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## **Vantage Lite Cheat Sheet ver. 5.08**

### ***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: 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 in the top right corner of the activity row.

#### **Set-Up Key**

The #2 black key on the outer case of the device; Used for making quick modifications to a key.

### **CHANGING USER AREAS**

1. Select the toolbox key on the front of the case.
2. Select **USER AREA MENU**.
3. Select **SWITCH USER AREA**
4. Select the area you wish to use. (if you don't see the user area you need select cancel and then use **REPLACE USER AREA** key to locate more options).
5. The device takes you back to the **USER AREA MENU** screen.
6. Select **OK**
7. Press **OK** again or press **GO TO HOME** (blue key at top right corner of toolbox)

### **CHANGING THE VOICE**

1. Go to **TOOLBOX**.
2. Choose **SPEECH MENU**
3. You have a choice of 3 synthesizers, "DEC", "RealSpeak" and "Acapela". Use the up and down arrows under "synthesizer" to switch between them. Use the up and down arrows under "voice" to explore the voices within each synthesizer.
4. Using the additional keys you can adjust the pitch, rate and volume of each voice.

### **LOCKING THE TOOLBOX**

#### **To lock the device:**

1. Go to the **TOOLBOX**.
2. Activate **MAINT MENU**.
3. Select **SYSTEM LOCK SETTINGS** and touch **ON** under "system lock" if you wish to lock all keys on the outer case. *If you wish to SUPERLOCK any of the keys on the case of the device please visit our website and search product support.*
4. Select **OK, OK**, and then **GO TO HOME**.

#### **To unlock the device:**

1. Press and hold the **TOOLBOX** for 5 seconds.
2. Activate **MAINT MENU**
3. Select the **SYSTEM LOCK SETTINGS** and then touch **OFF** under "system lock".

**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**, then **MAINT MENU**.
2. Select **HARDWARE DIAGNOSTICS**
3. Select **CALIBRATE TOUCH SCREEN**.
4. Hold a stylus on the + that appears, and continue to hold and release the stylus as + travels around screen.
5. Touch the screen to finish the calibration as the device counts down from 30 seconds.

### **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**.

**Hint: If using sequenced versions of Unity you will not see choices for SPELL MESSAGE or CHANGE LABEL on your front screen.**

### **HIDING/SHOWING KEYS**

1. Press the **SETUP KEY** (#2)
2. Press **HIDE/SHOW KEYS** at the top right corner of your screen
3. If you want to hide most of the keys, choose "hide all" and then choose individual keys to "show" by touching them. If you only want to hide a few keys, touch the keys you want to hide.
4. Select "text area" to exit and save choices.

### **EDITING ACTIVITIES**

1. Be looking at the button you want to edit, then press the **SETUP KEY** (#2)
2. Touch the button 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 finished, select **OK** or touch the next key you want to program.

**DICTIONARY MENU** (to correct pronunciation of a word)

1. Go to the **TOOLBOX**.
2. Activate **DICTIONARY MENU**
3. Activate **ADD A WORD**
4. Enter the correct spelling of the word, **OK**.
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. Touch a blank key in the activity before you start programming.
6. Now, **CHANGE ICON** (bottom left corner)
7. Next touch **SPELL MESSAGE, OR DEFINE KEY FUNCTION** to type text that will appear on the display, select **OK**.
8. If needed, select **CHANGE LABEL** (A label can have up to 9 letters)
9. Select **OK**.
10. When you have finished, select **OK** or touch the next key you want to program.

#### **EDITING PAGES**

1. Be looking at the button you want to change, then 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.

#### **CREATING NEW PAGES**

1. Go to the **TOOLBOX**, then **CREATE PAGE**.
2. Spell the name of the new page, **OK**.
3. If you are not using the same number of buttons as your user area, choose an “overlay size”, then select **OK**.
4. If you are using the same number of buttons as your user area, then select **CREATE PAGE FROM TEMPLATE**.
5. Select a blank key to program.
6. Now, **CHANGE ICON** (bottom left corner)
7. Select **SPELL MESSAGE, OR DEFINE KEY FUNCTION** to type text that will appear on the display, select **OK**
8. If needed, select **CHANGE LABEL** (A label can have up to 9 letters)
9. When you have finished, select **OK** or **CHOOSE NEXT KEY TO DEFINE** to continue filling in your page.

#### **CREATING A VISUAL SCENE PAGE**

Follow steps 1-6 for CREATING A NEW PAGE.

1. Touch **CHANGE SCENE** at the bottom right of your programming screen.
2. Touch **IMPORT SCENES** (may need to insert your USB stick or SD card with your photos or images)
3. Follow prompts in grey text box, then **OK**.
4. Rename your scene, if needed, select **OK**.
5. Select **CHANGE THE SIZE OF THE PICTURE** and follow the prompts in grey text box.
6. You may wish to increase the % transparency to better see the outline of 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 looking at the key you want to have the page link, then press the **SETUP KEY (#2)**
2. Touch the key to store your page link.
3. Select **SPELL MESSAGE, OR DEFINE KEY FUNCTION**.
4. Touch **PAGE LINK** (above the #4).
5. Decide if you want your page to automatically close after a button is pushed (yes), or remain open (no)
6. Find and select the page you wish to link, select **OK**.
7. **CHANGE ICON** and **CHANGE LABEL**.
8. Select **OK**.

#### **MEMORY BACK UP**

1. Insert your USB stick or SC card into the side of your device.
2. Go to **TOOLBOX**, then **TRANSFER MEMORY MENU**
3. Select **SAVE ONE USER AREA** and touch the user area you would like to back up or **SAVE ENTIRE DEVICE CONTENTS** (all 6 areas).
4. Type a name for the backup.
5. Touch **OK** and wait for memory transfer (MTI) to complete. **OK. OK. GO TO HOME**.

#### **IMPORTING IMAGES/PHOTOS**

1. Save your image onto a USB stick or SD card using your computer. The image can be in **any** of the following formats: .jpg, .gif, or .bmp
2. Insert the USB or SD card with your images into the side of your device.
3. Go to **TOOLBOX**, select **TRANSFER MEMORY MENU**
4. Select **IMPORT ICONS** and select photo you want to import from your USB or SD card, **OK**.
5. Rename your image, if needed, select **OK**.
6. It will ask you to select the category that you would like your icon to be saved.
7. Touch the appropriate category, then select **OK**.