

ScanMonkey Manual for computer (software V1.1)

About this Manual

- We recommend that this Manual is used for reference only, and only after you've grasped the basics by trial-and-error.
- The Manual describes Windows7 (PC) and Mountain Lion (Mac) Operating Systems; XP, Vista, Tiger, etc may vary slightly in setup, but everything should work.
- We apologise in advance for the complexity of this Manual (but we didn't design computers!)

For the carer

- For a Mac, be sure to set up the **ESSENTIAL** items on page 18.
- For a PC, we advise setting up the **RECOMMENDED** items.
- When first used with a Mac, the Keyboard Assistant may open. Close it, ignore it.
- Helpers can use the computer's mouse and keyboard at the same time.

For the user

- Select **Page Up** or **Page Down** to browse this Manual.
- Select **Escape** to finish; the Manual will remain open in your browser.
- Select **Print** if desired.

When not in use

- The ScanMonkey can be left permanently connected, if help is not at hand to unplug it.

Problems

- If there's ever a problem, you can reboot the ScanMonkey by pressing the plug-in switch for 30 seconds. The ScanMonkey will go to Standby; setups and memories will be retained.
- For Trouble-shooting, see page 16.

WARNING

- Be aware that the **help-** and **setups-systems** will write into the computer's active window; the ScanMonkey attempts to open Wordpad (PC) or Textedit (Mac) in order to display the help- and setups-systems.
- If the computer 'cannot open it' for some reason, and if for example Excel is the front-most window, they will write to that - with unexpected results. We recommend you see this for yourself:
 - **Open a new Excel Worksheet or similar.**
 - **Select 'Help' or 'Setups'.**
 - **As soon as it writes, get a friend to click on Excel in the Taskbar (PC) or Dock (Mac).**
- So, close any important work before using the help- and setups-systems!
- Other ScanMonkey operations can have unexpected results. GET USED TO THE SYSTEM before using it on important work.

Note

- The **help-** and **setups-systems** will write into fresh Wordpad (PC) or Textedit (Mac) windows each time; this means that after a lot of use, there will many Wordpad/Textedit windows open; this is completely harmless, but will be time-consuming to close down when necessary. You may 'Force-quit' those programs to save time **?????**

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ScanMonkey Quickref

This is part of the Full Manual (which can be opened by the ScanMonkey; also at www.scanmonkey.co.uk)

THE SWITCH

- Use the switch like this:
 - Press ... wait ... press = auto-scan
 - Press, press, press ... wait = step-scan
 - Hold-down = go faster ... jumps back on release!
 - Press when the white LED stays on = send the action to the computer
- You can personalise the switch: unscrew the black ring, insert a label or a photo!

Help

- Press the 'Setups' button, or select the **Setups** LED, and follow the on-screen instructions.
- Hold down the button (or plug-in switch) for 5 seconds to open the on-line Manual. Use **Page-dn** and **Page-up** to scroll it, **Escape** to go to Standby (it times out anyway after 40mins).

Overview



1. **MOUSE-MOVES:** select a direction, wait till the white LED is lit, press to start the pointer moving. Hold down to go-faster ... release well before reaching your target!
2. **ARROW-KEYS:** if you selected up, down, left, or right: wait until the LED changes from green to red. Press repeatedly (or hold down) to navigate a menu or list, move the text-cursor, navigate the desktop and so on.
3. **TEXT-ENTRY:** select Letters, Numbers or Symbols. Use these to type a document, website address, password, etc.
4. **CLICK-HOLD:** allows you to drag an object, window, move a slider, or select a block of text.
5. **SHIFT-CLICK:** allows you to select several objects, or select several items in a list.
6. **ON:** the orange LED shows that the ScanMonkey is 'on', and ready for use.
7. **PC or MAC:** to change, hold down the 'Setups' button for 5 seconds.
8. **READY-TO-SEND:** Steady white LED means 'press to send the action to the computer'.
9. **HEADINGS:** press to select a menu, release the switch, wait for a column-scan.
10. **ITEMS:** press on any item in that column (including the heading): the white LED lights; press again to select it - in this illustration 'Undo' (which will undo what you last did on the computer).
11. **SETUPS:** having set PC or Mac: select this (or press the side-button) to enter the setup-system.
12. **HELP:** having set PC or Mac: select this (or press the side-button) to enter the help-system.
13. **ALARM:** call for help if your speech is not good.
14. **36 USER-MEMORIES:** store your own text (name, address, phone, email, credit-card number, etc).
15. **INFRARED:** the ScanMonkey can be used via a GEWA controller instead of a switch.
 - **WAKE:** set the computer to go to sleep when not in use; send a click to wake it up.
 - Do NOT 'Shut Down' unless help is at hand!

STANDBY

- The Standby mode is with the PC or Mac LED lit, and no other activity.
- Double-press when you are at Standby to send a left-click.

GENERAL CONTROLS

- For all 'scanning':
 - **Hold-down** = speed up.
 - **Press briefly** = select an item or, stop the mouse-pointer.
 - **Do nothing, wait until timeout** = escape to Standby.
- In the wrong place? hold-down until it escapes to Standby.

MAIN SCAN

- Single-press to enter the main scan - and either wait, or step through manually.
- Or hold-down to go faster (on release, the LEDs will jump back to compensate for overshoot).

MOUSE

- Single-press when the **Mouse** LED is lit.
- Press to select a direction, and again when the white LED lights.
- Press to stop - the 'CLICK' LED will light:
 - If you want to send left-click, double-press.
 - If you want to send a different kind of click, single-press.
 - If you want to move in a new direction, wait.
- If a mouse-direction and white LEDs are lit and the mouse-pointer is invisible, it will be at an edge of the screen (and trying to keep moving). Single-press and select a new direction.



TYPING

- Single-press when the **Letters**, **Numbers** or **Symbols** LEDs are lit.
- If your computer is in a place where text can be entered, the following characters will be scanned there (one character at a time).

Letters (lower):	> space abcdefghijklmnopqrstuvwxyz
Letters (UPPER):	> space ABCDEFGHIJKLMNOPQRSTUVWXYZ
Numbers:	0123456789,.-*/%='£\$€¢
Symbols (for German):	äöüß?!,. "" (); : ^ & \ < > # @ _

- To finish using a list: double-press, hold-down until the end, or just do nothing.
- Notes:
 - The 1st character in the letters list is a memory-expander, see on-line Manual page 10.
 - The 2nd is 'space'.
 - Having selected Letters, Numbers or Symbols, wait for the high-pitched tone: you can now hold-down to speed through the list.
 - The 'Symbols' list will change according to 'Language', see on-line Manual page 19.
 - Text can also be entered by dictation, see on-line Manual page 14.

SELECTING A WORD

- Move the mouse-pointer to a word then select **Double-click**; this selects that word.
- To **select larger amounts of text**, see on-line Manual page 10.

Section 1: Basic

COMPASS

>> The multi-function compass allows you to:

Move the mouse's pointer in 8 directions.

Enter text: letters, numbers or symbols.

Use a normal keyboard's up, down, left, right arrow-keys.

- Press the switch to start a scan, then:

MOUSE-POINTER: The 1st compass-LED is 'Mouse'; press and release immediately, and a rotating green LED scan begins - press to select a direction.

Wait till the white LED is lit, press again to start the pointer moving; hold-down to go faster, release when you get near your destination. You can change the mouse-pointer so that it doesn't 'get lost at the screen-edges', see page 18.

Press to stop the pointer; when the 'Click' LED is green, press to enter the click menu. Or do nothing, new directions of movement will be offered; press and release to select, hold-down to go round twice and go to Standby.

The speeds of movement can be adjusted, see page 15.

TEXT-ENTRY: The 1st compass-pattern is 2 'upper' red LEDs - press to enter letters. Enter them as described above. Even if your computer is not in a place where text can be viewed (eg the desktop, or file-lists), characters can still be entered using a compass-count; for example, 'c' is 5th in the Letters list above; selecting the 5th revolution will go to files or items beginning with 'c'.

The 2nd compass-pattern is 2 'mid' red LEDs - press to enter numbers and currency. Enter them as described above.

The 3rd compass-pattern is 2 'lower' red LEDs - press to enter accented-characters (if any for the selected language), punctuation and symbols. Enter them as described above.

ARROW-KEYS: See page 7.

CANCEL: Or hold-down until the ScanMonkey returns to 'standby'. Press again, and make a new selection ...

MENUS

>> You can send actions to the computer, such as 'Copy'. These actions are arranged in 5 'menus', with 'menu-headings'.



- When the scan gets to the menu-heading **CLICK** press the switch to select it, the column changes to green:

CLICK:	A left-click will be sent to the computer.
Double-click:	A double-click will be sent to the computer.
Click-hold:	This type of left-click is the same as 'holding the button down', eg to drag a window.
Shift-click:	See page 8.
Right-click:	A right-click will be sent to the computer.

- When the scan gets to the menu-heading **RETURN** press the switch to select it, the column changes to green:

RETURN:	Same as pressing the 'Return' key.
Backspace:	Same as pressing the 'Backspace' key. See page 9.
Tab-key:	Same as pressing the 'Tab' key.
Shift:	See page 9.
F-keys:	See page 9.
Pageup:	Same as pressing the 'PgUp' key or rolling the mouse-wheel.
Pagedn:	Same as pressing the 'PgDn' key or rolling the mouse-wheel.
Escape:	Same as pressing the 'Esc' key.

- When the scan gets to the menu-heading **WEB** press the switch to select it, the column changes to green:

WEB:	The Google home-page will open in a new tab in your default browser (PC), or Safari (Mac).
Back:	Goes to previous web-page on that tab.
Forward:	Goes to next web-page on that tab.
View:	Press repeatedly to cycle through browser tabs (if you have 2 or more tabs open).
New tab:	Opens a new browser tab.
Address:	Highlights the address-bar.
Facebook:	Opens your Facebook.
Twitter:	Opens your Twitter account.

- When the scan gets to the menu-heading **START** press the switch to select it, the column changes to green:

START:	See page 9.
Menu:	See page 9.
Find:	See page 9.
Print:	Selects 'Print'.
Undo:	The last action on the computer will be undone.
Cut:	A selection will be cut to clipboard.
Copy:	A selection will be copied to clipboard.
Paste:	A selection will be pasted from clipboard.

- When the scan gets to the menu-heading **MUTE** press the switch to select it, the column changes to green:

MUTE:	Mute the computer sounds.
Quieter:	Reduce the computer sounds.
Louder:	Increase the computer sounds.
Alarm:	Use to attract attention, if you have little or no speech. Press to cancel.
Desktop:	Shows the desktop; select it again to return to where you were.
ShowMems:	Show all memories, see page 12.
StoreMem:	Store a memory, see page 12.
Next:	Browse all programs, if you have 2 or more running.

ARROW-KEYS

- The ScanMonkey has 4 arrow-keys which behave in exactly the same way as on a normal keyboard:
- If you select up, right, down, or left on the Compass, wait till the white LED is lit, and keep waiting until the green LED changes to red.
- Press repeatedly (or hold down) to navigate a list, to move around in text, to navigate the desktop, etc.
- When you have finished, do nothing - after a short time the 'RETURN' LED will light:
 - If you want to send Return(s), double-press.
 - If you want to send Backspace(s) or Tab key(s), single-press.
 - If you want to move in a new direction, wait.
- Note:
 - You can use the arrow-keys mode to move the text-cursor in a document; having moved the insertion-point, you insert letters, numbers or symbols.
 - If you select 'Start' or 'Menus', the arrow-keys mode will be entered automatically.



CLICK-HOLD

- ## SHIFT-CLICK

- TEXT

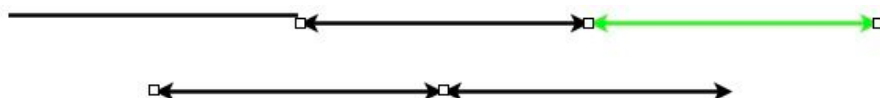
- ## LISTS

- ## SPREADSHEETS

- | | | | | | |
|---------|---------|--|-----------|---------|----|
| £5.00 | £6.00 | | £30.00 | £6.00 | 20 |
| £250.00 | £300.00 | | £500.00 | £100.00 | 20 |
| £50.00 | £60.00 | | £50.00 | £10.00 | 20 |
| £12.00 | £14.40 | | £24.00 | £4.80 | 20 |
| £300.00 | £340.00 | | £1,300.00 | £240.00 | 20 |

DRAWINGS

- In a drawing-program, shift-click will select 2 or more objects:



14
16
18
20
22
24
26
28
36

SHIFT

- This allows you to write one or more capital-letters:
 - **A short press on SHIFT means SHIFT-ONCE** and the 'Letters' list will be entered for you; after one selection the SHIFT LED will go out. Example: Ben
 - **A long press on SHIFT means SHIFT-LOCK**; you can now use the ScanMonkey at will, letters will continue to be shifted until you allow the mode to timeout. Example: BBC
- While in Shift-lock mode, the LED will flash.
- When you are finished, do nothing until the chirrup.

BACKSPACE

- This allows you to delete as many characters as you wish.
 - **Press repeatedly (or hold down) to backspace repeatedly.**
- While in Backspace-mode, the LED will flash.
- When you are finished, do nothing until the chirrup.

F-KEYS

- This menu-item allows you to send F1 or F2 or F3 ... up to F12.
 - **These are the top row of keys on a normal computer-keyboard.** Some programs use them but they are individual to each program.
 - **They can be programmed to do 'universal' things using utilities such as Autohotkey (PC) or Keyboard Maestro (Mac).**
 - **12 LEDs will scan, labelled F1 to F12.**
- While in F-key mode, the F-key LED will flash.
- When you are finished, do nothing until the chirrup.

START

- This menu-item allows you to:
 - **Windows:** Select from the Start-menu.
 - **Mac:** Select from the Dock.
- For both, this is what the LEDs mean:
 - **COMPASS:** Move in a new direction: up, down, left, or right in the Start-menu or Dock.
 - **RETURN:** Press when this LED lights to select the current item.
- To escape, do nothing until the chirrup.

MENU

- This menu-item allows you to:
 - **Windows:** Behaviour is very variable, Windows programs do their program-menus in various ways; use the mouse-controls if the Menu command doesn't work.
 - **Mac:** This will open the Apple menu: you may move down or right. Having moved, you can also move up or left.
- For both, this is what the LEDs mean:
 - **COMPASS:** Move in a new direction: up, down, left, or right in the menu.
 - **RETURN:** Press when this LED lights to select the current item.
- To escape, do nothing until the chirrup.

FIND

- This menu-item allows you to find words in your document; type part of the file-name ('Berm' will find 'Bermuda').
- You can also find files with a particular word in them (think of an infrequent word, 'Joshua' is better than 'tree').

SELECTING TEXT

- With a normal mouse, one highlights text by **wiping across the text** - ready for copy, replace or drag-and-drop operation.
- The ScanMonkey can do it in the same way:
 - Move the pointer to the where you want the selection to begin.
 - Select **Click-hold** ('hold the mouse-button down').
 - Move the pointer to where you want the selection to end.
 - Select **CLICK** (shortcut: double-press from Standby).
- There are 2 alternative methods:
 - Move the pointer to the where you want the selection to begin.
 - Select **CLICK** (shortcut: double-press from Standby).
 - Move the pointer to where you want the selection to end.
 - Select **Shift-click**.
- Or:
 - Move the pointer to the where you want the selection to begin.
 - Select **Click-hold**.
 - Move the I-beam left, right, up, down, see page 7.
 - Wait for timeout.
- Use the method which you find most convenient.

REPEAT-ACTIONS

- You can press these actions repeatedly (for example, louder-louder-louder):

CLICK menu

- **CLICK**

SHIFT menu

- **RETURN**
- **Backspace**
- **Tab-key**
- **Page up**
- **Page down**

WEB menu

- **Back**
- **Forward**
- **View** (this moves to the next tab – no action if you only have one tab open)

START menu

- **START**
- **Find**
- **Undo**
- **Paste**

MUTE menu

- **Quieter**
- **Louder**
- **Desktop**
- **Next**

- When you are finished, do nothing and you will be returned to Standby.

MEMORIES

>> There are 36 'expansion' memories. You can replace them with your own.

- Select > (the first character in the letters list), then a **letter** or **number**.
- They are case-insensitive, ie > a is the same as > A.

> a =	Thank you for your letter of	[pre-stored example]
> b =	I am unaccustomed to taking orders	[ideas]
> c =	I live at	[ideas]
> d =	Hands up, give me all your money	[ideas]
> e =	Yours sincerely,	[ideas]
> f =	Yours faithfully,	[ideas]
> g =	Good morning, wife	[ideas]
> h =	Deux café aux lait, SVP	[ideas]
> i =		
> j =		
> k =		
> l =		
> m =		
> n =		
> o =		
> p =		
> q =		
> r =		
> s =		
> t =		
> u =		
> v =		
> w =		
> x =		
> y =		
> z =		
> 0 =		
> 1 =		
> 2 =		
> 3 =		
> 4 =		
> 5 =		
> 6 =		
> 7 =		
> 8 =		
> 9 =		

- Each expansion can be up to 80 characters (including spaces).
- You can extend this system infinitely, for example > £ and > pq etc.

SHOW ALL MEMORIES

- Select 'ShowMems', and when the white LED comes on, press the Plug-in switch or Test button. A complete list of memories will be shown.
- If you would like them displayed at all times, arrange your windows like this:

STORE A MEMORY

- Select 'StoreMem', and when the white LED comes on, press the Plug-in switch or Test button.
- A screen will appear:

RECORD MODE: Select a-z or 0-9: >

- Empty locations will be shown in UPPER-CASE: > aBcdEFghiJ etc.
- CAREFULLY select a letter or number.
- If the location is empty, the instruction changes to:

RECORD MODE: You selected: >b

- If the location is in use, the instruction changes to:

RECORD MODE: You selected: >g

This location contains 'I want to go the zo...'

To replace it, type the new text. When finished, select 'Store'.

To keep it, select 'Escape' (or wait for 30s).

- Compose your message using the ScanMonkey NOT the computer's keyboard.
- Compose carefully:
 - You can store any letters, numbers and symbols– but not menu-items such as carriage-return, tab, etc.
 - Any backspaces will be recorded, and the subsequent memory will be played jerkily; so TRY TO AVOID ERRORS!
 - You cannot store web-activity, but you can store web-addresses (>1 is a factory-stored example).
 - You cannot edit the memories (other than by overwriting them, a laborious process); so be very deliberate, take as long as you like.

- When you are finished, select 'Store' again; the instruction changes to:

You have stored 'Good morning, wife' in location >g

- From now on, selecting > then select g will expand to '**Good morning, wife**'.

EDIT OR REPLACE: Store a new message, it will overwrite the old.

DELETE ONE: Store an empty help-screen onto that memory, it will overwrite the old.

DELETE ALL: See page 16. When new, all memories are empty except > a.

INTERNET TIPS

- Browsers are designed to have many tabs open, each displaying a webpage; the browser can stay re-open all tabs from the last sessiion (yesterday's):
 - Internet Explorer
 - Safari (Mac) Safari menu > Preferences > General > Opens with: All windows
 - Google Chrome Settings > On startup: Continue where I left off.
- The Address tool in the WEB menu will highlight the browser's address-bar; there is no need to need to delete the old address, just type the new address.
- Modern browsers an extremely clever at finding things: the two letters 'vw' followed by Return will find a lot of Volkswagen sites; or 'bbc'
- Well-chosen words are important: 'paris café' or 'nexus pinouts' may find what you want.
- Spend some time every week browsing the web, there is some amazing information out there.
- Google's Streetview is also very good. Amble round St Tropez or St Petersburg ...

Section 3: Dictation

>> Both PC's and Mac's have built-in dictation systems.

ESSENTIALS

- You can dictate text, and control much of your computer by spoken-command (if you can speak clearly, and if the room is not too noisy).
- Try ... speaking ... single ... words. It is more reliable than flowing sentences.
- You need a microphone (3.5mm socket, or USB).
- While some computers have internal microphones, you may get better results with a separate microphone; there is a good selection on Amazon or eBay.

PC

- Find this and configure it:



Mac

Find this and configure it:



Section 4: Setups

>> The setups-system allows you to change the way the ScanMonkey behaves, to suit the user.

- First, select PC / Mac – see page 17.

Setups list

- Press the 'Setups' button, or selecting the Setups LED.
- Follow the on-screen instructions.
- If the setups-system quits before you have finished, simply press Setups again.

- Select the blue 'setup' LED for these user-setups:

---4-- Click-volume
 ---4-- Scan-speed
 ---4-- Mouse-speed

- Press the side-button for 2 further 'Advanced' setups:

---4-- Click-volume
 ---4-- Scan-speed
 ---4-- Mouse-speed

Computer-speed: [OK]/Slow
 Lang: [EN]/fr/ge/it/sp/da/fi/no/sw

select Slow for old computers or slow Internet
 select your language, see page 19.

- Setups can be changed at any time without affecting what you are working on.
- The Factory-default values are shown.
- The setup-changes are remembered until changed, or reset to Factory defaults, see page 16.

Section 5: Trouble-shooting

>> Common faults are listed below; further details are to be found in this Manual — *make full use of the Table of Contents on page 1.*

If the ScanMonkey does not light up:

- Faulty USB port or computer, try another.
- Faulty USB lead, wiggle it.
- Faulty plug-in switch, use the 'Test' button.
- Fault ScanMonkey, return it.

If the ScanMonkey lights up and scans, but nothing happens on the computer:

- Plug in directly to the USB port, rather than using an expander-hub. Faulty USB port or computer, try another.
- Windows is assumed for PC; other OS's may behave differently.

The computer responds to the ScanMonkey, but the results are unexpected:

- Recent computers will work better than old ones.
- Fast internet connections will work better than slow ones.
- Computers get slower with use, due to fragmentation of the data, incompatibilities, and malware infections.
- The ScanMonkey has one solution for all 3 causes: press the 'Setups' button and change to Computer-speed: [SLOW].

ScanMonkey frozen or misbehaving:

- You can restart the ScanMonkey (clear the internal program, flush all pending actions).
- Pull out and replace the USB lead. Or:
- Hold down the plug-in switch for 30s until the white LED blips.
- The setups and memories will be retained.

Factory reset

- You can revert the ScanMonkey to 'as new', for a new user.
- Hold down the '**Setups**' button until the warble-sound (before then, the LEDs 'countdown').
- All setups will be reset to Factory defaults.
- All 4 user-memories will be erased.

ScanMonkey self-test:

- You can check that the ScanMonkey's LEDs, sounds and switches work.
- Hold down the '**Test**' button for 40s until the columns 'step along'.
- Press 'Setups' or 'Help' buttons to test the 'Setups' and 'Help' LEDs (watch and wait).
- To end the test, hold down the '**Test**' button or the plug-in switch until the sequence stops.

Mac only:

- 'Numbers' and 'Symbols' lists don't display correctly? See page 18.
- 'Desktop' doesn't work? See page 18.

Section 6: Reference

>> The appropriate pages of this section are printed for the therapist or carer.

Select PC/Mac computer

- Connect the ScanMonkey to any USB port on the computer.
- As new, the ScanMonkey assumes it will be used on a PC.
- If you have a Mac, it must be altered thus:
- Turn the computer on; when the ScanMonkey is awake you may change the computer-type: hold down the Setups button for 5 seconds. Watch the orange LEDs.

Check Internet

PC

- The ScanMonkey requires 'Internet Explorer' or 'Google Chrome'.

Mac

- The ScanMonkey requires 'Safari' or 'Google Chrome'.

Both

- Open your browser:
 - Type www.ScanMonkey.co.uk into the address bar.
 - Press Return.
 - The ScanMonkey Manual should open and scroll up and down without the need for any mouse-click.
- If the Manual does not open, load Chrome from the Internet, and set it as the default browser.
- Try again.
- Once it is working, you can hand the equipment over to the user.

Arrange the equipment

- The user will be looking at the computer's screen. Place the ScanMonkey to one side of it but as close as possible, in the user's peripheral-vision.
- The ScanMonkey is supplied with a stand; you can make your own if you wish.
- Position the switch; this can be mounted, using two M3.5 screws.
- Bundle the cables neatly.

Configure the computer

>>The ScanMonkey will work on a PC without any changes to the computer (Macs need changes); however there are a few changes for both which will makes things easier.

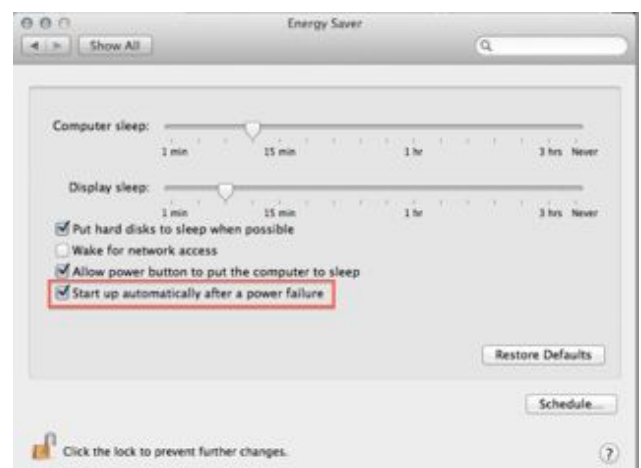
- Using your normal mouse and keyboard (or the ScanMonkey), configure your computer as below.
- If others use the computer, check that they know about the changes, and that they are convenient for them.

PC

- **RECOMMENDED**: Single-click selection:
 - Open the 'Folders' control-panel > 'General' tab > Single-click.
- **RECOMMENDED**: Snap to Default button (eg 'OK' or 'Print'):
 - Open the 'Mouse' control-panel > 'Pointer options' tab > 'Snap to'.
- **OPTIONAL**: Can't see the mouse-pointer at the screen-edges:
 - Open the 'Mouse' control-panel > 'Pointers' tab > Normal select > Browse > aero_move or aero_busy_xl

Mac

- **ESSENTIAL**: To ensure that 'Numbers' and 'Symbols' lists work correctly, do this:
 - For OSX 8 or earlier: System Preferences > 'Language & Text' > 'Input Sources' tab.
 - For OSX 9 or later: System Preferences > 'Keyboard' > 'Input Sources' tab > English.
 - Then select 'US Extended'; you can leave your native language selected for other users (If two or more languages are selected, a flag will appear in the menu-bar, use this to flip input methods).
- **ESSENTIAL**: To ensure that 'START', 'Menus' and 'Desktop' work correctly, do this:
 - System Preferences > 'Keyboard' > 'Keyboard Shortcuts' tab.
 - 'Keyboard & Text Input' > 'Restore Defaults', and 'Spotlight' > 'Restore Defaults'.
 - 'Mission Control' > ensure 'Show Desktop' is F11.
- **OPTIONAL**: Can't see the mouse-pointer especially when lost at the screen-edges:
 - Type <Mac OmniDazzle> in any browser; download iCursor (free).
 - Effect > Hyperspace or similar.
- **RECOMMENDED**: Snap to Default button (eg 'OK' or 'Print'):
 - Type <SteerMouse> in any browser; download a utility called SteerMouse
 - It will appear in System Preferences: open it, 'Automatic Moving' is on the 4th tab.
- **RECOMMENDED**: Recent Macs can be set up to restart after a power-cut:



European languages

>> European languages use symbols and accents.

- The ScanMonkey supports the following languages, and their Symbols-lists are like this:

○ English	?!,.'"();: ^&\<>#@_
○ French	ç é à è ù â ê î ô û ë ü œ ?!,.'"();: ^&\<>#@_
○ German	ä ö ü ß ?!,.'"();: ^&\<>#@_
○ Italian	é à è ì ò ù ?!,.'"();: ^&\<>#@_
○ Spanish	á é í ñ ó ú ¿ ¡ ?!,.'"();: ^&\<>#@_
○ Danish	å æ ø ?!,.'"();: ^&\<>#@_
○ Finnish	ä ö æ å ?!,.'"();: ^&\<>#@_
○ Norwegian	æ å ø ?!,.'"();: ^&\<>#@_
○ Swedish	ä ö å ?!,.'"();: ^&\<>#@_

- To change the language, press the 'Setups' **button** and select the language using the on-screen instructions.

Non-Roman alphabets

>> Scripts such as Russian, Chinese, and Greek require a different approach to text-entry: the computer's On-Screen Keyboard (OSK) must be used.

PC

- Find 'Ease of Access Center' (for older versions of Windows it is called 'Accessibility'):
 - Select 'Use the computer without keyboard or mouse'.
 - Select 'Use On-screen Keyboard'.
- The OSK for your language will now always appear when the PC starts up.
- Minimise it when it gets in the way.
- Click 'Options' on the OSK for various selection-methods, including scanning.
- If it gets closed by mistake:
 - Hold-down the **Start** key (with a flag) and press **R > type osk > press Return**.

Mac

- For OSX (similar in older versions of Operating-system):
 - **System Preferences > Keyboard > Keyboard > enable Show keyboard & Character Viewer in menu bar.**
- The OSK for your language will appear when selected from the menu-bar.

Both

- PRESS THE SCREEN-KEYS USING THE SCANMONKEY'S MOUSE CONTROLS.
- The characters will be entered into the active window.

Guarantee

- The ScanMonkey is guaranteed for 12 months from the date of supply.
- Exceptions:
 - Mechanical damage, eg dropping.**

RETURNING THE EQUIPMENT

- If you need to return the equipment to your supplier, here is what to do:

- Pack the ScanMonkey and its accessories:**

- ScanMonkey
 - USB lead
 - Minilib switch
 - Stand

- Use plenty of protection, and preferably the original box.**

- Tape up the parcel securely.**

- Return all the equipment (including cables) to your supplier.**

- Address it clearly and put the sender's name and address on the back.**

- Enclose a note to say who it is from, and why, and supply the RETURN ADDRESS.**

- Email us at zhc.systems.ltd@gmail.com, quoting:

- Your name, address and phone-number.**

- The date of despatch.**

- The faults (or reason for return).**

- The company-name of courier.**

SERVICING

- The ScanMonkey is extremely reliable if treated properly.
- By far the most frequent cause of damage is mechanical abuse (dropping it, knocking it about, coffee-spillage, etc).
- The equipment does not need regular maintenance, and is designed to give many years of trouble-free use.
- We undertake to carry a full range of spare parts for at least 5 years, or to supply a newer model or circuitry at our cost.

Statement of intended use

- The ScanMonkey is intended to be used as a means of single-switch control of PC or Mac computers.

GENERAL CONDITIONS OF USE

- The ScanMonkey should not interfere with the correct operation of adjacent electronic equipment. Appropriate E.B.M.E. staff must confirm their safe use in critical areas such as Intensive Care Units.

Safety considerations

- The ScanMonkey operates at low voltage, and there is no risk of electric shock if the unit becomes wet.
- The therapist or carer is RESPONSIBLE FOR THE SAFETY of the user of the ScanMonkey equipment.

MOUNTING

- The ScanMonkey is designed to be supported on the stand provided.

PLUG-IN SWITCH

- Care must be taken to recommend and mount switches which minimise fatigue or the risk of Repetitive Strain Injury.

Cleaning

- The recommended cleaning procedure is to wipe the external surfaces with a cloth moistened in hot water with some washing-up liquid, and use a nail brush for more stubborn dirt.
- The ScanMonkey is splash-proof but not waterproof. Do not allow liquids to enter inside the ScanMonkey.

Decontamination

- There may be a need to decontaminate equipment to reduce the risk of transmission of infection.
- There recommended the procedure for this type of low-risk equipment is:

Clean the external surfaces with a disposable paper wipe moistened with a small amount of warm detergent solution, surgical spirit or disinfecting fluid.

Allow the surfaces to dry.

Wipe the surfaces with a damp cloth.

Do not immerse the equipment in water.

Do not autoclave the equipment, or expose to elevated temperatures.

FCC certification

- FCC Statutory Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

CAUTION:

Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

EC declaration of conformity

- Declaration of Conformity available on request.

Copyright notice

- ScanMonkey software is the copyright and must not be copied without our permission.
- This Manual is © ZHC Systems Limited, 2010-14.
- Designed and manufactured in the UK by:

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