



VOICEPAL LEVELS

INSTRUCTIONS

Please Read This Manual
Before Operating



The World at a Touch

ADAPTIVATION
INCORPORATED

2225 W. 50th St., Suite 100
Sioux Falls, SD 57105

800-723-2783





CONTENTS

INTRODUCTION	3
SUMMARY OF FEATURES	3
VOICEPAL LEVELS DIAGRAM	5
DETAILED OPERATING INSTRUCTIONS	6
BATTERIES	6
FUNCTION SWITCHES	7
MESSAGE CONFIGURATION	8
RECORDING MESSAGES	9
DELAYED ACTIVATION	10
DIRECT SELECTION	10
SCANNING OPERATION	10
VISUAL SCANNING	11
TWO BUTTON STEP SCANNING	11
AUDITORY SCANNING	12
STANDARD AUDITORY SCANNING	13
CUE WORD AUDITORY SCANNING	13
SEQUENTIAL MESSAGING	15
RANDOM MESSAGING	15
JOIN LEVELS	16
SHIFT LEVELS	16
RELAY OPERATION	17
OTHER FEATURES	18
OVERLAYS	18
KEYGUARDS	19
CARRYING CASE	19
EXTERNAL SCANNING LEDs/MOTORS	19
TROUBLESHOOTING	20
FUNCTION SWITCH SETTINGS	23



INTRODUCTION

Congratulations on purchasing your VoicePal Levels. It is one of the most affordable and functional digital communication aids available. Adaptation strives to offer our clients products and follow-up support that meets the highest quality standards in the assistive technology field. Feel free at any time to contact our offices for assistance on using your new VoicePal Levels.

The VoicePal Levels can record and playback up to 20 natural voice messages for a total recording time of 90 or 120 seconds. The total recording time is divided among the two levels, allowing each level its own amount of time. Recording messages on one level will not affect the messages on the other level. Messages can be activated in any of five ways: 1) Directly by the keypad on top of the VoicePal Levels, 2) Directly by plugging in external switches, 3) Through scanning input, both visual and auditory, 4) Sequential messaging and 5) Random messaging.

SUMMARY OF FEATURES

- 90 or 120 seconds of record time
- Great sound quality.
- 2 levels.
- Keyboard configuration 2, 3, 5 or 10 messages.
- Delayed activation 0 or 2 sec.
- Scan up to 20 messages.
- Visual scanning & auditory scanning.
- Normal auditory scanning or cue-word scanning.
- Select from multiple scan speeds





- No programming is required. Just set the switches to the desired position, and leave them. The factory setting is for all switches to be in the OFF position.
- Compatible with easy-to-use external scanning LEDs or vibrating motors.
- The cause-effect relay (labeled "TOY") activates a toy or battery-operated device during message playback.
- The LEDs on the keypad light up while a message is speaking. This visual feedback allows deaf users to know when the message is finished.
- During recording, the LEDs on the keypad light up, providing visual feedback of which message is being recorded. Also, the message is replayed to provide a convenient way of checking the new recording.
- The volume knob affects the sound level for both auditory scanning and during normal use. The speaker volume can be set so that it is more quiet during auditory scanning than it is when the selected message is speaking.
- There are three separate jacks for using scanning: SEQ, SCAN (POS) and SCAN (INV). Switches plugged into these jacks control four primary kinds of scanning: Sequential Messaging, Positive scanning (also known as Auto scanning), Inverse scanning (including Step scanning) and 2-Button Step scanning.
- SEQ controls Sequential Messaging. When the SEQ switch is pressed, a message will be played through the speaker. Each successive press of this switch will cause the next message in sequence to be played.
- By enabling Join Levels, scanning will not resume with message 1 of the same level. It will instead resume with message 1 of the other level. When the highest message is reached on the new level, scanning will resume with message 1 of the original level.
- The Randomize function is used in conjunction with a switch plugged into the SEQ jack. When the switch is pressed, a message is chosen at random.
- Shift Levels feature. If Shift Levels is enabled, then button 1

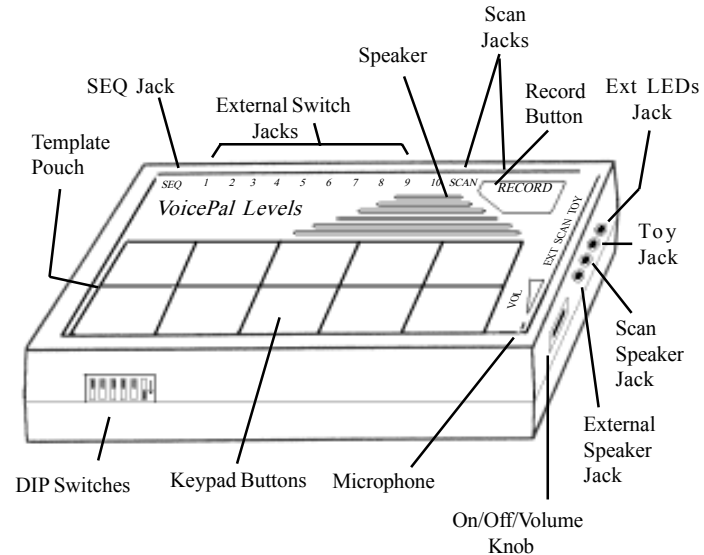


on the keypad (or a switch plugged into jack 1) will not function to activate message 1. Instead, pressing button 1 will change the active level, so that the next time another button is pressed, the non-default level will be used.

VOICEPAL LEVELS DIAGRAM

Diagram 1 shows the VoicePal Levels with each of the major features identified.

Diagram 1.





DETAILED OPERATING INSTRUCTIONS

BASIC FEATURES

The VoicePal Levels provides a total of 90 or 120 seconds of recording time, depending on the model. The recording time can be divided among two, three, five, or ten messages. There are four main methods of selecting messages for playback: direct selection, scanning, sequential messaging and random selection.

With direct selection, the ten front-panel buttons are used to select the desired message. Button 1 is in the upper left corner. Button 2 is the second one from the left on the top row and so on. Button 10 is in the lower right corner. There are ten jacks corresponding to Buttons 1 through 10 that accept either external switches or Adaptation's Taction Pads. Messages can be directly selected using these external switches in addition to the front panel buttons. Scanning capabilities are described later in this manual.

You can custom-create your own symbol or picture overlays and slip them in the VoicePal Levels' pouch. Templates are provided for each configuration to help you position pictures and punch out holes in your overlays so the LEDs are visible. "LED" is short for light emitting diode. It refers to the small red lights on the VoicePal Levels.

BATTERIES

The VoicePal Levels operates on four AA batteries. Alkaline, rechargeable alkaline or rechargeable NiMH batteries are recommended. Under normal use, alkaline batteries can be expected to last up to six months using direct selection.



FUNCTION SWITCHES

There are 12 Function switches on the VoicePal Levels, designated as SW1 through SW12. These switches are used to configure various features on the VoicePal Levels.

The following chart contains Function switch settings and can be found on the back of your VoicePal Levels. This chart can be used as a quick reference guide to programming.

Switch Number Description	Switch Position Function
1 Scan Volume	ON OFF Low High
2 3 Keyboard Configuration	ON ON OFF OFF ON OFF ON OFF 2 3 5 10
4 Randomize	ON OFF Enabled Disabled
5 Delayed Activation	ON OFF 2-Sec 0-Sec
6 Shift Levels	ON OFF Enabled Disabled
7 8 Scan Speed	ON ON OFF OFF ON OFF ON OFF 8 4 2 1
9 Auditory Scan	ON OFF Enabled Disabled
10 Cue-Word	ON OFF Enabled Disabled
11 Join Levels on Scan	ON OFF Enabled Disabled
12 Default Level #	ON OFF 2 1
VoicePal Levels A.7 (800) 723-2783 www.adaptation.com	





MESSAGE CONFIGURATION

The VoicePal Levels can be configured to supply either two, three, five or ten messages, depending on the operator's needs. If you wish to switch between 2, 3, 5 and 10 message modes, you should record new messages. For beginning operators, it may be necessary to configure the VoicePal Levels to supply only two messages. As the operator becomes proficient with two messages, the VoicePal Levels can be configured to supply three messages, then five, then ten.

TEN MESSAGES

SW2= OFF, SW3= OFF. Pressing Button 1 selects message one. Pressing Button 2 selects message two, etc.

FIVE MESSAGES

SW2= OFF, SW 3= ON. Pressing button 1 or 6 selects message one. Pressing button 2 or 7 selects message two. Pressing button 3 or 8 selects message three. Pressing button 4 or 9 selects message four. Pressing button 5 or 10 selects message five.

THREE MESSAGES

SW2= ON, SW3= OFF. Pressing button 1 or 6 selects message one. Pressing button 3 or 8 selects message two. Pressing button 5 or 10 selects message three. The spaces between 1, 2 and 3 are intentional dead space.

TWO MESSAGES

SW2= ON, SW3= ON. Pressing button 1, 2, 6 or 7 selects message one. Pressing button 4, 5, 9 or 10 selects message two. The space between messages 1 and 2 is an intentional dead space.



Note: When switching between 2, 3, 5 and 10 message modes, it is best to rerecord the messages since the VoicePal Levels re-configures its memory each time.

RECORDING MESSAGES

1. Press and hold the record button firmly. The Record LED will begin to flash. Continue holding the Record button until the Record LED goes solid (about two seconds), then release. The VoicePal Levels is now in record mode. **If the LED for button #10 is lit, press and immediately release the Record button to turn LED #10 off.** When LED #10 is lit, the VoicePal Levels will record cue words for auditory scanning, which is discussed later in this manual.
2. Get ready to talk, then press and hold button #1. Speak clearly about 12 inches away from the VoicePal Levels microphone (MIC).
3. When you are done talking, release button #1. (Note: As long as you touch the button or external switch, the VoicePal Levels will be recording whether you are talking or not.)
4. Repeat steps 2 and 3 to record other messages. (The messages can be recorded in any order. Also you can rerecord one message without having to rerecord any other messages.)
5. Press and hold the Record button firmly. The Record LED will begin to flash. Continue holding the Record button until the Record LED goes out (about two seconds), then release. The VoicePal Levels is no longer in record mode.



DELAYED ACTIVATION

Typically when a keypad or external switch is pressed, the corresponding message plays back immediately. A 2-second delay can be added. This means the keypad button or external switch must be held down for 2 seconds before a message plays. This is particularly helpful for two reasons. First, in the case of Taction Pads stuck to objects, the person has time to feel each object to identify if it is the one of choice. When the desired object is found, the person holds his or her hand on it for the 2 seconds. Delayed activation is also helpful if a person drags his or her hand across the keypad before reaching the button of choice. A message will play only if the person's hand stays on the button for the 2 seconds. Delayed activation has no effect in Record mode.

PLAYING MESSAGES

DIRECT SELECTION

1. Make sure the Record LED is not lit. If it is, press and hold the Record button until the Record LED turns off.
2. Make sure the volume knob is turned up.
3. Press button #1 on the keypad or external switch plugged into Jack #1. The message will play.
4. Repeat step 3 with other keypad buttons.

SCANNING OPERATION

Scanning allows the user to select any message with the touch of a single external switch. Two-message, three-message, five-message and ten-message scanning can be selected. There are two kinds of scanning: visual and auditory scanning. Related to scanning is Sequential Messaging which is discussed later. There are four ways



to select messages when using scanning: Positive scanning selection, Inverse scanning selection, Step scanning selection, and Two-Button scanning selection.

Note: In order for scanning to work, there must not be a switch plugged into the SEQ jack.

POSITIVE SCANNING SELECTION

The jack marked SCAN (POS) controls Positive scanning. When the switch plugged into SCAN (POS) is first pressed, scanning begins. To select the desired message, press the switch again when the corresponding LED is lit. The message will be played through the speaker.

INVERSE SCANNING SELECTION

Scanning begins when the scan switch is pressed and held. When the scan switch is released, a message is selected. Plug the external switch into the jack marked SCAN (INV).

STEP SCANNING SELECTION

Scanning begins when the SCAN (INV) switch is pressed. Repetitively tapping the scan switch causes the VoicePal Levels to cycle to the next message. To select a message, release the scan button for at least 3/4 of a second. Step scanning works best with visual scanning.

TWO BUTTON STEP SCANNING

If switches are plugged into both SCAN (POS) and SCAN (INV), then 2-Button Step scanning will be used. To start, press and release the SCAN (POS) switch. This will cause the LED(s) for the first message to be lit. Each successive press of this switch will "bump" to the next





message. When the desired message is reached, press the SCAN (INV) switch. This will cause the message to be played.

VISUAL SCANNING

During visual scanning, there is an LED associated with each keypad button. These LEDs light up, indicating that the corresponding message can be selected. For example, in two-message mode, there are four LEDs lit at one time. LEDs 1, 2, 6 and 7 are lit when message 1 is presented, and LEDs 4, 5, 9 and 10 are lit when message 2 is presented.

SCAN SPEED

One of our visual speeds can be selected. Follow the Function switch chart (see page 23) to adjust scan speeds.

AUDITORY SCANNING

SW9= ON. There are two types of auditory scanning: whole message (standard) and cue word.

The volume knob affects the sound level for both auditory scanning and during normal use. The speaker volume can be set so that it is more quiet during auditory scanning (**Function switch 1 in the ON position**) than it is when the selected message is speaking. If a speaker is plugged into the Scan Speaker jack, then auditory scanning will be heard on the external scan speaker rather than on the internal speaker. The volume of the external scan speaker cannot be adjusted. It is fixed at a relatively low volume. This external speaker should be a mono speaker. If a stereo speaker is used, a mono-to-stereo adapter will be needed. If a speaker is plugged into the External Speaker jack, sound will be heard on the external



speaker rather than on the internal speaker. The volume of this external speaker can be adjusted just as the internal one is.

STANDARD AUDITORY SCANNING

With standard auditory scanning, each message plays one-by-one, quietly, privately through a headphone or pillow speaker, or through the main speaker. The headphones or pillow speaker plug into the jack marked SCAN SPK. The volume level played through the headphones cannot be adjusted using the Volume knob. When the operator hears the desired message, he or she can then select it by pressing the external scan switch. This causes the message to play loudly over the built-in amplified speaker. The LEDs illuminate during scanning as each message plays.

CUE WORD AUDITORY SCANNING

With cue word auditory scanning, each message has a separate cue word or phrase associated with it. When the external scan switch is pressed, each cue word plays one-by-one, quietly, privately through a headphone or pillow speaker, or through the main speaker. When the user hears the desired cue word, he or she can then select it by pressing the scan switch. This will cause the entire message associated with the cue word to play loudly over the built-in speaker. It is best to rerecord your messages and cue words when using cue word auditory scanning.

RECORDING CUE WORDS

SW10= ON The VoicePal Levels re-configures its memory to reserve space just for cue words. To eliminate any message confusion when switching from Standard to Cue Word scanning, it is best to rerecord your messages





and cue words. The chart below shows various message lengths based on model and configuration.

VoicePal Levels 90			
# of messages	Normal scan	Cue words enabled	
	message	message	cue word
2	22.5	15	7.5
3	15	10	5
5	9	6	3
10	4.5	3	1.5

VoicePal Levels 120			
# of messages	Normal scan	Cue words enabled	
	message	message	cue word
2	30	20	10
3	20	13.5	6.5
5	12	8	4
10	6	4	2

Follow these steps to record cue words.

1. Press and hold the record button. The Record LED will flash. Continue to hold the Record button until the Record LED goes solid (about 2 seconds), then release. The VoicePal Max is now in record mode. Now press the Record button once and LED #10 lights up. When LED #10 is on, the VoicePal Levels will record cue words. When it is off, it will record regular messages.
2. Record cue words the same way you recorded messages as described in the “Recording Messages” section.
3. You will need to rerecord the actual messages as well. Press the Record button once and LED #10 will turn off, but still leaving the Record LED on. You may now record actual messages.
4. Turn the Record LED off by pressing and holding the Record button. The Record LED will flash. Continue holding until the LED goes out, then release.



SEQUENTIAL MESSAGING

The SEQ jack controls Sequential Messaging. When the switch plugged into the SEQ jack is pressed, a message will be played through the speaker. Each successive press of this switch will cause the next message in sequence to be played. To reset Sequential Messaging so that it begins with a given message, press the keypad switch corresponding to that message. If a switch is plugged into SCAN (POS), then pressing that switch will cause the last message to be repeated. If a switch is plugged into SCAN (INV), then pressing that switch will cause the previous message to be played. Note: Sequential messaging overrides Positive, Inverse and 2-Button scanning. To use any of these kinds of scanning, then make sure that there is not a switch plugged into SEQ.

RANDOM MESSAGING

The Randomize function (**Function switch 4**) is used in conjunction with a switch plugged into the SEQ jack. When the switch is pressed, a message is chosen at random. It is very useful in many activities where the special needs child chooses teammates, plays rock, paper, scissors, or rolls dice for a game. The message chosen is a function of the keyboard configuration. If the keyboard is configured for two messages, then one of the two messages will be chosen at random. If the keyboard is configured for ten messages, then one of the ten messages will be chosen at random. If the Join Levels feature is also enabled, then messages will be randomly chosen from both level 1 and level 2. This forms a group of up to 20 messages from which to choose.

Note: when Randomize is enabled, Sequential





Messaging is disabled. If Randomize is enabled, and a switch is plugged into the SEQ jack then, SCAN (POS) and SCAN (INV) operate as they do during normal Sequential Messaging. If no switch is plugged into SEQ, then SCAN (POS) and SCAN (INV) operate as normal for Positive Scanning and Inverse Scanning, respectively.

SWITCH LEVELS

Function switch 12 determines whether the individual will be activating messages on level 1 or level 2. In the OFF position, level 1 will be active, and in the ON position, level 2 will be active.

JOIN LEVELS

For all the types of scanning discussed above, scanning will be limited to any one level. That is, when the highest message is reached, scanning will resume with message 1 of that same level. By enabling Join Levels (**Function switch 11 in the ON position**), scanning will not resume with message 1 of the same level. It will instead resume with message 1 of the other level. When the highest message is reached on the new level, scanning will resume with message 1 of the original level. This effectively daisy-chains the two levels together, allowing up to 20 messages to be scanned. Scanning will start on the level determined by Function switch 12, which sets the default level.

SHIFT LEVELS

Function switch 6 controls the Shift Levels feature. If Shift Levels is enabled, then button 1 on the keypad (a switch plugged into jack 1) will not function to activate message 1. Instead, pressing button 1 will change the active level, so that the next time another button is



pressed, the non-default level will be used. For example if Function switch 12 is in the OFF position, messages recorded and played will be on level 1 only. With the shift Levels feature, messages on both level 1 and level 2 can be directly accessed. This allows up to 18 messages to be directly selected either with the keypad buttons or with external switches.

RELAY OPERATION

GENERAL

The VoicePal Levels has one internal relay that acts as a switch to turn battery-operated devices on and off. The relay can be set to activate during messages 2 & 3 and works with any mode (direct selection, external switches, scanning, and sequential messaging). The relay activates devices while the message plays.

Environmental control units such as the FreeSwitch, FreeHand, and switch-latch, timing devices such as the Linkswitch can be used to give the relay latch and timing capabilities.

CONNECTING EXTERNAL DEVICES

The upper, right-hand corner of the VoicePal Levels has a jack labeled TOY. Plug the device which you intend to activate utilizing a standard 1/8" (3.5mm) plug into the jack marked TOY. The relay will automatically function when messages 2 & 3 are activated. The relay will activate for the duration of the message.

Remember the FreeSwitch, FreeHand, and Linkswitch can be used to enhance timing and latching capabilities.

The following diagram illustrates a typical relay setup using the VoicePal Levels hooked into a LinkSwitch, and also plugged into a battery adapted toy.





OTHER FEATURES

EXTERNAL SPEAKER JACK

This jack will allow you to plug in an additional speaker. This may be an amplified speaker for situations when a very loud volume is needed, or a set of headphones when a quiet message is needed. The VoicePal Levels' internal speaker will automatically shut off when an external speaker is used.

OVERLAYS

The VoicePal Levels has a built-in pouch which enables you to easily slide in custom overlays with pictures or symbols. Included with the VoicePal Levels are templates for the 2, 3, 5 and 10-message modes. These templates also have punch-outs for the scanning LEDs. Boardmaker from Mayer-Johnson is a popular program which allows you to make custom overlays with many symbols to choose from. If you have Boardmaker, pre-sized templates are available. Use the following steps to open Adaptation templates.

1. Open Boardmaker
2. Under File menu, Open
3. Open the Pre-made folder
4. Open the folder named "Adaptiv"
5. Choose the template you wish to use.



ADDITIONAL OPTIONS

KEYGUARDS

The VoicePal Levels has keyguards available to help the operator zero in on the desired keypad button. The keyguard helps prevent inadvertent activation of the keypad. Keyguards are available in 2, 3, 5 and 10-message formats.

CARRYING CASE

The VoicePal Levels has a custom designed carrying case available to help protect it from bumps, spills and other hazards. The carrying case can be hung over the shoulder, or worn around the waist to provide easy access.

EXTERNAL SCANNING LEDs/MOTORS

External visual scanning is possible with the VoicePal Levels using the External Scanning LEDs. Objects such as glasses, toys, utensils or large photos or symbols can be scanned by placing the three, large LED lights on the objects to facilitate very concrete scanning capability. The optional external LEDs correspond to messages 1, 2 and 3. These LEDs provide visual feedback in the same manner as described above. They are also used during scanning. The external motors provide tactile feedback in the same way that the LEDs provide visual feedback. The external LEDs (and motors) can be used with any keyboard configuration, however they function only with the first three messages.





TROUBLESHOOTING

Voice Pal Levels records but does not play back.

Is volume turned up?

Are batteries in correctly?

Batteries may be too low. Try new ones.

If external speaker is used, does it work?

Is Delayed Activation being used? If so press the button for required length of time.

Is the VoicePal Levels programmed for 2 or 3 message mode? Keep in mind that some keypad buttons and corresponding external switch jacks are intentional dead spaces and won't activate messages.

VoicePal Levels will not go into RECORD mode.

Firmly press the record button for two to three seconds until the flashing Record light comes on solid, then release.

Make sure batteries are fresh.

Make sure ON/OFF Volume switch is on.

The VoicePal Levels will not go into Record mode until the message currently playing ends.

You can get into record mode but messages won't record.

Are you in 2 or 3 message mode? These modes have intentional dead spaces and will not record in those areas.

Release the Record button after the Record LED comes on. Do not press the Record button and the keypad buttons at the same time.

Are you recording cue words or regular messages?

When LED 10 is on while in record mode, you will be recording cue words.



Messages are quiet or have too much background noise.

Speak clearly and loudly, no less than 12 inches away from the unit.

Batteries may be too low.

Are you near a source of electrical noise? Such as: Power lines, automobiles, electrical motors, air conditioner. If so, increase the distance of the VoicePal Levels from these sources.

While using relays, you hear the relay clicking but the battery operated device does not turn on.

Is your battery operated device turned on?

Are the batteries fresh in the battery operated device?

Does the device work if you plug a conventional switch directly into it?

Did you plug the battery operated device into the correct jack?

Auditory scanning is not working.

Make sure SW9= ON.

Make sure the volume knob is turned up.

VoicePal Levels appears "dead" after replacing the batteries.

Whenever installing new batteries, always wait at least 15 seconds after the old batteries have been removed. If your device does seem to be "dead", remove the batteries. Turn the power knob ON. Press the record button and release. Wait 15 seconds. Turn the power knob OFF. Replace the batteries, turn the power knob back on, and the VoicePal Levels will now work.





NOTES

FUNCTION SWITCH CHART

Switch Number	Switch Position	
Description	Function	
1	ON	OFF
Scan Volume	Low	High
2	ON	ON
3	OFF	OFF
Keyboard Configuration	2	3 5 10
4	ON	OFF
Randomize	Enabled	Disabled
5	ON	OFF
Delayed Activation	2-Sec	0-Sec
6	ON	OFF
Shift Levels	Enabled	Disabled
7	ON	ON
8	OFF	OFF
Scan Speed	8 4 2	1
9	ON	OFF
Auditory Scan	Enabled	Disabled
10	ON	OFF
Cue-Word	Enabled	Disabled
11	ON	OFF
Join Levels on Scan	Enabled	Disabled
12	ON	OFF
Default Level #	2	1
VoicePal Levels A.7 (800) 723-2783 www.adaptivation.com		





VoicePal Levels
1 Year Limited Warranty

Your Adaptation *VoicePal Levels* was carefully tested and inspected before it was shipped from the factory. We warrant this product to be free from defects in materials and workmanship under normal use and service for one (1) year from the date of purchase. In the event of a defect in materials or workmanship, we will either repair or replace without charge, at our option, any part which in our judgment shows evidence of such defect within one (1) year of purchase. Taction Pads are warranted for six months from the original date of purchase.

This warranty does not apply if the *VoicePal Levels* or Taction Pads have been misused, abused, altered, or tampered with. At the end of the warranty period, Adaptation shall be under no further obligation expressed or implied.

This warranty gives you specific rights, and you may also have other rights which vary from state to state.

For repair service, contact Adaptation's technical dept. to receive a required RMA# (return material authorization number) prior to the return of the device.

Adaptation, Inc.
2225 W. 50th St. Suite 100
Sioux Falls, SD 57105

1(800)-723-2783, (605) 335-4445, Fax: (605) 335-4446, e-mail:
info@adaptation.com, Web Page: www.adaptation.com

Please make sure your *VoicePal Levels* is clean before returning it to Adaptation for service.

This is not a medical device. It should not be used where incorrect or faulty operation could reasonably be expected to result in injury or worse!

