



Vantage-Vanguard Cheat Sheet

Terms you need to know:

Activity Row

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

Core Vocabulary

The bottom four 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 nouns/fringe vocabulary items that are less frequently used. Pages may be topic specific.

Set Up Key

Top, right corner black key on the outer case of the device. Used for making quick modifications to core, activities, or pages.

CHANGING USER AREAS

1. Select the toolbox key on the front of the Vanguard/Vantage case.
2. Select **CHOOSE OVERLAY MENU**.
3. Select **SWITCH USER AREA**
4. Select the User Area to switch to (**OVERLAY MENU** key provides more choices if you don't see what you need).
5. The device takes you back to the **OVERLAY MENU** screen.
6. Select **OK**
7. Press **OK** again or press **GO TO MINSPEAK** (near the bottom right corner).

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 **MAINTENANCE MENU**.
3. Select the **ON** button under system lock.
4. Select **OK**.
5. Select **OK** in the **TOOLBOX**.

To unlock the device:

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

***You may also want to program a password into the device as an alternative to locking/unlocking.**

EDIT CORE

1. Press the **SETUP KEY**.
2. Touch the core icon you want to edit.
3. Select **OK**.
4. Select **SPELL TEXT FOR MESSAGE** to type text that will appear and be spoken on the display, select **OK**.
5. Now, **MODIFY PICTURE** and **CHANGE LABEL** (A label can have up to 9 letters. For a blank label, type a space, no words.)
6. Select **OK**.
7. When you have finished, select **OK**.

HIDING CORE KEYS

1. Go to the **TOOLBOX**.
2. Activate **ASSIGN CORE KEYS**.
3. Choose "hide all", "show all", or "hide/show keys" to pick and choose individual keys to hide and show.

HIDING/SHOWING ACTIVITIES

1. Go to the **TOOLBOX**.
2. Activate **MODIFY ACTIVITY**.
3. Activities that are gray are currently "hidden", activities that are white are currently "showing".
4. Find and touch the activity you wish to "hide" or "show".
5. If you don't see the activity you need, select **MORE ITEMS**.
6. Once you find the correct activity, you choose **HIDE** or **SHOW**.

MODIFYING ACTIVITIES

1. Press the **SETUP KEY**.
2. Touch the activity icon you want to edit.
3. Select **SPELL TEXT FOR MESSAGE** to type text that will appear on the display, select **OK**.
4. **CHANGE ICON** and **CHANGE LABEL** (A label can have up to 9 letters. For a blank label, type a space, no words.)
5. Select **OK**.
6. When you have finished, select **OK** or touch the next key you want to program.

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!)

1. Go to the **TOOLBOX**.
2. Activate **DICTIONARY MENU**
3. Activate **ADD A WORD**
4. Enter the correct spelling of the word.
5. Enter the "phonetic spelling" of the word.
6. Select **OK**.

CREATING ACTIVITIES

1. Go to the **TOOLBOX**.
2. Activate **CREATE ACTIVITY**.
3. Spell name of new activity...Select **OK**.
4. Select an icon for the activity....Select **OK**.
5. The first key inside your activity is highlighted.
6. Select **SPELL TEXT FOR MESSAGE** to type text that will appear on the display, select **OK**
7. **CHANGE ICON** and **CHANGE LABEL** (A label can have up to 9 letters. For a blank label, type a space, no words.)
8. Select **OK**.
9. When you have finished, select **OK** or touch the next key you want to program.

* If you make a mistake, activate **CLEAR KEY CONTENTS** and start over.

MODIFYING PAGES

1. Press the **SETUP KEY**.
2. Touch the page key you want to modify.
3. Select **SPELL TEXT FOR MESSAGE** to type text that will appear on the display, select **OK**.
4. **CHANGE ICON** and **CHANGE LABEL**
(A label can have up to 9 letters. For a blank label, type a space, no words.) Select **OK**.
5. When you have finished, select **OK** or **CHOOSE NEXT KEY TO DEFINE**.

CREATING PAGES

1. Go to the **TOOLBOX**.
2. Activate **CREATE PAGE**
3. Spell the name of the new page.
4. Choose a keyboard size.
5. If you want your new page to have the same formatting as an already existing page, select **COPY FROM AN EXISTING PAGE** and select **TEMPLATE**.
6. Select a key to program.

7. Select **SPELL TEXT FOR MESSAGE** to type text that will appear on the display, select **OK**
8. **CHANGE ICON** and **CHANGE LABEL** (A label can have up to 9 letters. For a blank label, type a space, no words.) Select **OK**.
9. When you have finished, select **OK** or **CHOOSE NEXT KEY TO DEFINE**.

LINKING (AKA "SETTING" PAGES)

Make sure all of the pages you want to link are created. You cannot link a page that does not exist.

1. Press the **SETUP KEY**.
2. Touch the key you want to link to your new page.
3. Select **SPELL TEXT FOR MESSAGE** to type text that will appear on the display.
4. While still in the **SPELL TEXT FOR MESSAGE** screen activate **INSERT TOOL**.
5. Find the **SET PAGE** tool and select the page you want from the **PAGE MENU** that now appears, select **OK**.
6. **CHANGE ICON** and **CHANGE LABEL** (A label can have up to 9 letters. For a blank label, type a space, no words.) Select **OK**.
7. Activate **OK** until you have returned to the **TOOLBOX**.
8. Go to **MINSPEAK**.

MEMORY BACK UP

1. Insert your flash drive into the USB port on the side of the device.
2. Go to **TOOLBOX**
3. Select **TRANSFER MEMORY MENU**
4. Set the MTI menu to either **AUTO** or **USB disk**.
5. Select **SAVE ONE USER AREA**.
6. Touch the user area you would like to back up.
7. Give the back up a name.

8. Touch **OK** and wait for memory transfer to take place.

IMPORTING IMAGES/PHOTOS

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 USB on the side of your device.
3. Go to **TOOLBOX**
4. Go to **TRANSFER MEMORY MENU**
5. Make sure the MTI method is set to **AUTO** and select **IMPORT ICONS**
6. It will ask you to select the location/folder that you would like your icon to be saved.

Notes:

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