

Zingui

manual

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I. Device

1 - Introduction

The Zingui is a portable dynamic display alternative communication aid that allows recording and play-back messages easily. Symbols, pictures or other visual objects represent recorded messages (or text-to-speech messages in the Plus version) that the Zingui speaks out when selected via touch screen or alternative access. The Zingui uses an adapted version of Mind Express to achieve this. The Zingui Plus version also supports text-to-speech technology.

The Zingui has an integrated high performance microphone and high quality audio channels to reproduce the recorded messages with high brightness, minimal noise and sufficient volume.

The Zingui has a communication supporting function and is applicable for people (from the age of 3 years) with a communication disability for general use in their daily life. The user should have the mental and motor ability to use the device. The Zingui should not be used for clinical, therapeutic or diagnostic applications.

The Zingui can optionally be equipped with an infrared remote control module that allows controlling for instance a television, a radio or any other device for general use that can be controlled with infrared signals. The infrared remote control unit of the Zingui should not be used for clinical, therapeutic or diagnostic applications.

The Zingui is portable but it can also be mounted on a wheelchair. To ease the portability and to additionally protect the device a carry case is provided with the device.

Please read the user manual before starting to use the Zingui. The safety precautions will help you to avoid misuse of the device.

General specifications

- Marvell® PXA320 processor
- Microsoft Windows® CE 6.0

- 128MB DDR RAM
- 1GB NAND Flash ROM
- 1 slave USB port for connection with PC
- 1 master USB port for keyboard, mouse
- 8,4"VGA (213 mm diagonal) TFT touch screen, LED backlight
- Internal battery
- Weight: 1,08 kg or 2lbs 6oz
- 8.46 x 6.5 x 1.5-1.6 inches

2 - Safety and maintenance

2.1 Safety precautions

- The Zingui is a light weight portable device. When using mobile, we recommend to put the Zingui in its carry case and carry it in combination with the strap. This will avoid that the device drops from your hands on the floor.
- When mounted on a wheelchair, make sure that the fixation is done correctly and that the mounting of the Zingui is also locked on the mounting system. This will avoid that the Zingui drops from its mounting system due to shocks and bumps while driving.
- The Zingui has an internal Li-ion battery. Do not throw away the battery after replacement. Follow the proper waste regulations of your state or region. You can contact your local dealer or sent the used battery back to your local dealer.
- In case the Zingui would be stored for a longer period, make sure that the Zingui is completely powered off and that the battery is fully charged.
- Keep the Zingui away from high temperatures or do not leave the device in spaces where it can be or become very hot (for instance in a car during the summer). High temperatures can have a negative effect on the battery life.
- The Zingui is splash proof on top, but be aware that it has loudspeaker holes at the back. Avoid dirt and moisture intruding the Zingui via the loudspeaker holes, the microphone hole or the connectors. This can effect the quality of the sound and the recording or it can cause bad operation of the Zingui. Follow the cleaning instructions when cleaning the Zingui.

- The Zingui has a touch screen to make selections on the screen. You can use your finger or a stylus. You do not need to press hard to make a selection. Do not use a stylus with sharp edges because that could make scratches on the screen.
- The Zingui has a desk stand to allow you to put and use the device upright on a table. A little magnet in the housing of the Zingui keeps the desk stand closed when not used. You should not use the desk stand as a handle to carry the Zingui. It is not designed for that purpose and it could come loose so that the Zingui would drop on the floor.
- The Zingui has an internal high performance microphone to make recordings. Depending on the adjustable output volume and the original volume of the recorded message, the reproduced message can have a high volume. Be aware of this when making and playback recordings, speak at a normal sound level.

2.2 Cleaning instructions

We advise to clean the Zingui regularly to give germs no change to spread. Switch off the Zingui and unplug the power adapter before cleaning.

If possible use dry cleaning with a soft cloth. Local spots on the housing can be cleaned with a slightly moistened cloth. Do not use aggressive cleaning agents. Take care that no moisture soaks into the housing via the loudspeaker holes, the microphone hole or the connectors. Use a little swab to clean the connectors.

Avoid cleaning the touch screen with paper towels, they can produce little scratches. Use a dry and soft lint-free or micro fiber cloth with, if necessary, some distilled water. Make sure the cloth is damp but not wet. Another option is to use a screen cleaner kit that is specially designed for cleaning computer screens. You can find these kits in computer stores. Do not press too hard on the screen but wipe softly in circles.

For cleaning the carry case you should again try dry cleaning with a cloth or brush. If spots are persistent use a slightly moistened cloth. Avoid using aggressive cleaning agents.

2.3 The carry case

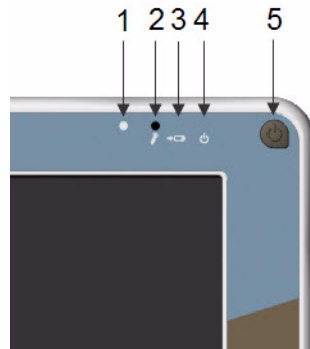
The carry case allows you to carry and use the Zingui safely. The carry case will also protect the Zingui from dirt, moisture, shocks and bumps.

Use the carry case in combination with the strap to avoid that the device can drop from your hands on the floor. You can attach the strap to the opposite corners of the carry case so that the Zingui can be positioned horizontally and operated with one hand.

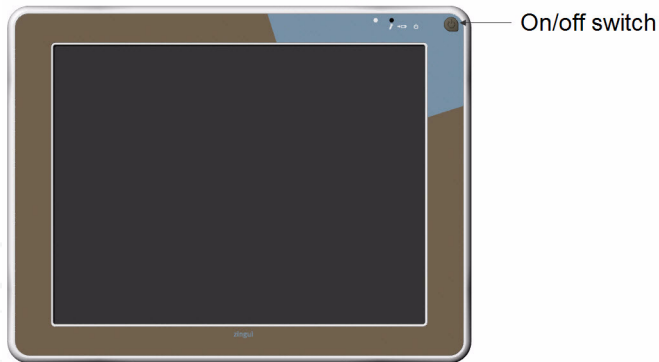
The carry case consists of two parts that are closed with a zipper. Make sure that the zipper has been closed correctly to avoid that the Zingui drops out of its carry case.

The carry case has a second zipper on the back. Opening that zipper allows to use the desk stand while the Zingui is in its carry case. Keep that zipper closed though, when you are not using the desk stand.

3 - Switch on/off the Zingui



1. Light sensor
2. Microphone
3. Battery-indicator
4. On/off indicator
5. On/off switch



3.1 Switch on the Zingui

Shortly press the on/off switch (5) to switch on the Zingui. The on/off indicator will start blinking during the start up procedure. The Zingui will be ready to use as soon as the on/off indicator stops blinking and continuously lights up.

3.2 Standby

You can bring the Zingui in a Standby mode by shortly pressing the on/off switch again. The on/off indicator will now blink every 4 seconds. The power consumption in standby mode is very low. Press the on/off switch to wake up the Zingui from the Standby mode. Waking up will take no time so that you can immediately restart to communicate.

To save battery life you can put the Zingui in standby when you are not communicating. But the Zingui will also automatically turn off the screen when it feels no activity during a specific time. The Zingui is not in standby mode, the on/off indicator stays on. The screen will immediately display the content as soon as you touch the screen or activate an external switch.

3.3 Switch off

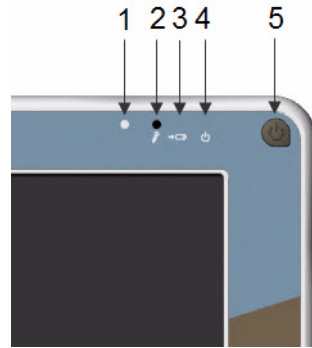
Press and hold the on/off switch for 4 seconds to turn off the Zingui completely. We recommend doing so when the Zingui is not going to be used for a longer period (a few days). When you are using the Zingui every day, you can put the Zingui in standby in the evening and charge it.

3.4 Reset

In the event that the Zingui should not react anymore you can execute a reset by pressing the Reset button on the back of the device. The Zingui will be switched off. Press the on/off switch shortly to restart.

4 - Connectors and indicators

4.1 At the display side



1. Light sensor
2. Microphone
3. Battery-indicator
4. On/off indicator
5. On/off switch

4.1.1 Light sensor (1)

The light sensor measures the environmental light and allows the Zingui to automatically adapt the backlight of the display. This will optimize power consumption and increase battery life.



The light sensor can be switched off if necessary. For more information on switching off the Light sensor see “Brightness” on page 42.

4.1.2 Microphone (2)

The microphone allows to make high quality recordings. You do not need to talk close to the microphone or raise your voice. Keep a distance of about 12 inches while recording.

4.1.3 The battery charging indicator (3)

The battery charging(3) indicator lights up as soon as you connect the Zingui with the power adapter to the mains. The battery indicator turns from orange into green during the charging process. A green battery indicator indicates that the battery is fully charged.

Charging an empty standard battery should take about 90 minutes. Charging the double size battery should take 3 hours.

Do not use another power adapter than the one that is delivered with the Zingui. Using another adapter could damage the internal circuits or the battery.

4.1.4 The on/off indicator (4)

The on/off indicator (4) shows the power status of the Zingui.

When the Zingui is completely turned off, the on/off indicator will not blink nor light up. In standby mode you can see the on/off indicator blinking shortly every 4 seconds.

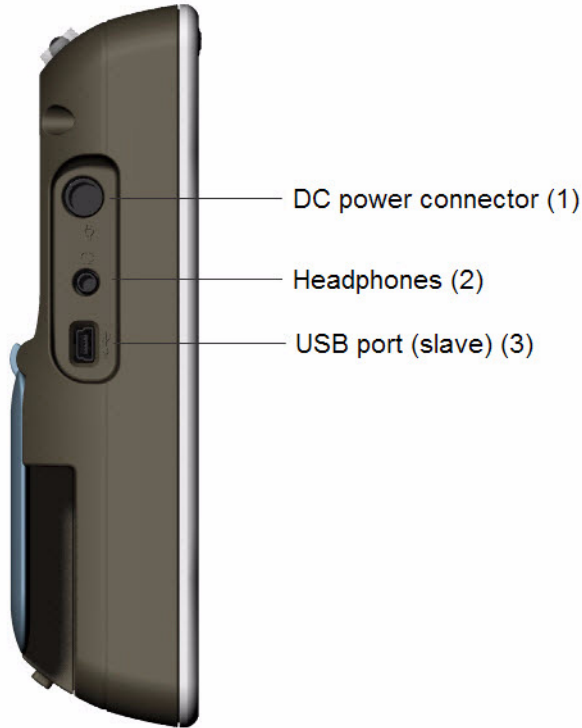
During start up the on/off indicator blinks green for one second every other second. Blinking turns into continuous lit when the Zingui has finished the start up procedure and is ready to be used.

4.1.5 The on/off switch (5)

The on/off switch (5) controls the power state of the Zingui. When completely switched off a short press on the on/off switch powers on the Zingui. Once the Zingui is powered on, a short press on the on/off switch will put the Zingui in standby. Power consumption in this mode is very low. If the user can use the on/off switch easily, taking advantage of the standby mode can increase battery life significantly. A short press on the on/off switch will immediately wake up the Zingui.

Press the on/off switch for 4 seconds to completely shut down the Zingui.

4.2 Left hand side



4.2.1 DC power connector (1)

The DC power input is used to power and charge the Zingui. Do not use another power adapter than the one that is delivered with the Zingui. Using another adapter could damage the internal circuits or battery.

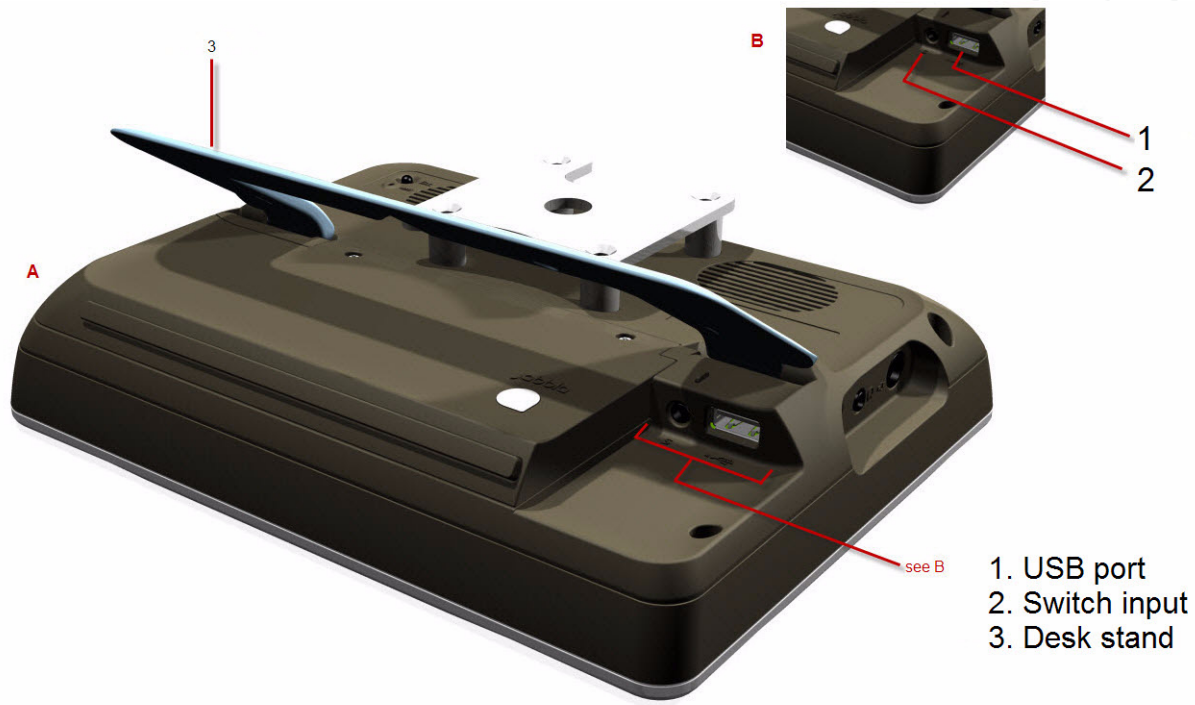
4.2.2 Headphones (2)

This is a 3.5 stereo mini-jack input connector for headphones.

4.2.3 USB port (slave) (3)

The Zingui has two USB ports: a master and a slave. This mini USB port is the slave port. It is used to connect the Zingui to a computer to allow exchange of data between the computer and the Zingui. Do not attempt to connect a keyboard or a mouse on the mini USB slave port.

4.3 At the back



4.3.1 USB port (master) (1)

The Zingui has two USB ports: a master port and a slave port. This is the master USB port. It can be used to connect a USB keyboard or USB mouse to the Zingui.

4.3.2 Switch input (2)

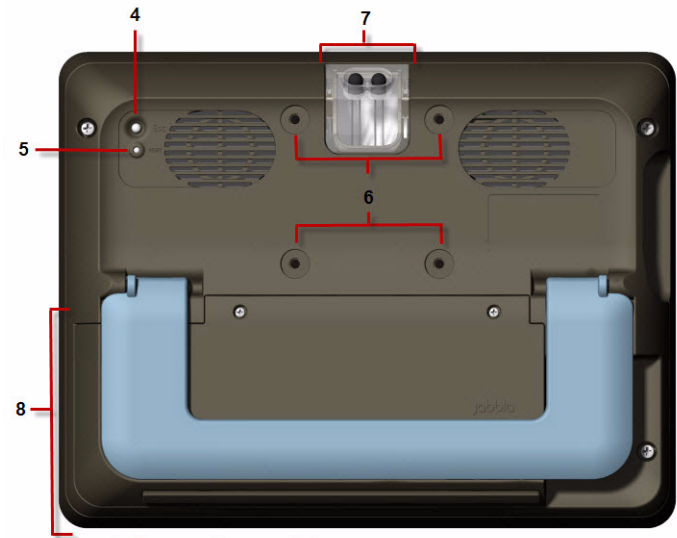
This is a 3.5 mini-jack input connector for connecting switches to the Zingui for switch access in scanning mode. When used with only one switch, the switch can directly be inserted in the switch input connector.

To connect two switches, an adapter cable is needed.

The cable has on one side a 3.5 mini-jack male connector that is inserted in the switch input. The other side of the adapter cable has two 3.5 mini-jack female connectors to connect both switches.

4.3.3 Desk stand (3)

The desk stand allows putting the Zingui on a table and using it standing up. A little magnet will hold the desk stand in its closed position when carried.



- 4. Esc system switch
- 5. Reset switch
- 6. Mounting holes
- 7. IR remote control
- 8. Battery lid

4.3.4 ESC system switch (4)

The ESC system switch has different actions based on the user mode.

When the 'fast recording' mode is active, pressing the ESC switch will initiate a recording procedure. If you now select a cell on the display of the Zingui the recording window will pop and making recordings can be started.

When scanning is active press and hold the ESC switch to stop the scanning.

When the menu is not visible press the ESC switch to make the menu appear on the screen.

4.3.5 Reset button (5)

In the event that the Zingui should not react anymore you can execute a reset by pressing the Reset button. The Zingui will be switched off. Press the on/off switch shortly to restart the Zingui.

4.3.6 The mounting holes (6)

The mounting holes can be used to connect a mounting plate on the Zingui. A DeaSSy mounting compatible plate is available as an option.

4.3.7 The IR remote control window (7)

The IR remote control window contains 2 IR LEDs when the Zingui is equipped with the optional Gewa IR remote control unit. This module allows the Zingui to learn and to transmit IR signals and to control for instance a television.

4.3.8 Battery lid (8)

The Zingui's internal battery is located behind the battery lid. Two special screws are holding the battery lid in position. Do not open the battery lid unless it is necessary. You need specific tools to do this (Torx 6+).

The Zingui can be equipped with two types of batteries. Each of the batteries uses their specific battery lid.

5 - Batteries

The Zingui has an internal Li-ion battery. A new and fully charged battery offers about 6 hours of continuous use. This is with a display continuously turned on, a backlight intensity of 50% (indoor use) and continuously playing sound.

Depending on the user and the power management settings this can be sufficient to use the Zingui a day without charging. Especially when the user is able to access the on/off switch to make use of the standby mode.

In case the standard battery would not be sufficient the Zingui can be equipped with a double capacity battery.

The power adapter of the Zingui can charge the internal battery. When the Zingui is not active, charging the standard battery will take about 90 minutes (or 3 hours for the double capacity battery). You can use the Zingui while it is charged. In that case it will take longer to fully charge the battery.

The power adapter can stay connected to the Zingui when the battery is fully charged. It is better though for the environment to disconnect the power adapter when the battery is fully charged.

Do not use another power adapter than the one that is delivered with the Zingui. Using another adapter could damage the internal circuits or the battery.

5.1 Replacing the battery

The internal battery is located behind the battery lid. Two special screws are holding the battery lid in position. Only open the battery lid unless it is necessary. Do not use a common screwdriver; you need a specific tool to do this (Torx 6+).

First make sure that the Zingui is switched off (press and hold the on/off switch for 4 seconds) and that the Zingui is not powered by the power adapter.

Put the Zingui with its display side on a clean table (preferably with some soft tissue in between) so that the display cannot be scratched.

Unscrew the two screws with a Torx 6+ tool and turn the battery lid from its screw holes towards you. You should not have to use force to do this. The battery is visible now.

Take the battery out of its compartment and replace it with the new battery. Control the position of the battery and slide the battery in the battery compartment towards the battery connector. You should feel a little resistance when the battery slides into the battery connector. But you should not use much force to make the connection. If that would be the case, double check to make sure that the position of the battery is correct.

If you are replacing the standard battery with the double capacity battery (or vice versa) make sure that you are using the corresponding battery lid. (The battery lid for the double capacity battery does not have fixation parts in the middle of the lid.)

Screw the battery lid back on the Zingui housing.

Do not throw away the battery that has been replaced but use the proper waste regulations of your state or region. You can always send the used battery back to your local Jabbla representative.

5.2 Power management

The Zingui uses different ways to minimize power consumption in favour of its battery life.

The Zingui has a light sensor to automatically adjust the backlight intensity in function of the environmental light. When used indoor for instance the backlight can have a lower intensity without really changing the visibility. Less power is consumed in that case and battery life will increase. You can switch off the automatic backlight adjustment and set it on a constant value. *For more information about backlight adjustments see "Brightness" on page 42.*

Be aware that more power is consumed when the backlight intensity is set higher, resulting in a shorter battery life.

A second way to increase battery life is the use of the automatic turn off of the display and backlight when the Zingui is not used for a specific period of time. The display will turn on instantly when it is touched again or when an external switch is activated.

Finally the Zingui can be put in standby mode. In this mode the power consumption is very low. To bring the Zingui in standby mode you have to press the on/off switch shortly. When the Zingui is in standby, the power indicator will blink shortly every 4 seconds.

To bring the Zingui out of standby mode just shortly press on the on/off switch again. The Zingui will wake up instantly so that you can immediately continue to use the device.

When you are using the Zingui every day you can put the Zingui in standby in the evening, charge it and wake up the Zingui in the morning.

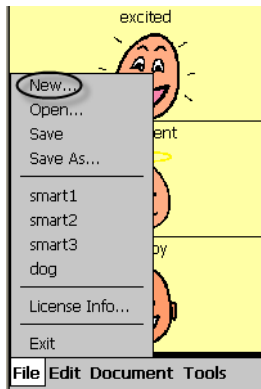
II. How to create a communication book?

1 - How to make a new file?

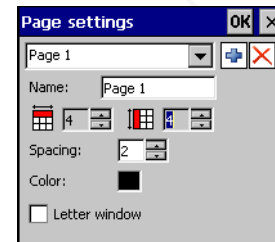
The set of pages of a communication book is stored into a file. If you want to build a new set of pages for a new communication book you need to create a new file.

To create a new file;

1. Select **File**.
2. Select **New**.
3. Save changes of the previous file if necessary.



The page setup screen will now appear on the Zingui.






1.1 Create your first page

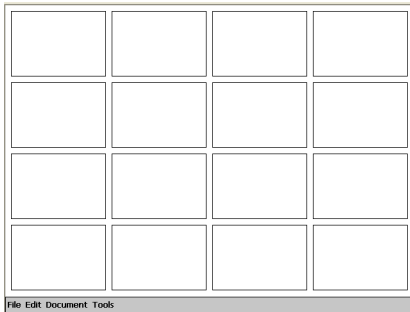
1. Give the page a **Name**.
2. Fill in the number of **Rows** and **Columns** for that page. For instance 4 rows and 4 columns.
3. Choose the amount of **Spacing** between the cells.
4. Tap the color box to define the background **Color** of the page.
5. Decide if you want a **Letter window** on this page. The letter window displays the sequence of symbols you have selected.



The settings of the letter window can be changed in **Document > Letter settings**.

6. Tap  if you want to add another page and continue from step 1.
7. Tap  to delete a page.
8. Tap  when you are ready.

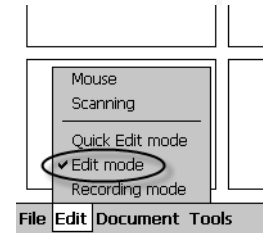
The first page with 16 empty cells (4 by 4) appears on the Zingui.



The following explains how to define the content of a cell. The content of a cell consists of an image/symbol and an action. The action can be a word or a message (Zingui Plus), a sound or a command.

1.2 Fill in the content of a cell: the symbol

1. Select **Edit**.



2. Select **Edit mode**.

The Zingui is now in Edit mode allowing you to change the content of the cells.

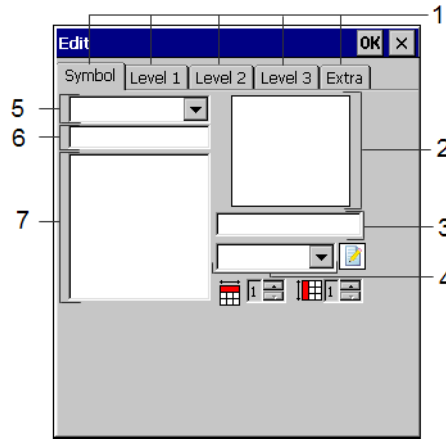


To return to User mode select **Mouse mode**.



Quick Edit mode allows you to change the content of just one cell. After that you automatically return to Mouse mode.

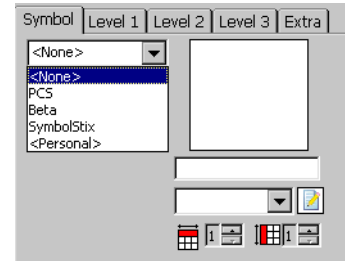
3. Tap a cell to open the Edit window.



1. Tabs Symbol, Level 1, Level 2, Level 3 and Extra
2. Preview
3. Label
4. Style list
5. Symbol Set
6. Symbol Name
7. Symbol List

- **Symbol** (1) is the tab where you can choose the symbolset you want to work with. You can also define the text on screen (label), and the style of your text and cell.
- **Level 1, 2 and 3** (1) are the different sets of messages (Zingui Plus), words or commands that can be linked to that specific cell.
- In **Extra** (1) you can set the cell to be a word prediction cell or a default (symbol or text) cell.

4. Choose the **Symbol Set** (5) you want to work with in the Symbol Set list box.



5. Type the name of the symbol in the **Symbol Name** (6) window.

The Zingui will show the available symbols in the **Symbol List** (7) window.


6. Select the symbol by tapping on its name in the list. The symbol will appear in the **Preview** (2) window.

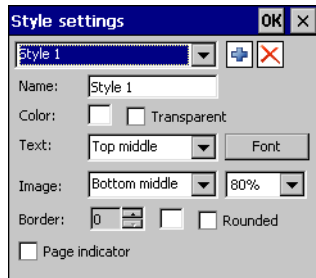
7. Delete, change or add text to the cell in the **Label** (3) window.







If you want to choose an other symbol after modifying the label of a symbol you will notice that the label will not be adapted automatically. If you hold the name of the new symbol in the Symbol list pressed for a moment, the option **Fill in Text and Level1** appears on the screen. Select this option if you want the label to be modified.



8. Choose the style of the cell in the **Style list** (4) box.
9. Tap  to edit a style. The window Style settings appears on the screen:



 For more information on Styles see “Styles” on page 18.

10. The width setting  allows you to change the width of a cell. Each step is 1 cell unit. The cell width increases from left to right.
11. The height setting  allows you to change the height of a cell. Each step is 1 cell unit. The cell height increases from top to bottom.
12. Press .

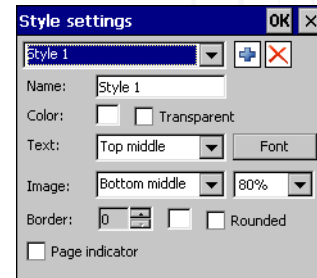
1.3 Styles

A cell can have a specific style that defines its background color, text font, shape etc. This visual information brings more structure into the page and gives extra

information about the nature of a cell. It shows you that a specific cell is a page link, a function, a specific type of message ...

To define a style:

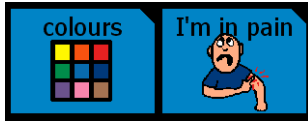
1. Go to **Document > Style settings**.





2. Give the style a name in the field **Name**.
3. Define the background color by tapping on the Color box. You can make a cell transparent. A transparent cell shows the background color of the page.
4. Define the position and font of the text (label) in the cell.
5. Define the position and size of the image in the cell.
6. Define the border and border color of the cell. Enable the Rounded box if you want a cell with rounded corners.



7. Enable the Page indicator box. This will only affect cells that link to a page. These cells will have a flipped over right top corner.



Tap  to add a new style.

Tap  to delete the selected style in the list box.

2 - Fill in the content of a cell: the action

1. Select in the tab **Symbol** the symbolset you want to work with. Select for example SymbolStix and select Dog as symbol. The text 'dog' appears automatically in the cell. If you prefer other text in the cell, you can delete it with the Input Panel and insert new text if you want to.



2. Tap Level 1 to define the action that you want to link with the chosen symbol. The default action is label (text on screen) of the chosen symbol, in this example the spoken message "dog" (for Zingui Plus only).
3. Make a choice from the **Action list box** if you want to add a new action to the





action sequence for this cell. Tap  to add your choice. Zingui will ask for additional information if needed.

4. Tap  when you are ready.



You can add multiple actions to a cell. The sequence of actions will be displayed in the **Action sequence window**.

5. Select an action in the **Action sequence window**.

- tap  to move the action 1 position up or tap  to move it one position down.
- tap  to edit an action.
- tap  to delete an action.


2.1 Overview of the different actions

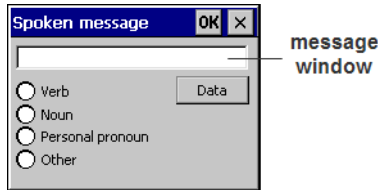
The following list gives you an overview of the different actions that can be linked to a specific cell.



- Spoken message (only for Zingui Plus)
- Sound
- Go to page
- Open file
- Go to level
- Grammar (for Zingui Plus only)
- Letter functions
- Stop all sound
- Volume up
- Volume down
- Say date (for Zingui Plus only)
- Say time (for Zingui Plus only)
- Say day (for Zingui Plus only)

- GEWA
- Calculator
- Battery
- Zingui

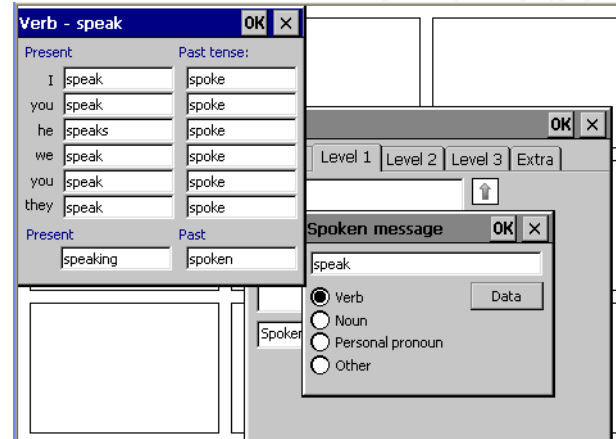
2.1.1 Spoken message (only for Zingui Plus)

1. Choose **Spoken message** in the Action list box to add a text-to-speech message and then tap  .
2. Write the message you want to link with the cell in the Message window.



3. Choose **Verb**, **Noun**, **Personal pronoun** or **Other** depending on the part of speech of the message. The Zingui uses this information for its grammar engine.
4. Complete data if necessary.
5. Tap  , Zingui will ask for more data if needed.
6. Tap  when you made a mistake.

7. When you select **Verb**, **Noun** or **Personal pronoun** you can tap Data. If necessary the Zingui will ask you to fill in some data about the Noun, Verb or Personal Pronoun. For example the Verb speak.




2.1.2 Sound

Choose **Sound** in the Action list box to add a sound or to add a recording and

then tap  .


To use an existing sound:


1. Tap the sound in the Sound list box you want to use.
2. Tap  if you want to listen to the sound first.

3. Tap  to stop playing.

4. Tap  to confirm the selection of the sound.


To record a sound:

1. Tap  to make a recording. The record button will turn green while recording.

2. Tap  to stop recording. The Zingui automatically gives a new recording a name zsnd _“serialnumber”_ x, where x is a number.

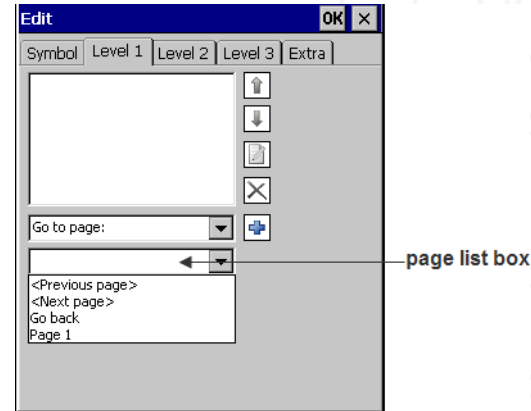
3. To change the name of the recorded sound tap its filename and edit it.

4. To delete the sound tap and hold its filename and select **Delete file**.

5. Tap  when you are ready.

2.1.3 Go to page

To open a page from a cell:

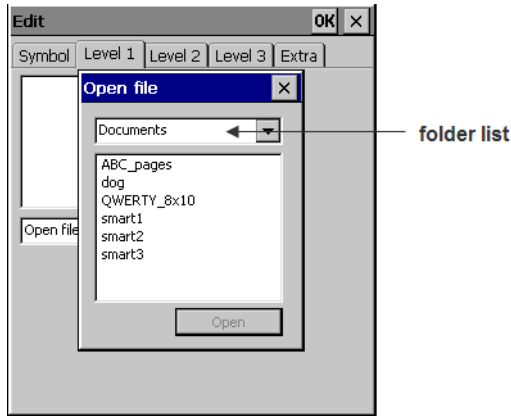


1. Choose **Go to page** in the Action list box.
2. Choose a specific page in the **Page list** box. In that list the name of the pages will appear.
 - **<Previous page>** links to the previous page if available.
 - **<Next page>** links to the next page if available.
 - **<Go back>** links to the last page you have consulted.
 - **<Page 1>** makes a link to page 1.

Tap  to add the action to the action sequence.

2.1.4 Open file

To open a specific file from a cell:



1. Choose **Open file** in the Action list box to make a link to another file and then



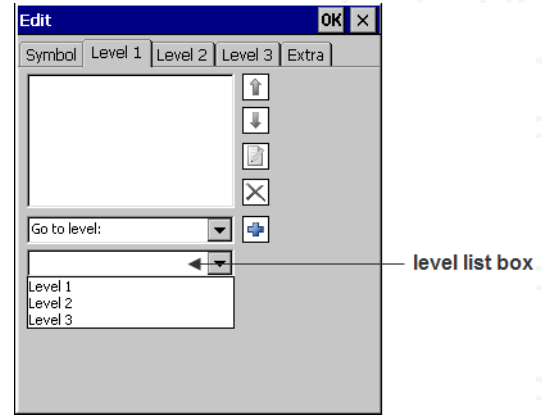
2. Choose in the **folder list** the folder where the file is located.
3. Choose the file you want to link to.
4. Tap the **Open** button.

2.1.5 Go to level

The level command is used when you want to access a second or third message that can be linked to the symbol.

For instance a second meaning of the symbol and message “I” could be my name. Often one uses on a second or third level a related message with the symbol that is on the first level.

1. Choose Go to level in the Action list box to activate another level.
2. Choose the level you want.

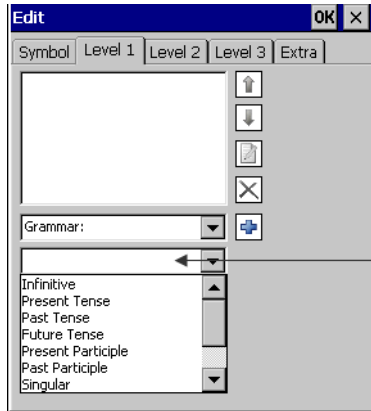


Completing the content of a cell on Level 2 and Level 3 is similar to completing the content of a cell on Level 1. To open the content window of a specific Level, tap its corresponding level tab.

3. Tap  to add the action.

2.1.6 Grammar (only for Zingui Plus)

Mind Express CE has a grammar module that helps you to make correct sentences. For example, verbs are conjugated automatically. You can also add specific grammar functions to certain symbols. You could add the grammar function Past Tense to the symbol 'yesterday' to automatically go into the past tense when the symbol 'yesterday' was selected.



To use the grammar functions:

1. Choose Grammar in the Action list box to add a grammar function.
2. Choose the grammar function in the Grammar function list box.
 - Future Tense
 - Present Participle
 - Past Participle
 - Singular
 - Plural
 - 1st person sing
 - 3rd person singular

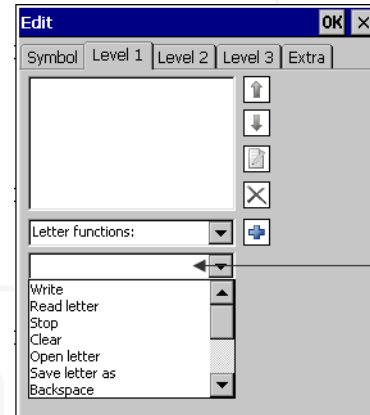
For instance choose **Present Participle** if you want the next verb in its Present Participle form.

For instance choose **Plural** if you want the next noun in its plural form.

3. Tap  to add the action to the action sequence.

2.1.7 Letter functions

Zingui allows you to create and to prepare sentences. You can get a visual feedback of the message you are creating in the letter window. Both text and symbols can be displayed. (Zingui Plus)




To use the Letter functions:

1. Choose **Letter functions** in the Action list box to add a letter function.
2. Choose one of the following Letter Functions:

- **Write:** Activate the letter window so you can start adding symbols to the letter
- **Read letter:** Read out loud the sentence or letter completely
- **Stop:** Stop writing
- **Clear:** Clear the letter window and start a complete new sentence or letter
- **Open letter:** To open an existing letter
- **Save letter as:** To save the letter as brf file under a name that is visible in the cell it's saved under
- **Backspace:** To delete the last entry
- **Up:** Display the next line in the letter
- **Down:** Display the previous line in the letter
- **Left:** Set the letter cursor one position to the left
- **Right:** Set the letter cursor one position to the right
- **Home:** Set the letter cursor at the beginning of the letter
- **End:** Set the letter cursor at the end of the letter
- **Toggle letter:** Activate/deactivate the letter window

3. Tap  to add the action to the action sequence.

 To add a letter window on a specific page activate the Letter window parameter in the **Document > Page settings** menu.

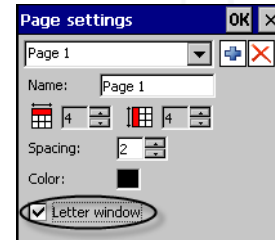
 For more information about the Letter window see “The letter window” on page 26.

2.1.8 The letter window

Each page can have a letter window.

To activate the letter window on a page:

1. Select in the menu **Document > Page Settings** and enable the Letter window box.



2. Select **Document > Letter settings** to define specific letter parameters.

Following window appears on the device:




- The **Content** of the letter window can be only text, only images or both text and images
- Set the **Background color** of the letter window by tapping on the Background color box

- Set the **Font of the Text** in the letter window via the Font button
- The **Image size** slider allows you to change the size of the images that are displayed in the letter window
- Enable **Read letter by clicking on window** if you want the Zingui to speak out loud the sentence in the letter window by tapping the letter window
- Enable **No speech when adding to letter** when you do not want auditory feedback while creating a letter or sentence
- Enable **Start with active letter** to activate the letter window upon loading the file

2.1.9 Stop all sounds

Choose **Stop all sounds** in the Action list box to make the Zingui to stop speech

or sound playback and then tap .

2.1.10 Volume up

Choose **Volume up** in the Action list box to increase the volume of the Zingui and

then tap .


2.1.11 Volume down

Choose **Volume down** in the Action list box to decrease the volume of the Zingui

and then tap .


2.1.12 Say date

Choose **Say date** in the Action list box to let the Zingui say the date and then

tap . To set the date go to **Tools > Date/Time**.


2.1.13 Say time

Choose **Say time** in the Action list box to let the Zingui say the time and then

tap . To set the time and the time notation go to **Tools > Date/Time**.

2.1.14 Say day

Choose **Say day of week** in the Action list box to hear the day of the week in this

cell and then tap .

2.1.15 GEWA



For more information on the GEWA commands see “GEWA: sending Infrared codes” on page 47.

2.1.16 Calculator



For more information on how to use the calculator see “The calculator” on page 51.

2.1.17 Battery



For more information on the Battery see “Battery level” on page 53.

2.1.18 Zingui



For more information on how to use the Zingui Tool see “Zingui” on page 41.

2.2 Remarks

- You can use the **Quick Edit mode** to edit just one cell. After editing the Zingui automatically returns to the User mode.
- To add a new page to your file go to **Document > Add new page**. A new page with the same characteristics as the previous page will be added to the end of your file. **Duplicate page** will duplicate the current page and add it at the end of your file.
- Go to **Document > Page settings** to change the name of a page, the number of cells, the spacing between the cells and the background color of a page.

2.3 To save a file and to open a file

- Save your file when you are ready or when you want to stop editing. Use **File > Save as** when you want to give your file a new name. Use **File > Save** to save it with its existing name.
- Use **File > Open** to open an existing file. Choose the file you want to open in the File list box.

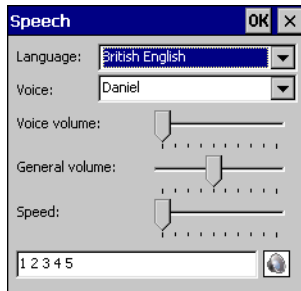
3 - Speech settings (for Zingui Plus only)



3.1 Speech

Zingui uses high quality text-to-speech engines. The speech settings allow you to change the language and voice (if more than one is available), the volume and the speed.

To modify the speech settings:

1. Go to **Tools > Speech...**



2. Modify if needed the **Volume**, the **General Volume**, the **Speed**, **Language** or **Voice**. The **General volume** controls the general volume of the Zingui.
3. Tap  to test the chosen settings. Write something else in the test box when you want to hear another phrase.
4. Tap  when you are ready.



3.2 Speech dictionary


Some words might have a wrong pronunciation. This can happen with words from another language or with names. You can change the pronunciation in the speech dictionary.



To change the pronunciation of some words:

1. Go to **Tools > Speech dictionary** to open the dictionary.
2. Write the word with the wrong pronunciation in the Word window.



3. Write a new pronunciation in a 'sounds as' way or with phonetic characters (enable **Phonetic** in that case) in the New pronunciation window.
4. Tap  to evaluate the result.
5. Tap  to add the entry to the Word list.

6. Tap  when you are ready.

 To delete a word in the Word list, first select the word, then tap .

 Tap  to make a new list.

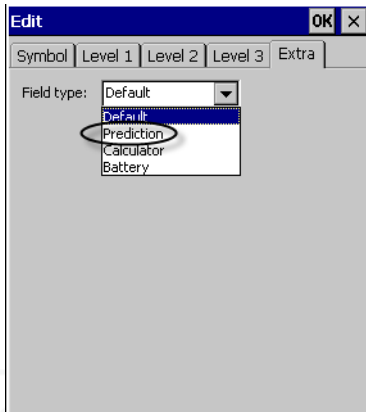
4 - Word prediction (for Zingui Plus only)

When the user is able to use text, offering word prediction can increase the communication speed significantly. The word prediction engine in the Zingui is context based, it predicts current and next word.

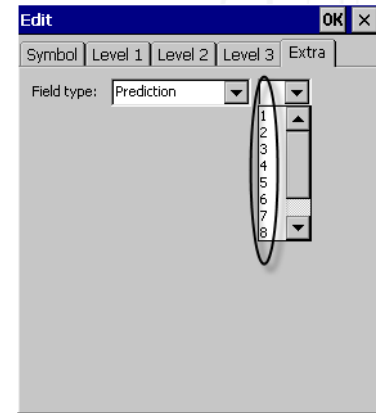
The pages on the Zingui can contain cells that show word predictions. To make this happen a cell must be defined as a word prediction cell. The content window of a cell has a tab called Extra in which you can change the Field type to define whether a cell contains a symbol/text (the default) or a Prediction.

To use a cell as prediction cell:

1. Open the Edit window of a cell and choose the tab **Extra**.
2. Select **Prediction** in the selection list.

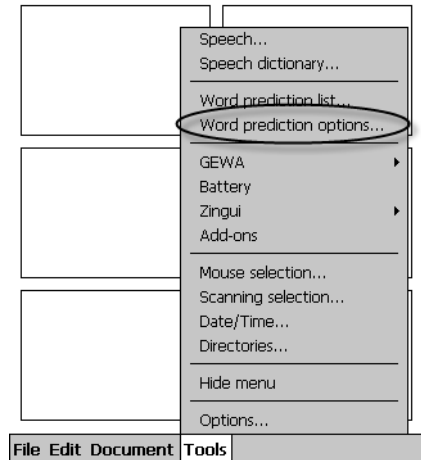


3. Also define the Prediction number: 1 has the highest probability. The bigger the number the lower the probability of the corresponding prediction.

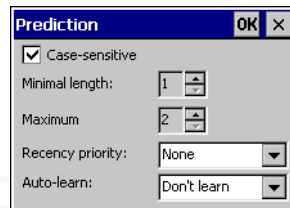


4.1 Word prediction Settings

Go to **Tools > Word prediction options**.



The window **Prediction** appears on the screen:



- Enable **Case-sensitive** when you want the prediction engine to be case sensitive.
- The **Minimal length** parameter defines the minimal number of characters the word predictions will be longer than the current written word.

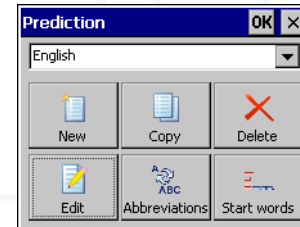
- The **Maximum** parameter defines how many times a word prediction will be suggested. If it hasn't been chosen by then, the prediction will no longer be shown but will be replaced by another prediction.
- The **Recency priority** (None – Low – Normal – High) defines whether recently used words will obtain higher probabilities.
- The **Auto-learn** setting (Don't learn – Learn frequencies - Learn words - Learn word pairs – learn all) defines whether new words and/or word pairs will be added to the prediction list or not. This will also affect the probability of the words in the list.

4.2 Editing the word prediction list







Zingui uses a word prediction list of about twenty thousand words. You can edit the list, add and delete words, change frequencies.

To edit word prediction lists:

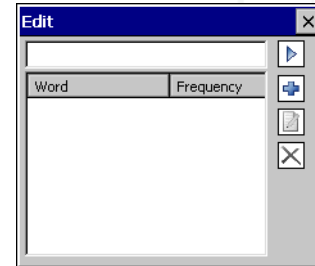
1. Go to **Tools > Word prediction list...** to edit the currently selected prediction list.



2. In the Prediction list box you can choose a prediction list.

	<p>To make a new word prediction list. You can add words manually, but you also can use the auto learn function. The word prediction will learn automatically words while using it.</p>
	<p>Duplicate the current word prediction list. You will be asked to give the list a new name.</p>
	<p>Delete the current word prediction list.</p>
	<p>Edit the current word prediction list.</p>
	<p>The list of abbreviations can be extended with new abbreviations.</p>
	<p>Those are words that will be shown in the prediction cells at the beginning of a new sentence. You can add starwords to this list by typing them directly in the field with the list of startwords.</p>

4.2.1 Editing words



1. Write (part of) the word you are looking for in the Search window and

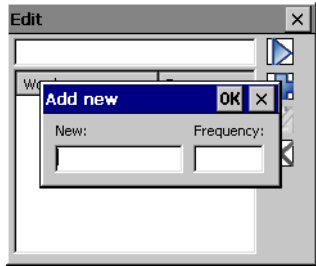
tap  .



A list of words with their corresponding frequency will appear.

2. Select a word and tap  to change its frequency.

3. Select a word and tap  to delete it.

4. Tap  to add a word to the list.





5. Fill in the new word and the frequency. Compare with existing frequencies of similar words to set a frequency.
6. Tap  or  when you are ready.

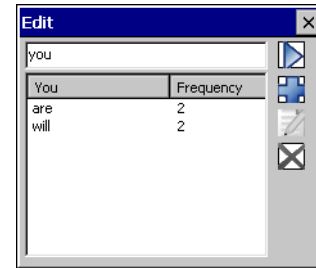
4.2.2 Word pairs








For instance the word 'you'.

1. Write the word you are looking for in the Search window and tap .
2. Select the word ('you') and tap  to display the list of words that can be combined with the word 'you'.

A list with all the possibilities appears:



3. A list of words with their corresponding frequency will appear.
4. Select a word and tap  to change the frequency of the word pair 'you + the selected word'.
5. Select a word and tap  to delete the word pair from the word pair list.
6. Tap  to add a word pair to the list.
7. Fill in the new word that can be combined with the word 'you' and add the frequency of the new word pair. Compare with existing frequencies of similar word pairs.
8. Tap  or  when you are ready.

4.2.3 Abbreviations

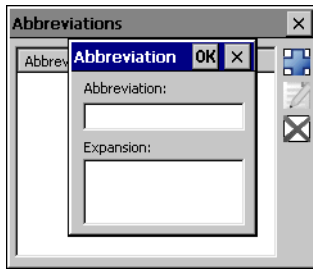



To extend the word prediction list with abbreviations:

1. Tap



2. Tap  to add an abbreviation and its expansion to the list.



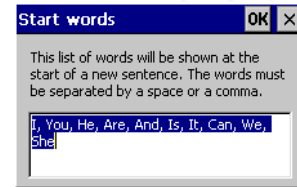
3. Tap  when you are ready.

Tap  to delete it tap  to edit it.

4.2.4 Startwords



These words will appear in the prediction cells when you start a new sentence. You can add words to the list. You can add starwords to this list by typing them



directly in the field with the list of startwords.

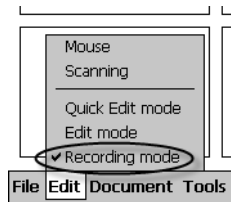
5 - Recording messages

The Zingui allows you to make quick recordings. You can make recordings in recording mode, in editing mode and you can also make recordings in mouse mode (if the option "Allow recording in mouse mode" is enabled.)

5.1 Making recordings in Recording mode

The first Voice recorded message will be overwritten with the new recording. If there is no such message, the new recording will be added as the first action for that cell.

1. Go to **Edit > Recording mode**.





2. Tap the cell under which you want to insert your recording.

3. The recording window appears on your screen:



4. There are two ways of recording:

- Keep  pressed during the recording. Release when finished
- Keep the Escape button on the back of the Zingui pressed during the recording. Release when finished.

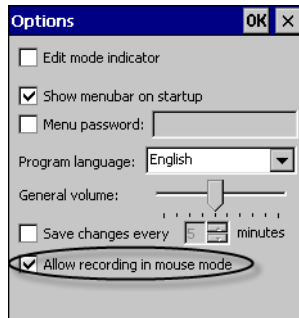
5. Tap  to listen to the recording.

6. Tap  to save the recording.

7. Tap  to delete the recording.




5.2 Making recordings in Mouse mode

1. Go to **Tools > Options**. Select **Allow recording in mouse mode**.



2. When you are working in Mouse mode and you want to make a recording, press the ESC button on the back of the Zingui and then select a cell. The recording window appears on the screen.



3. There are two ways of recording:
- Keep  pressed during the recording. Release when finished or
 - Keep the Escape button pressed during the recording. Release when finished.
4. Tap  to listen to the recording.
5. Tap  to save the recording.

6. Tap  to delete the recording.

5.3 Making recordings in Edit mode

For more information on making recordings in Edit mode see “To record a sound:” on page 23.

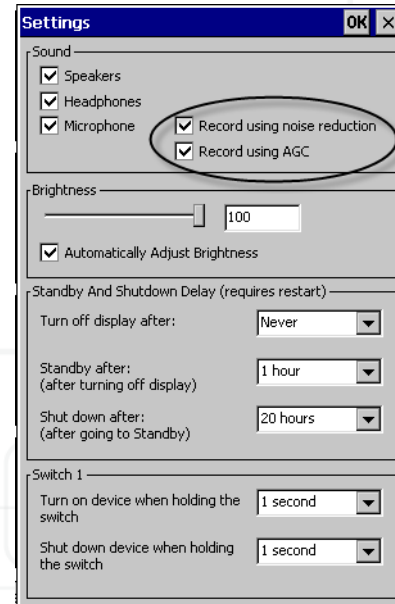
5.4 Noise reduction and AGC

5.4.1 Noise reduction

Noise reduction stands in for a reduction of surrounding noises while recording. When this option is activated, Zingui will filter out the noise to improve the quality of recording. When **Record using noise reduction and/or Recording using AGC are activated**, wait a moment before speaking and do not speak too loud.

To activate Record using noise reduction:

1. Go to **Tools > Zingui** and select **Settings**.



2. Select **Record using noise reduction**.

5.4.2 AGC

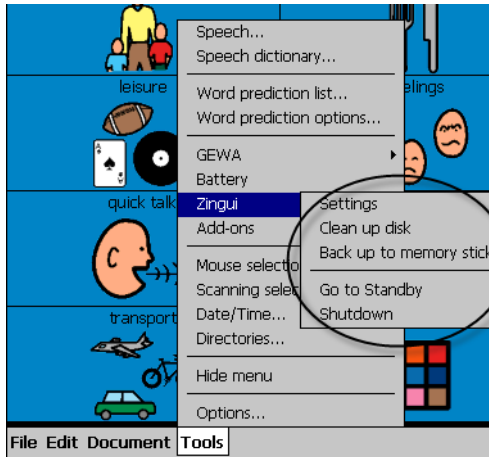
AGC will try to set every recording to the same volume level.

To activate Record using noise reduction:

1. Go to **Tools > Zingui** and select **Settings**.
2. Select **Record using AGC**.
3. Tap **OK** to confirm.

6 - Zingui

The Zingui Tool allows you to control some general settings of your Zingui, such as brightness, sound and standby mode.



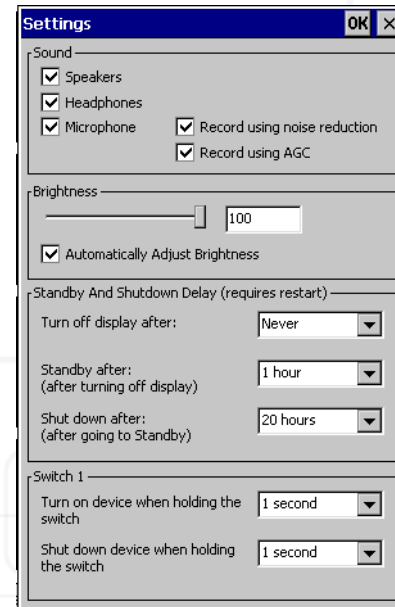
6.1 Zingui settings

In the Settings you can adjust the following parameters of the Zingui.

6.1.1 Sound

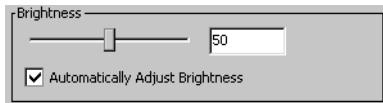
1. Go to **Tools > Zingui** and select **Settings**.

The window **Settings** appears on the screen:



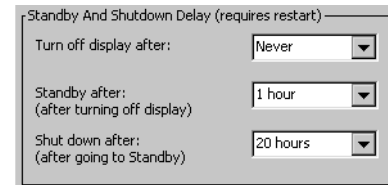
2. Select **Speakers** if you want to activate the Speakers, select Headphone if you want to activate the Headphone. You can also activate both channels.
3. Activate the **Microphone** if you want the Microphone to be active. If you don't activate the Microphone making recordings will not be possible.
4. Select **Record using noise reduction and or record Using AGC**. When noise reduction is activated Zingui will filter out the noise to improve the quality of recording. When **Record using noise reduction is active**, wait a moment before speaking while recording and do not speak too loud. When recording using AGC is activated, all recordings will be set at the same volume level.

6.1.2 Brightness



1. Go to **Tools > Zingui** and select **Settings**.
The window **Settings** appears on the screen.
2. Displace the slider till you obtain the desired brightness.
3. Enable **Automatically Adjust Brightness** if you want the Zingui to adapt automatically the brightness (with a maximum of the set brightness) of the screen depending on the exterior brightness. This option is useful to use the energy efficiently and to extend battery life.

6.1.3 Standby and Shutdown Delay (requires restart to update)



Changed settings will be operational after restarting the Zingui.

1. Go to **Tools > Zingui** and select **Settings**.
The window **Settings** appears on the screen.
2. **Turn off display after:** Never - 1 minute - 90 seconds - 2 minutes - 3 minutes - 5 minutes - 10 minutes if you want the display to be automatically turned off after a specific time of inactivity.
3. **Standby after (after turning off display):** Never - 2 minutes - 5 minutes - 10 minutes - 15 minutes - 30 minutes - 1 hour. After the screen has been turned off, you can ask the Zingui to go automatically in stand by mode after a specific time of inactivity.
4. **Shut down after (after going to Standby):** Never - 5 hours - 10 hours - 20 hours - 25 hours. After the Zingui has been put in stand by mode, you can ask the Zingui to be shut down automatically after a specific time.
5. Select OK to confirm and restart the Zingui to activate this settings.

6.1.4 Zingui Control Using button 1

1. Go to **Tools > Zingui** and select **Settings**.

The window **Settings** appears on the screen.

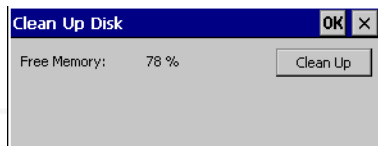
2. **Turn on device when holding the switch:** Never - 1 second - 2 seconds - 3 seconds - 4 seconds - 5 seconds - 6 seconds - 7 seconds - 8 seconds - 9 seconds.
3. **Shut down device when holding the switch:** Never - 1 second - 2 seconds - 3 seconds - 4 seconds - 5 seconds - 6 seconds - 7 seconds - 8 seconds - 9 seconds.

6.2 Clean Up Disk

When you overwrite the recording of a specific cell, the previous recording will still be stored on the hard disk of the Zingui. When the free space on the hard disk is no longer sufficient, you can remove these old unused recordings. The option Clean up Disk will erase all recorded wave files that are not linked to a cell of your documents. This should only be done if you are low on free hard disk space.

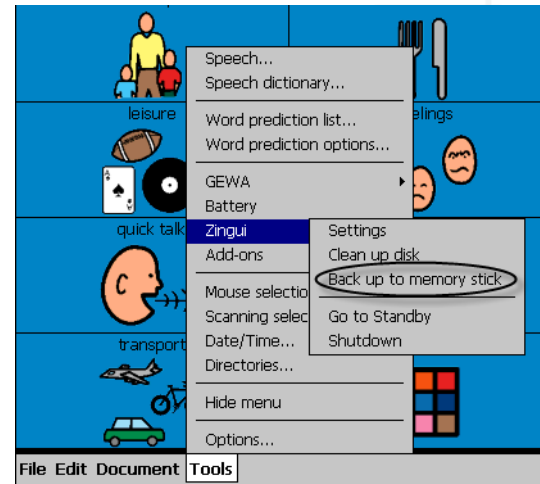
1. Go to **Tool > Zingui** and select **Clean Up Disk**.

The window Clean Up Disk appears on the screen. In this window you can see the percentage of free memory.



2. Select **Clean Up** to start cleaning the disk.

6.3 Back up to USB memory stick



You can copy the content of the Zingui to an USB memory stick.

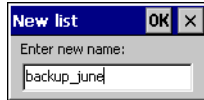
Insert an USB memory stick in the computer and go to **Tools > Zingui** and select **Back up to memory stick**.

This option is meant as a backup function of the Zingui. If any problem occurs in Mind Express, you can insert the USB memory stick in the Zingui and restore the Zingui with the content of the USB stick. *For more information on how to reset the device see "Reset button (5)" on page 11.*

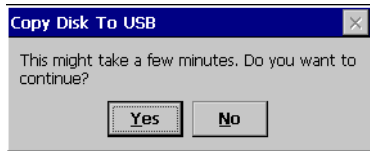
6.3.1 Making a backup of the content of the Zingui on a memory stick

1. Insert an USB memory stick in the USB port. *For more information about the USB port see "USB port (master) (1)" on page 10.*

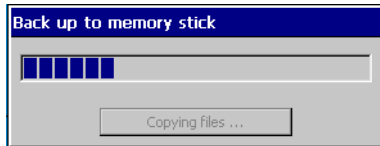
2. Go to **Tools > Zingui > Back up to USB memory stick**. Following window, asking to give the backup file a name, appears on the screen. Enter a name for this backup file, for example `backup_june`:



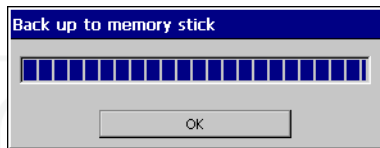
3. Tap OK. Next message appears on the screen:



4. Select Yes. A window showing the progress is displayed while copying the files.

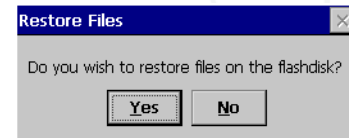


5. When copying is finished OK appears on the window.



6.3.2 Restore the Zingui with the USB memory stick

1. Insert the USB memory stick in the USB port (master). *For more information about the USB port see "USB port (master) (1)" on page 10.*
2. Reset the Zingui with the Reset button. *For more information on how to reset the device see "Reset button (5)" on page 11.*
3. Restart the device.
4. A window appears that asks you if you want to restore the files.



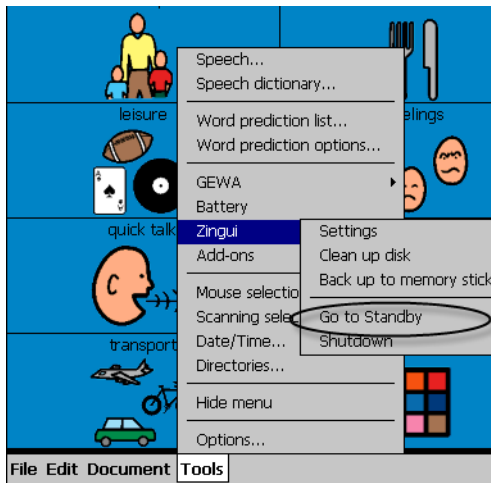
5. Select Yes or No.



Files that were made after copying the content of the disk to USB will not be lost. All files that already existed before copying the disk to USB will be overwritten by the files on the USB stick. So if you made any changes to these files after copying the content to USB, all changes will be lost.

6.4 Go to standby mode

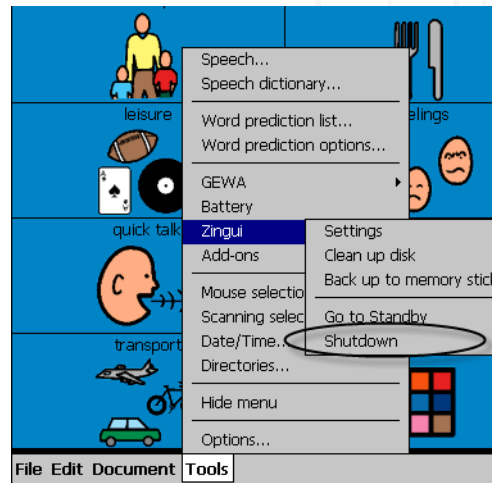
To put the Zingui in standby mode go to **Tools > Zingui** and select **Go to Standby**.



You can also put the Zingui in Standby mode by shortly pressing the on/off switch.

6.5 Shutdown

To shut down the Zingui go to **Tools > Zingui** and select **Shutdown**.



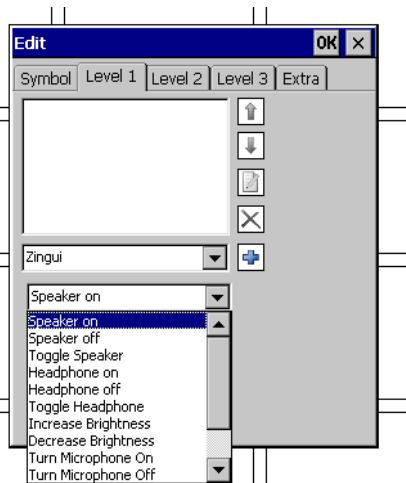
6.6 Use the Zingui commands from a cell

In the content window of a cell you will find the Zingui commands. You can insert them under cells, so the user will be able to change some settings of the Zingui from his communication grid.

6.6.1 How to use the Zingui?

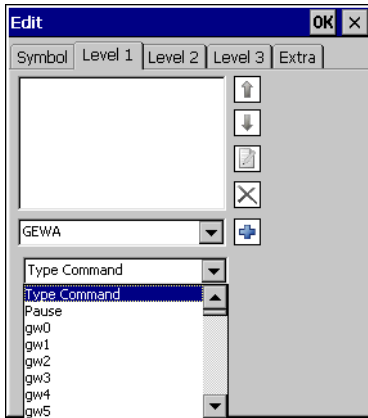
1. Go to **Edit > Edit mode**.
2. Open the **Edit** window of a cell.
3. Choose a symbol and/or label.
4. Choose one of the Zingui commands:

- **Speaker on:** sound goes to the speaker
- **Speaker off:** stop sound to the speaker
- **Toggle speaker:** sound goes to speaker on/off
- **Headphone on:** sound goes to the headphone
- **Headphone off:** stop sound to the headphone
- **Toggle Headphone:** sound to the headphone on/off
- **Increase Brightness:** to increase the brightness of the screen
- **Decrease Brightness:** to decrease the brightness of the screen
- **Turn Microphone On:** to turn the Microphone on
- **Turn Microphone Off:** to turn the Microphone off
- **Toggle Microphone:** to turn the Microphone on or off
- **Go to Standby:** to put the Zingui in standby mode
- **Shutdown:** to shut down the Zingui



7 - GEWA: sending Infrared codes

The Zingui can optionally be equipped with a programmable infrared remote control unit. With this module the Zingui can learn to transmit infrared codes and control for instance your television.

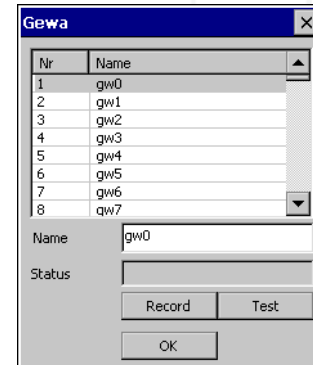


7.1 Programming infrared codes

Following describes how to program IR codes on the Zingui:

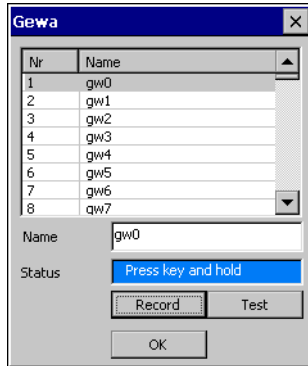
1. Go to **Tools > Gewa** and select **Record**.

The window **GEWA** appears on your screen.



2. Choose one of the GEWA commands in the list and type a new name in the **Name** box. For example Volume up. You can use the on screen keyboard to fill in the name of the command.
3. Put your remote control (in this example it will be the remote control of your television or cd player) in front of the IR window of the Zingui. The distance between your remote control and the IR window should be about two inches.
4. Select **Record**.

5. The status line in the Gewa window will display: **Press key and hold**. At the same time a red light in the IR window will turn on. The IR module now waits for the IR code that has to be learned.

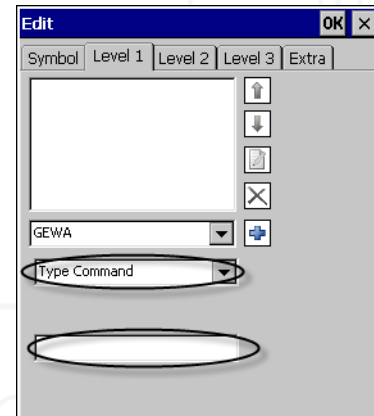


6. Press the button of your remote control of the code you want the IR module to learn (in this case the IR code for television volume up).
7. Keep the button pressed until the red light in the Gewa window turns off or the status line in the Gewa window displays **Release**.
8. This procedure will be repeated in order to learn the code for a second time: The red light in the IR window will turn on again and the status line will ask to press the (same) remote control button again. The unit is now waiting for you to send the IR code for a second time. Press the same button on your remote control again.
9. Keep the button pressed until the status line displays **Release**. The IR module now has recorded the code a second time.
10. The red light will blink shortly to confirm that the record procedure has been finished successfully. In the status line an OK will appear.
11. Repeat this procedure from (4) for all other command that you want to use.

7.2 Transmitting IR codes

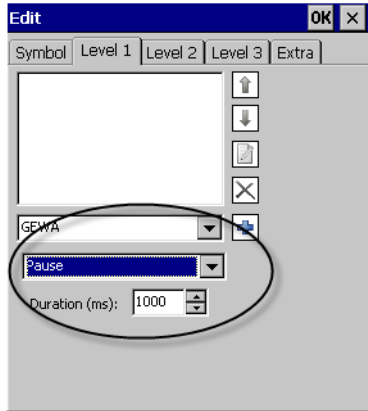
To send IR codes with the Zingui you have to link the command Send Gewa to a cell.

- To link an IR code to a specific cell in the Mind Express grid you need to choose **Edit > Edit Mode**.
- Open the **Edit** window of a cell and go to Level 1, Level 2 or Level 3 and choose GEWA in the command list box.
- Choose a GEWA subcommand.
 - Type command:** if you want to type a specific GEWA command you can do so by entering the GEWA command immediately in the field that is foreseen beneath.



- Select **Pause** if you want to insert a pause between two GEWA commands. This can be useful to make TV channel selections like for instance TV

channel 39. **Pause** allows you to add a pause after sending the corresponding IR code. Insert the **Duration** of the Pause in milliseconds.



- Choose one of the commands you already have programmed.

4. Tap **OK** to confirm.

7.3 Making a backup file of the GEWA commands

This option is meant as a backup function of the GEWA commands. If any problem occurs, you can restore the GEWA commands with your backup file. This can also be useful in case you want to use different GEWA command sets for different locations. You can program the GEWA with the commands for location A and make a backup file once it's programmed for location A. You can do the same for location B. Using backup and restore, this allows you to switch the GEWA command set based on your location.

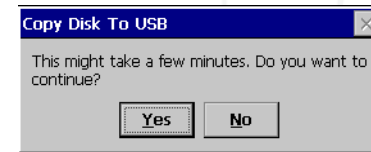
How to make a backup of the GEWA commands?

1. Go to **Tools > GEWA > Back up**.

2. Following window, asking to give the backup file a name, appears on the screen. Enter a name for this backup file, for example `gewa_home`.



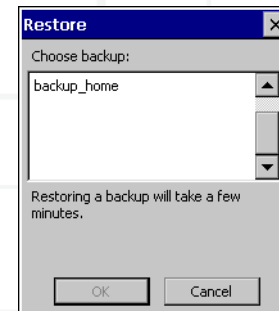
3. Tap OK to confirm. Next message appears on the screen:



4. Select Yes. A sandglass appears while the files are being saved.

How to restore the GEWA backup?

1. Go to **Tools > GEWA** and select **Restore Backup**.
2. The window restore appears on the screen. Select the backup you want to restore and tap OK.



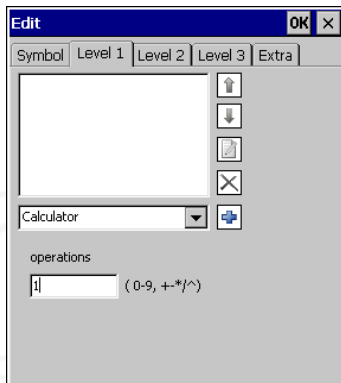
A sandglass will be displayed on the screen. When restoring is finished, the window disappears.

Chapter 8 - The calculator

8.1 How to make a calculator

8.1.1 The numbers

1. Click **Document > Add new page** and give the new page a name.
or
Click **File > New**.
2. Define the number of cells, the spacing and choose a Background if necessary.
3. Select a cell under which you want to insert a number:
 - The **Edit** window appears on the screen.
 - Choose the command **Calculator**.
 - Fill in a number in from 0-9 in the operations window.
 - Repeat for other numbers.



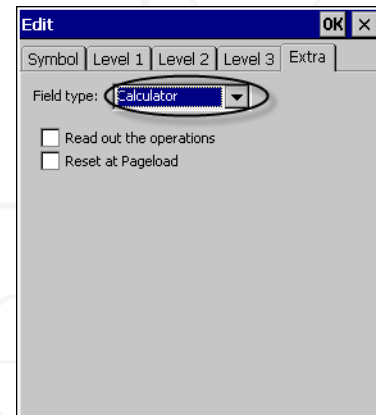
8.1.2 Operations

- difference: Fill in - under **Operations**
- sum: Fill in + under **Operations**
- quotient: Fill in / under **Operations**
- product: Fill in * under **Operations**
- square root: Fill in @ under **Operations**
- fraction 1/x: Fill in R under **Operations**
- to the power of: Fill in ^ under **Operations**

8.1.3 Display

Make a cell that will function as result cell for the calculator. It can be useful to make the cell for the results larger than the other cells.

1. Open the **Edit** dialogue box of the cell.
2. Select the tab **Extra** and choose **Calculator** in the list box.



3. Click Ok to confirm.

The operations and the response will be displayed in this cell.

4. Select **Read out the operations** if you want the operations to be read.(only for Zingui Plus).
5. Select **Reset at pageload** if you want a reset of the display when you are opening the calculator page.

8.1.4 Delete signs and delete the content of the display

- To delete last entry: Fill in **B** under **Operations (Backspace)**.
- To clear the display: Fill in **C** under **Operations (Clear)** .

9 - Battery level

There are two ways to get informed about the status of the battery: a spoken message, or visual information in a cell.

9.1 Battery level message (only for Zingui Plus)

1. Go to **Edit > Edit mode** and open the Edit window of a cell.
2. Choose Level 1 and select battery as action in the action list box and tap



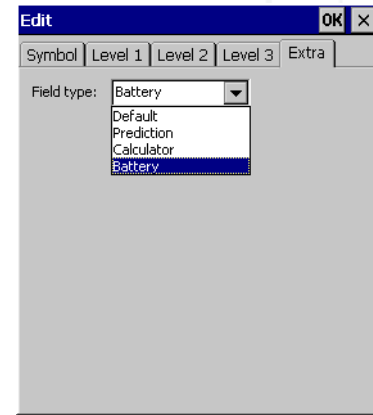
From now on the level of the battery will be spoken out loud when you select this cell.

You can use this cell in combination with a battery cell.

9.2 Battery level visual

It is possible to make a battery cell. This means that you will create a cell that displays the level of the battery.

1. Go to **Edit > Edit mode** and tap a cell.
2. Select the tab **Extra** and choose **Battery** in Field type.
3. Tap **OK** to confirm.



10 - Options

10.1 Options

There are some general settings of the Zingui that can be modified.

10.1.1 Edit mode indicator

The **Edit mode indicator** indicates that you are working in the Edit mode.

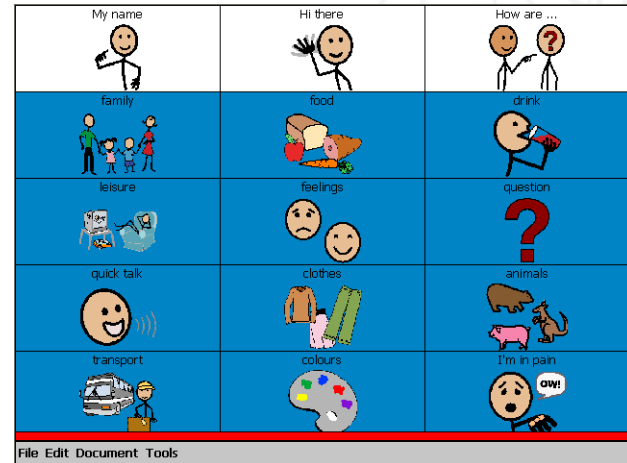
1. Go to **Tools > Options**.

The window Options appears on the screen:



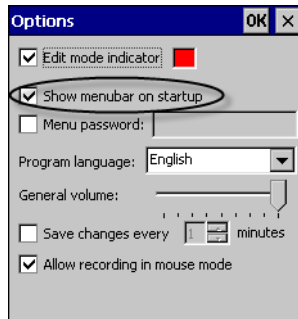
2. Select **Edit mode indicator** and tap the color box if you want to change the color of the indicator.

A blinking colored bar appears above the menu while working in Edit mode.



10.1.2 Show menubar on startup

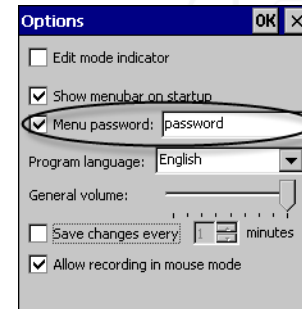
You can disable the option **Show menubar on startup** if you don't want the menu to be accessible for the user. To make the menu visible, press the escape button on the back of the Zingui.



For more information on using the Escape button see “ESC system switch (4)” on page 10.

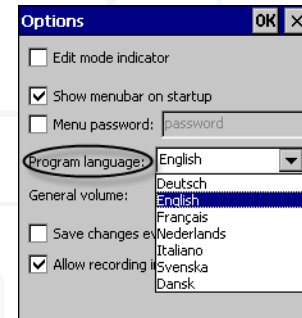
10.1.3 Menu Password

Enable Menu Password if you want the menu to be protected by a password. When pressing the ESC button to make the menu visible again, Mind Express will ask for a password.



10.1.4 Program language

You can modify if needed the language of the menu.



10.1.5 General volume

You can adjust the general volume of the Zingui with this slider.



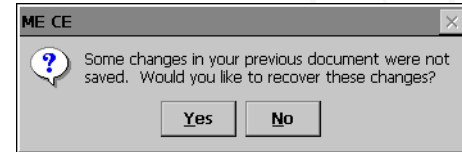
10.1.6 Save changes every...minutes

Modifications in a file (like new recordings) can be lost if the file is not saved. Zingui can automatically back up changes, so that in case you have forgotten to save the file, or in case the Zingui would have shut down automatically (low battery), a recovery of the lost data is possible.

If you want to use this autosave, then enable **Save changes every...minutes** and fill in the minutes.



The next time you will start up the Zingui after it has been shut down without saving new data (because of a low battery for e.g.) a message asking if you want the Zingui to recover the data will appear on the screen.



If you select Yes a copy of the last file you were working on will appear on the screen. Make sure to save the file now.

10.1.7 Allow recording in mouse mode

If you enable this option, you will be able to make recordings in Mouse mode. To make recordings: press the ESC switch on the back of the Zingui and then select a cell. The recording window appears on the screen.



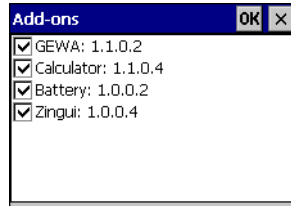
For more information on recording messages see "Recording messages" on page 37.

10.2 Enable and disable options

It is possible to switch off some add-ons. For example, if you don't want to use the GEWA options for a specific reason, you can disable this function in the Add-ons window.

1. Go to **Options > Add-ons**.

The window **Add-ons** appears on the screen.



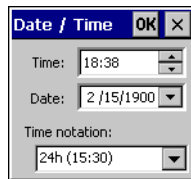
2. Mark the add-ons you want to activate or disable those you don't want to use.
3. Click OK to confirm.

10.3 Date/time

You can adjust the date and time settings in the Date/Time window.

1. Go to **Tools > Date/Time**

The window **Date/Time** appears on the screen.



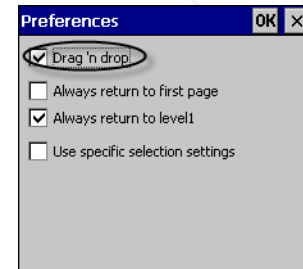
2. Set the time and date.
3. Choose the time notation.
4. Click OK to confirm.

10.4 Preferences

10.4.1 Drag and drop

Go to **Document > Preferences**.

You can drag the cells in a grid to a different location. To do this, click the cell and drag it to its new location while holding down the left mouse button. Release the left mouse button when the cell has reached its new location.



10.4.2 Always return to first page

Go to **Document > Preferences**.

When this option is enabled, and you are using a grid with several pages, Mind Express automatically returns to the first page after you have selected a cell on one of the other pages.

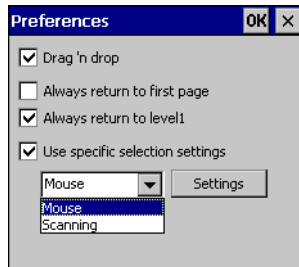
10.4.3 Always return to level 1

Go to **Document > Preferences**.

When this option is enabled, and you are using several information levels, Mind Express automatically returns to level 1 after you have selected one cell at level 2 or 3.

10.4.4 Use specific selection settings

1. Go to **Document > Preferences**.
2. Select **Use specific settings**, to set the user mode (mouse or scanning) of the file. The file will start up in this user mode.



3. Tap **OK** to confirm.



For more information on selection settings see “Selection options” on page 61.

III. Selection options

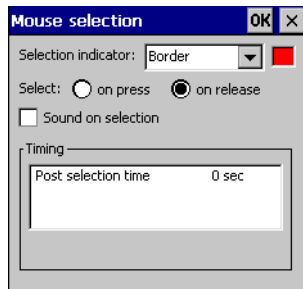
1 - Mouse selection

The Zingui has a touch screen that can be operated with a stylus or with your finger. Avoid using any sharp object.

Finger selection requires slightly more pressure compared to the stylus.

To optimize the selection characteristics for each user:

1. Go to **Tools > Mouse selection**. The window Mouse selection appears on your screen.



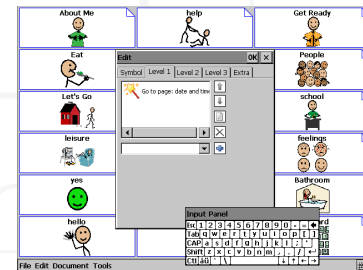
2. Choose a **Selection indicator** by tapping on the list box: none, border or inverse. The color of the border can be set when you choose for border.
3. Enable **on release** if you want the Zingui to accept the selection as soon as you lift your finger or stylus from the touch screen.
4. Enable **on press** if you want the Zingui to accept the selection as soon as you hit the screen.
5. Select **Sound on selection** if you want a sound that informs you after a selection has been made.

6. Enable **Acceptance time** and specify the seconds on the slider if you only want to accept a selection after the specified period of time. This will avoid unwanted selections caused by coincidental or short uncontrolled screen touches.
7. Enable **Post selection time** and specify the seconds on the slider if you want the Zingui not to accept new selections during the specified period of time after a selection. This will avoid unwanted multiple selections caused by tremor.

1.1 Input Panel

While filling in the content of cells you still have the possibility to use the on screen keyboard. When you open the content dialogue box from a cell, a keyboard icon appears in the system tray.

Click the icon and the input panel appears on your screen.



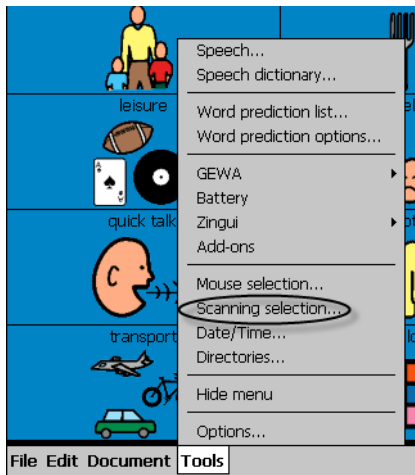
An easier way to fill in the content dialogue box of the cells is by connecting an USB keyboard with the Zingui.

2 - Scanning selection

The Zingui offers you a number of scanning methods, modes and options that allow you to configure the grid scanning to best suit the needs and skills of the user.

To work with a scanner:

1. Choose **File > Open** and open the communication grid of your choice.
2. Choose **Tools > Scanning selection** to specify the scanning parameters.



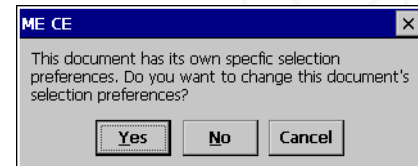
3. Select **Edit > Scanning**.

You can now scan the communication grid.

To set the Scanning settings:

1. To set specific scanning settings tap **Tools > Scanning Selection**.

A warning window can appear to ask if you want to change the document's preferences. Tap Yes if you want to change the preferences, No if you don't want to change the preferences or Cancel.



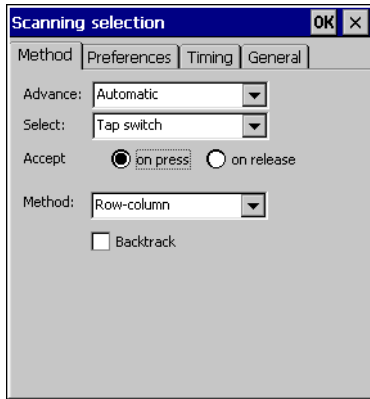
2. The first tab of the scanning preferences, the tab **Method**, appears on the screen.
3. Select a scanning **Advance** method.
4. Define how you want to **Select** cells.
5. Select how a tap will be accepted: **on press** or **on release**.
6. Select a scanning method.

You can now scan the communication grid.

2.1 Automatic advance

In this scanning mode, the next line, column or cell is scanned automatically. The navigation speed can be set by entering the **Advance time** (in seconds).

1. Select **Automatic** if you want to work with the automatic scanning mode.



2. **Tap switch** is the only possible way of selection.
3. You can **accept a tap** by **pressing** or by **releasing** the switch.
4. Select the scanning **Method** of your choice.

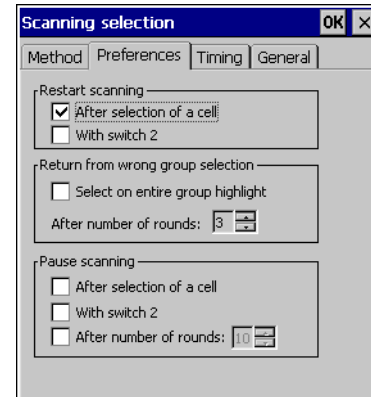


For more information on scanning methods see “Scanning Methods” on page 70.

5. If you select **Backtrack**, the selection marker will start going backward slowly after selecting the first switch contact.

Backtrack

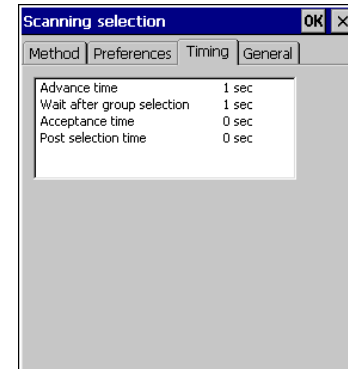
6. Select the scanning **Preferences** of your choice.



Preferences	Description
Restart scanning After selection of a cell With switch 2	Scanning restarts automatically after the selection of a cell. To restart scanning at the beginning of the page after pressing switch 2.
Return from wrong group selection... After number of rounds Select on entire group highlight (only with Row - column, Column - row)	The cells of a row or column that are selected will be scanned for a number of rounds that you specified. After that, scanning restarts. When activated, the entire group will highlight when the scanning has run through all the cells of that group. You can jump to the next column or row by pressing switch 2.

Preferences	Description
Pause scanning	
After selection of a cell	After selection of a cell the scanning will pause.
Pause with switch 2	You can pause the scanning by pressing switch 2
Pause scanning after a number of rounds...	After scanning a specific number of rounds, scanning will be paused. To restart scanning press switch 1.

7. In the tab **Timing** you can adapt the **Advance time**, the **Acceptance time**, the **Post selection time** and set a time to **Wait after group selection**. To change the time settings, tap the time you want to change, a slider appears. You can now adjust the time on the time scale.



Selection	Time	Description
Tap switch	Advance Time	By modifying the Advance time, you can change speed with which the navigation moves through the grid.
	Wait after group selection	After selection of a group, the first cell of the group will be highlighted after a time that you can specify on the time scale.
	Acceptance time (only with tap acceptance on press)	Defines how long the switch must be hold before the cell will be selected.
	Post selection time	After a selection, the selection of an other cell will not be possible during the time defined in the Post selection time.

8. Set the General settings.

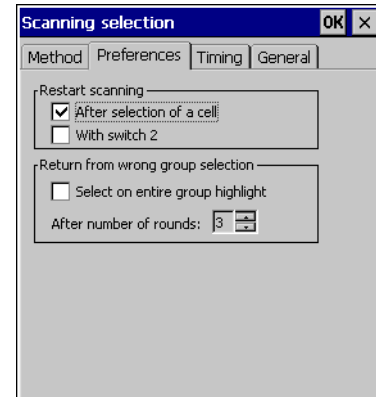
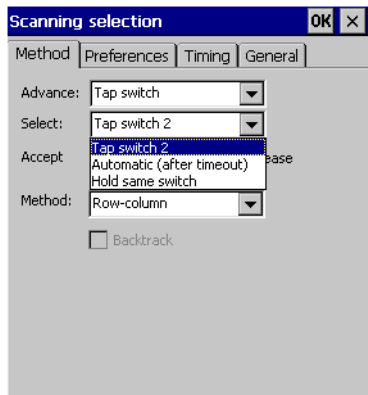


For more information on the General settings see “General scanning settings” on page 71.


2.2 Tap switch

In this scanning mode you can move through the grid by pressing switch 1.

1. Select Tap switch in the **Advance** window if you want to work in this scanning mode.



2. To select a cell you can choose between three options:
 - Tap Switch 2
 - Automatic (after time-out)
 - Hold same switch
3. Choose how to select: by pressing or by releasing the switch.
4. Select the scanning method.

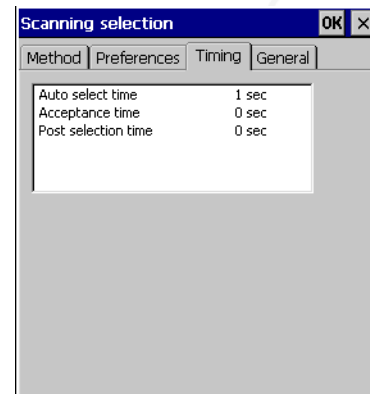
 For more information on scanning methods see “Scanning Methods” on page 70.

5. Select the scanning preferences of your choice.

Preference	Description
<p>Restart scanning</p> <p>After selection of a cell</p> <p>With switch 2 (Only with Automatic after Time Out and Hold same switch).</p>	<p>The scanning restarts automatically after the selection of a cell.</p> <p>To restart the scanning at the beginning of the page after pressing switch 2.</p>
<p>Return from wrong group selection... After number of rounds</p> <p>Select on entire group highlight (only with Row - column, Column - row)</p>	<p>The cells of a row or column that are selected will be scanned for a specified number of rounds. After that number of rounds, scanning restarts.</p> <p>When activated, the entire group will highlight when the scanning has run through all the cells of that group. You can jump to the next column or row by pressing switch 2.</p>

6. In the tab **Timing** you can adapt the **Auto select time** (only with **Automatic (after time-out)**, the **Acceptance time** and the **Post selection time**. To

change the time setting, tap the time you want to change and a time scale appears. Now you can adjust the time on the time scale.



Selection	Time	Description
Tap switch 2	Acceptance time	Defines how long the switch must be hold before the cell will be selected.
	Post selection time	After a selection, the selection of an other cell will not be possible during the time defined in the Post selection time.

Selection	Time	Description
automatic (after time-out)	Auto select time	The standard Auto select time is 1 sec. This means that the cell automatically will be selected when there is no next step within 1 second.
	Acceptance time	Defines how long the switch must be pressed before the scanning will step to the next cell, row, column...
	Post selection time	After a selection, the selection of an other cell will not be possible during the time defined in the Post selection time.
Hold switch	Hold time	In this parameter you can define how long the switch must be pressed to select a cell.
	Post selection time	After a selection, the selection of an other cell will not be possible during the time defined in the Post selection time.

7. Set the General settings.

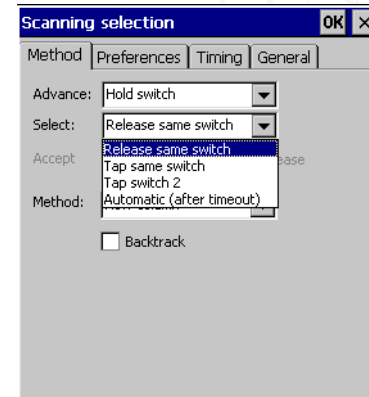


For more information on the General settings see “General scanning settings” on page 71.

2.3 Hold switch

In this scanning mode you can step by holding switch 1.

1. Select Hold switch as Advance mode if you want to work in this scanning mode.



2. To select a cell you can choose between the following options:

- Release same switch to select a cell
- Tap same switch
- Tap switch 2
- Automatic (after time-out): After releasing the switch, the cell will be selected after a specified time. You can set this time in the tab **Timing**, (Auto select time).

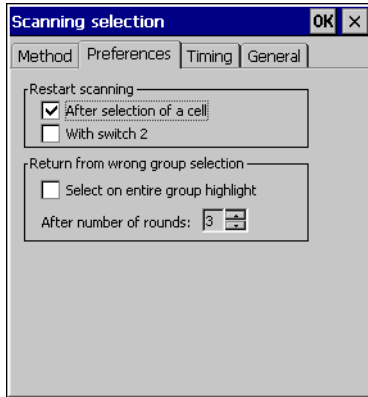
3. Select the scanning method of your choice.



For more information on scanning methods see “Scanning Methods” on page 70.

4. **Backtrack**: If you select **Backtrack**, the selection marker will as soon as you hit the switch stop navigating and start going backward slowly.

5. Select the scanning preferences of your choice.



Preference	Description
Restart scanning	
After selection of a cell	After selection of a cell, scanning restarts.
With switch 2 (is not possible with selection with Tap switch 2)	To restart scanning on top of page after pressing switch 2.
Return from wrong group selection... After number of rounds	The cells of a row or column that are selected will be scanned for a specified number of rounds. After that number of rounds, scanning restarts.
Select on entire group highlight (only with Row - column, Column - row)	When activated, the entire group will highlight when the scanning has run through all the cells of that group. You can jump to the next column or row by pressing switch 2.

6. In the tab **Timing** you can adapt the **Auto Select time** (only with automatic after time-out) **Advance time**, **Acceptance time** and/or the **Post selection time**. To change the timing setting, tap the timing you want to change, a time scale appears. Now you can adjust the time on the time scale.

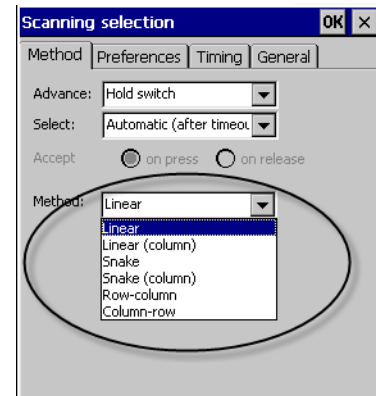
Selection	Time	Description
Release same switch	Advance time	By modifying the Advance time, you can change the navigation speed.
tap same switch	Advance time	By modifying the Advance time, you can change the navigation speed.
	Post selection time	After a selection, the selection of an other cell will not be possible during the time defined in the Post selection time.
Tap switch 2	Advance time	By modifying the Advance time, you can change the navigation speed.
	Acceptance time	Defines how long the switch must be pressed before the cell will be selected.
	Post selection time	After a selection, the selection of an other cell will not be possible during the time defined in the Post selection time.
automatic (after time-out)	Advance time	By modifying the Advance time, you can change the navigation speed.
	Auto select time	Defines how long the time-out must be before selection occurs.

7. Set the General settings.



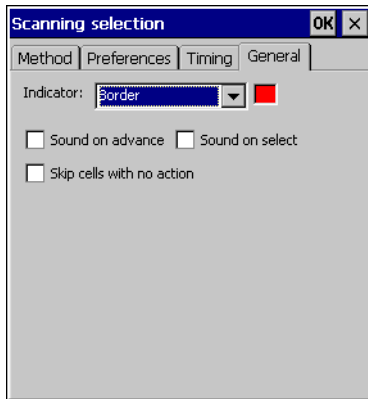
For more information on the General settings see “General scanning settings” on page 71.

2.4 Scanning Methods



Scanning method	Description
Linear	All the cells are scanned cell by cell from left to right, starting at the left top line.
Linear (column)	All the cells are scanned cell by cell from top to bottom of a column.
Snake	The first row of the grid is scanned from left to right, the second from right to left, and so on.
Snake (column)	The first column of the grid is scanned from top to bottom, the second from bottom to top, and so on.
Row-column	The rows are scanned one by one, from top to bottom. After you have selected a row, the cells are scanned from left to right.
Column - row	The columns are scanned one by one, from left to right. After you have selected a column, the cells are scanned from top to bottom.

2.5 General scanning settings



1. Choose the type of **Indicator** you want. You can choose between:
 - None
 - Border: tap the color box to select the border's color.
 - Inverse: the color of the scanned cell, row, column differs from the color of the other cells, so they are in contrast with the other cells.
2. You can select a **Sound on advance**.
3. You can select a **Sound on select**.
4. **Select Skip cells with no action** if you don't want the cells without action to be scanned

IV. Creating a communication book on PC

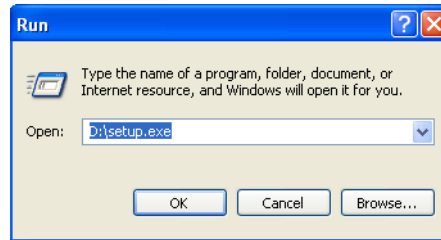
The Zingui is delivered with the software Mind Express Zingui that allows you to create a communication book and/or exercises on a PC. With the software you can also exchange files from and to the Zingui via the USB port.

1 - Installing Mind Express Zingui

Insert the Mind Express Zingui CD-ROM in your CD-ROM drive and follow the instructions of the setup procedure.

In case the setup procedure does not start automatically select **Start > Run**.

Type **D:\setup.exe** and press **<Enter>** or click ENTER or OK (where D is the letter of your CD-ROM drive).



The first time you launch Mind Express a prompt on the screen will ask for an activation. If you want to activate the software you need to connect the Zingui to the PC. If you don't want to activate the Zingui right now, you can select evaluation. In the evaluation mode you will be able to work during 60 days with Mind Express Zingui.



2 - Using Mind Express Zingui

Double click the Mind Express Zingui icon on your desktop or launch the software using **Start > All Programs > Mind Express Zingui**.

Mind Express Zingui is started.

Now you can start creating a communication book. The set of pages of a specific communication book are stored into a file.

- To create a new file, go to **File > New**.
- To open an existing file and edit it, go to **File > Open**.

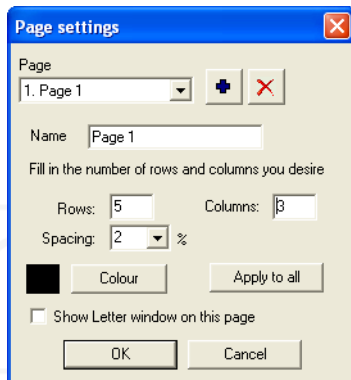
2.1 Create a new File

1. Select **File > New** and save changes of the previous file if necessary.

The Page Settings appears on your screen.

2.1.1 Create your first page

In the window **Page settings** you can define settings for each new page:

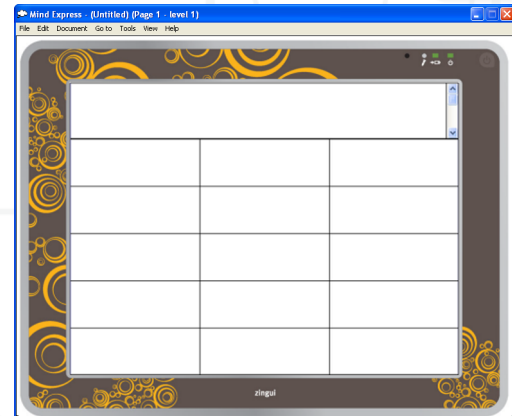


1. Give the page a **Name**.
2. Fill in the number of **Rows** and **Columns** for that page.
3. Choose the **Spacing** between the cells.
4. Click on the **Color** button to define the background color of the page.
5. Decide if you want to use a **Sentence window** on this page. The Sentence window displays the sequence of symbols you have selected during message creation.



The settings of the Letter window can be changed in the menu item **Document > Letter settings**.

6. Click OK when you are ready.
7. The first page of your communication book appears.

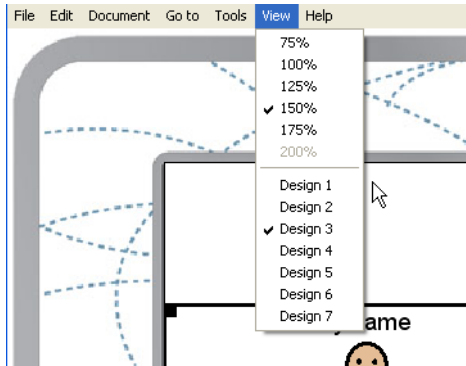


To add a new page tap **Document > Add new page** or **Document > Page settings**.

2.2 View

You can modify the view of your screen. You can modify the size of the screen but you also can modify the Zingui frame.

To modify the size of the screen or the design of the Zingui Frame go to the Mind Express Zingui menu and select view. Select a size and/or Design.



3 - Fill in the content of a cell: the symbol

3.1 Fill in the content of a cell

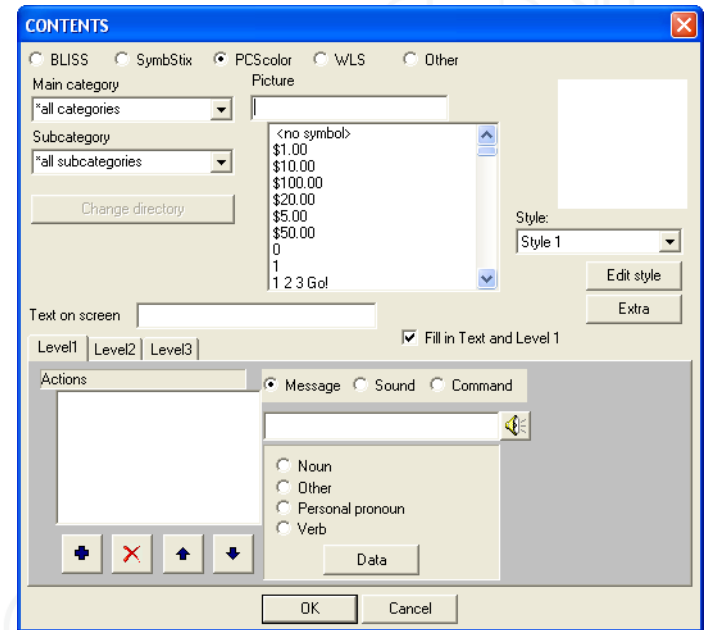
The following explains how to define the content of a cell. The content of a cell exists of an image/symbol and an action. The action can be a word or a message (for Zingui Plus only), a sound or a command.

The content, sounds and actions of a cell are defined in it's **Contents** window.

To fill in the content of a cell

1. Select in the menu bar **Edit > Edit**.

2. Double click on a cell to open the Contents window.





Level 1, 2 and 3 are the different sets of messages, words or commands that can be linked to that specific cell.

3. Choose the **Symbol Set**. Mind Express Zingui will show the available symbols in the list. **Other** can contain your own pictures and images.



For more information about Other symbols see “Save and use own sounds and images” on page 79.

4. Type the name of the symbol in the **Picture** window.
5. Click on the name of the symbol you want to use. The symbol will appear in the **Symbol** window.
6. Delete, change or add text to the cell in the **Text on screen** window.
7. Choose the style of the cell in the **Style** list box. Click **Edit style** to edit a style. Click **Extra** to change the size of a cell.

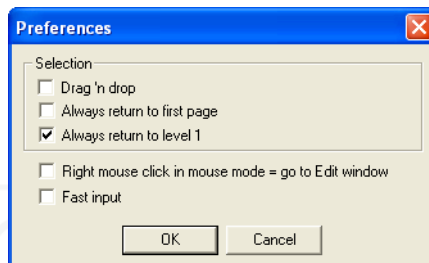
The width and height settings   allow you to change the width and height of a cell. Each step is 1 cell unit. The cell width increases from left to right. The cell height increases from top to bottom.



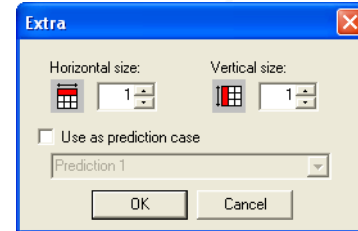
To open the content window of a cell quickly go to Document > Preferences and select **Right mouse click in mouse mode = go to Edit window**.



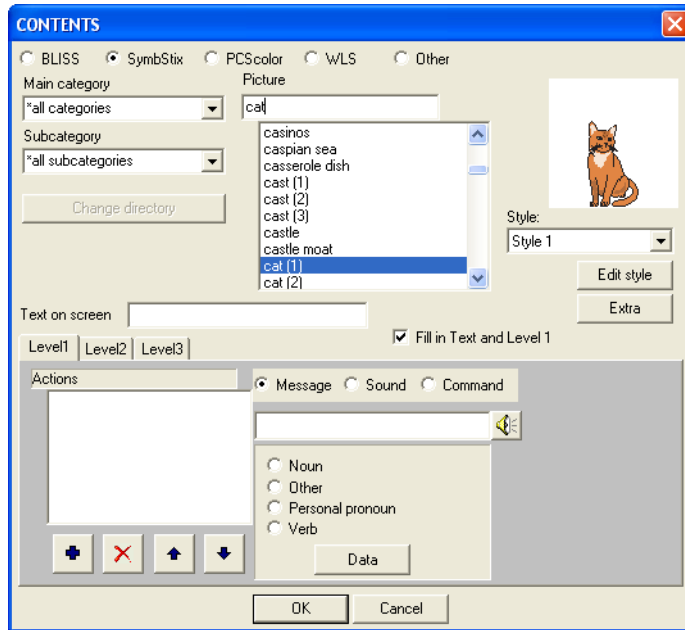
Activate **Fast input** to type immediately a word in the cell without making the dialogue window appear.



In **Extra** you can choose the cell to be a word prediction cell. A cell is by default a symbol or text cell. You can also change the size of a cell.



The **Style** list box allows you to choose a style for that cell. The style defines the color and shape of the cell, the position of the symbol and text and the font of the text.



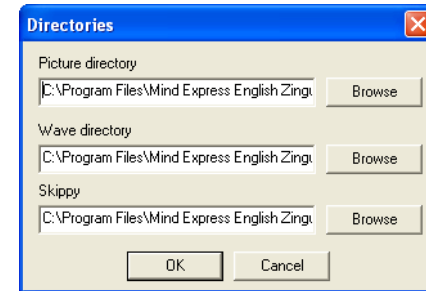
3.2 Save and use own sounds and images

Own pictures, figures and sounds can be saved in the **Pictures** and **Sounds** folders. Those folders have the standard location **C:\Program Files\Mind Express English Zingui**.

To make sure that the content of these folders appear in Mind Express Zingui check the **Directories**:

1. Go in the menu to **Tools** and select **Directories** or select the **Change directories** button in the Contents window.

The window **Directories** appears on your screen: Fill in the directories

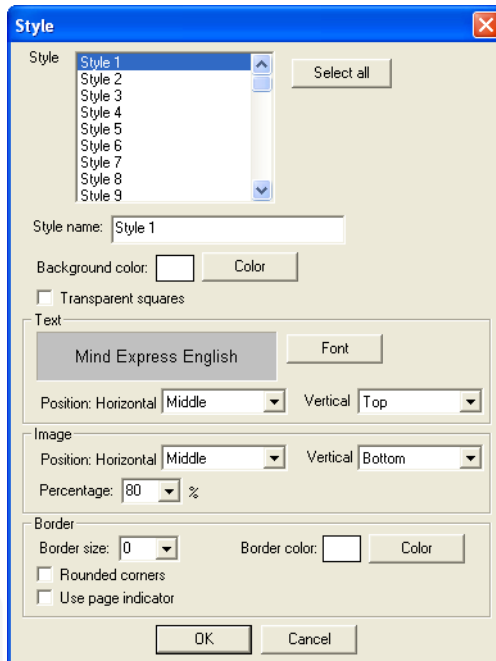


as in the figure above.

3.3 Styles

A cell can have a specific style that defines its background color, text font, shape etc. This visual information brings more structure into the page and gives extra information about the nature of a cell. It shows you that a specific cell is a page link, a function, a specific type of message ...

Go to **Document > Style settings** to define the different styles.

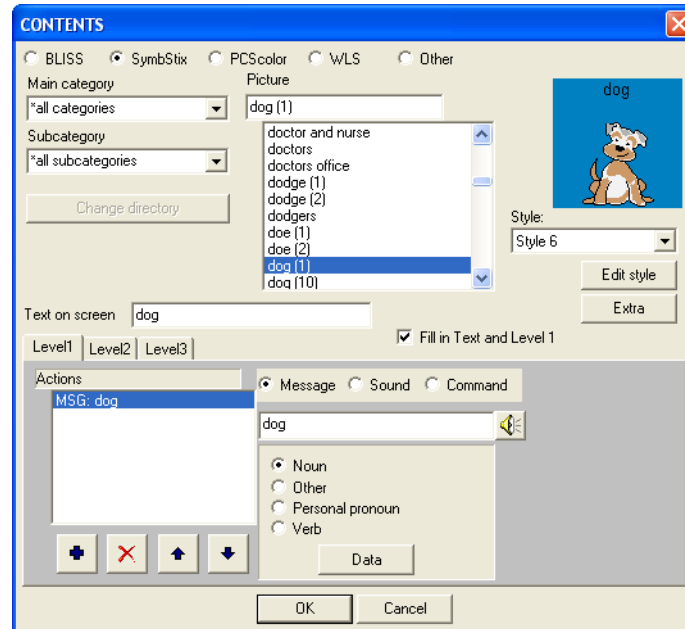


1. Select a style in the listbox.
2. Give the style a name in the **Style name** window. It is recommended to keep style 1 unchanged and neutral. Every cell has style 1 from the start. If style

1 is modified, all cells of the communication book with style 1 will be changed. Just keep style 1 as the default style.

3. Define the **Background color**. You can make a cell transparent by selecting Transparent cells. A transparent cell shows the background color of the page.
4. Define the **Border size** and color of the cell. Enable the Rounded corners box if you want a cell with rounded corners.
5. Enable **Use page indicator**. This will only affect cells that link to a page. These cells will have a flipped over right top corner.
6. Define the position, color and font of the Text in the cell.
7. Define the position and size of the **Image** in the cell.

4 - The content of a cell: the action

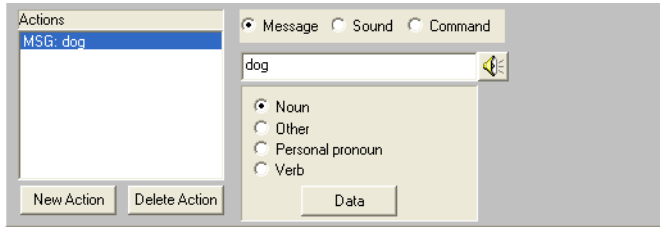


1. The default action in this example will be the spoken message “dog”. If Fill in Text and Level 1 is enabled, Mind Express Zingui will automatically complete the Text on screen, the message on level 1 and the wordtype (Noun - Other - Personal pronoun – Verb) as soon as you click on a symbol in the list.
2. You can of course change the message, or choose for a sound or a command.
3. You can add extra actions to one specific cell (max. 5). The sequence of actions will be displayed in the Actions window.

4.1 Overview of the different actions

Following list gives you an overview of the different actions that can be linked to a specific cell.

4.1.1 Message (for Zingui Plus only)

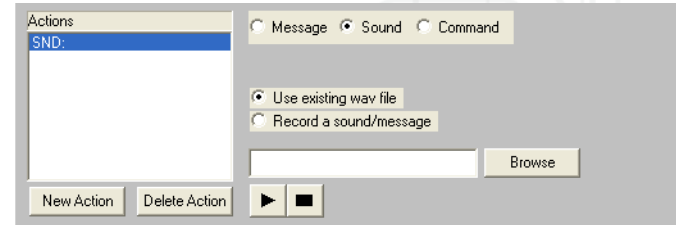




1. Write the message you want to be linked with the cell in the **Message** window.
2. Choose **Verb**, **Noun**, **Personal pronoun** or **Other** depending on the part of speech of the message. Zingui uses this information for its grammar engine.
3. Complete data if necessary.
4. Click OK. Mind Express will ask for more data if needed.

4.1.2 Sound

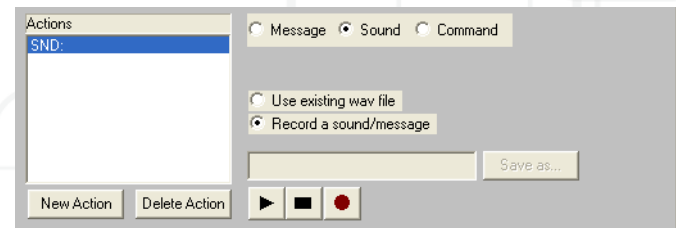
Use an existing sound:



Browse for an available sound on your computer.



- Search for the sound using the Browse function.
- Click on  to listen to the sound first.
- Click on  to stop playing.
- Click OK when you are ready.

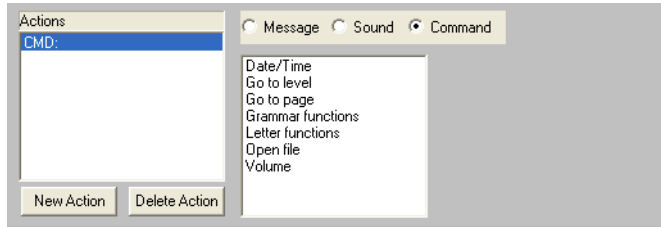
Record a sound:



- Click on  to start recording.
- Tap  to stop recording. Mind Express Zingui automatically gives a new recording a name **SNDx**, where x is a number.

- Change the name of the recorded sound if you want.
- Click OK when you are ready.

4.1.3 Command




Choose a command in the command list box and complete data if necessary.

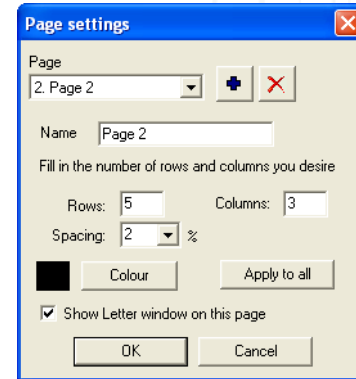


For more information on how to work with the commands see “Overview of the different actions” on page 13.

4.2 Remarks

- Completing the content of a cell on Level 2 and Level 3 is similar to completing the content of a cell on Level 1.
- Save your file when you are ready or when you want to stop editing. Use **File > Save as** to give your file a new name. Use **File > Save** to save it with its existing name.

- Use **File > Open** to open an existing file
- To add a new page to your file select in the menu **Document > Add new page** or click  in the Page settings window after selecting **Document > Page settings**.



- You can add a page, change the name of a page, the number of cells, the spacing between the cells and the background color of a page.

5 - Exporting and importing files and updating the Zingui

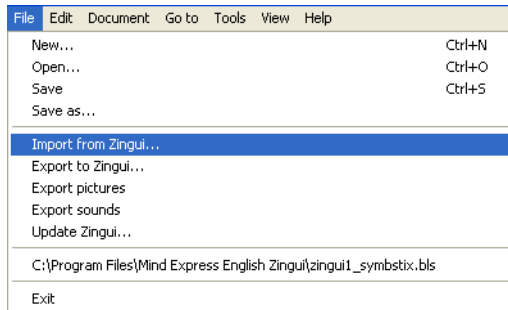
5.1 Import files from the Zingui

You can also import files from the Zingui to the computer.

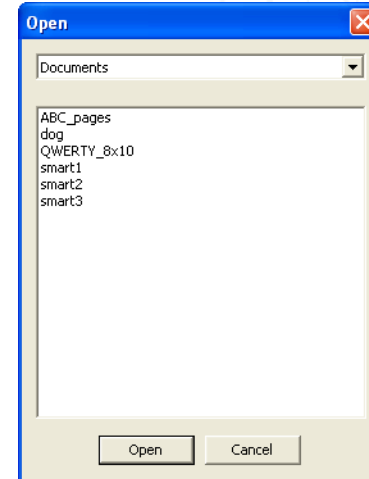
Connect the Zingui to your computer with the USB cable that was delivered with the device. Microsoft ActiveSync (Windows XP) or Windows Mobile Center (Windows Vista or Windows 7) will make the connection between your computer and the Zingui.

To import files from the Zingui:

1. Go to **File > Import from Zingui**.



2. Mind Express Zingui will show a list of the existing files on the Zingui. Select the file you want to import and then select open.



3. Mind Express will now download and open the file you have selected.

5.2 Exporting to the Zingui

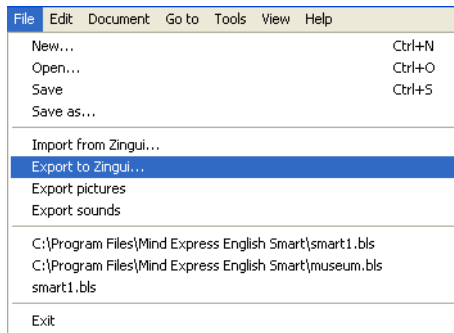
5.2.1 Exporting files to the Zingui

When your communication book is ready and saved (for instance as new file) you can upload the file to the Zingui via the USB port of your computer.

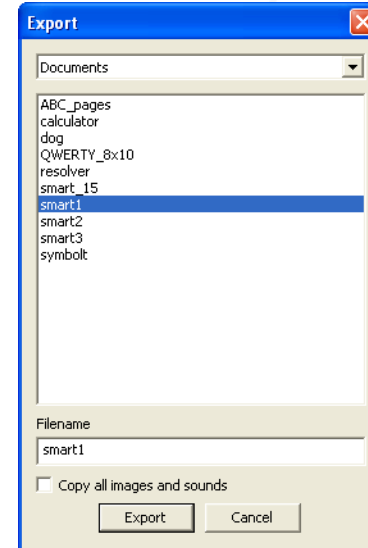
Connect the Zingui to your computer with the USB cable that was delivered with the device. Microsoft ActiveSync (Windows XP) or Windows Mobile Center (Windows Vista or Windows 7) will make the connection between your computer and the Zingui.

To export files to the Zingui:

1. Open in Mind Express Zingui the file that you want to export.
2. Go to **File > Export to Zingui**.



3. Mind Express Zingui will show a list of the existing files on the Zingui and the file that is opened in Mind Express Zingui.

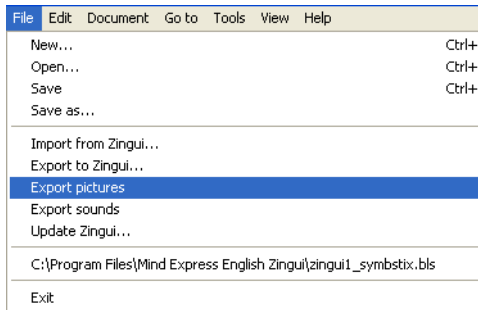


4. Select **Copy all images and Sounds** if you want all the sounds and images to be exported to the Zingui. When you modify and export an existing document, all the sounds and images that are already on the Zingui will be exported again and overwritten. Exporting files with this option enabled will probably last longer. If this option isn't active, only the new images and sounds will be exported.
5. Select **Export** to transfer the file to the Zingui.

5.2.2 Exporting pictures to the Zingui

If you want to export pictures to the Zingui:

1. Go to **File > Export pictures**.

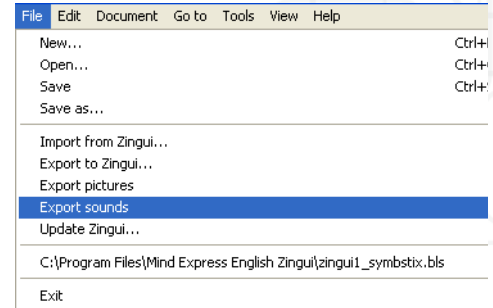


2. Select the files you want to export to the Zingui.
3. Click Open to confirm.

5.2.3 Exporting sounds to the Zingui

If you want to export sounds to the Zingui:

1. Go to **File > Export sounds**.



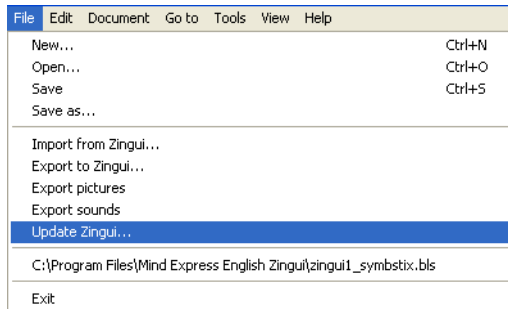
2. Select the files you want to export to the Zingui.
3. Click Open to confirm.

5.3 Updating the Zingui

To update the Zingui you need a .tsu file. Check our website to download this file.

How to update the Zingui?

1. Download the tsu file and make sure you save it to your PC as a TSU file (some browsers might suggest to save it as a zip file which you shouldn't do).
2. Connect your device to the PC using Active Sync.
3. Run the Mind Express for Zingui software on your PC, go to **File > Update Zingui** and select the above TSU file.



4. You will be prompted to restart your Zingui. This can be done by going to **Tools > Zingui > Shutdown** and pressing the power button.
5. When the Zingui is fully restarted, your Mind Express will have been updated to the latest version.

Appendix - Phonetic transcription

• Vowels and diphthongs (UK English)

Symbol	Transcription	As in:
i	'bit	beat
ɪ	'bit	bit
E	'bEd	bed
@	'm@p	map
A	'kA	car
A+	'pA+t	pot
^	'b^t	but
O	'bOt	bought
U	'bUk	book
u	'but	boot
\$	\$. 'ba&Ut	about
E0	'tE0n	turn
e&l	'be<	bait
O&l	'bO&l	boy
a&l	'ba&l	buy
a&U	'da&Un	down
o&U	'So&U	show

Symbol	Transcription	As in:
l&\$	'hl&\$	here
E&\$	'DE&\$	there
U&\$	'pU&\$	poor

• Consonants (UK English)

Symbol	Transcription	As in:
j	'ju	you
w	'wɪt	wit
R+	'R+a&ld	ride
l	'lEt	let
p	'p@n	pan
t	't@n	tan
k	'k@n	can
b	'bO&l	boy
d	'de&l	day
g	'gA+t	got
? (glottal stop)	?it	eat
f	'fa&ln	fine
T	'Tln	thin

Symbol	Transcription	As in:
s	'sln	sin
S	'Sa&ln	shine
v	'va&ln	vine
D	'D@t	that
z	'zo&Un	zone
Z	'vl.Z\$n	vision
h	'hEd	head
t&S	't&SE0+t&S	church
d&Z	'd&Z^nk.g\$l	jungle
m	'ma&l	my
n	'no&U	no
nK	'sA+nK	song

• Vowels and diphthongs (US English)

Symbol	Transcription	As in:
i	'fil	feel
l	'fill	fill
E	'fEl	fell
@	'k@t	cat
A	'gAt	got
^	'k^t	cut

Symbol	Transcription	As in:
O	'fOl	fall
U	'fUl	full
u	'ful	fool
\$	\$. 'la&U	allow
E0	'kE0R+t	curt
O	'dOr	door
e&l	'fe&l	fail
O&l	'fO&l	foil
a&l	'fa&l	file
a&U	'fa&U	foul
o&U	'go&U	goal

• Consonants (US English)

Symbol	Transcription	As in:
j	'jEs	yes
w	'wa&l	why
R+	'R+lp	rip
l	'llp	lip
p	'plt	pit
t	'tAp	top
k	'k@t	cat

Symbol	Transcription	As in:
b	'blt	bit
d	'dlg	dig
g	'gAt	got
? (glottal stop)	'?it	eat
f	'f@t	fat
T	'Tin	thin
s	'sil	seal
S	'Sip	ship
v	'v@t	vat
D	'Den	then
z	'zil	zeal
Z	'li.Z\$R+	leisure
h	'h@t	hat
t&S	'k@t&S	catch
d&Z	'd&ZEOR+.ni	journey
m	'm@n	man
n	'n^t	nut
nK	'R+lnK	ring

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