

# Voice Pal Pro



## Instructions

### INTRODUCTION

Congratulations on purchasing your VoicePal Pro. 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 or your local dealer for assistance on using your new VoicePal Pro.

These instructions begin with a Quick Start Guide for those who want to use the VoicePal Pro right out of the box. Only the essentials are covered so that you can operate the VoicePal Pro in its most basic configuration. Detailed Operating Instructions follow to configure your VoicePal Pro for a specific application. Illustrative examples are also given.

The VoicePal Pro can record and play back up to 10 natural voice messages for a total recording time of 60 or 90 seconds. Messages can be activated in any of two ways: 1) Directly through the built-in keypad on top of the VoicePal Pro, 2) Directly with the use of external switches.

### VOICE PAL PRO SUMMARY OF FEATURES

- Total of 60 or 90 seconds of speech generation depending on the model.
- User selectable 2, 3, 4 or 10 messages.

2 messages, 30 or 45 seconds each

3 messages, 20 or 30 seconds each

4 messages, 15 or 23 seconds each

10 messages, 6 or 9 seconds each

- 10 front panel buttons select prerecorded natural voice messages.
- Message selection using external switches including Adaptivation's Taction Pads or Pal-Pads.
- Front pouch allows insertion of customized overlays.
- When 2, 3 or 4 message selection is used, front panel buttons are combined to form physically larger buttons.
- Variable delayed activation of messages.
- Automatically goes to "sleep" after a message repeats 10 consecutive times to save batteries.
- Four AA alkaline batteries last up to 6 months with normal use.
- Internal microphone to record messages.
- Internal amplified speaker with volume adjustment.
- External speaker jack for use with headphones, speaker, or audio amplifier.
- Two programmable relays control external battery operated devices when messages are selected.

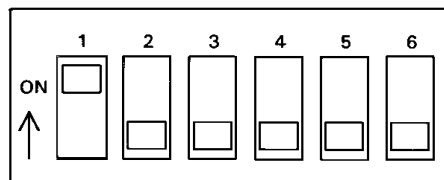
## QUICK START GUIDE

This document uses the word "button" to refer to a specific physical button on the keypad. Any action involving buttons one through ten can also be performed by plugging in an external switch to the corresponding jack on the top edge of the VoicePal Pro. Dip Switches refer to the small slide switches numbered 1 through 6 located on the lower edge of the VoicePal Pro. "LED" is short for light emitting diode. It refers to the small red light used for recording on the VoicePal Pro.

1. Blank templates are included with your VoicePal Pro. Make an overlay with symbols appropriate for your application, then insert it into the pouch on the top of the VoicePal Pro. Boardmaker, by Mayer-Johnson, Inc., can also be used to create overlays for the VoicePal Pro. See the section on Overlays for more information.

2. Insert the four AA batteries included with your VoicePal Pro. Make sure the batteries are installed correctly.

3. Configure the VoicePal Pro to supply 10 messages. Set the DIP switches as shown below.



## **RECORDING MESSAGES**

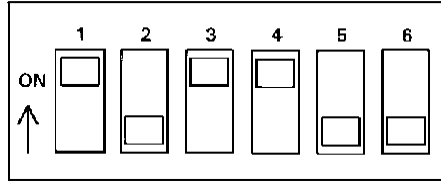
1. Press and hold the Record button firmly. The Record LED will begin to flash. Continue holding the Record button until the Record LED goes solid (about two seconds), then release. The VoicePal Pro is now in record mode.
2. Get ready to talk, then press and hold button #1. Speak clearly about 12 inches away from the VoicePal Pro microphone (MIC).
3. When you are done talking, release button #1. (NOTE: As long as you are touching the button or external switch, the VoicePal Pro will be recording whether you are talking or not.)
4. Repeat step 2 and 3 to record other messages. (The messages can be recorded in any order. Also, you can re-record one message without having to re-record 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 Pro is in its playback 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 an external switch plugged into Jack #1. The message will play.
4. Repeat step 3 with the other keypad buttons.

## **CONFIGURE THE VOICE PAL PRO TO SUPPLY ONLY TWO MESSAGES.**

1. 2 message templates are included with the VoicePal Pro. Make and overlay with appropriate symbols or pictures and slide it into the pouch.
2. Set the DIP switches as shown below.



3. Buttons #1, #2, #6 & #7 act as one large button activating message 1. Likewise, buttons #4, #5, #9 and #10 activate message 2. There is a natural "dead space" in the area of buttons #3 and #8.

4. Record new messages as described earlier.

**Note:** When switching between 2, 3, 4, and 10 message modes, it is best to re-record the messages since the VoicePal Pro re-configures its memory each time.

**Please remember the Quick Start Guide is only intended to let you begin using the VoicePal Pro. To become familiar with all the features and use it to its full potential you must read the "Detailed Operating Instructions".**

## Detailed Operating Instructions

### BASIC FEATURES

**General:** The VoicePal Pro provides a total of 60 or 90 seconds of recording time, depending on the version. The record time can be divided among two, three, four or ten messages. There are two main methods of selecting messages for playback: direct selection through the keypad and selection through external switches.

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 Adaptivation's Taction Pads. Messages can be directly selected using these external switches in addition to the front panel buttons. You can custom create your own symbol or picture overlays and slip them in the VoicePal Pro's pouch. Templates are provided for each configuration to help you position pictures.

**Batteries:** The VoicePal Pro 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 6 months.

**DIP Switches:** There are six DIP switches on the VoicePal Pro, designated as SW1 through SW6. These switches are used to configure various features on the VoicePal Pro.

The meanings of these features are summarized at the end of this manual. The VoicePal Pro can be in one of two states: Setup state, and Active state. The Setup state is used to program various options that affect the way the VoicePal Pro operates. The VoicePal Pro is placed in the Active state by placing SW1 in the ON position. **To record messages or to play them back, the VoicePal Pro must be in the Active state.** The VoicePal Pro is placed in the Setup state by placing SW1 in the OFF position. The following chart contains Dip switch settings and can be found on the back of your VoicePal Pro. This chart can be used as a quick reference guide to programming.

**Active State Switch 1=ON**

**\*Factory Default Settings**

<b>SW2</b>	<b>Not Used</b>	<b>SW5</b>	<b>Repeat Messages</b>
		ON	No
		OFF	Yes

<b>SW3</b>	<b>SW4</b>	<b>Keypad Configuration</b>
ON	ON	2 Messages
ON	OFF	3 Messages
OFF	ON	4 Messages
OFF	OFF	10 Messages

**Setup State Switch 1=OFF\***

**To memorize settings in SETUP STATE press REC button until it lights up.**

<b>SW2</b>	<b>SW3</b>	<b>SW4</b>	<b>SW5</b>	<b>SW6</b>	<b>Function</b>
<b>Delayed Activation</b>					
ON	ON	ON	ON	ON	0 Seconds*
ON	ON	ON	OFF	ON	1/2 Second
ON	ON	OFF	ON	ON	1 Seconds
ON	ON	OFF	OFF	ON	1 1/2 Seconds
<b>Clear All Relays from Selected Message(s)</b>					
ON	OFF	OFF	OFF	OFF	Press button 1-10 to disconnect all relays from

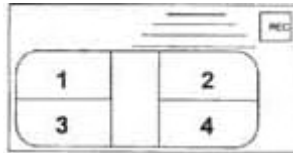
					corresponding messages.
<b>Relay A Control</b>					
Press button 1-10 to attach selected relay to corresponding message. Press REC to detach selected relay from all messages.					
OFF	ON	ON	ON	ON	Duration of Message
OFF	ON	ON	OFF	ON	0 Second Delay
OFF	ON	OFF	ON	ON	2 Second Delay
OFF	ON	OFF	OFF	ON	6 Second Delay
<b>Relay B Control</b>					
Press button 1-10 to attach selected relay to corresponding message. Press REC to detach selected relay from all messages.					
ON	OFF	ON	ON	ON	Duration of Message
ON	OFF	ON	OFF	ON	0 Second Delay
ON	OFF	OFF	ON	ON	2 Second Delay
ON	OFF	OFF	OFF	ON	6 Second Delay

**Message Configuration:** The VoicePal Pro can be configured to supply either two, three, four or ten messages, depending on the operator's needs. Message configuration is adjusted in the Active state. You should record new messages if you wish to switch between 2, 3, 4, and 10 message modes. For beginning operators, it may be necessary to configure the VoicePal Pro to supply only two messages. As the operator becomes proficient with two messages, the VoicePal Pro can be configured to supply three messages, then four, then ten.

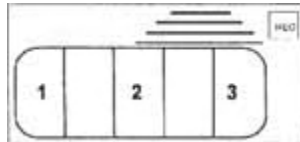
**Ten Messages:** SW1=ON (Active state), SW3=OFF, SW4=OFF. Pressing button #1 selects message one. Pressing button #2 selects message two, etc. Each message can be up to 6 seconds (9 with the 90 second model).



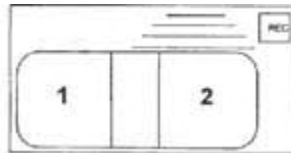
**Four Messages:** SW1=ON (Active state), SW3=OFF, SW4=ON. Pressing button #1 or #2 selects message one. Pressing button #4 or #5 selects message two. Pressing button #6 or #7 selects message three. Pressing button #9 or #10 selects message four. Each message can be up to 15 seconds (22 with the 90 second model). The space between the right and left halves is intentional dead space.



**Three Messages:** SW1=ON (Active state), SW3=ON, SW4=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. Each message can be up to 20 seconds (30 seconds with the 90 second model). The space between 1, 2 and 3 is intentional dead space.



**Two Messages:** SW1=ON (Active state), SW3=ON, SW4=ON. Pressing button #1, #2, #6 or #7 selects message one. Pressing button #4, #5, #9 or #10 selects message two. Each message can be up to 30 seconds (45 seconds with the 90 second model). The space between messages 1 and 2 is intentional dead space.



**Recording Messages:** Recording messages is done while in the Active state (SW1=ON). To place the VoicePal Pro in record mode:

Step 1: Firmly press and hold the REC button.

*LED will begin to flash. After about two seconds of pressing the REC button, the LED turns solid.*

Step 2: Release the REC button.

*You are now in record mode.*

Step 3: To record a message, press and hold the desired front panel button or external button, and begin speaking.

*Release the button when the message is complete.*

Step 4: Press and hold the REC button until the flashing record LED turns off.

*The VoicePal Pro is now in playback mode.*

**Repeat Mode:** When a message is selected, usually one releases the button once the message begins playing. If the operator holds the button through the end of the message, the message will continue repeating. The repeat mode is controlled by SW5 in the Active state. SW5=ON, the message will repeat only once whether the button or switch is continually held or released. SW5=OFF, the message will continue to repeat (up to 10 times) until the button or switch is released.

**Delayed Activation:** Typically when a keypad or external button is pressed, the corresponding message plays back immediately. A ½, 1, or 1½ second delay can be added. This means that the keypad or external switch must be held down for the length of the delay 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 predetermined delay period. Delayed activation is also helpful if a person drags their 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 delay period. Delayed activation has no effect in Record Mode. Delayed Activation is adjusted while in the Setup state (SW1=OFF).

**Example 1:** The following example shows how to configure the VoicePal Pro for a ½ second delay.

Step 1: Note the current settings of SW2 through SW6 for later use.

Step 2: Set SW1 = OFF



*Places VoicePal Pro in the Setup state*

Step 3: Set SW2 through SW6= ON, ON, ON, OFF, ON

Step 4: Press Record button once. The LED will flash.

*Sets delayed activation to ½ second.*

Step 5: Set SW1 = ON

*Returns VoicePal Pro to Active state.*

Step 6: Return SW2 through SW6 to their previous settings.

Press and hold a button for at least ½ second to activate a message. The same procedure would be used to configure for other delayed activation times.

## Relay Operation

**General:** The VoicePal Pro has two internal relays that act as switches to turn battery operated devices on and off. The relays can be set to activate in any message configuration, and utilizing any mode (direct selection or external switches). The relays can be set to activate devices while the message plays, immediately following the message, or after a preset delay following the message (reinforcement delay).

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

Note: A distinction is made between button number and message location number. Button number refers to the 10 active areas on the keypad used for assigning messages to the relay. Message location number refers to the area on the keypad in which the message can be found when activating the relay. This will vary depending on the message configuration (2, 3, 4, or 10) of the VoicePal Pro. It may be helpful to know what message configuration you intend to use before you begin programming. This will aid in correctly matching the button number to the message location you intended. If the message configuration is changed, the VoicePal Pro will automatically reassign the relay to its new location in that configuration. The diagrams under "Message Configuration" show the message location number for each configuration.

**Clearing Relays:** It is a good idea to clear relays before you begin to program. This will ensure that all previous programming is eliminated and won't interfere with your attempts to program the relays.

**To clear the relays:**

1. Place the Pro in the Setup state (SW1=OFF).
2. Set SW2 through SW6 = ON, OFF, OFF, OFF, OFF.
3. Press all the buttons (1-10) once.
4. Return to the Active state (SW1=ON).

**Reinforcement Delay:** This refers to the amount of time between the end of the message played and the activation of the device. The delay can be set for 2, 4 or 6 seconds. If no delay is desired, the relay can be set to activate the device immediately as soon as the message starts, or as soon as the message ends. The table at the end of this manual and on the back of your VoicePal Pro will show the correct settings for programming the relays.

**Connecting External Devices:** The upper right hand corner of the VoicePal Pro has two jacks labeled "A" and "B". Plug the device which you intend to activate utilizing a standard 1/8" (3.5mm) plug into the jack corresponding to the relay being utilized. 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 Pro hooked into a LinkSwitch and also plugged into a battery adapted toy.



**Programming Relays:** The order in which features are programmed does not make a difference. The following examples assume that the VoicePal Pro has been configured, a mode of operation (direct selection, or external switch) has been programmed, and the messages are recorded.

**Example 9: Program Relay A to be activated by message1. The relay will activate an adapted toy for the duration of the message.**

Step 1: Plug toy into relay A.

*Use a cable connector if necessary.*

Step 2 : Note the current settings of SW2 through SW6.

Step 3: Set SW1 = OFF

*Places VoicePal Pro in the Setup state*

Step 4: Clear relays by setting SW2 through SW6 = ON, OFF, OFF, OFF, OFF. Press each button (1-10).

*Erases any previous relays..*

Step 5: Set SW2 through SW6 = OFF, ON, ON, ON, ON

*Sets relay A to duration of message.*

Step 6 : Press button 1. Record LED will flash.

*Attaches Relay A to message 1.*

Step 7: Set SW1 = ON

*Places VoicePal Pro to the Active state.*

Step 8: Return SW2 through SW6 to their previous settings.

*Returns Pro to desired configuration.*

When message 1 is activated, the device being used will activate until the message is completed, then stop.

**Example 10: Program two relays to be operated by two separate messages. Message 1 will activate an environmental control (e.g. Adaptation's FreeSwitch) which will activate a clock radio after the message plays. Message 2 will a battery operated toy for the duration of the message.**

Step 1: Plug the environmental control unit (ECU) into Relay A and also into the clock radio. Plug the battery operated toy into Relay B.

Step 2: Note the current settings of SW2 through SW6.

Step 3: Set SW1 = OFF

*Places VoicePal Pro in the Setup state*

Step 4: Clear relays.

Step 5: Set SW2 through SW6 = OFF, ON, ON, OFF, ON.

*Sets up relay A for 0 second delay.*

Step 6: Press button #1.

*Attaches relay A to message 1.*

Step 7: Set SW2 through SW6 =ON, OFF, ON, ON, ON.

*Sets up relay B for duration of message.*

Step 8: Press button #2.

*Attaches relay B to message 2.*

Step 9: Set SW1 = ON

*Returns VoicePal Pro to the Active state*

Step 10: Return SW2 through SW6 to their previous settings.

When message 1 is activated, the message will play and immediately afterwards Relay A will activate the ECU and turn the radio on. Message 2 will turn on the toy for as long as the message plays.

**Example 11: Program message 1 to activate an ECU with a radio immediately following the message. Message 2 will also activate the same ECU only there will be a four second delay following the end of the message. Relay A will be used.**

Step 1: Plug an ECU into Relay A and also into the radio.

Step 2: Note the current settings of SW2 through SW6.

Step 3: Set SW1 = OFF

*Places VoicePal Pro in the Setup state*

Step 4: Clear relays

Step 5: Set SW2 through SW6 = OFF, ON, ON, OFF, ON

*Sets up Relay A for 0 second delay.*

Step 6: Press button #1. Record LED will flash.

*"Attaches" relay A to message 1.*

Step 7: Set SW2 through SW6 = OFF, ON, OFF, OFF, ON

*Sets up Relay A for a 4 sec delay.*

Step 8: Press button #2. Record LED will flash.

*"Attaches" relay A to message 2.*

Step 9: Set SW1 = ON

*Returns VoicePal Pro to the Active state.*

Step 10: Return SW2 through SW6 to their previous settings.

When message 1 is activated, the message will play, then Relay A will activate the ECU turning the radio on. When message 2 is activated, the message will play, then four seconds after the message is over Relay A will activate the ECU turning the radio on. From this example, you can see one relay can be assigned to two different messages.

**Example 12: Program message 4 to turn on an adapted toy using a switch latch timer box (e.g. Adaptivation's LinkSwitch) with a six second delay.**

Step 1: Plug the Switch latch timer into Relay B and also the adapted toy.

Step 2: Note the current settings of SW2 through SW6.

Step 3: Set SW1 = OFF

*Places VoicePal Pro in the Setup state.*

Step 4: Clear previous relays.

Step 5: Set SW2 through SW6 =ON, OFF, OFF, OFF, ON

*Set up Relay B for 6 second delay.*

Step 6: Press button #4

*"Attaches" Relay B to message 4.*

Step 7: Set SW1=ON

*Places the VoicePal Pro in Active state.*

Step 8: Return SW2 through SW6 to their previous settings.

When message 4 is selected, the message will play and 6 seconds later Relay B will activate the switch latch timer and the toy.

## **Factory Settings:**

You may program as many of the features described at a time as you wish. When the batteries are removed, all options programmed while in the Setup state will revert to factory defaults. Any recorded messages will not be lost.

**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 Pro's internal speaker will automatically shut off when an external speaker is used.

**Overlays:** The VoicePal Pro has a built-in pouch which enables you to easily slide in custom overlays with picture or symbols. Included with the VoicePal Pro are templates for the 2, 3, 4, and 10 message modes. 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's pre-made grids.

1. Open Boardmaker
2. Under File menu, click 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 Pro 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, 4, and 10 message formats.

**Carrying Case:** The VoicePal Pro 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.

## Trouble Shooting

### **VoicePal Pro records but does not play back.**

- Is volume turned up?
- If external speaker is used, does it work?
- Is Delayed Activation being used? If so, press button for required length of time
- Do you have any relays programmed with reinforcement delay?
- Is the VoicePal Pro programmed for 2, 3, or 4 message mode? Keep in mind that some keypad buttons and corresponding external switch jacks are intentional "dead areas" and won't activate messages.
- Batteries may be too low to play back. Try new ones.
- Are batteries in correctly?

### **VoicePal Pro 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 SW1=ON.
- Make sure ON/OFF Volume switch is on.
- The VoicePal Pro will not go into RECORD mode until the message currently playing ends.
- Make sure the batteries are fresh.

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

- Are you in 2, 3 or 4 message mode? These modes have intentional dead space and will not record in those areas.

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

### **Messages are quiet or have too much background noise.**

- Speak clearly and loudly, no less than 12 inches away from the unit.
- Are you near a source of electrical noise? Such as: Power lines, automobile engine, electrical motor, certain electronic equipment, air conditioners, etc. If so, increase the distance of the VoicePal Pro from these sources of noise when recording your messages.
- Batteries may be too low.

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

- Is your battery operated device turned on?
- Does device work if you plug a conventional switch directly into it?
- Did you plug the battery operated device into the correct jack?
- Are the batteries fresh in your external battery operated device?

### **Record LED stays on when unit is turned off.**

- If the VoicePal Pro is turned off while still in record mode, the Record LED will not turn off. It will simply dim. Take the VoicePal Pro out of record mode by pressing and holding record button until the flashing Record LED goes out. Then, turn the VoicePal Pro off.

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## **VoicePal Pro Warranty**

### **1 Year Limited Warranty**

Your Adaptation VoicePal Pro 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 Pro or Taction Pads have been misused, abused, altered, or tampered with. At the end of the warranty period, Adaptivation 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 Adaptivation's technical dept. to receive the required RMA # (Return Merchandise Authorization) prior to the return of the device.

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e-mail: [info@adaptivation.com](mailto:info@adaptivation.com)

**Please clean your VoicePal Pro before returning it to Adaptivation 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!**