

# SPOK21

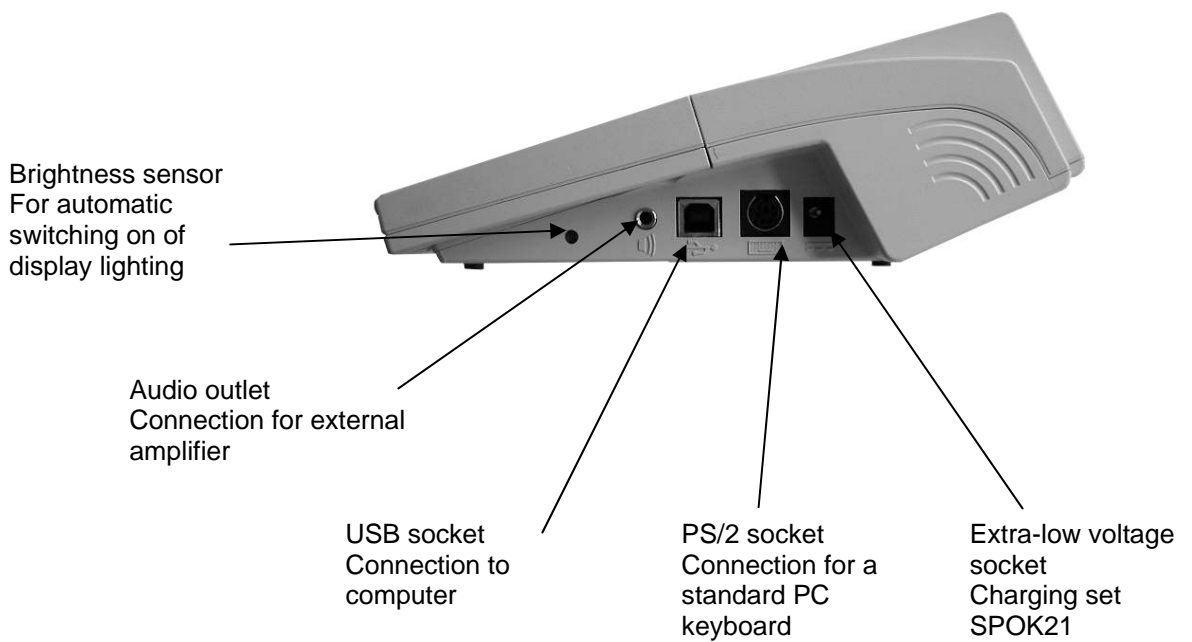
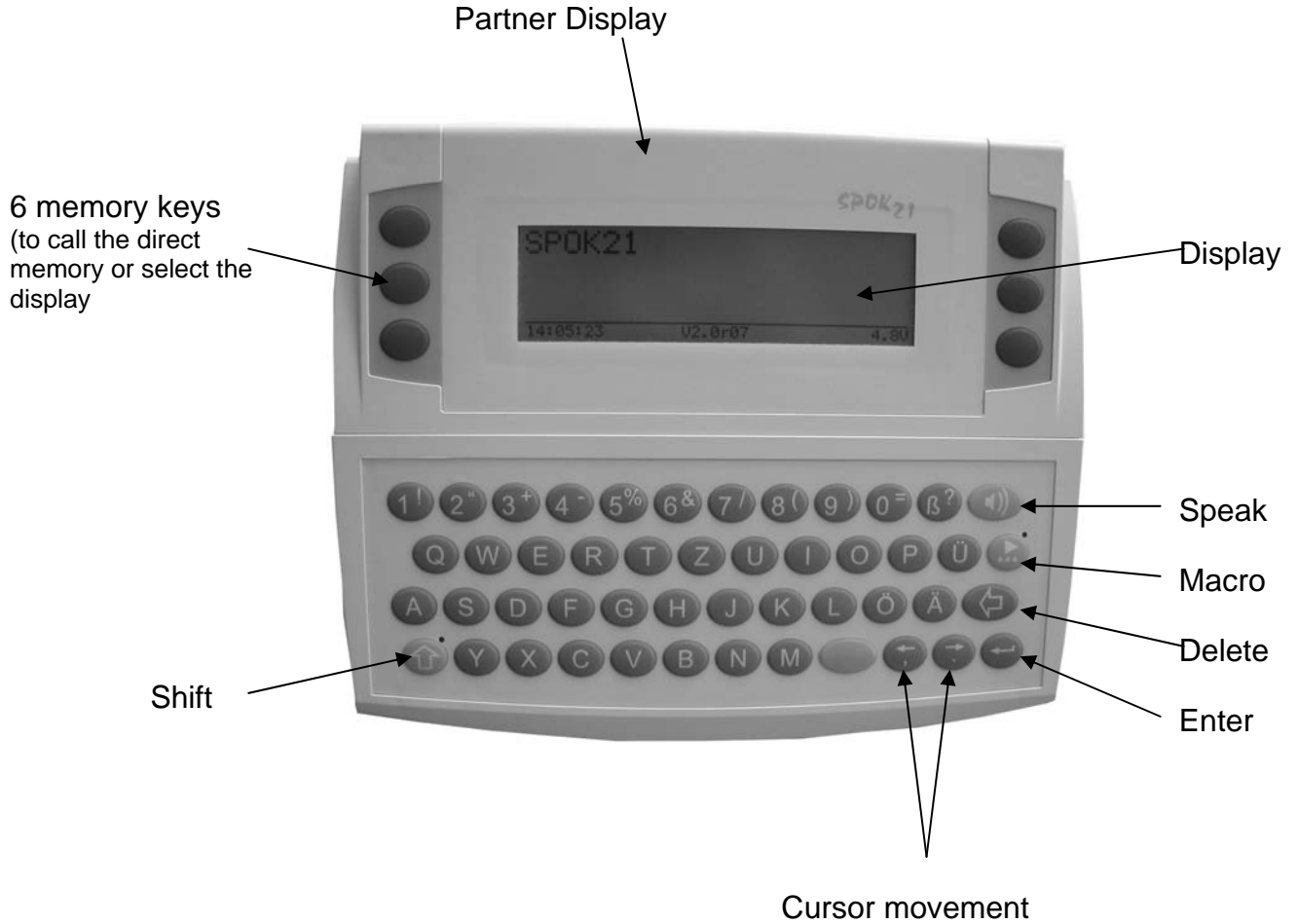
Mobile Communication for non-speaking Persons



Operating Instructions



ZYGO Industries, Inc.



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## GENERAL INSTRUCTIONS

SPOK21 is a communications unit for non-speaking persons. It renders communication possible by means of converting entered and stored texts into speech.

### Warning signs and Symbols



Attention, observe the accompanying papers! Read these operating instructions carefully prior to initiation



Protection category II



Application part, Type B



Do not dispose with household waste. Your local disposal centre will handle the recycling of a unit no longer useful

## Safety Instructions

- The unit is protected from the top against humidity and moisture. Splash water from below can impair functioning of the unit.
- Place the unit on a smooth, level surface.
- Only connect the power unit to a properly installed socket.
- Ensure that other persons can not fall over dangling cables.
- No electro-magnetic or other influences are known of, which may arise between the SPOK21 unit and other units.
- Batteries and electronic units contain materials hazardous to the environment. They must be disposed of accordingly at the end of their useful life (electronic waste, special waste, battery recycling).
- The user must not touch the signal inlet and outlet (plug-in connection) and the patient at the same time.
- You must only connect units to the plug-in connections of SPOK21 which fulfil the medical product guidelines (EN60601-1)
- No electrical voltage may be fed to the plug-in connections of SPOK21 (irrespective of the respective units intended), which exceed protective low voltage (25VAC, 60VDC).
- If repair is needed, please return the unit to the manufacturer. You will find the address on the final page of these instructions.

## Cleaning and Care

- Before cleaning, separate the unit from the mains.
- Do not use liquid cleaner or a cleaning spray. Only use a damp cloth.

## Power supply

The unit can be operated for approx. 7 hours with a charged battery. If the lighting of the display is switched off, operating duration is extended considerably (approx. 18 hours). If much is spoken, the max. operating duration is reduced, also dependent on the volume.

The remaining battery life available is displayed at the bottom right of the display with an appropriate symbol.

# 3. Initiation

## Battery switch

The battery switch is located on the bottom of the unit (on the battery holder lid). It should always be switched on.


Only switch off, if the unit is not to be used for a longer period of time or if the unit is to be transported.

Attention: This switch should only be used, if the unit has previously been switched off in accordance with the procedure described below.

The battery must be charged before the first initiation.

## Charging the batteries

The batteries can be charged using the charging set provided.

- The battery switch on the battery holder (rear side of the unit) must be ON (I).
- Insert the extra-low voltage plug of the charging set into the socket marked  on the right side of the unit.
- Insert the charging set into a mains socket.

ATTENTION: The power supply must comply with the power supply specified on the charging set!

On the inside of the right side of the unit is a red lamp, located between the USB socket and the PS/2 socket. This lights up during the charging process. It expires when the charging process has ended.

The lamp flashes in cases:

1. when the battery is too cold ( below 0°C)
2. when the battery is too hot ( above 50°C)
3. when the battery has been totally discharged

In the first two cases, wait until the unit has assumed room temperature.

In the third case, leave the unit inserted. After a while, normal charging will commence.

SPOK21 can be used normally while batteries are being charged.

### Switching on:

- Press any memory key.

### Switching off:

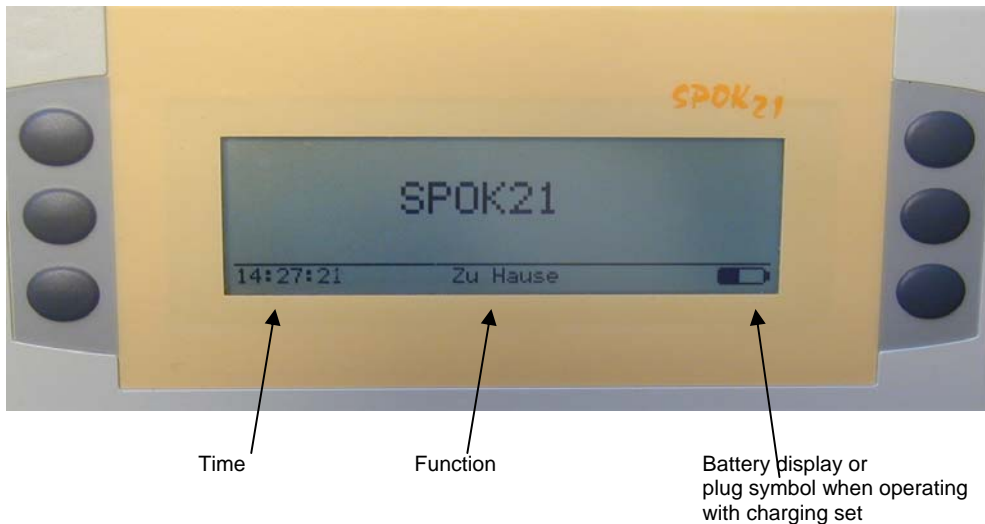
- Automatically after a few minutes without text input or
- By continuously pressing one of the 6 memory keys (until the text 'release key' appears).



Battery switch

## Status Line

The status line at the bottom of the display always informs you of the function you are presently using. In addition, the time and battery charge level are shown.




## 4. Direct Communication

### Text input


The text is entered by sentence with a maximum of 250 characters (four display contents for large type-size). Text input is made via the keyboard of the unit or via an externally attached keyboard



In addition, the following functions are available:

Keyboard	Description	Remarks
←	Character to the left of cursor is deleted	
↑ + , (←)	Move cursor backwards	↑ + ↑ : For repeated cursor movement
↑ + . (→)	Move cursor forwards	↑ + ↑ : For repeated cursor movement
▶ + , (←)	Return to start of text	
▶ + . (→)	To the end of the text	<b>Note:</b> If several keys are required for one function (marked "+"), these can be pressed consecutively in the sequence described.
▶ +  (space key)	Delete the entire display	
↑	Capital next character	
↑ + ↑	Define capitals	↑ : End capitals


If you have reached the end of the possible number of letters when entering the text, you will hear a special sound.


## Speech output

The display contents can be read out at any time via the key, .

Volume can be increased via the combination,  + .

After speaking, the display (the screen) is deleted. However, the text is stored in the background.

By pressing the key, , again, the text can be spoken again, even if it is no longer in the display.

The text can be returned to the display via the key,  ( Enter), and further processed.




EVERY other key deletes the text, and you can write a new text.

## Partner display


The text spoken is displayed at the same time in the partner display. 40 characters can be seen each time. After a short time, the next 40 characters are displayed. The last 40 characters remain on the display.

## Signal sound

A signal sound can be generated to draw attention to yourself, using the keys,  + .

The signal is sounded via the keys,  +  + .

(Key combination different for different keyboard layouts (country variants))

The same function is provided by the key, F9 (  ), on the Cherry keyboard, if installed (or on a connected PC keyboard).

## 5. Communication sectors

### Selection

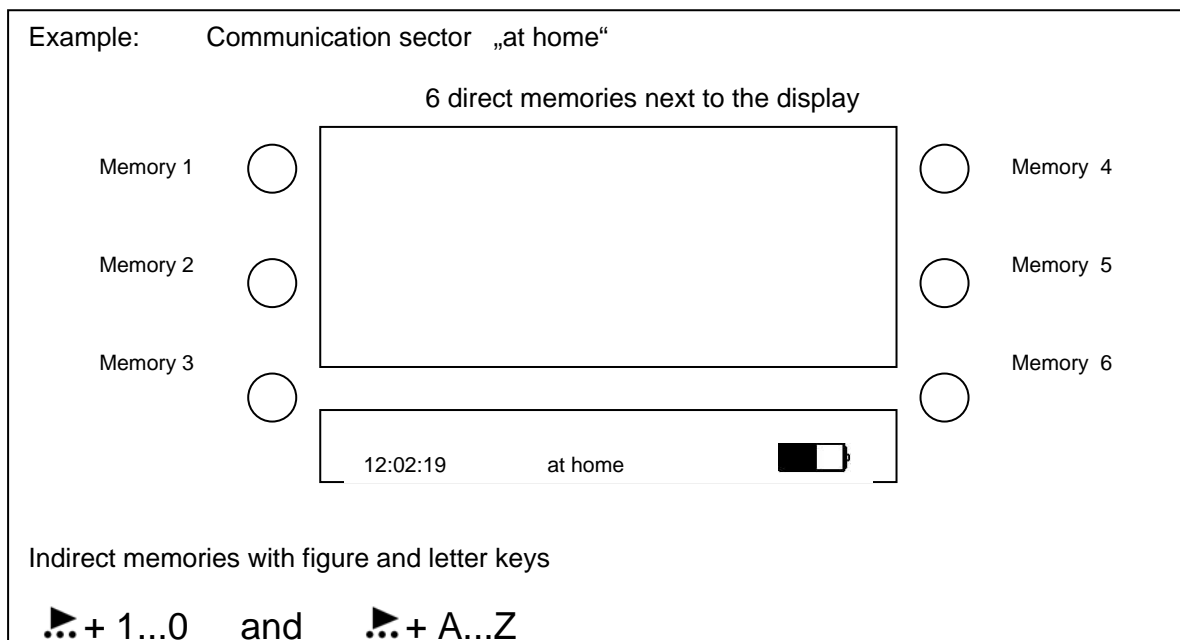
Spok21 has memories in 12 communication sectors.  
These sectors are called:

- |                   |             |
|-------------------|-------------|
| - at home         | - Therapy   |
| - Street          | - Game      |
| - Restaurant      | - Sport     |
| - at the Doctor's | - Telephone |
| - Shopping        | - Garden    |
| - Hobby           | - Various   |

The first 6 communication sectors can be displayed via the keys, **▶... + 🔊** , and sectors 7...12 via the keys, **⬆ +▶... + 🔊** , and be selected via the respectively allocated memory key.

In each of these 12 sectors there are

- 6 direct memories (speak immediately) and
- 36 indirect memories (load into the display and then speak)



## 6. Memory

This chapter refers to the communication sector currently set. The same number of memories is again available in each of the 12 communication sectors.

## Speaking stored messages

Messages which are often used can be permanently stored in SPOK. This can save the user a lot of time. Two different types of storing are possible:

### Direct Memories



These memories are allocated to the 6 keys next to the display. They are called „direct“ memories because the text is spoken immediately after pressing the memory key, and not shown in the display.



Messages from the 6 memories can be executed via the 6 memory keys.

Attention:

When the word forecast is activated, these keys have the function of „Select word“. Direct memories can then not be used.

### Indirect Memories



These memories are allocated to the keys on the keyboard. They are called „indirect“ memories because the text is shown in the display after actuating the  and memory key, and the text is only spoken after actuating the  key.

All texts in the indirect memories (figures 1...0 and letter keys A...Z) can be loaded into the display via  and the appropriate key, and spoken via the key, .

The texts called up can also be inserted as a text module, at the position of the cursor.

## Storing new messages

Direct memory

- Write a text
- To store the text shown in the display, press  +  (LED display lights up).
- Press the appropriate memory key next to the display.

If this memory is already occupied, a message appears on the display:

→ **Write-over? Yes/No.**                      Please decide.

Explanation:

Should the stored text be replaced with a new text?

If you press **Y**, the new text will be stored in place of the old text.

If you press **N**, the old text remains unchanged, and the new text has not been stored.

After storing, the following message appears:

→ **Sentence stored**

Indirect memory

- Write a text
- To store the text shown in the display, press **▶ + ▶** (LED display lights up).
- Press the appropriate figure key or letter key.

If this memory is already occupied, a message appears in the display:

→ **Write-over? Yes/No.** Please decide.

After storing, the following message appears:

→ **Sentence stored**

### Example for the storing of a sentence

A sentence is to be stored in the indirect memory under the key, „E“ :

You enter	SPOK reacts as follows
Enter any sentence.	
Press the key, <b>▶</b>	The display next to the key now flashes
Press the key, <b>▶</b>	The display next to the key is now continuously illuminated.
Press the key, „E“	The sentence is to be stored under „E“.
The instruction: <b>Write-over? Yes/No</b> appears in the display	Press <b>↵</b> , if you wish to write-over the old contents with the new sentence, or press <b>↵</b> , if you wish to stop the process.
The sentence is still in the display. Repeat the process ( <b>▶ + ▶ + key</b> ) with another key, if you did not want to write-over the memory, „E“.	

## Deleting a memory

There is no special function for the deletion of a memory.  
If you wish to delete a memory, simply store in the respective memory with an empty display.

### Example for the deletion of a memory

The indirect memory under the key, „T“, is to be deleted.

You enter	SPOK reacts as follows:
Delete the display contents via ▶ + space bar.	Display is deleted
Press the key, ▶	The display next to the key now flashes
Press the key, ▶	The display next to the key is now continuously illuminated
Press the key, „T“	Memory „T“ is to be deleted
The instruction: <b>Write-over? Yes/No</b> appears in the display	Press ↵, to write-over the old contents.

## 7. Settings

In order to adjust the unit to your individual needs, the pre-settings can be changed.

You get to the setting mode via ▶ + ↵ .

Press the appropriate memory key next to the display to get to the sector shown, and to execute settings.

Output	Keyboard
Application	Display
Others	Return
Settings	

The settings in the display can be changed with the memory keys in accordance with the respective direction symbols.

You can leave the setting mode at any time via the key, ↵ .

Changed settings are stored.

## Output

In the Setting Mode, press the key, Output.

You can now set the volume, sounds and voice.

Volume	Voice
Sounds	Return
Selection of output settings	

## Volume

The volume for normal speech ( key  ) and for loud speech (keys   ) can be set.

The volume can be set with the direction keys.

## Sounds

Selection of different signal sounds (if available).

## Voice

- Select between male and female
- Set the speech speed

→ others:

- Set the sound pitch

## Application

SPOK 21 has been designed for the execution of various applications. This function is only provided, if other applications are available.

## Others

In the setting mode, press the key, **Others**.

Conversation	Language
Environment	Other
Dates	Return
Other settings	

## Conversation

Reserved for future options.

## Environment

Setting of environment control. Only active, if the optional environment control has been installed.

## Dates

Setting of date management. Only active, if time administration has been installed.

## Language

Selection of respective language for voice output.  
Only active, if a second language has been installed.

## Miscellaneous

- Setting of time
- Setting of automatic unit deactivation.  
This is the time after which the unit deactivates, if no key has been pressed.
- Word forecast. Word forecast can be switched on or off.

## Keyboard

Layout	Times
Scanning	Click
Combi Module	Return
Selection of keyboard settings	

## Layout

Adjustment to different keyboard layouts.

- Setting the countries (DE, GB, SE, F, US, IT, ...)
- Settings (normal keyboard (QWERT)), ABC keyboard

## Scanning

Only active when using the Scan module

Mode

Operation is to be made with:

One key – two key – joystick

The following can be selected as Scan mode:

- Line mode: Selection by line, then within the line
- Linear mode: Selection of each consecutive field
- Block mode: Block selection, i.e.  $\frac{1}{4}$  of the respective fields
- Joystick: Automatic or manual starting

Scan time

- Setting of scan times
- Setting of number of runs until new start, if no key has been pressed.
- Joystick: Setting of seconds until automatic acceptance of character displayed

LED

Setting of brightness of illuminated fields

- Normal LED: General brightness (1 ...15)
- Display LED: Brightness of shift and macro fields (1 ...15) actuated

STDvalue

The settings of delay times are set to standard values.

- Wait 0 sec.
- Block 0 sec.
- Start repeat function after 1 sec.
- Repeat frequency 0.5 sec.

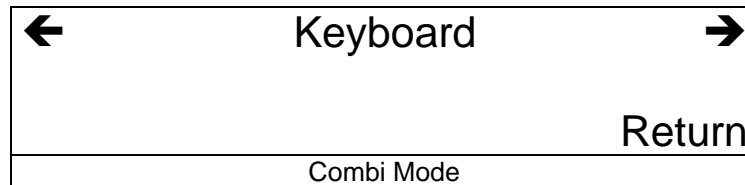
### General instructions

- Stop: Setting is stopped without storing
- Ok, return: Confirmation of settings

To get to the setting mode, a standard PS/2 keyboard can be used.

## Combi Module

Only when using the combi module



Selection between operation as keyboard or scanning module.

## Times

Changing the delay times for the keyboard

- Wait  
The length of time a key has to be pressed before it triggers action.
- Block  
The length of time which one key is blocked after pressing (useful for tremor).

Other:

- Repeat  
The length of time a key has to be pressed before the repeat is executed.
- Frequency  
The speed at which a character is repeated when a key remains pressed.

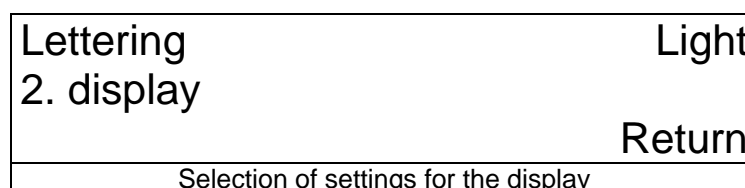
Times are specified in seconds or tenths of a second.

## Click

Setting of acoustic feedback on pressing key

- Key click long
- Key click short
- Key click off

## Display



## Lettering

Setting type-size in three stages

- small
- medium
- large

## 2. Display

Setting for writing on the partner display

ON: The text is shown on the partner display immediately while writing.

OFF: The text is shown on the partner display, when the 'Speak' key has been actuated.

## Light

Background light in three stages

- always off
- always on
- auto (automatic, depending on brightness in environment)

Switching off

Automatic switching off of background light within 0 – 10 minutes can be set.

## Reset settings (Reset)

Sometimes it is useful to reset all settings made in the setting menu to the settings ex-works („reset” of the unit).

A function has been provided for this purpose, which can not be executed involuntarily, in order to avoid unintentional use.

User texts are only available in English.

After ,resetting', the user may have problems operating the unit because, for example, the delay times have been set to zero.

In addition, **all** texts entered by the user in the memories may be deleted.

Proceed as follows, if you wish to reset all settings to the ex-works values:

1. Switch off the unit
2. Press the following 3 memory keys simultaneously (refer to picture)  
left side: top and bottom key  
right side: middle key.  
This switches on the unit.
3. Release the keys when texts appear on the display



Selection:

3 possibilities are displayed via the 3 keys left of the display:

Reset settings	→	<p>The unit settings are reset (not those of the scanning module)</p> <p>After pressing the upper left key, the unit starts normal operation again after approx. 5 seconds.</p>
Reset user texts	→	<p>Delete the texts in the memory entered by the user, or replace with the texts specified ex-works.</p> <p>After pressing the middle left key, the following selection is available:</p> <ol style="list-style-type: none"> <li>1. Set texts to default (delete all user texts and set ex-works texts)</li> <li>2. Delete texts (delete all user texts)</li> <li>3. Cancel (Stop, and start normally)</li> </ol> <p>For items 1 and 2, you are asked for safety reasons, if you really wish to delete the texts::</p> <p style="text-align: center;">Are you sure?</p> <p>No <span style="float: right;">Yes</span></p> <p>Press the appropriate key. Approx. 20 seconds pass before normal starting of the unit.</p>
Start normal	→	Normal start of unit

## 8. Word prediction

The word prediction can be switched on or off in the setting menu,

Additional → Other → Word prediction.

### Explanation:

The term, word prediction, actually includes a so-called 'word prediction' and 'word completion'.

Word prediction → refers to a word proposal after writing a complete word

Word completion → refers to a completion proposal for a started word.

If the word prediction is switched on, the current text is shown in one line, and in two lines in small type-size.

6 word proposals are shown on the display. These are allocated to the 6 keys at the side of the display.

When word prediction is activated, these 6 keys no longer have the function, „Speak direct memory“.

You can either write normally using the keyboard, or select one of the proposed words via one of the 6 keys. A started word is completed via word completion.

## 9. Operating with the scanning module

SPOK21 with a scanning module can be operated with one key or two keys, or with a joystick.

Setting of the various modes possible and the number of keys used is described in the chapter, „Settings“.

### Selecting the Direct Memories

While writing, the area of the keyboard is scanned.

To use the function of the 6 direct memory keys when scanning, the symbol, „↵“ („Enter“) can be entered (in the scanning process).

As a result, 6 arrows appear in the display pointing to the direct memory keys. The arrows are now run through in the scanning process.

- When operating with one key, this is done automatically,
- When operating with two keys, via relaying with key 1,
- When operating with a joystick, via the arrow keys.

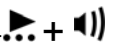

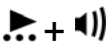
Marking is made via negative positioning of the arrow.

If the arrow points to the direct memory key required, you can activate it.

The text stored will be spoken.

### Selection of the Communication Areas

To select the communication areas, the key combination:

 or  +  is used.

In the scanning mode, a section is marked via negative positioning.

The marking of the names of the communication sections are now run through in the scanning process.

- When operating with one key, this is done automatically,
- When operating with two keys, via relaying with key 1,
- When operating with the joystick, via the arrow keys.

When the communication section required has been reached, you can activate it. The communication section selected is now set, and visible in the status line.

## Word Prediction

### Operation with one Switch

After activating, you can select between the keyboard and the word list proposed.

In the scanning tact set, either the keyboard or the display are marked alternately:

Keyboard: The sign „Enter“ ( ↵ ) lights up

Display: Negative positioning of all words in the list proposed

On subsequent actuation of the key

- while the word list is marked → scanning starts within the word list  
You select a word. The word is integrated into the ongoing text.

- while the keyboard is marked → scanning starts within the keyboard  
You select a letter. The letter is integrated into the ongoing text.

After this, alternate marking is again made of word list (in the display) and keyboard.

### Operation with two Switches

Functions: Key 1 → relay  
Key 2 confirm / activate

After activation, the word proposal list is marked.

By actuating key 1, either the keyboard or the display are marked alternately:

Keyboard: Display of stylized keyboard

Display: Negative positioning of all words in the list proposed

When actuating key 2 again

- while the word list is marked → scanning (with key 1) begins within the word list  
You select a word. The word is integrated in the ongoing text

- while the keyboard is marked → scanning (with key 1) begins within the keyboard  
You select a letter. The letter is integrated into the ongoing text.

After this, alternate marking is again made of word list and stylized keyboard.

If you have unintentionally selected the keyboard, you return to the word list by selecting Enter, „↵“.

## **Operation with Joystick**

After activation, the word proposal list is marked.

By actuating the keys, ↑ and ↓, the keyboard or display are marked alternately:

Keyboard: Display of a stylized keyboard

Display: Negative positioning of all words in the list proposed

On actuating the trigger key (fire key)

- while the word list is marked → scanning (with the joystick) begins within the word list  
You select a word. The word is integrated into the ongoing text.

- while the keyboard is marked → scanning (with the joystick) begins within the keyboard

You select a letter. The letter is integrated into the ongoing text.

After this, alternate marking is again made of word list and stylized keyboard.

If the word list is marked and the trigger key has been actuated, you can scan in the word selection with all four direction keys.

If you use the direction key beyond the ‚edge‘ of the word list, the keyboard becomes active automatically. This can be seen on the illuminated field in the scanning / combi module.

You return to the word list by selecting, Enter „↵“ .

# **10. Miscellaneous**

## **Technical Data**

- Dimensions: 255mm x 220mm x 85m ( WxDxH )
- Weight: 1330g
- Optional Accessories:
  - Spok charging set
  - Finger guide for keyboard
  - Adapter for wheelchair holder
  - System DaeSSy and Monty-3D
  - Scanning (only) module
  - Carrier handle
  - Bag
  - Various keyboard modules
  - Adapter for joystick

- Chargeable battery:
  - NiMH, 4.8V/2000mAh
- Plug-in connections:
  - Audio outlet, jack bush, 3.5mm, 2 pole (mono)
  - USB (B)
  - PS/2 keyboard, mini DIN 6
  - Charging socket, 2.1mm pin diameter
  
- Ambient conditions
  - Storage/transport: -10°C to 50°C
  - Working temperature: 0°C to 40°C
  - Rel. humidity: 40% to 60%

## Replacing the keyboard

Dismantling:

- Unscrew the 4 screws on the bottom side of the unit  
Now pull the keyboard off upwards

Assembly

- Make sure the O-ring is correctly positioned  
Check that all pins of the plug-in connector are straight, and positioned centrally in one row in the socket.  
Set down the keyboard.  
Tighten the 4 screws on the bottom side.

## Replacing the battery

The batteries have a useful life of approx. 500 -1000 charge cycles. Batteries can be easily replaced on the spot:

- Turn the unit upside down, so that the bottom side of the unit is accessible.
- Turn the main switch OFF.
- Using a screwdriver, remove the 4 screws of the battery holder (the lid is still connected to the switch cable of the unit).
- Remove the battery from the battery holder, and pull the plug of the respective cable from the casing.
- Now insert the new battery and insert the plug connector into the same casing (marked ‚Akku‘).
- Attention: The plug connection has been designed so that the plug can only be inserted in one position. Do not try to insert the plug with force.
- Replace the lid, and fasten it with the 4 screws.
- Switch the main switch ON.

Charge the battery as described under ‚Power supply‘. SPOK21 can now be used again.

Do not throw the battery into the household waste. Dispose of the battery in an appropriate recycling container.

## **Number of memory places**

For each communication sector there are:

- 6 direct memory places
- 36 indirect memory places ( 1.....0, A.....Z)
- = 42 memory places per sector

For 12 communication sectors this is a total of  $12 \times 42 = 504$  memory places

### **Memory size**

Sentences up to 250 characters can be stored on each memory place.

### **Reading figures**

Figures up to 999 billion are spoken. Above this, figures are read individually.

## Texts available ex-works (only for language, DE)

SPOK21 is provided with some sentences or part-sentences in various memories ex-works.

These can of course be written-over with your own sentences in the memory.

Sector: **at home**

### Direct memory

1	No	Ja	4
2	I don't want that!	You're right.	5
3	I don't like that.	Wait, I have not finished writing yet	6

### Indirect memory

A	To the Doctor's
B	I want to go to bed now.
D	I think
E	Something to eat
F	What's on TV today?
G	I love big birthday celebrations.
H	When are we eating?
I	I would like
J	To put on my jacket
K	Could you help me
M	Listen to music
N	I don't want
S	To put on my shoes
T	Something to drink
W	When will you be home?
X	Switch on the unit
Y	Switch off the unit
Z	I haven't got any time now!

Sector: **Street**

### Direct memory

1	No	Yes	4
2	That is wrong.	That's right.	5
3	I don't like that.	Perhaps	6

### Indirect memory

A	Goodbye
B	Does the dog bite?
G	I speak with this unit, please be patient.
H	I need help.
K	Could you help me
N	What's your name?
P	Can I park here?
S	My name is Spok, Spok21.
U	Where do I have to change?

**Leaflet for own stored sentences**

( copy if required )

Area:
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**Direct Memory**

<b>1</b>			<b>4</b>
<b>2</b>			<b>5</b>
<b>3</b>			<b>6</b>

**Indirect Memory**

A	
B	
C	
D	
E	
F	
G	
H	
I	
J	
K	
L	
M	
N	
O	
P	
Q	
R	
S	
T	
U	
V	
W	
X	
Y	
Z	

## 11. All keyboard functions

Function	Description	Internal Keyboard (S1...S6 = Memory keys)	PC keyboard	Remarks
Entry	Record text in display	Standard keys	Standard keys	
Backspace	At end, delete backwards; in the text, the character to the left of the cursor		Backspace	
Cursor left	Move cursor to the left (back)	+ , ()		When repeating, hold Shift (int. Keyboard)
Cursor right	Move cursor to the right (forwards)	+ . ()		When repeating, hold Shift (int. keyboard)
Pos1	To start of text	+ , ()	Pos1	
End	To end of text	+ . ()	End	
Delete the display	All text in display is deleted	+ blank space	Alt + blank or F8	
Shift lock	Define capitals	2 x	Press Shift twice	At first LED flashes, and, after Shift lock, is continuously illuminated
Speak	Speak contents of display		F10	
Store message	Store message for immediate speaking	+  then S1 – S6	Alt + Alt then F2 - F7	Is stored in current sector
Store sentence	Store sentence for later processing	+  then letter	Alt + Alt then letter	Is stored in current sector
Call up message	Speak stored message from level 1 directly	S1 – S6	F2 – F7	Is spoken immediately
Load sentence	Load stored sentence into display at cursor position	+ letter	Alt + letter	Can be spoken on pressing the Speak key
Sector level 1 change	A new communication sector from level 1 is selected	+  (=sector menu) then S1 – S6	Alt + F10, (=sector menu) then F2 – F7	6 display sectors appear next to the memory keys. By pressing the respective key, the requested sector is selected.
Sector level 2 change	A new communication sector from level 2 is selected	+  +  (=sector menu) then S1 – S6	Shift + Alt + F10, (=sector menu) then F2 – F7	6 further sectors appear in the display next to the memory keys. By pressing the respective key, the requested sector is selected.
Call up setting menu		+	Alt + Enter	5 menu points and one 'return' appear in the display.
Signal sound		+	F9	Gen.:  + key to the left
End settings	Return from any menu point		Enter	
Switch off unit		Keep one of the 6 direct memory keys pressed.		Until the text "Release key" appears.

## 12. Returning the unit, Repair

If your SPOK21 unit is defective and you wish to have it checked or repaired, please contact the dealer from whom you bought the unit.

If the unit has to be sent for repair, please observe the following:

- Make sure the unit is properly and safely packed, preferably in its original packaging.
- Ensure that you include a description of the defect/error. This saves time and explanations.
- Make sure you include the invoice, if it is a case of guarantee. Guarantee repair is not possible without the invoice.

Yours sincerely



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