

# **Braille Sense U2**

## **QWERTY**

# **User Manual**

**ENGLISH MANUAL**  
For Software Version 6.2

(March, 2012)

**When there are any manual updates,  
the readme files or appendices  
will be added to the manual CD  
and website.**

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## **Safety Precautions**

For your safety from the Braille Sense U2 QWERTY, please read safety precautions carefully.

1. The input voltage of the AC adapter is 100V - 240V, and the output is DC 5V / 2A.
2. When the Braille Sense U2 QWERTY is shipped, the battery may be separate from the unit to avoid damage. The battery may not be fully charged when it is shipped. Before you use the Braille Sense U2 QWERTY, you should make sure the battery is fully charged. When you use the Braille Sense U2 QWERTY for the first time, you may need to open the package, take the battery, and insert it into the battery slot at the rear panel of the unit. It is possible that the dealer or distributor from whom you purchased the Braille Sense U2 QWERTY from has already done this for you.
3. When you use the Braille Sense U2 QWERTY with the battery for the first time, the battery status may not be displayed accurately. In order to avoid this, connect the Braille Sense U2 QWERTY to the AC adapter for about six hours with turn on. If you want to use the Braille Sense U2 QWERTY immediately after opening the box, you will need to connect the AC adapter to the unit for more than six hours to fully charge the battery.
4. If you want or need to take the battery out of the unit, turn the power off, and then take the battery out of the unit. Before putting the battery back in to the unit, make certain that the power is off. There is a risk of explosion if battery is replaced by an incorrect type. Please dispose of used batteries according to the instructions.

5. When you are using the Braille Sense U2 QWERTY on battery power only (without the AC adapter), the status of the remaining battery power will be announced when the battery power is low. When the battery's charge falls below 15 percent, connect the AC adapter to the unit for recharging. If the remaining battery power drops to five percent, and the unit is not connected to the AC adapter, the Braille Sense U2 QWERTY will shut down one minute after the announcement of the battery's status. The amount of battery life per charge will vary depending on the options you have set.
6. Your Braille Sense U2 QWERTY needs to be handled with care. The Braille Sense U2 QWERTY is a very delicate machine. You should make sure to handle the unit in a proper manner. Also, the Braille Sense U2 QWERTY is very sensitive to dust. Make sure to keep the Braille Sense U2 QWERTY away from dusty environments.
7. The Braille cells are very sensitive parts. If any of the Braille cells are not working properly due to dust or any other reason, please contact our repair center, or the dealer whom you purchased the Braille Sense U2 QWERTY from for support.
8. You will need to register your Braille Sense U2 QWERTY in order to ensure further maintenance, service, and upgrade information. Please visit [www.hims-inc.com](http://www.hims-inc.com), to register your information. If you have any trouble when registering your information, please contact the dealer whom you purchased your Braille Sense U2 QWERTY product from for help.
9. Do not take apart the Braille Sense U2 QWERTY by yourself. Do not have anyone else who is not authorized by HIMS take apart the Braille Sense U2 QWERTY. If an unqualified person disassembles the unit, serious damage may occur to the Braille Sense U2 QWERTY. If an unauthorized person disassembles the Braille Sense

U2 QWERTY, the unit will be excluded from any free maintenance, and the warranty will become void. If any liquid or external force damages the unit, it may also be excluded from free maintenance, even if the damage occurred during the warranty period.

10. If you let your Braille Sense U2 QWERTY remain for a long time at the closed or high temperature places like inside of car, the battery attached to the Braille Sense U2 QWERTY may be defected or fired. So please don't keep your Braille Sense U2 QWERTY at those places.

11. If you have any complaints or suggestions, please provide us with your comments on our website. We will improve our product based on your comments and suggestions. Thank you for using the Braille Sense U2 QWERTY, and we value any comments or suggestions you have for our product.

12. To prevent possible hearing damage, do not listen at high volume levels for long periods. 

13. 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.

Operation is subject to the following two conditions.

- 1) This device may not cause harmful interference, and
- 2) This device must accept any interference received, including interference that may cause undesired operation.

Note: 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: Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

Congratulations on the purchase of your Braille Sense U2 QWERTY! The Braille Sense U2 QWERTY is capable of doing everything that an ordinary PDA can do, and more – all without the need for a screen!

## **I. You will find the following items when you open the Braille Sense U2 QWERTY package:**

- 1) Braille Sense U2 QWERTY
- 2) Battery
- 3) Carrying Bag
- 4) AC adapter
- 5) USB Cable
- 6) Earphone
- 7) Sticker(2)
- 8) User Manual (CD)
- 9) Braille User Manual (Hot Keys List)

## **II. How to use this manual**

Before using the Braille Sense U2 QWERTY, you should read the entire manual to familiarize yourself with the functions of the Braille Sense U2 QWERTY. Reading the entire manual will allow you to operate the Braille Sense U2 QWERTY to its fullest potential. The Braille Sense U2 QWERTY has many functions. Many of these functions operate in a similar manner, so it is important to become familiar with all of the functions of the Braille Sense U2 QWERTY.

You will see references to hot keys and shortcut keys. These keys refer to ways to access menus and functions quickly by using a combination of keystrokes. Please note that not all hot keys and shortcut keys will work while you are in the Braille Sense U2 QWERTY. Some hot keys and shortcut keys require that you be within a program in order for specific hot keys and shortcut keys to work.

This user manual uses a specific notation of how to press keys. When you see, “Fn-B” this means that you would press the “Fn” and “B” simultaneously. This is a very important concept to understand when using this manual.

In order to use the Braille Sense U2 QWERTY, you will need to understand what a menu is, and how it works. You will also need to understand what a text box is, and how to type in information in a text box. It is very important that you completely understand concepts such as this, so that you are able to use the Braille Sense U2 QWERTY to its fullest potential.

If you find that you are unable to find a solution to a problem within the manual, or if you need assistance with the Braille Sense U2 QWERTY, please email us at [support@hims-inc.com](mailto:support@hims-inc.com). Visit us on the web at [www.hims-inc.com](http://www.hims-inc.com); or, you can call us at 512-837-2000.

# TABLE OF CONTENTS

<b>1. INTRODUCTION .....</b>	<b>35</b>
<b>1.1 What is the Braille Sense U2 QWERTY? .....</b>	<b>35</b>
<b>1.2 Hardware .....</b>	<b>36</b>
<b>1.2.1 The Top Panel .....</b>	<b>36</b>
<b>1.2.2 The Right Panel .....</b>	<b>38</b>
<b>1.2.3 The Left Panel .....</b>	<b>39</b>
<b>1.2.4 The Rear Panel.....</b>	<b>39</b>
<b>1.2.5 The Front Panel .....</b>	<b>40</b>
<b>1.3 Hardware Specifications.....</b>	<b>40</b>
<b>1.4 Memory on the Braille Sense U2 QWERTY .....</b>	<b>41</b>
<b>2. BASIC FUNCTIONS OF THE BRAILLE SENSE U2 QWERTY .....</b>	<b>43</b>
<b>2.1 How to Enter Commands.....</b>	<b>43</b>
<b>2.1.1 Basic Alerts and Messages .....</b>	<b>43</b>
<b>2.2 Concept of the Menu .....</b>	<b>44</b>
<b>2.2.1 Control Symbols .....</b>	<b>46</b>
<b>2.3 Using the Function Keys .....</b>	<b>50</b>
<b>2.4 The AC Power Supply and the Battery Pack.....</b>	<b>50</b>
<b>2.5 Basic Explanation of Disks, folders, and files .....</b>	<b>52</b>
<b>2.6 Controlling the Volume, Speed, and Pitch of the TTS .....</b>	<b>53</b>
<b>2.7 Using Speech and Braille .....</b>	<b>53</b>
<b>2.8 Entering Text .....</b>	<b>54</b>

<b>2.8.1 The ASCII table for computer Braille input .....</b>	<b>오류! 책갈피가 정의되어 있지 않습니다.</b>
<b>2.8.2 Inputting/searching for Control characters .....</b>	<b>54</b>
<b>2.9 Multi Tasking .....</b>	<b>55</b>
<b>2.10 Switching Media Modes .....</b>	<b>56</b>
<b>2.11 Switching Key lock .....</b>	<b>57</b>
<b>2.12 Print Spool .....</b>	<b>57</b>
<b>2.13 One-Handed Mode .....</b>	<b>58</b>
<b>2.14 Using Typing Mode.....</b>	<b>59</b>
<b>2.15 Common Hotkeys .....</b>	<b>60</b>
<b>3. GLOBAL OPTIONS .....</b>	<b>62</b>
<b>3.1 Global Options Overview.....</b>	<b>63</b>
<b>3.2 Global Options in Detail.....</b>	<b>64</b>
<b>3.2.1 Braille display .....</b>	<b>64</b>
<b>3.2.2 Braille Cursor .....</b>	<b>64</b>
<b>3.2.3 Eight Dot Mode .....</b>	<b>65</b>
<b>3.2.4 View/input Braille Grade.....</b>	<b>65</b>
<b>3.2.5 Braille Code .....</b>	<b>65</b>
<b>3.2.6 Message Display Time .....</b>	<b>66</b>
<b>3.2.7 Language.....</b>	<b>67</b>
<b>3.2.8 Voice .....</b>	<b>67</b>
<b>3.2.9 Punctuation Level .....</b>	<b>67</b>

<b>3.2.10 Keyboard Echo</b>	68
<b>3.2.11 Capitalization alert</b>	68
<b>3.2.12 Numbers</b>	68
<b>3.2.13 Abbreviations</b>	69
<b>3.2.14 Voice Volume</b>	69
<b>3.2.15 Voice Rate</b>	69
<b>3.2.16 Voice Pitch</b>	70
<b>3.2.17 Scroll Voice</b>	70
<b>3.2.18 LCD</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>3.2.19 Flip LCD display</b>	70
<b>3.2.20 LCD Font Size</b>	71
<b>3.2.21 Video Display</b>	71
<b>3.2.22 Printer Port</b>	71
<b>3.2.23 Print Paper Size</b>	72
<b>3.2.24 Audio alerts</b>	72
<b>3.2.25 Play Power On/Off Sound</b>	72
<b>3.2.26 Left Scroll Buttons</b>	72
<b>3.2.27 Right Scroll Buttons</b>	73
<b>3.2.28 Skip Empty Lines</b>	73
<b>3.2.29 Control Information</b>	74
<b>3.2.30 Hide passwords</b>	74
<b>3.2.31 Hot Key Information</b>	75

<b>3.2.32 Announce shortcut keys.....</b>	<b>75</b>
<b>3.2.33 Power Saving Mode .....</b>	<b>75</b>
<b>3.2.34 Power Saving Kick In.....</b>	<b>76</b>
<b>3.2.35 Check Today's Schedule.....</b>	<b>76</b>
<b>3.2.36 One-Handed Mode .....</b>	<b>76</b>
<b>3.2.37 Automatic spell-check.....</b>	<b>77</b>
<b>3.2.38 Default Document Type.....</b>	<b>77</b>
<b>3.2.39 Automatically synchronize with time server .....</b>	<b>78</b>
<b>3.2.40 Progress indicator .....</b>	<b>78</b>
<b>3.2.41 Bluetooth.....</b>	<b>78</b>
<b>3.2.42 Wireless LAN.....</b>	<b>78</b>
<b>3.2.43 Ethernet port .....</b>	<b>79</b>
<b>3.2.44 Mass-storage device mode .....</b>	<b>79</b>
<b>4. FILE MANAGER.....</b>	<b>81</b>
<b>4.1 Overview.....</b>	<b>81</b>
<b>    4.1.1 Navigating the File List.....</b>	<b>82</b>
<b>    4.1.2 Selecting folders and files.....</b>	<b>82</b>
<b>    4.1.3 Cancel / Exit.....</b>	<b>83</b>
<b>4.2 Working with Files and Folders.....</b>	<b>83</b>
<b>    4.2.1 Selecting drives.....</b>	<b>83</b>
<b>    4.2.2 Entering and Exiting Folders .....</b>	<b>84</b>
<b>    4.2.3 Opening a File .....</b>	<b>84</b>

<b>4.2.4 Send To .....</b>	86
<b>4.2.5 Copy / Move .....</b>	86
<b>4.2.6 Delete Files or Folders.....</b>	87
<b>4.2.7 Rename .....</b>	87
<b>4.2.8 New Document.....</b>	88
<b>4.2.9 New Folder .....</b>	88
<b>4.2.10 File Conversion .....</b>	89
<b>4.2.11 Select All.....</b>	89
<b>4.2.12 Search for File.....</b>	90
<b>4.2.13 Sort Files .....</b>	91
<b>4.2.14 Set File Info.....</b>	91
<b>4.2.15 Display only Files of Type .....</b>	92
<b>4.2.16 Zip .....</b>	92
<b>4.2.17 Unzip .....</b>	93
<b>4.2.18 Information .....</b>	94
<b>4.3 Using the Address Window.....</b>	95
<b>4.3.1 Editing .....</b>	95
<b>4.3.2 Typing a Path / File Name .....</b>	95
<b>4.3.3 Opening the History List .....</b>	95
<b>4.4 Network and sharing .....</b>	96
<b>4.4.1 Search for shared computers and add to the network list.....</b>	96
<b>4.4.2 Remove Remote folder .....</b>	99

<b>4.5 Hot Keys in the "File Manager" .....</b>	<b>99</b>
<b>5. WORD PROCESSOR.....</b>	<b>101</b>
<b>5.1 File Menu .....</b>	<b>101</b>
<b>5.1.1 New .....</b>	<b>101</b>
<b>5.1.2 Open .....</b>	<b>102</b>
<b>5.1.3 Save .....</b>	<b>104</b>
<b>5.1.4 Save As .....</b>	<b>105</b>
<b>5.1.5 Close Current Document .....</b>	<b>106</b>
<b>5.1.6 Print .....</b>	<b>106</b>
<b>5.1.7 Settings.....</b>	<b>108</b>
<b>5.1.8 Exit .....</b>	<b>110</b>
<b>5.2 Edit Menu.....</b>	<b>110</b>
<b>5.2.1 Start Selection.....</b>	<b>110</b>
<b>5.2.2 Copy.....</b>	<b>111</b>
<b>5.2.3 Cut.....</b>	<b>111</b>
<b>5.2.4 Paste.....</b>	<b>112</b>
<b>5.2.5 Delete.....</b>	<b>112</b>
<b>5.2.6 Delete Blank Lines .....</b>	<b>112</b>
<b>5.2.7 Add to Clipboard .....</b>	<b>112</b>
<b>5.2.8 Clear Clipboard.....</b>	<b>113</b>
<b>5.2.9 Select All.....</b>	<b>113</b>
<b>5.2.10 Insert from File .....</b>	<b>113</b>

<b>5.2.11 Insert Date .....</b>	114
<b>5.2.12 Insert Time .....</b>	114
<b>5.2.13 Toggling Insert and Overwrite Modes .....</b>	114
<b>5.2.14 Check Spelling .....</b>	115
<b>5.3 Go to Menu .....</b>	118
<b>5.3.1 Find .....</b>	119
<b>5.3.2 Find Again .....</b>	120
<b>5.3.3 Replace .....</b>	120
<b>5.3.4 Go to Location .....</b>	121
<b>5.3.5 Go to Previous Page .....</b>	123
<b>5.3.6 Go to Next Page .....</b>	123
<b>5.3.7 Set Mark .....</b>	123
<b>5.3.8 Go to Mark .....</b>	124
<b>5.3.9 Go to Previous Document .....</b>	124
<b>5.3.10 Go to Next Document .....</b>	124
<b>5.4 Read Menu .....</b>	125
<b>5.4.1 Read Selected Text .....</b>	125
<b>5.4.2 Read Beginning of Selected Text .....</b>	125
<b>5.4.3 Read from beginning to cursor .....</b>	125
<b>5.4.4 Read from Cursor to End .....</b>	126
<b>5.4.5 Auto Scroll .....</b>	126
<b>5.4.6 Read Current Sentence .....</b>	127

<b>5.4.7 Read Current Line .....</b>	<b>127</b>
<b>5.4.8 Read Current Word .....</b>	<b>127</b>
<b>5.4.9 Read Current Character .....</b>	<b>128</b>
<b>5.4.10 Read Status .....</b>	<b>128</b>
<b>5.5 Layout .....</b>	<b>128</b>
<b>    5.5.1 Braille Document Layout .....</b>	<b>128</b>
<b>    5.5.2 Print Document Layout.....</b>	<b>130</b>
<b>    5.5.3 Braille Paragraph Layout .....</b>	<b>131</b>
<b>    5.5.4 Print Paragraph Layout .....</b>	<b>132</b>
<b>5.6 Keys for Text Scrolling and Deleting.....</b>	<b>134</b>
<b>5.7 Cursor Location .....</b>	<b>135</b>
<b>5.8 Hot keys in the Word Processor: .....</b>	<b>135</b>
<b>6. ADDRESS MANAGER.....</b>	<b>138</b>
<b>    6.1 What is the "Address Manager"? .....</b>	<b>138</b>
<b>    6.2 Starting the "Address Manager" .....</b>	<b>139</b>
<b>    6.3 Using "Add Address" .....</b>	<b>139</b>
<b>        6.3.1 Adding an Address .....</b>	<b>139</b>
<b>        6.3.2 Setting Add Address Fields.....</b>	<b>141</b>
<b>        6.3.3 Using "Search Address" in "Add address" .....</b>	<b>141</b>
<b>    6.4 Searching For an Address.....</b>	<b>141</b>
<b>        6.4.1 Using "search address" .....</b>	<b>141</b>
<b>        6.4.2 Setting Searching Address Fields.....</b>	<b>142</b>

<b>6.4.3 Using "Add Address" In "Search Address" .....</b>	<b>143</b>
<b>6.5 Backing up and restoring the address list .....</b>	<b>143</b>
<b>6.5.1 Backup Address List .....</b>	<b>143</b>
<b>6.5.2 Restore Address List .....</b>	<b>144</b>
<b>6.5.3 Setting Backup Options .....</b>	<b>144</b>
<b>6.6 Importing and Exporting CSV .....</b>	<b>145</b>
<b>6.6.1 Import from CSV .....</b>	<b>146</b>
<b>6.6.2 Exporting CSV .....</b>	<b>149</b>
<b>6.7 Commands in the Records Found List .....</b>	<b>150</b>
<b>6.7.1 Find again .....</b>	<b>150</b>
<b>6.7.2 Opening a home page .....</b>	<b>150</b>
<b>6.7.3 Editing Addresses .....</b>	<b>151</b>
<b>6.7.4 Deleting Addresses .....</b>	<b>151</b>
<b>6.7.5 Printing addresses .....</b>	<b>152</b>
<b>6.7.6 Saving Addresses to a File .....</b>	<b>152</b>
<b>6.8 Synchronizing With Microsoft Outlook .....</b>	<b>153</b>
<b>6.9 Hot Keys in the "Address Manager" .....</b>	<b>153</b>
<b>7. SCHEDULE MANAGER .....</b>	<b>156</b>
<b>7.1 Overview .....</b>	<b>156</b>
<b>7.2 Starting "Schedule Manager" .....</b>	<b>156</b>
<b>7.3 Setting time and date .....</b>	<b>156</b>
<b>7.4 Adding a Schedule .....</b>	<b>158</b>

<b>7.4.1 Start date .....</b>	158
<b>7.4.2 Start time .....</b>	159
<b>7.4.3 End date.....</b>	159
<b>7.4.4 End time.....</b>	159
<b>7.4.5 Subject .....</b>	159
<b>7.4.6 Location.....</b>	160
<b>7.4.7 Memo .....</b>	160
<b>7.4.8 Alarm Time.....</b>	160
<b>7.4.9 Setting a recurring Schedule .....</b>	161
<b>7.4.10 Confirm.....</b>	163
<b>7.4.11 Cancel .....</b>	164
<b>7.5 Search Schedule .....</b>	164
<b>7.5.1 Searching by date .....</b>	164
<b>7.5.2 Searching by subject .....</b>	165
<b>7.6 Modify Schedule.....</b>	166
<b>7.7 Deleting a Schedule.....</b>	166
<b>7.8 Printing a Schedule .....</b>	167
<b>7.9 Saving Appointments as a File.....</b>	167
<b>7.10 Backing Up and Restoring Your Appointments .....</b>	168
<b>7.10.1 Backup Schedule .....</b>	168
<b>7.10.2 Restore Schedule.....</b>	168
<b>7.10.3 Setting Backup Option .....</b>	169

<b>7.11 Setting Alarm Option.....</b>	<b>170</b>
<b>7.11.1 Alarm Duration.....</b>	<b>170</b>
<b>7.11.2 Alarm Repeat Interval Time .....</b>	<b>170</b>
<b>7.11.3 Repetition Times .....</b>	<b>171</b>
<b>7.11.4 Confirm .....</b>	<b>171</b>
<b>7.11.5 Cancel .....</b>	<b>171</b>
<b>7.12 Synchronizing With Microsoft Outlook.....</b>	<b>171</b>
<b>7.13 Hot Keys for the Schedule Manager .....</b>	<b>172</b>
<b>8. E-MAIL.....</b>	<b>172</b>
<b>8.1 Executing E-mail and E-mail Account management.....</b>	<b>174</b>
<b>8.1.1 Executing e-mail.....</b>	<b>174</b>
<b>8.1.2 Managing e-mail account information.....</b>	<b>175</b>
<b>8.2 Receiving and Sending E-mail.....</b>	<b>183</b>
<b>8.2.1 Receiving E-mail.....</b>	<b>183</b>
<b>8.2.2 Reading the Received E-mail Messages.....</b>	<b>184</b>
<b>8.2.3 Writing e-mail .....</b>	<b>188</b>
<b>8.3 Major features of E-mail.....</b>	<b>195</b>
<b>8.3.1 Deleting E-mail.....</b>	<b>195</b>
<b>8.3.2 Reply And Reply All to a Received E-Mail.....</b>	<b>196</b>
<b>8.3.3 Forwarding a Received E-Mail Message.....</b>	<b>198</b>
<b>8.3.4 Saving a Received E-mail as Document.....</b>	<b>199</b>
<b>8.3.5 Printing E-Mail Messages .....</b>	<b>200</b>

<b>8.4 Additional features of E-mail .....</b>	<b>200</b>
<b>8.4.1 Find .....</b>	<b>200</b>
<b>8.4.2 Find Again .....</b>	<b>202</b>
<b>8.4.3 Move to Next Unread Message.....</b>	<b>202</b>
<b>8.4.4 Copy or Move to Mailbox .....</b>	<b>203</b>
<b>8.5 Using the Tools Menu .....</b>	<b>207</b>
<b>8.5.1 Set Path .....</b>	<b>207</b>
<b>8.5.2 Set Options .....</b>	<b>210</b>
<b>8.5.3 Spam Settings .....</b>	<b>210</b>
<b>8.6. Hot Keys for E-Mail.....</b>	<b>214</b>
<b>8.6.1 Hot Keys That Are Used in the Inbox.....</b>	<b>214</b>
<b>8.6.2 Hot Keys for Sending E-Mail Including Reply, Forward, and Save in the Mail Outbox.....</b>	<b>215</b>
<b>8.6.3 Hot Keys for Reading E-Mail Messages or Writing an E-mail Message....</b>	<b>215</b>
<b>9. MEDIA PLAYER .....</b>	<b>217</b>
<b>9.1 Using the media buttons.....</b>	<b>217</b>
<b>9.1.1 Play/Pause Button .....</b>	<b>218</b>
<b>9.1.2 "Forward" button and "Back" button .....</b>	<b>218</b>
<b>9.1.3 Record Button.....</b>	<b>218</b>
<b>9.1.4 Stop Button.....</b>	<b>219</b>
<b>9.1.5 Using the media buttons in Open File dialog .....</b>	<b>219</b>
<b>9.2 Braille Keyboard and Extended Keys.....</b>	<b>220</b>
<b>9.2.1 Playback Information Tab .....</b>	<b>220</b>

<b>9.2.2 Playlist Tab .....</b>	220
<b>9.2.3 Hot Keys in the Playback Information and playlist Tabs.....</b>	221
<b>9.3 How to Use the Media Player Menu .....</b>	223
<b>    9.3.1 File.....</b>	223
<b>    9.3.2 Play .....</b>	228
<b>    9.3.3 Record.....</b>	230
<b>    9.3.4 Position Menu .....</b>	233
<b>    9.3.5 Mark .....</b>	237
<b>    9.3.6 Settings.....</b>	239
<b>9.4 Additional features .....</b>	244
<b>    9.4.1 Navigational features using the cursor keys.....</b>	244
<b>9.5 Hot Keys in the Media Player .....</b>	244
<b>10. FM RADIO.....</b>	247
<b>10.1 Listening to FM Radio via the internal speakers .....</b>	247
<b>10.2 Frequency control.....</b>	248
<b>10.3 Adding and navigating presets .....</b>	249
<b>10.4 Recording from the FM Radio.....</b>	250
<b>    10.4.1 Changing record folder.....</b>	251
<b>10.5 Additional features .....</b>	252
<b>10.6 Hot Keys in the FM Radio .....</b>	253
<b>11. WEB BROWSER .....</b>	255
<b>11.1 File .....</b>	255

<b>11.1.1 Open URL</b> .....	255
<b>11.1.2 Open</b> .....	256
<b>11.1.3 Save As</b> .....	257
<b>11.1.4 Page Information</b> .....	257
<b>11.1.5 Exit</b> .....	258
<b>11.2 Read</b> .....	258
<b>11.2.1 Read from Beginning to Cursor</b> .....	258
<b>11.2.2 Read from Cursor to End</b> .....	259
<b>11.2.3 Auto Scroll</b> .....	259
<b>11.3 Edit</b> .....	259
<b>11.3.1 Start selection</b> .....	259
<b>11.3.2 Copy</b> .....	260
<b>11.3.3 Add to clipboard</b> .....	260
<b>11.3.4 Copy URL</b> .....	260
<b>11.3.5 Copy Link</b> .....	261
<b>11.4 Go To</b> .....	261
<b>11.4.1 Go to Home Page</b> .....	261
<b>11.4.2 Go to Previous Page</b> .....	262
<b>11.4.3 Go to Next Page</b> .....	262
<b>11.4.4 Go to Previous Heading</b> .....	262
<b>11.4.5 Go to Next Heading</b> .....	263
<b>11.4.6 Go to Previous/Next Text</b> .....	263

<b>11.4.7 Refresh.....</b>	264
<b>11.4.8 History.....</b>	264
<b>11.4.9 Find.....</b>	265
<b>11.4.10 Find Again.....</b>	266
<b>11.4.11 Links list .....</b>	266
<b>11.5 Favorites.....</b>	266
<b>    11.5.1 Set Current As Home Page.....</b>	267
<b>    11.5.2 Add to Favorites .....</b>	267
<b>    11.5.3 Favorites List .....</b>	268
<b>11.6 Options .....</b>	269
<b>    11.6.1 Menu Structure and Movement.....</b>	269
<b>    11.6.2 Set User Agent.....</b>	269
<b>    11.6.3 Show visited links.....</b>	270
<b>    11.6.4 Changing the Default Download Folder.....</b>	270
<b>    11.6.5 Clear cookies .....</b>	270
<b>11.7 Read Page .....</b>	271
<b>    11.7.1 Moving Among Controls.....</b>	271
<b>    11.7.2 Moving to a Form Field .....</b>	273
<b>    11.7.3 Table.....</b>	274
<b>    11.7.4 Move to the Frame .....</b>	276
<b>    11.7.5 Playback of Streaming Audio Files.....</b>	276
<b>11.8 Hot keys in the "Web Browser" .....</b>	277

11.9 What the "Web Browser" Does Not Support.....	279
<b>12. DAISY PLAYER .....</b>	<b>281</b>
<b>12.1 Components of the DAISY Player .....</b>	<b>284</b>
<b>12.2 File.....</b>	<b>285</b>
<b>12.2.1 Open DAISY.....</b>	<b>285</b>
<b>12.2.2 Voice Settings.....</b>	<b>286</b>
<b>12.2.3 Book-Info.....</b>	<b>288</b>
<b>12.2.4 Exit.....</b>	<b>288</b>
<b>12.3 Document Navigation.....</b>	<b>288</b>
<b>12.3.1 Play and Pause.....</b>	<b>289</b>
<b>12.3.2 Move by Phrase.....</b>	<b>289</b>
<b>12.3.3 Move by Page.....</b>	<b>290</b>
<b>12.3.4 Move by Level.....</b>	<b>290</b>
<b>12.3.5 Move by Time Index .....</b>	<b>290</b>
<b>12.3.6 Move by Text Index .....</b>	<b>291</b>
<b>12.4 Mark.....</b>	<b>292</b>
<b>12.4.1 Previous Mark.....</b>	<b>292</b>
<b>12.4.2 Next Mark .....</b>	<b>292</b>
<b>12.4.3 Set Mark.....</b>	<b>293</b>
<b>12.4.4 Move to Mark.....</b>	<b>293</b>
<b>12.4.5 Deleting a Mark.....</b>	<b>293</b>
<b>12.5 Heading.....</b>	<b>294</b>

<b>12.5.1 Move by Heading .....</b>	294
<b>12.5.2 Move to Specific Heading .....</b>	295
<b>12.5.3 Find Heading .....</b>	295
<b>12.5.4 Scan Heading and Read Heading .....</b>	295
<b>12.5.5 Find Phrase .....</b>	296
<b>12.6 Hot Keys in the DAISY Player .....</b>	297
<b>13. BLUETOOTH MANAGER .....</b>	297
<b>13.1 Bluetooth Device List .....</b>	299
<b>13.2 Bluetooth Service List .....</b>	302
<b>13.2.1 Connecting a Service .....</b>	303
<b>13.2.2 LAN Service .....</b>	304
<b>13.2.3 FTP Service .....</b>	304
<b>13.2.4 ActiveSync Service .....</b>	311
<b>13.2.5 Serial Port .....</b>	311
<b>13.2.6 Bluetooth keyboard service .....</b>	316
<b>13.2.7 Bluetooth Printer service .....</b>	317
<b>13.2.8 Using Multiple Services .....</b>	318
<b>13.3 Hot keys in Bluetooth Manager .....</b>	318
<b>14. DATABASE MANAGER .....</b>	319
<b>14.1 Table Manager .....</b>	320
<b>14.1.1 Add Table .....</b>	321
<b>14.1.2 Modify Table .....</b>	323

<b>14.1.3 Delete table .....</b>	<b>324</b>
<b>14.1.4 Set Default Table .....</b>	<b>324</b>
<b>14.2 Add Record .....</b>	<b>325</b>
<b>14.3 Search Records.....</b>	<b>326</b>
<b>14.4 List of Records Found .....</b>	<b>327</b>
<b>14.5 Setting Backup Options.....</b>	<b>327</b>
<b>14.6 Backup Database .....</b>	<b>328</b>
<b>14.7 Restore Database.....</b>	<b>329</b>
<b>14.8 Hot Keys for "Database Manager" .....</b>	<b>329</b>
<b>15. EXTRAS.....</b>	<b>329</b>
<b>15.1 Games.....</b>	<b>331</b>
<b>15.1.1 Sense Dice game .....</b>	<b>331</b>
<b>15.1.2 Sense Brain Game .....</b>	<b>332</b>
<b>15.2 Sense Dictionary.....</b>	<b>334</b>
<b>16. SOCIAL NETWORKING .....</b>	<b>337</b>
<b>16.1 Available Social Networking services .....</b>	<b>337</b>
<b>16.2 Twitter .....</b>	<b>338</b>
<b>16.2.1 Twitter Terminology .....</b>	<b>338</b>
<b>16.2.2 Accessing "Twitter" .....</b>	<b>339</b>
<b>16.2.3 Main "Twitter" dialog .....</b>	<b>341</b>
<b>16.2.4 Timeline .....</b>	<b>342</b>
<b>16.2.5. Managing "Tweets" .....</b>	<b>344</b>

<b>16.2.6. Managing Followers and following .....</b>	348
<b>16.2.7. Using Direct Messages .....</b>	349
<b>16.2.8. Using Search functions .....</b>	351
<b>16.2.9. Additional Function.....</b>	354
<b>16.3 Google talk .....</b>	356
<b>16.3.1 Before you launch Google Talk .....</b>	356
<b>16.3.2 Managing Contacts .....</b>	358
<b>16.3.3 Start Chat .....</b>	361
<b>16.3.4 Start Voice Chat .....</b>	363
<b>16.3.5 Sending/Receiving a file .....</b>	364
<b>16.3.6 Other functions.....</b>	365
<b>16.3.7 Setup Options .....</b>	368
<b>16.3.8 Hot keys in Google Talk:.....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>16.4 MSN messenger .....</b>	372
<b>16.4.1 Getting Started with MSN Messenger .....</b>	373
<b>16.4.2 Using a Contact List.....</b>	374
<b>16.4.3 Instant Message dialog .....</b>	380
<b>16.5 Hot Keys in Social Networking .....</b>	382
<b>16.5.1 Twitter .....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>16.5.2 Google talk.....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>16.5.3 MSN messenger .....</b>	오류! 책갈피가 정의되어 있지 않습니다.

<b>17. UTILITIES.....</b>	<b>388</b>
<b>17.1 Calculator .....</b>	<b>389</b>
<b>17.1.1 General Functions .....</b>	<b>389</b>
<b>17.1.2 Memory Functions.....</b>	<b>391</b>
<b>17.1.3 Sine Functions.....</b>	<b>393</b>
<b>17.1.4 Cosine Functions.....</b>	<b>394</b>
<b>17.1.5 Tangent Functions.....</b>	<b>394</b>
<b>17.1.6 Logarithm Functions.....</b>	<b>394</b>
<b>17.1.7 Copy to Clipboard.....</b>	<b>395</b>
<b>17.1.8 Option Settings.....</b>	<b>395</b>
<b>17.1.9 Exit .....</b>	<b>396</b>
<b>17.1.10 Sample Math Calculations.....</b>	<b>396</b>
<b>17.2 Display Compass Heading .....</b>	<b>399</b>
<b>17.2.1 Options of gyrocompass .....</b>	<b>400</b>
<b>17.3 Set Time and Date.....</b>	<b>400</b>
<b>17.4 Display Time and Date .....</b>	<b>402</b>
<b>17.5 Wake up alarm.....</b>	<b>402</b>
<b>17.5.1 Set Time.....</b>	<b>403</b>
<b>17.5.2 Alarm Sound .....</b>	<b>403</b>
<b>17.5.3 Term .....</b>	<b>403</b>
<b>17.5.4 Ringing Duration.....</b>	<b>404</b>
<b>17.5.5 Repeat Interval.....</b>	<b>404</b>

<b>17.5.6 Wake up Call Times.....</b>	<b>404</b>
<b>17.5.7 Confirm/Cancel.....</b>	<b>404</b>
<b>17.6 Calendar .....</b>	<b>404</b>
<b>17.6.1 Using the Calendar .....</b>	<b>405</b>
<b>17.7 Pronunciation Dictionary.....</b>	<b>406</b>
<b>17.8 Stopwatch .....</b>	<b>407</b>
<b>17.9 Terminal for Screen reader .....</b>	<b>408</b>
<b>17.10 Setup Internet .....</b>	<b>409</b>
<b>17.10.1 LAN Setup.....</b>	<b>409</b>
<b>17.10.2 Setup Wireless LAN .....</b>	<b>410</b>
<b>17.10.3 Modem &amp; Bluetooth DUN setup.....</b>	<b>413</b>
<b>17.10.4 ADSL Setup .....</b>	<b>414</b>
<b>17.11 Display Network Status .....</b>	<b>416</b>
<b>17.12 Display Power Status .....</b>	<b>416</b>
<b>17.13 Backup/Restore Personalized settings.....</b>	<b>417</b>
<b>17.14 Menu manager.....</b>	<b>418</b>
<b>17.15 Format.....</b>	<b>419</b>
<b>17.15.1 Formatting the disk .....</b>	<b>419</b>
<b>17.16 Set Sleep Timer .....</b>	<b>420</b>
<b>17.17 Upgrade Braille Sense U2 QWERTY Firmware .....</b>	<b>421</b>
<b>17.17.1 Upgrading the Braille Sense U2 QWERTY Firmware Using the Internet .....</b>	<b>422</b>
<b>17.17.2 Upgrading the Braille Sense U2 QWERTY Firmware from a Disk .....</b>	<b>423</b>

<b>17.18 Hot Keys for Utilities .....</b>	<b>424</b>
<b>18. USING THE HELP MENU.....</b>	<b>427</b>
<b>19. USING ACTIVESYNC .....</b>	<b>431</b>
<b>19.1 What is ActiveSync? .....</b>	<b>431</b>
<b>19.2 Connecting the Braille Sense U2 QWERTY to a PC.....</b>	<b>431</b>
<b>19.3 Setting up the Braille Sense U2 QWERTY in the ActiveSync Program .....</b>	<b>432</b>
<b>19.4 Transferring Files to the Braille Sense U2 QWERTY Via ActiveSync.....</b>	<b>433</b>
<b>20. COMMAND SUMMARY .....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>20.1 Common Combination Keys.....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>20.2 File Manager .....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>20.2.1 Navigation keys on the file list and menu list ..</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>20.2.2 Navigation Keys for the File List .....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>20.2.3 Item (folder or File) Selection Key.....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>20.2.4 Hot Keys for the Commands in ‘File list’ .....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>20.2.5 Hot Keys for the Commands in ‘Network and sharing’ .....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>20.3 Word Processor .....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>20.3.1 Hot Keys for the Commands.....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>20.3.2 Miscellaneous Hot Keys .....</b>	오류! 책갈피가 정의되어 있지 않습니다.

**20.4 Address Manager** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.4.1 Move keys for adding an address or in the menu** ... 오류! 책갈피가 정의되어 있지 않습니다.

**20.4.2 Move Keys in the Search Result List** 오류! 책갈피가 정의되어 있지 않습니다.

**20.4.3 Hot keys for the Commands** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.4.4 Miscellaneous Hot Keys** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.5 Schedule Manager** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.5.1 Hot keys for the commands** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.5.2 Move Keys in the Search Result List** 오류! 책갈피가 정의되어 있지 않습니다.

**20.6 E-mail** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.6.1 Hot keys that are used in the inbox** .. 오류! 책갈피가 정의되어 있지 않습니다.

**20.6.2 Hot keys for Sending E-Mail Including Reply, Forward, and Save in the Mail Outbox** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.6.3 Hot Keys for Reading E-Mails or Writing an E-Mail Message** 오류! 책갈피가 정의되어 있지 않습니다.

**20.7 Media Player** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.7.1 Hot keys for commands** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.7.2 Hot Keys in the Play Information Tab** 오류! 책갈피가 정의되어 있지 않습니다.

**20.7.3 Hot Keys in the Play List Tab** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.8 FM Radio** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.9 Web Browser** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.9.1 Hot keys for the command** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.9.2 Hot Keys When Playing Audio Files in web browser** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.9.3 Hot Keys for Reading Web Pages** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.10 Daisy Player** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.11 Bluetooth Manager** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.12 Database Manager** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.13 Extras** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.13.1 Games** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.14 Social Networking** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.14.1 Twitter** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.14.2 Google talk** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.14.3 MSN messenger** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.15 Utilities** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.15.1 Calculator** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.15.2 Display Compass Heading** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.15.3 Setting time and date** ..... 오류! 책갈피가 정의되어 있지 않습니다.

**20.15.4 Checking Date and Time** ..... 오류! 책갈피가 정의되어 있지 않습니다.

<b>20.15.5 Calendar .....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>20.15.6 Pronunciation dictionary .....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>20.15.7 Stopwatch.....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>20.15.8 Display Network Status.....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>20.15.9 Display power status .....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>20.15.10 Backup/Restore personalized settings .....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>20.15.11 Format .....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>20.15.12 Sleep Timer .....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>20.15.13 Upgrading the Braille Sense U2 QWERTY Firmware.....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>21. COMMAND SUMMARY FOR USB KEYBOARDS.....</b>	461
<b>21.1 Common Combination Keys.....</b>	461
<b>21.2 File Manager .....</b>	462
<b>21.2.1 Navigation keys on the file list and menu list .....</b>	462
<b>21.2.2 Navigation Keys in the File List .....</b>	462
<b>21.2.3 Item (Folder or File) Selection Keys .....</b>	463
<b>21.2.4 Hot Keys for the Commands.....</b>	463
<b>21.3 Word Processor .....</b>	464
<b>21.3.1 Hot keys for the command .....</b>	464
<b>21.3.2 Miscellaneous Hot Keys .....</b>	465

<b>21.4 Address Manager.....</b>	<b>466</b>
<b>21.4.1 Move keys for moving from field to field in the record or in the menu...</b>	<b>466</b>
<b>21.4.2 Move Keys for Moving from Record to Record .....</b>	<b>466</b>
<b>21.4.3 Hot Keys for the Commands.....</b>	<b>467</b>
<b>21.4.4 Miscellaneous Hot Keys .....</b>	<b>467</b>
<b>21.5 Schedule Manager .....</b>	<b>467</b>
<b>21.5.1 Hot keys for the commands.....</b>	<b>467</b>
<b>21.5.2 Movement Keys for the Search Result List .....</b>	<b>468</b>
<b>21.6 E-mail .....</b>	<b>468</b>
<b>21.7 Media Player .....</b>	<b>470</b>
<b>21.7.1 Hot keys for commands .....</b>	<b>470</b>
<b>21.7.2 Hot Keys in the Play Information Tab.....</b>	<b>471</b>
<b>21.7.3 Hot Keys in the Play List Tab.....</b>	<b>472</b>
<b>21.8 FM Radio .....</b>	<b>473</b>
<b>21.9 Web Browser .....</b>	<b>473</b>
<b>21.9.1 Hot keys for the command .....</b>	<b>473</b>
<b>21.9.2 Hot Keys When Playing Audio Files in web browser.....</b>	<b>474</b>
<b>21.9.3 Hot Keys for Reading Web Pages .....</b>	<b>474</b>
<b>21.10 Daisy Player .....</b>	<b>475</b>
<b>21.11 Bluetooth Manager .....</b>	<b>477</b>
<b>21.12 Database Manager .....</b>	<b>477</b>
<b>21.13 Extras.....</b>	<b>478</b>

<b>21.13.1 Games</b>	478
<b>21.14 Social Networking</b>	479
<b>21.14.1 Twitter</b>	479
<b>21.14.2 Google talk</b>	480
<b>21.14.3 MSN messenger</b>	482
<b>21.15 Utilities</b>	483
<b>21.15.1 Calculator</b>	483
<b>20.15.2 Display Compass Heading</b>	485
<b>21.15.3 Setting the Date and Time</b>	485
<b>21.15.4 Checking the Date and Time</b>	486
<b>21.15.5 Calendar</b>	486
<b>21.15.6 Pronunciation dictionary</b>	486
<b>21.15.7 Stopwatch</b>	486
<b>21.15.8 Display Network Status</b>	487
<b>21.15.9 Display power status</b>	487
<b>21.15.10 Backup/Restore personalized settings</b>	487
<b>21.15.11 Upgrading Braille Sense U2 QWERTY Firmware</b>	487
<b>22. TROUBLESHOOTING GUIDE</b>	488
<b>22.1 The Braille Sense U2 QWERTY Will Not Turn On</b>	488
<b>22.2 The Voice Cannot Be Heard</b>	488
<b>22.3 The Voice is Too Fast to Understand</b>	488
<b>22.4 The Voice Pitch Is Too Low or Too High to Understand</b>	488

<b>22.5 You Don't Know Where You Are .....</b>	<b>488</b>
<b>22.6 No Internet Connection.....</b>	<b>489</b>
<b>22.7 Email .....</b>	<b>489</b>
<b>22.8 The Braille display Does Not Display Braille .....</b>	<b>489</b>
<b>22.9 The Braille Sense U2 QWERTY Does Not Respond.....</b>	<b>490</b>
<b>22.10 The LCD Does Not Come On .....</b>	오류! 책갈피가 정의되어 있지 않습니다.
<b>23. ACCESSORIES.....</b>	<b>491</b>
<b>24. OBTAINING SUPPORT.....</b>	<b>492</b>

# 1. Introduction

## **1.1 What is the Braille Sense U2 QWERTY?**

The Braille Sense U2 QWERTY is a Braille note taker developed and manufactured by HIMS, for people who are blind and visually impaired. The Braille Sense U2 QWERTY has a variety of powerful capabilities, including the following.

1. Use the Word Processor, and the keyboard of QWERTY type, to create Braille documents.
2. Print your text documents using any compatible Bluetooth or USB ink printer.
3. Create hard copy Braille documents by connecting the unit to a Braille embosser.
4. Open Microsoft Word documents, and read them in contracted Braille.
5. Send email messages to sighted colleagues and friends while reading incoming email messages in Braille without the need for translation.
6. Create a schedule of important appointments with the Schedule Manager and set alarms to alert you to these appointments.
7. Input contact information for colleagues, friends, and family into the Address Manager.
8. Surf the Internet with the Braille Sense U2 QWERTY's Web Browser and integrated Braille display.
9. Listen to music, audio books, your own personal recordings, or even videos with the Braille Sense U2 QWERTY's integrated media player.
10. Listen to and record FM radio content.
11. Calculate algebraic equations, trigonometric functions, and other scientific calculations with the built-in calculator.
12. View the flashdisk of the Braille Sense U2 QWERTY as a USB drive on your computer and transfer files.

13. Use the Braille Sense U2 QWERTY as a Braille display with a compatible screen reader, such as Window-Eyes, JAWS, or VoiceOver.
14. Copy, move, and delete files on the Braille Sense U2 QWERTY with its intuitive, Windows-like File Manager.
15. Adjust the volume, speed, and pitch of the speech on the fly.
16. Use the Database Manager to create your own Database for storing important information.
17. Use MSN messenger, Google Talk, and Twitter to keep up with what's happening and stay in touch with friends, family, and colleagues.
18. Use the built-in GPS sensor and digital compass to navigate independently without the need for external devices.

## **1.2 Hardware(modify)**

To get the most from your Braille Sense U2 QWERTY, it is important to become oriented to the buttons and ports on your Braille Sense U2 QWERTY as well as learning their functions.

This section explains the hardware configuration of the Braille Sense U2 QWERTY. The Braille Sense U2 QWERTY is 10 inches long by 6.1 inches wide by 1.9 inches high. The bottom of the unit contains rubber feet in order to prevent slipping while you are using it. Place the Braille Sense U2 QWERTY on a desk or table top with the Braille display nearest you. Its shape resembles a small, thin rectangular box. This section of the manual describes each side of the Braille Sense U2 QWERTY and the basic function(s) of each button and port. We will discuss the panels in the following order: top panel, right panel, left panel, rear panel, and front panel.

### **1.2.1 The Top Panel**

On the top face of the Braille Sense U2 QWERTY is located a 9 key Perkins-style keyboard, consisting of Braille dots 1:6, "SPACE",

"BACKSPACE", and "ENTER". When you are typing, you should place your fingers on these 9 Perkins-style keys in the following manner:

Place your index finger, middle finger, ring finger, and pinky finger of your left hand on the left four buttons. Then, place your index finger, middle finger, ring finger, and pinky finger of your right hand on the right four buttons. Finally, place both of your thumbs on the spacebar.

The button where you placed your left index finger corresponds with dot one in Braille. The button that your left middle finger is on corresponds to dot two, and the button under your left ring finger corresponds to dot three. The button on which your left pinky finger is placed is the Backspace key. The button under your right index finger corresponds with dot four in Braille. The button under your right middle finger is dot five, and the button on which your ring finger is placed corresponds with dot six in Braille. The button on which your right pinky is placed is the Enter key. And, the long bar shaped button under your thumbs is the spacebar.

On the same row as the Space bar are 4 rectangular function keys: two to the left of the spacebar, and two to the right. Moving from left to right, the key to the far left is the "F1" key, and the key to the right of it is the "F2" key. The key to the right of the spacebar is the "F3" key, and the key on the far right is the "F 4" key.

Below the keyboard is a 32 cell Braille display. Above the Braille display, there are 32 small, oval-shaped buttons corresponding to each of the 32 Braille cells. These buttons are called cursor routing keys. When you are editing documents, you can use these keys to route your cursor to the character of the corresponding Braille cell. The cursor routing keys also serve as shortcut keys for navigating lists and groups of fields in certain places on the unit.

On each side of the Braille display are two capsule shaped keys. These are the "UP" and "DOWN" scroll keys. The scroll keys are used to scroll the Braille display through menus, fields, lists or text. You can use the scroll keys to scroll by display length, paragraph, line, sentence, or character.

You can set the left and right sets of scroll keys independently in the "Global Options". (See chapter 3.)

Near the top center of the unit's top panel, is a liquid crystal display (LCD). The LCD displays the output of the unit visually so that a sighted person can see what is shown on the Braille Sense U2 QWERTY. STEREO speakers are located one on each side of the LCD for audio output.

To the right of the LCD, along the top edge of the unit, there are 4 LED lights. The far left LED light shows wireless LAN status; when wireless LAN is on, this LED light turns blue. The next LED indicates Bluetooth status; again, when Bluetooth is activated, this LED light turns blue. The third LED light shows the status of the GPS receiver; when you are running Sense Navigation, the LED turns blue (Only available after purchase and download of a license and map data for Sense Navigation). The LED light on the far right indicates power status. When the Braille Sense U2 QWERTY is powered on, the LED turns red. These LED lights help a sighted person easily determine the status of the unit when working with students. This helps them quickly evaluate whether options need to be changed for accomplishing current tasks, or if options are activated unnecessarily, and can be turned off to save power, etc.

### **1.2.2 The Right Panel**

On the right panel, there is a recessed rectangular section containing 2 ports. The port nearest the front of the unit is the USB OTG port. You can connect your Braille Sense U2 QWERTY to a personal computer via this USB port, and use it as a Braille terminal for the computer, transfer files to and from the computer, or to synchronize your calendar and contacts with Outlook.

Behind the USB OTG port is the AC adapter jack. To charge the unit's battery or use the Braille Sense U2 QWERTY on AC power, plug the small, round end of the AC adapter in to this jack, and plug the larger box-like end in to a standard AC electrical outlet.

Near the rear of the right panel is a 3-position slide switch. This is the key "Lock" switch. This switch is discussed in more detail in the next section.

### **1.2.3 The Left Panel**

The left panel of the Braille Sense U2 QWERTY contains a rectangular recessed section with 3 things. Nearer the front of the unit are 2 full-sized USB host ports. Use these ports to connect a USB thumb drive for auxiliary storage or a USB keyboard or printer.

Nearer the rear of the unit, is the "SD" slot, used for housing an SD (secure digital) card in the unit, also for additional storage.

### **1.2.4 The Rear Panel**

On the far left of the rear panel is a small, round recess, with a dot-like button inside it. This is the "RESET" button. If your unit is not responding properly, you can press this button to force a soft reboot of the unit. NOTE: do NOT press the "RESET" button for more than 5 seconds. It takes about fifteen seconds for your unit to complete the reboot process. You can also perform a soft reset by pressing F2-F3-1-2-3-4-5-6.

If you hold down dots 1-2 with the "RESET" button, while the power is on, the Braille Sense U2 QWERTY reboots without speech.

To the right of the "RESET" button, is the local area network (LAN) port. If you connect the Braille Sense U2 QWERTY to an Ethernet interface, you can connect to the Internet, allowing you to browse websites as well as send and receive e-mail.

To the right of the LAN port is another USB host port. Next to the USB port is a video output (VGA) port. The video output port can be used to display the output of the Braille display on a standard video monitor. To use this port, you must turn it on from in the "Global Options" menu. This port is very beneficial when using the Braille Sense U2 QWERTY in educational settings.

On the far right of the rear panel, is a rectangular cavity used for containing the detachable battery. The battery is packaged separately from the unit when the Braille Sense U2 QWERTY is shipped. Insert the battery into this rectangular slot until you feel it click into place. To remove the battery, locate the triangular-shaped latch on the underside of the unit. Using your left hand, pull the latch to the right, and use your right hand to pull the battery out of the compartment.

### **1.2.5 The Front Panel**

On the far left of the front panel is an emblem displaying the location of the GPS antenna. To the right of the "GPS" emblem, is the stereo microphone jack, used for connecting an external microphone or line level recording source. To the right of the microphone jack is the stereo headphone jack. To the right of the headphone jack is another 3-position slide switch. This is the "Media Mode" switch, and determines which type of media the media buttons control. This switch is explained in more detail in the next section.

To the right of the "Media Mode" switch, are five buttons of varying shapes. These buttons control media playback. As explained above, the type of content controlled by these buttons depends on the position of the "Media Mode" switch. These buttons can control media playback, DAISY playback, or the FM radio. These five buttons are explained further in the FM Radio, Daisy and Media chapters of this manual.

To the right of the media buttons is the on/off switch. To turn on the unit, push the switch to the right. To turn off the unit, repeat this action.

Congratulations! You are now familiar with the basic functions of the buttons and ports of the Braille Sense U2 QWERTY. The rest of the manual discusses each function in greater detail to help you maximize the potential of your Braille Sense U2 QWERTY.

## **1.3 Hardware Specifications(modify)**

- 1) Operating system: Windows CE 6.0.
- 2) Flash memory: 32GB.
- 3) RAM: 256MB.
- 4) CPU: Mobile CPU (1GHz).
- 5) Battery: Lithium Ion (detachable), backup battery and clock-battery installed.
- 6) Battery running time: About 17 hours (with Braille, TTS and middle volume of internal speaker)
- 7) Keyboard: keyboard of QWERTY type, 32 cursor routing keys, 4 scroll buttons, 5 audio buttons.
- 8) Additional buttons and switches: key lock switch, audio mode switch, reset button, 5 audio buttons.
- 9) Braille display: 32 refreshable Braille cells.
- 10) Video output: VGA output.
- 11) Network: 10/100 based Ethernet.
- 12) Wireless: WLAN (IEEE802.11 b/g/n), Bluetooth ver.2.0+EDR.
- 13) Sensor: 6-axis motion sensor
- 14) GPS: Internal GPS receiver
- 15) Interface: 1 USB Slave(ver.2.0), 3 USB Master(ver.2.0), 1 SD slot
- 16) Sound: Internal stereo speakers, stereo headphone jack.
- 17) Voice recording: Internal microphone, external microphone jack.
- 18) Vibrate motor is installed

## **1.4 Memory on the Braille Sense U2 QWERTY**

The Braille Sense U2 QWERTY has 256MB of RAM (random access memory) and 32GB of flash memory. The RAM is memory reserved for running programs. RAM is a temporary storage area for any program files that are running or any currently open documents. The data in the RAM area disappears if your battery depletes, and the AC adapter is not connected. The RAM data also disappears when Braille Sense U2 QWERTY reboots for any reason. This means, if you have an open document which you have not saved, the unsaved data disappears.



## **2. Basic Functions of the Braille Sense U2 QWERTY**

### **2.1 How to Enter Commands**

The commands used to operate the Braille Sense U2 QWERTY are comprised of various combinations of the Braille and function keys. In this user manual, the “-”(dash) is used to indicate that keys should be pressed simultaneously. For example, "Alt-F4" indicates that the user should press "Alt" and "F4" at the same time. This manual also contains expressions like "Ctrl-c". This means that the Ctrl button with letter 'c' should be pressed and released simultaneously.

If you are in a menu or dialog, and your cursor is placed on the command you want to execute, you can execute most commands by pressing "Enter". If you want to cancel the execution of a command, and return to your previous location, press "Alt-F4." "Alt-F4" is a very important command to remember, as it allows you to abort programs and menus if you have pressed keys accidentally.

#### **2.1.1 Basic Alerts and Messages**

There are instances where the Braille Sense U2 QWERTY alerts you to events for which you have asked it to notify you. For example, by default, the Braille Sense U2 QWERTY checks the Schedule Manager when you power on, and notifies you of any appointments scheduled for that day. When you are notified of an appointment, you can interact with the Schedule Manager as you normally would. To exit the Schedule Manager, press "Alt-F4" or "Esc," and you are returned to your previous location. If you do not want to be alerted of "today's schedule" when you turn on the Braille Sense U2 QWERTY, you can turn off the "Check today's schedule" option in the "Global Options" dialog. (See chapter 3) When you turn on the Braille Sense U2 QWERTY, you are returned to the same location at which you turned the unit off. The Braille Sense U2

QWERTY announces the name of the running program and your current position or status. If you turn off the Braille Sense U2 QWERTY while using the Word Processor, when you power on, it announces the program name, file name, input mode and file protection status.

When you connect the AC adapter to the Braille Sense U2 QWERTY, the Braille Sense U2 QWERTY speaks the message "AC adapter connected." When you disconnect it, the Braille Sense U2 QWERTY says, "AC adaptor disconnected."

## **2.2 Concept of the Menu**

The menu on the Braille Sense U2 QWERTY provides you with a list of programs, actions, or options from which you can select. If a menu item has a submenu, selecting it brings up another list of choices.

Moving among the menu items is very simple.

Press "Alt" to bring up the menu. Press the "Up" scroll key or "Up arrow button" to move to the previous item, and press the "Down" scroll key or "Down arrow button" to move to the next item. You can also press the menu's shortcut key, usually the first letter of the menu name, to quickly jump to and execute that menu item. Often menu items can also be executed instantly with a hotkey, enabling you to perform the desired action without accessing the menus.

Shortcut keys are displayed in parentheses following the menu names. Hotkeys generally consist of a modifier such as "Enter," "Space," or "Backspace", pressed simultaneously with a letter or dot combination. These are displayed following the shortcut keys.

For example, if you are in the Word Processor, and press "Alt", then press "Enter" on "File," you hear "New (n) pull down Enter-n". The word "New" is the menu option. You would press the letter "n" to jump to "New" from within the "File" menu. Press "Enter-n" to access the "New" document

command from anywhere in the Word Processor. The n is the shortcut key and "Enter-n" is the hotkey. It is important to note that some hotkey commands are global, thus will work from anywhere on the unit, and some are program specific. For example, if you want to activate the "new document" option in the Word Processor. You cannot press "Enter-n" from the "Program" menu to activate this option. You must be in the Word Processor for "Enter-n" to activate the "new document" command.

You can also navigate the menus manually. Move to the next menu item by pressing "down arrow button" Move to the previous menu item by pressing "up arrow button". To move to the first item in the menu, press "Ctrl-Fn-Left arrow key." To move to the last item in the menu, press "Ctrl-Fn-Right arrow key" The corresponding menu name is displayed on the Braille display, and the menu name is spoken through the TTS (text to speech) engine. To repeat the name of the menu item, press "Fn-r"

When you are placed on an item you want to execute, press "Enter". If the item you chose has a submenu or dialog, pressing "Enter" opens the submenu or dialog. If the item you chose is a command, pressing "Enter" activates the command. This is referred to as "selection."

When a menu item activates a submenu, the right direction arrow sign (->) is displayed after the name of the corresponding menu on the Braille display and the Braille Sense U2 QWERTY announces "pull down" after the menu item name. If the menu item is a dialog box, the ellipsis sign (...) is displayed after the menu item name on the Braille display. The Braille Sense U2 QWERTY also speaks the message, "common dialog."

Let's begin going through the various menus. First, turn the unit on by pushing the power switch to the right. Now, bring up the "Program" menu by pressing "Win key". The "Program" menu is the main menu of the Braille Sense U2 QWERTY. You can access all of the programming, option settings, utilities, and help from this menu. The items in the "Program" menu are File Manager, Word Processor, Sense Navigation, Address Manager, Schedule Manager, E-mail, Media Player, FM Radio, Web

Browser, DAISY Player, Bluetooth Manager, Database Manager, Extras, Social Networking, Utilities, Global Options, and Help.

The first item in the "Program" menu is "File Manager". If "Down arrow button" is pressed, the next menu item is displayed and spoken. Pressing "down arrow button" repeatedly, will continue your navigational progress down the list of items in the "Program" menu. When you reach the bottom of the list, the "Help" menu item is displayed as it is the last item in the "Program" menu.

You could also jump quickly to the "Help" menu item by pressing "Ctrl-Fn-Right arrow key" when "File Manager" is displayed. Press "Ctrl-Fn-Left arrow key," and the Braille Sense U2 QWERTY jumps back to the top item in the "Program" menu and again speaks and displays "File Manager". As explained above, to execute a submenu or program from the "Program" menu, press "Enter". If you are in a submenu, and wish to return to the main "Program" menu, press "Esc."

The "Win key" command for accessing the "Program" menu is an example of a global hotkey. This means that pressing the "Win key" key takes you to the "Program" menu immediately from anywhere on the Braille Sense U2 QWERTY, whether you are in a submenu, a file, a dialog or an application. When you press "Win key", you are always placed at the top of the "Program" menu; and File Manager, is displayed and spoken.

### **2.2.1 Control Symbols**

The Braille Sense U2 QWERTY uses several control symbols to note the type of information being displayed: examples are list items, menus, and edit boxes. These symbols can appear "Before" or "After" the text, or the appearance of this information may be set to "off". The way this information is displayed is determined by the "Control information" setting in the "Global Options" dialog. The default value is set to "Before." Note: In the Web

Browser, the control symbols are displayed even if the "Control information" is set to "off".

As explained above, the control symbol appears before or after the text of the control. For example, if "Control information" is set to "before", and you bring up the Word Processor's program menu, The Braille Sense displays, "MN File (f) pulls down".

The following table shows the types of controls and the symbols that are used to indicate them.

Name	Symbol	Comments
Menu	MN	It means the menu that has submenus.
Menu item	MI	It means the menu that does not have a submenu.
List item	LI	The item name after this symbol represents the name of the item in any list. (Ex: "LI database" or "LI sample.txt" in the "file list" of the file manager)
Edit box	EB	The item name after this symbol represents the edit box name. You can find the edit box after the edit box name. In the web browser, the symbol "EB" may be followed by an edit box without an edit box name. Edit boxes that begin with the symbol "EB" are one line. (Ex: "EB Last name: (cursor)" in the address manager program or "EB (cursor)"

Multi edit box	MEB	This also represents the edit box. But you can type in more than one line in the edit box. (Ex: “MEB Subject: (cursor)” in the e-mail program)
Computer edit box	CE	It means there is an edit box to input ASCII Braille. The edit box after this symbol should allow ASCII Braille to be typed in. (Ex: “CE To: (cursor) “ in the email program)
Combo box	CB	It represents the combo box in which you can choose an item by pressing the up scroll button or the down scroll button. (Ex: “CB Type: *.*” in the “Open dialog box” of the word processor program)
Edit combo box	ECB	You can choose the desired item by pressing the up or down scroll button, or by directly typing in the item name. (Ex: “ECB File name: (cursor) “ in the “Open dialog box” of the word processor program)
Prompt button	PB	PB follows any question in which you have to choose “Yes” or “No.” You can toggle between “Yes” and “No” by pressing the “Space” or the “Backspace” button. (Ex: When you exit from the word processor, “PB Save: Yes”)

Static box	ST	ST is followed by the current status. (Ex: "ST noname.hbl/insert mode/write" in the word processor program)
Link	LN	It means there is a link in the web page.
Anchor	ANC	It means there is an anchor in the web page.
Radio button	RB	It represents a radio button, which allows you to choose an item by pressing the up scroll button, down scroll button, space, or Backspace. Also it cycles between items when pressing this key. (Ex: "RB Attribute: Write" in the "Information dialog box" of the file manager)
Radio button select	SRB	It means that the radio button is selected in the web browser
Radio button unselect	URB	It means that the radio button is not selected in the web browser.
Check box check	SCHB	It means that the check box is selected.
Check box uncheck	UCHB	It means that the check box is not selected.

Note: Links, anchors, and radio buttons are controls that are only used in the Web Browser.

The symbols enable you to understand what type of input control or menu you are working with. For example, if "MN," "MI," or "LI" are displayed, you know you can move from one item to the previous and next items by

pressing the "Up" and "Down" scroll keys. If "ECB," "EB," "CB," or "MEB" are displayed, you know you are in an input area where you must type the desired text. If "BT" is displayed, you can press "Enter" to activate the "button".

## **2.3 Using the Function Keys**

There are four function keys on the Braille Sense U2 QWERTY. You can use these function keys to open the menus, cancel tasks, and move to other items.

As described previously, "Function key" is on the left side bottom of the keyboard. "Function key" called as "Fn". When do hotkey combination or list transfer, is used. For example, if combined "Fn" and "Up arrow key", do "Page up" and combined "Fn" and "Down arrow key", do "Page down" and combined "Fn" and "Right arrow key", do "End" and combined "Fn" and "Left arrow key", do "Home".

And press "Fn" and "Insert", "Num lock on/off" function is executed. This function is executed, M(0), J(1), K(2), L(3), U(4), I(5), O(6), 7(7), 8(8), 9(9), 0(\*), ;(+), .(), /(/) are inputted being changed by key in parenthesis.

## **2.4 The AC Power Supply and the Battery Pack**

It is often useful to know the remaining battery power on the Braille Sense U2 QWERTY so you can determine how much time you have before you must change the battery or connect to AC power. If the remaining battery power falls below 15 percent, the Braille Sense U2 QWERTY indicates the battery power is low.

To check the battery power status, press "Fn-b". The unit displays the following 2 items:

1. Battery power level
2. Power source (battery, AC power or USB cable)

The battery power level represents the percentage of the remaining battery power. The power source indicates whether the unit is being operated using the battery or the AC power supply. If the battery power level drops under 15 percent, the Braille Sense U2 QWERTY displays the battery status on the Braille display, and it announces that the battery has less than 15 percent of its power remaining. If the battery power level falls below five percent, the Braille Sense U2 QWERTY gives you a warning indicating that your battery power level is under five percent, and the Braille Sense U2 QWERTY will be automatically turned off in one minute, unless you connect it to an AC power supply.

Let's explore the detachable battery pack. When the Braille Sense U2 QWERTY is shipped, the battery pack is not installed. This is done to prevent damage during shipping. When you insert the battery in to the Braille Sense U2 QWERTY for the first time, the unit may display an inaccurate battery power level. Before using the Braille Sense U2 QWERTY for the first time, please charge the battery for at least six hours. You may use the unit during the initial charge, however, it is recommended if you do, that the unit remain connected to AC power for at least seven hours to fully charge the battery.

When you remove the battery from the Braille Sense U2 QWERTY, make sure your unit is turned off; especially when the AC power adapter is not connected. If you remove the battery while the unit is on and AC power is not connected, you will lose all data stored in RAM, including open documents, emails, and contacts or appointments that have not been backed up. If you remove the battery, and do not have the Braille Sense U2 QWERTY connected to AC power, the data stored in RAM remains for about 1 hour. To save your RAM data the Braille Sense U2 QWERTY must be connected to an AC power adapter or battery pack within an hour; or this data is lost.

[Note, when using CD-ROM/external hard drives]

\*When you connect an external CD-ROM drive to the Braille Sense U2 QWERTY, please use the AC power adapter for the CD-ROM. It takes

about one minute for the CD-ROM to be recognized by the Braille Sense.

\*Please avoid using both an external hard disk and a CD-ROM drive with the Braille Sense U2 QWERTY at the same time. Or, Braille Sense U2 QWERTY may be short of power and the unit may shut down.

[Note, when charging via USB cable]

\*Braille Sense U2 QWERTY can be charged via a USB cable. However, charging with a USB cable supplies less power to the Braille Sense U2 QWERTY than does the AC adapter. While charging Braille Sense U2 QWERTY via USB, if you use the unit continuously, the battery may not charge, or, depending on how much power you are using, the battery may even continue to drain. If you want to charge the Braille Sense U2 QWERTY via a USB cable, it is recommended that you leave the unit powered off while charging.

\*If you use a USB cable other than the one shipped with the unit, the Braille Sense U2 QWERTY may not recognize external USB devices or may not be charged. Please always use the USB cable which is provided with the Braille Sense U2 QWERTY.

[Instructions for charging depleted battery]

\*When the battery is completely depleted, though you connect the AC adapter to Braille Sense U2 QWERTY, the unit may not immediately wake up. After charging a few hours, Braille Sense U2 QWERTY will power up normally. If you want to use the Braille Sense U2 QWERTY as soon as you begin charging it, remove the battery from the Braille Sense U2 QWERTY and connect the AC adapter. After the Braille Sense wakes up, connect the battery. And you may use Braille Sense while charging.

## **2.5 Basic Explanation of Disks, folders, and files**

Think of the flash memory on the Braille Sense U2 QWERTY like a big bookshelf in a library. You can create partitions on a bookshelf to organize books into categories. Think of the "folders" on the Braille Sense U2 QWERTY as being similar to these categorical partitions. The books in

each section can be compared to the "files" on the Braille Sense U2 QWERTY. You can save files into any folder at your discretion. If you create meaningful folder names and properly organize your files into them, it will make for easier retrieval of files when you need to access them later. When the Braille Sense U2 QWERTY is shipped from the factory, the name given to the flash memory in the Braille Sense U2 QWERTY is "flashdisk". You can create folders on this "flashdisk" in any way that you prefer. You can also expand your available storage by adding additional storage devices, such as a Secure Digital card or USB flash drive. The Secure Digital card is named, "sd". A USB flash drive appears as "USB." If you decide to add any of these memory devices, you can create folders, and save files on them just as you can the flashdisk.

## **2.6 Controlling the Volume, Speed, and Pitch of the TTS**

You can change the volume, speed, and pitch of the voice used on the Braille Sense U2 QWERTY. Press "F6" to increase the volume. Press "Shift-F6" to decrease the volume. Press "F7" to increase the speech rate. Press "Shift-F7" to decrease the speech rate. Press "F8" to raise the pitch and "Shift-F8" to lower it.

When you press any of the above key combinations, the Braille Sense U2 QWERTY announces the status of its volume, rate, or pitch. The changes in the characteristics of the voice remain in effect until you change them again, or a hard reset is performed either manually or due to lack of power to the unit for an extended period of time.

## **2.7 Using Speech and Braille**

When using the Braille Sense U2 QWERTY, you can choose to read using Braille only or speech only. You can also use both Braille and speech simultaneously. However, you cannot turn off both Braille and speech as you would have no method of receiving information from the Braille Sense

U2 QWERTY. Use "F5" to toggle the speech on and off. Press "F4" to toggle the Braille on and off. Please refer to section 3.2.1 in this user manual for more information.

## **2.8 Entering Text (modify)**

When you use the word processor on the Braille Sense U2 QWERTY, how to Input character in the Braille document is different. Braille Sense U2 QWERTY keyboard is input type of Braille Keyboard in Braille document. For input like Braille keyboard, "F" corresponds to the dot 1 and "D" corresponds to the dot 2, "S" corresponds to the dot 3, "J" corresponds to the dot 4, "K" corresponds to the dot 5, "L" corresponds dot 6 in the Braille Sense U2 QWERTY Keyboard. In order to type capitalization character, you need to type dot 6-L in front of the character.

For example, when you input 'sea' in the Braille Document, press "D-S-J" corresponds to "s" (dot 2-3-4). Then, press "F-K" corresponds to "e" (dot 1-5) and press "F" corresponds to "a" (dot 1).

### **2.8.1 Inputting/searching for Control characters**

Control characters are codes in a character set, which do not in themselves represent written symbols in computing. For example, all entries in the ASCII table below code 32 such as Form Feed (FF), TAB, and Carriage Return (CR). You can input and search for control characters in Braille documents.

#### *2.8.1.1 Inputting Control characters*

Control characters can only be entered in Braille documents. To enter control characters in Braille documents, follow these steps.

(1) From within a Braille document, press "Ctrl-Space". "Control character" is announced to alert you to the fact that the next character you enter should be a control character.

(2) Enter the control character. For example: "I" for Form Feed (FF) or "i" for TAB in alphabetical order.

(3) The control character is entered into the Braille document.

#### ***2.8.1.2 Searching for a Control character***

You can also search for control characters in Braille documents. To search for a control character, follow these steps.

(1) From within a Braille document, press "Ctrl-Space".

(2) "Text to find" is displayed.

(3) Press "Fn-Space" and "control character" is announced.

(4) Enter the control character for which you want to search.

(5) Press "Enter" to search for the control character.

### **2.9 Multi Tasking**

Unique to the Sense notetakers is their ability to run up to seven tasks at once. The ability to run multiple applications simultaneously is referred to as multi-tasking. For example, you can work with the Word Processor while listening to music, and place calculations into a document at the same time. To continue with the example of the Word Processor and Media Player, open the Media Player and play a music file. While the audio is playing, press the "win key" key to bring up the "Program" menu and launch the Word Processor.

You cannot run more than seven applications at the same time. If you try to run a program that is currently running, The Braille Sense U2 QWERTY does not open a new instance of the program, but rather, returns you to the instance of the program that is already running. For example, while working with a document called "Notes" you decide to execute the "File Manager." Next, you navigate to a document called "journal" in the file list and press "Enter." The Word Processor does not load a second time, but rather, "journal" is opened in the same instance of the Word Processor in which

"notes" is already loaded. You can switch among multiple open documents in a single instance of the Word Processor. Use "Tab" or "shift-tab" to cycle forward or backward through the currently open documents. Switching documents is explained in more detail in section 4, which covers the Word Processor.

If you have pressed "Win key" to bring up the "Program" menu, or "Fn-F10" to open the Task List and you decide not to access a different application, you can press "Esc" key to return to your previous location on the unit. To switch between currently running programs press "Fn-F10" to open the Task List. The Task List shows all the currently running programs in list form. To return to any application, simply navigate to it and press "Enter".

You can use "Alt-tab" to immediately cycle among all running programs without opening the Task List. If you are running three programs and are in the second program, pressing "Alt" and "Tab" moves you to the third program. If you press "Alt-Tab" again, you are placed in the first program. In the above case, if you were to press "Alt-F4" to close the currently open program, you are then placed in the previous program. However, if there is only one program running, pressing "Alt-F4" closes the program and places you in the "Program" menu.

## **2.10 Switching Media Modes(modify)**

The media buttons on the front panel perform different functions according to the location of the "Media Mode" switch.

If you slide the "Media Mode" switch to the left-most position, the Braille Sense U2 QWERTY announces, "radio mode" and the media buttons control operation of the FM Radio. If you place the "Media Mode" switch in the center position, the Braille Sense U2 QWERTY says, "DAISY mode" and the media buttons control playback of Daisy content. If you slide the "Media Mode" switch to the right-most position, the Braille Sense U2 QWERTY announces, "media mode" and the media buttons control media playback.

It is very important to pay attention to the position of the "Media Mode" switch to achieve desired operation of the media buttons. For example, if

you are using the Media Player, if the "Media Mode" switch is placed in the left-most position, the media buttons on the front panel control operation of the FM Radio even though your focus is in the Media Player. More detailed explanations of the functions of the Media buttons is given in the FM Radio, Daisy Player, and Media Player sections in this manual.

## **2.11 Switching Key lock(modify)**

You can disable the keys on the Braille Sense U2 QWERTY to prevent the accidental pressing of keys using the key "Lock" switch on the front panel. When the key "Lock" switch is placed in the left-most position, Braille Sense U2 QWERTY announces, "all keys locked". This means all keys on the unit are disabled including the on/off switch. If the key "Lock" switch is placed in the center position, Braille Sense U2 QWERTY says, "top panel locked". This means you can continue to use the buttons and switches on the front panel (media mode switch, media buttons and on/off switch), however, you cannot use any of the keys on the top face of the unit. If the key "Lock" switch is placed in the right-most position, Braille Sense U2 QWERTY announces, "unlocked". This indicates all keys are operational (Braille keyboard, media buttons, scroll keys, function keys, Media Mode switch and On/Off switch).

Note: the "RESET" button is always operational, regardless of location of the key "Lock" switch.

## **2.12 Print Spool**

The Braille Sense U2 QWERTY has a print spool function. This function enables the Braille Sense U2 QWERTY to do other tasks while printing to an ink-printer or Braille embosser. For example, if you send data to your printer or embosser, you are immediately returned to where you were before the print command was executed. If you want to check the Print Spool dialog box after you have given the print command, press "Fn-Ctrl-p" or "Alt-shift-p". A dialog box appears with three controls: a list containing

information about files that are being printed, a "Cancel" button, and a "Close" button. You can cycle through the three controls by pressing "Tab" or "shift-tab." In the information list, you can move among the items by pressing "down arrow button" or "up arrow button". If you open the dialog box when nothing is printing, "no items" appears in the list and only the "Close" button is available.

While printing, the information list contains the following: "running program name," "printing file name," "printer type," "the number of copies," and either "printing" or "ready." For example, let's assume that we are printing one copy of "sample.txt" from the Word Processor. The info list displays, "program: Word Processor, file: sample.txt, printer, copy: 1, printing." If you are using a Braille embosser, "embosser" appears instead of "printer." If nothing is printing but, (the printer is waiting), "ready" is displayed instead of "printing." If you print something from the E-mail program, "emailtemp.txt," is displayed instead of the file name. If you are printing from the Address Manager, or the Schedule Manager, the message, "prn\_ggtimegg.txt" is shown.

If you focus on a file in the info list, pressing "Enter" on "Cancel" cancels the printing of that file. If you tab to "Close," and press "Enter" the Print Spool dialog box is closed. Pressing "Alt-F4" also closes the Print Spool dialog.

## **2.13 One-Handed Mode**

Braille Sense U2 QWERTY provides a One-handed mode for users restricted to the use of one hand for Braille input. To turn on one-handed mode, Press "Fn-h". Also turn off one-handed mode, press "Fn-h", too. You can also turn One-handed mode on or off in the "Global Options" dialog. When One-handed mode is on, the use the following methods to input text:

When contents of file copy whole

- 1) Press the "Ctrl". Then, "Ctrl" is pressed down.
- 2) And press "a". Then, whole copy is executed.

3) “Ctrl” that is pressed down is canceled.

Display power status

- 1) Press the “Fn”. Then, “Fn” is pressed down
- 2) And press “b”. Then, power status is checked.
- 3) “Fn” that is pressed down is canceled.

Switch to next program

- 1) Press the “Alt”. Then, “Alt” is pressed down.
- 2) Press the “Shift”. Then, “Shift” is pressed down.
- 3) Press the “Tab”. Then, program is changed next program.
- 4) “Alt” and “Shift” that is pressed down is canceled.

The operation of the scroll keys, function keys, and media buttons remains the same as in normal mode.

If One-handed mode is on, the Braille Sense U2 QWERTY announces this each time it is powered on, as well as how to return to normal operation.

## **2.14 Using Typing Mode**

While you are typing in a document, you may wish to turn off the navigation keys, especially if you type very fast as you may accidentally navigate when you intend to enter text. To turn on "Typing Mode", follow these steps:

- (1) Press "Fn-Ctrl-t", from within a document.
- (2) "Start typing mode" is announced and displayed.

If you press “Ctrl-ESC” while executing the “Typing Mode”, it will be typed “Ctrl” and “ESC” instead of executing the “Key help mode”.

To cancel "Typing Mode", follow these steps:

- 1) Press “Fn-Ctrl-t” in the “Typing Mode”.
- 2) It shows “End typing mode”.

After canceling the “Typing Mode”, it will execute “Key help mode” when you press “Ctrl-ESC”.

## **2.15 Common Hotkeys**

1. Bring up the program menu: Win key
2. Execute a program in the program menu Win key-"shortcut key" (varies for each program)
3. Bring up the Task list: Fn-F10
4. Switch to previous program: Alt-shift-tab
5. Switch to next program: Alt-Tab
6. Bring up the program specific menu: Alt
7. Exit: Alt-F4
8. Escape: ESC
9. Move to the next control in a dialog box: Tab
10. Move to the previous control in a dialog box: Shift-tab
11. Move to the previous character: Left arrow key
12. Move to the next character: Right arrow key
13. Move to the previous line/item: Up arrow key
14. Move to the next line/item: Down arrow key
15. Move to the beginning of line/item: Fn-Left arrow key
16. Move to the end of line/item: Fn-Right arrow key
17. Move to the top of a document or list: Ctrl-Fn-Left arrow key
18. Move to the bottom of a document or list: Ctrl-Fn-Right arrow key
19. Move to the previous page or to the first item of the previous 32-item group: Fn-Up arrow key
20. Move to the next page or to the first item of the next 32-item group: Fn-Down arrow key
21. Scroll left: Up scroll button
22. Scroll right: Down scroll button
23. Move the cursor to each cell or move to an item: The corresponding cursor routing key
24. Read the current item again: Fn-r
25. Say current time: Fn-t
26. Display power status: Fn-b
27. Open the "Global Options": F10
28. Online help: F1

29. Check software version: Fn-v only from the Braille Sense U2 QWERTY "Program" menu."
30. Display Network Status: Fn-n from the Braille Sense U2 QWERTY "Program" menu
31. Increase the voice volume: F6
32. Decrease the voice volume: Shift-F6
33. Increase the voice rate: F7
34. Decrease the voice rate: Shift-F7
35. Increase the voice pitch: F8
36. Decrease the voice pitch: Shift-F8
37. Bluetooth on/off: F9
38. Wireless LAN on/off: F11
39. Ethernet port on/off: Fn-F11

### 3. Global options

The "Global Options" on the Braille Sense U2 QWERTY is a large dialog box for controlling many preferences/settings. You can access "Global Options" by pressing "Win key" to get to the main menu, and then navigate to "Global Options" by pressing "down arrow button" or "up arrow button". Press "Enter" to open the "Global Options" dialog. You can also open "Global Options" from anywhere on the notetaker by pressing "F10".

You can navigate among the items in "Global Options" using "up arrow button" and "down arrow button" or using the scroll keys. You can also use shortcut keys to quickly move to specific items in the "Global Options" dialog. You can toggle an option on or off or cycle through the available values of a setting with the "spacebar" or "Backspace" keys.

To save the changes you've made to the "Global Options" settings, press "Enter" or tab to the "Confirm" button and press "Enter". When you press "Enter" to save the settings, the Braille Sense U2 QWERTY says, "Saved options," and you are returned to the place on the notetaker from which you entered the "Global Options". To cancel without saving changes, press the "Esc" key or "Alt-F4". The Braille Sense U2 QWERTY announces, "Canceled saving options".

From the options list, you can also use "Tab" or "shift-tab" to navigate to the "Confirm" and "Cancel" buttons. If you want to save your settings, press "Enter" on the "Confirm" button. If you do not want to save changes, press "Enter" on the "Cancel" button.

Before we go in to detail about each option, let's first go through a brief overview of what appears in the "Global Options" dialog.

### **3.1 Global Options Overview**

The "Global Options" dialog contains various settings that can be changed in the Braille Sense U2 QWERTY. As stated above, you can open "Global Options" from anywhere on the unit by pressing "F10". The "Global Options" dialog contains five groups, making it easy to jump to a particular section in the very long list of settings present in the dialog.

1. Braille settings (includes Braille display, Braille cursor, eight dot mode, view/input grade, Braille Code and message display time)
2. Voice settings (includes language, voice, punctuation level, keyboard echo, capitalization alert, numbers, abbreviations, voice volume, voice rate, voice pitch, and scroll voice)
3. Display settings (flip LCD display, LCD font size, and video display)
4. Print settings (includes printer port and print paper size)
5. General settings (includes audio alerts, play power on/off sound, left scroll buttons, right scroll buttons, skip empty lines, control information, hide passwords, hot key information, announce shortcut keys, power saving mode, power saving kick in, check today's schedule, one-handed mode, Automatic spell-check, default document type, Automatically synchronize with time server, progress indicator, Bluetooth, wireless LAN, Ethernet port, and mass-storage device mode.)

You can navigate among the five groups by pressing "page down" or "page up". When you navigate to a particular group, you are placed at the location in "Global Options" where that group of options begins. Though the "Global Options" dialog is divided into groups for ease of navigation, it is actually one long continuous list of settings. As explained above, you can move between items in the "list" by pressing "up arrow button" or "down arrow button". You can change the setting for each option by pressing "Space" or "Backspace".

Note: in addition to navigating by group, you may also use shortcut keys to jump to specific settings in the "Global Options" dialog. However, it should also be noted that often, the same shortcut key is used for multiple options.

Thus, as is the case when using first letter navigation, pressing a shortcut key moves the focus to the first setting that matches the shortcut key, pressing the key again moves to the next setting that matches that shortcut key. If there are no more settings matching the shortcut key, the Braille Sense U2 QWERTY wraps around to the first match.

Many items in "Global Options" also have global hot keys. This means you can use this hot key from anywhere on the unit to instantly modify that particular setting without bringing up the "Global Options" dialog.

## **3.2 Global Options in Detail**

Let's take a look at each setting in the "Global Options" dialog in more detail.

### **3.2.1 Braille display**

The first item in "Global Options" is "Braille display". When your cursor is placed on this option, you can toggle the Braille display on and off by pressing "Space". The default setting is "On". Use "b" to quickly jump to the Braille display option in the list of items in "Global Options". You can also toggle the Braille display on/off from anywhere on the Braille Sense U2 QWERTY by pressing "F4".

### **3.2.2 Braille Cursor**

Use this setting to define how you want the Braille cursor to appear on the Braille display. By default the cursor is set to "Always up". Press "Space" to change the cursor to "Blinking," and again to turn the cursor "Off".

Use "c" to jump quickly to this option.

Note that the Braille cursor can appear in 3 different forms:

1. "Dots 7-8"

2. Blinking "dots 7-8"
3. Blinking "dots 1-2-3-4-5-6-7-8"

The blinking "dots 7-8" is displayed when you are using "overwrite mode" in the word processor. The blinking "dots 1-2-3-4-5-6-7-8" appears when you are selecting text to denote the end of the selection.

In all other situations, the cursor is displayed as "dots 7-8".

### **3.2.3 Eight Dot Mode**

You can choose to use 6-dot-Braille or 8-dot-Braille mode when entering ASCII text. The shortcut key is "e". By default 8-dot-Braille is set to off. WHEN your cursor is placed on this option, you can turn on 8-dot-Braille mode by pressing "Space". You can toggle this option on/off by pressing "F1-DOWN scroll" from anywhere.

### **3.2.4 View/input Braille Grade**

This option lets you choose what grade of Braille you want to use when viewing/entering text. The shortcut key is "g". The available settings are Uncontracted Braille, Contracted Braille, and Computer Braille. You can cycle among the settings by pressing "Space". You can press "Fn-g" to cycle through the Braille grades from any location on the Braille Sense U2 QWERTY.

### **3.2.5 Braille Code**

The Braille code setting defines the rules by which Braille is translated to text and vice versa. The Braille Sense U2 QWERTY offers 2 English Braille codes as well as entry of Spanish Braille. Thus the Braille code can be set to use "US", "UEBC", (Unified English Braille Code) or "Spanish".

The original intent of the UEBC was to explore the possibility of bringing together three of the official Braille codes that are used for Braille in English-speaking countries for various purposes, viz.: literary material (English Braille, American Edition), mathematics and scientific notation (Nemeth Code), and computer notation (Computer Braille Code).

Choosing "Spanish" allows you to input Braille according to Spanish Braille rules, and read documents created in Spanish using Spanish Braille translation.

The short cut key used to jump to the Braille code option is "c". The default setting is "US". Use "Space" to change to "UEBC" or "Spanish".

Note: If you change the Braille Code option while you are editing Braille in the Word Processor, the meaning of the Braille in your current document will be changed to reflect the current Braille Code setting. To avoid this problem, the Braille Code option should be changed before launching the Word Processor.

### **3.2.6 Message Display Time**

This option defines how the Braille Sense U2 QWERTY deals with system messages. You can set the unit to ignore system messages, to stand by until you press a key, or, if the Braille display is on, you can define how long the message remains on the display before automatically disappearing. Use "m" to quickly jump to this item in "Global Options".

The available settings are "Stand by," "Ignore", and display times of 1 to 10 seconds. The default setting is "3 seconds". Use "Space" to increase the message display time by one second and "Backspace" to decrease the message display time by one second. If you read the message before the display time has elapsed, you can clear the message by pressing any key.

Set the unit to standby mode by pressing "Space" until you reach "Stand by". In this mode, the message remains indefinitely until you press a key. If you choose "Ignore," messages are ignored and do not appear on the display.

### **3.2.7 Language**

The Braille Sense U2 QWERTY can output speech in both US English and Mexican Spanish. You can change the Text-to-Speech (TTS) engine using the "Language" setting in the "Global Options" dialog.

The shortcut for jumping quickly to the "Language" setting is "l". Press "Space" to toggle the TTS voice between "English" and "Spanish".

Note: you can change the TTS and Braille language from anywhere on the unit by pressing "Alt-Ctrl-v".

### **3.2.8 Voice**

This option allows you to toggle the Braille Sense U2 QWERTY voice on and off. The shortcut key is "v". By default the voice is set to on. You can change the status of the voice by pressing "Space". You can toggle the voice on and off from anywhere on the Braille Sense U2 QWERTY by pressing "F5".

### **3.2.9 Punctuation Level**

Use this setting to choose how you want the Braille Sense U2 QWERTY to read punctuation marks. The shortcut key is "p". The available options are "All," "Off", "Punctuation," and "Symbol". The default setting is "All", thus, by default, and the Braille Sense U2 QWERTY speaks all punctuation marks and symbols. Use "Space" to cycle through the four settings. If you select "Off", the Braille Sense U2 QWERTY speaks no punctuation marks. When the option, is set to "Punctuation", the Braille Sense U2 QWERTY speaks

punctuation marks; when the "Symbol" option is chosen it speaks all symbols and no punctuation marks.

### **3.2.10 Keyboard Echo**

With this option, you can define what the Braille Sense U2 QWERTY speaks as you type. The shortcut key is "k". The setting values are "On with characters and words," "On with characters," "On with words," and "Off". The default is "On with characters and words," thus each keystroke is announced and each word is spoken when "Space" is pressed. If you select "On with characters," each keystroke is announced as you type it. If you select the "On with words" option, each word is spoken after "Space" is pressed. You can cycle through the options by pressing "Space".

### **3.2.11 Capitalization alert**

Use this option to choose how the Braille Sense U2 QWERTY alerts you that a character is capitalized, either when typing or when navigating a document or edit box by character using "Left arrow key" or "Right arrow key". The shortcut key is "u". The setting values are "Off", "Say cap," and "Pitch". The default value is "Pitch". If you select the default, when you encounter a capital letter, the pitch of the voice is raised to indicate it. If you select "Off", the voice remains the same regardless of upper or lower case. And if you select the "say cap," option, "cap" is spoken before the letter to indicate capitalization. For example, when you encounter the capital letter "V," Braille Sense U2 QWERTY speaks "cap v".

### **3.2.12 Numbers**

This option defines how you want the Braille Sense U2 QWERTY to speak numbers. The shortcut key is "n". The default value is "On". If "numbers" is set to "On", "2007" is read as "two thousand seven". If "numbers" is set to

"Off", numbers are spoken as digits, and "2007" is read as "two zero zero seven". You can change the value by pressing "Space".

### **3.2.13 Abbreviations**

You can turn the translation of acronyms on/off on Braille Sense U2 QWERTY. Use "a", to jump quickly to the "Abbreviations" option in the "Global Options" dialog. If "Abbreviations" is set to "On", when the Braille Sense U2 QWERTY encounters "Ala" it speaks "Alabama". But if "Abbreviations" is set to 'Off', it speaks "Ala".

### **3.2.14 Voice Volume**

Use this option to set the volume level of the voice on the Braille Sense U2 QWERTY. The shortcut key is "l". The volume level can be set using values 1 to 21, with 1 being the lowest volume level and 21 being the highest. Use "Space" to increase the volume by 1 increment, and "Backspace" to decrease it.

From anywhere on the Braille Sense U2 QWERTY, you can increase the volume with "F6" and decrease it with "Shift-F6".

### **3.2.15 Voice Rate**

This option controls the rate of the speech on Braille Sense U2 QWERTY. The shortcut key is "r". You can set the rate using values 1 to 12, with 1 being the slowest, and 12 being the fastest. Press "Space" to increase the rate of speech by one increment, and "Backspace" to decrease it.

From anywhere on the Braille Sense U2 QWERTY, you can increase the speech rate using "F7" and you can decrease it with "Shift-F7".

### **3.2.16 Voice Pitch**

Use this option to control the pitch of the voice on the Braille Sense U2 QWERTY. The shortcut key is "t". The available values are 1 to 10, with 1 being the lowest pitch and 10 being the highest. Use "Space" to increase the voice pitch one level, and "Backspace" to decrease it.

From anywhere on Braille Sense U2 QWERTY, you can increase the pitch by pressing "F8" and decrease it by pressing "Shift-F8".

### **3.2.17 Scroll Voice**

Use this setting to choose whether you want the Braille Sense U2 QWERTY to speak while using the scroll buttons as you read. The shortcut key is "s" with the default set to "Off". The default setting (Off) means the Braille Sense U2 QWERTY does not speak when you use the scroll keys to move through a document. Set this option to "On" if you would like to hear the Braille Sense U2 QWERTY speak text as you scroll through it. Use "Space" to toggle the option on/off.

### **3.2.18 Flip LCD display**

Note: This option is displayed only when Braille Sense U2 QWERTY is connected to external LCD device.

The Braille Sense U2 QWERTY gives you the option of viewing the text on the LCD screen in normal or reverse orientation. By default, "flip LCD" is set to "Off", meaning the text is shown in normal orientation. If the option is set to "On", the text is in reverse orientation so that someone across the table can view the display in the correct orientation from "/her position. You can toggle the value on/off using "Space".

This is a useful tool for teachers or parents wanting to view a student's work, or for communicating with deaf-blind users.

### **3.2.19 LCD Font Size**

Note: This option is displayed only when Braille Sense U2 QWERTY is connected to external LCD device.

Use this setting to change the font size of the text on your LCD. The shortcut key is "f". The default is set to 19. The font size can be set using values 12 to 20. Use "Space" to increase the font 1 size, and "Backspace" to decrease it. If you have the font size set to 20, and you increase the font by one size, the font wraps around to 12. If your font size is 12, and you decrease the font by one size, the font wraps around to 20.

### **3.2.20 Video Display**

You can choose to have the Braille Sense U2 QWERTY display its output on a VGA monitor; or rather, a monitor that normally connects to a personal computer. The shortcut key is "d" with the default set to "Off". To use a VGA monitor, you must connect a VGA cable from the Braille Sense U2 QWERTY to the VGA input port on a computer monitor. You can toggle VGA output on and off by pressing "Space".

### **3.2.21 Printer Port**

Use this option to define which port is used to send information to your printer when printing a document. The shortcut key is "p". The default is set to "USB". You can also choose to print via a parallel or Bluetooth printer. Use "Space" to cycle among the 3 options.

Note: if you want to use a parallel port printer, you must use the included USB to parallel adapter and connect the printer to the USB port on the Braille Sense U2 QWERTY.

### **3.2.22 Print Paper Size**

This option allows you to select the size of the paper that an ink printer is using so the document is scaled correctly when printing. To jump quickly to this option, use "s". You can adjust the size by pressing "Space". The available sizes are "Letter" (8.5 inches by 11 inches) and "Legal" (8.5 inches by 14 inches.)

### **3.2.23 Audio alerts**

Use this setting to choose whether the Braille Sense U2 QWERTY alerts you to various events using audio signals. The shortcut key is "a". This option is useful if the speech on the Braille Sense U2 QWERTY is turned off. By default, "Audio alerts" are turned "On". When "Audio alerts" are on, you hear a beeping sound when you type keystrokes that are not acceptable in your current context on the Braille Sense U2 QWERTY. If you don't want to hear the warning sound, press "Space" to turn "Off" the audio alerts.

### **3.2.24 Play Power On/Off Sound**

Use this option to choose whether you hear the power on/off sound when you turn on/off the Braille Sense U2 QWERTY. The shortcut key is "s". The default for this option is set to "On".

If you want the Braille Sense U2 QWERTY to power on/off silently, press "Space" to turn "Off" "Play power on/off sound".

### **3.2.25 Left Scroll Buttons**

Use this setting to define the operation of the left scroll buttons. The available options are "Scroll display", "Move by line", "Move by character", "Move by paragraph" and "Move by sentence". Use "Space" to cycle among the options.

If you set the value to "Scroll display," the left-scroll buttons scroll by previous/next Braille display length. Pressing the left-up scroll button, scrolls to the previous Braille display length, and pressing left-down scroll button, scrolls to the next Braille display length.

If you set the value to "Move by line", the left-scroll buttons scroll to the previous/next line, similar to pressing "up arrow button" or "down arrow button" on the Qwerty keyboard.

If you set the value to "Move by character," the left-scroll buttons move to the previous/next character on the Braille display, similar to pressing "Left arrow key" or "Right arrow key".

If you set the value to "Move by paragraph," the left-scroll buttons can be used to move to the previous/next paragraph, similar to pressing "Ctrl-up arrow button" or "Ctrl-down arrow button".

If you set the value to "Move by sentence," the left-scroll buttons scroll to the previous/next sentence, similar to pressing "Ctrl-Alt-Left arrow button" or "Ctrl-Alt-Right arrow button" on the Qwerty keyboard.

### **3.2.26 Right Scroll Buttons**

This option defines the operation of the scroll buttons on the right side of the Braille display. The values are exactly the same as those just described in 3.2.26 for defining the operation of the left-scroll buttons. .

### **3.2.27 Skip Empty Lines**

You can choose to have the Braille Sense U2 QWERTY alert you to a blank line by announcing "Blank" as you encounter empty lines while scrolling through a document or you can choose to have the unit skip empty lines. The shortcut key is "e" and the default is set to "Off". Use "Space" to toggle the option on/off.

### **3.2.28 Control Information**

Use this setting to determine where information appears regarding the type of control on which you are currently located, a list item, menu, combo box, etc. The short cut key is "i" and the default is set to "After". To toggle "Control information" between before, after and off, press "space".

If you select "Before," control information, such as "list item", or "combo box" is displayed and spoken before a menu/list item or form control. If you select "After," control information is displayed and announced after the item or control. If you have control information set to "Off", control information is not displayed or spoken.

Note that if you are using the Web browser the control symbols are displayed even if the "Control information" option is set to "Off".

### **3.2.29 Hide passwords**

When you enter a password in a computer edit box, The Braille Sense U2 QWERTY can either display an asterisk, \*(dots 1-6) or the actual password as you type it.

The short cut key is "p" and the default is set to "On". This means passwords are hidden, and thus will be shown using asterisks. To show passwords as you type them, use "Space" to toggle this setting to "Off".

### **3.2.30 Hot Key Information**

As described previously, hot keys are keystrokes used to immediately access or activate an item, such as a menu, or a particular item in a list. Use this option to define how hot key information is announced. The short cut key is "h" and default is set to "On". The setting values are "On," and "Off." You can cycle through each of the options by pressing the "Space".

If you select "On", the "Open" option in the File Menu of the Word Processor is announced, "Open (o) Ctrl-o". And if you select "Off," you can't hear the hot key information.

### **3.2.31 Announce shortcut keys**

The "Announce shortcut keys" option lets you choose whether the Braille Sense U2 QWERTY speaks the shortcut key for a function. The shortcut key for this option is "s" and the default is set to "On". For example, if you press "F2" to bring up the program menu in the Word Processor, you may hear, "File (f) pull down". In this case, the shortcut key for accessing the Word Processor's "File" menu is the letter "f". If you do not wish to hear the shortcut keys announced, toggle "Announce shortcut keys" off by pressing "Space".

### **3.2.32 Power Saving Mode**

Use this option to set the Braille Sense U2 QWERTY to save power by automatically shutting down after a certain period of time. The shortcut key is "p". The default setting is set to "On". Use "Space" to cycle through the available values: "On", "Off", and "Message". If you never want your Braille Sense U2 QWERTY to shut down automatically, set the option to "Off". If you set the option to "Message," The Braille Sense U2 QWERTY gives you a warning message that says "power on" to remind you the unit is still powered

on after 10, 20, or 30 minutes of inactivity (depending on the setting that you choose for power saving kick in).

Note: this option is available only when the AC adaptor is not connected to the unit. In other words, even if this option is set to "On", if the AC adaptor is connected to the unit, the unit does not enter Power Save Mode, even when the "Power saving kick in" time has elapsed.

### **3.2.33 Power Saving Kick In**

Use this option to set the time of inactivity before entering Power Save Mode. The shortcut key is "k" with the default set to "After 10 minutes". This means the Braille Sense U2 QWERTY enters power saving mode when you have not used the Braille Sense U2 QWERTY for 10 minutes. Use "Space" to cycle through the available settings: 10 minutes, 20 minutes, and 30 minutes.

### **3.2.34 Check Today's Schedule**

In the "Schedule manager" (which you will learn about later), you can keep track of your appointments using the Braille Sense U2 QWERTY. You can set the Braille Sense U2 QWERTY to check today's schedule for appointments each time you turn it on. The short cut key for this option is "s". To toggle this option on/off, press "Space".

### **3.2.35 One-Handed Mode**

This option allows users with only the use of one hand to use the Braille Sense U2 QWERTY in a specific mode adapted for that purpose. The shortcut key is "h". The default setting is "Off". Use "Space" to toggle one-handed mode on/off. For detailed information about one-handed mode, refer to "2.14 One-Handed Mode".

Note: If this option is set to "On" when you connect a USB keyboard, it is automatically turned off when the keyboard is connected. The option returns to its previous state when the USB keyboard is disconnected from the unit.

### **3.2.36 Automatic spell-check**

Use this option to set whether the Braille Sense U2 QWERTY automatically checks spelling as you type in "multi line edit boxes" in programs such as the schedule manager, address manager, e-mail messages, the word processor, etc. The short cut key for this option is "c".

By default this option is set to "Off", thus spelling is not automatically checked as you type. Press "Space" to toggle automatic spell checking on/off.

If the option is "On", and you enter a misspelled word, Braille Sense U2 QWERTY emits a beep sound to indicate a misspelling. This beep sounds even if audio alerts are turned off.

### **3.2.37 Default Document Type**

This option is used to set the default document type for new documents you create using the word processor on the Braille Sense U2 QWERTY. The shortcut key for this option is "q". By default, "Braille document" is selected as the default file type.

You can choose "Sense document", "Braille document," or "Text document" as your default document type. Press "Space" to cycle through the three options.

Note: When you connect a USB QWERTY keyboard to the Braille Sense U2 QWERTY, this option is automatically set to "Text document". When the USB keyboard is disconnected, the default document type is returned to whatever it was set to before the USB keyboard was connected.

### **3.2.38 Automatically synchronize with time server**

If you have the "Automatically synchronize with time server" option turned on, the date and time is synchronize with an internet time server automatically each time the Braille Sense U2 QWERTY is connected to internet. Using this feature, you can ensure the accuracy of the time on the Braille Sense U2 QWERTY by synchronizing with an atomic clock via the internet.

The shortcut key is "t". The default setting is "ON". Use "Space" to toggle time server synchronization on/off.

### **3.2.39 Progress indicator**

The progress indicator setting defines how the progress of opening a document, copying files or opening a webpage is indicated. The shortcut key is "p". You can choose among "Silent," (no progress indication) "Beep," (continuous beeps while the task is performed) and "Message" (progress is shown as a percentage). By default, progress indication is set to "Message". Press "Space" to cycle through the three settings,

### **3.2.40 Bluetooth**

Use this option to turn Bluetooth on or off. The shortcut key for this option is "b". Toggle Bluetooth on/off by pressing "Space". By default, it is set to "Off". You can toggle Bluetooth on and off from anywhere on Braille Sense U2 QWERTY by pressing "F9".

Note: you must turn Bluetooth on to connect to Bluetooth enabled devices. It is recommended that you turn Bluetooth off when it is not in use to save battery power.

### **3.2.41 Wireless LAN**

Use this setting to turn Wireless LAN on or off. The shortcut key for this option is "w". You can toggle wireless on/off by pressing "Space". By default, it is set to "Off". You can toggle it on and off from anywhere on Braille Sense U2 QWERTY by pressing "F11"

Note: you must turn Wireless LAN on before connecting to a wireless network or to the internet via a wireless router. It is recommended that you turn wireless off when not in use to save battery power.

### **3.2.42 Ethernet port**

Use this setting to turn the Ethernet port on or off. The shortcut key for this option is "l". You can toggle Ethernet on/off by pressing "Space". By default, it is set to "On". You can toggle it on and off from anywhere on the Braille Sense U2 QWERTY by pressing "Fn-F11"

Note: to save battery power, turn this option off when you are not using Ethernet connectivity.

### **3.2.43 Mass-storage device mode**

Mass Storage Device Mode enables the drives on your Braille Sense U2 QWERTY to be viewed as removable storage devices on a PC when connected via USB. The shortcut key for this option is "d" with the default set to "On". Use "Space" to toggle this option on/off.

If Mass Storage Device Mode is turned off, the Braille Sense U2 QWERTY can be connected to the PC as a Windows Mobile device and accessed using Microsoft ActiveSync or Windows Mobile Device Center for synchronization of calendar and contacts with Outlook.

When you have finished modifying settings in the "Global Options" dialog, press "Enter" to save the settings. You can also "Tab" or "shift-tab" to the "Confirm" button, and press "Enter". If you do not want to save the settings,

“Tab” or “shift-tab” to the “Cancel” button, and press “Enter”. You can also cancel saving the settings by pressing “Alt-F4” or “Esc”.

## 4. File Manager

### 4.1 Overview

The functionality and structure of the "File Manager" on the Braille Sense U2 QWERTY are very similar to "Windows Explorer" on a personal computer.

To run the "File Manager", press "f" from the "program" menu or press "Enter" when your cursor is placed on "File Manager".

The "File Manager" contains 2 basic areas: an "address window" and a "file list". When you first open the "File Manager", you are placed in the drive list. By default, you are placed on the internal flash drive, named "flashdisk". You can use the up and down arrows ("up arrow button" or "down arrow button") or the scroll buttons to navigate the items in the drive list. Press "Enter" on the drive you want to open. The Braille Sense U2 QWERTY then displays the list of the files/folders on the drive you have opened.

When you press "Tab" or "shift-tab" on the "file list," you enter the "address window". The "address window" contains the path of the current directory or file.

For your convenience, the "File Manager" contains both menus and hot keys, allowing you to easily activate items in the program with a single keystroke as well as access and select a function through the menus even if you have not memorized the associated keystroke. YOU can bring up the menus by pressing "Alt".

**WARNING!!** The Braille Sense U2 QWERTY makes it possible to format the flashdisk to solve corruption problems and/or start over with a clean internal drive. Formatting the flashdisk erases everything on the flashdisk. Be extremely cautious when executing this command. If you execute this command, you will lose all of your data. You will NOT be able to retrieve this data once the command is executed. To format the flashdisk, press and hold "Ctrl-Fn-Left arrow key". While holding down "Ctrl-Fn-Left arrow key," quickly press and release the reset button. Continue holding "Ctrl-Fn-Left arrow key" until you hear the "format start" announcement.

### 4.1.1 Navigating the File List

The "File Manager" contains two kinds of lists: the "file list" and the "menu list", or rather, the list of items contained in the "File Manager" menu. The menus in the Braille Sense U2 QWERTY wrap. This means, when you reach the end of the list of items in a menu, the Braille Sense U2 QWERTY automatically brings you back to the top of the list when you press "down arrow button". However, when you reach the end of a "file list," the Braille Sense U2 QWERTY remains at the end of the list, even if you press "down arrow button". The following is a list of the keystrokes used for navigating lists:

1. Move to previous item: Up arrow key or up scroll button
2. Move to next item: Down arrow key or down scroll button
3. Move to the beginning of a list: Ctrl-Fn-Left arrow key
4. Move to the end of a list: Ctrl-Fn-Right arrow key

The following keystrokes are valid only in a "file list".

1. **Jump to folder or file list: Ctrl-Down arrow key**
2. Move between file list and address window: Tab / shift-tab
3. Enter the selected folder or open the selected file: Enter
4. Move back a level in the folder structure: Backspace
5. **Jump to the drive list: Shift-Backspace**
6. Move to the previous group of 32 items: Fn-Up arrow button
7. Move to the next group of 32 items: Fn-down arrow button
8. Jump to a file or folder by pressing the first character of the folder or file name. You must use ASCII characters.

### 4.1.2 Selecting folders and files

1. Select individual items "Space": \* is displayed in front of the item to denote its selection. Pressing "Space" again on the selected folder or file cancels the selection.

2. Continuous selection ("Ctrl-b"): This selects all of the items from the point where this command is executed to the item where the cursor is located. \* appears in front of the selected items.
3. Select all ("Ctrl-a"): This selects all the files and folders in the current list. You can use navigation keys to move among the selected items to check their selection status. You can cancel selections or reselect de-selected items by pressing "Space". When the "Select All" command is executed, the Braille Sense U2 QWERTY says the number of selected files, and \* appears in front of the selected files on the Braille display.

### **4.1.3 Cancel / Exit**

Cancel ("ESC"): This command will cancel a function.

Exit ("Alt-F4"): This will cancel or stop a selected function or program.

## **4.2 Working with Files and Folders**

When you open the "File Manager," the list of available drives is displayed. Navigate to the drive you wish to access, and press "Enter" to open it. The Braille Sense U2 QWERTY displays the list of folders and files on that drive. The items in quotation marks are folders, and the items without quotation marks are files.

The items in the list are followed by numbers, such as 1/5 or 2/5. The numbers following the items indicate an item's placement in the list and the total number of items in the list. For example, "database 1/5," indicates "database" is the first folder in a list containing five items.

### **4.2.1 Selecting drives**

When you open the "File Manager," the first item in the list is "flashdisk". If an SD card or USB flash drive is inserted, it also appears in this list.

Navigate to and select a drive by using the up and down arrows or the scroll buttons. After selecting your desired drive, press "Enter" to open it.

### **4.2.2 Entering and Exiting Folders**

There are several ways to open a folder. You can utilize the menu to open a specific folder.

- 1) Bring up the menu by pressing "Alt". Select the "Open" option from the list and press "Enter".
- 2) You can also press the hot key "Ctrl-o" to activate the "Open" command and open the desired folder.
- 3) Finally, as described above, you can simply press "Enter" on the selected folder.

To exit the current folder, use the "Backspace" key. You are returned to the previous level in the folder structure.

### **4.2.3 Opening a File**

You can open a file by pressing "Enter" on the selected item. You can also use "Ctrl-o" to open a file or folder. The Braille Sense U2 QWERTY automatically loads the appropriate application or program to open the chosen file.

You can also open a file by using the menu. Press "Alt" to open the menu. Then, press the letter "o" or press "Enter" on "Open".

The Braille Sense U2 QWERTY supports the following file formats:

1. Document files: hbl, brl, txt, pwd, brf, rtf, doc/docx, PDF and unprotected EPUB files are supported in the Word Processor.
2. Web formats: url, and html files are supported by the Web browser.
3. Media formats: ac3, asf, asx, m3u, mp2, mp3, ogg, pls, wav, wax, wma, wmv and flac files are supported by the Media Player.
4. DAISY books, including those from BookShare, NLS, and Open Library are supported by the DAISY player.

If you press "Enter" on a file type other than those mentioned above, the "Open With" dialog box appears, because the file type is not associated with a program. You can also bring up the "Open With" dialog box using the menu. By using the "Open With" menu option, you can open the currently selected file with a program other than the one originally associated with that file type. First, press "Alt" to bring up the menu. Navigate to "Open With," and press "Enter". You can jump quickly to this option in the menu by pressing "e". You can also open the dialog box by pressing "Ctrl-h" from the file list. This dialog box consists of the "Open With" list, the "adopt" list, a "Confirm" button, and a "Cancel" button. You can move between these elements by pressing "Tab" or "shift-tab". Within the list, you can select the next item by pressing "down arrow button" and the previous item by pressing "up arrow button".

When the dialog box opens, "Open with: Word processor" is displayed. In this list, you can select a program, the Word Processor, Media Player, or Web Browser. Pressing "down arrow button" selects the next program, and "up arrow button" selects the previous program. Once you have selected the program with which to open the file type, press "Tab" to move to the "adopt" list. If you have selected the Word Processor, pressing "Tab" takes you to an additional list called "Open mode". Using this list, you can specify whether the file is opened as a Braille file or a text file. Press "down arrow button" or "up arrow button" to select one of the two file types, then press "Tab" to move to the "Apply to" radio button. Use this radio button, to specify whether only the currently selected file or all of the files with the same file extension are opened with the specified program. After setting your preference, press "Enter" or "Tab" to move to the "Confirm" button, and then press "Enter" to apply the settings. If you have specified a program that does not support the file type, nothing is displayed or played after the program is launched.

If you activate the "Open With" menu after focusing on folders that have DAISY or media files, the associated program, DAISY or Media Player is displayed. If you activate the "Open With" menu, and encounter a folder that does not have the DAISY info file (discinfo.html or ncc.html), the DAISY Player is not displayed as an associated program. You can play all of the files after selecting either the DAISY or Media Player.

#### **4.2.4 Send To**

You can use this option to copy files and folders to different drives such as a flash drive, USB flash drive (also known as USB stick memory), or an SD card. After selecting files and folders, open the menu with "Alt", and choose the "Send To" option. When you press "Enter" on "Send To", the Braille Sense U2 QWERTY displays the list of drives that you can send your files or folders to. You can choose a destination drive by using the up and down arrow keys ("up arrow button" or "down arrow button") or up and down scroll buttons. Pressing "Enter" on the desired drive starts the copying of the selected files and folders to the selected drive. You can activate the "Send To" option by pressing "Ctrl-s" from the file list.

#### **4.2.5 Copy / Move**

"Copy" leaves the selected files and folders in their original locations, and creates copies of them in your chosen destinations. "Move" removes the selected files and folders from their original locations, and moves them to the new locations you have chosen.

Use the copy/move function as follows:

1. Select the files and folders you wish to copy.
2. Open the menu, and choose "Copy" from the list to copy the selected files and folders. You can execute the "Copy" command directly from the file list by pressing "Enter-c". If you want to move the selected files and folders, choose "Cut" from the menu. Use "Enter-x" to execute the "Cut" command directly from the file list. When the "Copy" or "Cut" command is executed, the Braille Sense U2 QWERTY returns to the file list.
3. Navigate to the destination folder.
4. Open the menu, and choose "Paste". Press "Enter" on "Paste," and your selected files and folders are copied or moved. You can press "Enter-v" to execute the "paste" command directly from the file list.

If the destination folder is the same as the source folder, the Braille Sense U2 QWERTY attaches "Copy1" to your original file names. If the same files

are copied into the same folder a second time, the Braille Sense U2 QWERTY attaches "Copy2" to the original file names.

If your destination folder has the same name as the file you are copying, the Braille Sense U2 QWERTY prompts "File xxx already exists. Overwrite? Yes". Press "Enter" if you want to replace the file. If you do not want to overwrite the file, select "No," and press "Enter". When "No" is selected, the "Paste" function is canceled.

#### **4.2.6 Delete Files or Folders**

To delete files or folders, navigate to the folders or files you want to delete, and select them. Open the menu by pressing "Alt" and choose the "Delete" option. Press "Enter" on "Delete" to complete the deletion of the selected files and folders. You can also press the letter "d" after opening the menu to delete the selected items. You can also delete selected files or folders by using hot keys. "Del" is the hotkey assigned to perform the delete function. When you delete only one file or one folder, it is not necessary to use the select function. Instead, simply navigate to the file or folder you want to delete, and use one of the methods previously described to delete the file or folder.

#### **4.2.7 Rename**

You can change the name of a file or folder by using this function. To change the name of a file or folder, move to the file or folder you wish to rename. Open the menu by using "Alt" choose "Rename" from the menu list and press "Enter", or press "r" to activate the "Rename" function quickly. You can also use the hot key "Enter-r" to activate the "Rename" function directly from the file list. The Braille Sense U2 QWERTY asks for a new name. On the Braille display, "New file (or folder) name: (current file/folder name)" appears. You must type the new file/folder name in ASCII characters. Press "Enter" after entering a new file name to complete the renaming process. You cannot use the following characters in a file name or folder: "|, \, <, >, ?, :, \*\*"

#### **4.2.8 New Document**

Use this option to create a new document. There are several ways to access this function. You can open the menu by pressing "Alt", navigate to "New Document" and press "Enter". Or, you can open the menu and press "n". The hot key for this option in the "File Manager" is "Ctrl-n".

When the new document function is activated, the Braille Sense U2 QWERTY displays "File type: text (txt)". You can create two types of documents: text files and Braille files. You can use the down arrow ("down arrow button") to select the "Braille (brl)" file format. When you press "Enter" on either "text (txt)" or "Braille (brl)," the Braille Sense U2 QWERTY displays "New document name: New Document0.txt" or "New Document0.br1". "New Document0.xxx" is the default file name based on the file type you have chosen. The number after the new document increases by one whenever you create a new document for which you do not specify a name. You can also type in the document name you prefer and press "Enter". The new document you named is created. "|, \, <, >, ?, :, \*" characters cannot be used when creating a file name.

#### **4.2.9 New Folder**

Use this option to create a new sub-folder under the current folder. Open the menu in the "File Manager" by pressing "Alt" and select "New Folder" from the menu list. Press "Enter" on "New Folder" to activate this function. You can use the letter "f" to jump the new folder option in the menu. "Alt-f" is the hot key that you use to access this feature directly from the file list.

The Braille Sense U2 QWERTY prompts, "New folder name:;". Enter your preferred new folder name in ASCII, and press "Enter". Your new folder is created.

When creating a new folder name, you cannot use the following characters: "|, \, <, >, ?, :, \*\*"

#### **4.2.10 File Conversion**

The "File conversion" function on the Braille Sense U2 QWERTY is similar to the "Save As" function in the Word Processor. This feature converts files to different file formats. The Braille Sense U2 QWERTY file conversion feature supports the following file formats: "Sense Word (hbl)," "Text (txt)," and "Braille (brl)".

The Braille Sense U2 QWERTY can convert a single file or multiple files at once to your preferred file format. Select files using the file selection method described previously. After selecting the files you want to convert, open the menu by pressing "Alt". Navigate to the "File Conversion" option, and press "Enter". You can also use the letter "t" to jump to the file conversion option from within the menu. Use "Ctrl-t" to execute the "File Conversion" command directly from the file list.

The Braille Sense U2 QWERTY prompts you to choose the preferred file format. Use the up and down arrows ("up arrow button" or "down arrow button") to select the desired file format. When you press "Enter" on the file format you want, the Braille Sense U2 QWERTY begins converting files to the file format you have chosen. The Braille Sense U2 QWERTY keeps the original file names for the files you have converted, except for the file name extension which reflects the new file type. If a file with the same name and extension already exists, "date" and "time" are added to the file name.

#### **4.2.11 Select All**

This feature selects all the files and folders in the current list. You can access this feature from the menu, or by using a shortcut key. Press "Alt" to open the menu. Press the down arrow ("down arrow button") to navigate to "Select All". Press "Enter" to execute the "Select All" function. You can use the letter "a" to jump to and execute "Select All" from within the menu. Use "Ctrl-a" to select all the files and folders in the current list without entering the menu. When "Select All" is activated, the Braille Sense U2 QWERTY says, "x objects selected". The Braille Sense U2 QWERTY then returns to the file list.

An \* appears in front of each file name you have selected. You can cancel the selection of a file or folder by pressing "Space". This feature is a convenient method for selecting multiple files for copying, cutting, or deleting.

#### **4.2.12 Search for File**

Use the "Search for File" function to locate a file or folder for which you know all or part of the name, but not the location. You can press "Alt" to open the menu and move to "Search for File," and press "Enter". Or use b to jump to and execute the search function from within the menu. You can press "Ctrl-f" to activate this function directly from the file list. The Braille Sense U2 QWERTY displays the "file for find" dialog box.

The dialog box consists of the "edit box for entering the text of the name to search", a "combo box to select a drive", "check box enabling to choose whether or not to search sub-folders", a "search button", a "cancel button" and the results list. You can use "Tab" or "shift-tab" to move through the controls.

When you activate the file search, the unit prompt "File for find:" you are placed on the edit box for entering the file name to search". Type all or part of the file name and press "Enter". Braille Sense U2 QWERTY searches for all files containing the text you entered. When the file search is complete, you are placed in the results list.

You can navigate among the items in the results list with the up and down arrows ("up arrow button" and "down arrow button"). If you press "Enter" on a file, you are placed on the path where the file is stored and the file search dialog box is closed. You can open the file by pressing "Enter" on the file name again.

If you want to search for a file on another drive, after typing the file name, press "Tab" to move to the "target disk" combo box. You can press up and down arrows ("up arrow button" and "down arrow button") to navigate to a different drive. If you press "Enter" either on a specific drive or on the "Search button," Braille Sense U2 QWERTY searches that drive for files matching the text you entered in the edit box.

The drive list displays all storage devices currently connected to the Braille Sense U2 QWERTY. If there are many files in a drive, it can take some time to perform a search. While the search is being performed, "searching" is displayed to alert you to the fact that the search is active.

If you want to search the root of a drive excluding sub-folders, press "Tab" to move to the "Search sub-folders" check box. Press "Space" to uncheck this option, and press "Enter". By default, Braille Sense U2 QWERTY includes sub-folders when you search for files.

#### **4.2.13 Sort Files**

This option is used to specify the order in which files and folders are displayed in the file list. Press "Alt" to bring up the menu. Navigate to "Sort Files By," and press "Enter". Or, press (g" from within the menu to jump to and execute this option. You can access this feature directly from the file list by pressing "Ctrl-g"

Files and folders can be sorted according to the following: "Name," "Size," "Extension," and "Date and Time". You can move among these items by pressing "down arrow button" or "up arrow button". Press "Enter" after selecting the sorting criterion, and files and folders are displayed in the specified order. If you select "Name" or "Extension," the list is sorted in ascending order, and if you select "Size" or "Date and Time," the list is sorted in descending order. By default, files and folders in the file list are sorted by "Name" with folders appearing at the top of the list, and files appearing at the bottom. Once you have chosen how you want your file and folder lists sorted, the option is stored so that files are sorted according to your preference each time you open the "File Manager".

#### **4.2.14 Set File Info**

This item is used to set what kind of information is displayed for each item in the file list. Press "Alt" to bring up the menu. Navigate to "Set File Info," and press "Enter". Or press "I" to quickly access this item from within the menu. You can access this feature directly from the file list by pressing "Ctrl-I"

Use this option to select the information to be displayed for each item in a list. The available options are, "Name," "Name, Size," and "Name, Size, Date and Time". You can move among these items by pressing "down arrow button" or "up arrow button". Press "Enter" after selecting the information to be displayed, and the file list is updated, showing all the information you specified. By default, only names are displayed in the "file list". If you have selected "Name, Size," the name and size of files are displayed. However, for folders, size is not displayed. This option is stored and remains in effect until a hard reset is performed.

#### **4.2.15 Display only Files of Type**

This is used to specify what type of files are displayed in the file list. Press "Alt" to bring up the menu. Navigate to "Display only Files Of Type," and press "Enter". Or press w to quickly access this option from within the menu. You can also access this feature directly from the file list by pressing "Ctrl-w" Choose which files are displayed by selecting one of the following items: "All Files," "Sense Word Files," "MS Word Files," "Text Files," "Braille files," "HTML Files," "URL Files," "Media Files," and "Wave Files". You can move among these items by pressing "down arrow button" or "up arrow button". Press "Enter" after selecting the file type you want, and only the files of the specified type are displayed in the file list. Folders are displayed no matter which type you have specified. By default, all files are displayed in the file list. This setting remains in effect only until you close the "File Manager," so all the files are displayed once again on restart of the "File Manager".

#### **4.2.16 Zip**

With this function, you can compress files and folders into a zip file. Compressing a file makes the total file size smaller, making it easier to email, or to save space on a storage device. To use the "Zip" function, follow these steps:

- 1) Select the files or folders you want to compress in the "file list" by using one of the methods described previously.
- 2) Open the menu by pressing "Alt" or "F2," and press "Enter" on "Zip". Or, from within the menu, press "z". You can also activate this function directly from the file list by pressing "Ctrl-z".
- 3) Braille Sense U2 QWERTY prompts, "Zip filename: (default filename.zip)". "Default filename" is the file name that is used for the compressed file if you try to compress only one file or folder. If you try to compress several files or folders, the default name is the folder name that contains the files and folders.
- 4) Press "Enter" (or Tab to "Confirm" and press "Enter", and the zip file is created in the current directory. If you want to change the name of the zip file, you can modify the default by using the cursor keys or type in a new name. If you want to cancel, press "Esc" or "Alt-F4". Or, Tab to "Cancel" and press "Enter".

#### **4.2.17 Unzip**

The "Unzip" function allows you to unzip (or decompress) a zip file, regardless of whether it was created on Braille Sense U2 QWERTY or a PC. To activate the "Unzip" function, use the following steps:

- 1) After selecting a zip file, open the menu with "Alt" or "F2," and press "Enter" on "Unzip". Or, press "u" from within the menu. You can also activate this function directly from the file list by pressing "Ctrl-u" when placed on a zip file.
- 2) Braille Sense U2 QWERTY prompts, "Unzip to folder name: (default folder name)". The default folder name is the same as the compressed file name. For example, if you unzip a file called "test.zip," "unzip folder name: test" is displayed.
- 3) Press "Enter," or move to "Confirm" by pressing "Tab" and press "Enter". The Braille Sense U2 QWERTY unzips the files to the default folder. If you want to change the default folder name, you can modify the default folder name. Or, you can type a new name. If you want to cancel, press "Esc" or

"Alt-F4". You can also move to the "Cancel" button by pressing "Tab", and press "Enter".

Note: You can also initiate the unzip process simply by pressing "Enter" on a zip file.

#### **4.2.18 Information**

Use this option to query The Braille Sense U2 QWERTY for information about files and folders. The information feature in the "File Manager" provides you with information about the file type, file size, the date and time of the file or folder's creation, and whether the file/folder is protected. Press "Alt" to open the menu. Navigate to "Information" and press "Enter". Use the letter "I" to open the "Information" feature quickly from within the "menu". "Fn-i" is the hot key for this option. You can use this hot key to access this feature directly from the file list.

The Braille Sense U2 QWERTY displays the information about a file or folder in the following order: file type, file size, creation date and time, and attribute. You can review this information by pressing the "Tab".

1. File type: Displays the file format information, such as "bri file," "doc file," or "txt file". When a folder is selected, this area indicates that the item is a folder containing x number of files and folders.
2. File size: displays the size of the selected file or folder. When multiple files or folders are selected, this area displays the total size of the selected files and folders.
3. Date and time: Displays the time and date the folder/file was created or modified.
4. Attribute: Displays whether the file is write protected or is writable. You can change this attribute by using the up and down arrows ("up arrow button" or "down arrow button") or "space." When multiple files or folders are selected, this attribute is not shown.
5. Confirm: To change the attribute, press "Enter" on "Confirm".
6. Cancel: To cancel the change, press "Enter" on the "Cancel" button.

## **4.3 Using the Address Window**

This edit box lets you type the direct path of the file name you want to open. This window also contains the history list for easily accessing recently opened files or directories.

### **4.3.1 Editing**

When you are in a file or folder list, you can press "Tab" to navigate to the address window. The Braille Sense U2 QWERTY displays the current path including the current drive name, such as "flashdisk/download/". When you edit the path, use the cursor routing keys to move the cursor to the place where you wish to modify the text of the path. When you first enter the address window, the cursor is located at the end of the path name.

The address window is only visible when you are in a file or folder list. When you are in the drive list, the address window is not available.

### **4.3.2 Typing a Path / File Name**

When you relocate the cursor with a cursor routing key, the Braille Sense U2 QWERTY inserts the text at the cursor location. If you know the exact path and file name, you can type in the path and file name to open the file with the appropriate application. For example, if you type in "flashdisk/download" in the address window and press "Enter," the Braille Sense U2 QWERTY displays the list of the files in the download folder. If you type "flashdisk/My Documents/sample.txt" in the address window, and press "Enter," the Braille Sense U2 QWERTY loads the Word Processor, and opens the file "sample.txt". When the file is open, you can read or edit the file, "sample.txt".

### **4.3.3 Opening the History List**

The history list contains paths, folders, and files that you have opened previously. You can access the history list from within the address window by

pressing the down arrow (“down arrow button”). Use the up and down arrows (“up arrow button” or “down arrow button”) to review the history list. You can also use the scroll buttons to navigate this list. To open a file in the history list, press “Enter”. The file opens with the appropriate application. (See section 4.2.3).

While navigating the history list, you may type in new path names or file names to instantly access a file or folder.

## **4.4 Network and sharing**

The network file sharing function enables you to share files between your Braille Sense U2 QWERTY and computers connected to the same network, and access files on other computers just as you would files located directly on your Braille Sense U2 QWERTY.

In other words, you can copy files on the Braille Sense from other computers on the network, edit files on other computers with the Word Processor or even open media files on other devices and play them in the Media Player on the Braille Sense U2 QWERTY. In addition, you can share folders on your Braille Sense U2 QWERTY and access them from other computers connected to the network.

You can share files over a network using LAN or WIRELESS LAN. When using LAN, once the Braille Sense U2 QWERTY is connected, you can easily find and access the shared files of other computers connected to the network.

However, when using wireless LAN, it is only possible to access shared files when your Braille Sense U2 QWERTY and the connected computer are at the same layer. This means that you can't search for a computer connected to router A if you are connected to router B, a wireless LAN sub-connection of router A.

For more detailed information on LAN/WIRELESS LAN configurations, refer to the “Setup Internet” section of the “Utilities” chapter in this user manual.

### **4.4.1 Search for shared computers and add to the network**

## **list.**

When you open the "File Manager", network is displayed in the drive list. The network list consists of the shared folders on computers connected to your network that you have added to the network list. From the network list, you can open the shared folder, or delete the network location from the list. If you have not added shared folders to the network list, this list is empty. To add items to the network list, you must search the network for devices, then select the shared folders on these devices and add them to the network list. To search shared computers connected to the network, Use the "Network Connection Setting" dialog to search for computers with shared content. You can open the "Setup Network connection" dialog box, by pressing "Alt-e" regardless of your position in the File Manager. Or Press "Alt" to open the menu and navigate to "Network Connection Setting" and press "Enter". The "Network Connection Setting" dialog box contains the following controls:

- "Remote name" computer edit box
- "Remote folder" list box
- "Add/Remove" button
- "Cancel" button

When the "Network connection Setting" dialog box is opened using "Alt-e", you are placed on the "Computer name" edit box. Type the computer name with or without backslashes and press "Enter".

For example, if the computer name you want to search is "hims", type "\\hims" or "hims" and press "Enter". If the shared computer is found, a login prompt may be displayed according to the shared computer setting.

If the computer is running Windows vista or Windows 7, you must enter the folder path as shown below.

Ex) "\\hims\sharing", "hims\music"

Note: if the shared folder name exceeds 11 characters, it cannot be recognized by the Braille Sense U2 QWERTY.

If the computer you are trying to access does not have a network user name and password specified, type "guest" in the Login edit box and press "Enter". If the computer requires a specific network user name and password, make sure they are entered correctly. If login is successful, you are placed in the Remote Folder list and the folders shared on that computer appear in the list. Move to the desired folder in the list and press "Enter" on the "Add" button. The network location of the shared folder is added to the network list in the File Manager. You may select as many folders as you wish from the Remote Folder list and add them to the network list.

Use the following keystrokes to navigate the "Network Connection Setting" dialog:

Move to the next control: "Tab"

Move to the previous control: "Shift-Tab"

Use the following keystrokes in the Remote Folder list.

Move to the next item in the list: "down arrow button"

Move to the previous item in the list: "up arrow button"

Select current item: Space

Select all items: Enter-a

Use the "Add" button, to add the selected shared folder from the Remote Folder list to the File Manager's network list. From the Remote Folder list, press "enter" to exit the "Network connection Setting" dialog box. YOU can also cancel using "Alt-F4" or "Esc".

Once the network locations of the shared folders have been added to the list, they are accessible from the "network" option in the File Manager as long as you are connected to the network where they reside. In other words, if you have added a location for a shared folder on your home network, you cannot access this location from your office as you are no longer connected to the home network on which the shared folder is located. Also remember that you cannot access shared folders on a network if you do not have a wireless or LAN connection to that network.

#### **4.4.2 Remove Remote folder(modify)**

There are 2 ways to remove a remote folder from the File Manager's network list: using the "Remove" option in the network list, or via the "Network Connection Setting" dialog.

Using the network list:

Execute the File Manager and choose "network" from the drive list. Navigate to the remote folder you want to remove and press "Alt-d".

You can also access this function using the menu. Press "Alt" to open the menu. Arrow down to "Remove this remote folder on network" and press "Enter".

Using the "network connection setting" dialog:

Press "Backspace-e" to open the "network connection setting" dialog.

Navigate to the remote folder you want to remove. Press "Tab" to navigate to the "Remove" button and press "Enter".

#### **4.5 Hot Keys in the "File Manager"**

The following is a list of hot keys that can be used in the File Manager

1. Open: Ctrl-o
2. Open with: Ctrl-h
3. Zip: Ctrl-z
4. Unzip: Ctrl-u
5. Send To: Ctrl-s
6. Copy: Ctrl-c
7. Cut: Ctrl-x
8. Paste: Ctrl-v
9. Delete: DEL
10. Rename: F2
11. New document: Ctrl-n

12. New folder: Alt-f
13. File conversion: Ctrl-t
14. Select all: Ctrl-a
15. Sort files by: Ctrl-g
16. Set file info: Ctrl-l
17. Display only files of type: Ctrl-w
18. Search for file: Ctrl-f
19. Information: Alt-Enter
20. Setup Network connection: Alt-e
21. Remove remote folder on network Alt-u

## 5. Word Processor

When you launch the Word Processor on the Braille Sense U2 QWERTY, it places you in a new, blank document. The menu can be opened by pressing "Alt". Don't worry if you can't remember the exact shortcut keys for all of the Word Processor functions, as you can activate all the functions of the Word Processor via the Word Processor menu. The menu in the Word Processor consists of File, Edit, Go To, Read, and Layout. To access these menus, press "Alt" in the Word Processor, select a menu item, and press "Enter". Or, you can press "Alt" followed by the shortcut for the corresponding menu item. For example to open the edit menu, press "Alt" to open the menu, and navigate to the Edit menu by pressing up and down arrows ("up arrow button" and "down arrow button") and press "Enter". Or, press "Alt" and press "e".

Before going in to more detail about the Word Processor, it is also important to note that while you are anywhere in a document, you can discover your location by pressing "Fn-s". In addition, if you are editing a document, and turn the Braille Sense U2 QWERTY off, it announces the status when you power back on. In the next few sections the features of the Word Processor are explained in more detail. The functions of each of the available menu items are also explained.

### 5.1 File Menu

The "File" menu contains the functions that allow you to create new documents, open documents saved to a disk, save edited documents, and print and emboss. It also contains various option settings. To select the file menu, press "Alt", and press "f". Or, press "Enter" on "File".

#### 5.1.1 New

The new command creates a new, editable document. By default, the name of the new document is "noname.brl". The extension, ".brl" is the extension

given to documents that are created in Braille on the Braille Sense U2 QWERTY. It is the same file name that is created automatically when the Word Processor opens.

Note: if you have changed your default document type in the "Global Options", the extension may be \_TXT or HBLIND, as your default document type can be set to Braille, text, or Sense document.

To create a new document, select "New" from the "File" menu. Or, press "Ctrl-n". If "New" is executed while editing another document, you are prompted for the file type of the new document: "Sense Document (s)" is displayed first. If you press "down arrow button" repeatedly, "Braille Document (b)" and "Text Document (t)" are displayed. Select the document type you want, and press "Enter".

"New" refers to creating a new, blank document after closing the document that is currently being edited. Closing the document currently being edited means that the document is erased from the temporary memory. If a new document is created or opened without saving the document currently being edited, the Braille Sense U2 QWERTY asks whether to save the current document, so that changes to it are not lost. When "Save: Yes" is displayed, users can select "Yes" to save the current document or select "No" in order not to save the changes. If you press "Space" once more and select "Cancel", the Word Processor cancels the new document, and returns to the current document.

### **5.1.2 Open (modify)**

The open command opens a document that has already been saved on to a disk. Select "Open" on the "File" menu, or press "Ctrl-o." You can access the "File" menu by pressing "Alt". Then, a dialog box pops up, so that you can open a file. The "Open dialog box" is a tool that helps you find documents that you want to edit and read. It consists of the "file list" (which shows the list of files or folders), "File name" (to type in a file name directly), "Type" (which changes the file format when opening a document), a "Confirm" button (for confirming the selection), and a "Cancel" button (for canceling the selection). In order to move between these controls, press

“tab” or “shift-tab.” If the “Open dialog box” is executed, “File name:” is displayed first. If “File name:” is displayed, then type in a file name that you want to open, and press “Enter.” The Braille Sense U2 QWERTY will look for that file in the “/flashdisk/My Documents” folder. If there are files that you used recently, you can scroll through them by pressing “Down arrow key.” The file names that were opened recently are displayed one by one by pressing “Down arrow key.” If the file open that you want to open is selected press “Enter” to open it. In order to move to the previous file name in the list, press “Up arrow key.” In order to open a file with a different file format, press “tab” to move to the file format selection, and then press the up arrow or down arrow to select a desired file format. You can find and open a desired file from the file list without typing in the file name directly in the “File name:” box. Press “tab” several times to move to the “file list,” and then select a desired file. You can also move to the “file list” by pressing “shift-tab” when you are at the “File name:” dialog box. The files in the “file list” have the file format that was selected in “file type.”

You can select a file that you want by using the up and down scroll buttons, and you can open the file by pressing “Enter.” If you select a folder and press “Enter,” you will see the list of files in that folder.

If you want to access a file that is on a compact flash card, or USB memory stick, you can access the file in the “Open” dialog box by first moving to the “file list” by pressing “shift-tab. Then, press “Backspace” until you hear the USB stick memory or the compact flash card. Then, press “Enter” to open the memory.

The Braille Sense U2 QWERTY will choose the Braille mode depending upon the file type. For example, if you press “Enter” to select a file that has the extensions hbl or brl, or if you type in a file name with those extensions and press “Enter,” the Braille Sense U2 QWERTY will open the selected file in Contracted Braille. You will not be able to change the Braille mode in these documents. If you press “Enter” to select a file that has the extensions of txt or doc, it will open the file in what is currently set in “View grade” of “global options”. After the file opens, you can switch the Braille

mode, as was explained in section 3.4. If you press "Enter" at the other file format, you can select the file format; Braille format, or text format. You can toggle between "Braille format" and "Text format" by pressing the "Space". Press "Enter" when the desired format is displayed. If the Braille format is selected, the document will be opened in Contracted Braille. And, if the text format is selected, the document will be opened in Braille mode that is currently set in "View grade" of "global options".

In the word processor of the Braille Sense U2 QWERTY, it is possible to open and work simultaneously with up to 10 files at one time. If you already have one document open, and you try to open another document, the Braille Sense U2 QWERTY will ask you if you want to save changes to the document that is already open. Then, you can save the file. Once you have completed saving the document, an open dialog box will appear. However, you will still have the two files open. It only seems that you closed one without saving it. With the new document open, if you want to go to the previous document, you can press "shift-tab." If you want to go back to the other document again, press "tab."

### **5.1.3 Save**

The save command saves a document to a disk. To use this option, press "Alt" to open the "File" menu and execute the "Save" command by pressing "Enter" on it, or you can press "s" to quickly jump to and execute it. You can also use the hot key, "Ctrl-s" while editing a document.

If the document has not been saved previously, when you execute "Save", "Save as dialog" opens. You can refer to section 5.1.4 for information on how to use the "Save as dialog".

If you execute "Save" after editing an existing document, Braille Sense U2 QWERTY saves the document with your changes under the same file name without opening a dialog. After saving a document, you are returned to document editing.

When you have several documents open, you can save and close the focused document, by pressing "Ctrl-F4". The document is saved and closed, and your focus is placed in the previous document in the tab order.

Note:

- 1) Though you can open PDF and unprotected EPUB files in the Word Processor, they cannot be saved under these file types as editing in these formats is not supported. If you save one of these documents, the "Save as" dialog opens so that you can save in one of the file types supported by the Braille Sense U2 QWERTY.
- 2) When saving as "rtf" and "doc", the file formatting is lost as the creation of advanced formatting is not supported in the Braille Sense U2 QWERTY.

#### **5.1.4 Save As**

The "Save As" option is used to save a document under a different file name, in a different location, or as a different file type. To execute this command, press "Alt", and press "Enter" when the "File" menu is displayed. Move to "Save As" by pressing "down arrow button". Then, press "Enter". Or, use the hot key, "Ctrl-s", while editing a document.

If you execute "Save As", the "Save as dialog" is displayed. This dialog is almost the same as the "Open" dialog. It consists of "file list", "File name", "Type" (representing the file format), a "Confirm" button, and a "Cancel" button. When the dialog opens, "File name:" is displayed. You can move among the controls by pressing "Tab" or "shift-tab".

If you execute "Save As" when you are editing an existing document, the displayed file name, file format, and the folder are the same as those of the existing file. When executing "Save as", on "PDF" and "EPUB", documents, the formatting is lost as these files are converted to txt format on opening.

If you execute "Save" or "Save As" while in a new document, the displayed default file name is "noname.brl" and the file path is "flashdisk/My Documents/".

To edit the displayed file name, press the cursor routing key at the position you want to edit, and modify it. Or, to create a new file name, simply type in

the new file name to overwrite what is currently in the edit box. You cannot use the following characters in a file or folder name. "|, \, <, >, ?, :, \*"

To change the file format, navigate to "Type". Move to your desired file format by pressing "up arrow button" or "down arrow button".

To save a file with a file name that is in the file list, move to the "file list" by pressing "shift-tab".

### **5.1.5 Close Current Document**

The "Close Current Document" command allows you to close the currently focused document without closing the Word Processor. You can access the "Close Current Document" command by pressing "Alt". Then, press "Enter" on the "File" menu. Use the up and down arrows ("up arrow button" and "down arrow button") to navigate to "Close Current Document", and press "Enter". Or, you can press "q" in the "File" menu. You can also access this function by pressing "Ctrl-F4" while editing a document. Please note that this function is not available if you only have one document open. You must have at least two or more documents open to execute the "Close Current Document" command.

### **5.1.6 Print**

The "Print" command is used to print or emboss the current document. To execute this command, press "Alt", and press "Enter" on the "File" menu. Then, move to "Print" by pressing "down arrow button", and press "Enter", or just press "p". While editing a document, the hot key for printing is "Ctrl-p". There are two lower level dialogs for the "Print" option. One is for printing with an ink printer, and the other is for embossing in Braille. Remember that you can move between the menu items by using "up arrow button" or "down arrow button".

#### **1. Embossing in Braille**

Open the document that you want to emboss. Press "Alt" to activate the menu. Locate "print" in the "File" menu and select "Embosser", or press "b".

When you select "Embosser (b)" above, the "Embosser dialog" is opened and contains the following items:

1) Start page number

This is the first page number to be embossed. The default page number is set to 1. You can change the value of the page number, by typing in a new value. Press "down arrow button" to move to "End page number"

2) End page number

This is the last page number to be embossed. The default value is set to 100000. This means the document is embossed to the end of the document, unless the document exceeds 100000 pages. To change the value, input the number of the end page. Use "down arrow button" to move the "Number of copies").

3) Number of copies

This option designates the number of copies to be embossed. The default value is set to 1. You can change this number by typing your desired number of copies. Press "down arrow button" to navigate to "Set Braille format".

4) Set Braille format

In this option, you can set whether or not the Braille document layout settings specified in Braille Sense U2 QWERTY are used when embossing. If you set this to "Yes", the document is embossed using the Braille document layout settings in Braille Sense U2 QWERTY. If you set it to "No", the document is embossed in the format specified in the original document.

5) Confirm / Cancel

To begin embossing the document, move to "Confirm" by pressing "Tab", and press "Enter". Or, to cancel embossing, move to "Cancel" by pressing "Tab", and press "Enter".

When "Enter" is pressed on "Confirm", "Print: Yes" is displayed. Press "Enter" on "Yes", and embossing commences. If you do not want to emboss, press "Space" to select "No", and press "Enter". You can also choose to

create an electronic Braille file of the document according to the embossing preferences. To do this, press "Space" once more to select "Save as file", press "Enter", and the current document is saved as a "brl" file. If you've chosen to emboss, and there are problems with the Braille printer, the Braille Sense U2 QWERTY shows an error message and returns to the open document.

## 2. Print Text

This option is used when you want to print a document on an ink printer. To do so, open the document to be printed and press "Alt", and press "Enter" on the "File" menu. Move to "Print" by pressing "down arrow button" repeatedly, and press "Enter". Or just press "p" from the "File" menu. The dialog for the "Printer" is almost the same as for the "Embosser". After you input the values as in the embosser dialog, press "Tab" and press "Enter" on "Confirm".

"Print: Yes" is displayed. If "Enter" is pressed, printing commences. If you press "Space" to move to "No", and press "Enter", printing is canceled, and the Braille Sense U2 QWERTY returns you to the open document.

Note that the Braille Sense U2 QWERTY is compatible with all HP printers (level PCL 3 or higher), and with HP-compatible printers.

### 5.1.7 Settings

To change your Word Processor preferences, press "Alt", and press "Enter" on "File". Move to "Settings (e)" by pressing "down arrow button" repeatedly, and press "Enter" or just press "e" from the "File" menu. While editing a document, pressing "Ctrl-e" opens the "Settings" dialog.

The "Settings" dialog contains the following: the "settings" list, "Default folder" button, "Confirm" button and a "Cancel" button. You can move among the controls by pressing "Tab" or "shift-tab". And you can move among the items in the settings list by pressing "up arrow button" or "down arrow button". The following are the settings that can be changed:

1. View format character (Yes/No): If this option is set to "Yes", all of the format characters are displayed. Use "Space" to toggle this option.

Formatted characters are marked as "carriage return (\$p)", and the "mark indicator (\$pl)".

2. Reading unit (Line/Paragraph): Defines the unit of movement when pressing "up arrow button" or "down arrow button" while reading a document.

If this option is set to "Line", "up arrow button" moves up line by line. If this option is set to "Paragraph", "up arrow button" moves backward in a document paragraph by paragraph. To toggle between "Line" and "Paragraph", press "Space".

3. Read only (Yes/No): If this option is set to "Yes", the document cannot be modified. This setting is used to protect the document from any unintentional modifications. To change it to "No", press "Space".

4. Reading mode (Original/Compressed): This option sets the reading mode. Original reading mode shows the document in its original format.

In "Compressed" reading mode, The Braille Sense U2 QWERTY displays document content on the Braille display continuously without regard to formatting such as carriage returns (\$p). To toggle between "Original" and "Compressed" reading modes, press "Space".

5. Auto scroll speed (1~35): This option sets the duration of displaying one Braille display length while you are auto scrolling in a document. Thirty-five is the fastest scrolling speed. Pressing "Space" increases the scroll speed and "Backspace" decreases it.

6. Automatic save interval (Don't save automatically, 10~60): This option defines the automatic save time interval for the file that is currently being edited. The setting time can be increased or decreased by 10 minutes if you press "Space" or "Backspace" respectively. If you do not wish for the document to be saved automatically, choose "Don't save automatically".

7. Apply settings to all documents (Yes/No): This option allows you to apply the current settings to all documents. If "Yes" is selected, the settings apply to all documents, if "No" is selected, the settings affect only the document currently being edited. To toggle between "Yes" and "No", press "Space".

To change the default save-to folder, move to the "Default folder" button by pressing "tab" and press "Enter". You are placed in the "file list". Navigate to

the folder or disk you want using normal navigation keys, press "Space" on the folder you wish to select, and press "Enter".

When you are finished setting your preferences, move to the "Confirm" button by pressing "tab" and press "Enter". If you do not want to save the settings, press "Enter" on the "Cancel" button. Activating the "confirm" or "Cancel" buttons performs the operation and returns you to the document you are currently editing.

### **5.1.8 Exit**

This command closes the Word Processor. To execute this command, select "Exit" from the file menu, or press "Alt-F4". If you have edited the document and have not saved the changes, when you select "Exit", you are prompted to save the current document. You can select "Yes" or "No" with the spacebar and press "Enter" to exit the Word Processor.

## **5.2 Edit Menu**

On the Braille Sense U2 QWERTY, you can edit all files regardless of what the view/input grade is set to. The "Edit" menu contains the following items: "Start Selection", "Copy", "Cut", "Paste", "Delete", "Delete Blank Lines", "Add To clipboard", "Clear Clipboard", "Select All", "Insert From File", "Insert Date", "Toggle Insert/Overwrite Mode", and "Check Spelling". To open the menu, press "Alt", and press "Enter" on "Edit". Or, you can press "e" from the menu.

### **5.2.1 Start Selection**

The "Start Selection" command allows you to select a certain portion of text that you would like to edit. When you use the "Start Selection" command, the cursor appears as blinking "dots 1-2-3-4-5-6-7-8" to indicate what text is being selected. When text is selected, you can make changes to only the selected text, without affecting the text in the rest of the document. This command is especially useful for copying, cutting, and pasting.

To select text in a document, place your cursor on the location at which you want to start selecting text. Press "Alt" to open the "Edit" menu, and press "Enter" on "Start Selection", or you can press "b" in the "Edit" menu to get to this option. While editing a document, pressing "Ctrl-b" activates this command.

The end point of the selected text is determined by the location at which you place the cursor after setting the start point. For example, if you have typed the word, "mother" in a document, and you want to select the word "mother", place the cursor on the letter m, activate the "Start selection command", and place the cursor directly after the letter rather. The word "mother" is selected.

### **5.2.2 Copy**

After selecting text in a document, press "Alt" to open the menu, and move to "Edit" by pressing "down arrow button". Press "Enter" to open the "Edit" menu. Press "down arrow button" to move to "Copy" and press "Enter", or press "c" from the "Edit" menu. While editing a document, pressing "Ctrl-c" activates this command.

When you copy the selected text, it is copied to the clipboard. The clipboard is the virtual space that is used for storing copied data temporarily. If you copy new text to the clipboard, the data in the clipboard that you copied previously is erased, and is replaced by the current text selection.

### **5.2.3 Cut**

To cut a selection of text, press "Alt", and press "Enter" on "Edit". Move to "Cut" by pressing "down arrow button" repeatedly, and press "Enter", or press "x" from the "Edit" menu. While editing a document, pressing "Ctrl-x" activates the "Cut" command.

The difference between "Cut" and "Copy" is that if you execute the "Cut" command, the selected text is moved to the clipboard and the selection is removed from the document. The "Copy" command simply copies the selection to the clipboard, and the selected text remains in the document.

### **5.2.4 Paste**

To paste selected text to the clipboard, press "Alt", and press "Enter" on "Edit". Move to "Paste" by pressing "down arrow button" repeatedly and press "Enter", or press "v" from the "Edit" menu. While editing a document, press "Ctrl-v" to paste the text from the clipboard to your current cursor location.

### **5.2.5 Delete**

To delete selected text, press "Alt", and press "Enter" on "Edit". Move to "Delete" by pressing "down arrow button" repeatedly, and press "Enter", or press "d" from the "Edit" menu. While editing a document, you can press "Del" to delete selected text.

### **5.2.6 Delete Blank Lines**

To delete blank lines, you must select the area of the document from which you want the blank lines to be deleted. Once done, press "Alt", and press "Enter" on "Edit". Move to "Delete blank lines" using "up arrow button" or "down arrow button" and press "Enter", or press "l" from the "Edit" menu. To delete empty lines while editing a document, press "Alt-e".

### **5.2.7 Add to Clipboard**

To add selected text to the clipboard, press "Alt", and press "Enter" on "Edit". Move to "Add To Clipboard" by pressing "down arrow button", and press "Enter", or press "p". While editing a document, pressing "Ctrl-Insert" activates this command.

"Add To Clipboard" is almost the same as the "Copy" command. However, while the "Copy" command replaces the text copied previously with the newly selected text, the "Add To Clipboard" command does not erase the previously copied data, but appends the newly selected text to the clipboard.

### **5.2.8 Clear Clipboard**

To clear the clipboard, press "Alt", and press "Enter" on "Edit". Move to "Clear Clipboard" by pressing "down arrow button" repeatedly, and press "Enter". Or, you can press "e" from the "Edit" menu. Executing the "Clear Clipboard" command erases everything on the clipboard. While editing a document, you can press "Ctrl-Del" to activate this command.

### **5.2.9 Select All**

The "Select All" command selects all text in a document. To activate this command, press "Alt", and press "Enter" on "Edit". Move to "Select All" by pressing "down arrow button" repeatedly, and press "Enter", or press "a" from the "Edit" menu. While editing a document, press "Ctrl-a" to activate this function.

### **5.2.10 Insert from File**

This command inserts another file in the document you are currently editing. To execute this command, press "Alt", and press "Enter" on the "Edit" menu. Move to "Insert from File" by pressing "down arrow button" repeatedly and press "Enter", or press "I" from the "Edit" menu. While editing a document, pressing "Ctrl-i" activates this function.

When you use this option, an insert dialog is displayed similar to the "Open" dialog. Select file you want to insert, and press "Enter". The selected file is inserted at the beginning of the paragraph on which your cursor is located. When you execute "Insert from File", if the format of the inserted file differs from your current document, the text inserted from the file is converted to the file format of the current document. For example, if you insert "sample.txt" in "sample.brf" and save it, the saved file is "sample.brf".

Note: If you insert a Braille file in to a text file, the Braille document is back-translated to text. Though the inserted text appears normally in grade 2, on rare occasions you might see differences in the back-translated text.

### **5.2.11 Insert Date**

To insert the date into your document, press "Alt", and press "Enter" on "Edit". Move to "Insert Date" by pressing "down arrow button" repeatedly and press "Enter", or press "w" from the "Edit" menu. The current date and time is inserted at your current cursor location. While editing a document, press "Ctrl-w" to activate this command.

### **5.2.12 Insert Time**

To use this function, press "Alt", and press "enter" on "edit". Move to "insert time" by pressing "down arrow button" repeatedly and press "enter", or press "t" from the "edit" menu. The current time is inserted into your document at your cursor location. While editing a document, press "Alt-w" to activate this function.

### **5.2.13 Toggling Insert and Overwrite Modes**

There are two ways of editing documents on the Braille Sense U2 QWERTY. The first is to insert your text, which pushes back the text after the cursor. This is called "Insert mode" because you are simply inserting text. When you are in "Insert mode", the cursor displays as "dots 7-8". The second is to overwrite text at the cursor location. This is called "Overwrite mode". In "Overwrite mode", the cursor displays as blinking "dots 7-8".

When you start the Word Processor (or open a document), "Insert mode" is the default. You can switch to "Overwrite mode" by pressing "Insert". To return to "Insert mode", press "Insert" again. You can also access this function via the menu. Press "Alt", press "Enter" on "Edit". Navigate to

"Toggle Insert/Overwrite Mode" using "up arrow button", or you can press "m" from the "Edit" menu.

### **5.2.14 Check Spelling**

This option is used to check spelling while editing a document.

To execute the spell checker, do the following:

- 1) Open the menu by pressing "Alt".
- 2) Move to the "Edit" menu by pressing "down arrow button".
- 3) Press "Enter" on the "Edit" menu.
- 4) Press "down arrow button" until "Check Spelling" is displayed. Or, press "k" To move to "Check Spelling" directly.
- 5) Press "Enter" on "Check Spelling".

Or, you can open the spell checker by pressing "Ctrl-k" while editing a document.

When "Check Spelling" is executed, a dialog is displayed containing the following items:

- "Range" combo box
- "Custom dictionary" dialog (c)
- "Options" dialog (o)
- "Begin" button (b)
- "Cancel" button

You can move among the controls by pressing "Tab" or "shift-tab".

The following explains each item in detail:

The "Range" combo box is used to designate the range to be spell checked.

1. Whole document: check the entire document.
2. Chapter: check the current chapter.
3. Paragraph: check the current paragraph.

4. From cursor to bottom: check from the cursor position to the end of the document.

5. Current word: check only the word under the cursor.

You can move among the items in the combo box by pressing "up arrow button" or "down arrow button".

When you press "Enter" on the "Custom dictionary" dialog, the following items are displayed:

1. List: shows the words that are registered in the custom dictionary.

(Example: Braille 1/20). If there are no words registered, "no items" is displayed.

2. Add word (Alt-a): press "Enter" on this button, and you are prompted to "Add word:". Type the word you wish to add and press "Enter". The new word is added and the Braille Sense U2 QWERTY returns to the "Add word" button.

3. Modify word (Alt-m): select the word to be modified from the "list" and press "Enter". You are prompted to "Modify word:". Input the correct word and press "Enter". The selected word is modified and you are returned to the "Modify word" button.

4. Delete word (Del): select the word to be deleted from the "list" and press "Enter".

5. Close: this command closes the dialog.

You can move among the items by pressing "Tab" or "shift-tab".

When you press "Enter" on the "Options" dialog, the following items are displayed:

1. Always suggest recommended word: if this option is set to "On", the Braille Sense U2 QWERTY suggests a word if the word that is encountered is not in the dictionary. The default is set to "On". If the option is set to "Off", the Braille Sense U2 QWERTY does not recommend a word. To toggle between "On" and "Off", press "Space".

2. Use main dictionary only: if this option is set to "On", the spell checker does not look up any words in the "custom dictionary". It only uses the main dictionary. The default value is set to "Off". You can toggle between "On" and "Off" by pressing "Space".
3. Skip an upper-case word: if this option is set to "On", words with only upper-case letters are not checked. The default is set to "On". You can change it by pressing "Space".
4. Skip a word which includes an address: if this option is set to "On", the words that contain an address are not checked. The default is set to "On". You can change it by pressing "Space".
5. Skip a word which includes numbers: if this option is set to "On", the words that include numbers are not checked. The default value is set to "Off". You can change it by pressing "Space".
6. Confirm: if you press "Enter" on "Confirm", the changes that you made above are saved, and the Braille Sense U2 QWERTY exits the "Options" dialog.
7. Cancel: if you press "Enter" on "Cancel", the changes that you have made above are canceled and the Braille Sense U2 QWERTY exits the "Options" dialog.

To move among the option settings, press "up arrow button" or "down arrow button". To move to "Confirm" or "Cancel", press "Tab" or "shift-tab".

Press "Enter" on the "Begin" button and the Braille Sense U2 QWERTY starts to check spelling. If you press "Enter" on the "Cancel" button, the "Spell Check" is canceled.

Once "Spell Check" is executed, the following dialog is displayed:

1. Text window: shows the sentence with the current word to be checked. The cursor is located at the word that is to be checked.
2. Change word edit box: shows the current word to be checked. You can input the correct word directly into the edit box.
3. Suggestions list: if the word to be checked is not in the dictionary, the Braille Sense suggests words. You can move among the suggestions by pressing "up arrow button" or "down arrow button".

4. Skip once (s): if you press "Enter" on this button when a word is encountered that is not in the dictionary, the word is not modified. You can also press the "down scroll button" To skip the word.
5. Skip all (i): if you press "Enter" on this button, all instances of the currently focused word are not modified and are automatically skipped throughout the spell check range.
6. Add to custom dictionary (a): if you press "Enter" on this button, the word that is currently focused is added to your "Custom dictionary".
7. Modify once (c): focus on the modified word and select the desired word from the "suggestions list" and press "Enter". The currently focused word is replaced with your selection from the "suggestions list".
8. Modify all (m): focus on the modified word and select the desired word from the "suggestions list" and press "Enter". All instances of the currently focused word are replaced by the suggested word.
9. Cancel: if you press "Enter" on the "Cancel" button, the "Spell Check" is exited.

You can move among the controls by pressing "Tab" or "shift-tab". When the spell check is complete, the Braille Sense U2 QWERTY announces, "00 words checked. 00 misspellings found. 00 words corrected".

Also remember, you can check the spelling of the current word by pressing "Alt-k" while editing a document. A list of suggestions is displayed. Move through the list using "up arrow button" or "down arrow button", and press "Enter" to replace the misspelled word with the selected suggestion.

### **5.3 Go to Menu**

To open the "Go To" menu in the Word Processor, press "Alt", and move to "Go To" by pressing "down arrow button", and press "Enter". Or, you can press "g" from the menu. The "Go To" menu contains the following items: "Find", "Find Again", "Replace", "Go To Location", "Go to Previous Page", "Go To Next Page", "Set Mark", "Go to Mark", "Go To Previous Document", and "Go To Next Document".

### **5.3.1 Find**

The find function allows you to search for text in a document. Once the text is found you are taken to that position in your document. To execute this command, press "Alt", and move to "Go To" by pressing "down arrow button" and press "Enter". Move to "Find" by pressing "up arrow button" or "down arrow button", or you can press "f" from the "Go To" menu. While editing a document, pressing "Ctrl-f" activates the "Find" command. When "Find" is executed, the "Find" dialog is displayed. This dialog consists of "Text to find", "Search direction", "Match case", a "Confirm" button, and a "Cancel" button. You can move among the fields by pressing "Tab" or "shift-tab".

#### **1. Text to find**

The first field in the "Find" dialog is "Text to find". In this edit box, you can type the text that you want to find. To find the text immediately, press "Enter". To set other fields in the dialog, press "Tab" to move to the next field.

#### **2. Search direction**

The next field is "Search direction". The default direction is "Forward". If you would like to change the search direction, press "Space" to toggle between "Forward" and "Backward". After you type in the text to be found, and set the search direction, press "Enter" To find the text immediately.

#### **3. Match case**

The next field is "Match case". This field displays only when you execute the "Find" command in a text file. This field does not display in Braille files. The default value is "No". To change the value, press "Space".

#### **4. Confirm**

To execute "Find", press "Enter" on "Confirm". You can also execute "Find" by pressing "Enter" on "Text to find" or "Search direction".

#### **5. Cancel**

To cancel the "Find" function, press "Enter" on "Cancel". Or, you can cancel the "Find" command by pressing "Alt-F4".

If Braille Sense U2 QWERTY finds the text you typed, the sentence with the text is displayed. If there was no text that matched what you typed, the cursor remains in its current location and the Braille Sense U2 QWERTY announces "not found". This function saves the text last searched for, as well

as the direction, so you can use it again to search for the next occurrence of the text.

When using the find command, the current cursor position is very important. If the cursor is located at the beginning of the document, it is necessary to select the "Forward" search direction. If the cursor is located at the end of the document, it is necessary to select "Backward" as the direction used for searching. If you do not choose the correct search direction in regards to the text you're looking for and your current position, the text is not found even if it is present in the document.

### **5.3.2 Find Again**

To execute the "Find Again" command, press "Alt". Then move to "Go To" by pressing "down arrow button" and press "Enter". Move to "Find Again" by pressing "down arrow button" and press "Enter", or press "h" from the "Go To" menu. While editing a document, press "Ctrl-f" to activate this command. When "Find Again" is executed, "Find Again" looks for the text that was searched for in the previous "Find". "Find again" searches in the same direction that was used with the last "Find". If you have not yet used the "Find" command in the current document, "Find again" is not available.

### **5.3.3 Replace**

To execute this command, press "Alt", and move to "Go To" by pressing "down arrow button", and press "Enter". Move to "Replace" using "down arrow button" and press "Enter", or press "r" from the "Go To" menu. While editing a document, pressing "Ctrl-r" activates this function.

"Replace" opens a dialog that consists of the following fields: "Text to find", "Replace with", "Search direction", "Match case", "Replace", "Confirm" and "Cancel". You can move among the fields by pressing "Tab" or "shift-tab". Each of the controls is described below:

#### 1. Text to find

Type the text that you want to replace in this field.

## 2. Replace with

Type the replacement text in this edit box.

## 3. Search direction

The "Search direction" has the same function as the "Search direction" explained in section 5.3.1. After you set the search direction, press "Enter" to start the replacement of text, or press "Tab" to set the "Match case" or "Replace" options.

## 4. Match case

This field displays only when you execute the "Replace" command in text files. This field does not display in Braille files. The default value is "No". To change the value, press "Space".

## 5. Replace

You may want to replace only one instance of the text you searched for. Or, you may want to replace all the instances of the searched text. Choose "Once" or "All" according to your preference. You can toggle between the two choices by pressing "Space".

## 6. Confirm and Cancel

Pressing "Enter" on "Confirm" starts finding and replacing text. If there is no text that matches the text you typed, "Not found" is displayed, and the function is canceled. Pressing "Enter" on "Cancel" cancels the "Replace" function.

### **5.3.4 Go to Location**

The "Go to Location" command moves quickly to a specific location. You can move to a specific page, paragraph, or line. To execute this command, press "Alt", and move to "Go To" by pressing "down arrow button", and press "Enter". Move to "Go To Location" by pressing "down arrow button", and press "Enter". While editing a document, press "Ctrl-g" to activate this function.

When "Go to Location" is executed, the Word Processor says, "Move to page number". If you type a number here, the Braille Sense U2 QWERTY takes you to the page number that corresponds with the number you type. You can also type the letter "f" before the number. This tells the Braille

Sense U2 QWERTY that you are looking for a page number, and not a paragraph, or, line number. Type the number of the page you want to move to without the PLUS sign or minus sign, and press "Enter". The Word Processor jumps from the start of the document to the specific page. To move forward from your current location, put the PLUS sign in front of the number and letter. For example, to move forward five pages type "+f5". To move backward from your current location, type the minus sign in front of the number and letter.

You can also use this function to move to a specific paragraph. Select "Go To Location" in the "Go To" menu, or press "Ctrl-g". The Braille Sense U2 QWERTY says, "Move to page number:" Before you type the number of the paragraph you want to go to, type "p", then type the number of the paragraph. By typing in the letter "p", the Braille Sense U2 QWERTY knows that you are looking for a paragraph, and not a page or line. To move forward from your current location, type the PLUS sign in front of the number and letter. To move backward from your current location, type the minus sign in front of the number and letter. If the paragraph number you type is not valid, the Braille Sense U2 QWERTY announces, "Move range error".

You can also use this function to move to a specific line. Select "Go To Location" in the "Go To" menu, or press "Ctrl-g". The Braille Sense U2 QWERTY says, "Move to page number:" Before you type the number of the line that you want to go to, type "l", then type the line number. AS when jumping by page and paragraph, to move forward from your current location, type the PLUS sign in front of the number and letter. To move backward from your current location, type the minus sign in front of the number and letter. If the line number you type is not valid, the Braille Sense U2 QWERTY says, "Move range error".

You can also go to a specific line number on a specific page. The Braille Sense U2 QWERTY enables you to type this information at the same time. To do this, press "Ctrl-g", or you can select "Go to Location" in the "Go To" menu. Then, when the Braille Sense U2 QWERTY says, "Move to page number:" you can type the page number followed by the line number. For example, to move to the 3rd line on the 20th page, you would type "20 3", or you could type "f20 3".

### **5.3.5 Go to Previous Page**

The “Go To Previous Page” command allows you to move to the page that is located before the page you are currently on. To execute this command, press “Alt,” and move to “Go To” by pressing “Down arrow key.” Then, press “Enter” on “Go To.” Move to “Go to Previous Page” by pressing “Down arrow key,” and then press “Enter,” or press “Page up” while you are in the document. Once you have activated the “Go to Previous Page” function, the Braille Sense U2 QWERTY will go directly to the previous page.

### **5.3.6 Go to Next Page**

The "Go To Next Page" command allows you to move to the page that is located after the page you are currently on. To execute this command, press "Alt", and move to "Go To" by pressing "down arrow key", and press "Enter". Move to "Go To Next Page" by pressing "down arrow button", and press "Enter". Or, you can press "Page down" while you are in the document. Once you have activated the "Go to Next Page" function, the Braille Sense U2 QWERTY will go directly to the next page.

### **5.3.7 Set Mark**

The "Set mark" command marks a position in the document that you want to return to later. To execute this command, press “Alt”, and move to “Go To” by pressing “down arrow button” and press “Enter”. Move to “Set mark” by pressing “down arrow button”, and press “Enter”, or press “m” from the “Go To” menu. While editing a document, press “Ctrl-m” to activate this command.

Move the cursor to the location that you want to mark, and press “Ctrl-m”. The Braille Sense U2 QWERTY says, “Mark name:”. To name the mark use the letters a through as. While editing a document, the Braille Sense U2 QWERTY does not show the mark sign unless you have selected “View

format character" in "Settings", explained in section 5.1.7. If you have this option turned on, the bookmark sign is shown in the document. You can go to marked text by using "Left arrow button" or "Right arrow button" and the bookmark sign appears, which is "\$pl (mark name)". If you move the cursor to the mark location in a document, you can see dots 7-8 all through the mark sign. This means that the Braille Sense U2 QWERTY deals with the marked text as a chunk, but not with each character.

### **5.3.8 Go to Mark**

The "Go to Mark" command finds a mark that has previously been set. To execute this command, press "Alt", and move to "Go To" by pressing "down arrow button" and press "Enter". Move to "Go to Mark" by pressing "down arrow button", and press "Enter", or press "j" from the "Go To" menu. While editing a document, go to marked text by pressing "Ctrl-j".

The Braille Sense U2 QWERTY says "Move to mark:". Type the character of the mark name that you want to locate, and the Braille Sense U2 QWERTY moves the cursor to the marked position.

### **5.3.9 Go to Previous Document**

If you have multiple documents open, you can easily move among them. To go to the previous document, press "Alt", and move to "Go To" by pressing "down arrow button", and press "Enter". Move to "Go To Previous Document" by pressing "down arrow button", and press "Enter". Or, you can press "shift-tab" while editing a document.

### **5.3.10 Go to Next Document**

To go to the next document, press "Alt", and move to "Go To" by pressing "down arrow button", and press "Enter". Move to "Go to Next Document" by pressing "down arrow button", and press "Enter". Or, you can press "Tab" while editing a document.

## **5.4 Read Menu**

The "Read" menu is used to read specific parts of the document with speech and/or Braille. To open the "read menu", press "Alt", and press "r". The items in the "Read" menu are: "Read Selected Text", "Read Beginning Of Selected Text", "Read From Beginning To Cursor", "Read From Cursor To End", "Auto Scroll", "Read Current Sentence", "Read Current Line", "Read Current Word", "Read Current Character", and "Read Status".

### **5.4.1 Read Selected Text**

The "Read Selected Text" command reads the text you currently have selected. To execute this command, press "Alt", and move to the "Read" menu by pressing "down arrow button", and press "Enter", or press "r" to open the "Read" menu. Press "Enter" on "Read Selected Text". While editing a document press "Alt-b" to activate the "Read Selected Text" function. Although you activate this function, the cursor location does not move to the selected text. It is simply read aloud, and your cursor remains in its current position.

### **5.4.2 Read Beginning of Selected Text**

The "Read Beginning of Selected Text" command allows you to hear the first line of the selected text without moving the cursor position. To execute this command, press "Alt", and move to the "Read" menu by pressing "down arrow button", and press "Enter". Move to "Read Beginning Of Selected Text" by pressing "down arrow button", and press "Enter", or press "u" from the read menu. While editing a document, press "Ctrl-u" to activate this function.

### **5.4.3 Read from beginning to cursor**

Using this function, the Braille Sense U2 QWERTY speaks the text in the document from the beginning to the current cursor position. To execute this command, press "Alt", and move to the "Read" menu by pressing "down arrow button", and press "Enter". Move to "Read From Beginning To Cursor" by pressing "down arrow button", and press "Enter", or you can press "t" from the read menu. While editing a document, press "Alt-g" to activate this function.

If you want to quit this function before you reach the cursor location, you can press "Ctrl". Your cursor will stay where it was when you started this function. That is, the cursor will not move to the position to where you stopped the function.

#### **5.4.4 Read from Cursor to End**

This command reads a document from the current cursor position to the end of the document. While the Braille Sense U2 QWERTY is reading the text, the cursor remains at the location from which you executed this command. However, when reading is completed, the cursor is placed at the end of the document.

To execute this command, press "Alt", and move to the "Read" menu by pressing "down arrow button", and press "Enter". You can move to "Read From Cursor To End" by pressing "down arrow button" and press "Enter", or you can press "g" from the "Read" menu. While editing a document, press "Fn-Enter" to activate this function.

If you interrupt speech before reading is completed, you can press "Ctrl", to move the cursor to where you stopped reading.

#### **5.4.5 Auto Scroll**

The "Auto Scroll" command scrolls the Braille display automatically through the document. The speed of the "Auto Scroll" is set in the "Settings" menu, located in the "File" menu, explained in section 5.1.7. When using auto scroll, no speech is heard as the Braille display scrolls through the document.

To execute this command, press "Alt", and move to the "Read" menu by pressing "down arrow button", and press "Enter". Move to "Auto Scroll" by pressing "down arrow button", and press "Enter", or press "a" from the read menu. While editing a document, you can turn the auto scroll feature on and off by pressing the up and down scroll buttons simultaneously. For faster scrolling, press "right arrow button". For slower scrolling, press "left arrow button". Read a line again by pressing the up scroll button or "Up arrow button". Similarly, to skip lines you do not wish to read, press the down scroll button or "Down arrow button".

#### **5.4.6 Read Current Sentence**

This function reads the current sentence. To execute this command, press "Alt", and move to the "Read" menu by pressing "down arrow button". Press "Enter" to move to "Read Current Sentence" by pressing "down arrow button" and press "Enter". Or you can press "e", from the read menu. While editing a document, press "fn-n" to activate this function.

#### **5.4.7 Read Current Line**

This function reads the current line. To execute this command, press "Alt", and move to the "Read" menu by pressing "down arrow button". Then, press "Enter". Move to "Read Current Line" by pressing "down arrow button", and press "Enter", or you can press "l" from the read menu. While editing a document, press "Fn-c" to activate this function.

#### **5.4.8 Read Current Word**

This function reads the current word. To execute this command, press "Alt", and move to the "Read" menu by pressing "down arrow button". Then, press "Enter". Move to "Read Current Word" by pressing "down arrow button", and press "Enter", or you can press "w" from the read menu. While editing a document, press "Fn-x" to activate this function.

### **5.4.9 Read Current Character**

This function reads the current character. To execute this command, press "Alt", and move to the "Read" menu by pressing "down arrow button". Then, press "Enter". Move to "Read Current Character" by pressing "down arrow button", and press "Enter", or you can press "c" from the read menu. While editing a document, press "Fn-z" to activate this function.

### **5.4.10 Read Status**

This function gives you information about your current file. When you activate this function, the Braille Sense U2 QWERTY tells you the "file name", "edit mode (insert or overwrite)", and "file protection (write or read only)". To execute this command, press "Alt", and move to the "Read" menu by pressing "down arrow button". Then, press "Enter". Move to "Read Status" by pressing "down arrow button", and press "Enter", or you can press "s" from the read menu. While editing a document, press "Fn-/(slash)" to activate this function.

## **5.5 Layout**

The "Layout" menu contains options for setting the layout for printing on an ink printer or embossing on a Braille embosser. The "Layout" menu contains the following items: "Braille Document Layout", "Print Document Layout", "Braille Paragraph Layout", and "Print Paragraph Layout". The changes made in the "Layout" menu are not displayed on the Braille display. To check the layout, open the menu by pressing "Alt", and press "l" to open the Layout menu.

### **5.5.1 Braille Document Layout**

While editing a document, press "Alt" to open the menu, and select "Layout" or press "I", and select "Braille Document Layout". Or, you can press "Alt-F5" to open the "Braille Document Layout" dialog while editing a document.

"Braille Document Layout" is used to set the width and height of the paper for embossing as well as other options.

You can navigate the menu items with "up arrow button" or "down arrow button", and you can move to "Confirm" or "Cancel" by pressing "Tab". You can skip an item by pressing "down arrow button" if you don't want to change the default setting.

You can adjust the following settings:

#### 1. Set characters per line

This sets the number of Braille characters per line to emboss. The default value is set to 32. To change the value, type the number of characters per line. Move to the next setting by pressing "down arrow button".

#### 2. Set lines per page

This sets the number of lines per page to be embossed. It includes the line on which the page number is printed. For example, if it is set to 26, the content of the document is embossed with 25 lines and the page number is printed as the 26th line. To change the value, type the number of lines that you want to emboss. Move to the next setting by pressing "down arrow button".

#### 3. Print type

This sets whether the document is embossed on one or both sides of the page. The default value is set to double sided embossing. For single sided embossing, press "space". Move to the next setting by pressing "down arrow button".

#### 4. Page numbering type

This sets the numbering type for embossing a document. The default type is set to "Double sided". It means that the page number is embossed on every page. The setting values are "Double sided", "Odd", "Even", and "None". Press "Space" and "Backspace" to change the value. Press "down arrow button" To move to the next setting.

#### 5. Set page numbering

This sets the position of the page number when embossing. The selections are "Upper right" and "Lower right". The default setting is set to "Lower right". Press "Space" To change the setting. Press "down arrow button" To move to the next setting.

#### 6. Header

This is an edit box in which you can type the text to be embossed as the header. To move to the next setting, press "down arrow button".

#### 7. Footer

This is an edit box into which you can type the text to be embossed as the footer. After you set your preferences, move to "Confirm" or "Cancel", by pressing "Tab".

#### 8. Confirm / Cancel

To apply settings, when "Confirm" is displayed press "Enter". If you do not want to change the setting when "Cancel" is displayed press "Enter".

### **5.5.2 Print Document Layout**

This option allows you to set the document layout for printing on an ink printer. Press "Alt" to open the menu, and select "Layout" or press "I". Select "Print Document Layout". Or, press "Alt-F6" while editing a document. The settings in this menu are applied throughout the document. You can navigate the menu items with "up arrow button" or "down arrow button", and you can move to "Confirm" or "Cancel" by pressing "Tab". You can skip an item by pressing "down arrow button" if you do not want to change the default setting. The following is a detailed explanation of each setting:

#### 1. Set top margin

This sets the top margin for ink printing. The top margin is the distance from the top of the paper to the first line of the printed paragraph. The default value is set to 20mm (about 0.78 inches). To change the default setting, type a new value.

#### 2. Set bottom margin

This sets the bottom margin for ink printing. The bottom margin is the distance from the bottom of the paper to the last line of a printed paragraph.

The default value is set to 20mm (about 0.78 inches). To change the default setting, type a new value.

### 3. Set left margin

This sets the left margin for ink printing. The left margin is the distance from the left edge of the paper to the first text that is printed. The default value is set to 20 mm (about 0.78 inches). To change the default setting, type a new value.

### 4. Set right margin

This sets the right margin for ink printing. The right margin is the distance from the right end of the printed text to the right edge of the paper. The default value is set to 20mm (about 0.78 inches). To change the default setting, type a new value.

### 5. Set page numbering

This sets the position where the page numbers are printed. The available positions are "Upper left", "Upper middle", "Upper right", "Lower left", "Lower middle", and "Lower right". To change the setting, press "Space" or "Backspace".

### 6. Header

This is used to edit the header printed at the top of each page. Move to "Header", and type the text that you want to be printed.

### 7. Footer

This is used to edit the footer printed at the bottom of each page. Move to "Footer", and type the text that you want to be printed.

### 8. Distance between lines

This sets the distance between the printed lines. The default value is set to 150%. The distance can be anywhere from 100% to 300%. If you type a value that exceeds this range, the Braille Sense U2 QWERTY says, "Out of range. Value too large", and waits for you to type another value.

### 9. Confirm / cancel

To apply the settings, press "Enter" when "Confirm" is displayed. If you do not want to apply a setting when "Cancel" is displayed, press "Enter".

## 5.5.3 Braille Paragraph Layout

To open the "Braille Paragraph Layout" dialog, press "Alt". Then, press "Enter" on "Layout", or press "I". Select "Braille Paragraph Layout" and press "Enter". Or, you can press "Alt-F7" while editing a document. These settings are only applied to the selected paragraph.

You can navigate between the menu items by pressing "up arrow button" or "down arrow button". Move to the "Confirm" or "Cancel" buttons by pressing "Tab". You can skip an item by pressing "down arrow button" if you do not want to change the default setting.

In this dialog, you can set the following items:

#### 1. Indent first line

This indents the first line of the paragraph as designated by the number of characters. The default value is set to 0. To change this setting, type the number of characters to be indented. Press the down scroll button or "down arrow button" To move to the next setting.

#### 2. Indent all lines except the first line

This indents all the lines of the paragraph, except the first line of the paragraph as designated by the number of columns. To indent the text, type the number to indent.

#### 3. Confirm / cancel

Press "Tab" or "shift-tab" to get to the Confirm and Cancel buttons. To apply changes, press "Enter" when "Confirm" is displayed. To exit the settings without making changes, press "Enter" when "Cancel" is displayed.

### **5.5.4 Print Paragraph Layout**

You can set the layout of the current paragraph for printing on an ink printer. To set "print paragraph layout", press "Alt". Select "Layout", or press "I" and select "Print Paragraph Layout". Or, press "Alt-F8", while you are editing a document. This setting applies only to the current paragraph. You can navigate the menu items by pressing "up arrow button" or "down arrow button", and you can move to "Confirm" or "Cancel" by pressing "Tab". You can skip an item by pressing "down arrow button" if you do not want to change the default setting.

The following is a detailed explanation of the settings for "Print Paragraph Layout:"

**1. Set left margin**

This sets the left margin for the current paragraph. The default value is set to 0mm. To change the setting, type the value of the margin you want. Move to the next setting by pressing the down scroll button or press "down arrow button".

**2. Set right margin**

This sets the right margin for the current paragraph. The default value is set to 0mm. To change the setting, type the value of the margin you want. Move to the next setting by pressing the down scroll button or press "down arrow button".

**3. Indent first line**

This sets the indentation of the first line by the value you select. THIS setting is valid for the paragraphs that follow, unless the setting is changed. The default value is set to 0. To change the setting, type the number of characters to indent. Press the down scroll button or press "down arrow button" To move to the next setting.

**4. Indent all lines except the first line**

All the lines in the paragraph, except the first line, are indented by the value you select. This setting is valid for the following paragraphs, unless the setting is changed. The default value is set to 0. To change the setting, type the number of characters to indent.

**5. Alignment**

This sets the alignment type. The default type is set to "Left justified". The other options are "Centered" and "Right justified". Press "Space" To change the setting.

**6. Set style**

When printing a document with an ink printer, the style of each paragraph can be set independently for differing types of text. Style includes "font type", "font size", and "text shape". You can select "Text", "Title", "Sub title", "Abstract 1", and "Abstract 2" by pressing "Space" or "Backspace". The default fonts for each style are listed below.

Text: Times New Roman, Font size 11

Abstract1: Times New Roman, Font size 11, Boldface

Abstract2: Times New Roman, Font size 14, Boldface

Sub title: Courier New, Font size 16, Italic, Boldface, Center-aligned

Title: Times New Roman, Font size 20, Boldface, Center-aligned

## 7. Confirm / cancel

Press "Tab" or "shift-tab" to get to "confirm" and "cancel" buttons.

To apply the settings, press "Enter" on "Confirm". To cancel without saving settings, press "Enter" on "Cancel".

## **5.6 Keys for Text Scrolling and Deleting**

While reading a document, you can use the following commands to read with Braille and/or speech. You can move character by character, word by word, or paragraph by paragraph.

Previous character: Left arrow key

Next character: Right arrow key

Previous word: Ctrl-Left arrow key

Next word: Ctrl-Right arrow key

Beginning of line: Fn-Left arrow key

End of line: Fn-Right arrow key

Previous sentence: Ctrl-Alt-Right arrow key

Next sentence: Ctrl-Alt-Left arrow key

Previous line: Up arrow key

Next line: Down arrow key

Next paragraph: Ctrl-Down arrow key

Previous paragraph: Ctrl-Up arrow key

Top of document: Ctrl-fn-Left arrow key

Bottom of document: Ctrl-fn-Right arrow key

Read the current paragraph Fn-v

Read the current line: Fn-c

Read the current sentence: Fn-n

Read the current word: Fn-x

Read the current character: Fn-z

Use the following commands to delete various elements of a document according to your current cursor position.

Delete the current paragraph: Alt-Del

Delete the current line: Ctrl-Backspace

Delete the current word: Alt-Backspace

Delete the current character: Del

## **5.7 Cursor Location**

While reading a document, you can query the cursor location. To do this, press "Fn-s". Your current position is announced in several ways: "Page: xx, Line: xx, column: xx, xx%, Paragraph: xx/yy, Line: xx/yy".

## **5.8 Hot keys in the Word Processor:**

### **1. File menu**

New document: Ctrl-n

Open: Ctrl-o

Save: Ctrl-s

Save as: Alt-s

Close current document: Ctrl-F4

Print: Ctrl-p

Settings: Ctrl-e

Exit: Alt-F4

### **2. Edit menu**

Start selection: Ctrl-b

Copy: Ctrl-c

Cut: Ctrl-x

Paste: Ctrl-v  
Delete: Del  
Delete blank lines: Alt-e  
Add to clipboard: Ctrl-Insert  
Clear clipboard: Ctrl-Del  
Select All: Ctrl-a  
Insert from file: Ctrl-i  
Insert date: Ctrl-w  
Insert time: Backspace-w  
Toggle insert/overwrite mode: Insert  
Check spelling: Ctrl-k  
Check spelling of the current word: Alt-k

### 3. Go to menu

Find: Ctrl-f  
Find again: F3  
Replace: Ctrl-r  
Go to location: Ctrl-g  
Go to previous page: Page up (Fn-Up arrow key)  
Go to next page: Page down (Fn-Down arrow key)  
Set mark: Ctrl-m  
Go to mark: Ctrl-j  
Go to previous document: Shift-tab  
Go to next document: Tab

### 4. Read menu

Read selected text: Alt-b  
Read beginning of selected text: Ctrl-u  
Read from beginning to cursor: Alt-g  
Read from cursor to end: Fn-Enter  
Auto scroll: up-down scroll buttons  
Read status: Fn-/-

### 5. Layout menu

Braille document layout: Alt-F5

Print document layout: Alt-F6

Braille paragraph layout: Alt-F7

Print paragraph layout: Alt-F8

## 6. Miscellaneous hot keys

Move to previous character: Left arrow key

Move to next character: Right arrow key

Move to previous word: Ctrl-Left arrow key

Move to next word: Ctrl-Right arrow key

Move to the beginning of the line: Fn-Left arrow key

Move to the end of the line: Fn-Right arrow key

Move to previous line: Up arrow key

Move to next line: Down arrow key

Move to previous sentence: Alt-Ctrl-Left arrow key

Move to next sentence: Alt-Ctrl-Right arrow key

Move to previous paragraph: Ctrl-Up arrow key

Move to next paragraph: Ctrl-Down arrow key

Move to the beginning of the document: Ctrl-fn-Left arrow key

Move to the end of the document: Ctrl-fn-Right arrow key

Read current paragraph: Fn-v

Read current line: Fn-c

Read current sentence: Fn-n

Read current word: Fn-x

Read current character: Fn-z

Delete current paragraph: Alt-Del

Delete current line: Ctrl-Backspace

Delete current word: Alt-Backspace

Delete current character: Del

Confirm current cursor position: Fn-s

Set view format character: Ctrl-5

Set reading unit: Ctrl-3

Set read only: Ctrl-2

Set reading mode: Ctrl-4

## 6. Address Manager

### 6.1 What is the "Address Manager"?

The "Address Manager" is a program that you can use to keep track of your contact information for friends and colleagues, such as company addresses, home addresses, e-mail addresses, as well as other information.

The "Address Manager" consists of two main dialogs: "Add Address" and "Search Address". In the "Add Address" dialog you can enter contact information, such as names, company addresses, home addresses and so on. In the "Search Address", dialog you can look for information that is stored in the "Address Manager". You can edit or delete information you find. You can also select addresses to be printed using an ink print or Braille printer. IN addition, you can connect to a web site by pressing "Enter" on a homepage address field if the field contains an address for a web site. In the "program" menu, you can start the "Address Manager" by typing "a", or by selecting the "Address Manager". Press "down arrow button" or "up arrow button" repeatedly in the "program" menu until you arrive at the "Address Manager", and then press "Enter" to open it. Before going into the details of how to use the "Address Manager", let's discuss the structure of address data.

The address data that is stored in the "Address Manager" consists of a set of records. A "record" is a collection of contact information about one person or company. Each record contains 23 fields. These 23 fields are: "Last name", "First name", "Company name", "Title", "Mobile phone", "Home phone", "Home fax", "Company phone", "Company fax", "Home street address", "Home city", "Home state", "Home zip code", "Home country", "Company street address", "Company city", "Company state", "Company zip code", "Company country". "Home e-mail", "Company e-mail", "Home page", and "Memo". Thus, one record contains all the information you can keep about a person or company.

## **6.2 Starting the "Address Manager"**

When you press "Enter" on the "Address Manager" in the "program" menu, the Braille Sense U2 QWERTY says, "Search Address", and displays the prompt, "Last name:" and the "Search Address" dialog is opened.

In the "Address Manager", you can use the menus to conveniently browse and execute all of the available commands. When you cannot remember the exact hot key for the command you want to execute, you can press "Alt" to open the menu and access all of the functions there.

## **6.3 Using "Add Address"**

This dialog allows you to enter new addresses in the "Address Manager". To use the "Add Address" function, press "Alt" to bring up the "Address Manager" menu, then press "up arrow button", "down arrow button" or the up and down scroll buttons to move to "Add Address". Then, press "Enter". Or, press "Ctrl-n" directly from in the "Address Manager".

### **6.3.1 Adding an Address**

"Add address" is a dialog that contains a list of 22 input fields, the "Memo" field, a "Confirm" button, and a "Cancel" button. In the input fields, you can enter the information corresponding to the 22 fields of a record. "Confirm" is used to save the information entered, and "Cancel" is used to discard the entry. You can move among the input fields, "Memo", "Confirm", and "Cancel" by pressing "Tab" or "shift-tab". Among the 22 input fields, you can move from one field to the next by pressing the "up arrow button", "down arrow button" or the up and down scroll buttons. Type in the appropriate information for each field, and press the down arrow button to move to the next field. You do not have to fill in all of the fields. To skip a field, press the down arrow ("down arrow button"), and the field is left blank. You are then prompted for the information for the next field.

When you have entered information in the desired fields, you can save the information by pressing "Tab" or "shift-tab" repeatedly to move to the "Confirm" button and press "Enter". Or, you can press "Enter" in any field. If you don't want to save the information, press "Tab" or "shift-tab" repeatedly to move to the "Cancel" button, then press "Enter".

After you cancel the entry, you are prompted to enter information into another record, beginning with the "Last name" field.

You can use the cursor routing keys to move from one field to the next.

In any input field, if you press the first cursor routing key to the left, the first input field ("Last name:") is displayed and you can type a name. To enter a mobile phone number without entering other information, press the 5th cursor routing key, then enter the phone number. To jump to the "Home e-mail" field, the 20th field, press the 20th cursor routing key.

If you have pressed the 23rd cursor routing key, or any key to the right of the 23rd key is pressed, you will hear a warning sound because there are only 23 fields in a record.

You can enter telephone numbers. To type in a dash (-) while typing in a telephone number (e.g. 000-000-0000), you should press "-".

If you want to put an extension number after any phone number, enter the phone number as described above, and then type a comma (,), followed by the extension number, as in "000-000-0000,100."

When you enter a home page address or an e-mail address, you should enter the information using keys. For the @ (at sign), you should press "@." A period in a home page address (or an e-mail address) should be entered as ". ". A colon (:) can be typed in using ":" and a slash (/) can be typed in using "/".

By pressing "tab," you can get to the "Memo" field. You can type in multiple lines of text in the "Memo" field. When you want to start a new line of text, you should press "Enter."

When you are done entering information for a record, you can press "tab" until you reach the "Confirm" button. Then, press "Enter" on "Confirm."

### **6.3.2 Setting Add Address Fields**

"Set Address Fields" enables you to select one of the 22 fields to be shown when you enter contact information. There are 22 fields in a record, but you may not want to enter information in every one of the 22 fields. You can use "Set Address Fields" to select only the fields that you need.

To use this function, press "Alt" to bring up the menu, then select "Set Address Field", or press "o" then press "Enter". Or, you can press "Ctrl-o" from the "Add Address" dialog.

On the right side of each field name, "used" or "unused" is displayed. The default value is set to "used". To toggle the value, press "Space".

After setting all the fields you want to change, move to the "Confirm" button or the "Cancel" button by pressing "Tab" or "shift-tab", then press "Enter" to save or cancel the changes. You can also cancel the changes by pressing "Esc" or "Alt-F4".

### **6.3.3 Using "Search Address" in "Add address"**

In "Add Address", use the "Search Address" function to jump to another record. To use the "Search Address" function, press "Alt" to open the menu. Next move to "Search Address", then press "Enter", or press "s". You can also press "Ctrl-s" from the "Add Address" dialog.

If you have entered information in a record before executing "Search Address", you are asked, "Save changes? Yes/No". After you make your choice, the "Search Address" dialog is displayed.

## **6.4 Searching For an Address**

### **6.4.1 Using "search address"**

The "Search Address" dialog enables you to search for information stored in the "Address Manager". If you execute the "Address Manager" from the "program" menu, the "Search Address" dialog is opened automatically. To

open "Search Address" from "Add Address", you can either select it from the menu, and press "Enter", or press "Ctrl-s" from the "Add Address" dialog. If you press "Enter" in the "Search Address" dialog, without typing any text, when "Last name:" is displayed, you can browse through all of the records that are stored in the "Address Manager". A "record" is a collection of information about one person. If more than one record is found, you can move to the next record by pressing "down arrow button". To move to the previous record, press "up arrow button".

To navigate fields and records in the search result list, you can use the following hot keys:

Move to a previous field in a record: Ctrl-Left arrow key

Move to the next field in a record: Ctrl-Right arrow key

Move to the first field in a record: Fn-Left arrow key

Move to the last field in a record: Fn-Right arrow key

Move to the previous record: Up arrow key

Move to the next record: Down arrow key

Move to the first record: Ctrl-fn-Left arrow key

Move to the last record: Ctrl-fn-Right arrow key

Move to previous same field different record: Left arrow key

Move to next same field different record: Right arrow key

You can also search records using the other fields. To find records with a company name, press "down arrow button" repeatedly until "company name:" is heard. Then, type the company name, and press "Enter". The first record that has the company name is displayed.

When you enter text to be searched, you do not have to type the entire content of a field. For example, to find a record about "Edward", type in "ed" in the "search name" field. Then, all the records whose name field contains "ed" is found.

#### **6.4.2 Setting Searching Address Fields**

This option enables you to select the fields that you want to search. Press "Alt" to bring up the menu, and select "Set Address Search Fields". Then, press "Enter". Or, you can press "Ctrl-o" from the "Set Address Search Fields" dialog.

To search only the name, mobile phone number, and company telephone number fields, move to those fields that you do not want to search by pressing "down arrow button" or "up arrow button", then press "Space" to change the value of that field to "unused". By pressing "Space", you can toggle the value of a field between "used" and "unused".

### **6.4.3 Using "Add Address" In "Search Address"**

You can also access the "Add Address" command from the "Search Address" dialog. To do this, press "Alt" to bring up the menu, then select "Add Address". Then, press "Enter". You can also press "Ctrl-n", from the "Search Address" dialog.

## **6.5 Backing up and restoring the address list**

### **6.5.1 Backup Address List**

If you perform a hard reset, or if your battery dies, all of the data in the "Address Manager" is lost. So, it is very important that you make a backup file every time you make a change to the address list. To go to "Backup Address List", open the menu by pressing "Alt". Then, use the up and down arrows button, to navigate to "Backup Address List". Then, press "Enter". You can also press "u" from the menu to get to "Backup Address List". Or, you can press "Ctrl-u" to activate this function directly.

If you already have a backup file, you are prompted, "Backup file already exists. Continue to backup? Yes". If you have made changes to your address list, press "Enter" to create a new backup file. To keep the previous backup file press "down arrow button", to move to "No", and press "Enter". When you create a backup file in your address list, you will have a new

backup file with the extension DAT, and you will have another file with the extension BAK created from the previous "address.dat" file).

### **6.5.2 Restore Address List**

To restore the address list after a hard reset, press "Alt" to open the menu, and use the up and down scroll buttons to find "Restore Address List". Then, press "Enter" on "Restore Address List". Or, you can press "r" from the menu to find "Restore Address List". You can also press "Ctrl-r" to activate this function, directly.

If you activate the "Restore Address List" function, and you already have an address list, you are prompted, "Address file already exists. Which do you prefer? Append". If you press "Enter", the backup address list is appended to the current address list. If you press "down arrow button" once and press "Enter" on "Overwrite", the new backup file is restored, erasing the old backup file. For example, let us assume that you have three records in your address list and you have ten addresses in your backup file. If you select "Append", you will have 13 records in your address list. In this case, three addresses could possibly be redundant. If you select "Overwrite", you will have 10 addresses backed up, and the three original addresses are deleted. If you don't want to either "Append" or "Overwrite", press "down arrow button", to navigate to "Cancel", and press "Enter".

### **6.5.3 Setting Backup Options**

You can back up your address list manually using the "Backup Address List" function. You can also backup your address list automatically using the "Set Backup Options". To activate the "Set Backup Options" function, press "Alt" to open the menu. Then press "down arrow button" or "up arrow button" repeatedly to locate "Set Backup Options". Then press "Enter". Or, you can press "e" from the menu to go to "Set Backup Options". You can also activate the function directly by pressing "Ctrl-e".

When you activate this function, a dialog opens. The dialog has three controls: "Backup mode" radio button, a "Confirm" button, and a "Cancel"

button. You can move among the controls by pressing "Tab" or "shift-tab". To move among radio buttons, press "up arrow button", "Backspace", "down arrow button", or "Space".

The "Backup mode" has three radio buttons: "Always backup changes when exiting", "Manual backup", and "Prompt backup changes when exiting".

1. If you select the "Always backup changes when exiting", a new backup file is automatically created when you exit the "Address Manager" if you modify the address list or add other information.
2. If you select the "Manual backup", it does not create a new backup file even if there are changes to the address list. In this case, you can only create a new backup file using the "backup address list" menu option.
3. If you select the "Prompt backup changes when exiting", the message "Backup changes? Yes" appears when you exit the "Address Manager", if you have modified the address list or added other information. If you press "Enter" on "Yes", a new backup file is created and the "Address Manager" is closed. If you press "down arrow button" once and press "Enter" on "No", it will exit without making a new backup file.

You can change the backup mode by pressing "Enter" after focusing on one of the three radio buttons. Or, you can press "Enter" on "Confirm" after moving to it using "Tab". The default backup mode is set to "Prompt backup changes when exiting".

## **6.6 Importing and Exporting CSV**

"CSV" is the acronym for Comma Separated Value. A CSV file is used for the digital storage of data structured in a table form, with the information in the various columns separated using commas. The "Address Manager" can import a CSV contact file created using MS outlook or some cell phones.

1. "Import from CSV" allows you to import the data from a CSV file in to the "Address Manager".

2. "Export to CSV" allows you to export the data of the "Address Manager" as a CSV file.

### **6.6.1 Import from CSV**

You can import the data from a CSV file in to the "Address Manager", using this function. You can execute this function, from anywhere in the "address Manager".

#### *6.6.1.1 Executing Import CSV"*

To execute "Import from CSV", follow these steps:

- 1) Press "Alt" to open the menu.
- 2) Press "down arrow button" to move to "Import from CSV" and press "Enter". Or press "c".

You can also activate this function by pressing "Alt-i".

#### *6.6.1.2 Import from CSV Controls*

1. "File name" edit combo box
2. "Confirm" Button
3. "Cancel" Button
4. "Path search" list

You can move among the controls by pressing "Tab" or "Shift-Tab".

#### *6.6.1.3 Importing a CSV file*

To import a CSV file, follow these steps:

- 1) Press "Alt" to open the menu.
- 2) Press "up arrow button" or "down arrow button", to move to "Import from CSV" and press "Enter". Or press "C" from the menu. You can activate this function directly by pressing "Alt-i".
- 3) You are prompted for the "File name".

- 4) Type the name of the file you want to import. For example, to search for "address.CSV", type "address" or "address.CSV" in the "File name" edit box.
- 5) Press "Shift-Tab" to move to "Path Search" list. Navigate to the folder that contains the CSV file. For example, if the CSV file is located in the download folder under the flashdisk, press "Enter" on the download folder to open it.
- 6) After selecting the folder, press "Enter". Or press "Tab" move to "Confirm" and press "Enter".
- 7) Import of the CSV file is performed.

If you don't know the file name of the CSV file,

- 1) Press "Tab" on the "File name".
- 2) Move to "Path search" list.
- 3) The "Open File" dialog is displayed. Use normal navigation commands to navigate to the CSV file and press "Enter".

To cancel this function, press "Tab" to move to "Cancel" and press "Enter".

Or press "Alt-F4".

#### *6.6.1.4 Adding the data from the CSV file to the "Address Manager"*

When the CSV file is imported, "Last name: unused 1/xx" is displayed. Structure is like below.

1. Field list address/ Add address
- 1) Unused
- 2) Field name list of CSV file
2. "Allow fields in first record"
3. "Confirm"
4. "Cancel"

By pressing "Tab" or "Shift-Tab", you can move among the controls.

By pressing "up arrow button" or "down arrow button", you can move among the items in "Unused" and "Field name list in the CSV file".

To add the CSV file data to the "Address Manager", follow these steps:

1) On "Last name: unused 1/xx", press "up arrow button" or "down arrow button". Move to the field of the CSV file that you want to import to the "Last name" field.

For example, there might be 5 fields like, "Name", "Company name", "title", "Company address" and "Company zip code" in the CSV file. "Last name: unused 1/6" is displayed. To import the value of the "Name" field from the CSV file, press "down arrow button" and move to "Name". Then Braille Sense U2 QWERTY displays "Last name: Name 2/6" on the LCD and Braille display. If there is no field value from the CSV file to import, leave the field "unused".

If you set "First name" and "Company name", as "unused" you are prompted, "Must select one or more of first name and company name". You must select a value from the CSV file for "First name" and/or "Company name".

2) After setting your preferences, press "Tab" to move to other field such as "Group", "Company", and "Title" etc.

3) Press "Tab", move to "Allow fields in first record". You can change the setting, by pressing "Space". When you import the CSV file, you can choose whether the data from the CSV file for each field should be imported using this option. Some CSV files may contain data that is not equivalent to any of the fields in the "Address Manager", or you may simply not wish to import certain pieces of information.

4) Press "Tab", move to "Confirm".

5) Press "Enter" on the "Confirm" button.

6) You are prompted, "Address file already exists. Which do you prefer?" The default value is "Overwrite". The setting values are "Overwrite" and "Add". You can either replace the existing file with the data imported from the CSV file, or you may add it to the existing address list. To change the setting value, press "Space".

7) You are returned to "Search Address".

8) Press "Enter". The data imported from the CSV file should now appear among your address records.

To cancel this function, press "Tab" to move to "Confirm" and press "Enter". Or press "Alt-F4".

## 6.6.2 Exporting CSV

You can export the data from the "Address Manager" as a CSV file, using this function.

### 6.6.2.1 Executing the "Export To CSV" function

To execute the "Export to CSV" function, follow these steps:

- 1) Press "Alt" to open the menu.
- 2) Press "up arrow button" or "down arrow button" and move to "Export to CSV".
- 3) Press "Enter". Or press "x".

You can execute this function directly by pressing "Alt-x".

### 6.6.2.2 Structure of the "Export to CSV" dialog

1. "File name" edit combo box
2. "Confirm" Button
3. "Cancel" Button
4. "File storage" list

You can move among the controls by pressing "Tab" or "Shift-Tab".

### 6.6.2.3 How to save as CSV file

To save as CSV file, follow these steps:

- 1) Press "Alt" to open the menu.
- 2) Press "up arrow button" or "down arrow button", to move to "Export to CSV".
- 3) Press "Enter". Or press "X".
- 4) You are prompted, "File name".
- 5) Type a file name for the exported data.
- 6) Press "Tab", to move to "Confirm".

8) Press "Enter".

The file is saved in the "Flashdisk".

To cancel this function, press "Tab" to move to "Cancel" and press "Enter".

Or press "Alt-F4".

#### *6.6.2.4 How to change Save Location*

To change the location where the CSV file is saved, follow these steps:

1) Press "Alt" to open the menu.

2) Press "up arrow button" or "down arrow button", to move to "Export to CSV".

3) Press "Enter". Or press "x".

4) "File name" is displayed.

5) Press "Tab", to move to the file list. Use normal file and folder navigation commands to choose a different location for saving the CSV file.

6) Press "Tab" to move to "Confirm".

7) Press "Enter" on the "Confirm" button. The file is saved in the new location.

To cancel this function, press "Tab" to move to "Cancel" and press "Enter".

Or press "Alt-F4".

## **6.7 Commands in the Records Found List**

### **6.7.1 Find again**

To search for another name, press "Tab" or "Shift-Tab". The prompt, "Last name:" is displayed. You can type the new text for which you want to search. Just as in a new search, you can start the search by pressing "Enter".

### **6.7.2 Opening a home page**

If a record has a homepage address or an email address, you can open the homepage or send an email. Move to the "Home page", "Home e-mail" or

"Company e-mail" field by pressing "up arrow button" or "down arrow button". Then, press "Enter" on "Home page", "Home e-mail" or "Company e-mail". If you press "Enter" on a "Home page", the Braille Sense U2 QWERTY automatically opens the Web browser program. If you press "Enter" on a "Home e-mail" or "Company e-mail", the Braille Sense U2 QWERTY opens the "E-mail" program, so that you can send an email to the selected email address.

Before you use this command, please make sure that you are connected to the internet.

### **6.7.3 Editing Addresses**

To edit information in a record, find the desired address by using the "Search Address" function, then move to the field you want to change by using "Ctrl-Left arrow key" or the "Ctrl-Right arrow key". Then, press "Alt" to open the "menu", and select "Modify Address". Press "Enter", or you can press "Ctrl-m", to activate this command directly. You can now enter new information the field. When you have modified the information, press "Enter". The Braille Sense U2 QWERTY saves the changes, and you are returned to the first field of the record.

To save the changes and exit modify mode, move to "Confirm" by pressing "Tab" or "shift-tab", then press "Enter". To exit from modify mode without saving the changes, move to "Cancel" by pressing "Tab" or "shift-tab" and press "Enter". You can also exit from "Modify Address" by pressing "Esc" or "Alt-F4".

### **6.7.4 Deleting Addresses**

To delete the record you are currently reading, open the "menu" by pressing "Alt", and select "Delete Address". Then, press "Enter" or press "d" from the "menu". Or, you can press "Del" while viewing the record. You can also delete more than one record at a time as follows:

1. Select the records to be deleted and use the "Delete" command.

To select the record that you want to delete, press "Space" when the record is displayed. Selected records can be deleted by pressing the "delete" key. The records you have selected \* symbol to the left of the "last name:" field. The Braille Sense U2 QWERTY says, "selected". If you cancel a selection by pressing "Space" on a selected record, the / disappears, and the Braille Sense U2 QWERTY says, "Canceled selection".

## 2. Select all and delete

To delete all the records in the "Address Manager", press "Alt" to open the "menu" and choose "Select All". Then, press "Enter". Next, press "Alt" to open the "menu" again, and then select "Delete Address". Then, press "Enter". Or, you can press "Ctrl-a" to select all, and press "Del" to delete the addresses.

### **6.7.5 Printing addresses**

This option allows you to print the selected records to a Braille printer or an ink printer. First, search the records to be printed with the "Search Address" command, then select the records that you want to print. To select a record, press "Space" on the record to be printed. To select all records in the "Address Manager", press "Ctrl-a" or choose "Select All" from the "menu", and press "Enter".

After selecting the records to be printed, press "Alt" to open the "menu", and then select "Print Address". Then press "Enter", or press "Ctrl-p" to activate this function directly from the "Search Address" dialog. The Braille Sense U2 QWERTY prompts you to select a printer. The default selection is "Printer". Press "Space" once, and the selection is changed to "Embosser". Press "Space" again, and "Cancel" is selected. Press "Enter" when the option you want is displayed.

### **6.7.6 Saving Addresses to a File**

You can also save selected records to a file.

To save selected records in a document, press "Alt" to open the "menu", select "Save addresses As File", then press "Enter". Or, you can press "Alt-

S" from the "Search Address" dialog after selecting the desired records. The "file save" dialog is displayed and you are asked to enter the file name and select a file format. After you type the file name, and select one of the available file formats, press "Enter" on "Confirm", and the selected record(s) are saved. This dialog is the same as the "Save As" dialog in the Word processor, except that, here, when you are saving addresses to a file, the default file name is not displayed. Refer to section 5.1.4 to learn about the "Save As" dialog in the Word processor.

## **6.8 Synchronizing With Microsoft Outlook**

The "Address Manager" can be synchronized with Microsoft Outlook on your personal computer to help you keep track of your information. For a more detailed explanation of how to connect the Braille Sense U2 QWERTY to your computer and use ActiveSync or Windows Mobile Device Center to synchronize your contacts with Microsoft Outlook, please refer to chapter 19, "Using ActiveSync".

## **6.9 Hot Keys in the "Address Manager"**

1. Move keys for moving from field to field in add address or in the "menu"  
Move to the previous field or menu item: Up arrow key or up scroll button  
Move to the next field or menu item: Down arrow key or down scroll button  
Move to the first field or menu item: Fn-Left arrow key  
Move to the last field or menu item: Fn-Right arrow key
2. Move Keys For Moving From Record To Record in the search result list  
Move to a previous field in a record: Ctrl-Left arrow key  
Move to the next field in a record: Ctrl-Right arrow key  
Move to the first field in a record: Ctrl-Fn-Left arrow key  
Move to the last field in a record: Ctrl-Fn-Right arrow key  
Move to the previous record: Up arrow key  
Move to the next record: Down arrow key

Move to the first record: Ctrl-fn-Left arrow key

Move to the last record: Ctrl-fn-Right arrow key

Move to previous same field different record: Left arrow key

Move to next same field different record: Right arrow key

### 3. Shortcut keys in the “menu”

Add address: i

Modify address: m

Delete address: d

Select all: a

Save as a file: t

Print address: p

Backup address list: u

Restore address list: r

Set backup options: e

Set address search fields: o

Import from CSV: c

Export to CSV: x

### 4. Hot Keys For The Commands

Add address: Ctrl-n

Modify address: Ctrl-m

Delete address: Del

Select all: Ctrl-a

Save as a file: Alt-s

Print address: Ctrl-p

Backup address list: Ctrl-u

Restore address list: Ctrl-r

Set backup options: Ctrl-e

Set address search fields: Ctrl-o

Import from CSV: Alt-i

Export to CSV: Alt-x

### 5. Miscellaneous hot keys

Cancel: ESC

Exit: Alt-F4

## **7. Schedule Manager**

### **7.1 Overview**

The "Schedule Manager" is a program used to manage important information about appointments, anniversaries, and events. The Schedule Manager can also inform you of appointments at a specified time using alarms. You can start the "Schedule Manager" from the "program" menu, by pressing the up or down arrows ("up arrow button" or "down arrow button") to move to "Schedule Manager". Then, press "Enter". Or, you can press "s" from the "program" menu. The "Schedule Manager" has two main dialog boxes: "Add Schedule" and "Search Schedule". In "Add Schedule", you can enter information for a new appointment. Using "Search Schedule", you can look for information about a specific appointment stored in the "Schedule Manager", and edit or delete the schedule information.

### **7.2 Starting "Schedule Manager"**

When you press "Enter" on "Schedule Manager", or press "s" from the "program" menu, the "Search Schedule" dialog box is displayed so you can quickly search for an appointment. You are prompted for a "Find date:" with the current date filled in as the default. To add a new appointment or schedule, press "Alt" to open the menu. Then, select "Add Schedule", then press "Enter". Or, you can quickly open the "Add Schedule dialog" by pressing "Ctrl-n" from the "Search Schedule" dialog. As with other programs on the Braille Sense U2 QWERTY, you can use menus and shortcut keys in the "Schedule Manager".

### **7.3 Setting time and date**

Due to the nature of appointments and schedules, it is very important that dates and times are entered correctly to ensure that your schedule is accurate and you are alerted to your appointments at the proper times

through the "Check Today's SCHEDULE" option as well as the alarms that can be associated with appointments in the "Schedule Manager".

As date and time entry is associated with several programs on the Braille Sense U2 QWERTY, such as the "Wake up Alarm", the "time And Date" option in the Utilities Menu, and of course the "Schedule Manager", The Braille Sense U2 QWERTY provides you with a consistent interface for entering time and date information in these dialog boxes. Before we start talking about using the "Schedule Manager" we will explain how to enter the date and time.

When you are asked to enter a date and time, you can either type in the date and time, or select it using shortcut keys, outlined at the end of this section. When you type numbers in date/time, you can use either computer Braille (without a number sign) or regular grade 1 Braille (with or without a number sign). When entering time, use "hh mm" format, two digits for the hour, and two digits for the minute separated by a colon.. For example, use "10 05" to enter 5 minutes past 10. You can enter a date in "mm dd yyyy" format, two digits for the month, two digits for the day, and four digits for the year, as in "09 01 2004", with slashes separating the day, month, and year.

You may also select the various components of your date and time using navigation keys:

## 1. Date setting keys

Move to the next day: Right arrow key

Move to the previous day: Left arrow key

Move to the next week: Ctrl-Right arrow key

Move to the previous week: Ctrl-Left arrow key

Move to the next month: Down arrow key

Move to the previous month: Up arrow key

Move to the next year: Ctrl-Down arrow key

Move to the previous year: Ctrl-Up arrow key

## 2. Time setting keys

Move to 1 hour after: Down arrow key

Move to 1 hour before: Up arrow key

Move to 10 minutes after: Ctrl-Right arrow key

Move to 10 minutes before: Ctrl-Left arrow key

Move to 1 minute after: Right arrow key

Move to 1 minute before: Left arrow key

## **7.4 Adding a Schedule**

To add a new appointment, press "Alt" to open the menu. Select "Add Schedule", and press "Enter", or press "Ctrl-n" from the "Search Schedule" dialog. The "Add Schedule" dialog has a set of input fields, a "Confirm" button, and a "Cancel" button. The input fields are "Start date", "Start time", "End date", "End time", "Subject", "Location", "Memo", "Alarm time", and "Set recurrence schedule". You can move among the input fields by pressing "Tab" or "shift-tab". For the "Subject" and "Memo" fields, you can type text, and for the "start date", "End date", "start time", "End time" fields, you can either type in a date/time, or select it using the shortcut keys described above. If you press "Enter" on the "Confirm" button, the schedule information is saved. If you press "Enter" on the "Cancel" button, the entry is not saved.

### **7.4.1 Start date**

When you start "Add Schedule", the "Start date" edit box is displayed. To use the date displayed, simply press "Tab" to move to the next field. To enter a new date, type month/day/year. Press "Tab" to move to the next field. If you press "Enter" accidentally after filling in this field, you are prompted, "no subject", then the focus moves to the "Subject" field.

Note: The default "Start date" varies in the following 2 ways:

1. If you have not searched for an appointment, the default start date is today's date.
2. If you have searched for an appointment on a specific date, the default start date is the last date you searched. If you search appointments by subject, the default start date is today's date.

#### **7.4.2 Start time**

"Start time" is the second field in the "Add Schedule" dialog. By default, this field shows the current time. If you set the time format as "12 hour" in this option, the time is displayed in "am/pm" format. Otherwise, the time is displayed in 24 hour format. If you have set the time format to "12 hour" press "Fn-x" to change between am and pm. After you have entered the time, press "Tab" to move to the next field. If you press "Enter" accidentally after entering this field, you are prompted, "no subject", then the focus moves to the "Subject" field.

#### **7.4.3 End date**

The "End date" is the third field in the "Add Schedule" dialog. By default, the date is the same date as you set in the "Start date" field. To use this date, press "Tab" to move to the next field. To enter a new date, type month/day/year. Press "Tab" to move to the next field.

#### **7.4.4 End time**

"End time" is the fourth field in the "Add Schedule" dialog. By default, the end time is the same time as you set in the "Start time" field. To change the time, type the time as hhmm. Press "Tab" to move to the next field.

#### **7.4.5 Subject**

"Subject" is the fifth field. Type the subject of an appointment. If you do not enter anything in this field, you cannot save the record. If you press "Enter" after typing in the subject, the record is saved, leaving the "Location" and "Memo" field empty, and the "Alarm time" field set to its default value ("Time of appointment"). To move to the next field press "Tab".

## **7.4.6 Location**

In the "Location" field, type location of your appointment. If you press "Enter" after typing in the location, the record is saved, leaving the "Memo" field empty, and the "Alarm time" field set to its default value ("Time of appointment"). To move to the next field, press "Tab".

## **7.4.7 Memo**

In the "Memo" field, you can enter detailed information about an appointment. This is a multi-line edit box, meaning you can type more than one line of text. You can use most of the editing commands that are used in the "Word processor". Press "Enter" to create a new line. You can leave this field blank if you wish. Press "Tab" to move to the next field.

## **7.4.8 Alarm Time**

The "Alarm time" function allows you to set the time when you are notified about an appointment. The alarm is set relative to the appointment time. For example, you may want the alarm to sound 30 minutes before your appointment, so that you are not late. The default value for this field is set to "Time of appointment". This means that the alarm sounds at the same time as your appointment. You can set the time as when you set the appointment time. The time can be set anywhere from one minute to forty-seven hours before the appointment. To set the time with shortcut keys, use the following commands.

### **1. Time setting keys**

Move to 1 hour after: Down arrow key

Move to 1 hour before: Up arrow key

Move to 10 minutes after: Ctrl-Right arrow key

Move to 10 minutes before: Ctrl-Left arrow key

Move to 1 minute after: Right arrow key

Move to 1 minute before: Left arrow key

If you attempt to set the time to 0, the Braille Sense U2 QWERTY displays the message, "Time of appointment". If you do not want to set an alarm when "Alarm time" is set to "Time of appointment", press "up arrow button". "Alarm off" is displayed, and the alarm for this appointment is turned off. After setting the "Alarm time", save this appointment by pressing "Enter", or by pressing "Tab" to move to the "Confirm" button, and press "Enter". If you have set the "Alarm time", it sounds at the specified time even if the Braille Sense U2 QWERTY is turned off. To stop the alarm, press "Ctrl".

### **7.4.9 Setting a recurring Schedule**

You can set this option when the schedule you are creating recurs periodically. If you clear this check box, the schedule is set to occur once. You can check or uncheck this option by pressing "Space". If you have unchecked this box, press "Enter", or press "Tab" repeatedly to move to the "Confirm" button and press "Enter" to save the schedule. To set a recurring schedule, press "Space" then press "Tab" or "Enter" to move to the combo box where you can set the recurrence pattern. In this combo box, you can select from "Daily", "Weekly", "Monthly" and "Yearly". We will discuss these options in more detail in the next section.

#### *7.4.9.1 Daily*

If you select "Daily", and press "Tab", the focus moves to "Recurring interval of day" edit box. Here, you can enter the number of days after which the appointment recurs. You can type a number between 1 and 999. If you enter 1, the appointment recurs every day, and if you enter 2, it recurs every other day. When you use this option, be sure the difference between the start and end date is shorter than the recurring interval value. For example, suppose that the appointment starts at 09:00, Feb. 1, 2006, and ends at 12:00, Feb. 2, 2006. If you set the recurring interval to 1, you receive an error message, "The appointment duration should be shorter than the recurring interval".

This is because it is logically impossible that the appointment duration is 27 hours, and the appointment recurs every 24 hours. This rule is applied in the same way when you set weekly, monthly, or yearly recurring appointments. If you press "Tab" after setting the recurring interval, the "Set recurrence end date" check box appears. By default, it's unchecked, which indicates that the appointment recurs indefinitely. If you check this box by pressing "Space", and press "Tab", the focus moves to the edit combo box for entering the end date. Enter the do

#### *7.4.9.2 Weekly*

Press "Tab" to move to the "Recurring interval" edit box, after you set the "Recurrence" to weekly. Choose the number of weeks between each recurrence. You can type a number between 1 and 999. If you set it to 1, the appointment recurs every week, and if you set it to 2, it recurs every other week. The restriction on the recurring interval as in "Daily" is applied to "Weekly". If the recurring interval is one week, the appointment duration should be shorter than one week. Or you receive the error message, "The appointment duration should be shorter than the recurring interval". Press "Tab" and the focus moves to a list box where you can select the day of the week on which the appointment recurs. You can move between the items in the list box, by pressing "up arrow button" or "down arrow button". To select or unselect the current item, press "Space". You can make more than one selection, thus the appointment recurs on more than one day during the week. If you don't select a day, it is set to the today's week day. Press "Tab", and the focus moves to the "Set recurrence end date" check box.

#### *7.4.9.3 Monthly*

If you press "Tab" after setting the "Recurrence to monthly", the focus moves to the "Recurring type" combo box. You can set the recurring type as "Date" or "Day of the week". To move between the two options, use "up arrow button" or "down arrow button". "Date" is used when you want to set an appointment recurring on the same day of a month, for example, on the 17th

of every month, or every other month. On the other hand, "Day of the week" is used when you want to set an appointment recurring on the same week and day of the week of a month, for example, on Wednesday of the second week of every month. After selecting the "Recurring type", press "Tab" to move to the "Recurring interval".

In this field, you set after how many months the appointment will recur. You can type a number between 1 and 999. Press "Tab" and different fields are shown depending on what you have selected in "Recurring type". If you set the "Recurring type" to "Date", an edit box is shown, where you can type the day of the month when the appointment recurs. By default the date set in the "Start date" is shown. You can type a number between 1 and 31. If you press "Tab" after setting this option, the focus moves to "Set recurrence end date".

#### **7.4.9.4 Yearly**

If you set the "Recurrence" to "Yearly", press "Tab" to move to the "Recurring type" combo box. You can select either "date" or "day of the week", and you can move between them by pressing "up arrow button" or "down arrow button". If you set the "Recurring type" to "Date", you can set the month and the day of the month when the appointment recurs. If you set it to "Day of the week", you can set the month, the week, and the day of the week when the appointment recurs every year. If you press "Tab" after setting "Recurring type", the focus moves to the "Month for recurrence" combo box. You can select the month of the year by pressing "up arrow button" or "down arrow button". If you press "Tab" here, the focus moves to different fields, depending on how you have set the "Recurring type". If you have set the "Recurring type" to "Date", the focus moves to "Day for recurrence" edit box. You can type a number between 1 and 31. If you press "Tab" the focus moves to the "Set recurrence end date" check box. If the "Recurring type" is set to "Day of the week", you have to set "recurring week" and "Day of week for recurrence".

#### **7.4.10 Confirm**

If you press "Enter" on the "Confirm" button, the appointment is saved, and the "Add Schedule" dialog is closed.

#### **7.4.11 Cancel**

If you press "Enter" on the "Cancel" button, the appointment information you entered is discarded, and you are returned to the "Add Schedule" dialog where you can create a new appointment. You can also cancel the entry by pressing "Esc".

### **7.5 Search Schedule**

"Search schedule" is used for searching Appointments that you have entered previously. When you start "Schedule Manager", the "Search Schedule" dialog is opened. You can also open this dialog from the "Add Schedule" dialog, by pressing "Ctrl-s". Or you can open the menu by pressing "Alt", and press "Enter" on "Search Schedule".

There are two methods for searching an appointment: "searching by subject" and "searching by date". When "searching by subject", you can find a schedule using keywords in the subject field. When "searching by date", you can find schedules according to a specified date. To toggle the search mode, press "Alt" to open the menu and move to "Toggle Search Mode" and press "Enter". Or you can execute it by pressing "Ctrl-f" directly. Every time you press "Ctrl-f", the Braille Sense U2 QWERTY says, "Search mode: Date" or "Search mode: Subject", and the searching mode is toggled.

The last searching mode you used is saved when you exit the Schedule Manager.

#### **7.5.1 Searching by date**

This mode searches the schedule using a date you specify. When "Search Schedule" is executed in this mode, the Braille Sense U2 QWERTY says, "Find date: (current date)".

If you press "Enter" here, the Braille Sense U2 QWERTY searches for appointments occurring today. To search for another date, you can type the date in the format "mm/dd/yyyy", or use the "move by date" hotkeys. If you press "Enter" after entering the date, the appointments occurring on the day are shown. If there is no appointment on that day, the unit announces, "There is no schedule registered". If appointments are present, the first appointment on that day is announced in the form of "date, time, and subject". If the appointment lasts for more than one day, "continuous schedule" is announced. If the appointment recurs, "recurring schedule" is announced. If you scheduled more than one appointment for that day, you can move among the appointments on that day by pressing "up arrow button" or "down arrow button". To move to the first appointment on a day, you can press "Fn-Left arrow key", and to move to the last appointment on the day, and if you want to move to the last appointment on the day, press "Fn-Right arrow key". To move to the appointments on another day, press "Ctrl-Left arrow key" or "Ctrl-Right arrow key". The previous/next appointment occurring within four months is displayed. To move to the first appointment stored in the Schedule Manager, press "Ctrl-Fn-Left arrow key", and to move to the last appointment stored in the Schedule Manager, press "Ctrl-Fn-Right arrow key". To obtain details

### **7.5.2 Searching by subject**

When the "Search Schedule" dialog is opened in this mode, the Braille Sense U2 QWERTY says, "Search subject:" Type in the keywords to search and press "Enter". All schedules with the keywords are displayed. If you press "Enter" without typing text in the "Search subject:" edit box, the Braille Sense U2 QWERTY displays all appointments in your Braille Sense U2 QWERTY. To move to the next or previous schedule, press "down arrow button" or "up arrow button" respectively. Pressing "Fn-Left arrow key" moves to the first item in the appointment list, and pressing "Fn-Right arrow key" moves to the last item in the appointment list.

For recurring appointments and multiple day appointments, the Braille Sense U2 QWERTY only shows the schedules of the first day if you search the

schedule by subject. For example, if you have an appointment on January 1, 2007 and it recurs the first day of every month, the Braille Sense U2 QWERTY shows this schedule on January 1, 2007 only when you search by subject.

Press "Enter" on an appointment to read the details. Press "Esc" to return to the appointment list. To SEARCH other keywords, press "Tab" to move to the "Search subject" edit box.

## **7.6 Modify Schedule**

You can modify an appointment that you have previously scheduled. Move to the appointment you want to modify. Open the menu by pressing "Alt" and press "Enter" on "Modify Schedule", or press the shortcut key "m" from the menu. Or you can press its hot key, "Ctrl-m" from the search results list. If the appointment is a recurring schedule, a prompt, displaying "Recurrence appointment. Open type?" appears. Choose whether you want to modify the recurring schedule or the schedule for a specific day. If you select "This occurrence", your changes affect the appointment of the day, but the recurring appointments on other days are not changed. If you select "The series", your changes affect all the recurrences. If you select "Cancel", "Modify Schedule" dialog is not opened and you are returned to your last position. Make your selection by pressing "Space" or "Backspace". Press "Enter" to open the "Modify Schedule" dialog. This dialog contains the same controls as in the "Add Schedule" dialog. The only difference is that each field has the value entered previously. If you have made changes you wish to save, tab to "Confirm" and press "Enter".

## **7.7 Deleting a Schedule**

To delete a schedule, move to the schedule in the search results list. Press "Alt" to open the menu, and press "Enter" on "Delete Schedule". Or you can press its hot key, "Del" from the search results list. If the selected schedule is a recurring schedule, you are prompted, "Recurring appointment. Delete

type?" is displayed. You can choose whether you want to delete the recurring schedule, or just the appointment for that day. If you select "This occurrence", only the current appointment is deleted. If you select "The series", all recurrences of the appointment are deleted. You cannot select and delete multiple schedules at once. You can delete only the currently focused appointment.

## **7.8 Printing a Schedule**

After finding an appointment using the "Search Schedule" dialog, you can print an appointment using the "Print Schedule" command. Open the menu by pressing "Alt", and press "p", or select "Print Schedule" and press "Enter". Or, from the search results list, press "Ctrl-p". The Braille Sense U2 QWERTY asks you to specify the beginning date of the appointments to be printed. By default, the current date is displayed. If you wish, you can specify another date using the entry and navigation procedures described in 7.3. Press "Tab" to set the end date of the appointments to be printed. Again, you can enter or select a different date than what is displayed. Press "Enter" or "Tab", and you are asked to select the type of printer to use. "Printer" is the default setting. Press "up arrow button" or "down arrow button" to move between "Embosser" and "Printer". If you have selected the appropriate printer type press "Enter" to start printing. Please make sure the Braille Sense U2 QWERTY is connected to the printer and that the printer is ready to receive information. When printing is complete, the Braille Sense U2 QWERTY returns to the search results list.

## **7.9 Saving Appointments as a File**

You can save appointments stored in "Schedule Manager" as a document. Open the menu by pressing "Alt", then select "Save Schedule As File", and press "Enter". Or press "t" from the menu. Or, from the search results list, press "Alt-s". The Braille Sense U2 QWERTY asks you to specify the beginning and end dates of the appointments to be saved just as with "Print

Schedule". After setting the beginning and end dates, press "Enter" or "Tab", and you are prompted to enter the name and the format of the file to be saved. This dialog is the same as the "Save As" dialog in the "Word processor".

## **7.10 Backing Up and Restoring Your Appointments**

### **7.10.1 Backup Schedule**

If you perform a hard reset, or your battery dies, all of the data in the Schedule Manager is lost. Thus, it is very important to create a backup file each time you change your schedule. To backup your schedule, open the menu by pressing "Alt". Then, use the up and down arrows ("up arrow button" or "down arrow button"), to locate "Backup Schedule". Then, press "Enter". You can also press "u" from the menu. Or, you can press "Ctrl-u" to activate this function directly.

If you already have a backup file, you are prompted, "Backup file already exists. Backup anyway? Yes". If you have made changes to your schedule, press "Enter" to create a new backup file. To keep the previous backup file, press "down arrow button", locate "No", and press "Enter" on it. If you make a backup file again in the Schedule Manager, a new backup file is created with the extension DAT, and another file is created with the extension BAK containing your previous backup file.

### **7.10.2 Restore Schedule**

To restore your schedule after a hard reset, press "Alt" to open the menu, and use the up and down scroll buttons to locate "Restore Schedule". Then, press "Enter". Or, you can press "r". You can also press "Ctrl-r" to activate this function directly.

If you activate the "Restore Schedule" function, and you already have an existing schedule, you are prompted, "Schedule file already exists. Which do you prefer? Append" or, press "down arrow button" to move to "Overwrite".

You can choose to add to or overwrite the current schedule with the backup file. If you choose to append, and the backup file contains appointments that also exist in your current file, you will have redundant appointments. If you choose to overwrite and your current schedule contains appointments the backup file does not, these appointments are lost. If you don't want to "Append" or "Overwrite", press "down arrow button" once more, locate "Cancel", and press "Enter" on it.

### **7.10.3 Setting Backup Option**

You can backup your schedule manually by activating the "Backup Schedule" function. You can also backup the schedule automatically by activating the "Set Backup Options" function. To activate the "Set Backup Options" function, press "Alt" to open the menu. Next press "down arrow button" or "up arrow button" repeatedly to locate "Set Backup Options". Then, press "Enter". Or, from the menu, you can press "e" to jump directly to "Set Backup Options". You can also activate the "Set Backup Options" function directly by pressing "Ctrl-e".

The "backup Options" dialog has three controls, "Backup mode" radio button, a "Confirm" button, and a "Cancel" button. You can move among the controls by pressing "Tab" or "shift-tab". To move between the radio buttons, you can press "up arrow button", "Backspace", "down arrow button", or "Space". The "Backup mode" has three radio buttons: "Always backup changes when exiting", "Manual backup", and "Prompt backup changes when exiting".

1. If you select the "Always backup changes when exiting", a new backup file is created automatically if you have modified or added to your schedule.
2. If you select the "Manual backup", a new backup file is not created, even if there are changes to your schedule. If you select this option, you can only create a new backup file by using the "Backup Schedule" function.
3. If you select "Prompt backup changes when exiting", you are prompted, "Backup changes? Yes" if you have modified or added to your schedule. If you press "Enter" on "Yes", a new backup file is created before exiting the

Schedule Manager. If you press "down arrow button" once, and press "Enter" on "No", you exit the Schedule Manager, without creating a backup file.

You can change the backup mode by pressing "Enter" after focusing on one of the three radio buttons. Or, press "Tab", and press "Enter" on "Confirm". The default backup mode is set to "Prompt backup changes when exiting".

## **7.11 Setting Alarm Option**

You can open the "Set Alarm Options" dialog by pressing "Ctrl-o", or by pressing "Enter" on "Set Alarm Options" in the menu by pressing "Alt" in the "Schedule Manager". This dialog has a list of alarm option fields, a "Confirm" button, and a "Cancel" button. Alarm option fields include "Alarm duration", "Alarm repeat interval" and "Repeat". You can move between these fields by pressing "up arrow button" or "down arrow button". You can access the "Confirm" and "Cancel" buttons by pressing "Tab" or "shift-tab".

### **7.11.1 Alarm Duration**

With this option, you can change the duration of the alarm sound. You can set this option to a value that is between 5 and 600 seconds. The default value is set to 30 seconds. Enter the number in computer Braille or grade 1 Braille, without a number sign. Press "Enter" to save the changes, and exit from the dialog. To set the "Alarm repeat interval" in the next field, press "down arrow button".

### **7.11.2 Alarm Repeat Interval Time**

When the alarm goes off, if you do not stop it by pressing "Ctrl", the Braille Sense U2 QWERTY keeps giving you a notice about the appointment after a specified time interval. The "Alarm repeat interval" option allows you to change this interval. You can set the value anywhere from 1 to 60 minutes, the default value is set to 5 minutes. To change the value, type a number

between 1 and 60 in computer Braille, or grade 1 Braille without a number sign. Press "Enter" to save the changes, and exit the dialog. Or, if you press "Tab", the Braille Sense U2 QWERTY moves to the "Repeat" edit box.

### **7.11.3 Repetition Times**

The alarm sounds for the amount of time for which you set the alarm duration, then stops. If you have not acknowledged the alarm, after a specified time interval, the alarm sounds again.

The "Repeat" field allows you to decide how many times the alarm will sound. You can set the value from 1 time to 10 times; the default value is set to 3. To change the value, type a number between 1 and 10. Press "Tab", and press "Enter" on the "Confirm" button to save your settings.

An alarm repeats according to the number of times that you set for this option and then stops automatically. The Braille display on the Braille Sense U2 QWERTY also displays the "date" and "subject" for the alarm.

### **7.11.4 Confirm**

By pressing "Enter" on the "Confirm" button, the settings are saved, and the "Set Alarm Options" dialog is closed.

### **7.11.5 Cancel**

If you press "Enter" on the "Cancel" button, or press "Esc" or "Alt-F4", the default alarm options are restored and the "Set Alarm Options" dialog is closed.

## **7.12 Synchronizing With Microsoft Outlook**

The "Schedule Manager" can be synchronized with Microsoft Outlook on your personal computer to help you keep track of your appointments. For a

more detailed explanation of how to connect the Braille Sense U2 QWERTY to your computer and how to use ActiveSync or Windows Mobile Device Center, refer to chapter 19.

## **7.13 Hot Keys for the Schedule Manager**

### **1. Add Schedule**

Move between fields

Move to the next field: Tab

Move to the previous field: Shift-tab

### **2. Hot keys for the Commands**

Search schedule: Ctrl-s

Alarm option: Ctrl-o

Backup schedule: Ctrl-b

Restore schedule: Ctrl-r

Setting backup option: Ctrl-e

Exit: Alt-F4

### **3. Search schedule**

Hot keys for the commands

Add schedule: Ctrl-n

Alarm option: Ctrl-o

Backup schedule: Ctrl-u

Restore schedule: Ctrl-r

Set backup option: Ctrl-e

Toggle search mode: Alt-s

Exit: Alt-F4

### **4. Move keys in the search result list**

#### **1) Move from a appointment to another in the schedule list:**

Move to the previous a in the same day: Up arrow key

Move to the next appointment in the same day: Down arrow key

Move to the first appointment in the same day: Fn-Left arrow key

- Move to the last appointment in the same day: Fn-Right arrow key
- 2) Move from one appointment to another in all the appointments registered:
  - Move to the previous schedule: Ctrl-Left arrow key
  - Move to the next schedule: Ctrl-Right arrow key
  - Move to the first schedule: Ctrl-Fn-Left arrow key
  - Move to the last schedule: Ctrl-Fn-Right arrow key
- 3) Hot keys for the commands:
  - Add schedule: Ctrl-n
  - Modify schedule: Ctrl-m
  - Delete schedule: Del
  - Alarm option: Ctrl-o
  - Backup schedule: Ctrl-b
  - Restore schedule: Ctrl-r
  - Set backup option: Ctrl-e
  - Save schedule as file: Alt-s
  - Print schedule: Ctrl-p

## 5. Cancel / Exit

- 1) Cancel: ESC
  - It cancels the current job or setting like the “esc” key on a personal computer.
- 2) Exit: Alt-F4
  - Exit from the schedule manager. It can be used as cancel key for any function.

## 8. E-mail

The e-mail program is used to communicate with others by sending messages using the Internet. To use the e-mail program, you must have your own e-mail account, provided to you by your Internet account provider or a free account such as Gmail or hotmail.

Your e-mail account needs to support POP3 (Post Office Protocol 3) and SMTP (Simple Mail Transfer Protocol) to be accessed with the Braille Sense U2 QWERTY. You should check with your Internet account provider to make sure that your provider supports POP3 and SMTP.

Before you use the e-mail program, you must configure the Braille Sense U2 QWERTY to access the Internet, (see section 17.9 "Internet Setup").

When checking the "Inbox" in the e-mail program, the menus are different from the menus that are used when you are writing an e-mail. Read this chapter carefully, before you use the e-mail program on the Braille Sense U2 QWERTY.

### **8.1 Executing E-mail and E-mail Account management**

To use the e-mail program, you must add your e-mail account information. The following sections provide a detailed explanation of how to execute e-mail, how to add e-mail account information, and how to check, modify, and delete this information.

#### **8.1.1 Executing e-mail**

To execute the e-mail program, follow these steps:

- 1) Navigate to "E-mail" in the "program" menu, by pressing "up arrow button" and "down arrow button".
- 2) Press "Enter" on "E-mail" or press "E".

When you launch the e-mail program for the first time, the Braille Sense U2 QWERTY says, "You must create at least 1 mail account from the accounts manager in the Tools menu". Then, the "Inbox" is opened. The "Inbox" is the main window of the E-mail program. When you run the e-mail program for the first time, this "Inbox" is empty and the Braille Sense U2 QWERTY displays "no items".

Press "Shift-Tab", and you are placed in the mailbox list.

By default, the Braille Sense U2 QWERTY contains the following mailboxes:

- 1) Inbox: received mail that has not been deleted or saved to a different folder.
- 2) Sent: sent messages you have chosen to store
- 3) Outbox: messages waiting to be sent, either when you save mail in "Outbox" or sending mail fails.

By pressing "up arrow button" and "down arrow button", you can move among the mailboxes.

If there are e-mail messages in the "Inbox", "Opening inbox." is announced and is shown on the LCD display; and "xx% processed" is displayed on the Braille display. Once progress has reached 100%, the "Inbox" is opened and displays the received e-mail in the message list. Move to "Sent" or "Outbox", and press "Enter". If there are any e-mail messages in "Sent" or "Outbox", they are displayed in message lists as in the "Inbox".

### **8.1.2 Managing e-mail account information**

In the "Accounts manager", you can manage e-mail account information.

To access the "Accounts Manager", follow these steps:

- 1) Press "Alt" to open the menu from the "Inbox" message list.
- 2) Pressing "down arrow button", move to "Tools". Press "Enter" on "Tools". Or press "T".
- 3) You are placed on "Accounts manager".

- 4) Press "Enter".
- 5) "Account name: no items" is displayed. You can also move to this menu by pressing "Ctrl-m".

The "Accounts manager" contains the following 6 items.

1. Accounts list
2. Information
3. Add
4. Modify
5. Delete
6. Close

You can move among these items by pressing "Tab" or "shift-tab". You can execute each item by pressing "enter" on it.

To exit the "Accounts manager", move to the "Close" button, and press "enter". Or, press "Esc" or "Alt-F4".

The following is a detailed explanation of each item in the "Accounts Manager".

#### *8.1.2.1 Add e-mail Account*

To receive e-mail, you must add an e-mail account with which to send and receive messages. To add an e-mail account, follow these steps:

- 1) Press "Alt" to open the menu.
- 2) Move to "Tools", by pressing "down arrow button".
- 3) Press "Enter" or press "T".
- 4) You are placed on "Accounts manager". Press "Enter".
- 5) "Account name: no items" is displayed. You can also jump quickly to this dialog from the "Inbox" by pressing "Ctrl-M".
- 6) Press "Tab", to move to "Add".
- 7) Press "Enter" on the "Add" button or press "A".

- 8) The dialog is opened and "Account name:" is displayed. Type the name by which you want to identify the e-mail account: (example, "Gmail" or "work e-mail").
- 9) Press "down arrow button", to move to "Display name". Type the "Display name" in the edit box. This name is the name people will see when they receive an e-mail from you.
- 10) Press "down arrow button", to move to "Logon username". Type the "Logon username" in the computer edit box using computer Braille. (Ex: Sense or sense@hims-inc.com). Note: some providers require you to use the entire e-mail address as the username, while others may use the part of the address before the at-sign. BE sure you type the username correctly for your e-mail provider.
- 11) Press "down arrow button", to move to "Password". Type the "password" in the computer edit box using computer Braille. Note: the password is hidden, and thus displays as asterisks. Be sure to type carefully as you cannot review your password.
- 12) Press "down arrow button", to move to "E-mail address". Type your "E-mail address" in the computer edit box using computer Braille. (Ex: sense@hims-inc.com)
- 13) Press "down arrow button", to move to "Incoming POP3 server". Type the "Incoming POP3 server" in the computer edit box using computer Braille. (Ex: mail.hims-inc.com). Check with your Internet account provider or network administrator to find out what you should use as the Incoming POP3 server.
- 14) Press "down arrow button", to move to "Outgoing SMTP server". Type the "Outgoing SMTP server" in the computer edit box using computer Braille. Check with your Internet account provider or network administrator to find out what you should use as the Outgoing SMTP server.
- 15) Press "Tab", move to "Confirm" button.
- 16) Press "Enter" on the "Confirm" button.
- 17) The Braille Sense U2 QWERTY exits to "Account name list" and shows the added account name (Ex: Account name: Braille Sense U2 QWERTY 1/1).
- 18) When you finish adding accounts, press "Alt-F4" to exit to the "Inbox".

To move from a setting item (Ex: ID, password) to the previous setting item, press "up arrow button". And, to move to the "Confirm" button or the "Cancel" button, press "Tab" or "Shift-Tab".

If you made a typing error in an item such as account name, ID, or password, you can correct the error as follows;

- 1) To delete the letter where the cursor is located, press "Del".
- 2) To delete the letter in front of the cursor position, press "Backspace".
- 3) To delete the current line, press "Ctrl-Backspace".

Several of the fields for setting up an e-mail account require you to use computer Braille. To type your ID, password, and address, please uses the following computer Braille symbols:

Note: many e-mail service providers use secure servers with different port numbers. If your service provider requires you to use encryption, you must set these options in the "Advanced" dialog explained in section 8.1.2.1.1.

### 8.1.2.1.1 Signature and Advanced

While adding your account, you can create signature and set advanced options in the "Advanced" dialog.

- 1) Press "Alt" to open the menu.
- 2) Press "down arrow button", move to "Tools".
- 3) Press "Enter" on "Tools" or press "T".
- 4) Braille Sense U2 QWERTY displays "Accounts manager".
- 5) Press "Enter" on the "Accounts manager".
- 6) Braille Sense U2 QWERTY displays "Account name". You can also use the hot key, "Ctrl-M" to quickly open this dialog.
- 7) Press "Tab", move to "Add".
- 8) Press "Enter" on the "Add" button or press "A".
- 9) Press "Tab", to move to "Advanced".
- 10) Press "Enter" on the "Advanced" button.

- 11) Braille Sense U2 QWERTY displays "Use secure POP3 (POP-SSL)". The default value of this check box is unselected. If the POP3 server uses "SSL", select the check box by pressing "Space".
- 12) Press "down arrow button" to move to "POP3 port number": set to 110 by default. Type a different POP3 port number in the computer edit box if your provider requires a different port number. Note: if you check "SSL" above, the pop port number is automatically changed to 995, as most pop servers with SSL require.
- 13) Press "down arrow button" to move to "SMTP encryption type". The setting values are "None", "SSL" and "TLS". If your Outgoing SMTP server uses "SSL" or "TLS", change the value by pressing "Space".
- 14) Press "down arrow button" to move to "SMTP port number": set to 25 by default. Type a different value in the computer edit box if your provider uses a different SMTP port number. Common port numbers are 465 for SMTP servers using SSL, and 587 for SMTP servers using TLS.
- 15) Press "down arrow button" to move to "SMTP username". If your Internet account provider requires you to use a different SMTP username, enter it in this computer edit box.
- 16) Press "down arrow button" to move to "SMTP password". Type the password that corresponds to the above ID. It should be typed using ASCII.
- 17) Press "down arrow button" to move to "Use as default send-from account" To use the username and password that were set in steps 7 and 8, select the check box by pressing "Space".
- 18) Press "down arrow button" to move to "Keep mail copies in server". When you download e-mail from your e-mail server, you can set the Braille Sense U2 QWERTY to keep e-mail messages on the server or delete them as they download. Press "Space" to toggle "Yes" and "No", and press "enter" if you do not want a copy of the e-mail to remain on the e-mail server.
- 19) Press "down arrow button" to move to "Save mail copies in sent mailbox". When you send e-mail, you can set whether or not the Braille Sense U2 QWERTY stores e-mail messages you send in the sent mailbox. Press "Space" to toggle "Yes" and "No", and press "Enter".
- 20) Press "Tab", move to "Use signature". The default value is "No". To attach a signature to your mail, press "Space" to change "No" to "Yes".

- 21) Press "Tab", to move to "Signature".
- 22) Press "Enter" on the "Signature" button.
- 23) You are placed in the "Signature:" multi edit box. Type the information for the signature you want to attach to your e-mails.
- 24) Press "Tab", to move to "Confirm".
- 25) Press "Enter" on the "Confirm" button.
- 26) This saves the signature, and you are returned to the "Signature" button. You can cancel by pressing "enter" on the "Cancel" button.
- 27) Press "Tab", and press "enter" on the "Confirm" button.

### *8.1.2.2 Checking added account list*

Use the following steps to view the information about an added e-mail account.

- 1) Press "Alt" to open the menu.
- 2) Press "down arrow button" to move to "Tools".
- 3) Press "Enter", or press "T" from the menu.
- 4) Braille Sense U2 QWERTY displays "Accounts manager".
- 5) Press "Enter" on the "Accounts manager".
- 6) Press "down arrow button" or "up arrow button" to move to the desired account in the account list.
- 7) If the desired account is displayed, press "Enter". Or "Tab" to move to the "Information" button, and press "enter".
- 8) The "Information" dialog is opened, and "Account name: (Added account name)" is displayed (Ex: account name: Braille Sense U2 QWERTY).
- 9) Press "down arrow button" or "Tab" to read the information for each item. Pressing "enter" on the "Close" button returns you to the account list.

IN this dialog you can read all information associated with an e-mail account. USE the navigation keys listed below to move among the items in the dialog:

Move to the previous item: Up arrow button

Move to the next item: down arrow button

Move to the first item: Fn-Left arrow key  
Move to the last item: Fn-Right arrow key  
Move to the previous control: Shift-Tab  
Move to the next control: Tab

### *8.1.2.3 Modifying an e-mail account*

Use the following steps to modify the information for an e-mail account.

- 1) Press "Alt" to open the menu.
- 2) Press "down arrow button" to move to "Tools".
- 3) Press "Enter" on "Tools" or press "T"
- 4) Braille Sense U2 QWERTY displays "Accounts manager".
- 5) Press "Enter" on the "Accounts manager".
- 6) Press "down arrow button" or "up arrow button" to move to the desired account in the account list.
- 7) When the desired account is displayed, press "Tab" to move to the "Modify" button, and press "Enter". Or, press "m".
- 8) Braille Sense U2 QWERTY displays "Account name" and you are placed in the "Account name" edit box with the current information filled in. For example, "Account name: Braille Sense U2 QWERTY".
- 9) The "Modify" dialog is opened. You can now make changes to the information presented.
- 10) Press "down arrow button", to move to "Display name" and make any changes you wish.
- 11) Use "down arrow button" to continue through the dialog, editing any of the fields you wish to modify as you navigate them.
- 12) When you reach the bottom of the main account settings dialog, press "Tab", to move to the "Advanced" button, and press "Enter". Again, use "down arrow button" to move through the list of items in this dialog, and make changes as necessary.
- 13) When you have finished making modifications, press "Tab", to move to "Confirm" and press "Enter".

- 14) You are returned to the main account settings dialog. Press "Tab" to move to the "confirm" button, and press "Enter".
- 15) When the modification is complete, you are returned to the "account list".

As described, you can move among the items (account name, logon username, password...) by pressing "up arrow button" or "down arrow button". You can move to the "Confirm" button or the "Cancel" button by pressing "Tab" or "shift-tab".

For all of the items, the values that were entered previously are displayed. If you type new information, the new information replaces the old information. To modify part of an item, press the "cursor routing key" at the desired position and edit the text.

If you made a typing error in an item (account name, logon username, password...), you can modify it using the following hot keys:

1. Delete the current letter by pressing "Del".
2. Press "Backspace" To delete the previous letter.
3. To delete the current line, press "Alt-c".

#### *8.1.2.4 Deleting an E-mail Account*

Use the following steps to delete an E-mail account.

- 1) Press "Alt" to open the menu.
- 2) Press "down arrow button" to move to "Tools".
- 3) Press "Enter" on "Tools" or press "T".
- 4) Braille Sense U2 QWERTY displays "Accounts manager".
- 5) Press "Enter" on "Accounts manager".
- 6) Press "down arrow button" or "up arrow button" to move to the desired account in the account list.
- 7) When the desired account is displayed, press "Del". Or, press "Tab" to move to the "Delete" button, and press "Enter".
- 8) "Are you sure you want to delete the (added account name) account? Yes" is displayed.

9) Press "enter" To delete it.

10) The Braille Sense U2 QWERTY deletes the account, shows "Successfully deleted", and returns to the "account list".

To cancel the deletion, press "Space" when the "Are you sure you want to delete the (Added account name) account? Yes" is displayed. Press "enter". Or, press "Esc" or "Alt-F4".

## **8.2 Receiving and Sending E-mail**

### **8.2.1 Receiving E-mail**

The Braille Sense U2 QWERTY is capable of receiving plain text e-mail and html e-mail messages.

You can receive e-mail messages by doing the following:

- 1) Press "Alt" to open the menu.
- 2) Press "down arrow button", to move to "Message".
- 3) Press "Enter" on "Message" Or, press "M".
- 4) Braille Sense U2 QWERTY displays "Reply".
- 5) Press "down arrow button", move to "Check for New Mail".
- 6) Press "Enter" on "Check for New Mail". Or press "N".
- 7) You are presented with the "Account name" list. You can also move to this dialog directly from the "Inbox" by pressing "Alt-m". This dialog consists of "account list", a "Confirm" button, and a "Cancel" button.
- 8) When "Account name: (Added account name x/x)" is displayed, press "up arrow button" or "down arrow button" to move to the desired account.
- 9) Press "enter" when the desired account is displayed, or press "Tab" to move to the "Confirm" button, and press "enter".
- 10) The Braille Sense U2 QWERTY displays "There are xx messages to receive. Now receiving." "x/you mail received;" "Successfully received x out of y message" is displayed. When the e-mail messages are downloaded

from the server, the e-mail message list is displayed in the "Inbox" (Ex: Subject: (subject of the e-mail received) xx/xx).

If the e-mail size is greater than the Braille Sense U2 QWERTY can handle, it announces, "This message is too large to download. Skipping". And the Braille Sense U2 QWERTY begins downloading the next e-mail message. To cancel the download, press "Tab" to move to the "Cancel" button, and press "enter", or you can press "Esc".

### **8.2.2 Reading the Received E-mail Messages**

If you downloaded e-mail from your server, the e-mail messages are listed in the "Inbox". Each e-mail in the "Inbox" has the following items.

1. Subject
2. Date
3. From (Sender)
4. CC
5. Message
6. Attach (this is displayed only for an e-mail that has one or more attached files)

You can move among the items by pressing "Tab" or "Shift-tab".

#### *8.2.2.1 Subject Control*

"Subject" shows the title of the e-mail; "Subject: (subject of the e-mail) xx/yy". After the subject of the e-mail, you find "xx/yy", which shows the number (xx) of the current e-mail and the total number (yy) of received e-mail messages. For example, "11/21" means that the e-mail is the 11th e-mail out of a total of 21 e-mail messages.

If there is a file attached to the e-mail, "a Subject: (subject of the e-mail) xx/yy" is displayed. The symbol "a (dot 1)" means that the e-mail has an attached file. It is displayed as "a (dot 1)" on the Braille display, and it is

announced as "1 attachment", which indicates the number of the attached files.

The Braille Sense U2 QWERTY also indicates which e-mail messages have been read, and which e-mail messages are unread. E-mail messages that have not yet been read have a dash placed in front of the subject. For example, let's suppose there is an e-mail with an attachment that has been unread. It would appear as coma Subject: (subject of the e-mail) xx/yy. You can move among e-mail messages when the subject is displayed, by using the following keys;

Move to the next e-mail: down arrow button

Move to the previous e-mail: up arrow button

Move to the first e-mail in the Inbox: Ctrl-Fn-Left arrow key

Move to the last e-mail in the Inbox: Ctrl-Fn-Right arrow key

### *8.2.2.2 Date Control*

"Date" shows the date and time when the e-mail was received; "Date: (date), (time) xx/yy". The date is displayed in the following order: day, month, date, and year. The time is displayed in the following order: hour, minute, and second with the 24 hour system. And, "xx/yy" shows the current number of the e-mail and the total number of e-mail messages received. You can also move among e-mail messages when the date is displayed using the same navigation keys described above.

The Braille Sense U2 QWERTY also indicates which e-mail messages have been read, and which e-mail messages are unread when viewing by date.

### *8.2.2.3 Sender Control*

"From" shows the sender information; "From: (sender's e-mail address) xx/yy". The Braille Sense U2 QWERTY also indicates which e-mail messages have been read, and which e-mail messages are unread when viewing by sender.

You can save the e-mail id of the sender to your contacts in the "Address Manager" using the following steps:

- 1) Press "Ctrl-i" when "From: (sender's e-mail address) xx/yy" is displayed.
- 2) The "add address" dialog is opened, and "Name: (sender's user name or e-mail address)" is displayed.
- 3) Type the sender's name, or, if what is automatically filled in is acceptable, press "Tab" to move to "Confirm", and press "enter".

When you type the name, you can type it directly without pressing a cursor key to designate the input position. Or, you can modify what is already filled in, by pressing a corresponding cursor key, and editing the text. If the address is saved, and the dialog is closed, the Braille Sense U2 QWERTY returns you to the message list, and shows you the "From" item again.

By saving the e-mail ID using the above method, the name and its e-mail id is saved in the Braille Sense U2 QWERTY's "Address Manager". . The saved e-mail ID can be used to send a message to that person at a future time.

To cancel saving the e-mail ID, press "Tab" to move to the "Cancel" button, and press "enter", or press "Esc".

#### ***8.2.2.4 CC Control***

"CC" shows the carbon copy recipient. This control is shown if the e-mail has a "CC".

You can save the e-mail id of the carbon copy recipient using the process described above for saving a sender's e-mail address.

#### ***8.2.2.5 Message Control***

"Message" displays the message body of the selected e-mail. You can move to a message by pressing "Tab". Or, you can read a message by pressing "enter" when "Subject", "Date", or "From" is displayed. When you press

"enter" on the "Subject", "Date", or "From" controls, the entire message is automatically spoken. To interrupt reading, press "Ctrl".

To return to the "Subject" while reading the message, press "Esc".

When you read the message, all of the navigation and control keys are the same as in the "Word Processor".

### **8.2.2.6 Attachment Control**

You can find and download attached files by navigating to "Attach" on messages containing attachments. Braille Sense U2 QWERTY displays this control only for e-mails which contain attachments. Attachments are displayed as, "Attach: (attached file name) xx/yy". The "yy" is the total number of the attached files to the e-mail and "xx" is the "xxth" attached file. Use the following steps to download attachments:

- 1) From the body of a message containing attachments, press "Tab" to move to the attached files list.
- 2) Move to the desired file name in "Attach" by pressing "down arrow button" or "up arrow button".
- 3) Press "Space" on the file name you want to download to select it. /is displayed in front of the file name.
- 4) Press "enter" to download the file. You are prompted, "Attachments will be saved to /flashdisk/download. Do you want to change this location? No" Press "enter".

By doing so, the selected file is saved in the "download" folder on the "flashdisk".

If you have more than one attachment you want to download, you can press "Ctrl-a" to select all attachments in the list, or press space on any number of individual files to select them. To download only the currently focused file, you can simply press "enter" on it.

To change the download path:

- 1) When you are prompted, "Attachments will be saved to /flashdisk/download. Do you want to change this location?", navigate to "Yes" and press "Enter".
- 2) You are placed in the file list of the "Downloads" folder on the "flashdisk". Use normal file and folder navigation keys as described in the "File Manager" section of this manual to locate the folder into which you want to save the attachments.
- 3) Press "Space" to select the folder in which to save the attachments, and press "Enter".
- 4) The file is downloaded, and you are returned to your e-mail message.

#### *8.2.2.7 Reading HTML e-mail*

If you receive an html e-mail, follow these steps to access the links, etc:

- 1) Open the message with the Web browser by pressing the hot key, "Alt-o".
- 2) Or, you can use the menu: Press "Alt", move to "Message" and press "enter". Navigate to "Open Message In Web Browser" and press "enter". The "Web Browser" is launched and you can view the html message in the "Web Browser". If the e-mail message contains links, you can visit these sites by pressing "Enter" just as you would on any web page, provided your Braille Sense U2 QWERTY is connected to the Internet.

### **8.2.3 Writing e-mail**

Use the following steps to create an e-mail message:

- 1) Press "Alt" to open the menu.
- 2) Braille Sense U2 QWERTY displays "File" menu.
- 3) Press "Enter" on the "File" menu.
- 4) Braille Sense U2 QWERTY displays "Write New Message".
- 5) Press "Enter" on "Write New Message".
- 6) "To:" is displayed on the Braille display. Pressing "Ctrl-n" opens this dialog directly from the "Inbox"..

- 7) Press "shift-tab" to move to the "Account" combo box. Move to the account from which you want to send this message by using "up arrow button" or "down arrow button". Press "Tab" to move to the "To:" field.
- 8) Type the e-mail address of the recipient, or rather, the person to whom you are sending the message. Please type the e-mail address using computer Braille. (Ex: sense@hims-inc.com).
- 9) Press "Tab" to move to "CC:".
- 10) Type the e-mail address of the copy recipient using computer Braille. If you do not need to carbon copy anyone, you can skip to the next step.
- 11) Press "Tab" to move to "BCC:".
- 12) Type the e-mail address of the blind copy recipient using computer Braille. If there is no blind copy recipient, you can skip to the next step.
- 13) Press "Tab" to move to "Subject:".
- 14) Type the subject of the e-mail message.
- 15) Press "Tab" to move to "Message body:"
- 16) Type the text of your e-mail message. The input method and the editing method are the same as the input and editing method used in the word processor. You can also write the message in ASCII, Grade 1, or Grade 2.
- 17) When you finish writing the e-mail message, press "Alt" to open the "E-mail" menu. The "File" menu is displayed again.
- 18) Press "enter".
- 19) Press "down arrow button" to move to "Send".
- 20) Press "enter". You can also send mail directly by pressing "Ctrl-s".
- 21) "Sending..." is displayed, and the e-mail is sent. When the e-mail is finished sending, "Successfully sent new message" is displayed. If sending fails, the Braille Sense U2 QWERTY displays "Unable to sent message". If this occurs, the e-mail is saved in the "Outbox".

Note: Be sure you have an active Internet connection before executing the "Send" command, as you cannot send e-mail without if the Braille Sense U2 QWERTY cannot access the Internet.

After sending is completed, or has failed, you are returned to the "Inbox".

To cancel e-mail message creation or sending, press "Esc" or "Alt-F4" and you are returned to the "Inbox".

### *8.2.3.1 Attaching a File*

While you are writing e-mail, you can attach files to your messages.

Use the following steps to attach a file:

- 1) While writing e-mail, press "Alt" to open the menu. Braille Sense U2 QWERTY displays "File" menu.
- 2) Press "Enter" on the "File" menu.
- 3) Braille Sense U2 QWERTY displays "Attach File".
- 4) Press "Enter" on "Attach File". The file list is opened. You can also access "attach file" directly by pressing "Ctrl-f".
- 5) The default folder for the "file list" is the "upload" folder on the "flashdisk". Use normal file and folder navigation keys to locate the file or files you want to attach.
- 6) Move to the desired file, and press "enter". To attach more than one file, move to each file, and press "Space" to select it. \* is displayed in front of the selected file names. Press "enter" To attach the selected files.
- 7) When the selected files are attached, the Braille Sense U2 QWERTY announces, "xx attached", and returns to the message body. "xx" is the number of the attached files.

If there are files attached to an e-mail, the "Attach" item is displayed in the tab order after the "Message body".

Attachments are displayed as: "Attach: (attached file name) xx/yy (file size)". "yy" is the total number of attached files, and "xx" means the "xxth" file out of "yy" files. You can move among the attached files by pressing "up arrow button" or "down arrow button". If there is a file in the attached file list you do not wish to attach, you can delete it from the list by pressing "Del".

If you press "Del", "Delete (file name) file? Yes" is displayed. If you press "enter", this file is deleted from the attached file list. If you press "Space" to switch from "Yes" to "No", and press "enter", your selection is cancelled, and the file remains in the attached file list.

### *8.2.3.2 Sending E-Mail to Multiple Recipients*

You can type more than one recipient, carbon copy recipient, or blind copy recipient. If you type more than one e-mail address in these fields, the same e-mail is sent to all of them at once.

When you input more than one recipient, you must insert a semi-colon or comma between the e-mail addresses.

For example, `sense@hims-inc.com;hims@hims-inc.com`.

### *8.2.3.3 Searching the Address List*

You can add a recipient to "To", "CC", or "BCC" from the address list without typing in the e-mail address directly.

The following are the steps to search for and add e-mail addresses to the recipients of a message:

- 1) Press "Alt" to open the "E-mail" menu from "To", "CC", or "BCC". "File" is displayed.
- 2) Press "Enter" on the "File" menu.
- 3) Press "down arrow button" to move to "Lookup Address".
- 4) Press "Enter" on "Lookup Address". "Search for address" is displayed. Press "Ctrl-l" to look up an address directly from one of the recipient fields.
- 5) Type the last name of the desired recipient at "Search for address", and press "enter". Or, press "Tab" to move to "Confirm", and press "enter".
- 6) "xx addresses are found" is displayed, and the first item of the found list is also displayed. "xx" is the number of the found addresses that have the same name in the address list (Ex: HIMS `hims@hims-inc.com` 1/xx)
- 7) Press "up arrow button" or "down arrow button" to move to the desired address, and press "enter". You can select more than one address by pressing "Space". When you have chosen the addresses you want, press "enter".
- 8) The selected addresses are inserted in "To", "CC" or "BCC".

If you press "enter" without typing in the desired name, all of the addresses in your address list are displayed. If there is no matching address, "No match". is announced and "Search for address" is displayed again.

#### *8.2.3.4 Saving E-Mail to the Outbox*

Messages are saved in the "Outbox" in 2 ways:

1. The user saves the e-mail to the "Outbox" for later sending.
2. An e-mail fails to send due to a network error or other reason.

The "Save Mail in Outbox" dialog contains the following:

1. "File name" edit combo box
2. "Confirm" Button
3. "Cancel" Button
4. "Storage folder" List

You can move among the menu controls by using "Shift-Tab" or "Tab".

Use the following steps to save an e-mail in the outbox:

- 1) Press "Alt" after creating the e-mail message. The "File" menu is displayed.
- 2) Press "enter".
- 3) Press "down arrow button" to move to "Save Mail In Outbox".
- 4) Press "Enter".
- 5) The dialog for saving is opened.
- 6) "File name: (subject of writing e-mailgg.txt" is displayed. You can also jump to this dialog by pressing "Fn-s" while writing a message.
- 7) Press "Enter" on "File name: (subject of writing e-mailgg.txt", or press "Tab" to move to the "Confirm" button.
- 8) The message is saved as "(subject of writing e-mailgg.txt".
- 9) To name the e-mail message, type a file name. Use the same procedure as in "Save As" in the "Word Processor". You can also change the path where the message is stored.

10) After the Braille Sense U2 QWERTY saves the e-mail message, it returns to the previous location.

By following the explanation above, the e-mail message is saved as "(subject of writing e-mailgg.txt" in the "flashdisk/email/storage box". If you do not input a subject when writing the e-mail, the file is named "noname".

If you choose to save the e-mail in a location other than "flashdisk/email/storagebox", you cannot access the e-mail message in the "Outbox". Thus, you cannot send the e-mail unless it is returned to the "Outbox" storage folder.

While creating a "message", press "Esc" or "Alt-F4" To cancel writing the e-mail.

- 1) The Braille Sense U2 QWERTY displays "Currently writing mail. Save? Yes".
- 2) To return to the "Inbox" without saving the e-mail, press "Space" to change "Yes" to "No", and press "Enter".

#### *8.2.3.5 Saving E-Mail as New Name in the "Outbox"*

If you save an e-mail message in the "Outbox", you can save it under a different file name. To do this, use the steps described above, but choose "Save Draft" from the "File Menu".

#### *8.2.3.6 Sending the E-Mail in the "Outbox"*

Use the following steps to send e-mail from the "Outbox":

- 1) When the Braille Sense U2 QWERTY displays message list in "Inbox".
- 2) Press "Shift-Tab", to move to "Mailbox".
- 3) Press "up arrow button" or "down arrow button", to move to "Outbox".
- 4) Press "Enter".
- 5) Braille Sense U2 QWERTY displays the message list in the "Outbox".

6) Press "up arrow button" or "down arrow button", to move to the mail message you want to send.

If you want to send all the e-mails in the list: Press "Ctrl-a" to select all.

If you want to send individual messages, use normal selection commands to select them.

8) Press "Alt" to open the menu.

9) Press "Enter" on the "File" menu.

10) Press "up arrow button" or "down arrow button", to move to "Send" menu.

11) Press "Enter" on the "Send" menu.

12) The selected messages are sent.

Press "Ctrl-s" to directly execute the "Send" command.

If you send all the messages in the "Outbox", no items" is displayed.

#### *8.2.3.7 Setting Default E-mail account*

If you have set up more than one e-mail account on the Braille Sense U2 QWERTY, you can set the default e-mail account for sending messages.

1) Press "Alt" to open the menu from any mailbox but "Outbox".

2) Press "down arrow button", to move to "Tools".

3) Press "Enter" on the "Tools menu" or press "T".

4) Braille Sense U2 QWERTY displays the "Accounts manager".

5) Press "Enter" on the "Accounts manager".

6) Braille Sense U2 QWERTY displays "Account name" list.

7) Press "up arrow button" or "down arrow button", to move to the e-mail account you want to set as the default.

8) Press "Tab", to move to "Modify".

9) Press "Enter" on the "Modify" button or press "m".

10) Press "Tab", to move to "Advanced".

11) Press "Enter" on the "Advanced" button.

12) Braille Sense U2 QWERTY displays the "Use secure POP3 (POP-SSL)".

13) Press "down arrow button", repeatedly to move to "Use as default send-from account SMTP".

- 14) Press "Space" to change the state of the check box to "checked".
- 15) Press "Tab", to move to "Confirm" and press "Enter".
- 16) You are returned to the "Advanced" button.
- 17) Press "Tab", to move to "Confirm" and press "Enter".
- 18) Braille Sense U2 QWERTY announces, "Successfully modified account" and you are returned to the accounts list.

Braille Sense U2 QWERTY displays "default" on the LCD and Braille display next to the default account.

## **8.3 Major features of E-mail**

### **8.3.1 Deleting E-mail**

You can delete e-mail messages individually, or you can select multiple messages and delete them simultaneously.

#### *8.3.1.1 Deleting an e-mail*

You can delete an e-mail in the mailbox by following the steps below;

- 1) Press "up arrow button" or "down arrow button" to move to the "Subject" of the e-mail you want to delete.
- 2) Press "Del".
- 3) Braille Sense U2 QWERTY displays "Delete (subject of the selected e-mail) mail? Yes".
- 4) Press "Enter" To delete the e-mail.

To cancel, press "Space" to change "Yes" to "No" and press "Enter". You can also cancel e-mail deletion by pressing "Esc" or "Alt-F4".

#### *8.3.1.2 Deleting Multiple E-mail Messages*

To delete two or more e-mail messages, use the following steps:

- 1) Press "up arrow button" or "down arrow button" to move to the e-mail "Subject" that you want to delete. You can also select messages from the "Date control".
- 2) Press "Space" on the e-mail messages you want to delete.
- 3) Braille Sense U2 QWERTY displays \* in front of the selected e-mail subject.
- 4) Move to other e-mail messages you want to delete by pressing "down arrow button" or "up arrow button". Press "Space" on each of the messages you wish to delete.
- 5) Press "Del".
- 6) Braille Sense U2 QWERTY displays "Delete xx message? Yes". "Xx" is the total number of messages to be deleted.
- 7) Press "Enter".

You can also select all messages in the current mailbox by pressing "Ctrl-a", or select a contiguous group of messages by pressing "Ctrl-b" to set the beginning of the selection, and move your cursor to the last message you want to select.

To cancel this function, press "Space" to change "Yes" to "No" on the delete prompt and press "Enter".

Or you can cancel by pressing "Esc" or "Alt-F4".

### **8.3.2 Reply And Reply All to a Received E-Mail.**

When you reply to an e-mail, you can edit or add a message to the original message, or add another recipient.

Example:

Suppose you received an e-mail with the following information:

Sender's e-mail address: [hims@hims-inc.com](mailto:hims@hims-inc.com)

Subject of the e-mail: Welcome to HIMS

You could reply to this e-mail using the following steps:

- 1) Press "Alt" to open the menu from "Subject", "Date", or "Message body" of a message in the "Inbox".
- 2) Braille Sense U2 QWERTY displays "File".
- 3) Press "down arrow button" to move to "Message".
- 4) Press "Enter".
- 5) Braille Sense U2 QWERTY displays "Reply".
- 6) Press "Enter" on "Reply".
- 7) Braille Sense U2 QWERTY displays "Message body".
- 8) The message body already contains the original message body of the received e-mail; "--- below Original Message ---. You can also execute the "Reply" command directly by pressing "Ctrl-r".
- 9) Press "Shift-Tab" to move to "Subject", "BCC\"", "CC", and "To".
- 10) At "Subject", Braille Sense U2 QWERTY displays "Subject: Re: Welcome to HIMS". And, at "To", Braille Sense U2 QWERTY displays "To: hims@hims-inc.com".
- 11) Press "Tab" to move to "Message body".
- 12) Type the text you want to add or edit.
- 13) Press "Ctrl-s" to send the e-mail.

You can save replies just as you can save new messages in the "Outbox" for sending later.

You can reply to an e-mail by using either "Reply" or "Reply To All", as Choosing "Reply" sends an e-mail to only the original sender. Choosing "Reply To All" sends an e-mail back to the original sender as well as all other recipients of the original e-mail.

To activate the "Reply To All" function:

- 1) Press "Alt" to open the menu.
- 2) Braille Sense U2 QWERTY displays "File".
- 3) Press "down arrow button", to move to "Message".
- 4) Press "Enter".
- 5) Braille Sense U2 QWERTY displays "Reply".

- 6) Press "down arrow button", to move to "Reply To All".
- 7) Press "Enter" on "Reply To All". You can activate the "Reply To All" function directly by pressing "Alt-r".
- 8) Braille Sense U2 QWERTY displays "To: (the original sender and all other original recipients)"
- 9) You can use the same steps to send a message as when using the "Reply" function.

### **8.3.3 Forwarding a Received E-Mail Message**

"Forwarding" refers to sending an e-mail you received to another person. You can also add to or edit the message and subject. You can also attach a file to this e-mail.

Example:

Let's suppose there is an e-mail message that you received as follows:

Sender's e-mail address: [hims@hims-inc.com](mailto:hims@hims-inc.com)

Subject of the e-mail: Welcome to HIMS

You can forward this e-mail to others using the following method:

- 1) Press "Alt" to open the menu from the "Subject", "Date", or "Message body".
- 2) Braille Sense U2 QWERTY displays "File".
- 3) Press "down arrow button", to move to "Message".
- 4) Press "Enter" on "Message".
- 5) Braille Sense U2 QWERTY displays "Reply".
- 6) Press "down arrow button", to move to "Forward".
- 7) Press "Enter" on "Forward".
- 8) Braille Sense U2 QWERTY displays "To:". You can activate the "Forward" command directly by pressing "Ctrl-f". Input the e-mail address of the new recipient, or multiple recipients, using computer Braille.
- 9) Press "Tab", to move to "CC", "BCC", and "Subject".

- 10) At "Subject", Braille Sense U2 QWERTY displays "Subject: Fw: Welcome to HIMS".
- 11) Press "Tab", to move to "Message body".
- 12) The original e-mail message is shown following, "----- Forwarded Message -----".
- 13) Type any additional text you wish to add to the message, or make any edits to the forwarded text.
- 14) Press "Ctrl-s" to send the e-mail.

When you forward an e-mail, you have all of the same capabilities as when writing a new e-mail. Thus, you can add recipients and attach files to the e-mail you are forwarding just as with a new message. And, as with a new message, you can also save to the "Outbox" for sending later.

#### **8.3.4 Saving a Received E-mail as Document.**

There may be times when you wish to save a received message as a document. You can do this using the following steps:

- 1) Press "Alt" to open the menu.
- 2) Braille Sense U2 QWERTY displays "File".
- 3) Press "Enter" on "File".
- 4) Press "down arrow button", to move to "Save As Text".
- 5) Press "Enter" on "Save As Text".
- 6) The "save as dialog" is opened.
- 7) Braille Sense U2 QWERTY displays "File name: (subject of e-mail under readinggg.txt". You can open this dialog directly by pressing "Fn-s".
- 8) Press "Enter" on the "File name: (subject of e-mail under readinggg.txt". Or press "Tab", to move to the "Confirm" button, and press "Enter". If you wish, you can rename the file using the same method as in the "Save As" dialog of the "Word Processor".
- 9) You are returned to your previous location.

The text file is saved in "flashdisk/My Documents" with the file name "(subject of e-mail under readinggg.txt". You cannot change the file format. You can read the saved text file in the "Word Processor". To cancel "Save As Text", press "Tab" from the "Confirm" button to move to "Cancel". And press "Enter". Or, press "Esc" or "Alt-F4".

### **8.3.5 Printing E-Mail Messages**

You may wish to emboss or print an e-mail message.

To print an e-mail message, do the following:

- 1) Connect the Braille Sense U2 QWERTY to an ink printer. Make sure to use the same printer port set in the "Global Options".
- 2) Press "Alt" to open the menu.
- 3) Braille Sense U2 QWERTY displays "File".
- 4) Press "Enter" on "File".
- 5) Press "down arrow button", to move to "Print E-mail".
- 6) Press "Enter" on "Print E-mail".
- 7) Braille Sense U2 QWERTY displays "Print type". Press "Alt-p" to activate the "print" function directly.
- 8) Press "Space" or "down arrow button", to change the "print type". The setting values are "Printer" and "Embosser".
- 9) After selecting the "Print type", press "Enter". Or press "Tab", to move to the "Confirm" button, and press "Enter".
- 10) The selected e-mail is printed.

To cancel printing, press "Tab" to move to "Cancel" and press "Enter". Or press "Esc" or "Alt-F4".

## **8.4 Additional features of E-mail**

### **8.4.1 Find**

The "Find" command is used to search for messages in the current mailbox. The "Find" function looks for text that matches the text you enter in "Subject", "Date", and/or "From". This function only works in the "Subject", "Date", or "From" controls.

The "Find" dialog consists of the following:

1. "Find": Edit box for text to search
2. "Search" radio button
3. "Direction" radio button
4. "Confirm" button
5. "Cancel" button.

In the "Find" dialog, you can move among the five controls by pressing "Tab" or "Shift-Tab". The hot key for opening the "Find" dialog is "Ctrl-Shift-f".

To activate the "Find" function, use the following steps:

- 1) Press "Alt" to open the menu.
- 2) Braille Sense U2 QWERTY displays "File".
- 3) Press "down arrow button", to move to "Edit".
- 4) Press "Enter" on "Edit".
- 5) Braille Sense U2 QWERTY displays "Select All".
- 6) Press "down arrow button" or "up arrow button", to move to "Find".
- 7) Press "Enter" on "Find". Or press "f".
- 8) Braille Sense U2 QWERTY displays the "Find:" edit box for typing the text you want to search.
- 9) After typing the text, press "Tab" to move to the "Search" radio button. You can select among "All", "Subject", "Date", or "From". Choosing "All" searches all three fields. You can select an item by pressing "down arrow button" or "up arrow button". By selecting a field, you can search that specific field for the text you want to find.
- 10) Press "Tab", to move to the "Direction" radio button, containing the values "Forward" or "Backward". Pressing "down arrow button" or "up arrow button" selects the search direction.
- 11) Press "Tab", to move to the "Confirm" button.
- 12) Press "Enter" on the "Confirm" button.

To cancel, press "Tab" on "Confirm", move to "Cancel". And press "Enter". Or, you can press "Alt-F4" or "Esc" anywhere in this dialog to cancel "Find".

### **8.4.2 Find Again**

The "Find Again" command finds the next occurrence of the text according to the search text and direction specified in the "Find" dialog. As with "Find", the "Find Again" function only works in the "Subject", "Date", or "From" fields.

To activate the "Find Again" function, use the following steps:

- 1) Press "Alt" to open the menu.
- 2) Braille Sense U2 QWERTY displays "File"
- 3) Press "down arrow button", to move to the "Edit"
- 4) Press "Enter" on "Edit".
- 5) Braille Sense U2 QWERTY displays "Select All".
- 6) Press "up arrow button" or "down arrow button", to move to "Find Again".
- 7) Press "Enter" on "Find Again". Or press "g".

To activate this function directly, press "F3".

### **8.4.3 Move to Next Unread Message**

The "Move To Next Unread Message" option allows you to move to the next unread message. If you use this function on the last unread message in a list, you are sent to the first unread message in the list.

To activate this function from the "Subject", "Date", or "From" field,

- 1) Press "Alt" to open the menu.
- 2) Braille Sense U2 QWERTY displays "File".
- 3) Press "down arrow button", to move to "Edit".
- 4) Press "Enter" on "Edit".
- 5) Braille Sense U2 QWERTY displays "Select all".
- 6) Press "down arrow button", to move to "Move to Next Unread Message".
- 7) Press "Enter" on "Move to Next Unread Message". Or press "u".

To use this function directly, press "Ctrl-u".

#### **8.4.4 Copy or Move to Mailbox**

You can copy or move an e-mail message to another folder or mailbox in 2 ways:

1. You can copy and move e-mails directly from "Mailbox" lists except "Outbox".

To copy and/or move an e-mail to another folder, follow these steps:

- 1) From a message list, press "Shift-Tab", to move to the "Mailbox" list.
- 3) Press "up arrow button" or "down arrow button", to move to the "Mailbox" containing the e-mail you want to copy or move.
- 4) Press "Enter".
- 5) Braille Sense U2 QWERTY displays the message list.
- 6) Press "up arrow button" or "down arrow button", to move to the e-mail you want to copy or move. Press "Space", "Ctrl-b" or "Ctrl-a", to select all or multiple messages.
- 7) Press "Alt" to open the menu.
- 8) Braille Sense U2 QWERTY displays "File".
- 9) Press "down arrow button", to move to "Edit".
- 10) Press "Enter" on "Edit".
- 11) Braille Sense U2 QWERTY displays "Select All".
- 12) Press "down arrow button", to move to "Copy" or "Move".
- 13) Press "Enter". Or active these commands directly, by pressing "Ctrl-c" or "Ctrl-x".
- 14) Press "Shift-Tab", to move to the "Mailbox" list.
- 15) Press "Enter" on the "Mailbox" into which you want to paste the e-mail.
- 16) Press "Alt" to open the menu.
- 17) Braille Sense U2 QWERTY displays "File".
- 18) Press "down arrow button", to move to "Edit".
- 19) Press "Enter" on "Edit".
- 20) Braille Sense U2 QWERTY displays "Select All".

- 21) Press "down arrow button", to "Paste" and press "Enter". Or activate this function directly, by pressing "Ctrl-v".
- 22) The e-mail is copied or moved to mailbox.

2. You can copy and move e-mails using the "Copy to Mailbox" or "Move To Mailbox" commands in the "Edit" menu.

The "move/Copy dialog" contains the following:

1. "Folder" list.
2. "Create mailbox" Button
3. "Delete mailbox" Button
4. "Rename mailbox" Button
5. "Confirm" Button
6. "Cancel" Button

You can move among the controls by pressing "Tab" or "Shift-Tab". And you can move among items in the "Folder" list by pressing "up arrow button" or "down arrow button".

To cancel these dialogs, press "Esc" or "Alt-F4".

To copy and move an e-mail to another folder, follow these steps:

- 1) You can select individual e-mails by pressing "Space", select a continuous group with "Ctrl-b", or select all with "Ctrl-a". Or you can select e-mail using the "Select All" or "Start Selection" options in the ""Edit" menu.
- 2) Press "Alt" to open the menu.
- 3) Braille Sense U2 QWERTY displays "File".
- 4) Press "down arrow button", to move to "Edit".
- 5) Press "Enter" on "Edit".
- 6) Braille Sense U2 QWERTY displays "Select All".
- 7) Press "down arrow button", to move to "Copy to Mailbox" or "Move To Mailbox".
- 8) Press "Enter" on "Copy to Mailbox" or "Move To Mailbox".
- 9) Braille Sense U2 QWERTY displays "Folder list". You can active these functions directly by pressing "Alt-c" or "Alt-x".

- 10) Press "down arrow button", to move to the folder into which you want to copy or move messages.
- 11) Press "Enter".
- 12) The e-mail is moved or copied to the folder.
- 13) You are returned to the mailbox from which you activated the "Move" or "Copy" command.

#### *8.4.4.1 Creating a Mailbox*

You can create additional mailboxes in the "E-mail" folder for sorting and storing your messages.

To create a new mailbox, follow these steps:

- 1) Press "Alt" to open the menu from the "Inbox" message list
- 2) Braille Sense U2 QWERTY displays "File".
- 3) Press "down arrow button", to move to "Edit" and Press "Enter". Or Press "e".
- 4) Braille Sense U2 QWERTY displays "Select All".
- 5) Press "up arrow button" or "down arrow button", to move to "Copy to Mailbox" or "Move To Mailbox".
- 6) Press "Enter". Or press "Alt-c" or "Alt-x", to open this dialog directly from the message list.
- 7) Braille Sense U2 QWERTY displays "Folder" lists.
- 8) Press "Tab", to move to "Create mailbox".
- 9) Press "Enter" on "Create mailbox".
- 10) Braille Sense U2 QWERTY displays "Mailbox name:". Type the mailbox name you want to create.
- 11) Press "Enter" or press "Tab", to move to "Confirm" and press "Enter".
- 12) Braille Sense U2 QWERTY displays the created mailbox in the "Folder" list. The folder is also visible in the "Mailbox" and in the e-mail folder from "File manager".

#### *8.4.4.2 Deleting Folder*

You can't delete "Inbox", "Sent", and "Outbox". However, you can delete folders you have created.

To delete a folder, follow these steps:

- 1) Press "Alt" to open the menu from the message list of "Inbox".
- 2) Braille Sense U2 QWERTY displays "File".
- 3) Press "down arrow button", move to "Edit" and Press "Enter". Or Press "e".
- 4) Braille Sense U2 QWERTY displays "Select All".
- 5) Press "up arrow button" or "down arrow button", to move to "Copy to Mailbox" or "Move To mailbox".
- 6) Press "Enter". Or press "Alt-c" or "Alt-x", to activate these commands directly.
- 7) Braille Sense U2 QWERTY displays the "Folder" list.
- 8) Press "up arrow button" or "down arrow button", to move to the folder you want to delete.
- 9) Press "Tab", to move to "Delete mailbox".
- 10) Press "Enter".
- 11) Braille Sense U2 QWERTY displays "Delete (mailbox name) mailbox? Yes".
- 12) Press "Enter".

You can also delete the current mailbox by pressing "Del" on the folder you want to delete.

To cancel this function, press "Tab" on "Confirm", to move to "Cancel". And press "Enter".

If you attempt to delete the "Inbox", "Sent", or "Outbox", Braille Sense U2 QWERTY plays the warning sound to notify you of the error.

#### *8.4.4.3 Changing Folder Mailbox*

You can also rename a mailbox. To do this, follow these steps:

- 1) Open the "Move/Copy to Mailbox" dialog as described in the steps above.
- 2) Braille Sense U2 QWERTY displays the "Folder" list.

- 3) Press "up arrow button" or "down arrow button", to move to the folder you want to rename.
- 4) Press "Tab", to move to "Rename mailbox".
- 5) Press "Enter".
- 6) Braille Sense U2 QWERTY displays "Folder mailbox:"
- 7) Type the new name for the folder mailbox.
- 8) Press "Enter. Or press "Tab" to move to "Confirm" and press "Enter".

If you attempt to rename the "Inbox", "Sent", or "Outbox", the Braille Sense U2 QWERTY plays the warning sound to notify you of the error.

## **8.5 Using the Tools Menu**

IN addition to the "Accounts Manager", the "Tools" menu contains options for setting path e-mail options.

The "Tools" menu contains the following four items:

1. Accounts Manager
2. Set path
3. Set options
4. Set spam

The "Accounts Manager" was explained at the beginning of this chapter. The other items are explained in detail below:

### **8.5.1 Set Path**

"Set Path" sets the default download path where file attachments and e-mail are stored. You can set the download path using the following steps:

- 1) Press "Alt" to open the "E-mail" menu from the "Inbox".
- 2) Press "down arrow button", to move to "Tools".
- 3) Press "Enter".

- 4) Braille Sense U2 QWERTY displays "Accounts manager".
- 5) Press "down arrow button", to move to "Set Path".
- 6) Press "Enter" on "Set Path".
- 7) Braille Sense U2 QWERTY displays "Save attachments path: /flashdisk/download". You can open this dialog directly by pressing "Ctrl-p".

"Set Path" contains the following three items:

1. Save attachments path
2. Send attachments path
3. Disk to save mail in

You can move among these items by pressing "down arrow button" and "up arrow button". Each item consists of "Path", "Modify", and "Close". At "Path", the default path is displayed. You can move among this information by pressing "Tab" or "shift-tab".

"Set Path" is closed if you press "Esc" or "Alt-F4". Or, you can close it by pressing enter on the "Close" button.

#### *8.5.1.1 Set the Save Attachments Path*

The default path for downloaded attached files is "/flashdisk/download".

You can set the download path using the following method:

- 1) Use the steps described above to access the "Save Path" dialog.
- 2) Press "Enter" on "Save attachments path: /flashdisk/download", or press "m". Or, press "Tab" to move to the "Modify" button, and press "Enter".
- 3) Braille Sense U2 QWERTY displays "download folder xx/yy". Use normal file and folder navigation keys to locate the folder in which you want to save attachments.
- 4) Press "Space" to select the folder, and press "Enter". If a folder is selected, \* is displayed in front of the selected folder.

If you press "Enter" to set the path, the Braille Sense U2 QWERTY shows the changed path. For example, if you changed the path to the "My

Documents" folder, "Save attachments path: /flashdisk/My Documents" is displayed.

### *8.5.1.2 Set the Send Attachments Path*

"Send attachments path" is the path where the e-mail program looks by default when you attach a file to an e-mail. The default path is "/flashdisk/upload". You can change this path to a different path using the following steps:

- 1) Open the "Set Path" dialog using the steps described above.
- 2) Press "down arrow button", to move to "Send attachments path: /flashdisk/upload".
- 3) Press "Enter" or "m" on "Send attachments path: /flashdisk/upload". Or, press "Tab", to move to the "Modify" button and press "Enter".
- 4) Braille Sense U2 QWERTY displays "upload folder xx/yy" Use normal file and folder navigation keys to locate the folder you want to use as the path for attachments to be sent.
- 5) Press "Space" to select the desired folder, and press "Enter".
- 6) Braille Sense U2 QWERTY displays \* in front of the selected folder.

If you set the path by pressing "Enter", the Braille Sense U2 QWERTY shows the changed path.

### *8.5.1.3 Set the Disk to save mail*

The e-mail messages that are downloaded from your network are saved in the "e-mail" folder, located on the "flashdisk". If the size of an e-mail you are receiving is so large that it cannot be downloaded and stored in the "flashdisk", or you simply want to store your e-mail somewhere else, you can save to a different disk using the following steps:

- 1) Connect the external storage disc to the Braille Sense U2 QWERTY.
- 2) Use the steps described above to open the "Set Path" dialog.

- 3) Press "down arrow button", to move to "Disk to save mail in: /flashdisk".
- 4) Press "Enter" or "m" on "Disk to save mail in: /flashdisk". Or, press "Tab", to move to the "Modify" button, and press "Enter".
- 5) Braille Sense U2 QWERTY displays "flashdisk".
- 6) Press "down arrow button" or "up arrow button", to move through the disk list. If you have connected a USB memory stick or SD memory, Braille Sense U2 QWERTY displays "USB" or "SD" (SD memory).
- 7) Press "Enter" on the desired disk.

Braille Sense U2 QWERTY displays the changed disk.

### **8.5.2 Set Options**

In "Set Options", you can set whether the "Inbox" is the default folder when the "E-mail program is started. This means each time the e-mail program is opened, the "Inbox" is displayed. By default this is set to "On".

To change this option, follow these steps:

- 1) Press "Alt" to open the "E-mail" menu from the "Inbox".
- 2) Press "down arrow button", to move to "Tools".
- 3) Press "Enter".
- 4) Braille Sense U2 QWERTY displays "Accounts manager".
- 5) Press "down arrow button", to move to "Set Options".
- 6) Press "Enter" on "Set Options". Or activate this command directly, by pressing "Ctrl-o".
- 7) Braille Sense U2 QWERTY displays "Use inbox as default mailbox when starting: Yes". If you don't wish to use the "Inbox" as the default mailbox, press "Space".
- 8) Press "Enter".

To cancel this function, press "Esc" or "Alt-F4".

### **8.5.3 Spam Settings**

When the Braille Sense U2 QWERTY downloads e-mail from the e-mail server, there may be a number of e-mail messages that are spam. In this case, you can avoid downloading these spam e-mail messages by

identifying specified words in the subject or specifying e-mail addresses you know are from spammers.

The spam e-mail messages that are identified by your "Spam Settings" are not downloaded into the Braille Sense U2 QWERTY, and remain on the e-mail server.

Use the following steps to set spam e-mail filters:

- 1) Press "Alt" to open the menu from the "Inbox".
- 2) Press "down arrow button", to move to "Tools".
- 3) Press "Enter".
- 4) Braille Sense U2 QWERTY displays "Accounts manager".
- 5) Press "down arrow button", to move to ""Spam Settings".
- 6) Press "Enter".
- 7) Braille Sense U2 QWERTY displays "Type: Subject 1/3". You can also open this dialog directly by pressing "Ctrl-e".

The "Spam Settings" dialog contains the following 6 items;

1. Type
2. List
3. Add
4. Modify
5. Delete
6. Close

You can move among the items by pressing "Tab" or "Shift-Tab".

To exit "Spam Settings", move to the "Close" button and press "enter", or press "Esc" or "Alt-F4".

"Type" can be set to 1 of 3 options: "Subject", "E-mail address string", and "Host". You can move among these options by pressing "up arrow button" or "down arrow button". The "list" is displayed in a different form according to the "Type" you choose.

If you have selected "Subject", the list is displayed as "Subject: (Registered word) 1/xx". If you selected "E-mail address string", it is displayed as "E-mail

address string: (Registered e-mail address string) 1/xx". It is displayed as "no items" if there is no registered word or e-mail address string.

The following explains how to register, modify, and delete the spam settings.

#### *8.5.3.1 Add As Spam E-Mail*

- 1) Use the steps described above to open the "Spam Settings" dialog.
- 2) Press "a" when "Type: Subject 1/3" is displayed. Or, press "Tab" to move to the "Add" button, and press "enter".
- 3) The "add dialog" is opened and "Subject add:" is displayed.
- 4) Type the words, by which you want to identify spam messages and press "Enter". Or, press "Tab" to move to the "Confirm" button, and press "enter".
- 5) "Successfully added spam data" is announced and you are returned to the "list". "Subject: (registered word) 1/1" is displayed.

If there is more than one registered word, you can move among them by pressing "up arrow button" or "down arrow button".

By adding the word as explained above, if there are any e-mail messages that include the words you entered in the subject of the message, the Braille Sense U2 QWERTY downloads those e-mails from the e-mail server, but deletes them automatically.

You can also avoid receiving e-mail messages from a specific sender or host by registering it.

The following are the steps to register a sender's e-mail address as spam:

- 1) Use the steps described above to open the "Spam Settings" dialog.
- 2) Press "down arrow button" when "Type: Subject 1/3" is displayed. "Type: E-mail address string 2/3" is displayed.
- 3) Press "a" or press "Tab" to move to the "Add" button, and press "enter".
- 4) The "Add dialog" is opened, and "E-mail address string: (e-mail address)" is displayed. The "(e-mail address)" is the sender's e-mail address that was focused when you opened the dialog. You can choose to filter by this address, or type a different e-mail address in the edit box.

- 5) Press "Enter" on "E-mail address string: (e-mail address)". Or, press "Tab" to move to the "Confirm" button, and press "Enter".
- 6) "Successfully added spam data" is announced and "E-mail address string: (Registered e-mail address) 1/1" is displayed.

When "E-mail address string: (registered e-mail address) 1/1" is displayed, you can add another address by pressing "a" or pressing "Tab" to move to the "Add" button, and press "Enter". You can check the registered e-mail addresses by pressing "up arrow button" or "down arrow button".

To register a specific host as a spam sender, do the following:

- 1) Use the steps described above to open the "Spam Settings" dialog.
- 2) Press "down arrow button" when "Type: Subject 1/3" is displayed to move to "Type: Host 3/3".
- 3) Press "a" on "Type: Host 3/3", or press "Tab" to move to the "Add" button, and press "Enter".
- 4) The "Add dialog" is opened, and "Host add: (host address)" is displayed. By default, "host address" is the host address that was focused on when you executed this command. You can add this host or type a different host in the edit box.
- 5) Press "Enter" on "Host add: (host address)". Or, press "Tab" to move to the "Confirm" button, and press "enter".
- 6) The Braille Sense U2 QWERTY says, "Successfully added spam data" and shows "Host: (registered host address) 1/1".

When "Host: (registered host address) 1/1" is displayed, you can add another host by pressing "a" or pressing "Tab" to move to the "Add" button, and press "Enter". You can check the registered host addresses by pressing "up arrow button" or "down arrow button".

To cancel setting spam filters from the "Add dialog", press "Tab" to move to the "Cancel" button, and press "Enter". Or, press "Esc" or "Alt-F4".

### *8.5.3.2 Modifying Spam Registration*

To modify a spam filter you have set, do the following:

- 1) Access the "Spam Settings" dialog as described previously, and navigate to the "Type" of spam setting you want to modify by pressing "up arrow button" or "down arrow button".
- 2) Press "Tab" to move to the list of registered items in that category.
- 3) Navigate to the item you want to modify using "up arrow button" or "down arrow button".
- 4) Press "m" or press "Tab" to move to the "Modify" button, and press "Enter".
- 5) Make the modifications in the edit box.
- 6) Press "Tab" to move to the "confirm" button, and press "Enter" to save the changes.

### *8.5.3.3 Deleting Spam*

You can also delete an item that has been registered in the spam list.

- 1) Access the "Spam Settings" dialog as described previously, and navigate to the "Type" of spam setting you want to delete by pressing "up arrow button" or "down arrow button".
- 2) Press "Tab" to move to the list of registered items in that category.
- 3) Navigate to the item you want to delete using "up arrow button" or "down arrow button".
- 4) Press "d" or press "Tab" to move to the "Delete" button, and press "Enter".

## **8.6. Hot Keys for E-Mail**

### **8.6.1 Hot Keys That Are Used in the Inbox**

Call "accounts manager": Ctrl-m

Check for New Mail: Alt-m

Write New Message: Ctrl-n

Reply: Ctrl-r  
Reply all: Alt-r  
Forward: Ctrl-f  
Open "set path": Ctrl-p  
Open "set option": Ctrl-o  
Open "set spam": Ctrl-e  
Find: Ctrl-shift-f (Only while in a message)  
Find again: F3 (Only while in a message)  
Move to next unread message: Ctrl-u  
Move to mailbox: Alt-x  
Copy to Mailbox: Alt-c  
Add a sender to the address list: Ctrl-i (This is valid only at the "from" item of the "Inbox").  
Delete received e-mail: Del (It is valid only at the "Subject" and "date" item in the "Inbox").  
Save the received e-mail as text file: Alt-s  
Print the received e-mail: Alt-p  
Cancel: Esc  
Cancel and exit from e-mail program: Alt-F4

### **8.6.2 Hot Keys for Sending E-Mail Including Reply, Forward, and Save in the Mail Outbox**

Search address list: Ctrl-l  
Attach file: Ctrl-f  
Send e-mail: Ctrl-s  
Save in mail outbox: Alt-s  
Cancel: Esc  
Cancel and exit from e-mail program: Alt-F4

### **8.6.3 Hot Keys for Reading E-Mail Messages or Writing an E-mail Message**

Start selection: Ctrl-b

Select all: Ctrl-a

Copy to the clipboard: Ctrl-c

Cut to the clipboard: Ctrl-x (It is not valid when you are reading e-mail in the "Inbox").

Paste from the clipboard: Ctrl-v (It is not valid when you are reading e-mail in the "Inbox")

Delete:Del (It is not valid when you are reading e-mail in the "Inbox")

Cancel block: Esc

## 9. Media Player

The Media Player on the Braille Sense U2 QWERTY is a program you can use to play audio files as well as listen to the audio for some video file formats. The Media Player plays the following formats, ac3, asf, asx, m3u, mp2, mp3, MP 4, mpa, mpg, ogg, pls, wav, wax, wma, flac, midi and wmv. Note: you cannot see the video for "avi" and "wmv" files, however, you may listen to the audio contained in these formats.

You can control the playing of audio files using either Braille keyboard commands or the media buttons on the front panel of the Braille Sense U2 QWERTY. The Media Player can play back audio recordings and books as well as music files.

### 9.1 Using the media buttons

Near the center of the front panel on the Braille Sense U2 QWERTY is a group of 5 buttons with varying shapes. These buttons can be used to control the Media Player. Moving from left to right, the buttons are: "Back", "Record", "Stop", "Play/Pause", and "Forward". These buttons are used for playing and recording music or voice quickly and easily.

The media buttons can control media playback, DAISY content playback, or FM radio operation, depending on the position of the Media Mode switch, located to the left of the media buttons. Slide this switch to the right-most position, "Media Mode", to control media playback.

If the "Play/Pause" button is pressed while you are using another program on the Braille Sense U2 QWERTY, the unit opens the Media Player and begins playing the files in the most recently played list. If there are no files in the playlist, the Braille Sense U2 QWERTY says, "There are no items to display". "Back", "Stop", and "Forward" are available after audio playback is started. Note: As the Braille Sense U2 QWERTY is able to multi-task, initiating audio playback with the "Play/Pause" button does not close the program you were

running when you pressed it. To return to your former position, press "F2-F3" to cycle through the running programs until you reach your former location.

### **9.1.1 Play/Pause Button**

The "Play/Pause" button has a long, rectangular shape. It is the second button from the right in the group of media buttons. As explained above, pressing the "Play/Pause" button starts playback of the files in the most recently played media playlist. A playlist can contain only 1 file, or many files. If there is more than one file in the playlist when you press the "Play/Pause" button, the Braille Sense U2 QWERTY plays all the files in the list one after another. If you press the "Play/Pause" button during playback, audio playback is paused. To resume playing, press the button again. If you press the "Play/Pause" button while you are in the "Record" dialog, the most recently recorded file is played.

### **9.1.2 "Forward" button and "Back" button**

Both of these buttons have a triangular shape. The "Back" button is the left-most button in the media group and is pointed to the left. The "Forward" button is the right-most button in the media group and is pointed to the right. If you press the "Forward" button, the next file in the playlist is played, and pressing the "Back" button plays the previous file. If you press one of these buttons while an audio file is playing, the Braille Sense U2 QWERTY stops playing the current file, and jumps to the previous or next file (depending on which button you press) and starts playing it. If you press the "Forward" button (while the last file in the list is playing, (or the "Back" button (while the first file in the list is playing), it has no effect, as there is no file to navigate to.

### **9.1.3 Record Button**

The "Record" button has a circular shape, and is used to record sound using the built-in or an external microphone. The "Record" button is located directly

to the right of the "Back" button. You can use this button to create a recording from anywhere on the unit provided the Media Mode switch is set to the right-most position. Pressing the "Record" button once opens the "Record" dialog. Press the "Record" button again to start recording. Press the "Record" button while you are recording to pause recording. Resume recording by pressing the "Record" button one more time. Press the "Stop" button, directly to the right of the "Record" button, to stop and save your recording. The recorded file is saved in the "flashdisk/media/record" folder.

#### **9.1.4 Stop Button**

The "Stop" button has a square shape and a dot on it, and is used to stop playback or recording. If you press "Stop" during audio playback, the next time media playback is launched, the Braille Sense U2 QWERTY starts playing the first file in the playlist. If you press this button while recording, the Braille Sense U2 QWERTY stops and saves the recording. If you press the "Stop" button in the "Record" dialog when not recording, the dialog closes.

#### **9.1.5 Using the media buttons in Open File dialog**

Press and hold the "Stop" button to open the "Open File" dialog from within the "Media Playback" dialog. Press and hold "Stop" again to close the "Open File" dialog and return to the "Media Playback" dialog.

In the "Open File" dialog, the "Play/Pause" button functions the same as "Enter". The "Stop" button, "Record" button, "Back" button and "Forward" button function the same as "Backspace", "Space", "up arrow button" and "down arrow button" respectively.

Namely, you can navigate up and down by pressing the "Back" and "Forward" buttons in a file list; and you can select and unselect items by pressing the "Record" button. Press the "Stop" button to move back a level in the folder structure. And press "Play/Pause" button to play the selected files.

## **9.2 Braille Keyboard and Extended Keys**

You can use the Braille keyboard to perform the same functions as the media buttons as well as more advanced features in the Media Player. To open the "Media Playback", press "Enter" on "Media Playback", or press **m** from the Braille Sense U2 QWERTY "program" menu. As explained previously, you can also open the Media Player by pressing "Play-Pause" when the "Media Mode" switch is set to the right-most position.

The "Media Playback" dialog contains two information tabs: "playback information" and "playlist". Press "Tab" or "Shift-Tab" to move between these tabs.

### **9.2.1 Playback Information Tab**

The "playback information" tab displays the track number, the file name, and the current playback status: (play, pause, or stop). If there are no files in the playlist, the Braille Sense U2 QWERTY displays "Title: There are no items to display". If you press "down arrow button", the Braille Sense U2 QWERTY displays playback time information.

First, the elapsed or remaining time is displayed. You can set whether the elapsed time or remaining time is displayed, using the "playback settings" dialog. If you have selected the "Remaining time" with this option, the **-** (minus sign), is displayed before the time. Next to the elapsed/remaining time, the Braille Sense U2 QWERTY displays the total playback time of the currently selected file.

If there are no files in the playlist, "Time: There are no items to display" is displayed.

### **9.2.2 Playlist Tab**

The "playlist" tab displays all the files in the playlist. For each file in the playlist, it displays the track number, file name, the location of the file in the

list, and the total number of files in the list. If there is no file in the playlist, the Braille Sense U2 QWERTY displays the message "no items".

For example, if you had the following track on the Braille Sense U2 QWERTY: "Track 1 Chopin - Fantasie Impromptu 1/10", "Track 1" indicates this file is the first item in the playlist. "Chopin - Fantasie Impromptu" is the file name. "1/10" indicates this file is the first of ten files in the playlist.

### **9.2.3 Hot Keys in the Playback Information and playlist Tabs**

The hot keys that can be used in the "playback information" and the "playlist" tabs are as follows:

#### **1) Hot keys in the Play Information Tab**

Hot key	Function
Down arrow key	Move to the next information
Up arrow key	Move to the previous information
Space	"Pause" when it is play state and "play" when it is pause state.
Enter or x	Start playing
Backspace or c	Stop playing
Alt-Right arrow key or z	Play the next file
Alt-Left arrow key or b	Play the previous file
Ctrl-Fn-Right arrow key	Play the last file
Ctrl-Fn-Left arrow key	Play the first file
Alt-Down arrow key	Play the fifth file after the current file
Alt-Up arrow key	Play the fifth file before the current file
Ctrl-Right arrow key	Move to next position by time index and play

Ctrl-Left arrow key	Move to previous position by time index and play
Ctrl-Up arrow key or Ctrl-Down arrow key	Change time index
Shift-Left arrow key	Speed up
Shift-Right arrow key	Slow down
Shift-Up arrow key	Volume up
Shift-Down arrow key	Volume down
Alt	Open menu
F1	Open help
Tab/Shift-tab	Move to "play list" tab
Alt-F4	Exit "Media player"

## 2) Hot Keys in the Play List Tab

Hot key	Function
Down arrow key	Move to the next file
Up arrow key	Move to the previous file
Fn-Right arrow key	Move to the last file
Fn-Left arrow key	Move to the first file
Space	Select/resume current file (while playing, it is used as play/pause)
Ctrl-b	Start selecting files
Enter	Start playing the selected files
Backspace	Stop playing
Del	Delete the selected files in the play list
Alt-Right arrow key	Play the next file
Alt-Left arrow key	Play the previous file
Ctrl-Fn-Right arrow key	Play the last file
Ctrl-Fn-Left arrow key	Play the first file

Ctrl-Down arrow key	Play the fifth file after the current file
Ctrl-Up arrow key	Play the fifth file before the current file
Ctrl-Right arrow key	Move to next position by time index and play
Ctrl-Left arrow key	Move to previous position by time index and play
Ctrl-Up arrow key	Change time index
Shift-Left arrow key	Speed up
Shift-Right arrow key	Slow down
Shift-Up arrow key	Volume up
Shift-Down arrow key	Volume down
Alt or F10	Open menu
F1	Open help
Tab/Shift-tab	Move to "playback information" tab
Alt-F4	Exit "Media player"

## **9.3 How to Use the Media Player Menu**

To open the "Media Playback" menu, press "Alt" while in the "Media Playback" dialog. This menu contains five items: "File", "Play", "Record", "Position", "Mark" and "Settings". The "File" menu allows you to add or delete files in the playlist. The "Play" menu lists all of the commands related to playing files. The "Record" menu opens the "Record" dialog which allows you to record sound and play it. The "Position" menu contains commands related to bookmark and go to position. The "Settings" menu allows you to set various Media Player options.

### **9.3.1 File**

To use the "File" menu, press "Alt" to open the "Media Playback" menu, then press "Enter" on "File", or press "f". A submenu appears, containing "Open File", "Open Folder", "Add File", "Add Folder", "Save Playlist", "Save As Playlist", "Delete Item", "Open URL" and "Exit". You can move between these items by pressing "down arrow button" or "up arrow button". Press "Enter" on the item you want to execute. To return to the Media Player menu, press "Esc". To exit the menu, press, "Alt-F4" and you are returned to the "Media Playback" dialog.

### *9.3.1.1 Open File*

You can use the "Open File" menu item to add files to the playlist and start playing them. If you press "Enter" on "Open File", a dialog opens, similar to the "file list" in the "File Manager". You can navigate folders and files just as you would in the "File Manager". The files playable in the "Media Playback" are those with the extensions, ac3, asf, asx, m3u, mp2, mp3, ogg, pls, wav, wax, wma, flac, midi and wmv.

If you select all the files you want to play, and press "Enter", the Braille Sense U2 QWERTY adds the files to the playlist, and starts playing the first file. You can select more than one file in the "Open File" dialog by pressing "Space" on each of the items you want to add to the playlist. When you have selected all the files you want, press "Enter".

When you open the "Open File" dialog, files in the default folder are displayed. The default folder is set to "/flashdisk/media". You can also open the "Open File" dialog by using the hot key, "Ctrl-o" directly from the "Media Playback" dialog.

### *9.3.1.2 Open Folder*

The "Open Folder" menu item is used to add all of the audio files in the selected folders to the playlist. If you press "Enter" on "Open Folder" in "File" menu, or press "Ctrl-f" in the "Media Playback" dialog, the "Open Folder" dialog is opened. The "Open Folder" dialog is almost the same as the "Open File" dialog. The difference is that only folder names which are displayed in

the "Open Folder" dialog. When you open the "Open Folder" dialog, the default folder name is displayed. The default folder is set to "flashdisk". Press "Enter" to display all of the folders in "flashdisk", and press "up arrow button" or "down arrow button" to move among the folders. To enter the folder under your cursor, (and list any sub-folders contained there) press "Enter" on it. Press "Backspace" to move back to the parent folder. To select a folder, press "Space" on the folder name. You can select more than one folder. Once you have selected all of the folders you want, press "Enter". The Braille Sense U2 QWERTY adds all of the supported audio files from the selected folders to the playlist and starts playing the first file.

### *9.3.1.3 Add File*

The "Add File" menu item is used to add audio files to the currently playing list. If you press "Enter" on "Add File" in the "File" menu, or press "Alt-o" in the "Media Playback" dialog, the same dialog that is used for "Open File" is displayed. Select all of the files that you want, and press "Enter" (as in the "Open File" dialog). The Braille Sense U2 QWERTY adds the selected files to the playlist. However the Braille Sense U2 QWERTY does not start playing these files. To start playing the files in the playlist, press the "Play/Pause" button on the front panel. Or, you can press "Enter" on "play" in the "play" menu. A detailed explanation of the "play" menu can be found in section 9.3.2.

### *9.3.1.4 Add Folder*

The "Add Folder" menu item is used to add all of the audio files in a selected folder to the currently playing list. If you press "Enter" on "Add Folder" in the "File" menu (or press "F3" in the "Media Playback" dialog), the same dialog that is used for "Open Folder" is displayed. If you select all of the folders you want to add, and press "Enter", the Braille Sense U2 QWERTY adds all of the supported audio files in the selected folders to the playlist. However, it does not start playing the files. You can start playing the files in the playlist

by pressing the "Play/Pause" button on the front panel of the Braille Sense U2 QWERTY, or press "Enter" on "play" in the "play" menu.

### *9.3.1.5 Save *playlist**

The "Save Playlist" menu item is used to save the playlist to a disk drive. To access this function, you can press "Alt" to open the "File" menu and execute the "Save Playlist" command by pressing "Enter" on it. Or, you can press "s" to quickly jump to and execute it from within the menu. You can also press "Ctrl-s" from the "Media Playback" dialog.

If you are saving files to a new playlist, the "Save as playlist" dialog opens. If you execute "Save Playlist" after adding files to an existing playlist, the Braille Sense U2 QWERTY saves the playlist with the same file name without opening the dialog. After saving the playlist, it returns to the "Media Playback" dialog.

### *9.3.1.6 Save as *playlist**

The "Save As Playlist" menu item is used to save the playlist under a different name or in a different location. Press "Alt" to open the "File" menu and execute the "Save As Playlist" command by pressing "Enter" on it; or you can press "I" to access it quickly. You can also press "Alt-s" from the "Media Playback" dialog.

If you execute "Save As Playlist", the "Save As Playlist" dialog is displayed. This dialog consists of "file list", "File name", a "Confirm" button, and a "Cancel" button. When the dialog is opened, "File name:" is displayed. You can move among the tabs by pressing "Tab" or "shift-tab". The file format of playlists saved by the Braille Sense U2 QWERTY is always "m3u". By default, playlist files are saved in "/flashdisk/media".

To create a new file name, type in the new file name. You cannot use the following characters in a file name. "|, \, <, >, ?, :, \*".

To change the location, move to the "file list" by pressing "shift-tab".

Navigate to the location in which you want to save the playlist, and press "Enter".

### *9.3.1.7 Delete Item*

To delete a file from the playlist, first, locate the file you want to delete in the "playlist" tab by pressing "up arrow button" or "down arrow button" repeatedly. Then, open the "Media Player" menu by pressing "Alt", and press "Enter" on "File". Navigate to "Delete Item" by pressing "down arrow button" repeatedly, and press "Enter". Or, you can press "Del" on the file you want to delete from the playlist. You can select more than one file in the "playlist" tab by pressing "Space" on each file to be deleted. \* is displayed before each selected item. If you press "Space" on a selected item, the selection is canceled and the / disappears.

You can also delete multiple files in a block from the playlist. Press "Ctrl-b" on the first file to be deleted. "Ctrl-b" indicates the start of the block. Next, if you press "down arrow button" or "up arrow button", the displayed files are selected. After selecting the files you want to delete, press "Del" to delete them.

### *9.3.1.8 Open URL*

The "Open URL" menu item is used to play the audio stream from a web page. If you press "Enter" on "Open URL" in the "File" menu, or press "Ctrl-i" in the "Media Playback" dialog, the "Open URL" dialog is displayed. In this dialog, type the web address of an audio stream and press "Enter". The Braille Sense U2 QWERTY automatically accesses the audio stream from the Internet and begins playing it.

Note: Please make sure to have an active Internet connection before attempting to open an audio stream.

### *9.3.1.9 Exit*

You can exit the "Media Player" by selecting "Exit" in the "File" menu, or by pressing "Alt-F4" in the "Media Playback" dialog. The Braille Sense U2

QWERTY stops playing (if it is playing a file), and exits to the "program" menu.

### **9.3.2 Play**

The "Play" submenu contains all of the commands that can be used to control playback. To access this menu, press "Alt" to open the "Media Player" menu. Press "down arrow button". The Braille Sense U2 QWERTY displays "Play (p)->". Press "Enter", and the "Play" submenu is displayed. You can move among the items in this menu by pressing "down arrow button" or "up arrow button". To return to the "Media Player" menu, press "Esc". Press "Alt-F4" To close the menu and return to the "Media Playback" dialog.

#### *9.3.2.1 Play*

If you press "Enter" on "Play", the Braille Sense U2 QWERTY begins playing the files in the current playlist. You can also start playback from the "Media Playback" dialog by pressing Space".

#### *9.3.2.2 Previous Track*

"Previous Track" is used to play the previous file in a playlist. You can also do this by pressing "z" or "Alt-Left arrow key" in the "Media player" dialog box.

#### *9.3.2.3 Next Track*

This item is used to play the next file in the playlist. You can also press "b" or "Alt-Right arrow key" in the "Media player" dialog box to do this.

#### *9.3.2.4 Back 5 Tracks*

Use this command to play the fifth file before the file that is currently playing. You can also press “Alt-Up arrow key” in the “Media player” dialog box to do this.

#### *9.3.2.5 Forward 5 Tracks*

Use this command to play the fifth file after the file that is currently playing. You can also do this by pressing “Alt-Down arrow key” in the “Media player” dialog box.

#### *9.3.2.6 First Track*

Use this command to play the first file in the playlist. You can also do this by pressing “Ctrl-Fn-Left arrow key” in the “Media player” dialog box.

#### *9.3.2.7 Last Track*

Use this command to play the last file in the playlist. You can also do this by pressing “Ctrl-Fn-Right arrow key” in the “Media player” dialog box.

#### *9.3.2.8 Volume Up and Volume Down*

These options are used to adjust the audio playback volume. Here, the volume level ranges from 0 to 10. You can also adjust the volume level by pressing “Shift-Up arrow key (up)” or “Shift-Down arrow key (down)” in the “Media player” dialog box. The actual volume level depends on the value of “voice volume” that is set in the “global options”. For example, if “voice volume” is set to 5, and the volume level in the “Media player” is set to its maximum 10, the actual volume is 5. If the volume level in the “Media player” is set to 5, the actual volume level is 2.5.

#### *9.3.2.9 Speed Up and Slow Down*

You can use these controls to adjust the audio playback speed. The speed level ranges from 1 to 10. You can also adjust the speed level by pressing "Shift-Left arrow key" or "Shift -Right arrow key" in the "Media player" dialog box. "Shift -Right arrow key" can increase the audio playback speed, and "Shift-Left arrow key" can decrease the audio playback speed.

#### **9.3.2.10 Pause**

This item pauses playback of a file. If you activate this command again, the Braille Sense U2 QWERTY starts playing again from the position where the file was paused. You can also do this by pressing "Space" in the "Media Playback" dialog.

#### **9.3.2.11 Stop**

This command stops playback of the currently playing file. You can also do this by pressing "c" or "Backspace" in the "Media player" dialog box.

### **9.3.3 Record**

This menu item is used to open the "Record" dialog. To open the "Record" dialog, press "Alt" to open the "Media Player" menu. Press "down arrow button" twice to move to "record (r)", and press "Enter". Or you can press "r" from the Media Player Menu. The Braille Sense U2 QWERTY displays the "Record" dialog. You can also open this dialog by pressing "Ctrl-r" from the "Media Playback" dialog.

The "Record" dialog contains an "information" tab and five buttons. You can move among these by pressing "Tab" or "Shift-Tab". Activate the buttons in this dialog by pressing "Enter" on the button you want to use. You can also activate the buttons by typing the character displayed after the button name.

#### **9.3.3.1 Record/Playback Information Tab**

This tab is displayed only when the Braille Sense U2 QWERTY is recording, or when there is a file that has just been recorded. The information displayed in this tab includes: the file name, the current status, and two pieces of time information. The file name is the name of the file containing the sound that is currently being recorded or played. The current status is one of the following: recording, playing, pause, or stop. The time information that is displayed first is the elapsed recording time and the elapsed or remaining time while playing, (depending on the "Display time" setting in the "Playback Settings" dialog, explained in section 9.3.6.2). The final piece of time information during recording is the available recording time according to the space available on your flashdisk. While playing, the total length of the file in time is displayed. You can move between time information and other information by pressing "down arrow button" or "up arrow button".

### *9.3.3.2 Record*

Use this command to start recording. You can also start recording by pressing the "Record" button on the front panel of the Braille Sense U2 QWERTY. While recording, the Braille Sense U2 QWERTY displays the "recording information" tab. whenever you start recording the Braille Sense U2 QWERTY creates a file. The file is named "record 01.mp3", or "record 02.mp3" etc. By default, these files are saved in "/flashdisk/media/record". You can change the save-to folder and recording file type using the "Record Settings" option, explained in section 9.3.6.3. When recording, pause the recording by pressing "Tab" to move to the "Pause" button, and then press "Enter". You can also pause by pressing the "Record" button on the front panel. To resume recording, press "Enter" on the "Continue" button, or press the "Record" button again. To stop recording, press "Tab" repeatedly to move to the "Stop" button, and press "Enter".

### *9.3.3.3 Play*

This button is used to play the file that has just been recorded. You can also start playing the recorded file by pressing the "play" button on the front panel.

This function is only available just after you have recorded a file. While playing, the "playback information" tab is displayed. To pause or stop playing, tab to the desired button and press "Enter".

#### *9.3.3.4 Stop*

Use this command to stop recording or playback. If you press "Enter" on "Stop" while recording, the Braille Sense U2 QWERTY stops recording and shows the "recording information" tab. If you press "Enter" on the "Stop" button during playback, the Braille Sense U2 QWERTY stops playing and shows the "playback information" tab. You can also stop recording or playing by pressing the "Stop" button on the front panel.

#### *9.3.3.5 Pause*

Use this command to pause the recording or playing of a file. If you press "Enter" on "Pause", or press the "Play/Pause" button on the front panel, recording or playing is paused, and the "recording information" or "playback information" tab is displayed.

#### *9.3.3.6 Continue*

Press "Enter" on "Continue" when the current status is "pause", and the Braille Sense U2 QWERTY resumes recording or playing.

#### *9.3.3.7 Cancel*

If you press "Enter" on "Cancel", the Braille Sense U2 QWERTY stops recording or playing, closes the "Record" dialog, and returns to the "Media Playback" dialog. If you press "Enter" on "Cancel" while recording, the recorded file is not saved. To save the recording and exit the dialog; press

"Enter" on "Stop", and then move to the "Cancel" button, and press "Enter". You can also use "Esc" or "Alt-F4" to cancel an operation.

### **9.3.4 Position Menu**

ACCESS the "Position" menu to set or delete a bookmark while listening to music or an audio file. This menu also lets you jump to a specified time in an audio file.

The "Position" menu contains 7 items:

1. Mark Position
2. Delete Marked Position
3. Jump To Marked Position
4. Go To Time
5. Go To Percent
6. Set Start Point
7. Release Point

You can move between the menu items by pressing "down arrow button" or "up arrow button". To activate a menu item, press "Enter".

#### *9.3.4.1 Mark Position*

If you execute this function when you are playing a file, or when a file is paused, a bookmark is set. A bookmark marks a specific location, so you can return to the exact spot at a later time.

To execute this function,

- 1) Press "Alt" and move to "Position" by pressing "down arrow button".
- 2) Press "Enter" on "Position".
- 3) Navigate to "Mark Position" by pressing "down arrow button", and press "Enter".
- 4) Or, press "Alt" when playing a file, or when a file is paused.

#### ***9.3.4.2 Delete Marked Position***

If you execute this function when you are playing a file, or when a file is paused, it deletes the bookmark that was previously created.

To execute this function,

- 1) Press "Alt" and move to "Position" by pressing "down arrow button".
- 2) Press "Enter" on "Position".
- 3) Navigate to "Delete Marked Position" by pressing "down arrow button", and press "Enter".
- 4) Or, you can press "Alt-d" when playing a file, or when a file is paused.

If you execute this function in a file that does not have a bookmark, the Braille Sense U2 QWERTY displays, "There is no bookmark in selected file".

#### ***9.3.4.3 Jump to Marked Position***

If you execute this function when you are playing a file, or when a file is paused, it jumps to the position of a bookmark that has already been created. To execute this function,

- 1) Press "Alt" and move to "Position" by pressing "down arrow button".
- 2) Press "Enter" on "Position".
- 3) Navigate to "Jump To Marked Position" by pressing "down arrow button", and press "Enter".
- 4) Or, you can press "Alt-j" when playing a file, or when a file is paused.

If you execute this function in a file that does not have a bookmark, the Braille Sense U2 QWERTY displays, "There is no bookmark in selected file".

#### ***9.3.4.4 Go to Time***

If you execute this function when you are playing a file, or when a file is paused, it moves to a time that you specify, and begins playing the file at that position.

To execute this function,

- 1) Press "Alt" and move to "Position" by pressing "down arrow button".
- 2) Press "Enter" on "Position".
- 3) Navigate to "Go To Time" by pressing "down arrow button", and press "Enter".
- 4) Or, you can press "Ctrl-g" when playing a file, or when a file is paused.
- 5) The Braille Sense U2 QWERTY displays "Go to position: 0 minute".
- 6) Type the time you want to go to, and press "Enter". You can jump more than an hour using a couple of methods:

If you wish to type 1 hour and 20 minutes, type the "1", "Space" or ":", "20" sequentially. Also you can input 80 minutes by simply typing "80". If there is no "Space" or ":", the input value is dealt with as minutes.

If you type a time longer than the total playback time of the file or playlist, the Braille Sense U2 QWERTY displays, "invalid time", and resumes playing from the paused location.

#### ***9.3.4.5 Go To Percent***

In play or pause status, you can move to a specified percentage of a file.

- 1) In playing or pause status, press "Alt" to open the menu.
- 2) By pressing "up arrow button" or "down arrow button", navigate to the "Position" menu.
- 3) Press "Enter". Or press "a"
- 4) By pressing "up arrow button" or "down arrow button", move to the "Go to percent" menu item.
- 5) Press "Enter". Or press "Alt-p" from the "Media Playback" dialog.
- 6) You are prompted "Go to percent: XX".
- 7) Enter the percent that you want to move to in the edit box using numbers 0 to 99.

- 8) Press "Enter".
- 9) You are placed at the position in the file matching the percentage you entered.

#### *9.3.4.6 Set Start Point*

A B repeat mode allows you to play a specific part of an audio file as many times as you wish. This can be useful when learning a new language, and you need to hear the same information in a file over and over again. A B repeat mode requires setting start and end points for repetition.

To set a start and end point, follow these steps:

- 1) Press "p" at the position at which you want to set the start point.
- 2) Or, press "Alt" and move to "Position" by pressing "down arrow button". Press "Enter" on "Position". Move to "Set start point" by pressing "down arrow button" and press "Enter".
- 3) The unit announces, "Set start point" and the file continues playing.
- 4) To set the end point, press "p" at the point where you want to end the section for repetition.

Or, you can execute A B repeat mode by pressing the "Record button" during playback.

- 1) Press "Record button" at the position at which you want to set the start point.
- 2) To set the end point, press the "Record button" again at the point where you want to end the section for repetition.

Note: You can only use the "Record button" to perform this function while a file is playing. If playback is paused or stopped, the "record button" activates the recording function.

After you have highlighted a section of a file using start and end points, A B repeat mode allows you to play that specific part of the file as many times as you wish. To set how many times a specified section repeats, go to "playback settings" under the "settings" menu.

#### **9.3.4.7 Release Point**

To set a release point, press "Esc". Or, press "Alt" and move to "Position" by pressing "down arrow button". Press "Enter" on "Position". Move to "Release point" by pressing "down arrow button" and press "Enter". After stopping playback of the specified section, the file continues playing.

### **9.3.5 Mark**

You can insert a mark while listening to music or an audio file. The mark is stored even when you exit the program or play another file.

To use the mark function, press "Alt" and move to "Mark" by pressing "down arrow button". And press "Enter".

The "Mark" menu has the following submenus.

#### **9.3.5.1 Set Mark**

To set a mark while listening to audio, Open the menu, and press "Enter" on "Mark". Navigate to "Set Mark" and press "Enter". Or, to activate this function directly, press "Alt-m" up to 1000 marks can be inserted into a file.

The marks are automatically numbered in sequential order.

#### **9.3.5.2 Move to Mark**

You can move to the next or previous mark by pressing "V" or "N" respectively. You can also move to a mark using the menu. Press "Alt" and move to "Mark". And press "Enter". Navigate to the "Previous Mark" or the "Next Mark" item and press "Enter".

You can also move to a mark using the mark number.

1) Open the menu and press "Enter" on "Mark". Navigate to "Move To Mark".

- 2) Press "Enter" on "Move To Mark". Or press "Alt-j" from the "Media Playback" dialog.
- 3) Input the mark number in the edit box and press "Enter".
- 4) If you input a non-existent mark number, The Braille Sense U2 QWERTY displays, "Mark x does not exist" and the edit box is displayed again.

### *9.3.5.3 Delete Mark*

Use the following steps to delete a mark:

- 1) Open the menu and press "Enter" on "Mark". Navigate to "Delete mark".
- 2) Press "Enter" on "Delete Mark". Or press "Alt-d" from the "Media Playback" dialog.
- 3) The Braille Sense U2 QWERTY displays: "Enter mark name to delete:". Type the number of the mark to be deleted and press "Enter".
- 4) If you input a non-existing mark number, an "input error" message is appears, and the edit box is displayed again.

### *9.3.5.4 Mark Manager*

You can open the Mark Manager dialog to query mark information for the current audio file by pressing "Alt-k". You can also open the dialog using the menu. Open the menu by pressing "Alt" and move to "Mark". Press "Enter", and navigate to "Mark Manager" and press "Enter".

The dialog consists of the "mark list", a "Move button", a "Delete button", and a "Close button". You can move among the controls by pressing "Tab" and "shift-tab".

All of the marks for the current file appear in the "mark list" with the "name and setting time of mark". You can navigate to the other information in the list by pressing "up arrow button" or "down arrow button".

You can delete a mark in the list by pressing "Del". In addition, you can start playback from the specific mark by pressing "Enter" on the mark name or by pressing "Enter" on the "Move button"

To close the mark manager dialog, press "Enter" on the "Close" button or press "Esc".

### **9.3.6 Settings**

Using this menu, you can change settings for recording, playing, and general Media player options. To access the "Settings" menu, press "Alt" to open the "Media Player" menu. Press "down arrow button" three times to reach "Settings", and press "Enter". Or, you can press s from within the "Media Player" menu. The "Settings" submenu appears containing four items: "Configuration", "Playback Settings", "Record Settings", and "Effect settings".

#### *9.3.6.1 Configuration dialog*

If you press "Enter" on the first item, "Configuration", or press "Alt-c" from the "Media Playback" dialog, the "Configuration" dialog is displayed, containing the following: the "Display title" option, the "Store position of file if longer than:", a "Confirm" button, and a "Cancel" button. You can move among the controls by pressing "Tab" and "shift-tab". Move among options for a setting by pressing "up arrow button" or "down arrow button".

The "Display title" option allows you to set whether or not the track title is announced when you move to previous/next track. The default value is set to "Off". You can toggle this option by pressing "Space".

The "Store position of file if longer than:" option allows you to set memory of your last position on files longer than the length you specify. The default is set to "Off" meaning your last position is never saved. You can set the value to 5, 10, 30, or 60 minutes. If you set the value to 30 minutes, your last position is remembered for all files longer than 30 minutes. This option can be useful if you don't want to save the position for music files, but you want to save the position of audio books or podcasts.

To save the changed settings and exit the dialog, press "Enter". Or move to the "Confirm" button by pressing "Tab" repeatedly and press "Enter". To cancel saving changes and exit this dialog, press "Esc", or "Alt-F4". You can

also press "Enter" on the "Cancel" button to close the dialog without changing any options.

### *9.3.6.2 Playback Settings dialog*

If you press "Enter" on "Playback Settings", or press "p" on the "Settings" menu, the "Playback Settings" dialog is displayed. In this dialog, pressing "Tab" or "Shift-Tab" moves among setting options, "Confirm" and "Cancel". The setting options are "Display time", "Repeat", "Playlist", "Shuffle", "Times to repeat the specified track", "Set speed", and "Time index". Press "down arrow button" or "up arrow button" to move among the various options. You can also open this dialog by pressing "Ctrl-s" from the "Media Playback" dialog.

The "Display time" option allows you to set which type of time messages are displayed in the "playback information" tab. You can set it to either "Elapsed time" or "Remaining time". You can change its value by pressing "Space".

The "Repeat" option allows you to set whether all files in the playlist are played repeatedly. If this option is set to "Yes", all files in the playlist are played repeatedly, and if it is set to "No", the Braille Sense U2 QWERTY stops playing after playing the last file in the playlist. Again, you can change the value of this option by pressing "Space".

The next option is "Playlist". To play audio files from File Manager, you can select multiple files by pressing "Space" and play them by pressing "Enter". If the playlist already contains files, this setting allows you to choose whether you want to overwrite the playlist or to append the selected files to the playlist. The default value is "Overwrite" meaning the playlist is created anew with the selected files. If you press "Space", the value is set to "Append" and the selected files are appended to the playlist.

The "Shuffle" option allows you to set the audio playback order. The default value is set to "Off" thus, audio files are played in the order they appear in the playlist. If you set "Shuffle" to "On", the playlist is reorganized in random. If you have just one audio file in the playlist and you switch the option to "On", a message "Shuffle mode not available" is displayed.

"Times to repeat the specified track" allow you to set how many times you wish to repeat, when you execute section repetition. "Times to repeat the specified track" You can choose from values 1 to 10 or unlimited. The default setting is 3. Pressing "Space" increases the times to repeat the specified track and "Backspace" decreases the times to repeat the specified track.

The "Set speed" option allows you to set the audio playback speed.

The speed level ranges from 1 to 10. The default setting is 5.

To change the value, press "Space" or "Backspace". The higher the number, the faster the audio playback speed.

The "Time index" option allows you to set the time by which to jump. The default value is set to 1 minute. The values are "5 seconds", "10 seconds", "30 seconds", "1 minute", "3 minutes", "5 minutes", "10 minutes", "15 minutes", "20 minutes", "30 minutes" and "1 hour". You can change the value using "Space" or "Backspace".

Or, you can change the value of the time index by pressing "Ctrl-Left arrow key" or "Ctrl-Right arrow key" from the "Media Playback" dialog. Press "/", to hear the current time index.

After changing the time index, press "Ctrl-Left arrow key" or "Ctrl-Right arrow key", to jump to previous or next position by time index.

To save your settings and exit the dialog, press "Enter" or tab to the "Confirm" button, and press "Enter". To cancel the changes, and exit the dialog, press enter on the "Cancel" button, or press "Esc" or "Alt-F4".

### *9.3.6.3 Record Settings dialog*

If you press enter on "Record Settings" in the "Settings" menu, or press "Alt-r" from the "Media Playback" dialog, the Braille Sense U2 QWERTY displays the "Record Settings" dialog, which contains "Recording type", "Sample rate", "Quality", "recording source", "Set folder", "Confirm" button and a "Cancel" button. You can move among the controls by pressing "Tab" and "shift-tab". And you can move among the options by pressing "up arrow button" or "down arrow button".

The "Recording type" allow you to set the default file type of recorded files. The default value is set to "mp3". You can toggle between "wav" and "mp3" by pressing "Space".

The next three options are used to control the quality of recorded sound. Higher values in "Sample rate" and "Bitrate"/"Bits per channel" mean a better quality of recorded sound, as well as a larger file size for recorded files. In other words, to record high quality sound, the total time the Braille Sense U2 QWERTY can record is shortened. On the other hand, if you lower the values of these options, the Braille Sense U2 QWERTY can record sound longer, but the sound quality may not be as good. You can change these values by pressing "Space". When using "mp3", "Sample rate" is available from 16000 Hz to 48000Hz and "Bitrate" value is available from 64K to 320K. When using "wav", "Sample rate" value is available from 8000Hz to 44100Hz and "Bits per channel" value is available between 8 bits and 16 bits. When you record sound using the external microphone, you must set the recording source to "External Mic". When you record audio using the line-in-cable, you must set the recording source to "Line in". When you record sound using internal microphone, set the recording source to "Internal Mic". The "Set folder" option allows you to set the default folder where the recorded files are saved. The default value is set to "/flashdisk/media/record". To specify a different folder, press "Enter" on "Set folder", and a File Manager-type dialog is displayed. Select a folder as you would in the "Open Folder" dialog.

Press "Enter" to save your settings, or "Esc" to exit the dialog without saving your settings.

Note: the following tables show approximate available recording times when recording at various sample rates using both WAV and MP3. The available recording time is measured based on a newly formatted, empty flashdisk.

\* Recording type: mp3

- 48000Hz 320K: 217'h 55'm
- 44100Hz 192K: 363'h 45'm

- 32000Hz 128K: 544'h 48'm
- 24000Hz 96K: 726'h 25'm
- 22050Hz 80K: 872'h 27'm
- 16000Hz 64K: 1089'h 37'm

\* Recording type: wav

- 44100Hz: 49'h 25'm
- 22050Hz: 98'h 50'm
- 11025Hz: 197'h 40'm
- 8000Hz: 272'h 25'm

#### *9.3.6.4 Effect Settings dialog*

Press "Alt" to access the "Media Player" menu. Move to "Settings" and press "Enter". Press "down arrow button", to navigate to "Effect settings", and press "Enter". Or, press "Ctrl-e" from the "playlist tab" or "Playback information tab".

The "Effect settings" dialog contains the following: "Bass boost", "Surround", "3D Effect", "Reverb", "Echo", a "Confirm" button, and a "Cancel" button. You can move between controls by pressing "Tab" or "Shift-Tab". And you can move between options by pressing "up arrow button" or "down arrow button".

The "Bass boost" option is used to emphasize bass sound. Enter a value from 0 to 20 in the edit box. The higher the value you enter, the more bass sound is heard.

The "Surround" can bring out ambient sound more distinctly. Enter a value from 0 to 100 in the edit box. The higher the value you enter, the stronger the surround effect.

The "3D Effect" can enhance the surround effect. Enter a value from 0 to 100 in the edit box. The higher the value you enter, the stronger the 3D effect.

The "Reverb" option adds reverberation to the audio files you are listening to. Enter a value from 0 to 100 in the edit box. The higher the value you enter, the stronger the reverb effect.

The "Echo" option is used to add an echo effect to your audio files. Enter a value from 0 to 100 in the edit box. The higher the value you enter, the stronger the echo effect.

To save your settings, press "Enter". To exit the dialog without making changes, press "Esc".

## **9.4 Additional features**

### **9.4.1 Navigational features using the cursor keys**

While playing an audio file, pressing a cursor router in the 'Playback' information tab places you in a position in the audio file related to the position of the cursor router you pressed. As there are 32 cursor routers on the BRAILLE display, each audio file can be navigated using 32 equal regions. If you want to restart playback at the beginning of the file, press cursor router 1. If you want to jump to a position near the halfway point, press cursor router 16 or 17. If you want to jump to the end of the file, press cursor router 32.

## **9.5 Hot Keys in the Media Player**

### 1) Hot Keys for the Commands for the File Menu

Open file: Ctrl-o

Open folder: Ctrl-f

Add file: Alt-o

Add folder: Alt-f

Save play list: Ctrl-s

Save as play list: Alt-s

Delete item: Del

Open URL: Ctrl-l

2) Hot Keys for Commands While in the Playback menu

Play: Enter, x, Play button

Previous track: Alt-Left arrow key, z, Previous button

Next track: Alt-Right arrow key, b, Next button

Previous section while playing Audible: Ctrl-Page up (Ctrl-Fn-Up arrow key)

Next section while playing Audible: Ctrl-Page down (Ctrl-Fn-Down arrow key)

Back 5 track: Alt-Up arrow key

Forward 5 track: Alt-Down arrow key

First track: Ctrl-Fn-Left arrow key

Last track: Ctrl-Fn-Right arrow key

Volume up: Shift-Up arrow key

Volume down: Shift-Down arrow key

Speed up: Shift-Right arrow key

Slow down: Shift-Left arrow key

Pause/continue: Space, Play button

Stop: Backspace, Stop button

Change time index: Ctrl-Up arrow key or Ctrl-Down arrow key

Move to next position by time index and play: Ctrl-Right arrow key

Move to previous position by time index and play: Ctrl-Left arrow key

Delete play list during stop: Del

3) Hot Keys for the Commands in the Record Dialog Box

Call up the record dialog box: Ctrl-r, Record button

Record: Record button

Pause/continue recording: Space, Record button

Play: Play button

Pause/continue play: Space, Play button

Stop: Backspace, Stop button

4) Hot Keys for the Commands in the Position Menu

Set bookmark: Ctrl-m

Delete bookmark: Ctrl-d

Jump to bookmark: Ctrl-j

Go to position: Ctrl-g

5) Hot Keys for the Commands in the Mark

Set mark: Alt-m

Move to mark: Alt-j

Move to previous mark: V

Move to next mark: N

Delete mark: Alt-d

Mark manager: Alt-k

6) Hot Keys for the Commands in the Setting Menu

Configuration dialog box: Alt-c

Playback setting dialog box: Ctrl-p

Record setting dialog box: Alt-r

Effect settings dialog box: Ctrl-e

7) Hot keys for toggling options.

Toggle “display time” between “elapsed time” and “remaining time”: t

Toggle “repeat” between “Yes” and “No”: r

Toggle “shuffle” between “On” and “Off”: s

## 10. FM Radio

To use the "FM Radio" program on the Braille Sense U2 QWERTY, you must connect headphones to the headphone jack on the unit, as the headphone cord serves as the antenna, and without it, radio reception will be poor to nonexistent.

From the program menu, use the scroll buttons to navigate to "FM Radio" and press "Enter". You can also press "r" to quickly jump to and launch the "FM Radio". When the FM Radio program is launched, your Braille Sense U2 QWERTY announces the radio frequency. If you have used the FM Radio program previously, the Braille Sense U2 QWERTY tunes to the frequency that you last listened to.

Note: the frequency range of the FM Radio is 87.5MHz to 108MHz.

### **10.1 Listening to FM Radio via the internal speakers**

When you execute the FM Radio after connecting headphones, sound from the radio is directed through the headphones. As previously explained, it is necessary to connect the headphones to provide an antenna for radio reception. However, there may be times when you wish for the sound from the radio to output through the speakers on the Braille Sense U2 QWERTY. To listen to the radio through the internal speakers, press "Fn-x", or just X, to toggle internal speaker output on/off.

You can also change this option using the menu:

- 1) Press "Alt" to open the FM Radio menu, press "Enter" on "File" menu, and press "Enter" on "Settings".
- 2) Or press "Ctrl-e" to quickly access the "settings" dialog.
- 3) "Internal speaker: No" is announced, as the speaker setting is the first setting in the dialog.
- 4) Press "Space" to change the setting to "Yes" and press "Enter" to apply the setting.

The radio sound should now output through both the headphones and the internal speakers.

Note: This setting is available only in the FM Radio program. If you exit the FM Radio program and you wish to hear the audio output of the Braille Sense U2 QWERTY through the internal speakers, you must disconnect the headphones.

You can adjust the radio volume independent of the general volume of the Braille Sense U2 QWERTY. The radio volume can be adjusted using "shift-down scroll button" to lower the volume and "shift-up scroll button" to raise it.

## **10.2 Frequency control**

While listening to the radio, to tune to another frequency, press "Alt" to open the menu. Navigate to "Frequency" and press "Enter" to open the "Frequency" menu.

The "Frequency" menu consists of the following items:

- 1) Previous Frequency
- 2) Next Frequency
- 3) Auto Scan Backward
- 4) Auto Scan Forward
- 5) Go to Frequency

To navigate between these items, press "up arrow button" or "down arrow button". Pressing "Enter" activates the selected item.

You can also use hot keys from within the radio to quickly execute these commands. Press "Ctrl-Left arrow key" to scan forward for the next radio station. If you press "Ctrl-Right arrow key", your Braille Sense U2 QWERTY autoscans backward. Press "Right arrow key", to increase the frequency by 0.1MHz. Press "Left arrow key", to decrease the frequency by 0.1MHz.

Press "Ctrl-f" to input the frequency directly. Type the frequency in numbers in the edit box and press "Enter" to jump to that frequency.

In addition to using the Braille keys on the top panel, you can use the media buttons on the front panel to control the FM Radio. To control the radio using

the media buttons, the Media mode switch should be moved to the left-most position, "FM". After setting the Media Mode switch, pressing the "Back" button scans backward, and pressing the "Forward" button scans forward.

### **10.3 Adding and navigating presets**

Use the following steps to add the currently selected frequency as a preset.

- 1) Press "Alt" to open the menu. Navigate to "Presets" and press "Enter".
- 2) Navigate to "Add Preset" and press "Enter". (Use the hot key "Ctrl-s" to quickly access this option)
- 3) The "add preset" dialog is opened and "Frequency: (current frequency)" is announced.
- 4) Press "Tab".
- 5) You are placed in the "Label" edit box. Type the name by which you want to identify the preset.
- 6) Press "Tab" to move to "Confirm" and press "Enter".

If you wish to add a frequency other than the one you're currently listening to, you may type the number of the frequency you wish to add in the "Frequency" edit box of the "add preset" dialog.

You can navigate your presets by using "Alt-Left arrow key" to move back a preset, and "Alt-Right arrow key" to move forward a preset.

To delete a preset, navigate to the preset and press "Del". Note: when this command is executed, the preset is deleted instantly without any warning or verification.

You can also add and delete presets using the Preset Manager dialog. Press "Alt" to open the menu, and navigate to "presets" and press "Enter".

Navigate to the "Preset Manager" and press "Enter". You can also press "Ctrl-m" to open the Preset Manager directly.

The Preset Manager dialog contains the "Preset list", an "Add" button, a "Delete" button, a "Modify" button and a "Close" button. You can move through the controls by pressing "Tab" and "shift-tab".

Pressing "Enter" on the "add" button opens the "add preset" dialog explained above. If you wish to change the label of a previously added preset, move to the desired preset item in the preset list by pressing "up arrow button" or "down arrow button". Press "Tab" to move to the "Modify" button and press "Enter". The "Modify" dialog is opened. The structure of the "Modify dialog" is the same as that of the "Add" dialog. The only difference is that the preset label and frequency are both filled in for the "Modify" dialog.

If you want to delete a preset from the preset list, select the desired preset and move to the "Delete" button by pressing "Tab" and press "Enter".

To exit the Preset Manager" dialog navigates to the "Close" button and press "Enter" or press "Esc".

You can also use the media buttons on the front panel to add and move among presets.

To use the media buttons, the Media Mode switch should be set to "FM radio".

Press the "record" button for more than 2 seconds, to open the "add preset" dialog. To move to the previous preset in the Preset List, press the "Back" button for more than 2 seconds. Pressing the "Forward" button for more than 2 seconds moves to the next preset in the preset list.

Pressing the "stop" button for more than 2 seconds deletes the selected preset.

## **10.4 Recording from the FM Radio**

To record the audio of the radio station to which you are currently listening, press "Alt" To open the menu, navigate to "Record (r)" and press "Enter". Or use the hot key, "Ctrl-r". The "record" dialog is opened and the Braille Sense U2 QWERTY begins recording.

The record dialog consists of the following controls:

1. "Record status" status bar
2. "Pause/Continue" button
3. "Stop" button
4. "Cancel" button

You can move among these controls by pressing "Tab" or "shift-tab". While recording the radio, press "Tab" and press "Enter" on the "Pause" button or press "a" to pause recording. The name of this button is changed to "Continue". If you activate the "Continue" button or press "g", recording resumes.

To stop the recording, press "s". Or press "Tab" and press "Enter" on the "Stop" button.

To check the duration of the current recording while recording, press "down arrow button". The unit announces the current recording run time and total possible recording time.

Recorded files are saved in the "flashdisk/media/radio" folder. The files are named according to the preset label and frequency. If you are recording a radio station that is not in your preset list, the recording is named "radio" followed by the frequency. The first recording of a station is numbered 01, and each subsequent recording of that station is numbered 02, 03, etc.

If you stop recording, the record dialog is exited automatically. If you press "Enter" on the "Cancel" button or press "c", the recorded file is not saved and the dialog is exited.

Note: while recording, you cannot change the preset or frequency.

While listening to the radio, you can instantly start recording by pressing the "record" button on the front panel. As previously explained, make sure the Media Mode switch is set to FM radio mode. If you press the "record" button, the record dialog is opened and recording begins.

If you press the "stop" button on the front panel during recording, recording stops and the recorded audio file is saved. If you press the "pause" button during recording, the "pause" button is changed to the "continue" button.

Press the "pause" button again, (now the "continue" button) to resume recording. Pressing the "Back" button or the "Forward" button moves among the controls in the "record" dialog.

### **10.4.1 Changing record folder**

To change the folder where recorded files are saved, follow these steps:

- 1) Press "Alt" to open the menu and press "Enter" on "File".
- 2) Navigate to "Record Settings" and press "Enter". Or use the hot key, "Alt-s" to open the "Record Settings" dialog.
- 3) You are placed on the first item, "Recording type: mp3".
- 4) Press "Tab" to move to the "Record folder" setting.
- 5) "Record folder: /flashdisk/media/radio" is displayed. Press "Enter".
- 6) The list of folders and files in the "Media" folder is displayed. Press "Backspace" to move back a level in the folder structure, and press "up arrow button" or "down arrow button" to move to your desired folder.
- 7) Press "Space" on the folder in which you wish to store recordings and press "Enter".
- 8) "Record folder: (Changed folder)" is announced.
- 9) Press "Tab" to move to the "Confirm" button and press "Enter".

When the recording type is set to "MP3", the available "Sample rate" values range from 16000Hz to 48000Hz and available "Bitrate" values range from 64K to 320K.

When the recording type is set to "WAV", the available "Sample rate" values range from "8000Hz" to "44100Hz" and you can set the "Bits per channel" to 8 bits or 16 bits.

To change the sample rate and bit rate, press "up arrow button" or "down arrow button" to move to the desired item to be changed. Press "Space" to change the value. When you have finished setting your preferences, press "Tab" to move to the "Confirm" button and press "Enter".

Raising the values of the sample rate and bit rate produces a higher quality recording. However, higher quality recordings, though they have better sound, take up greater amounts of storage space. Be sure to set your recording values according to your specific quality and space requirements.

## **10.5 Additional features**

## 1. Sensitivity adjustment

If the Braille Sense U2 QWERTY cannot tune to the broadcast frequency you desire, adjust the scanning sensitivity. To adjust the sensitivity, open the "Settings" dialog as described in Section 10.1. Press "down arrow button" to navigate to "Sensitivity" and press "Space" or "Backspace" to adjust the sensitivity. Higher values increase the scanning sensitivity of the radio. If the sensitivity is increased, you can fine tune to more frequencies.

## 2. Mute

While listening to the radio, press "Space" to mute the audio. Pressing "Space" once again unmutes the radio. You can also mute the radio by pressing the "stop" button on the front panel, and unmute by pressing the "play" button. If mute is activated, the radio is silent, but TTS (text to speech) and all other system sounds are heard.

## **10.6 Hot Keys in the FM Radio**

Call up the sets dialog box: Ctrl-e

Call up the menu: Alt

Internal speakers on/off: X or Fn-x

Move to next frequency: Ctrl-Up arrow key

Move to previous frequency: Ctrl-Down arrow key

Auto previous frequency: Ctrl-Left arrow key or short press previous button

Auto next frequency: Ctrl-Right arrow key or short press next button

Go to frequency: Ctrl-f

Move to previous preset: Alt-Left arrow key or long press previous button

Move to next preset: Alt-Right arrow key or long press next button

Add preset: Ctrl-s or long press record button

Delete the preset: long press stop button or Delete

Call up the record dialog box: Ctrl-r

Record start/pause: short press record button

Record stop: short press stop button

Mute on: short press stop button or Space

Mute off: short press play button or Space

Volume up: Shift-Up arrow key

Volume down: Shift-Down arrow key

Record settings: Alt-r

## 11. Web Browser

You can use the "Web Browser" on the Braille Sense U2 QWERTY to read pages on the web, as well as to read html documents you have saved to disk. In addition, you can download and read books from places such as Web Braille, and BookShare. Note: to access these services, you must create an account with the service provider.

To launch the "Web Browser", press "Enter" on the ""Web Browser"" from the "program" menu. Or, press "b" from the "program" menu. The Braille Sense U2 QWERTY opens the "Web Browser" and connects to the web page set as the "home page". Note: the "Web Browser" supports SSL 1.0 to 3.0. You can also launch the "Web Browser" by using the global hot key for opening a web page: Press "Fn-w" from anywhere on the unit. The Braille Sense U2 QWERTY, opens up a computer edit box into which you can type in the URL you want to go to. When you have entered the web address: press "Enter". The "Web Browser" opens, and takes you to the web page you requested.

### 11.1 File

The "File" menu can be accessed by selecting "File" after pressing "Alt". "File" appears on the Braille display. Press "Enter" on "File", to open the "File" menu. To move among the menu items, press the up arrow ("up arrow button") or the down arrow ("down arrow button"). The following is a detailed explanation of the "Web Browser" "File" menu.

#### 11.1.1 Open URL

Press "Alt" to open the "Web Browser" menu. Move to "File", and press "Enter". The first item that is displayed is "Open URL". Press "Enter" to access the "Open URL" edit box, or press "Ctrl-i" from anywhere in the Browser. The edit box for entering an address is displayed with the address

of the current page filled in. Type the web address you would like to access in computer Braille such as "www.google.com", and press "Enter".

When in the edit box, you can view recently accessed web addresses by pressing the down arrow ("down arrow button"). Move to the address that you want to open using the up arrow ("up arrow button") or the down arrow ("down arrow button"), and press "Enter" on the desired address to open it. If the Braille Sense U2 QWERTY cannot connect to the desired web page, indicated by displaying progress on the Braille display for an extended period of time, press "Esc" to stop connecting, and execute "Open URL" again. You can type in the address and try to connect again, or type a different address to access. You can stop the "Web Browser" from connecting by pressing "Alt-F4. Sometimes, pages can freeze due to network or Internet problems.

### **11.1.2 Open**

"Open" allow you to open locally stored content in the "Web Browser". To access "Open", press "Alt" to open the "menu", and press "Enter" on "File". Go to "Open" by pressing "down arrow button", and press "Enter". Or, you can press "Ctrl-o" from anywhere in the Browser. The "Open" dialog is displayed.

The "Open dialog" consists of "file list", "File name", "Type", "Confirm" button and "Cancel" button. You can move among the controls by pressing "Tab" or "shift-tab". When the "Open dialog" is opened, File name" is focused. Type in a file name, and then press "Enter" or press "Shift-tab" to move to the file list. Select the desired file name, and press "Enter".

The default folder is "/flashdisk/download". Navigate files and folders as explained in the "File Manager".

There are three types of files in "Type": "all files", "htm", "html". \*\*\* is the default and means that all types of files are shown in the file list.

At "Type", press "up arrow button" or "down arrow button" to select the file type.

To check the current path, press "Fn-/(slash)". You can use this command in the following dialogs: "Save As", "Add To Favorites", and the "Favorites List".

### **11.1.3 Save As**

Use "Save As" to save the currently open document or web page as a different file type or store web content on your Braille Sense U2 QWERTY for later viewing. This is similar to "Save As" in the word processor.

To execute "Save As", open the "menu" by pressing "Alt", and press "Enter" on "File". Move to "Save As" by pressing "down arrow button" and press "Enter", or press "Ctrl-s" while in the Browser. The "Save As" dialog appears. Type in a new file name, and press "Enter" to save the file using a different name or format.

In this dialog, you'll find "File name" edit combo box, "Type" combo box, "Confirm" button, "Cancel" button and "file list". You can move among these items by pressing "Tab" or "shift-tab".

To edit the file name that is displayed on the Braille display, press the cursor routing key that corresponds with the text that you want to edit. Please remember that ":" cannot be used in file names. You have to delete ":" if there is one in your file name.

To select the file name from the existing file name, press "shift-tab" to move to "file list". The default folder is "/flashdisk/download". To move back a level in the folder structure, press "Backspace". To enter a selected folder or select a file, press "Enter" on the folder or file. Press "down arrow button" or "up arrow button" To move to the next or previous folder or file.

You can move from "File name" to "Type" by pressing "Tab". The available file types are htm, html, brl, brf and txt. Use "down arrow button" or "up arrow button" to select the file type.

Press "Tab" to move to "Confirm" and press "Enter" to save. Or, press "Tab" again to move to "Cancel" and press "Enter" to cancel "Save As".

If you do not want to save, you can also press "Esc" or "exit (Alt-F4)".

### **11.1.4 Page Information**

"Page Information" displays how many tables, forms, and controls are on the current page.

To open "Page Information", press "Alt" to open the "menu", and press "Enter" on "File". Move to "Page Information" by pressing "down arrow button" a few times, and press "Enter". Or, you can press the letter "I".

### **11.1.5 Exit**

This command terminates the "Web Browser", and returns the Braille Sense U2 QWERTY to the "program" menu. You can exit the "Web Browser" by pressing "Alt-F4", or by selecting "Exit" from the "Web Browser" file menu.

## **11.2 Read**

Use the "Read" menu to read the web page by various text elements. To open the "Read" menu, press "Alt", and press "Enter" on "Read" or press r from the menu.

The "Read" menu contains 3 items:

1. Read From Beginning To Cursor
2. Read From Cursor To End
3. Auto Scroll

You can move among the menus by pressing "down arrow button" or "up arrow button". To execute an option, press "Enter".

### **11.2.1 Read from Beginning to Cursor**

This function reads the current page from the beginning to the cursor location.

To execute this function, press "Enter" on "Read From Beginning To Cursor" in the "Read" menu. Or, you can press "Alt-g" while in a web page.

To interrupt speech before the Braille Sense U2 QWERTY has finished reading to the cursor location, press "Ctrl". Your cursor is placed at the location where you stopped reading.

### **11.2.2 Read from Cursor to End**

This function reads the current page from the cursor position to the end of the page.

To execute it, press "Enter" on "Read From Cursor To End" in the "Read" menu. Or you can press "Enter-g (1-2-4-5)" while in a web page.

To interrupt reading before the Braille Sense U2 QWERTY has finished reading to the end, press "Ctrl". Your cursor is then placed at the position at which you stopped reading.

### **11.2.3 Auto Scroll**

This function scrolls the current page from the cursor to the end of the page using the Braille display.

To execute the "Auto Scroll" function, press "Enter" on "Auto Scroll" in the "Read" menu. Or, while in a web page, you can turn the auto scroll feature on and off by pressing the up and down scroll buttons simultaneously. For faster scrolling, press "Right arrow button". For slower scrolling, press "Left arrow button".

## **11.3 Edit**

The "Edit" menu is used to select any part of the web page and copy or add it to the clipboard for use in other applications such as the "Word Processor" or "E-mail".

To open the "Edit" menu, press "Alt", and press "Enter" on "Edit" or press "e" from the menu.

### **11.3.1 Start selection**

This command cannot be used on the controls in the web page, but can be used on the text or in an edit box. This means you cannot set a block when

on links, but you can select text chunks on a web page, or an edit box on a bulletin board.

To use this command, navigate to the point at which you wish to start selecting text. Press "Alt" and move to the "Edit" menu by pressing "down arrow button" and press "Enter". Navigate to "Start Selection" and press "Enter".

You can also set the starting point of the block by pressing "Ctrl-b" directly.

### **11.3.2 Copy**

Use this command to copy your selection to the clipboard for use in other applications. To copy the selected section of the web page, press "Alt", move to the "Edit" menu by pressing "down arrow button" and press "Enter". Move to "Copy" by pressing "down arrow button" and press "Enter". Or you can copy the selected section by pressing "Ctrl-c" while in a web page.

### **11.3.3 Add to clipboard**

Sometimes, you may wish to copy various sections from a web page all at once, in which case, you will not want your last selection erased each time you copy a new one. You can use the "Add to clipboard" option to append each of your selections to the clipboard.

To add a selection to the clipboard, press "Alt", move to "Edit" menu by pressing "down arrow button" and press "Enter". Press "down arrow button" to move to "Add To Clipboard" and press "Enter". Or you can add to the clipboard directly by pressing "Ctrl-Insert".

### **11.3.4 Copy URL**

The "Copy URL" function copies the address of the web page on which you are currently located to the clipboard.

To copy the address of the web page, press "Alt", move to the "Edit" menu by pressing "down arrow button" and press "Enter". Press "down arrow

button" to move to "Copy URL" and press "Enter". Or you can copy the URL directly by pressing "Alt-d".

The web address of the page is placed on the clipboard. You can paste it to a document, or anywhere you can paste text on the Braille Sense U2 QWERTY.

### **11.3.5 Copy Link**

The "Copy Link" function allows you to copy a link in the web page on which you are located. If you tab to a link, and select the "Copy Link" function, the link is copied to the clipboard.

To copy a link from the web page, press "Alt", move to the "Edit" menu by pressing "down arrow button" and press "Enter". Press "down arrow button" to move to "Copy Link" and press "Enter". Or you can copy a link directly by pressing "Alt-l".

## **11.4 Go To**

To open the "Go To" menu, press "Alt", and navigate to "Go To" by pressing "down arrow button". Press "Enter". The menu items are explained in the following sections.

### **11.4.1 Go to Home Page**

The first page that your "Web Browser" loads when the "Web Browser" opens is called the "home page". You can set your favorite site as your home page. When your "home page" is set, your "Web Browser" opens the same "home page" every time you execute it.

The default home page is [www.Hims-inc.com](http://www.Hims-inc.com). To move to the default home page from another web page, press "Alt", and navigate to the "Go To" menu by pressing "down arrow button", and press "Enter". The first item in the "Go To" menu is "Go To Home Page". You can activate "Go To Home Page" by pressing "Enter", or by pressing "Alt-h" while in the "Web Browser".

#### **11.4.2 Go to Previous Page**

The previous page is the page shown just before the current page. For example, when the "Web Browser" is activated, the first page that opens is the home page. Search for and load the Google web page, [www.google.com](http://www.google.com). The Braille Sense U2 QWERTY connects to the Google web page. When "Go To Previous Page" is activated, the Braille Sense U2 QWERTY returns you to the last position on the previous page (the home page).

To move to the previous page, press "Alt" to open the "menu", and navigate to the "Go To" menu by pressing "down arrow button", and press "Enter". Navigate to "Go To Previous Page" by pressing "down arrow button", and then press "Enter". Or, you can press "Alt-Left arrow button". This command is not available on the first page you visit in the "Web Browser", because there is no previous page to go to.

#### **11.4.3 Go to Next Page**

When you have opened multiple web pages, you can move back and forth among the various pages you have visited. For example, when you first open the "Web Browser", you connect to your home page. Then, you connect to the Google website, and next, you connect to the Lycos website. In this case, if you navigate back to Google using the "Go to Previous Page" command, the next page from the Google website is the Lycos website.

To move to the next page, press "Alt" to open the menu, and navigate to the "Go To" menu by pressing "down arrow button". Press "Enter". Move to "Go To Next Page" by pressing "down arrow button", and press "Enter", or you can press "Alt" with "Right arrow button". This command is not available on the last page because there is no page after the last page to move to.

#### **11.4.4 Go to Previous Heading**

If you activate the "Go To Previous Heading" function, you can go to a heading that is located above your current location. To execute the "Go To Previous Heading" function, open the menu by pressing "Alt", and press "down arrow button" repeatedly to move to the "Go To" menu. Press "Enter" on "Go To". Then, use "up arrow button" or "down arrow button" to move to "Go To Previous Heading", and press "Enter". Or, press "u" from the menu. To activate this function directly, press "Alt-b" or "Ctrl-F3" while in a web page.

#### **11.4.5 Go to Next Heading**

If you activate the "Go To Next Heading" function, you can move forward to the next heading below your current location. To execute the "Go To Next Heading" function, open the menu by pressing "Alt", and press "down arrow button" repeatedly to move to the "Go To" menu. Press "Enter" on "Go To". Then, use "up arrow button" or "down arrow button" to move to "Go To Next Heading". Press "Enter". Or, press "d" from the menu. You can also activate this function directly, by pressing "Alt-F" or "Ctrl-F4" while in a web page.

#### **11.4.6 Go to Previous/Next Text**

This item can be used to go to the next or previous chunk of text while reading a web page.

To execute the "Go To Next Text" function, do the following:

- 1) Open the menu by pressing "Alt".
- 2) Move to "Go To" by pressing "down arrow button".
- 3) Press "Enter".
- 4) Press "down arrow button" until "Go To Next Text" is displayed. Or, you can press "a" To move directly to "Go To Next Text".
- 5) Press "Enter".

Or you can activate the "Go To Next Text" function by pressing "Ctrl-F6" while reading a web page.

To execute "Go To Previous Text", do the following:

- 1) Open the menu by pressing "Alt".
- 2) Move to "Go To" by pressing "down arrow button".
- 3) Press "Enter".
- 4) Press "down arrow button" until "Go To Previous Text" is displayed. Or, you can press "b" To move directly to "Go To Previous Text".
- 5) Press "Enter".

Or, you can activate the "Go To Previous Text" function by pressing "Ctrl-F5" while reading a web page.

#### **11.4.7 Refresh**

If a web page opens incorrectly due to a network problem, or you know the content is updated often, To refresh the current page, press "Alt", and navigate to the "Go To" menu by pressing "down arrow button". Press "Enter". Go to "Refresh" by pressing "down arrow button", and press "Enter", or you can press "Ctrl-r" while in a web page.

#### **11.4.8 History**

The "History" is the list of the web page addresses (and their titles) that have been visited either by clicking on a link or by typing in the address directly. When "History" is executed, the Braille Sense U2 QWERTY displays the titles of the web pages in the history list.

If you have visited a web page such as www.google.com previously, the history list on the Braille Sense U2 QWERTY shows you the title of the page as, "Google".

To visit the Google website using the history list, press "Alt" to open the "menu", and navigate to the "Go To" menu by pressing "down arrow button". Press "Enter". Go to "History" by pressing "down arrow button", and press "Enter". You can open the history list directly by pressing "Ctrl-h" while in a web page.

The Braille Sense U2 QWERTY displays the history list. Move to the title of the website you want to select by pressing “down arrow button” or “up arrow button”. If you want the “History” list to show the web address, instead of the title, you can press “Fn-i”. If you press “down arrow button”, the display shows the title again, rather than the address. After you move to the desired website, press “Enter” to connect to it.

To delete an item from the history list, select the item and press the “Del”.

To delete all the items in the history list, press “Ctrl-a” to select all, and press “Del”.

The maximum number of items in the history list is 300. If the list exceeds 300 items, the oldest item is deleted automatically and the new item is added to the top of the list.

#### **11.4.9 Find**

This feature is similar to the “Find” function in the word processor. The “Find dialog” allow you to find text on the current web page.

To execute the “Find” command, press “Alt” to open the menu, and navigate to the “Go To” menu by pressing “down arrow button”. Press “Enter”. Go to “Find” by pressing “down arrow button”, and press “Enter”, or you can press “Ctrl-f” while the “Web Browser” is loaded.

When “Find” is executed, the dialog containing the edit box for entering text and the search direction appears. As in any other dialog, you can press “Tab” or “shift-tab” to move from one control to another. Enter the text to search for, and select the search direction. Then, press “Enter”. The Braille Sense U2 QWERTY finds the text, and moves the cursor position to the location of the text.

The default search direction is set to “Forward”. This means that the Braille Sense U2 QWERTY searches for the specified text from the current cursor position to the end of the page. To change the search direction, select “Backward”, and press “Enter”. The selected search direction remains until the “Web Browser” is closed, unless you change it.

### **11.4.10 Find Again**

The "Find Again" function searches the text again in the direction that you have selected. To open "Find Again", press "Alt", and navigate to the "Go To" menu by pressing "down arrow button". Press "Enter". Move to "Find Again" by pressing "down arrow button". Press "Enter". Or, you can press "Ctrl-f", while in a web page.

"Find Again" finds the text that you have entered in "Find". There is no edit box in "Find Again". It simply repeats the search you specified in "Find".

### **11.4.11 Links list**

This function lists all the links on the current page. To activate it, press "Alt" and press "Enter" on "Links list" in "Go To" menu. Or execute it directly, by pressing "Alt-i". The "Links list dialog" appears. In the dialog, find the following controls: "links list", "Focus link" button, "Activate link" button, and "Cancel" button. You can move among the controls by pressing "Tab" or "Shift-Tab". You can navigate the list of links in the "links list", by pressing "up arrow button" or "down arrow button".

To move to the selected page in the "links list", press "Enter" Or move to "Activate link" button by pressing "Tab" or "Shift-tab" and press "Enter".

To go to the position of the link on the web page from the "links list", move to "Focus link" button by pressing "Tab", and press "Enter".

To close the dialog, move to the "Cancel" button, and press "Enter". Or press "Alt-F4" or press "Esc".

## **11.5 Favorites**

To open "Favorites", press "Alt", and move to "Favorites" by pressing "down arrow button", and press "Enter". If there are websites that you frequently visit, it is inconvenient to enter the long address each time you want to visit the page. In such a case, you can add these website addresses to the

"Favorites" list. Then, you can visit the websites by simply selecting the address from the "Favorites" list.

### **11.5.1 Set Current As Home Page**

The "home page" is the website that you connect to automatically when the "Web Browser" is opened. The user can set any website as the home page. To set the "home page", Navigate to the web page you want to set as the home page. While the web page is loaded, press "Alt", and move to "Favorites" by pressing "down arrow button". Press "Enter". "Set Current As Your Home Page" is displayed, as it is the first item in the "Favorites" menu. Press "Enter". The current website is saved as your home page automatically, and the Braille Sense U2 QWERTY says, "Saved as home page", and displays the current web page. You can also press "Ctrl-s" to activate this function while your desired homepage is loaded.

### **11.5.2 Add to Favorites**

You can add the web page you are currently reading to the "Favorites" list. To add the web page to the "Favorites" list, press "Alt", and move to "Favorites" by pressing "down arrow button". Press "Enter". Move to "Add To Favorites" by pressing "down arrow button", and press "Enter". You can activate "Add To Favorites" by pressing "Alt-a" directly from the page you want to add.

"Add To Favorites" is a dialog that contains the following: the current favorites list (including the folders and files of your favorites), an edit box for the web address, confirm, and cancel. You can move among the controls by pressing "Tab" or "shift-tab".

When you open "Add To Favorites", the edit box is displayed. In this edit box, you can type the title of the current web page. The extension name (.URL) is attached automatically to the title name.

To edit the current title name, press the left-most cursor routing key. The current title name is displayed on the Braille display. You can press the

cursor routing key where you want to edit the text, and modify it. Make sure that you do not use ":" in the title name.

The favorites list is saved in the "/flashdisk/favorites" folder. This folder is the default folder. Though you can create sub-folders in the "Favorites" folder, you cannot change the default folder to another folder at a higher level. To save your favorite to a different folder, navigate folders and files from the "Favorites" list using normal navigation keys.

### **11.5.3 Favorites List**

The user can copy, delete, or rename the title of the sites in the favorites list, in addition to visiting any web page in the list.

To open the "Favorites" list, press "Alt", and move to "Favorites" by pressing "down arrow button". Press "Enter". Move to the "Favorites List" by pressing "down arrow button", and press "Enter". Or, you can press "Ctrl-I" while in a web page. The Braille Sense U2 QWERTY displays the Favorites list dialog. This dialog contains the following: the favorites list, an edit box for the title, a type combo box, a confirm button, and a cancel button. You can move from one item to the next by pressing "Tab" or "shift-tab".

When the "Favorites List" is open, an edit box is displayed. The edit box displays the message, "Name:". You can enter the title of one of your favorites, and you can open the web page by pressing "Enter". If there are no titles that match what you entered, the Braille Sense U2 QWERTY says, "invalid name" and returns to the edit box. If there is a title in the "Favorites list", the Braille Sense U2 QWERTY connects to the web page. If you do not remember the exact title, you can find it from the "Favorites" list, using the method outlined below.

When the edit box appears, press "shift-tab" To move to the "Favorites list". The Braille Sense U2 QWERTY displays the "file list". You can move among folders and files by pressing "up arrow button" or "down arrow button".

Press "Enter" on the title of the website you want to visit. On this list, folders are enclosed by quotation marks. Press "Enter" on a folder to open it.

In the favorites list, you can view only the files with the selected file format. Press "Tab" to move to the "Type" combo box. In the type combo box, there

are two file formats; his “\*.” and “url”. Press “up arrow button” or “down arrow button” to select one. If you select his “\*.” then all types of files are shown.

## **11.6 Options**

Using the "Options" menu, you can set user agent, and change default download folder. You can also clear cookies in the "Options" menu.

To execute the "Options" menu,

- 1) Press “Alt” to open the menu.
- 2) Move to "Options" by pressing “down arrow button”.
- 3) Press "Enter". Or you can press "Alt-o" while in a web page.

### **11.6.1 Menu Structure and Movement**

When you execute the "Options" menu, the following options are available:

- 1) "User agent" list
- 2) "Show visited links"
- 3) "Default download folder"
- 4) "Clear cookies"
- 5) "Confirm" button
- 6) "Cancel" button

By pressing “up arrow button” or “down arrow button”, you can move among the options: User agent, Show visited links, Default download folder and Clear cookies. And by pressing "Tab" or "Shift-Tab", you can move among controls.

### **11.6.2 Set User Agent**

- 1) Press “Alt” to open the menu.
- 2) Move to "Options", by pressing “down arrow button”.
- 3) Press "Enter". Or you can press "Alt-o" while in a web page.
- 4) "User agent: Windows CE" is displayed.

5) Using "Space", you can select "Windows XP", "Windows CE" or "Pocket PC".

6) After selecting your desired value, press "Enter".

When web pages are loaded, the Braille Sense U2 QWERTY uses the version of the website created for the operating system defined by your user agent.

### **11.6.3 Show visited links**

The "Visited link" option allows you to choose whether links you have visited previously are labeled as such. The default setting is "On". Toggle this setting "On" and "Off" by pressing "Space".

### **11.6.4 Changing the Default Download Folder**

To change the default folder where downloads are saved, follow these steps:

1) Press "Alt" to open the menu.

2) Move to "Options" by pressing "down arrow button".

3) Press "Enter". Or you can press "Alt-o" while in a web page.

4) Pressing "down arrow button", move to "Default download folder"

5) The list of files and folders in the "Flashdisk" is displayed. Navigate among the drives, files and folders using normal navigation keys. Press "Space" on the folder in which you wish to save your downloads.

7) Press "Enter".

8) Press "Tab", to move to the "Confirm" button.

9) Press "Enter".

To cancel the change, press "Enter" on the "Cancel" button. Or press "Alt-F4".

### **11.6.5 Clear cookies**

A cookie contains information which can be read in web applications whenever the user visits the website. You can clear cookies in the "Options" menu in Braille Sense U2 QWERTY by following these steps:

- 1) Press "Alt" to open the menu.
- 2) Move to "Options", by pressing "down arrow button".
- 3) Press "Enter". Or you can press "Alt-o" while in a web page.
- 4) Pressing "down arrow button", move to "Clear cookies"
- 5) Press "Enter" on "Clear cookies".
- 6) The unit announces, "Successfully cleared cookies" and cookies are cleared.

Pressing "Ctrl-d", clears cookies directly from a web page.

To cancel clearing cookies, press "Enter" on the "Cancel" button. Or press "Alt-F4".

## **11.7 Read Page**

On the web page, there are links, controls, and other various elements, as well as text. To read web pages properly, the "Web Browser" should classify each element, and notify the user with its information.

When reading a web page by moving with "down arrow button" or "up arrow button", one element is displayed on one line. The links and controls are displayed with their respective symbols so the user can distinguish each element.

### **11.7.1 Moving Among Controls**

A control is a link, an edit box, a radio button, or a combo box. These same controls are found in Windows on a personal computer. Web pages also use various kinds of controls for user input. Each control has different purposes. Therefore, the user has to know exactly what type of control is being used. For example, in an edit box, the user enters a text string. In a combo box and list box, the user should select one of the items listed in the combo box

or list box. The Braille Sense U2 QWERTY "Web Browser" uses symbols to identify what type of control is used. To move from one control to another without reading the text between controls, the Braille Sense U2 QWERTY provides the following movement commands:

1. Move to the previous control: "Shift-tab".

This command moves to the nearest previous control from the current position. If there are no more previous controls, the warning sound is heard.

2. Move to the next control: "Tab"

This command moves to the next control from the current position. If there are no more controls, the warning sound is heard.

When you find controls in web pages, the Braille Sense U2 QWERTY displays control symbols ahead of the contents of the control. The following is a list of control symbols.

Control name	Symbol
Link	LN
Visited link	LNV
Anchor	ANC
Edit box	EB
Multi edit box	MEB
List Box	LB
Combo box	CB
Radio button select	SRB
Radio button unselect	URB
Check box check	SCHB
Check box uncheck	UCHB
Button	BT

1. Link: If you press "Enter" on link, you move to the page that the link is referencing.

2. Visited link: A link that you visited previously.
3. Anchor: If you press "Enter" on anchor, you move to the referenced part of the web page.
4. Edit box: You can start entering the text at the cursor position. After you finish entering the text, press "down arrow button" to move to the next item. If there is any text in the edit box, it is spoken and displayed on the Braille display.
5. Multi edit box: This is similar to the edit box. It is an edit box that allows you to enter multiple lines in one edit box. You can start a new line by pressing "Enter". After you finish entering the text, press "Tab" To move to the next item.
6. List box, combo box: To change a selection in the combo box, press "Alt-Down arrow key" or "Alt-Up arrow key". You can move to the next item by pressing "down arrow button".  
Also it renews a page automatically when you change a selection in a combo box.
7. Radio button, check box: To select or cancel the selection, press "Enter".
8. Button: If you press "Enter" on a button, you move to the referenced page.

### **11.7.2 Moving to a Form Field**

A "form" is a page that has all of the controls, except the "link" control. The edit boxes, buttons, and combo boxes are included in a "form". When you navigate some web pages, if there are many links, it is very cumbersome to navigate to a form because you have to push too many "Tab" or "shift-tab" keys to get to the form fields. In this case, you can use the "move to form field" function.

1. Move to the previous form field: Ctrl-F1

You can move to the previous form field by pressing this key. If there are no previous form fields, the Braille Sense U2 QWERTY plays the warning sound.

2. Move to the next form field: Ctrl-F2

You can move to the next form field by pressing this key. If there are no more form fields, The Braille Sense U2 QWERTY plays the warning sound. If

there are no form fields on a web page, the Braille Sense U2 QWERTY says, "no control".

### **11.7.3 Table**

At the beginning position of the table, the Braille Sense U2 QWERTY shows the table number, and the number of rows and columns on the table.

For example, there are two large tables (we call these "upper level tables") on one web page. Each table has 3 sub tables (we call these "lower level tables") with 3 rows and 2 columns on each. In this case, when the Braille Sense U2 QWERTY shows the first sub table on the second large table, it displays "table 2-1 3 rows, 2 columns". At the end of the sub table, the Braille Sense U2 QWERTY displays "table 2-1".

If the table consists of only 1 row and 1 column, or empty space that has only border or background, such tables are not considered tables in the Braille Sense U2 QWERTY.

The Braille Sense U2 QWERTY provides a way to move table by table, and cell by cell, in order for the user to comprehend the structure of the table. To move cell by cell, the cell position and contents of the cell are displayed.

However, the position information is only announced with speech.

For example, if you move to a cell that is positioned on the second row and third column, and the content of the cell is "news", the Braille Sense U2 QWERTY announces, "row 2 cell 3 news". In this case, "row 2 cell 3" is announced with speech only, while "news" is displayed in Braille.

If a table is included in the cell, the Braille Sense U2 QWERTY announces "table cell". If there is not a table in the cell, you hear "empty cell".

In the "table cell", To move to any cell within the lower level table, press "down arrow button" to move to the beginning line of the lower level table.

Moving by cell is only valid in the table. If this command is executed outside of the table, a warning sound is played.

#### **1. Move to the previous table: Ctrl-F7**

Moves to the beginning of the previous table. If there are no previous tables, the warning sound is played.

2. Move to the next table: Ctrl-F8

Moves to the beginning of the next table. If there are no more tables, the warning sound is played.

3. Move to the previous cell: Ctrl-Shift-Left arrow key

Moves to the previous cell. If the current cell is the first cell, it moves to the beginning line of the table. If this command is pressed on the beginning line of the table, the warning sound is played.

4. Move to next cell: Ctrl-Shift-Right arrow key

Moves to the next cell. If the current cell is the last cell, it moves to the end line of the table. If it is pressed on the end line of the table, the warning sound is played.

5. Move to upper cell: Ctrl-Shift-Up arrow key

Moves to the cell in the previous row within the same column. If the current cell is on the first row, the warning sound is played.

6. Move to lower cell: Ctrl-Shift-Down arrow key

Moves to the cell in the next line, within the same column. If the current cell is on the last row, the warning sound is played.

7. Current cell: Ctrl-Shift-C

Announces and displays the content of the current cell again.

8. Move to the previous cell in the upper level table: Ctrl-Left arrow key

Moves to the previous cell from the current cell that contains the current table. If the current table cell is the first cell of the highest level table, it shows the beginning line of the table. It does not work on the highest level table.

9. Move to the next cell of the upper level table: Ctrl-Right arrow key

Moves to the next cell from the current cell that contains the current table. If the current table cell is the last cell in the highest level table, it moves to the end line of the table. It does not work on the highest level table.

10. Move to the upper cell of the upper level table: Ctrl-Up arrow key

Moves to the previous row, within the same column, to the table cell that contains current table. If the cell that contains the current table is located on the first row of the upper level table, the warning sound is played. It does not work on the highest level table.

11. Move to the lower cell of the upper level table: Ctrl-Down arrow key

Moves to the next row, within the same column, to the table cell that contains the current table. If the table cell that contains current table is at the last row of the upper level table, the warning sound is played. It does not work on the highest level table.

12. Check the position: Fn-s

Announces the position of the current cell in the table. It shows the position in both Braille and voice, such as "table 2-3 row 3, cell 4".

#### **11.7.4 Move to the Frame**

1. Move to the previous frame: Ctrl-F9

Moves to the beginning position of the previous frame. If there are no previous frames, the warning sound is played.

2. Move to the next frame: Ctrl-F10

Moves to the beginning position of the next frame. If there are no more frames, the warning sound is played.

#### **11.7.5 Playback of Streaming Audio Files**

While navigating a web page, if you come across a link for a streaming audio file, you can simply press "Enter" on it. The Media player program is launched with lists of address inside of the streaming file, and the streaming audio file on the first address is played. The supported streaming file formats are "m3u", "pls", "ASF", "asx".

For other formats, if you press "Enter" the "Web Browser" program plays the streaming audio file directly. When you play the streaming audio file in the "Web Browser", the "Add To Favorites" dialog appears. You can add the streaming address to the "Favorites list" and the streaming file is saved with "ASF-WAS at the beginning of the file name. "ASF" denotes that the link is a streaming audio file.

While you play a streaming audio file in the "Web Browser", if you exit the "Web Browser" program or you lose the internet connection, the streaming audio file stops playing.

You can use the following playback commands in the "Web Browser" while playing a streaming audio file.

1. Play: "play" button on the front panel
2. Stop: "stop" button on the front panel
3. Turn up the volume: Shift-up scroll button
4. Turn down the volume: Shift-down scroll button

Playback of a streaming audio file does not stop if you switch to another program, unless you press the "stop" button on the front panel after returning to the "Web Browser".

Note: Real Audio files are not supported in the "Web Browser".

## **11.8 Hot keys in the "Web Browser"**

File Menu

Open URL: Ctrl-l

Open: Ctrl-o

Save as: Alt-s

Information: Alt-Enter

Exit: Alt-F4

Read Menu

Read from beginning to cursor: Alt-g

Read from cursor to end: Fn-Enter

Auto scroll: Up scroll button-down scroll button

Edit menu

Start selection: Ctrl-b

Copy: Ctrl-c

Add to clipboard: Ctrl-Insert

Copy URL: Alt-d

Copy link: Alt-l

Go to menu

Go to the home page: Alt-h

Go to the previous page: Alt-Left arrow key

Go to the next page: Alt-Right arrow key

Go to previous heading: Alt-b or Ctrl-F3

Go to next heading: Alt-f or Ctrl-F4

Go to previous text: Ctrl-F5

Go to next text: Ctrl-F6

Refresh: Ctrl-r

Open the history list: Ctrl-h

Check the address of the selected title in the history list: Fn-i

Find: Ctrl-f

Find again: F3

Links list: Alt-i

Favorites

Set current as your home page: Ctrl-s

Add to favorites: Alt-a

Favorites list: Ctrl-l

Options setting: Alt-o

Clear Cookies: Ctrl-d

Hot Keys When Playing Audio Files in the Web Browser

Turn up the volume: Shift-Up arrow key

Turn down the volume: Shift-Down arrow key

Play: play button of the front panel

Stop: stop button of the front panel

Reading Web Pages

Move between controls

Move to the previous control: Shift-tab

Move to the next control: Tab

Select the next item in the combo box (list box): Alt-Down arrow key

Select the previous item in the combo box (list box): Alt-Up arrow key

Moving to the form

Move to the previous form: Ctrl-F1

Move to the next form: Ctrl-F2

Table navigation hot keys

Move to the previous table: Ctrl-F7

Move to the next table: Ctrl-F8

Move to the previous cell: Ctrl-Shift-Left arrow key

Move to the next cell: Ctrl-Shift-Right arrow key

Move to the upper cell: Ctrl-Shift-Up arrow key

Move to the lower cell: Ctrl-Shift-Down arrow key

Read current cell: Ctrl-Shift-c

Move to the previous cell of the upper level table: Ctrl-Left arrow key

Move to the next cell of the upper level table: Ctrl-Right arrow key

Move to the upper cell of the upper level table: Ctrl-Up arrow key

Move to the lower cell of the upper level table: Ctrl-Down arrow key

Check the current position: Fn-s

Move to frame

Move to the previous frame: Ctrl-F9

Move to the next frame: Ctrl-F10

Read the current line: Fn-r

## **11.9 What the "Web Browser" Does Not Support**

1. Images are not supported.

2. Any executable files on web sites cannot be executed. It is because the operating system on the Braille Sense U2 QWERTY is different from the operating system on a personal computer.

3. A web page using flash can be opened, but the flash content may not be read.

Some web pages that use JavaScript cannot be opened.

## 12. DAISY Player

Using the DAISY Player on the Braille Sense U2 QWERTY, you can listen to files and read books that use the DAISY format. DAISY is an acronym for (DIGITAL ACCESSIBLE INFORMATION SYSTEM). One advantage to DAISY books is that you can listen to the audio as well as read the associated text with the audio in DAISY books where both text and audio are present.

The Braille Sense U2 QWERTY supports DAISY books that are version 3.0 or earlier. The DAISY player also supports DAISY content from specialized service providers, such as books from NLS, BookShare, and the Open library.

The DAISY Player supports the following book types:

DAISY 2.0/2.02/3.0, DAISY XML/Digital Talking Book.

ANSI/NISO Z39.86 2002, 2005.

NLS contents: 3gp, AMR-WB+

Bookshare.org DAISY contents.

NIMAS 1.1

DRM: supports 2006 PDTB2 authentication.

archive.org (open library)

Note: To access content from services such as BookShare and the National Library Service, you must sign up for these services, meet all eligibility requirements, and pay any associated fees if applicable.

Registering your Braille Sense U2 QWERTY with NLS:

As of firmware version 6.2, the Braille Sense DAISY Player supports playback of digital talking books from the National Library Service for the Blind and Physically Handicapped (NLS) as well as protected DAISY content from the Open library ([openlibrary.org](http://openlibrary.org)/[archive.org](http://archive.org)). In order to play content

from these services, you must register your Braille Sense U2 QWERTY with the National library Service.

Note: the following instructions assume you already have an account with the NLS Braille and Audio Reading Download service (BARD). If you do not currently have a BARD account, please contact your regional NLS lending library or visit:

<https://nlsbard.loc.gov/ApplicationInstructions.html>

To register your Braille Sense U2 QWERTY with NLS BARD, follow these steps:

- 1) Log in to your account on the BARD main page.
- 2) Choose the "Update Account Settings" link.
- 3) Choose the "Add a purchased player" link.
- 3) Fill out the form as requested; choose "Sense Notetaker" as the player type.
- 4) You will receive an email confirming your request to add a purchased player.
- 6) If there are no problems with your eligibility, within a couple of days, you will receive another email confirming your eligibility to add the Sense Notetaker to your account. This message also informs you that an email has been sent to HIMS to confirm your eligibility.
- 7) When HIMS receives the email confirmation of your eligibility, we will send an email requesting your key number and notetaker model, including instructions for obtaining your key number.
- 8) When we receive your key number and notetaker model, we will send the key file via email. (The key file is a small file with a .kxo extension.)
- 9) Save the attachment, and copy it to the root of your notetaker's flashdisk. (Please be sure to copy the .kxo file to the root of the flashdisk. It must not be contained in a folder, but must reside at the top level of the flashdisk directory.)
- 10) Play an NLS book. The key file installs itself on a special protected area of the flashdisk.

To obtain your key number, follow these steps:

- 1) Press "win key" to bring up the main menu.
- 2) Press h to access the Help Menu.
- 3) Press "I" to bring up the Information Dialog.
- 4) Navigate below "Mac Address for wireless LAN".
- 5) After the words "Key Number" a 5 or 6 digit number is displayed.

To launch the DAISY Player, follow these steps:

- (1) Press "Enter" on "DAISY Player" in the Braille Sense U2 QWERTY "program" menu.
- (2) Or press the shortcut key "d" from the "program" menu.
- (3) When you launch the DAISY Player, all of the drives available on the Braille Sense U2 QWERTY are displayed (regardless of whether they contain DAISY-formatted files).
- (4) You can navigate the list with "up arrow button" or "down arrow button". You can open a drive containing DAISY-formatted files by pressing "Enter" on the drive name.
- (5) After opening the drive, all of the folders on the drive, and any DAISY book titles on the drive that you have opened are displayed.
- (6) When you locate a folder containing a DAISY book you want to open, press "Space" to select it.
- (7) Press "Enter" to play the book.

If you have DAISY books in a folder on a drive, you can go into the folder by pressing "Enter" on it. Make sure that you do not press "Space" on the folder. You can navigate the drive by using the same navigation keys used in the file manager. Navigate to the folder containing the DAISY book you wish to read or listen to. Press "Space" to select the folder, and press "Enter" to play the DAISY book. If you only have one DAISY book in the selected folder, it automatically starts playing after showing the title. If your selected folder contains more than 1 DAISY book, you can play the DAISY book by pressing "Enter" on the selected book after navigating the file list with "up arrow button" or "down arrow button".

If you replay a book that you have listened to before, playback resumes from the location where you last exited. To stop playing a DAISY book, press "Alt-F4". A prompt box appears asking if you would like to exit the DAISY Player. You can select "Yes" or "No" with "Space" or "Backspace" and press "Enter". You can also control DAISY playback using the media buttons on the front panel. To use the media buttons to control the DAISY Player, the Media Mode switch must be set to the center position, "DAISY Mode". You can start DAISY playback by pressing the "play" button on the front panel. While playing DAISY content, press "play" again to pause playback. PRESS the "Back" button to move back 1 navigational element, and press the "Forward" button to move forward by 1 navigational element. Use the "Record" button to set the navigational element by which the "Back" and "Forward" buttons move. Controlling the DAISY Player via the Media buttons is explained in further detail later in this chapter.

Open the DAISY Player menu by pressing "Alt". The menu contains "File", "Document", "Mark", and "Heading". You can navigate the menu items using "up arrow button" and "down arrow button". To activate a menu item, press "Enter".

## **12.1 Components of the DAISY Player**

While playing DAISY content, four controls/components are available:

- 1) "heading"
- 2) "Information"
- 3) "Play"
- 4) "Pause"

You can move among the controls using "Tab" and "shift-tab". While playing a DAISY book, 'heading', shows you a prefixed heading or navigation element as well as the text under that element if text exists. In "information", you can find the current page, level, phrase, elapsed time, and running time. You can move among these items with "up arrow button" or "down arrow button". You can press "Enter" on "Pause" or "Play", to pause or play the audio. From anywhere in the four control components, you can toggle play/pause by pressing "Space".

## **12.2 File**

When in the "File" menu, you can open a new DAISY book, check file information on the currently open book, and set voice parameters. You can open the "File" menu by pressing "Alt", and press "Enter" on "File". Or, you can press "f" to quickly access the File menu.

The "File" menu contains:

- 1) "Open DAISY"
- 2) "Voice Settings"
- 3) "Book-Info"
- 4) "Exit"

You can move among these items with "up arrow button" or "down arrow button". You can activate the selected item by pressing "Enter".

### **12.2.1 Open DAISY**

You can open another DAISY book using "Open DAISY". To get to "Open DAISY", press "Alt" to open the menu, and press "Enter" on "File". Use "down arrow button" to navigate to "Open DAISY" and press "Enter". Or, you can use the hot key "Ctrl-o".

When you activate "Open DAISY", the drive list is displayed.

You can also open the "Open DAISY" dialog by holding the "Stop" button. If you press and hold the "Stop" button again, this dialog is closed and you are returned to your previous position.

The "Play" button performs the same function as "Enter" in the "Open DAISY" dialog. The "Stop" button, "Record" button, "Back" button and "Forward" buttons perform the same functions as "Backspace", "Space", "up arrow button" and "down arrow button" in the "open DAISY" dialog.

Namely, you can move up and down by pressing the "Back" and "Forward" buttons in the "Open DAISY" dialog. And you can select and unselect by pressing the "Record" button. Press the "Stop" button, to move back a level

in the folder structure, and press the "play" button to play the selected file in the "Open DAISY" dialog.

To use these functions, you must set the Media Mode switch to "DAISY Mode".

### **12.2.2 Voice Settings**

In the "Voice Settings", you can set the DAISY Player voice parameters.

To execute voice settings, follow these steps:

- (1) Press "Alt" to open the menu.
- (2) Move to "Voice Settings", below the "File" menu and press "Enter". Or press "s".
- (3) Or, you can directly activate the "Voice Settings" by pressing "Ctrl-s".

Executing this option opens the "Voice Settings" dialog.

The dialog contains the following items:

- 1) DAISY play Type: (Available when a DAISY book contains both text and audio, this option allows you to choose your playback method.)
- 2) Voice control
  - Set speed
  - Set volume
  - Set to control information of contents
- 3) Confirm
- 4) Cancel

You can move among the four controls with "Tab" or "Shift-Tab". In the "voice control" tab, you can move among "Set speed", "Set volume" and "Set to control information of contents" with "up arrow button" or "down arrow button".

To cancel this function, press "Esc" or "Alt-F4".

#### **12.2.2.1 DAISY play type**

This option appears when playing text audio DAISY books. You can access this option directly by pressing "Ctrl-t".

The default setting is "Audio". This means the DAISY Player plays audio in text audio DAISY. If you set the "Text", it plays the text in text audio DAISY, and thus the content is read using the TTS.

To change the setting value, press "up arrow button" or "down arrow button". After changing the setting value, press "Enter". Or press "Tab", to move to "Confirm" and press "Enter".

#### *12.2.2.2 Volume and Speed*

You can increase the levels of speed and volume with "Space", and decrease them with "Backspace". After setting the levels, press "Enter" to confirm your settings.

Without using the "Voice Settings" menu, you can increase or decrease the speed and volume with the following hot keys:

1. Increase the speed: Shift-Right arrow key
2. Decrease the speed: Shift-Left arrow key
3. Increase the volume: Shift-Up arrow key
4. Decrease the volume: Shift-Down arrow key

#### *12.2.2.3 Set to control information of contents*

Use this function when you play NIMAS DAISY content. The default setting value is "On". To change the setting value, press "Space" or "Backspace".

If you set this to "On", the Braille Sense U2 QWERTY displays controls and information symbols while playing NIMAS DAISY content.

NIMAS DAISY controls include "image", "description", "caption", "prodnote", and "table". These controls appear on the Braille display as "img" for image, "desc" for "description" and "prodnote", "cap" is for "caption", and "tdt" for "table".

### **12.2.3 Book-Info**

Using "Book-Info", you can query the information on the currently playing file. Press "Alt" and press "Enter" on "File". Press "down arrow button" repeatedly to move to "Book-Info" and press "Enter" on "Book-Info". You can also activate "Book-Info" by pressing "Alt-Enter".

Activating "Book-Info" opens the "Book-Info" dialog. The dialog contains a status box with "running time and pages", another status box containing the "mark information", and a "Close" button. You can move among the three controls with "Tab" or "shift-tab". The first status box contains "Total time", "Read time", "Remaining time", "Total pages", "Current page", and "Remaining pages". The second status box contains the "Total marks" and "Mark page". You can move among the items with "up arrow button" or "down arrow button". If you want to close the dialog, press "Enter" on "Close", and you are returned to the currently playing file.

### **12.2.4 Exit**

To exit the DAISY Player, press "Alt", and press "Enter" on "File". Press "down arrow button" repeatedly to move to "Exit" and press "Enter". Or, you can press "Alt-F4" to instantly exit the DAISY Player. When you execute the "Exit" command, the Braille Sense U2 QWERTY prompts, "Exit DAISY Player. Are you sure?" press "Enter" on "Yes", which is the default; or, if you do not want to exit, select "No" by pressing "Space", and press "Enter".

## **12.3 Document Navigation**

When in the "Document" menu, you can move by phrase or level while playing a DAISY book. To activate the "Document" menu, press "Alt" and press "d".

The "Document" menu contains the following items:

- 1) "Play/Pause"

- 2) "Previous Phrase"
- 3) "Next Phrase"
- 4) "Previous Page"
- 5) "Next Page"
- 6) "Go To Page"
- 7) "Move down"
- 8) "Move up"
- 9) "Set To Prior Level"
- 10) "Set To Next Level".

You can move among these items using "up arrow button" or "down arrow button". To activate a menu item, select the menu item, and press "Enter".

### **12.3.1 Play and Pause**

You can access "Play/Pause" in the menu by pressing "Alt", and press "Enter" on "Document". Then, use "down arrow button" to move to "Play/Pause", and press "Enter". You can also activate "Play/Pause" directly by pressing "Space". While playing, you can move to the beginning of a document by pressing "Fn-Left arrow key". You can move to the last phrase by pressing "Fn-Right arrow key".

### **12.3.2 Move by Phrase**

You can access this command in the menu by pressing "Alt," and then press "Enter" on "Document." Then, use "Down arrow key" to move to "Previous Phrase" or "Next Phrase," and press "Enter." You can move to the next, previous, next fifth, or previous fifth phrase without calling up the menu by pressing "Right arrow key", "Left arrow key", "Ctrl-Up arrow key", or "Ctrl-Down arrow key", respectively.

Also you can move to the previous or next phrase directly with a short press of the "Back" button or "Forward" button on the front panel. To move by phrase using the "Back" and "Forward" buttons, you must set the Media mode switch to "DAISY mode".

### **12.3.3 Move by Page**

You can access this item in the menu by pressing "Alt", and press "Enter" on "Document". Then, use "down arrow button" to move to "Previous Page", "Next Page", or "Go To Page", and press "Enter". You can move to the next or previous page directly by pressing "page down" or "page up" during play or pause status. You can jump to a specific page by pressing "Ctrl-g". When you activate "Go To Page", you are prompted "Move to page number?" Type the number of the page that you want to move to in the edit box. Press "Enter", and the Braille Sense U2 QWERTY moves you to that page.

### **12.3.4 Move by Level**

You can access this function in the menu by pressing "Alt," and then press "Enter" on "Document." Then, use "Down arrow key" to move to "Move up" or "Move down," and press "Enter." Or, you can move up and down without calling up the menu by pressing "Alt-Left arrow key" or "Alt-Right arrow key". You can set the level by pressing "Alt-Down arrow key" or "Alt-Up arrow key". Namely, if the level is set to 3, you can move through the level 1, 2 and 3 and if the level is set to 1, you can move through the level 1 only.

### **12.3.5 Move by Time Index**

You can use this function in the following situations:

1. While playing an audio DAISY book or in pause status.
2. While playing audio in an audio text DAISY book or in pause status.

The setting values are "5 seconds", "10 seconds", "30 seconds", "1 minute", "3 minutes", "5 minutes", "10 minutes", "15 minutes", "20 minutes", "30 minutes" and "1 hour".

To set previous time index, follow these steps:

- (1) Press “Ctrl-Alt-Up arrow key”. Every time you press “Ctrl-Alt-Up arrow key”, Braille Sense U2 QWERTY toggles between 30, 10, or 5 seconds; 1 hour and 30 minutes.
- (2) Choose the setting value you want.

To set next time index, follow these steps:

- (1) Press “Ctrl-Alt-Down arrow key”. Every time you press “Ctrl-Alt-Down arrow key”, Braille Sense U2 QWERTY toggles between 5, 10, or 30 seconds: 1 minute, 3 minutes and 5 minutes.
- (2) Choose the setting value you want.

The moving mode to move by a specified amount of time is as follows.

- 1) Move to previous time: Press “Ctrl-Alt-Left arrow key”. If you set “5 minutes”, it will move to previous position by 5 minutes.
- 2) Move to next time: Press “Ctrl-Alt-Right arrow key”. If you set “5 minutes”, it will move to next position by 5 minutes.

### **12.3.6 Move by Text Index**

You can use this function in the following situations:

1. While playing a text DAISY book or in pause status.
2. While playing text in an audio text DAISY book or in pause status.

The setting values are "Phonetic", "Character", "Word" and "Sentence".

To set previous text index, follow these steps:

- (1) Press “Ctrl-Alt-Up arrow key”. Every time you press “Ctrl-Alt-Up arrow key”, Braille Sense U2 QWERTY toggles between “Sentence”, “Word”, “Character” or “Phonetic”.
- (2) Choose the setting value you want.

To set next text index, follow these steps:

- (1) Press “Ctrl-Alt-Down arrow key”. Every time you press “Ctrl-Alt-Down arrow key”, Braille Sense U2 QWERTY toggles between “Phonetic”, “Character”, “Word” and “Sentence”.
- (2) Choose the setting value you want.

To move by the specified text index value, follow these steps:

- (1) Move to previous text: Press "Ctrl-Alt-Left arrow key". If you set "Sentence", it will move to previous position by sentence.
- (2) Move to next text: Press "Ctrl-Alt-Right arrow key". If you set "Sentence", it will move to next position by sentence.

## **12.4 Mark**

Using the "Mark" menu, you can insert a mark or jump to a previously created mark in a DAISY book. Up to 1000 marks can be inserted into each DAISY book. You can open the "Mark" menu by pressing "Alt", then "m". In the "Mark" menu, you will find the following items:

- 1) "Previous Mark"
- 2) "Next Mark"
- 3) "Set Mark"
- 4) "Move To Mark"
- 5) "Delete Mark"

You can move among the menu items using "up arrow button" or "down arrow button".

### **12.4.1 Previous Mark**

The "Previous Mark" function allows you to move to a location prior to your current position where you have placed a mark. You can access the "Previous Mark" function by pressing "Enter" on the "Mark" menu, move to "previous mark" by pressing "down arrow button" and press "Enter". Or just press "p" to execute the "Previous Mark" command. You can also move to the previous mark by pressing "V" while reading DAISY content.

### **12.4.2 Next Mark**

The "Next Mark" function allows you to move to a location ahead of your current position where you have placed a mark. You can access the "Next Mark" function by pressing "Enter" on the "Mark" menu, Navigate to "Next Mark" by pressing "down arrow button" and press "Enter". Or just press "n" to execute the "Next Mark" command. You can also move to the next mark by pressing "N" while reading DAISY content.

#### **12.4.3 Set Mark**

You can set a mark anywhere you want while playing a file to note a position you would like to return to at a later time. You can set a mark by pressing "Ctrl-m" from within a DAISY book. You can also activate this function by pressing "Alt". Then, press "Enter" on "Mark". Use "down arrow button" to move to "Set Mark", and press "Enter". Or press "m" when you are in the "Mark" menu. The "Set Mark" dialog opens, and you are prompted to "Enter mark name:". Enter the number of the mark that you want to insert from 1 to 1000.

#### **12.4.4 Move to Mark**

You can move to the next or previous mark by pressing "V" or "N" during play/pause status. You can also move to a specific mark by pressing "Ctrl-j". You can access this feature in the menu by pressing "Alt". You can then use "down arrow button" to move to "Mark", and press "Enter". Or, you can press "j" when you are in the "Mark" menu. If you activate the "Move To Mark" function, you are prompted for the "Mark name to move to:". Type the mark name in the edit box. If you have not previously set a mark, you cannot use this function.

#### **12.4.5 Deleting a Mark**

You can activate the "Delete Mark" function by pressing "Del" during playback. You can also activate this function from the menu by pressing "Alt".

Use “down arrow button” to move to “Mark”, and press “Enter”. Use “down arrow button” to move to “Delete Mark”, and press “Enter” once more. When you activate the “Delete Mark” function, you are prompted to “Enter mark name to delete:”. Make certain that you want to delete the mark that you have entered. If you type a mark name in this edit box, the mark is deleted without warning or confirmation.

## **12.5 Heading**

When in the “Heading” menu, you can navigate a document by the available text headings, or you can search a heading during DAISY playback. You can open the “Heading” menu by pressing “Alt”, and press “h”.

The “Heading” menu contains the following items:

- 1) “Previous Heading”
- 2) “Next Heading”
- 3) “Scan Heading”
- 4) “Read Heading”
- 5) “First Heading”
- 6) “Last Heading”
- 7) “Find Heading”
- 8) “Find Again”

You can move among the sub-menu items using “up arrow button” or “down arrow button”.

### **12.5.1 Move by Heading**

While playing a DAISY book, you can move heading by heading using hot keys. You can move to the next, previous, first, and last heading by pressing “Ctrl-F6”, “Ctrl-F5”, “Ctrl-f7”, and “Ctrl-F8” respectively. You can also move to the previous or next heading directly using the media buttons on the front panel. Before you use this feature, be sure to set the Media Mode switch on

the front panel to "DAISY mode". To move to previous or next heading, press the "Back" or "Forward" button for about 2 seconds and release it.

### **12.5.2 Move to Specific Heading**

To move to a specific heading, follow these steps:

- 1) Press "Ctrl-h" while playing a DAISY book.
- 2) The Braille Sense U2 QWERTY displays, "Current Heading: xx Total heading: yy. Enter the heading number to move to:".
- 3) Type the number of the heading you want to move to.
- 4) Press "Enter".
- 5) The DAISY book starts playing at the specified heading..

### **12.5.3 Find Heading**

You can activate the "Find Heading" function by pressing "Ctrl-f". When you press this hot key, you are prompted, "Heading to find:" You are placed in an edit box into which to type the heading name. The "Find Heading" dialog also contains "Search direction:", a "Confirm"button, and a "Cancel"button. You can move among the four items with "Tab" or "shift-tab".

Tab to the "Search Direction" combo box, and press "Space" to toggle between forward and backward. Tab to "Confirm", and press "Enter" to execute the search.

### **12.5.4 Scan Heading and Read Heading**

While playing a DAISY book, you can read your current heading, or scan the headings from your current location to the end of the book. You can scan them by activating the "Read Heading" or "Scan Heading" in the "Heading" menu or by using the hot keys for these functions.

You can query the current heading (in the open book, by pressing "Ctrl-w"). When you activate this function, the current heading name and level are displayed. By pressing "Ctrl-n", you can scan the heading list from the

current position to the end of the book. The headings from the current position to the end are displayed in a list. Press "Enter" or "Space" on a heading in this list to start playback at that position. If you want to cancel the "Scan Heading" function, press "Esc" or "Alt-F4", and you are returned to your previous location.

### **12.5.5 Find Phrase**

You can also search for a phrase in an open DAISY book.

Follow these steps:

- 1) Press "Alt" to open the menu.
- 2) Braille Sense U2 QWERTY displays, "File".
- 3) Press "down arrow button", to navigate to "Heading".
- 4) Press "Enter" on the "Heading" menu. Or press "h".
- 5) "Previous heading" is displayed.
- 6) Press "down arrow button", to move to "Find Phrase".
- 7) Press "Enter" on the "Find Phrase" option. Or press "s".

You can also open the "Find PHRASE" dialog directly by pressing "Alt-s".

The "Find Phrase dialog" consists of the following:

- 1) Phrase to find
- 2) Search direction
- 3) Confirm
- 4) Cancel

You can move among the 4 controls by pressing "Tab" and "Shift-Tab".

Type all or part of the phrase in the edit box. Press "Tab", to move to "Search direction". The default setting is "Next". You can choose "Next" or "Back". To change the setting value, press "Space".

After setting the "Search direction", press "Enter". Or press "Tab", to move to "Confirm. Press "Enter" on the "Confirm" button.

Playback starts at the searched phrase.

If you want to cancel the "Find Phrase" dialog, press "Enter" on the "Cancel" button. Or press "Alt-F4".

## **12.6 Hot Keys in the DAISY Player**

### **Play**

Play/Pause: Space

Move to the beginning of document: Fn-Left arrow key

Move to the last phrase: Fn-Right arrow key

Increase the speed: Shift-Right arrow key

Decrease the speed: Shift-Left arrow key

Increase the volume: Shift-Up arrow key

Decrease the volume: Shift-Down arrow key

### **Move by Phrase**

Move to the next phrase: Ctrl-Right arrow key or short press "next" button

Move to the previous phrase: Ctrl-Left arrow key or short press "previous" button

Move to the next fifth phrase: Ctrl-Down arrow key

Move to the previous fifth phrase: Ctrl-Up arrow key

### **Move by page**

Move to the next page: Page down

Move to the previous page: Page up

Go to the page: Ctrl-g

### **Move by level**

Move up: Alt-Left arrow key

Move down: Alt-Right arrow key

Set to prior level: Alt-Up arrow key

Set to next level: Alt-Down arrow key

### **Move by heading**

Move to the next heading: Ctrl-F6 or long press "next" button

Move to the previous heading: Ctrl-F5 or long press “previous” button  
Move to the last heading: Ctrl-F8  
Move to the first heading: Ctrl-F7  
Check the currently-reading level and heading: Ctrl-w  
Scan the heading list from the present to the end: Ctrl-n  
Move to Specific Heading: Ctrl-h  
Find Phrase: Alt-s

### **Heading**

Find heading: Ctrl-f  
Find again: F3  
Scan heading: Ctrl-n  
Read heading: Ctrl-w

### **Set mark**

Set mark at current position: Ctrl-m  
Move to the next mark: N  
Move to the previous mark: V  
Delete mark: Del

### **Miscellaneous Hot Keys**

Move to the title list: Shift-Backspace  
Open DAISY file: Ctrl-o  
Voice setting: Ctrl-s  
Set DAISY play type: Ctrl-t  
Check the book-info: Alt-Enter

## 13. Bluetooth Manager

The Braille Sense U2 QWERTY is Bluetooth capable, or rather, you can connect the Braille Sense U2 QWERTY to various devices such as keyboards, printers, audio devices, and other computers without the need for cables. . Bluetooth is the latest in wireless technology and enables wireless connectivity via a Personal Area Network (PAN). Unlike a traditional Wireless Local Area Network (WLAN), these networks are limited to approximately 30 feet or less. Bluetooth enables users to exchange various types of information over this wireless connection.

To use Bluetooth with the Braille Sense U2 QWERTY, you must first turn the Bluetooth option "On" in the "Global Options" dialog. You can also toggle Bluetooth on/off from anywhere on the unit using "F9".

You can use Bluetooth to transfer files from the Braille Sense U2 QWERTY to a computer, use your computer's Internet connection, or use the Braille Sense U2 QWERTY as a wireless Braille display for a computer or smart phone. Note: to use the Braille Sense U2 QWERTY as a wireless Braille display, you must be running a screen readers such as Window-Eyes, Supernova, or VoiceOver. Please note that Bluetooth is an evolving standard, and the functionality may vary , depending on the operating system that you are using.

The Braille Sense U2 QWERTY uses the built-in Bluetooth Manager program to manage Bluetooth functionality. You can access the Bluetooth Manager in several ways. To access Bluetooth Manager from the program menu, press "up arrow button" or "down arrow button" to navigate to Bluetooth Manager, or press "Space" until you reach Bluetooth Manager. When your cursor is placed on Bluetooth Manager, press "Enter" to activate it. You can also press "I" to jump to and open the Bluetooth Manager from the "program" menu.

### 13.1 Bluetooth Device List

When the Bluetooth Manager is activated, it begins scanning for other Bluetooth devices that are in range, and the services available from the other Bluetooth devices. For example, if you have a computer with Bluetooth enabled nearby, the Braille Sense U2 QWERTY attempts to find it. It may take 30 to 40 seconds to discover all of the Bluetooth devices in range. The Braille Sense U2 QWERTY announces and displays, "Scanning for devices. Please wait...". Progress beeps are heard during the scanning process, and full cells are filled in on the Braille display to indicate scanning progress. When a Bluetooth device is detected, the Braille Sense U2 QWERTY announces "found (Bluetooth device name)". Note: while the Braille Sense U2 QWERTY is scanning for Bluetooth devices, it cannot respond to key presses. In addition, you may not cancel the scan once it has begun, but must wait for its completion before the Braille Sense U2 QWERTY returns to normal operation.

If Bluetooth is turned "Off", or if the Braille Sense U2 QWERTY does not recognize the Bluetooth radio, the Braille Sense U2 QWERTY announces, "Bluetooth not activated", and exits the Bluetooth Manager.

When the scanning process completes, you are placed in the Bluetooth Device List. If the Braille Sense U2 QWERTY has found other Bluetooth devices in range, they are displayed as "device name (untrusted (or trusted)) xx/yy" where xx is the number at which the device appears in the list, and yy is the total number of devices. "Trusted" indicates that the service has been authenticated, "untrusted" indicates the service has not been authenticated. If there are no other Bluetooth devices in range, the Braille Sense U2 QWERTY announces, "no items". You can press "up arrow button" or "down arrow button" to move through the list. To select a device from the list, press "Enter" on the device name.

If the Bluetooth device is trusted, settings for connecting the device are automatically saved in the Braille Sense U2 QWERTY. If you want to delete this information, press "Del" on the Bluetooth device name in the Bluetooth Device List. The Braille Sense U2 QWERTY announces, "Device settings removed". Removal of the settings applies only to the current device.

From the Bluetooth Device List, you can access the menu by pressing "Alt" or by pressing "F2". The "Bluetooth Device List menu" contains "Rescan For Devices", "Device Name", "Delete Pair Information", and "Exit". You can navigate among the menu items using "up arrow button" or "down arrow button".

The first menu item is "Rescan For Device". This option initiates a new scan for other Bluetooth devices. To activate this item, press "Alt" and press "Enter" on "Rescan For Device". You can also access this option by pressing "r" from within the Bluetooth Device List menu, or you can activate it directly by pressing "Ctrl-r".

You can access the next item in the menu by pressing "Alt" and "up arrow button" or "down arrow button" until you reach "Device Name", and press "Enter". You can also press "n" from within the menu to activate the "Device Name" option. You can access it directly by pressing "Ctrl-n".

This item allows you to specify the device name given to the Braille Sense U2 QWERTY. The default name for the Bluetooth device name is "BrailleSenseU2". When you activate this option, you are placed in a computer edit box that contains your current device name. To modify the name, type the new name and press "Enter". After entering the new name, you should close all programs and reset the Braille Sense U2 QWERTY by pressing the "Reset" button on the rear panel of the unit. To cancel your changes, press "Esc". You are returned to the Bluetooth Device List.

The next menu item is "Delete Pair Information". This item allows you to remove the connection settings for the current device. To activate this item, press "Alt" and press "Enter" on "Delete Pair Information". You can also access this option by pressing "d" from within the menu, or you can activate it directly by pressing "Del".

The next item in the Bluetooth Device List menu is the "Exit" item. This item will exit the Bluetooth manager program. To activate this item, press "Alt" and then press "Up arrow key" or "Down arrow key" to navigate to "Exit." Then, press "Enter" on "Exit." You can also access the item while in the menu by pressing "z" while you are in the Bluetooth Device List menu or at any time without calling up the menu by pressing "Alt-F4."

## **13.2 Bluetooth Service List**

When you locate a Bluetooth device to which you'd like to connect, press "up arrow button" or "down arrow button" to navigate to the device in the Bluetooth Device List, and press "Enter" on the device name. The unit announces, "Scanning for services. Please wait...". Please note The Braille Sense U2 QWERTY does not respond to key presses during the scanning process.

The Braille Sense U2 QWERTY supports the following Bluetooth services: LAN, FTP, ActiveSync, Serial port, USB port, headset, and Bluetooth DUN. To access any of these functions, be sure that the remote Bluetooth device is in Discoverable mode, and that the service you wish to access is enabled on that device. It is possible to have certain services enabled on your remote Bluetooth device, while disabling others. For example, you could have LAN and FTP enabled, while having ActiveSync and Serial Port disabled. The Braille Sense U2 QWERTY only sees and displays services which are enabled on your remote device, even if others are available.

When the Braille Sense U2 QWERTY has found all of the available services, the services are displayed in a list in the following format: "service name xx/yy" where xx is the number at which the service appears in the list, and yy is the total number of available services. You can move through the available services by pressing "up arrow button" or "down arrow button". Press "Backspace" to return to the Bluetooth Device List.

From the Bluetooth Service List, you can access the menu by pressing "Alt" or by pressing "F2". The "Bluetooth Service List menu" contains "Device Name", "Open FTP", "Disconnect" and "Exit". You can navigate the menu items using "up arrow button" or "down arrow button".

The "Device Name" and "Exit" options in the "Bluetooth Service List" menu are the same as those in the "Bluetooth Device List" menu.

The "Open FTP" menu item allows you to quickly open a direct FTP connection with a remote Bluetooth device without accessing the Device and Service lists. However, you must have connected the FTP service previously for the Braille Sense U2 QWERTY to allow you to transfer files. If you have

not connected the FTP service, and you activate this function, the unit announces, "FTP service disconnected".

You can access "Open FTP" by pressing "Alt" then use "up arrow button" or "down arrow button" to navigate to "Open FTP" and press "Enter". The Braille Sense U2 QWERTY says, "Connecting service". You can also activate it by pressing "t" from within the menu, or by pressing "Ctrl-t" directly from the Bluetooth Service List. Connecting various Bluetooth services is covered in more detail later in this chapter.

The "Disconnect" menu item allows you to disconnect services with other Bluetooth devices. You can access this item by pressing "Alt" and "up arrow button" or "down arrow button" to navigate to "disconnect". Press "Enter" to activate it. You can also activate this item from within the menu by pressing "d". Or you can activate it directly from the Bluetooth Service List by pressing "Ctrl-d".

To disconnect a service, press "up arrow button" or "down arrow button" to navigate to the service in the Bluetooth Service List and execute the "Disconnect" command.

If there are no services connected and you activate this function, the unit says, "There is no service connected".

### **13.2.1 Connecting a Service**

To authenticate a service and connect to it, press "Enter" on the service. The Braille Sense U2 QWERTY announces, "Connecting service". You are then prompted for a "PIN code:" You must use ASCII characters when you type the pin code. This edit box only appears when you have not previously connected to a service, and a pin code is required by the device. You can exit the edit box or delete text you have typed by pressing "Alt-F4", and you are returned to the Bluetooth Service List.

When you finish typing the pin code, press "Enter". The unit announces, "Please wait for authentication". If the remote device is setup correctly, and has not been set up to allow this device to always connect, the remote device also asks for a pin code. Please be sure to enter the same pin code on both devices. If the remote Bluetooth device pin code matches the pin

code on the Braille Sense U2 QWERTY, the service should authenticate. If connection is successful, the unit announces, "PIN code authentication accepted".

You are then prompted, "Please wait. Access permission". If the remote Bluetooth device does not give access permission, the unit says, "Connection failed", and you are returned to the Bluetooth Services List. If the remote Bluetooth device gives you access permission, the Braille Sense U2 QWERTY says "Connection succeeded". If the connection succeeds, "Connected" is displayed after the service in the Bluetooth Service List. Some services may be connected without inputting a pin code depending on the Remote Bluetooth device settings.

When you are connected to a service, you can press "Ctrl-d" to disconnect the service. The Braille Sense U2 QWERTY says, "Service disconnected", and you are returned to the Bluetooth Service List.

If you connect to the FTP service, a list of files and folders on the remote Bluetooth device is displayed. The rest of this chapter discusses each service in detail.

### **13.2.2 LAN Service**

You can use the LAN service to access the Internet via your computer's Internet connection. If you connect this service, you can use the Web browser and email program, as if you were connected to the Internet via Ethernet or wireless LAN. Before you can connect to the LAN service on a remote Bluetooth device, the device must be configured for Internet Connection Sharing (ICS). If ICS is not properly setup, you cannot connect to the Internet using the LAN service. For information on how to setup ICS for your remote Bluetooth device, please refer to the documentation that came with your Bluetooth adapter. Setting up ICS requires knowledge of network architecture, so it may be a good idea to contact a local network technician or your network administrator for help with setting up ICS.

### **13.2.3 FTP Service**

This service works similarly to using FTP on the Internet. It allows you to transfer folders and files to and from the remote Bluetooth device. When referring to the FTP service, we will refer to the file/folder list on the remote Bluetooth device as the "remote folder list" and the file/folder list on the Braille Sense U2 QWERTY as the "local folder list".

After you have successfully connected to the FTP service, the Bluetooth Manager places you in the remote folder list. The remote folder list displayed is determined by the remote Bluetooth device. Typically, this folder is called the Bluetooth Exchange Folder, but you should check your remote Bluetooth device documentation for definitive information.

You can interact with the remote folder list in much the same way as you interact with files and folders in the File Manager. With the FTP service, you can perform the following functions:

1. Copy
2. Paste
3. Send To
4. Retrieve File
5. New Folder
6. Delete File/Folder
7. Open Local Folder. If you press "Enter" on this option, you are taken to the local folder list. If you are in the local folder list, this menu option changes to "Move to remote folder".
8. Select All
9. Information

In the next few sections, we will discuss the various FTP functions. Please note that while sending data to and from the remote Bluetooth device, the remote Bluetooth device may still need to give access permission to the Braille Sense U2 QWERTY. Please consult the documentation for the remote Bluetooth device for details.

### *13.2.3.1 Copy and Paste*

These functions allow you to copy and paste files between the local folder and the remote folder.

Use the following steps to copy files from a local folder to the remote folder:

- 1) From the remote folder list, press "Alt" to open the FTP menu. Press "up arrow button" or "down arrow button" to navigate to "Open Local Folder", and press "Enter". You can also press "o" while in the menu, or you can press "Ctrl-o" to open the local folder directly from the remote folder list. After activating this function, the unit says, "Opening Local Folder", and you are placed in the Disk list that appears in File Manager. You are placed on "flashdisk" by default, but if you have an SD card or USB memory stick inserted, you can navigate to them by pressing "up arrow button" or "down arrow button".
- 2) As when navigating in the File Manager, you can access a disk by pressing "Enter" on it. Use the same navigation keys as in the File Manager to navigate the local folder. Note that you cannot select folders. You can only select files. If you try to select a folder, the Braille Sense U2 QWERTY says, "Deactivated".
- 3) Once you have selected files by pressing "Space", you can copy them by pressing "Alt", and navigate to "Copy" by pressing "up arrow button" or "down arrow button", and press "Enter". Or, you can press "Ctrl-c".
- 4) After you have activated the copy command, Braille Sense U2 QWERTY announces, "Copying" and "Open Remote Folder". You are then returned to the remote folder list.
- 5) In the remote folder list, navigate to the folder where you want to paste the file. Press "Ctrl-v". Or, you can press "Alt", and use "up arrow button" or "down arrow button" to navigate to the "Paste" function, and press "Enter". If the file is larger than 300 KB, progress messages are spoken each time an additional 10% is completed. If the file is less than 300 KB, only progress beeps are heard.
- 6) When the file is pasted successfully, the Braille Sense U2 QWERTY displays the message, "xxx file pasted", where xxx is the name of the file. If the file is not pasted successfully, "xxx file not pasted" is displayed. After the

file is pasted successfully, the unit also announces, "Paste completed", and you are returned to the remote folder list.

Use the following steps to copy a file from the remote folder list to the local folder list:

- 1) Navigate the remote folder, just as you would in the File Manager. For information on how to navigate the File Manager, please refer to chapter 4 in this manual.
- 2) Select the files that you want to copy by pressing "Space", you can open the FTP menu by pressing "Alt", and use "up arrow button" or "down arrow button" to navigate to "Copy", and press "Enter". You can also activate this function by pressing "Ctrl-c". Note that you can only copy files, you cannot copy folders, to send to the local folder.
- 3) After you have activated the "Copy" function, the Disk list appears as it does in the File Manager. You are placed on "flashdisk" by default. However, if you have an SD card or USB memory stick inserted, you can navigate to those disks by pressing "up arrow button" or "down arrow button".
- 4) After entering a disk, open the menu by pressing "Alt". Then, move to "Paste" with "up arrow button" or "down arrow button", and press "Enter". You can also activate this function by pressing "Ctrl-v". If the file is larger than 300 KB, progress messages are spoken each time an additional 10% is completed. If the file is less than 300 KB, only progress beeps are heard.
- 5) When the file is pasted successfully, Braille Sense U2 QWERTY displays the message, "xxx file pasted", where xxx is the name of the file. If the file is not pasted successfully, "xxx file not pasted" is displayed. After the file is pasted successfully, the unit also announces, "Paste completed", and you are returned to the local folder list.

### 13.2.3.2 Send To

This function allows you to send files from the local folder list to the remote folder list. Note: this option is only available in the local folder list. This is very similar to the copy and paste function with a couple of notable differences.

One difference is that you do not have to paste the file to the remote folder. It is done as soon as you activate the "Send To" function. ANOTHER difference is that when you activate this function, the file can only be sent to the root of the remote folder list. To copy a file using the "Send To" function, follow these steps:

- 1) Press "Alt" from the remote folder list to open the menu. Then, press "up arrow button" or "down arrow button" to move to "Open Local Folder", and press "Enter". You can also activate this function directly from the "remote folder list" by pressing "Ctrl-o".
- 2) After you have activated the "Send To" function, the disk list appears as it does in the File Manager. You are placed on "flashdisk" by default. However, if you have an SD card or USB memory stick inserted, you can navigate to those disks by pressing "up arrow button" or "down arrow button". Please refer to chapter 4 in this manual for information on file and folder navigation.
- 3) Select a file by navigating to it and pressing "Space". Note: you can select only files; folders cannot be selected.
- 4) After you have selected a file, press "Alt", and press "up arrow button" or "down arrow button" to move to "Send To", and press "Enter". Or, you can press "Ctrl-s" to activate the "Send To" function directly.
- 5) As with copying and pasting, progress beeps are heard during the send process. If the file is larger than 300 KB, progress messages are spoken each time an additional 10% is completed. If the file is less than 300 KB, only the progress beeps are heard. When the transfer is complete, the unit announces, "xxx file sent", where xxx is the name of the file. If the file does not transfer, the unit says, "xxx file not sent". When all selected files are transferred, the Braille Sense U2 QWERTY announces, "Successfully sent", and you are returned to the remote folder list.

#### *13.2.3.3 Retrieve File*

The "Retrieve File" function allows you to retrieve a file from the remote folder list, and move it to the local folder. This function is only available from

the remote folder list. When using this function, all retrieved files are saved to the "flashdisk/download" folder. Use the following steps to retrieve a file:

- 1) Navigate the remote folder list using the same commands as in the File Manager (see chapter 4).
- 2) PRESS "Space" to select the file you want to retrieve. Note that you can select only files, not folders.
- 3) After selecting the file, press "Alt" to open the menu, and use "up arrow button" or "down arrow button" to move to "Retrieve File", and press "Enter". You can also activate this function directly by pressing "Ctrl-r".
- 4) As with copying and pasting, progress beeps are heard. If the file is larger than 300 KB, progress messages are also spoken each time an additional 10% is completed. If the file is less than 300 KB, only progress beeps are heard. When the transfer is complete, the unit announces, "xxx file retrieved", where xxx is the name of the file. If the file does not transfer, Braille Sense U2 QWERTY says, "xxx file not retrieved". When all of the selected files are transferred, the message "Retrieve completed" is spoken, and you are returned to the remote folder list.

#### *13.2.3.4 New Folder*

The "New Folder" function allows you to create a new folder in either the local folder list or the remote folder list. Use the following steps to create a new folder:

- 1) With the FTP service connected, from either the local or remote folder list, navigate to the folder in which you want to create a new folder. Move between the "remote folder list" and "local folder list" by pressing "Ctrl-o". Use normal folder and file navigation commands to move among the items in the folder list.
- 2) Press "Alt" to open the menu, and use "up arrow button" or "down arrow button" to navigate to "New Folder", and press "Enter". Or, you can activate the "New Folder" function directly from the folder list by pressing "Ctrl-f".
- 3) An edit box appears and the unit prompts, "New folder name:". Type the new folder name using ASCII characters, and press "Enter". If the folder is

created successfully, the Braille Sense U2 QWERTY says, "xxx folder created", where xxx is the name of the folder. You are then returned to your previous location: either the remote or local folder list.

4) To cancel the folder creation, press "Alt-F4", and you are returned to the previous list.

#### *13.2.3.5 Delete File/Folder*

This function allows you to delete files or folders from the remote or local folder list. Note that if a folder contains sub-folders, you cannot delete the folder. To delete a file or folder, do the following:

- 1) With the FTP service connected, navigate to the local or remote folder list, and select the file(s) or folder(s) you want to delete using "Space". You can move between the "remote folder list" and "local folder list" by pressing "Ctrl-O".
- 2) After selecting the file(s) or folder(s) you want to delete, press "Alt", use "up arrow button" or "down arrow button" to move to "Delete File/Folder", and press "Enter". You can also activate the "Delete" function directly by pressing "Del".
- 3) If the file(s) or folder(s) are deleted successfully, "Delete completed" is spoken.

#### *13.2.3.6 Information*

This function allows you to obtain information about files or folders located in the remote or local folder list. You can obtain file or folder information by following these steps:

- 1) With the FTP service connected, navigate to the local or remote folder list, and select the file or folder about which you want information.

- 2) Press "Alt" to open the menu, use "up arrow button" or "down arrow button" to move to "Information", and press "Enter". Or, you can activate the "Information" function directly from the folder list by pressing "Ctrl-i".
- 3) The "Information dialog box" appears. The dialog box contains "Type", "Size", "Date", "Attribute (except for folders)", and "Close". You can move among these controls by pressing "Tab" or "shift-tab". If you select multiple files, the "Information" dialog displays the number of selected files and total size.

#### **13.2.4 ActiveSync Service**

This service offers the same functionality as connecting the Braille Sense U2 QWERTY to a computer via USB and using ActiveSync. If the connection to the ActiveSync service is successful, you will hear the chime indicating ActiveSync is successfully connected. As with all of the Bluetooth services, the remote Bluetooth device may need to authorize the Braille Sense U2 QWERTY. You are then returned to the Bluetooth Service list. As with using ActiveSync via USB, you can copy and paste files from the Braille Sense U2 QWERTY from the remote Bluetooth device to the Braille Sense U2 QWERTY and vice versa.

To disconnect the service, press "Ctrl-d" from the Bluetooth Manager. The Braille Sense U2 QWERTY says, "Service disconnected", and you are returned to the Bluetooth Service list.

You cannot use ActiveSync via USB and Bluetooth at the same time. If the remote Bluetooth device is connected via USB and using ActiveSync, you must terminate the USB ActiveSync connection on the remote Bluetooth device in order to use the ActiveSync service via Bluetooth.

#### **13.2.5 Serial Port**

If you connect this service, you should not connect to other Bluetooth services. The Serial Port service allows you to use your Braille Sense U2 QWERTY as a wireless Braille display via Bluetooth. Note: you must be

using Window-Eyes, SuperNova, VoiceOver, or another compatible screen reader to use the Braille Sense U2 QWERTY as a wireless Braille display. To use the Braille Sense U2 QWERTY as a wireless Bluetooth display with Window-Eyes or iPhone or iPad, please reference the following sections. If you are using another screen reader than those addressed below, please contact HIMS by e-mail at support@hims-inc.com.

### *13.2.5.1 Setting up the Braille Sense U2 QWERTY to Work as a Bluetooth Braille Display with Window-Eyes*

The following steps will walk you through setting up the Braille Sense U2 QWERTY to work as a Bluetooth Braille display with the Window-Eyes screen reader from GW Micro. These instructions assume that you already have Bluetooth installed on your computer. The following instructions also assume that you are running Window-Eyes 5.5, or higher, and at least Windows XP, Service Pack 2. Before you begin, make sure that your Braille Sense U2 QWERTY is turned on. Although it may not be necessary, you should close all running applications on the Braille Sense U2 QWERTY, and be placed in the Program menu for best results. If you have more than one Braille Sense U2 QWERTY, make sure that only the Braille Sense U2 QWERTY that you want to configure is turned on.

### *13.2.5.2 Setting up the Computer*

- 1) Navigate to the Bluetooth icon in the System Tray. You may do this in Windows XP by pressing "windows key-b", and use the Right or Left Arrow Keys until you reach the Bluetooth icon. Then, press the "context menu key". Note that if you don't have the Bluetooth icon in the System Tray, you may have to change the settings for the Bluetooth icon to appear. Go to the Windows Control Panel, Bluetooth Devices, Options, and check the check box that says "Show the Bluetooth Icon in the Notification Area".
- 2) Press the "up or down arrow" keys until you get to "Open Bluetooth settings".

- 3) Press "Enter".
- 4) Select the Device tab control. You may need to press Ctrl-Tab in order to select this tab control.
- 5) Tab to the Add button.
- 6) Press "Enter".
- 7) Press "Space" to check the checkbox for "My device is setup and ready to be found".
- 8) Press enter".
- 9) The XP machine will find the Braille Sense U2 QWERTY, and it will be called "Windows CE". Remember that the Braille Sense U2 QWERTY must be turned on in order to be found as mentioned above. If you forgot to turn the Braille Sense U2 QWERTY on, leave it turned on, exit the Bluetooth settings, and start at step number 1 above.
- 10) Press the "down arrow" key to focus Windows CE.
- 11) Tab to the Next button.
- 12) Press "Enter".
- 13) Press "down arrow" to focus the radio button, "Let me choose my own passkey". Focus will automatically be put in the edit box, and you may hear a tool tip that says, "We recommend using a passkey that is 8 to 16 digits long". You should type your passkey here. For example, you might type, "1111".
- 14) Press "Enter". Windows will then begin exchanging the passkeys, and a new dialog will appear on the computer.
- 15) The Braille Sense U2 QWERTY will then ask for the passkey by saying, "Computer Edit Box PIN code:" Using the same passkey that was typed in to the computer, type in the same passkey on the Braille Sense U2 QWERTY and press "Enter" on the Braille Sense U2 QWERTY.
- 16) The computer should display the message, "Found new hardware" and the final dialog should appear on the computer. Remember that you can press "ctrl-shift-w" to have the entire dialog read using Window-Eyes. The dialog should display that the Bluetooth device was successfully set up. It is very important to note the COM ports for the outgoing COM port and the incoming COM port. For example, the outgoing COM port may be COM 5, and the incoming COM port may be COM 6. Do not be surprised if your

COM ports are not set to COM 5 and COM 6. The COM ports used can vary from computer to computer.

17) Press "Tab" to get to the Finish button, and press "Enter" to activate it.

18) You will then be taken back to the Bluetooth device settings dialog.

Press Ctrl-Tab twice to focus the COM ports tab control.

19) Press "Tab" to get to the list of COM ports, and press the Down Arrow to move through the list of COM ports to make sure that they match the COM ports that were mentioned when you completed the Bluetooth device wizard. You should hear your first COM port, then the direction, and the name. After you press "down" Arrow again, you should hear the next COM port, the direction, and name. For example, when you press the "down arrow" key the first time, you might hear, "COM 5 Outgoing Windows CE Blue Tooth Serial". When you press the "down arrow" key a second time, you might hear, "COM 6 Incoming Windows CE".

20) Tab to the OK button, and press Enter.

You have now setup the Braille Sense U2 QWERTY and the computer.

However, you must properly setup Window-Eyes in order to use the Braille Sense U2 QWERTY as a Bluetooth Braille display.

### *13.2.5.3 Setting up Window-Eyes*

1) Press "ctrl-backslash" to open the Window-Eyes Control Panel.

2) Press "alt-f" to open the File menu.

3) Press the "up arrow", or "down arrow" to move to Select Braille Display, and press "Enter". Or, just press B to open the Select Braille Display dialog without using the Arrow Keys.

4) Press the "down arrow" or the letter b until you hear Braille Sense U2 QWERTY.

5) Press "Tab" to get to the COM port list box

6) Select the COM port that was given as the outgoing COM port when you setup the computer to interact with the Braille Sense U2 QWERTY via Bluetooth.

7) Press "Enter"

Now that you have set up Window-Eyes, you need to return to the Braille Sense U2 QWERTY to finish the setup.

#### *13.2.5.4 Setting up the Braille Sense U2 QWERTY*

- 1) Press "Win key" to get to the Program menu.
- 2) Press "up arrow button" or "down arrow button" to get to the Utilities menu, or just press the letter u".
- 3) Press "Enter".
- 4) Press "up arrow button" or "down arrow button" to get to Terminal for screen reader, and press" enter".
- 5) Press "up arrow button" or "down arrow button" to get to Bluetooth Serial Port, and press "Enter".

The Braille Sense U2 QWERTY should be connected as a Bluetooth Braille display. To exit Terminal Mode, press "Alt-x". Please note that "Win key" on the Braille Sense U2 QWERTY still takes you to the Program menu as you can continue to multi-task while in Terminal Mode. This enables you to use the applications on the Braille Sense U2 QWERTY at the same time, and be able to switch back to using the Braille Sense U2 QWERTY as a Bluetooth Braille display.

#### *13.2.5.5 Using Braille Sense U2 QWERTY as a Braille display with iPhone, iPad, or iPod*

Use the following instructions to connect the Braille Sense U2 QWERTY as a Bluetooth Braille display with your iPhone, iPad, or iPod. Note: You must be running IOS 4.2 or higher on your i-device in order to use the Braille Sense as a Bluetooth Braille display with VoiceOver. These instructions refer to the iPhone, however, they apply to all compatible i-devices: iPhone 3Gs and higher, iPad, and iPod Touch 3G and later.

On the Braille Sense U2 QWERTY:

- 1) Turn Bluetooth on using "F9".

- 2) From the Program menu, press u to access the "Utilities" menu, then press s to execute Terminal for Screen reader.
- 3) Choose "Bluetooth Serial" as your connection type and press "Enter".
- 4) Braille Sense U2 QWERTY displays "connecting" soon followed by "Terminal Mode"

On the I-Phone:

- 1) Navigate to Settings/General/Accessibility/VoiceOver/Braille.
- 2) If Bluetooth is not activated on the I-Phone, it will prompt you to do this. WHEN Bluetooth is activated, the I-Phone searches for devices.
- 3) The Braille Sense U2 QWERTY should appear in the list of available Braille devices.
- 4) Double tap the "Braille Sense U2 QWERTY" in the Braille devices list.
- 5) You are asked for a pin code. Enter any 4 digit code of your choosing.
- 6) Double tap the "Pair" button.

Returning to the Braille Sense U2 QWERTY:

The Braille Sense U2 QWERTY asks for a pin code. Enter the same pin code you entered into the iPhone and press Enter.

You should hear a chime on the iPhone, and the text displayed on the iPhone should appear on the Braille display of your Braille Sense U2 QWERTY.

For information on operating the iPhone using the Braille Sense as a Braille Terminal, please refer to Apple's accessibility website at [www.apple.com/accessibility](http://www.apple.com/accessibility)

To exit "Terminal for Screen reader" press "Alt-x".

### **13.2.6 Bluetooth keyboard service**

You can use this service to connect a Bluetooth keyboard to your Braille Sense U2 QWERTY.

Before you try to use this service, please be sure the Bluetooth keyboard is turned on and in Bluetooth range.

Use the following steps to connect to a Bluetooth keyboard:

- 1) Navigate to the Bluetooth keyboard in the Bluetooth Device List and press "Enter".
- 2) "Keyboard" should be displayed in the list of available services.
- 3) Press "Enter" on the "Keyboard" service.
- 4) If the keyboard requires a PIN code you are prompted to enter it. Some devices do not require a PIN code, in which case, you are not prompted to enter one.
- 5) IF you are prompted, input the PIN code on the Braille Sense U2 QWERTY and press "Enter". If the keyboard requires a PIN code, you must also input the PIN code on the Bluetooth Keyboard. (You should be able to locate PIN code information for the Bluetooth keyboard in the documentation that came with it.)

### **13.2.7 Bluetooth Printer service**

You can use this service to print documents from the Braille Sense U2 QWERTY via a Bluetooth enabled printer.

Follow these steps to connect to a Bluetooth enabled printer:

- 1) Press "F9" to turn on Bluetooth.
- 2) Execute "Bluetooth" Manager from the "Program" menu.
- 3) The Braille Sense U2 QWERTY scans for Bluetooth devices.
- 4) Press "up arrow button" or "down arrow button" to navigate to the Bluetooth enabled printer in the Bluetooth Devices List.
- 5) Press "Enter".
- 6) The Braille Sense U2 QWERTY scans for available services.
- 7) PRESS "up arrow button" or "down arrow button" to navigate to the "Printer" service.
- 8) Press "Enter"
- 9) The printer should connect to Braille Sense U2 QWERTY.

### **13.2.8 Using Multiple Services**

You can use the LAN, FTP, and ActiveSync Bluetooth services simultaneously. However, if you plan to use any of these services at the same time, you should connect the FTP service before connecting the LAN and ActiveSync services. If you do not connect the FTP service first, you may experience problems. If you are using the Serial Port service, you should not connect to any other Bluetooth services.

### **13.3 Hot keys in Bluetooth Manager**

Scanning Bluetooth device: Ctrl-r

Connecting device: Enter on the device name

Connecting service: Enter on the service name

Disconnect service in Bluetooth service list: Ctrl-d

Move to Bluetooth device list in service list: Backspace

Remove device setting in Bluetooth device list: Del

1) FTP service

Open local folder/move remote folder: Ctrl-o

Copy: Ctrl-c

Paste: Ctrl-v

Send to: Ctrl-s

Retrieve file: Ctrl-r

New folder: Ctrl-f

Delete file/folder: Del

Information: Ctrl-i

## 14. Database Manager

The "Database Manager" is a program which can be used to create a database in the form that you specify. You can use the "Database Manager" to add records and search for data in your records.

### Database Terminology

A table contains at least one record, and a record consists of at least one field. You can specify attributes for each of the fields. In other words, a record is made up of a group of one or more fields, and a table is made up of one or more records.

When the "Database Manager" is started, it checks whether or not a table has been created. If no table has been created, a "Table Manager" dialog appears to take you through the process of creating a new table. If there is at least one table created, the "Search Records" dialog appears and the "Search" edit box is focused, so that you can search for data. To close the program while adding or searching a table, press "Alt-F4". Or you can use the menu. Press "Alt" to open the menu. Move to "Exit" by pressing "up arrow button" or "down arrow button" (or up or down scroll button) repeatedly, and press "Enter". Or you can type "z" from the menu.

The general navigation keys for the "Database Manager" are as follows.

#### 1. Moving among controls

Move to the previous control: Shift-Tab

Move to the next control: Tab

#### 2. Moving in a list box

Move to the previous list item: Up arrow button or up scroll button

Move to the next list item: down arrow button or down scroll button

#### 3. Changing the selection in a prompt box

Select the next value: down arrow button, Space or down scroll button

Select the previous value: Up arrow button, Backspace or up scroll button

The menu in the "Database Manager" consists of the following items. You can open this menu by pressing "Alt".

1. Table Manager: Create, delete, and modify tables, records, and their fields. When you start the "Database Manager" for the first time, the "Table Manager" dialog appears.
2. Add record: Add records to the current table.
3. Search records: Search records in the current table. You can also search each field in the table.
4. List of records found: Use this menu item to navigate a list of records found in the table by the previous search. You can delete or modify each record in the list. If you have not performed a search before you using this function, the message, "no items", is displayed.
5. Setting backup options: Select the method for backing up the database.
6. Backup database: Backup all database files used in the "Database Manager".
7. Restore database: Restore the previously backed up database files.
8. Exit: Used to close the "Database Manager".

These menu items are explained in detail in the sections below.

## **14.1 Table Manager**

Use the "Table Manager" dialog to create, delete, or modify a table. This dialog contains the following controls.

1. Table name list: Displays the name of created tables, and their order in the list.
2. Add table button: Use this option, to create a new table.
3. Modify table button: Use this option, to change the name of a table, or modify the structure of the table, by adding or deleting fields.
4. Delete table button: Use this option, to delete the table that you have selected in the table name list.
5. Set default table button: Use this option, to set the table that opens by default when you run the program.

6. Close button: After closing the "Table Manager" dialog, and returns you to your previous position in the program. When there is no table created, if you press "Enter" on the "Close" button, the "Database Manager" program is closed.

Move among these controls by pressing "Tab" or "shift-tab".

### **14.1.1 Add Table**

"Add table" is a dialog for creating a new table. This dialog contains "Table name" edit box, "created fields" list, "Add field" button, "Modify field" button, "Delete field" button, "Previous field" button, "Next field" button, "Confirm" button and "Cancel" button. Move among these controls by pressing "Tab" or "shift-tab".

Suppose you want to create a table called "address book" which contains 4 fields: name, telephone, address, and memo. Create this table as follows.

- 1) In the "Table Manager" dialog, press "Tab" to move to the "Add table" button, and press "Enter". Or just press "a" from the dialog.
- 2) The "Add Table" dialog appears, and the "Table name" edit box is focused.
- 3) Type "address book" and then press "Tab".
- 4) The "created fields" list is focused. As you have not yet added fields, "no items" is displayed in the list. As you add fields to this table, they are added to this list box.
- 5) Press "Tab" to move to the "Add field" button, and press "Enter". Or press the shortcut key, "a".
- 6) The "Add field" dialog is opened, and the "Field name" edit box is focused.
- 7) Type "name" and press "Tab".
- 8) The "Field type" combo box is focused. Press "down arrow button" or "up arrow button" to move to "edit box", and press "Tab".
- 9) The "Set primary key" check box is focused. To set the current field as the primary key, press "Space" to check it.
- 10) Press "Tab" to move to the "Confirm" button, and press "Enter". Now, the "name" field has been added to the "address book" table.

To cancel adding the field, press "Tab" once more to move to the "Cancel" button, and press "Enter". If you have added a new field, you get a message saying that a new field has been added. The "created fields" list is shown again. Now, "name" field appears in the list, with the form, "name (edit box, pri) 1/1". Since only one primary key exists in a table, if you have set a field as the primary key, the "Set primary key" check box is not shown in the "Add field" dialog when you add another field.

Add the "telephone", "address", and "memo" fields by repeating steps 5 through 10 above. Note that you may want to set the "Field type" of the "telephone" field to "number", "address" to "edit box", and "memo" to "multi line edit box". Once you have added all of the fields you wish to add, press "Tab" to move to the "Confirm" button, and press "Enter".

To change the name of a created field, move to the field name you want to change in the "created fields" list. Press "m" or "Tab", and enter on the "Modify field" button. "Field name: (selected field name)" is displayed. Type the new name for the field and press "Enter". Though you can change the name of a field, it is not possible to change the properties of a field once it is created.

To delete a created field, press "up arrow button" or "down arrow button" repeatedly in the "created fields" list to move to the name of the field you want to delete. Press "Tab" repeatedly to move to "Delete field" button and press enter or press "d", to activate the shortcut key for the "Delete field" button. You may also press "Tab" repeatedly to move to the "Delete field" button and press "Enter".

To change the placement of a field in your table, move to the field that you want to change in the "created fields" list. Press "p" or "n". Or press "Tab" and enter on the "Previous field" button or "Next field" button to change the location of the current field.

The "Add Table" dialog is closed, and the "table name" list box is shown again. The newly created table is added to this list, and "address book 1/1" is shown in the list. To close the "Table Manager" dialog, press "Tab" to move to the "Close" button, and press "Enter". Or press "Alt-F4" to close the dialog. Then, the "Search Records" dialog is opened, and the "name" field, the first

field of the "address book" table, is shown. Here, type the name you want to search for.

### **14.1.2 Modify Table**

"Modify table" is used to modify the name or structure of a created table. It contains the same controls as in the "Add Table" dialog. To modify a table, press "Alt" to open the menu, and press "Enter" on "Table Manager". Or press the hotkey for "Table Manager", "Ctrl-t". When the "Table Manager" dialog is opened, the "table name" list is focused. Press "up arrow button" or "down arrow button" to move to the table that you want to modify, and press "m", the shortcut key for the "Modify table" button. Or press "Tab" repeatedly to move to the "Modify table" button, and press "Enter". The "Modify Table" dialog appears. This table is the same as the "Add Table" dialog. The only difference is that the "Table name" edit box, and "created fields" list contain the information already stored in the table. You cannot change the name of a table.

To add additional fields, press "Tab" to move to "Add field" and press "Enter". Type the new field name and press "Enter". To delete an already created field, press "up arrow button" or "down arrow button" repeatedly in the "created fields" list to move to the name of the field you want to delete. Press "Tab" repeatedly to move to the "Delete field" button and press enter or press "d", to activate the shortcut key for the "Delete field" button. You can also press "Tab" repeatedly to move to the "Delete field" button and press "Enter".

To change the order of a field in your table, move to the field that you want to change in the "created fields" list. Press "p" or "n". Or press "Tab" and enter on the "Previous field" button or "Next field" button.

To change the name of a created field, move to the field name you want to change in the "created fields" list. Press "m" or "Tab", and enter on the "Modify field" button. "Field name: (selected field name)" is displayed. Type the new name for the field and press "Enter".

Though you can change the name of a field, it is not possible to change the properties of a created field.

### **14.1.3 Delete table**

Use this option to delete a table. To delete a table, Press "Alt" to open the menu, and press "Enter" on "Table Manager". Or press "Ctrl-t", the hot key for opening the "Table Manager". When the "Table Manager" dialog is opened, the "Table name" edit box is focused. In this list box, move to the name of the table you want to delete by pressing "down arrow button" or "up arrow button" repeatedly, and press "d", the shortcut key for the "Delete table" button. Or press "Tab" repeatedly to move to the "Delete table" button, and press "Enter". You are prompted, "Delete table? Yes". To delete press "Enter". To cancel, press "Space" to select "No", and press "Enter".

### **14.1.4 Set Default Table**

When you set a table as the default table, each time the "Database Manager" is started, this table is displayed and you are placed in the search dialog. If you have created more than one table and you use one of them more frequently than the others, it may be convenient for you to set this table as the default table. If no table is set as the default table, the last table used is displayed when opening the "Database Manager".

To set a table as the default table, press "Alt" to open the menu, and press "Enter" on table manager. You can also press "Ctrl-t", the hot key for opening the "Table Manager". The "Table Manager" dialog appears, and the "table name" list is focused. In this list, press "down arrow button" or "up arrow button" repeatedly to move to the name of the table you want to set as the default table. Then press "s", the shortcut key for the "Set default table" option. Or press "Tab" repeatedly to move to the "Set default table" button and press "Enter". Or simply press "Enter" on the name of the table in the "table name" list. The Braille Sense U2 QWERTY announces that the table is set as the default table, and the "Table Manager" dialog is closed.

## **14.2 Add Record**

Use this option to add information to a table that you have created. When the "Database Manager" is started, the "Search Records" dialog is opened. To open the "Insert a New Record" dialog, press "Alt" to open the menu, and press "Enter" on "Insert a New Record". Or press "Ctrl-n" from the dialog. Think of a record as a collection of information (fields) for an object (record). Let's consider the "address book" table you created in the previous section. YOU can add records to this table using the method described below:

- 1) Press "Alt" to open the menu, and press "Enter" on "Insert a New Record". Or press "Ctrl-n" from the records list.
- 2) The "name" field, the first field in the "address book" table, is shown. Type the name of the person for whom you want to create a record, and press "Tab".
- 3) The "telephone" field is focused. Type the person's phone number. Since this field is a "number" field, a limited set of characters including numbers and hyphen is available. Enter a number without the number sign. If you press "Space" instead of "-" (hyphen), the hyphen is entered.
- 4) Press "Tab" to move to the "address" field. Type the address.
- 5) Press "Tab" to move to the "memo" field. Since this field is a "multi edit box", you can type multiple lines of text. To start a new line, press "Enter".
- 6) Press "Tab" to move to the "Confirm" button. If you press "Enter", the record is added to the table. If you do not want to save the record you have created, press "Tab" once more to move to the "Cancel" button, and press "Enter". Or press "Esc".

If you have added a record, the "name" field is focused again so you can add another record.

To go back to the "Search Records" dialog, press "Ctrl-s". To open the "Table Manager" dialog, press "Ctrl-t". If you open these dialogs while entering a record, you are asked to save the record. Select "Yes" or "No" by pressing "Space" or "Backspace", and press "Enter". If you select "Yes", the record is saved, and if you select "No", it is not saved and the specified dialog is opened. If you select "Cancel", the dialog is not opened.

## **14.3 Search Records**

Once you have added records, you will likely want to access this information in an efficient manner. To search for information in your records, use the "Search Records" dialog. To open the "Search Records" dialog, press "Alt" and press "Enter" on "Search Records". Or press "Ctrl-s". The "Search Records" dialog is opened, and the first field of the table is focused. Type the text that you want to search for.

Using the Address Book example, the focused field is the "name" field. Thus, type a person's name in the edit box to look up "/her record. If you have several records under the same name, you may wish to further specify the record you are looking for. To search for records using content from more than one field, press "Tab" to move to another field. Type the text to search for in this field, and press "Enter".

The "List of Records Found", or rather, records that matched your search, is opened. In the "List of Records Found", each record is shown in the following form. "(the name of the first field) : (other information in the record) xx/yy". "yy" is the total number of records found, and "xx" is the order of the current record in the list. If no record is found, you are informed, "No records found", and the current field is shown again, so you can type another search query. Move through the "List of Records Found" as follows.

### **1. Move by records**

Move to the next record: Down arrow key or down scroll button

Move to the previous record: Up arrow key or up scroll button

Move to the last record: Ctrl-Fn-Right arrow key

Move to previous same field different record: Left arrow key

Move to next same field different record: Right arrow key

Move to the first record: Ctrl-Fn-Left arrow key

### **2. Move between the fields in a record**

Move to the next field: Ctrl-Right arrow key

Move to the previous field: Ctrl-Left arrow key

Move to the last field: Fn-Right arrow key

Move to the first field: Fn-Left arrow key

From the "List of Records Found", to search for new text, press "Ctrl-s" to open the "Search Records" dialog again. Type the new text you want to search for and press "Enter".

To delete a record, press "up arrow button" or "down arrow button" to move to the record, and press "Del" from any of the fields in the record. You are asked if you really want to delete the record. Select "Yes" or "No" by pressing "Space" or "Backspace". If you press "Enter" after selecting "Yes", the record is deleted, and if you select "No", the deletion is canceled.

To search for records in another table, press "Ctrl-t" to open the "Table Manager" dialog, and press "Enter" on the name of the table you want to open.

To change the content of a record, select the record by pressing "up arrow button" or "down arrow button" repeatedly. And press "Ctrl-m" from any field in the record. The same dialog as the "Insert a New Record" dialog is opened. To change the content of a field, move to the field by pressing "Tab", type the new content, and press "Enter". To save the modifications, press "Enter" after typing new content for all the fields you want to change. Or move to the "Confirm" button by pressing "Tab" repeatedly, and press "Enter". To cancel modification of the record, press "Tab" once more to move to the "Cancel" button and press "Enter".

## **14.4 List of Records Found**

The "List of Records Found" appears when the query you typed in the "Search Records" function produces results. While using the "Insert a New Record" or "Search Records" dialog, to go to the "List of Records Found", press "Alt" to open the menu, and press "Enter" on "List of Records Found". Or press "Ctrl-r".

## **14.5 Setting Backup Options**

You can backup your database file, manually using the "Backup Database" function. You may also backup your database file automatically by using the "Set Backup Options". To activate the "Set Backup Options" function, press "Alt" to open the menu. Press "down arrow button" or "up arrow button" repeatedly to move to "Set Backup Option". Press "Enter". Or, press "e" from the menu to go to "Set Backup Option". You can also activate the function directly by pressing "Ctrl-e".

The "Backup Options" dialog has three controls: "Backup mode" radio button, a "Confirm" button, and a "Cancel" button. Move among the controls by pressing "Tab" or "shift-tab". To switch among the radio buttons, press "up arrow button", "Backspace", "down arrow button", or "Space".

The "Backup mode" has three radio buttons: "Manual backup", "Always backup changes when exiting", and "prompt to backup changes when exiting".

1. If you select the "Manual backup", it does not create a new backup file even if there are changes in the database. In this case, you can only create a new backup file by using the "Backup Database" menu.
2. If you select the "Always backup changes when exiting", a new backup file is automatically created on exit if you modify or add to the database.
3. If you select the "Prompt to backup changes when exiting", if you have modified or added to the database, you are prompted, "Backup changes? Yes" when you exit the "Database Manager". If you press "Enter" on "Yes", it automatically creates a new backup file and exits the "Database Manager". If you press "down arrow button" once and press "Enter" on "No", it exits without creating a new backup file.

To change the backup mode, press "Enter" after focusing on one of the three radio buttons. Or, press "Enter" on "Confirm" after moving to it by pressing "Tab". The default backup mode is set to "Prompt to backup changes when exiting".

## **14.6 Backup Database**

If a hard reset is performed, or if your battery dies, all of the data in the "Database Manager" is lost. Thus, it is very important that you create a backup file every time you make a change to the Database file. To go to "Backup Database", open the menu by pressing "Alt". Use "up arrow button" or "down arrow button", to locate "Backup Database". Press "Enter". You can also press "u" from the menu to get to "Backup Database". Or, press "Enter-u" to activate this function directly.

If you already have a backup file, you are prompted, "Backup changes? Yes". If you have made any changes to your database file, press "Enter" to create a new backup file. To keep the previous backup file, press "Space", to navigate to "No", and press "Enter" on it. When you create a backup file in your "Database Manager", a new backup file with the extension SDF is saved. The name of the backup file is "UserDatabase.sdf"

## **14.7 Restore Database**

To restore the database file after a hard reset, press "Alt" to open the menu, and use the up and down scroll buttons to locate "Restore Database". Press "Enter". Or, press "r" from the menu. You can also press "Ctrl-o" to activate this function directly.

If you activate the "Restore Database" function, and you already have a database file, you are prompted, "Database file already exists. Restore? Yes". If you press "Enter", the backup database file is restored to the current database file. To cancel, press "Space" and press "Enter".

## **14.8 Hot Keys for "Database Manager"**

Add record: Ctrl-n

Search records: Ctrl-f

Table manager: Ctrl-t

List of records found: Ctrl-r

Setting backup option: Ctrl-e

Backup database: Ctrl-u

Restore database: Ctrl-o

1. Move by controls

Move to the next control: Tab

Move to the previous control: Shift-Tab

2. Move in a list box

Move to the next list item: Down arrow key or down scroll button

Move to the previous list item: Up arrow key or up scroll button

3. Select your answer in the prompt box

Move to the next answer: Space or Down arrow key

Move to the previous answer: Backspace or Up arrow key

4. Move in the “list of records found”

Move to the next record: Down arrow key or down scroll button

Move to the previous record: Up arrow key or up scroll button

Move to the last record: Ctrl-Fn-Right arrow key

Move to the first record: Ctrl-Fn-Left arrow key

Move to the next field: Ctrl-Right arrow key

Move to the previous field: Ctrl-Left arrow key

Move to the last field: Fn-Right arrow key

Move to the first field: Fn-Left arrow key

Move to previous same field different record: Left arrow key

Move to next same field different record: Right arrow key

## 15. EXTRAS

### 15.1 Games

#### 15.1.1 Sense Dice game

Ever been at a party and wanted to play "Quarters", but had no dice? You don't need to worry about such things anymore. With Braille Sense U2 QWERTY you always have virtual dice with you anywhere, any time!

##### *15.1.1.1 Executing the Dice Game*

- 1) The Dice Game is located in the "Extras" menu under the main menu. Press enter on "Extras" or press "X" from the main menu.
- 2) Press "C" or move to "Sense Dice Game" by pressing "Del" and press "Enter" to start the game.

##### *15.1.1.2 How it works*

When the game starts, a cute little tune is played followed by the announcement, "Select the number of dice". You can select 1, 2, or 3 dice using "up arrow button" and "down arrow button" and press "Enter".

The number of dice selected is announced, and a popping sound is heard for each die you selected.

Press "Enter" to roll the dice, or gently shake your Braille Sense U2 QWERTY, and the accelerometer recognizes your motions and activates the dice roll.

A sound is heard to indicate the rolling of the dice, and after a couple of seconds, the result is displayed.

After the result is displayed, the Braille Sense U2 QWERTY announces, "Press Space to go on". If you press "Space", you will hear the dice selection announcement and sound once again, and you can repeat the dice roll.

You can also press "Esc" to return to the "Dice Selection" list and choose a different number of dice to roll.

Press "Alt-F4" to exit the game.

### **15.1.2 Sense Brain Game**

The Sense Brain Game contains 4 different games. You can play anywhere, any time and train your brain to be sharper and quicker. Have fun and be smarter.

#### *15.1.2.1 Executing the Sense Brain Game*

- 1) The Sense brain game is located in the "Extras" menu under the main "program" menu. To enter the "Extras" menu, press enter on "Extras" or press "x" from the "program" menu.
- 2) To start the Sense Brain Game, press "Enter" on "Sense Brain Game" or press "r".

#### *15.1.2.2 Game menu*

There are 5 items in the Sense Brain Game menu: 4 games (Memory game, Reverse game, Chase a criminal, and Multiplication table) and "View ranking". To start playing a game, press enter on a game you want to play. If you want to view your past scores, you can access them under "View ranking".

#### *15.1.2.3 Playing a Game*

When you start each game, an opening song is played followed by instructions for playing. Press "Enter" to start the game or press space to repeat the instructions.

#### ***15.1.2.4 Memory game***

When the game starts, a group of numbers and letters is announced. For example, at level 1, groups of 3 letter-number combinations are spoken. Make sure to memorize these letters and numbers in the order they are spoken.

You are then prompted, "Type the answer", at which time you must write the numbers in the order they were given to you and press enter. If the answer is correct, The Braille Sense U2 QWERTY applauds you, and you are allowed to proceed to the next set of letters and numbers. If the answer is incorrect or you take too long to enter the answer, the buzz of failure sounds and the game is over. You must type the answer within 10 seconds to avoid the despicable buzz and a constructive warning that you may be losing your mind.

When the game is over, your score is announced. If your score ranks between 1 and 5, you are asked to "Type your ID". Write your name and press enter to record your score. (You can view your recorded scores under "View Ranking" in the Sense Brain Game menu. Or press "Esc" or "Alt-F4" to ignore this dialog.

Finally, you are asked, "Do you want to play again?" Press enter on "Yes" to play the game again. Or press enter on "No" to return to the game menu.

#### ***15.1.2.5 Reverse game***

This game is similar to the memory game, but as its name denotes, in "reverse". When you are prompted to "Type the answer", write the numbers and letters in reverse order and press "Enter". If the answer is correct, you are applauded and honored with a new challenge. If the answer is incorrect or you're too slow, the buzz of shame sounds and the game is over.

#### ***15.1.2.6 Chase a criminal***

When the game starts, you hear the sound of footsteps. A thief is hidden in a 10-story building. A policeman says on which floor the thief is hiding. But, any smart thief won't stay in one place too long, and your job is to catch him. As the criminal runs up and down the stairs, the policeman says, "Up" and "down" repeatedly to let you know how many floors the criminal is traversing. Listen carefully and type the floor on which the thief has chosen to hide again. When you are asked to type the answer, type the number of the floor on which the thief stowed himself within 10 seconds. Be sure to think fast, or that droning buzz reminds you that your brain is failing and the patronizing policeman complains that you are interrupting his inspection.

#### *15.1.2.7 Multiplication table*

When the game starts, you are given a set of numbers. Level 1 starts you off with two. Multiply these numbers.

When you are prompted to, "Type the answer", type the result and press "Enter". If the answer is correct, your math genius continues to be challenged. If the answer is incorrect, or you take too long to enter it, the pretentious buzz is heard, and the Braille Sense U2 QWERTY helpfully suggests you may wish to master the simplicity of addition before attempting the complexity of multiplication.

#### *15.1.2.8 View ranking*

Enter the "View Ranking" menu to view your scores for any of the brain games described above. Press "up arrow button" or "down arrow button" to navigate among the games, and press enter on the name of the game on which you want information.

The ranking list is displayed. It shows rank, name and score. Press space to view the next record. To return to the "View ranking" menu, press enter.

## **15.2 Sense Dictionary**

The Sense Dictionary is an add-on piece of software for the Sense notetakers available for purchase from HIMS. The basic package includes the New Oxford Mexican Dictionary, and the Concise Oxford American Thesaurus. You can also purchase the following additional bilingual dictionaries: the Concise Oxford Paravia Italian Dictionary, the Concise Oxford Hachette French Dictionary, the Concise Oxford Spanish Dictionary, and the Oxford Essential Arabic Dictionary.

Note: If you have not purchased the dictionary package containing the dictionary data and license key, pressing "Enter" on the Sense Dictionary option in the "Extras" menu results in the message, "Authentication failed". For pricing and purchasing information, please contact HIMS, Inc. Call us by phone at 888-520-4467, or e-mail [sales@hims-inc.com](mailto:sales@hims-inc.com).



## 16. Social Networking

A social networking service is an online service, platform, or site that focuses on building and reflecting of social networks or social relationships among people who share interests and/or activities.

To access the Social networking services on the Braille Sense U2 QWERTY, follow these steps:

- (1) Make sure The Braille Sense U2 QWERTY has an active Internet connection, as all of the services in this menu require online access. If you do not currently have an active Internet connection, you can set 1 up using the "Setup internet" dialog in the "Utilities" menu. Note: To set up an Internet connection, you must have Internet access available via a Wi-Fi network or LAN connection.
- (2) Press the short cut key, "c" from the "program" menu. Or use the navigation keys to move to "social networking" and press "Enter".

### **16.1 Available Social Networking services**

The Social networking menu on the Braille Sense U2 QWERTY provides access to the following services:

- 1) Twitter (t)
- 2) Google talk (g)
- 3) Msn messenger (n)

Accounts for these services should be created via the websites for each service before attempting to use the service on the Braille Sense U2 QWERTY.

For Twitter: please visit [www.twitter.com](http://www.twitter.com).

For GoogleTalk: go to [www.google.com](http://www.google.com).

For MSN Messenger: visit [www.msn.com](http://www.msn.com).

In the "Social Networking" menu, you can navigate among the programs by pressing "up arrow button" or "down arrow button". To open a program, press "Enter" on the program or type the shortcut key associated with the program.

## **16.2 Twitter**

"Twitter" is a micro-blogging service that allows you to post messages in real time to those who follow you and read the posts of friends and family as well as news sites and other organizations that wish to post information for public reading.

You can also send and receive replies to your posts, repost tweets from others, send direct messages to those who follow your tweets, and easily search and retrieve tweets by adding them to your favorites.

To launch "Twitter", follow these steps:

- 1) From the main menu, press "c" or navigate to "Social Networking" using "down arrow button" and press "Enter".
- 2) Press "t" or move to "Twitter" and press "Enter".

### **16.2.1 Twitter Terminology**

- 1) Tweet: A message posted in "Twitter". It is similar to posting on a message board. The difference is, there is no space to write a title.
- 2) Tweets allow you to post 140 characters regardless of language. A tweet can also contain a URL.
- 3) Mention: When you repost someone's tweet, reply to someone's tweet, or mention them in a tweet of your own.
- 4) Reply: to answer a tweet, by a specific user.
- 5) Follow: to follow other users. You can subscribe to other user's tweets thus, you are following them.
- 6) Followers: other users who follow you, or rather, who subscribe to your tweets.

- 7) Unfollow: to stop following another user.
- 8) Retweet: to deliver another user's tweet to your followers by reposting it. Abbreviated using "RT".
- 9) Friend: users who follow each other.
- 10) DM: Direct Message to or from a specific user. You can only send a "Direct Message" to someone who follows you. "Note: direct messages are private, thus can only be seen by those who exchange them."
- 11) Timeline: a list of tweets in the order they were posted.

### **16.2.2 Accessing "Twitter"**

To use the "Twitter" program, you must create a "Twitter" account. Visit the "Twitter" web site at [www.twitter.com](http://www.twitter.com) to create an account. If you already have a "Twitter" account, you can use the "Twitter" program after logging in. To use "Twitter", the Braille Sense U2 QWERTY needs to be connected to the Internet. Please be sure you have an active Internet connection before starting Twitter.

#### *16.2.2.1 Sign In*

When you launch "Twitter", the "Sign In" dialog appears. Move to the next control by pressing "Tab" or to the previous control by pressing "Shift-Tab".

The "Sign In" dialog consists of the following:

- 1) ID: a computer edit box, for typing a "Twitter" account Id.
- 2) Password: a computer edit box, for typing your "Twitter" password.
- 3) Automatically set the time from the Internet: a check box, to set whether the Braille Sense U2 QWERTY Time is synchronized to an Internet Time Server. The default is "checked".
- 4) Remember me: a check box, to choose whether you save your "Id". The default is "Uncheck".

- 5) Save password: a check box, to choose whether you save your "password". The default is "Unchecked".
- 6) Auto Sign In: a check box, to choose whether you automatically sign in to "Twitter" when the program is launched. The default is "Unchecked". Note: to use the Auto Sign In function, "Remember me" and "Save Password" check boxes must be checked.
- 7) Sign In: button, to log in to Twitter
- 8) Cancel: button, to cancel log in and exit the "Twitter" program.

To sign into Twitter:

- 1) When the "Sign In" dialog appears you are placed in the "ID" computer edit box. Type your Twitter "Id". Note: the "Id" must be typed using computer Braille.
- 2) Press "Tab" to move to the "Password" computer edit box. Type your Twitter password. Again, you must use computer Braille.
- 3) To save "Id" and "password", press "Space" to check both the "Remember me" check box and "Save password" check box.
- 4) To automatically sign in to "Twitter", when the program opens, press "Space" to "check" the "Auto Sign In" check box.
- 5) Press "Enter". Or move to the "Sign In" button using "Tab", and press "Enter"
- 6) Braille Sense U2 QWERTY displays, "Connecting" and tries to sign in to "Twitter". If sign-in is successful, "Refreshing Home Timeline" is displayed. In a couple of seconds, the list of tweets in your home timeline is displayed. If the Braille Sense U2 QWERTY is not connected to the Internet, you are prompted, "Please check your internet connection" and you are placed back in the "Id" computer edit box.

#### *16.2.2.2 Sign out and Exit*

"Sign Out" allow you to sign out of the current Twitter account without closing the program. After you sign out, you are returned to the "Sign in" dialog.

Press the hot key, "Ctrl-g" to sign out of the current Twitter account, or press "Enter" on the "Sign out" option located under the "File" menu.

To exit the "Twitter" program, press "Alt-F4" or press "Enter" on the "Exit" option located under the "File" menu.

### **16.2.3 Main "Twitter" dialog**

If sign-in is successful, you are placed in the main "Twitter" dialog. The main "Twitter" dialog consists of 10 controls. Move among the controls using "Tab" or "Shift-tab".

The main "Twitter" dialog contains the following items:

1) Timeline: or list of tweets by those you follow in the order they were posted.

The Timeline displays "User: Tweet" as follows.

himsintl: Holiday greetings from HIMS International.

In the case of a Mention, the tweet is displayed as "Sender ID: @ receiver Id, Tweet" as follows.

Kimjk:@himsintl Greetings from HIMS International."

A "Retweet", is displayed as "Retweeter Id: RT @ original writer Id: Tweet" as follows.

Bill:RT:@robin: Happy birthday!!.

Use the following navigation keys in the Timeline.

Move to the next tweet: down arrow button

Move to the previous tweet: up arrow button

Move to the first tweet in the current list: Ctrl-Fn-Left arrow key

Move to the last tweet in the current list: Ctrl-Fn-Right arrow key

Move up 32 tweets: Page up button

Move down 32 tweets: Page down button

2) Time: Displays the date and time of the focused tweet.

For example, "Friday, January 1, 2011, 3:00 pm"

- 3) Next list: Pressing "Enter" on this button loads the next group of 32 tweets. You can also press the hot key, "Ctrl-n" to load the next list.
- 4) Refresh button: Press "Enter" on this button to refresh the Timeline to reflect any new tweets posted since you opened "Twitter", or performed your last refresh. You can also refresh your timeline by pressing "Ctrl-r".
- 5) Tweet button: This button opens the "Tweet" dialog, and places you in the edit box where you can write a tweet. You can also open the "Tweet" dialog by pressing "Ctrl-t".
- 6) Reply button: Use this button to reply to the focused tweet. You can open the "Reply" dialog by pressing "Ctrl-y".
- 7) Remove button: Press "Enter" on this button when focused on one of your own tweets to delete a tweet that you posted. You can also remove the tweet by pressing "Del". This button appears, only when one of your own tweets is focused. When another user's tweet is focused, this button does not appear.
- 8) Retweet button: Use this button to repost another user's tweet. You can retweet another tweet by pressing "Ctrl-e". The "Retweet" button does not appear when one of your own tweets is focused.
- 9) Add to Favorite button: Add the focused tweet to your "Favorites" list. You can also add the tweet to your favorites by pressing "Ctrl-v".
- 10) Tweet Information: Use this button to view detailed information for the focused tweet. You can also view tweet information by pressing "Alt-i".

#### **16.2.4 Timeline**

The Twitter program on the Sense notetakers allows you to access a Variety of Timelines. In the main "Twitter" dialog, the Timeline displays tweets according to the Timeline you have chosen. You can use hot keys to quickly bring up the Timeline you desire, whether it is your home timeline, all tweets that mention you, or the timeline for a specific user.

##### *16.2.4.1 Available Timelines*

1) Home Timeline: Your "Home Timeline" is displayed when you sign in to "Twitter".

All tweets by those you follow are posted here. The hot key to access your "Home Timeline" is "Ctrl-h" from anywhere in "Twitter". 2) Friend Timeline: This displays all tweets, excluding "Retweets".

The hot key for accessing your "Friend Timeline" is "Ctrl-f".

3) User Time line: This displays only the tweets posted by a specified user. Use the hot key "Ctrl-u" to access the user timeline. After pressing the hot key, "Ctrl-u", an edit box appears in which to type the name of the user whose timeline you want to access. Press "Enter" to refresh that user's timeline.

4) Current User Timeline: Displays timeline for the user of the currently focused tweet. The hot key is "Alt-u".

5) Mention Timeline: Displays Tweets that mention you, either in reply, retweet, or because another user simply mentioned you in his or her tweet. The hot key is "Ctrl-m".

6) Retweet By Me: This timeline contains other users' posts you have reposted. The hot key is "Alt-b".

7) Retweet To Me: This timeline displays tweets reposted by those you follow. The hot key is "Alt-t".

8) Retweet Of Me: Displays tweets you have posted which have been reposted by your followers. The hot key is "Alt-o".

YOU can also access the various timelines from the "Timeline" menu in the "Twitter" program menu.

#### *16.2.4.2. Refresh*

Refresh is a function to renew the list of tweets in the current timeline. When you activate this command, Braille Sense U2 QWERTY loads any new tweets posted since you opened Twitter or last refreshed the timeline. The tweets are arranged in chronological order from newest to oldest.

You can refresh a timeline by pressing the hot key "Ctrl-r". Or Press "Tab" from the main "Twitter" dialog to move to the "Refresh" button and press "Enter".

#### **16.2.4.3 Load Next list**

Use this function to load the next list of 32 tweets. Each time you active the "Next List" command, the next 32 tweets are added to the current list. The list continues to accumulate until you perform a refresh.

To load the "Next List", use the hot key, "Ctrl-n", or tab to the "Next List" button and press "Enter".

### **16.2.5. Managing "Tweets"**

#### **16.2.5.1 Tweet**

This command allows you to post a message to the "Twitter" server so that your followers can access it next time they log in.

To open the "Tweet" dialog, press the hot key, "Enter-t" from the main "Twitter" dialog, or move to the "Tweet" button using "Tab" and press "Enter". Or, you can open the menu and select "Tweet" from the "Tweets" menu. The "Tweet" dialog consists of 4 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) Tweet? : An edit box in which to write a tweet.
- 2) Characters: A status bar displaying the current number of characters used and maximum characters. For example, "Characters: 0/140T".
- 3) Tweet: A button used to post the tweet.
- 4) Cancel: button used to cancel the posting of a tweet.

To post a tweet, when the "Tweet" dialog is opened, type the message you want to post, and press "Enter", or tab to the "Tweet" button and press

"Enter". Your time line is then refreshed, and you are returned to the list of tweets in your home timeline.

#### *16.2.5.2 Remove Tweet*

If you post a tweet that contains mistakes, or about which you change your mind on posting, you can remove it. To do this, navigate to the tweet you wish to remove and press "Del" or tab to the "Remove" button and press "Enter". You are asked if you are sure you want to remove the tweet. Press "Enter" to continue with the removal. To cancel removing the tweet, press "Space" to change the button to "No" and press "Enter".

#### *16.2.5.3 Retweet*

"Retweet" is used to repost a tweet you have received so that those who follow you can see it. You may wish to repost a tweet containing an important notification, or something fun you wish to share with others.

To retweet a post, locate the post you want to retweet, and press "Ctrl-e". If the retweet is successful, the unit announces "Tweet completed" and you are returned to your timeline.

#### *16.2.5.4 Mention*

"Mention" is a tweet in which another user is mentioned, either because you are retweeting one of his or her posts, replying to him or her, or because you've simply chosen to mention the user in a tweet you are posting. To mention a specific user in one of your tweets, use an at-sign in front of the user ID when typing it in your tweet.

The below examples show tweets containing mentions.

Example 1: @Robin Hello, teacher, good to see you on Twitter.

Example 2: @Bill and @Robin will be featured on the technology show this evening".

Example addresses a specific user. Example 2 mentions 2 specific users and identifies their inclusion on an upcoming technology show.

#### *16.2.5.5 Reply*

A "Reply" is simply a reply to a posted tweet. To reply to a tweet, navigate to the tweet to which you want to reply, and press "Enter-y(1-3-4-5-6)" or tab to the "Reply" button and press "Enter".

Or, from the menu, select "Reply" in the "Tweets" menu.

The "Reply" dialog contains the same 4 controls as does the "Tweet" dialog. Move among the controls by pressing "Tab" or "Shift-tab".

When the "Reply" dialog opens, you are placed in an edit box in which to enter the reply post. The user ID of the person you are replying to is already filled in with an at-sign preceding it. When you finish typing your reply, press "Enter", or tab to the "Tweet" button and press "Enter". If the reply is successful, "Tweet completed" is announced and displayed.

#### *16.2.5.6 Tweet Information*

The "TWEET Information" dialog provides 2 functions. If the tweet contains a link, you can open the link in the "Web Browser". You can also use the "Tweet Information" dialog to copy the content of a tweet.

To open the "Tweet Information" dialog, press "Enter" on the desired tweet. The "Tweet Information" dialog consists of 3 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) Content: contains the content of the posted message.
- 2) URL: A list containing the various URL's included in a tweet. Using "down arrow button" or "up arrow button", select the URL you want to open and

press "Enter". The "Web Browser" is automatically launched and you are taken to the web address of the URL.

3) Close: A button to close the "Tweet Information" dialog and return to the Timeline. You can also use "Esc" To close the dialog.

Use the following hot keys in the "Content" box.

- 1) Start selection: Ctrl-b
- 2) Select all: Ctrl-a
- 3) Copy: Ctrl-c

#### *16.2.5.7 Add to Favorites*

"Add to Favorites" is a function to add a specific tweet to your "Favorite List". You can later access your favorite tweets quickly by bringing up the "Favorite list".

To add a tweet to your favorites, navigate to the tweet you want to add, and press "Enter-v", or tab to "Add Favorite" and press "Enter". You can also execute this command from the "Tweets" menu. If the addition is successful, the unit displays, "Completed" and you are returned to your timeline.

#### *16.2.5.8 Favorite List*

You can view your favorite tweets by opening the "Favorite list" dialog. To open the "Favorite List" dialog, press "Ctrl-I" or, from the menu, select "Favorite List" from the "Tweets" menu. The "Favorite List" dialog contains 4 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) Favorite list: list of tweets you have added to the "Favorite List" from newest to oldest.
- 2) Next list: Used to access the next 32 favorites in the list. Press "Ctrl-n" or "Enter" on the "Next List" button.

- 3) Remove: A button to delete the focused favorite. You can also press "Del" to delete the favorite.
- 4) Close: Closes the "Favorite List" dialog and returns you to your previous position. You can also use "Esc" to close the "Favorite List..

### **16.2.6. Managing Followers and following**

#### *16.2.6.1 Follow User*

This command is used to start following the tweets of another user. To open the "Follow User" dialog, press "Alt-a". Or you can activate "Follow User" from the "Follow" menu.

The "Follow User" dialog consists of 3 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) Follow User id?: An edit box in which to enter the username of the person or organization you wish to follow.
- 2) Confirm: A button to confirm or execute following the user.
- 3) Cancel: A button to cancel following the user.

When the "Follow User" dialog is opened, type the Twitter ID of the user you want to follow in the edit box and press "Enter". If the Braille Sense U2 QWERTY is able to locate the user and follow them, the unit displays, "Follow complete" and returns you to your previous position.

#### *16.2.6.2 Following*

"Following" gives you a list of those users you follow on Twitter.

To open the "Following" dialog, press "Alt-l", or choose "Following" from the "Follow" menu.

"Following" consists of 5 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) Following: A list of those you follow on Twitter.
- 2) About me: A status box displaying the self introduction of the focused user.
- 3) Next list: Loads the next 32 users you follow. You can also load the "Next List" by pressing "Enter-n".
- 4) Remove Follow: A button to remove the user from the list of those you follow, or rather, a button to stop following a user. You can also press "Del" to delete the focused user from your "Following" list.
- 5) Close: A button to close the "Following" dialog. You can also use "Esc" to close the dialog and return to your previous position.

#### ***16.2.6.3 Followers***

"Followers" is a list of Users who follow your tweets.

To open the "Followers" dialog, press the hot key, "Alt-e", or select "Followers" from the "Follow" Menu.

The "Followers" dialog consists of 5 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) Followers: A list of those who follow your tweets.
- 2) About me: A status box displaying the self introduction of the focused user.
- 3) Next list: a button to load the next 32 followers in the list. You can also load the "Next List" by pressing "Enter-n".
- 4) Follow User: A button to start following the focused user.
- 5) Close: A button to close the "Followers" dialog. You can also close the dialog by pressing "Esc".

#### **16.2.7. Using Direct Messages**

THE direct Message function allows you to send and receive Direct Messages to and from a specific user. Direct messages can only be seen by those who exchange them. You can only exchange direct messages with those who follow you.

### **16.2.7.1 Send Direct Message**

Use the "Send Direct Message" dialog to send a "Direct Message" (DM) to one of your "followers". To open the "Send Direct Message" dialog, press "Ctrl-s", or select "Send Direct Message" from the "Tweets" menu. The "Send Direct Message" dialog consists of 6 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) Followers: The list of those who follow you. Select a user from this list to send a direct message to that person.
- 2) Next list: loads the next 32 followers in your list. Press "Ctrl-n" or "Enter" on this button to load the next list.
- 3) Message: An edit box in which to type the message you wish to send. When done, you may press "Enter" to send the message and return to the "followers" list.
- 4) Characters: A status bar displaying current characters and maximum characters: for example, "Characters: 0/140T".
- 5) Send: A button used to send the direct message. Press "Ctrl-s" or "Enter" on this button to send your message and return to the "followers" list.
- 6) Close: use this button to close the dialog without sending a message. You can also use "Esc" to close the dialog.

### **16.2.7.2 Accessing Received Direct Messages**

This function allows you to view Direct Messages you have received from those you follow.

To open the "received messages" dialog, press "Alt-r" or select the "Received Direct messages" item located in the "Tweets" menu.

The "Received Direct Messages" dialog consists of 4 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) Received Direct Messages: A list of the messages you have received, shown from newest to oldest. Messages are displayed as "ID: message"

- 2) Next list: Loads the next 20 messages in the list. Press "Ctrl-n" or press "Enter" on the button to load the next list.
- 3) Reply: Use this button to compose a reply to the focused message. You can also open the "Reply" dialog by pressing "Ctrl-y".
- 4) Close: A button to close the "Received Direct Messages" dialog and return to your previous position. You can also use "Esc" to close the dialog.

### ***16.2.7.3 Sent Direct Messages***

"Sent Direct Messages" is a dialog displaying the "Direct Messages" you have sent to users who follow you.

To open the "Sent Direct Messages" dialog, press "Alt-m" or select the "Sent Direct Messages" item located in the "Tweets" menu.

The "Sent Direct Messages" dialog contains 3 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) Sent Direct Messages: A list of messages you have sent to users who follow you, displayed from newest to oldest. "Direct Messages" are displayed as "Sender Id: Message".
- 2) Next list: Loads the next 20 messages in the list. Press "Ctrl-n" or "Enter" on this button to load the next list.
- 3) Close: Use this button to close the "Sent Direct Messages" dialog and return to your previous position. You can also use " Esc" to close the dialog.

### **16.2.8. Using Search functions**

The "Search" function in the "Twitter" program allows you to search registered users as well as words contained in tweets posted to the public timeline.

It also offers a "Save Search" function to save words used frequently.

#### ***16.2.8.1 Global Search***

The "Global Search" launches a search for entered text among all "Twitter" timelines. You can also follow the user of a tweet in the results of your "Global Search".

To open the "Global Search" dialog, press "Ctrl-f" or select the "Global Search" item from the "Search" menu.

The "Global" search dialog contains 6 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) Search word?: An edit box into which you can enter the word for which you want to search.
- 2) Next list: Loads the next 20 results in the list. You can load the "Next list" by pressing "Ctrl-n" or press "Enter" on the button.
- 3) Search results: A list containing the results of your search, such as "User Id: Self-introduction". The "Search result" button appears only when there are results to display.
- 4) Follow User: Select this button to follow the focused user. The "Follow User" button appears only when there are search results displayed.
- 5) Confirm: Use this button to execute a search.
- 6) Cancel: This button closes the "Global Search" dialog and returns you to your previous position. You can also cancel by pressing "Esc".

Use the following steps to search for and follow a user.

- (1) Open the "Global search" dialog and you are placed in the "Search word" edit box. Type your desired search term.
- (2) Press "Enter", and "Searching" is displayed.
- (3) If the search is successful, search results appear. If no results match your search, "No search results" is displayed and you are returned to the "Search word" edit box.
- (4) In the search results list, navigate to user whom you want to follow, by pressing "down arrow button" or "up arrow button".
- (5) Press "Alt-a" to follow the focused user.

#### 16.2.8.2 User search

"User search" lets you specifically search for entered words among users' profiles, id's, and names registered on Twitter.

To open the "User Search" dialog menu, press "F3" or select the "User Search" item located in the "Search" menu. It is similar to the "Global search" dialog.

The "User Search" dialog consists of 6 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) Search word?: An edit box into which you can enter the term for which you want to search.
- 2) Next List: Loads the next 20 results in the list. You can load the "Next list" by pressing "Ctrl-n" or "Enter" on this button.
- 3) Search results: a list of results matching your search. Results appear as, "User Id: About me". The "Search results" button appears only when there are search results to display.
- 4) Follow User: Use this button to follow the focused user. The "Follow User" button appears only when there are search results. You can also press "Alt-a" to follow the focused user.
- 5) Confirm: Use this button to execute a search.
- 6) Cancel: This button closes the "User Search" dialog and returns you to your previous position. You can also use "Esc" to close the dialog.

#### *16.2.8.3 Using the "Search word list" dialog*

The "Search word list" saves words frequently searched for and help you search tweets and User Id's quickly.

To open the "Search word list" dialog, press "Alt-w" or select the "Search word list" item from the "Search" menu.

The "Search word list" dialog consists of 6 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) Word list: a list of your saved search words.
- 2) Global search: Use this button to search tweets for the focused word.
- 3) User search: Use this button to search user profiles for the focused words.

- 4) Add search word: Use this button to add a new word to the list.
- 5) Remove search word: Delete the focused word from the list using this button.
- 6) Close: This button closes the "Search word list" dialog and returns you to your previous position. You can also use " Esc" to close the dialog.  
"

Use the following steps to add a word to the "Search word" list:

- (1) From the "Search word list" dialog, press "Enter-a"
- (2) "Save Search?" edit box appears.
- (3) Type the word you wish to add to the list and press "Enter".
- (4) When the entered word is saved, "save completed" message is displayed.

Use the following steps to delete a word from the "Search word list":

- (1) Navigate to the word you want to delete from the list using "down arrow button" or "up arrow button".
- (2) Press "Del". Or tab to the "Remove Search word" button and press "Enter".
- (3) "Do you want to delete? Yes" message appears, if you press "Enter", the word is deleted. To cancel deletion, toggle the option to "No" using "Space" and press "Enter". Or press "Esc". After canceling, you are returned to the "Search word list".

### **16.2.9. Additional Function**

#### *16.2.9.1 Viewing and Editing Personal Information*

The "Personal Information" dialog allows you to check and edit your personal account information.

To open the "Personal Information" dialog, press "Ctrl-I" or move to the "Personal Information" item in the "File" menu and press "Enter".

The "Personal Information" dialog contains the following items. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) Name
- 2) ID
- 3) Homepage
- 4) About me
- 5) Follow count
- 6) Follower count
- 7) Edit
- 8) Close

In the "Personal Information" dialog, you can edit name, homepage, and "about me". Use the following steps to modify your personal information.

- (1) When the "Personal Information" dialog is open, move to the "Edit" button by pressing "Tab".
- (2) Press "Enter". You can now modify your personal information using the edit boxes displayed: Name EB, Homepage CEB, About me EB. This dialog also contains a Save button, and a Close button.
- (3) Type the desired information in the edit boxes. Note: Homepage information must be entered using computer Braille.
- (4) Press "Enter" on the "Save" button and a "Refreshing user information" message is displayed.
- (5) If the modification is successful, "Save complete" is displayed and you are returned to your previous position.

#### **16.2.9.2 Save Current Timeline**

The "Save Current Timeline" allow you to save the current timeline as a text file. To open the "Save Current Timeline" dialog, press "Alt-s" from the "Tweet" dialog or press "Enter" on the "Save Current Timeline" menu item located in the file menu.

The "Save Current Timeline" dialog consists of 4 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) File name: A combo edit box, in which to enter your desired file name. The default is "Timeline name current date". For example, "Home Timeline 20110310".
- 2) Confirm: Press this button to save the current timeline.
- 3) Cancel: Use this button to exit the "Save Current Timeline" dialog and return to the "Tweet" dialog.
- 4) File List: A file browser control in which you can change the storage path. If you do not change the storage path, the file is automatically stored in the "My Documents" folder in the flashdisk.

## **16.3 Google talk**

Google Talk is a messaging service that allows you to text or voice chat in real time with other Google Talk users as well as easily and quickly send files to your Google Talk contacts.

To launch Google Talk, do the following:

- 1) From the main menu, press "c" or move to "Social Networking" using "down arrow button" and press "Enter".
- 2) Press "g" or move to "Google Talk" and press "Enter".

### **16.3.1 Before you launch Google Talk**

To use the Google Talk service, you must have a Gmail account. If you do not have a Gmail account, visit the Gmail website (<http://gmail.google.com>) and create a Gmail account. If you have a Gmail account registered, you can use your Gmail ID and password to log into Google Talk.

You must also have an active connection to the Internet to use Google Talk,

#### **16.3.1.1 Sign In**

When you launch Google Talk, the "Login" dialog appears. The "Login" dialog consists of 7 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) E-mail: A computer edit box in which to enter your Gmail address.
- 2) Password: A computer edit box to input your Gmail password.
- 3) Remember me: A check box for choosing whether or not to save your user ID. The default is set to "Uncheck". You can check the box by pressing "Space".
- 4) Save password: This is a check box for choosing whether or not to save your password. The default is set to "Uncheck". You can check the box by pressing Space".
- 5) Auto Sign In: This is a check box for choosing whether or not to sign in automatically.  
If you check this box, the program will sign you in automatically when you open it using the registered e-mail account. Note: to use this function, you must check the "Remember me" and "Save password" check boxes. If you do not check these boxes, the auto sign in function will not work.
- 6) Sign in: A button to initiate log in to Google Talk.
- 7) Cancel: This button cancels login and closes the Google Talk program.

Once you are logged in to Google Talk, the contact list appears. The contact list is displayed in Braille as "(Status) ID XX/YY" and "chat name, status, XX/YY" is announced. "YY" represents the total number of contacts and "xx" refers to the placement of the current contact in the list. When a contact is online, the status is displayed as "NLN". When a contact is offline, the status is displayed as "FLN". If a contact is Idle, the status is displayed as "idle".

Use the following keys to navigate the "contacts list" dialog.

Move to the previous contact: Up arrow button

Move to the next contact: down arrow button

Move up 32 items in the contact list: Page up button

Move down 32 items in the contact list: Page down button

Move to the first item in the contact list: Ctrl-Fn-Left arrow key

Move to the last item in the contact list: Ctrl-Fn-Right arrow key

#### *16.3.1.2 Sign Out & Exit*

Use the "Sign Out" function to sign out of the current account without closing the Google Talk program. When you sign out of the current account, you are returned to the "Sign in" dialog where, if you wish, you may log in with a different Google account. You can execute "Sign Out" by pressing "Ctrl-I" or by pressing "Enter" on "Sign Out" from the "File" menu.

To exit the Google Talk program, press "Alt-F4" or press "Enter" on "Exit" in the "File" menu.

### **16.3.2 Managing Contacts**

When you log in to Google Talk, your contact list appears. When you use Google Talk for the first time, your contact list is empty. The sections below describe how to add, delete, and interact with contacts.

#### *16.3.2.1 Add Contact*

Use the "Add Contact" function to add a new contact to your contact list.

To open the "Add Contact" dialog, press "Alt-q" or open the menu by pressing F2, navigate to the "Contact" menu, "Contact" and press "Enter" on "Add Contact".

The "Add Contact" dialog consists of 3 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) E-mail: A computer edit box, into which you can input the e-mail address of the user you want to add.
- 2) Confirm: A button to save the new contact to your contact list. You can also press "Enter" after typing the e-mail address to add the contact.

3) Cancel: Use this button to close the "Add contact" dialog and return to your contact list.

After you add a contact, the contact displays as "off-line" until he or she accepts your contact invitation.

After the contact accepts your request, the contact's status is reflective of his or her actual status.

#### *16.3.2.2 Delete Contact*

Use the "Delete Contact" function to delete a contact from your contact list. When you delete a contact, the user can no longer send you messages or see your status.

To delete a contact, do the following:

- 1) Navigate to the contact you want to delete in the contact list.
- 2) Press "Del" or press "Enter" on "Delete Contact" from the "Contact" menu.
- 3) You are prompted, "Do you want to delete XXX in the contact list? Yes". "XXX" is the user ID to delete. If you press "Enter", the contact is deleted. To cancel deletion of the contact, press "Space" to change to "No" and press "Enter". Or press "Esc" to cancel deletion. After canceling deletion, you are returned to the contact list.

#### *16.3.2.3 Block Contact*

You can block a contact in your "Contact list" from sending messages to you or seeing your status. Block is different from delete in that after blocking a contact, the contact ID remains in the Block list. When you delete a contact, the contact ID disappears from the contact list completely, yet the person may send you future contact invitations.

To block a contact, do the following:

- 1) Navigate to the contact you want to block in the contact list.
- 2) Press "Alt-b" or press "Enter" on "Block Contact" from the "Contact" menu.
- 3) You are prompted, "Block XXX? Yes". "XXX" is the user ID to block. If you press "Enter", the contact is blocked.

To cancel blocking the contact, press "Space" to change to "No" and press "Enter". Or press "Esc" to cancel blocking the contact. You are then returned to the contact list.

#### *16.3.2.4 Manage Block List*

The Block list contains the contacts you have blocked. You are able to unblock contact that you have blocked using this list.

To open the "Manage Block list" dialog, press "Alt-m" or press "Enter" on the "Manage Block list" item in the "Contact" menu.

The "Manage Block list" dialog consists of 3 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) E-mail: A list displaying the e-mail addresses of your blocked contacts.
- 2) Unblock: this button unblocks the focused contact.
- 3) Cancel: A button to close the "Block contact" dialog and return you to your previous position.

#### *16.3.2.5 Contact Information*

Use the "Contact Information" function to display the on-line ID and E-mail of the selected contact and the contact request status. To open the "Contact Information" dialog, navigate to the contact in the list you want to view using "up arrow button" or "down arrow button" and press "Ctrl-I". Or you can open the menu and press "Enter" on "Contact Information" from the "Contact" menu.

The "Contact Information" dialog consists of 2 controls. Move among the controls by pressing "Tab" or "Shift-tab".

1) Contact Information: A Status area containing several pieces of information about the contact. Move to each item using "up arrow button" or "down arrow button".

- A. Display name: Displays on-line ID set on the "My Status Options".
- B. E-mail: Displays E-mail account.
- C. Chat: Displays whether chat is "Enabled" or "Disabled".
- D. File sharing: Displays whether it is possible to send/receive files with this contact.
- E. Voice Chat: Displays whether voice chatting is possible.
- F. Status contact: Displays current contact request status such as "acceptance" or "standby".

2) Close: A button to close the "View Contact Information" dialog and return you to the "Contact" list.

#### *16.3.2.6 Manage Contact List*

When you log into "Google Talk", if you have pending contact requests dialogs pop up asking whether you accept each invitation. All unanswered contact requests appear and can be acted on in the "Manage Contact List". Access the "Manage Contact List" to accept or reject pending contact requests.

To open the "Manage Contact List" dialog, Press "Ctrl-p" or Press "Enter" on "Manage Contact List" from the "Contact" menu.

The "Manage Contact List" dialog consists of 4 controls.

- 1) E-mail: A list displaying user ID's of those requesting you to add them as a contact.
- 2) Accept: A button to accept the focused user ID as a contact.
- 3) Reject: A button to reject the focused user ID as a contact.
- 4) Close: A button to close the dialog and return to the "Contact" list.

#### **16.3.3 Start Chat**

Use the "Start Chat" function to open a conversation window through which you can send and receive text messages with the focused contact in your "Contact" list.

To send a message to the focused contact, press "Ctrl-s" or navigate to the desired user ID, using "up arrow button" or "down arrow button" and press "Enter". Or open the "Actions" menu, and press "Enter" on the "Start Chat" option.

The "Chat" dialog consists of 2 controls. Move among the controls using "Tab" and "Shift-tab"

- 1) Input: An edit box into which to type your message.
- 2) History: A read only edit combo box to view messages sent and received in chronological order. Messages are displayed as "Writer ID: message content".

Use the following navigation keys in the "History" list.

Move to the previous message: "up arrow button"

Move to the next message: "down arrow button"

Move to the first message: "Ctrl-Fn-Left arrow key"

Move to the last message: "Ctrl-Fn-Right arrow key"

To move to the "Contact list" while in a "Chat", press "Ctrl-t". Or choose "Contact list" from the "Actions" menu. If you select another contact from the "Contact list" and press "Enter", a new "Chat" window is opened.

When multiple chat windows are opened, you can move among them using the following hot keys:

Move to previous "Chat" window: "Ctrl-Shift-Tab key"

Move to next "Chat" window: "Ctrl-Tab key"

You can also move among chat windows by choosing the "Move to Next Chat" or "Move to Previous Chat" options from the "Actions" menu.

While in your "Contact list", you can press "Ctrl-t", to return to the most recently used "Chat" window. Or press "Enter" on the "Move to Recent Chat" option in the "Actions" menu.

To exit "Chat" windows, press "Alt-F4" or "Esc"

#### **16.3.4 Start Voice Chat**

Use the "Start voice chat" function to start a real time voice conversation with a contact in your contact list. Unlike text chat, it is only possible to converse with one contact at a time using voice chat. However, you can send and receive text messages while having a voice conversation.

Use the following steps to request a voice chat with one of your contacts:

- (1) Navigate to the contact in your list with whom you wish to have a voice chat, and press "Ctrl-h". Or press "Enter" on the "Start Voice Chat" item in the "Actions" menu.
- (2) The "Chat" window is opened, and "Calling" is displayed and a ringing sound is heard as the contact is alerted to the incoming chat request. The voice chat starts immediately, after the contact accepts your chat request. You can request a voice chat from the text "Chat" window as well as from the contact list.

If you press "Enter" on "Cancel" (Esc while the "calling" message is displayed, you are returned to your previous position, and the voice chat request is canceled.

When you receive a voice chat request, you can accept or reject as follows.

- (1) When you receive a request to start a voice chat, you are prompted, "calling from XXX? Accept question button". "XX" refers to the user requesting the voice chat.
- (2) Press "Enter" to accept the request and start the voice conversation. To reject the request, press "Space" to change the button to "Reject" and press "Enter". After rejecting, you are returned to your contact list.

## 16.3.5 Sending/Receiving a file

The Google Talk program on the Braille Sense U2 QWERTY supports the ability to send and receive files. With this function, you can send your files to your Google Talk contacts and save files from your contacts on your Braille Sense U2 QWERTY.

### 16.3.5.1 *Sending a file*

Use the "Send File" function to send files to your contacts. It allows you to send multiple files at one time, as well as to exchange messages in the "Chat" dialog while sending files.

To send a file(s) to one of your contacts, do the following:

- (1) Navigate to the contact in your list to whom you want to send a file and press "Enter". The "Chat" window is opened.
- (2) Press hot key, "Ctrl-f". Or select the "Send File" option in the "Actions" menu.
- (3) You are placed in a file browser area. Use normal File Management commands to navigate to and select files you wish to send.
- (4) Sending File Information appears. It is displayed in the "Received message" area of the chat-window. The information is displayed as "Send: Pending acceptance XX File, file name". "XX" represents the number of files which you have requested to send.
- (5) If your contact accepts receipt of the file or files, transfer begins. Once sending starts, progress rate and file name are displayed on the "Sending/receiving file information" list.
- (6) When file transfer is completed, you are return to the Sending/Receiving File Information list. It is displayed as "Send: complete XX File, file name". To cancel sending files, move to the desired file on the "Sending/Receiving File Information list" and press "Esc" key. File transmission is canceled and the "Sending File Information list" displays "Send: Me canceled. XX, file name". If your contact cancels receiving files during transfer, the "Sending File Information list" displays "Send: To canceled. XX, file name".

### *16.3.5.2 Receiving a file*

In addition to sending files to contacts, you can receive files they wish to send to you. You can receive multiple files at once, and exchange messages in the "Chat" dialog while receiving files.

Use the following steps to receive files from one of your contacts:

- (1) When a contact requests to send you a file, "XXX send to file" message is displayed. The "Chat" window is opened and the "Receiving File Information list" is focused.
- (2) The "Receiving File Information list" displays "Receiving: Pending acceptance XX file name". "XX" refers to the number of files your contact is requesting you receive.
- (3) To accept file transmission, press "Enter". File transfer begins. Once sending starts, progress rate and file name are displayed on the "receiving file information" list.
- (4) When Receiving File is completed, you are return to the Receiving File Information list. It is displayed as "Receive: complete XX File, file name". To cancel receiving a file, move to the file on the "Receiving File Information list" and press "Esc" key. File transmission is canceled and the "Receiving File Information list" displays "Receive: Me canceled. XX, file name". If your contact cancels sending files while receiving, the "Receiving File Information list" displays "Receive: To canceled. XX, File name".

## **16.3.6 Other functions**

The Google Talk Program on the Braille Sense U2 QWERTY supports additional features such as "Save conversation" and "Export/ Import Contact list", etc. The following is a detailed explanation of these additional features.

### *16.3.6.1 Save Conversation*

"Save Conversation" is a function to save messages exchanged with a contact as a text file.

To execute this function, press "Alt-s" from the "Chat" window or select the "Save Conversation" item located in the "File" menu.

The "Save Conversation" dialog consists of 4 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) File Name: A combo edit box in which to type in the name you want to give the conversation file.
- 2) Confirm: A button to confirm and save the conversation.
- 3) Cancel: Use this button to cancel saving the conversation and return to the "Chat" window.
- 4) File list: A file browser area in which to set the path to save the conversation. By Default, the conversation is saved to the "My Documents" folder on the flashdisk. Use normal file and folder navigation to choose a different location.

#### *16.3.6.2 Manage Chat*

"Manage Chat" Allows you to view information about the open chat windows and to move directly to the selected window. You can also view the status of file transfers using this dialog. To open "Manage Chat" press "Ctrl-m" from the contact list or press "Enter" on the "Manage Chat" item in the "Actions" menu.

"Manage Chat" consists of 5 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) Chat list: a list of the currently open chat windows. You can navigate to a specific chat window using "up arrow button" or "down arrow button" and press "Enter".
- 2) Status of sending File: A status bar displaying the status of sending/receiving files. This status bar only appears if you are currently sending or receiving files.

- 3) Move to Chat: Use this button to move to the selected chat window.
- 4) Close chat: Use this button, to close the selected chat window.
- 5) Cancel: Use this button to exit the "Manage Chat Window" dialog and return to the "Contact list".

#### *16.3.6.3 Find*

The "Find" command searches for a word or character string in the "History" edit box of the chat window. This can be useful in a situation where many messages are exchanged.

To Execute "Find", press "Ctrl-f" from the chat window or press "Enter" on the "Find" item in the "Edit" menu.

"Find" consists of 4 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) Text to find: An edit box into which to enter the word you want to find.
- 2) Search direction: A prompt button for choosing your search direction: "Forward" or "Backward". If you choose "Forward", the search is performed from the current position to the top of the chat. And if you choose "Backward", the search is performed from the current position to the end of the chat. You can change the search direction by pressing "Space" or "Backspace".
- 3) Confirm: A button to execute "Find".
- 4) Cancel: Use this button to exit the "Find" dialog and you are returned to the "Chat" window.

#### *16.3.6.4 Export Contact List*

You can use the "Export Contact list" function to save your "Contact list" as a CSV file.

To open the "Export Contact list" dialog, press "Alt-x" from the "Contact list" or press "Enter" on the "Export Contact list" item in the "File" menu.

The "Export Contact list" dialog consists of 4 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) File name: A combo edit box into which you can type the name for the contact list file.
- 2) Confirm: Use this button to execute the "Export Contact list" function.
- 3) Cancel: Use this button to exit the "Export Contact list" dialog and return to the "Contact list".
- 4) File list: A file browser control in which you can set the path to save the "Contact list". Use normal file and folder navigation commands to navigate this list.

#### *16.3.6.5 Import Contact List*

You can use the "Import Contact List" function to import a CSV formatted contact list.

To open the "Import Contact List" dialog, press "Alt-I" from the "Contact list" or press "Enter" on the "Import Contact list" item in the "File" menu.

The "Import Contact List" dialog consists of 4 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) File name: A combo edit box into which you can type the name of the file you want to import.
- 2) Confirm: Use this button to execute the "Import Contact list" function.
- 3) Cancel: Use this button to exit the "Import Contact list" dialog and return to the "Contact list".
- 4) File list: A file browser control from which you can select the desired contact list file (CSV). Use normal file and folder navigation commands to navigate the file list. When you locate the file you want to import, press "Enter".

#### **16.3.7 Setup Options**

The Google Talk Program on the Braille Sense U2 QWERTY contains several option settings, including "My status options", "on-line ID", "auto-reply" "notification and sound". Below is a detailed explanation of each of these option settings.

#### *16.3.7.1 My status Options*

This menu allows you to set how your status and on-line ID is displayed to your contacts.

To open the "My status options" dialog, press "Alt-u" from the contact list or press "Enter" on "My Status Options" from the "Options" menu.

The "My Status Options" dialog consists of 3 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) My Status: A list from which you can select one of 5 status options: On-line, Away, Idle, DND, Chat, or Off-line. Navigate among the options using "up arrow button" or "down arrow button".
- 2) Confirm: Use this button to save the setting.
- 3) Cancel: Use this button to exit the "My status Options" dialog and return to your "Contact list".

#### *16.3.7.2 Action Options*

The "Action Options" dialog allows you to set auto-reply, idle time Display Contact List, etc.

To open the "Action Options" dialog, press "Alt-a" from the contact list or press "Enter" on the "Action Options" item in the "Options" menu.

The "Action Options" dialog consists of 5 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) Action setting: A list of various option settings. Move among the settings using up arrow button or down arrow button.

- A. Display contact list: Choose whether the contact list displays all contacts or only online contacts. Use "Space" or "Backspace" to change the setting.
- B. Contact request: Setup how to respond to an incoming contact request. The options are, "notification", "accept" and "reject". If you choose "notification", you are notified of the request and question to "accept" or "reject" the request. If you choose "accept", the request is automatically accepted. If you choose "reject", the contact is rejected automatically. Use "Space" and "Backspace" to change the value of the setting.
- C. Incoming chat request: Choose how to respond to an incoming chat request. You can choose to move to the chat-window immediately or for your focus to remain in the contact list. You can choose between "Move to the chat" and "Don't move". Use "Space" and "Backspace" to change the setting.
- D. File transfer request: This option allows you to set how to respond when one of your contacts requests to send you a file. The options are, "Alerts", "accept" and "reject". If you choose "Alerts", you are notified of the file transfer request and question to choose "Accept" or "Reject". If you choose "Accept", the transfer request is accepted automatically. If you choose "Reject", the request is automatically rejected. You can change the setting using "Space" or "Backspace".
- E. Incoming voice chat request: Choose how to respond when a contact requests to voice chat with you. Again, the options are, "Alerts", "accept" and "reject". If you choose "Alerts", you are notified of the voice chat request and question to choose "accept" or "reject". If you choose "accept", the voice-chat request is accepted automatically. If you choose "reject", the voice chat request is rejected automatically. Use "Space" or "Backspace" to change the value of the setting.
- F. Auto reply to incoming chat request: You can set whether you send an auto-reply message when one of your contacts requests a chat. You can choose between "Yes" and "No". Use "Space" and "Backspace" to change the setting.

2) Auto-reply message: An edit box into which to type a message for use with the auto reply function.

- 3) Show me as "Away" when I'm inactive for: When there is no input for the specified amount of time, your status is automatically displayed as "Idle". Enter time in minutes.
- 4) Confirm: A button to save the settings.
- 5) Cancel: A button to exit the "Action Options" dialog and return to the "Contact list".

#### ***16.3.7.3 Alert Options***

The "Alert Options" dialog lets you set whether you use Message Sound Notifications While in Current Window and whether to play the keyboard sound when someone is typing. To open the "Alert Options" dialog, press "Alt-o" from the contact list or press "Enter" on the "Alert Options" item from the "Options" menu.

The "Alert Options" dialog consists of 3 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) Setting list: A list of various option settings. Move among the options using "up arrow button" or "down arrow button".
  - A. Play keyboard sound: You can select whether the keyboard sound is heard when you are typing a message. You can choose between "Yes" and "No" by pressing "Space" or "Backspace".
  - B. Message Sound Notification While Messenger is In the Background: You can set whether notification sounds are heard to alert you of events such as incoming chats, requests for file transfers, or changes in contact status while Google Talk is running in the background. You can choose between "Yes" or "No" by pressing "Space".
  - C. Message sound Notification: You choose whether you hear notification sounds to alert you to Google Talk events. You can choose between "Yes" and "No".
- 2) Confirm: Use this button to save your settings.
- 3) Cancel: Use this button to close the dialog without saving your changes and return to the "Contact list".

#### ***16.3.7.4 Path Options***

The "Path Options" Allows you to set the path for saving conversations, file transfers, and temporary storage. To open the "path options" dialog, press "Alt-p" or press "Enter" on the "Path Options" item from the "Options" menu. The "Path Options" dialog consists of 5 controls. Move among the controls by pressing "Tab" or "Shift-tab".

- 1) Set download path: A button to set the path for saving messages. If you press "Enter" on the button, the "Set path" dialog appears. Navigate to your desired folder and press "Enter".
- 2) Set temporary path: A button to set the path for saving temporary files. If you press "Enter" on this button, the "Set path" dialog appears. Navigate to your desired folder and press "Enter".
- 3) Saving download path: A button to set the path for saving received files. If you press "Enter" on this button, the "Set path" dialog appears. Navigate to your desired folder and press "Enter".
- 4) Confirm: Use this button to save your settings.
- 5) Cancel: Use this button to close the "Path Options" dialog without saving changes and return to the "Contact list".

## **16.4 MSN messenger**

The MSN messenger program on the Braille Sense U2 QWERTY is very similar in its operation to that which runs on a Personal computer. This is because we have made every attempt to keep the structure and features the same as those that are found in the MSN messenger program that runs on a PC. Using MSN messenger, you can chat online with other registered users of MSN messenger. Note that you need to create an MSN messenger account with Microsoft before using this service.

To launch MSN messenger, from the "Social Networking" menu, press the short cut key, "n". Or press "up arrow button" or "down arrow button" to move to "MSN messenger" and press Enter.

#### **16.4.1 Getting Started with MSN Messenger**

When you launch MSN messenger, the log-in dialog is displayed.

- 1) When the log-in dialog appears, you are placed in the "E-mail" computer edit box. Type the e-mail address you have registered for your MSN passport in computer Braille.
- 2) Press "Tab" to move to the "Password" computer edit box. Type the password you have setup for your MSN messenger account. Again, you need to use computer Braille.
- 3) Press "Tab" to move to the "Remember me" check box. By default, this check box is unchecked. You can check the check box by pressing "space". THE next time you run the messenger program, the e-mail address is displayed automatically for you.
- 4) Press "Tab" to move to the "Save password" check box. By default, this is unchecked. You can check this option by pressing "space". Next time you run the messenger program, the password is entered automatically, and is displayed in the password edit box as asterisks. To use this feature, also check the "Remember me" check box. Otherwise, the password is not stored even if you have checked the "Save password" check box.
- 5) Press "Tab" to move to the "Auto Sign In" check box. The default is "Uncheck". To automatically log in when MSN messenger is opened, press "Space" to change to setting.
- 6) Press "Tab" to move to the "Confirm" button. Pressing "Enter" logs you in to your Messenger account. Once you are logged in, a contact list appears. To cancel logging in, press "Tab" once more to move to the "Cancel" button. Then press "Enter". Or you can also press "Alt-F4". The messenger program closes.

If you have successfully logged in and checked "Remember me" and "Save password", the next time you run MSN Messenger, you are automatically logged in.

If you try to execute MSN Messenger when the Braille Sense U2 QWERTY is not connected to the Internet, the Braille Sense U2 QWERTY announces "Connection failed. please check your Internet connection." and returns to the log-in dialog.

### **16.4.2 Using a Contact List**

If you have successfully logged in, a list box containing your MSN contacts appears. In this list, the contact information for those who are online and for those who are offline is grouped together. Move through the list by pressing "down arrow button" or "up arrow button" repeatedly. When this list box appears, the number of people who are online is displayed first. Your online contacts are shown in the format, "(current status) nickname xx/yy" in Braille, and "nickname, current status, xx/yy" in speech. Where "yy" is the number of people who are online or offline, and "xx" is the order of the current item in the online or offline group. In Braille, the current status, "online", is displayed as "nIn", and "offline" as "fIn". In speech, status is announced as "online" or "offline". When a contact's status is "idle", it is displayed as "idl" in Braille, and "idle" in speech. If the status of a person changes after you log in, different sound is heard depending on their status.

YOU can use the following hot keys in this list box:

1. Move to the previous item : Up arrow button or up scroll button
2. Move to the next item : down arrow button or down scroll button
3. Move between online and offline groups : Ctrl-Down arrow key

WHEN you receive a message, you can have the message stay on the Braille display until you are done reading it. When in the Contacts list box Press "Ctrl-I". When you are asked to "Confirm the received message: No", select "Yes" by pressing "space". When a message is received the message stays on the Braille display until you close it with "Esc".

To close the messenger program, press "Enter" on "Close" in the file menu. Or Press "Alt-F4".

#### *16.4.2.1 Instant Messaging*

To have a conversation with a person in your list of contacts, move to the contact, and press "Alt" to open the menu. Move to "Actions" and press "Enter". Press "Enter" again on "Send Instant Message". Or press "Enter" or "Ctrl-s" on the contact in the list. The "Instant message" dialog appears, in which you can type messages back and forth with your contact online.

#### *16.4.2.2 Adding, Deleting, or Viewing Contact Information*

To add a contact, do the following:

- 1) Press "Alt" or F2 to open the menu. Move to "Contacts" by pressing "down arrow button", and press "Enter". Press "Enter" on "Add Contact". You can also press "Ctrl-a" to activate this function directly.
- 2) The "Add Contact" dialog is displayed, and you are placed in the "E-mail address" edit box. Type the e-mail address of the person you want to add in computer Braille.
- 3) Press "Tab" to move to the "Confirm" button, and press "Enter". The contact information is stored and you are placed back in the contact list box.

To cancel adding the contact information, press "Tab" to move to the "Cancel" button, and press "Enter".

The added contact is displayed as offline until the person accepts your request for adding him or her to your contact list. As soon as the request is accepted, their status is changed to online, and from then on, will reflect the person's actual status.

You can delete a contact you have stored by doing the following:

- 1) Move to the contact you want to delete, by pressing "up arrow button" or "down arrow button" repeatedly.
- 2) Press "Alt" to open the menu. Press "down arrow button" to move to "Contacts", and press "Enter". Move to "Delete Contact" by pressing "down arrow button", and press "Enter". Or to activate this function directly, press "Ctrl-d".
- 3) The "Delete Contact" dialog is displayed, showing the e-mail address of the person to be deleted in the "E-mail address" edit box. Make sure that the address is correct, and if not, make the necessary changes.

4) Press "Tab" to move to the "Confirm" button, and press "Enter". The contact is deleted and the contact list box appears again. To cancel deletion, press "Tab" once more to move to the "Cancel" button. Then press "Enter".

You can delete a contact regardless of whether he/she is online or offline.

To view information for a contact, do the following:

- 1) Move to the contact for whom you want information by pressing "down arrow button" or "up arrow button".
- 2) Press "Alt" to open the menu. Press "down arrow button" to move to "Contacts", and press "Enter". Move to "Contact Information" by pressing "down arrow button", and press "Enter". Or to activate this function directly, press "Ctrl-v".
- 3) You are placed in the "Contact Information" dialog. First, "Nickname" is focused. Press "Tab" to move to the e-mail address for the contact. Press "Tab" again to move to his/her status.
- 4) After reading all the information for the contact, press "Tab" to move to the "Close" button, and press "Enter". Or you can press "Esc". The dialog is closed and the contact list box appears again.

#### *16.4.2.3 Changing Your Nickname, Status and Viewing Your Information*

You can change your nickname as follows:

- 1) Press "Alt" to open the menu. Press "down arrow button" repeatedly to move to "Tools", and press "Enter". Press "Enter" on "Nickname". Or to activate this function directly, press "Ctrl-p".
- 2) The "Change Nickname" dialog appears, and the "Nickname" edit box is focused. Type the nickname you like. You can use letters, numbers, and other symbols in the nickname.
- 3) Press "Tab" to move to the "Confirm" button, and press "Enter". Your nickname is changed and you are returned to the contact list box.

To view your nickname or e-mail address, you can use "my status" as follows:

- 1) Press "Alt" to open the menu. Press "Enter" on "File". Move to "My Status" by pressing "down arrow button", and press "Enter". Or to activate this function directly, press "Ctrl-m".
- 2) The dialog appears, and your nickname is displayed. Press "Tab" to move to your e-mail address, and "Tab" again to move to "Status", and so on.
- 3) When done reading the information, Press "Tab" to move to the "Close" button, and press "Enter". Or you can press "Esc". The information dialog is closed and you are placed in the contact list box.

To change your status, do the following:

- 1) Press "Alt" to open the menu. Press "Enter" on "File". Move to "Set My Status" by pressing "down arrow button", and press "Enter". Or to activate this function directly, press "Ctrl-t".
- 2) The "Set My Status" dialog appears, and the "Status" combo box has focus. Move to the status item you want by pressing "down arrow button" or "up arrow button".
- 3) Press "Tab" to move to the "Confirm" button, and press "Enter". Your online status is changed and you are placed in the contact list box.

#### *16.4.2.4 Additional Features*

##### **1. Sign out**

If you want to log in using another account, you must log out of your current account first, and log in to the other account. Press "Alt" to open the menu. Press "Enter" on "File". Press "down arrow button" repeatedly to move to "Sign Out" and press "Enter". You are logged out, and the Sign In dialog appears again. In the "E-mail address" and "Password" edit boxes, the e-mail address and password used in the previous login are displayed by default. To log in to another account, you must delete the log in information for the first account, and type the log in information for the second account.

##### **2. Save account**

If you did not check the "Remember me" and "Save password" check boxes in the Sign In dialog, later, you may want to save the account information

after logging in. You can use the "Save Account" option to do this. It is exactly the same as checking the two check boxes in the login dialog. To use "Save Account", press "Alt" to open the menu. Press "down arrow button" repeatedly to move to "Tools", and press "Enter". Press "down arrow button" to move to "Save account", and press "Enter". You are prompted, "Save account? Yes". Press "Enter" and you are placed back in the contact list box.

### 3. View chat and last message

When you are having a conversation with more than one person simultaneously, you can view a list of messages you have received previously. You can use the "Last Message" option, or when using "View Chat" go back to recent conversations via recent chat messages.

To use "View Chat", press "Alt" to open the menu and press "Enter" on "File". Press "down arrow button" to move to "View Chat", and press "Enter". Or press "Ctrl-r" to activate this function directly.

To use "Last Message", press "Alt" to open the menu. Press "down arrow button" repeatedly to move to "Actions", and press "Enter". Press "down arrow button" to move to "Last Message", and press "Enter". Or press "Alt-r" to activate this function directly. When executing "Last Message" the "list of messages" is displayed. In this list, Move through the messages by pressing "up arrow button" or "down arrow button" repeatedly. If you press "Enter" on a message, the focus moves to the corresponding conversation.

### 4. Play keyboard sound

You can select whether you hear a typewriter-like sound as you input text or when someone is typing a message to you. To access this setting, do the following:

- 1) Press "Alt" to open the menu.
- 2) Press "down arrow button" to move to "Tools" and press "Enter".
- 3) Press "down arrow button" to move to "Play Keyboard Sound" and press "Enter". Or, Press "Ctrl-k" to move to the "Play Keyboard Sound" option directly. You are prompted, "Play keyboard sound: Yes"

4) If you press "Enter", the typewriter click sounds as you type.

If you press "down arrow button" to move to "No" and press "Enter", the keyboard sound plays when a person is typing to you even if you are writing a message.

## 5. Message sound notification while in current window

Use this option to choose whether you are alerted to new messages via a notification sound while in a chat conversation. To adjust this setting, do the following:

1) Press "Alt" to open the menu.

2) Press "down arrow button" to move to "Tools" and press "Enter".

3) Press "down arrow button" to move to "Message Sound Notification While In Current Window" and press "Enter". Or, Press "Fn-s" to move to the "Message Sound Notification While In Current Window" option directly. You are prompted, "Play message sound notification while in current window: Yes".

4) If you press "Enter", you are alerted to a received message by a beep sound when in a conversation.

5) If you press "down arrow button" and press "Enter", you are not alerted by a beep sound when in a conversation.

However, even if you set this option to No", a sound alerts you to new messages when in the contact list. The setting is only effective for the current chat window.

## 6. Message sound notification while messenger is in the background

You can select whether you are alerted with a beep sound on receipt of new messages when running another application and messenger is in the background. To change this setting, do the following:

1) Press "Alt" to open the menu.

2) Press "down arrow button" to move to "Tools" and press "Enter".

3) Press "down arrow button" to move to "Message Sound Notification While Messenger Is in the Background" and press "Enter". Or, Press "Alt-m" to

move to this option directly. You are prompted, "Play message sound notification while messenger is in the background: Yes".

4) If you press "Enter", a beep sound is heard when a new message is received.

If you press "down arrow button" and press "Enter", there is no beep sound, thus you are not alerted to new messages until you return to the messenger program and view them.

### **16.4.3 Instant Message dialog**

If you press "Enter" on a contact in your contact list, the instant message dialog appears, thus opening a conversation window. The instant message dialog consists of the "history" window, the "input" edit box, and "Send" and "Close" buttons. The "history" window lists all the messages that have been sent to and from other contacts. In the "input" edit box, you can type messages to send to your contact. Move among these controls by pressing "Tab" or "shift-tab".

When you open the dialog by pressing "Enter" on a contact to send a message, the "input" edit box is focused when the dialog appears. On the other hand, if the dialog was opened to read received messages, the "history" window is focused. In the "input" edit box, you can type one line, as pressing "Enter", sends the message. You can also move to the "Send" button, and press "Enter" to send the message. The message is then added to the "history" window. In the "history" window, for each message, the nickname of the writer of the message is displayed followed by the content of the message. Each message is considered as a paragraph.

When you are in the instant message dialog, if the other person sends a message, the message is displayed in Braille and announced in speech immediately. If you receive a message while in the instant message dialog, Move to the contact list box by pressing "Page up or Page down". Press the key again to return to the instant message dialog.

More than one instant message dialog can be opened at the same time. For example, while in an instant message dialog, if you go to the contact list box

by pressing "Page up" and press "Enter" on another contact, another instant message dialog is opened.

To close the instant message dialog, press "Enter" on the "Close" button, or press "Esc" key. The dialog is closed, and you are returned to the contact list box.

#### *16.4.3.1 Inviting Others to Start a Conversation*

You can invite multiple people to the same conversation so that all of you can write to each other in one instant message dialog. You can invite or add another participant as follows:

Press "Alt" to open the menu. Move to "Actions" by pressing "down arrow button" repeatedly, and press "Enter". Press "Enter" on "Invite A Contact". Or to activate this function directly, press "Ctrl-i". The list of people who are online is displayed. Press "up arrow button" or "down arrow button" repeatedly to move to the contact you want to invite. Press "Enter". The Braille Sense U2 QWERTY announces that the person has been invited, and you are returned to the current conversation.

#### *16.4.3.2 Saving and Printing Your Messages*

You can save or print the messages shown in the "history" window. To save the messages, press "Alt" to open the menu. Press "Enter" on "File". Move to "Save As" and press "Enter". Or to activate this function directly, press "Alt-s". The save dialog appears and the "File name" edit box is focused. This dialog has the same controls and functions the same as the "Save As" dialog in the "Word Processor".

To print the messages, press "Alt" to open the menu. Press "Enter" on "File". Move to "Print" by pressing "down arrow button" repeatedly, and press "Enter". Or to activate this function directly, press "Ctrl-p". The "Print" dialog is displayed. This dialog is the same as the "Print" dialog in the "Word processor". The messages can be printed or embossed in Braille.

#### ***16.4.3.3 Copying and Pasting Instant Messages***

You can copy the messages in the "history" window or "input" edit box, as you can do in the "Word Processor". However, since the "history" window is read only, you cannot paste, cut, or delete the messages in the "history" window. If you wish, you can paste text into the "input" edit box. To select a block of text, move the cursor to the start point, and press "Ctrl-b". Move to the end point of the text to be selected. Press "Ctrl-c" to copy. Move the cursor to the place where you want to insert the copied text (the "input" edit box, or an edit box of another program), and press "Ctrl-v" to paste the text. You can press "Ctrl-a", to select all the text in the current control. IN addition to using the hot keys listed above, you can perform these functions using the "Edit" menu.

#### ***16.4.3.4 Searching Messages***

You can search the messages in the "history" window for text. This is very useful especially when you have exchanged many messages. The "Find" dialog is used for this purpose, and works the same as the one in the "Word Processor". Press "Alt" to open the menu. Press "down arrow button" to move to "Edit", and press "Enter". Press "down arrow button" repeatedly to move to "Find", and press "Enter". Or to activate this function directly, press "Ctrl-f". The "Find" dialog appears, and the "Text to find" edit box is focused. Type the string to search for and set the search direction, and press "Enter". The focus moves to the message that contains the text you searched. To find it again in the same direction, press "Ctrl-f". If the text is not found, the unit announces, "Not found", and the cursor is placed where you invoked the "Find" dialog.

### **16.5 Hot Keys in Social Networking**

#### **16.5.1 Twitter**

Sign Out: Ctrl-g  
Personal Information: Ctrl-l  
Save Current Timeline: Alt-s  
Home Timeline: Ctrl-h  
Friend Timeline: Ctrl-f  
User Timeline: Ctrl-u  
Current User Timeline: Alt-u  
Mention Timeline: Ctrl-m  
Retweet By Me: Alt-b  
Retweet To Me: Alt-t  
Retweet Of Me: Alt-o  
Tweet: Ctrl-t  
Remove Tweet: Delete  
Retweet: Ctrl-e  
Reply: Ctrl-y  
Add To Favorite: Ctrl-v  
Favorite List: Ctrl-l  
Send Direct Message: Ctrl-s  
Sent Direct Message: Alt-m  
Received Direct Message: Alt-r  
Follow User: Alt-a  
Following: Alt-l  
Followers: Alt-e  
Global Search: Ctrl-f  
User Search: Alt-f  
Search Word List: Alt-w  
Next List: Ctrl-n  
Refresh: Ctrl-r  
Exit: Alt-F4  
Escape: Esc key

Move to the next tweet: Down arrow key

Move to the previous tweet: Up arrow key

Move to the first tweet on the refreshing list: Ctrl-Fn-Left arrow key

Move to the last tweet on the refreshing list: Ctrl-Fn-Right arrow key

Move to the previous 32 list: Fn-Up arrow key

Move to the next 32 list: Fn-Down arrow key

Move to the previous list: Up arrow key

Move to the next list: Down arrow key

Move to the top of the list: Ctrl-Fn-Left arrow key/Fn-Left arrow key

Move to the bottom the list: Ctrl-Fn-Right arrow key/Fn-Right arrow key

Enter into selected folder or open the selected file: Enter

Move to the upper level folder: Backspace

### **16.5.2 Google talk**

#### **File Menu Commands**

Sign out: Ctrl-l

Export Contact Lists: Alt-x

Import Contact Lists: Alt-i

Exit: Alt-F4

#### **Action Menu Commands**

Start Chat: Ctrl-s

Start Voice Chat: Ctrl-h

Send File: Alt-f

Move to Recently Chat: Ctrl-t

Manage Chat: Ctrl-m

#### **Contact Menu Commands**

Add Contact: Alt-q

Delete Contact: Delete

Block Contact: Alt-b

Manage Block List: Alt-m

Contact Information: Ctrl-i

Manage Contact List: Ctrl-p

## **Option Menu Commands**

My Status Options: Alt-u

Action Options: Alt-a

Alert Options: Alt-o

Path Options: Alt-p

## **Chat Window Menus**

### **File Menu Commands**

Save Conversation: Alt-s

Close Chat: Alt-F4

### **Edit Menu Commands**

Cut: Ctrl-x

Copy: Ctrl-c

Delete: Delete

Paste: Ctrl-v

Start Selection: Ctrl-b

Select All: Ctrl-a

Find: Ctrl-f

Find Again: F3

### **Action Menu Commands**

Start Chat: Ctrl-s

Start Voice Chat: Ctrl-h

Stop Voice Chat: Esc key

Send File: Alt-f

View Contact List: Ctrl-t

Manage Chat: Ctrl-m

Move to Previous Chat: Ctrl-Shift-Tab

Move to Next Chat: Ctrl-Tab

### **The move keys in Google Talk.**

Move to the previous Contents: Up arrow key

Move to the next Contents: Down arrow key  
Move to the previous 32-items of the Contents: Fn-Up arrow key button  
Move to the next 32-item of the Contents: Fn-Down arrow key button  
Move to the first item of the Contents: Ctrl-Fn-Left arrow key  
Move to the last item of the Contents: Ctrl-Fn-Right arrow key

### **16.5.3 MSN Messenger**

#### **1. Sign-in dialog box**

Move to the next control: Tab  
Move to the previous control: Shift-tab  
Check or uncheck a check box: Space

#### **2. The contact list box**

Move to the previous item: Up arrow key  
Move to the next item: Down arrow key  
Move between online and offline groups: Ctrl-Down arrow key  
Open the menu: Alt  
Sign out: Ctrl-n  
View chat: Ctrl-r  
My status: Ctrl-m  
Close: Alt-F4  
Add contact: Ctrl-a  
Delete contact: Ctrl-d  
Contact information: Ctrl-v  
Send instant message: Ctrl-s  
Last message: Alt-r  
Play keyboard sound: Ctrl-k  
Message sound notification while in current window: Fn-s  
Message sound notification while messenger is in the background: Alt-m  
Nickname: Ctrl-p  
Save account: Ctrl-o  
Confirm the received message: Ctrl-l

**3. Instant message dialog box**

Move to the next control: Tab

Move to the previous control: Shift-Tab

Move between the instant message dialog box and the contact list box:

Page up or Page down

Save as: Alt-s

Print: Ctrl-p

Close: ESC

Cut: Ctrl-x

Copy: Ctrl-c

Delete: Ctrl-d

Paste: Ctrl-v

Select all: Ctrl-a

Start selection: Ctrl-b

Find: Ctrl-f

Find again: F3

Invitation: Ctrl-i

## 17. Utilities

The "Utilities" menu provides several special functions and settings for the Braille Sense U2 QWERTY. The "Utilities" menu contains the following items:

- 1) Calculator (for doing simple math equations as well as scientific calculations)
- 2) Display Compass heading (for displaying your current cardinal direction)
- 3) (Set Time and Date (for setting the Braille Sense U2 QWERTY internal clock)
- 4) Display Time and Date (for viewing the date and time)
- 5) Wake up alarm (for setting an alarm)
- 6) Calendar (for checking dates according to the lunar and solar calendar)
- 7) Pronunciation Dictionary (for defining the way words are pronounced by the unit)
- 8) Stopwatch (for timing events)
- 9) Terminal for screen reader (for connecting your Braille Sense U2 QWERTY to your PC for use as a Braille display, external speaker, etc)
- 10) Setup internet (for creating Internet connection profiles)
- 11) Display Network Status (for displaying the status of your Internet connectivity)
- 12) Display power status (for discovering the amount of battery charge on the unit)
- 13) Backup/ Restore personalized settings (for backup/restore of personalized settings for each program in the Braille Sense U2 QWERTY)
- 14) Menu manager (for hiding some program options according to your preference)
- 15) Format (for formatting the flashdisk as well as external storage devices)
- 16) Set Sleep Timer (for defining the time before the unit automatically goes to sleep)
- 17) Upgrade Braille Sense Firmware (for upgrading the Firmware)

To access the menu items,

- 1) Press "up arrow button" or "down arrow button" in the "program" menu.
- 2) Press "Enter" on the "Utilities" menu. Or, press "u" from the "program" menu to open the Utilities menu.
- 3) The "Utilities" menu contains many settings dialogs and small applications.

The following sections discuss each of these menu options and their functions in greater detail.

## **17.1 Calculator**

Using the calculator on the Braille Sense U2 QWERTY you can do simple math equations as well as complex scientific calculations. The results and expressions are displayed in Braille, and spoken by the Braille Sense U2 QWERTY. While using the calculator, you can refer to the "help" menu by pressing "F1" for hot key information on the various calculator functions.

To use the calculator, press "c" from within the "Utilities" menu. When using the calculator on the Braille Sense U2 QWERTY, you need to type using computer Braille when calculating or inserting expressions. You can clear the calculator by pressing "Alt-c". If you insert numbers or a function into a result, the result disappears; and if you enter operators, you move to the next step. In addition, you can keep your result in the calculator's memory, and recall it later. You can use the functions and operators via the calculator menu or you can use the hot keys.

The calculator functions are explained in greater detail below.

### **17.1.1 General Functions**

"General functions" is a dialog box that contains the "general function list", a "Confirm" button, and a "Cancel" button. In the dialog box, you can navigate among the controls using "Tab" and "shift-tab". In the general function list, you can navigate the operators using "up arrow button" or "down arrow button". Or, in the list, you can press the first letter of the operator you want

to access. In the "Calculator", you can open the menu by pressing "Alt", and press "Enter" on "General Functions". Or, you can press "g" from the menu to access "General Functions". When the calculator is opened, 0 is displayed in computer Braille. From the calculation line, you can access the "General Functions" using the hot key, "Ctrl-g".

When the dialog opens, you are placed on the general function list. Once there, you can select your desired operation and press "Enter" to run it. You can cancel the operator selection by pressing "Enter" on "Cancel", "Alt-F4", or "Esc". You can also use hot keys to quickly execute operations.

Use the following hot keys to perform basic calculations:

Plus: +

Minus: -

Divided by: /

Multiply by: \*

Percent: %

Power: ^

Square Root: Ctrl-q

Decimal point: .

Left parenthesis: (

Right parenthesis: )

PI: Ctrl-p

Exponential: Ctrl-e

To enter negative numbers type minus and the number in parentheses. For example, type in minus 2 in the following manner: (-2).

For the percent operation, type the numbers first followed by the percent sign. Immediately after you type the percent sign (%), the number you have typed in is converted into a percent value. For example, 90 + 20% equals 90 + 18. The number 18 is displayed immediately on entering the % sign. The result of this expression is 108.

## 17.1.2 Memory Functions

The "Memory Functions" store your resulting answers and calculations in memory for later use. The "Memory Functions" menu has four items: "Recall Item", "Delete All Saved Items", "Save Item", and "Statistics Functions". You can move among these items by pressing "down arrow button" or "up arrow button" repeatedly, and press "Enter" on the desired feature. To access these menu items, press "Alt" to open the menu, and press "Enter" on "Memory Functions". Or, you can press "v" from the menu.

### 17.1.2.1 Recall Items

"Recall Items" is a dialog, containing the following: "Variable list", "Delete", "Display detail", "Confirm", and "Cancel". You can navigate among these items by pressing tab or shift-tab. You can access "Recall Items" by pressing "r" from the "Memory Functions" menu. Or, you can access the dialog by pressing "Alt-r" in the calculation line.

The "Variable list" displays "item name: the result value". You can move through the "Variable list" by pressing "up arrow button" or "down arrow button". You can insert the result value into your calculation by pressing "Enter" on the item name. You can also copy items in the "Variable list". Press "Space" to select an item in the "Variable list". Then, press "Ctrl-Insert" to copy the selected items to the clipboard.

The "Display detail" shows the item name and its result with the default set to "No". To review the detailed information, press "Space" to switch to "Yes". Then, it displays "item name: the expression = its result value" in Braille. "Delete" is used to remove a variable item. To delete an item, select the item you want to be deleted, and press "Enter" on "Delete". You can also select any number of individual items by pressing "Space" on each of them.

### 17.1.2.2 Delete All Saved Items

You can delete all of the saved items stored in the "Recall Items". To do this, open the menu by pressing "Alt" or press "F2". Then, use "up arrow button" or "down arrow button" to move to the "Memory Functions" menu, and press "Enter". Next, use "up arrow button" or "down arrow button" to move to "Delete All Saved Items", and press "Enter". You can also press "Ctrl-d" while in the calculation line.

### 17.1.2.3 Save Items

"Save Items" is a dialog that allows you to define variables according to the current expression or result in the calculator and save them for future use. The dialog contains an edit box for typing in the variable name, a "Confirm" button and a "Cancel" button. You can move among the controls by pressing "Tab" or "shift-tab". From the "Memory Functions" menu, you can access "Save Items" by pressing "s". From the calculation line, use the hot key, "Alt-s" to open the save items dialog.

When the dialog is opened, the "item name" edit box is focused. Type a name for the variable, and press "Enter" or move to "confirm", and press "Enter". The current expression or result is then saved under the variable name you just specified.

If you type names under variables which have already been created, you are prompted, "Replace variable xx with current value? Yes". To change the value, press "Enter" on "Yes". If you do not want to change the value, press "Enter" on "No". Press "Space" to toggle between "Yes" and "No".

If you type function names like "sin", "coos", or "pi" as a variable name, you are warned, "Invalid item name", as you cannot use these functions in variable names.

When you are on the calculation line, you can also define variables directly by typing "variable=expression" and press "Enter" to save the variable.. For example: "a=2+sin(30)" or "a=591",

#### **17.1.2.4 Statistics Function**

If you select this menu item, a dialog opens, which consists of a list box containing all the stored variables, a list box displaying the results of several functions, and a "Close" button. You can move among these elements by pressing "Tab", or "shift-tab". You can open this dialog by pressing "Alt-t" in the calculation line, or by pressing "t" in the "Memory Functions" menu. In the variable list, the variable names and their current values are displayed. You can move among these variables by pressing "down arrow button" or "up arrow button". In order to select a variable to be used in the calculation, press "Space" on it. This list is the same as the one in the "Recall Items" dialog. The only difference is that this dialog always displays variable names and values, regardless of the value of "Detail display" option. After you select all of the variables to be used in the calculation, you can press "Tab" to move to the "result" list. The "result" list displays the sum, average, variance, and standard deviation of the selected variables. You can move among these items by pressing "down arrow button" or "up arrow button". To copy results from the list to the clipboard, press "Space" on the items you wish to select

#### **17.1.3 Sine Functions**

The "Sine Functions" menu is activated when you press "Enter" on "Sine Functions", or press "s" from the menu. You can open the menu by pressing "Alt". Or, you can activate the "Sine Functions" menu by pressing "Ctrl-s" in the calculation line. The "sine function" list consists of "Sine", "Arc sine", and "Hyperbolic sine". If you press "Enter" on one of the three functions while moving with "up arrow button" or "down arrow button", or if you press "Enter" on "Confirm" while one of the functions is focused, you can insert it into your calculation line after selecting one of the sine functions. Or, you can insert one of the three sine functions by pressing the first letter of each from the list.

### **17.1.4 Cosine Functions**

You can activate the "Cosine Functions" by pressing "Enter" on "Cosine Functions" or by pressing "i" from the menu. Or, in your calculation line, you can open the "Cosine Functions" by pressing "Ctrl-i". The "cosine function" list consists of "Cosine", "Arc cosine", and "Hyperbolic cosine". If you press "Enter" on one of the three functions while moving with "up arrow button" or "down arrow button", or press "Enter" on "Confirm" while one of the functions is focused, the calculation is performed. Or, you can activate one of the three cosine functions by pressing the first letter of each from the list.

### **17.1.5 Tangent Functions**

You can activate the "Tangent Functions" when you press "Enter" on "Tangent Functions", or if you press "t" from the menu. You can also open the menu by pressing "Alt". Or, in your calculation line, you can open the "Tangent Functions" by pressing "Ctrl-t". The "tangent functions" list consists of "Tangent", "Arc tangent", and "Hyperbolic tangent". If you press "Enter" on one of the three functions while moving with "up arrow button" or "down arrow button", or press "Enter" on "Confirm" while one of the functions is focused, you can insert this function into your calculation. Or you can insert one of the three tangent functions by pressing the first letter of each from the list.

### **17.1.6 Logarithm Functions**

The "Logarithm Functions" is a dialog, which contains the following: "function list", a "Confirm" button, and a "Cancel" button. You can move among the three items by pressing "Tab" or "shift-tab". The function list consists of "Common logarithm" and "Natural logarithm", in which you can move by pressing "up arrow button" or "down arrow button".

You can activate the "Logarithm Functions" menu by pressing "Enter" on "Logarithm Functions", or by pressing "l" from the menu. Or, in your calculation line, you can open the "Logarithm Functions" by pressing "Ctrl-l". If you press "Enter" on one of the logarithm functions, or "Tab" to "confirm" while one of the functions is focused, you can insert this function into your calculation. Or, you can run a "Natural logarithm" by pressing "n" from the list. You can run a "Common logarithm" by pressing "c".

### **17.1.7 Copy to Clipboard**

The "Copy to Clipboard" function is used to copy your expression or result to the clipboard for pasting your expression or result in a document. You can activate it by pressing "Enter" on the "Copy to Clipboard" option, or by pressing "c" from the menu. Or, in the calculation line, you can press "Ctrl-c" to quickly copy your calculation to the clipboard. After copying, you can paste the calculation in a document.

When you activate "Copy to Clipboard", you hear "Copy completed", and the Braille Sense U2 QWERTY returns to your calculation line.

### **17.1.8 Option Settings**

"Option Settings" is a dialog, which contains the following: "setting list", a "Confirm" button, and a "Cancel" button. You can move among the three items by pressing "Tab" or "shift-tab". The "setting list" consists of "Radian" and "Degree", which you can navigate by pressing "up arrow button" or "down arrow button".

If you select "Radian", you can get the PI value while using the trigonometric function. If you select "Degree" and activate PI, you will get a wrong answer as this is not a valid calculation. You can activate the "Option Settings" by pressing "Enter" on the menu option or press "o" from the menu. Or, in your calculation line, you can activate the "Option Settings" by pressing "Ctrl-o". When the "Option Settings" are open, if you press "Enter" on the option you want, or press "Enter" on the "Confirm" button associated with it, the option is set according to your preference.

## 17.1.9 Exit

This is used to exit the calculator. You can close the calculator by pressing "Enter" on "Exit Calculator" or press z in the menu. Or, in your calculation line, you can exit by pressing "Alt-F4".

## 17.1.10 Sample Math Calculations

The following are examples for each of the math functions you can perform when using the calculator on the Braille Sense U2 QWERTY.

### 1. Addition Plus

For Plus press “+”

For example, to add the numbers 10 and 20, you would enter: 10+20.

The result is displayed as 30.

### 2. Subtraction Minus

For Minus, press “-”

For example, to add the numbers 10 and 20, and then subtract 5, you would enter: 10+20-5. The result is displayed as 25.

### 3. Multiplication

For multiplication, press “\*”

For example, to multiply 10 by 20, you would enter: 10\*20.

The result is displayed as 200.

### 4. Division

For Division, press “/”

For example, to divide 20 by 10, you would enter: 20/10. The result is displayed as 2.

### 5. Percent

For Percent, press “%”

If you want to calculate, what a 10 percent mark-up of 20 would be, enter the following,  $20+10\%$  which gives you the result 22. You get this answer because, 2 is 10percent of 20.

To calculate a 10 percent mark-down on 20, press:  $20-10\%$  which gives the result 18.

You get this answer because, 2 is 10 percent of 20.

To calculate what percentage 20 is of 10, press:  $20/10\%$  which gives you the result 200.

To calculate 10 percent of 20, press:  $20*10\%$  which gives the result 2. That is, 10 percent is 0.1.  $20*0.1 = 2$ .

## 6. Power

For Power, press “ $\wedge$ ”

For example, to calculate 2 to the power of 10, you would press:  $2^10$ . The answer will be given as 1024.

## 7. Calculating Square Root

To perform the Square root function, you can press “Ctrl” with “q”

For example, to calculate the square root of 16, you press: “Ctrl” with q, 16 “)”. Then, press enter.

Your answer will be given as 4.

## 8. Exponential

For Exponential you can press “Ctrl” with “e”

For example, to calculate the Exponential of 2, you would press: Ctrl with e then 2, followed by the “)” and “Enter.” That is,  $\exp(2)$  which gives the result 7.3890561.

## 1. Trigonometric Functions

### Sine Functions:

For Sine, press “Ctrl” with “s,” and then “s.” This is shown on the Braille display as,  $\sin()$ .

For Arc Sine, press “Ctrl” with “s,” then “a.” This is displayed as  $\sin()$ .

For Hyperbolic sine, press “Ctrl” with “s,” then “h.” This is displayed as  $\sinh()$ . In order to calculate the sine of a 30 degree angle you would type the following: Ctrl with s, then “s,” 30 and then “)”. Press “Enter” and your answer is displayed as 0.5.

### **Cosine Functions:**

For Cosine, you would press “Ctrl” with “i” and then you would press “i” This is displayed as  $\cos()$ .

For Arc cosine, press “Ctrl,” with “i” then, “a.” This is displayed as  $\cos()$ .

For Hyperbolic cosine, press “Ctrl” with “i” then, “h.” This is displayed as  $\cosh()$ .

For example, to calculate the cosine of the 30 degree angles, you press: Ctrl with i, I, 30 and then “)”. Then, press “Enter.” Your answer will be given as 0.8660254.

### **Tangent Functions:**

For Tangent, press “Ctrl” with “t” and then “t.” This is displayed as  $\tan()$ .

For Arc tangent, press “Ctrl” with “t” then “a.” This is displayed as  $\atan()$ .

For Hyperbolic tangent, press “Ctrl,” with “t,” then, “h.” This is displayed as  $\tanh()$ .

For example, to calculate the tangent of the 30 degree angles, you press: Ctrl with t, T, 30 and then “)”. That is,  $\tan(30)$  which gives you the result of 0.57735027.

### **Logarithm Functions:**

### Common logarithm

For Common logarithm, press "Ctrl" with "l," and then "n." This is displayed as  $\log($ .

For example, to calculate the common logarithm of the 100, you press: Ctrl with l, N, 100 and then ")". That is,  $\log(100)$  which gives the result 2.

### Natural Logarithm

For Natural logarithm, press "Ctrl" with "l," and then, "e." This is displayed as  $\ln($ .

For example, to calculate the natural logarithm of the 100, you press: Ctrl with l, E, 100 and then ")". That is,  $\ln(100)$  which gives the result 4.60517019.

## **17.2 Display Compass Heading**

Use this option to display the direction of the compass on the Braille Sense U2 QWERTY. You can display the compass heading from anywhere on the unit.

To display the compass heading, do the following:

Press "Enter-5-6" from anywhere on the Braille Sense U2 QWERTY.

The current status of the compass is displayed.

You can also access compass status in the "Utilities" menu. Move to "Display Compass Heading" by pressing "down arrow button". Press "Enter" on the "Display Compass Heading" or simply press "h".

As you change direction, to check the current compass status, press "Space". The current direction is announced.

To exit this function, press "Esc" or Alt-F4.

Note: It will take about 15 minutes to initialize the unit should the following situations occur:

1. The unit discharges a great distance from the location where the compass was last used.
2. The unit remains discharged for more than a month.

### **17.2.1 Options of gyrocompass**

There are 2 option settings available when viewing compass status: "Refreshing time" and "Compass display type".

Refreshing time:

You can set the interval of the automatic announcement of the compass status. To set this option, follow these steps:

- 1) Execute "Display Compass Heading".
- 2) The Braille Sense U2 QWERTY displays the current compass status.
- 3) Press "Tab".
- 4) You are placed in the "Refreshing time" edit box.
- 5) Type the number of seconds between compass status announcements.

By default, it is set to 0. You may type a number between 0 and 120.

Compass display type:

You can set the type of the compass display. To set, follow these steps:

- 1) Execute "Display Compass Heading".
- 2) The current compass status is displayed.
- 3) Press "Tab" to move to "Compass display type".
- 4) The setting values are "cardinal and degrees", "cardinal only" and "degrees only". By pressing "Space", you can change the value of the setting.

By default, it is set to "cardinal and degrees".

## **17.3 Set Time and Date**

To set the Braille Sense U2 QWERTY's internal clock, press "Enter" on "Set Time and Date" in the "Utilities" menu. You can find it by navigating the "Utilities" menu with "up arrow button" or "down arrow button" Or press "t" to open the "set time and date" dialog from the menu.

The set time and date is a dialog, consisting of the following: "Time zone", "Use Daylight Savings", "Time format", "Time", "Date", "Synchronize with time server", a "Confirm" button, and a "Cancel" button. You can move among these items by pressing "Tab" or "shift-tab".

When you activate "Set Time and Date" for the first time, you will likely see "Time zone? Pacific Time (US & Canada); Tijuana (GMPT-08:00)" as this is the default. You can review the "time zone" list by pressing "down arrow button" or "up arrow button", or by typing the first letter of time zones or represented cities. Select your time zone, and move to the next item by pressing "Tab".

The "Use Daylight Saving" checks box displays according to "Time zone". If daylight saving time is used in the selected time zone, this item is displayed. If it is not used, this item is not displayed. You can check and uncheck this item using "Space".

The next item is "Time format", the options for which are 12 hour and 24 hour time. You can toggle between the two using "up arrow button" or "down arrow button".

Move to "Time" by pressing "Tab". Use this option to set the clock's time. If you select 12 hour clock in the "Time format", A.M. or P.M. is displayed after the hour and minute. In the 12 hour clock, you can toggle A.M. or P.M. by pressing "Fn-x". In the 24 hour clock setting, you can type a 24-hour time regardless of A.M. or P.M. When typing the time, separate the hour and minute using a space or a colon.

Move to "Date" by pressing "Tab". Type the "Date" month, date, and year as mm/dd/yyyy. Use 2 digits for the month, 2 digits for the day, and 4 digits for the year, separating them by a space or a slash.

The next item is "Synchronize with time server", used to synchronize time and date with a time server on the Internet. This function is extremely useful when the date and time of Braille Sense U2 QWERTY is faster or slower than the current time. To execute this function, your Braille Sense U2

QWERTY must be connected to the Internet. When connected, press "Enter" on the "Synchronize with time server" button. After synchronization, it displays the synchronized time in the "Time" edit combo box. The synchronized date is also displayed in the "Date" edit combo box.

To save your settings, press "Tab", to the "confirm" button and press "Enter" you are returned to "Set Time and Date" in the "Utilities" menu. Or, when you have completed entering all of the information simply presses "Enter".

## **17.4 Display Time and Date**

Use this function to check the current date and time. To activate this function, press "up arrow button" or "down arrow button" to navigate to "Display Time and Date" in the "Utilities" menu, and press "Enter". Or, you can activate this function by pressing d from the menu. You can also query the time and date from anywhere on the Braille Sense U2 QWERTY. Press "Fn-t" to check the time. Press "Tab", and today's date is displayed.

## **17.5 Wake up alarm**

You can set a "Wake up alarm" so that an alarm sounds on the Braille Sense U2 QWERTY at a specified time every day. To open "Wake up alarm", from the "Utilities" menu, use "up arrow button" or "down arrow button" to navigate to "Wake up alarm", and press "Enter". If this is the first time you have opened "Wake up alarm", and you have not yet set the time or date in the Braille Sense U2 QWERTY, the unit prompts, "Set time:" After you set the time, the Braille Sense U2 QWERTY displays the "Wake up alarm" dialog. You are then prompted, "Set time:" The "Wake up alarm" dialog contains the following: "Set time", "Bell", "Term", "Alarm duration", "Repeat interval", "Wake up call times", a "Confirm" button, and a "Cancel" button. You can move among the controls by pressing "Tab" and "shift-tab".

When the alarm sounds, the Braille display also displays the message "Wake up call. Press "Ctrl" to stop the alarm". As the message indicates, to stop the alarm, press "Ctrl".

### **17.5.1 Set Time**

When you open the "Wake up alarm" dialog, the Braille Sense U2 QWERTY displays the "Set time" field. The value is set to the current time or the time specified previously. Here you can directly type the time, or set the time using the shortcut keys, as explained in section 6.3. After you set the time press "Tab" to move to the next field.

### **17.5.2 Alarm Sound**

You can select an alarm sound for the wake up alarm. If you press "Tab" from "Set time", the current alarm sound plays. Press "up arrow button" or "down arrow button" to change the alarm sound. As you move among the sounds, the different alarm sounds are played. When you have selected the sound you want press "Tab" to move to the next field.

### **17.5.3 Term**

In this field, you can set which days of the week the alarm sounds. There are four options: "Off", "Once", "Week days", and "Every day". Move among these options by pressing "up arrow button" or "down arrow button". If the "Term" is set to "Off", the alarm does not go off at the specified time, no matter how the other options in the dialog are set. If the "Term" is set to "Once", the alarm goes off only once. If the "Term" is set to "Week day", the alarm goes off at the same time every weekday, Monday through Friday. If the "Term" is set to "Everyday", the alarm goes off at the specified time 7 days a week. When you have selected your preference, press "Tab" to move to the next field.

#### **17.5.4 Ringing Duration**

This option sets the amount of time that the alarm sounds. The options are 1 minute, 2 minutes, or 3 minutes. Move among these options by pressing "up arrow button" or "down arrow button". If you set the ringing duration to "1 minute", the alarm sounds for one minute, then is silent. To stop the alarm before a minute has passed, press "Ctrl".

#### **17.5.5 Repeat Interval**

This option sets the amount of time that is between the times that the alarm sounds. For example, if you set the repeat interval to three minutes, after the alarm has stopped sounding, it rings again in 3 minutes, . The available settings are 1, 3, 5, 10, 15, or 20 minutes. Move among these options by pressing "up arrow button" or "down arrow button".

#### **17.5.6 Wake up Call Times**

This option allows you to decide how many times the alarm sounds. If the alarm is not turned off by pressing "Ctrl", it repeats according to the number of times you set for this option. The available settings are 1 to 10. Move among these options by pressing "up arrow button" or "down arrow button".

#### **17.5.7 Confirm/Cancel**

If you press "Enter" on the "Confirm" button, the changes are saved, and the dialog is closed. If you do not want to save the changes, press "Enter" on the "Cancel" button. The Braille Sense U2 QWERTY keeps the previous alarm settings, and closes the dialog.

### **17.6 Calendar**

You can open the calendar by pressing "Enter" on "Calendar" in the "Utilities" menu, or by pressing "I". The following options are available: "Solar calendar", and "Lunar calendar"". In the calendar, you can check three kinds of information starting from the year 1841 to the year 2043. If you type a date that is not in the range and press "Enter", you get the message, "Invalid date", and return to the "Date" edit combo box.

### **17.6.1 Using the Calendar**

The "Calendar" is composed of the "Solar calendar", and the "Lunar calendar". In the "Lunar calendar", a leap month is displayed with "I". The calendar works according to a date unit. The default is the date set on the Braille Sense U2 QWERTY.

The following is an explanation of how to check the dates.

#### **1. Moving items**

You can switch among "Solar calendar", and "Lunar calendar" by pressing "Tab" or "shift-tab".

#### **2. Typing date**

In the calendar, you can type a month, date, and year in the form of mm/dd/yyyy. Use 2 digits for the day, 2 digits for the month, and 4 digits for the year, separating them using a slash or space. If you press "Enter" after typing a date, the date is announced in one calendar, and you can press "Tab" to move to the equivalent date in the other calendar.

#### **3. Hotkeys for switching dates**

After typing a date, you can check the "Solar calendar", "Lunar calendar", and "Day of week" by pressing "Tab" or "shift-tab".

Move to the next day: Right arrow button

Move to the previous day: Left arrow button

Move to the next week: Ctrl-Right arrow button

Move to the previous week: Ctrl-left arrow button

Move to the next month: Down arrow button

Move to the previous month: Up arrow button

Move to the next year: Ctrl-Down arrow button

Move to the previous year: Ctrl-Up arrow button

## **17.7 Pronunciation Dictionary**

The "Pronunciation dictionary" is used to modify how Braille Sense U2 QWERTY pronounces specified words as defined by your entries into the dictionary. You can open it by pressing "p" from the "Utilities" menu.

The "Pronunciation dictionary" is composed of the list, "Add Word" button, "Modify Word" button, "Delete Word" button and "Close" button. You can move among these controls by pressing "Tab" or "shift-tab".

The list is shown as "word: xx ?yy" where "xx" is the original word and "yy" is the alternative pronunciation. For example, if you wanted to hear "Who" pronounced as "world health organization" and you added the word to the pronunciation dictionary, it is listed as "word: WHO ?world health organization". You can move up or down through items in the pronunciation dictionary by pressing "up arrow button" or "down arrow button". You can also click the cursor routing key corresponding to the item position you want to focus. For example, if there are 10 items in the list and you want to focus the 5th item, you can click the 5th cursor routing key and your focus is placed on the 5th item on the list. The pronunciation dictionary does not list entries in alphabetical order, but rather, in the order they were added to the dictionary.

To add a new word, press "Enter" on the "Add Word" button or you can press "Alt-i". You are prompted to, "Add entry:" Type the word for which you want to change the pronunciation and press "Tab" to "Replacement:" Type the letters that produce the alternative pronunciation you desire. Press "Enter" or press "Tab" to move to the "Confirm" button and press "Enter". The word is added, and the focus is returned to the "Add Word" button. To cancel this modification, press "Enter" on the "Cancel" button or press "Esc" or press "Alt-F4".

To modify a stored entry, navigate to the item you want to modify. Move to the "Modify Word" button by pressing "Tab", and press "Enter". Or when the

entry is focused, press "Alt". You are prompted to, "Modify entry: (focused word)". Press "Tab" and you are placed in the "Replacement: (new pronunciation)" edit box. Type the new replacement pronunciation text and press "Enter". Or press "Tab" again to move to the "Confirm" button and press "Enter". The word is modified and the focus is returned to the "Modify Word" button. To cancel this modification, press "Enter" on the "Cancel" button or press "Esc" or press "Alt-F4".

To delete a stored entry, navigate to the entry you want to delete. Move to the "Delete word" button by pressing "Tab", and press "Enter". Or, press "Del" on the item you want to delete. You are prompted, "Delete? Yes". If you are sure you want to delete the item, press "Enter". If not, press "Space" to change to "No" and press "Enter".

To exit the "Pronunciation dictionary", you can press "Enter" on the "Close" button or press "Alt-F4".

## **17.8 Stopwatch**

When you press "Enter" on the "Stopwatch", "00:00:00" is displayed. Press "Enter", to start the stopwatch running. Press "Enter" again, to pause, and the Braille Sense U2 QWERTY announces the elapsed time, and displays it in Braille. Pressing "Enter" again restarts the stopwatch running.

If you press "Backspace" while the stopwatch is paused or running, The Braille Sense U2 QWERTY announces the elapsed time and clears to "00:00:00". While the stopwatch is running, pressing "Space" gives you the elapsed time. As the stopwatch is still running, the Braille display continues displaying the time second by second as it passes.

Press "Fn-Space" to stop displaying the time. If you press "Fn-Space" once more, the time is displayed again.

If you press "Tab" or "shift-tab" when the stopwatch is idle or while it is running, you switch to the "Countdown timer". If you activate the "Countdown timer", you are asked to type hours, minutes, and seconds. When typing the hours, minutes, and seconds, type a two-digit number for the hour, minute, and the second using Computer Braille or grade 1. You do not need to use

a number sign. If you press "Enter" without typing any numbers, the "Countdown timer" starts counting down by the default time, which is set to one minute. When started, the "Countdown timer" displays "countdown xx minute", and begins running.

Press "Enter" on the "Countdown timer", and the Braille Sense U2 QWERTY tells you the remaining time, and pauses countdown. Press "Enter" again to restart the timer. Pressing "Backspace" clears the "Countdown timer". If the timer reaches zero, a 10-second alarm sounds, and the "Countdown timer" clears. If you press "Ctrl" while the alarm is sounding, the alarm stops and your timer clears, and is ready to accept a new time.

Press "Tab" or "shift-tab", to return to the stopwatch. To exit the "Stopwatch" or "Countdown timer", press "Alt-F4", and you return to the "Stopwatch" item in the "Utilities" menu.

## **17.9 Terminal for Screen reader**

The "Terminal for screen reader" function allows the Braille Sense U2 QWERTY to be used as a Braille display when connected to a computer or cell phone that uses a compatible screen reader such as Window-Eyes, Supernova, or Apple's VoiceOver. Before using this function, make sure that the Braille Sense U2 QWERTY is connected to your personal computer or smart phone via a Bluetooth serial connection, or to the USB client port. To turn on this function, from the "Utilities" menu, press "down arrow button" repeatedly to reach "Terminal for screen reader". Then press "Enter".

When you activate "terminal for screen reader", the list of connection options is displayed. The options are "Bluetooth serial port" and "USB port". Press "up arrow button" or "down arrow button" to reach your desired connection type. Press "Enter" and the unit announces, "Terminal mode". The Braille Sense U2 QWERTY no longer speaks as it is now simply acting as a Braille display for your computer or smart phone. If the connection fails, you are returned to the list of connection methods. To exit the "Terminal for Screen reader" press "Alt-x".

For more information on using the Braille Sense U2 QWERTY as a Braille display, see section 13.2.5 on using the Bluetooth serial service. You can also download USB drivers and installation instructions for various screen readers under the "Resource Center" section of our website: [www.hims-inc.com](http://www.hims-inc.com).

## **17.10 Setup Internet**

The "Setup internet" function is used to configure your Braille Sense U2 QWERTY to use various connection types to access the Internet. The "Setup internet" utility contains the following connection options: "LAN", "Wireless LAN", "Modem", "ADSL", and "Bluetooth DUN". You can move among the five items by pressing "down arrow button" or "up arrow button". The "LAN" setup should be used if you are connecting to the Internet via a Ethernet network or router. The "Modem" setup should be used if you are connecting to the Internet via a dial-up modem. The "ADSL" setup should be used if you are connecting to the Internet via a DSL modem. To connect to the Internet via a wireless network, use the "Wireless LAN" option.

To activate "Setup internet", press "Enter" on "Setup internet" in the "Utilities" menu, or press "I" from the menu.

Or, if the PC on which the Active Sync program is installed is connected to the Internet, and the Braille Sense U2 QWERTY is connected to that PC, you can also connect the Braille Sense U2 QWERTY to the Internet via that connection.

The various connection types are explained in greater detail in the following sections.

### **17.10.1 LAN Setup**

Before attempting to set up a LAN connection, connect one end of a LAN cable to the Braille Sense U2 QWERTY and the other to a router or direct LAN connection to the Internet. ALSO, be sure the Ethernet port is turned on

in the "Global Options" dialog. You can toggle the Ethernet port on and off from anywhere on Braille Sense U2 QWERTY using "Fn-F11". From the list of connection options in "Set up Internet", navigate to "LAN" and press "Enter".

"Setup IP: Automatic" is displayed. If your service provider does not require you to use a static IP address, simply press "Enter" on this option for automatic setup. For the automatic setup, your host server should provide DHCP service (Dynamic Host Configuration Protocol).

To set up your IP configuration manually, move to "Manual" by pressing "up arrow button", and press "Enter". The following settings are displayed: "IP", "Subnet mask", "Gateway", and "Primary DNS". These settings require specific numeric addresses. Please contact your Internet service provider for the correct addresses. Use computer Braille to type the information for each setting, using "up arrow button" and "down arrow button" to move among the settings. When you have entered the information for each item, press "Enter" to save the settings. The unit announces, "Setting completed". And you are returned to "Setup internet". Your Internet connection should be active, thus allowing you to use E-mail, the Social Networking programs, or the Web browser.

### **17.10.2 Setup Wireless LAN**

Before setting up a Wireless LAN connection, be sure wireless is turned on in the "Global Options" dialog. You can toggle wireless on and off from anywhere on the Braille Sense U2 QWERTY using "F11". To connect to a wireless network, navigate to the "Wireless LAN" option in the connection types list under "Setup Internet" and press "Enter".

The "Wireless LAN" dialog consists of the "access points" list, "Advanced" button and "Close" button. You can move among these controls by pressing "Tab" or "shift-tab". If wireless is not turned on, the "access points" list displays "no items".

When wireless is on, this list shows the wireless "access points" (networks) in range of your notetaker. The "Access points" list displays the "access point name", "encryption", and "sensitivity" of each item. (Ex: linksys, encryption: WEP, sensitivity: good.) If there is more than one access point in the list, you can move among them by pressing "up arrow button" or "down arrow button". Move to the "access point" to which you want to connect, and press "Enter". If the access point has no encryption, the Braille Sense U2 QWERTY announces, "Connecting to (access point name)". If connection is successful, the connecting sound is heard. If the network is encrypted and requires a network key, when you press "Enter" on the access point, the "Network key" edit box is displayed. Type the network key in computer Braille in the edit box and press "Enter". If your settings are correct, the unit says, "Completed setting profile" and the connecting sound is heard.

The "Advanced" common dialog is used to modify an existing profile, manually add a new profile, or check the settings of an existing profile. If you press "Enter" on the "Advanced" button while wireless LAN is turned off, "no items" is displayed. Pressing "Enter" on the "advanced" button, while wireless LAN is turned on, displays a list of the wireless profiles saved on the Braille Sense U2 QWERTY..

The "Advanced" dialog has 5 controls. You can navigate among these controls by pressing "Tab" or "shift-tab". The "Advanced" common dialog contains the "profile list", "Connect" button, "Add" common dialog button, "Remove" button, "Properties" common dialog button, and "Close" button.

1. "Profile list": The list of profiles you have added. You can move through the list by pressing "down arrow button" or "up arrow button".
2. "Connect" button: Used to connect to the selected wireless profile.
3. "Add" common dialog button: Used to manually add a profile, specifically where an SSID is hidden, and thus does not appear in the "access points" list. "Add common dialog" contains 10 controls.

- 1) "Setup IP: Automatic" combo box: You can switch between automatic and manual by pressing "down arrow button" or "up arrow button". If you select "Manual", you must enter your IP address, subnet mask, gateway IP address, and DNS IP address. You can move among these computer edit boxes by pressing "down arrow button" or "up arrow button". Press "Tab" to move to the next control.
- 2) "Network name (SSID)" computer edit box: Type the network ID in the computer edit box.
- 3) "Network mode" combo box: You can select among "Infrastructure", and "802.11 ad-hoc" mode by pressing "up arrow button" or "down arrow button".
- 4) "Network authentication mode" combo box: Select among "Open", "Shared", "WPA-PSK", and "WPA2-PSK" by pressing "up arrow button" or "down arrow button".
- 5) "Data encryption" combo box: Select the data encryption method by pressing "up arrow button" or "down arrow button". If you select "Open" or "Shared" in network authentication mode, you can choose among "Disable" and "WEP". And if you select "WPA-PSK" or "WPA2-PSK" in network authentication mode, either "AES" or "TKIP" can be selected in the "Data encryption" combo box.
- 6) "The key is provided automatically" check box: If the "access point" does not provide a key for users automatically, uncheck this check box by pressing "Space". The default is checked.
- 7) "Network key" computer edit box: This is a computer edit box to type the network key if the key is not provided automatically.
- 8) "Key index" edit box: This is an edit box to type the key number of the wireless access point that matches the network key input.
- 9) "Confirm" button: Pressing this button applies the changes.
- 10) "Cancel" button: You can press this button to cancel the setup.

**Note:**

- 1) If "Data encryption" has been set as "disabled", press "Tab" and you are taken directly to the "Confirm" button.
- 2) "Network key" and "Key index" is displayed only if you uncheck "The key is provided automatically".

4. "Remove" button: To delete a profile item in the profile list, select the profile item you wish to delete, and press "r" or navigate to the "Remove" button by pressing "Tab", and press "Enter" on the "Remove" button.
5. "Properties" common dialog button: To get information about a selected profile item in the profile list, press "Enter" on the "Properties" common dialog button after focusing on a profile item. By using "Tab". You can reconfirm the information for each profile. You can also modify the information in the "Properties".

To exit the "Advance" dialog, press "Esc" or "Alt-F4".

### **17.10.3 Modem & Bluetooth DUN setup**

Before setting up the Braille Sense U2 QWERTY to connect to the Internet via a modem, you must connect a USB 3G modem card to the USB port. From the list of connection types under the "Setup internet" option in the "Utilities" menu, move to the modem by pressing "up arrow button" or "down arrow button," and press "Enter."

If you wish to connect to a Mobile network using Bluetooth DUN, move to "Bluetooth DUN" and press "Enter". Bluetooth DUN does not require the insertion of a modem, however, its user interface is the same as setting up a connection using the modem.

The modem setup contains the following: "connect list", "Default", "Add", "Modify", "Delete", and "Close". You can move among these controls by pressing "Tab" or "shift-tab". You can move among the items in each control by pressing "down arrow button" or "up arrow button".

The "connect list" contains previously added connection configurations. You can move among these by pressing "down arrow button" or "up arrow button". The "Default" is to set the default connection to use when connecting via a modem. To set a connection as the default, move to the "connect list", and navigate to "Default" by pressing "Tab", and press "Enter".

"Add" is a dialog for creating a modem connection configuration. It contains "connection settings list", a "Confirm" button, and a "Cancel" button. You can move among these by pressing "Tab" or "shift-tab". The "connection settings list" contains "Connect name", "Connect number", "ID", "Password", and "Modem speed". In the "Connect name" edit box, type the host name or something that clearly identifies this connection to you. In the "Connect number" edit box, type the number of the host in computer Braille. Note: you can type numbers and commas only. If the connection requires an ID and password, enter these in the appropriate edit boxes using computer Braille. If the connection does not require an ID and password, leave these blank. In the "Modem speed", combo box, select one from the list by pressing "Backspace" or "Space". When you have entered all of the necessary information, press "Enter" to save the connection configuration. If you do not want to save, you can cancel by moving to "Cancel" using "Tab", and press "Enter" on it.

"Modify" is used to change the information in a given connection configuration. You can do this by moving to the connection you want to modify and pressing "Enter". You can also press "Tab" to navigate to "Modify" and press "Enter". Or, you can press "Enter-m (1-3-4)" on the "Connect name" in the "connect list". "Modify" contains the same items as the "Add" dialog, and you navigate and set the values in the same way.

To delete an item, move to the connection you want to delete, and press "Enter" on the "delete" button. Or, you can delete an item by pressing "Del" on the connection you wish to delete.

To exit the "Modem setup", press "Alt-F4", or press "Tab" to move to the "Close" button and press "Enter".

#### **17.10.4 ADSL Setup**

To connect the Braille Sense U2 QWERTY to the Internet via a DSL connection, use the ADSL connection option in "Set up Internet". Before configuring the connection, connect one end of a LAN cable to the Braille

Sense U2 QWERTY's LAN port and the other end to a DSL modem. Be sure the Ethernet port is turned on in the "Global Options" dialog. From the connection types list under "Setup Internet", navigate to "ADSL" and press "Enter".

The ADSL configuration dialog contains the following controls: connect list, default, add, modify, delete, and close. You can move among the controls by pressing "Tab" or "shift-tab". Within each control, you can move among the items by pressing "down arrow button" or "up arrow button".

The "connect list" contains the names of previously added connection configurations. Select one by pressing "Enter" on it. Use the "Default" button , to set one of the configurations as the default ADSL connection.

Use the "Add" button to create a new ADSL connection configuration. The "Add" dialog has three controls: a settings list, a "Confirm" button, and a "Cancel" button. You can move among the three controls by pressing "Tab" or "shift-tab".

The settings list contains the following: Connect name, ID, and Password. You can move among the settings by pressing "down arrow button" or "up arrow button". In the "Connect name" edit box, type the server host name or something that identifies this connection to you. In the "ID" and "Password" edit boxes, type the information in computer Braille. After entering the necessary information, press "Enter" to save the connection settings, or tab to the "Confirm" button and press "Enter". To cancel creation of the connection configuration, tab to the "Cancel" button and press "Enter", or press "Alt-F4".

Use the "Modify" button to change the information in a given connection configuration. To modify a connection, select the connect name you want to modify from the list, and press "Enter" on the "Modify" button. Or, press "Ctrl-m" on the connection you wish to modify. The "Modify" dialog contains the same items as "Add", and you navigate and enter information the same way.

To delete a connection configuration from the list, select the connect name you want to delete from the list, and press "Enter" on the "delete" button. Or, press "Delete" on the connection name you want to delete.

To exit the ADSL setup, press "Alt-F4", or press "Enter" on the "Close" button.

## **17.11 Display Network Status**

Using this utility, you can check whether the Braille Sense U2 QWERTY is currently connected to the Internet. This utility provides information about the current connection type, the current IP of the unit, subnet mask, gateway, and MAC address. To check network status, press "Enter" on "Display Network Status", or press "n" from the "Utilities" menu. You can also query network status from the "program" menu by pressing "Fn-n".

When you launch "Display network status", the information about the current connection is displayed. If you press "Tab", the Braille Sense U2 QWERTY displays a "Renew" button. If you press "Tab" again, "close" is displayed. If you press "shift-tab", the Braille Sense U2 QWERTY moves among these elements in the opposite direction.

The first item in the information list (status) indicates whether the Braille Sense U2 QWERTY is currently connected to the Internet (online/offline), and if so, the current connection type (LAN, Modem, ADSL, or Wireless LAN). The next item is the "current IP address", followed by "Subnet mask", and "Gateway", and finally "MAC address". You can move among these items by pressing "down arrow button" or "up arrow button". If the Braille Sense U2 QWERTY is not currently connected to the Internet, the status information shows "offline", and the IP address, subnet mask, and gateway display 0's.

## **17.12 Display Power Status**

You can activate the "Display power status" function by pressing b or press "Enter" on "Display power status" from the "Utilities" menu. You can query power status from anywhere on the Braille Sense U2 QWERTY by pressing "Fn-b". When you execute this command, 2 pieces of information are displayed: the percentage of charge remaining in the battery, and whether the Braille Sense U2 QWERTY is using the AC adapter or the battery to receive power. After checking power status, you can exit by pressing "Alt-F4", and you are returned to your previous location on the unit.

## **17.13 Backup/Restore Personalized settings**

"Backup/Restore Personalized settings" is a utility used to backup/restore the option settings for each program in the Braille Sense U2 QWERTY all at once. You can run this utility by pressing "k" from the "Utilities" menu.

The "backup/restore" dialog contains: the "program option check box list", a "Select all" button, a "Backup" button, a "Restore" button, and a "Cancel" button. You can move among the check boxes in the "program option check box list", by pressing "up arrow button" or "down arrow button". You can move among the controls in the dialog by pressing "Tab" or "shift-tab".

The "program option check box list" contains "Options settings", "File manager options", "Word processor options", "Address manager options", "Schedule manager options", "Media player options", "Web browser options", "E-mail options", "Bluetooth manager options", "MSN messenger options" and "Database manager options".

In this list, move to the program options you want to backup or restore and check the item by pressing "Space". You can uncheck a checked item by pressing "Space" again. To select all of the program options in the list, press "Enter" on the "Select all" button.

After selecting all the options you want to backup or restore, press "Enter" on the "Backup" or "Restore" button. If you select the "Backup" button, you are prompted to select a path for storing the backup file. Navigate to the folder in which to store the backup files using normal file/folder navigation commands.

Select the folder or disk in which to store the backup by pressing "Space", and press "Enter" to start the backup process.

Each of these options has its own backup file. This means that if you backup options for 5 programs, it generates 5 backup files.

If you select the "Restore" button, you are prompted for the path from which to restore backup files. Again, use normal file and folder navigation to select the folder containing your backup files. If you select a folder in which there is no backup, you receive a message indicating there is no backup option file.

To restore your settings, select the folder containing the backup files by pressing "Space", then press "Enter" to initiate the restore process.

If you hard reset your Braille Sense U2 QWERTY, or its battery is fully discharged, the main option settings and settings for each program are initialized to the default values. If you have created a backup of your settings, you can restore the option settings after the hard reset.

## **17.14 Menu manager**

Using the Menu manager, on the Braille Sense U2 QWERTY, you can manage whether or not certain programs are displayed in the menus. The following programs can be shown or hidden using the Menu manager.

- 1) Sense Dice Game
- 2) Sense Brain Game
- 3) Twitter
- 4) Google Talk
- 5) MSN Messenger.

To execute the "Menu manager", follow these steps:

- (1) From the "program" menu, press U or Enter on the "Utilities" menu.
- (2) Press the short cut key, "m" or "Enter" on "Menu manager".
- (3) The "Menu manager" dialog is displayed.

The dialog of the "Menu manager" consists of the following items:

- 1) The program list

- 2) Confirm button
- 3) Cancel button

To navigate among the programs, press "up arrow button" or "down arrow button".

Press "Tab" or "Shift-tab" to navigate to the "Confirm" and "Cancel" buttons.

To hide unused programs on the Braille Sense U2 QWERTY, press "Space" on each of the programs you wish to hide in the program list. Press "Enter" to save your settings, or tab to "Confirm" and press "Enter". You must reset the Braille Sense U2 QWERTY using the "Reset" button on the back of the unit for these settings to take effect. When the Braille Sense U2 QWERTY reboots, the programs you chose to hide are no longer displayed.

To unhide the programs, return to the "Menu Manager" dialog, and press "Space" on the programs you wish to unhide, and press "Enter" to save the settings. Press "Reset" once again, and the programs reappear in the menus after the unit reboots.

## **17.15 Format**

At times, it may become necessary to reformat the flashdisk in the Braille Sense U2 QWERTY. You can access the "format" function by pressing f from the "Utilities" menu. When you format the flashdisk, or any disk on the Braille Sense U2 QWERTY, all information is erased. Therefore, before you format, you are advised to backup any important data if possible.

### **17.15.1 Formatting the disk**

You can format the flashdisk using 2 methods:

1. Formatting the disk from the "Utilities" menu.
  - 1) Go to "Format" in the "Utilities" menu.
  - 2) Press "Enter", and "flashdisk" is focused.

- 3) Press "Enter"
- 4) You are prompted, "Format flashdisk?" Yes".
- 5) Press "Enter"
- 6) You are prompted, "All data will be lost. Continue? Yes".
- 7) Press "Enter".
- 8) The unit announces, "Now formatting flashdisk" and the format is started.
- 9) When the format is complete, you are returned to the "Disk" list.

To cancel the format, press "Space", or press "Enter" on "No" in step 4 or 6. You can also use this utility to format external storage devices such as SD cards or USB drives by choosing them from the disk list and following the procedure as described above.

## 2. Formatting the flashdisk using "Reset".

- 1) Press and hold "Fn-f".
- 2) While holding down "Fn-f", quickly press and release the reset button.
- 3) Continue holding "Fn-f" until the unit announces, "Format start".
- 4) When the format completes, the unit reboots and you are placed in the "program" menu.

## **17.16 Set Sleep Timer**

YOU can set the sleep timer to turn the Braille Sense U2 QWERTY off after a specified amount of time regardless of what you are doing.

To set the sleep timer, follow these steps:

- 1) Open the "Utilities" menu.
- 2) Press "up arrow button" or "down arrow button", to move to "Sleep timer".
- 3) Press "Enter".
- 4) Or press "Fn-j" from anywhere on the unit.
- 5) You are prompted, "Sleep timer: 0".
- 6) Enter the number of minutes for the sleep timer in the edit box. The available settings range from 0 to 90.
- 7) Press "Enter".

When the sleep timer is set, even if the device is active, it powers off after the specified amount of time. If you set the sleep timer for "5" minutes and press "Fn-j" after 2 minutes, "3" is displayed in the edit box, indicating the time remaining before the sleep timer powers the unit off.

## **17.17 Upgrade Braille Sense U2 QWERTY Firmware**

Using this utility, you can update the Braille Sense U2 QWERTY either via an Internet connection or from external media containing the upgrade files. If you choose the "Online" method, be sure you have an active Internet connection before attempting the upgrade. When you update the Braille Sense U2 QWERTY, all of the settings are returned to their default status. Data in the flashdisk is protected. However, we recommend you backup your files before updating the Braille Sense U2 QWERTY Firmware as unexpected problems can occur.

Note: You cannot cancel the update once it has started. You must not reset the unit during an upgrade. You must keep the unit connected to AC power throughout the upgrade process. We recommend you do not touch the Braille Sense U2 QWERTY while it is updating. It may take up to 30 minutes to update the Braille Sense U2 QWERTY, depending on the speed of your Internet connection. On completing the installation, the Braille Sense U2 QWERTY reboots again to finish the update and places you in the "program" menu.

Also note: the upgrade files are temporarily stored on the flashdisk for installation. If you do not have enough memory available on the flashdisk, the Braille Sense U2 QWERTY is unable to update until you make room for the upgrade files.

## **17.17.1 Upgrading the Braille Sense U2 QWERTY Firmware Using the Internet**

To upgrade the Braille Sense U2 QWERTY Firmware via the Internet, follow these steps:

- 1) Make sure you are connected to the Internet and plugged into AC power. Press "Enter" on "Upgrade Braille Sense U2 QWERTY Firmware" in the "Utilities" menu.
- 2) Press "Enter" on "Upgrade: Online". The Braille Sense U2 QWERTY connects to the HIMS server, and your current software version is compared to the HIMS server version. You are prompted to continue with the upgrade.
- 3) If you press "Enter" on "No", the upgrade is cancelled. Press "Space" to toggle between "Yes" and "No". If you press "Enter" on "Yes", the Braille Sense U2 QWERTY begins downloading the upgrade files. If the upgrade fails, you may receive the message, "Internet connection is not available. Check your cable and try again". To try the upgrade again, press "Alt-F4" to cancel, and activate "Upgrade Braille Sense U2 QWERTY Firmware" again. If the connection is successful, the upgrade files are downloaded.
- 4) After downloading the upgrade files, Braille Sense U2 QWERTY automatically starts the upgrade process. Please remember you must not touch the Braille Sense U2 QWERTY until the upgrade is complete as pressing keys, resetting, or unplugging the unit can interrupt the upgrade process, thus resulting in an incomplete installation. . When the upgrade is complete, you are returned to the "program" menu, and the unit announces, "File manager".
- 5) After the upgrade is complete, check the software version by pressing "Fn-v" while in the "program" menu.

## **17.17.2 Upgrading the Braille Sense U2 QWERTY Firmware from a Disk**

To upgrade the Braille Sense U2 QWERTY Firmware from a disk, follow these steps:

- 1) Download the upgrade files from the HIMS, Inc. website. Extract the zip file and copy the 3 files contained in it to the root of an external storage device such as an SD card or USB thumb drive.
- 2) Connect the SD card or USB drive to the Braille Sense U2 QWERTY, and be sure the Braille Sense U2 QWERTY is connected to AC power. Then, press "Enter" on "Upgrade Braille Sense U2 QWERTY Firmware" from the "Utilities" menu.
- 3) "Upgrade: Online" is displayed. Press "down arrow button" to go to the "Upgrade: Offline" option. Press "Enter".
- 4) If you are already running the latest version of the software, you are asked to continue with the upgrade. If you press "Enter" on "No", the upgrade is cancelled. Press "Space" to toggle between "Yes" and "No".
- 5) If you press "Enter" on "Yes", the Braille Sense U2 QWERTY warns you that all settings will be set to factory defaults, and again, asks if you would like to continue. Press "Enter" on "Yes".
- 6) The Braille Sense U2 QWERTY starts the upgrade process. Please remember you must not touch the Braille Sense U2 QWERTY until the upgrade is complete. When the upgrade is complete, you are returned to the "program" menu, and "File manager" is displayed.
- 7) When the upgrade is complete, check the software version by pressing "Fn-v" while in the "program" menu.

## **17.18 Hot Keys for Utilities**

### **Calculator: c**

Calculator Clear: Alt-c

Delete numbers or operators: Backspace

### **General functions: Ctrl-g**

Plus: +

Minus: -

Division: /

Multiplication: \*

Percent: %

Power: ^

Square Root: Ctrl-q

Decimal Point: .

Left Parenthesis: (

Right Parenthesis: )

PI: Ctrl-p

Exp: Ctrl-e

### **Memory Functions:**

Recall Items: Alt-r

Delete all saved items: Ctrl-d

Save Items: Alt-s

### **Trigonometric Functions: Ctrl-s**

Sine: Ctrl-s, s

Arc Sine: Ctrl-s, a

Hyperbolic Sine: Ctrl-s, h

Cosine: Ctrl-i, i

Arc Cosine: Ctrl-c, a

Hyperbolic Cosine: Ctrl-c, h

Tangent: Ctrl-t, t

Arc Tangent: Ctrl-t, a

Hyperbolic Tangent: Ctrl-t, h

**Logarithm Functions:** Ctrl-l

Natural Logarithm: Ctrl-l, e

Common Logarithm: Ctrl-l, n

**Copy to Clipboard:** Ctrl-c

**Option Settings:** Ctrl-o

**Set time and date:** t

Move to the next day: Right arrow key

Move to the previous day: Left arrow key

Move to the next week: Ctrl-Right arrow key

Move to the previous week: Ctrl-Left arrow key

Move to the next month: Down arrow key

Move to the previous month: Left arrow key

Move to the next year: Ctrl-Down arrow key

Move to the previous year: Ctrl-Up arrow key

Move to 1 hour after: Down arrow key

Move to 1 hour before: Up arrow key

Move to 10 minutes after: Ctrl-Right arrow key

Move to 10 minutes before: Ctrl-Left arrow key

Move to 1 minute after: Right arrow key

Move to 1 minute before: Left arrow key

Switch Between a.m. and p.m.: Fn-x

**Check date and time:** Fn-t

**Calendar:** l

Move items

Move to the previous item: Tab

Move to the next item: Shift-tab

## **Navigation keys for date in calendar**

Move to the next day: Right arrow key  
Move to the previous day: Left arrow key  
Move to the next week: Ctrl-Right arrow key  
Move to the previous week: Ctrl-Left arrow key  
Move to the next month: Down arrow key  
Move to the previous month: Up arrow key  
Move to the next year: Ctrl-Down arrow key  
Move to the previous year: Ctrl-Up arrow key

## **Pronunciation dictionary: p**

Move to the previous control: Tab  
Move to the next control: Shift-tab  
Move to the previous item in entry: Up arrow key  
Move to the next item in entry: Down arrow key  
Add word: Alt-i  
Modify word: Alt-m  
Delete word: Del

## **Stopwatch: w**

Stopwatch start, pause, restart: enter  
Check the elapsed time: Backspace  
Stop Braille display: Fn-Space  
Restart Braille display: Fn-Space  
Switch between stopwatch and count down timer: “Tab” or “shift-tab”  
Count down timer pause or restart: enter  
Count down timer Clear: Backspace  
Exit stopwatch or count down timer: Alt-F4

## **Setup internet: i**

**Display power status:** Fn-b

**Display network status:** Fn-n

Backup/Restore personalized settings: k

Move to previous item: Up arrow key or up scroll button

Move to next item: Down arrow key or down scroll button

Move to previous control: Shift-tab

Move to next control: Tab

**Format:** Hold Fn-f and press and release "Reset"

**Set Sleep Timer:** Fn-j

**Upgrade Braille Sense U2 QWERTY Firmware:** u

Check download information: Space

Cancel download and exit: Alt-F4

## 18. Using the help menu

The help section consists of various text files that allow you to read about the many functions of the Braille Sense U2 QWERTY. The "Help" menu contains the following sections:

1. Help Overview
2. Basic Functions Help
3. Global Options Help
4. File Manager Help
5. Word Processor Help
6. Address Manager Help
7. Schedule Manager Help
8. Email Help
9. Media Player Help
10. FM Radio Help
11. Web Browser Help
12. DAISY Player Help
13. Bluetooth Manager Help
14. Database Manager Help
15. Extras Help
16. Social Networking Help
17. Utilities Help
18. Using the Help menu
19. Using ActiveSync
20. Command Summary
21. Command Summary for USB Keyboard
22. Troubleshooting Guide
23. Accessories
24. Information about the Braille Sense U2 QWERTY

The section, "Help overview," gives a physical orientation to the Braille Sense U2 QWERTY and an overview of its functionality. To access the help

file, press "Win key" to go to the "program" menu, and use "down arrow button" repeatedly until you locate "Help." Press "Enter". The first item is "Help Overview". Press "Enter" on "Help Overview" to open it. Keys for navigating are the same as those in the Word Processor. For a list of navigation keys, please see section 20.3.2.

As you read the manual on the Braille Sense U2 QWERTY, you can search for text in the various sections by pressing "Ctrl-f". Type the text you wish to find, and press "Enter". You can find the next occurrence of the particular text you searched for by pressing "F3".

The section, "Basic Functions Help", gives a basic overview of the programming and operation of the Braille Sense U2 QWERTY.

The section, "Global Options Help" provides an explanation of the "Global Options" and how to use them to configure your Braille Sense U2 QWERTY according to your preferences.

Most of the remaining sections cover each of the functions of the Braille Sense U2 QWERTY in detail. To access these help files, press "Win key" to go to the "program" menu, and use "down arrow button" repeatedly until you locate "Help". Or press the letter h to quickly jump to and open "Help". Use "down arrow button" to navigate to the section you wish to read. Press "Enter" on your desired section to open it.

The "Commands Summary" section is a quick reference of hot keys for all the programs on the Braille Sense U2 QWERTY: useful when you simply want to know the keystroke for performing an action without reading the entirety of the instructions on a given program.

The "Information about the Braille Sense U2 QWERTY" section provides the copyright and version of the Braille Sense U2 QWERTY, as well as the version of Windows CE that the Braille Sense U2 QWERTY is using, the version of the Braille Sense U2 QWERTY firmware, and other useful items such as Mac address and Key number. When the "information" section is open, you can save the information about the Braille Sense U2 QWERTY by pressing "Tab", to navigate to the "Save" button and press "Enter". The unit displays "Successfully saved", and returns you to the "Save" button.

The saved file is named "bs-information.txt", and is stored in "flashdisk" for easy access.

## 19. Using ActiveSync

### 19.1 What is ActiveSync?

ActiveSync, or Windows Mobile Device Center as it is called in later versions of Windows, is a program that allows mobile devices to connect to a personal computer. This program enables file transfer from a personal computer to a mobile device and vice versa. This program also facilitates synchronization of the calendar and contacts on Braille Sense U2 QWERTY with those on Microsoft Outlook. ActiveSync/Windows Mobile Device Center is not shipped with the Braille Sense U2 QWERTY. It is available free of charge from Microsoft for anyone using a Windows PC. If you would like to use ActiveSync, you must download it from the Internet and install it on your personal computer. If you are using Windows 7, Windows Mobile Device Center is automatically downloaded and installed when a Windows Mobile device is connected to the PC.

### 19.2 Connecting the Braille Sense U2 QWERTY to a PC

To use ActiveSync/Windows Mobile Device Center with the Braille Sense U2 QWERTY, you must disable Mass Storage Device Mode before connecting to the PC. To do this, press "F10" to open "Global Options". Press "**Ctrl-right arrow button**" to jump to the end of the "Global Options" dialog, as Mass Storage Device Mode is the last item. If Mass Storage Device Mode is turned on, press "Space" to turn it off. Press "Enter" to save the option settings.

Before connecting the Braille Sense U2 QWERTY to your personal computer for the first time, make sure that the Braille Sense U2 QWERTY is powered off. Once you have ActiveSync installed, connect a USB cable to the USB OTG port on the right panel of the Braille Sense U2 QWERTY. Then, connect the other end of the USB cable to a USB port on your personal computer. Now, turn on the Braille Sense U2 QWERTY. You will hear

several sounds. First, on the Braille Sense U2 QWERTY, you will hear chimes. Then, on your computer, you will hear a "ding-dong" sound indicating the Braille Sense U2 QWERTY is connected to the PC. You will again hear chimes on the Braille Sense U2 QWERTY, and then on your computer indicating that each recognizes the other as a device for synchronization.

### **19.3 Setting up the Braille Sense U2 QWERTY in the ActiveSync Program**

When the PC detects the Braille Sense U2 QWERTY as a Windows Mobile device, a screen pops up on your computer prompting you to "Set up a Partnership". You can choose "Yes" or "No". If you select "Yes" on this screen, the next time you connect the Braille Sense U2 QWERTY to your computer, synchronization with Microsoft Outlook will occur automatically. If you select "No," the "Set up a Partnership" screen will pop up each time you connect the Braille Sense U2 QWERTY to your computer.

If you want to synchronize the Braille Sense U2 QWERTY with Microsoft Outlook, select "Yes," and press the "next" button. Then, you are asked to select a name for the mobile device. You can use only \_, A-Z, and 0-9 in your device name. You cannot use spaces. Once you have entered an appropriate name, press "Enter" on the "next" button.

A list of functions appears on your computer. Each function has a check box located next to it. Make sure no check boxes other than the "Contacts" and "Calendar" check boxes are checked, as synchronization of Calendar and Contacts is all that is currently supported on the Braille Sense U2 QWERTY. You may choose to check "Contacts", "Calendar", or both, depending on your preference. After setting your preferences, press "next". A dialog box appears displaying, "setup complete." Tab to the "finish" button and press "Enter".

ActiveSync then looks for changes, and synchronizes with Microsoft Outlook. For more information on how to use ActiveSync/Windows Mobile Device Center or Microsoft Outlook, please visit [www.microsoft.com](http://www.microsoft.com).

## **19.4 Transferring Files to the Braille Sense U2 QWERTY Via ActiveSync**

To transfer files to the Braille Sense U2 QWERTY from your computer, locate the file(s) you want to transfer from your PC using Windows Explorer. Select the file(s), and press "ctrl-c" on your PC to copy the file(s) to the clipboard. Go to the desktop on your computer by pressing "Windows-key-d". Press the letter m repeatedly until you reach "My computer". Press "Enter". Again, press the letter m repeatedly until you reach "mobile device", and press "Enter". The "mobile device" is the Braille Sense U2 QWERTY. When the "mobile device" is opened, you are placed in the file list on the Braille Sense U2 QWERTY. One of the items in the list is another "my computer" icon. Press the letter m repeatedly until you reach "my computer", and press "Enter". Another file list opens. In this list, is located a folder called "flashdisk." This is the same "flashdisk" that appears under "File Manager" on your Braille Sense U2 QWERTY, and is the internal drive on your notetaker. Press f until you reach "flashdisk," and then press "Enter." You can paste the file(s) here directly by pressing "ctrl-v," or you can paste the file(s) in to one of the folders on the flashdisk. If you want to copy folders from the Braille Sense U2 QWERTY to your PC via ActiveSync, follow the same steps; but copy files from the Braille Sense U2 QWERTY, and paste the file(s) into your preferred directory on the PC.

## 20. Command Summary

### 20.1 Common Combination Keys

Call up the program menu: Win key

Key help mode: Ctrl-ESC

Run the individual program in the program menu Win key—"shortcut key"  
(varies for each program)

Call up the Task Name list: Fn-F10

Switch to previous program: Alt-Shift-tab

Switch to next program: Alt-Tab

Call up the menu in the individual program: Alt

Exit: Alt-F4

Escape: Esc

Move to the next control in a dialog box: Tab

Move to the previous control in the dialog box: Shift-tab

Move to the previous character: Left arrow key

Move to the next character: Right arrow key

Move to the previous line/item: Up arrow key

Move to the next line/item: Down arrow key

Move to the beginning of line/item: Fn-Left arrow key

Move to the end of line/item: Fn-Right arrow key

Move to the top of a document or to the first item: Ctrl-Fn-Left arrow key

Move to the bottom of a document or to the last item: Ctrl-Fn-Right arrow key

Move to the previous page or to the first item of the previous 32-item group:  
Page up (Fn-Up arrow key)

Move to the next page or to the first item of the next 32-item group: Page  
down (Fn-Down arrow key)

Scroll left: Up scroll button

Scroll right: Down scroll button

Move the cursor to each cell or move to an item: The corresponding cursor  
routing key

Capital sign: Caps lock

Read the current item again: Fn-r  
Say current time: Fn-t  
Display power status: Fn-b  
Call up the “global options”: F10  
Online help: F1  
Check software version: Fn-v only in the Braille Sense U2 QWERTY “program” menu.  
Display network status: fn-n in the Braille Sense U2 QWERTY “program” menu

Braille display on/off: F4  
Voice on/off: F5  
Increase the voice volume: F6  
Decrease the voice volume: Shift-F6  
Increase the voice rate: F7  
Decrease the voice rate: Shift-F7  
Increase the voice pitch: F8  
Decrease the voice pitch: Shift-F8

One-handed mode on/off: Fn-h  
Bluetooth on/off: F9  
Wireless LAN on/off: F11  
Ethernet port on/off: Fn-F11

Scroll voice on/off: Fn-F5  
Selecting Braille cursor: Fn-F3  
Selection control information: Fn-F1  
Eight dot mode on/off: Fn-F4  
Open txt help: Win key-F1 while executing program

## **20.2 File Manager**

### **20.2.1 Navigation keys on the file list and menu list**

Move to previous item: Up arrow key or up scroll button  
Move to next item: Down arrow key or down scroll button  
Move to the beginning of the list: Ctrl-Fn-Left arrow key  
Move to the end of the list: Ctrl-Fn-Right arrow key

### **20.2.2 Navigation Keys for the File List**

Fast move to folder list or move to file list: Ctrl-Down arrow key  
Move between file list and address window: Tab / shift-tab  
Enter into selected folder or open the selected file: Enter  
Move to the upper level folder: Backspace  
Fast move to the top level disk: Shift-Backspace

### **20.2.3 Item (folder or File) Selection Key**

Select item by item: Space  
Continuous selection: Ctrl-b  
Select all Ctrl-a

### **20.2.4 Hot Keys for the Commands**

Open: Ctrl-o  
Open with: Ctrl-h  
Zip: Ctrl-z  
Unzip: Ctrl-u  
Send: Ctrl-s  
Copy: Ctrl-c  
Cut: Ctrl-x  
Paste: Ctrl-v  
Delete: DEL  
Rename: F2  
New document: Ctrl-n  
New folder: Alt-f  
File conversion: Ctrl-t

Select all: Ctrl-a  
Sort files by: Ctrl-g  
Set file info: Ctrl-l  
Display only files of type: Ctrl-w  
Search for file: Ctrl-f  
Information: Alt-Enter  
Setup Network connection: Alt-e  
Cancel setting of Network connection: Alt-F4  
Sharing a folder with other computer: Alt-s  
Remove remote folder on network: Alt-u  
Setup sharing security: Alt-p

## **20.3 Word Processor**

### **20.3.1 Hot Keys for the Commands**

New document: Ctrl-n  
Open: Ctrl-o  
Save: Ctrl-s  
Save as: Alt-s  
Close current document: Ctrl-F4  
Print: Ctrl-p  
Settings: Ctrl-e  
Exit: Alt-F4

Start selection: Ctrl-b  
Copy: Ctrl-c  
Cut: Ctrl-x  
Paste: Ctrl-v  
Delete: Del  
Delete blank lines: Alt-e  
Add to clipboard: Ctrl-Insert  
Clear clipboard: Ctrl-Del or Ctrl-d

Select All: Ctrl-a  
Insert from file: Ctrl-i  
Insert date: Ctrl-w  
Insert Time: Alt-w  
Toggle insert/overwrite mode: Insert  
Check spelling: Ctrl-k  
Check spelling of the current word: Alt-k

Find: Ctrl-f  
Find again: F3  
Replace: Ctrl-r  
Go to location: Ctrl-g  
Go to previous page: Page up (Fn-Up arrow key)  
Go to next page: Page down (Fn-Down arrow key)  
Set mark: Ctrl-m  
Go to mark: Ctrl-j  
Go to previous document: Shift-tab  
Go to next document: Tab

Read selected text: Alt-b  
Read beginning of selected text: Ctrl-u  
Read from beginning to cursor: Alt-g  
Read from cursor to end: Fn-Enter  
Auto scroll: up-down scroll buttons  
Read status: Fn-/-

Braille document layout: Alt-F5  
Print document layout: Alt-F6  
Braille paragraph layout: Alt-F7  
Print paragraph layout: Alt-F8

### **20.3.2 Miscellaneous Hot Keys**

Move to previous character: Left arrow key

Move to next character: Right arrow key  
Move to previous word: Ctrl-Left arrow key  
Move to next word: Ctrl-Right arrow key  
Move to the beginning of the line: Fn-Left arrow key  
Move to the end of the line: Fn-Right arrow key  
Move to previous line: Up arrow key  
Move to next line: Down arrow key  
Move to previous paragraph: Ctrl-Up arrow key  
Move to next paragraph: Ctrl-Down arrow key  
Move to the beginning of the document: Ctrl-fn-Left arrow key  
Move to the end of the document: Ctrl-fn-Right arrow key  
Read current paragraph: Fn-v  
Read current line: Fn-c  
Read current word: Fn-x  
Read current character: Fn-z  
Delete current paragraph: Alt-Del  
Delete current line: Ctrl-Backspace  
Delete current word: Alt-Backspace  
Delete current character: Del  
Confirm current cursor position: Fn-s  
Set view format character: Ctrl-5  
Set reading unit: Ctrl-3  
Set read only: Ctrl-2  
Set reading mode: Ctrl-4

## **20.4 Address Manager**

### **20.4.1 Move keys for adding an address or in the menu**

Move to the previous field or menu item: Left arrow key  
Move to the next field or menu item: Right arrow key  
Move to the first field or menu item: Fn-Left arrow key  
Move to the last field or menu item: Fn-Right arrow key

#### **20.4.2 Move Keys in the Search Result List**

Move to the previous field: Ctrl-Left arrow key  
Move to the next field: Ctrl-Right arrow key  
Move to the first field: Fn-Left arrow key  
Move to the last field: Fn-Right arrow key  
Move to the previous record: Up arrow key  
Move to the next record: Down arrow key  
Move to the first record: Ctrl-Fn-Left arrow key  
Move to the last record: Ctrl-Fn-Right arrow key  
Move to previous same field different record: Left arrow key  
Move to next same field different record: Right arrow key

#### **20.4.3 Hot keys for the Commands**

Add address: Ctrl-n  
Find address: Ctrl-f  
Modify address: Ctrl-m  
Delete address: Del  
Select all: Ctrl-a  
Save as a file: Alt-s  
Print address: Ctrl-p  
Backup address list: Ctrl-u  
Restore address list: Ctrl-r  
Setting backup option: Ctrl-e  
Setting add/searching address fields: Ctrl-o

#### **20.4.4 Miscellaneous Hot Keys**

Cancel: ESC  
Exit: Alt-F4

### **20.5 Schedule Manager**

### **20.5.1 Hot keys for the commands**

Move to the next field: Tab

Move to the previous field: Shift-tab

Add schedule: Ctrl-n

Modify schedule: Ctrl-m

Delete schedule: Del

Alarm option: Ctrl-o

Backup schedule: Ctrl-u

Restore schedule: Ctrl-r

Set backup option: Ctrl-e

Save schedule as file: Alt-s

Print schedule: Ctrl-p

### **20.5.2 Move Keys in the Search Result List**

1. Move from an appointment to another in the schedule list

Move to the previous a in the same day: Up arrow key

Move to the next appointment in the same day: Down arrow key

Move to the first appointment in the same day: Fn-Left arrow key

Move to the last appointment in the same day: Fn-Right arrow key

2. Move from one appointment to another in all the appointments registered

Move to the previous schedule: Ctrl-Left arrow key

Move to the next schedule: Ctrl-Right arrow key

Move to the first schedule: Ctrl-Fn-Left arrow key

Move to the last schedule: Ctrl-Fn-Right arrow key

## **20.6 E-mail**

### **20.6.1 Hot keys that are used in the inbox**

Call “Accounts manager”: Ctrl-m

Check for new mail: Alt-m

Write new message: Ctrl-n  
Reply: Ctrl-r  
Reply all: Alt-r  
Forward: Ctrl-f  
Call up “set path”: Ctrl-p  
Call up “set option”: Ctrl-o  
Call up “set spam”: Ctrl-e  
Find: Ctrl-f  
Find again: F3  
Move to unread message: Ctrl-u  
Move to mailbox: Alt-x  
Copy to mailbox: Alt-c  
Add a sender to the address list: Ctrl-i (This is valid only at the “from” item of the “inbox”).  
Delete received e-mail: Del (It is valid only at the “Subject” and “date” item in the “inbox”).  
Save the received e-mail as text file: Alt-s  
Print the received e-mail: Alt-p  
Cancel: ESC  
Cancel and exit from e-mail program: Alt-F4

### **20.6.2 Hot keys for Sending E-Mail Including Reply, Forward, and Save in the Mail Outbox**

Search address list: Ctrl-l  
Attach file: Ctrl-f  
Send e-mail: Ctrl-s  
Save in mail storage box: Fn-s  
Cancel: ESC  
Cancel and exit from e-mail program: Alt-F4

### **20.6.3 Hot Keys for Reading E-Mails or Writing an E-Mail Message**

Start selection: Ctrl-b

Select all: Ctrl-a

Copy to the clipboard: Ctrl-c

Cut to the clipboard: Ctrl-x (It is not valid when you are reading e-mail in the “inbox”).

Paste from the clipboard: Ctrl-v (It is not valid when you are reading e-mail in the “inbox”).

Delete: Del (It is not valid when you are reading e-mail in the “inbox”).

Cancel block: ESC

## **20.7 Media Player**

### **20.7.1 Hot keys for commands**

Open file: Ctrl-o

Open folder: Ctrl-f

Add file: Alt-o

Add folder: Alt-f

Save play list: Ctrl-s

Save as play list: Alt-s

Delete item: Del

Open URL: Ctrl-l

Play: Enter, Play button

Previous track: Alt-Left arrow key, Previous button

Next track: Alt-Right arrow key, Next button

Previous section while playing Audible: Ctrl-Page up (Ctrl-Fn-Up arrow key)

Next section while playing Audible: Ctrl-Page down (Ctrl-Fn-Down arrow key)

Back 5 track: Alt-Up arrow key

Forward 5 track: Alt-Down arrow key

First track: Ctrl-Fn-Left arrow key

Last track: Ctrl-Fn-Right arrow key

Volume up: Shift-Up arrow key

Volume down: Shift-Down arrow key

Speed up: Shift-Right arrow key  
Slow down: Shift-Left arrow key  
Pause/continue: Space, Play button  
Stop: Backspace, Stop button  
Change time index: Ctrl-Up arrow key or Ctrl-Down arrow key  
Move to next position by time index and play: Ctrl-Right arrow key  
Move to previous position by time index and play: Ctrl-Left arrow key  
Delete play list during stop: Del

Call up the record dialog box: Ctrl-r, Record button  
Record: Record button  
Pause/continue recording: Space, Record button  
Play: Play button  
Pause/continue play: Space, Play button  
Stop: Backspace, Stop button  
Set bookmark: Ctrl-m  
Delete bookmark: Ctrl-d  
Jump to bookmark: Ctrl-j  
Go to position: Ctrl-g  
Set mark: Alt-m  
Move to mark: Alt-j  
Move to previous mark: V  
Move to next mark: N  
Delete mark: Alt-d  
Mark manager: Alt-k

Configuration dialog box: Alt-c  
Playback setting dialog box: Ctrl-p  
Record setting dialog box: Alt-r

### **20.7.2 Hot Keys in the Play Information Tab**

Move to the next information: Down arrow  
Move to the previous information: Up arrow

“Pause” when it is play state and “play” when it is pause state: Space  
Start playing: Enter  
Stop playing: Backspace  
Play the next file: Alt-right arrow  
Play the previous file: Alt-Left arrow key  
Play the last file: Ctrl-Fn-Left arrow key  
Play the first file: Ctrl-Fn-Right arrow key  
Play the fifth file after the current file: Alt-Down arrow key  
Play the fifth file before the current file: Alt-Up arrow key  
Volume up: Shift-Up arrow key  
Volume down: Shift-Right arrow key  
Speed up: Shift-Left arrow key  
Slow down: Shift-Right arrow key  
Change time index: Ctrl-Up arrow key or Ctrl-Down arrow key  
Move to next position by time index and play: Ctrl-Right arrow key  
Move to previous position by time index and play: Ctrl-Left arrow key  
Open menu: Alt  
Open help: F1  
Move to “play list” tab: Tab/Shift-tab  
Exit “media player”: Alt-F4

### **20.7.3 Hot Keys in the Play List Tab**

Move to the next file: Down arrow key  
Move to the previous file: Up arrow key  
Move to the last file: Fn-Right arrow key  
Move to the first file: Fn-Left arrow key  
Select/resume current file (while playing, it is used as play/pause): Space  
Start selecting files: Ctrl-b  
Start playing the selected files: Enter  
Stop playing: Backspace  
Delete the selected files in the play list: Del  
Play the next file: Alt-Right arrow key  
Play the previous file: Alt-Left arrow key

Play the last file: Ctrl-Fn-Right arrow key  
Play the first file: Ctrl-Fn-Left arrow key  
Play the fifth file after the current file: Ctrl-Down arrow key  
Play the fifth file before the current file: Ctrl-Up arrow key  
Volume up: Shift-Up arrow key  
Volume down: Shift-Down arrow key  
Speed up: Shift-Left arrow key  
Slow down: Shift-Right arrow key  
Change time index: Ctrl-Up arrow key  
Move to next position by time index and play: Ctrl-Right arrow key  
Move to previous position by time index and play: Ctrl-Left arrow key  
Open menu: Alt  
Open help: F1  
Move to “playback information” tab: Tab/Shift-tab  
Exit “media player”: Alt-F4

## **20.8 FM radio**

Call up the sets dialog box: Ctrl-e  
Call up the menu: Alt  
Internal speakers on/off: X or Fn-x  
Move to next frequency: Ctrl-Up arrow key  
Move to previous frequency: Ctrl-Down arrow key  
Auto previous frequency: Ctrl-Left arrow key or short press previous button  
Auto next frequency: Ctrl-Right arrow key or short press next button  
Go to frequency: Ctrl-f  
Move to previous preset: Alt-Left arrow key or long press previous button  
Move to next preset: Alt-Right arrow key or long press next button  
Registry preset: Ctrl-s or long press record button  
Delete the preset: Delete or long press stop button  
Call up the record dialog box: Ctrl-r  
Record start/pause: short press record button  
Record stop: short press stop button  
Mute on: short press stop button or Space

Muto off: short press play button or Space

Volume up: Shift-Up arrow key

Volume down: Shift-Down arrow key

## **20.9 Web Browser**

### **20.9.1 Hot keys for the command**

Open URL: Ctrl-l

Open: Ctrl-o

Save as: Alt-s

Information: Alt-Enter

Exit: Alt-F4

Read from beginning to cursor: Alt-g

Read from cursor to end: Fn-Enter

Auto scroll: Up scroll button-down scroll button

Start selection: Ctrl-b

Copy: Ctrl-c

Add to clipboard: Ctrl-Insert

Copy URL: Alt-d

Copy link: Alt-l

Go to the home page: Alt-h

Go to the previous page: Alt-Left arrow key

Go to the next page: Alt-Right arrow key

Go to previous heading: Alt-b or Ctrl-F3

Go to next heading: Alt-f or Ctrl-F4

Go to previous text: Ctrl-F5

Go to next text: Ctrl-F6

Refresh: Ctrl-r

Open the history list: Ctrl-h

Check the address of the selected title in the history list: Fn-i

Find: Ctrl-f

Find again: F3

Links list: Alt-i

Set current as your home page: Ctrl-s

Add to favorites: Alt-a

Favorites list: Ctrl-l

Options setting: Alt-o

### **20.9.2 Hot Keys When Playing Audio Files in web browser**

Turn up the volume: Shift-Up arrow key

Turn down the volume: Shift-Down arrow key

Play: play button of the front panel

Stop: stop button of the front panel

### **20.9.3 Hot Keys for Reading Web Pages**

Move between controls

Move to the previous control: Shift-tab

Move to the next control: Tab

Select the next item in the combo box (list box): Alt-Down arrow key

Select the previous item in the combo box (list box): Alt-Up arrow key

Moving to the form

Move to the previous form: Ctrl-F1

Move to the next form: Ctrl-F2

Table navigation hot keys

Move to the previous table: Ctrl-F7

Move to the next table: Ctrl-F8

Move to the previous cell: Ctrl-Shift-Left arrow key

Move to the next cell: Ctrl-Shift-Right arrow key

Move to the upper cell: Ctrl-Shift-Up arrow key  
Move to the lower cell: Ctrl-Shift-Down arrow key  
Read current cell: Ctrl-Shift-c  
Move to the previous cell of the upper level table: Ctrl-Left arrow key  
Move to the next cell of the upper level table: Ctrl-Right arrow key  
Move to the upper cell of the upper level table: Ctrl-Up arrow key  
Move to the lower cell of the upper level table: Ctrl-Down arrow key  
Check the current position: Fn-s

Move to frame  
Move to the previous frame: Ctrl-F9  
Move to the next frame: Ctrl-F10  
Read the current line: Fn-r

## **20.10 Daisy Player**

Move to the title list: Shift-Backspace  
Open DAISY file: Ctrl-o  
Voice setting: Ctrl-s  
Check the book-info: Alt-Enter  
Exit: Alt-F4  
Play/Pause: Space  
Move to the beginning of document: Fn-Left arrow key  
Move to the last phrase: Fn-Right arrow key  
Increase the speed: Shift-Right arrow key  
Decrease the speed: Shift-Left arrow key  
Increase the volume: Shift-Up arrow key  
Decrease the volume: Shift-Down arrow key  
Move to the next phrase: Ctrl-Right arrow key or short press “next” button  
Move to the previous phrase: Ctrl-Left arrow key or short press “previous” button  
Move to the next fifth phrase: Ctrl-Down arrow key  
Move to the previous fifth phrase: Ctrl-Up arrow key  
Move to the next page: Page down (Fn-Up arrow key)

Move to the previous page: Page up (Fn-Down arrow key)  
Go to the page: Ctrl-g  
Move up: Alt-Left arrow key  
Move down: Alt-Right arrow key  
Set to prior level: Alt-Up arrow key  
Set to next level: Alt-Down arrow key  
Move to the next heading: Ctrl-F6 or long press “next” button  
Move to the previous heading: Ctrl-F5 or long press “previous” button  
Move to the last heading: Ctrl-F8  
Move to the first heading: Ctrl-F7  
Check the currently-reading level and heading: Ctrl-w  
Scan the heading list from the present to the end: Ctrl-n  
Find heading: Ctrl-f  
Find again: F3  
Scan heading: Ctrl-n  
Read heading: Ctrl-w  
Set mark at current position: Ctrl-m  
Move to the next mark: N  
Move to the previous mark: V  
Delete mark: Del

## **20.11 Bluetooth Manager**

Scanning Bluetooth device: Ctrl-r  
Connecting device: Enter on the device name  
Connecting service: Enter on the service name  
Disconnect service in Bluetooth service list: Ctrl-d  
Move to Bluetooth device list in service list: Backspace  
Remove device setting in Bluetooth device list: Del

1) FTP service  
Open local folder/move remote folder: Ctrl-o  
Copy: Ctrl-c  
Paste: Ctrl-v

Send to: Ctrl-s  
Retrieve file: Ctrl-r  
New folder: Ctrl-f  
Delete file/folder: Del  
Information: Ctrl-i

## **20.12 Database Manager**

Add record: Ctrl-n  
Search records: Ctrl-f  
Table manager: Ctrl-t  
List of records found: Ctrl-r  
Setting backup option: Ctrl-e  
Backup database: Ctrl-u  
Restore database: Ctrl-o

1. Move by controls  
Move to the next control: Tab  
Move to the previous control: Shift-Tab
2. Move in a list box  
Move to the next list item: Down arrow key or down scroll button  
Move to the previous list item: Up arrow key or up scroll button
3. Select your answer in the prompt box  
Move to the next answer: Space or Down arrow key  
Move to the previous answer: Backspace or Up arrow key
4. Move in the “list of records found”  
Move to the next record: Down arrow key or down scroll button  
Move to the previous record: Up arrow key or up scroll button  
Move to the last record: Ctrl-Fn-Right arrow key  
Move to the first record: Ctrl-Fn-Left arrow key  
Move to the next field: Ctrl-Right arrow key  
Move to the previous field: Ctrl-Left arrow key  
Move to the last field: Fn-Right arrow key  
Move to the first field: Fn-Left arrow key

Move to previous same field different record: Left arrow key

Move to next same field different record: Right arrow key

## **20.13 Extras**

### **20.13.1 Games**

Skip record: Esc key/Alt-F4

## **20.14 Social Networking**

### **20.14.1 Twitter**

Sign Out: Ctrl-g

Personal Information: Ctrl-l

Save Current Timeline: Alt-s

Home Timeline: Ctrl-h

Friend Timeline: Ctrl-f

User Timeline: Ctrl-u

Current User Timeline: Alt-u

Mention Timeline: Ctrl-m

Retweet By Me: Alt-b

Retweet To Me: Alt-t

Retweet Of Me: Alt-o

Tweet: Ctrl-t

Remove Tweet: Delete

Retweet: Ctrl-e

Reply: Ctrl-y

Add To Favorite: Ctrl-v

Favorite List: Ctrl-l

Send Direct Message: Ctrl-s

Sent Direct Message: Alt-m

Received Direct Message: Alt-r

Follow User: Alt-a

Following: Alt-l

Followers: Alt-e  
Global Search: Ctrl-f  
User Search: Alt-f  
Search Word List: Alt-w  
Next List: Ctrl-n  
Refresh: Ctrl-r  
Exit: Alt-F4  
Escape: Esc key

Move to the next tweet: Down arrow key  
Move to the previous tweet: Up arrow key  
Move to the first tweet on the refreshing list: Ctrl-Fn-Left arrow key  
Move to the last tweet on the refreshing list: Ctrl-Fn-Right arrow key  
Move to the previous 32 list: Fn-Up arrow key  
Move to the next 32 list: Fn-Down arrow key

Move to the previous list: Up arrow key  
Move to the next list: Down arrow key  
Move to the top of the list: Ctrl-Fn-Left arrow key/Fn-Left arrow key  
Move to the bottom the list: Ctrl-Fn-Right arrow key/Fn-Right arrow key  
Enter into selected folder or open the selected file: Enter  
Move to the upper level folder: Backspace

## 20.14.2 Google talk

**File Menu Commands**  
Sign out: Ctrl-l  
Export Contact Lists: Alt-x  
Import Contact Lists: Alt-i  
Exit: Alt-F4

**Action Menu Commands**  
Start Chat: Ctrl-s  
Start Voice Chat: Ctrl-h

Send File: Alt-f  
Move to Recently Chat: Ctrl-t  
Manage Chat: Ctrl-m

### **Contact Menu Commands**

Add Contact: Alt-q  
Delete Contact: Delete  
Block Contact: Alt-b  
Manage Block List: Alt-m  
Contact Information: Ctrl-i  
Manage Contact List: Ctrl-p

### **Option Menu Commands**

My Status Options: Alt-u  
Action Options: Alt-a  
Alert Options: Alt-o  
Path Options: Alt-p

## **Chat Window Menus**

### **File Menu Commands**

Save Conversation: Alt-s  
Close Chat: Alt-F4

### **Edit Menu Commands**

Cut: Ctrl-x  
Copy: Ctrl-c  
Delete: Delete  
Paste: Ctrl-v  
Start Selection: Ctrl-b  
Select All: Ctrl-a  
Find: Ctrl-f  
Find Again: F3

## **Action Menu Commands**

Start Chat: Ctrl-s  
Start Voice Chat: Ctrl-h  
Stop Voice Chat: Esc key  
Send File: Alt-f  
View Contact List: Ctrl-t  
Manage Chat: Ctrl-m  
Move to Previous Chat: Ctrl-Shift-Tab  
Move to Next Chat: Ctrl-Tab

## **The move keys in Google Talk.**

Move to the previous Contents: Up arrow key  
Move to the next Contents: Down arrow key  
Move to the previous 32-items of the Contents: Fn-Up arrow key button  
Move to the next 32-item of the Contents: Fn-Down arrow key button  
Move to the first item of the Contents: Ctrl-Fn-Left arrow key  
Move to the last item of the Contents: Ctrl-Fn-Right arrow key

### **20.14.3 MSN Messenger**

1. Sign-in dialog box
  - Move to the next control: Tab
  - Move to the previous control: Shift-tab
  - Check or uncheck a check box: Space
2. The contact list box
  - Move to the previous item: Up arrow key
  - Move to the next item: Down arrow key
  - Move between online and offline groups: Ctrl-Down arrow key
  - Open the menu: Alt
  - Sign out: Ctrl-n
  - View chat: Ctrl-r
  - My status: Ctrl-m
  - Close: Alt-F4
  - Add contact: Ctrl-a

Delete contact: Ctrl-d  
Contact information: Ctrl-v  
Send instant message: Ctrl-s  
Last message: Alt-r  
Play keyboard sound: Ctrl-k  
Message sound notification while in current window: Fn-s  
Message sound notification while messenger is in the background: Alt-m  
Nickname: Ctrl-p  
Save account: Ctrl-o  
Confirm the received message: Ctrl-l  
3. Instant message dialog box  
Move to the next control: Tab  
Move to the previous control: Shift-Tab  
Move between the instant message dialog box and the contact list box:  
Page up or Page down  
Save as: Alt-s  
Print: Ctrl-p  
Close: ESC  
Cut: Ctrl-x  
Copy: Ctrl-c  
Delete: Ctrl-d  
Paste: Ctrl-v  
Select all: Ctrl-a  
Start selection: Ctrl-b  
Find: Ctrl-f  
Find again: F3  
Invitation: Ctrl-i

## **20.15 Utilities**

### **20.15.1 Calculator**

Calculator initialize: Alt-c  
Delete numbers or operators: Backspace

**General function:** Ctrl-g

Plus: +

Minus: -

Division: /

Multiplication: \*

Percent: %

Power: ^

Square Root: Ctrl-q

Decimal Point: .

Left Parenthesis: (

Right Parenthesis: )

PI: Ctrl-p

Exp: Ctrl-e

Recall Items: Alt-r

Delete all saved items: Ctrl-d

Save Items: Alt-s

**Trigonometric Function:** Ctrl-s

Sine: Ctrl-s, s

Arc Sine: Ctrl-s, a

Hyperbolic Sine: Ctrl-s, h

Cosine: Ctrl-c, c

Arc Cosine: Ctrl-c, a

Hyperbolic Cosine: Ctrl-c, h

Tangent: Ctrl-t, t

Arc Tangent: Ctrl-t, a

Hyperbolic Tangent: Ctrl-t, h

**Logarithm Function:** Ctrl-l

Natural Logarithm: Ctrl-l, e

Common Logarithm: Ctrl-l, n

Copy to Clipboard: Ctrl-Insert

Option Setting: Ctrl-o

### **20.15.2 Setting time and date**

Move to the next day: Right arrow key

Move to the previous day: Left arrow key

Move to the next week: Ctrl-Right arrow key

Move to the previous week: Ctrl-Left arrow key

Move to the next month: Down arrow key

Move to the previous month: Left arrow key

Move to the next year: Ctrl-Down arrow key

Move to the previous year: Ctrl-Up arrow key

Move to 1 hour after: Down arrow key

Move to 1 hour before: Up arrow key

Move to 10 minutes after: Ctrl-Right arrow key

Move to 10 minutes before: Ctrl-Left arrow key

Move to 1 minute after: Right arrow key

Move to 1 minute before: Left arrow key

Switch Between a.m. and p.m.: Fn-x

### **20.15.3 Checking Date and Time**

Checking date and time: Fn-t

### **20.15.4 Calendar**

Move to the previous item: Tab

Move to the next item: Shift-tab

Move to the next day: Right arrow key

Move to the previous day: Left arrow key

Move to the next week: Ctrl-Right arrow key

Move to the previous week: Ctrl-Left arrow key  
Move to the next month: Down arrow key  
Move to the previous month: Up arrow key  
Move to the next year: Ctrl-Down arrow key  
Move to the previous year: Ctrl-Up arrow key

### **20.15.5 Pronunciation dictionary**

Move to the previous control: Tab  
Move to the next control: Shift-tab  
Move to the previous item in entry: Up arrow key  
Move to the next item in entry: Down arrow key  
Add word: Alt-i  
Modify word: Alt-m  
Delete word: Del

### **20.15.6 Stopwatch**

Stopwatch start, pause, restart: enter  
Check the elapsed time: Backspace  
Stop Braille display: Fn-Space  
Restart Braille display: Fn-Space  
Switch between stopwatch and Countdown timer: “Tab” or “shift-tab”  
Count down timer pause or restart: enter  
Count down timer Clear: Backspace  
Exit stopwatch or count down timer: Alt-F4

### **20.15.7 Display network status**

Display network status: Fn-n

### **20.15.8 Display power status**

Display power status: Fn-b

### **20.15.9 Backup/Restore personalized settings**

Move to previous item: Up arrow key or up scroll button  
Move to next item: Down arrow key or down scroll button  
Move to previous control: Shift-tab  
Move to next control: Tab  
Select/unselect check box: Space

### **20.15.10 Format**

Disk format: Fn-f

### **20.15.11 Sleep Timer**

Set Sleep Timer: Fn-j

### **20.15.12 Upgrading the Braille Sense U2 QWERTY Firmware**

Check download information: Space  
Cancel download and exit: Alt-F4

# 21. Command Summary for USB Keyboards

## 21.1 Common Combination Keys

Open the program menu: Win key

Open the Task Name list: Ctrl-Shift-F10

Open the “menu” in the individual program: Alt

Run the individual program in the program menu: Win key-“shortcut key”  
(varies for each program)

Switch to previous program: Alt-Shift-Tab

Switch to next program: Alt-Tab

Exit: Alt-F4

Escape: ESC

Move to the next control in a dialog box: Tab

Move to the previous control in the dialog box: Shift-tab

Move to the previous character: Left arrow key

Move to the next character: Right arrow key

Move to the previous line item: Up arrow key

Move to the next line item: Down arrow key

Move to the beginning of line item: Home key

Move to the end of line item: End key

Move to the top of a document or to the first item: Ctrl-home

Move to the bottom of a document or to the last item: Ctrl-end

Move to the previous page or to the first item of the previous 18-item group:

Page up

Move to the next page or to the first item of the next 18-item group: Page  
down

Read the current item again: Ctrl-shift-r

Say current time: Ctrl-shift-t

Display power status: Ctrl-shift-b

Print spool: Alt-shift-p

Open the “Global options”: F10

Online help: F1

Check your version: Ctrl-shift-v only in the Braille Sense U2 QWERTY “program” menu.

Display network status: Ctrl-shift-n in the Braille Sense U2 QWERTY “program” menu

Voice volume up: F6

Voice volume down: Shift-F6

Voice rate up: F7

Voice rate down: Shift-F7

Voice pitch up: F8

Voice pitch down: Shift-F8

Voice on/off: F5

Braille display on/off: F4

Bluetooth on/off: F9

Wireless LAN on/off: F11

## **21.2 File Manager**

### **21.2.1 Navigation keys on the file list and menu list**

Move to previous item: Up Arrow key

Move to next item: Down Arrow key

Move to the beginning of the list: Ctrl-home

Move to the end of the list: Ctrl-end

### **21.2.2 Navigation Keys in the File List**

Fast move to folder list or move to file list: Ctrl-down Arrow

Move between file list and address window: Tab / shift-tab

Enter into selected folder or open the selected file: Enter

Move to the upper level folder: Backspace

Fast move to the top level disk: Shift-Backspace

### **21.2.3 Item (Folder or File) Selection Keys**

Select item by item: Space

Continuous selection: Ctrl-b

Select all: Ctrl-a

### **21.2.4 Hot Keys for the Commands**

Open: Ctrl-o

Open with: Ctrl-h

Zip: Ctrl-z

Unzip: Ctrl-u

Send: Ctrl-s

Copy: Ctrl-c

Cut: Ctrl-x

Paste: Ctrl-v

Delete: DEL

Rename: F2

New document: Ctrl-n

New folder: Alt-f

File conversion: Ctrl-t

Select all: Ctrl-a

Sort files by: Ctrl-g

Set file info: Ctrl-i

Display only files of type: Ctrl-w

Search file: Ctrl-f

Information: Alt-Enter

Setup Network connection: Alt-e

Cancel setting of Network connection: Alt-F4

Sharing a folder with other computer: Alt-s

Remove remote folder on network: Alt-u

Setup sharing security: Alt-p

## **21.3 Word Processor**

### **21.3.1 Hot keys for the command**

New document: Ctrl-n

Open: Ctrl-o

Save: Ctrl-s

Save as: Alt-s

Close current document: Ctrl-F4

Print: Ctrl-p

Settings: Ctrl-e

Exit: Alt-f4

Start selection: Ctrl-b

Copy: Ctrl-c

Add to the clipboard: Ctrl-Ins

Clear clipboard: Ctrl-Del

Delete: Del

Cut: Ctrl-x

Paste: Ctrl-v

Delete blank lines: Alt-e

Select All: Ctrl-a

Insert from file: Ctrl-i

Insert date: Ctrl-w

Change insert/overwrite mode: Insert

Check spelling: Ctrl-k

Check spelling of the current word: Alt-k

Find: Ctrl -f

Find again: F3

Replace: Ctrl-r

Go to location: Ctrl-l

Go to previous page: Page up

Go to next page: Page down

Set bookmark: Ctrl-m

Go to bookmark: Ctrl-j

Go to previous document: Shift-Tab

Go to next document: Tab

Read selected text: Alt-b

Read beginning of selected text: Ctrl-u

Read from beginning to cursor: Alt-g

Read from cursor to end: Ctrl-g

Read status: Ctrl-shift-/-

Braille document layout: Alt-F5

Print document layout: Alt-F7

Braille paragraph layout: Alt-F6

Print paragraph layout: Alt-F8

### **21.3.2 Miscellaneous Hot Keys**

Move to previous character: Left arrow key

Move to next character: Right arrow key

Move to previous word: Ctrl-Left arrow

Move to next word: Ctrl-Right arrow

Move to the beginning of the line: Home key

Move to the end of the line: End key

Move to previous line: Up arrow key

Move to next line: Down arrow key

Move to previous paragraph: Ctrl-up arrow

Move to next paragraph: Ctrl-down arrow

Move to the beginning of the document: Ctrl-home

Move to the end of the document: Ctrl-end

Read current paragraph: Ctrl-shift-v

Read current line: Ctrl-shift-c

Read current word: Ctrl-shift-x

Read current character: Ctrl-shift-z

Delete current paragraph: Alt-Del

Delete current line: Ctrl-Backspace

Delete current word: Alt-Backspace

Delete current character: Del

Confirm current cursor position: Ctrl-Shift-s

Set view format character: Ctrl- 5

Set reading unit: Ctrl-3

Set read only: Ctrl-2

Set reading mode: Ctrl-4

## **21.4 Address Manager**

### **21.4.1 Move keys for moving from field to field in the record or in the menu**

Move to the previous field or menu item: Up arrow key

Move to the next field or menu item: Down arrow key

Move to the first field or menu item: Ctrl-Home

Move to the last field or menu item: Ctrl-End

### **21.4.2 Move Keys for Moving from Record to Record**

Move to the previous record: Up arrow key

Move to the next record: Down arrow key

Move to the first field: Ctrl-Home

Move to the last field: Ctrl-End

Move to the previous field: Ctrl-Left arrow key

Move to the next field: Ctrl-Right arrow key

Move to the first record: Ctrl-Home

Move to the last record: Ctrl-End

Move to next same field different record: Left arrow key

Move to previous same field different record: Right arrow key

### **21.4.3 Hot Keys for the Commands**

Add address: Ctrl-n

Find address: Ctrl-f

Modify address: Ctrl-m

Delete address: Del

Select all: Ctrl-a

Save as a file: Alt-s

Print address: Ctrl-p

Backup address list: Ctrl-u

Restore address list: Ctrl-r

Backup option: Ctrl-e

Setting add/searching address fields: Ctrl-o

### **21.4.4 Miscellaneous Hot Keys**

Tab: Tab

Shift-tab: Shift-Tab

Cancel: ESC

Exit: Alt-f4

## **21.5 Schedule Manager**

### **21.5.1 Hot keys for the commands**

Move to the next field: Tab

Move to the previous field: Shift-Tab

Add schedule: Ctrl-n

Search schedule: Ctrl-s

Modify schedule: Ctrl-m

Delete schedule: Del  
Alarm option: Ctrl-o  
Save schedule as file: Alt-s  
Print schedule: Ctrl-p  
Backup schedule list: Ctrl-u  
Restore schedule list: Ctrl-r  
Backup option: Ctrl-e  
Switch searching mode: Ctrl-F2

### **21.5.2 Movement Keys for the Search Result List**

1. Move from an appointment to another in the schedule list
  - Move to the previous appointment in the same day: Up arrow key
  - Move to the next appointment in the same day: Down arrow key
  - Move to the first appointment in the same day: Home
  - Move to the last appointment in the same day: End
2. Move from one appointment to another in all the appointments registered
  - Move to the previous schedule: Ctrl-Left arrow key
  - Move to the next schedule: Ctrl-Right arrow key
  - Move to the first schedule: Ctrl-Home
  - Move to the last schedule: Ctrl-End

## **21.6 E-mail**

### **21.6.1 Hot keys for reading e-mails**

Call “Accounts manager”: Ctrl-m  
Check for new mail: Alt-m  
Write new message: Ctrl-n  
Reply: Ctrl-r  
Reply all: Alt-r  
Forward: Ctrl-f

Call up “set path”: Ctrl-p  
Call up “set option”: Ctrl-o  
Call up “set spam”: Ctrl-e

Find: Ctrl-shift-f  
Find again: f3  
Move to mailbox: Alt-x  
Copy to mailbox: Alt-c  
Add a sender to the address list: Ctrl-i (This is valid only at the “from” item).  
Delete received e-mail: DEL (It is valid only at the “Subject” and “date” item).  
Save the received e-mail as text file: Alt-s  
Print the received e-mail: Alt-p  
Move to unread message: Ctrl-u (It is valid only at the “Subject” and “date” item)  
Cancel: ESC  
Cancel and exit from e-mail program: Alt-f4

### **21.6.2 Hot Keys for Sending E-mail Including Reply, Forward, and Save in the Pail Outbox**

Search address list: Ctrl-l  
Attach file: Ctrl-f  
Send e-mail: Ctrl-s  
Save in mail Outbox: Fn-s  
Cancel: ESC  
Cancel and exit from e-mail program: Alt-f4

### **21.6.3 Hot Keys for Reading E-mail messages or Writing an E-mail Message**

Start selection: Ctrl-b  
Select all: Ctrl-a  
Copy to the clipboard: Ctrl-c

Cut to the clipboard: Ctrl-x (It is not valid when you are reading e-mail).  
Paste from the clipboard: Ctrl-v (It is not valid when you are reading e-mail).  
Delete selection and delete a letter: DEL (It is not valid when you are reading e-mail).  
Cancel block: ESC

## **21.7 Media Player**

### **21.7.1 Hot keys for commands**

Open file: Ctrl-o  
Open folder: Ctrl-f  
Add file: Alt-o  
Add folder: Alt-f  
Save play list: Ctrl-s  
Save as play list: Alt-s  
Delete time: Del

Play: x or Enter  
Previous track: z or Alt-Left arrow key  
Next track: b or Alt-Right arrow key  
5th previous track: Alt-Up arrow key  
5th next track: Alt-Down arrow key  
First track: Ctrl-home key  
Last track: Ctrl-end key  
Move to backward by time index and play: Ctrl-Left arrow key  
Move to forward by time index and play: Ctrl-Right arrow key  
Change time index: Ctrl-Up arrow key or Ctrl-Down arrow key  
Volume up: Shift-Up arrow key  
Volume down: Shift-Down arrow key  
Speed up: Shift-Left arrow key  
Slow down: Shift-Right arrow key  
Pause/Continue: Space

Stop: c or Backspace

Delete play list during stop: DEL

Record: Ctrl-r

Play: Enter

Stop: Backspace

Pause/Continue recording: Space

Configuration dialog box: Alt-c

Set bookmark: Ctrl-m

Delete bookmark: Ctrl-d

Jump to bookmark: Ctrl-j

Go to position: Ctrl-g

Playback setting dialog box: Ctrl-p

Record setting dialog box: Alt-r

## 21.7.2 Hot Keys in the Play Information Tab

Move to the next information: Down arrow key

Move to the previous information: Up arrow

Pause/Play when it is pause state: Space

Start playing: Enter

Stop playing: Backspace

Play the next file: Alt-Right arrow key

Play the previous file: Alt-Left arrow key

Play the last file: Ctrl-End key

Play the first file: Ctrl-Home key

Play the fifth file after the current file: Alt-Down arrow key

Play the fifth file before the current file: Alt-Up arrow key

Move to backward by time index and play: Ctrl-Left arrow key

Move to forward by time index and play: Ctrl-Right arrow key

Change time index: Ctrl-Up arrow key or Ctrl-Down arrow key

Volume up: Shift-Up arrow key

Volume down: Shift-Down arrow key

Speed up: Shift-Left arrow key

Slow down: Shift-Right arrow key

Open menu: Alt

Open help: F1

Move to “play list” tab: Tab/Shift-Tab

Exit “media player”: Alt-F4

### **21.7.3 Hot Keys in the Play List Tab**

Move to the next file: Down arrow key

Move to the previous file: Up arrow key

Move to the last file: End key

Move to the first file: Home key

Select resume current file (while playing, it is used as plays/pause): Space

Start selecting files: Ctrl-b

Start playing the selected files: Enter

Stop playing: Backspace

Delete the selected files in the play list: Del

Play the next file: Alt-Right arrow key

Play the previous file: Alt-Left arrow key

Play the last file: Ctrl-end key

Play the first file: Ctrl-home key

Play the fifth file after the current file: Alt-Down arrow

Play the fifth file before the current file: Alt-Up arrow

Move to backward by time index and play: Ctrl-Left arrow key

Move to forward by time index and play: Ctrl-Right arrow key

Change time index: Ctrl-Up arrow key or Ctrl-Down arrow key

Volume up: Shift-Up arrow key

Volume down: Shift-Down arrow key

Speed up: Shift-Left arrow key

Slow down: Shift-Right arrow key

Open menu: Alt

Open help: F1

Move to “playback information” tab: Tab/Shift-Tab  
Exit “media player”: Alt-F4

## **21.8 FM Radio**

Open the sets dialog box: Ctrl-e  
Open the “menu”: Alt  
Internal speakers on/off: x or Ctrl-shift-x  
Move to next frequency: Right arrow key  
Move to previous frequency: Left arrow key  
Auto previous frequency: Ctrl-Left arrow key  
Auto next frequency: Ctrl-Right arrow key  
Go to frequency: Ctrl -f  
Move to previous preset: Alt-Left arrow key  
Move to next preset: Alt-Right arrow key  
Delete the preset: Del  
Registry preset: Ctrl-s  
Open the record dialog box: Ctrl-r  
Mute on/off: Space  
Volume up: Shift-Up arrow key  
Volume down: Shift-Down arrow key  
Recoding settings: Alt-r

## **21.9 Web Browser**

### **21.9.1 Hot keys for the command**

Open URL: Ctrl-l  
Open: Ctrl-o  
Save as: Ctrl-s  
Page information: Alt-Enter  
Exit: Alt-F4

Read from beginning to cursor: Alt-g

Read from cursor to end: Ctrl-Shift-Enter

Copy selection: Ctrl-b

Copy: Ctrl-c

Add clipboard: Ctrl-Ins

Copy URL: Alt-d

Copy link address: Alt-l

Go to the home page: Alt-h

Go to the previous page: Alt-Left arrow key

Go to the next page: Alt-Right arrow key

Go to previous text: Ctrl-F5 Go to next text: Ctrl-F6

Go to previous heading: Alt-b or Ctrl-F3

Go to next heading: Alt-f or Ctrl-F4

Refresh: Ctrl-r

Open the history list: Ctrl-h

Check the address of the selected title in the history list: Ctrl-shift-i

Find: Ctrl-f

Find again: F3

Links list: Alt-i

Register as your home page: Ctrl-s

Add to favorites: Alt-a

Favorites list: Ctrl-l

## **21.9.2 Hot Keys When Playing Audio Files in web browser**

Turn up the volume: Shift-Up arrow key

Turn down the volume: Shift-Down arrow key

## **21.9.3 Hot Keys for Reading Web Pages**

Move to the previous control: Shift-Tab

Move to the next control: Tab

Select the next item in the combo box (list box): Alt-Down arrow key

Select the previous item in the combo box (list box): Alt-Up arrow key

Move to the previous form: Ctrl-F1

Move to the next form: Ctrl-F2

Move to the previous table: Ctrl-F7

Move to the next table: Ctrl-F8

Move to the previous cell: Ctrl-Shift-Left arrow key

Move to the next cell: Ctrl-Shift-Right arrow key

Move to the upper cell: Ctrl-Shift-Up arrow key

Move to the lower cell: Ctrl-Shift-Down arrow

Read current cell: Ctrl-Shift-F

Move to the previous cell of the upper level table: Ctrl-Left arrow key

Move to the next cell of the upper level table: Ctrl-Right arrow key

Move to the upper cell of the upper level table: Ctrl-Up arrow key

Move to the lower cell of the upper level table: Ctrl-Down arrow key

Check the current position: Ctrl-shift-s

Move to the previous frame: Ctrl-F9

Move to the next frame: Ctrl-F10

Read the current line: Ctrl-Shift-r

## **21.10 Daisy Player**

Play/Pause: Space

Move to the beginning of document: Home

Move to the last phrase: End

Increase the speed: Shift-Left arrow key

Decrease the speed: Shift-Right arrow key

Increase the volume: Shift-Up arrow key

Decrease the volume: Shift-Down arrow key

Move to the next phrase: Right arrow key

Move to the previous phrase: Left arrow key

Move to the next fifty phrase: Ctrl-Up arrow key

Move to the previous fifty phrase: Ctrl-Down arrow key

Move to the next page: Page down

Move to the previous page: Page up

Go to the page: Ctrl-g

Move to the upper-level: Alt-Left arrow key

Move to the down-level: Alt-Right arrow key

Move to the next level at the preset level: Alt-Up arrow key

Move to the previous level at the preset level: Alt-Down arrow key

Move to the next heading: Ctrl-F6

Move to the previous heading: Ctrl-F5

Move to the first heading: Ctrl-F7

Move to the last heading: Ctrl-F8

Check the currently-reading level and heading: Ctrl-w

Scan the heading list from the present to the end: Ctrl-n

Find heading: Ctrl-f

Find again: F3

Set mark at current position: Ctrl-m

Move to the next mark: N

Move to the previous mark: V

Delete mark: Del

Move to the title list: Shift-Backspace

Open daisy file: Ctrl-o

Check the book-info: Alt-Enter

Voice setting: Ctrl-s

## **21.11 Bluetooth Manager**

Scanning Bluetooth device: Ctrl-r

Connecting device: Enter in the device name

Connecting service: Enter in the service name

Disconnect the service: Ctrl-d

Move to Bluetooth device list in service list: Backspace

### 1. FTP service

Open local/remote folder: Ctrl-o

Copy: Ctrl-c

Paste: Ctrl-v

Send to: Ctrl-s

Retrieve file: Ctrl-r

New folder: Ctrl-f

Delete file/folder: DEL

Information: Ctrl-i

## **21.12 Database Manager**

Add record: Ctrl-n

Search records: Ctrl-f

Modify record: Ctrl-m

Table manager: Ctrl-t

List of records found: Ctrl-r

Setting backup option: Ctrl-e

Backup database: Ctrl-u

Restore database: Ctrl-o

Print: Ctrl-p

Save as: Alt-s

### 1. Move by controls

Move to the next control: Tab

- Move to the previous control: Shift-Tab
- 2. Move in a list box
  - Move to the next list item: Down arrow key
  - Move to the previous list item: Up arrow key
- 3. Select your answer in the prompt box
  - Move to the next answer: Space, or Down arrow key
  - Move to the previous answer: Backspace, or Up arrow key
- 4. Move in the "list of records found"
  - Move to the next record: Down arrow key
  - Move to the previous record: Up arrow key
  - Move to the last record: Ctrl-end
  - Move to the first record: Ctrl-home
  - Move to the next field: Ctrl-Right arrow key
  - Move to the previous field: Ctrl-Left arrow key
  - Move to previous same field different record: Left arrow key
  - Move to next same field different record: Right arrow key
  - Move to the last field: End
  - Move to the first field: Home

## **21.13 Extras**

### **21.13.1 Games**

#### **1) Sense Dice Game**

Execute Dice Game: I

Move to next item: Down arrow button or down scroll button

Move to previous item: up arrow button or up scroll button

Rolling dice: Enter

Exit: Alt-F4

#### **2) Sense Brain Game**

Execute Sense Brain game: A

Move to next item: down arrow button or down scroll button

Move to previous item: up arrow button or up scroll button

Execute game: Enter  
Exit: Alt-F4

## **21.14 Social Networking**

### **21.14.1 Twitter**

Sign Out: Ctrl-g  
Personal Information: Ctrl-l  
Save Current Timeline: Alt-s  
Home Timeline: Ctrl-h  
Friend Timeline: Ctrl-f  
User Timeline: Ctrl-u  
Current User Timeline: Alt-u  
Mention Timeline: Ctrl-m  
Retweet By Me: Alt-b  
Retweet To Me: Alt-t  
Retweet Of Me: Alt-o  
Tweet: Ctrl-t  
Remove Tweet: Delete  
Retweet: Ctrl-e  
Reply: Ctrl-y  
Add To Favorite: Ctrl-v  
Favorite List: Ctrl-l  
Send Direct Message: Ctrl-s  
Sent Direct Message: Alt-m  
Received Direct Message: Alt-r  
Follow User: Alt-a  
Following: Alt-l  
Followers: Alt-e  
Global Search: Ctrl-f  
User Search: Alt-f  
Search Word List: Alt-w

Next List: Ctrl-n

Refresh: Ctrl-r

Exit: Alt-F4

Escape: Esc key

Move to the next tweet: Down arrow key

Move to the previous tweet: Up arrow key

Move to the first tweet on the refreshing list: Ctrl-Fn-Left arrow key

Move to the last tweet on the refreshing list: Ctrl-Fn-Right arrow key

Move to the previous 32 list: Fn-Up arrow key

Move to the next 32 list: Fn-Down arrow key

Move to the previous list: Up arrow key

Move to the next list: Down arrow key

Move to the top of the list: Ctrl-Fn-Left arrow key/Fn-Left arrow key

Move to the bottom the list: Ctrl-Fn-Right arrow key/Fn-Right arrow key

Enter into selected folder or open the selected file: Enter

Move to the upper level folder: Backspace

## 21.14.2 Google talk

### File Menu Commands

Sign out: Ctrl-l

Export Contact Lists: Alt-x

Import Contact Lists: Alt-i

Exit: Alt-F4

### Action Menu Commands

Start Chat: Ctrl-s

Start Voice Chat: Ctrl-h

Send File: Alt-f

Move to Recently Chat: Ctrl-t

Manage Chat: Ctrl-m

## **Contact Menu Commands**

Add Contact: Alt-q  
Delete Contact: Delete  
Block Contact: Alt-b  
Manage Block List: Alt-m  
Contact Information: Ctrl-i  
Manage Contact List: Ctrl-p

## **Option Menu Commands**

My Status Options: Alt-u  
Action Options: Alt-a  
Alert Options: Alt-o  
Path Options: Alt-p

## **Chat Window Menus**

### **File Menu Commands**

Save Conversation: Alt-s  
Close Chat: Alt-F4

### **Edit Menu Commands**

Cut: Ctrl-x  
Copy: Ctrl-c  
Delete: Delete  
Paste: Ctrl-v  
Start Selection: Ctrl-b  
Select All: Ctrl-a  
Find: Ctrl-f  
Find Again: F3

### **Action Menu Commands**

Start Chat: Ctrl-s  
Start Voice Chat: Ctrl-h  
Stop Voice Chat: Esc key

Send File: Alt-f

View Contact List: Ctrl-t

Manage Chat: Ctrl-m

Move to Previous Chat: Ctrl-Shift-Tab

Move to Next Chat: Ctrl-Tab

### **The move keys in Google Talk.**

Move to the previous Contents: Up arrow key

Move to the next Contents: Down arrow key

Move to the previous 32-items of the Contents: Fn-Up arrow key button

Move to the next 32-item of the Contents: Fn-Down arrow key button

Move to the first item of the Contents: Ctrl-Fn-Left arrow key

Move to the last item of the Contents: Ctrl-Fn-Right arrow key

### **21.14.3 MSN messenger**

#### **1. Sign-in dialog box**

Move to the next control: Tab

Move to the previous control: Shift-Tab

Check or uncheck a check box: Space

#### **2. The contact list box**

Move to the previous item: Up arrow key

Move to the next item: Down arrow key

Move between online and offline groups: Ctrl-Down arrow key

Open the menu: Alt

Sign out: Ctrl-n

View chat: Ctrl-r

My status: Ctrl-m

Exit: Alt-F4

Add contact: Ctrl-a

Delete contact: Ctrl-d

Contact information: Ctrl-v

Send instant message: Ctrl-s

Last message: Alt-r  
Play keyboard sound: Ctrl-k  
Message sound notification while in current window: Ctrl-Shift-s  
Message sound notification while messenger is in the background: Alt-m  
Nickname: Ctrl-p  
Save account: Ctrl-o  
Confirm the Received Message: Ctrl-l

### 3. Instant message dialog box

Move to the next control: Tab  
Move to the previous control: Shift-Tab  
Move between the instant message dialog box and the contact list box:  
Page up, Page down  
Save as: Alt-s  
Print: Ctrl-p  
Close: ESC  
Cut: Ctrl-x  
Copy: Ctrl-c  
Delete: Del  
Paste: Ctrl-v  
Select all: Ctrl-a  
Start selection: Ctrl-b or F2  
Find: Ctrl-f  
Find again: F3  
Invitation: Ctrl-i  
Change my status: Ctrl-t  
Line break in the message box: Ctrl-Enter

## **21.15 Utilities**

### **21.15.1 Calculator**

Calculator initialize: Alt-c

Delete numbers or operators: Backspace

General function: Ctrl-g

Plus: +

Minus: -

Division: /

Multiplication: \*

Percent: %

Power: ^

Square Root: Ctrl-q

Decimal Point: .

Left Parenthesis: (

Right Parenthesis: )

PI: Ctrl-p

Exp: Ctrl-e

Recall Items: Alt-r

Delete all saved items: Ctrl-d

Save Items: Alt-s

Trigonometric Function: Ctrl-s

Sine: Ctrl-s, s

Arc Sine: Ctrl-s, a

Hyperbolic Sine: Ctrl-s, h

Cosine: Ctrl-c, c

Arc Cosine: Ctrl-c, a

Hyperbolic Cosine: Ctrl-c, h

Tangent: Ctrl-t, t

Arc Tangent: Ctrl-t, a

Hyperbolic Tangent: Ctrl-t, h

Logarithm Function: Ctrl-l

Natural Logarithm: Ctrl-l, e

Common Logarithm: Ctrl-l, n

Copy to Clipboard: Ctrl-Ins

Option Setting: Ctrl-o

Statistics function: Alt-t

## **20.15.2 Display Compass Heading**

Open Display Compass Heading: Ctrl-shift-Space

Move to the next control: Tab

Move to the previous control: Shift-Tab

Change compass display type: Backspace or Space

Exit: Esc or Alt-F4

## **21.15.3 Setting the Date and Time**

Move to the next day: Right arrow key

Move to the previous day: Left arrow key

Move to the next week: Ctrl-Right arrow key

Move to the previous week: Ctrl-Left arrow key

Move to the next month: Down arrow key

Move to the previous month: Up arrow key

Move to the next year: Ctrl-Down arrow key

Move to the previous year: Ctrl-Up arrow key

Move to 1 hour after: Down arrow key

Move to 1 hour before: Up arrow key

Move to 10 minutes after: Ctrl-Right arrow key

Move to 10 minutes before: Ctrl-Left arrow key

Move to 1 minute after: Right arrow key

Move to 1 minute before: Left arrow key

Switch Between A.M. and P.M.: Ctrl-Shift-x

## **21.15.4 Checking the Date and Time**

Checking date and time: Ctrl-shift-t

## **21.15.5 Calendar**

Move to the previous item: Tab

Move to the next item: Shift-Tab

Move to the next day: Right arrow key

Move to the previous day: Left arrow key

Move to the next week: Ctrl-Right arrow key

Move to the previous week: Ctrl-Left arrow key

Move to the next month: Down arrow key

Move to the previous month: Up arrow key

Move to the next year: Ctrl-Down arrow key

Move to the previous year: Ctrl-Up arrow key

## **21.15.6 Pronunciation dictionary**

Move to the previous control: Tab

Move to the next control: Shift-Tab

Move to the previous item in entry: Up arrow key

Move to the next item in entry: Down arrow key

Add word: Alt-i

Modify word: Alt-m

Delete word: Del

## **21.15.7 Stopwatch**

Stopwatch start, pause, restart: Enter

Check the elapsed time: Space

Stop Braille display: Ctrl-Shift-Space

Restart Braille display: Ctrl-Shift-Space  
Switch between stopwatch and countdown timer: Tab  
Count down timer pause or restart: Enter  
Count down timer Initialize: Backspace  
Exit stopwatch or countdown timer: Alt-F4

### **21.15.8 Display Network Status**

Display network status: Ctrl-Shift-n

### **21.15.9 Display power status**

Display power status: Ctrl-Shift-b

### **21.15.10 Backup/Restore personalized settings**

Move to previous item: Up arrow key  
Move to next item: Down arrow key  
Move to previous control: Shift-Tab  
Move to next control: Tab  
Select/unselect check box: Space

### **21.15.11 Upgrading Braille Sense U2 QWERTY Firmware**

Check download information: Space  
Cancel download and exit: Alt-F4

## **22. Troubleshooting Guide**

If you are encountering problems with the Braille Sense U2 QWERTY, please take a look at the following suggestions for solving many common problems:

### **22.1 The Braille Sense U2 QWERTY Will Not Turn On**

1. Check to make sure that the battery is inserted in to its compartment properly.
2. If the battery is inserted properly, connect the AC adapter, and plug the AC adapter in to an electrical outlet. The battery may need to be charged.
3. Or, Check the location of the keyboard lock switch. If this switch is placed in the "lock" position, the power switch is not functional.

### **22.2 The Voice Cannot Be Heard**

1. Make sure the volume is loud enough to be heard. Press "F6" to raise the volume.
2. Make sure the voice is turned on. Press "F5" to toggle the voice on/off.

### **22.3 The Voice is Too Fast to Understand**

1. Press "Shift-F7" to lower the voice rate.

### **22.4 The Voice Pitch Is Too Low or Too High to Understand**

1. Press "Shift-F8" to lower the pitch, or press "F8" to raise the pitch of the voice.

### **22.5 You Don't Know Where You Are**

1. If you have become disoriented as to your location on the Braille Sense U2 QWERTY, and cannot remember where you are, press "Win key" to access the "program" menu. Then, press "Alt-Tab" to switch among the open programs. If you are in the Word Processor, pressing "Fn-s" gives you your current location in the open document.

## **22.6 No Internet Connection**

1. If you are using a LAN connection, make sure that the Ethernet cable is connected and that the Ethernet port is turned on in "Global Options".
2. If you are using a modem, make sure that the phone line is connected to the modem.
3. If you are using a DSL connection, make sure that the Ethernet cable is connected and that the Ethernet port is turned on in "Global Options".
4. If you are using a Wi-Fi connection, ensure wireless is turned on. Use "F11" to toggle wireless on/off.

## **22.7 Email**

1. If you are having trouble downloading email, please contact your Internet service provider to make sure that you have the correct POP3 and SMTP settings.
2. If you cannot send or receive mail, make sure you have an active connection to the Internet.

## **22.8 The Braille display Does Not Display Braille**

1. If the Braille display does not display Braille, make sure that the Braille display is turned on. Use "F4" to toggle the Braille display on/off.

## **22.9 The Braille Sense U2 QWERTY Does Not Respond**

1. If the Braille Sense U2 QWERTY does not respond to keystrokes or commands, it may be necessary to reset the unit. To reset the Braille Sense U2 QWERTY, press the reset button on the rear panel, or press "1-2-3-4-5-6-F2-F3." Do NOT hold the reset button for more than 5 seconds.
2. If pressing the "Reset" button does not revive the Braille Sense U2 QWERTY, you may need to perform a hard reset. Press and hold the "Forward" button on the front media panel. (This button is the right-most button in the media group and looks like a right arrow.) While holding "Forward", quickly press and release the "Reset" button. Continue to hold the "Forward" button until the unit revives (this should occur within 30 to 45 seconds).

## **23. Accessories**

For information on available accessories for the Braille Sense U2 QWERTY, please contact HIMS Inc. You can contact HIMS by e-mail at [sales@hims-inc.com](mailto:sales@hims-inc.com). Or, contact the HIMS Sales department by phone at 888-520-4467. You can also visit HIMS on the web at [www.hims-inc.com](http://www.hims-inc.com).

## **24. Obtaining Support**

If you are having problems with your Braille Sense U2 QWERTY, please contact Hims, Inc. technical support. E-mail us at [support@hims-inc.com](mailto:support@hims-inc.com). Or, contact the HIMS Technical Support department by phone at 512-837-2000. To obtain the most recent documentation, tutorial, and software downloads, please visit our website at [www.hims-inc.com](http://www.hims-inc.com). Navigate to the "Resource Center" and to the Braille Sense U2 QWERTY product page for the most up-to-date product-related information and software for your Braille Sense U2 QWERTY.