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Introduction

The **StepPad** is a powerful yet easy-to-use cognitive support tool for people who have trouble completing multistep tasks independently. Directions that you record are played back in sequence, one step at a time to prompt the user on what to do next. The StepPad functions as a short-term teaching tool and a long-term adaptive aid.

The ergonomically designed StepPad is extremely portable. It fits nicely into purse, pocket, and hand—even small ones. The navigation buttons are easy to press with your thumb—like a video game controller. **Volume** is adjusted on the side of the device, within quick reach of your index finger. There's easy access to two **Core** messages. Use these for especially important information or key expressions. Dual speakers help you hear the StepPad in a crowd. Or you can use the headphone jack to keep recordings private. Turn off the StepPad when not in use.

Here's how the StepPad works. Press any of the four **Activity** buttons to activate a step-by-step sequence. You can label these buttons with a slide-in overlay plus a auditory cue. Users hear the steps one at a time by pressing the **Next** button. Press **Play** to repeat a step. Review previous steps with the **Back** button. StepPad lets you record up to 29 steps per activity. It has an eight-activity capacity (four activities, two levels) that yields up to 240 step recordings. But don't worry, if you make a mistake. You can re-record any step without affecting other recordings. You can even insert a new step within a sequence while keeping all the other steps intact.

You can also choose to lock the StepPad into a single activity, reducing the possibility of users getting lost. You can lock **record** and **level** changing functions.



Front Display



Back Display



Recording Overview

The StepPad is an auditory prompting device. To be implemented effectively, it's essential you carefully plan your recordings. We recommend you script an outline of the complete sequence before you begin to record. When recording, talk at normal volume about eight inches from the StepPad. Stop the recording promptly when you're done talking to avoid "dead space."

The StepPad has 32 minutes of total recording time, divided among three functions:

- Eight activity auditory cues
- Up to 30 unique steps linked to each activity
- Two core vocabulary messages

Memory is shared among all messages, with a 24-second maximum recording time per message. If you limit messages to eight seconds, you have enough memory to record 29 unique steps for eight activities, eight activity auditory cues, and two core vocabulary messages.

Playback Overview

It's important that the user has the device at hand when it's time to perform a StepPad activity. Several built-in features promote easy transport. The StepPad is compact, so it easily fits into a shirt

pocket, purse, or fanny pack. The lanyard lets the user wear the StepPad around the neck. A slot for a wide strap is machined into the back of the device below the label. A small strap with Velcro® can be used to attach the StepPad to a belt or belt loop.

To function as an auditory prompting device the user must first select the appropriate activity. Pressing an **Activity** button will play an auditory cue if one was recorded. You can choose to lock the StepPad into only one activity to simplify its operation (see pg. 17).

The steps linked to an activity are activated with the **Play**, **Next**, and **Back** buttons. **Play** activates the first or last played step in a sequence. **Next** advances to the following step, while **Back** plays the previous step. Pressing any of the three buttons stops playback. A *BEEP* indicates you have reached the end or beginning of a sequence.

During playback, a **green** LED indicates the linked activity and **yellow** LEDs show the level.

Attaching a headset keeps messages private. Audio plays only through the headset, not the speakers.

Pressing an **Activity** button resets it to the beginning steps. The last activity selected remains current when the StepPad is turned off and back on.

Recording an Auditory Cue for an Activity Button

1. Turn on the StepPad. Press and release the **Activity** button you wish to label with an auditory cue. A **green** light will appear.
2. Press and release the **REC** button located on the back of the device twice. A solid **yellow** LED will appear above the **red** LED on the front. This indicates your StepPad is ready to record an auditory cue for the **Activity** button with the **green** LED. Press and release the **Activity** button and the **yellow** and **red** LEDs will flash, indicating record mode. Begin recording by speaking clearly, about 8 inches from the StepPad.
3. Press and release the **Activity** button again to stop recording.
4. Press and release the **REC** button to exit the record mode.

Recording a Step-by-Step Sequence

1. Press and release the **REC** button located on the back of device. A solid **red** LED on the front indicates your StepPad is ready to record a step-by-step sequence.

*Note: The **green** LED shows the activity currently selected. One **yellow** LED above the **Back** button means you're on Level One; two **yellow** LEDs indicate Level Two.*

2. Press and release an **Activity** button to choose which activity the step recordings will be linked to. The **green** LED will indicate the chosen activity.
3. Press and release the **Play** button and the **red** LED will flash, indicating record mode. Begin recording by speaking clearly, about eight inches from the StepPad.
4. Press and release the **Play** button when you're done recording your first step. The LED will return to solid **red**.

*Note: To hear the step you just recorded, press and release either the **Volume Up** or **Volume Down** button.*

5. Press and release the **Play** button to record your second step. Press and release the **Play** button again to stop recording. Repeat the process to record additional steps.

*Note: Press the **Back** and **Next** buttons to hear the recorded steps in sequence.*

6. Press and release the **REC** button *TWICE* to exit the record mode.

To re-record a step, locate it within the sequence. Erase the recording by quickly pressing the **Play** button *TWICE* in rapid succession. A *BEEP* indicates the step was erased. Record the step again as described above.

Playing a Step-by-Step Sequence

1. Press the appropriate **Activity** button and a **green** LED will briefly light above it. This indicates the step-by-step sequence is now linked to the selected activity.
2. Press the **Next** button to play the first step. Press **Play** to repeat playback of any step.
3. Press the **Next** button to play any subsequent step. A *BEEP* indicates you're at the end of a sequence.
4. Use the **Back** button to locate and play a previous step. A *BEEP* indicates you're at the beginning of a sequence.

*Note: Press **Play**, **Next**, or **Back** to stop playback. Press the current activity to reset the sequence to the beginning.*

Recording a Message on a Core Button

Core messages are activated by two gold buttons on the front edges of the StepPad.

1. Press and release the **REC** button located on the back of the device. A solid **red** LED on the front indicates your StepPad is ready to record a core message.
2. Press and release a **Core** button and the **red** LED will flash, indicating record mode. Begin recording by speaking clearly, about 8 inches from the StepPad.
3. Press the **Core** button to stop recording.
4. Press the **REC** button on the back of StepPad *TWICE* to exit the record mode.



Adding a New Step Within an Sequence

You can add a new step to an existing sequence without affecting the other recordings.

1. Press and release the **REC** button on the back of the device. A solid **red** LED indicates you are in the record mode.
2. Press the **Activity** button linked to the desired step-by-step sequence.
3. Press the **Next** button until you hear the step that will *precede* the new recording.

Note: New recordings always follow preceding steps without erasing subsequent steps.

4. Press and release the **Play** button and the **red** LED will flash. Begin recording by speaking clearly, about eight inches from the StepPad.
5. Press and release the **Play** button when you're done recording the new step. The LED will return to solid **red**.

*Note: To hear the new step press and release the **Volume Up** or **Volume Down** button.*

6. Press and release the **REC** button on the back of the device *TWICE* to exit the record mode.

Erasing a Step Within a Sequence

You can easily erase any step within a sequence without affecting the other recordings.

1. Press and release the **REC** button located on the back of the device. A solid **red** LED will appear on the front of the device.
2. Press and release the **Activity** button linked to the step you want to erase.
3. Press and release the **Next** button until you locate the step.
(Press the **Next** button once for the first step, again for the second step, etc.)
4. When you find the message to be erased, press the **Play** button *TWICE* in quick succession to erase the step. A *BEEP* indicates the message has been erased.
5. Press and release the **REC** button *TWICE* to exit the record mode.

Erasing an Activity Sequence

You can easily erase all the steps within an activity sequence at once.

1. Press and release the **REC** button to enter the record mode. A solid **red** LED will appear on the front of the device.
2. Press the **Activity** button linked to the sequence you want to erase.
3. Press and hold the **REC** button on the back of the device for five seconds. A distinctive *BEEP* indicates the sequence has been erased.
4. Press and release the **REC** button *TWICE* to exit the record mode.

Erasing All Activity Sequences on a Level

1. Press the **REC** button to enter the record mode.
2. Press the level to select the activity sequences you want to erase.
3. Press and hold the **REC** button and the **Level** button simultaneously for 5 seconds. A distinctive *BEEP* indicates the level has been erased.
4. Press and release the **REC** button *TWICE* to exit record mode.

Locking the Record Function

Record Lock can be enabled and disabled by pressing and holding the **Up** volume button while turning the StepPad on. A *BOOP-BEEP* sound will play when the Record Lock has been enabled. A *BEEP-BOOP* sounds when the Record Lock has been disabled.

Locking the Level Function

Level Lock can be enabled and disabled by pressing and holding the **Down** volume button while turning the StepPad on. A *BOOP-BEEP* sound will play when the Level Lock has been enabled. A *BEEP-BOOP* sound will play when the Level lock has been disabled.

Locking the StepPad into One Activity

Activity Lock can be enabled and disabled by pressing and holding an **Activity** button while turning on the StepPad. Make sure the activity you want the user to have access to is current before you turn off the StepPad. A *BOOP-BEEP* sound will play when the **Activity** button has been locked. A *BEEP-BOOP* sound will play when the **Activity** button has been unlocked.

When an **Activity** button has been locked and another **Activity** button is pressed, the StepPad will play a double *BEEP* sound, indicating the activity is not available. The **green** LED will remain on the locked activity.

Changing Levels

Yellow LEDs display the current level: one for Level One, two for Level Two. Changing levels gives you four additional activities, each linked to a step-by-step sequence. To change levels, press and release the **Level** button. Two *BEEPs* indicate you've changed to Level Two; one *BEEP* indicates you've changed to Level One.

Changing Batteries

The StepPad comes with two AAA batteries. They should last a month or more with even with consistent use. Turn off the StepPad when not in use to conserve the batteries. To change batteries:

1. Turn off StepPad.
2. Use a small Phillips screwdriver to remove the battery cover screw located to the right of the **REC** button. Set the screw aside.
3. Remove the batteries from the compartment and discard them appropriately.
4. Insert new batteries as shown in the compartment diagram.
5. Re-attach the battery cover.