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ECO2 Cheat Sheet

Terms you need to know:

Activity Row

A row of keys located at the top of the screen in Unity. This row offers most of the device user's frequently used fringe vocabulary items.

Core Vocabulary

The bottom remaining rows in Unity. These keys offer words used most frequently to communicate in our language. 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 upper, outer case of the device. Used for making quick modifications to core, activities, or pages.

CHANGING USER AREAS

1. Select the **TOOLBOX**.
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. Choose a Synthesizer using the up and down arrows.
4. Choose a voice within the Synthesizer.
5. Use **TEST SPEECH** to hear a sample

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.

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)
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.

HIDE/SHOW ACTIVITIES

1. Go to the **TOOLBOX**.
2. Activate **MODIFY ACTIVITY**
3. Touch the activity to hide or show
4. Select **HIDE** or **SHOW** on right side of screen, or select **HIDE ALL ACTIVITIES**.
5. Select **OK**.
6. Select **OK** in the **TOOLBOX**.

EDITING ACTIVITIES

1. 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.
6. Select **OK**.

CREATING NEW 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. Follow steps 3 – 9 above.
7. ECO will automatically place the new activity in the activity row.

EDITING PAGES

1. Press the **SETUP KEY (#2)**
2. Touch the page key you want to modify.
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. Select **OK**.
7. When you have finished, select **OK** or **CHOOSE NEXT KEY TO DEFINE** to continue programming.

HIDING/SHOWING PAGE KEYS

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

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 **CREATE 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. Be sure you have created the page to which you are linking (see CREATING PAGES)
2. Be sure you can see the key from where you want to link. Press the **SETUP KEY (#2 key)**.
3. Touch the key you want to link to your new page.
4. Select **SPELL MESSAGE, OR DEFINE KEY FUNCTION**
5. Select **PAGE LINK** from the row of tools above the on screen keyboard.
6. Decide if you want your page to automatically close after a key is selected

(yes or no). If you select ‘no’ the user will be able to select multiple keys on the page and will need to manually close the page when finished. If you select ‘yes’, the page will close automatically after 1 key is selected.

7. Find and select the page you wish to link, select **OK**.
8. **CHANGE ICON** and **CHANGE LABEL** if needed (see MODIFYING ACTIVITY/PAGE KEYS above).
9. Select **OK**.

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. 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.

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.

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**.