

## Essence Quick Reference Guide

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[Essence On Demand Tutorial](#)



### Terms to Know:

Essence contains a central area called the **Directory** (pictured above) which provides easy access to the common functions. The six tabs on the left show page sets and tools related to that category. For example, click on **Internal Computer** to find page sets related to using the desktop and programs in Windows® on your device.

Selecting the **Home** key, , will always return you to the main **Directory** screen.



The **Tools** key is located in the top right-hand corner of the screen or on the bottom center along the outer case of your device.

The **Tools** key provides access to a slide-out panel of **User** keys or tools. See next column.



User keys include: Toolbox, Shutdown, Setup Key, Home, Go to Startup Wizard, Next Click Right Click, and Hide/Show Desktop

If you are using NuEye® or Look™ to control your device with eye tracking, simply look to the orange bar on the far left edge of your screen and these same user keys will appear.

### POWER/SLEEP BUTTON

The power/sleep button is on the top of the device.

1. To power on the device, press and hold the power/sleep button.
2. To wake/sleep the device, press the power/sleep button.
3. The device should be restarted weekly.\*
4. To restart, select **Tools, Toolbox, Maintenance Menu, Power Management, Restart**, and then **Yes**.
5. If you don't plan to use the device, want to store it for more than a couple of days, or receive an error message, it is recommended to shut down the device completely. To do this, select **Tools, Shutdown**, and then **Yes**.

**\* Recommended: Restart once per week; put to sleep daily. The device may wake up from sleep if using NuEye or if Windows updates are set to install automatically. To preserve the charge overnight, either connect the charger or shut down the device.**

### SETTING THE ACCESS METHOD

Before selecting a version of Essence, you need to set the access method.

1. Select the **Settings** tab.
2. Select **Change Access Method**.
3. Select the desired access method.

### SELECTING A VERSION OF ESSENCE

When you first turn on your device, you will need to select the version of Essence you wish to use (36, 60, 84, or 144 keys page). Use the **Target** test and **Practice** keyboards to determine the optimal number of keys per page. Use **Choose** when you are ready to select your desired version. All page sets offer an ABC and a QWERTY style letter arrangement. You may have to reset your access method after you have chosen a version of Essence.

### CHANGING THE VOICE

1. Select the **Settings** tab.
2. Select **Change Voices**.
3. Select the voice you wish to use. Don't forget to select **More Items** to see all choices.
4. Using the additional keys, you can adjust the rate, bass, and treble of the voice.
5. Select **Test Speech** to hear what the voice sounds like.
6. Select **OK** when finished.

### CORRECTING A PRONUNCIATION

1. Select the **Accessories** tab.
2. Select **Pronunciation Dictionary**.
3. Select **Main** voice (or **Prompt** voice if using auditory scanning with a switch).
4. Select **Add Pronunciation**.
5. Enter the correct spelling of the word and select **OK**.
6. Enter the "phonetic spelling" of the word (spell it how it sounds). To test the pronunciation, select the message window. Select **OK** twice.

## SAVING TEXT TO A KEY

1. The easiest way to assign a new message to a key is to prepare your new message first via the communication keyboard page.
2. Once you have typed your new message, navigate to the **Quick Messages** page, and choose a specific message page (1-4).
3. Select **Save to Key**.
4. Now select a blank key on which you would like to save your new message.
5. Select **Yes** to replace the existing message.

## RECORDING A VOICE MESSAGE

You can record a live voice message to a key in quick messages. To do this:

1. Navigate to the **Quick Messages** page, and choose a specific message page (1-4) with a blank key on it.
2. Select **Record Voice Message**.
3. Select a blank key.
4. Press and hold the **Record Message** key and then speak your message.
5. Select **Listen to Recording** to hear it played back. If you are not satisfied, select **Record Message** and repeat.
6. Once satisfied, select **Change Label**.
7. Type a label for your message and select **OK**.
8. Select **OK** again.

## IMPORTING A VOICE MESSAGE

You can import a recording of a live voice message to a key in quick messages. To do this:

1. Plug a flash drive with audio files (.wav, .mp3, .wma) containing your quick messages into a USB port.
2. Navigate to the **Quick Messages** page, and choose a specific message page (1-4) with a blank key on it.
3. Select **Import Voice Message**.

4. Select a blank key.
5. Select the sound file to import.
6. Select **Change Label**.
7. Type a label for your message and select **OK**.
8. Select **OK** again.

## WORD PREDICTION

This feature assists you with spelling by attempting to predict the word you have started to spell and also by predicting the next likely word in your sentence. This feature can be turned on or off. From the **Communication** tab, select **Word Prediction ON** or **Word Prediction OFF**.

## ABBREVIATION EXPANSION

This feature allows you to set up abbreviations in your device that will be recognized and displayed as longer words or phrases. For example, when you type “J” and select the space bar, your spouse’s name, “John”, will be spoken and appear in the message window.

If you would like to set up abbreviations in your device for use when spelling, follow these steps:

1. Select the **Communication** tab.
2. Select **Add to Abbrev Expansion**.
3. Type the abbreviation to expand (for example, “J”) and then select **OK**.
4. Type the text to substitute (for example, “John”) and then select **OK**.
5. Select **OK** two more times.
6. Type your abbreviation on your keyboard and then select the space bar to activate the text to your display.

## NOTEBOOKS

Many people save text in notebooks for use at a later time, such as questions for an upcoming doctor’s appointment. You may enter text into a notebook, save it, and return to the notebook.

1. Select the **Communication** tab.

2. Select **Notebooks**.
3. Select **Open Notebook** and select the notebook you wish to use.
4. The color of your text area will change.
5. Return to your **Keyboard** and begin typing into your notebook.
6. When finished, return to **Notebooks**.
7. Select **Close Notebook** and specify if you would like to save any changes you have made to your notebook (most likely **Yes**).  
*Note:* Editing tools and arrows are also available in **Notebooks** such as highlight text, cut, copy, and paste.

## VOCABULARY BACK UP

1. Insert your USB flash drive into the USB port on the back of the device.
2. Select **Settings**, then **Backup/Save Device**.
3. Make sure the pre-set folder is the flash drive. If not, select **Choose Different Folder** and navigate to it. If so, select **OK**.
4. Type the file name and date (XX-XX-XX).
5. Select **OK** and wait for the memory transfer to take place. Once complete, select **OK, OK**, and **Go to Home**.

## PROGRAMMING REMOTE CONTROLS

It is possible to use your Accent® device to control your TV and other IR equipment in your home. For this feature to work, you must first teach your device the remote control signals you are planning to use. Visit our [Essence On Demand Tutorial](#) or see the Getting Started Guide in the shipping box.

After you have trained your device with the necessary remote-control commands, select the **Remotes** tab. Choose the page that corresponds to your TV or other electronics. The keys on the **Remotes** page should now work to control your TV/ IR device.