

Missouri Career Center Assistive Technology Desk Guide

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Window Eyes Screen Reader Software

Window Eyes is a software package that “reads” text documents or website information aloud as audio. Text can be in the form of documents or websites.

Window Eyes Default Hot Keys

Character	CTRL+Numpad+Left Arrow
Word	CTRL+Numpad+Right Arrow
Line	CTRL+Numpad+Center
Sentence	CTRL+Numpad+Down Arrow
Paragraph	CTRL+Numpad+Up Arrow
Read to End	CTRL+Shift+R
Field Data	CTRL+Shift+D
Field Name	CTRL+Shift+N
Speak Summary	CTRL+Shift+S
Default Button	Numpad+Delete
Time/Date	Insert+T
Menu	CTRL+\
Bypass	Insert+ B
Mouse Boundary Rotor	CTRL+Shift+B
Single Click Left Mouse Button	Numpad+slash
Single Click Right Mouse Button	Numpad+star
Drag and Drop	Insert+Numpad+Delete
WE/Mouse Toggle	Numpad+dash
Mouse Top Left	Numpad+Home
Mouse Top Right	Numpad+Page Up
Mouse Bottom Left	Numpad+End
Mouse Bottom Right	Numpad+Page Down
Mouse Prior Line	Numpad+Up Arrow
Mouse Current Line	Numpad+ Center
Mouse Next Line	Numpad+Down Arrow
Mouse Prior Clip	Insert+Numpad+Home
Mouse Current Clip	Insert+Numpad+Up Arrow
Mouse Next Clip	Insert+Numpad+Page Up

Window Eyes Default Hot Keys (cont.)

Mouse Search	CTRL+Shift+F
Continue Mouse Search	Insert+F
Speak All Toggle	Insert+A
Read Active Window	CTRL+ Shift+ W
Read Title/Status of Current App	CTRL+Shift+T
Read status line	CTRL+Insert+S
Read Last Flash and Tooltip	CTRL+Insert+T
Read Progress or Scroll Bar	CTRL+Insert+B
Read Marked Block	CTRL+Shift+M
Sys Tray	Insert+ S
Voice Down	Insert+ Down Arrow
Voice Up	Insert+ Up Arrow
Voice Selection Rotor	Insert + Right Arrow
Voice Parameter Rotor	Insert + Left Arrow
Mouse Boundary Rotor	CTRL + shift + b
Mouse Search	CTRL + shift + f
Continue mouse search	Insert + f
Application Help	CTRL + shift + f1
Time/Date	insert + t
Menu	CTRL + backslash
Bypass	insert + b
Speak All Toggle	insert + a
Load Set	insert + l

ZoomText

Zoom Text software enlarges all text and images on the screen to make it easier to see.



Open the Zoom Text software program by double clicking the icon on the desktop or by going to start, programs, Zoom Text.

A large window will open with several options on it.

The first option is **power**. You may select the level of magnification you would like by using the ▲ or ▼ arrows.

The next option is **type**. This option is used to select the type of magnification you would like to use. To change the type of magnification, click on **type**. A drop down menu with the available options will appear.

Options are:

- Full- Magnifies the entire screen and you can move the screen with your mouse.
- Overlay- A second window will appear which will magnify whatever text your mouse touches.
- Lens- This selection will open a small second window, which you move around by moving your mouse. While using this tool, the entire window will actually move with your pointer.
- Line- The line tool will display a full screen width line, which will move down the screen when you move your mouse. This tool will be the best option for reading a document.
- Docked- Will change the location of the magnification window. Example, if you select top, the magnification window will be at the top and the smaller text window will be at the bottom.

**Once you've selected the magnification you would like, simply open the application you would like to use.

The next tool is **color**. In a situation where some color schemes are easier for a person to read, simply click the color button. Next, you will click “schemes”. This will expose the drop-down-menu. Choices on the menu include:

- Invert brightness
- Reverse video
- Yellow on black
- Blue dye
- Black and white
- Black and white invert
- Replace gray

The next tool available is **pointer**. With this tool you can change the size of the pointer along with other options, such as: crosshairs, and circle around the pointer. An individual can choose the pointer that works best for them.

The next tool is **cursor**. This tool is similar to the **pointer** tool, and may be used to change the color and shape of the cursor.

By clicking on the **font** tool you may choose options: smooth, bold, or condense to make the print easier for you to read.

ZoomText Hotkeys

Increase Magnification	ALT + NUMPAD PLUS
Decrease Magnification	ALT + NUMPAD MINUS
Page Up	PAGE UP
Page Down	PAGE DOWN
Beginning of Document	CTRL + HOME
End of Document	CTRL + END
Next Link	TAB
Previous Link	SHIFT + TAB
Execute Link	CTRL + ENTER
Load Configuration 1	ALT + SHIFT + 1
Load Configuration 2	ALT + SHIFT + 2
Load Configuration 3	ALT + SHIFT + 3
Load Configuration 4	ALT + SHIFT + 4
Load Configuration 5	ALT + SHIFT + 5
Load Configuration 6	ALT + SHIFT + 6
Load Configuration 7	ALT + SHIFT + 7
Load Configuration 8	ALT + SHIFT + 8
Load Configuration 9	ALT + SHIFT + 9
Load Configuration 10	ALT + SHIFT + 0
Save Application Settings	CTRL + SHIFT + S

ZoomText Hotkeys (cont.)

Window Type	CTRL + SHIFT + Z
Adjust Window Tool	CTRL + SHIFT + A
Dual Monitor On/Off	WINDOWS + SHIFT + D
Dual Monitor View	WINDOWS + SHIFT + Z
Freeze Tool	CTRL + SHIFT + N
Freeze Window On/Off	CTRL + SHIFT + E
Color Enhancements On/Off	CTRL + SHIFT + C
Pointer Enhancements On/Off	CTRL + SHIFT + P
Cursor Enhancements On/Off	CTRL + SHIFT + R
Focus Enhancements On/Off	CTRL + SHIFT + O
Font Enhancements Type	CTRL + SHIFT + F
Desktop Finder	CTRL + SHIFT + D
Web Finder	CTRL + SHIFT + W
Text Finder	CTRL + SHIFT + T
Locator On/Off	CTRL + SHIFT + L
View Mode On/Off	CTRL + SHIFT + V
Move Mouse To View	CTRL + SHIFT + B
Move View To Mouse	CTRL + SHIFT + Y
Smooth Panning On/Off	WINDOWS + SHIFT + P
Pass Thru (next hotkey)	ALT + PAUSE

ZoomText Hotkeys (cont.)

AHOI On/Off	CTRL + ALT + SHIFT + A
AHOI Status Report	CTRL + ALT + SHIFT + S
Capture ZoomText Screen	CTRL + ALT + SHIFT + C
Cursor Detect	CTRL + ALT + SHIFT + D
Highlight Detect	CTRL + ALT + SHIFT + H
MSAA On/Off	CTRL + ALT + SHIFT + M
Tracking On/Off	CTRL + ALT + SHIFT + T
Update Screen Model	CTRL + ALT + SHIFT + U
Scroll Up	ALT + UP
Scroll Down	ALT + DOWN
Scroll Left	ALT + LEFT
Scroll Right	ALT + RIGHT
Jump Up	ALT + PGUP
Jump Down	ALT + PGDN
Jump Left	ALT + HOME
Jump Right	ALT + END
Jump Center	ALT + NUMPAD 5
Save View	ALT + NUMPAD /
Restore View	ALT + NUMPAD *

ZoomText Hotkeys (cont.)

Commands	Keys
Enable ZoomText	ALT + INS
Disable ZoomText	ALT + DEL
Display User Interface	CTRL + SHIFT + U
Help Tool	CTRL + SHIFT + H

CCTV - Smart View

The CCTV enlarges written documents such as job applications or other forms and written instructions.

1. To use the CCTV Smart View, you will simply turn on the scanner (bottom) by pressing the On/Off button. A light should come on next to the button.



2. Next you will need to turn on the monitor (similar to a computer monitor on top of the scanner) by pressing the round On/Off button. A light should come on next to this button as well.
3. You should now be able to place a document under the scanner by sitting it on the glass plate under the light. This should magnify your document onto the screen.
4. To see a different section of the document on the screen, simply move the document until the needed section is visible. You can also slide the glass portion of the Smart View left, right, forward or backward to make the print more visible and instead of moving the document.

- **Mode-** Will change between black and white or color. If you are currently seeing the document in black and white and would like to see it in color, press **mode**. If you are currently seeing the document in color and would like to see it in black and white, press mode.
- **Size-** To increase or decrease the magnification on the screen, turn the **size** knob. Turn left to increase and right to decrease.
- **Focus-** To bring the document into focus, turn the **focus** knob. Try turning it left or right to focus the print on the document.
- **Picture-** Use the picture mode to adjust the color scheme of the document. This is helpful especially for someone who is color blind.
- **Brightness & Contrast-** To change brightness or contrast, use the buttons on the computer monitor. These will work the same as a regular computer.

Big Keys LX



Cursor Keys: PgUp, End, PgDn, Home

To use these special cursor control keys, hold down the F key and the arrow pad keys become PgUp, End, PgDn, and Home.

Function Keys

This feature lets you access the Function keys F1-F10. Simply hold down the F key and the numeric row becomes F1-F10.

Special Characters: Brackets

The seldom-used bracket characters are hidden on the keyboard. Use the F key in combination with another key; as follows:

For This Character	Use These Keys
[F with ;
]	F with '
{	F with :
}	F with "

Big Keys Assist Mode

The Assist Mode on Big Keys LX accommodates those who cannot press two (or more) keys simultaneously. Assist mode works with and enhances the Windows 95/98 "Sticky Key" accessibility Option.

When **Not** in Assist Mode, the function keys are produced on Big Keys LX by pressing **simultaneously** the F key and a number key. (F+1 produces the F1 function, etc.)

The Big Key LX Assist Mode enables you to press the F key and have it remain active until you press another key. In Assist Mode, the F key becomes a "sticky key".

Examples of using the Big Keys LX Assist Mode:

- To obtain an F1 in Assist Mode, press and release the F key, then press and release the 1 key.
- To obtain an "Alt-F4" in Assist Mode, press and release the Alt key, then press and release the F key, then press and release the 4 key. (The Windows "sticky key" Accessibility Option must be turned on for this example).

To enter the Big Keys LX Assist Mode, press the CAPS LOCK key three times in a row.

To exit Assist Mode and return the keyboard to normal operation, again press the CAPS LOCK three times in a row.

To enter Windows "Sticky Key" Mode click Start-Settings-Control Panel

**Note that while in Assist Mode it is necessary to press the F key twice to send an F to the computer.

No Run-On Feature

Only one keystroke is sent to the computer for each key depression, sent on release. This feature prevents multiple characters that might occur inadvertently when holding down a key for long periods.

Track Ball Mouse



The base of this mouse does not move during use. To navigate the computer with a track ball mouse, you will simply roll the attached ball to move the pointer. You roll the ball left to move your mouse left, right to move right, etc.

The bottom left button is used the same as the left button on any mouse, you will click this to select what your pointer is on.

The bottom right button is used the same as the right button on any mouse, you will click this to bring up the menu for the item your pointer is on.

The numbered keys may have programmed functions or websites.

Personal Listening Device

Individual uses the Receiver and Transmitter to increase the volume of someone speaking. Similar to using a microphone and small speaker system.

T30 Transmitter



1. Make sure there are two charged AA batteries in the transmitter.
2. Plug the microphone cord into the "Mic" jack on top of the Transmitter.
3. Place the Transmitter in the belt clip case provided.
4. Turn the power switch on top of the Transmitter to "On".
5. Clip the microphone onto the collar, lapel, or tie. It should be as close to the speaker's mouth as is practical.

The transmitter can be placed in a pants pocket, or clipped onto a belt or waistband. Make sure the transmitter is turned OFF when not in use.

Note: The microphone cord is the transmitting antenna. Do not bunch up the cord or wrap it around the transmitter. For maximum range, the cord should hang as straight as possible.

FM R32 Receiver



1. Make sure there are two charged AA batteries in the Receiver.
2. Plug the earphone or headphone in to the "Ear" jack on top of the Receiver.
3. Turn the power on by rotating the volume control knob on top of the Receiver.
4. Place the earphone in your ear.
5. Choose the correct channel using the right switch on the R32's back panel. Unless you have changed the Transmitter channel, set the receiver to channel 1. If the transmitter is on and turned to Channel 1, the FM Indicator light on the R32 will light.
6. Adjust the receiver volume control to a comfortable listening level. You should be able to hear someone speaking into the Transmitter microphone.
7. Adjust the receiver tone control to your needs. Lo- more low frequencies; Mid- some low frequency cut; Hi- maximum low frequency cut, emphasizes higher frequencies.
8. Place the Receiver in the belt clip case provided. The Receiver can be placed in a pants pocket, or clipped onto a belt, harness or waistband.

Note: The earphone cord is the receiving antenna. Do not bunch up the cord or wrap it around the receiver. For best reception, the cord should hang as straight as possible. Make sure the Receiver is turned OFF when not in use. The channel selector can be used to switch between an individual and a group channel.

Amplifier



1. Make sure the amplifier has a charged 9 volt battery in it.
2. Unplug the phone's handset from the back of the phone.
3. Plug the amplifier cord into the handset jack on the phone. Plug the phone handset into the amplifier.
4. The individual may adjust the volume down or up according to their hearing capabilities. Moving the volume button down makes it louder.
5. The Boost button will boost the volume if needed.
6. The Tone lever may be used to make the sound more clear as needed.

Ubi Duo

The UbiDuo™ is a communication device that enables deaf, hard of hearing, and hearing people to communicate with each other face to face.

To turn on the UbiDuo, press the green Power (PWR) button located on the right-hand side of each unit.

DC IN – Wall chargers connect here to charge the batteries or to power the UbiDuo

Reboot port – If the UbiDuo freezes or locks up, insert the end of a paper clip or safety pin here to reboot it.

Main Menu icons. You can select any of the icons by using either the Tab key or the up/down/right/left arrow keys. The menu icons are explained below.

Main Menu Icons

1 – Split screen chat. Start a chat session by pressing Enter when this icon is highlighted.

2 – Call (using Ubi4Tel feature). Connect the UbiDuo to a telephone line and place a call.

3 – In Range. See whether other UbiDuos are within range to start a conversation.

4 – Auto-Link. Use Auto-Link to automatically connect to other UbiDuos within range or to keep others from automatically linking to you.

5 – Settings. Check your settings or change your default settings.

6 – Saved conversations. Save a conversation or view saved conversations.

When the UbiDuo is first turned on, the Split Screen option is the default. To open the Split Screen and start a chat session, wait until the Auto-Link indicator appears (a buckled seatbelt), and press Enter.

NOTE: Both UbiDuo units must be on to start a chat session. The following error message will appear if only one unit is on. See the Troubleshooting section of this manual if this appears.

Changing font size – To change the size of the text on your screen, press Tab six times to highlight the Font Size icon (a number with down arrow), and press Enter.

When you change the size of your font after you have already started typing,

- all of the text on both halves of your screen will change (what you have typed and what your chat partner has typed at the bottom of your screen).
- function key menus will be changed to that size font also.
- it will not change the size of the font on your chat partner's unit. They must change the size of the font themselves on their unit.

NOTE: Font size defaults to 16-point font. To change the default so that text always appears larger, review the Settings section of this manual. To change the font to another size, press Tab six times to highlight the Font Size icon again and press Enter.

TTY (Miniprint 425)

The Text telephone or TTY uses the Relay Missouri service.



Placing a Call:

1. Turn on the TTY using the **On** button at upper right.
2. To place a call, press the dial key by holding down the **Ctrl** key and pressing the **1** key.
3. **Dialing Pattern: Test your office's dialing pattern by typing either an 8 or a 9 before typing the Relay Missouri** telephone number (either 711 or 8007352966) Use the **Backspace** key to correct mistakes. Press the **Return** key to dial the number.
4. When you see the Relay Operator/Communication Assistant's (CA) employee number scroll across the screen, CA xxxx, type the phone number of the person you are trying to reach. The operator will use "GA" for "go ahead" when it is your turn to communicate.
5. The Relay Operator will reply with "ringing...", "busy signal.." or "answering machine..." and will type any response from the person receiving the call.
6. Type your message and when your conversation is finished, you can type SKSK to signal the end of the call and turn **Off** the Miniprint 425.

TTY Conversation Etiquette

GA When you talk with another person by TTY, you type while the other person reads. When you want the other person to respond, type GA for "Go Ahead". (Don't type while the other person is typing. Wait for "GA")

GA or SK To say goodbye, type GA or SK. This gives the other person a chance to say any last words before ending the conversation.

SKSK Type SKSK to end the conversation.

Q Some people prefer to type Q instead of a question mark because it saves time and it is easier to type.

GA	Go Ahead	PLS	Please
SK	Stop Keying	Q	Question Mark
CD	Could	R	Are
CUL	See you later	SHD	Should
CUZ	Because	THX	Thanks
HD	Hold	TMW	Tomorrow
MTG	Meeting	U	You
NBR	Number	UR	Your
OIC	Oh, I see		
OPR	Operator		

Relay Services

Instructions to place a call to a person who is Deaf using your desk phone and the free service of **Relay Missouri**.

- 1) Dial either **711** or **1-866-735-2460** from your desk phone. (long distance rates will apply if the person's phone number is long distance from your location)
- 2) You will get a Relay operator who will ask for the number you wish to call. The operator then dials the Deaf person's phone number and will tell you 1) if the phone is ringing, 2) when someone has answered, and 3) what the response is on the line. If an answering machine picks up, the Relay operator will convey that as well.
- 3) Communicate as you usually would by phone speaking directly to the person you are calling rather than the operator. The Relay operator will type your message to the Deaf person you are calling and then will speak the Deaf person's response and communication back to you. If there is an answering machine, the Relay operator will let you know and you can leave a message.

Telecommunications Relay Services

IP Relay, TRS, VRS, CapTel etc.