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## Vantage Lite Cheat Sheet

### *Terms you need to know:*

#### **Activity Row**

A set of 9 buttons located at the top of the screen. This row offers most of the device user's frequently used noun items (fringe vocabulary items).

#### **Core Vocabulary**

The bottom remaining rows. These keys offer words frequently used to communicate in our language: verbs, pronouns, adjectives, negatives, question words, etc. These keys may also act as category keys that will link to the nouns in the activity row.

#### **Pages**

Pages serve as a warehouse of additional vocabulary items that are less frequently used. You will find the PAGES link in the top right corner of the activity row.

#### **Set-Up Key**

The #2 black key on the outer case of the device. Used for making quick modifications to a key.

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### **CHANGING USER AREAS**

1. Select the toolbox key on the front of the Vanguard/Vantage case.
2. Select **USER AREA MENU**.
3. Select **SWITCH USER AREA**
4. Select the User Area to switch to (**REPLACE USER AREA** key provides more choices if you don't see what you need).
5. The device takes you back to the **USER AREA MENU** screen.
6. Select **OK**

7. Press **OK** again or press **GO TO CORE** (blue key at top right corner of toolbox)

### **CHANGING THE VOICE**

1. Go to **TOOLBOX**.
2. Choose **SPEECH MENU**
3. Using the up and down arrows explore the voices on the left side of the screen – Paul, Harry, Betty, Kit (child's voice) etc.
4. Don't forget to try the "RealSpeak" voices, Jennifer & Tom.
5. Using the additional keys you can adjust the pitch, rate and inflection of the voice.

### **LOCKING THE TOOLBOX**

#### **To lock the device:**

1. Go to the **TOOLBOX**.
2. Activate **MAINTANENCE MENU**.
3. You may turn the **SYSTEM LOCK SETTINGS** on if you wish to lock all keys on the outer case or you may pick and choose which keys you want to be locked by using the right side of this screen.
4. Select **OK, OK**.
5. Select **OK** in the **TOOLBOX**.

#### **To unlock the device:**

1. Press and hold the **TOOLBOX** for 5 seconds.
2. Activate **MAINTANENCE MENU**
3. Select the **OFF** button under **SYSTEM LOCK**.
4. Select **OK**.
5. Select **OK** in the **TOOLBOX**.

**Hint: You may also want to program a password into the device to add additional security.**

### **RECALIBRATING THE TOUCH SCREEN**

1. Go to the **TOOLBOX**.
2. Activate **MAINTANENCE MENU**
3. Select **HARDWARE DIAGNOSTICS**
4. Select **CALIBRATE TOUCH SCREEN**.

5. Hold finger on the + that appears, and continue to hold and release finger as + travels around screen.
6. Device will count down from 30 seconds, you must touch the screen to finish the calibration.

### **EDIT CORE**

1. Press the **SETUP KEY**.
2. Touch the core icon you want to edit.
3. If you are modifying a speaking key, touch **SPELL MESSAGE, OR DEFINE KEY FUNCTION** to type text that will appear and be spoken on the display, select **OK**.
4. Now, **CHANGE ICON** and **CHANGE LABEL** (A label can have up to 9 letters)
5. Select **OK**.
6. When you have finished, select **OK**.

### **HIDING/SHOWING CORE KEYS**

1. Press the **SETUP KEY**.
2. Press **HIDE/SHOW KEYS** at the top right corner of your screen
3. Choose "hide all" and then choose individual keys to "show" by touching them.

### **EDIT AN ACTIVITY**

1. Press the **SETUP KEY**.
2. Touch the icon you want to edit.
3. Select **SPELL MESSAGE, OR DEFINE KEY FUNCTION** to type text that will appear on the display, select **OK**.
4. **CHANGE ICON** and **CHANGE LABEL**.
5. Select **OK**.
6. When you have finished, select **OK** or touch the next key you want to program.

### **HIDING ACTIVITIES**

1. Press the **SETUP KEY**.
2. Find and touch the activity you wish to "hide".
3. If you don't see the activity you need, select **MORE ITEMS**.

- Once you find the correct activity, you choose **HIDE** on the right side of this screen.

### CREATING A NEW ACTIVITY

- Go to the **TOOLBOX**.
- Activate **CREATE ACTIVITY**.
- Spell name of new activity...Select **OK**.
- Select an icon for the activity....Select **OK**.
- The first key inside your activity is highlighted, touch on a blank key in the activity before you start programming.
- Select **SPELL MESSAGE, OR DEFINE KEY FUNCTION** to type text that will appear on the display, select **OK**
- CHANGE ICON** and **CHANGE LABEL**.
- Select **OK**.
- When you have finished, select **OK** or touch the next key you want to program.

\* If you make a mistake or want to erase the contents on a particular key, activate **CLEAR KEY CONTENTS** at the top right corner of your screen and start over.

**DICTIONARY MENU** (Use this menu to “teach” your device to pronounce a word correctly. Often, names of people and cities will need to be taught to the device.)

- Go to the **TOOLBOX**.
- Activate **DICTIONARY MENU**
- Activate **ADD A WORD**
- Enter the correct spelling of the word.
- Enter the “phonetic spelling” of the word.
- Select **OK**.

### EDIT A PAGE

- Press the **SETUP KEY**.
- Touch the page key you want to modify.
- Select **SPELL MESSAGE, OR DEFINE KEY FUNCTION** to type text that will appear on the display, select **OK**.

- CHANGE ICON** and **CHANGE LABEL**
- When you have finished, select **OK** or **CHOOSE NEXT KEY TO DEFINE**.

### HIDING/SHOWING PAGE KEYS

- Press the **SETUP KEY**.
- Press **HIDE/SHOW KEYS** at the top right corner of your screen
- Choose “hide all” and then choose individual keys to “show” by touching them.

### CREATING A NEW PAGE

- Go to the **TOOLBOX**.
- Activate **CREATE PAGE**
- Spell the name of the new page.
- Choose a keyboard size.
- If you want your new page to have the same formatting as an already existing page, select **CREATE PAGE FROM TEMPLATE**.
- Select a key to program.
- Select **SPELL MESSAGE, OR DEFINE KEY FUNCTION** to type text that will appear on the display, select **OK**
- CHANGE ICON** and **CHANGE LABEL**.
- When you have finished, select **OK** or **CHOOSE NEXT KEY TO DEFINE**.

### LINKING PAGES

- Press the **SETUP KEY**.
- Touch the key you want to link to your new page.
- Select **SPELL MESSAGE, OR DEFINE KEY FUNCTION** to type text that will appear on the display.
- While still in the **SPELL MESSAGE, OR DEFINE KEY FUNCTION** screen activate **PAGE LINK**.
- Decide if you want your page to automatically close after a button is pushed, or remain open (yes or no)
- Find and select the page you wish to link, select **OK**.
- CHANGE ICON** and **CHANGE LABEL**.

- Select **OK**.

### MEMORY BACK UP

- Insert your flash drive into the USB port on the side of the device.
- Go to **TOOLBOX**
- Select **TRANSFER MEMORY MENU**
- Select **SAVE ONE USER AREA** and touch the user area you would like to back up or **SAVE ENTIRE DEVICE CONTENTS**.
- Give the back up a name.
- Touch **OK** and wait for memory transfer to take place.

### IMPORTING IMAGES/PHOTOS (see additional handout for importing visual scenes).

- Save your image onto a USB thumb drive/flash drive/jump drive from your computer. The image can be in **any** of the following formats: .jpg, .gif, or .bmp
- Insert the thumb drive, with your image saved to it, into the side of your device.
- Go to **TOOLBOX**
- Go to **TRANSFER MEMORY MENU**
- Select **IMPORT ICONS**.
- It will ask you to select the location/folder that you would like your icon to be saved.

