



# User's Guide



Saltillo Corporation  
2143 Township Road 112  
Millersburg, OH 44654  
[www.saltillo.com](http://www.saltillo.com)



NOVA chat and VocabPC are trademarks of Saltillo Corporation.

Microsoft and Windows are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Android is a trademark of Google Inc.

Samsung and Galaxy Tab are registered trademarks of Samsung Electronics America, Inc.

Android Market is a trademark of Google Inc.

Neospeech is a trademark of Neospeech Inc.

Loquendo is a trademark of Loquendo S.p.A.

Ivona is Copyright © 2001-2010, IVO Software Sp.z o.o.

Acapela is a trademark of Acapela Group

PCS Symbols illustrations are copyright of Mayer-Johnson Co.

Symbol Stix is copyright of News2You. "The Library of Character/Logo Symbols contained in this software is included free of charge, may be used solely for communication purposes and may not be sold, copied or otherwise exploited for any type of profit."

WordPower and ChatPower is copyright of Inman Innovations

My QuickChat 12 Adult is copyright of Talk To Me Technologies  
My QuickChat 12 Child is copyright of Talk To Me Technologies  
My QuickChat 8 Adult is copyright of Talk To Me Technologies  
My QuickChat 8 Child is copyright of Talk To Me Technologies  
My QuickChat 4 Child is copyright of Talk To Me Technologies

#### **NOVA chat Editor CD**

NOVA chat Editor, owned by Saltillo Corporation  
Microsoft Voices, owned by Microsoft Corporation  
Microsoft's agreement states:

**INSTALLATION AND USE RIGHTS.** You may install and use one copy of the software on each computer on your premises that you use to exchange data and software with portable devices powered by a Microsoft operating system.

Saltillo grants permission for the use of NOVA chat Editor on each computer used to exchange data with the NOVA chats.



**Attention! Consult accompanying documents.**



## **Warnings!**

Device not intended to be an emergency call device or sole communication device.

When operating this device in a medical environment, do not use with any product that is not medically approved.

Do not use the NOVA chat close to sources of RF radiation or you may encounter interference. Move away, if possible, from the source of the interference.

Any mounts used should be fitted by a qualified person. Failure to install the mounting system according to the manufacturer's instructions may result in an injury to the user.

Saltillo Corporation assumes no responsibility for any loss or claims by third parties which may arise through the use of this product.

Saltillo Corporation assumes no responsibility for any damage or loss caused by the deletion of data as a result of malfunction repairs or battery replacement. Be sure to back up all important data on other media (computer) to protect against its loss.



cords and straps are potential strangulation hazards. Please, consider this prior to placing these items with device users.

### **Implantable Medical Devices**

A minimum separation of six (6) inches should be maintained between a handheld wireless mobile device and an implantable medical device, such as a pacemaker or implantable cardioverter defibrillator, to avoid potential interference with the device.

Persons who have such devices:

- Should ALWAYS keep the mobile device more than six (6) inches from their implantable medical device when the mobile device is turned ON;
- Should not carry the mobile device in a breast pocket;
- Should turn the mobile device OFF immediately if there is any reason to suspect that interference is taking place
- Should read and follow the directions from the manufacturer of your implantable medical device. If you have any questions about using your wireless mobile device with an implantable medical device, consult your health care provider.

## Table of Contents

Welcome to your new NOVA chat.....	8
What's Included.....	9
Charging NOVA chat .....	10
Turning NOVA chat On & Off.....	11
Turning your Device On (from complete power down) .....	11
Turning your Device Off (for storage) .....	11
Daily Use, Turn just the Screen On & Off .....	11
Turning the Amplifier (speakers) On/Off.....	12
To Turn Bluetooth Off:.....	12
To Turn Bluetooth On: .....	12
To Turn the Amplifier Off:.....	12
Re-Connect the Amp speakers with NOVA chat: .....	12
Charging the Amplifier:.....	12
Around NOVA chat.....	13
Adjust Stand .....	14
Remove/Add Handle .....	14
TouchScreen .....	15
Stylus: .....	15
Cleaning your Screen: .....	15
Home Screen (Android).....	16
Controlling the Volume .....	17
Opening/Closing Chat Application .....	18
NOVA chat Screen .....	19
NOVA chat Menus .....	20

Chat Menus.....	21
The Saltillo–Provided Vocabulary Files.....	22
Choosing an Appropriate Vocabulary File .....	25
Installing NOVA chat Editor .....	26
Using the NOVA chat Editor Software: .....	27
Differences between the NOVA chat Device and Editor .....	28
Customizing NOVA chat.....	29
Create a copy of an existing vocabulary file: .....	29
Turning Edit Mode On .....	30
Change Button Label/Message .....	31
Adding or Editing a Buttons Image .....	32
To include a picture not in the Chat Symbol Library .....	33
Moving pictures to and from your device.....	35
Taking Pictures.....	36
Hiding Buttons (Visible) .....	37
Modifying Button’s style.....	38
Modify the Style of Multiple Buttons at Once .....	39
To change the Style of all Buttons within a Vocabulary File .....	39
Modifying a Buttons Action.....	41
Using the same Button in Multiple Places.....	45
Prioritizing Buttons .....	46
Resizing a Button: .....	46
Creating a new page .....	47
Speech.....	49
Access Options .....	51
Tilt for Orientation Change Options.....	52

Speech Display Bar (SDB) .....	53
Switch Scanning .....	54
Text Options .....	59
Locking Menus .....	60
Hide Android and other Application Access .....	60
Profiles .....	62
Profiles, cont. ....	63
Languages .....	64
Display Brightness and Screen Timeout .....	65
Checking Battery Status .....	66
Setting the Date and Time .....	67
Adjusting Audible & Haptic Feedback .....	68
Transferring files between Device & Editor .....	69
Adjust Orientation .....	71
Add a Strap .....	72
Troubleshooting .....	73
Speakers/Amplifier no longer produces sound .....	73
Can't Find Library Menu .....	73
Clearing the NOVA chat /Deleting all Custom Files .....	74
Care and Maintenance .....	75
Warranty .....	76
Index .....	77

## **Welcome to your new NOVA chat**

NOVA chat combines the latest Android operating system with the well known Chat software to create a sleek yet powerful communication system.

This manual offers step by step instruction for most operations available with the NOVA chat. A Galaxy Tab manual is included on the NOVA chat Editor install CD for your convenience.

Support articles can also be found on the Saltillo website

<http://saltillo.com/support/>

Training opportunities can be found on the Saltillo website at:

<http://saltillo.com/webinars>

Contact Saltillo for Operational or Technical support at:

Phone: [1-800-382-8622](tel:1-800-382-8622)

Email: [service@saltillo.com](mailto:service@saltillo.com)

Trouble Tickets:

<http://saltillo.com/tt/>



# What's Included

## Your NOVA chat



## Battery Charger



## Stylus



The stylus could potentially poke an eye, use with caution.

## Colored Cases

Blue, Green, Purple, (gray mounted on NOVA chat)



## Strap Attachments



The strap attachments could be a potential choking hazard, use with caution.

## Extra Hardware

2 for Handle (black), 4 for attaching Amp to Colored Case (silver)



The extra hardware could be a potential choking hazard, use with caution.

## NOVA chat Editor Install CD

NovaChat Editor is used for programming from a PC and for backing up custom files.

Includes: Galaxy Tab User's Guide, VocabPC Tour Guide and a copy of this Guide

## NOVA chat Recovery Disk

This DVD is only to be used with Saltillo Tech Support.

## Charging NOVA chat

You received a battery charger in the box with your NOVA chat.

Plug the charger into a wall outlet. (surge protector recommended)

Plug the small connector into the mini USB connector on the side of the amplifier case and plug the Samsung USB connector into the available slot on the Galaxy device.



We suggest charging both the amplifier and Galaxy each night.

### The process should include:

- Tap the power switch to turn off the display light
- Plug in both connections, amp and Galaxy
- Plug the other end of the charger into a wall outlet

Next morning

- Unplug both connections, amp and Galaxy
- Unplug the charger from the wall outlet (optional)
- Tap the power switch to turn the display light On

**NOTE:** The Red light next to the amp charger should be On while charging and will flash once fully charged.

## Turning NOVA chat On & Off

### Turning your Device On (from complete power down)

- Press and hold the Power Switch 

### Turning your Device Off (for storage)

Press and hold the Power Switch . Once you feel a vibration, let go

- At the prompt, touch Power off on the screen
- Choose OK to confirm you want the device off



### Daily Use, Turn just the Screen On & Off

Tapping the Power Switch quickly turns just the screen on and off. This is the suggested way of use when using the device on a daily basis. We suggest tapping (not holding) the power switch to turn off the screen. Tap the power switch to wake up the screen.

There is no need to turn the amplifier Off when using NOVA chat on a daily basis. (See the next page for instructions for turning off the amplifier if you are in an environment that requires it or if you will be leaving the device in storage for a long period of time.)

The screen is set up to automatically power down after a specified amount of time of no activity. The length of delay between the last key press or screen touch and the automatic screen timeout can be changed by:

Pressing **Menu > Settings > System > Display > Screen Timeout**

## Turning the Amplifier (speakers) On/Off

The Amplifier and the NOVA chat communicate using a Bluetooth connection. Typically, the amp should be left On. During air travel and in some medical facilities the Bluetooth option is required to be turned Off. When the Amplifier is Off, speech is still present but comes from the NOVA chat's internal speaker.

### To Turn Bluetooth Off:

- Push and hold the power switch and tap Flight Mode = On

### To Turn Bluetooth On:

- Push and hold the power switch and tap Flight Mode = Off

### To Turn the Amplifier Off:

Push and hold the switch on the edge of the amplifier until both the red and green light flash.

**To Turn the Amplifier On,** push the switch on the edge of the amp for a second. The green light will flash to indicate the amp is On.



### Re-Connect the Amp speakers with NOVA chat:

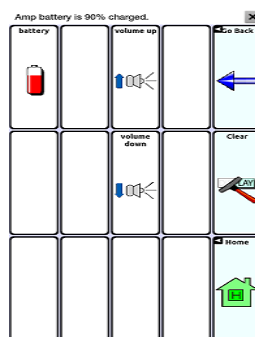
To re-connect NOVA chat with the amplifier, push and hold the Back button, exit the app. The amp should re-connect when the application is started again.

If the amplifier does not reconnect, make sure the Amplifier is On and charged.

### Charging the Amplifier:

The amplifier (speakers) is powered by its own battery. The amplifier should be charged each night.

To check the battery status of the amplifier, program a button onto one of the vocabulary pages that contains a Battery Status Action. Pushing this button will display the battery status of the NOVA chat and the amplifier.



## Around NOVA chat



### 7" screen

1. light sensor
2. external speaker
3. front facing camera lens
4. display screen



### 10" screen

1. external speakers
2. light sensor
3. front facing camera lens
4. display screen

## Adjust Stand

An optional stand was provided in your box. The amplifier itself provides a bit of an angle for seeing the screen when sitting on a flat surface. If an additional angle is needed, the stand can be added to the back of the amplifier.



The stand is intended to be a break-away stand to avoid pinching. It is secured to the device with a tension fit. Expand the sides of the stand and put into holes provided on the side of the case.



screws for securing handles

## Remove/Add Handle

The handle was included on your device when shipped.

### To remove the handle:

- remove the stand, if in place
- remove a screw from each side
- with some tension extend the sides out around the casing.



Warning: The Stand and screws from handle could be a potential choking hazard.

## TouchScreen

Your NOVA chat comes with a capacitive touchscreen. It responds best to a light touch from the pad of your finger.

### **Stylus:**

We have included a stylus for your use as well. If you prefer to get your own stylus, it must be compatible with a capacitive touchscreen.



**Note:** The stylus we provide has an opening on the end for attaching to you or your device. Find a chain, string or lanyard commercially that matches your personal style.

### **Cleaning your Screen:**

If you wish to clean the screen of your device, use a cloth *dampened* with water or diluted window cleaning fluid. Do not spray or splash liquid directly on the device. For additional cleaning power, moisten a clean cloth in a mixture of one part water and one part vinegar.

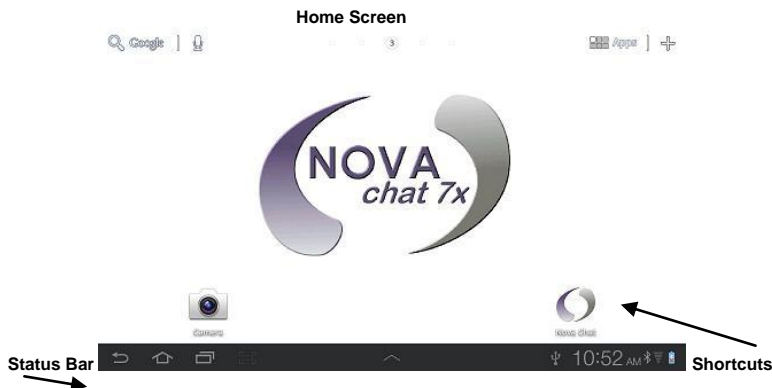


Using excessive force or a metallic object when pressing on the touchscreen may damage the tempered glass surface and void the warranty.

## Home Screen (Android)

The Home screen is the starting point for using your device.

**Note:** Unless stated otherwise, instructions in this User Manual start with the device unlocked, already running NOVA chat.



**Status Bar:** Presents icons to show notifications, battery power, and connection details. Pulling down on the Status Bar offers options for setting the brightness of the screen, turning WiFi on or off and other Android settings.

**Home screen:** The starting point for using your device. Place shortcuts, widgets and other items to customize your device to your needs.


**Shortcuts:** Shortcuts to common applications. We have provided shortcuts to the NOVA chat and the camera for your ease.

**Note:** See the Galaxy User's Guide for these details. The user's guide was provided on the NOVA chat Editor CD.



## Controlling the Volume




Volume controls are provided on the edge of the NOVA chat. Pressing the left side of the button  adjusts the volume in one direction and pressing the right side does the opposite.

Volume controls can also be added to buttons within the vocabulary pages. See pages 42-45 for details.

An amplifier has been provided for additional volume. The amplifier is powered by its own battery and must be charged and turned On in order to provide sound.

The Amplifier is connected to the NOVA chat with a Bluetooth connection. If the two should lose communication, the sound will be provided only by the Samsung speakers. This may not be sufficient depending on your environment.

To re-connect NOVA chat with the amplifier, push and hold the Back  button along the edge of the screen. Answer Yes to the question to exit the application. Restart NOVA chat software and the amplifier should be connected.


If the amplifier does not reconnect, make sure the Amplifier is On and charged.


Page 10 provides details for turning the amplifier On.

## Opening/Closing Chat Application

To open NOVA chat application from the home screen, choose the NOVA chat shortcut.



Once running Chat software choosing the Home  button, along the bottom of the screen, will minimize the application and show the Android home page.

To actually Close the Chat application, push and hold the Back button  and confirm by choosing Yes.

Using the Power switch to turn the NOVA chat off will also close all open applications on the Android device.

**Note:** For best performance of the NOVA chat, close other apps that might be running in the background by pushing and holding the Home button, choosing the Task Manager and ending all apps that are running besides NOVA chat.

**Note:** See the Galaxy User's Guide for these details. The user's guide was provided on the NOVA chat Editor CD.

# NOVA chat Screen

**Speech Display Bar** – contains text from button presses

↓

X-Deletes Word on single tap  
Clears Display if held

I want to talk to you

Questions

People

Actions

Describe

Things

Chat

I want

I don't want

I need

Clear

Keyboard

Core Words

School

My News

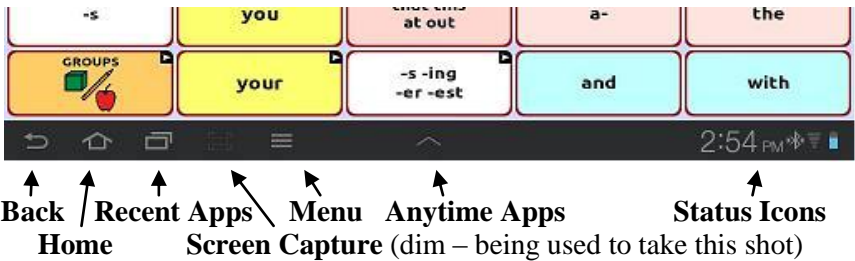
My Scenes


**Button Modifier**  
Indicates the button links to a new page

**Vocabulary Page.** This is where the symbol pages appear. Loading new pages changes the **Page** appearance.

## NOVA chat Menus


The menus along the bottom of the Chat window give access to NOVA chat settings, step back and show status of system settings.





**Back**  navigates to previous page or to previous Menu. Pushing and holding Back offers an option to close the NOVA chat application.

**Home**  navigates out of Chat software to the Home screen of Android software.

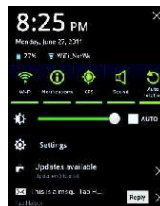
**Recent Apps**  performs no action.

**Screen Capture**  captures a picture of the current screen and saves it in the /Root/Screen Capture folder.

**Menu**  allows you to determine which vocabulary file will be used, which augmentative options are enabled, how and when to speak messages, and how a wide variety of other options are configured.

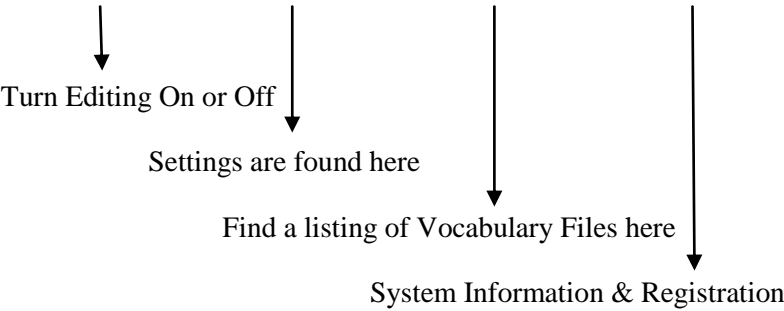
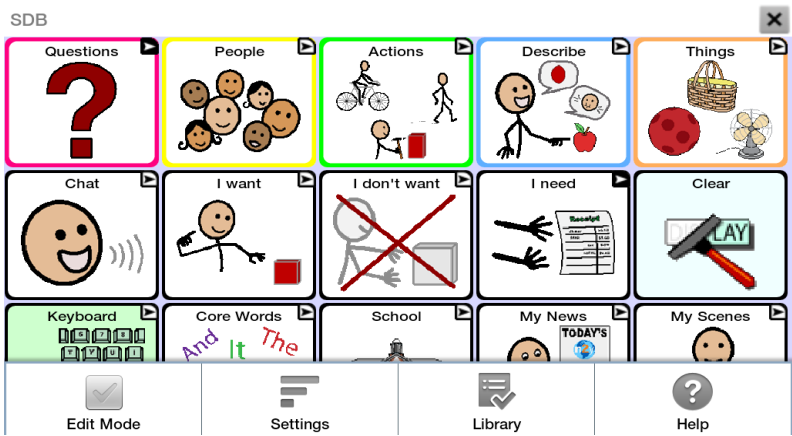
**Anytime Apps**  shortcuts to apps that you can use anytime, such as your calendar, a memo pad and a calculator.

**Status Icons** indicate the status of your tablet. Touch this area to display the Status Details panel.

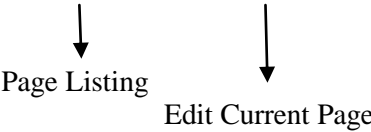
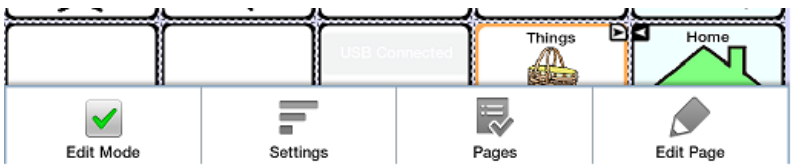


# Chat Menus

After choosing Menu, groupings of menus appear. These menu options vary depending on other settings within Chat Software.



## With Edit Mode On



**Note:** The NOVA chat Editor displays the menus at the top of the screen.

## The Saltillo–Provided Vocabulary Files

NOVA chat stands out from other systems because of its variety of vocabulary files. Saltillo provided vocabulary files are all labeled with “Saltillo Original” and have locks in front of them indicating they cannot be deleted.

Take some time to explore each of these files and see if one might be appropriate for the device user or get some ideas for creating your own.

To view the provided vocabulary files, choose **Menu>Library** and tap on one of the Available Vocabulary Files, choose **Open** and explore the file.

Explore the page and button organization by choosing the buttons. Buttons with arrows in the corners will move to new pages. As you explore the page layouts, consider if one of these might work as a starting point for the intended device user.

**ChatPower** is a Word based layout using 24 or 42 buttons per page.

**ChatPower 24 & 42** uses high-frequency core words to facilitate quick and easy sentence generation. It also includes nouns and adjectives that are organized in logical categories. All grammatical word classes have been included. As a sentence is being built, you often find that the next word you want to say can be spoken with one or two button presses. “Grammar” keys are used to provide morphological endings to verbs, nouns and adjectives. A spelling/word prediction page is used to spell words that are not included as separate buttons on the pages. Being a word-based vocabulary, this page set can be used by a wide age group. Nouns, adjectives and verbs can be added and customized to meet the particular needs of the individual.

**ChatPower 24 with Phrases** is designed for individuals who are unable to use a word-based vocabulary design, but are able to generate novel thoughts using carrier phrases and semantic categories.

**ChatPower 30** is designed for individuals that might need access to the tools from the keyboard itself. A row of tools have been added to the keyboard.

**ChatPower42 Basic** is a simplified version of ChatPower42. This word-based system remains rich in core vocabulary, and it may be appropriate for beginning users or those that need a more basic vocabulary design. It is designed to make communication fast and easy.

**ChatPower 80** is a powerful option for ChatPower for those that can access smaller targets. This layout requires much fewer hits to access core vocabulary.

**MultiChat 15** – two versions of this 15 button layout was created, one for school-aged individuals with emerging language skills and one for adolescents or adults. There are multiple forms of communication available in this program: sentences, phrases, individual words, recordings for story-telling and visual scenes. Also included are interactive play and reading pages, social pages and a News-2-You starter page for the weekly newspaper's vocabulary. There are symbols on every button with the exclusion of several core words.

**VocabPC** was designed by Gail Van Tatenhove, PA, MS, CCC-SLP, for adults and adolescents with developmental disabilities. Vocabulary in VocabPC is arranged as carrier phrases, interactive sentences, activity vocabulary and naming words. VocabPC uses a 12 location page layout. A Tour Guide for **Vocab PC** is included on the NOVA chat Editor CD. This tour guide describes

the users the author was working with and provides rationales and teaching support for VocabPC.

**myQuickChat** is an introductory communication system geared toward child and adult AAC users with complex communication needs. **myQuickChat** is available for both kids and adults in 4, 8 and 12 locations, each with an identical 16 location Support Master Home Page. **myQuickChat** was created to offer a high frequency, phrase-based communication system in an easy to use yet very engaging format. The progressive system offers a variety of topics for everyday needs and conversation and provides AAC users immediate and more successful communication exchanges within a variety of settings.

**Spelling** is a keyboard page set with four word prediction buttons and a few pre-stored phrases

**4-Basic** is a Basic vocabulary option with 4 buttons per page.

**Essence** is specifically designed for adults with acquired speech disorders. The home page of Essence contains a spelling keyboard in addition to quick links to pages of commonly used phrases for communication with those you regularly interact with in your family and community. Other pages contain commonly used vocabulary that may be needed for a visit to the doctor, using public transportation, going out to eat, etc. Each page is completely customizable to meet the specific vocabulary needs of each individual.



## Choosing an Appropriate Vocabulary File

Choosing an appropriate vocabulary file is imperative to the success of the device user. Saltillo suggests that a qualified Speech Language Pathologist, teaching staff, parents and device user are all a part of the decision process of choosing an appropriate Vocabulary File.

Many considerations must be made when choosing a file.

- Access Capabilities
  - How many buttons per page
  - Screen orientation (landscape or portrait)

**4 Basic** provides just 4 buttons per page, **VocabPC** has 12, **MultiChat** has 15, **ChatPower** offers 24, 30, 42 & 80 options.

- Current and Potential Cognitive Capabilities
  - Literacy
  - Emerging Literacy

**VocabPC** was developed for those with developmental delays  
**ChatPower 24, 30, 42 & 80** are word-based for those who are literate  
**MultiChat 15** was developed for those with emerging literacy  
**Essence** was developed for adults with acquired speech disorders

Many other considerations must be taken into account as well. Visual issues must be considered. Some will work best with symbols but others may do better with pictures. Each individual that uses our systems has his or her unique capabilities. To accommodate these capabilities each file can be customized as well as settings of the system. The rest of this manual will describe how to modify buttons, pages and settings to best suit the device user.

Customizations can be done directly on the device or by using NOVA chat Editor running on a PC.

# Installing NOVA chat Editor

NOVA chat Editor is the Chat software that is able to be run on a Windows Desktop or Laptop computer. Although it can be done on the device, this provides family and/or professionals a way to customize vocabulary for the device user when it is convenient.

**Note:** Having the vocabulary on a second computer is always recommended as a backup to the NOVA chat device.

## NOVA chat Editor Installation Instructions

The NOVA chat Editor installation CD includes the NOVA chat software and the Microsoft Voices. The Microsoft Voices provide a voice for the NOVA chat Editor software to use. If you already have a Desktop application on your computer from a ChatPC you will not need to install the Microsoft voices again, if not, you will want to also install the Microsoft voices. This process will not need to be repeated.

- insert the NOVA chat Editor CD into your computer.
- you should see a Saltillo CD Installer Screen appear (this may take a few moments), if not, you will need to navigate to your CD through Windows Explorer and choose setup.exe.
- the CD Installer screen gives two options of applications to load. NOVA chat and Microsoft Voices for SAPI 5.1
- If you want the NOVA chat to have synthetic speech and you have a compatible sound card (you probably do), you'll also have to install the Microsoft voices. If so, check the voices option.
- choose **Install**
- step through the installation by following the instructions
- the CD is not needed to run the application

This has placed the NOVA chat Editor Application into your Programs folder and a shortcut to the application and a shortcut to the Import folder onto your Computer's Desktop.

## Using the NOVA chat Editor Software:

- choose the NOVA chat Editor shortcut from your computer's desktop
- (first time only) choose Help>Registration and enter the registration number that has been provided on the envelope that came with the NOVA chat CD

NOVA chat should now be open on your computer and should look very similar to the NOVA chat software running on the device. Most of the following instructions work for both the Chat software running on your device and the NOVA chat Editor Software running on your computer. One exception is the placement of the menus. The NOVA chat places the menus at the bottom of the screen and NOVA chat Editor has the menus at the top of the screen.

### **The NOVA chat Editor Library contains the same files as the device. (see Saltillo-Provided Vocabulary Files)**

Any of these can be chosen and explored by highlighting one and choosing it. Explore the page and button organization by choosing the buttons. Buttons with arrows in the corners will move to new pages. As you explore the page layouts, consider if one of these might work as a starting point for the intended device user.

The “Original” vocabulary files are not able to be modified. If one of the files would be appropriate for the device user a copy will need to be made by choosing **Edit Mode**.

The device user's vocabulary file can all be created using NOVA chat Editor and then exported to the NOVA chat for use.

To explore files using NOVA chat Editor, choose Library. My Resources keeps all custom files, all Default Saltillo Supplied files are kept in the folder specifying the Symbol Set and Language used.

## Differences between the NOVA chat Device and Editor

You can use NOVA chat Editor to do just about anything that you can do on the NOVA chat device. Dialog boxes will appear slightly different and a couple of the options are modified for the PC.

Menus are placed at the top of the screen on the Editor and at the bottom of the NOVA chat device.

When editing and accessing menus on the NOVA chat device, pushing and holding the screen opens context menus. On the NOVA chat Editor right-clicking on the vocabulary window will open the context menus for editing.

**Orientation** – **NOVA chat offers** the ability to use the device in Portrait or Landscape orientation. When programming using NOVA chat Editor it is possible to View the screen in same orientation. To adjust the orientation, choose **Settings>View** and set to match the device.

This User's Guide uses pictures from both the NOVA chat Editor and device. The menus work primarily the same in both systems regardless of how it is accessed with a push and hold or a right click.

## Customizing NOVA chat

If it was determined that one of the Saltillo-provided files might work as a starting point, a copy will need to be made.

The Saltillo-provided (Original) vocabulary files cannot be modified. This maintains the original, default vocabularies in case they may be needed at a later time.

There are a couple of ways to make a copy of

### Create a copy of an existing vocabulary file:

- have the file open
- choose **Menu>Edit Mode**
- choose **Yes**
- type in a name to represent the file (i.e. Jane 4\_08)
- select **Save**

or

- choose **Menu>Library**
- choose the file to copy
- choose **Duplicate**
- type in a name to represent the file
- select **Save**

If using NOVA chat Editor

- have the file open
- choose **Library>My Resources>File>Duplicate**
- type in a name to represent the file
- select **Save**

## Turning Edit Mode On

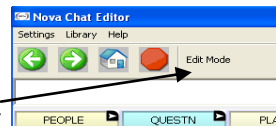
To make any changes to a vocabulary file, the system must be in Edit Mode.

To edit a vocabulary file or any resource linked to it (pages, buttons), go into **Edit Mode** by:

- tapping on menu 
- choosing **Edit Mode**. The Edit mode will be activated automatically.

If using Nova chat Editor:

- choose **Edit Mode** from the menu bar



In Edit Mode, a line of text will appear at the bottom of the screen indicating that the software is in Edit Mode, along with the name of the vocabulary file and the name of the current page.

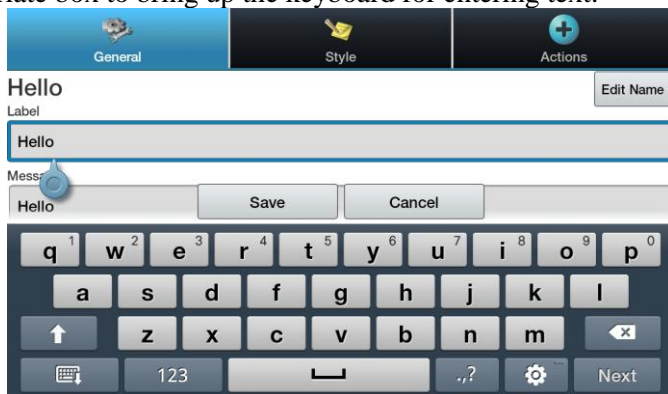


**Note:** Always make sure that you are working with the current copy of the vocabulary file before editing. Although editing is possible on the device or Editor an individual only has one file. Copying a file from one platform to another will over-ride the existing file. To avoid over-writing other's changes, always copy the file with changes to the other platform. This will ensure both the device and Editor are current. Changes should be coordinated so one set of changes does not have to over-write the others.

## Change Button Label/Message

Regardless of a button's action, you can always edit its label or message text. Simply go into **Edit mode** (See section Going into Edit mode) and tap & hold on the button (right click if using Editor). This evokes the context menu options. Choose **Edit Button** option. The **Button Properties** will appear so that you can edit the button.

Now you can edit the current button label and/or message by entering text in the Label and the Message box respectively. Tap in the appropriate box to bring up the keyboard for entering text.



Tap the **SAVE** button to apply your changes to the button.

### No Labels:

For those that don't want to use button labels and only pictures, don't put a label in the Label box. If you aren't using labels, we would suggest expanding the Image to fill the entire button area. To do this:

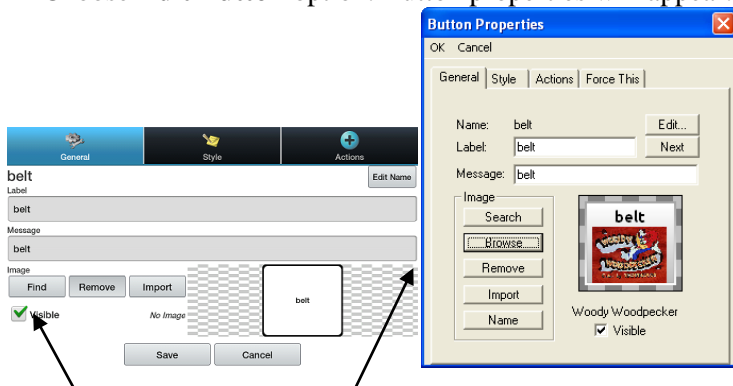
- tap on Menu  > **Settings** > **Style** > **Fill**

See the next pages for adding symbols to buttons.

## Adding or Editing a Buttons Image

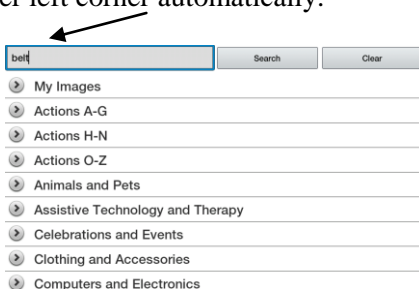
Button images can be added or edited only in **Edit mode**.

- Tap and hold button to modify (right click if using Editor).
- Choose **Edit Button** option. Button properties will appear.



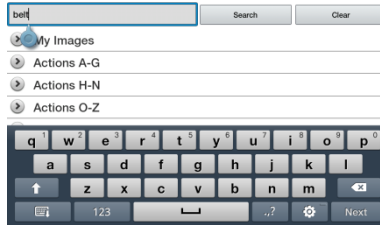
Choose **Find** (on device) or **Search/Browse** (in Editor) to look for a picture that exists in the library. Choose **Import** to bring a picture into the system that isn't already included in the library.

After choosing Find you are presented with a listing of categories to choose from, or you can choose to search for the label that appears in the box in the upper left corner automatically.

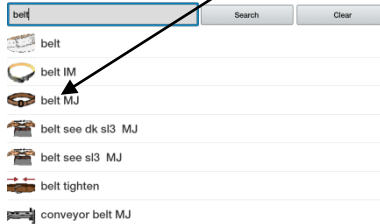


Choose Search to look for icons with the label name. If the appropriate icon wasn't found in the original search, enter a new item to search on in the text box and tap the Search button.

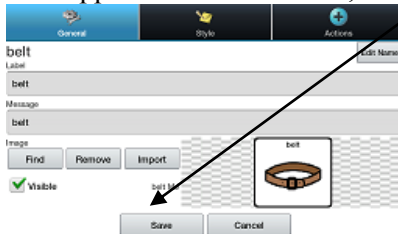




Search results display the icons to choose from. Choose appropriate icon by tapping on it.



If the button's appearance is as needed, choose Save.



**Browsing** for Icons is also available. Open the category with a single tap and then swipe the screen up to view all of the icons within that category (if using the Editor, choose appropriate category). Once finding an appropriate icon, choose it and Save it to the button.

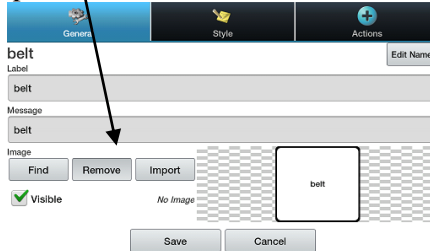
If you find that the symbol you need is not available within the existing symbol library, you can use your own digital pictures, scanned pictures, downloaded images or homemade symbols, and import that image directly into your button.

### To include a picture not in the Chat Symbol Library

If using the Editor software - the pictures you want to use must also be on this same computer

If importing directly to device - the picture must be on the NOVA chat.

- choose Edit Mode
- Edit the proper button
- choose Import

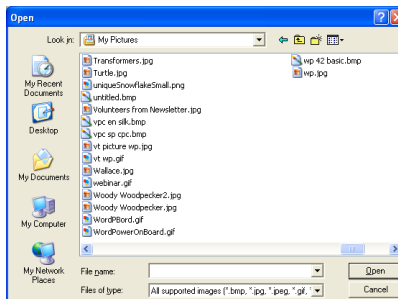


Browse for the pictures you want to use. When you find the image you want to use, select it.

If using NOVA chat device, choose Pictures (if taken with the device) or Download (if copied from a PC) and choose appropriate picture.



If using NOVA chat Editor, find the location of the picture, choose it and choose Open.



Once you have selected the image you wish to import, click on **OK** and the image will appear on the button.

## **Moving pictures to and from your device**

There may be times that you would like to copy pictures from your computer to your device or from your device to your PC. In order to do this:

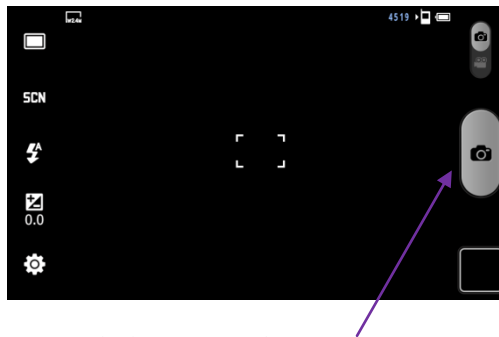
- Attach the NOVA chat device to your computer using the included USB cable. Give the device a moment to connect to the PC.
- The NOVA chat will be viewed as an external drive. Create a folder called Pictures if there isn't already one there. Copy your needed pictures from the computer to your device or vice versa.
- When finished, unplug the USB cable

## Taking Pictures

From the Home screen, touch Camera



Using the display as a viewfinder, compose your photo by aiming the lens at the subject.



To take the photo, touch the Camera button.

After taking a photo, touch Image Viewer to view the photo.

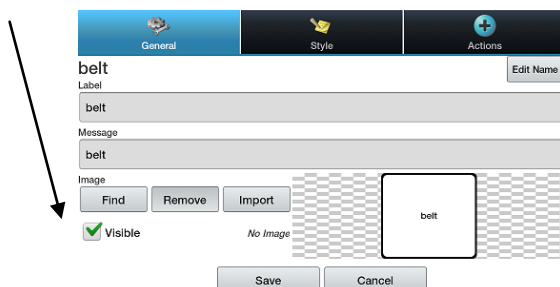
Note: More camera details can be found in the Galaxy's User's Guide which can be found on the NOVA chat Editor install CD.

## Hiding Buttons (Visible)

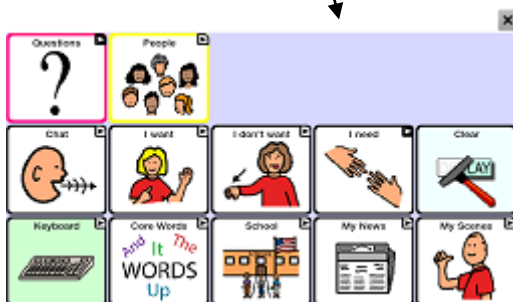
There may be times when presenting all buttons options at once might be too overwhelming for the device user or they may be perseverating on a key and hiding the key/keys might be of value. Hiding the buttons does not delete the information so it can be Viewed again when appropriate.

This function may be useful when initially presenting the vocabulary to the device user. Presenting all buttons at once may be overwhelming. Hiding some of the buttons will enable the device user to more easily focus on specific vocabulary being presented.

- Enter **Edit Mode** & to Edit the Button to hide
- Unchecking the **Visible** box makes a button invisible in standard mode and automatically disables the button action.



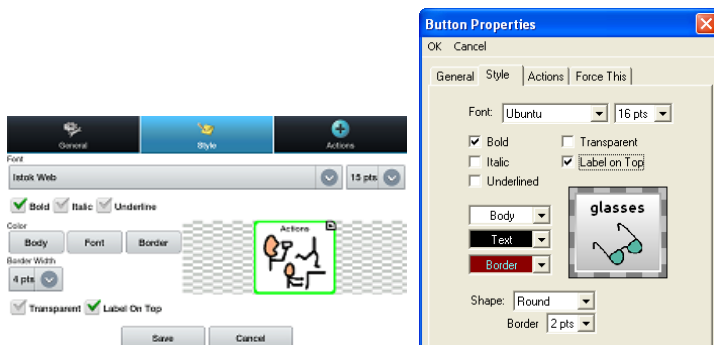
Hidden buttons (invisible)



# Modifying Button's style

Button style can be modified only while in Edit mode.

- Tap on a button and hold to open the Button Properties (right click if using the Editor).
- Choose **Edit Button** option.
- Tap on the **Style** tab. The button style properties will appear.



- Simply use the pull-down lists to select the **Font color, Body color, Border color, Font, Size, Shape** and **Border width** you want for the button.
- Check the **Label on top** box to define the label position.
- Check the **Bold, Italic, Underlined** boxes to modify label text
- Choosing to make a button Transparent might be used when creating a visual scene and you want a location of a scene to speak but you don't want the button to appear.

## Gradient Fill (Saturation)

This feature adds the appearance of depth to a button but some prefer more contrast. To adjust the Gradient Fill of the pages:

- tap on Menu  >Settings>Style>Gradient Fill

You can enable or disable the feature and if enabled you have an option to change the amount of Saturation of color. Lower numbers adds more background color to the buttons. Disable the feature to provide the most contrast between the label/symbol and the background color.

## Modify the Style of Multiple Buttons at Once

The **Edit Force This** menu offers the ability to modify all buttons on a page or all buttons in the entire vocabulary file at one time.

### **Change the Style of all Buttons on a Page:** (device instruction)

- have the page showing that needs modifying
- push and hold anywhere on the page and choose **Edit Force This (Button Style)**
- choose the **Page** tab (at the top)
- check the style option to be changed
- make the necessary change
- make other changes as needed
- choose **Save**

To remove the Forced Style, uncheck the Style option from the **Edit Force This** menu

### **To change the Style of all Buttons within a Vocabulary File**

- have the vocabulary File open that needs modifying
- push and hold anywhere on a page within the vocabulary file being modified and choose **Edit Force This (Button Style)**
- choose the **Vocabulary** tab (at the top)
- check the style option to be changed
- make the necessary change
- make other changes as needed
- choose **Save**

To remove the Forced Style, uncheck the Style option from the **Edit Force This** menu

## To Force a Style change of a specific button on a Page:

This option is typically only used when the style for an entire page or entire vocabulary file has been set but you would like to make an exception to one particular button.

- choose to Edit the specific button by pushing and holding the button
- choose **Edit Force This (Button Style)**
- choose the **Button** tab
- check the style option to be changed
- make the necessary change
- make other changes as needed
- choose **Save**

To remove the Forced Style, uncheck the Style option from the **Edit Force This** menu

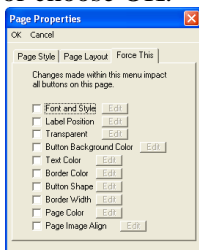
## Using NOVA chat Editor to Force Style Options

To force the style of an entire page at once, choose Edit Page and the

**Force This** tab.



To force the style of all pages within a specific vocabulary file, choose Pages and Force This. Check the style option to be changed, choose Edit and make the necessary change, choose done, make another change or choose OK.



To remove the Forced Style, uncheck the Style option on the Force This tab.

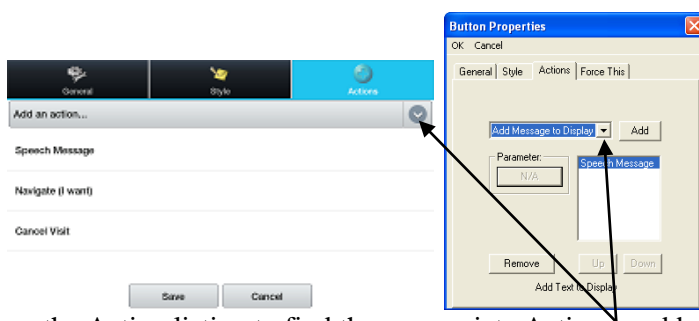


# Modifying a Buttons Action

A single button can perform a number of different actions. There are a number of different speaking options a button can perform. A button can add a grammatical ending to an existing word. Buttons can perform functions such as Clearing the Display or Backspacing.

**To modify a buttons action:**

- Tap & hold on a button you want to modify (right click if using the Editor)
- Choose **Edit Button**. Button Properties screen will appear.
- Tap on the **Actions** tab.



Choose the Action listing to find the appropriate Action to add

To remove an Action from the listing of Actions assigned to your button, choose the Action, and choose Remove.

Depending on the Action you've chosen, that Action might just be added to the listing of Actions for that button or you may be prompted for additional steps.

If choosing a Linking Action, such as Navigate or Visit, you will then be asked to choose the Page to Link the button to.

If choosing to Play an Audio recording, you will be presented with a screen for Recording a message

## Button Actions

Button name	Description
No Action	Performs no action
Add Message to Display	Puts text from buttons Message box into the display but isn't spoken
Add date/time to Display	Displays the current date and time in the SDB
Backspace key	Deletes the last character in the Display
Battery Status	Displays the current battery status in the SDB
Cancel Visit	Clears all remaining visits
Caps Modifier	Caps modifier activates the Caps Lock modifier field in the Button Sets.
Clear All Modifiers	This actions releases any shift, caps, ctrl or num lock modifiers.
Clear Display	Clears the text in the Speech Display Bar (SDB).
Clear Last Word	Deletes the last word in the SDB content.
Ctrl Modifier	Control modifier activates the Control modifier field in the Button Sets.
Grammar Action	Changes the existing word to the chosen grammatical form, add –ed, add –en, add –er, add –est, add –ing, Add –s
Help Signal	Triggers a loud attention getting sound
Load Display	Recalls text that had been saved to a text file and adds it to the Display
Navigate	Forwards to a predefined page
Navigate back	Forwards to the previously used page.
Navigate to home	Forwards to the very first page of the current CM (the <i>home</i> page).
Num	Num modifier activates the Num Lock modifier field

modifier	in the Button Sets.
Open Android Application	Provides a button from vocabulary page to open a specific Android application. (not functional if working with a Closed/Dedicated system)
Play audio	Plays audio files. These are recordings of someone speaking or sounds.
Record Audio	Records audio files. These are recordings of someone speaking or sounds.
Repeat Last Spoken	Repeats the last spoken message
Save Display	Saves the text currently showing on the Display to a text file.
SDB - copy text	This action will copy all text within the Speech Display Bar and put a copy in the Clip Board
SDB - paste to end	This will add text from the Clip Board to the end of the Speech Display Bar
SDB - share text	This action will copy all text from the Speech Display Bar to the chosen Social Network
Select Profile	Changes Settings to match the Saved set of settings, saved as a Profiles
Shift modifier	Shift modifier activates the Shift modifier field in the Button Sets.
Speak	Pronounces the SDB (Speech <b>Display</b> Bar) content.
Speak Label Only	Speaks the Label
Speak Last	Repeats the last spoken text
Speak Message Only	Speaks the Message, doesn't display the text
Speech message	Types the button message in the SDB and pronounces it.
Static Character Prediction (SCP)	Displays the most probable character in compliance with the current character displayed in the SDB, the assigned prediction order and the static character list used by the dictionary compiler. The Prediction Order can be adjusted
Static Word Prediction	Displays the most probable word in compliance with the current characters displayed in the SDB, the

(SWP)	assigned selected prediction order and the static word list used by the dictionary compiler (up to 60000 words). The Prediction Order can be adjusted additionally
Stop	Stops speech or audio file currently playing
Store text to button	Stores text currently in Speech Display Bar to the next chosen button
Toggle mute / unmute	If the device is currently speaking a long message, selecting this button will not stop the speech but stop the speech from being spoken aloud. Selecting the same button again lets the text be heard.
Visit	Forwards temporarily to a previously predefined page. Such button activates different operational mode – visit mode. The Visit mode records the pages and their sequence of loading. Termination of the Visit mode is caused by activation of a different type of button and returns the user to the initial page.
Visit Exception	If you have one button on a Visit Page that you don't want to return to previous page use a Visit Exception action to leave it on the page for one additional hit.
Volume down	Turns down the volume.
Volume up	Turns up the volume.

To perform no action, remove all actions from the button.

### **Modifiers on Linking Buttons:**

Linking buttons add a modifier in the corner of the button that indicates that the button moves to a different page. This option can be turned off or the size can be changed.

### **To edit the Button Modifiers:**

- tap on **Menu**  **>Settings>Style>Modifiers Size**  
here you can Hide them completely or change the size

## Using the same Button in Multiple Places

Once created, a button can be used in multiple pages.

- Start by turning Edit Mode On
- Hold onto an empty location
- Choose Add Button from Library
- Choose the page the button resides on
- Choose the button to use

### Copy & Paste Buttons

Buttons can be copied and pasted to new locations.

- Tap and hold on a button to Copy
- Choose **Copy**
- Tap and hold on the location for the new button
- Choose **Paste**

This creates a new button that looks just the same as the original.

### Copy & Use Same Button

There may be times that using the same button in multiple locations makes editing simpler. When using the same button in multiple locations one change can impact each location at once. This is often used on buttons containing tools used on each page.

- Tap and hold on the button to use
- Choose **Copy**
- Tap and hold on the new location
- Choose **Use Same Button**

The difference between a copied button and using the same button can be seen clearly by editing both buttons. If you edit a button copy you will edit only the copy. However, if you edit a button used more than once, you will edit all instances of that button.

### Copy and Pasting Button Style

To just copy the appearance (color, font, etc) of a button to another:

- Tap and hold the button and choose **Copy Button Style**
- Tap and hold the new location and choose **Paste Button Style**

## Prioritizing Buttons

Buttons can be prioritized by their position on the page or by their size. These processes are done with Edit Mode On.

### Rearranging Buttons:

You can quickly rearrange the layout of buttons on a page using “drag-and-drop swapping”. This procedure allows you to swap the contents of two buttons. Drag the first button over the top of the second button, then lift from the screen. The contents of the two buttons will be immediately swapped.

### Resizing a Button:

A button can be emphasized by making it larger than the others on a page.

If increasing the size of the button, the button will expand to the right or down. The button will draw over the buttons to the right or below it, rearrange buttons as needed. If the button is already in the far most column or the bottom row, move the button to the left or up to provide for additional space.



- With **Edit Mode On**, push and hold the button to re-size
- Choose **Change Button Size**
- Set the appropriate number of cells you want the button to consume both vertically and horizontally
- Choose **Save**



## Creating a new page

Pages are levels of specific vocabulary linked together to create a vocabulary file specific to the device user. There are a number of options for creating pages.

### Create a new page from scratch:

- Turn Edit Mode On
- Choose **Menu**  & Pages
- Choose **Menu**  and **New Page**
- Give the page a descriptive name
- Select the number of rows & columns needed

You may need to scroll through the screen to see the remaining options. (the following options are available in the Edit Page option on Editor)

- The background color of that page can be changed
- Choosing a picture here allows for creating a background picture or Visual Scene on your page
- The picture can be centered or stretched to fill the page. (the aspect ratio will not be compensated when stretching a picture, so it might not totally fill the page depending on the size)

After you tap on the **Save** button, a blank page will be created in your vocabulary file and will be ready to place buttons.

### Create a copy of an existing page:

- Turn Edit Mode On
- Choose **Menu>Pages** and choose the Page to duplicate (right click on page in Editor)
- Choose **Duplicate**
- Give the page a new name and **Save**

### Create a page from a Template:

- Turn Edit Mode On
- Choose **Menu>Pages>Menu>New from template**
- Choose the appropriate template and choose **OK**
- Give the page an appropriate name and choose **Save**

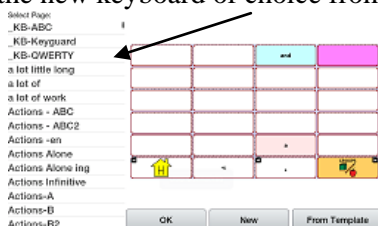
### Copy a page from a different Vocabulary File

- Turn **Edit Mode On**
- Choose **Menu>Pages>Menu>Import**
- Choose the **Vocabulary File** where the page/s exist
- Check appropriate pages and choose **Import**
- Create a Button to Link to the new pages.

### Choosing a Different Keyboard Option:

Saltillo has provided a number of keyboards throughout the system. For instance, ChatPower files offer an ABC and QWERTY option, MultiChat 15 provides a keyboard option for those using a keyguard and each default file provides different variations of keyboards to choose from. To use a different keyboard than what is offered to you:

- Edit the button to link to the new keyboard
- choose the Action tab
- push and hold (highlight, if using Editor) the existing Navigate action and choose Set or if there is no Navigation action chosen yet, choose Navigate from the drop down menu
- choose the new keyboard of choice from the page listing



- choose OK

Now the button should navigate to the new keyboard.


If the keyboard of choice is not in the current vocabulary listing, you can choose one from the Template options.

If the keyboard you want to use is not included in your page listing or the template options, copy the page into your page listing using the steps above (Copy a page from a Different Vocabulary File).



## Speech

All NOVA chats are provided with the Ivona speech synthesizer. Others will be provided as they become available for the Android platform. The synthesizer can be used to speak individual characters, words, phrases or sentences. You can select exactly what and when you want to speak. The **Speech** menu is accessed by:

- Selecting Menu 
- Choosing Speech Output

The **Voice Section** provides the available Synthesizer options. Each synthesizer provides its own set of Voice options. All NOVA chats are provided with the Ivona voice options of:

Amy = British English Adult Female

Brian = British English Adult Male

Emma = British English Adult Female

Ivy = US English Child

Joey = US English Adult Male

Kendra = US English Adult Female

Kimberly = US English Adult Female

Salli = US English Teen Female

The **Test** button will allow you to hear a sample of the voice that is selected.

If you are using the NOVA chat Editor, you will not have access to the synthesizer voices. “SAPI” voices were provided with the installer CD for your computer, you should be able to select them from the Voice pull-down list.

Each Synthesizer speaks words in their own way. Pronunciation Exceptions can be added to a dictionary for each synthesizer. The voice synthesizer on the Editor is not the same as the device and the two will not pronounce words in the same way. Pronunciation changes made on the Editor will not impact the device.

See Saltillo’s website for other available synthesizers.







**To Add a word to the pronunciation dictionary:**

- tap Menu and Settings
- choose Speech Output, Voice and Pronunciations
- tap **Menu** and **New**
- type the word in the **Pronounce** box
- type the words phonetic spelling in the **Pronounce As** box
- test by choosing **Pronounce It**
- once it is pronounced properly, choose **Save**

To **Edit** or **Delete** a word from within the dictionary, push and hold on the entry and choose appropriate option.

You can configure NOVA chat to speak after every character, every word, every phrase, or every sentence (or any combination of these settings). The speech modes are set by checking on the appropriate box (**Character**, **Word**, and **Sentence**).

If you prefer to generate messages quietly, uncheck all options and speak by tapping the Speech Display Bar or by choosing a button provided with a Speak action once the message is ready for speaking.

Speech	
Voice Synthesizer, voice and pronunciation settings	
Character Speak after every character	
Word Speak after every word	
Sentence Speak after every sentence	
Auto Clear Clear the SDB when spoken	
Speech Off Toggle speech on/off	

**Auto Clear:**

If On, Clears the Speech Display Bar automatically after a sentence or message has been spoken and the next text is chosen.

**Speech Off:**


This is a global setting for toggling all Speech Off and On.

## Access Options

Some people who use NOVA chat may have trouble reliably selecting individual buttons or keys due to tremors or lack of fine movement control. To assist these individuals, we've included several different methods of "filtering" user input to make selections more reliable. Four options are available for configuring the TouchScreen; Select on Push, Select on Release, Acceptance Time and Release Time.

- **Activate on Release** mode you can touch anywhere on the screen and drag your finger (or stylus) around until you are on the button you want. Releasing on the desired button will select it. If this mode is off the button will be selected when you first touch the screen.
- **Acceptance Time**, a button is not selected until you have held your finger on it for a certain period of time. You can set the **Acceptance Time** using the numeric control in the dialog.
- **Release Time**, helps prevent accidental selection of the same button twice. After a button selection, another button cannot be selected until the release time expires.


### To set up the NOVA chat's Input Timing options:

- tap on Menu  and Settings
  - choose Input and Timing
  - choose Acceptance or Release Time
- if choosing to Enable either setting, choose Time and set it appropriately

Activate on Release toggles between activating the screen immediately upon touch or upon release.

### Beep on Button Press:

Some may benefit from auditory cues when a button is selected. The Input Menu offers an option to toggle Beeps on or off when a button press is made.

- tap on Menu  and Settings
- choose Input and turn on or off, Beep on Button Press

**Note:** See [Audible & Haptic Feedback](#) for additional options

## Tilt for Orientation Change Options

Android technology provides for the screen to rotate automatically when the device is tilted. This can be quite handy or a nuisance for some. Saltillo has taken this technology and offered features that might benefit our device users.

We know there are times that using the voice output might not be appropriate but communication is still needed. This might be a library or church setting. We took advantage of the tilt option of Android to offer an Expand option of the Speech Display Bar to offer the communication partner an expanded version of the text. This might also be of value in an extremely loud setting.

### To set the Tilt Options:

- tap on **Menu**  and **Settings**
- choose **Input** and **Tilt**

the options include:

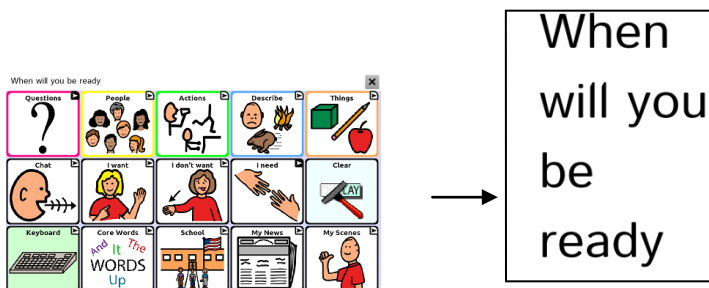
**Expand and Speak** = when tilted the text in the speech display bar will fill the screen and be spoken

**Expand Only** = when tilted the text in the speech display bar will fill the screen and no sound will be made

**Auto Change Orientation** = the screen will shift orientation automatically when the device is tilted

**No Action** = the screen will be locked in the current orientation

When the device is tilted the Speech Display Bar can be expanded for easier viewing by the communication partner.



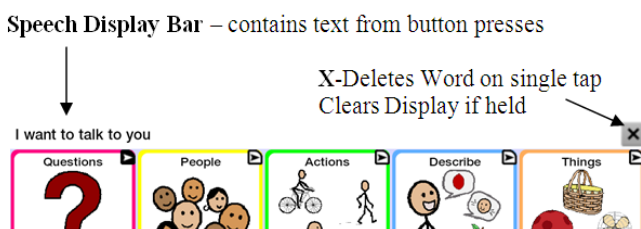
Tilting the device back will redraw the vocabulary page.

## Speech Display Bar (SDB)

The Speech Display Bar displays the text that you've entered using NOVA chat. The size of the text that appears in the window can be changed; the number of lines of text can also be changed. Tapping on the SDB can speak all text generated.

Tapping the X will delete the last word. Holding the X will clear the entire display.

Holding the SDB has the option to generate a menu that allows for sharing the text with other applications.



### To change the functional SDB settings:

- tap on Menu  >Settings>Input

the options include

**Tap to Speak** = this toggles the option for the SDB to speak when chosen or not

**Tap to Expand** = this toggles the option for the SDB to expand when chosen or not

**Enable Menu** = this option toggles on and off the SDB context menu. The context menu offers options to share text to and from other applications.

**Hide/Show Clear (X)** = this option either Hides or Draws the X in the far right of the SDB. This X deletes a word when tapped or clears the entire SDB if held.

### To change the Style options of the SDB:

- tap on Menu  >Settings>Style

Here are options for changing the Font, the Number of Rows, the Background and Font Colors.

# Switch Scanning

As an alternative to directly selecting each button on the screen, NOVA chat offers single switch and two switch scanning. Options for customizing a scanning technique are in the **Menu>Settings>Input>Scanning** menu.

Scan Settings	Description
Enable Scanning	Turns Scanning On or Off
Switch Access	Defines the Selection method (1 Switch, 2 Switch) and Auto Scanning options
Auditory Prompts	Defines the prompt destination (speaker, earphone), Prompt type, and Earphone Volume & Voice.
Patterns	Defines the scanning patterns, whether it scans Speech Display Bar, or if it Skips Empty Keys.
Scan Timing	Defines the Scanning Speed, the number of rescans and the Activation Delay.
Other	Defines the color of scanning cursor.

## Switch Configuration:

If external switches are required for a selection site, plug the switch in either the switch A or switch B connector on the side panel of the amplifier. Another option would be to use the screen of the device as a switch (see below). To define the Switch configuration:

- Enable Scanning – choose **Menu>Settings>Input>Scanning>Enable Scanning**
- Choose **Switch Access>Switch Configuration**
- Set the appropriate Switch Configuration

- Here you choose to have the system Automatically Scan or if you prefer to either hold the switch or step to each location. With Latched Scanning Off, a switch activation is required to move the scan through each button, one at a time. Choose the appropriate setting of Auto Scan. On or Off.
- Choose Back to find other Switch Scanning Options.

### Scan Patterns:

- Choose the **Scanning Mode** by choosing **Menu>Settings>Input> Scanning>Patterns>Mode** and choose appropriate option:
  - **Linear**  
Step through the keys from left to right across the rows.
  - **Row/Column**  
The scan highlights each row of buttons beginning with the top row and moving down the screen. When the row that contains the button you want is highlighted, activate your switch. The scan will highlight the separate columns in the row you selected, moving from left to right across the screen. When the button you want is highlighted, activate your switch.
- **Scan Speech Display Bar** - checked it will scan the **Speech Display Bar**, unchecked it won't. Choosing the **Speech Display Bar** will speak all text.
- **Skip Empty Cells** will skip over a cell without a button or a button with just a Speech Message Action but the Message does not contain any text.

### Scan Timing

Acceptance and Release Time is set from the **Menu>Settings>Input>Timing** options. Scanning Speed and other timing issues specific to scanning are found at **Menu>Settings>Input>Scanning>Scan Timing**.

- **Scanning Speed** - This is the amount of time it takes for your device to move from one button, row, or column to the next in a scan. The default scanning speed is one second. This means it takes one second from the time one key is highlighted until the next key is highlighted.
- **Number of Rescans** - Select the number of times you want your device to automatically scan the page. The default is 3 times then the scan will stop until a switch is activated again.
- **Activation Delay** - This gives a chance to change your mind when you have selected a button. This is automatically set to your Scanning Speed. For example, let's say your scanning speed is set to one second (1.0). You scan to and select a button, then realize it's not the button you want. You have one second to activate your switch again to "de-select" the button and then scan to a new button.

#### **Other:**

Other options only include Cursor Color at this time.

- **Cursor Color** - The **Scan Cursor** highlights the scan position. The color of the button outline defaults to red but can be changed by choosing the preferred color from the color palette.

#### **Auditory Prompts**

- **Enable Auditory Prompts** - Scanning with Auditory Prompting on, provides not only a visual cue but an auditory cue to indicate where the scan is currently. If you are scanning, simply activate your switch. To retrieve a message, activate the switch again after you have heard the prompt.
- **Audio Output Device** - You can hear prompts through the device's speaker. You can also plug stereo headphones into the Headphone jack on the side of the amplifier case. This allows



you, but not others, to hear the prompts. If you are using headphones, choose the **Earphone** option.

- **Earphone Volume** - Determines how loud the prompt is when using an earphone or headset.
- **Scanning Beep** - The **Scan Beep** is the beep you hear when you press or scan to a key.
- **Button Prompt** – This option determines whether the Label or Message is spoken as the button prompt.
- **Voice Settings** – choose a voice to use for the auditory prompts. It can be helpful to choose a separate voice for the prompt than what the system uses for speaking messages.

### Row Prompts

Row Prompts can be of benefit for the scanner, especially if they have visual issues. Otherwise, the prompt will be spoken as “Row 1”, “Row 2”, etc. To give a row a specific prompt:

- Turn On Edit Mode
- From the Vocabulary File Page, push and hold on the row
- choose Edit Row Prompt from the drop down menu
- add the appropriate prompt for that row

### Using the Touchscreen to Scan

There are times when a device user isn’t capable of activating specific areas on the screen, i.e. maybe doesn’t have the pointing skills to hit one button. Using the touchscreen to scan allows the device user to tap anywhere on the front of the screen to initiate a scan of the buttons. Scanning is typically only used if the device user can’t activate a specific button on a page and needs one specific target. In this scenario the front screen of the device can act as a single switch.

### **To set up the Touchscreen to Scan:**

Choose **Menu>Settings>Input>Scanning>Enable Scanning**

- Choose **Switch Access>Switch Configuration**
- Choose **Touchscreen Only**
- Set other settings as appropriate

➡**Note:** The keyboard is accessible by direct select regardless if Scanning is On or Off as long as **Use Screen as Switch** isn't checked in the **Switch Setup** menu.


## Text Options

(Abbreviation Expansion and Word Prediction options are only available on Plus Models of NOVA chat)

Abbreviation Expansion, Word Prediction & Automatic Capitalization provide some additional tools for Literacy.

**Abbreviations** can be used instead of writing the whole word. Some abbreviations have been provided.

**to View the existing abbreviation library:**

- tap on Menu  >Settings>Abbreviations


**to Edit any of the existing entries:**

- push and hold on the entry
- choose **Edit** and make appropriate changes
- choose **Save**

**to Delete any of the existing entries:**

- push and hold on the entry
- choose **Delete** and **Confirm**

**to Add a New entry:**

- tap on **Menu**  >New
- enter the abbreviation to be used
- enter the text to be displayed and spoken
- choose **Save**

To use the abbreviation, open the keyboard page, type the abbreviation followed by a period. The abbreviation should automatically be expanded.

## Word Prediction


NOVA chat uses a Static Word Prediction dictionary. A North American and British English dictionary has been provided.

**To turn Word Prediction On/Off and choose appropriate dictionary:**

- tap on **Menu**  >Settings>Text>Prediction

## Automatic Capitalization



Turning automatic capitalization On:

- tap on **Menu**  >Settings>Text>Automatic Capitalization

## Locking Menus

If you want to keep the user from accessing controls available in menus, there is a couple of ways of doing this.

### **To lock the NOVA chat settings but continue to allow access to Android and other applications:**

- tap on Menu  >Settings>Menu Lock and enable Menu Lock
  - Enter a password and Save it
  - Choose Menu  and Lock
- Access to NOVA chat Settings Menu's is locked

### **To unlock NOVA chat Menus:**

- tap on Menu  and Unlock
- enter appropriate Password and OK

**Note:** If the Password is forgotten, use BOSCO to over-write existing password.


## Hide Android and other Application Access

Not everyone will benefit from having access to the Android Operating System and other applications. These steps will Close and Re-Open the NOVA chat system.

**Original Registration (Open Code)** - here is your current registration code for giving Access to Android operating system and other apps in the future:

**Closed Code** - here is a registration code for Closing the system completely:

**Use the following steps to make your NOVA chat a “Closed” system.**

- Go to **Menu>Settings>System>Kiosk Mode** and check that option
  - Choose **Back**  to exit the menu
  - Push and Hold Power Button on the edge of the device.
  - Choose to Power Off the system.
  - Say **Yes** to Power Down
  - Power the device back On
- The device is now “closed”.

**Note:** you can still Open Android apps with a Menu Option. Choose **Menu>Settings>System>Kiosk Mode**. If you need to hide this menu option go to **Menu>Help>Registration** and enter the Closed code from above. Choose OK to accept it. Choose Yes to Restart. Changing the registration code will grey out this menu option.

### **“Re-Open” your NOVA Chat device**

To restore access to the Android operating system and other apps, follow these steps to Open up your NOVA chat system:

- Choose **Menu>Settings>System>Kiosk Mode**
- Uncheck **Kiosk Mode**,
  - if this Menu Item is greyed out,  
Go to **Menu>Help>Registration** and enter the original registration code, (documented above).
- Choose OK to confirm new code
- Choose OK to restart
- Now uncheck Kiosk Mode

NOVA Chat should now be an Open system.

# Profiles

**Profiles** provide a Snapshot of the current settings of the system to be saved for easy access at a later time.

Multiple profiles can be saved to be used when needed. A button action is also provided to allow settings to be changed by a user's button selection without the need to navigate the menus.

## To create a New Profile:

- **Menu>Settings>Profiles>New**
- give your profile a **name**, i.e. afternoon settings
- make all of your setting changes that you want associated with this Profile, this includes the vocabulary file, the Settings, the Language, etc
- choose **Menu>Settings>Profiles>Save**
- choose your new profile i.e. afternoon settings

Your new profile has been created with all current settings. To make changes to be associated with a new profile, repeat steps above, i.e. morning settings.

## To Load a Profile

There are two ways to Load Profiles, either by navigating menus or by choosing a button.

### To Load a Profile using menu options:

- choose **Menu>Settings>Profiles>Load**
- choose appropriate **Profile**

### To Load a Profile using a button action:

- Create a button to be used for choosing the Profile by holding (or right clicking if using Nova chat Editor) the button and choosing **Create (or Edit) Button**
- Include a **label, message & icon** (as needed)
- from the Action tab, choose **Select Profile**
- choose appropriate **Profile**
- choose **OK**

Choose the button to Load the Profile.

## Profiles, cont.

Repeating the above steps for a 2<sup>nd</sup> profile, allows for switching between the 2 sets of settings without navigating menus.

### To Delete a Profile:

- choose **Menu>Settings>Profiles>Delete**
- choose the appropriate Profile to delete from the listing

### Restoring Default Settings:

At any time, the default settings can be restored:

- Choose **Menu>Settings>Profiles>Load**
- choose **Load Default Settings**

## Languages

As languages become available they will be offered in NOVA chat.

### To gain access to alternate languages:

- choose **Menu>Settings>Language**
- choose appropriate Language

Changing the Language Setting provides alternative voices.

### To change the voice:

- Select **Menu**  **>Settings>Speech Output**
- Choose **Voice**

The **Voice Section** provides the available Synthesizer options. Each synthesizer provides its own set of Voice options. Voice options will vary depending on the Language chosen.

The **Test** button will allow you to hear a sample of the voice that is selected.

If you are using the NOVA chat Editor, you will not have access to the synthesizer voices. Only “SAPI” English voices were provided with the installer CD for your computer.



## Display Brightness and Screen Timeout

The brightness of the screen and the amount of time it takes to automatically power down after no use can be set in Display Settings.

Choose **Menu>Settings>System>Display Settings**

**Brightness** provides a slide bar for manually setting the Brightness or an option to have the system automatically set the brightness. If you prefer the device to adjust the brightness automatically, check the option.

**Screen Timeout** offers settings from 15 seconds to 1 hour. This setting determines how long the screen will stay on after the last activation.

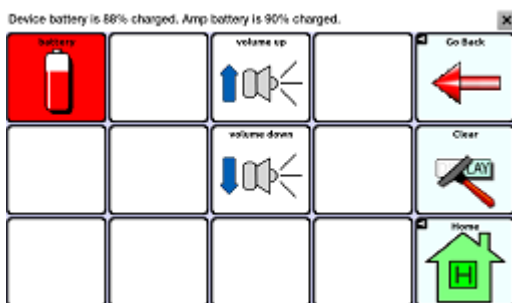
## Checking Battery Status

The battery status can be checked by navigating menus or by having a button on a vocabulary page that checks the status. Some Saltillo provided vocabulary files already include buttons for checking the battery status. For instance: ChatPower offers the option from the last page of Groups, MultiChat 15 offers the button on the Device Tools page from the 2<sup>nd</sup> page of “Things”

**To create a button that checks the battery status:** (both Galaxy & Amp)

- Tap on the **Actions** tab
- Use the drop down list to select the **Battery status** action
- Tap **OK**

The **Battery status** button will speak and display the current battery capacity of the Galaxy and the Amplifier battery.



**To check the Galaxy battery status through menus:**

- Choose **Menu>Settings>System>About Device**

Here you will find the current status and battery level of just the Galaxy.

## Setting the Date and Time

A button can be created to speak & display the current Date and Time. The time, time zone and date needs set up for your area.

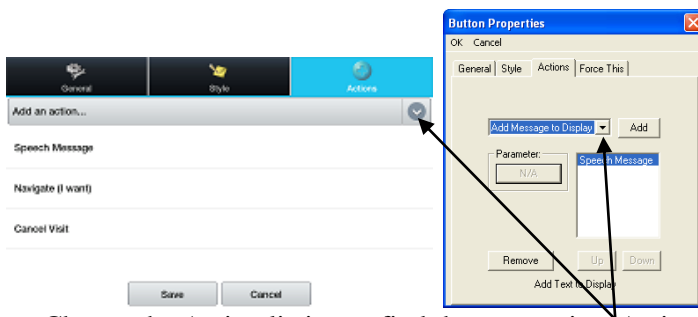
### To Set the Time and Date:

- Choose **Menu>Settings>System>Date and Time**

Here set the date, time zone, time and the appropriate format.

### To Create a button that speaks and displays the Time and Date:

- Tap & hold on a button you want to modify (right click if using the Editor)
- Choose **Edit Button**. Button Properties screen will appear.
- Tap on the **Actions** tab.



- Choose the Action listing to find the appropriate Action to add
- Choose **Add Time/Date to Display**
- Remove any other existing actions

Finish your button by adding a label or/and symbol and setting appropriate style and Save the button. The button should now add the Time and Date to the Speech Display Bar when chosen.



## Adjusting Audible & Haptic Feedback

NOVA chat provides an option to have an audible and/or vibration sensation when a button is activated. The vibration sensation option setting is called Haptic Feedback.

**Activation Beeps:** To add button clicks for vocabulary page activations, go to **Menu>Settings>Input** and check the **Beep on Button Press** option.

**Audible Selection** provides an audible click when navigating through NOVA chat menus and Android Screens.

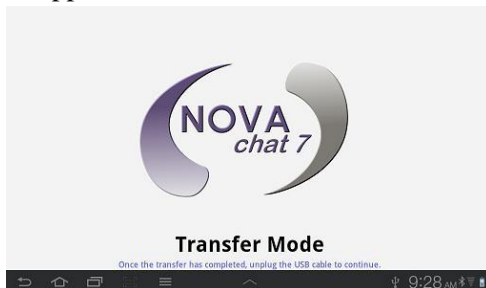
**Haptic Feedback** vibrates to indicate screen touches. Touch Haptic Feedback to enable or disable vibration. When enabled, a check mark appears in the check box.

To Set **Haptic or Audible Selection Feedback** settings:

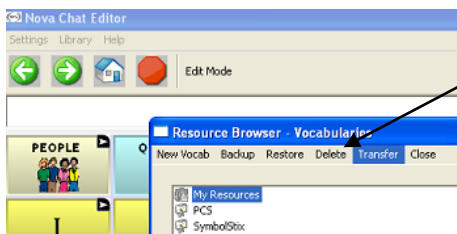
- Choose **Menu>Settings>System>Sound Settings**

## Transferring files between Device & Editor

- Start NOVA chat Editor
- Attach USB cable to the NOVA chat device and PC. This screen should appear on the device.



- Choose **Library** Menu from NOVA chat Editor, choose **Transfer** and then choose **Vocabs To/From Device**



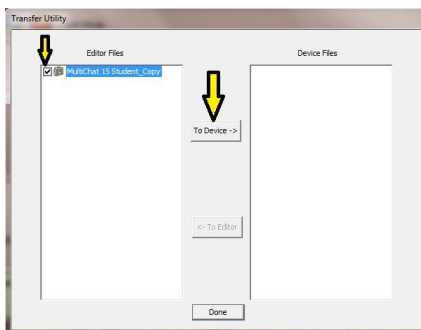
### Copying Files from the NOVA chat device to the Editor

From the transfer screen, check the vocab file or files you wish to transfer from the device to the PC and click on the **To Editor** button. The file name will be listed in Editor Files once complete.



## Copying Files from the NOVA chat Editor to the Device

From the transfer screen, check the vocab file or files you wish to transfer from the NOVA chat editor to the NOVA chat device and click on **To Device** button.



The name of the file should display in the Device Files listing when complete.

Once the transfer is complete, choose Done and unplug the USB cable

# Adjust Orientation

Depending on the button layout chosen on the device, one orientation may be preferred to another. For example, on a 7” device, ChatPower 42 seems to work better in a Landscape layout but ChatPower 24 works better is a Portrait Layout.

Settings for orientation are found by choosing **Menu>Settings>Input>Tilt**. Choose the Preferred Orientation and set appropriate setting.

## To Lock the Orientation:

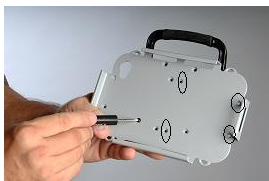
The orientation setting can be locked to keep the screen from automatically adjusting when tilted.

Choose **Action>No Action**

## Changing physical orientation of Amplifier:

Holes were provided in the plastic shell for arranging the Amplifier in either a Landscape or Portrait layout.

Remove the Amplifier	Replace the Amplifier
Remove the colored shell	rotate the amplifier to appropriate orientation
remove the 4 silver screws from the shell	place the screws in new position
rotate the amplifier to appropriate orientation	put the shell back over rubber boot
place the screws in new position	starting with the edge with power and volume controls



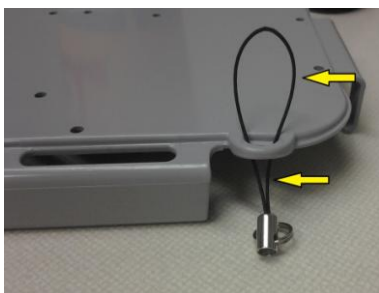
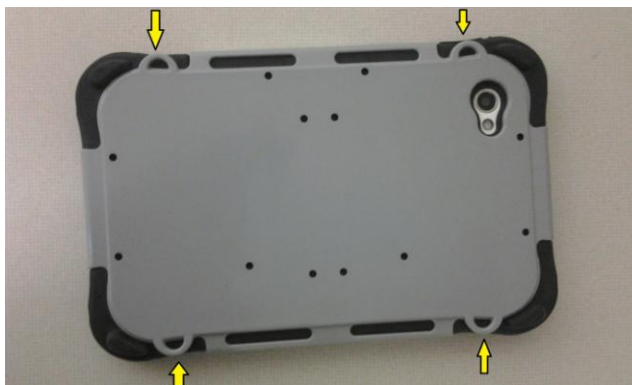
Use the circled holes for Portrait



Use these holes for Landscape

## Add a Strap

For hands free transport, NOVA chat provides four loops for attaching straps in either landscape or portrait orientations. Strap attachments were included with your package.



**Note:** Do not attach a strap directly to the plastic casing as this may cause damage to the NOVA chat.



## Troubleshooting

### Speakers/Amplifier no longer produces sound


The volume is limited to just the Galaxy's speakers. Flight Mode may have been turned On or the Bluetooth connection to the amp was lost.

To make sure Flight Mode is Off, push and hold the Power Switch



and the current setting for Flight Mode appears, if On, choose Flight Mode and it will turn it Off.



**To re-connect NOVA chat with the amplifier**, push and hold the Back  button along the edge of the screen. Answer Yes to the question to exit the application. Restart NOVA chat software and the amplifier should be connected.

### Can't Find Library Menu

If the Library Menu is not showing, exit Edit Mode.

### Resetting NOVA chat

**Soft Reset** = cycle power with the Power switch on the edge of the device

**Hard Reset** = this is **NOT** recommended

### No Speech:

- Check volume controls on edge of device
- Go to **Menu>Settings>Speech Output** and make sure Speech Off is not checked.

### No Speech and the message is not going to the Speech Display Bar

when pushing buttons. This can be caused if a dwell time has been added. To check the timing, go to **Menu>Settings>Input>Timing &** check to see if an Acceptance or Release time has been set.

## Clearing the NOVA chat /Deleting all Custom Files

Although most systems are purchased with one end user, there are times that devices are shared for more than one person. This can occur when systems are used in schools or in libraries. In these cases, the vocabulary and settings will need to be cleared between device users.

### To clear all custom vocabulary from NOVA chat:

- Choose **Menu>Library>Menu>Delete**
- Check each file in this listing (this listing contains only custom files)
- Choose **Delete**
- Confirm by choosing **Yes**

NOVA chat should now contain only the Saltillo Provided Default Vocabulary Files.

### To restore all NOVA chat Settings to Default:

- Choose **Menu>Settings>Profiles>Load**
- Choose **Load Default Settings**
- The appropriate Synthesizer and Voice will need to be set up manually by going to **Menu>Settings>Speech Output>Voice**

**Pictures** can manually be removed by choosing the Gallery App, pushing and holding on each picture, and choosing to Delete them.

**Music** that has been added to the device can be removed by going to the Music app, pushing and holding on the song, and choosing to Delete it.

Any downloaded apps will need to be deleted from the system.

## Care and Maintenance

Your **NOVA chat** device is intended for use in normal communication situations. Your device is not waterproof, so use extreme caution when using it around water. As with most electronic devices, you should *never* use **NOVA chat** when you are actually in the water (for example, a pool or bath).

If you wish to clean the plastic and glass portions of your device, use a cloth *dampened* with water or diluted window cleaning fluid. Do not spray or splash liquid directly on the device. For additional cleaning power, moisten a clean cloth in a mixture of one part water and one part vinegar.

When charging NOVA chat, use only the AC charger that came with the device.

The batteries for the **NOVA chat** are not field replaceable and the system will need to be returned to Saltillo Corporation (USA) for servicing.

Replacement and repair of any electronic components of your device should only be done by qualified service personnel. Please contact the company at 1-800-382-8622 or e-mail [service@saltillo.com](mailto:service@saltillo.com) to obtain a Return Authorization prior to sending it to Saltillo.

Shipping address (USA customers): Saltillo Corporation  
Attn: (Insert RA # here)  
2143 Township Road 112  
Millersburg, OH 44654

Non-USA: contact your local distributor for repair details.

If you discard all or part of your device, dispose of all electronic components according to local regulations. Those in Europe need to follow the WEEE European Battery Directive for details regarding disposal of components.

## Warranty

Saltillo warrants the NOVA chat device to be free from defect in material and workmanship under normal use for a period of one year from date of purchase. Saltillo Corporation considers bending of the unit, submerging into liquid of any kind or any breaks or cracks in the LCD screen to be misuse but will consider a onetime replacement of touchscreen/display per warranty period.

If a replacement is necessary, the replacement device may be a new or re-conditioned device of equal or comparable value to your product.

Extended warranties are available by contacting Saltillo Corporation at 1-800-382-8622.

All warranty service should be arranged through Saltillo Corporation prior to sending a system back. Please call the company at 1-800-382-8622 or e-mail at [service@saltillo.com](mailto:service@saltillo.com) to obtain a Return Authorization prior to sending it to Saltillo.

Shipping address (USA customers): Saltillo Corporation  
Attn: (Insert RA # here)  
2143 Township Road 112  
Millersburg, OH 44654

Non-USA: contact your local distributor for repair details.

# Index

- Abbreviations, 59
- Access, 51
- Actions, 42-45
- Alphabet, 48
- Amplifier
  - Battery Status, 12, 66
  - Charging, 10
  - Power, 12
  - Re-connecting the Amp, 12
- Android,
  - Blocking/Hiding, 60-61
- Backlight, 65
- Backup, 69-70
- Battery
  - Charging, 10
  - Status, 12, 66
- Buttons,
  - Creating, 31
  - Disable, 37
  - Hide, 37
  - Label, 31, 38
  - Message, 31
  - Modifying, 31-46
  - Picture, 32-36
  - Properties, 31-44
  - Size, 38, 46
  - Speaking, 41
  - Style, 38-40
- Camera, 13, 36
- Charging, 10, 12, 66
- Clean, 15, 75
- Clock, 67
- Close App, 18
- Color, 38-40, 56
- Connecting to Computer, 69-70
- Copy
  - Buttons, 45
  - Pages, 47-48

- Vocabulary Files, 29
- Date/Time, 67
- Digitized recording, 41-44
- Display, 18, 19, 53
- Duplicate
  - Buttons, 45
  - Pages, 47-48
  - Vocabulary Files, 29
- Dwell Time, 51
- Edit Mode, 30
- Export, 69-70
- Font, 38-39, 53
- Functions, 41-44
- Grammar Actions, 41-42,
- Handle, 14
- Hardware, 13, 14
- Hide, 37, 60-61
- Home Page,
  - Android, 13, 16, 20
  - Chat Vocabulary File, 19
- Icon, 32-34
- Image, 32-35, 36
  - Digital, 35, 36
  - Import, 34-36
  - Pictures, 32-36
- Keyboards, 48
- Landscape, 52, 71
- Language, 64
- Link, pages 41-44
- Maintenance, 8, 15, 74, 75
- Menus, 13, 20, 21
  - Hide, 60-61
- Navigate, 41-44
- NOVA chat Editor,
  - Installing, 26
  - Open, 27
  - Orientation, 28
- On/Off
  - Auto Power Down, 11, 65

- Batteries, 10, 12, 66
  - On/Off, 10, 11, 12
- Orientation, 28, 52, 71
- Original Vocabulary Files, 22-24, 25, 27
- Pages,
  - Creating, 29
  - Editing, 29-48
- Paste buttons, 45
- Picture
  - Adding, 32-34, 35
  - Digital, 36
- Android, see Galaxy manual on NOVA chat Editor CD
- Power
  - Auto Power Down, 65
  - Batteries, 10, 12, 66
  - On/Off, 11, 12
- Profiles, 62-63
- Pronunciations, 50
- Recordings, 41-44
- Registration, 27, 60
- Release Time, 51
- Rename, 31
- Run Mode, 30
- Saltillo, contact, 8
- Scanning, 54-58
- SDB, 19, 53
- Search, 32, 33
- Sensory Feedback, 68
- Settings, 20, 21
- Shortcuts, 16
- Size
  - Buttons, 46
  - Desktop, 28
  - Display, 53
  - Font, 38, 39, 53
- Sounds, 51, 56-57, 68
- Speech, 49-50
- Speech Display Bar (SDB), 19, 53
- Stand, 14

- Start,
  - Chat Application, 18
- Status Bar, 16
- Style, 39, 40, 53
- Stylus, 15
- Support, 8
- Switch Access, 54-58
- Technical Support, 18
- Text Window, 19
- Time/Date, 67
- Timing, 51
- Touchscreen, 15, 19
- Transfer, 69-70
- Troubleshooting, 73
- Unlock,
  - Device, 60-61
  - Menus, 60
- Visible, 37
- Visit, 44
- Vocabulary File, 19, 25
  - Create, 29
  - Saltillo-provided, 22-24, 19
  - Open, 22
  - Modifying, 29-48
  - Backup, 69-70
- Voice, 49
- Volume, 17, 44
- Widgets, 16
- Word Prediction, 59
- Warranty, 76





Saltillo Corporation  
2143 Township Road 112  
Millersburg, OH 44654  
Phone: 1-800-382-8622  
Fax: 330-674-6726  
Website: [www.saltillo.com](http://www.saltillo.com)