



Accent® with Empower™: Unity® Quick Reference Guide

Empower Software Version 1.0 2019-02-19 or higher

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Menu

Select **Menu** to gain access to the Quick Menu. The Quick Menu contains links to the Editor, Vocabulary Builder, and the Toolbox. It will also give you access to the Windows® Desktop if your Accent device is integrated.



POWER/SLEEP BUTTON

The power/sleep button is on the top of the device.

1. To turn on the device, press and hold power/sleep.
2. To wake/sleep the device, press power/sleep.
3. The device should be restarted weekly.*
4. To restart, select **Menu**, **Toolbox**, **System Settings**, **Power Settings**, **Restart**, and then **Yes**.

*** Recommended: Restart once per week; put to sleep daily. The device may wake up from sleep if using eye tracking or if Windows® updates are set to install automatically. To preserve the charge overnight, either connect the charger or shut down the device completely. See step 5.**

5. If you don't plan to use the device, want to store/transport it in a bag, or receive an error message, shut down the device completely. To do this, select **Menu**, **Toolbox**, **System Settings**, **Power Settings**, **Shut Down Device**, and then **Yes**, **shut down**.

SELECT A VOCABULARY

1. Select **Menu**, and then **Toolbox**.
2. Select the **Vocabulary** tab, then **Select a Vocabulary**.
3. Select the **Unity** tile. Choose your desired Unity vocabulary. Note: Once you edit a button or create a Vocabulary Builder list, the vocabulary will be automatically saved and placed in **My_vocabularies**.

VOCABULARY SETTINGS

1. Select **Menu**, and then **Toolbox**.
2. Select the **Vocabulary** tab, then **Vocabulary Settings**.

RENAME A VOCABULARY

From the **Settings** tab, edit the **Vocabulary Name**.

CHANGE THE FONT AND SIZE OF BUTTON LABELS

From the **Edit Fonts & Styles** tab, select a **Font** and adjust the **Size**.

SET BUTTON PREFERENCES

From the **Button Preferences** tab, set the following:

Empty Button Appearance: What do you want empty buttons to look like? White, Transparent, Empty

Empty Button Action: What do you want empty buttons to do? No Action, Go To Home

Show Labels: Where do you want labels showing? Home, Middle, End

Use Alternative Symbols: Where do you want an alternate set of symbols to show? None, Middle, End, All

Button Padding: How much space do you want between the buttons? Set the percentage.

SET THE ACCESS METHOD

1. Select **Menu**, and then **Toolbox**.
2. From the **User Settings** tab, select **Access Method**.
3. There are additional settings once you select an access method.

CHANGE THE VOICE

1. Select **Menu**, and then **Toolbox**.
2. From the **User Settings** tab, select **Voice**, then the **Main Voice** or **Prompt Voice** tab. Then select **Change Voice**.

EDIT A PRONUNCIATION

"Teach" the device to pronounce a word correctly.

1. Select **Menu**, and then **Toolbox**.
2. From the **User Settings** tab, select **Voice**.
3. Select **Edit a Pronunciation**.
4. Enter the correct spelling of the word, then **Finished**.
5. Enter the phonetic spelling of the word. To test the pronunciation, select the Message Window. When satisfied, select **Finished**, then **Add**.

WORD FINDER

Use Word Finder to locate a word in the vocabulary.

From the spelling keyboard:

1. Select **Word Finder**.
2. Type the word you want to find.
3. Select **Search**.
4. Select **Guide Me**.
5. If the word is not in Unity, it will say "no results found".

EDIT A BUTTON

1. Select **Menu**, and then **Editor**.
2. Navigate to where you can see the button you want to edit, then select **Edit**. Select the button you want to edit.
3. Add or edit the **Message** and the **Label**.
4. Suggested symbols will appear. If you do not see one you like or you would like to take a **photo**, select the **Symbol** tab. You can **Search**, **Browse**, or **Import** symbols or select **Camera**.
5. Additional button options:
 - a. **Colors:** Set various colors for the button.
 - b. **Navigation:** Add Navigation. Navigation options include things such as Go Back, Go To Home, and Go To Page.
 - c. **Actions:** Add an action. Action options include things such as Clear Display, Caps Lock, and Stop Speech.
 - d. **Settings:** Change button level settings. Settings include Message, Speech, Always Show Button Label, Alternate Pronunciations, and Alternate Prompt.
6. Select **Finished**, then **Save**.

ADD A CORE WORD

1. Select **Menu**, and then **Editor**.
2. **Select the first icon for the word.** For example, let's add the word "sip" (a present tense verb). The first icon for the word will be *Juice* because we can take a sip of juice.
3. **Select the second icon for the word.** In this example, the second icon will be the *Mother* because she can give her child a sip of milk.
4. Select **Create a new link**.
5. **Select the third and final icon for the word.** In this example, sip is a present tense verb. The final icon for all present tense verbs is the *green Action Man*.
6. Select **Edit this button**.
7. **Add the word ("sip") in the Message.** The label will auto-populate.
8. Select **Finished**, then **Save**.

RESIZE A BUTTON

1. Select **Menu**, and then **Editor**.
2. Navigate to the button you want to resize, then select **Resize**. Select an existing button you want to resize.
3. Tap to create the first corner for your button. You can keep the button in the same location or move it.
4. Tap another location to finish resizing the button. Note that buttons in that area will be deleted.
5. Select **Okay** to confirm resize.

CREATE A BUTTON WITH A PAGE LINK

1. Select **Menu**, and then **Editor**.
2. Navigate to the button where you want a page link, then select **Edit**. Select the button you want to edit.
3. Add a **Label** and a **Symbol**.
4. If desired, change the button color from the **Colors** tab.
5. Select the **Navigation** tab.
6. If the button already has navigation, select **Remove Navigation**. Select **Go To Page**.
7. Select an existing page or **Add New**.
8. **Name your page** and **set the grid size**.
9. Select **Create**.
10. Make sure **Make Persistent** is set to **OFF**.
11. Select **Finished**.
12. If you selected **Add New**, navigate to your new page and add the words you want. See **Edit a Button**.

VOCABULARY BUILDER (VB)

Use Vocabulary Builder to temporarily limit the number of words appearing on the screen. For example, you want to start with 8 words when first introducing the device to a child.



1. Select **Menu**, and then **Vocabulary Builder**.
2. There are two ways to create a VB list of words.
 - a. Type a list of words.
 - i. Select **Edit List**.
 - ii. If desired, rename your list by using the text box next to **Name of Current List**.
 - iii. Select the text field and **type your word list separated by commas**.
 - iv. Select **Finished** and **Exit**.
 - b. Touch the icon sequences/symbols that lead to the word.
 - i. **Touch the pathway to the first word.** Select the home button (top right) when you need to return to the home screen.
 - ii. Continue to touch the pathways to words.
 - iii. Select **Exit** when finished.
3. Lists are automatically saved.

Additional VB Options:

Edit List: Create, rename, manage, and clear lists.

Quick Add: Use this to quickly add words to your list.

Change List: If you have multiple lists, you can switch between them. In addition, rename, duplicate, merge, and delete lists.

My Lists and Default Lists: In Default lists, find the first 25/50 words and activity-specific lists (such as cars, bubbles etc.).

Merge List: If you have multiple lists, you can combine as many as you want into one list.

VOCABULARY BACK UP

1. Insert a USB flash drive into a USB port.
2. Select **Menu**, and then **Toolbox**.
3. Select the **System Settings** tab.
4. Select **Export & Import**.

5. Select **Export Selected Files**.
6. Select the **Vocabularies** tab.
7. **Export** your desired vocabulary.
8. Navigate to your USB flash drive.
9. Rename the file.

CONNECT TO Wi-Fi®

1. Select **Menu**, and then **Toolbox**.
2. Select the **System Settings** tab.
3. Select **Devices & Connections**.
4. Select **Choose** and then connect to a network.

UPDATE SOFTWARE VIA Wi-Fi

1. Select **Menu**, and then **Toolbox**.
2. Select the **System Settings** tab.
3. Select **Updates**.
4. Select **Check for Updates** next to Update Using Wi-Fi and follow the prompts.

RESTRICTIONS

You can lock/unlock the menu two ways.

To lock/unlock via a password:

1. Select **Menu**, and then **Toolbox**.
2. From the **User Settings** tab, select **Restrictions**.
3. Select **Password**. Follow the prompts to create a password.

To lock/unlock via a USB flash drive:

1. Select **Menu**, and then **Toolbox**.
2. From the **User Settings** tab, select **Restrictions**.
3. Select **USB**. Insert a USB flash drive and follow the prompts.

This process places an unlock key on the USB flash drive. Anytime this flash drive is plugged into the device, the Menu button will be unlocked.
4. **Remove the USB flash drive**, and the Menu button will be locked.

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