

# VERA

## Technical Notes and Installation Guide

*Freedom Scientific BLV Group, LLC.*

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## **Introduction**

Welcome to VERA!

This Technical Note and Installation Guide is intended for use by technically oriented dealers, rehabilitation professionals, and users. It contains technical information on VERA and the keypad, as well as, information on how to connect VERA to a TV or Monitor.

## **Items Packed with VERA**

You have purchased a complete VERA reading system, which includes a keypad, reader, and scanner. There may also be a TVator, used to connect VERA to a TV, if it was ordered to go with this system.

### **Other items:**

- Audio Cassette Tape: Getting Started Using VERA
- User's Guide
- Technical Note and Installation Guide
- Power Cord
- Scan Test Page (on scanner)

## **What VERA Can Not Read**

VERA cannot read handwritten or hand-printed material. If there is a signature on a typewritten letter, VERA reads the letter but not the signature. If the signature is written over other printed words, for example - the closing "Sincerely yours," the letters touched by the signature are not read correctly.

VERA may have trouble reading some printed forms because borders are often used to surround the text. VERA sometimes ignores text that is too close to vertical or horizontal lines or words surrounded by a box.

You will have difficulty using VERA to read box scores on the sports or stock market pages of a newspaper. Even if VERA reads most of the text correctly, it may be hard to determine the meaning.

## **To Set Up VERA**

Connect the power cord to the back of the Reader. The correct socket is on the far, lower right side of the wooden case.

It is essential that you "**unlock**" your scanner before using it. The Scanner lock is located near the front on the right side of the wooden case. Turn the lock knob counter clockwise (towards you) until it stops to unlock the scanner.

It's not necessary to lock the Scanner after each use. However, if you move the Scanner any significant distance or return it for service, be sure to re-lock it.

To **re-lock** the Scanner, turn the lock knob clockwise (away from you) until it stops. Remember not to over tighten the knob when unlocking or locking the scanner as this may damage the unit.

### **Turning VERA On and Off**

To start VERA, press the red button on the front of the wooden case. Warm-up takes about 1 minute.

Note: Do not press any of the keys on the keypad during warming-up. This will prolong VERA's warm-up phase.

When it's ready, VERA will say, "*Welcome to VERA. Press the Scan key to scan or the Read key to read.*"

This indicates VERA is ready for scanning or reading.

To turn off VERA, press the Off key on the keypad once. VERA will say, "*press the Off key again to turn off VERA or press any other key to continue reading.*" Pressing and holding down the Off key a second time performs a system shut down.

### **Using the Help Key to Understand the VERA Keypad**

The VERA keypad has an audio help feature that explains aloud the function of each key. The Help key is on the keypad's second row to the far right. For easy identification, this key is yellow with a raised question mark symbol on its surface. To activate the help mode, press the Help key once, then press the other keys to identify and explain each key's function on the keypad. Press the Help key again to return to normal keypad function.

### **Reading Paragraphs vs Tables**

Most of the time words are arranged in paragraphs, but occasionally words are arranged in tables. Use the Mode key to choose between *Primary Reading Sequence*, which reads words arranged in paragraphs or *Alternate Reading Sequence*, which reads words arranged in tables. The Mode key is the first key in the first row on the left. Press this key to switch between each reading sequence.

### **Adjusting Reading Speeds**

VERA has 7 reading speeds. Every time you press the Speed key, VERA's reading voice changes to a new speed that cycle from slowest to fastest, then back to slowest. Press the Speed key, which is the second key in the first row, until you find a comfortable reading speed.

## **Magnifying Display Text**

You change the size of text displayed on a TV/Computer monitor by pressing the Size key. VERA uses 7 size adjustments that cycles from smallest to largest, then back to smallest. Press this third key in the first row until you find a comfortable reading size, then press the Read key to resume reading.

## **Changing Display Text and Background Color**

You change the text and background color on a TV/Computer monitor by pressing the Color key. Pressing the fourth key in the first row scrolls through the following text on background color combinations.

- Black text on a white background
- White text on a black background
- White text on a blue background
- Blue text on a white background
- Lime green text on a black background
- Yellow text on a black background
- Black text on a yellow background

To resume reading, press the Read key.

## **Managing File Folders**

You manage file folders with the File key, which is the second key in the second row. The current version of VERA allows for 10 file folders with multiple pages in each folder. Press the File key to cycle through each file folder.

If the file folder contains a document, VERA will read the first sentence of that document.

If the file folder is empty, VERA will only read the file folder and its number.

### *Creating File Folders*

VERA announces each file folder with its corresponding number. There is no alternate naming system. Initially, VERA has 2 folders created, File Folder 1 and File Folder 2.

The first document(s) you scan are placed in file folder number 1. The second folder remains empty until you scan an item into it.

To create additional file folders:

1. Press the File key once; VERA announces the new file folder number.
2. Press the Scan key to scan your documents into the new file folder.
3. Press the Read key to read your newly scanned documents.

4. Press the File key again. VERA creates the new file folder to which your next set of scanned documents is stored.

As you press the File key, VERA will cycle through each file folder of scanned documents creating one additional empty folder.

Here are some scenarios that will assist you in understanding the File Folders System:

You receive a new VERA unit. When pressing the File Key you discover 2 file folders. Both have no pages. As you press the File Key, VERA cycles through each file folder and says, "File Folder 1, File Folder 2." You now scan a document into File Folder 2. The next time you cycle through the folders There will be 3 file folders; File Folder 1, which is empty, File Folder 2, which contains a scanned document, and File Folder 3, which is empty.

You have 5 folders of scanned material. In File Folder 2, you scanned the book "NASA the 21<sup>st</sup> Century". You decide that you no longer want the book and press Erase Key, followed by the File Key twice. This erases the contents of the folder, but not the folder itself. You still have 5 folders, but now File Folder 2 is empty.

### *Erasing a File Folder*

Erasing the contents of a file folder does not erase the file folder.

Use the Erase key, which is the first key in the second row, to erase either a page or an entire file folder.

Press the Erase key twice to erase the current page.

Press the Erase key, then press the File key twice to erase the current file folder.

If, after you press the Erase key once, you decide not to erase, press any key except the Erase or File key.

### **Selecting Different Languages**

VERA is capable of reading English, French, or Spanish documents that are scanned into VERA. Press the Lang (Language) key, which is the third key in the second row, to select a language and then press the Read key to start reading in the selected language.

### **Spelling a Word that Sounds Difficult**

Use the Spell key to spell out a word you find difficult to comprehend. VERA spells out the word that is currently being read, then repeats the word. The Spell key is the fourth key in the second row.

## Scanning and reading with VERA

1. Place your reading material print-side down on the scanner glass plate. Square the page against the raised right and rear edges of the glass.
2. Press the Scan key, which is on the keypad's bottom left.

Note: VERA will say, "Scanning." When scanning is complete, VERA will say, "Preparing Page#," while it analyzes the words on the page. When VERA is finished analyzing, it will say, "Done, press the Read key to read page# or the Scan key to scan the next page." If you are using a television or monitor, the page will display on the screen.

3. Press the Read key, which is at the keypad's bottom center. VERA will read the page aloud.
4. Press the Stop key, which is on the keypad's bottom right, to stop reading or scanning.

Note: If you press the Stop key while scanning a page, VERA will say, "Scanning has been stopped." If you press the Stop key while reading a page, VERA will stop reading aloud.

## Using a Recorder and/or Headset with VERA

There are two 1/8 inch jacks on the front panel between the On/Off button and the Volume control knob.

When either a headset or recorder is plugged into the left jack, the speaker is turned off so you can use VERA without disturbing others.

These two jacks can be used in several ways:

1. To use a headset and listen to VERA read without the use of the external speaker, plug the headset in the left jack.
2. Plug a tape recorder into this left jack to have VERA record a tape that can be played later.
3. In order to listen through the speaker and record at the same time plug the tape recorder into the right jack.
4. If you want to record and listen without the speaker (privately) plug the recorder into the right jack and the headset into the left jack.

## **Appendix**

### **Display Monitor**

1. Place the Display Monitor on a flat surface.
2. Connect the Display Monitor cable to the monitor/TV port found just right of the power port on the backside of the unit.

Tip: If the cable connector does not seem to fit well, turn the cable connector over.

3. Tighten the screws on the connector.
4. Connect the Display Monitor power cord to the monitor.
5. Plug the Display Monitor power cord to AC power.

### **TV Monitor**

1. Place the TV Monitor on a flat surface.
2. Connect the TV Adaptor cable to the TVator<sup>®</sup> TV port, then connect the other end to the monitor/TV port found just right of the power port on the backside of the unit.

Tip: If the cable connector does not seem to fit well, turn the cable connector over.

3. Tighten the screws on each connector.
4. Connect the video wire to the TVator video port and connect the other end to the TV video port.
5. Press the TVator power button.

Note: For more information on using your TVator, please refer to your TVator instructions.

### **Warranty Information**

Freedom Scientific BLV Group, LLC. warrants that the magnetic media the software is recorded on, the product's Documentation, and any hardware provided by Freedom Scientific, are free from defects in materials and workmanship under normal use. Freedom Scientific warrants that the product will perform substantially in accordance with the specifications set forth in the Documentation, and will process a specific sample data (the "Recognition Test Image") with the specified standard of accuracy for the leading image scanners in proper working order. Some documents may be processed with a high degree of accuracy. However, poor quality documents, certain typefaces, complex layout, lower resolutions and poor quality or irregular image scanners may make it difficult or impossible for the products to process pages with satisfactory accuracy. As a result, Freedom Scientific performance warranty is based on the system's handling of the Recognition Test Image.

## **Duration of the Warranty**

The warranty described above is made for a period of one (1) year from the date the products are delivered to you as the first user.

## **Repair or Replacement**

Freedom Scientific will repair or replace any hardware, software, documentation or magnetic media that proves defective in materials, workmanship, or must be corrected to achieve warranted performance, without additional charge, on an exchange basis, as described below.

## **Final Remedy**

If Freedom Scientific is unable to replace defective hardware, documentation, or defective media, or if Freedom Scientific is unable to make the product perform to its specifications within a reasonable time, Freedom Scientific will either replace the entire package with a similar product or refund the purchase price of the package.

## **Exclusions**

Freedom Scientific does not warrant that the product will meet your requirements or that its operation will be uninterrupted or error free. The warranty does not cover component or part of the product that has been subjected to damage or abuse, or that has been altered or changed in any way by you or others. Freedom Scientific is not responsible for problems caused by changes in the operating characteristics of the computer hardware or operating system, or any upgrades or modifications to these items that are made after the delivery of Freedom Scientific's product to you.

## **Warranty Limitations and Freedom Scientific Liability**

Any implied warranties, including any warranties of merchantability or fitness for a particular purpose, are limited to the term of this express warranty.

Note: Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.

FREEDOM SCIENTIFIC shall not, in any case, be liable for special, incidental, consequential, indirect or other similar damages arising from any breach of these warranties even if Freedom Scientific or its agent has been advised of the possibility of such damages.

Note: Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

## **Your Obligations**

You may call the Freedom Scientific Technical Support Department for assistance or authorization to return any defective item to Freedom Scientific during the warranty period. Technical Support hours are 8:00 a.m. to 8:00 p.m.

Eastern Time, Freedom Scientific holidays excepted, and the telephone number is (727) 803-8600. Collect calls will not be accepted. The Technical Support representative will help you diagnose and correct any apparent problem. You may be asked to run certain diagnostic tests.

If a Freedom Scientific's Technical Support representative is unable to correct your problem by telephone, you will be given a return authorization number and an address for returning the defective item for warranty service or replacement. You must include proof of your purchase date such as a copy of your receipt or invoice. Also, you are responsible for any shipping and insurance costs associated with returning the defective item.

### **Other Warranty Conditions**

The warranties set forth above are in lieu of all other warranties, whether oral, written, express, or implied, and the remedies set forth above are your sole and exclusive remedies. Only an authorized officer of Freedom Scientific may make modifications to this warranty, or make additional warranties binding on Freedom Scientific. Accordingly, additional statements such as advertising or presentations, whether oral or written, do not constitute warranties by Freedom Scientific and should not be relied upon as such. This Warranty gives you specific legal rights, and you may also have other rights that vary from state to state.

### **Troubleshooting VERA**

**Question:** Why is the indicator light on the scanner flashing red and when I press the scan key the scanner won't scan and VERA says, "*scanning...Please note scanning failed, OK.*"

1. Turn off VERA by pressing and holding the On/Off button.
2. Unlock the scanner. Locate the Scanner Lock. This is the round hole on upper left side near the back of the unit. Using a flat-head screwdriver, turn the Scanner Lock clockwise. This unlocks the scanner.
3. Note: It is not necessary to lock the Scanner after each use. Lock the Scanner only if you are moving it a significant distance or returning it for service.
4. Restart VERA.

**Question:** After pressing the Scan key, VERA doesn't scan and says nothing.

1. Check to see if the scanner is on. You should hear the scanner "start up" when you press the power switch, and there should be a green indicator light in the front.
2. Turn off VERA and check the power cable to make sure it is securely plugged into both the wall socket and the unit socket.
3. Check that the scanner is unlocked. Follow the steps outlined above to unlock the scanner.

If these solutions don't solve your problems, please contact your dealer or Freedom Scientific.

### **Technical Support**

Our Technical Support staff provides assistance for the initial setup of VERA and other Freedom Scientific products. Ongoing Technical Support is available for those user's who purchase and register VERA. Before calling Technical Support, please visit our website at <http://www.FreedomScientific.com> or email us at [HardwareSupport@FreedomScientific.com](mailto:HardwareSupport@FreedomScientific.com). Our Technical Support phone number is (727) 803-8600. When calling Technical Support, please have your VERA serial number ready.

### **Website**

Freedom Scientific has an Internet website that has additional sources of technical support and information. You can use your computer and modem to download software programs, technical bulletins, and product updates from these sources. You can find the Freedom Scientific website at <http://www.FreedomScientific.com>.

VERA has a 30-day money back guarantee and a standard one year warranty against manufacturers defect from date of receipt.

Please call Technical Support at (727) 803-8600 and talk to a specialist who will assist you in troubleshooting any problem.

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