the user keys, such as the Toolbox and Setup key.

LOADING LAMP WORDS FOR LIFE[®] (WFL) OR OTHER VERSIONS OF UNITY[®] INTO PASS

If you are in the Exploration Wizard, follow the prompts on the screen to load your desired vocabulary. If not:

- 1. Select the **Tools** key and then **Toolbox**.
- 2. Select User Area Menu. Select Replace User Area.
- 3. Select a User Area (1-6) that you want to replace with a version of LAMP WFL or Unity.
- 4. Select Pre-Defined Vocabularies.
- 5. Select English.
- 6. Select the desired LAMP WFL (or Unity, etc.) folder.
- 7. Select the desired LAMP WFL (Unity, etc.) version (1hit, transition, or full).
- 8. By selecting **Yes**, the current user area will be erased and replaced with your desired vocabulary. Type the word "replace". Select **OK**.
- 9. Once complete, answer **Yes** or **No** to "Switch to this user area now?" Select **OK** and then **Go to Home**.

CONFIGURING PASS TO CORESCANNER™, UNIDAD®, ESSENCE®, OR WORDPOWER®

- 1. Select the **Tools key**, select the **Toolbox**, and then select **Maint Menu**.
- 2. Select Change Product Configuration.
- Select your desired product configuration. All six current user areas will be <u>erased and replaced</u>.
- 4. Select **Yes** to confirm the replacement.
- 5. Select **OK** twice.

SAVING A VOCABULARY ON A DEVICE/PASS

- 1. Insert your flash drive into the USB port on the back of the device or computer (for PASS).
- 2. Select the **Tools** key and then **Toolbox**.
- 3. Select Transfer Memory Menu.
- 4. Select **Save One User Area** and touch the user area you want to back up or **Save Entire Device Contents**.
- Make sure the pre-set folder is a USB drive. If so, select OK. If not, select Choose Different Folder and Up Folder to navigate to the USB drive. It may be marked "Removable media". Select OK. Type the file name and date (xx-xx-xx).

6. Select **OK** and wait for the memory transfer to take place. Once complete, select **OK**, **OK**, and then **Go to Home**.

LOADING A VOCABULARY INTO YOUR DEVICE/PASS

- 1. Insert your flash drive into the USB port on your device or computer (for PASS).
- 2. If loading into PASS, open the PASS software. If loading into a device, go to step 3.
- 3. Select the **Tools** key and then **Toolbox**.
- 4. Select Transfer Memory Menu.
- A. Select Load One User Area and touch the user area (1-6) you want to load the vocabulary into. Please note, the existing user area will be erased/replaced with the new one.
 - **B.** Select **Load Entire Device Contents**, if you are loading a file that contains the entire contents of a device.
- If you see the file you want to load already on the screen, select it. Otherwise use Up Folder to navigate to the USB flash drive. Select the file you want to load.
- 7. Wait for the memory transfer to take place. Once complete, select **OK.** Answer **Yes** or **No** to "Switch to this user area now?"
- 8. Select **OK**, **OK**, and then **Go to Home**.

TAKING A SCREEN CAPTURE

Use the **Screen Capture** tool to take a snapshot of any screen and print it so you can use it as a low-tech communication board.

To use the Screen Capture Tool:

- 1. Navigate to the screen you want to print.
- 2. Select the **Tools** menu at the top of PASS.
- 3. Highlight the Screen Capture feature and click.



- 4. Name your file and designate where you want the file saved on your computer.
- 5. Select Save.

- 6. You will now see a Paint Program or equivalent editing software open with your page displayed.
- 7. Format and print.

WRITE WITH ICONS (WWI) FOR UNITY AND LAMP WFL ONLY

Write with Icons allows you to type words and see them displayed as icon sequences. WWI works with Unity and LAMP WFL. For example, if your PASS is in a user area with Unity 84 Sequenced, WWI will display icon sequences for words in Unity 84 Sequenced. People use Write with Icons to make support materials such as flash cards, target vocabulary lists, and adapted classroom materials.

To use Write with Icons:

- Select the Vocabulary Tab. 1.
- 2. Select Vocabulary Display Options.
- 3. Select Write with Icons (F11).



Note: If this is your *first time* using PASS, you will see a WWI setup screen. You can use this to change how WWI works (see WWI Preferences). To skip this screen in the future, uncheck the box marked "Show set-up at Write with Icons start-up". Select **OK**. The display will change to a tan background with WWI instructions on the top of the screen.

| File Edit | : Special Keys Tools Vocabulary Help |
|-----------|---|
| · / | A space, punctuation, or return at the end of each typed word is needed to display the icon(s). |
| · . | f you selected "Core Only", only Core key sequences will display; you will see no sequences that use Dynamic Activities |
| · - 1 | f you selected "Icon Sequence Choices", you will see a list of sequences to choose from, if there is more than one way to generate the word. |
| · | f you selected "Icons Only (no typed words)" only icons will be shown, except for words that cannot be generated by sequences. |
| 1 | f you selected "Automatic Phrase Handling", Write with Icons will group words in phrases up to 5 words in length, then display the sequence or the phrase. The sequences and phrases "correct" themselves as you type. To "force" phrase groupings, use F6 and F7 as described below. |
| | When "Whennet Phases Islanding", Where with leaves where the type of encargos one word at a time. in creating is, in your early "In white each shiple word with his leaving". If a performance is the state of the |
| | To get Write with Icons to show the plural of a word, type the singular form of the word, then F8 to indicate you want the plural. (ype a space, punctuation, or return to display the icons. |
| * vords. | When a word in Unity Enhanced that is linked to a Sentence Builder is typed, the "Activity Row Choices" page appears. You can then select the desired Sentence Builder word from the list, or the "No Activity Key" II you do not want one of the Sentence Builder |
| × (| So to File->Save and Open to save this information for editing or printing. |
| 1 | |

Now whatever you type will show up on the display with icon sequences. You must type a word and then **add** a space, tab, return, or punctuation after it to display the icon sequences.



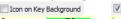
To format and print your words and icon sequences, select File, then Save and Open. Name your file and designate where you want the file saved on your computer. Then select **Save**. Your words and icon sequences will open in a text document. Format and print. To stop using WWI, select Vocabulary and then Return to Emulator.

WRITE WITH ICONS PREFERENCES

To change WWI options, go to the File Menu and select Preferences.

Instructions on Page:









Icons Only (no typed words)

Icons Only (no typed words):

Icons Only (no typed words)





Icon Sequence Choices: With Icon Sequence Choices ON, you will be given choices if there is more than one way to say a word. Click on the sequence you want, and then select OK. With Icon Sequence Choices OFF, you will get the first choice on the list.

Automatic Phrase Handling: With Automatic Phrase Handling OFF, each word will show its sequence. Automatic phrase handling



With automatic phrase Handling **ON**, the shortcut phrases will be displayed.

Automatic phrase handling



CREATING A SMART CHART

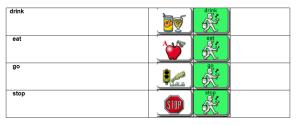
A "Smart Chart" is a support material created from a set of words using Vocabulary Builder. Vocabulary Builder is a therapeutic tool that allows you to temporarily limit the amount of vocabulary visible.

To learn more about Vocabulary Builder for Accent products. visit

https://www.prentrom.com/training/courses/vocabulary_builder For LAMP Word for Life, visit our PRCaccess channel on YouTube.

To create a Smart Chart:

- 1. Have Vocabulary Builder turned on with your desired set of words visible.
- 2. Select the Vocabulary menu at the top of PASS.
- 3. Select Vocabulary Display Options.
- 4. Select Create Smart Chart.
- 5. Your Vocabulary Builder set of words will be displayed as a list of words and icon sequences in Write with Icons.
- 6. Select File, then Save and Open. Name your file and designate where you want the file saved on your computer. Then select Save. Your words and icon sequences will open in a text document.
- 7. To turn your list into a chart, in Word, highlight all text and icons.
- 8. Select Insert.
- 9. Select Table.
- 10. Select Convert Text to Table.
- 11. Select **OK** and a chart will be automatically created.



LOOK UP ICON RATIONALES

- 1. Select the Vocabulary menu at the top of PASS.
- 2. Select Vocabulary Display Options.
- 3. Select Core Key Assignments.
- Hover over an icon with your mouse or scroll down 4. the page to view icon rationales.

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