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## ECO 14 Cheat Sheet

### *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. 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.

#### **Set Up Key**

#2 key on the outer case of the device. Used for making quick modifications to core, activities, or pages.

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### **CHANGING USER AREAS**

1. Select the toolbox key on the front of the ECO.
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 switching the synthesizer for additional voices that sound more realistic.
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. 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 **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 as an alternative to locking/unlocking.**

### **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.

### **EDITING CORE**

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

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

1. Press the **SETUP KEY** (#2 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.

### **HIDING ACTIVITIES**

1. Press the **SETUP KEY** (#2 key).
2. Find and touch the activity you wish to "hide".
3. Select **HIDE** on right side of screen.

### **EDITING ACTIVITIES**

4. Press the **SETUP KEY** (#2)
2. Touch the icon you want to edit.
3. Now, **CHANGE ICON** (bottom left corner)
4. Next touch **SPELL MESSAGE, OR DEFINE KEY FUNCTION** to type text that will appear on the display, select **OK**.
5. If needed, select **CHANGE LABEL** (A label can have up to 9 letters)
6. When you have finished, select **OK** or touch the next key you want to program.

### **DICTIONARY MENU**

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, 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 MESSAGE OR DEFINE KEY FUNCTION** to type text that will appear on the display, select **OK**
7. **CHANGE ICON** and **CHANGE LABEL**.
8. Select **OK**.
9. When you have finished, select **OK** or touch the next key you want to program.

## EDITING PAGES

1. Press the **SETUP KEY (#2 key)**.
2. Touch the page key you want to modify.
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** (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**.

## HIDING/SHOWING PAGE KEYS

1. Press the **SETUP KEY (#2 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 one at a time.

## CREATING NEW PAGES

1. Go to the **TOOLBOX**.
2. Activate **CREATE PAGE**
3. Spell the name of the new page.
4. Choose a keyboard size.
5. Select **CREAT PAGE FROM TEMPLATE**.
6. Select a blank key to program.
7. **CHANGE ICON** and **CHANGE LABEL**.

8. Select **SPELL MESSAGE, OR DEFINE KEY FUNCTION** to type text that will appear on the display, select **OK**
9. When you have finished, select **OK** or **CHOOSE NEXT KEY TO DEFINE**.

## CREATING A VISUAL SCENE PAGE

Follow steps 1-6 for CREATING A NEW PAGE.

1. Touch **CHANGE VISUAL SCENE** at the top right corner of the page programming screen.
2. Touch **CHOOSE SCENE**.
3. Select the scene you wish to use or touch **IMPORT A NEW PICTURE**.
4. Follow prompts and select **OK**.
5. Select **CHANGE THE SIZE OF THE PICTURE** and follow the prompts
6. You may wish to increase the % transparency while programming to better see the keys.
7. Select **OK**.
8. Select **CHOOSE NEXT KEY TO DEFINE** and begin to define the keys just as you would any other page.

## LINKING PAGES

1. Press the **SETUP KEY (#2 key)**.
2. Touch the key you want to link to your new page.
3. Select **SPELL MESSAGE, OR DEFINE KEY FUNCTION** to type text that will appear on the display.
4. While still in the **SPELL MESSAGE, OR DEFINE KEY FUNCTION** screen activate **PAGE LINK**.
5. Decide if you want your page to automatically close after a button is pushed, or remain open (yes or no)
6. Find and select the page you wish to link, select **OK**.
7. **CHANGE ICON** and **CHANGE LABEL**.
8. Select **OK**.

## IMPORTING IMAGES/PHOTOS.

1. Go to **TOOLBOX**
2. Go to **TRANSFER MEMORY MENU**
3. Make sure the MTI method is set to **AUTO** and select **IMPORT ICONS**
4. It will ask you to select the location/folder that your pictures are saved (i.e. your USB stick, the ECO hard drive My Documents/My Pictures, etc.)
5. Navigate to the picture you want to import and assign it a name and category.

## 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.

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

## DON'T FORGET THE ICON TUTOR!

- 1) Select the **DEVICE** activity from the **TOP** row.
- 2) Select the purple **ICON TUTOR** key.
- 3) Type the word you are searching for and select **OK**.

