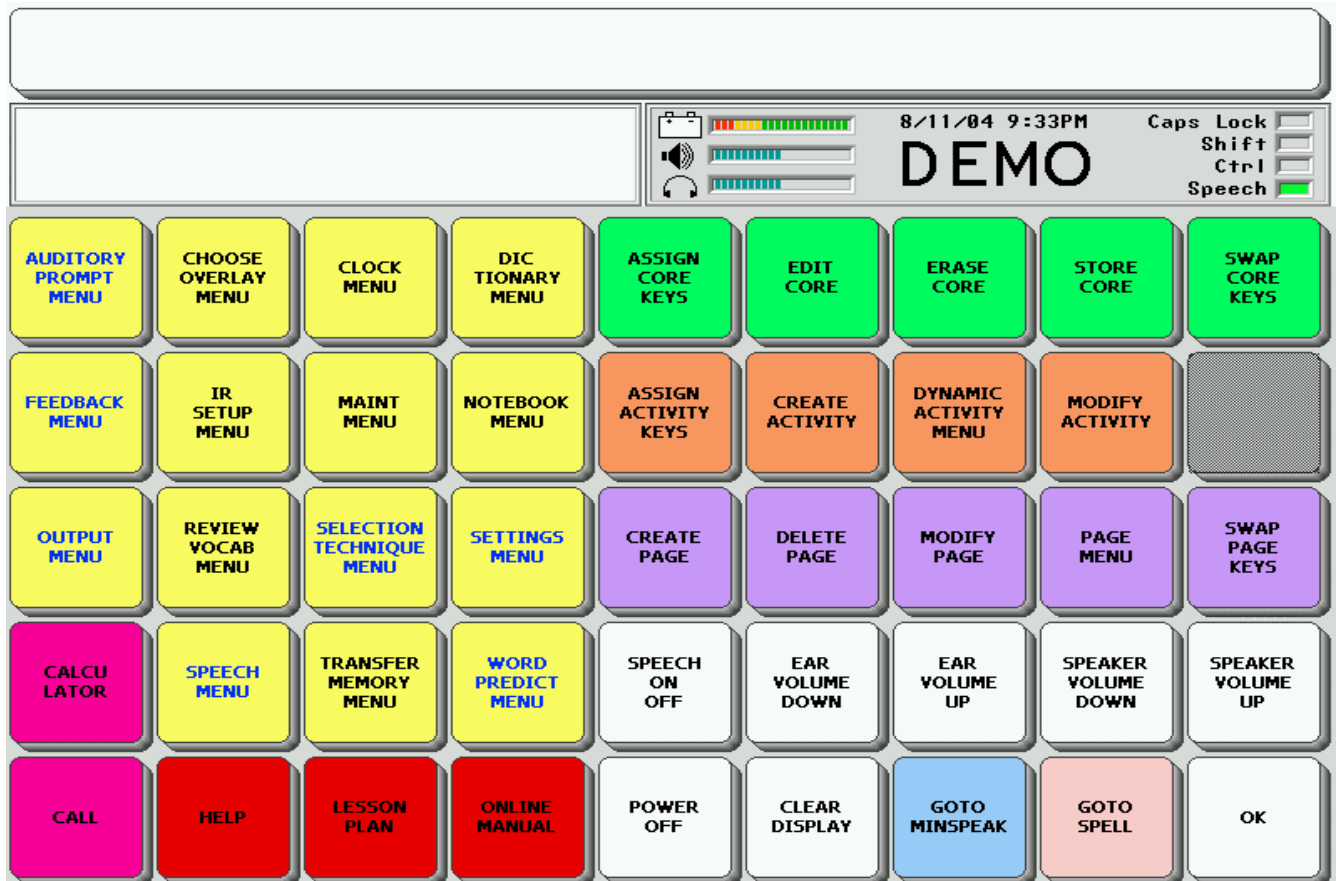


# VANGUARD II / VANTAGE Plus

## QUICK REFERENCE

The Vanguard and Vantage have 6 user areas, 6 of these areas have programs ready to go. There are 3 Unity Enhanced programs: 1 hit Unity, 2 hit Unity and Full Unity. The 4<sup>th</sup> user area contains the Exploration Wizard which has several options for assessments and demo programs with 4, 8 and 15 keys. The 5<sup>th</sup> option is Unity 84 Single Hit and the 6<sup>th</sup> is Unity 84 Sequenced. Additional programs are available in the Overlay Menu.

### Toolbox



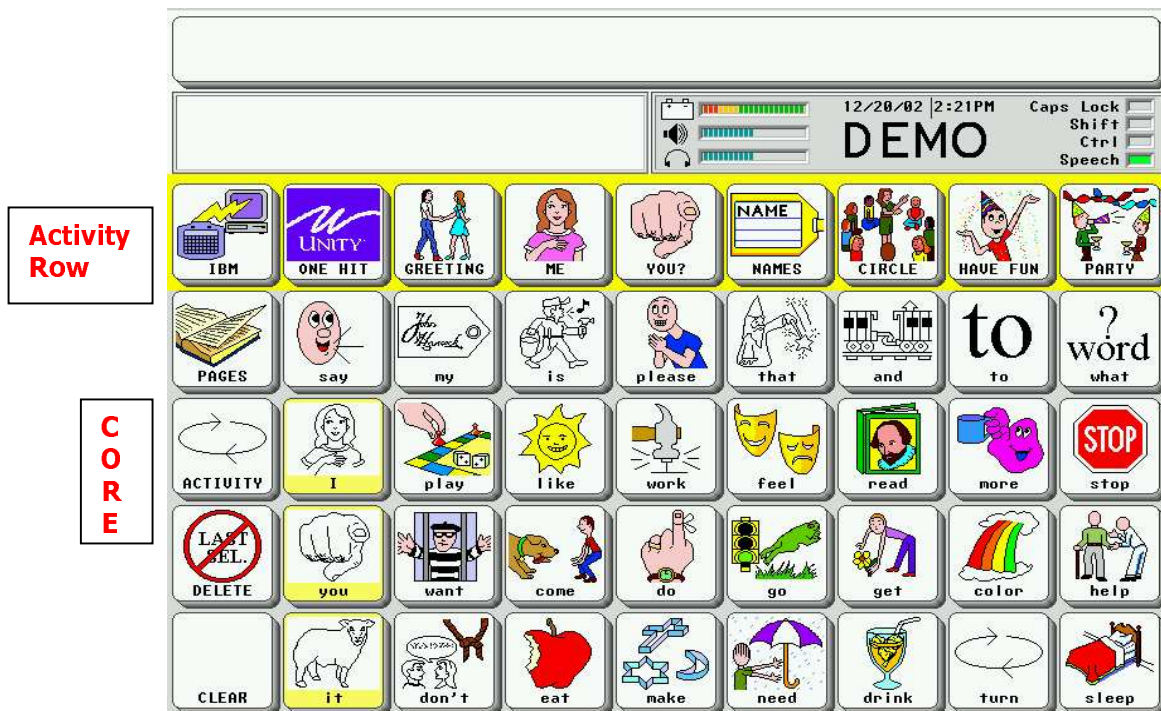
### TO CHANGE USER AREAS

1. Select the toolbox key on the front of the Vanguard/Vantage case.
2. Select CHOOSE OVERLAY MENU.

- Select SWITCH USER AREA
- Select the User Area to switch to (the Overlay Menu key Provides more choices)
- The device takes you back to the Overlay Menu screen
- Select OK

The first screen that appears when you press OK will be the toolbox page. You can press OK again or GO TO MINSPEAK (near the bottom right corner).

### ACTIVITY ROW AND CORE VOCABULARY



In the Unity & Mintalk programs you have 2 main sections:

Activity Row - the first row on the screen. This row offers items related to the key you selected in the core vocabulary or an activity in the activity row.

Core Vocabulary - The four remaining rows. These keys offer words frequently used to communicate - verbs, pronouns, adjectives etc. These keys may also act as category keys that will link to the activity row.

In the Exploration Wizard the first screen allows you to choose which item or area you want to explore. This screen is also the Core Vocabulary.

If you are creating your own program, the main screen that you will use as your menu or main screen is the CORE VOCABULARY.

## **TO CUSTOMIZE THE DEVICE**

If you are using the 4,8,15 demo program you will want to learn how to modify and create pages.

If you are using the Unity programs: 1hit, 2hit and Full Unity, you will want to learn how to modify and create activities and pages. You may also want to know how you can hide and show the core keys to decrease the number of keys on the core screen. You can also hide and show activities in the activity row to make the choices fit the person using the device.

### **CHANGING THE VOICE**

1. Select toolbox key
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. To listen to each voice touch the text area at the top of the screen.
5. Using the additional keys you can adjust the pitch, rate and inflection of the voice

### **CREATING A PAGE**

1. Select toolbox key.
2. Select CREATE PAGE.
3. Spell name for new page.
4. Select OK.

5. Choose keyboard size of new page.
6. Select OK.
7. Choose key to define.
8. Select CHANGE ICON.
9. Select icon from categories to represent the text.
10. Select SPELL TEXT FOR MESSAGE.
11. Type message.
12. Select OK.
13. Select CHANGE LABEL.
14. Type the new label name.
15. Select OK.
16. Select **CHOOSE NEXT KEY TO DEFINE**. (if you select OK and return to the toolbox, you must choose Modify Page to get back to the page you were working on).
17. Continue with steps 7 - 18 above to add vocabulary to your page. You may want to leave the top Right key for the go back key - see "To add a tool key to a page" below for steps.
18. Select OK when finished with your page.

## **MODIFYING A PAGE – you have two options**

### **A) Use the Set Up key**

1. Go to the page you want to change / modify –
2. Press the last black key on the row of keys at the top of the device.
3. In the text area of the page you will see “Select the key to view or modify”
4. Press the key you want to change.
5. The device will take you to the programming screen.
6. Follow steps 7 – 18 in **CREATE PAGE** section above.

### **B) Go to the Toolbox**

1. Select Toolbox key.
2. Select MODIFY PAGE.
3. Find the name of the page you want to modify.
4. Follow steps 7 - 18 in **CREATE PAGE** section above.

## **TO ADD A TOOL KEY TO A PAGE**

(Clear Display, Go back, Set Page = link to another page etc.)

1. Choose key to define. You want to be consistent with location of frequently used tools to promote motor planning.
2. Select CHANGE ICON.
3. Select icon from categories to represent tool.
4. Select SPELL TEXT FOR MESSAGE.
5. Select INSERT TOOL - located on top left side of screen.
6. Select tool you wish to insert from pages of tools.
7. Select OK.
8. Select CHANGE LABEL.
9. Type the new label name.
10. Select OK.
11. Select **CHOOSE NEXT KEY TO DEFINE.**
12. Continue with steps listed previously to add vocabulary or tools.

## **LINKING ONE PAGE TO ANOTHER.**

(First, you must create the page you want to link to)

1. Select toolbox key.
2. Select MODIFY PAGE.
3. Select the page you want to modify.
4. Select a key on the page that you want to go to another page.
5. Select SPELL TEXT FOR MESSAGE.
6. Select INSERT TOOL.
7. Select MORE ITEMS at the bottom of the screen.
8. Select SET PAGE. ( SET PAGE TEMPORY is also an option if you want the page to revert back to your previous screen after a message is spoken)
9. Select the page you want to link to.
10. Select any text you want spoken as an entry message.
11. Select OK.
12. Select CHANGE ICON.
13. Select an icon to represent the page you want to go to.
14. Select CHANGE LABEL.

15. Select a label for the page.
16. Select OK.

## **CREATE A NEW ACTIVITY**

1. Select toolbox key.
2. Select CREATE ACTIVITY.
3. Spell the name of your new activity.
4. Select OK.
5. Select an icon for the activity from one of the categories. (this icon will not appear until you go back to the core vocabulary/main screen. It is the key on the activity row that you will choose to get to the items you are ready to program.)
6. The first key of your activity will be highlighted.
7. Select CHANGE ICON.
8. Select an icon for the key.
9. Select either DECTALK or RECORDED for your speech option.
10. Select SPELL TEXT FOR MESSAGE.
11. Type any text you want to go with the key. If you selected RECORDED SPEECH, record your speech now.
12. Select CHANGE LABEL
13. Select the next key in the activity row that you want to define. A red box around the key designates that it has been chosen.
14. Repeat steps 7-13 until you have completed your activity.
15. If you need additional keys, press "Add new row".

## **MODIFYING AN ACTIVITY ROW – You have two options -**

### **A) Use the Set Up key**

1. Go to the page you want to change / modify –
2. Press the last black key on the row of keys at the top of the device
3. In the text area of the page you will see "Select the key to view of modify"
4. Press the key you want to change.
5. The device will take you to the programming screen.
6. Follow steps 6 – 12 in section **B) Go to the Toolbox** below

## **B) Go to the Toolbox**

1. Select the toolbox key.
2. Select the MODIFY ACTIVITY key.
3. Select MORE ITEMS until you see the activity you want.  
(It may be darkened)
4. Select the activity key.
5. Select MODIFY ITEM WITHIN ACTIVITY.
6. Use the “ Previous or More Items” key below the pictures to get a blank key or to change an existing key.
7. Select CHANGE ICON and select an icon you want to represent the new message.
8. Select SPELL TEXT FOR MESSAGE.
9. Spell message.
10. Select OK.
11. Select CHANGE LABEL and type new label.
12. Select OK.

## **MOVING ACTIVITY KEYS**

If you would like to rearrange the order of the keys in the activity row:

- Press the key you want to move
- Press the right or left arrow at the bottom of the screen

If you would like the device to arrange the keys based on the frequency of use:

- Go to the TOOLBOX
- Choose FEEDBACK MENU
- Turn PICTURE PREDICTION “ON”
- If you have keys that you don’t want to move – use the lock and unlock command for each key. The MORE keys are automatically locked to assist with motor planning.

## **LINKING ACTIVITIES**

1. Create the activity you want to link. This must be done first.
2. Select toolbox key.
3. Select MODIFY ACTIVITY.

4. Choose the **activity** you want to link the new activity to.
5. Select MODIFY ITEM WITHIN ACTIVITY.
6. Choose the **key** you want to link the new activity to.
7. Select SPELL TEXT TO DISPLAY
8. You may keep any spelled message you already have or  
Select "Clear display" to not have any text appear with the key.
9. Select INSERT TOOL.
10. Select the tool - SET ACTIVITY
11. Select the Activity you are linking to.
12. Select OK
13. Change the icon and label if needed
14. Select OK when you are finished.

### **HIDE OR SHOW AN ACTIVITY**

If you want to decrease the number of activities available in the activity row you can choose to hide them and then show them at another time.

1. Select Toolbox key.
2. Select MODIFY ACTIVITY.
3. Select the activity to modify (you may need to select MORE ITEMS to locate it)
4. Select HIDE button on the right side of screen.
5. Select OK.
6. To SHOW an activity.
7. Select an activity that is dark.
8. Select SHOW button on the right side of screen.
9. Select OK.

### **STORE A RECORDED (DIGITIZED) MESSAGE**

During the storing process you can choose RECORDED as the type of message. (This can be done in core vocabulary, activities or pages)

1. At the top of the storing screen there is a yellow box and on each side are the choice DECTalk or recorded. The default is DECTalk (the computer voice). Select the recorded key and the word recorded will appear in the yellow box.
2. Select RECORDED MESSAGE at the bottom of the screen.

3. Press and hold the record key on the screen that appears. While holding the key, speak the message into the microphone on the top of the case. On this same screen you can adjust the microphone volume.
4. Select LISTEN TO RECORDING to hear the message.
5. Re-record the message if you don't like it.
6. If you also want the message to appear as text, select SPELL TEXT FOR MESSAGE.
7. Type the message you want as text.
8. Select OK.

## **CORE VOCABULARY**

If you want to change a message on the very first screen of the User Area, we will need to use a different set of keys in the toolbox. The first screen is called CORE, it is usually where the program starts.

### **HIDE OR SHOW CORE VOCABULARY KEYS**

If you want to decrease the number of keys on the core screen to make it easier to use, you can hide some keys and leave the others as they were originally programmed. This can be very helpful when introducing the 1 hit Unity.

1. Select Toolbox key.
2. Select ASSIGN CORE KEYS.
3. Select the key you want to hide.
4. On the programming screen you will see KEY STATE (a yellow box above the icon). You have the choice of hide or show.
5. Select "hide".
6. Select CHOOSE NEXT KEY TO DEFINE at the bottom of the screen to hide more keys.
7. \* The device takes you back to the original core screen to choose another key to hide or show. This screen will not indicate which keys you have hidden.
8. When you are finished hiding keys, select OK.
9. When you return to the core vocabulary, you will see that the keys you hid are missing and everything else is in its original place.

## **STORE A MESSAGE IN CORE VOCABULARY**

1. Select the toolbox key on the top row of the device.
2. Select STORE CORE in toolbox.
3. Select the icon sequence you want to use.
4. Select OK (at the top of screen).
5. Select SPELL TEXT FOR MESSAGE.
6. Type the message you want to store.
7. Select OK (lower right).
8. Select MODIFY LAST PICTURE to choose a picture for the key.  
Choose the category of pictures you want to explore.
9. Check to see if you need to CHANGE LABEL of the picture.
10. When you want to return to the program select OK then GO TO MINSPEAK. (GO TO MINSPEAK will always take you back to the core vocabulary / the first screen).

## **EDIT CORE VOCABULARY**

1. Select toolbox key.
2. Select EDIT CORE.
3. Select icon sequence to edit.
4. Select OK.
5. Select SPELL TEXT FOR MESSAGE.
6. Edit the message.
7. Select MODIFY LAST PICTURE to choose a different picture for the key.
8. Select OK.

## **ERASE CORE VOCABULARY MESSAGE**

1. Select toolbox key.
2. Select ERASE CORE.
3. Select icon sequence to erase.
4. Select OK.
5. Select YES or NO to erase.