Lightwriter SL50

Art.nr 1740400

ABILIA

CONTENTS

WELCOME TO YOUR LIGHTWRITER

The Lightwriter SL50 is a fast, simple way to communicate. Designed specifically for communication, there are lots of useful features aimed at you delivering your speech as effectively as possible:

- Fast start-up and simple to use menu interface.
- Personalised vocabulary for quicker communication.
- Connect to a mobile phone using Bluetooth.
- High quality Acapela voices.
- Simple 'plug and play' 1-switch or 2-switch scanning.
- Excellent battery life.
- Dual displays and outward facing speaker.
- Remote software updates.
- Backlit screens and keys which automatically adjust to different light levels.

YOUR LIGHTWRITER

Companion Display

Loudspeaker

USB stick port

Ethernet port

Charging socket

Charging light

Headphone socket

Switch port 1

Switch port 2

Mounting points

Serial number

Service panel

Technical support information
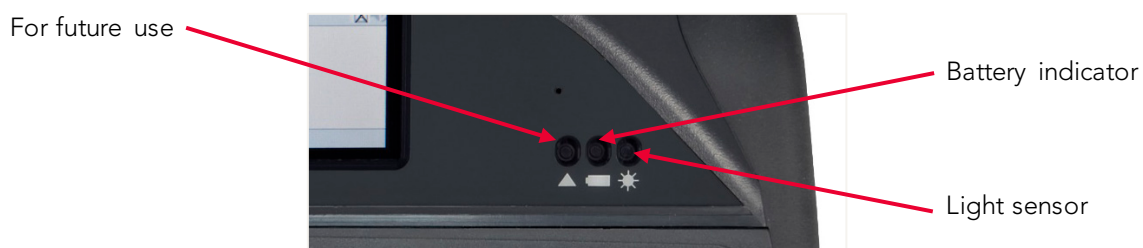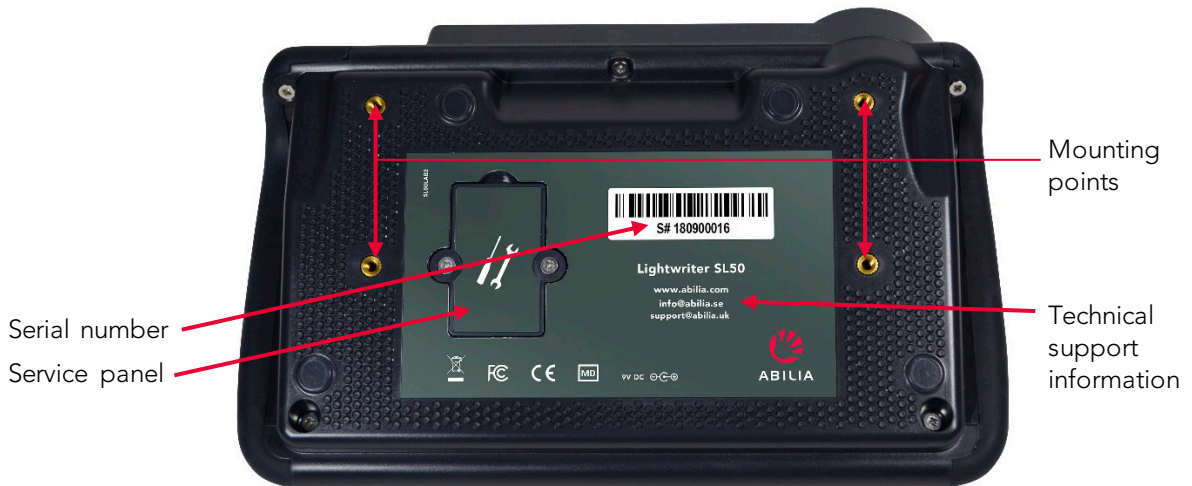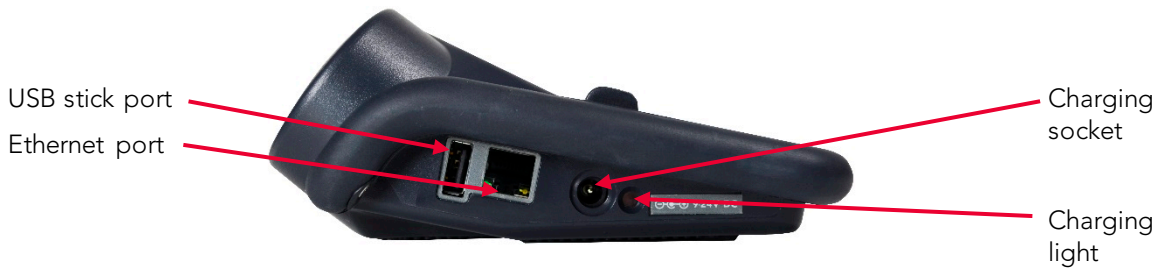
QUICK TIP – Your Lightwriter may arrive with protective films on the displays. You should remove them before using your Lightwriter.

Please check everything is included when you open the box:

Lightwriter SL50 –

User Manual & Quick Start Guide – to help you to get started with your Lightwriter.

QUICK TIP – You can find the latest versions of the User Manual on our website www.abilia.com.

Keyguard set – Your Lightwriter is supplied with extra keyguards, which can raise the area around your keys to different heights to help you type accurately. See **Your Keyboard** for information.

Memory stick – This contains the full User Manual. Also see **Importing and Exporting Data.**

Toolkit – Your toolkit contains a **keychain**, **screwdriver** and **keyguard release tool**. You will need these to remove or change your keyguard.

Spare Keys – Which you may need if you want to change the language of your Lightwriter (contents vary).

Ethernet cable – This allows you to update your Lightwriter software via a standard ethernet port (internet connection required).

Charger – this is to charge your Lightwriter's battery. You should charge your Lightwriter for 3-4 hours to get a full day's use. The best time to do this is overnight.

In-use bag – designed to make your Lightwriter easy to carry, and you'll still be able to use it without removing it from the bag. See **Fitting Your In-Use Bag.**

In-car charger – when you're out and about you may not be able to get to a plug socket, so this is very handy to keep in your car for an emergency when your battery is running low.

Switch set – Simply plug in to **Port 1** and **Port 2** and they will be ready to scan.

Quick release mount plate – Designed to be compatible with several mounting systems on the market, making it easier to attach and release your Lightwriter to and from your preferred mounting solution.

Carry bag – the carry bag is a safe place to put your Lightwriter when travelling. With enough space left for a notepad or your phone.

Strap set – A simple effective way to attach different straps to your Lightwriter. Allowing you to carry your Lightwriter by hand or around your neck, with ease.

Your Lightwriter should be **regularly charged for 3-4 hours** to get a full day's use. The best time to do this is overnight. Plug in the charger into the charging socket on the left side of the Lightwriter.

Only use the chargers provided with the Lightwriter.

The charging light next to the charging socket indicates that the power is connected:

Green – Fully charged - you may remove the charger.

Red – Connected and currently charging.

You can view the % of remaining power at the top right of the screen in the icon bar.

You can also view the battery status icon in the top right of your screen, the icon will change as the power increases/reduces. If the battery is charging, you will see an electricity symbol inside the battery icon

The light on the front of your Lightwriter will also indicate the battery status:
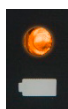
Amber – Battery running low – charge as soon as you can.

Red – Battery almost depleted – charge immediately.

If your battery gets too low, it will make a sound, then switch itself off and you will only be able to operate it with the charger plugged in. If you cannot switch your Lightwriter on, you will need to plug in the charger.

QUICK TIP – If you wish, you can use your Lightwriter all day with the charger plugged in – it won't damage the battery.

TURNING ON YOUR LIGHTWRITER

To turn on your Lightwriter press the **Power** key ⏻

Your Lightwriter will take a few moments to first start up.

If you do not use your Lightwriter or press any keys for a short time, the displays will turn off and it will go into **Suspend Mode.** This helps the battery to last longer. You can change the time for **Suspend Timeout**, see **Settings**.

FITTING YOUR IN-USE BAG

To fit the bag to your Lightwriter:

1. Make sure that your Lightwriter is turned off – Press **Shift** ⇧ then **Power** ⏻

2. Turn your Lightwriter over on a table or flat surface, so that the keyboard is face down and the displays are facing away from you. Take note of the 4 gold coloured screw holes.

3. Unzip the main compartment of your in-use bag and turn it upside down with the flap furthest away from you – the logo should be the right way up.

4. Place the bag on top of the Lightwriter and line up the 4 eyelets with the gold screw holes.

5. Loosely screw in the 4 plastic screws by hand and make sure everything is in place before tightening them with a screwdriver. Do not over-tighten as you may damage them.

6. Turn over your Lightwriter, zip the flap up and you are ready to go.

7. Slip the carry strap over your shoulders and carry your Lightwriter in front of you, ready to unzip easily when you need it.
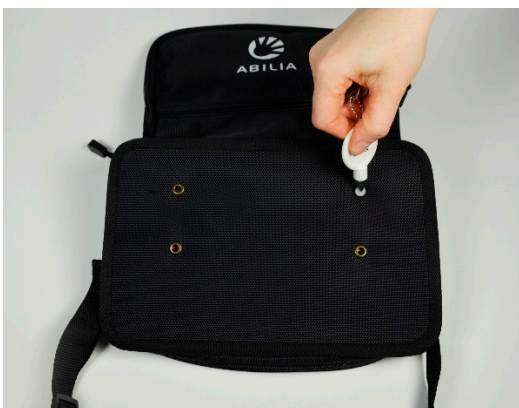
TALK

When you turn on your Lightwriter the first screen you will see will be the **Talk Screen**.

Date and time → Wednesday 14/02/2018 2:16 PM ☁ 🔒 🔋 ◀) 48%🔋⚡ ← Status icons

Ni

Type and talk area → 1 nice 2 night-time 3 nicer 4 nineteen 5 night ← Predictions bar

You may notice that the brightness of the displays will automatically change in different environments. They should become brighter in a sunny outdoor setting, and duller in a dark room. This is to help you view the screen in the most comfortable way. The keyboard keys will also be backlit in a dark environment. You can adjust this in **Settings**. This also saves battery power.
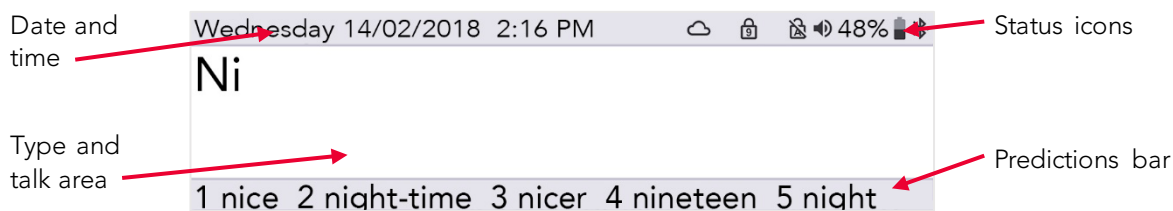
INTRODUCTION TO TYPE AND TALK

The most important thing your Lightwriter does is speak the words you type.

Anything you type will appear on the screen in front of you.

Main Display Screen:

Wednesday 14/02/2018 2:16 PM ☁ 🔒 🔋 ◀) 48%🔋⚡

Nice to meet you |

1 you 2 yours 3 yourself 4 you're 5 young 6 yo
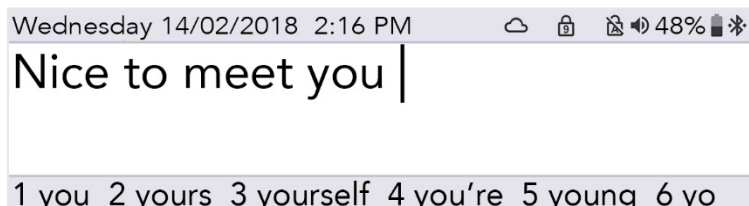
Press **Enter** ↵ and the Lightwriter will speak the words you have typed out loud, as well as showing them on the **Companion Display**.

Each word on the Companion Display is highlighted as it is spoken:

Companion Display:

Hello, it's very **nice** to meet you

If your communication partner cannot read the words on the Companion Display, you can increase the size of the text, see **Settings**.

When you press **Enter** to let Lightwriter speak your words, they will disappear from the Talk Screen. This allows you to continue to write your next sentence without having to wait for the Lightwriter to stop speaking.

You can press the **Left Arrow** key to recall the last sentence spoken back onto the Talk Screen. You can then repeat or edit the sentence as required.

Generally speaking, your Lightwriter keyboard can be used much the same way as a regular keyboard for typing out words and phrases.

You can use regular typing tools such as Caps lock and Shift, punctuation, numbers and symbols. See **What The Keys Do** for full details.

To edit text, you can use the **Left** and **Right Arrow** keys to move the cursor left and right through your text. From here you can edit your text in the usual way, by typing and deleting.

As you type, you will notice predictions at the bottom of your screen.
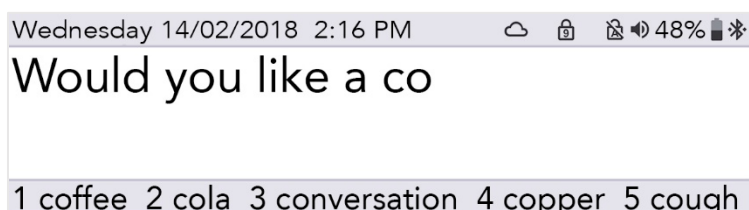
You can select a prediction by pressing the relevant **Number** key.

QUICK TIP - If Number Lock is switched on, predictions cannot be selected.

If you need to, you can set up your Lightwriter to announce every sentence, word or letter as you type it, before you press **Enter**. To turn this on or off, see **Settings.**

You can also save whole sentences to speed up your communication, see **Fast Phrases.**

As well as the usual keys for typing and talking, your Lightwriter has a few other useful keys.

For information on changing your **Keyboard Layout**, or adjusting the **Key Delay** times, see **Settings**.

⏻ POWER –

This key will immediately **wake up** your Lightwriter if it is in **Suspend Mode,** or **boot up** if it is completely turned off.

To put your Lightwriter into **Suspend Mode**, hold down the **Power** key for 2 seconds. Press **any key** to wake it up again.

To **turn off** your Lightwriter press **Shift** then **Power.** You can **reboot** by pressing **Power** to start up again.

If you need to **force restart** (for example the Lightwriter has crashed), hold down **Power** for 10 seconds – until the display turns off, then flashes back on.

In **menus**, the **Power** key will cancel or bring you back to the previous screen. Continue to press **Power** until you are back on the **Talk Screen**.

In the **Talk Screen**, the **Power** key will clear the entire line of text.

Y M ␣ LETTER AND SPACE KEYS –

Use the letter and space keys normally to type in text to speak.

To enter a capital letter, press **Shift** before pressing your chosen **Letter** key.

↵ ENTER KEY –

In the **Talk Screen**, pressing **Enter** will speak the text you have just typed.

In **menus**, pressing **Enter** will select or save the highlighted item or setting.

From a blank **Talk Screen**, press **Enter** followed by your assigned **Letter** or **Symbol** key to type out a saved **Fast Phrase**. See **Fast Phrases** for more details.

◁ ▷ LEFT AND RIGHT ARROW KEYS –

In **menus**, press the **Left** and **Right Arrow** keys to move around the menus and lists. You can also use them to reduce or increase settings such as volume.

In the **Talk Screen**, you can navigate the cursor through the letters you have typed to edit the text.

After speaking a sentence, you can press the **Left Arrow** key to reload your spoken sentence back onto your Talk Screen, for further editing or re-use.

Use **Shift-Left** and **Shift-Right** to highlight and edit large chunks of text.

⇧ SHIFT KEY –

To type a capital letter, press **Shift** and then press the **Letter** you would like to be capitalised. You can **hold down Shift** if you want to type several capital letters.

If you need to use **Caps Lock**, simply press **Shift twice**. Everything you type will be in capital letters until you press **Shift twice** again. You will notice an icon 🔠 on the top right of your screen to indicate if Caps Lock is on or off.

Pressing **Shift** then a letter key with Caps Lock already on, will type a lower case letter.

You can also use **Shift** to type the symbols printed in red on the top of some keys.

▤ MENU KEY –

Pressing the **Menu** key will take you to the **User Menu**.

Pressing **Shift-Menu** will take you to the **Advanced User Menu.**

See **Menus** for more information.

7‾ **2″** **🔒** NUMBERS AND THE NUMBER LOCK KEY –

To use numbers as you type, you need to make sure that **Number Lock** is on. Press the **Number Lock** key and you will see the symbol 🔒 in the top right corner of your screen change.

As well as using numbers as you type, you can use the **Number** keys to select **Word Predictions**, to speed up your typing. You can only use predictions when **Number Lock** is switched off.

⌫ DELETE KEY –

When typing, the **Delete** key will remove the character to the left of the cursor. If the word entered was a **Prediction**, then pressing **Delete** will remove the whole word.

You can also use this key to delete words from your **User Dictionary**. See **Advanced Typing** for more details.

◀ SOUND KEY –

Press the **Sound** key to turn the sound on/off. The speaker icon 🔇 in the top right of the screen will change to show if the sound is on/off. This is useful when you want to temporarily turn off all the sounds and voices on your Lightwriter. Press **Sound** again to turn sounds back on.

Press and hold **Sound** combined with **Left** and **Right Arrow** keys to change the **Volume** up and down.

U♠ UNION KEY (ALARM) -

This is a 'sticky key' which is useful if you are unable to hold down more than one key at a time.

After pressing **Union**, the following key pressed is considered 'held down', until after you press the next key. To cancel the Union key, press **Power** or wait a few seconds for it to timeout.

The Union Key can also be used to find shortcuts to additional letters and symbols, for example, press **U♠** **A** **E** to type '**Æ**'.

You can also set this up as an **Alarm Key** in **Shift-Menu** > **Alarm Key** > **Alarm Key Usage**. This is useful when you need someone's attention.

Once set up, you can press and hold the **Union** key to sound the built-in alarm bell.

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6 ? **/ (** **⊕** SYMBOLS AND THE SYMBOL KEY –

Some useful symbols are printed on certain keys in red. Anything printed in red can be typed by pressing **Shift** followed by your chosen key. Punctuation used at the end of a sentence, such as . ? and ! will automatically be followed by a space.

3 ¤ **Currency symbol**:

For your local currency (for example **£**) press **Shift** then **3** (**¤**).

Press and **hold Shift**, while repeatedly pressing **3** to scroll through further currency symbols.

⊕ **Symbol key:**

To type letters with accents and diacritics - Press the **Symbol** key and then press the relevant **Letter** key several times until your desired letter appears. For example, press **Symbol** then repeatedly press '**E**' to scroll through **e**, **è**, **é**, **ê**, **ë**. Simply stop on your chosen letter and continue to type as normal.

Symbol Picker:

To find further symbols, punctuation and accents (for example !, ?, $) - Press **Shift** followed by the **Symbol** key. Here you will find the **Symbol Picker**:
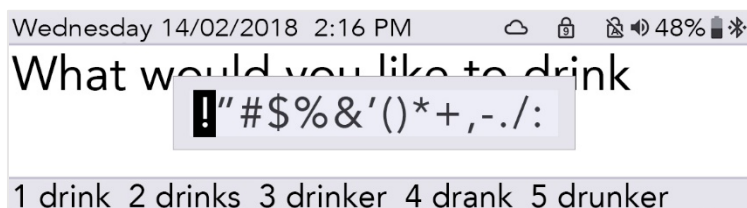
Whilst in the **Symbol Picker**, press the **Symbol** key several times to scroll through further pages of symbols.

Use the **Left** and **Right Arrow** keys to select, then press **Enter** to type your selected symbol.

To cancel the Symbol Picker, either wait for it to close automatically, or press **Power**.

STATUS ICONS

When you switch certain features on and off (such as Number Lock), a large image of the icon will appear in the centre of your screen for a few seconds to confirm the action:

The icons in the top right corner of your screen always indicate the current status:

	Number Lock on/off			Shift
	Caps Lock on/off			Battery status
	Sound on/ off (mute)			Internet connection (see **Remote Updates** for details)
	Bluetooth Status (See **Mobile Phone** for details)			Union Key on/off

MENUS

Additional functions and settings are accessible through the **Menus**.

See **Settings** for further information on how to change your Lightwriter setup and preferences.

USER MENU

Press **Menu** 📋 to see the **User Menu** screen:

```
                              | Sound                    |
      Main Menu               | Display                  |
                              | System                   |
                              |                          |
           Settings for volume and
           sound
```
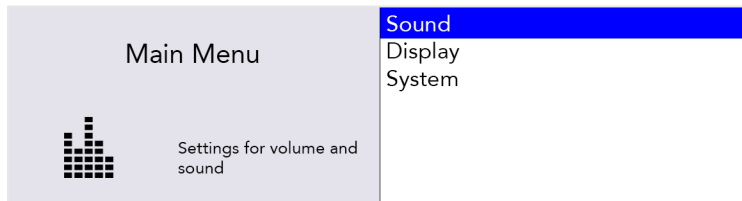
The menu is displayed on the right-hand side of the screen. A brief description of the currently highlighted menu option is displayed in the left-hand screen.

Use the **Left** and **Right Arrow** keys to explore the menu options. Press **Enter** to select an option.

Press **Power** to bring you back to the previous screen.

After a short time, if no keys are pressed, the menu will 'time out' and return you to the previous screen.

ADVANCED USER MENU

Press **Shift-Menu** to see the **Advanced User Menu** screen:

```
                              | Date and Time            |
      Main Menu               | Sound                    |
                              | Voice                    |
                              | Keyboard                 |
           Settings for volume and | Display             |
           sound              | Alarm Key                |
                              | Dictionary               |
```
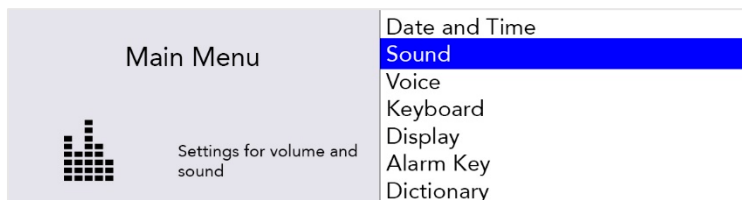
QUICK TIP - Depending on how your Lightwriter has been set up, you may see more or less options in your Menu screen.

ADVANCED TYPING FEATURES

As well as simply typing the text you want to speak, your Lightwriter has some additional ways to help you speed up your communication.

USER DICTIONARY

NEW WORDS

If you have some unusual names and words that are missing from the main dictionary, your Lightwriter will soon learn them for you. If you type a word five times (this can be changed in **Settings**), it will automatically be added to your **User Dictionary**. A word will not appear as a prediction unless it is in one of your dictionaries.

ADD, EDIT AND DELETE WORDS

You can add your own individual word, edit words if they are misspelled, or delete them.

Go to **Shift-Menu** > **Dictionary** > **User Dictionary** > **Add Word**. Type in your word and press **Enter** to save.
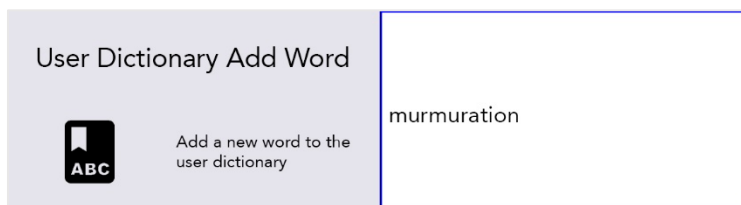
To edit your word, go to **Shift-Menu** > **Dictionary** > **User Dictionary** > **Browse.** You can use the **Arrow Keys** to scroll up and down the list, and **Enter** to select.

QUICK TIP - If you have a long list of words, start typing the word you are searching for and you will navigate straight to it.

Highlight your chosen word and press **Enter** to edit the word, or **Delete** to delete it. If you choose to delete, you will see a second confirmation screen:
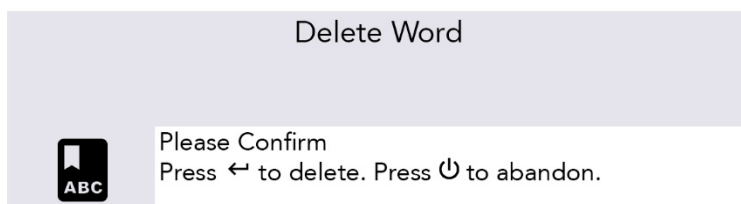
If you have a lot of words to add, you can **upload** your own User Dictionary onto your Lightwriter. See **Importing and Exporting Data** for more information.
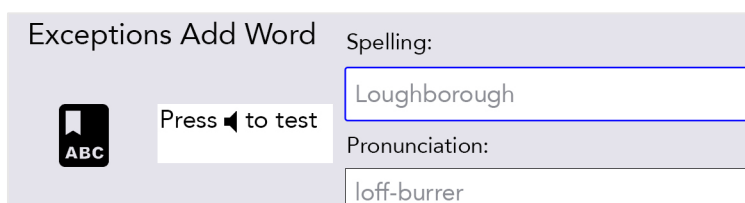
SPEECH EXCEPTIONS

You may want to change the way your Lightwriter pronounces some words. To do this, you need to create a **Speech Exception**:

Go to **Shift-Menu** > **Dictionary** > **Speech Exceptions** > **Add word**.

In the top right box, type in the word that your Lightwriter is pronouncing incorrectly.

In the bottom right box, type in the word as you would like it to sound. Try typing it in phonetically, or adding hyphens or spaces to break up the word into sections:

Exceptions Add Word

Press ◀ to test

ABC

Spelling:

Loughborough

Pronunciation:

loff-burrer

For example, *Loughborough* may sound better as *loff-burrer*.

You can test the result by pressing **Sound** ◀

Once finished, press **Enter** to save and exit.

Then the next time you type *Loughborough*, it will be spoken correctly.

EDIT OR DELETE A SPEECH EXCEPTION

To edit an exception go to **Shift-Menu** > **Dictionary** > **Speech Exceptions** > **Browse.**

Highlight your chosen word and press **Enter** to edit the word, or **Delete** to delete it.

PREDICTIONS

Your Lightwriter will automatically start remembering and learning the words that you use, and presenting them to you as **Predictions**.

Your Lightwriter is already loaded with a comprehensive dictionary, but the more you type and talk, the more accurate these predictions will be, as it continues to add to your **User Dictionary**.

Your list of Predictions will appear in the bottom of the **Talk Screen** as you type. If you see the word you want to use, press the relevant **Number** key to select the Prediction (make sure Number Lock is switched off).

For example, to select 'coffee', press **number 1**.

Wednesday 14/02/2018 2:16 PM ☁ 🔒 🖾 ◀ 48% 🔋 ✳

Would you like a co

1 coffee 2 cola 3 conversation 4 copper 5 cough
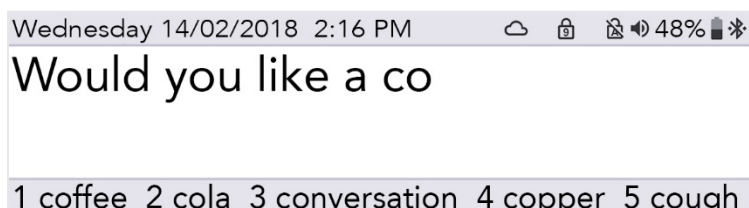
After you have selected your prediction, the word will appear in **bold italic** on your screen:

Wednesday 14/02/2018 2:16 PM ☁ 🔒 📵 🔊 48% 🔋 *

Would you like a *coffee* |
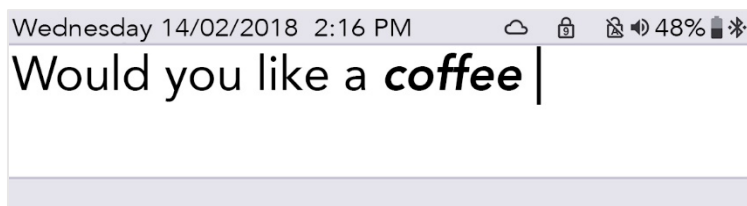
Predictions only work on the last word in the sentence you are writing. So if you go back and edit text in the sentence, the predictions will not work mid-sentence.

You can delete the whole predicted word by pressing **Delete** when your cursor is anywhere in or on the end of the word.

If you do not want Predictions to appear, you can turn them off, see **Settings**.

NOTES

You can use **Notes** to store, edit and speak longer pieces of text.

The best way to add Notes to your Lightwriter is by typing them on a computer and then importing them from a USB memory stick.

You can also directly type and save large pieces of text on your Lightwriter.

Quick Tip – Notes are useful if you want to prepare for a doctor's appointment, or a presentation for college or work. You could also prepare a speech before a phone call.

IMPORTING NOTES

Type out your speech on a computer using software such as Notepad or Word. Make sure you include regular punctuation such as commas and full stops, so that your speech makes sense when spoken aloud. Avoid using special characters as these may prevent the file from uploading correctly.

Save your Note as a plain text .txt file. Copy the Note from your computer to a USB memory stick. The name you give your file will appear as the name of the note on your Lightwriter, so make sure you give it a name you will recognise.

Insert your memory stick into the USB port on the side of your Lightwriter.

Go to **Shift-Menu** > **Dictionaries** > **Notes** > **Import**.

Your Lightwriter will read the USB, and then display a list of all files that are compatible for importing:
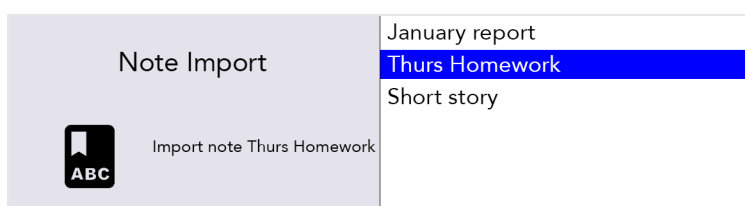
Note Import

[ABC]   Import note Thurs Homework

January report
Thurs Homework
Short story

Highlight your chosen file using the **Left and Right Arrow** keys and press **Enter** to import.

To edit (or make a new) note on your Lightwriter, go to **Shift-Menu** > **Dictionaries** > **Notes** > **Browse**.

Highlight your **chosen file** to edit (or select **New)** and press **Enter**.

> **Edit Name**: Use a name for your Note to help you remember what it contains. Use letters and numbers only (avoid special characters or punctuation).

> **Edit Description** (optional): If you need to include further information about your Note, type it here.

> **Usage mode**: In order to have a more natural conversation, you can determine how your Note will be read out by your Lightwriter. You can manage the speech by breaking it into parts - the speech will stop, then you can press **Enter** to continue speaking (more details below).

- Word by Word - speech is broken by each word.
- Sentence by Sentence - speech is broken by full stops, question marks and exclamation marks.
- Section - speech is broken by each new line of text.
- Entire note - speech will be read entirely from start to finish (with natural pauses for punctuation).

> **Edit Note**: Type out the speech that you want to save. Make sure you include punctuation such as commas so that it makes sense when spoken aloud.

SPEAKING WITH NOTES

Go to **Shift-Menu** > **Dictionaries** > **Notes** > **Select**. Highlight the Note you would like to use in a speech and press **Enter**.
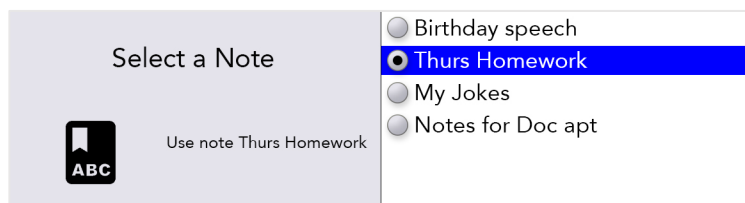
QUICK TIP - Before using your Note, you may want to set up the Usage Mode, see **Editing your Note**.

You are now ready to use your selected Note whenever you like. From the Talk Screen press **Shift-Space** and your speech will load onto the screen.

Depending on your chosen Usage Mode, the first part of your speech will be in *bold italic*:
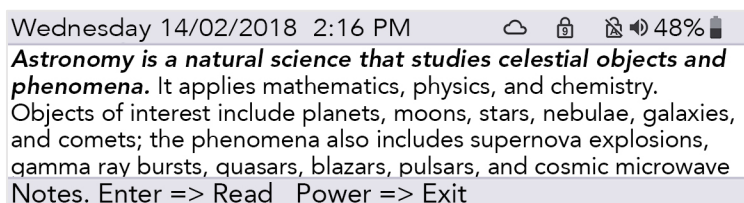
Press **Enter**, and your Lightwriter will speak the first part and then stop. The second part of your speech will now be in *bold italic*:

Wednesday 14/02/2018 2:16 PM ☁ 🔒 📵 🔊 48% 🔋
Astronomy is a natural science that studies celestial objects and phenomena. *It applies mathematics, physics, and chemistry.* Objects of interest include planets, moons, stars, nebulae, galaxies, and comets; the phenomena also includes supernova explosions, gamma ray bursts, quasars, blazars, pulsars, and cosmic microwave
Notes. Enter => Read   Power => Exit

Press **Enter** to continue to speak.

If your speech doesn't quite go as planned and you need to adapt to your audience, you can use the **Left and Right Arrow** keys to move between the different parts your Note. This way you can repeat or skip different parts of your speech.

If you need to stop a speech once it has started, press **Power** and your Lightwriter will stop speaking at the end of the current sentence. Press **Power** again to exit Notes mode and return to the regular Talk Screen.

EXPORTING NOTES

Insert your memory stick into the USB port on the Lightwriter.

Go to **Shift-Menu** > **Dictionaries** > **Notes** > **Export**.

Your list of Notes will appear. Select your chosen file using the **Left and Right Arrow** keys and press **Enter** to select and copy to your USB stick.

You can then copy the file to your computer for editing, if you wish.

WARNING: If you import or export a file with the same name as a file already on the USB stick, it may overwrite it.

FAST PHRASES
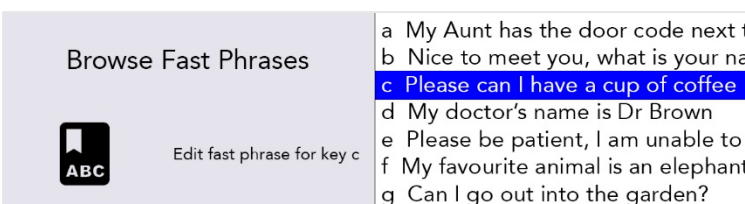
You can also save and use short pieces of text as **Fast Phrases**.

It is very useful to have saved sentences ready when you don't have time to type. For example, a quick introduction can be useful when phoning the doctor's surgery, especially if the receptionist isn't expecting a Lightwriter user. For example, "Hello, I am using a voice synthesiser as I cannot speak, please do not hang up as I need to make an appointment."

TO CREATE (OR EDIT) A FAST PHRASE

To save (or edit) a phrase, go to **Shift-Menu** > **Dictionary** > **Fast Phrases** > **Browse**:

Use the **Left and Right Arrow** keys to scroll up and down the list, and select a letter (for example 'c') that you'd like to add your Fast Phrase to:

Browse Fast Phrases

ABC Edit fast phrase for key c

a My Aunt has the door code next t
b Nice to meet you, what is your na
c Please can I have a cup of coffee
d My doctor's name is Dr Brown
e Please be patient, I am unable to
f My favourite animal is an elephant
g Can I go out into the garden?

Press **Enter,** then type in (or edit) your phrase and press **Enter** to save.

Edit Fast Phrase	
ABC Edit fast phrase then press Enter to accept or Power to cancel	Can I have a coffee with three sugars	
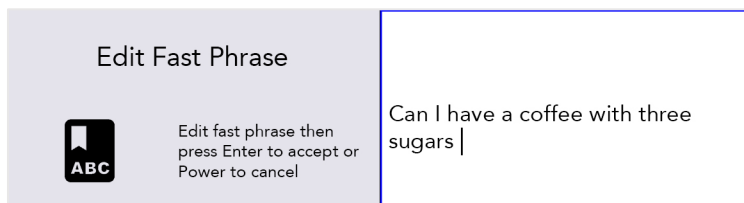
QUICK TIP - A useful way to remember assigned phrases is to choose a letter most relevant to your phrase. For example "Please can I have a coffee" could be saved under 'c' for coffee.

TO USE A FAST PHRASE

Make sure your Talk Screen is blank and press **Enter** followed by the assigned **Letter** key.

Then press **Enter** to speak immediately, or alternatively you can continue to type, to adjust your phrase before speaking.

For example, press **Enter** then **C** to use the Fast Phrase saved above:

Wednesday 14/02/2018 2:16 PM   ☁ 🔒 📵 🔊 48% 🔋

Please can I have a black coffee with one sugar
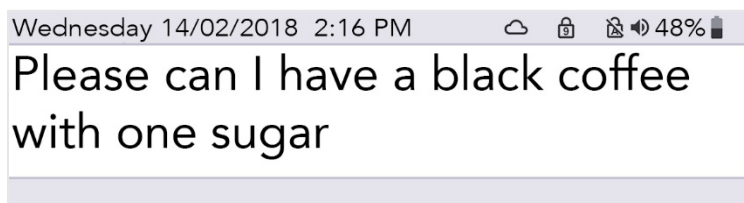
ABBREVIATIONS

To speed up your communication, you can set up **Abbreviation** expansions for longer words or short phrases.

Go to **Shift-Menu** > **Dictionary** > **Abbreviations** > **Browse** > **New**

In the top right box, type your abbreviation (example **ntu**). Press **Enter**, and then in the bottom right box, type in the abbreviation expansion (example, **Nottingham University Campus**). Press **Enter** to save.

Edit Abbreviation	
ABC Make a new Abbreviation then press Enter to accept or Power to cancel.	ntu
	Nottingham University Campus
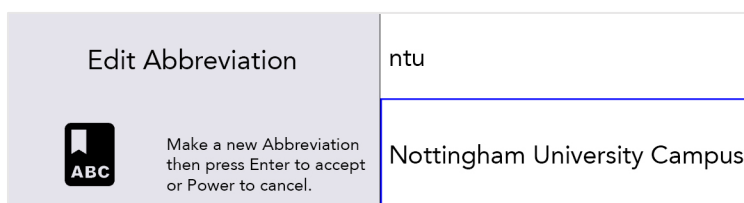
When you type your abbreviation on the Talk Screen, your expanded abbreviation will now appear in the Predictions bar:

Wednesday 14/02/2018 2:16 PM ☁ 🔒 📵 🔊 48% 🔋

I live at ntu

1 Nottingham University Campus 2 nut 3 not 4 N
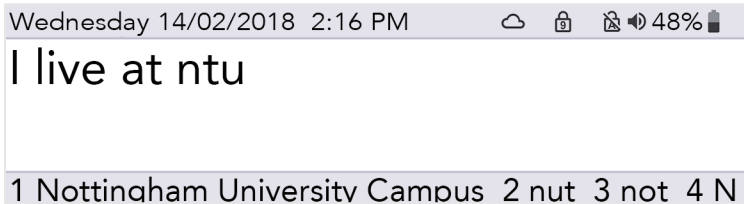
Simply press the corresponding **Number** key as you would do to select a regular Prediction.

QUICK TIP – Try to avoid making your abbreviation the same as the start of a word. For example, if your abbreviation was **not**, your abbreviation may push out other important Predictions that you need to type such as **notice**, **nothing**, **notes**, etc.

VOCAL 'SMILEYS'

Acapela voices are usually recorded with some extra **vocal sounds** and **exclamations**.

Whilst in the Talk screen, simply type the text (see suggestions below), then press **Enter** and your Lightwriter will do the rest.

They can be very helpful sounds, and it would be a very good idea to store your favourites in your Fast Phrases.

Sound effects always start and end with a '#' symbol. Exclamations are always followed by an '!'.

Here are some common examples to try out on your Lightwriter (these are case sensitive):

Sounds	Exclamations
#WHISTLE02#	Ahem!
#LAUGH03#	Hooray!
#YAWN02#	Ouch!
#COUGH02#	Yuk!
#MMM01#	Haha!

Please note that these are all recorded voices, so will change depending on your chosen Lightwriter voice.

Visit http://www.acapela-group.com/voice-smileys/ for a full list of sounds and exclamations.

QUICK TIP – Make sure Number Lock is switched on if you would like to type a number!

MOBILE PHONE

You can communicate with friends and family through your own mobile phone, using your Lightwriter. You can make phone calls, read and send text messages all through your Lightwriter.

QUICK TIP - Before you start, make sure your phone has sufficient signal, credit and battery life.

BLUETOOTH ICONS KEY:

  Bluetooth on, but not connected

  Bluetooth incoming

  Bluetooth connected

  Bluetooth outgoing

PAIR WITH YOUR MOBILE PHONE

1. On your **Lightwriter**, go to **Shift-Menu** > **Mobile Phone** > **Bluetooth Activation** and make sure the Bluetooth is **On**.
2. On your **Phone**, make sure your Bluetooth is enabled and then view the list of available devices, to make sure you can see your Lightwriter.
3. On your **Lightwriter**, go to **Shift-Menu** > **Mobile Phone** > **Bluetooth Pairing**. After a short moment, a list of nearby Bluetooth devices should appear on the Lightwriter screen:
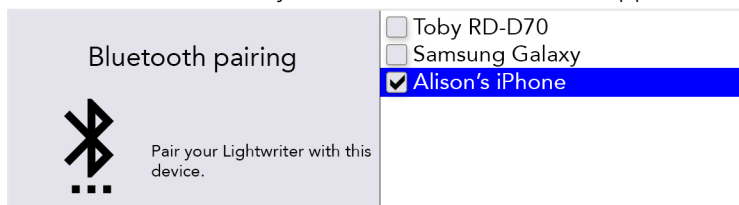
4. Select the phone you would like to pair with (you should only pair with one phone at a time).
5. On your **Phone**, check for confirmation of the connection. Depending on the make and model of phone, you may need to confirm the **Pair**, and then **Allow** the Lightwriter to sync with your contacts:
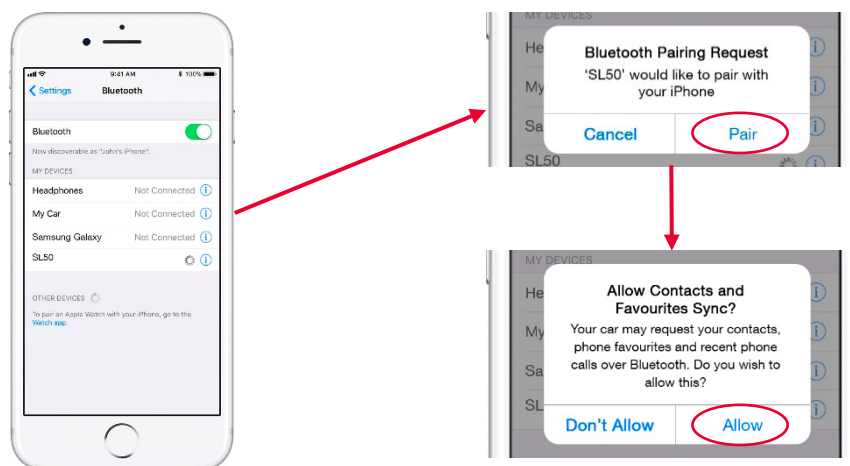
Note - Screens will differ between different phone models.

QUICK TIP – It may take a minute to sync with your phone after pairing before you can start to use the phone and SMS functions.

ACCESS YOUR CONTACTS

Once you are paired with your phone you will be able to browse through your contacts.

Go to **Shift-Menu** > **Mobile Phone** > **Phone Call** or **Send SMS**.

In the top box, press **Left** and **Right Arrow** keys to browse through your contacts, or simply type in the phone number from scratch.

SEARCH CONTACTS

It is likely that you have a long list of contacts. To search for someone specific, start typing their name to refine your search:
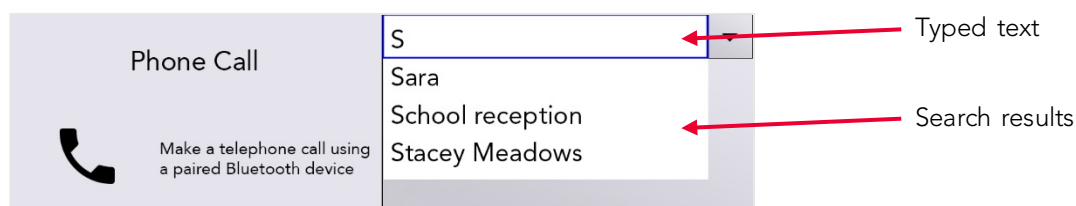
You can scroll up and down through the search results list using the **Left** and **Right Arrow** keys. Press **Enter** to pick your chosen contact, or **Delete** to clear your typed letters.

Pressing **Power** will bring you back into the previous menu.

You are now ready to make phone calls and send text messages!

QUICK TIP – You cannot edit any contacts on your phone from your Lightwriter.

PHONE CALLS

ANSWER A PHONE CALL

If you are paired with your phone and someone calls you, your phone will ring as normal.

To make it easier to recognise, your Lightwriter will also play exactly the same ringtone as your phone, and display an incoming call screen:
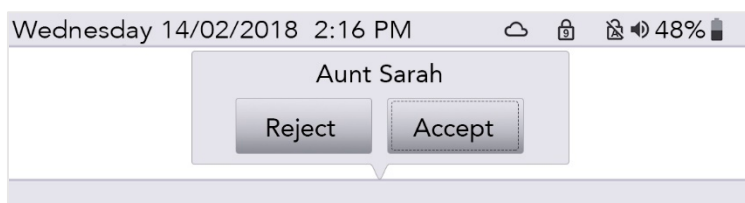
To answer a call, use **Left** and **Right Arrow** keys to select 'Accept' or 'Reject' and press **Enter** to confirm.

To finish a call, press **Menu** > **Hang up**

QUICK TIP - Once paired, you do not always need to use your Lightwriter! You can choose either to answer the call using your phone as normal, or answer using your Lightwriter.

MAKE A PHONE CALL

To make a phone call from your Lightwriter, simply go to **Shift-Menu** > **Mobile Phone** > **Phone call**.

Start typing a name to browse your phone book (or you can type in a new number from scratch).

Use the **Left** and **Right Arrow** keys to scroll through your contacts.
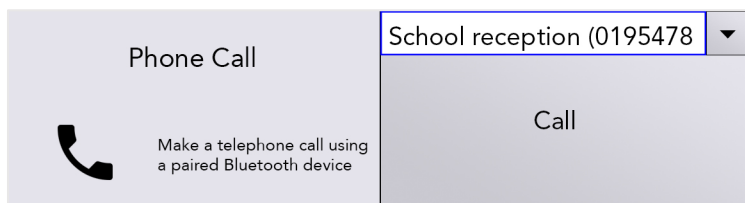
Press **Enter** to confirm number, then **Enter** to make the call.

QUICK TIP - Save some Fast Phrases that are useful when making phone calls, aimed at those who are not expecting a Lightwriter user. For example, "Hello, I am using a voice synthesiser as I cannot speak, please do not hang up as I need to make an appointment."

To finish or cancel a call, press **Menu** > **Hang up**

THINGS YOU CAN DO DURING YOUR CALL

Your Lightwriter has a built-in microphone, so you can talk and make sounds during the call, as well as use the type and talk functions on your Lightwriter.

You can also use your Menus as normal whilst on a call. Remember there is a shortcut to Volume from any screen: press and hold **Sound** combined with **Left** and **Right Arrow** keys to change the volume level.

QUICK TIP - You can also adjust the individual incoming and outgoing volumes in **Advanced Settings**.

Switch between your phone and Lightwriter

Before, or during an ordinary phone call on your paired device, you can decide to start communicating through your Lightwriter. Use the Bluetooth icon any time during a call:

Note - screens will differ between different phone models.

Incoming and outgoing call options.
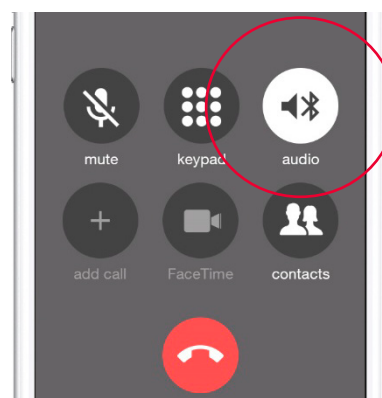
During call options.

To finish the call

To hang up from your Lightwriter, press **Menu** > **Hang up**.

Main Menu	Hang up
☎⋯ Hang up the phone call	Sound Display System
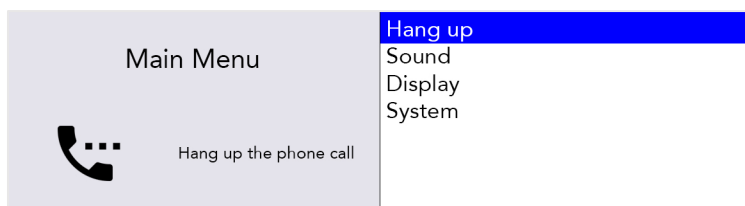
You can also choose to hang up from your phone - just end the call as you normally would.

QUICK TIP - If you move too far from your phone, your Lightwriter will lose Bluetooth connectivity and the call will divert back to your phone handset.

TEXT MESSAGES

Please note: This feature is currently only available with Android phones (not iPhone).

An alert appears on your screen when you receive a new text message.

From here you can **Read** or **Dismiss** the text pressing the **Left** or **Right Arrow** key, then **Enter**.

If you can't read the text right away, you can **Dismiss** it, and then you can read your text messages later in your **Inbox**.

Wednesday 06   🔕 🔊 48% 🔋

Nice to

Mom and Dad
What time will you be coming...

Dismiss   Read

1 you 2 yours 3 you're 4 yourself 5 young 6 yo
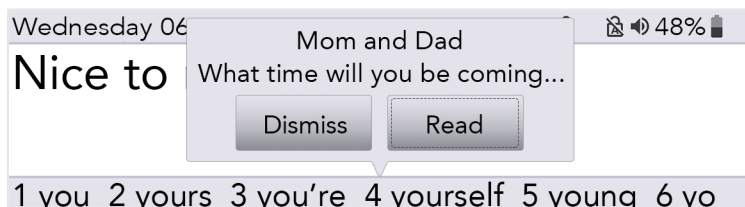
INBOX

To find your recently received text messages **Shift-Menu** > **Mobile Phone** > **Inbox**

Here you can scroll through your recently received text messages. Use **Left** and **Right Arrow** keys to highlight, and press **Enter** to select the one you'd like to read.

Inbox	Ok see you tomorrow x
💬 Received SMS Messages	Hello, just checking that you got my Your DPD delivery is due on Monday Your verification code is QW2345 I hope you had a nice bank holiday a Please can you call me x Sounds nice, I wish I had been able
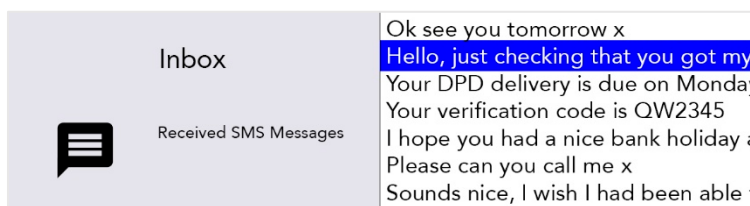
REPLY TO A TEXT MESSAGE

After you have read your text message, you may want to reply straight away.

Press **Enter** to select 'Reply'. You will then see a screen with the phone number already inserted. Use the keyboard to type your message, and press **Enter** to send.

Send SMS	Claire Roberts (+44890603 ▾
☰ Send an SMS using a paired Bluetooth device	
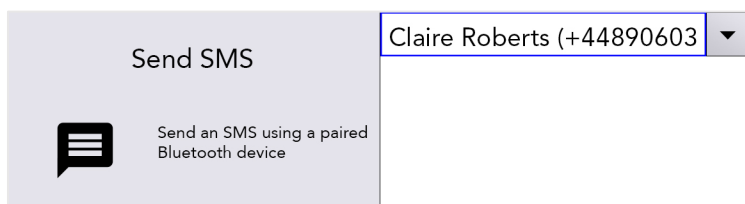
SEND A NEW TEXT MESSAGE

To send a text message, simply go to **Shift-Menu** > **Mobile Phone** > **Send SMS**.

Start typing a name to browse your phone book (or type in a new number from scratch).

Press **Enter** to confirm the contact and then type your message in the box below.

Send SMS	Mum and Dad (+44889907 ▾
☰ Send an SMS using a paired Bluetooth device	Hello, I'll be back home by 8 x
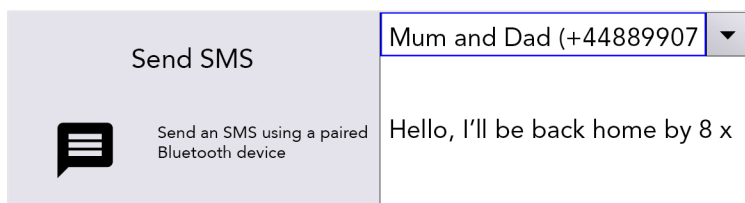
Press **Enter** to send the text message.

QUICK TIP - If you move your Lightwriter in and out of range of the Phone during sending a message, connection will be lost and the message may fail to send.

OUTBOX

To find your recently sent text messages **Shift-Menu** > **Mobile Phone** > **Outbox**

Here you can scroll through your recently received text messages. Use **Left** and **Right Arrow** keys to highlight, and press **Enter** to select the one you'd like to read.

Outbox	Pls call me asap
☰ Sent SMS messages	Ok cu later x
	Can you help with a parcel that is cc
	I have booked my appt!
	It was ok
	Have u heard from Jane?
	Yes 6pm is good
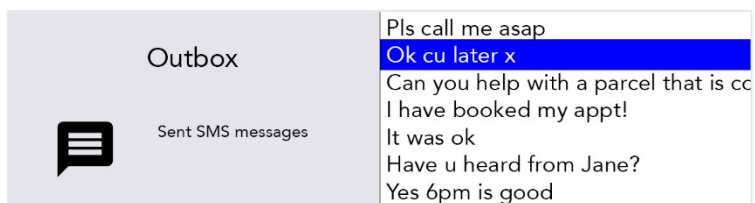
SCANNING

To start scanning, simply plug in two switches and you are ready to go (more details below).

The keys will light up in a looped pattern, and can be selected by pressing a **switch** or **keyboard key**.

Switches can be activated by a variety of methods including pressing a switch by hand, foot or head, or operating a sip/puff switch by mouth. They can also differ in pressure sensitivity, size and texture in order to suit an individual's needs.

ACCESS METHODS

Different access methods allow you to use your Lightwriter in the best way to support your needs.

On the right side of your Lightwriter you will find two switch ports:

Port 1   Port 2

There are 3 access modes available:

ONE SWITCH SCANNING

Plug one switch into **Port 1**. Press the **switch**. Scanning will automatically start to loop.
Press the **switch** to select the highlighted key/group of keys.

Press **any key** to return to regular keyboard entry.

TWO SWITCH SCANNING

Plug your two switches into **Ports 1 and 2**.
Press the **switch in Port 2** to move through the highlighted rows or keys.
Press the **switch in Port 1** to select the highlighted key/group of keys.

Press **any key** to return to regular keyboard entry.

ANY KEY SCANNING

You will need to activate **Any Key Scanning** (see **Settings**). Once it's activated, scanning will start automatically. Press **any key** to select the highlighted key/group of keys.

To deactivate Any Key Scanning, **insert and press a switch**, or change the settings.

CHOOSING A SCAN PATTERN

Scanning works by highlighting different groups of keys on your keyboard in a pattern. When the key group you want is lit up, then you can press your switch to run a smaller scan within this group of keys.

This continues until eventually you can type your chosen key.

Choosing a suitable scanning pattern will help you to scan your keyboard in the way that suits you:

ROW/COLUMN

Scan one row of the keyboard at a time, followed by 'key by key' on the chosen row:
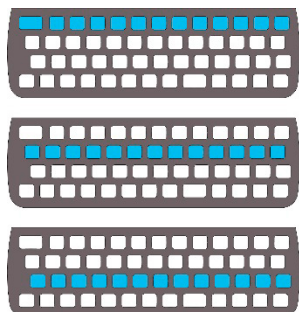
KEY BY KEY

Scan one key at a time, starting from the top left and ending at the bottom right of the keyboard:
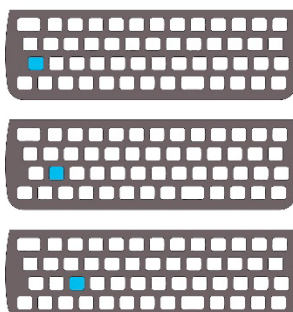
HALF AND HALF (SPLIT)

Scan between two halves of the keyboard, then half of the selected, until only your chosen key remains.:
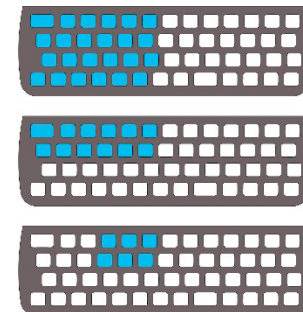
QUICK TIP – you can also change the scanning speed, sounds and loop timeout. See **Settings**.

YOUR KEYBOARD

It is important that you feel comfortable when you are using your keyboard, as this is how you control your Lightwriter. You can use a different keyguard, or even select a different keyboard layout to make it easier to use.

It is also important that you keep the keyboard clean, otherwise the keys may become sticky or unresponsive over time.

Your keyboard will automatically light up in dull conditions to help you see the keys. To adjust this, see **Settings**.

You can also change the **Minimum Key Press** and **Repeat Delay**, see **Settings**.
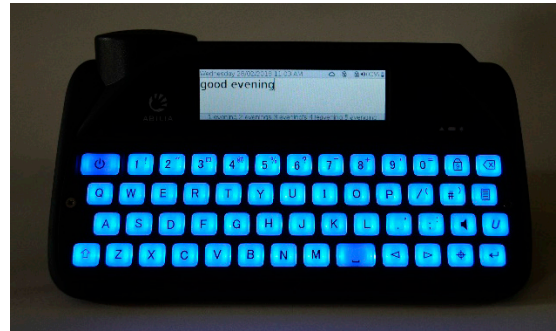
CHANGING YOUR KEYGUARD

Keyguards raise the area around your keys to help to guide your fingers to the correct keys when you are typing.

Your Lightwriter is supplied with three keyguards of different depths.

STANDARD KEYGUARD
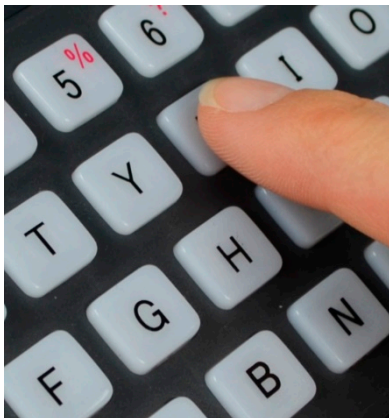
FLUSH KEYGUARD
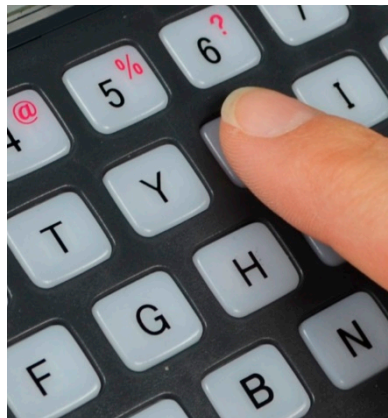
DEEP KEYGUARD
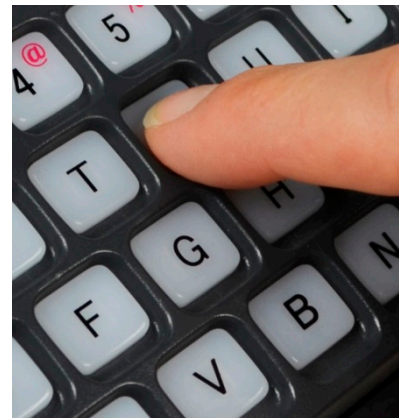
The **Standard Keyguard** will already be fitted to your Lightwriter.

If you need to change your keyguard it just takes a few minutes. You may need someone to help you with this if you find precise hand movements difficult. You will need the **Toolkit** which was provided in the box with your Lightwriter.

1. Place your Lightwriter on a table or flat surface, and turn it off by pressing **Shift** then **Power**. Using the screwdriver supplied with your Lightwriter, undo the two screws on either side of your keyboard. Keep these safe as you will need them again.

2. Once you have removed the screws, insert the keyguard release tool into the right-hand leverage point at the bottom of your keyguard. The curve of the keyguard release tool should be towards you, so that it fits into the curve of the leverage point. Gently push the tool downwards so that the keyguard is being lifted off your Lightwriter. You will hear or feel a gentle click as it is released.

3. Repeat step 2 with the left-hand and central leverage points until the front of your keyguard is free from the Lightwriter. If it is still a bit stiff, use the keyguard release tool in each of the leverage points again.

4. Once it is loose, gently hold the bottom edge of your keyguard and pull it up and forward, away from your Lightwriter. If any of the keys become loose when you remove the keyguard, simply press them back in to place on the rubber mat. Make sure they are seated securely.

31

5. Select a new keyguard and line it up with your Lightwriter's keyboard. You can see which way around your keyguard goes as the wider Power key slot is on the top-left of your keyboard. Holding the bottom of the keyguard, gently push the top of the keyguard in underneath the Main Display.

QUICK TIP - If there is a gap along the front of the keyguard, then you will need to press the keyguard till it clicks properly into place.

7. Using the screwdriver supplied with your Lightwriter, replace the two screws on either side of the keyguard. Do not overtighten these screws, as you may damage the keyguard or the case of your Lightwriter. Your new keyguard is now fitted.

6. Once the top of the keyguard is in place, gently push down on the front of the keyguard, around where the leverage points are. You will hear or feel a gentle click as the keyguard fits into place. Make sure that none of the keys are trapped underneath the keyguard, and that all the edges are fully pressed down.

If your keys become sticky or unresponsive, it may be that your keyboard needs cleaning. This is easy to do and should only take a few minutes.

Before removing keys, make sure you have checked which keyboard layout you have. The **Keyboard Layouts** are on the following page, and make a handy guide when you are putting all your keys back!

1. Remove the keyguard by following steps 1 to 4 in **Changing Your Keyguard**. Remember to keep the screws safe as you will need them again.

2. Once you have removed the keyguard, carefully remove all the keys from the rubber mat and place them in some warm soapy water, along with the keyguard. Leave them to soak for a few minutes to make sure any dirt or residue is removed. Be careful not to lose any of your keys.

3. While your keyguard and keys are soaking, gently clean the rubber mat using a damp toothbrush or cotton bud. Do not rub the mat too hard as you may tear the rubber. Make sure that any water residue is removed with a cloth.

Note – use as little water as possible, if liquids get underneath the rubber mat it can damage your Lightwriter
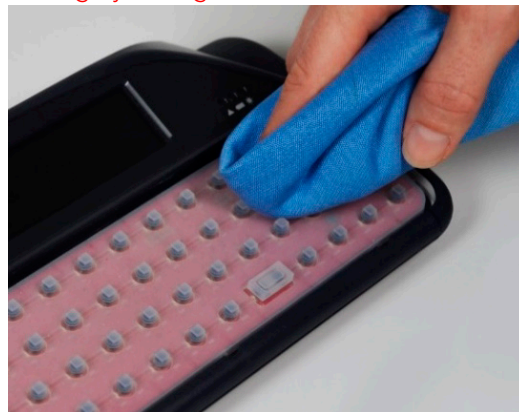
4. Remove your keys from the water and dry them with a cloth. Replace them on the rubber mat following the image of your keyboard layout. The keys need to be seated so that they are level and secure. It can help if they are still slightly damp underneath.

5. Once the keys are all seated, replace the keyguard by following steps 5 to 7 in **Changing Your Keyguard.** Your new keyboard is now ready to use.

KEYBOARD LAYOUTS

English QWERTY:

English ABC:

Other keyboard layout images are available to view on our website: www.abilia.com

To change the layout of your keys, you first need to change the keyboard layout in **Shift-Menu** > **Keyboard**. You can choose from several different language layouts.

Once you have chosen a layout, your Lightwriter will need a reboot. You will also need to move the keys around on your keyboard immediately:

1. Remove the keyguard by following steps 1 to 4 in **Changing Your Keyguard**. Remember to keep the screws safe as you will need them again.

2. Once you have removed the keyguard, you can easily take the keys you want to move or replace off your keyboard. Be careful not to lose any of your keys.

3. Using the image of the keyboard layout you have chosen in **Keyboard Layout** (see previous page), replace the keys on the rubber mat in the new arrangement. The keys need to be seated so that they are level and secure. It can help to make the rubber mat slightly damp when you are seating the keys.

4. Once the keys are all seated, replace the keyguard by following steps 5 to 7 in **Changing Your Keyguard**. Your new keyboard is now ready to use.

REMOTE UPDATES

It is important to keep your Lightwriter software up to date to keep it running smoothly and securely. Updates can contain important bug fixes, security upgrades and improved features.

You can update your software any time you like, providing that you have an internet connection.

1. Use the ethernet cable supplied. Plug one end into your Lightwriter and the other end into an ethernet port on your router.
2. The cloud icon will display the status of your Lightwriter as follows:

 No internet connection   Connected to internet, no activity

 Downloading updates   Download completed

3. After downloading, if updates are ready, your Lightwriter will ask you whether you'd like to restart 'No' or 'Yes'. If you select 'No, the downloads will install after you next restart the machine:
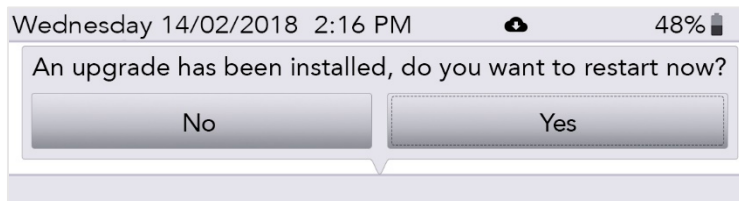
4. Once downloaded, you can disconnect your ethernet cable and continue using your Lightwriter as normal.

SETTINGS

There are several settings which let you personalise your Lightwriter.

To make it easier, only the simple settings appear in the **User Menu**.

Press the **Menu** key to view the User Menu.

Main Menu	Sound
	Display
	System
Settings for volume and sound	
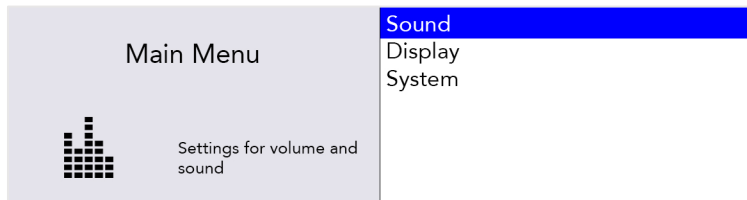
NAVIGATING THROUGH SETTINGS

Use the **Left** and **Right Arrow** keys to explore the menu options. Press **Enter** to select a menu option.

Use the **Arrow** keys to adjust values such as Volume up and down, then press **Enter** to save your choice.

Volume
5
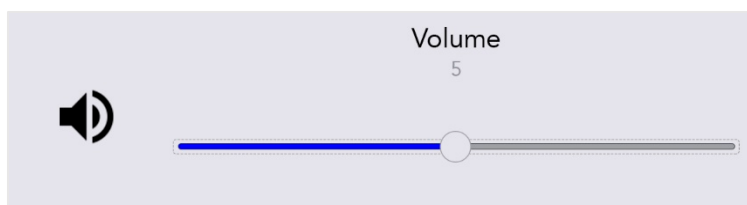
You can press **Power** to cancel or to bring you back to the previous screen.

After a short time, if no keys are pressed, the menu will 'time out' and return you to the previous screen automatically.

ADVANCED SETTINGS

ADVANCED USER MENU

You can find the more detailed Settings in the **Advanced User Menu**.

Press **Shift-Menu** to view the Advanced User Menu.

Main Menu	Date and Time
	Sound
	Voice
	Keyboard
	Display
Settings for volume and sound	Alarm Key
	Dictionary
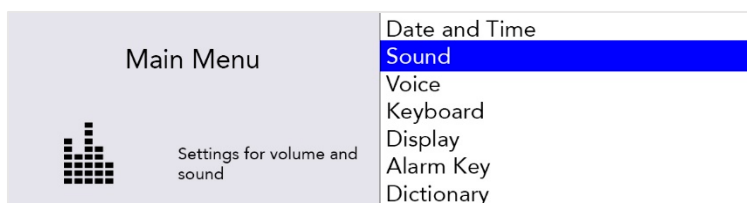
You will notice that many more options appear in the Advanced Menu list.

You can revert the entire machine to factory settings (Default) in: **Shift-Menu** > **System** > **Reset To Default**.

After resetting, you may need to set up your language, time and date settings (see **Settings in Detail**).

Changing your menu layouts

If you would like to add or remove any menu items between the Advanced User Menu and the User Menu, then it can be done easily:

For example, to add 'Alarm Key' settings to your **User Menu**, scroll down to **Alarm Key** in the **Advanced User Menu**.

Press the **letter 'U'** on the keyboard once to make the 'User' box appear, and once again to tick the box:

Alarm Key will now appear in the User Menu. However, you will need to repeat the process for any submenu items you would like to copy into the User Menu.

For example, in the **Advanced User Menu**, highlight the submenu **Alarm key usage**. Press the **letter 'U'** on the keyboard once to make the 'User' box appear, and once again to tick the box:
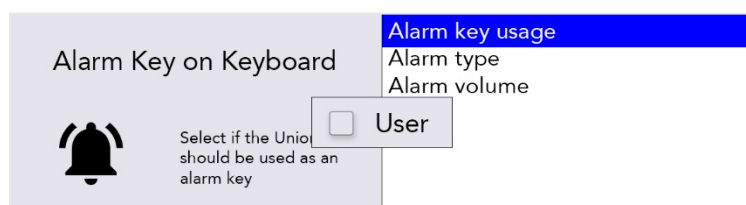
Default values are in **BOLD** in the following tables.

Different Menu settings are visible depending on the User Level that you are using:

User Level	Key Press	Colour code
User Menu	Menu	**User Menu**
Advanced User Menu	Shift-Menu	**Advanced**

QUICK TIP – From the **Advanced User Menu**, it is possible to add or remove menu items in the **User Menu**. As a result, the User Levels may not exactly match the defaults in this guide. See **Changing your menu layouts** for instructions.

DATE AND TIME

Here you can set up the appearance of how/if your Lightwriter displays the date and time.

Setting	Description	Values	User Level
Set Date	Set the current date.	day | month | year	**Advanced**
Set Time	Set the current time.	hour | minute | second	**Advanced**
Date Format	Set the order that the day, month and year are displayed.	**dd/mm/yyyy**, mm/dd/yyyy, yyy/mm/dd	**Advanced**
Time Format	Set as a 12 or 24 hour clock. Change how the hours, minutes and seconds are displayed.	12/24 Hour clock, Show seconds, Hour/Minute Separator, Minute/Second Separator (**hh:mm AM**)	**Advanced**
Show Clock	Show or hide the clock on the Talk Screen.	Time only, **Time and Date**, Date only, Off	**Advanced**
Time Zone	Set the time zone to your country/region.	List of available time zones. QUICK TIP – When searching the list, start typing your country name to jump straight to your chosen time zone.	**Advanced**

SOUND

Here you can set up the volumes, sound effects and announcements for all functions of your Lightwriter.

QUICK TIP – You can adjust the volume up and down from any screen: press and hold **Sound** combined with **Left** and **Right Arrow** keys to change the volume level.

Volume

Setting	Description	Values	User Level
Volume	Set the master volume level.	1-10 **(5)**	User Menu

Mixer

Here you can adjust the relative volumes for different sounds such as headphones, key press, speakers, announcements, scanning and alerts.

Setting	Description	Values	User Level
Headphone Gain	Adjust the volume of your headphones.	1-10 **(5)**	Advanced
Internal Microphone	Adjust the volume of your internal microphone.	1-10 **(5)**	Advanced
Bluetooth In	Adjust the incoming volume of Bluetooth phone call (ie. make the incoming caller's voice sound louder).	1-10 **(5)**	Advanced
Bluetooth Out	Adjust the outgoing volume of Bluetooth phone call (ie. make your voice sound louder to the caller).	1-10 **(5)**	Advanced
Speech Volume	Adjust the volume of your Speech voice.	1-10 **(5)**	User Menu
Announce Volume	Adjust the volume of the Announcement voice (ie. the voice that the Lightwriter uses to talk to you).	1-10 **(5)**	User Menu
Key press	Adjust the volume of the key press sounds.	1-10 **(5)**	User Menu
Scan Click / Tone Volume	Adjust the volume of the scanning sounds.	1-10 **(5)**	Advanced

Scan Sounds

Here you can set the sound used to indicate scanning progress

Setting	Description	Values	User Level
Scan Sounds	Choose the sound made for every scan 'step' (Selecting 'Announce' will speak the letter/number on the key).	Announce, Beep, Click, **Ascending tones**, Descending tones, None	Advanced

Keyboard Sounds

Here you can set the sound made by the keyboard when keys are pressed.

Setting	Description	Values	User Level
Keyboard Sounds	Choose the sound made for every key press.	Announce, Beep, **Click**, None	Advanced

Announcements

Here you can turn the announcement voice on or off for menus, typed sentences, words and letters. Announcements are the 'voice' of the Lightwriter when it speaks to you, which is usually different than the voice you use when you speak through your Lightwriter. Announcements can be very helpful if the user cannot see/read the menus, or keyboard very well.

Setting	Description	Values	User Level
Announce Letters	Announce each letter as it is typed on the keyboard.	On, **Off**	Advanced
Announce Words	Announce each word as it is typed on the keyboard.	On, **Off**	Advanced
Announce Sentences	Announce each sentence as it is typed on the keyboard.	On, **Off**	Advanced
Announce Menus	Announce menu names, descriptions and selections as you pass over them.	On, **Off**	Advanced

VOICE

Change the voice of your Lightwriter to suit your personality and preference.

Setting	Description	Values	User Level
Select Voice	Set the voice used when the Lightwriter speaks your typed words.	Deepa, Graham, Karen, Kenny, Laura, Lisa, Lucy, Micah, Nelly, Nizareng, **Peter**, Rachel, Rhona, Rod, Ryan, Saul, Sharon, Sharona, Tracy, Tyler, Will	Advanced
Speech Speed	Set the speed of the speech when the Lightwriter is speaking your words.	30-200 **(100)**	Advanced
Announcement Voice	Set the voice used by the Lightwriter to announce menus and words out loud to you.	Deepa, Graham, Karen, Kenny, Laura, Lisa, Lucy, Micah, Nelly, Nizareng, Peter, **Rachel**, Rhona, Rod, Ryan, Saul, Sharon, Sharona, Tracy, Tyler, Will	Advanced
Announcement Speech Speed	Set the speed of the speech when the Lightwriter is speaking to you.	30-200 **(100)**	Advanced
Import New Voice	Load an alternative voice from a USB memory stick.	-	Advanced
Speech Exceptions	Instruct the Lightwriter how to pronounce certain words. See **Speech Exceptions** for further details.	-	Advanced

KEYBOARD

It is important that you feel comfortable using your Lightwriter keyboard. These settings let you adjust how the keys are arranged, what keys you have, and how they work.

Keyboard Layout

Setting	Description	Values	User Level
Keyboard layout	Select a pre-set keyboard layout. See **Changing Your Keyboard Layout** for more details.	Norwegian QWERTY, Norwegian ABC, Spanish QWERTY, Spanish ABC, , Italian QWERTY, Italian ABC, Dutch QWERTY, Dutch ABC, **English QWERTY**, English ABC, Swedish QWERTY**,** Swedish ABC, French AZERTY, French ABC, German QWERTZ, German ABC, Danish QWERTY, Danish ABC, Finnish QWERTY, Finnish ABC	Advanced

Keyboard Settings

If you have difficulty hitting keys accurately or holding your hand steady, **Tremor Filter** and **Repeat Delay** may help you to use your Lightwriter more easily. You may also find that using a different Keyguard will help. See **Your Keyboard** for more details.

Setting	Description	Values	User Level
Tremor Filter	Treats multiple presses inside the set time as one single press. Important - this value must be lower than the Minimum Key Press.	0-1000 ms (**30 ms**)	Advanced
Repeat Delay	The length of time a key must be held before it registers it as a second press.	0-1000 ms (**600 ms**)	Advanced
Minimum Key Press	The minimum length of time the key must be held before it is recognised as a key press.	0-1000 ms (**10 ms**)	Advanced
Keyboard Sounds	Set the sound made by the keyboard when a key is pressed.	Announce, Beep, **Click**, None	Advanced
Import Settings	Import your keyboard settings file from a USB stick.	-	Advanced
Export Settings	Export your keyboard settings to a USB stick.	-	Advanced

Backlight

Set the brightness levels, threshold and timeout for the backlit keyboard.

Setting	Description	Values	User Level
Backlight Mode	The backlight will light up your keyboard keys. This is useful in dim lighting.	On, Off, **Automatic**	Advanced
Level	Set the brightness level of your keyboard backlight.	1-8 (**2**)	Advanced
Timeout	Set the time your keys stay lit after the last key press.	1-100 seconds (**30 seconds**)	Advanced
Threshold	Set the level of ambient light needed to trigger the automatic backlight. The higher the number, the more sensitive it will be to dim light.	1-100 (**10**)	Advanced

DISPLAY

These settings help you change how the individual screens are shown on the two Lightwriter displays.

Main Display

This is the main user display that you view when using your Lightwriter.
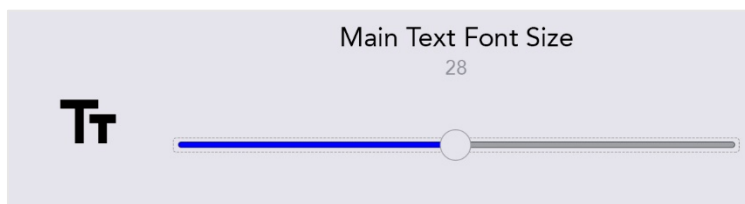
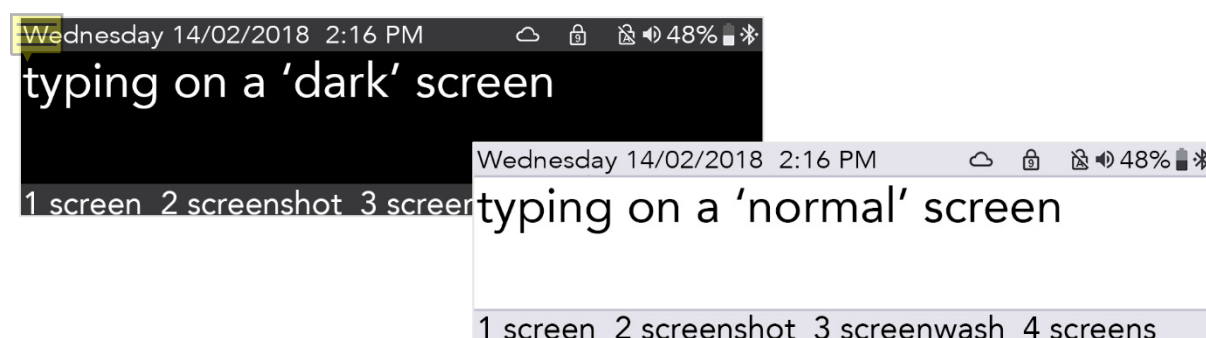| Setting	Description	Values	User Level
Show Clock	Show or hide the date and time on the Talk Screen.	Time only, **Time & Date,** Date only, Off	Advanced
Font Sizes	Set the sizes for typed words, predictions and icons.	Main font: 5-55 (**28**)	Advanced
		Prediction font: 5-22 (**16**)	Advanced
		Icons: 5-22 (**16**)	Advanced
Menu Font Sizes	Set the sizes for the menu names, items and help texts.	Menu name: 5-18 (**18**)	Advanced
		Menu Item: 5-18 (**12**)	Advanced
		Help text: 5-12 (**10**)	Advanced
Menu Timeout	Set the time the user sees the current menu screen before it reverts to the previous menu screen.	5s, **15s**, 30s, 1 min, 2 min, 5 min	Advanced
Backlight Settings	Set the Main Display backlight for bright, normal or dim environments.	Backlight Mode: **On**, Off, Automatic	Advanced
	Bright Environment	Threshold: 1-100 (**20**) Level: 1-100 (**60**)	Advanced
	Normal Environment	Level: 1-100 (**30**)	Advanced
	Dim Environment	Threshold: 1-100 (**10**) Level: 1-100 (**7**)	Advanced

This is the display that your conversation partner views. You can change the size and brightness of text to fit more on the screen, or to make it easier for your companion to read your typed speech.

Setting	Description	Values	User Level
Timeout	Set the time that the Companion Display stays lit after speaking.	5s, 15s, 30s, **1 min**, 2 min, 5 min	**Advanced**
Font Size	Set the font size for the Companion Display.	1-100 (**96**)	**Advanced**
Backlight Settings	Set the Companion Display backlight for bright, normal or dim environments.	Backlight Mode: On, Off, **Automatic**	**Advanced**
	Bright Environment	Threshold: 1-100 (**20**) Level: 1-100 (**90**)	**Advanced**
	Normal Environment	Level: 1-100 (**40**)	**Advanced**
	Dim Environment	Threshold: 1-100 (**10**) Level: 1-100 (**5**)	**Advanced**
Usage mode	Set what the Companion display shows as you type.	**Show each section**, Show each word, Show each letter, Show nothing	**Advanced**

Colour Scheme

You may find it easier to have a different colour screen to read your display more comfortably.

Setting	Description	Values	User Level
Colour Scheme	Select a Light or Dark colour scheme to suit the user.	Bright, **Dark**	**User Menu**

Suspend Timeout

During **Suspend Mode** the Lightwriter turns the displays off and goes into a lower power consumption mode to preserve battery life. You can press **Power** to wake the Lightwriter from Suspend Mode.

Setting	Description	Values	User Level
Suspend Timeout	Set the time the Lightwriter is idle before it goes into Suspend Mode.	15s, 30s, 1 min, 2 min, **5 min**, 15 min	**Advanced**

ALARM KEY

Set up an alarm using the Union key. This is useful in an emergency or when you need someone's attention.

Setting	Description	Values	User Level
Alarm Key Usage	How many seconds you hold the alarm key before the alarm is triggered.	**Off**, 1-5 seconds	**Advanced**
Alarm Type	What type of alarm is to be used.	**Ding-Dong x2**, Ding-Dong x4	**Advanced**
Alarm Volume	Set the volume of the alarm.	1-10 **(8)**	**Advanced**

DICTIONARY

Here you can view and modify dictionary entries. You can control what predictions you see, and how certain words are pronounced.

Setting	Description	Values	User Level
User Dictionary	The User Dictionary is your custom dictionary. Here you can set up 'auto learning'. This is the amount of times you can type the same word before the Lightwriter saves it to your dictionary. You can also browse and edit words in your User Dictionary.	Auto learn level 1-100 (**5**)	**Advanced**
Speech Exceptions	Change the way certain words are pronounced. You can browse and edit words in your Exceptions list. See **Speech Exceptions** for more details.	-	**Advanced**
Predictive Text	Configure how predictive text behaves as you type, and where it looks first for word predictions.	Enable: **On**, Off Dictionary order: **User**, English (UK)	**Advanced**
Notes	Import and use large bodies of text which can be read out as speeches for more advanced communication. See **Notes** for details.	-	
Fast Phrases	Configure and store 'fast phrases' which can be loaded straight to the Talk Screen for faster communication. See **Fast Phrases** for details.	-	**Advanced**
Abbreviations	Configure 'Abbreviation Expansions' which appear in your Predictions bar. See **Abbreviations** for details.	-	

SCANNING

Here you can configure the way your scanning keyboard works.

Setting	Description	Values	User Level
Scan Pattern	Configure the sequence used to scan the keyboard (see **Scanning** for more details).	**Row / Column**, Key by Key, Half and Half (split)	Advanced
Scan Sound	Set the sound used to indicate scan progress.	Announce, Beep, Click, **Ascending Tones**, Descending Tones, None	Advanced
Scan Volume	Select the volume for the scan sound.	Tone/Click Volume: 0-10 (**5**)	Advanced
Any Key Scanning	Turn on 'Any Key Scanning' (the keyboard will scan, and pressing **any key** will select the current scan selection).	On, **Off**	Advanced
Scan Speed	Select how fast to scan keys.	0.2-3.0s (**0.6s**)	Advanced
Scan Timeout	Select the number of times the scan will loop before reverting back to the previous scan 'level'.	1-10 loops (**4**)	Advanced

PHONE

Here you can connect to your mobile device via Bluetooth in order to use SMS texting and make mobile phone calls.

Setting	Description	Values	User Level
Bluetooth Activation	Switch Bluetooth on or off.	On, **Off**	Advanced
Bluetooth Pairing	Browse currently available Bluetooth devices.	-	Advanced
Send SMS	Send an SMS using a paired Bluetooth device.	-	Advanced
Phone call	Make a telephone call using a paired Bluetooth device.	-	Advanced
Inbox	Here you will find your recently received text messages.	-	Advanced
Outbox	Here you will find your recently sent text messages.	-	Advanced

POWER

Set the power levels at which you will be reminded to charge your Lightwriter.

Setting	Description	Values	User Level
Alarm level (notification)	Set the power level at which the device will show an alert.	0-100 (**10%**)	Advanced
Alarm level (beep)	Set the power level at which the device will make a sound.	0-100 (**5%**)	Advanced
Action level	Set the power level at which the device will shut down.	0-100 (**3%**)	Advanced

LANGUAGE

Setting	Description	Values	User Level
Language	Set the language for your Lightwriter. When setting the language, the following will automatically change: • Menu language. • Default dictionary / predictions. • Selection of voices. • Keyboard layout (Note – keyboard keys may need to be moved/changed). • Time zone. • Time & clock format.	Nederlands, English (AUS) **English (UK),** English (USA), Deutsch, Norsk (Bokmål), Svenska, Dansk, Suomi, Italiano, Français	**Advanced**

SYSTEM

Setting	Description	Values	User Level
Import	Load full configuration from file.	-	**Advanced**
Export	Save full configuration to file.	-	**Advanced**
Reset to Default	Return configuration to initial factory settings.	-	**Advanced**
About	View information about this unit, such as the date of the latest software update.	-	**User Menu**

IMPORTING AND EXPORTING DATA

You can insert a USB stick into your Lightwriter to import and export data such as your own dictionary, keyboard layout, and backups.

You can use the USB stick provided in the box with your Lightwriter, or you can use your own.

Your Lightwriter should be compatible with most USB sticks, however some USB sticks may have a thicker casing and will not fit in the port without an extension lead. See **Troubleshooting** if you need more help with using a USB stick.

QUICK TIP – You can personalise your communication further by importing long phrases and even speeches. See both **Notes** and **Fast Phrases** for more information.

BACK UP AND RESTORE YOUR LIGHTWRITER

It's a good idea to have a backup of your all system settings, especially if you have a very specific setup that you have spent some time configuring.
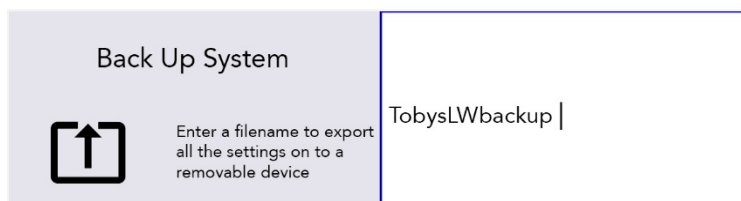
This is also useful if you have a specific 'profile' set up that you want to install for a specific user / user type. It will store everything from your voice preferences to your volume settings.

BACK UP YOUR SYSTEM SETTINGS

Go to **Shift-Menu** > **System** > **Export** > **Back Up System.**

Export Menu

Save all settings to file

Back Up System
Export User Dictionary
Export Scanning Parameters
Export Keyboard Layout
Export Keyboard Settings
Export Sound Settings

Type in a name for your backup file and press **Enter**.

Back Up System

Enter a filename to export all the settings on to a removable device

TobysLWbackup |

Your Lightwriter will now copy a file to your USB stick. The file will be called yourfilename.allsettings

EDIT YOUR EXPORTED FILE

Exported files can be edited in most text editing software (Notepad is a good choice). Open the file and you will see the list of settings with the current value against each one.

Simply type in your new values, using the existing text as a template. Save your file onto the USB stick as a plain text file (.txt). Manually rename the file extension with .allsettings

WARNING – this file contains words that are blacklisted from your Predictions feed, you may find some of these words offensive.

QUICK TIP – to see the range of values for each setting, see **Settings in Detail.**

IMPORT/RESTORE YOUR NEW SETTINGS

To import your system files, insert the USB stick into your Lightwriter. Go to **Shift-Menu** > **System** > **Import** > **Restore System.** Select your chosen system file and press **Enter**. Your system files will load onto your Lightwriter.

BACKUP AND RESTORE INDIVIDUAL SETTINGS

You can also import a selection of individual settings if you do not require a full system restore.

The process for editing, importing and exporting is the same as above, except the name of file extension which should appear as follows:

Settings	Description	File extension for import/export
User Dictionary	A list of your frequently used words.	.userdict
Abbreviations	Your list of personalised Abbreviation expansions.	.abbreviations
Scanning Parameters	Setups such as Scan Speed and Sound.	.scanningsettings
Keyboard Layout	Position of the keys on the keyboard.	.kbmapping
Keyboard Settings	Settings such as Tremor Filter and Repeat Delay.	.kbsettings
Sound Settings	Volume, Microphone and Sound settings.	.soundsettings
Fast Phrases	Your list of personalised Fast Phrases.	.fastphrases

QUICK TIP – for further details on all settings, see the relevant chapter in this manual**.**

IMPORTING ACAPELA VOICES

Your Lightwriter comes pre-installed with a selection of male and female voices. It is also possible to upload an alternative Acapela voice using a USB memory stick. This could be a purchased voice, or even a banked voice if you have one prepared.

IMPORT THE VOICE FILE

To import the new voice, copy the entire voice folder (for example, "hqm-ref-British-Graham-22khz") from your computer to your USB memory stick.

Insert your USB stick into the port in your Lightwriter.

Go to **Shift-Menu** > **Voice** > **Import New Voice**. Your Lightwriter will read the USB, and then show a list of all files that are compatible for importing.

Highlight your chosen file using the **Left and Right Arrow** keys and press **Enter** to import.

USE YOUR NEW VOICE

Once the folder has uploaded, go to **Shift-Menu** > **Voice** > **Select Voice**.

Your new voice will appear in the list. Use the **Left and Right Arrow** keys to highlight your chosen voice, and press **Enter** to select it.
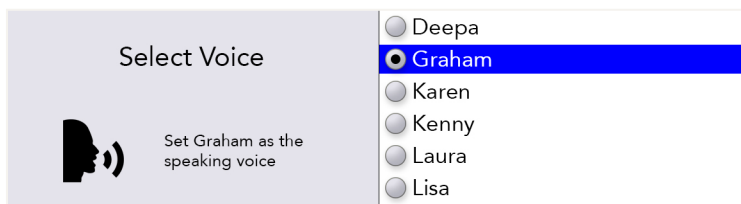
QUICK TIP – It is recommended that you use a voice that is designed to be used with your chosen language, so that words are pronounced correctly.

TROUBLESHOOTING

If you have any problems with your Lightwriter, this Troubleshooting guide may be able to help you. If you still have a problem, please contact your supplier or the Abilia service department.

GENERAL PROBLEMS

Problem	Cause	Solution
Lightwriter is frozen or does not respond to keys.	Possible system error.	Hold down **Power** for 10 seconds – until the display turns off, then flashes back on.
Lightwriter is not working and no displays are lit.	Flat battery.	Charge the Lightwriter for 3-4 hours – you can use the Lightwriter while it is charging.
	In Suspend Mode.	Press **any key.**
	Switched off.	Press the **Power** key.
	Batteries need replacing.	Contact your supplier or Abilia.
Lightwriter battery is not charging when the charger is plugged in. Note – If the charger is working, the green LED next to the plug should be lit, and the battery icon on your screen should have an electric symbol on it	Mains power not switched on.	Check the mains socket is working.
	Charger is faulty.	Contact your supplier or Abilia.
Keys always need to be held down for a long time before they work.	Minimum Key Press is too long.	Shorten the time for **Minimum Key Press** in the **Settings** activity.
Keys are sticky or unresponsive.	Keyboard needs cleaning.	See the **Cleaning your Keyboard** section for more information.
Lightwriter will not speak.	Speech Volume is too quiet.	Increase **Speech Volume** in **Settings**.
	Mute is on.	Turn Mute off by pressing the **Sound** key.
Something has been spilt onto my Lightwriter.	Don't panic.	Turn off the Lightwriter (press **Shift** then **Power**). Turn it upside down (keys on the bottom) and place onto a towel to soak up any liquid that runs out. Mop up as much of the spill as you can. Allow the Lightwriter to dry out. If the spill is sticky or messy, see **Cleaning your Keyboard**.
The battery power drains faster than normal, even when Lightwriter is not in use.	Bluetooth is enabled.	Deactivate your Bluetooth connectivity whenever you don't need to use your mobile phone function. Go to **Shift-Menu** > **Mobile Phone** > **Bluetooth Activation** > **Bluetooth Off**.
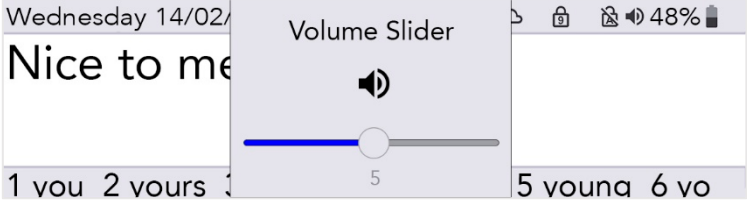
Problem	Cause	Solution
I can't send or receive texts or make phone calls.	Phone is not working.	Check your mobile phone is working and that you can make calls and send texts. This could be due to many factors such as battery, network outage or credit.
I can't see my phone in Bluetooth Pairing.	Phone is out of range.	Make sure your phone is close enough to your Lightwriter.
	Bluetooth switched off.	Check your phone settings and Lightwriter settings to ensure Bluetooth is switched on.
I can see my phone but cannot pair with it.	Bluetooth settings on phone.	Find your Lightwriter using your phone's Bluetooth menu. Make sure 'Show Notifications' and 'Sync Contacts' are both activated.
	Pairing not completed.	Your phone may ask you to confirm permission to access your phone and sync with your contacts, make sure you 'Allow'.
My phone call was cut off.	Flat battery – phone or Lightwriter.	Charge the Lightwriter or phone – you can continue with your call while it is charging.
	Loss of network.	You may have lost the network connection during your call – especially if you are moving.
	Phone is out of range.	You may have moved out of range of your phone during the call.
	Other phone issues.	If you are making a long phone call, your mobile phone may have a maximum call time. If your phone is pay-as-you-go, you may have used up all your credit during the call.
I can't hear the caller or the call is very noisy.	Bluetooth input volume is too low.	Increase the Bluetooth input volume in **Shift-Menu** > **Sound** > **Mixer** > **Bluetooth In** You can also increase/decrease the Main Volume on your Lightwriter (press and hold **Sound** and **Right Arrow** key).
	Bad network connection.	Move to an area with a stronger signal or try again later.
The caller can't hear me.	Bluetooth volume is low.	Increase the volume **Shift-Menu** > **Sound** > **Mixer** > **Bluetooth Out**
	Blocked microphone	Make sure there is nothing covering your microphone (it's the small hole above the LEDs on your main screen).

Problem	Cause	Solution
USB stick won't fit into the port.	USB stick casing is too big.	Try using a slimmer USB stick. Use the USB stick supplied with your Lightwriter.
		You can buy an extension cable for your USB stick.
My USB stick won't work with my Lightwriter.	USB stick is full.	Remove some of your old files from the USB stick.
	USB stick broken.	Try reformatting as FAT32, or use the USB stick supplied with your Lightwriter. Important note - formatting will wipe everything on your USB stick.
	Not formatted correctly.	
My imported Note looks empty.	Text is not saved in the correct format.	Your Note should be plain text and not contain any special characters (such as paragraph markers).
When attempting to import, my Lightwriter doesn't show the file on my USB stick.	File is saved inside a folder.	Make sure your file is directly saved to your USB stick, and not placed in a folder structure.
	File is not saved in the correct format.	Your file needs to be saved as a plain text file with the extension manually renamed. To find the correct extension name, see **Importing and Exporting Data**.

SHORTCUTS

OFF	Press **Shift** ⬆ then **Power** ⏻
ON	Press **Power** ⏻
SUSPEND (sleep)	Hold down the **Power** ⏻ key for 2 seconds. You can press **any key** to wake it up again.
SELECT MENU ITEM	Press **Enter** ↵
EXIT MENU SCREEN	Press **Power** ⏻
CANCEL TEXT	When you are typing text, the **Power** ⏻ key will clear the entire line of text.
VOLUME	Press and hold the **Sound** 🔊 key combined with **Left** ◁ and **Right** ▷ **Arrow** keys to change the volume up and down. Wednesday 14/02/ Volume Slider 🔊 5 ☐ 🔇🔊48%🔋 Nice to me 1 you 2 yours 5 young 6 yo
MUTE	Press the **Sound** 🔊 key if you need to mute your Lightwriter, even in the middle of speaking. Press **Sound** 🔊 again to un-mute.
FORCE RESTART	If you need to force restart, hold down **Power** ⏻ for 10 seconds – until the display turns off, then flashes back on.
ALARM*	Press and hold **Union** $U_♪$ until the alarm sounds.

*Must be activated in Settings.

TECHNICAL INFORMATION

SPECIFICATIONS

Size: 240mm x 140mm x 55mm

Weight: 740g

Battery: Li Ion rechargeable, 3.63V, 7000mAh, 25.4Wh
(Please note the battery must always be fully charged before longer periods of storing).

Ambient temperature range: 0°C to 30°C

RECYCLING AND DISPOSAL

Electronic goods and batteries are disposed of according to local regulations in force.

REGULATORY INFORMATION

This product meets the requirements of the EU directive for medical devices 93/42/EEC as well as the standards EN 12182-2012 and EN 14971

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