Quick Start Guide for Polyana 4
Answers to Frequently Asked Questions

Turn on the power switch in the top left hand corner of the keyboard (Esc/On).
Polyana will display the program that was last used. If this is the Persona program you are ready to start typing and talking or using phrases from the phrase bank. If you are in another program, close it using the X in the upper right corner on the screen.

If Persona is not running, you can start Persona with the Start Programs menu or double click on the desktop icon for Persona.

Talking with Persona
To begin speaking, type text into the application window. When you have the phrase on the screen, you can speak by pressing the *<Esc>* key, or you can press the Speak button on the top of the screen. Settings for speech output can be speak every character, speak each word when you press the space bar, speak each sentence when you press a punctuation mark, or speak all when you are ready. If you are talking to someone over the phone, it is best to use the speak each word setting to keep the listener involved in the conversation while you type. Replay the entire message for them when you have finished the sentence.

Word prediction will appear on the left side of the screen if it is turned on in Preferences. Press the number next to the desired word to select a predicted word. If you need to type a number from one to six, check mark the Numbers box in the word prediction window. As you type, Persona will learn the words you use, as well as word sequences. This may save you lots of keystrokes for words and phrases you speak often.

Phrase Bank
To select a stored message or to add a new phrase to the library, press the Phrase button on the top of the screen. Scroll down to the phrase you want, or type the first letter of the phrase to jump to that area of the phrases. Press *<Enter>* or double click on the message to speak it (or use the *<Esc>* key when phrase is highlighted).

Add messages to the Phrase Bank that you feel you might use often. This will save you time.

Abbreviation Expansion (Ab/Ex)

In addition to the Phrase Bank, you can store short cuts to phrases you use often. Persona can learn an acronym and expand it out to a phrase for you. For example, you might use "**cc**" to expand out to "May I please have a **c**up of **c**offee?", or "**mn**" to expand out to "**M**y **n**ame is Doug."

Type out the long message on the screen. Highlight the message by dragging your finger on the screen. Select the menu item Edit, AbEx. The cursor should be in the Abbreviation: box waiting for you to type in a two or three character acronym, and the phrase you typed out should be in the Expansion: box. Type in the abbreviation and press the Accept button to save the new abbreviation/expansion.

After you Close the AbEx dialogue box, try out your new AbEx. Clear the screen by selecting *<ctrl> + A* to highlight all the text on the screen, then type the new acronym followed by the spacebar.

Speech Exception (Sp/Ex)

Not all the words we spell sound the way we would want to say them. You can teach Persona to speak words phonetically so that they sound better to you.

Type out the word the way it should be spelled. Highlight the word. Select the menu item Edit, SpEx. The cursor should be in the Correct Spelling: box. Type out the word as it should be spelled if it isn't there already. Move the cursor to the Correct Pronunciation: box and type out a phonetic way of speaking the desired word. You can hear it by pressing the Test button. Once it sounds the way you want it, press the Accept button, then Close the box.

Try it. Change the word "latte" from sounding like "lat", to pronounce it as "lottay".

ISpk (Instant Speak)

Press the ISpk button to enter Instant Speak. This is a second conversation window. When in ISpk, type in the message. Phrase will speak after punctuation. Phrase will erase after next key press (only one phrase at a time is allowed here, versus long monologues in the main text window). Close this window and you are back to the main text window where you left off.

Stored Conversations

You can prepare a dialogue for a conversation you are going to have and save it for later. Clear the screen. Type out your side of a future conversation. Then go into the File menu and Save the script as a file.

For example, if you know that you are going to see your best friend, type out greetings for when they arrive, questions about them, stories about what is going on with you, or whatever you want to talk about. Save the entire conversation as "Visit with Marie". Then when Marie arrives, go into the File menu, Open the Marie file, and speak the sentences you have prepared. You can always type more during the conversation, or use ISpk to talk about things you hadn't saved yet.

Switch & Scanning
If you wish to use Persona with switch and scanning follow these instructions to connect the switch and activate the scan array:

Connecting the switch to Polyana is as follows:
1. plug the switch cable into the 3.5 mm Single Switch jack in the back of the device

Changing Set-ups
Next you have to activate the scanning part of the software as follows:
1. Click on the File menu, then select Preferences
2. On the Input tab, check mark the Scan box to activate the scanning screen instead of Keyboard
3. Select other scanning set-ups as desired.
   a. Choose the type of on-screen keyboard layout: ABCDE, QWERTY, or EARDU
   b. Choose a Scan Method of Row/Column or Linear.
   c. An increase in Scan Rate makes the scan slower
4. Click the Close button to exit the set-ups, and the scan array will be on the screen
5. To get back to the preferences from scan mode, press *<ctrl>* + *P* from the keyboard

With all this in-place you should be able to hit your switch and the scanning will start and you can make your selections using the switch. You can return to the set-ups to change the scanning speed at any time, or choose KB3 (keyboard 3), and go to SRate on the bottom row and make the scan speed Faster or Slower.

Changing Set-ups — Preferences
There are four sections to the Preferences menu where you can change device settings. Click on the File menu, then select Preferences.
1. On the Input tab, choose Keyboard or Scan. Check mark the Scan box to activate the scanning screen if you are going to use a switch to select letters. If you check mark Scan, the scanning options appear on screen.
2. Press on the Speech tab to change speech settings.
   a. Choose the personality from the list of voices. Adjust pitch, speech rate or loudness.
   b. Select the voice output style in Auto-Speak. You can have the system speak each character as you type, each word when you press *<space>*, each sentence when you press a punctuation mark, after the *<enter>* key, or when you press the on-screen *<Speak>* button or the *<esc>* key.
3. On the General tab, choose how the software should handle situations.
   a. Auto space puts a space after a punctuation
   b. Auto capitalize will capitalize the first letter after a punctuation.
   c. Clear text box will clear the screen when you type the next letter after a punctuation.
   d. Sticky Keys will hold the *<Shift>* and *<Control>* key for one keystroke (useful for single finger typist).
   e. Check mark Enable Prediction to display predicted words as you type.
   f. Check mark Learn New Words to track word use as you type. If you are making many spelling errors, you can uncheck this box so you don't save errors.
   g. Check Auto Save Words to save learned words in the prediction list.
4. Select the Appearance tab to change text font, font size, font color, and background color.

Other Applications
To use Microsoft programs in the Polyana press the Start button in the bottom left of the screen. It is not necessary to shut down Persona when accessing these programs. A switch user cannot access the Microsoft programs since the scan array is only available within the Persona program.

Only run one other program besides Persona at a time. When finished using other programs, close them. System will slow down if too many programs are running at once.

To finish using the Polyana simply turn it off by pressing *<Fn>* + *<Esc/On/Off>* keys. You could also just close the screen and it will shut down. There is no formal shut down procedure with these units like there is with a Windows PC.

Do not re-load Persona once it is already running. If you lose voice output, check to see that only one copy is running. Press the *<Ctrl>* + *<Esc>* keys to show the Start task bar and look for running software applications.

Keep the Polyana well charged. The Polyana will give 6 hours of operating time and will then need a 4.5 hour charge. It is best to turn off the unit to save power whenever convenient.

Customer Support
Please do not hesitate to call ZYGO customer service if you have any questions. They can be reached at (800)234-6006 from 8-4 Pacific Time. Or send us an e-mail at zygo@zygo-usa.com.