062-0128-00

This Quick-Start Guide only has fundamental operating instructions, primarily for the communication program, *Persona*. Read the J-Pro Quick Start Guide and User's Manual for operation of the hardware and the *Polyana-JT* Operation Manual for complete instructions for *Persona*. A basic knowledge of Personal Computers is required.

Introduction

Thank you for purchasing the *Polyana-JT*. *Polyana-JT* is a communication device that delivers loud, clear, speech output for those who type or scan. The *Polyana-JT* is based upon a high performance Windows CE, mini-computer, which is also small, lightweight and has a bright, easy-to-read display.

Persona is the communication software that runs on the *Polyana-JT* and speaks the text aloud as it is entered. *Persona* provides assistive features such as word prediction/word completion, abbreviation-expansion, pronunciation, Sticky Keys and more to help reduce the time and effort required for creating real-time communication.

Persona is divided into two modes of operation, Keyboard and Scan modes. The Keyboard mode is for typing on the physical keyboard. Scan mode is for selecting from an on-screen keyboard using an external scan switch.

> **NOTE:** The *Polyana-JT* does not have a touch screen.
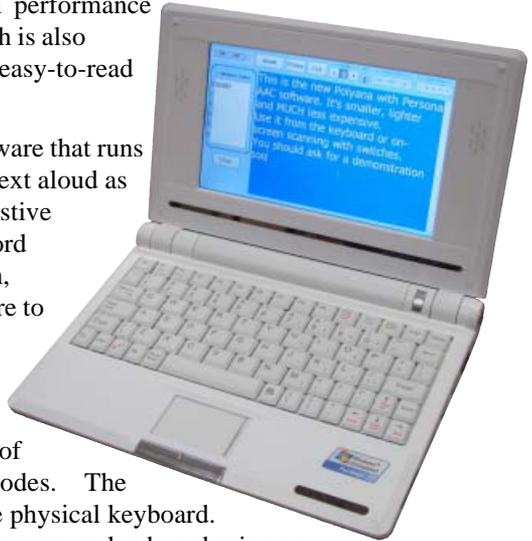
Turning On the Unit

Press and hold the Power button for 2 - 4 seconds and then let go. Wait up to 1 minute for the Windows Desktop to appear before using the device. If *Persona* does not start automatically, start *Persona* by clicking on the Start/Programs/Persona menu item or by double-clicking on the *Persona* Desktop icon, if it exists.

> **NOTE:** DO NOT click repeatedly on the *Persona* icon. It may take up to 15 seconds before seeing the *Persona* splash screen.

Persona will start up in either the Keyboard mode or Scan mode, depending upon the mode *Persona* was in when the program was last used.

> **NOTE:** If you prefer not to wait a few minutes for *Polyana-JT* to turn on and for *Persona* to load, then we recommend that *Polyana-JT* not be turned off. Refer to Sleep Mode (Page 6).

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Keyboard Mode

Sticky Keys Indicator

Phrase Button

Instant Speak Button

Battery Indicator

File & Edit Menus

Clears the Text Box

Volume Control

Selection Mode Indicator

Number Mode On/Off

File   Edit   Clear   Phrase   ISpk   — VOLUME — BAT.   — STICKY KEYS —   — SELECTION —
                                            - 5 +   [|||]   Caps Shift Ctrl   L W S P A

☑ Numbers Select

1 like
2 liked
3 likely
4
5
6

Yes, now I can type to talk and will be able to scan with switches when I need to later. Right now, let's order dinner. What do you think you'd like?

Speak

Stop

_____
Word Prediction/
Word Completion List

_____
Stop Speaking Button

_____
Speak Button

_____
Main Text Box

File Menu
- Open and Save user documents.
- Print user documents.
- Change settings (Preferences).
- Help and Exit *Persona*.

Edit Menu
- Undo last action.
- Cut, Copy and Paste text.
- Select or edit Abbreviations and Pronunciations.

Speak Button
- Select the button to speak the text (also can use the Esc key).
- **Note:** See Preferences/Speech for options that enable text to be spoken automatically as it is typed.

Stop Button
- Select the button to stop speaking.

Phrase Button
- Select or edit ready-made sentences.

ISpk Button
- Auxiliary text box for speaking when the Main text box is being used to create a document

Volume Control
- Adjusts the loudness ot the spoken output. Set to 0 to turn off the voice.

Battery Indicator
- Shows the remaining amount of battery life.
- Approximate run time on batteries is 4–6 hours.
- Charge time is about 2.5 hours.
- CAUTION: The *Polyana-JT* can get very hot while charging.

Stick Keys Indicator
- Shows the state of the Shift, Ctrl and Caps Lock. There are 3 possible lock states:
  - Light Grey ..... unlocked
  - Dark Grey ...... temporarily locked
  - Black .... locked.

Selection Mode Indicator
- Use Selection mode to select portions of text to speak or edit.
- Enable or disable the feature by simultaniously pressing…
  - Ctrl L .... select Letters
  - Ctrl W .... select Words
  - Ctrl S .... select Sentences
  - Ctrl P .... select Paragraph
  - Ctrl A .... select All
- Use the arrow keys to move from selection to selection.

Number Mode On/Off
- Determines if number keys 1 to 6 can be used to select words from the Word Prediction/Completion list.

Word Prediction/Completion List
- A dynamic word list that helps speed up the time it takes to create words and sentences by suggesting words.
- The word library starts out with 2,000 words and grows as it learns new words as they are typed.

Clear Button
- Select this button to delete the text in the text box. Use Undo to restore the text if the button was clicked unintentionally.

Main Text Box
- Use this text box for creating documents that can be saved or for general communication.

Scan Mode

Main Text Box
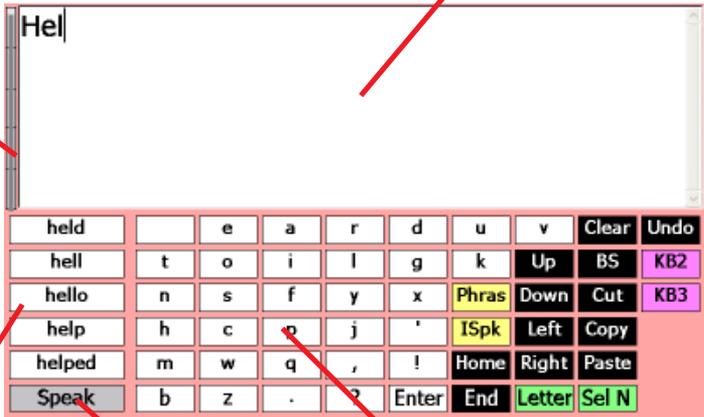
Battery Indicator

Word Prediction/ Word Completion List

Speak Key

On-screen Keyboard

Battery Indicator
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Main Text Box
- Use this text box for creating documents that can be saved or for general communication.

Word Prediction/Completion List
- A dynamic word list that helps speed up the time it takes to create words and sentences by suggesting words.
- The word library starts out with 2,000 words and grows as it learns new words as they are typed.

Speak Key
- Select the button to speak the text.
- **Note:** See Preferences/Speech for options that enable text to be spoken automatically as it is typed.

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On-Screen Keyboard
- The on-screen keyboard is where letters, numbers and commands are selected. The on-screen keyboard has 3 panels from which to choose:

    KBD1 ...... Lower case, Phrases, Instant Speak

    KBD2 ...... Upper Case, Abbreviations, Pronunciations

    KBD3 ...... Numbers, Special characters, Open, Save, Print, Scan Rate, Volume

- In Preferences/Scan Options, there are 3 on-screen keyboards from which to choose:

    QWERTY

    ABCDE

    Optimized
- Refer to Preferences/Scan Mode for more information regarding scanning.

NOTE: For Scan mode to function properly, the Control Panel/Keyboard Properties "Enable Character Repeat" check-box should be <u>unchecked</u>.

Scan Switch Jack

Use a normally-open switch to scan or the Esc key if no switch is in use.

> In Scan mode…
>
> Press Ctrl P to return to Preferences
> Press Ctrl S for Help
> Press Ctrl Q to Exit Persona

Preferences

The two modes of operation share a common Preferences screen where the mode can be selected and settings can be changed.

Go to Preferences by selecting "Preferences" from the "File" menu in Keyboard mode or, by simultaneously pressing "Ctrl" and "P" while in Scan mode.

Preferences is divided into 4 sections.

Input
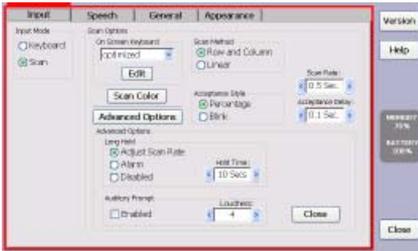
Speech
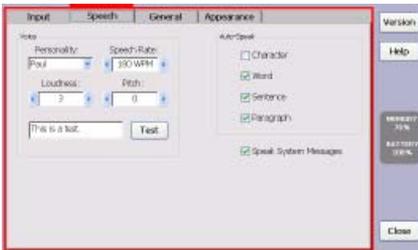
General

Appearance
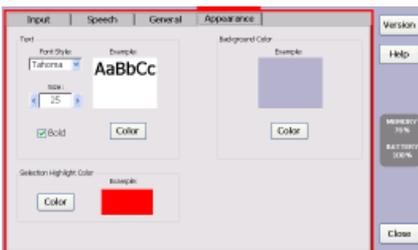
Input

Keyboard Mode:
- There are no settings other than those that can be found in the Control Panel.

Scan Mode
- Choose from 3 on-screen keyboard layouts or create your own.
- Row/Column Scan Method:
  - 1st switch closure starts scanning rows
  - 2nd switch closure starts column scan
  - 3rd switch closure makes the selection
  - If the switch is closed before the acceptance time is complete, the selection is cancelled
- Linear Scan Method
  - 1st switch closure starts scanning from left-to-right and top-to-bottom
  - 2nd switch closure makes the selection
  - If the switch is closed before the acceptance time is complete, the selection is cancelled
- Acceptance Style
  Determines whether the selection highlight will blink several times or will grow in size until the selection is accepted. See Acceptance Delay.
- Acceptance Delay
  Determines the amount of time it takes for the selection to be accepted. During this period of time, it is possible to cancel the selection by actuating the switch.

Speech
- Choose the speaker's personality and whether or not words and sentences are spoken automatically as they are typed.

General
- Enable or disable automatic capitalization and spaces.
- Enable or disable Learn New Words (Word Prediction/Completion). Disable this check box if you are a new user and don't want mistakes to be added to the word list.
- Select the Edit button to delete unwanted words.
- Select the Backup/Restore button to save user specific data to a USB flash disk for safe keeping.

Appearance
- For text boxes, select font style, size, color, and background colors.
- Select the highlight color.

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Printing

Printing cannot be done directly from the *Polyana-JT*. Printing is achieved by saving the open document to a USB flash drive and then transporting the drive to a PC that has access to a printer.

Insert a USB flash drive into one of the two USB ports located on the right side of the *Polyana-JT*. Select Print from the File menu.

If the open document was previously saved (File/Save), the filename on the USB flash disk will be the same. Otherwise, the document name will be PrintJob.txt.

Sleep Mode

Sleep mode means that the *Polyana-JT* will conserve power when it is not in use but will always be on and ready for use.

Sleep mode can be accomplished by going to Control Panel/Display/Backlight Properties. Place a check-mark in both check boxes.
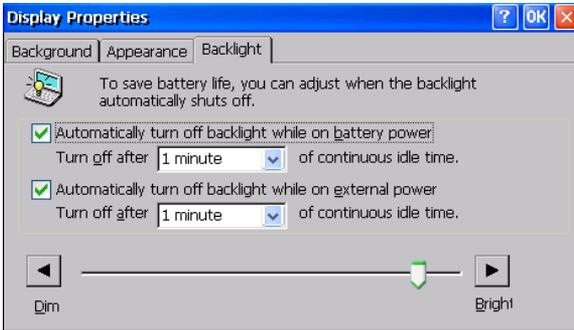
Also, go to the Control Panel/Power/Schemes. Uncheck "Shutdown on Lid Close". For both Battery and AC Power Schemes choose "After 1 minute" for each option.
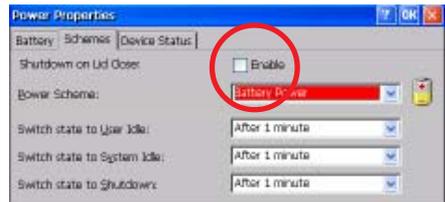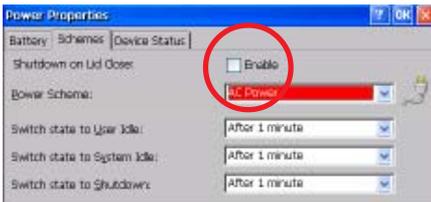
Turning Off the Unit

If Polyana-JT is not going to be used for an extended period of time, press and hold the Power button for about 6 seconds and then let go.

Or, close the cover. This depends upon the setting of "Shutdown on Lid Close" option found in Control Panel/Power/Schemes.

Or, use the Start button/Turn Off Computer menu to select Turn Off.

Additional Notes

- To avoid hearing loud, ear piercing system sounds, follow the recommended Control Panel/Volume & Sounds settings (Page 8).
- Avoid running other applications while running *Persona*.

IMPORTANT CONTROL PANEL SETTINGS
Display/Backlight

Automatically turn off backlight on battery power .... checked

Turn off after .... 1 minute

Automatically turn off backlight on external power .... checked

Turn off after .... 10 minutes
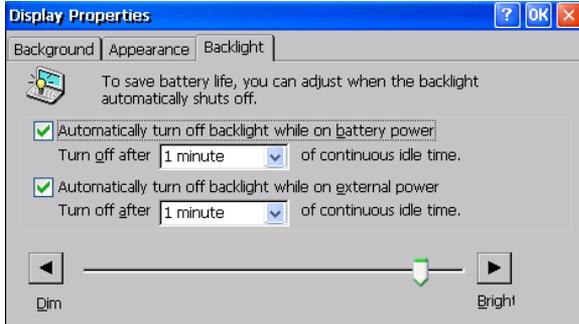
Keyboard Properties

For **Scanning** mode
Enable character repeat .... <u>unchecked</u>

For **Keyboard** mode
Enable character repeat… .... <u>checked</u>

Power Schemes

Shutdown on Lid Close .... unchecked
Switch state to User Idle .... 1 minute
Switch state to System Idle .... 1 minute
Switch state to Shutdown .... 1 minute
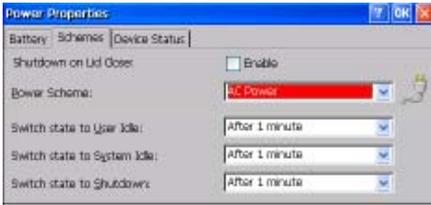
Volume & Sounds

Scheme ....No Sounds

Choose the setting below to avoid hearing loud system sounds.
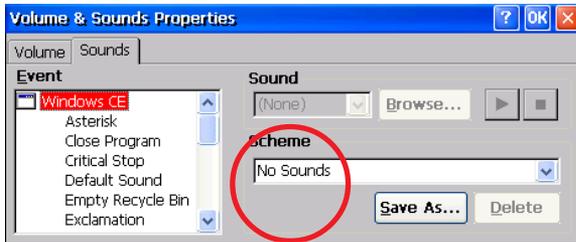
Taskbar Settings

- Press the Ctrl and Esc keys at the same time to show the "Start" menu.
- Click on the "Settings" menu item.
- Click on the "Taskbar and Start Menu" menu item.
- Place a check mark in the 3 check-boxes within the "General" tab.
- Click OK to complete the task.