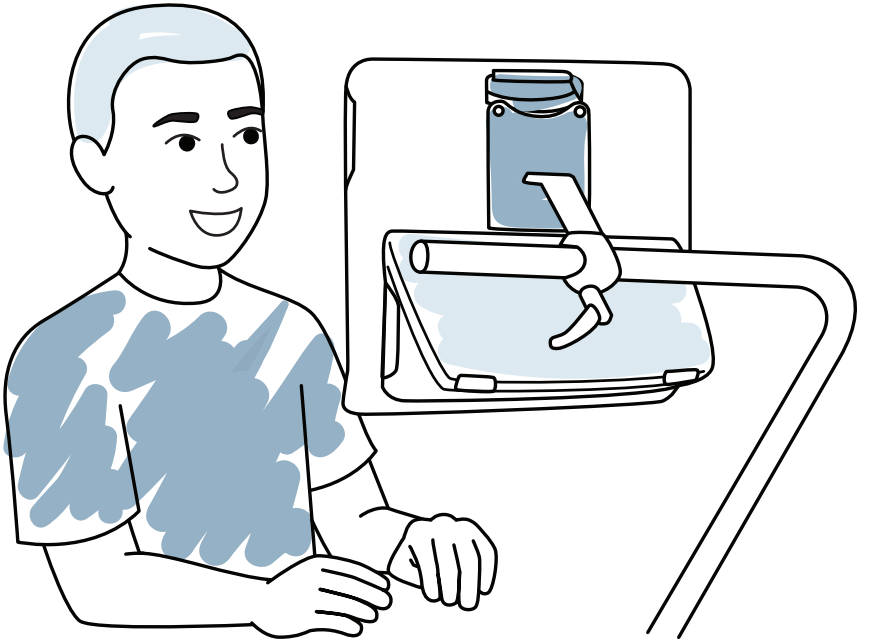
Communicator 5
Training Cards



tobii dynavox

These are your Communicator 5 Training Cards and they will help you get started with your new device. Included are ideas for everyday use as well as step-by-step instructions for basic editing.

Communicator 5 offers a wide array of communication pages and onscreen keyboards as well as easy-to-use tools for e-mail, text messaging, telephone, IR remote controls and much more.

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QR Codes

We use QR Codes within this document to give you quick access to information such as videos without having to type in web addresses.

You can use your mobile phone or tablet device to scan the QR Code. The information will then pop up automatically.

If you do not have a QR code reader app on your device you can follow these instructions:

Android Users

You can get a free QR Code reader from the Google play store. Search QR Scanner or QR Reader to locate some.

Windows Users

Download a free QR code reader app from the Windows store. Search "QR scanner" or "QR reader" to find options.

iOS Users

In iOS 11, QR Code Scanning is built in and all you need to do is open your Camera app, point it towards the QR Code and a notification will appear.

If you have not updated or are unable to update to iOS 11, you will need to download a QR Code scanner app. There are many on the App Store that are free and for purchase.

Device Care

Our devices are built differently than regular laptops or tablets.

They are built to last with a fast, solid-state hard drive that withstands impact and IP54 classification for proven resistance to moisture and dust. In addition, the screen is damage-resistant Gorilla Glass™.

Feel free to take your device with you wherever you go and have confidence in its durability.

Using your device in the light rain?

No problem! Your device is designed to withstand splashing water. Make sure the port covers are in place when you are out and about and that will give you time to get out of the rain.

Using your device at dinner?

No problem. Just wipe the screen down with a damp cloth if needed.

Caring for your device is important and easy to do.

Cable Care:

- When charging the device, keep it close to the power outlet to avoid accidentally pulling on the cables and connectors.
- The power cable should not be coiled tightly, twisted, or wrapped around anything.

Cleaning:

- Before cleaning, shut the device down and unplug all cables.
- Antibacterial wipes can be used.
- Wipe only outer surfaces and allow the product to dry naturally.

Do not use spray products that may saturate the device.

Communicator 5 Glossary

Button

An item on the page that the user can select containing a sound, a letter, a word, or a sentence. A button can also change a setting.

Page

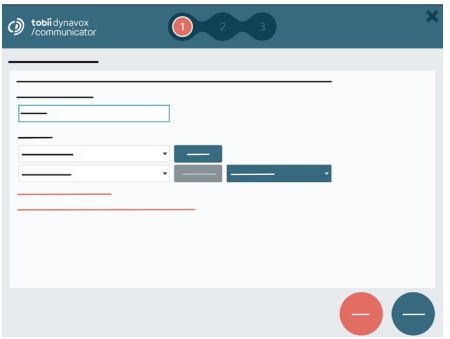
A screen where a set of buttons can be seen at one time. Buttons on the page can link to another page to show new content.

Page Set

A collection of pages often based on a topic. For example, a page set could be based on content related to emailing or texting, common phrases, or a customized page such as a page with content related to a favorite tv show. A page set can be one page or multiple pages.

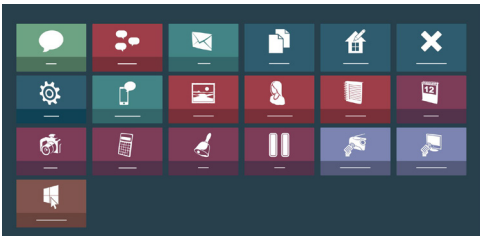
User

A User Profile contains all of the individual's page sets, settings, phrases, and contacts.



Home Page

The starting page (or main page) that links the user to other page sets such as the keyboard, email, and more.



Input Method

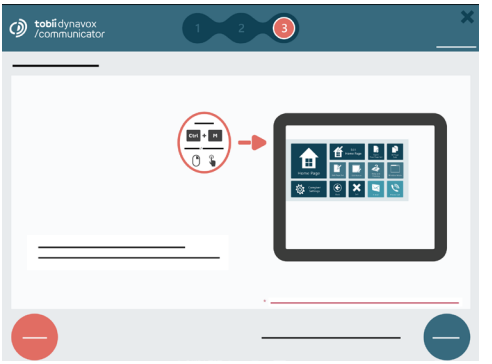
The way an individual activates buttons on the screen. There are four choices in Communicator 5.

1. **Gaze Interaction**
   Use eye gaze to access the device.
2. **Touch/Mouse**
   Press the touch screen or left-click with a mouse.
3. **Mouse Dwell**
   Hold the mouse cursor steady over an area for a predefined amount of time. This eliminates the need to click a mouse.
4. **Scanning**
   Select a button once it is highlighted using a switch.

Communicator 5 Glossary

Quick Menu

Gives easy access to the functions and commands you will use the most when navigating and personalizing your home page. This menu is only accessible by touch or with a mouse.



Activate it these different ways:

- Right click.
- Press and hold screen.

Word Prediction

Word prediction is an automatic prediction engine that uses grammar and spelling to make typing faster. The word prediction buttons change as you type.

Settings

Settings

- Settings Menu is accessible to the user with any input method.
- The Settings Menu provides a way to change volume, brightness, input settings, keyboard settings and more.
- Access the Settings menu on the Home Page.

Advanced Settings

- Advanced Settings are items that are only able to be accessed by touch or with a mouse.
- Find Advanced Settings on the Quick Menu.
- There are six tabs here:
  - Input
  - Keyboard and Language
  - Sound
  - Applications
  - User Setup
  - System

Editing your Home Page

The items provided on the Home Page are only suggestions. You may remove and add additional items as needed.

Removing a Page Set:

1. Select the **Edit Home Page**.

2. Select the item you want to remove.
3. Select **Remove**.
4. In the popup window select **Remove** to confirm.

Adding a Page Set:

1. Select **All Page Sets**.

2. Select **Text Communication**.
3. Browse through various page sets that are offered.
4. Select desired item.
5. Select **Add to Home Page**.

Helpful Hint

Enable the status bar on your home page to be able to quickly monitor your eye gaze track status, device battery usage, and Wi-Fi connection status.

These steps are only accessible using touch or a mouse.

1. Open the Quick Menu.
2. Select **Advanced Settings**.
3. Select **System**.
4. Select **Enable Status Bar**.

Message Banking

Message banking is a way to preserve your own natural voice through recorded messages. These messages can be used later in communication software such as Communicator 5.

Scan this code for more information on message banking

Helpful Hints

It is important to start the process as early as possible so that the quality and clarity of your speech can be captured.

Message Banking Basics

The Tobii Dynavox Message Bank provides a free way for you to collect, organize, and store recorded messages until they are needed. Messages can be downloaded and used on any system that can play back those messages.

Step 1: Choose the messages to record and store.

Spend some time thinking about important phrases, messages, and stories that are important to you.

Step 2: Record your messages.

There are two ways to record messages.

1. Record message directly into Communicator 5.
2. Record messages into a high-quality digital recorder and upload them to the Tobii Dynavox Message Bank. We recommend Zoom H1 Portable Digital Recorder.

Step 3: Download banked messages to Communicator 5.

1. Import your .wav audio files from the .zip'ed message bank file.
2. Recordings are automatically imported to the "My Phrases" area and added to Phrase pages.
3. Messages are categorized by tags you've assigned in the message bank and used in prediction.

Frequently Asked Questions

Who might benefit from message banking?

Anyone with a degenerative disease such as Amyotrophic Lateral Sclerosis (ALS), Motor Neuron Disease (MND) or Parkinson's Disease, individuals requiring total glossectomy or total laryngectomy, or those with planned hospital procedures requiring intubation or vent dependency may be good candidates for message banking.

Do I need to calibrate every time I use my device?

No. Your calibration profile will be saved. However if you find that it is not accurate, check your track status and if you are sitting in a very bright space such as next to a window consider drawing the curtains. You can always recalibrate if you prefer.

What can I do if I'm having trouble calibrating my device?

Scan the QR code above to troubleshoot calibration.

Can I use my device for long distance communication like phone and texting?

Yes! You can use Communicator 5 to send emails and text messages.

Is there a solution if an individual has a physical disability and is unable to touch a communication board?

Yes! There are a variety of ways someone can make selections on an AAC device. This is often referred to as the access method. Individuals who are not able to touch the screen can use eye gaze, head pointer or scanning as their primary mode of selection. Scan this code to see a video about input (access) methods on high tech AAC devices.

Scan this QR code to troubleshoot calibration.

Scan this code to see a video about access methods on high tech devices.

Let's Explore!

Take advantage of these activities to become familiar with your device.

Common mistakes to avoid:

- You don't need to create something from scratch. We've built the framework, so familiarize yourself with the Communicator 5 software and customize as needed.
- Don't put too much pressure on yourself or the user. Completing every task with accuracy at the beginning is not realistic. It's okay to make mistakes.
- Don't get frustrated. Eye tracking is a learned skill and requires practice. Make sure to take breaks as needed.

Time savers:

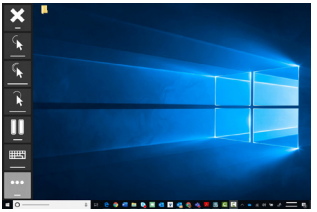
- Capitalization does not matter if you are using the device to speak.
- Take advantage of abbreviation expansion and word prediction.
- Preparation is the key. Many interactions you will have are predictable so add important phrases to have quick access without having to type every time.
- Be sure you have a backup method of communication.

Scan this QR code to access low tech communication boards

Computer Access Options

Communicator 5 Windows Access

How does this software work?



Uses a side menu to allow you to interact with your items on your computer including desktop apps and the internet.

How can I access this software?

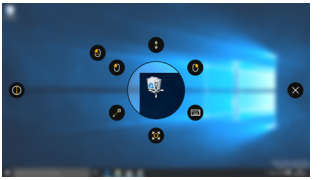
Use your eyes or a switch to access your desktop.

What does the keyboard look like?

Various keyboard layouts are available that match the keyboard layouts in Communicator 5 allowing quick familiarization.

Computer Control

How does this software work?



Uses an interaction menu (menu surrounds the item you want to select) to allow you to interact with items on your computer including desktop apps and the internet.

How can I access this software?

Use your eyes to control your computer using Computer Control software.

What does the keyboard look like?

The keyboard has been specially designed to optimize your access to the things you need quickly and efficiently.

How can I speed up my typing?

Both software applications include word prediction to speed up your typing. Word prediction learns words that you use frequently. Phrases you use and save in Communicator 5 will also be available.

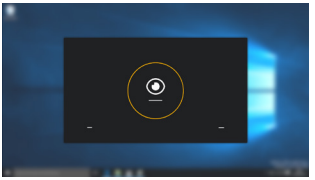
What languages are available?

Both software applications are available in multiple languages. Check tobiidynavox.com for the most up to date information.

Computer Control

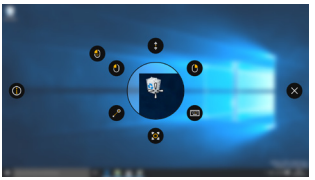
Computer Control takes advantage of a new and intuitive selection method called Interaction First. Select the item you want to interact with, such as a file or a desktop link, then choose what you want to do with it.

How does it work?

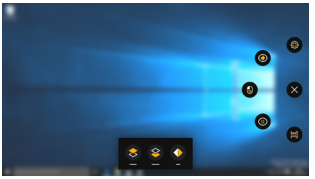


As you look around the screen you will see a faint "trace" following your gaze.

To interact with an icon or onscreen button, look at the item and the trace will change, revealing the activator button.



Look at the activator button for the full interaction menu to appear. Clockwise from the top you have icons for scrolling, right click, keyboard, adjusting your accuracy, click and drag, left click and double left click.



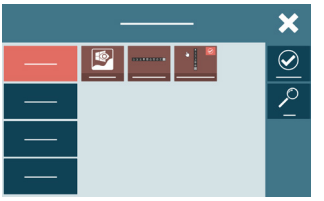
Select the function you require. For example, to open google Chrome from the desktop look at the double click icon to launch the application. If you are aiming for a small target, ensure that it is the center of the circle. You can use the adjust function to achieve this.

The more button allows you to do the following: Access settings, calibrate, pause eye gaze, use continuous clicking, switch apps and access shortcuts.

Windows Access

Windows Access allows you to control your computer by using functions built in to Communicator 5.

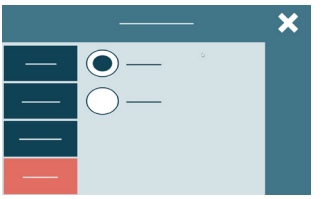
Windows Access menu bar can be positioned on the side or bottom of your screen.



Windows Access settings are located on page 2 of your setting options.

Clicking in Windows Access:

You can Left Click, Right Click and double click. Two selection methods:



Hover to Click:

Hover over your chosen target for a click to take place.

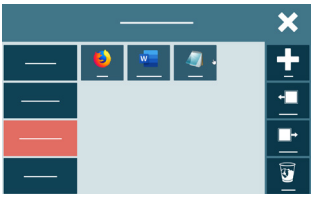
Zoom to Click:

Hover over your chosen target for the zoom to start. At the end of the zoom time the click will take place.

Accessing Programs:

Program launch, available on windows access menu page 2, will allow you to launch your frequently used software.

To add or change your chosen programs, you can add and remove through your Windows Access Settings.



Important Information

Support and Training: www.tobiidynavox.com/support-training

Technical Support Number: 1-800-344-1778 ext. 1

Notes:

Speak

Familiarize yourself with the layout of your keyboard in Speak. The goal is to help you communicate as fast and efficient as possible.

Practice Steps:

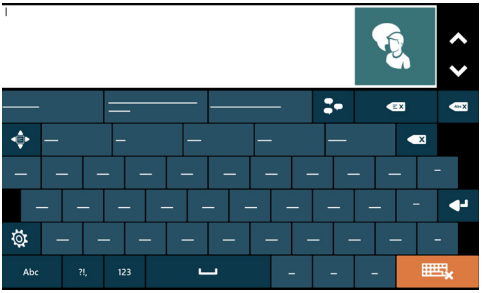
1. **Start typing words on the keyboard (family members names, favorite places, etc). If you want additional practice, type answers to these questions.**
   - What is your favorite color?
   - What books do you like to read?
   - What kind of movies do you like?

Did you know...
The more you type a word the more likely it will appear in word prediction?

Did you know...
You can have different keyboard layouts? See Changing Keyboard Layouts card.

2. **Practice word and phrase prediction:**

   Begin typing answers to the questions below. After you type 1 or 2 letters, check the word prediction buttons to see if the word is there.
   - What country would you like to travel to?
   - If you could be any animal what would you be and why?



3. **Use your device in real life. Practice using the keyboard and prediction buttons in the following situations:**
   - Share information on what you did last night or over the weekend.
   - Discuss a recent news story.

Changing Keyboard Layouts

There are various keyboard layouts you can choose from in Communicator 5.

Settings Menu

1. Select **Settings**.

2. Select **Keyboard Settings**. Various screenshots of keyboard layouts will appear. There are three main layouts.

	Regular (default)	Grid	Large Keys
Organization (described below)	QWERTY, ABC, SCAN, Pointer	ABC, SCAN, Pointer	ABC, SCAN, Pointer
Prediction	Word and Phrase Prediction	None	Word Prediction
Button Size	Small	Medium	Large
Keyguard	No	Yes	Yes
Extras	Large message window for creating multi-line messages and text.	Suitable for eye tracking. Large target area.	Multi-hit letter selection for users who require larger buttons.

3. Select the keyboard and view to see what it will look like.

4. If you want to change the organization of the type of keyboard you have chosen, select QWERTY/ABC.

5. There are four choices there:
   - QWERTY is the typical keyboard layout seen on keyboards.
   - ABC is an alphabetical layout.
   - Scanning is an optimized layout for people using a switch as an input method.
   - Pointer is an optimized layout for people using a pointer as an input method.

My Phrases

My Phrases page set consists of your message history and space to add your own phrases. Having prestored phrases about important topics can allow you to communicate quickly without having to type out entire messages.

1. Think about categories (situations) and phrases you want to quickly access. Examples include appointments, at a restaurant, getting together with friends, etc.

Adding a new Category:

- Select **Add New Category**.
- Type in Category Name.
- Select done.

Adding a new Phrase:

- Choose **Category** for new phrase.
- Select **Add New Phrase**.
- Type phrase.
- Select done.

2. Once you have added your phrases, select each phrase to get familiar with what it says and where it is located. Adjust the phrases or locations as needed.

3. Practice using the phrases you have added and continue to add more as needed.

Helpful Hint

If you don't see a variety of phrase categories, you may need to import them. To import phrases, select **Advanced Settings → Keyboards and Languages → Phrases → Import** and follow the onscreen prompts.

Email

Email will allow you to easily and efficiently send, receive and manage email messages. To set up your email you will need someone who can touch the screen.

Steps

1. Open the **Quick Menu.**
2. Select **Advanced Settings.**
3. Select **Applications.**
4. Select **Email.**
5. Select **New.**
6. Select your email provider (Gmail, Yahoo, Hotmail, Outlook, Live or GMX). If your email is not listed choose **Configure Manually**, contact your email provider to get correct server information.
7. Select **Next.**
8. Select **Finish** and **Okay** to close menu.

For information regarding settings for specific email providers (types of attachments, etc)

Now that it's set up, let's try it!

1. Send an email.
2. Read an email.
3. Reply to an email.

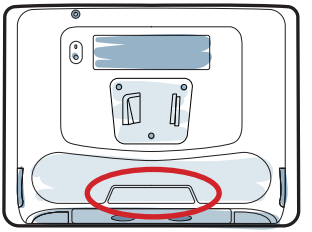
IR Remote Control

IR remote control functions allow you to operate entertainment devices like the tv, DVD or radio. You can also control environmental devices such as lighting, doors and bed adjustments with additional equipment.

You need to teach the device specific commands to set up IR functions. For example, for the television you need power, volume up/down, channel up/down, etc.

Your home page has full remote control pages for the tv, DVD player, stereo and radio. There are simple pages that you can add to the home page if you don't want every function.

1. Get the remote control for the device you want to program.
2. Get your communication device.
3. Go to your Remote Control page and select the button you want the function to be programmed.
4. A pop up will appear telling you there is no command programmed.
5. Select **Yes** to program a new command.
6. Point the remote at the IR receiver located on the back of the communication device.
7. Follow the onscreen prompts.
8. Once completed you will be returned to the page set.
9. The button will change color if it has been successfully programmed.
10. Try the button before going on to the next button.



Helpful Hint

You can also use your device with smart assistants such as Alexa and Google Home.

Calendar

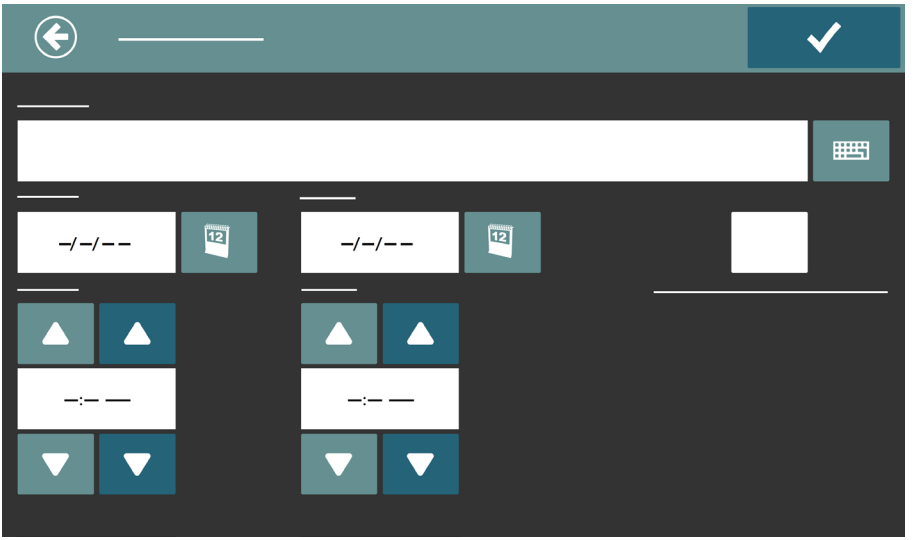
The Calendar will allow you to set appointments and reminders.

Steps

1. Select **Calendar** from your Home Page.
2. The current date will be highlighted in yellow.

To add an appointment:

- Go to the date of your appointment.
- Select **New**.
- Type in the name of your appointment.
- Select the start and end time.
- You can select to have a reminder activated.



Text Messaging

You can send and receive text messages by connecting a cell phone to your device via Bluetooth. To set up your phone you will need someone who can touch the screen.

1. Access the **Quick Menu**.
2. Select **Advanced Settings**.
3. Select **Applications**.
4. Select **Mobile Phone**.
5. On your phone, install the Tobii Dynavox Beam app (BETA).
6. Run the app and select **Connect Phone**.
7. Turn on Bluetooth and pair your phone.

Scan this QR code to see a list of compatible phones.

Now that your phone is up and running try it out!

Text someone a quick message. Ask them to text you back so you can make sure it is working.

My Text Files

My Text Files allows you to save long files. Examples include personal stories, speeches or presentations. Saving and organizing your files here allows you to easily access them and control when to start and stop speaking.

Creating a new Text File:

1. Select **New**.
2. Begin typing in the content of your file. You will name the file later.
3. Once you are finished, select done.
4. A pop up will appear that show the file name and content. By default, the first part of what you typed will appear in the file name.
   - To change this, select the keyboard icon next to the file name.
   - Select the clear button.
   - Type in the new file name.
   - Select **Save**.

You can always come back to your file and edit it.

1. Select the file name in the left column.
2. Select the **Edit** button.
3. Edit your document or add to it.

To speak your file:

1. Select the file name in the left column.
2. Select **Speak Text**.
3. To stop it from speaking select **Stop Speaking**.

Camera and My Pictures

Take, save, and organize your pictures using Camera and My Pictures.

Pictures taken with the Camera are automatically saved to the Pictures folder on the device and will automatically appear in My Pictures.

My Pictures accesses your Pictures folder on your device. You can filter them by:

- All Pictures
- Recently Added
- Date
- Camera
- Folder

If you select View you can:

- Rotate the picture left or right
- Add a description
- Print
- Delete

Slide Show begins presenting pictures in order by advancing automatically. You can select a Slow, Medium, or Fast pace. You can also manually advance the pictures.

Additional Features

Alarm

Gain people's attention quickly using the Alarm button on your Home Page.

Music Player

The Music Player allows you to play music from your device. Since this is a very simple music player, we recommend no more than three or four albums be loaded. To load music, you must be able to access the Quick Menu either by touch or by using a mouse.

You will need to add Music Player to your Home Page. See card #3 Editing your Home Page for instructions.

Before loading music into the software, you need to copy the music files to a folder on the device and then either add it to the music library or copy the music to one of the folders already listed.

1. Open the **Quick Menu**.
2. Select **Advanced Settings**.
3. Select **Applications**.
4. Select **Music Player**.
5. Check the box that says Rebuild Music Library now so the files can be added to the Music Player.
6. Select **OK**.
7. Exit Advanced Settings.

Backing Up/Exporting Profiles

It's very important to back-up any personalized page sets and user data in case something happens to your device. This feature is only accessible using touch or a mouse.

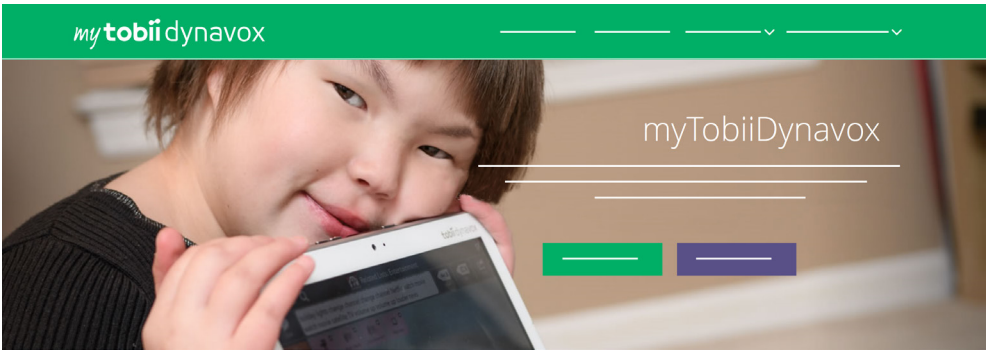
1. Open the **Quick Menu**.
2. Select **Advanced Settings**.
3. Select **User Setup**.
4. Select **Import/Export** which will open a wizard to assist you.
5. Select **Export Selected Settings and Data**.
6. Select **Next**.
7. Select **Full Export** (full export will collect all of the user's page sets, settings, recorded sounds/phrases, contacts, dictionaries and grammar settings).
8. Select **Next**.
9. Name the archive–we recommend using the user's name and date.
10. Choose where to save the backup–we recommend saving it on an external USB memory device.

Getting Started Guide

For more detailed instructions and information about Communicator 5 check out the Getting Started Guide.

Getting Started Guide

myTobiiDynavox.com



Your free myTobiiDynavox.com account gives you access to numerous benefits including cloud storage for backups, Page Set Syncing and sharing, lesson plans and more!

myTobiiDynavox.com

Joining myTobiiDynavox will allow you to do the following:

- Safely back up your system
- Download free tools and resources
- Review free Core First lesson plans
- Learn about available updates
- Access Tech Support and FAQs
- Share Page Sets and Page Bundles

Additional Support

Discover Tobii Dynavox App: **bit.ly/TDDiscover**

Community: **bit.ly/TDFBCommunity**

North America Technical Support: **1-800-344-1778 ext. 1**

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