

Accent 700 Cheat Sheet

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Terms you need to know:

Activity Row

A set of 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 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 at the top right corner of the activity row.

Home or Tools (to modify device)

These keys give you access to the User Keys, such as:

Toolbox
Setup Key

POWER/SLEEP BUTTONS

There is a power/sleep button located on the left side of the device.

1. To power on the device, press and hold the side power/sleep button.
2. To wake the device from sleep mode, press the side power/sleep button.
3. To power off the device at night and during times of travel, select **HOME** or **TOOLS**, then **TOOLBOX**. Select **MAINTENANCE MENU**, then **WINDOWS POWER MANAGEMENT**. Select **SHUTDOWN WINDOWS**.

CHANGING USER AREAS

1. Select **HOME** or **TOOLS**, then **TOOLBOX**.
2. Select **USER AREA MENU, SWITCH USER AREA**.
3. Select the User Area to switch to (**REPLACE USER AREA** key provides more choices and will *overwrite* a user area).
4. The device returns you to the **USER AREA MENU** screen. Select **OK**.
5. From **TOOLBOX**, press **GO TO HOME** (blue key).

CHANGING THE VOICE

1. Select **HOME** or **TOOLS**, then **TOOLBOX**.
2. Select **SPEECH MENU**.
3. Use the up and down arrows to change voice synthesizer (Dectalk, Realspeak, Acapela)
4. Use arrows to explore different voices –i.e. Paul, Harry, Betty, Kit, Nelly, Tom, etc.
5. Using the additional keys you can adjust the pitch, rate and inflection of the voice.

LOCKING THE TOOLBOX

To lock the device:

1. Select **HOME** or **TOOLS**, then **TOOLBOX**.
2. Activate **MAINTENANCE MENU**.
3. Select **SYSTEM LOCK SETTINGS**, press 'on' to activate. You must enter a password to turn the System Lock ON.
4. Select **OK, OK, OK**.
5. From **TOOLBOX**, press **GO TO HOME** (blue key).

To unlock the device:

1. Select **HOME** or **TOOLS**.
2. Enter password and select **OK**.
3. Select **TOOLBOX**.
4. Select **MAINTENANCE MENU**.
5. Select **SYSTEM LOCK SETTINGS** and select **OFF** button under **SYSTEM LOCK**.
6. Select **OK, OK**.
7. From **TOOLBOX**, press **GO TO HOME** (blue key).

Additional Locking Options in Maint Menu:

- 1) **Create System Lock Override:** Insert a USB stick into device and select this option. The device will now "unlock" anytime this USB stick is inserted into device, without the need to enter a password.
- 2) **Enabling/Disabling On-Screen Tools/Help/Pulldown Menu Keys**

DICTIONARY MENU

(Use this menu to "teach" your device to pronounce a word correctly.)

1. Select **HOME** or **TOOLS**, then **TOOLBOX**.
2. Select **DICTIONARY MENU**.
3. Select **ADD A WORD**.
4. Enter the correct spelling of the word, select **OK**.
5. Enter the "phonetic spelling" of the word, select **OK, OK**.
7. From **TOOLBOX**, press **GO TO HOME** (blue key).

MODIFY USER KEYS

1. Select **HOME** or **TOOLS**, then **TOOLBOX**.
2. Select **USER AREA MENU**.
3. Select **MODIFY USER KEYS**.
4. Select the key you want to modify.
5. Select **ENTER ASSIGNMENT**, then **INSERT TOOL**.
6. Select the tool you want to use, select **OK**.
7. You can also **CHANGE ICON** and **CHANGE LABEL**.
8. Select **Ok, Ok**.
9. From **TOOLBOX**, press **GO TO HOME** (blue key).

Note: Select **CLEAR KEY CONTENTS** if you want no tool assigned to the User Key.

HIDING/SHOWING KEYS

1. Select **HOME** or **TOOLS**, then **SETUP KEY**.
2. Select **HIDE/SHOW KEYS** at the top right corner of your screen.
3. Choose "hide all."
4. Choose individual keys to "show" by touching them. They brighten.
5. Select the text are to exit.
6. To hide/show individual keys, repeat process but skip step 3 above.

HIDING ACTIVITIES

1. Select **HOME** or **TOOLS**, then **SETUP KEY**.
2. Find and touch the activity you wish to "hide".
3. Choose **HIDE** on the right side of this screen.
4. If you don't see the activity you need, scroll through by selecting **MORE ITEMS**. You may also choose to 'hide all' activities.

EDIT CORE

1. Select **HOME** or **TOOLS**, then **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**
5. Select **OK**. When finished, select **OK** again.

PROGRAMMING A KEY

1. Be sure you can see the key you want to edit. Select **HOME** or **TOOLS**, then **SETUP KEY**.
2. Touch the icon you want to edit.
3. Select **CHANGE ICON**. Choose a category, import icon or select **SPELL ICON TO FIND**. Touch the desired icon, select **OK**.
4. Look to see if the 'text to speak' is correct. If not, select **SPELL MESSAGE, OR DEFINE KEY FUNCTION** to type text that will appear in the display, select **OK**.
5. Check to see if the label is correct. If not select **CHANGE LABEL**, select **OK**.
6. When finished, select **OK** or touch the next key you want to program.

CREATING A NEW ACTIVITY

1. Select **HOME** or **TOOLS**, then **TOOLBOX**.
2. Select **CREATE ACTIVITY**.
3. Spell name of new activity. Select **OK**.
4. Select an icon for the activity. Select **OK**.
5. The first key inside the activity is highlighted. Touch a blank key in the activity before you start programming.
6. **CHANGE ICON**
7. Select **SPELL MESSAGE, OR DEFINE KEY FUNCTION** to type text that will appear on the display, select **OK**
8. **CHANGE LABEL** if needed, select **OK**.
9. When finished, select **OK** or touch the next key you want to program.
10. From **TOOLBOX**, press **GO TO HOME** (blue key).

CREATING A NEW PAGE

1. Select **HOME** or **TOOLS**, then **TOOLBOX**.
2. Activate **CREATE PAGE**.
3. Spell the name of the new page, select **OK**.
4. 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**)
5. Select a key to program.
6. **CHANGE ICON**
7. Select **SPELL MESSAGE, OR DEFINE KEY FUNCTION** to type text that will appear on the display, select **OK**.
8. **CHANGE LABEL** if needed, select **OK**. When finished, select **OK** or **CHOOSE NEXT KEY TO DEFINE**.
9. From **TOOLBOX**, press **GO TO HOME** (blue key).

LINKING PAGES or ACTIVITIES

1. Be sure that your destination page or activity has already been created (see CREATING NEW PAGES and CREATING NEW ACTIVITIES above).
2. Locate the key that you want to link to the destination page or activity.
3. Select **HOME** or **TOOLS**, then **SETUP KEY**.
4. Touch the key you want to link to your destination page or activity.

5. Select **SPELL MESSAGE, OR DEFINE KEY FUNCTION**.
6. Activate **PAGE LINK** or **ACTIVITY LINK**.
7. *This step only for page linking:* Decide if you want your page to automatically close after a button is pushed ('yes') or remain open ('no').
8. Find and select the page or activity you wish to link. Select **OK**.
9. **CHANGE ICON** and **CHANGE LABEL**.
10. Select **OK**.

Note: If linking activities, you may not want the new activity permanently showing in the activity row. Follow steps for 'HIDING ACTIVITIES' above.

MEMORY BACK UP

1. Insert your flash drive into the USB port on the back of the device.
2. Select **HOME** or **TOOLS**, then **TOOLBOX**.
3. Select **TRANSFER MEMORY MENU**.
4. Select **SAVE ONE USER AREA** and touch the user area you would like to back up or **SAVE ENTIRE DEVICE CONTENTS**.
5. Give the back up a name.
6. Touch **OK** and wait for memory transfer to take place.

IMPORTING IMAGES/PHOTOS

(see additional handout for importing visual scenes).

1. 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
2. Insert the thumb drive, with your image saved to it, into the back of your device.
3. Select **HOME** or **TOOLS**, then **TOOLBOX**.
4. Go to **TRANSFER MEMORY MENU**.
5. Select **IMPORT ICONS**.
6. It will ask you to select the location/folder that you would like your icon to be saved. If you select 'cancel', your photo(s) will automatically go into a folder called 'imports.'

Shortcut: Insert your USB drive in the side of the device. Select **CHANGE ICON**, then select **IMPORT ICON**. Select the icon you wish to import.