

# Lightwriter SL40 Connect

## *User Guide*



LIGHT! WRITER®  
SL40 CONNECT

This is a User Guide for Lightwriter SL40 Connect.

For updates or additions, visit our website at <http://www.toby-churchill.com>

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For support and assistance outside of the UK, please contact your local supplier, details can be found on the base of your Lightwriter.

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## ***Note to UK customers:***

Your Lightwriter has been delivered with an O<sub>2</sub> pay-as-you-go SIM card already fitted, which includes a balance of £10. This means you can begin to use the Lightwriter's built-in phone straight away. Alternatively, you can change the SIM card to one from a current mobile phone or purchase a separate one just for your Lightwriter.

Once the £10 on your SIM card has run out you will need to add more credit to continue sending SMS message and making audio calls. For more information on adding credit, the costs of SMS messages and calls, and anything else related to your SIM card, please see the O<sub>2</sub> user guide supplied with the SIM card.

If you make a lot of audio calls on your Lightwriter, your supplied pay-as-you-go O<sub>2</sub> SIM card may become expensive to use. Replacing it with a monthly contract SIM card may be more economical. See **Fitting a SIM card** for information about changing the SIM card in your Lightwriter.

Your Lightwriter also comes with the Toby Churchill Ltd Technical Support numbers in the **Contacts** activity. You can send us an SMS message or call us for help. (Don't forget to include a mobile or landline number in your SMS message for reply).



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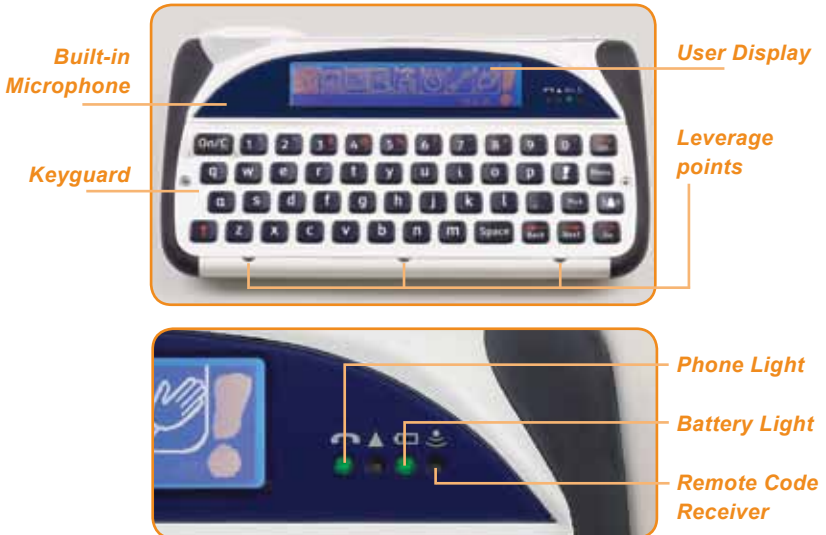
# Welcome to your Lightwriter

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The Lightwriter SL40 Connect is a text-to-speech communication aid with a difference. It makes typing and talking quicker and easier, but also lets you:

- speak using high quality Acapela voices.
- make audio telephone calls and send SMS messages using the built-in phone.
- record infra-red codes to control equipment around your home, such as televisions and stereos.
- write and save long notes and speak them later.
- store contact information for your friends and family.
- set alarms to wake you up or remind you of events.

## Your Lightwriter



*Remote Code Transmitter*



*Partner Display*

*Loudspeaker*

*Memory Stick Port*



*Charging Socket*

*Charging Light*

*External Microphone Socket*



*Headphone Socket*

*SIM Card Slot*



*Mounting Points*

## **Quick Tip**

*Your Lightwriter may have protective films covering both displays. You should remove them before using your Lightwriter.*

## What's in the Box ?

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There are a number of additional accessories included with your Lightwriter, which let you use and customise your communication aid. Check that all of these are in the box with your Lightwriter

**Charger** - Use this to charge your Lightwriter's battery. **You should charge your Lightwriter for 8 hours every night to always get a full day's use.** See **Charging your Lightwriter** for more information.

A charger for use in a car may also be available from your supplier.



### Quick Tip

*You should only use the charger supplied with your Lightwriter*



**Keyguards** - Your Lightwriter is supplied with three different keyguards, which can raise the area around your keys to help you type accurately. See **Your Keyboard** for more information.

**Toolkit** - Your toolkit contains a keyring, screwdriver, and the keyguard release tool. You will need to use these to remove your keyguard or change your SIM card.



**Memory Stick** - Use your memory stick to transfer pieces of text and system backups between your Lightwriter and your computer. See the **Memory Sticks** activity for more information.

**Carry Bag** - Use your carry bag to move your Lightwriter and all of its accessories around securely.





## Additional Accessories

**SIM Card** - If you want to use your Lightwriter's built-in phone to send SMS messages and make audio calls, you will need a SIM card. See **Fitting a SIM Card** in the **Phone** activity for more information.



A dedicated range of robust accessories are also available for the Lightwriter. These will let you mount your Lightwriter on a wheelchair or stand, or use a strap set or alternative carry bags to make it easier to transport and use. Contact your supplier for more information on all of the extras which are available for your Lightwriter.



### Quick Tip

*Contact your supplier if you need a replacement for any of the Lightwriter accessories.*

## Charging your Lightwriter

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Before turning on your Lightwriter for the first time, you should plug in the charger. You will need to leave your Lightwriter on charge for 12 hours before it is ready to be used.

Your Lightwriter should then be fully charged for 8 hours every night so that you always get a full day's use.

Plug the charger into the socket shown on the left side of the Lightwriter. The battery light will be green to show that the Lightwriter is receiving power.




### Quick Tip

*You should only use the charger supplied with your Lightwriter.*



The battery light on the front of your Lightwriter will also be green when the charger is plugged in. You can continue to use your Lightwriter whilst it is charging.

When your battery begins to get low on your Lightwriter, the battery light will change to amber and then red to alert you that you need to plug in the charger. An icon may also appear on screen: 

If the battery gets too low, your Lightwriter will turn itself off, and you must plug in the charger before you can turn it back on again. If you try to turn it on again without the charger, the battery light will turn red for 5 seconds, to show that the charger is needed.

## What the keys do

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As well as the letter keys for typing and talking, your Lightwriter has a few other keys to let you use all of the activities.

For information on changing how your keyboard works, for example using a hold or delay time on the keys or changing the layout, see the **Setups** activity.

### **On and Clear key**

This key will always turn on your Lightwriter if it is in **Suspend mode** or turned off. If you need to restart your Lightwriter, hold down **On/C** until the display turns off (this can take up to 20 seconds) and release.

Once your Lightwriter is turned on, **On/C** will cancel what you are doing and take you back to the previous screen.

When you are speaking or typing text, **On/C** will stop anything that is being spoken or clear the text line. If you make a mistake while you are typing, for example clearing the text line or selecting the wrong prediction, pressing **Shift-On/C** will undo the last action.

### **Activities key**

Pressing this key will always take you back to the **Activities Bar**.

If you are in a phone call, this key will give you the option to hang up.

### **Do key**


Pressing **Do** will select the highlighted item or speak the text you have typed.

Your Lightwriter can also speak any prompt text on screen which you have not typed yourself, for example menus or message screens, by pressing **Shift-Do**.




## *Back and Next keys*

Press these keys to move around menus and lists. When typing, the **Back** key will also delete the last character you have entered. Remember that you can delete the whole line at once with **On/C**.

To edit text, press **Shift-Back** or **Shift-Next** to move the cursor left or right without deleting anything, indicated by the arrows icon:  You must have **Navigation Lock** turned on in the **Setups** activity to do this.



## *Shift key*

Pressing the **Shift** key changes the action of the next key you press. It lets you enter capital letters and select the orange items on your keyboard, for example punctuation or help. An icon will appear on the right of the screen when you press **Shift**:  After the next key is pressed, **Shift** is automatically turned off again.

If you have **Caps Lock** turned on in the **Setups** activity, pressing **Shift** twice will change all of your text to capital letters.



## *Pick key*

When you are typing text, press **Pick** to see your list of phrases to make speaking quicker. You can also press **Shift-Pick** to see the symbol picker and select punctuation marks, symbols, and accents which are not shown on your keyboard.

In **Setups** the **Pick** key will always select the default factory setting.



## *Buzz key*

The **Buzz** key immediately produces a sound to help attract attention, and can be pressed at any time. **Shift-Buzz** will also produce an alternative sound. You can choose which sounds this key produces in the **Setups** activity.



## Menu key

Pressing the **Menu** key will always show you all of the things you can do in the current activity. For example, it will let you edit, delete, or save items such as notes and SMS messages.

**Shift-Menu** can also be used anywhere to see the quick setups menu. This lets you change your **Speech Volume** and **Display Brightness**.



## Number keys

As well as entering numbers as you type, you can also use the number keys to select items quickly from menus and lists. This can be a lot quicker than using the **Next**, **Back**, and **Do** keys. For example, on the activities bar pressing **4** will select the **Notebook** activity, and in the **Talk** activity **1**, **2**, **3**, and **4** select prediction words. Using the **Number** keys is an easy way to remember how to get to something without looking at every screen. For example, from the **Activities Bar**, pressing **7**, **2**, **1**, **1** will let you change the **Speech Volume**.

When you are typing, to enter numbers you will first need to press the **123..** key to turn on **Number Lock**.



## 123... and Help key

The **123..** key changes how your number keys work when you are typing text. The number keys will automatically select one of the predictions from the boxes below your text. If the **123..** key is pressed the number keys will enter numbers into your text instead, and an icon will appear on the right of the screen to show that you are in **Number Lock**. Press **123..** again to turn off **Number Lock**.

**Shift-123..** can be used anywhere to select **Help**, which will show a short description of the activity you are using.



## Letter and Space keys

Use the letter and space keys to type in text to speak. To enter a capital letter, press **Shift** before using the letter key. To change the order of your letter keys, see **Keyboard Layout** in the **Setups** activity.



## ***Punctuation and Accent keys***

Your keyboard may have additional punctuation, letter, or accent keys for your language. Adding punctuation to your text may make your speech clearer. Press **Shift** first to select the items shown in red. To make typing quicker, your Lightwriter will automatically add a space after . , ! or ?.

For accents shown without a letter, first select the letter you would like to use, for example e, and then add an accent, for example ^, to create the character ê. You can also press **Shift-Pick** to find more accents in the symbol picker if they are not shown on your keyboard.



## ***Silent Mode key***

Some keyboards may include a mute key. This is a quick way of turning **Silent Mode** on and off. See the **Setups** activity for more information about **Silent Mode**.

## Turning on your Lightwriter

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After charging your Lightwriter it will be ready to use. To turn it on press the **On/C** key. Your Lightwriter will take a few moments to start up.

If you do not use your Lightwriter or press any keys for a short time, it will turn off the displays and go into **Suspend** mode. This helps the battery to last longer. To wake the Lightwriter up again, press **On/C**. You can change when your Lightwriter goes into **Suspend** mode with **Suspend Time** in the **Setups** activity.

### *First Run Wizard*

The first time you turn on your Lightwriter, you may see this message.



This is the **First Run Wizard**, which will ask you a few questions to help you set up your Lightwriter. Use the **Next** and **Back** keys to view all of the options, and press **Do** to select one. Don't worry, you can change these later if you need to.

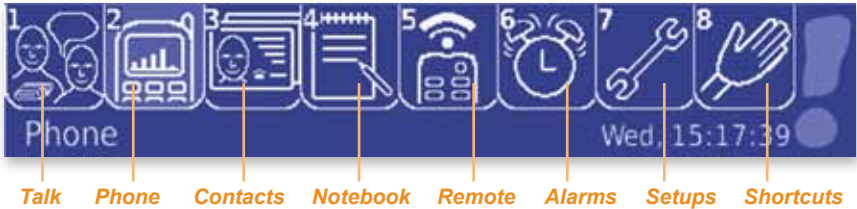
- **Voice** - Choose the Acapela voice you would like to use to speak. Remember, you can press **Shift-Do** to hear an example of each voice as you scroll through the list.
- **Speech Volume** - Choose how loud you would like your voice to be.
- **Buzz Sound** - Choose the sound you would like your Buzz key to make. You can use Shift-Do to hear an example of each sound.
- **Key Click Volume** - Changes how loud the clicks are when you press a key. Press **Next** to make them louder, or **Back** to make them quieter or turn them off.
- **Time** - Set the current time for the clock on your Lightwriter. This will let you set alarms. Set the hours and then the minutes.
- **Date** - Once you have set the time, set the day, month, and year for the date.

# Activities

This is the **Activities Bar**. It is the most important screen on your Lightwriter; everything on your Lightwriter is accessible from this main menu.



Pressing the **Activities** key will always return you to the Activities Bar.



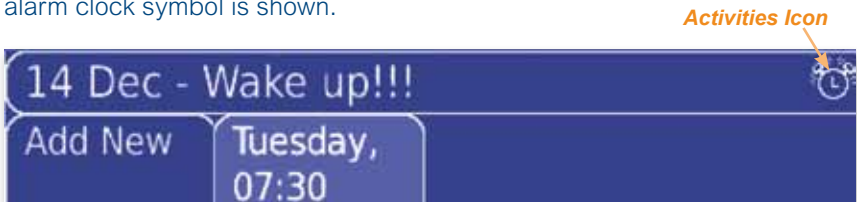
Each of the 8 activities have an icon on the **Activities Bar**. The day and time are also shown in the bottom-right of the screen.

To select an activity use the **Number** keys or **Next**, **Back**, and **Do**. Alternatively, just start typing text to enter the **Talk** activity automatically. The name of the highlighted activity will be shown in the bottom-left of the screen.

## Quick Tip

*You can get help on any screen by pressing **Shift-123..** This will give you more information about the activity you are using.*

The icons on the **Activities Bar** are also shown on the top-right of every other screen on your Lightwriter, to let you always see which activity you are using. For example, the screen below is in the **Alarms** activity, as the alarm clock symbol is shown.



See the next sections for more information about each activity.





## Talk

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The most important thing your Lightwriter does is speak the words you type. For this you need to use the **Talk** activity.



Anything you type will appear in the top half of the screen, and also on the out-facing partner display for your communication partners to read.

### Quick Tip

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*If your communication partner cannot read everything you have typed, you can adjust how much text is visible on the partner display with **Partner Lines** in the **Setups** activity.*


Underneath your text you can see four predictions, which update as you type and predict the word you are most likely to use next. Select a prediction with the **Number** keys or **Next**, **Back**, and **Do**.

To speak all of the text you have typed, press **Do**. You can choose whether your Lightwriter also speaks every word or every sentence automatically with **Speech Mode** in the **Setups** activity.


If you would like to make your conversation more private, you can also use **Second Conversation** to turn off the partner display. See **Things you can do with your text**.

## Typing

- **Capital Letters** - To type a capital letter, press **Shift** before selecting a letter key. When **Shift** has been pressed this icon will appear: 

If you want to type multiple capital letters, for example BBC or UNICEF, you can turn on **Caps Lock** by pressing **Shift** twice. Everything you type will be in capital letters until you press **Shift** again. When you are in **Caps Lock** this icon will appear: 

You can turn Caps Lock off, or use All Caps to make all of your text capital letters, in the Setups activity.

- **Numbers** - To enter numbers in the text screen, switch on **Number Lock** by pressing the **123..** key. A **123..** symbol is shown on the right of the screen when you are in **Number Lock**: 

Press **123..** again to turn **Number Lock** off. The number keys will select predictions when **Number Lock** is off. **Number Lock** is switched on automatically in text screens which do not have predictions, for example when entering a name or telephone number in the **Contacts** activity.

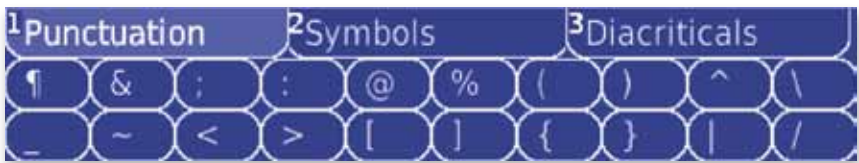
### Quick Tip

*The way you type text is the same in all of the activities on your Lightwriter.*


- **Undo** - If you make a mistake in **Talk**, you can undo it by pressing **Shift-On/C**. For example if you have accidentally deleted all of your text with **On/C**, **Shift-On/C** will restore it. It can also remove anything you have accidentally typed, a prediction you have selected, or an auto-correction. **Shift-On/C** can undo up to the last 20 entries.
- **Delete** - You can delete the things that you have typed by pressing **Back** to delete one character at a time, or **On/C** to delete the entire line of text.

- **Punctuation** - Commonly used punctuation and symbols are shown on the number keys in orange; to use them, simply press **Shift** followed by the number key. Punctuation used to end a sentence, for example . ? and !, will automatically be followed by a space.

To enter punctuation and symbols which are not shown on your keyboard, press **Shift-Pick** to see the symbol picker.



The symbols are shown in three groups. Use the **Next** and **Back** keys to see which symbols are in each group. When you see the symbol you need, press **Do** to select the group, and use the **Next**, **Back**, and **Do** keys to select the symbol. You can also use the number keys to select a group and the symbols on the top row.

- **Accents** - Depending on which language you are using, your keyboard may have additional diacritic letter or accent keys. Use these in the same way as normal letter keys.
- **Moving around your text** - To move the cursor left and right through your text without deleting anything, press **Shift-Back** or **Shift-Next** to turn on **Navigation Lock**. When you are in **Navigation Lock** this icon will appear: 

Once you get to the point you want to edit press any other key to turn **Navigation Lock** off and begin typing or deleting text again.

## Using predictions and word stores

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

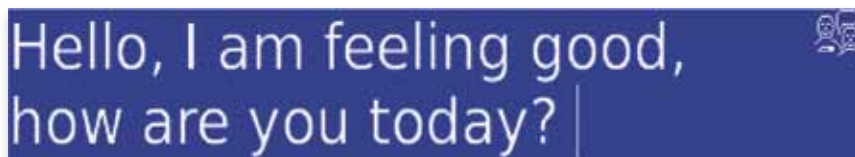
- **Predictions** - Your Lightwriter will automatically remember the words you use and the way you use them. As you type, it will then try to predict what you are most likely to say next. Your Lightwriter

already has a few words to get you started, but the more you type and talk, the more accurate these predictions will be.

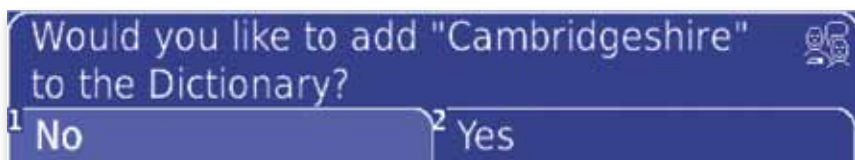
The four suggested predictions are shown in the square tabs. You can select a prediction by using the **Number** keys (make sure **Number Lock** is off), or **Next**, **Back**, and **Do**. If the word you want is not shown, begin to type the word until the correct prediction appears.



If you do not want to use predictions, see **Predictor Display** in the **Setups** activity to turn it off. Talk will then show two lines of text instead.



- **New Words** - Your Lightwriter has a huge dictionary, but some unusual names and words may be missing, for example Cambridgeshire. You will be asked to add new words to your dictionary after you have typed them three times. A word will not appear as a prediction until you add it to your dictionary.

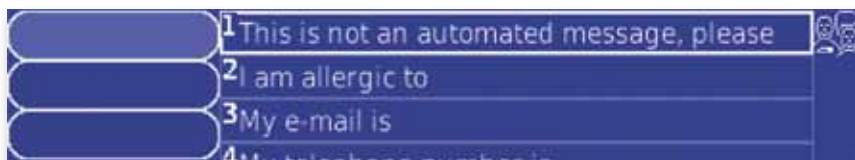


- **Phrases** - You can also save and use short pieces of text as phrases. To save a phrase simply type it in, press **Menu**, and select **Save as Phrase**. It's that simple.

### Quick Tip

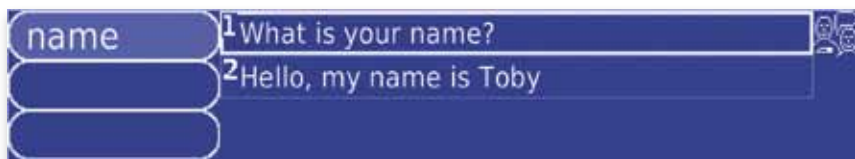
*Dictionary words, phrases, abbreviation expansions, auto-corrections, and speech exceptions can also be added, edited, or deleted in the **Words Stores** section of the **Setups** activity.*

When you want to use a phrase, press **Pick** to select it from the phrase picker. Your Lightwriter already has a few phrases to get you started.



All of your phrases are shown on the right of the screen. The most commonly used phrases will be shown at the top of the list. You can select a phrase using the **Number** keys or with **Next**, **Back**, and **Do**.

If you cannot see the phrase you would like to use, you can quickly search for it by typing in a key word. This will appear in the top box on the left of the screen. For example, to find the phrase **Hello, my name is Toby**, you may want to type in **Toby** or **name**, as these may be unique to this phrase.



You can enter more key words by pressing **Space**. If you want to delete a key word, press **On/C**.

- **Abbreviation Expansions** - You can create short abbreviations for phrases or longer words using abbreviation expansions. When you type in the short abbreviation, its expansion (the phrase or word) will appear in the prediction boxes. For example, you could create the abbreviation **tc** for **Toby Churchill**.

To save an abbreviation expansion, type in the whole phrase or word (e.g. Toby Churchill), press **Menu**, and select **Create an Abbreviation**. Type in your chosen abbreviation (e.g. tc) and press **Do** to save it.

### Quick Tip

*Abbreviations should not be the same as the beginning of a word. If **to** was the abbreviation for **Toby Churchill** instead of **tc**, every time you start to type **tomorrow**, **toast**, or **took**, **Toby Churchill** would be predicted instead.*

- **Auto-Corrections** - Your Lightwriter will automatically correct some common spelling mistakes for you, for example **hte** corrects to **the**.

You can also create your own auto-corrections if you find you consistently mistype a word. When you are asked to add the misspelt word to the dictionary, select **No** and you will be asked to add a correction for the word instead. Just select **Yes** and type in the word as you would like it to be spelt. Then if you make the same mistake again your Lightwriter will automatically correct it for you.

You can also create an auto-correction in **Word Stores** in the **Setups** activity.

- **Speech Exceptions** - You may want to change the way your Lightwriter pronounces some words. To do this, you need to create a speech exception in the **Word Stores** section of the **Setups** activity.

First type in the word that your Lightwriter is speaking incorrectly. Then try to type in the word as you would like it to sound. Try entering the word phonetically, or adding dashes or spaces to break up the word into sections. For example, **Liverpool** may sound better as **Liver-pool** or **Liverpoole**. Then the next time you type **Liverpool**, it will be spoken correctly.

## Things you can do with your text

Press **Menu** to see all of the things you can do with your text on the **Talk** line.



- **Save as Phrase** - This will save your current **Talk** line as a phrase. You can see your phrases by pressing **Pick** when you are typing.
- **Create Abbreviation** - This will let you create an abbreviation for all of the text you have typed. Remember to create an abbreviation which is not the same as the beginning of a word.
- **Forward as SMS** - This will let you send everything on the **Talk** line as an SMS message. You will be asked to confirm the text and choose a contact to send the message to. See the **SMS** activity for more information.
- **Second Conversation** - If you are interrupted during a conversation and would like to write a separate message without deleting everything on your **Talk** line, select **Second Conversation**. You will be given another blank **Talk** line to use. Once you have finished using **Second Conversation**, press **Menu** again and select **First Conversation** to return to the main **Talk** line. None of your text in either conversation will be lost.

**Second Conversation** can also be used if you want a conversation to be private. Any text you type will not appear on the partner display. Your text will also only be spoken if you press **Do**, even if it normally speaks every word or sentence automatically.



## Phone

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You can now communicate with more people using your Lightwriter's built-in phone. It can be used to send SMS messages and make audio calls, check your SIM balance, and listen to voicemail messages.



### Quick Tip

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*You will see the name of the network you're connected to above the menu in the **Phone** activity. It will also report if you are not connected to a network.*

### Fitting a SIM card

You must have a SIM card fitted in your Lightwriter to use all of the features in the **Phone** activity. Your Lightwriter is not locked to a network; you can use the SIM card from a current mobile phone or purchase a separate one just for your Lightwriter. If you make a lot of audio calls on your Lightwriter, using a monthly contract SIM card may be more economical. Note – you cannot use 3G only SIM cards (USIM) in your Lightwriter.

Fitting or changing a SIM card should only take a few minutes. You may need someone to help with this if you find precise hand movements difficult.



**1 Make sure that your Lightwriter is turned off.** You can use **Power Off** in the **Setups** activity for this. Your SIM card may be damaged if your Lightwriter is left on.

**2** Turn your Lightwriter over on a table or flat surface, so that the keyboard is face down and the screens are facing away from you. You will see the SIM holder on the right side of the Lightwriter. If you have any Lightwriter mounting plates over the SIM holder, you will need to remove these first.



*SIM Hatch*

**3** Using the screwdriver supplied with your Lightwriter toolkit, undo the two small screws on either side of the SIM holder, and remove the SIM holder cover. Keep these safe as you will need to replace them after you have changed your SIM card.



**4** Once you have removed the cover, you will see the SIM holder. Push the metal catch away from you to unlock the holder. Once you have unlocked the SIM holder, lift it up so that it is at right angles with the base of the Lightwriter.



**5** If there is already a SIM card in your Lightwriter, remove it by sliding it out of the SIM holder. Slide your new SIM card into the holder with the metal contacts facing towards you and the missing corner on the SIM card on the top-right. Do not force the SIM card into the holder, as this may cause damage.



## Quick Tip

*Handle SIM cards with care. Do not touch the gold-coloured contacts, let the SIM card get dirty, or let it come into contact with metal objects.*

- 6 Once your SIM card is all the way in to the SIM holder, lower the holder back down so it is flat and slide the metal catch back towards you. The SIM holder should now be locked closed, with the SIM card's missing corner on the bottom-right.



- 7 Put the SIM holder cover back over the SIM holder, and replace the two small screws on either side using the screwdriver supplied with your Lightwriter. You can now turn your Lightwriter back on by pressing **On/C**. You may also need to turn **Phone Power** on in the **Setups** activity.



It is a good idea to send a test SMS message to make sure your SIM card is working before reattaching any mounting plates.

## Phone Indicators

The phone icon on the **Activities Bar** has a signal indicator, which will tell you a lot about your Lightwriter's built-in phone. Your Lightwriter needs to be connected to a network to be able to send SMS messages and make audio calls.



**Network Connected** - Your Lightwriter is connected to your network, and you can make and receive SMS messages and audio calls. The more bars shown, the stronger your signal.

If these bars are hollow, there is no network connection available. You may be able to make calls to the emergency services.



**No Signal** - If there are no bars at all, your Lightwriter has no signal or network connection.

You will not be able to make any calls or send any SMS messages.



**Phone Off** - You will see a power icon if the built-in phone is turned off. See **Phone Power** in the **Setups** activity. (You may

also see the power icon for a short time after turning on your Lightwriter).

### Quick Tip

*If you try to send an SMS message without a network connection, it will be stored in your Outbox and sent once you are connected again. Any messages in your Outbox which have not yet been sent will be marked with an \*.*



**No SIM Card** - There is no SIM card fitted to your Lightwriter. You cannot use the built-in phone without a SIM card. See **Fitting a SIM card** for more information.



**Busy Mode** - If there is an arrow over the network bars, your built-in phone is in Busy Mode. This will automatically reject incoming calls and delay the receiving of SMS messages. See **Phone Settings** for more information.



**New SMS Messages** - If you can see an SMS icon underneath the network bars, you have received a new SMS message. The number tells you how many new messages are in your Inbox. Unread messages will be marked with an \* in your Inbox.

The phone light can also tell you about the status of your built-in phone.

**Green** - there is a new SMS message in your Inbox.

**Amber** - you are currently in an audio call.

**Red** - a PIN code is needed for your SIM card. See **PIN Codes** for more information.



## ***Balance Check***

This allows you to see how much credit is left on a pay-as-you-go SIM card. The remaining balance will be displayed. Please contact your service provider for more information on the charges for your SIM card.

Please note, balance check will not work with some contract SIM cards or some pay-as-you-go service providers, and in some instances you may need to make an audio call or send an SMS message to get this information.



## **Adding credit to your SIM card**

If you are using a pay-as-you-go SIM card you will use up credit as you send SMS messages or make audio phone calls. When this runs out you will need to add more credit. See the user guide supplied with your SIM card for more information on the different ways to do this. Please note, you do not need to top-up monthly contract SIM cards.

## PIN Codes

If you are using a SIM card with the PIN code turned on, you will be asked to enter it whenever you turn your Lightwriter or built-in phone off and on again. You will need to enter this code to use the Lightwriter's built-in phone. Please check the information received with your SIM card if you do not know your PIN code.



**WARNING:** If you enter the wrong PIN code three times, your SIM card will be locked and you will be asked to enter a PUK code to activate it again. Please contact your service provider to obtain the PUK code. You have ten attempts to enter your PUK code before your SIM will be blocked.

If you do not want to enter your PIN or PUK codes when you first switch on your Lightwriter, you can enter them later in the **Phone** activity. The rest of your Lightwriter will work as normal, but the phone light will be red to show that a PIN code is required before you can use the built-in phone.





## SMS

You can use the built-in phone to send short pieces of text as SMS messages, to anyone, anywhere.



### Send an SMS message

In the **SMS** activity select **Send SMS**.

- 1 Type in your message. All of the typing aids you are familiar with in the **Talk** activity will also work when writing your SMS, for example predictions, phrases, and the symbol picker. Press **Do** to confirm your message.
- 2 Choose a contact to send your SMS message to, or select **Enter Number** if you want to type in a number. Please note, you can only use the numbers 0-9, and the characters \*, #, and + in a phone number.
- 3 Confirm the details to send your messages.
- 4 If you have entered a new number to send your SMS message to, you will be asked if you would like to add it as a contact. Just enter a name and press **Do** to save.

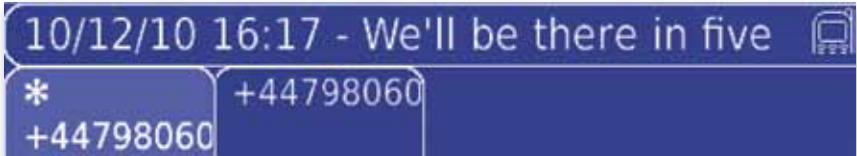
You can press **On/C** at any time when creating your SMS message to move back to the previous screen.

#### Quick Tip

*SMS messages can be up to 160 characters. If your text is longer than this, you will be asked if it is OK to send up to three SMS messages at once.*

## Inbox

Your Inbox contains all of the SMS messages you have received. The most recent ones are shown first, and any new messages will be marked with an \*.



Move between messages using the **Next** and **Back** keys and press **Do** to view one. To scroll through and read the message use the **Next** and **Back** keys.

### Things you can do with your Inbox messages

Once you have selected an SMS message, press **Menu** to see a list of things you can do with it.

- **Reply to SMS** - Lets you send an SMS message back to the sender of the message you are viewing. Just type a reply and press **Do** to send.

- **Use Details** - This will give you 4 ways of using your SMS message:

- **Call Contact.** Make an audio call to the sender of the message. Choose a phrase to start your call with and press **Do**.
- **Add Contact.** Add the number of the message's sender as a new contact. Simply enter a name and press **Do** to save.
- **Copy to Talk.** Copy the text in the message to the **Talk** activity to speak it. You can also speak the message by using **Shift-Do**.
- **Forward SMS.** Send the text in the message to a new contact.

### Quick Tip

*If finding messages in your Inbox becomes slow, delete some messages to make it quicker.*

- **Delete SMS** - This will permanently remove the SMS message from your Inbox. Once you have confirmed that you would like to delete the message, this cannot be undone.
- **Save as Note** - Save the text of the SMS message you are viewing as a note. The name or number of the sender, and the date and time it was sent will be suggested as a title for the note.

Saving an SMS message as a note means you can find it easily, copy it to your computer using the **Memory Stick** activity, and keep your Inbox clear.

## Outbox

Your Outbox contains all of the SMS messages you have sent. The most recent messages are shown first, and any messages waiting to be sent will be marked with an \*.



Move between messages using the **Next** and **Back** keys and press **Do** to view one. To scroll through and read the message use the **Next** and **Back** keys.

## Things you can do with your Outbox messages

Once you have selected an SMS message, press **Menu** to see a list of things you can do with it.

- **Forward SMS** - Lets you send the text in the message you are viewing to a new contact.



- **Use Details** - This will give you 3 ways of using your SMS message:
  - **Call Contact.** Make an audio call to the person the SMS message was sent to. Choose a phrase to start your call with and press **Do**.
  - **Add Contact.** Add the number of the person the message was sent to as a new contact. Simply enter a name and press **Do** to save.
  - **Copy to Talk.** Copy the text in the message you are viewing to the **Talk** activity, where you can speak it. You can also speak the message by using **Shift-Do**.
- **Delete SMS** - This will permanently remove the SMS message from your Outbox. Once you have confirmed that you would like to delete the message, this cannot be undone.
- **Save as Note** - Save the text of the SMS message you are viewing as a note. The name or number of the recipient, and the date and time it was sent will be suggested as a title for the note.

Saving an SMS message as a note means you can find it easily, copy it to your computer using the **Memory Stick** activity, and keep your Outbox clear.



## Audio Phone

**Audio Phone** lets you make telephone calls on your Lightwriter to speak to anyone, wherever they are.

To start making calls, select **Audio Phone** in the **Phone** activity.



### Making an Audio Call

To start a new phone call, select **Call** from the **Audio Phone** activity.

**1** Choose a contact to call, or select **Enter Number** if you want to type in a number not saved as a contact. Please note, you can only use the numbers 0-9, and the characters \*, #, and + in a phone number.

**2** To speed up your communication, you can select a phrase which will appear when the call begins. Either select an item from your stored phrases, or enter some new text. When the call begins, press **Do** to speak the phrase.

**3** Finally, you will be asked to confirm all of these details to begin the call.

#### Quick Tip

*To speed up your communication, you may want to store some useful phrases before a call begins. You can then use these phrases during the call by pressing **Pick**.*

### Receiving an Audio Call

When someone calls you, an alert will appear showing the name or number of the caller. You can either accept (answer) or decline (cancel) the call. Pressing **On/C** or the **Activities** key will automatically decline the call. You

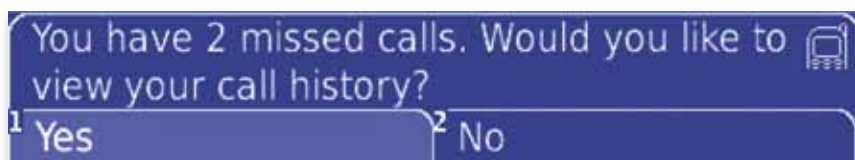
will be returned to the activity you were using once the call has ended.



If you do not want to receive any audio calls or SMS messages for a short time, you can turn on **Busy Mode** in **Phone Settings**. This will automatically reject any incoming calls, so you are not interrupted. You can still make calls and send SMS messages when **Busy Mode** is turned on.

## ***Missed Calls***

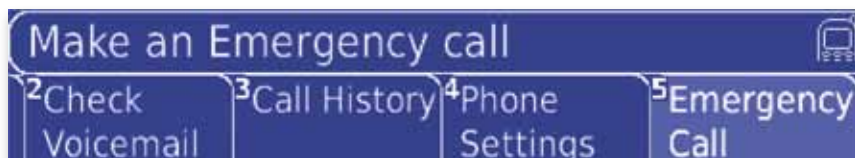
If you do not accept or decline an incoming call, an alert will notify that you have missed a call. Select Yes to view the number and time of your missed call in the **Call History**, or clear the alert with **On/C**.



## ***Emergency Calls***

To quickly begin a call in an urgent situation, select **Emergency Call**. The number you have set in the **Emergency Number** setting will be automatically dialed, and the phrase you have selected in the **Emergency Phrase** setting will be automatically shown on screen once the call has begun. See **Phone Settings** for more information.

**Emergency Call** is an advanced feature; make sure you have **Advanced** set to **On** in the **Setups** activity if you would like to use it.

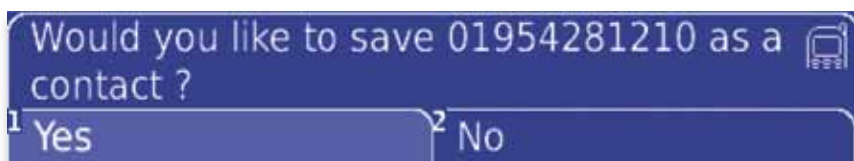


## Ending a Call

Press **On/C** or the **Activities** key to end a call.

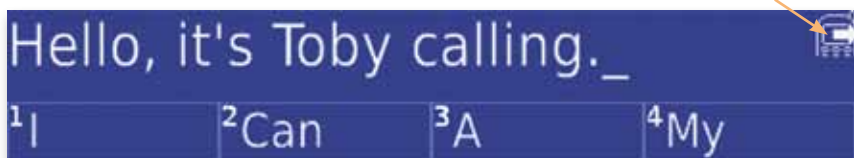
If you accidentally leave your Lightwriter in a call, the call will automatically be ended if no keys are pressed for the amount of time selected in the **In-Call Timeout** setting.

You will be asked to add unknown numbers as a contact after a call is ended. Simply type a name for the number and press **Do** to save. These numbers will also be available in **Call History**.



## During a Call

Once a call has been answered, the phone light will change to amber to show that you are in an active call. There will also be a call activity icon on screen.



You can type and talk as normal when you are in an audio call. Your call partner will hear your speech, key clicks, and background noise down the phone line, and their speech will be heard through the Lightwriter's loudspeaker.

If you do not want those around you to be able to hear your call, you can turn the

### Quick Tip

*All of the typing aids you are familiar with from the **Talk** activity, for example word predictions, phrases, auto-corrections, and symbols will also work in audio calls. To save time during the call you will not be asked to add new words to the dictionary.*

**Loudspeaker** off in **Phone Settings**, and use headphones to hear the caller instead. Nothing will be heard through the Lightwriter's loudspeaker.

Your call partner can hear any ambient sounds and vocalisations using the built-in microphone. If you find the Lightwriter's built-in microphone inconvenient to use, you may also use an external microphone instead. Simply plug one in to the microphone socket and turn the built-in microphone off in **Phone Settings**



Any phrases which you use during a phone call will automatically appear at the top of the phrase list the next time you are in a call. This means that your phone-related phrases are quick and easy to access.

### Things you can do in an audio call

Press **Menu** to see the list of other things you can do in a call.

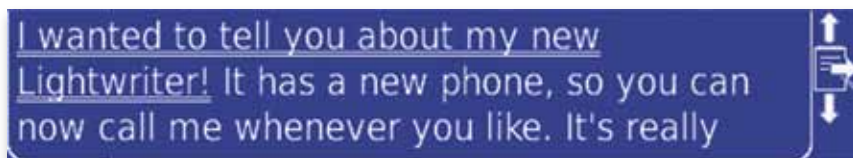


- **Private Conversation** - This will let you have a short conversation with someone nearby without your speech being heard over the phone line. Type your message and press **Do** to speak as normal. The caller will hear a tone to tell them that you are busy.

### Quick Tip

*If you want to quickly return to the main call from any other screens during an active call, press **Menu** and select 'yes', or press **On/C** to go back one step.*

- **Notes** - This will let you speak anything stored in the **Notebook** activity. It can be useful to prepare longer pieces of text which you may want to speak during a call. Remember, it is important to break up your text with punctuation, to make it easier to speak.



Select a note using **Next**, **Back**, and **Do**. The underlined text will be spoken when you press **Do**. The underline will then automatically advance to the next piece of text to be spoken. You can skip or repeat bits of text using the **Next** and **Back** keys.

You can change how your notes are spoken during a phone call by using **Phone Notebook Mode** in the **Setups** activity. See below for more information.

- **Contacts** - This will let you speak a contact name and number during a call. Select a contact using **Next**, **Back**, and **Do** to display the name and number. Use **Next** and **Back** to move the underlined section and **Do** to speak.



- **Remote** - This will let you use your remote codes during a call. You may want to use these to turn off your television or mute your stereo. Use **Next**, **Back**, and **Do** to select and transmit a code.

## Shift-Menu Quick Setups


Just as pressing **Shift-Menu** to see the quick setups menu when using the other activities on your Lightwriter lets you adjust the **Speech Volume** and **Display Brightness**, during an audio call pressing **Shift-Menu** will let you adjust the following setups:



- Phone Incoming Volume
- Phone Speech Volume
- Microphone On/Off
- Loudspeaker On/Off

Select one of these setups and adjust them as normal, using **Next**, **Back**, and **Do**. For more information about each of the setups, see **Phone Settings**. Don't worry, any changes you make here will not be saved; once the call has ended, the setups will return to their previous setting.

## Number Tones

If you need to select numbers to navigate a menu, for example if you call an automatic company helpline, you will need to turn on **Number Lock** by pressing **123..** A **123...** icon is shown when **Number Lock** is on:  Your Lightwriter will then produce silent tones when you press the number keys, \*, or #, to let you use these menus.

## Voicemail

You can connect to your voicemail service to see if you have any new messages by selecting **Check Voicemail** from the **Audio Phone** menu. Your voicemail number should be set up automatically, but you can change the number in **Phone Settings** if you need to.



Once you have connected to your voicemail, follow the instructions given by the network.

When you have finished checking your voicemail, end the call as normal.

The first time you use your voicemail you may need to set up a greeting message. Saving this message as a phrase before starting the call may make this easier.

### Quick Tip

*During a Voicemail call **Number Lock** is automatically turned on so that you can use the call menus with the number keys, \*, and # to access your messages.*



## Call History

Details about your calls, including the contact name or number, date, time, and duration, are recorded in **Call History**. There are three sorts of calls stored here:



- **Missed Calls** - Incoming calls which were declined or not answered.
- **Received Calls** - Incoming calls which were accepted.
- **Dialed Calls** - Calls which you have made from the Lightwriter.

Use **Next**, **Back** and **Do** to select an item and view its information.

### Things you can do with your call logs

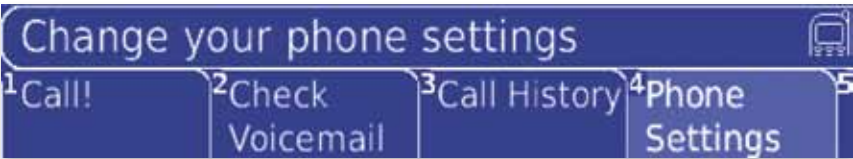
Once you have selected a call log, press **Menu** to see the options below:

- **Call Contact** - Call the contact shown. Select a start phrase and confirm to start the call.
- **Add Contact** - Add the number shown as a contact. Simply type a name and press **Do** to save.
- **Delete Call** - Permanently remove the call log from your **Call History**. Once you have confirmed that you would like to delete the call log, this cannot be undone.

You can also delete all of your missed, received, and dialed calls at once by selecting **Delete All History** in the main **Call History** menu. Once you have confirmed this it cannot be undone. This option will only appear if **Advanced Mode** is on.

# Phone Settings

Select **Phone Settings** within the **Audio Phone** activity to see a number of setups which change the way your built-in phone works.



Setting Name	Description	Values
Answer Phrase 1	Enter the phrase you would most often like to use when you accept an incoming call from a number saved as a contact. The phrase will appear and can be spoken when the call begins by pressing <b>Do</b> .	
Answer Phrase 2	Enter the phrase you would most often like to use when you accept an incoming call from a number not saved as a contact. You may want to explain that you are using a communication aid. The phrase will appear and can be spoken when the call begins by pressing <b>Do</b> .	
Microphone	Switching the built-in microphone on will let your call partner hear background noise from around you. This is useful if you wish to communicate by speaking as well as using the Lightwriter speech or if anyone else is also speaking. You may want to turn it off if you are in a noisy environment, for example in public places or in a car.	On, Off
Loudspeaker	If you would like your call to be private, you can turn the loudspeaker off. You will need to plug in some headphones instead to hear the caller.	On, Off

Advanced Phone Settings		
Busy Mode	Turn <b>Busy Mode</b> on to stop all incoming calls and SMS messages. You may want to use this if you do not want to be interrupted. You will still be able to send SMS messages and make audio calls. When <b>Busy Mode</b> is turned off again, you will receive any outstanding SMS messages and be notified of any missed calls.	On, <b>Off</b>
In-Call Timeout	This sets the amount of time before your Lightwriter automatically stops a phone call if no keys are pressed. This is useful if you accidentally leave a Lightwriter in a call.	Off, 2, <b>5</b> , 10, 20 minutes.
Voicemail Number	This is the number your Lightwriter will dial to connect to your voicemail service. A number should be shown automatically. However if no number is suggested, or the suggested number does not work, you can change it to the correct number. Please check your SIM pack or contact your network provider to find this information.	
Emergency Number	Set the number you would like to use for emergency calls. See <b>Emergency Calls</b> for more information.	
Emergency Phrase	Set the phrase you would like to use when you begin an emergency call. See <b>Emergency Calls</b> for more information.	



## Contacts

This activity is like a phone book. You can use it to store the phone numbers or other contact information for the people you know.



### *Adding a new contact*

In the **Contacts** activity, select **Add New**.

- 1 Type in the name for your contact. Make sure that the name is unique, as you can only store one number for each name.
- 2 Enter the phone number, email address, home address, or other information for your contact. If you want to send SMS messages or make audio calls to your contact, the phone number can only include the numbers **0-9**, and the characters **\***, **#** and **+**.
- 3 Press **Do** to save the contact.

### *Browsing your Contacts*

To find a particular contact, simply start to type the person's name. All of your contacts which start with those letters will appear; use **Next**, **Back**, and **Do** to select the contact you want to view.

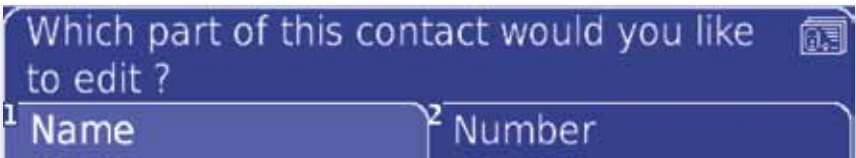


## Things you can do with your contacts

Once you have selected a contact, press **Menu** to see a list of things you can do with it.



- **Edit Contact** - You can edit both the name and the number for a contact. Select one and use **Shift-Next** and **Shift-Back** to edit the existing name or number. Press **Do** to save.



- **Use Contact** - This will give you 4 ways of using your contact:
  - **Send SMS.** Send an SMS message to your contact. Simply type in your message and press **Do** to send.
  - **Call Contact.** Make an audio call to your contact. Choose a phrase to begin your call with and press **Do**.
  - **Copy to Talk.** Copy the name and number of the contact to your **Talk** activity, where you can speak it. You can also speak them by using **Shift-Do**.
  - **Forward in SMS.** Copy the name and number of your contact into an SMS messages, and send it to someone else. You can edit the text before you send it.
- **Delete Contact** - This will permanently remove the contact. Once you have confirmed that you would like to delete the contact, this cannot be undone.



## Notebook

You can use the **Notebook** activity to store, edit, and speak longer pieces of text. You might want to prepare some speech before an appointment or just use it to store other text and information. The memory is large enough to hold your first novel.



As well as saving text you have typed on your Lightwriter, you can also transfer notes from and to your computer using a memory stick. See the **Memory Stick** activity for more information on how to do this.

### Adding a new note

In the **Notebook** activity, select **Add New**.

**1** Type in the text you want to save. All of the typing aids you are familiar with in the **Talk** activity will also work when writing a note, for example predictions, phrases, and the symbol picker. Press **Do** to confirm your text.

It is very important to use punctuation to break up the text if you are going to be speaking it aloud.

**2** Type in a title for your note. Make sure that the title is unique, as you can only store one note for each title. If you do not want to give your note a title, press **Do** on the blank screen and your Lightwriter will automatically save the first 10 characters of your note as the title.

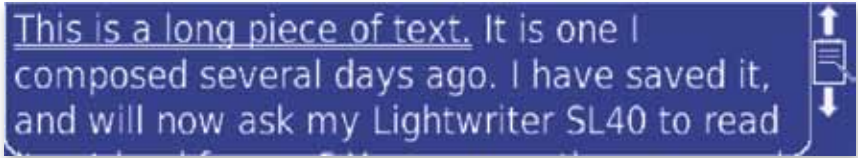
**3** Press **Do** to save the note.

### Quick Tip

*Notes can be useful to prepare a speech or for an appointment, such as before going to the doctors or the bank. It is also useful to prepare speech before making a phone call, if you know what you want to talk about.*

## *Browsing your Notebook*

To find a particular note, just start to type the title. All notes which start with those letters will appear; use **Next**, **Back**, and **Do** to select the note you want to view.

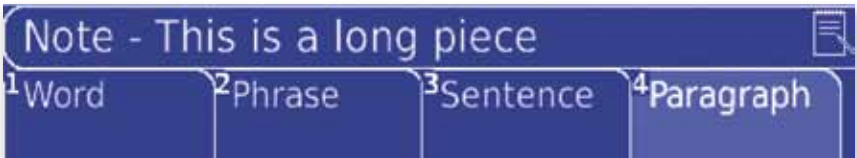


The double underline shows the piece of text that will be spoken when you press **Do**. After you have spoken a section, the underline will automatically move to the next piece of text. You can also move around the text using the **Next**, **Back**, and **Do** keys.

## Things you can do with your notes

Once you have selected a note, press **Menu** to see a list of things you can do with it.

- **Edit Note** - Edit the text of your note. Remember to use **Shift-Back** and **Shift-Next** to move around your text. Press **Do** to confirm your changes.
- **Edit Title** - You can also edit the title of your note. Remember that your title must be unique. Press **Do** to confirm your changes.
- **Delete Note** - This will permanently remove the note. Once you have confirmed that you would like to delete the note, this cannot be undone.
- **Speak Style** - This lets you change the amount of text that is underlined at once when you are speaking your note. Pressing **Do** will always speak the underlined section. You can choose one of the following options:



- **Word.** Each word is underlined separately, between each space.
- **Phrase.** Text is divided by all punctuation marks which are followed by a space, for example commas and colons.
- **Sentence.** Each sentence is underlined separately, divided by full stops, questions marks, and exclamation marks. These punctuation marks must also be followed by a space.
- **Paragraph.** To mark paragraphs in your text you need to use a paragraph marker ¶. Press **Shift-Pick** to find the paragraph marker in the symbol picker.

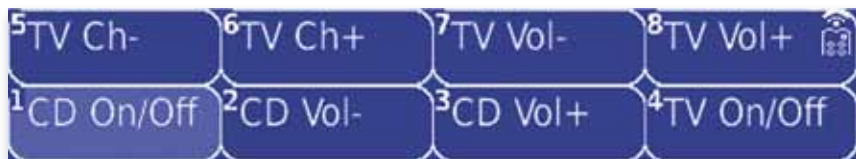





## Remote

The Remote activity lets you store infrared codes on your Lightwriter, so you can control appliances, toys, and some control systems around your home. You can store up to eight different commands.

Please note that your Lightwriter will not be able to record some high-specification equipment, for example more complex audiovisual systems.



### Recording a Code

Your Lightwriter does not have any built-in codes as they are all unique, so you will need to record your own. For example, you might want to record **Volume +** or **Channel +** for your television or audio equipment. The code receiver is below the 4<sup>th</sup> icon to the right of the user display: 

To start recording a new code, select **Add New** in the **Remote** activity.



**1** Your Lightwriter will ask you to get ready to record your code. Make sure you have the remote control for the code you want to record in front of you, and that it has enough charge to send the code. You can test it by using the remote control on the device it controls, ie. try using **Volume +** on your television before you record it.

**2** When you are ready to record the code, press **Do** to continue. Your Lightwriter will prompt you when you need to press the button on your remote. Your remote control needs to be held within 1cm of the code receiver on the front-right of your Lightwriter.



**3** After you have successfully recorded the code once, you will be asked to do it again to make sure it has recorded correctly. It is important to record the same code as you did in step 2.

**4** You will be asked to test the code you have recorded. This is recommended to make sure the code is working. Point the remote code transmitter, which is next to the partner display, towards the equipment you have recorded the code for, for example the television, and press **Do**. Your Lightwriter will beep to tell you that the code has been transmitted.

### Quick Tip

*If you are having trouble recording a code, try dimming overhead lights or drawing your curtains. Recording can be sensitive to light interference.*



**5** Once the code has been recorded and tested, you will be asked to type in a short title, for example **Stereo Volume +**, **TV Channel +**, or **Play**. Make sure that the name is unique, as you can only store one code for each name. Press **Do** to save the code.

## *Using your codes*

You can select and transmit one of your codes by using the **Number** keys 1 to 8, or by using **Next**, **Back**, and **Do**. Your Lightwriter will beep to tell you that the code has been transmitted. Make sure that the remote code transmitter is pointed at the equipment you want to control.

## *Things you can do with your codes*

Use the **Number** keys or **Next** and **Back** to highlight a code, and press **Menu** to see a list of things you can do with it.

- **Rerecord Code** - If you get a new piece of equipment, for example a television or stereo, or if a code is not working, you may want to record it again. This is the same as recording a new code, but you will not be asked for a title.
- **Rename Code** - This will let you edit the name of your code. Remember that the name must be unique.
- **Delete Code** - This will permanently remove the code. Once you have confirmed that you would like to delete the code, this cannot be undone.



## Alarms

You can set four alarms on your Lightwriter to remind you of events, appointments, or even to wake you up in the morning. These can be set up to a week in advance. Once an alarm has been activated, it is automatically deleted for you.



### Quick Tip

*When **Add New** is highlighted in the **Alarms** activity, the current day and time are shown at the top of the screen. Make sure these are correct before setting an alarm. See **Information** in the **Setups** activity to set the time and date.*

### Adding a new alarm

In the **Alarms** activity, select **Add New**.

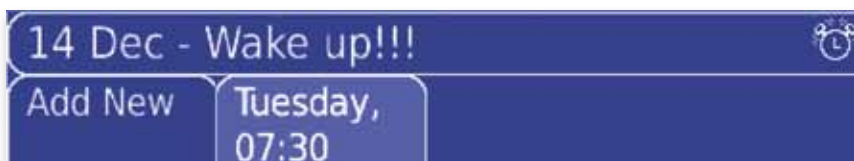
**1** First set the time for the alarm. The time is shown as a 24 hour clock, and the hour is highlighted first. Use the **Next** and **Back** keys to choose the right hour, press **Do**, and set the minutes in the same way. Press **Do** to set the time for the alarm.



**2** Set the day for your alarm by using **Next** and **Back** to scroll through the days of the coming week. Press **Do** to select the day.

**3** You can then set a sound to play when your alarm is activated. Use the **Next** and **Back** keys to scroll through the available sounds, and press **Shift-Do** to hear them before choosing. You can set the sound to **No Sound** if you want your alarm to be silent. Press **Do** to select the sound.

**4** You can type some text for your alarm, which can remind you what the alarm is for, such as **Dentist appointment** or **Time for swimming**. Press **Do** to confirm your text and save the alarm.



### Quick Tip

*You can press **On/C** at any point when setting an alarm to return and edit the previous screen.*

### Quick Tip

*You can press **Pick** when setting your alarm to change the hours, minutes, and day back to the current time.*

Once you have saved an alarm, it will appear on the main Alarms activity screen. Use **Next** and **Back** to highlight the different alarms.

## Things you can do with your alarm

Press **Menu** on a highlighted alarm to see all of the things you can do with it.

- **Edit Alarm** - This will let you change the time, day, sound, or reminder text for the alarm. Select which one you would like to edit; you will be shown what the alarm is currently set to. Change it in the same way as you would when adding a new alarm, and press **Do** to save.



- **Delete Alarm** - This will permanently remove the alarm. Once you have confirmed that you would like to delete the alarm, this cannot be undone.

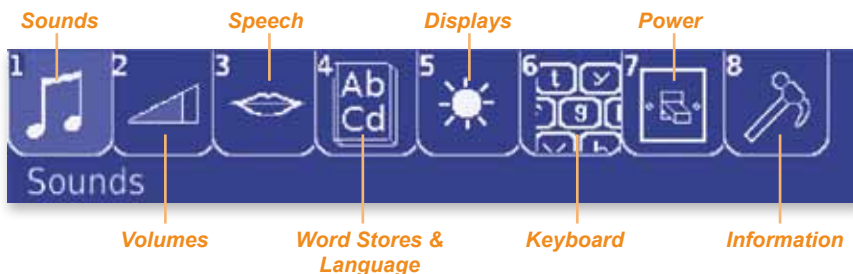
### Quick Tip

*Alarms are automatically deleted once it has been activated, so you do not need to remove old alarms.*



## Setups

The **Setups** activity has a number of setup options which let your personalise your Lightwriter. The setups have been arranged in to eight groups so you can easily find the one you want. The name of the highlighted group is shown on the bottom-left of the screen.



### Managing your setups

You can select items in the Setups activity using the **Number** keys, or **Next**, **Back**, and **Do**. Once you have found the setup you are looking for, you can change it using the **Next** and **Back** keys, and press **Do** to save it.

Each setup also has a default setting, which is the recommended one for your Lightwriter. You can easily return a setup to the default setting by selecting the setup and pressing **Pick**. Press **Do** to save this setting.

To find the setup you are looking for, see the tables below which show all of the setups in each group of the **Setups** activity. The table shows the name of the setup, some information about what it controls, and its available settings. The default setting is **highlighted**.

### Advanced Setups

To make it easier to find the most commonly used setups, some of the more complicated setups will only appear if **Advanced Mode** is turned on. These setups are ones which will rarely need to be changed.



## Sounds

For each of these setups you will be offered a list of 14 different sounds to choose from. Remember you can press **Shift-Do** to hear the sound before you choose it.

Setup Name	Description	Values
Buzz Sound	This is the sound produced when you press the <b>Buzz</b> key.	<b>Chime</b>
SMS Arrival Sound	This is the notification sound for when you receive an SMS message.	<b>Phone</b>
Phone Ring	This is the notification sound that will be repeated when you have an incoming audio call.	<b>Phone</b>
Shift-Buzz Sound	This is an alternative to your first <b>Buzz Sound</b> , and plays when you press <b>Shift-Buzz</b> .	<b>Whizz</b>



## Volumes

The triangle graphic shows how loud your sounds will be. Press **Next** to increase the shaded area and make the sound louder, or **Back** to make it quieter. When the triangle is empty, the sound will be muted.



Your volume setups are divided in to three groups; **Speech Volumes**, **Alert Volumes**, and **Phone Volumes**.



## ● Speech Volumes

Setup Name	Description	Values
Speech Volume	Adjusts the volume of your main speaking voice in the <b>Talk</b> and <b>Notebook</b> activities. You can also quickly change the <b>Speech Volume</b> in the quick setups menu by pressing <b>Shift-Menu</b> on any screen.	<b>50%</b>
Prompt Volume	Adjusts the volume of the voice used when you press <b>Shift-Do</b> .	60%

## ● Alert Volumes

Setup Name	Description	Values
Buzz Volume	Adjusts the volume of the <b>Buzz</b> key. Your <b>Buzz</b> key cannot be made silent.	<b>80%</b>
Key Click Volume	Adjusts the volume of the clicks when you press any key on your keyboard.	<b>60%</b>
<b>Advanced System Volume Setups</b>		
Shift-Buzz Volume	This adjusts the volume of the Buzz sound played when you press <b>Shift-Buzz</b> .	<b>60%</b>
Alert Volume	Adjusts the volume of notifications such as alarms and low battery alerts.	<b>60%</b>

## ● Phone Volumes

Setup Name	Description	Values
Ring Volume	Adjusts the volume of the sound repeated when you receive a call.	<b>50%</b>
Incoming Volume	Adjusts the volume of the incoming caller voice heard in an audio call.	<b>50%</b>
Speech Volume	Adjusts the volume of your speaking voice during an audio call. You may need to make this louder if you are in a noisy environment, to ensure the caller can hear you.	<b>80%</b>
<b>Advanced Phone Volume Setups</b>		
Key Click Volume	Adjusts the volume of the key clicks in an audio call. Key clicks will help the caller to know when you are typing a message.	<b>50%</b>

## ● The Silent Mode setup is also shown next to the other groups.

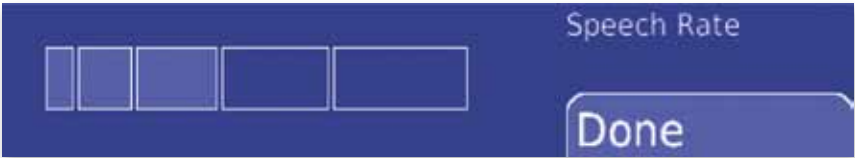
Setup Name	Description	Values
Silent Mode	This mutes all Lightwriter sounds <i>except</i> for the <b>Buzz</b> key, <b>Shift-Buzz</b> key, and sounds once you are in an audio call. You can use this if you are in an exam, cinema, theatre etc.	<b>On/Off</b>



# Speech

These setups let you adjust how your voice works on your Lightwriter.

The **Speech Rate** and **Prompt Rate** setups are displayed as blocks to indicate the speed of your voice. Fill in more of the blocks to make your speech faster by pressing **Next**, or press **Back** to make it slower.



Your speech setups are divided in to two groups, **Speech** and **Phone Speech**.

- **Speech**

Setup Name	Description	Values
Speech Mode	Adjusts when the words you type into <b>Talk</b> are spoken. With all of these options, pressing <b>Do</b> will still always speak all of your text. <b>Word</b> - Speaks each word individually when you type a space. <b>Sentence</b> - Speaks the whole sentence after you type a full stop, question mark, or exclamation mark at the end of it. Your Lightwriter will automatically add a space after punctuation used to end a sentence. <b>Whole</b> - Only speaks the text when you press the <b>Do</b> key.	<b>Word</b> , <b>Sentence</b> , <b>Whole</b>
Speech Rate	Changes how fast your voice speaks in the <b>Talk</b> and <b>Notebook</b> activities. Making your speech slower may make it clearer.	<b>60%</b>
<b>Advanced Speech Setups</b>		
Prompt Rate	Changes how fast your voice speaks when you press <b>Shift-Do</b> .	<b>60%</b>

- **Phone Speech**

Setup Name	Description	Values
Speech Mode	<p>Adjusts when the words you type in an audio call are spoken. With all of these options, pressing <b>Do</b> will still always speak all of your text.</p> <p><b>Word</b> - Speaks each word when you type a space after it. This is recommended for making audio calls.</p> <p><b>Sentence</b> - Speaks the whole sentence after you type a full stop, question mark, or exclamation mark at the end of it. Your Lightwriter will automatically add a space after punctuation used to end a sentence.</p> <p><b>Whole</b> - Only speaks the text when you press the <b>Do</b> key.</p>	<b>Word</b> , <b>Sentence</b> , <b>Whole</b>
Speech Rate	Changes how fast your voice speaks in an audio call. Keeping the rate slower will make your speech clearer to the caller.	<b>40%</b>
<b>Advanced Speech Setups</b>		
Notebook Mode	Changes the amount of text that is underlined when you are speaking a note in an audio call.	<b>Word</b> , <b>Phrase</b> , <b>Sentence</b> , <b>Paragraph</b>

- **The Voice setup is also shown next to the other groups.**

Setup Name	Description	Values
Voice	Choose a main speaking voice for your selected speech language.	



## Word Stores and Language

There are three groups for these setups, **Word Stores**, **Language**, and **Predictions**. You can add, edit, and delete the word store items which you use in the **Talk** activity, and also change the language which you are speaking in and the way your predictor works. Your word stores items will always change if you change your language, so you can add separate items if you often use more than one language.

### ● Word Stores

To create a new item in the **Word Stores** activities, select **Add New**. To find a particular item, just start to type its word. Once you have found an item, press **Menu** to see all of the things you can do with it, which are listed in the table below. For more information on how each item works, see the **Talk** activity.

Setup Name	Description	Things you can do with your Word Stores
Phrases	Manage your phrases which appear when your press <b>Pick</b> in the <b>Talk</b> activity. There are some built-in phrases already on your Lightwriter. To find a phrase, type in the first few letters of the first word.	Add New, Edit Phrase, Delete Phrase
Abbreviation Expansions	Create short abbreviations for longer words or phrases. To add an abbreviation expansion, first type in a short <b>abbreviation</b> and then the <b>expansion</b> (longer word or phrase). The expansion will then appear in the prediction boxes when you type the abbreviation in the <b>Talk</b> activity. Remember not to create an abbreviation which is also a normal word, and you cannot include spaces in your abbreviation. To find an abbreviation expansions, type in the first letters of the abbreviation.	Add New, Edit Abbreviation, Edit Expansion, Delete Abbreviation
Auto-Corrections	Auto-corrections automatically correct misspellings as you type. To create an auto-correction, first type in the <b>misspelt word</b> , and then a <b>correction</b> with the right spelling. To find an auto-correction, type in the first letters of the misspelt word.	Add New, Edit Misspelling, Edit Correction, Delete Auto-Correction

Speech Exceptions	Speech exceptions change the way a word is pronounced in your current language. To create a speech exception, first type in the <b>problem word</b> that is being misspoken, and then enter an exception for the word. For the exception, try spelling the word phonetically or divide it up with hyphens, for example <b>Liverpool</b> may sound better as <b>Liver-pool</b> or <b>Liverpoole</b> . You can test the pronunciation of your exception using <b>Shift-Do</b> , or save it, press <b>Menu</b> and select <b>Speak Exception</b> . To find a speech exception, type in the first letters of the problem word.	Add New, Edit Word, Edit Exception, Delete Exception, Speak Exception
<b>Advanced Word Stores Setups</b>		
Dictionary	New words which the Lightwriter does not automatically recognise, for example some names, can be saved here. Once you have added them to the <b>Dictionary</b> , they will start to appear as predictions. You will be asked to add new words if you type them three times into the <b>Talk</b> activity. To find a word, type in the first letters of the word.	Add New, Edit Word, Delete Word, Speak Word

## ● Language

Setup Name	Description	Values
Voice	Choose a main speaking voice for your selected speech language.	
<b>Advanced Language Setups</b>		
Speech Language	Change the language you type and speak in. This will change which voices you can choose, your predictions and other word store items.	
Prompt Language	Change the language of the menus and alerts you see on screen. You can set this separately to your <b>Speech Language</b> for if you are speaking in a second language, and do not want everything on your Lightwriter to be translated. Select <b>Follow Language</b> to make your <b>Prompt Language</b> always the same as your <b>Speech Language</b> .	<b>Follow Language</b>

## ● Predictions

Setup Name	Description	Values
<b>All Prediction Setups are Advanced</b>		
Predictor Display	Choose <b>Hide</b> if you do not want to use predictions in the <b>Talk</b> , <b>SMS</b> , <b>Audio Call</b> , or <b>Notebook</b> activities. When you are typing, you will see two lines of text instead.	<b>Show</b> , <b>Hide</b>
Prediction Learning	Choose whether your Lightwriter should automatically remember the words you type and how you use them in the <b>Talk</b> activity. Your predictions will become more accurate if <b>Prediction Learning</b> is set to <b>On</b> .	<b>On</b> , <b>Off</b>



## Displays

These setups let you change how screens are shown on the two Lightwriter displays.

Setup Name	Description	Values
Display Brightness	Adjusts how bright your displays are. You can also quickly change the <b>Display Brightness</b> in the quick setups menu by pressing <b>Shift-Menu</b> on any screen. Note – your Lightwriter's battery may last longer if your screen brightness is lower.	<b>20%</b>
<b>Advanced Display Setups</b>		
Menu Numbers	Choose whether numbers are shown on the top left of all menu tabs. When these are displayed, it can help you to use the <b>Number</b> keys as shortcuts. Note – you will need to restart your Lightwriter if you change this setup.	<b>On, Off</b>
Partner Lines	Choose how many lines of text you would like to show on the partner display for your communication partner to read when you are typing in the <b>Talk</b> activity.	<b>1, 2, 3</b>
All Caps	<b>All Caps</b> will make all of your typing appear as capitals letters. Your predictions and phrases will also change to capital letters if you have <b>All Caps</b> on.	<b>On, Off</b>



## Keyboard

It is important that you feel comfortable when you are using your Lightwriter's keyboard. These setups let you adjust how the keys are laid out and how they work.

If you have difficulty hitting keys accurately or holding your hand steady,

**Key Hold** and **Key Delay** may help you to use your Lightwriter more easily. You may find that using a different key guard will also help. See the **Keyboard** sections for more information on keyguards.

Setup Name	Description	Values
Key Hold	This sets the amount of time you must hold down a key for before it is accepted. This stops keys you press accidentally from being accepted. However, setting this too high may slow down your typing.	0 – 5 seconds in 0.1 second increments (0.0)
Key Delay	This sets the amount of time after one key is pressed before another key press will be accepted. This helps with targeting and tremor problems because a quickly repeated key is ignored. However, setting this too high may slow down your typing.	0 – 5 seconds in 0.1 second increments (0.0)

### • Left qwerty



### • Left abc





Advanced Keyboard Setups		
Caps Lock	<b>Caps Lock</b> lets you press the <b>Shift</b> key twice in the <b>Talk</b> activity to be able to enter multiple capital letters. Pressing <b>Shift</b> again will return you to normal typing. Turn <b>Caps Lock</b> off if you only want <b>Shift</b> to let you enter one capital letter.	On, Off
Nav Lock	<b>Navigation Lock</b> keeps shift turned on when you press <b>Shift-Next</b> or <b>Shift-Back</b> to move the cursor around text without deleting anything. You can then use <b>Next</b> and <b>Back</b> to continue moving the cursor. If <b>Navigation Lock</b> is off, shift is automatically turned off after the cursor has moved one space.	On, Off
Keyboard Layout	<p>This changes how the keys are arranged on your keyboard. There are three parts for each layout. Pressing <b>Pick</b> will always set everything back to the default for your Lightwriter. The layout pictures below show the options for your language. If you change this setup, you will need to physically move the keys around to match the layout immediately. See the <b>Keyboard</b> section for information on how to do this.</p> <p><b>Language</b> - Changing the language will give you different layout options, for example qwertz or azerty, and change which accents and currency symbols are available on the keyboard.</p> <p><b>Layout</b> - Choose the layout for the letter keys. These options will depend on the language you have chosen, but can be qwerty, abc, qwertz, or azerty. The default is usually <b>qwerty</b>.</p> <p><b>Handed</b> - Choose whether the function keys, for example <b>Next</b>, <b>Back</b>, <b>Do</b>, <b>Menu</b>, <b>Pick</b>, and <b>Buzz</b>, are on the right or left of the letter keys. The default is <b>Right</b>, but you can change this if you mainly use your left hand for typing.</p>	

### • Right qwerty



### • Right abc





## Power

These setups provide different ways to turn off your Lightwriter.

Setup Name	Description	Values
Suspend Time	Sets the length of time your Lightwriter will wait for a key press before automatically going in to <b>Suspend</b> mode. Keep the <b>Suspend Time</b> short to save battery power. Press <b>On/C</b> to wake up your Lightwriter when you want to use it again.	<b>1 minute</b> , 2, 5, 10 minutes
Power Off	This completely turns off your Lightwriter when you are not going to use it for a long time. Your Lightwriter will not need charging for several weeks if you use <b>Power Off</b> . Press <b>On/C</b> to turn on your Lightwriter when you are ready to use it again.	
Transit Mode	This completely turns off your Lightwriter in the same way as <b>Power Off</b> . It also locks your keyboard, and <b>On/C</b> will not turn your Lightwriter on again until you first plug in the charger. This is useful for travelling, if you need to put your Lightwriter in a bag and do not want it to turn on. If your Lightwriter needs a charger before it can be turned on, the battery light will turn red for 5 seconds when you press <b>On/C</b> .	
Phone Power	You can switch the built-in phone on and off here. You may need to turn this off when visiting hospitals or flying on aircraft. If you do not want to be disturbed by your phone, you can also use <b>Busy Mode</b> in the <b>Audio Phone</b> activity.	<b>On</b> , <b>Off</b>
<b>Advanced Power Setups</b>		
TCLink	Lets you connect with TCLink. Please see the additional information supplied with your TCLink pack.	<b>On</b> , <b>Off</b>



## Information

This lets you set and save information on your Lightwriter. You should create a new backup once a week to make sure all of your information is saved. It is important to set the right time and date for alarms to work correctly.

Setup Name	Description	Values
Backup	<p>This will show you all of your saved backups, which save everything on your Lightwriter, such as all of your current settings, notes, contacts, and predictions. The most recent backup is shown first.</p> <p>Select <b>Add New</b> to create a new backup. It's title will show you the date and time that the backup was created. It is recommended that you delete old backups that you do not need. Just select the last backup with the Back key, and press <b>Menu</b> to delete.</p> <p>Backups can also be copied to your memory stick for safety or used to restore your Lightwriter. See the <b>Memory Stick</b> activity for more information.</p>	
Advanced Mode	Change <b>Advanced Mode</b> to <b>On</b> if you would like to see all of the advanced setups and other options such as <b>Emergency Call</b> in the <b>Audio Phone</b> activity.	On/Off
About your SL40	This shows some technical information about your Lightwriter which you may be asked for if you need to call technical support. You can also see how much memory on your Lightwriter is being used by notes, predictions, and SMS messages.	
<b>Advanced Information Setups</b>		
Set Time	Set the current time for your Lightwriter. The time is shown as a 24 hour clock, and the hour is highlighted first. Once you have confirmed the hour, the highlight will automatically move on to the minutes.	<b>Hour, Minutes</b> (24hour Clock)
Set Date	Set the current date for your Lightwriter. You will need to set the day, month, and year. Press <b>Do</b> to confirm each section.	<b>Day, Month, Year</b>
First Run Wizard	This starts the wizard, which runs through some basic setups on your Lightwriter. See the <b>First Run Wizard</b> section for more information.	Run Now/ Run on Resume
Delete Manager	This lets you delete <b>ALL</b> of the SMS messages in your SMS Inbox or Outbox. Warning – you will not be able to retrieve these messages once they have been deleted. If you want to keep a few select SMS messages, you can store them as notes in the <b>Notebook</b> activity by selecting <b>Save as Note</b> from the SMS menu.	Inbox or Outbox



## Shortcuts

Some of the most commonly used setups are easily accessible in the **Shortcuts** activity. Select this group from the **Activities Bar** to find these four setups:

- Suspend Now
- Silent Mode
- Speech Volume
- Busy Mode

For more information on these, see the **Setups** activity.

Remember, you can also press **Shift-Menu** on any screen on your Lightwriter to see the quick setups menu. This lets you easily change the **Speech Volume** and **Display Brightness**.



Use the **Number** keys or **Next**, **Back**, and **Do** to increase or decrease each setup. Press **On/C** to save the setting and return to what you were doing.

## Memory Sticks

You can use memory sticks to transfer notes and backups between your Lightwriter and your computer. This allows you to create and edit notes on your computer and speak them on your Lightwriter, and ensure that your files are kept safe should anything happen to your Lightwriter.



The memory stick supplied with your Lightwriter is recognisable by the Toby Churchill logo. It is easier to keep a separate memory stick especially for your Lightwriter.

### Plugging in a memory stick

**Memory Stick Port**



**Charging Socket**

**Charging Light**

Memory sticks should be plugged in to the memory stick port shown above. Make sure that your stick is the right way up, with the solid part of the stick's connector nearest to the Lightwriter's loudspeaker. You will hear two beeps to notify you that the Lightwriter recognises the memory stick. This may take a few seconds.

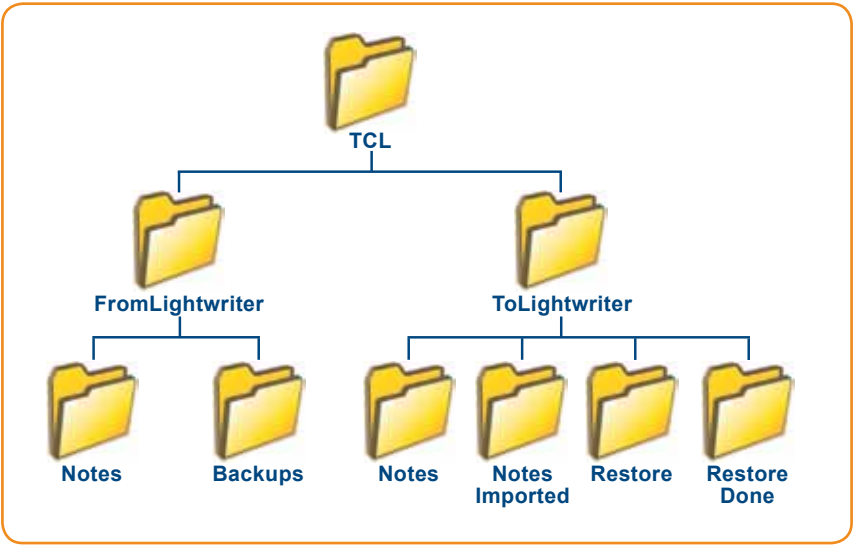
### Quick Tip

*You should always plug in your charger and ensure your Lightwriter is placed on a secure surface before using a memory stick. If the battery runs low or the memory stick is nudged, it may cause damage to the Lightwriter or the memory stick.*

# Configuring your memory stick

The first time that you use a new memory stick with your Lightwriter, some folders will be created on your memory stick which will contain all of the files copied from and to your Lightwriter. Any other data which you have on the stick will not be moved or deleted. Once your memory stick has been configured you can begin to copy things to and from your Lightwriter.

The following folders will be created on your memory stick:



You can view the folders and their contents by plugging your memory stick into a computer.

## Quick Tip

*Before removing the memory stick from your Lightwriter, you should wait for a message to tell you that your memory stick has been disconnected after it has finished copying. If it is removed too early, or while the Lightwriter is copying data, you may loose or damage your files.*

## Things you can do with your memory stick

- **Notes** - You can use your memory stick to copy text documents to and from your Lightwriter. This allows you to keep your files safe, as well as to edit files on your computer and then put them onto your Lightwriter to be spoken.

When you plug your memory stick in to your Lightwriter, all of your items in the **Notebook** activity will automatically be copied to **Notes** in the **FromLightwriter** folder on your memory stick. You will see this progress screen:



### Quick Tip

*Any notes created on your computer should be saved in Microsoft Word 97-2003 format (.doc) or Rich Text Format (.rtf), and should only contain text, as your Lightwriter will not display images or formatting. Your Lightwriter cannot import Microsoft Word 2007 files or .docx files.*

To transfer files to your Lightwriter, simply plug your memory stick in to your computer and copy the document into **Notes** in the **ToLightwriter** folder. These files will then also be automatically copied into the **Notebook** activity when you plug your memory stick into your Lightwriter.

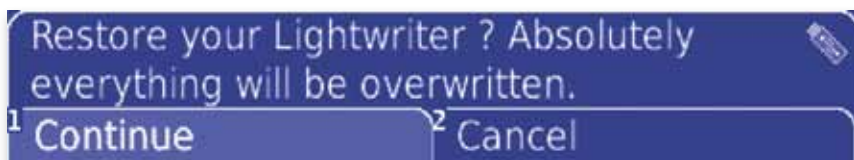
After a note has been copied to your Lightwriter it is moved to the **Notes Imported** folder to ensure it is only copied once.

- **Backups** - It is important to create backups frequently. These contain information about everything on your Lightwriter, including your predictions, phrases, SMS messages, contacts, and notes. See the **Setups** activity for more information on how to create backups.

In the same way as notes, when your memory stick is plugged in to your Lightwriter new backup files will automatically be copied to **Backups** in the **FromLightwriter** folder.

- **Restoring** - If anything goes wrong with your Lightwriter, you can use your backups to restore all of your previous data. **This will replace everything on your Lightwriter.** All of the predictions, notes, SMS messages, contacts, phrases, and other items that you have added to your Lightwriter since the backup was created will be lost.

Simply copy the backup you want to use into **Restore** in the **ToLightwriter** folder on your memory stick, and then plug your memory stick into your Lightwriter. You will be asked to confirm the restore:



After the restore has finished, remove your memory stick and press **Do** to restart your Lightwriter. The backup file will have been automatically moved to the **Restore Done** folder to ensure that your Lightwriter is not restored again the next time you use a memory stick.

### Quick Tip

*Your backup files show the time and date when they were created in their titles, so you can find the right file when you want to restore your Lightwriter. Everything on your Lightwriter will return to how it was when that backup file was made.*





## Your Keyboard

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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 select a different layout for the keys to make it easier to use. It is also important that you keep the keyboard clean, as the keys may become sticky or unresponsive over time.

### Quick Tip

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*If you find that you are not always hitting keys accurately or holding your hand steady, you may also want to change **Key Hold** and **Key Delay** in the **Setups** activity.*

## Changing your keyguard

Keyguards can raise the area around your keys to help guide your fingers to the correct keys when you are typing. Your Lightwriter is supplied with three keyguards of different depths.

### Quick Tip

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*The standard keyguard will already be fitted to your Lightwriter. You can try out each of the other keyguards to see which one works best for you.*

## Standard Keyguard



## Flush Keyguard



## Deep Keyguard



You can change your keyguard in a few minutes. You may need someone to help with this if you find precise hand movements difficult. To do this, you will need the screwdriver and the keyguard release tool provided with your Lightwriter toolkit.

## Removing a keyguard

**1** Place your Lightwriter on a table or flat surface, and turn it off using **Power Off** in the **Setups** activity. Using the screwdriver supplied with your Lightwriter, undo the two screws 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 of 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.



## Replacing a keyguard

**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 **On/C** 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 user display.



**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 of the edges are fully pressed down.



**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.



# Changing your keyboard layout

To change the layout of your keys, you first need to change the Keyboard Layout setup in the Setups activity. You can choose four different layouts for your language, with different orders for the letter keys, and the function keys on the left or right of the keyboard. The four options for your Lightwriter are:

- **Left qwerty**



- **Left abc**



- **Right qwerty**



- **Right abc**



Once you have chosen a layout with **Keyboard Layout** in the **Setups** activity, you need to move the keys around on your keyboard immediately.

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

**2** Once you have removed the keyguard, you can easily take all of the keys off of your keyboard. Be careful not to lose any of your keys.

**3** Using the image of the keyboard layout you have chosen in the **Keyboard Layout** setup, 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 keyboard**. Your new keyboard is now ready to use.



## Cleaning your Keyboard

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.

**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, remove all of 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 wipe the rubber mat with a warm, damp cloth, making sure that any residue is removed.

**Note – do not use a soaking wet cloth to clean your keyboard; if water gets 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.





# Troubleshooting

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

Problem	Cause	Solution
Lightwriter is frozen or does not respond to keys	Possible system error	Hold down <b>On/C</b> until the displays turn off and then release to reset your Lightwriter
Lightwriter is not working and no screens are showing. Red LED shows when <b>On/C</b> is pressed.	Flat battery	Charge the Lightwriter for a few hours – you can use the Lightwriter while it is charging.
	In Transit Mode	Plug in the charger and press <b>On/C</b> to turn on your Lightwriter.
	Batteries need replacing	Contact your supplier or Toby Churchill Ltd.
Charging light does not come on when the charger is plugged in.	Mains power not switched on	Check mains socket is working
	Charger is faulty	Contact your supplier or Toby Churchill Ltd.
Keys always need to be held down for a long time before they work.	<b>Key Hold</b> setup is too long	Shorten the time for <b>Key Hold</b> in the <b>Setups</b> activity.
Letters are missed when I type quickly	<b>Key Delay</b> setup is too long	Shorten the time for <b>Key Delay</b> in the <b>Setups</b> activity.
Keys are sticky or unresponsive	Keyboard needs cleaning	See the <b>Cleaning your Keyboard</b> section for more information.
Lightwriter will not speak	Speech Volume is too quiet	Increase <b>Speech Volume</b> in the <b>Setups</b> activity.
	Silent Mode is on	Turn <b>Silent Mode</b> off in the <b>Shortcuts</b> activity.
Something has been spilt onto my Lightwriter	Don't panic	Turn off the Lightwriter and mop up as much of the spill as you can. Allow the Lightwriter to dry out, and clean the keyboard if necessary.
Searching for SMS messages, notes, or contacts is slow.	Activity getting full	Try deleting some items or transferring them using the <b>Memory Stick</b> activity. You can delete all of your SMS messages at once using <b>Delete Manager</b> in the <b>Setups</b> activity.



## *Troubleshooting for memory sticks*





Problem	Cause	Solution
Memory stick won't fit into the memory stick port	Memory stick too big	Use the memory stick supplied with your Lightwriter instead.
		You can buy an extension cable for your memory stick.
My memory stick won't work with my Lightwriter	Memory stick is full	If there is not enough free space on your memory stick, your Lightwriter cannot copy notes and backups to it. Remove some of your old notes and backups from the memory stick.
	Memory stick broken	Try reformatting your stick on your computer.
	Not formatted as FAT32	Try reformatting your stick as FAT32, or use the memory stick supplied with your Lightwriter.
My note won't copy to my Lightwriter	Note not saved as .doc or .rtf format	Notes created on your computer need to be saved as Microsoft Word 97-2003 Format (.doc) or Rich Text Format (.rtf) only, and only contain text.
I can't restore my Lightwriter	Backup file is incorrect	You should only try to restore with backup files taken directly off of your Lightwriter and saved as .tgz files. You should not edit or change a backup file in any way.

## Troubleshooting for your built-in phone








Problem	Cause	Solution
I can't send or receive SMS messages or make audio calls	Phone turned off	Check that <b>Phone Power</b> in the <b>Setups</b> activity is <b>On</b> .
	SIM card not fitted	Your Lightwriter must have a SIM card fitted to be able to use the <b>Phone</b> activity. See <b>Fitting a SIM Card</b> for more information.
	No network available	Check the signal indicator on the <b>Activities Bar</b> – your Lightwriter needs to be connected to a network to use the <b>Phone</b> activity.
	No credit on your SIM card	Use <b>Balance Check</b> in the <b>Phone</b> activity to see how much credit is on your SIM card. To top-up, see the information provided with your SIM card.
My SMS message won't send	Corrupt SMS messages in your Outbox	Delete any unsent messages, marked with a *, from your Outbox. They may be blocking you from sending new messages.
I can't receive SMS messages or audio calls	Busy Mode turned on	Turn <b>Busy Mode</b> on in the <b>Phone</b> Settings or <b>Shortcuts</b> activities. <b>Busy Mode</b> stops you from receiving audio calls or SMS messages.
My SIM card won't work	3G SIM fitted	You cannot use 3G only SIMs (USIMs) in your Lightwriter. Please fit a new SIM card.
	Lightwriter not turned off when SIM card was fitted	Restart your Lightwriter by holding down the <b>On/C</b> until the displays turn off, and releasing the key. You must turn off your Lightwriter when you fit a SIM card.
My audio call was cut off	Flat battery	Charge the Lightwriter for a few hours – you can use the Lightwriter while it is charging.
	Loss of network	You may have lost your network connection during the call, especially if you are moving.
	In-Call timeout	There were no key presses so the call ended automatically. <b>The In-Call Timeout</b> needs increasing in <b>Phone Settings</b> .
I can't hear the caller or the call is very noisy	Incoming Volume too low	Increase <b>Incoming Volume</b> in the <b>Setups</b> activity.
	Low network connection	If your network connection is not very strong, your audio calls may not be very clear. Try again later.























The caller can't hear me	Phone Speech Volume too low	Increase <b>Phone Speech Volume</b> in the <b>Setups</b> activity.
	Noisy environment	If you are in a public place or somewhere noisy, try turning off the <b>Microphone</b> setup in the <b>Phone Settings</b> activity to make your Lightwriter clearer.
I can't make emergency calls	Emergency Number not set	You need to choose a phone number to call in an emergency. See <b>Emergency Number</b> in <b>Phone Settings</b> . You can also choose an <b>Emergency Phrase</b> here.
I can't check my voicemail	Voicemail Number not set	You need to set the number to call to check your voicemail in <b>Voicemail Number</b> in the <b>Phone Settings</b> activity. See the information provided with your SIM card to find this number.
I am always asked for a PIN code	PIN code turned on	Take your SIM card out of your Lightwriter and turn off PIN codes using a mobile phone.
I don't know or have forgotten my PIN code	PIN code needed	Check the information supplied with your SIM card or contact your network provider for your PIN code.

# Icon Guide

Keyboard Icons	
	Activities Key
	Buzz Key
	Shift Key
	Silent Mode Key

Lightwriter External Icons	
	Battery Light
	Phone Light
	Remote Code Receiver
	Microphone
	Headphones
	
Charging Light/Power In	

On Screen Function Icons	
	Battery Icon
	Caps Lock
	Navigation Lock
	Number Lock
	Second Conversation
	Shift
	Silent Mode

On Screen Activity Icons			
	Talk Activity		Alarms Activity
	Phone Activity		Setups Activity
	Audio Call Icon		Shortcuts Activity
	Signal Indicator		Sound Setups
	Busy Mode		Volume Setups
	SIM Icon		Speech Setups
	SMS Indicator		Word Stores and Language Setups
	New Inbox or Outbox SMS		Display Setups
	Contacts Activity		Keyboard Setups
	Notebook Activity		Power Setups
	Remote Activity		Information Setups

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