BrailleSense Polaris User Manual

ENGLISH MANUAL
for Software Version 1.0

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Safety Precautions

For your safety and protection of the BrailleSense Polaris, please read and abide by the following safety precautions.

1. The input voltage of the AC adapter is 100V - 240V, and the output is DC 5V / 2A.
2. When the BrailleSense Polaris is shipped, the battery may be packaged separate from the unit to avoid damage. When you use the BrailleSense Polaris for the first time, you may need to open the package, remove the battery, and insert it into the battery slot at the underside of the unit. (See section 1, introduction, for more details on inserting the battery.) It is possible that the dealer or distributor from whom you purchased the BrailleSense Polaris has already done this for you. The battery may not be fully charged when it is shipped. Before you use the BrailleSense Polaris, you should ensure the battery is fully charged.
3. When you use the BrailleSense Polaris with the battery for the first time, the battery status may not be displayed accurately. To avoid this, leave the BrailleSense Polaris connected to the AC adapter for about five hours with the unit turned on. If you want to use the BrailleSense Polaris immediately, you may use it while it is charging.
4. If you want or need to remove the battery from the unit, power the unit off, and then remove the battery. If the unit is connected to AC power, before re-inserting the battery in to the unit, make certain that the power is off.
   There is a risk of explosion if the battery is replaced by an incorrect type. Please make certain to use only battery packs produced specifically for the BrailleSense Polaris by SELVAS Healthcare. Please dispose of used batteries according to the instructions.
5. If the usage time is less than 50% as compared to the stated battery run time in the product specifications, even after a full charge, it is recommended that you replace the battery.
6. It is recommended to remove and store the battery separate from the product during long periods of disuse.
7. If you drill into or disassemble the product or battery using a sharp point, it may cause electric shock, explosion or fire.

8. When you are using the BrailleSense Polaris on battery power, the status of the remaining battery power is announced when the battery charge is low. When the battery's charge falls below 15 percent, connect the AC adapter to the unit for recharging. If the remaining battery charge drops to five percent, and the unit is not connected to the AC adapter, the BrailleSense Polaris shuts down one minute after the announcement of the battery's status. The amount of battery life per charge varies depending on the options you have set and the number and type of tasks you are running.
9. Your BrailleSense Polaris needs to be handled with care. The BrailleSense Polaris is a very delicate machine. Please handle the unit in a proper, careful manner. The BrailleSense Polaris is very sensitive to dust. Make sure to keep it away from dusty environments.
10. The Braille cells are very sensitive, intricate parts. If the Braille cells are not working properly due to the presence of dust or for any other reason, please contact our repair center, or the dealer from whom you purchased the BrailleSense Polaris for support.
11. You should register your BrailleSense Polaris in order to ensure further maintenance, service, and upgrade information. Please visit www.hims-inc.com, to register your information. If you have any trouble when registering your information, please contact the dealer from whom you purchased your BrailleSense Polaris for help.
12. Do not take apart the BrailleSense Polaris yourself. Do not have anyone else who is not authorized by HIMS take apart the BrailleSense Polaris. If an unqualified person disassembles the unit, serious damage may occur. If an unauthorized person disassembles the unit, it is excluded from any free maintenance, and the warranty becomes void. If any liquid or external force damages the unit, it may also be excluded from free maintenance, even if the damage occurs during the warranty period. The BrailleSense Polaris contains a Liquid Contact Indicator sticker that will change color if the unit comes in contact with water or other liquids. This indicator will not activate under humid or other conditions that fall within the product's normal environmental requirements.
13. Do not leave your BrailleSense Polaris in closed or high temperature environments such as inside a car on a hot summer day, as the battery

may be damaged or catch fire. Please do not let your BrailleSense Polaris remain in such environments for long periods of time.

14. To prevent possible damage to your hearing, do not listen to audio at high volume levels for long periods.

15. This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

    Operation is subject to the following two conditions.

    1) This device may not cause harmful interference, and
    2) This device must accept any interference received, including interference that may cause undesired operation.

    This equipment can generate, use and radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

    If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

    - Reorient or relocate the receiving antenna.
    - Increase the separation between the equipment and receiver.
    - Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
    - Consult the dealer or an experienced radio/TV technician for help.

IMPORTANT NOTE:

FCC RF Radiation Exposure Statement:

This equipment complies with FCC RF radiation exposure limits set forth for an uncontrolled environment. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter. Changes or modifications not expressly approved by SELVAS Healthcare may void your authority to operate the equipment

Congratulations on the purchase of your BrailleSense Polaris! The BrailleSense Polaris is capable of doing everything that an ordinary tablet can do, and more – all without the need for a screen!

I. Your BrailleSense Polaris packing box should contain the following items:

1) BrailleSense Polaris
2) Battery
3) Carrying Case
4) AC adapter
5) USB 3.0 Cable
6) Earbuds
7) Braille Commands Summary

II. How to use this manual

In this manual you will see references to hot keys and shortcut keys. These keys refer to ways to access menus and functions quickly by using a combination of keystrokes. Please note that not all hot keys and shortcut keys will work from every location on the BrailleSense Polaris. Some hot keys and shortcut keys are program specific, thus, they require that you be within a specific program for them to work.

Shortcut keys refer to keystrokes used to quickly activate a function from within a menu. Hot keys refer to keys that will activate a function regardless of where you are within the program. When functions are described in this manual, shortcut keys are shown in parentheses, and hot keys are shown in quotes.

This user manual notes how to press hot keys and shortcut keys in the following manner: Keys that are to be pressed at the same time are separated by a - (dash). When you see “Space-b (dots 1-2),” this means that you should press “Space” and dots 1 and 2 simultaneously.

If you are unable to find a solution to a problem within the manual, or if you need assistance with the BrailleSense Polaris, please email us at support@himsintl.com. You may also visit us on the web at www.himsintl.com; or, you can call us at +82 42 864 4460.

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1. Introduction

1.1 What is the BrailleSense Polaris?

The BrailleSense Polaris is a Braille note taker developed and manufactured by HIMS, for people who are blind and visually impaired. The BrailleSense Polaris has a variety of powerful capabilities, including the following.

1. Read TXT, BRF, RTF, PDF, EPUB, and Microsoft Word, Excel and PowerPoint files. Take notes or create formatted documents and e-mail, print or emboss them.

2. Play media, DAISY books, and FM Radio and YouTube videos.

3. Organize your Appointments and contacts, and synchronize them with your Google account.

4. Perform scientific calculations, set alarms and explore the Lunar and solar calendars.

5. Use the BrailleSense Polaris as a USB or Bluetooth Braille display with a compatible screen reader, such as Window-Eyes, JAWS, NVDA, SuperNova, System Access, VoiceOver for Mac and iOS and TalkBack for Android.

6. Use the built-in GPS sensor and digital compass to navigate independently without the need for external devices.

7. Download and install 3rd party applications from the Google Play Store.

8. Utilize Google Services such as Drive, Docs, Sheets, Slides, and Classroom via our included screen reader, specially customized for these applications.

1.2 Hardware

To get the most from your BrailleSense Polaris, it is important to become oriented to the buttons and ports as well as learning their functions. This section will orient you to your Polaris.

Place the Polaris on a desk or table top with the Braille display nearest you.

1.2.1 The Top Panel

On the top face of the BrailleSense Polaris is located a 9 key Perkins-style keyboard, consisting of Braille dots 1:6, "SPACE", "BACKSPACE", and "ENTER".

On the same row as the Space bar are Control and Alt, as well as 4 oval function keys. Moving from left to right, the row contains F1, F2, Control, Space, Alt, F3 and F4.

Below the keyboard is a 32 cell Braille display. Above the Braille display, there are cursor routing buttons corresponding to each of the 32 Braille cells. When you are editing documents, you can use these keys to route your cursor to the character of the corresponding Braille cell. The cursor routing keys also serve as shortcut keys for navigating lists and groups of fields in certain places on the unit. A dot is placed on each 5th cursor routing button for easier orientation.

"Between the Braille cells and the cursor routing buttons is a thin touch strip. You can use this touch strip to perform flick and tap gestures similar to those used on touch screen phones or tablets running screen readers. These gestures differ by context and application and will be explained further in subsequent relevant

chapters of this manual. You can turn Touch Gestures on or off in the Global Options. (See chapter 3)

On each side of the Braille display are two capsule shaped keys. These are the "UP" and "DOWN" scroll keys. The scroll keys are used to scroll the Braille display through menus, fields, lists or text. You can use the scroll keys to scroll by display length, paragraph, line, sentence, or character. You can set the left and right sets of scroll keys independently in the "Global Options". (See chapter 3.)

Near the top center of the unit's top panel, is a liquid crystal display (LCD). The LCD displays the output of the unit visually so that a sighted person can see what is shown on the BrailleSense Polaris. There are also 4 LED indicators, 2 on each side of the LCD. To the left of the LCD are indicators for Power and GPS status, and to the right of the LCD are indicators for Wi-Fi and Bluetooth status.

Stereo speakers are located on the top left and right corners for audio output.

1.2.2 The Right Panel

Toward the front of the right panel of the BrailleSense Polaris is the USB 3.0 rapid data and Micro USB combination port. This port can be used for transferring data, charging the unit, and connecting to a computer as a USB Braille display. As indicated, this port supports both USB 3.0 and traditional Micro USB connections.

Continuing toward the back of the unit, you will find the "SD" slot used for housing an SD (secure digital) card. The BrailleSense Polaris supports SD HC cards for auxiliary storage.

1.2.3 The Left Panel

Near the front of the unit on the left panel are 2 small buttons for raising and lowering the master volume of the unit. Use the button nearer the front to decrease the volume, and the button behind it to increase it.

Behind the volume buttons are located 2 small, round jacks. The one nearest the front is the stereo headphone jack, and the one nearer the rear of the unit is the stereo microphone jack for connecting a stereo microphone or line level recording source.

Nearest the back of the left panel is a USB host port used to connect USB drives, keyboards and other compatible accessories.

1.2.4 The Rear Panel

The port nearest the right of the rear panel is the AC adapter jack. To charge the unit's battery or use the BrailleSense Polaris on AC power, plug the small, round end of the AC adapter in to this jack, and plug the larger box-like end in to a standard AC electrical outlet.

Toward the left end of the rear panel is the HDMI port. Use this port to connect HDMI video screens or monitors to the BrailleSense Polaris for Visual presentation or to view a student's work.

Nearest the left of the rear panel is the Kensington lock port. This slot is used to physically lock the unit to your desk or tabletop so that someone cannot remove it while you are away.

1.2.5 The Front Panel

On the far left of the front panel is located a 3-position slide switch. This is the key "Lock" switch. This switch is explained in more detail in section 2.11 of this manual.

To the right of it is another 3-position slide switch. This is the "Media Mode" switch, and determines which type of content the front panel buttons control. This switch is explained in more detail in the next chapter.

To the right of the "Media Mode" switch, are five buttons, with a dot on the center one. These buttons control media and DAISY playback as well as providing shortcut keys for other areas of the unit when they are set to Application Mode. As explained above, the type of content controlled by these buttons depends on the position of the "Media Mode" switch. These five buttons are explained further in subsequent chapters of this manual.

To the right of the media buttons is the Power button. To turn on the unit, press and hold this button until you hear a beep and feel a vibration. The first time you power on the unit, it will take some time to boot up.

Once the unit boots, you can press the Power button quickly to put the unit in standby "screen off" mode. This is similar to locking the screen on a phone or tablet. Press it quickly again to unlock it and return to the position at which you entered Screen off Mode. Press and hold the Power button to completely power down the system.

1.2.6 The Bottom Face

The underside of the unit contains the battery compartment and the camera. The battery contains a rounded edge along one of the sides of its length. This rounded edge should be placed alongside the back edge of the unit's casing. The battery has 2 small protrusions that should be pointed to the right. Place the battery in the unit right side first, and then press down on the left side to click it into place. To remove the battery, Use a finger to pull the battery release lock toward the left edge of the unit, and pull the battery out.

The 13 megapixel camera is located near the upper right corner of the underside of the unit. Applications for OCR and photo capture can be downloaded from the Google Play Store. For best results, hold the Polaris 9 to 12 inches above the paper, with the unit off set to the left to account for the camera position.

Congratulations! You are now familiar with the basic functions of the buttons and ports of the BrailleSense Polaris. The rest of the manual discusses each function in greater detail to help you maximize the potential of your BrailleSense Polaris.

1.3 Hardware Specifications

1. Operating system: Android Lollipop 5.1.1

2. Internal storage: 64GB.

3. RAM: 3GB.

4. CPU: 2.1 GHz SAMSUNG Exynos 7420

5. Battery: Lithium Ion (detachable), 4800mAh.

6. Battery running time: About 18 hours (with Braille and TTS, internal speaker at mid volume)

7. Keyboard: 9 key Perkins-Style Braille keyboard, Control and Alt, 4 function keys, 32 cursor routing keys, 4 scroll buttons.

8. Additional buttons and switches: key lock switch, Media Mode switch, 5 media buttons.

9. Braille display: 32 refreshable Braille cells.

10. Visual display: Internal LCD, HDMI, Miracast (1920 x 1080 FHD)

11. Wireless: 802.11 b/g/n/ac Wi-Fi, Wi-Fi Dual-band (2.4GHz and 5.0 GHz), Wi-Fi Direct; Bluetooth 4.2, NFC headset pairing, IrDA.

12. Sensors: GPS, RTC, Accelerometer, Compass, Gyroscope

13. Camera: 13 MP SAMSUNG Camera

14. Interface: 1 Micro USB and USB 3.0 rapid data and charging combination port, 1 USB host port, 1 SD card slot

15. Sound: Internal stereo speakers, stereo headphone jack.

16. Voice recording: Internal stereo microphones, external stereo microphone jack, headset microphone.

17. Vibrate motor: installed.

1.4 Memory on the BrailleSense Polaris

The BrailleSense Polaris has 3GB of RAM (random access memory) and 64GB of flash memory. The RAM is memory reserved for running programs. RAM is a temporary storage area for any program files that are running or any currently open documents. The data in the RAM area disappears if your battery depletes, and the AC adapter is not connected. The RAM data also disappears when BrailleSense Polaris reboots for any reason. This means, if you have an open document which you have not saved, the unsaved data disappears.

2. Basic Functions of the BrailleSense Polaris

2.1 How to Enter Commands

The commands used to operate the Polaris are comprised of various combinations of the Braille and function keys. In this user manual, the "-" (dash) is used to indicate that keys should be pressed simultaneously. For example, "Space-Z" indicates that the user should press "space" and Z at the same time. This manual also contains expressions like "Space-2-4-6". This means that the spacebar with dots 2, 4, and 6 should be pressed and released simultaneously.

In a menu or dialog, when your cursor is placed on your desired command, you can execute most commands by pressing "Enter". If you want to cancel the function, and return to your previous location, press "Space-Z". "Space-Z" is an important command to remember, as it allows you to abort programs and menus executed accidentally.

2.1.1 Basic Alerts and Messages

There are instances where the Polaris alerts you to events for which you have asked it to notify you. For example, by default, the Polaris checks the Schedule Manager when you power on, and notifies you of any appointments scheduled for that day. When you are notified of an appointment, you can interact with the Schedule Manager as you normally would. To exit the Schedule Manager, press "Space-Z" or "Space-E" and you are returned to your previous location.

If you do not want to be alerted of "today's schedule" at power on, you can turn off the "Check today's schedule" option in the "Global Options" dialog. (See chapter 3)

When you turn on the Polaris, you are returned to the same location at which you turned the unit off. The Polaris announces the name of the running program and your current position or status. If you turn off the Polaris while using the Word Processor, when you power on, it announces the program name, file name, input mode and file protection status.

When you connect the AC adapter to the Polaris, the Polaris speaks the message "AC adapter connected." When you disconnect it, the Polaris says, "AC adaptor disconnected."

2.2 Menu Concepts

Menus on the Polaris provide you with a list of programs, actions, or options from which you can select. If a menu item has a sub menu, selecting it brings up another list of choices.

Moving among the menu items is very simple.

When using a program on the Polaris, press "Space-M" or F2 to bring up its menu. Press the "Up" scroll key or "Space-1" to move to the previous item, and press the "Down" scroll key or "Space-4" to move to the next item.

To move to the first item in the menu, press "Space-1-2-3." To move to the last item in the menu, press "Space-4-5-6." When placed on the first item of a sub

menu, pressing "Backspace" returns you to the upper Menu. To repeat the current item, press "Space-R"

You can also quickly jump to and execute a menu item by pressing the menu item's shortcut key, usually the first letter of the item name. Often menu items can also be executed instantly, directly from your current position in the program, with a hotkey, enabling you to perform the desired action without accessing the menus.

Shortcut keys are displayed in parentheses following the menu names. Hotkeys generally consist of a modifier such as "Enter," "Space," or "Backspace", pressed simultaneously with a letter or dot combination. These are displayed following the shortcut keys.

For example, if you are in the Word Processor, and press "Space-M" or "F2," then press "Enter" on "File," you hear "New (n) pull down Enter-n". The word "New" is the menu option. YOU would press the letter N to jump to "New" from within the "File" menu. Press "Enter-n" to access the "New" document command from anywhere in the Word Processor. The n is the shortcut key and "Enter-n" is the hotkey. It is important to note that some hotkey commands are global, thus will work from anywhere on the unit, and some are program specific. For example, if you want to activate the "new document" option in the Word Processor. You cannot press "Enter-n" from the "Program" menu to activate this option. You must be in the Word Processor for "Enter-n" to activate the "new document" command. However, if you wish to activate the "display time and Date" option in the "Utilities" menu, this can be done from anywhere on the unit using "Space-T" as this is a global hot key.

When you are placed on an item you want to execute, press "Enter". If the item you chose has a submenu or dialog, pressing "Enter" opens the submenu or dialog. If the item you chose is a command, pressing "Enter activates the command. This is referred to as "selection."

When a menu item activates a submenu, the right direction arrow sign is displayed after the name of the corresponding menu on the Braille display and the Polaris announces "pull down" after the menu item name. If the menu item is a dialog box, the ellipsis sign is displayed after the menu item name.

Let's begin going through the various menus. First, turn the unit on as explained in chapter 1. Now, bring up the "Program" menu by pressing "F1". The "Program" menu is the main menu of the Polaris. You can access all of the programming, option settings, utilities, and help from this menu, as well as the Play Store and installed Android apps.

The "Program" menu consists of 3 programs: File Manager, Word Processor, and E-mail; then 7 sub menus: Media, Organizer, Web Tools, Extras, Utilities, Polaris Settings, and Help. Finally, at the bottom of the menu are the Play Store, and All Apps which brings up a list of all native Android applications installed on the unit.

The first item in the "Program" menu is "File Manager". If "Space-4" is pressed, the next menu item is displayed and spoken. Pressing "Space-4" repeatedly, continues your navigational progress down the list of items in the "Program" menu. When you reach the bottom of the list, the "All Apps" menu item is displayed as it is the last item in the "Program" menu.

You could also jump quickly to the "All Apps" menu item by pressing "Space-4-5-6" when "File Manager" is displayed. Press "Space-1-2-3," and the Polaris jumps back to the top item in the "Program" menu and again speaks and displays "File Manager". As explained above, to execute a submenu or program from the "Program" menu, press "Enter". If you are in a submenu, and wish to return to the main "Program" menu, press "Space-E" or F4.

The "Media" menu contains the "Media Player", "FM Radio" and "DAISY Player".

The "Organizer" menu contains the "Address Manager" and "Schedule Manager".

The "Web Tools" menu currently contains only the "Web Browser".

The "Extras" menu contains the optional "Sense Dictionary", "Excel Viewer" and "Online DAISY".

The "Utilities" menu contains the "Calculator", "Display time and Date", "Display Compass Heading", "Wake Up Alarm", "Stopwatch", "Terminal for Screen reader", "Display Network Status", "Display Power status", "Format", "Sleep Timer" and "Upgrade BrailleSense Firmware".

The "Polaris Settings" menu contains "Set Time and Date", "Setup Internet", "Bluetooth Manager", "Backup/Restore Personalized Settings", "Change device Name", “Quick Start Guide”, "Password Protection", "Initialize Options”, “Voice options” and "Global Options".

The "Help" menu contains the various sections of the User Manual as well as an "Information" section containing general information about your BrailleSense, such as firmware version and Mac address.

The "Play Store" item opens the Google Play Store where you can search for and download native Android apps.

Finally, the "All Apps" menu displays a list of all native Android apps installed on the unit. When the unit ships, this list contains stock Android apps and other Google basics.

For more information on a specific program, please see the section of this user manual related to that program.

The "F1" command for accessing the "Program" menu is an example of a global hotkey. This means that pressing the "F1" key takes you to the "Program" menu immediately from anywhere on the Polaris, whether you are in a submenu, a file, a dialog or an application. When you press "F1", you are always placed at the top of the "Program" menu; and File Manager, is displayed and spoken.

There are also global quick launch commands for every program on the unit, mostly comprised of either F1 or F3 and a letter or dot combination. These quick launch commands will immediately launch their associated application from anywhere on the Polaris. See section 15.2 for a complete list of the quick launch commands.

2.2.1 Control Symbols

The BrailleSense Polaris uses several control symbols to note the type of information being displayed: examples are list items, menus, and edit boxes. These symbols can appear "Before" or "After" the text, or the appearance of this information may be set to "off". The way this information is displayed is determined

by the "Control information" setting in the "Global Options" dialog. The default value is set to "Before."

- Note: In the Web Browser, the control symbols are displayed even if the "Control information" is set to "off".

AS explained above, the control symbol appears before or after the text of the control. For example, if "Control information" is set to "before", and you bring up the Word Processor's program menu, The BrailleSense displays, "MN File (f) pull down".

The following table shows the types of controls and the symbols that are used to indicate them.

Name

Symbol

Comments

Menu

MN

A menu that has submenus.

Menu item

MI

A menu that does not have a sub menu.

List item

LI

An item that is part of a list.

Edit box

EB

After this symbol, the edit box name is displayed. You can find the edit box after the edit box name. In the web browser, the symbol "EB" may be followed by an edit box without an edit box name. Edit boxes that begin with the symbol "EB" are one line.

(Ex: "EB Last name: (cursor)" in the address manager program or "EB (cursor)"

Multi edit box

MEB

This indicates a multi line edit box.

(Ex: "MEB Subject: (cursor)" in the e-mail program)

Computer edit box

CE

An edit box requiring ASCII Braille input.

(Ex: "CE To:" in the Email program)

Combo box

CB

Indicates a combo box in which you can choose an item by pressing the up scroll button or the down scroll button.

(Ex: "CB Type:" in the "Open dialog box" of the Word Processor)

Edit combo box

ECB

choose the desired item by pressing the up or down scroll button, or by directly typing in the item name.

(Ex: "ECB File name: (cursor) was in the "Open dialog box" of the word processor program)

Prompt button

PB

PB follows any question in which you have to choose "Yes" or "No." You can toggle between "Yes" and "No" by pressing "Space" or "Backspace" button.

(Ex: When you exit from the word processor, "PB Save: Yes")

Static box

ST

ST indicates the current status.

(Ex: "ST noname.hbl/insert mode/write" in the word processor program)

Link

LN

Indicates a link on a web page.

Anchor

ANC

Indicates an anchor on a web page.

Radio button

RB

Indicates a radio button, cycle among items using up scroll button, down scroll button, space, or Backspace.

(Ex: "RB Attribute: Write" in the "Information dialog box" of the file manager)

Radio button select

SRB

Indicates the currently selected radio button in the web browser

Radio button unselect

URB

It indicates the radio button is not selected.

Check box check

SCHB

Indicates the check box is selected.

Check box uncheck

UCHB

Indicates the check box is not selected.

- Note: Links, anchors, and radio buttons are controls that are only used in the Web Browser.

The symbols enable you to understand what type of input control or menu you are working with. For example, if "MN," "MI," or "LI" are displayed, you know you can move from one item to the previous and next items by pressing the "Up" and "Down" scroll keys. If "ECB," "EB," "CB," or "MEB" are displayed, you know you are in an input area where you must type the. If "BT" is displayed, you can press "Enter" to activate the "button".

2.3 Using the Function Keys

There are four function keys on the Polaris. You can use these function keys to open the menus, cancel tasks, and move to other items.

The "F1" key opens the Polaris "Program" menu from anywhere on the unit. You can also use "F1" and a program's shortcut key to open that program from anywhere on the Polaris. For example, if you are in the Word Processor, and want to open the Web Browser, you could press "F1-B" to open the Web Browser.

From within each program, the "F2" key opens the program specific menu.

- Note: you may also use "Space-M" to perform this function.

The "F3" key functions as "Tab ("Space-4-5")". "Space-F3" serves as "Shift-Tab ("Space-1-2")".

The "F4" key functions as "Escape" key on a PC. You can also use "Space-E". Please note that "Escape" does not exit a program, as does "Space-Z" but rather, exits menus, dialogs, or prompt boxes. It also serves as the Back button in native Android apps.

You can use the function keys in combination to perform various other tasks. Pressing "F1" and "F2" at the same time functions as "Page Up". Pressing the "F3" and "F4" keys together serves as "Page Down". "F1" and "F4" together opens the task list. Pressing the "F2" and "F3" keys together cycles through the running programs; similar to pressing "alt-tab" on your PC. The Task List and task switching are explained in greater detail in section 2.9.

The keys to the left and right of the spacebar are referred to as Control and Alt. This is because, in native Android applications, these keys function as Control and Alt on a QWERTY keyboard so that you may take advantage of accessibility shortcuts when they are present. In BrailleSense specific applications, these keys operate similarly to "Space-1" and "Space-4" and provide an alternative method for scrolling through menus and lists.

2.4 The AC Power Supply and the Battery Pack

It is useful to know the remaining battery power on the Polaris so you can determine how much time you have before you must change the battery or connect to AC power.

To check the battery power status, press "Space-1-6." The unit displays the following 2 items:

1. Battery power level: expressed as a percentage of the remaining battery power compared to a full charge.

2. Power source (battery or AC power)

If the battery power level drops under 15 percent, the Polaris displays the battery status on the Braille display, and it announces that the battery has less than 15 percent of its power remaining. If the battery power level falls below five percent, the Polaris gives you a warning indicating that your battery power level is under five percent, and the Polaris will be automatically turned off in one minute, unless you connect it to an AC power supply.

When the Polaris is shipped, the battery pack is not installed. This is done to prevent damage during shipping. When you insert the battery in to the Polaris for the first time, the unit may display an inaccurate battery power level. Before using the Polaris for the first time, please charge the battery for at least 5 hours. You may use the unit during the initial charge, however, it is recommended if you do, that the unit remain connected to AC power for at least 5 hours to fully charge the battery.

When you remove the battery from the Polaris, make sure your unit is turned off; especially when the AC power adapter is not connected. If you remove the battery while the unit is on and AC power is not connected, you will lose all data stored in RAM, including open documents, emails, and contacts or appointments that have not been backed up.

Polaris can also be charged via a USB 3.0 or Micro USB cable. It is compatible with Qualcom quick chargers for more rapid charging. You may also charge Polaris's battery pack via QI compliant wireless charging decks.

2.5 Controlling the Volume, Speed, and Pitch of the TTS

You can change the volume, speed, and pitch of the voice used on the Polaris. Press "Backspace-F4" to increase the voice volume. Press "Backspace-F1" to decrease the voice volume. Press "Space-F4" to increase the speech rate. Press "Space-F1" to decrease the speech rate. Press "Enter-F4" to raise the pitch and "Enter-F1" to lower it.

When you press any of the above key combinations, the Polaris announces the status of its volume, rate, or pitch. The changes in the characteristics of the voice remain in effect until you change them again, or a hard reset is performed either manually or due to lack of power to the unit for an extended period of time.

- Note: the volume of the voice is controlled independent of the Main Volume on the unit, thus, you can adjust it above or below the volume of the system sounds, media playback, etc using the Voice volume control described above. You can control the "Main Volume" of the unit using "Backspace-Enter-F1" to lower it and "Backspace-Enter-F4" to raise it. You can also use the Volume Up and Volume Down buttons on the left side of the Polaris to control master volume.

2.6 Using Speech and Braille

When using the Polaris, you can choose to read using Braille only or speech only. You can also use both Braille and speech simultaneously. However, you cannot turn off both Braille and speech as you would have no method of receiving information from the Polaris. Use "Backspace-F2" to toggle the speech on and off. Press "Backspace-F3" to toggle the Braille on and off. You can also control these settings in the Global options.

2.7 Entering Text

In a document, "edit box" or "multi edit box" on the Polaris, you can enter either grade 1 or grade 2 Braille. However, some areas of the unit, such as the "to" field of the E-mail program, contain a "computer edit box" requiring you to enter text in computer Braille.

- Note: if using UEB, computer Braille is not required.

To enter a capital letter in computer Braille, use the upper case indicator (Space-U" before the letter you want capitalized. For example, if you want to enter H in a computer edit box, press "Space-U" then H. If you press "Space-U" twice, caps lock is turned on. Press "Space-U" again to turn off caps lock.

You can also press "Space-Backspace" simultaneously with the letter to capitalize it. To input the "at sign," you may either use "Space-U" followed by dot 4, or "Space-Backspace-dot 4".

To enter numbers in contracted or uncontracted Braille, use the "number sign followed by the number. However, when using computer Braille, you use no number sign and must enter numbers as "dropped" numbers (Nemeth numbers).

2.8 Multi Tasking

Polaris can run many tasks at once. For example, you can work with the Word Processor while listening to music, and place calculations into a document at the same time. To do this, open the Media Player and play a music file. While the audio is playing, press the "F1" key to bring up the "Program" menu and launch the Word Processor.

If you try to run a program that is currently running, The Polaris does not open a new instance of the program, but rather, returns you to the instance of the program that is already running. For example, while working with a document called "Notes" you decide to execute the "File Manager." Next, you navigate to a document called "journal" in the file list and press "Enter." The Word Processor does not load a second time, but rather, "journal" is opened in the same instance of the Word Processor in which "notes" is already loaded. You can switch among multiple open documents in a single instance of the Word Processor with F3 and Space-F3. Switching documents is explained in more detail in section 5.

To switch between currently running programs press "F1-F4" to open the Task List. The Task List shows all the currently running programs in list form. To return to any application, simply navigate to it and press "Enter". To force closing of an application in this list, press "Space-D".

If you have pressed "F1" to bring up the "Program" menu, or "F1-F4" to open the Task List and you decide not to access a different application, you can press "escape" ("Space-e" or "F4") to return to your previous location on the unit.

You can use "F2-F3" to immediately cycle among all running programs without opening the Task List. This is similar to using "alt-tab" on your PC. If you are running three programs and are in the second program, pressing "F2" and "F3" moves you to the third program. If you press "F2-F3" again, you are placed in the first program.

In the above case, if you were to press "Space-Z" to close the currently open program, you are then placed in the previous program. However, if there is only one program running, pressing "Space-Z" closes the program and places you in the "Program" menu.

2.9 Switching Media Modes

The media buttons on the front panel perform different functions according to the location of the "Media Mode" switch.

If you slide the "Media Mode" switch to the left-most position, the Polaris announces, "application mode" and the media buttons control operation of the current application. If you place the "Media Mode" switch in the center position, the Polaris says, "DAISY mode" and the media buttons control playback of DAISY content. If you slide the "Media Mode" switch to the right-most position, the Polaris announces, "media mode" and the media buttons control media playback.

It is very important to pay attention to the position of the "Media Mode" switch to achieve desired operation of the media buttons. For example, if you are using the Media Player, if the "Media Mode" switch is placed in the center position, the media buttons on the front panel control operation of the DAISY Player, even though your focus is in the Media Player. More detailed explanations of the functions of the Media buttons is given in the Mobile Screen Reader, DAISY Player, and Media Player sections in this manual.

2.10 Switching Key Lock

You can disable the keys on the Polaris to prevent the accidental pressing of keys using the key "Lock" switch on the front panel.

When the key "Lock" switch is placed in the left-most position, Polaris announces, "all keys locked". This means all keys on the unit are disabled including the on/off switch. If the key "Lock" switch is placed in the center position, Polaris says, "top panel locked". This means you can continue to use the buttons and switches on the front panel (media mode switch, media buttons and on/off switch), however, you cannot use any of the keys on the top face of the unit. If the key "Lock" switch is placed in the right-most position, Polaris announces, "unlocked". This indicates all keys are operational.

To lock and unlock only the keys on the front media panel, press the "Back" and "Forward" media buttons simultaneously. The unit announces "Media keys locked". If you press the keys again, the unit announces "Media keys unlocked", and the media buttons are again operational.

2.11 One-Handed Mode

Polaris provides a One-handed mode for users restricted to the use of one hand for Braille input. To toggle One-handed mode on/off, press “Backspace-1-2-3”. You can also turn One-handed mode on or off in the "Global Options" dialog.

When One-handed mode is on, use the following methods to input text:

1. To type a character, press the dots in any combination or order. When you have pressed all dots, press "Space" to complete the entry of the character. For example, if you want to type "h," you press "dot 1" and "dot 2" separately or together and then press "dot 5." Finally, press "Space".

2. To press a command that includes "Space," press "Space" both before and after the dot combination. For example, to press "Space-o (dots 1-3-5)," press "Space" then press "dot 1", "dot 3" and "dot 5" separately or together in any order. Then press "Space" again.

3. To press a command that includes "Backspace" or "Enter," press "Backspace" or "Enter" before the dot combination. Then press keys that make up the dot combination. Finally press "Space". For example, to press "Enter-l (dots 1-2-3)", press "Enter", and then press "dots 1-2-3." then, press "Space".

4. To press "Space," "Backspace" and "Enter", press the key twice. For example, to press "Space" to create a space between words, press "Space" twice.

The operation of the scroll keys, function keys, and media buttons remains the same as in normal mode.

If One-handed mode is on, the Polaris announces this each time it is powered on, as well as how to return to normal operation.

2.12 Using Typing Mode

While you are typing in a document, you may wish to turn off the navigation keystrokes, especially if you type very fast as you may accidentally navigate when you intend to enter text. To turn on "Typing Mode", press "Backspace-Enter-C" from within a document. "Start typing mode" is announced and displayed.

When using "Typing Mode", if you press "Space-dot 4", instead of moving to the next line, the "Space" and "Dot 4" are entered into the document.

To cancel "Typing Mode", Press "Backspace-Enter-C" once again. "End typing mode" is announced and displayed. After "Typing Mode" is canceled, navigation commands return to normal operation.

2.13 Using Touch Gestures

As described in the introduction, the Braille display on the Polaris contains a touch strip located between the Braille cells and the cursor routers. This touch strip allows you to perform several functions with taps and swipes, similar to the touch gestures used with screen readers on smartphones and tablets.

Before you can use touch gestures, you must turn gestures on in the Global Options. Once on, you can toggle the basic navigation gestures between items and tab controls. In item mode, the navigation gestures move back and forward

by one line or list item. In Tab mode, the navigation gestures perform the same function as “F3” and “Space-F3”, or rather, Tab and Shift-Tab.

To toggle item mode and Tab mode, perform a one or two finger quadruple tap. Use a two finger swipe right to move forward by item or tab control, and use a two finger swipe left to move back one item or tab.

To select an item, double tap one or two fingers. To open a program specified menu, triple tap one or two fingers. To close or exit a menu or program, pinch two fingers. To open the Global options, pinch out two fingers.

3. Customizing your Notetaker

When you receive your notetaker, one of the first things you will want to do is to configure it to act the way you want it to. The "Polaris Settings" menu allows you to configure and customize your notetaker to meet your specific needs and preferences.

To open the "Polaris Settings" menu, press "F1" to bring up the main menu. Press "Space-4" until you reach "Polaris Settings" and press "Enter". Or, just press S from the main menu to quickly jump to and open the "Polaris Settings" menu.

The "Polaris Settings" menu contains the following items: "Set Time and Date", "Setup Internet", "Bluetooth Manager", "Backup/Restore Personalized Settings", "Change Device Name", "Quick Start Guide", "Password Protection", "Initialize Options", “Voice options” and "Global Options". The following sections discuss each of these items in detail.

3.1 Set Time and Date

To set the Polaris's internal clock, press "Enter" on "Set Time and Date" in the "Polaris Settings" menu. Or press T to open the "set time and date" dialog from the menu. You can launch the "Set Time and Date" dialog from anywhere on the unit by pressing "F3-T".

The set time and date is a dialog, consisting of the following: "Time zone", "Time format", "Time", "Date Format", "Date", "Synchronize with time server", a "Confirm" button, and a "Cancel" button. You can move among these items by pressing "tab (Space-4-5)" or "shift-tab (Space-1-2)".

When you activate "Set Time and Date" for the first time, "Time zone?" appears followed by the default time zone. You can choose your desired time zone by navigating to it using "Space-1" or "Space-4" or by typing the first letter of the time zone. Select your time zone, and move to the next item by pressing "F3".

The next item is "Time format", the options for which are 12 hour and 24 hour time. You can toggle between the two using "Space-1" or "Space-4".

The next item is "Time". Use this option to set the clock's time. If you select 12 hour clock in the "Time format", A.M. or P.M. is displayed after the hour and minute. In the 12 hour clock, you can toggle A.M. it P.M. by pressing "Space-X". When typing the time, separate the hour and minute using a space or a colon.

Tab to "Date format". You can choose to display the date in either the "short" or "long" format. The short format displays the date numerically, while the long format displays the Month spelled out and shows the date as it would appear in literary form. Toggle between the two using "Space-1" and "Space-4".

The next item is "Date". Type the "Date" month, date, and year as mm/dd/yyyy. Use 2 digits for the month, 2 digits for the day, and 4 digits for the year, separating them by a space or a slash.

The next item is "Synchronize with time server", used to synchronize time and date with a time server on the Internet. This function is extremely useful when the date and time of Polaris is faster or slower than the current time. To execute this function, your Polaris must be connected to the Internet. When connected, press "Enter" on the "Synchronize with time server" button. After synchronization, it

displays the synchronized time in the "Time" edit combo box. The synchronized date is also displayed in the "Date" edit combo box.

If you do not wish to enter date and time information directly, you can navigate using the following commands:

When setting time:

Move forward 1 hour: Space-4

Move back 1 hour: Space-1

Move forward 10 minutes: Space-5

Move back 10 minutes: Space-2

Move forward 1 minute: Space-6

Move back 1 minute: Space-3

When setting date:

Move to the next day: Space-6

Move to the previous day: Space-3

Move to the next week: Space-5

Move to the previous week: Space-2

Move to the next month: Space-4

Move to the previous month: Space-1

Move to the next year: Space-5-6

Move to the previous year: Space-2-3

When you have completed entering all of the information, press "Enter" to save your settings, or "Tab to "Confirm" and press "Enter", and you are returned to the "Settings" menu.

3.2 Setup Internet

The "Setup internet" function is used to configure your Polaris to use a LAN or Wireless connection to access the Internet.

- Note: to use a LAN connection, you will need a USB to Ethernet adapter.

To activate "Setup internet", press "Enter" on "Setup internet" in the "Polaris Settings" menu, or press "I". You can open the "Setup Internet" menu from anywhere on the unit by pressing "F3-I".

3.2.1 Setup Wireless LAN

Before setting up a Wireless LAN connection, be sure wireless is turned on in the "Global Options" dialog. You can toggle wireless on and off from anywhere on the Polaris using "Backspace-1-4-5-6". In addition, when you choose this option, if Wireless is not turned on, BrailleSense automatically activates Wireless LAN. To connect to a wireless network, navigate to the "Wireless LAN" option in the connection types list under "Setup Internet" and press "Enter".

The "Wireless LAN" dialog consists of the "access points" list, "Advanced" button, "Options" button and "Close" button. You can move among these controls by pressing "F3" or "Space-F3". If wireless is not turned on, the "access points" list displays "no items".

When wireless is on, this list shows the wireless "access points" (networks) in range of your notetaker. The "Access points" list displays the "access point name", "encryption", and "sensitivity" of each item. (Ex: linksys, encryption: WEP, sensitivity: good.) If there is more than one access point in the list, you can move among them by pressing "Space-1" or "Space-4". Move to the "access point" to which you want to connect, and press "Enter". If the access point has no encryption, the Polaris announces, "Connecting to (access point name)". If connection is successful, the connecting sound is heard. If the network is encrypted and requires a network key, when you press "Enter" on the access point, the "Network key" edit box is displayed. Type the network key in computer Braille in the edit box and press "Enter". If your settings are correct, the unit says, "Completed setting profile" and the connecting sound is heard.

The "Advanced" dialog is used to modify an existing profile, manually add a new profile, or check the settings of an existing profile. Pressing "Enter" on the "advanced" button, while wireless LAN is turned on, displays a list of the wireless profiles saved on the Polaris.

The "Advanced" dialog has 5 controls: the "profile list", "Connect" button, "Add" common dialog button, "Remove" button, "Properties" common dialog button, and "Close" button. You can navigate among these controls by pressing "F3" or "Space-F3". Navigate the items in the Profile list using "Space-1" and "space-4". Press "Enter" to activate one of the buttons.

Use the "Add" button: to manually add a profile, specifically where an SSID is hidden, and thus does not appear in the "access points" list. The "Add" dialog" contains 10 controls.

1) "Setup IP: Automatic" combo box: You can switch between automatic and manual by pressing "Space-4" or "Space-1". If you select "Manual", you must enter your IP address, subnet mask, gateway IP address, and DNS IP address. You can move among these computer edit boxes by pressing "Space-4" or "Space-1". Press "tab (Space-4-5)" to move to the next control.

2) "Network name (SSID)" computer edit box: Type the network ID in the computer edit box.

3) "Network mode" combo box: You can select among "Infrastructure", and "802.11 ad-hoc" mode by pressing "Space-1" or "Space-4".

4) "Network authentication mode" combo box: Select among "Open", "Shared", "WPA-PSK", and "WPA2-PSK" by pressing "Space-1" or "Space-4".

5) "Data encryption" combo box: Select the data encryption method by pressing "Space-1" or "Space-4". If you select "Open" or "Shared" in network authentication mode, you can choose among "Disable" and "WEP". And if you select "WPA-PSK" or "WPA2-PSK" in network authentication mode, either "AES" or "TKIP" can be selected in the "Data encryption" combo box.

6) "The key is provided automatically" check box: If the "access point" does not provide a key for users automatically, uncheck this check box by pressing "Space". The default is checked.

7) "Network key" computer edit box: This is a computer edit box to type the network key if the key is not provided automatically.

8) "Key index" edit box: This is an edit box to type the key number of the wireless access point that matches the network key input.

9) "Confirm" button: Pressing this button applies the changes.

10) "Cancel" button: You can select this button to cancel the setup.

- Things to note:

  1) If "Data encryption" has been set as "disabled", press "F3" and you are taken directly to the "Confirm" button.

  2) "Network key" and "Key index" is displayed only if you uncheck "The key is provided automatically".

To delete a profile item in the profile list, select the profile item you wish to delete, and press R or "Tab" to the "Remove" button and press "Enter".

To get information about a selected profile item in the profile list, "Tab" to the "Properties" button and press "Enter". In the "Properties" dialog, you can reconfirm or modify the information for each profile.

To exit the "Advance" dialog, press "Space-E" or "Space-Z".

The "Options" dialog allows you to set how the Polaris scans for and detects wireless networks. The "Scanning Always Available" option allows you to choose whether Polaris auto scans for available networks, even when you don't open the Setup Internet dialog. The "Wi-Fi Frequency Band" determines what Wi-Fi

networks are detected and used. Choose from "Auto", "5GHz" and "2.1GHz". Use "Space" to adjust the options in the dialog, and press "Enter" to save your settings.

3.2.2 LAN Setup

Before attempting to set up a LAN connection, connect one end of a LAN cable to the Polaris via a USB to Ethernet adapter, and the other to a router or direct LAN connection to the Internet. ?. From the list of connection options in "Set up Internet", navigate to "LAN" and press "Enter".

"Setup IP: Automatic" is displayed. If your service provider does not require you to use a static IP address, simply press "Enter" on this option for automatic setup. For the automatic setup, your host server should provide DHCP service (Dynamic Host Configuration Protocol).

To set up your IP configuration manually, move to "Manual" by pressing "Space-1", and press "Enter". The following settings are displayed: "IP", "Subnet mask", "Gateway", and "Primary DNS". These settings require specific numeric addresses. Please contact your Internet service provider for the correct addresses. Use computer Braille to type the information for each setting, using "Space-1" and "Space-4" to move among the settings. When you have entered the information for each item, press "Enter" to save the settings. The unit announces, "Setting completed". And you are returned to "Setup internet". Your Internet connection should be active.

3.3 Bluetooth Manager

The Polaris is Bluetooth capable, or rather, you can connect the Polaris to various devices such as keyboards, printers, audio devices, and other computers without the need for cables. You can also use Bluetooth to transfer files, or to connect the Polaris as a Braille display with a compatible screen reader. Bluetooth is the latest in wireless technology and enables wireless connectivity via a Personal Area Network (PAN). Unlike a traditional Wireless Local Area Network (WLAN), these networks are limited to approximately 30 feet or less. Bluetooth enables users to exchange various types of information over this wireless connection.

You can toggle Bluetooth on/off from anywhere on the unit using "Backspace-dots-3-4-5-6". If you do not activate Bluetooth before opening the Bluetooth Manager, BrailleSense automatically activates it.

To access the Bluetooth Manager from the program menu, navigate to the "Polaris Settings" menu, and press "Enter. Then, navigate to "Bluetooth Manager", and press "Enter". You can also press "F3-B" to launch the Bluetooth Manager from anywhere on the unit.

3.3.1 Bluetooth Device List

When the Bluetooth Manager is activated, you are placed in a dialog with 2 items: a paired devices list, and a "Search" button to scan for available devices. For example, if you have a computer with Bluetooth enabled nearby, the Polaris attempts to find it. It may take 30 to 40 seconds to discover all of the Bluetooth devices in range. The Polaris announces and displays, "Scanning for devices.

Please wait...” Full cells are filled in on the Braille display to indicate scanning progress.

When a Bluetooth device is detected, the Polaris announces "found (Bluetooth device name)".

- Note: while the Polaris is scanning for Bluetooth devices, it cannot respond to key presses. In addition, you may not cancel the scan once it has begun, but must wait for its completion before the Polaris returns to normal operation.

When the scanning process completes, you are placed in the Bluetooth Device List. If the Polaris has found other Bluetooth devices in range, they are displayed as "device name (untrusted (or trusted)) xx/yy" where xx is the number at which the device appears in the list, and yy is the total number of devices. "Trusted" indicates that the service has been authenticated, "untrusted" indicates the service has not been authenticated.

If there are no other Bluetooth devices in range, the Polaris announces, "no items". You can press "Space-1" or "Space-4" to move through the list. To select a device from the list, press "Enter" on the device name.

If the Bluetooth device is trusted, settings for connecting the device are automatically saved in the Polaris. If you want to delete this information, press "Space-D" on the Bluetooth device name in the list. The Polaris announces, "Device settings removed". Removal of the settings applies only to the current device.

From the Bluetooth Device List, you can access the menu by pressing "F2". The "Bluetooth Device List menu" contains "Rescan For Devices", "Delete Pair Information", "Options" and "Exit". You can navigate among the menu items using "Space-1" or "Space-4".

The first menu item is "Rescan For Device". This option initiates a new scan for other Bluetooth devices. To activate this item, press "Enter" on "Rescan for Devices" in the menu. Or you can activate it directly from the list by pressing "Enter-R".

The next menu item is "Delete Pair Information". This item allows you to remove the connection settings for the current device. To activate this item, press "Enter" on "Delete Pair Information" from the menu, or press “Space-D" to activate it from the Device List.

The "Options" item lets you determine if the Polaris is discoverable to other Bluetooth devices. Press "Space" to check or uncheck the option.

The final item in the Bluetooth Device List menu is "Exit". This option exits the Bluetooth Manager program. To activate this item, press "Enter" on "Exit" from within the menu, or exit the program any time by pressing "Space-Z".

3.3.2 Bluetooth Service List

When you locate a Bluetooth device to which you'd like to connect, press "Space-1" or "Space-4" to navigate to the device in the Bluetooth Device List, and press "Enter" on the device name. The unit announces, "Scanning for services. Please

wait...” Please note The Polaris does not respond to key presses during the scanning process.

The Polaris supports the following Bluetooth services: FTP, Serial port, USB port, and headset. To access any of these functions, be sure that the remote Bluetooth device is in Discoverable mode, and that the service you wish to access is enabled on that device. It is possible to have certain services enabled on your remote Bluetooth device, while disabling others. The Polaris only sees and displays services which are enabled on your remote device, even if others are available.

When the Polaris has found all of the available services, the services are displayed in a list in the following format: "service name xx/yy" where xx is the number at which the service appears in the list, and yy is the total number of available services. You can move through the available services by pressing "Space-1" or "Space-4". Press "Backspace" to return to the Bluetooth Device List.

From the Bluetooth Service List, you can access the menu by pressing "Space-M" or by pressing "F2". The "Bluetooth Service List menu" contains "Open FTP", "Disconnect" and "Exit". You can navigate the menu items using "Space-1" or "Space-4".

The "Open FTP" menu item allows you to quickly open a direct FTP connection with a remote Bluetooth device without accessing the Device and Service lists. However, you must have connected the FTP service previously for the Polaris to allow you to transfer files. If you have not connected the FTP service, and you activate this function, the unit announces, "FTP service disconnected".

You can access "Open FTP” by pressing "Enter" on it from within the menu, or by pressing "Enter-T" directly from the Bluetooth Service List. The Polaris says, "Connecting service". Detailed information on connecting various service types is covered later in this chapter.

The "Disconnect" menu item allows you to disconnect services with other Bluetooth devices. You can access this item by pressing "Enter" on "disconnect" from within the menu. Or you can activate it directly from the Bluetooth Service List by pressing "Enter-D".

If there are no services connected and you activate this function, the unit says, "There is no service connected".

3.3.2.1 Connecting a Service

To authenticate a service and connect to it, press "Enter" on the service. The Polaris announces, "Connecting service". You are then prompted for a "PIN code:" You must use ASCII characters when you type the pin code. This edit box only appears when you have not previously connected to a service, and a pin code is required by the device. You can exit the edit box or delete text you have typed by pressing "Space-Z" and you are returned to the Bluetooth Service List.

When you finish typing the pin code, press "Enter". The unit announces, "Please wait for authentication". If the remote device is setup correctly, and has not been set up to allow this device to always connect, the remote device also asks for a pin code. Please be sure to enter the same pin code on both devices. If the remote Bluetooth device pin code matches the pin code on the Polaris, the service should

authenticate. If connection is successful, the unit announces, "PIN code authentication accepted".

You are then prompted, "Please wait. Access permission". If the remote Bluetooth device does not give access permission, the unit says, "Connection failed", and you are returned to the Bluetooth Services List. If the remote Bluetooth device gives you access permission, the Polaris says "Connection succeeded". If the connection succeeds, "Connected" is displayed after the service in the Bluetooth Service List. Some services may be connected without inputting a pin code depending on the Remote Bluetooth device settings.

3.4 Backup/Restore Personalized Settings

If you hard reset your Polaris, the main option settings and settings for each program are initialized to the default values. If you have created a backup of your settings, you can restore the option settings after the hard reset.

You can run this utility by pressing K from the "Polaris Settings" menu. You can also launch the "Backup/Restore Personalized Settings" dialog from anywhere on the unit by pressing "F3-K".

The "backup/restore" dialog contains: the "program option check box list", a "Select all" button, a "Backup" button, a "Restore" button, and a "Cancel" button. You can move among the check boxes in the "program option check box list", by pressing "Space-1" or "Space-4". You can move among the controls in the dialog by pressing "F3" or "Space-F3".

The "program option check box list" contains "Options settings", "File manager options", "Word processor options", "E-mail Options", "Media Player options", "Radio Options", "DAISY Player options", "Address manager options", "Schedule manager options", "Web browser options", “Excel Viewer Options", "Wake Up Alarm Options" and “Bluetooth manager options".

In this list, move to the program options you want to backup or restore and check the item by pressing "Space". You can uncheck a checked item by pressing "Space" again. To select all of the program options in the list, press "Enter" on the "Select all" button.

After selecting all the options you want to backup or restore, press "Enter" on the "Backup" or "Restore" button, or press "Enter-B" to backup or "Enter-R" to restore. If you select the "Backup" button, you are prompted to select a path for storing the backup file. You can accept the default path, or choose an alternative. Navigate to the folder in which to store the backup files using normal file/folder navigation commands. Select the folder or drive in which to store the backup by pressing "Space", and press "Enter" to start the backup process. If you select the "Restore" button, you are prompted for the path from which to restore backup files. Again, use normal file and folder navigation to select the folder containing your backup files. If you select a folder in which there is no backup, you receive a message indicating there is no backup option file. To restore your settings, select the folder containing the backup files by pressing "Space", then press "Enter" to initiate the restore process.

3.5 Change Device Name

The "Change device Name" function allows you to change the Bluetooth/network name of your unit. By default, the BrailleSense is named something like "Polaris035". You may wish to give it a more personalized name in order to identify it more easily when pairing with another device.

You can access the "Change device Name" dialog by navigating to the "Polaris Settings" menu, then to "Change Device Name". You can also launch the "Change device Name" dialog from anywhere on the unit by pressing "Backspace-Enter-E".

The "Change device Name' dialog consists of 3 controls: a "Device Name" edit box, a "Confirm" button, and a "Cancel" button. Use "F3" and "Space-F3" to move among the controls.

To change your device name, type a new name in the edit box and press "Enter". Or, after typing the new name, tab to "confirm" and press "Enter". If you decide you do not wish to change your device name, tab to the "Cancel" button and press "Enter", or press "Space-E" or "Space-Z".

3.6 Quick Start Guide

The Quick Start Guide runs a getting started wizard that introduces you to Polaris and its functions, and lets you set basic preferences. This guide automatically launches the first time you start your unit. You can relaunch it at any time by selecting the “Quick Start Guide” option in the “Polaris Settings” menu.

When you press “Enter” on this option, you are asked, “Would you like to reboot your system and launch the Quick Start Guide?”. Press “Enter” for Yes, or navigate to ‘No’ with “Space-4” and press “Enter” to cancel this operation.

- Note: when you launch the Quick Start Guide, all options are initialized to factory defaults, so that they can be reset using this wizard.

3.7 Password Protection

The Password Protection item allows you to set a password that must be entered when the unit is powered on, comes out of Sleep Mode, is upgraded, or the disk is formatted.

To open the "Password Protection" settings, from the Main menu, navigate to "Polaris Settings" and press "Enter". Press A to jump to and open "Password Protection". You can open "Password Protection" from anywhere on the unit by pressing "F3-N".

The "Password Protection" dialog consists of 4 items: "set/modify Password" dialog, "Password Configuration" dialog, "Set Password to factory defaults", and a "Close" button. Use "F3" or "Space-F3” to move among the controls in the dialog.

3.7.1 Setting and Modifying Passwords

When you open the "Password Protection" program, you are placed on the "Set Password" option. Press "Enter" to open the "Set Password" dialog. The "Set

Password" dialog consists of 4 controls: "Password" edit box, "Retype Password" edit box, "Confirm" button and a "Cancel" button".

Type the password you wish to use into the "Password" edit box. Tab to the "Re-type Password" edit box, and type it again. To save the password, press "Enter", or Tab to "Confirm" and press "Enter". To cancel saving the password, press "Space-Z", or Tab to the "Cancel" button and press "Enter".

When a password is saved, the "Set Password" option is replaced with "Modify Password". Once you have entered a password, you can modify in very much the same manner. The "Modify Password" dialog consists of all the same controls, except you must type your current password, before you can type a new one. Once you have typed your current password, then the new password, you must re-type the new password. Press "Enter" on the "Confirm" button to save the new password, or "Enter" on the "Cancel" button to cancel the modification.

3.7.2 Password Configuration

The "Password Configuration" dialog allows you to define when you are prompted to enter the password. When you press "Enter" to open the "Password Configuration" dialog, you are prompted to enter your password to gain access to this configuration. Type your password, and press "Enter".

The password configuration settings consist of 4 radio buttons: "Prompt for password on boot", "Prompt for password when in Sleep Mode", "Prompt for password when formatting" and "Prompt for password when upgrading." Use "Space-1" and "Space-4" to toggle these buttons between "Yes" and "no". When

you have chosen your options, press "Enter" on the "Confirm" button to save your settings. If you want to cancel the configuration, press "Enter" on the "Cancel" button.

3.7.3 Reset Password to Factory Defaults

Use this option to reset the password configuration and return your unit to its factory state of no password protection.

When you press "Enter" to open this option, you are prompted, "Do you want to initialize the password settings?". Use "Space-1" and "Space-4" to choose between "yes" and "No". If you choose "yes", you are prompted for your current password. Type it, and press "Enter". The unit announces, "Password settings have been initialized" and you are placed on the "Set Password" option.

3.8 Initialize Options

You can use the "Initialize Options" item to restore the BrailleSense Polaris to the factory default settings.

To launch this function, navigate to it in the "Polaris Settings" menu, and press "Enter", or press C.

You are prompted, "Do you want to initialize options?" Use "Space" to choose "Yes" or "No". Choosing "Yes" initiates the factory reset process. Choosing "No" cancels the function and returns you to the "Polaris Settings" menu.

3.9 Voice Options

This dialog allows you to install and set alternative Vocalizer Expressive TTS voices. Available voice downloads are available via the HIMS website or by contacting HIMS Tech Support.

When you have downloaded the language pack files, create a folder on your flashdisk called “TTSDATA”, and copy the files in to it.

Once done, open the “Polaris Settings” menu, and press “V” to open the Voice options dialog. This dialog contains a voices list, an “Install” button”, and Confirm and Cancel buttons. Use “F3” and “Space-F3” to move among the controls.

Press “Enter” on the “Install” button to auto install any language packs available in the “TTSDATA” folder. When voices are installed, an ‘Uninstall” button also appears in the dialog.

When you have installed your voices, use “Space-1” and “Space-4” in the Voices list to choose your voice, and press “Enter”. Your speech should automatically begin outputting using the voice you chose.

3.10 Global Options

The "Global Options" on the Polaris is a large dialog box for controlling many preferences/settings. Open the "Global Options" from the main menu, by pressing S to open the “Polaris Settings” menu, then "O" for the "Global Options". You can also open "Global Options" from anywhere on the notetaker by pressing "Space-O".

The "Global Options" dialog is organized into groups, making it easy to jump to a particular section in the long list of settings. You can navigate among the groups with "page down ("Space-3-4-5" or "F3-F4")" or "page up ("Space-1-2-6" or "F1-F2")". When you navigate to a group, you are placed at the position where that group of options begins.

You can navigate among the individual options using "Space-1" and "Space-4" or using the scroll keys. You can also use shortcut keys to quickly move to specific items.

- Note: Often, the same shortcut key is used for multiple options. Thus, the first press of the shortcut key moves the focus to the first setting that matches; pressing the key again moves to the next setting that matches. If there are no more settings matching the shortcut, the Polaris wraps around to the first match.

Many of the Global Options also have global hotkeys, allowing you to adjust these settings from anywhere on the unit. You can view the shortcut and global hotkey for an option by placing your cursor on it and pressing "Space-3-6".

You can toggle an option on or off or cycle through the available values of a setting with the "space" and "Backspace" keys. To save your changes, press "Enter" or tab to the "Confirm" button and press "Enter". Polaris says, "Saved options," and you are returned to your previous position on the notetaker. To cancel without saving changes, press the "F4" key, "Space-E" or "Space-Z".

3.10.1 Global Options in Detail

The "Global Options" dialog contains the following settings. For each setting, the shortcut key appears in parentheses, and the hotkey, if available, is shown in quotes.

1) Braille display: (B). "Backspace-F3". Toggles the Braille display On/Off.

2) Braille Cursor: (C). "F4-Up Scroll". Defines how the Braille cursor appears on the Braille display: "Always Up", "Blinking" or "Off". Note the cursor appears as dots-7-8 in most situations. When selecting text, it notes the end of the selection with blinking dots-1-2-3-4-5-6-7-8.

3) Eight Dot Mode: (E). "F4-Up Scroll". Toggles Eight Dot Mode on/off for ASCII text entry.

4) View/input Braille Grade: (G). "Space-G". Lets you choose what grade of Braille you want to use when viewing/entering text: Uncontracted Braille, Contracted Braille, or Computer Braille.

5) Braille Code: (C). "Backspace-Enter-B". Defines the rules by which Braille is translated to text and vice versa: "US", "UK", "UEB", or "Spanish", "French", "German", and "Italian". When foreign language codes are set, you can read and write Braille according to that language's Braille rules. The Braille language also affects lists, combo boxes, and edit boxes. Prompts, menus, buttons and static boxes remain in English.

6) Message Display Time: (M). defines how the Polaris deals with system messages: ignore, stand by until you press a key, or, display for from 1 to 10 seconds before disappearing.

7) Voice: (V). "Backspace-F2". Toggles the voice output On/Off.

8) Punctuation Level: (P). Use this setting to choose how you want the Polaris to read punctuation marks and symbols: "All", "Off", "Punctuation," or "Symbols".

9) Keyboard Echo: (K). Defines how Polaris speaks as you type: "On with characters and words," "On with characters," "On with words," or "Off".

10) Capitalization alert: (U). Choose how the Polaris alerts you that a character is capitalized, either when typing or when navigating a document or edit box by character: "Off", "Say cap," or "Pitch".

11) Numbers: (N). Defines how Polaris speaks numbers: when set to "On", Polaris speaks numbers, and when set to "Off", it speaks digits.

12) Voice Volume: (L). "Backspace-F1 and Backspace-F4". Raises or lowers the volume of the text-to-speech.

13) Voice Rate: (R). "Space-F1 and Space-F4". Controls the rate of the speech.

14) Voice Pitch: (T). "Enter-F1 and Enter-F4". Adjusts the pitch of the Polaris voice.

15) Main Volume: (V). "Backspace-SPACE-F1 and Backspace-Space-F4", or the Volume Up and Down buttons. Controls the master volume of the unit, including system sounds, audio and speech.

16) Scroll Voice: (S). Choose whether you want the Polaris to speak while using the scroll buttons as you read.

17) LCD: (L). "Enter-4-5-6 from main menu". Turn the LCD On, On with Backlight, or Off.

18) Flip LCD display: (F). Choose whether the LCD shows text in normal or reverse orientation. Reverse orientation can be useful for a sighted person viewing Polaris from across a table.

19) LCD Font Size: (F). Adjust the size of the font on the LCD.

20) Audio alerts: (A). Choose whether the Polaris alerts you to various events using audio signals, vibration signals, both, or no signal.

21) Battery Alerts: (B). Choose how you are alerted when your battery is low: "Message", "Beep", "Final Message" or "Final Beep".

22) Play Power On/Off Sound: (P). Choose whether you hear a sound when you turn on/off the Polaris.

23) Left Scroll Buttons: (L). Define the operation of the left scroll buttons: "Scroll display", "Move by line", "Move by character", "Move by paragraph" and "Move by sentence".

24) Right Scroll Buttons: (R). Define the operation of the Right Scroll buttons with the same options as above.

25) Skip Empty Lines: (E). Choose to have the Polaris alert you to a blank line by announcing "Blank" or skip empty lines.

26) Control Information: (I). Define where information is announced regarding the type of control on which you are currently located, a list item, menu, combo box, etc. Choose from Before, After and Off.

27) Hide passwords: (P). Choose whether the characters of a password are hidden as you type them.

28) Hot Key Information: (H). Defines how hot key information is announced: "Letters," "Dot patterns," or "Off".

29) Announce shortcut keys: (S). Lets you choose whether the Polaris speaks the menu shortcut key for a function as you encounter it.

30) Sleep Mode: (P). Set Polaris to save power by automatically shutting down after a certain period of time: "On", "Off", or "Message". (Only active when using battery power.)

31) Sleep Mode Kick In: (K). Use this option to set the time of inactivity before entering SLEEP Mode: 10 minutes, 20 minutes, or 30 minutes.

32) Check Today's Schedule: (S). Set the Polaris to check today's schedule for appointments each time you turn it on.

33) Touch Gestures: (J). Turn the use of Braille display touch gestures On/Off.

34) Voice Trigger: (V). Determines whether Polaris gives an audible alert when you speak "Hey Polaris". Useful for locating your device when you are not sure of its location.

35) One-Handed Mode: (H). This option allows users with only the use of one hand to use the Polaris in a specific mode adapted for that purpose. For detailed information about one-handed mode, refer to section 2.14.

36) Enable Spell-check: (C). You may wish to disable spellcheck in educational situations where a student needs to be tested on spelling, etc.

- Note: If "Enable Spellcheck" is turned off, Automatic Spellcheck cannot be used.

37) Automatic spell-check: (C). Set whether the Polaris automatically checks spelling as you type in "multi line edit boxes" in programs such as the Schedule Manager, Address Manager, E-mail messages, the Word Processor, etc. If the option is "On", and you enter a misspelled word, Polaris emits a beep sound to indicate the misspelling.

38) Default Document Type: (Q). Set the default document type for new documents you create using the word processor: “DOCX document”, "Sense document", "Braille document,", "DOC document" or "Text document".

39) Automatically synchronize with time server: (T). Using this feature, you can ensure the accuracy of the time on the Polaris by synchronizing with an atomic clock when Polaris is connected to the Internet.

40) Time Announcement: (T). Set the Polaris to announce the time every 30 minutes or every hour.

41) Progress indicator: (P). Defines how the progress of opening a document, copying files or opening a webpage is indicated: "Silent," (no progress indication) "Beep," (continuous beeps while the task is performed) and "Message" (progress is shown as a percentage).

42) Bluetooth: (B). "Backspace-3-4-5-6". Toggles Bluetooth On/Off.

43) Wireless LAN: (W). "Backspace-1-4-5-6". Toggles Wireless LAN On/Off.

44) Screen Reader Hints: (H). Set whether to receive spoken hints about how to interact with the screen reader as you navigate the controls of 3rd party programs: "On/Off".

45) Screen Reader Control Information: (I). Determines whether the screen reader speaks the type of control or field as you navigate 3rd party applications: "On/Off".

46) Notification alerts: (N). Set whether you receive push notifications from Android applications.

4. File Manager

4.1 Overview

The functionality and structure of the "File Manager" on the Polaris are similar to "Windows Explorer" on a PC. To run the "File Manager", press F from the "Program" menu or press "Enter" when your cursor is placed on "File Manager". You can launch the "File Manager" from anywhere on the unit by pressing "F1-F". Close the "File Manager" by pressing "Space-Z".

The "File Manager" contains 2 basic areas: an "address window" and the content list. You can navigate between them using "F3" and "Space-F3". When you first open the "File Manager", you are placed in the drive list. By default, you are placed on the internal "flashdisk". If an SD card or USB drive is connected, it also appears in the list. You can use "Space-1" or "Space-4" or the scroll buttons to navigate the items in the drive list. Press "Enter" on the drive you want to open. The Polaris then displays the list of the files/folders on that drive.

The "address window" contains the path of the current directory or file.

The "File Manager" contains both menus and hot keys, allowing you to easily activate items in the program with a single keystroke as well as to access functions through the menus for commands you have not memorized. You can bring up the menus by pressing "Space-M" or "F2". For the purposes of the directions in this chapter and the rest of this manual, we will use F2. However, either keystroke will perform this function.

Use Space-1" and Space-4" to navigate among the available menus. To open a menu, press "Enter". Again, use "Space-1" or "Space-4" to navigate among the items in a menu, and press "Enter" to execute a menu item.

The File Manager also contains dialogs. You can navigate among the controls in a dialog box by using the equivalents of "Tab" on a PC. You can use "F3" or "Space-4-5" for "Tab" and "Space-F3" or "Space-1-2" for "Shift-Tab". For the purposes of instructions in this manual, we will use "F3" and Space-F3", or you will be directed to "Tab" or "Shift-Tab".

4.1.1 Navigating the File List

The "File Manager" contains two kinds of lists: the "file list" and the "menu list", or rather, the list of items contained in the "File Manager" menu. The menus in the Polaris wrap. This means, when you reach the end of the list of items in a menu, the Polaris automatically brings you back to the top of the list when you press "Space-4". However, when you reach the end of a "file list," the Polaris remains at the end of the list, even if you press "Space-4". The following is a list of the keystrokes used for navigating lists:

- Note: the following keystrokes can be used to navigate any list on the Polaris.

1. Move to previous item: (Space-1) or up scroll button

2. Move to next item: (Space-4) or down scroll button

3. Move to the beginning of a list: Space-1-2-3

4. Move to the end of a list: Space-4-5-6

The following keystrokes are valid only in a "file list".

1. Jump to folder or file list: Space-5-6

2. Move between file list and address window: (Space-4-5 or F3) / (Space-1-2 or Space-F3)

3. Enter the selected folder or open the selected file: Enter

4. Move back a level in the folder structure: Backspace

5. Jump to the drive list: Space-1-2-5-6

6. Move to the previous group of 32 items: Page up (space 1-2-6 or F1-F2)

7. Move to the next group of 32 items: Page down (space 3-4-5 or F3-F4)

8. Jump to a file or folder by pressing the first character of the folder or file name. You must use ASCII characters.

4.1.2 Selecting Folders and Files

1. Select individual items "Space": * is displayed in front of the item to denote its selection. Pressing "Space" again on the selected folder or file cancels the selection.

2. Continuous selection "Enter-b": This selects all of the items from the point where this command is executed to the item where the cursor is located. * appears in front of the selected items.

3. Select all "Enter-a": This selects all the files and folders in the current list. You can toggle selection and de-selection of items by pressing "Space". When the "Select All" command is executed, the Polaris says the number of selected files, and * appears in front of the selected files on the Braille display.

4.2 Working with Files and Folders

When viewing the contents of a drive or folder, the items in quotation marks are folders, and the items without quotation marks are files.

The items in the list are followed by numbers, such as 1/5 or 2/5. The numbers following the items indicate an item's placement in the list and the total number of items in the list. For example, "database 1/5," indicates "database" is the first folder in a list containing five items.

4.2.1 Entering and Exiting Folders

There are several ways to open a folder.

1. Bring up the menu by pressing "F2". Select the "Open" option from the list and press "Enter".

2. Press the hot key "Enter-O" to activate the "Open" command and open the desired folder.

3. Finally, as described above, you can simply press "Enter" on the selected folder.

To exit the current folder, use the "Backspace" key. You are returned to the previous level in the folder structure.

4.3 The File Menu

To open the "File" menu, press "F2" to bring up the menu, and press "Enter" on "File". Use normal list commands to navigate to your desired option and press "Enter".

The Polaris supports the following file formats:

1. Document files: hbl, brl, txt, brf, rtf, doc/docx, XLS/XLSX, PPT/PPTX, PDF and unprotected EPUB.

2. Web formats: url, and html.

3. Media formats: ac3, asf, asx, m3u, mp2, mp3, MP4, ogg, pls, wav, wax, wma, wmv and flac.

4. DAISY formats: DAISY 2.0, 3.0, BookShare,

The menu contains the following items. Shortcuts are placed in parentheses, and hotkeys are in quotes.

1) Open: (O) "Enter-O". Opens the selected file in the associated application for its file type.

2) Open New Word Processor: (W) "Backspace-W". Appears only for supported document files. Launches a second instance of the Word Processor instead of opening the file in a currently open Word Processor.

3) Open With: (E) "Enter-E". Allows you to choose a compatible application with which to open the selected file.

4) Zip (Z) "Enter-Z". Compresses the current file or folder.

5) Unzip (U) "Enter-U". Appears only for compressed files, extracts the current file.

6) Send To: (S) "Enter-S". Lets you send the current file or folder to a different location.

7) Rename (R) "Enter-R". Rename the current file or folder.

8) New Document: (N) "Enter-N". Create a new document using DOCX, DOC, TXT, BRL, or HBL.

9) New Folder: (F) "Enter-F". Creates a new folder.

10) File Conversion: (T) "Enter-T". Converts selected document files to TXT, BRL, or HBLIND.

11) Find File: (F) "Space-F". Search the current drive or folder for a specific file by name.

12) Find Text: (F) "Backspace-F". Search Word, Text, and Braille files on the current drive or folder for specific text strings.

13) Merge Files: (M) "Enter-M". Select 2 or more text or Braille files to merge together.

14) Split Files: (P) "Enter-P". Split text or Braille files by paragraph or word count, by size, or into a certain number of files of equal size.

15) Information: (I) "Enter-I". Provides basic properties of the current file or folder.

16) Exit: (Z) "Space-Z". Closes the File Manager.

4.4 The Edit Menu

The Edit Menu contains the following items:

1) Copy: (C) "Enter-C". Copies the selected files or folders to the clipboard.

2) Cut: (X) "Enter-X". Cuts the selected files or folders to the clipboard.

3) Paste: (V) "Enter-V". Pastes the files or folders on the clipboard to the current location.

4) Delete: (D) "Space-D". Deletes the selected files or folders.

5) Select All: (A) "Enter-A". Selects all the files and folders in the current list.

4.5 The View Menu

The View Menu contains the following options:

1) Sort Files By: (G) "Enter-G". Determines in what order files and folders are displayed.

2) Set File Info: (L) "Enter-L". Determines what information is displayed about each file or folder in the list.

3) Display Only Files of Type: (W) "Enter-W". Filters files by file type.

4) Hide System Folders: (H) "Enter-H". Hides Android system folders that do not contain user content.

4.6 Using the Address Window

This edit box lets you type the direct path of the file name you want to open. This window also contains the history list for easily accessing recently opened files or directories.

When you are in a file or folder list, you can press "tab (Space-4-5)" to navigate to the address window. The Polaris displays the current path including the current drive name, such as "flashdisk/download/". The address window is only visible when you are in a file or folder list. When you are in the drive list, the address window is not available.

You can edit the text by relocating the cursor with a cursor routing key, the Polaris inserts the text at the cursor location. If you know the exact path and file name, you can type in the path and file name to open the file with the appropriate application. For example, if you type in "flashdisk/download" in the address window and press "Enter," the Polaris displays the list of the files in the download folder. If you type "flashdisk/My Documents/sample.txt" in the address window, and press "Enter," the Polaris loads the Word Processor, and opens the file "sample.txt".

Use "Space-1" or "Space-4" in the Address Window to review the history list (a list of file and folder paths you have recently opened). To open a file in the history list, press "Enter". The file opens with the appropriate application. (See section 4.2.3).

5. Word Processor

You can launch the "Word Processor" in a couple of ways:

Press "F1" to open the main "Program" menu. Navigate to "Word Processor" using "Space-4" and press "Enter". You can also press W from the main menu to quickly jump to and open the "Word Processor.

You can launch the "Word Processor" from anywhere on the unit by pressing "F1-W".

When you launch the Word Processor on the Polaris, it places you in a new, blank document. You can activate all the functions of the Word Processor via the Word Processor menu or by using hot keys. The menu in the Word Processor consists of File, Edit, Go To, Read, and Layout. To access these menus, press "Space-M" or "F2". Select a menu item using "Space-1" or "Space-4", and press "Enter". Or, you can press "Space-M or "F2" followed by the shortcut for the corresponding menu item.

Use "Space-1" and "Space-4" or the Up and Down scroll keys to navigate menus, settings or file lists. Use "Space-4-5" and "Space-1-2" or "F3" and "Space-F3" to tab among controls in a dialog.

Press "Enter" to execute an item.

5.1 File Menu

The File menu contains the following options:

1) Open New Word Processor: (W) "Backspace-N". Opens a second instance of the Word Processor to more easily switch between documents.

2) New: (N). Creates a new document, by default named "noname". Choose the default document type in the Global Options. You can create a DOCX, DOC, TXT, BRL or HBL document.

3) Open: (O) "Enter-O". Opens an existing file.

4) Save: (S) "Enter-S". Save the current file. Tab between name, location and file type. Use normal file management navigation to choose a different folder.

5) Save As: (A) "Space-S". Save the current file under a different name, as a type or in a different location.

6) Print: (P) "Space-P". Emboss the current document. Inkprinting must be done via native Android apps.

7) Settings: (E) "Enter-E". Dialog to set various document options. Tab among settings list, location Info check boxes, Default folder, and Confirm and Cancel buttons. Settings list includes View Format Characters, Reading unit for Space-1 and Space-4, Read Only On/Off, Automatic Save Interval, Auto Scroll Speed, Apply Settings to All Documents, Home/End movement unit, Math Braille Code, and new Document default name. Use “Space-1” and “Space-4” to move among the settings in the Settings list, and Space or Backspace to change the value of the setting.

8) Dictionary: (D) "Backspace-Enter-D". Opens the Sense Dictionary installed, and inserts the word under the cursor in the lookup edit box.

9) Exit: (Z) "Space-Z". Closes the Word Processor.

5.2 Edit Menu

The Edit Menu contains the following items:

1) Start Selection: (B) "Enter-B". Marks the beginning of the selection. The end of the selection is marked by the current cursor position.

2) Copy: (C) "Enter-C". Copies selected text to the clipboard.

3) Cut: (X) "Enter-X". Cuts the selected text to the clipboard.

4) Paste: (V) "Enter-V". Pastes text from the clipboard to the current location.

5) Delete: (D) "Space-D". Deletes selected text.

6) Delete Blank lines: (L) "Backspace-E". Deletes blank lines from the selected text area.

7) Add to clipboard: (P) "Enter-P". Appends selected text to the clipboard without deleting the prior selection.

8) Clear clipboard: (E) "Enter-D". Empties the clipboard.

9) Select All: (A) "Enter-A". Selects all the text in the document.

10) Check spelling: (K) "Enter-K". Opens the Check Spelling dialog, and begins checking the document for errors. Use “F3” and “Space-F3” to move among the controls, and “Space-1” and “Space-4” to move through lists of options.

5.3 Insert Menu

1) Set Mark: (M) "Enter-M". Sets a bookmark at the current cursor position.

2) Jump to Mark: (J) "Enter-J". Jumps to a previously set mark.

3) Delete Mark: (D) "Backspace-D". Deletes a previously set mark.

4) Insert from File: (I) "Enter-I". Inserts information from another file.

5) Insert Date: (W) "Enter-W". Inserts the current date.

6) Insert time: (T) "Backspace-W". Inserts the current time.

5.4 Go to Menu

1) Find: (F) "Space-F". Opens Find dialog where you can enter a text string to search, choose whether to match case, and choose the search direction.

2) Find Next: (H) "Enter-F". Finds the next instance of the previously searched string.

3) Find Previous: (V) "Backspace-F". Finds the previous instance of the search string from your current position.

4) Find and Replace: (R) "Enter-R". Dialog to search for a text string and replace with an alternative string. Choose search direction, match case, and whether to replace one instance or all.

5) Go To Location: (L) "Enter-L". Go to a location in the document according to page, paragraph, line or percentage.

6) Go To Previous Sentence: (E) "Space-2-3-5". Moves back one sentence.

7) Go To Next Sentence: (X) "Space-2-3-6". Moves forward one sentence.

8) Go To Previous Page: (B) "Space-1-2-6). Moves back one page.

9) Go To Next Page: (G) "Space-3-4-5". Moves forward one page.

10) Go To Previous Document: (P) "Shift-Tab". If multiple documents are open, moves to the previous document in the order the files were opened.

11) Go To Next Document: (N) "Tab". If multiple documents are opened, moves to the next document in the file open order.

5.5 Read Menu

1) Read Selected Text: (B) "Backspace-B". Reads the selected block of text.

2) Read beginning of Selected Text: (U) "Enter-U". Reads the first line of a selected text block.

3) Read from Beginning to Cursor: (T) "Backspace-G". Reads from the beginning of the document to the current cursor position.

4) Read from Cursor to End: (Q) "Enter-G". Reads from the current cursor position to the end of the document.

5) Auto Scroll: (A) "Up/Down Scroll". Starts and stops the auto scroll function. Set the speed of the auto scroll in the Settings under the File menu.

6) Read Current Sentence (E) "Space-1-4-5-6". Reads the current sentence.

7) Read Current Line: (L) "Space-1-4". Reads the current line.

8) Read Current Word: (W) "Space-2-5". Reads the current word. Press twice to spell.

9) Read Current Character: (C) "Space-3-6". Reads the current character. Press twice to hear the military alphabet equivalent.

10) Read Cursor Position: (R) "Space-1-5-6". Reads current cursor position as page, paragraph, word, and line.

11) Read Status: (S) "Space-3-4". Reads title of document and indicates Insert or Overwrite mode.

12) Read Character and Space Count: (I) "Backspace-I". Reads the current and total character count, and the current and total space count of the current document.

5.6 Layout Menu

1) Font: (F) "Enter-backspace-F". Opens the font settings dialog. Acts on selected text.

2) Braille Paragraph Layout: (B) "Backspace-1-2-4-6". Determines the Braille format of the current paragraph.

3) Braille Document Layout: (P) "Backspace-P". Determines Braille document format for embossing.

4) Print Paragraph Layout: (C) "Backspace-2-3-4-6". Determines the print format and style of the current paragraph.

5) Print Document Layout: (T) "Backspace-T". Determines the format of the pages of a printed document.

5.7 Miscellaneous Functions

The following commands can also be used in the Word Processor:

1) Insert Tab: Backspace-Space-Enter-T.

2) Insert Page Break: Enter-Backspace-P.

3. Center current line: Backspace-Space-Enter-C.

4) Start/End Math Mode: Backspace-M.

5) Next slide in PowerPoint file: Space.

6) Previous Slide in PowerPoint file: Backspace.

7) Slides list in Power Point File: Enter-L.

6. E-mail

To use the e-mail program, you must have an e-mail account, provided to you by your Internet service provider or sign up for a free account such as Gmail or Hotmail. Your e-mail account needs to support POP3 (Post Office Protocol 3) or IMAP (Internet Message Access Protocol) and SMTP (Simple Mail Transfer Protocol) to be accessed with the Polaris.

Before you use the e-mail program, you must also configure the Polaris to access the Internet, (see section 3.2 "Internet Setup").

- Note: The menus in the Polaris's e-mail program are specific to the task you are performing: for example, when checking the "Inbox" in the e-mail program, the menu items are different from the available items when you are writing an e-mail or viewing mailboxes. Generally, the available e-mail program menus are "File", "Edit", "Tools" and "Message".

To access these menus, press "Space-M" or "F2". Select a menu item, and press "Enter". Use "Space-1" and "Space-4" or the Up and Down scroll keys to navigate menus, settings or file lists. Use "Space-4-5" and "Space-1-2" or "F3" and "Space-F3" to tab among controls in a dialog.

6.1 Executing E-mail

To use the e-mail program, you must configure the Polaris to access each of your e-mail accounts by entering your e-mail account information.

To execute the e-mail program, navigate to "E-mail" in the "program" menu, by pressing "Space-1" and "Space-4" and press "Enter", or just press E from the

main program menu. You can launch the "E-mail program from anywhere on the unit by pressing "F1-E".

When you launch the e-mail program for the first time, the Polaris says, "You must create at least 1 mail account from the accounts manager in the Tools menu". Then, the "Inbox" is opened.

The "Inbox" is the main window of the E-mail program. When you run the e-mail program for the first time, this "Inbox" is empty and the Polaris displays "no items".

If there are e-mail messages in the "Inbox", "Opening inbox." is announced; and "xx% processed" is displayed on the Braille display. Once progress has reached 100%, the "Inbox" is opened and displays the received e-mail in the message list.

Press "Shift-Tab (Space-1-2)", and you are placed in the mailbox list. By default, the Polaris contains the following mailboxes:

1) Inbox: received mail that has not been deleted or saved to a different folder.

2) Sent: sent messages you have chosen to store

3) Outbox: messages waiting to be sent, either when you save mail in "Outbox" or sending mail fails.

6.2 Setting Up an Account

To access the "Accounts Manager", Open the menu with "F2", navigate to "Tools" and press "Enter". "Accounts Manager" is the first item in the "Tools" menu, thus, you can just press "Enter" again to open it. You can also launch the "Accounts Manager" from anywhere in e-mail by pressing "Enter-M".

"Account name: no items" is displayed.

The "Accounts manager" dialog contains the following 6 items: "Accounts" list, "Information" button, "Add" button, "Modify" button, "Delete" button and "Close" button.

To add an e-mail account, follow these steps:

1) From the "Accounts Manager", press "F3", to move to "Add" and press "Enter".

2) The dialog is opened and "Server Type" is displayed. This is a combo box in which you can choose to manually setup your account, or ask BrailleSense to auto fill in server information from known server types like Gmail and iCloud. Use "Space-1" and Space-4" to navigate the Server types. If your server is not in the list, select "Manual". Press F3 to move to the incoming server type.

3) "Default mail server" is displayed. Use Space to choose between POP3 and IMAP. Press "F3" to move to the account settings list.

4) "Account name:" is displayed. Type the name by which you want to identify the e-mail account: (example, "Gmail" or "work e-mail").

5) Press "Space-4", to move to "Display name". Type the "Display name" in the edit box. This name is the name people will see when they receive an e-mail from you.

6) Press "Space-4", to move to "Logon username". Type the "Logon username" in the computer edit box using computer Braille. (Ex: Sense or sense@himsintl.com).

- Note: some providers require you to use the entire e-mail address as the username, while others may use the part of the address before the at-sign. BE sure you type the username correctly for your e-mail provider.

7) Press "Space-4", to move to "Password". Type the "password" in the computer edit box using computer Braille.

- Note: By default, the password is hidden, and thus displays as asterisks. Be sure to type carefully as you cannot review your password unless you choose not to hide passwords in the "Global Options".

8) Press "Space-4", to move to "E-mail address". Type your "E-mail address" in the computer edit box using computer Braille. (Ex: sense@himsintl.com)

9) Press "Space-4", to move to "Incoming Server?". If you have selected "IMAP" as your incoming server type, "Incoming IMAP server?" is displayed. If you have chosen "POP3" as your incoming server type, "Incoming POP3 server" is displayed. Type the "Incoming server" in the computer edit box using computer Braille. (Ex: imap.himsintl.com, or pop.himsintl.com). Check with your account provider for your specific incoming server name.

10) Press "Space-4", to move to "Outgoing SMTP server". Type the "Outgoing SMTP server" in the computer edit box using computer Braille. Check with your account provider for the exact name of your outgoing SMTP server.

11) "Tab to the "Confirm" button and press "Enter".

12) The Polaris exits to the "Account name list" and shows the added account name (Ex: Account name: Polaris 1/1).

13) When you finish adding accounts, press "Space-Z" to return to the "Inbox".

- Note: Many e-mail service providers use secure servers with different port numbers. If your service provider requires you to use encryption, you must set these options in the "Advanced" dialog explained below:
- Note: If you are not using UEB, several of the fields for setting up an e-mail account require you to use computer Braille. To type your ID, Password, and address, please check Appendix 1 for a list of computer Braille symbols.

While adding your account, you can create a signature and set advanced options in the "Advanced" dialog.

1) Open the "Accounts Manager" as described previously.

2) If you're creating a new account, "Tab to the "Add" button and Press "Enter". If you need to add advanced settings to an account you've already created, Tab to the "Modify" button and press "Enter".

3) When you have filled in everything in the main account settings list, press "F3" to move to "Advanced" and press "Enter".

4) Polaris displays "Use secure POP3 (or IMAP) (POP-SSL)". The default value of this check box is unselected. If the POP3 or IMAP server uses "SSL", select the check box by pressing "Space".

5) Press "F3" to move to "POP3 (or IMAP) port number": POP3 is set to 110 by default, and IMAP is set to 143 by default. Type a different POP3 or IMAP port number in the computer edit box if your provider requires a different port number.

- Note: if you check "SSL" above, the pop port number is automatically changed to 995 and the IMAP port to 993, as most servers with SSL require.

6) Press "F3" to move to "SMTP encryption type". The setting values are "None", "SSL" and "TLS". If your Outgoing SMTP server uses "SSL" or "TLS", change the value by pressing "Space".

7) Press "F3" to move to "SMTP port number": set to 25 by default. If you have chosen "SSL" as the encryption type, the default port number is set to 465 as is most commonly used for SMTP servers using SSL. If you have chosen TLS, the default SMTP port number is set to 587. Type a different value in the computer edit box if your provider uses a different SMTP port number.

8) Press "F3" to move to "SMTP username". If your Internet account provider requires you to use a different SMTP username, enter it in this computer edit box.

9) Press "F3" to move to "SMTP password". Type the password that corresponds to the above ID using computer Braille. If your SMTP username and password are not different, leave these items blank.

10) Press "F3" to move to "Use as default send-from account" To use the username and password that were set in steps 7 and 8, select the check box by pressing "Space".

11) Press "F3", move to "Use signature". The default value is "No". To attach a signature to your mail, press "Space" to change "No" to "Yes".

12) If you chose yes, press "F3", to move to "Signature" and press "Enter".

13) You are placed in the "Signature:" multi edit box. Type the information for the signature you want to attach to your e-mails.

14) Tab to "Confirm" and press "Enter".

15) Tab to the "Confirm" button and press "Enter" to save the settings in the "Advanced" dialog.

16) Tab to the "Confirm" button one more time to save the settings in the main "Account information" dialog.

6.3 Managing Accounts

To view the information about a stored e-mail account, open the "Accounts Manager" as described previously. Navigate to the account for which you want information and press "Enter" or Tab to "Information" and press "Enter".

In this dialog you can read all information associated with an e-mail account. Use "Space-1" and "Space-4" to navigate the list of settings for the account. Press "Space-E" to return to the accounts list.

To modify the information for an e-mail account, open the "Accounts Manager" and navigate to the desired account in the list. When the desired account is displayed, press "F3" to move to the "Modify" button, and press "Enter". Or, press Enter-M to activate the "Modify" button.

You are placed in the "Account name" edit box. You can now make changes to the information presented. The "Modify" dialog is exactly like the "Account setup" dialog, except that all the information is already filled in. Use normal editing and navigation commands to navigate to the information and make your desired changes.

When you have finished making modifications, press "F3" to move to "Confirm" and press "Enter".

Use the following steps to delete an E-mail account.

1) Open the Accounts Manager in the manner previously described.

2) Press "Space-4" or "Space-1" to move to the desired account in the account list.

3) When the desired account is displayed, press "Space-D" Or, press "F3" to move to the "Delete" button, and press "Enter".

4) Polaris prompts, "Are you sure you want to delete the (added account name) account? Yes".

5) Press "enter" To delete it. Press "Space-Z" to cancel the deletion.

6.4 Receiving E-mail

To check for new mail, press "Enter-N". You can also choose "Check for New Mail" from the "Message" menu. For POP3 accounts, the Polaris displays "There are xx messages to receive. Now receiving." "x/y mail received;" "Successfully

received x out of y message" is displayed. When the e-mail messages are downloaded from the server, the e-mail message list is displayed in the "Inbox".

To cancel the download, press "F3" to move to the "Cancel" button, and press "enter", or press "Space-E".

When receiving messages via an IMAP server, you can both check the newest mail, according to the number of messages you have it set to automatically receive in the "Set options" dialog, or you can ask the Polaris to load older e-mail messages. To receive the newest e-mail messages, press "Enter-N" from the message list of the mailbox on which you are located. To receive previous mail, press "Backspace-P". You can also access "Get new mail" and "Get Previous mail" from the "Message" menu.

In addition, when using IMAP, as you navigate the various mail boxes in an account, new mail is automatically received for each mail box as you open it.

6.5 Reading Messages

E-mail messages are displayed in the Inbox and other mailboxes with the following information: "Subject", "Date", "From" (Sender), "CC", "Message" (main body of the e-mail) and "Attach" (displayed only for an e-mail with one or more attached files) you can move among the items by pressing "F3" or "Space-F3".

If there is a file attached to the e-mail, an A is shown before the subject, and the number of attachments is announced as you navigate the message list. The Polaris also indicates which e-mail messages have been read, and which e-mail

messages are unread. E-mail messages that have not yet been read have a dash placed in front of the subject.

"Date" shows the date and time when the e-mail was received in the following order: day, month, date, and year. The time is displayed in the following order: hour, minute, and second using 24 hour time format.

"From" shows the sender information; "From: (sender's e-mail address) you can save the e-mail id of the sender to your contacts in the "Address Manager" using the following steps:

1) Press "Enter-I" when the sender is displayed.

2) The "add address" dialog is opened, and "Name: (sender's user name or e-mail address)" is displayed.

3) Type the sender's name, or, if what is automatically filled in is acceptable, press "F3" to move to "confirm", and press "enter". The contact is saved, and you are returned to your previous position in the message list.

You can also save the e-mail id of the carbon copy recipient (CC) to the Address Manager using the process described above for saving a sender's e-mail address.

You can move to the body of a message by pressing "F3". Or, you can press "enter" when "Subject", "Date", or "From" is displayed. When you press "enter", the entire message is automatically spoken. To interrupt reading, press "Backspace-enter". Navigate the message as you would a document in the "Word Processor". To return to the "Subject", press "Space-E".

- Note: Messages in the Polaris are opened as plain text. If you receive an html e-mail, you can access the links and other HTML content by viewing the message in the Polaris's Web Browser. Open the message with the Web browser by pressing "Backspace-O", or by selecting "Open Message in Web Browser" from the "Message" menu.

You can find and download attached files by tabbing to "Attach" on messages containing attachments.

To save an attachment, move to the desired file name in the attachments list and press "Enter". You are prompted, "Attachments will be saved to /flashdisk/download. Do you want to change this location? No". Press "enter". The selected file is saved in the "download" folder on the "flashdisk". If you have more than one attachment you want to download, you can press "Enter-A" to select all attachments in the list, or press space on any number of individual files to select them.

To change the download path: When you are prompted, "Attachments will be saved to /flashdisk/download. Do you want to change this location?", navigate to "Yes" and press "Enter". You are placed in the file list of the "Downloads" folder on the "flashdisk". Use normal file and folder navigation to locate the folder into which you want to save the attachments. Press "Space" to select the folder in which to save the attachments, and press "Enter".

You can delete e-mail messages individually, or you can select multiple messages and delete them simultaneously. Press "Space-D" to delete the current message,

or select multiple messages with "Space", then press "Space-D" to delete all of them.

When you delete messages, they are automatically moved to the "Trash" folder, where they remain until you delete them from there, or until you empty the "Trash" folder. You can empty the "Trash" folder at any time by pressing "Enter-Backspace-Q" or choosing 'Empty Trash' from the "Edit" menu.

- Note: When messages are deleted from the "Trash" folder, they are permantly disposed of, and cannot be retrieved.

6.6 Writing E-mail

To write a new message, choose "Write New Message" from the "File" menu, or press "Enter-W" from the message list. "To:" is displayed on the Braille display. If you wish to use a different account from the default, Shift-Tab to the "Account" combo box, choose your desired account, and Tab back to the "To" field.

Type the e-mail address of the recipient, or rather, the person to whom you are sending the message. If using US Braille, you must use computer Braille. To send to multiple recipients, place a semicolon between the e-mail addresses.

You can also add recipients from the address list by selecting "Look up Address" from the "File" menu or pressing "Enter-L". Type the last name of the desired recipient, and press "enter".

Addresses matching your search are displayed. If you press "enter" without typing in the desired name, all of the addresses in your address list are displayed. If there is no matching address, "No match" is announced. Move to the desired

address, and press "enter". You can select more than one address by pressing "Space", then enter to input all of them.

When you are finished entering recipients in the "To" field, press "F3" to move to "CC:" and "BCC", and input any copy or blind copy recipients as described above. If you do not need to carbon copy anyone, you can skip to the next step.

Press "F3" to move to "Subject", and type the subject of the e-mail message. Finally, press "F3" to move to "Message body:", and type the text of your e-mail message. Use the same input and editing methods as are used in the Word Processor.

When you have finished writing your e-mail message, select "Send" from the "File" menu, or press "Enter-S" directly from your message. When the e-mail is finished sending, "Successfully sent new message" is displayed. If sending fails, the Polaris displays "Unable to send message", often with a specific error explaining the reason for the inability to send the message. If this occurs, the e-mail is saved in the "Outbox".

To cancel e-mail message creation or sending, press "Space-E" or "Space-Z" and you are returned to the "Inbox".

6.6.1 Attaching a File

To attach a file to a message, select "Attach File" from the "File" menu, or press "Enter-F" while writing an e-mail message. Use normal file and folder navigation keys to locate the file or files you want to attach.

Press "enter" on the desired file to attach it. To attach more than one file, press "Space" to select each file you want to attach. * is displayed in front of the selected file names. Press "enter" To attach the selected files. Now, the "Attach" item is displayed in the tab order after the "Message body".

6.6.2 Saving E-mail to the Outbox

Messages are saved in the "Outbox" under 2 conditions:

1. The user manually saves the e-mail to the "Outbox" for later sending.

2. An e-mail is automatically saved to the "outbox" after it fails to send due to a network error or other reason.

While writing a message, you can save by selecting "Save Mail in Outbox" from the "File" menu, or pressing "Space-S". A default file name is shown titled with the subject of the email. Press "Enter" to save the e-mail under the current file name, or type a new file name and change the path where the file is stored using the same method as in the "Save As" dialog of the Word Processor.

- Note: If you choose to save the e-mail in a location other than "flashdisk/email/outbox", you cannot access the e-mail message in the "Outbox". Thus, you cannot send the e-mail unless it is returned to the "Outbox" folder.

While creating a "message", press "Space-E" or "Space-Z" To cancel writing the e-mail. The Polaris displays "Currently writing mail. Save? Yes". Press Enter to

save the message in the Outbox. To return to the "Inbox" without saving the e-mail, press "Space" to change "Yes" to "No", and press "Enter".

To send a message from the Outbox, "Shift-Tab" to the mailbox list, navigate to the Outbox, and Tab to the message list. Press "Space-1" or "Space-4", to move to the message you want to send.

If you want to send all the e-mails in the list: Press "Enter-a (dot 1) to select all. If you want to send individual messages, use normal selection commands to select them. Press "Enter" on "Send" from the "File" menu, or just press "Enter-S" from the outbox, and the messages are sent.

6.7 Navigating Accounts and Mailboxes

There are two ways to move to an account or mail box.

You can access the accounts list or mailbox list by moving through the tab order until you reach "mailboxes" or "Accounts". Use "Space-1" or "Space-4" to move among the items in the list, and press "F3" to open the Account or mailbox.

You can also use the following hot keys to navigate accounts and mailboxes:

Go to next mailbox: Enter-3-4-5.

Go to previous mailbox: Enter-1-2-6.

Next account: Backspace-dots-3-4-5.

Previous account: Backspace-1-2-6.

- Note: These hot keys are not available from the account list or mail box list.

6.7.1 Managing Mailboxes

You can create additional mailboxes in the "E-mail" folder for sorting and storing your messages.

To create a new mailbox, from the Mailbox list, open the "Edit" menu and select "Create New Mailbox", or press "Enter-N" to activate this function directly. Type the mailbox name you want to create, and press "Enter".

The Polaris does not allow you to delete the "Inbox", "Sent", or "Outbox". However, you can delete folders/mailboxes you have created.

To delete a folder/mailbox, navigate to the mailbox you want to delete in the Mailbox list, open the "Edit" menu and choose "Delete Mailbox". You can also delete the current mailbox in the list by pressing "Space-D".

You can also rename mailboxes you have created. To do this, from the mailbox list, navigate to the mailbox you wish to rename. Open the Edit Menu and select "Rename mailbox", or press "Enter-R" to open the "rename mailbox" dialog directly. Type the new name for the folder mailbox, and press "Enter".

6.7.2 Copying and Moving to Mailboxes

You can copy and move e-mails using the "Copy to Mailbox" or "Move to Mailbox" commands in the "Edit" menu.

The "move/Copy dialog" contains the following:

1) "Folder" list.

2) "Create mailbox" Button

3) "Delete mailbox" Button

4) "Rename mailbox" Button

5) "Confirm" Button

6) "Cancel" Button

To copy and move an e-mail to another folder, follow these steps:

1) Select individual e-mails by pressing "Space", select a continuous group with "Enter-B" or select all with "Enter-A".

2) Open the "Edit" menu, and press "SPACE-4", to move to "Copy to Mailbox" or "Move to Mailbox" and press "Enter". You can activate these functions directly from the message list by pressing "Backspace-C" for "Copy" and "Backspace-X" for "Move to".

3) Polaris displays "Folder list".

4) Press "Space-4", to move to the folder into which you want to copy or move messages and press "Enter0.

5) The e-mail is moved or copied to the selected folder, and you are returned to the mailbox from which you activated the "Move" or "Copy" command.

6.8 Advanced Message Features

6.8.1 Reply and Reply All

When you reply to an e-mail, you can edit or add a message to the original message, or add another recipient. Choosing "Reply" sends en e-mail to only the original sender. Choosing "Reply To All" sends an e-mail back to the original sender as well as all other recipients of the original e-mail.

1) From "Subject", "Date", or "Message body" of a message in the "Inbox", select "Reply" or "Reply All" from the "Message" menu, or press "Enter-R" or "Backspace-R" respectively.

2) You are placed in the message body, which already contains the original message body of the received e-mail; below "--- Original Message ---".

3) You can type additional text, edit the original message, and/or edit any of the fields associated with the message including the subject and recipient fields.

4) When you have finished, press "Enter-S" to send the e-mail.

You can save replies just as you can save new messages in the "Outbox" for sending later.

6.8.2 Forwarding a Message

"Forwarding" refers to sending an e-mail you received to another person.

1) From the "Subject", "Date", or "Message body", open the "Message" menu and select "Forward", or press "Enter-F".

2) Polaris displays "To:". Input the e-mail address of the new recipient, or multiple recipients, using computer Braille.

3) Press "F3", to move to "CC", "BCC", and "Subject" and edit them as you wish. The subject will appear as "FW: (original subject)".

4) "Tab" to the message body. The original e-mail message is shown following, "----- Forwarded Message -----".

5) Type any additional text you wish to add to the message, or make any edits to the forwarded text, and press "Enter-S" to send.

If you don't want the e-mail to appear in the same message body as the e-mail you are writing, you can also forward the current e-mail as an attachment. Use "Backspace-W" to send the current e-mail as an attachment, then use the process described above.

6.8.3 Saving an E-mail

There may be times when you wish to save a received message as a file. Please note that there is a small difference between IMAP and POP3.

1) Using Pop3: when placed on one of the fields of an e-mail message you want to save, select "Save as Text" from the "File" menu, or press "Space-S".

2) Polaris displays "File name: (subject of e-mail being read.txt".

3) Press "Enter" to save the message under the current file name. If you wish, you can rename the file using the same method as in the "Save As" dialog of the "Word Processor".

If you are using IMAP, you must first navigate to and open the message before you can save it. Otherwise the steps are exactly as those above.

6.8.4 Finding Messages

The "Find" command is used to search for messages in the current mailbox. The "Find" function looks for text that matches the text you enter in "Subject", "Date", and/or "From". This function only works in the "Subject", "Date", or "From" controls. Use "Space-F" to open the "Find" dialog, or open the "Edit" menu and press "Enter" on "Find".

Use "F3" and "Space-F3" to move among the controls. Type the text to search in the Edit box. Choose what parts of the message to "Search". Choose the direction to search, and press "Enter".

The "Find Again" command finds the next occurrence of the text according to the search text and direction specified in the "Find" dialog. As with "Find", the "Find Again" function only works in the "Subject", "Date", or "From" fields. Open the "Edit" menu and press "Enter" on "Find Again", or press "Backspace-F" from the message list.

6.8.5 Move to Next Unread Message

The "Move To Next Unread Message" command allows you to move to the next unread message. If you use this function on the last unread message in a list, you are taken to the first unread message in the list.

To activate this function from the "Subject", "Date", or "From" field, open the "Edit" menu and select "Move to next Unread Message" or press "Enter-U" to activate this function directly.

6.9 Using the Tools Menu

In addition to the "Accounts Manager", the "Tools" menu contains options for setting the save path, spam filters and other e-mail options.

6.9.1 Set Path

"Set Path" sets the default download path where file attachments and e-mail are stored. To set the download path, open the "Tools" menu and press "Enter" on "Save Path", or press "Enter-P" from the message list.

The "Set Path" dialog contains three settings:

1) Save attachments path

2) Send attachments path

3) Disk to save mail in

You can move among these items by pressing "Space-4" and "Space-1". Each item consists of "Path", "Modify", and "Close". At "Path", the default path is displayed. You can move among this information by pressing "F3" or "Space-F3". If you choose to modify any path, use normal file management navigation to locate your desired folder, and press "Enter".

6.9.2 Set Options

To open the "Set options" dialog, press "Enter" on "Options" from the "Tools" menu, or press "Enter-O" to activate this item directly.

The first item in the "Set options" dialog is "Default server?" You can set the default server to "IMAP" or "POP3". Use "Space" to change the value of the setting.

The next item in the "Set Options" dialog is "Use inbox as default mailbox when using POP3 server? Yes.". If you want the e-mail program to always place you in the "inbox" when starting e-mail using POP3, leave this setting as is. If you would like to use a different mailbox, press "Space" to change this option to "no".

The next option in the dialog is "Get the number of mail at once when using IMAP". The default is set to 64. Use "Space" or "Backspace" to cycle through the various options. The available values are All, 32, 64, 96, and 128.

When you have finished adjusting the settings, press "Enter" to save the options, or tab to the "Confirm" button and press "Enter". If you do not wish to save your changes, tab to the "cancel" button and press "Enter" or press "Space-Z".

6.9.3 Spam Settings

When the Polaris downloads e-mail from the e-mail server, there may be a number of e-mail messages that are spam. In this case, you can avoid downloading these spam e-mail messages by identifying specified words in the subject or specifying e-mail addresses you know are from spammers.

The spam e-mail messages that are identified by your "Spam Settings" are not downloaded into the Polaris, and remain on the e-mail server.

Use the following steps to set spam e-mail filters:

1) Open the "Tools" menu and select "Spam Settings", or press "Enter-E" to activate this item without accessing the menus.

2) The "Spam Settings" dialog contains 6 items: "Type" combo box, "List", "Add" button, "Modify" button, "Delete" button, and a "Close" button.

3) "Type" can be set to 1 of 3 options: "Subject", "E-mail address string", and "Host". You can move among these options by pressing "Space-1" or "Space-4". The "list" is displayed according to the "Type" you choose.

— If you have selected "Subject", the list is displayed as "Subject: (Registered word) 1/xx". If you selected "E-mail address string", it is displayed as "E-mail address string: (Registered e-mail address string) 1/xx". It is displayed as "no items" if there is no registered word or e-mail address string.

How to register Spam Settings:

1) Press A when "Type: Subject 1/3" is displayed. Or, press "F3" to move to the "Add" button, and press "enter".

2) The "add dialog" is opened and "Subject add:" is displayed.

3) Type the words, by which you want to identify spam messages and press "Enter". Or, "Tab" to the "Confirm" button, and press "enter".

4) "Successfully added spam data". is announced and you are returned to the "list". "Subject: (registered word) 1/1" is displayed.

By adding the word in the manner just described, if there are e-mail messages that include the words you entered in the subject of the message, the Polaris downloads those e-mails from the e-mail server, but deletes them automatically.

You can also avoid receiving e-mail messages from a specific sender or host by registering it in the same manner.

To cancel setting spam filters from the "Add dialog", press "F3" to move to the "Cancel" button, and press "Enter". Or, press "Space-E" or "Space-Z".

To modify a spam filter you have set, do the following:

1) Access the "Spam Settings" dialog as described previously, and navigate to the "Type" of spam setting you want to modify by pressing "Space-1" or "Space-4".

2) Press "F3" to move to the list of registered items in that category.

3) Navigate to the item you want to modify using "Space-1" or "Space-4".

4) Press M, or press "F3" to move to the "Modify" button, and press "Enter".

5) Make the modifications in the edit box.

6) Press "F3" to move to the "confirm" button, and press "Enter" to save the changes.

You can also delete an item that has been registered in the spam list.

1) Access the "Spam Settings" dialog as described previously, and navigate to the "Type" of spam setting you want to delete by pressing "Space-1" or "Space-4".

2) Press "F3" to move to the list of registered items in that category.

3) Navigate to the item you want to delete using "Space-1" or "Space-4".

4) Press D or press "F3" to move to the "Delete" button, and press "Enter".

7. Media

The "Media" menu on the BrailleSense Polaris consists of programs related to media playback: specifically music, videos, and DAISY content. The "Media" menu contains 3 items: "Media Player", "FM Radio", and "DAISY Player".

You can open the "Media" menu by pressing "F1" to bring up the main "Program" menu, then navigating to "Media" using the DOWN scroll key and pressing "Enter". Or, you can quickly jump to and open the "Media" menu by pressing M from the main menu.

7.1 Media Player

You can use the Media Player to play audio files as well as listen to the audio for some video file formats. The Media Player plays the following formats, ac3, asf, asx, m3u, mp2, mp3, MP 4, mpa, mpg, ogg, pls, wav, wax, wma, flac, midi and wmv.

You can control the playing of media files using either Braille keyboard commands or the media buttons on the front panel of the Polaris. To launch the "Media Player", navigate to it in the "Media" menu and press "Enter". Or, launch it from anywhere on the unit by pressing "F1-M".

7.1.1 Using the Media Buttons

Near the center of the front panel on the Polaris is a group of 5 buttons. These buttons can be used to control the Media Player. Moving from left to right, the buttons are: "Back", "Record", "Stop", "Play/Pause", and "Forward".

The media buttons can control media playback, DAISY content playback, or application operation, depending on the position of the Media Mode switch, located to the left of the media buttons. Slide this switch to the right-most position, "Media Mode", to control media playback.

If the "Play/Pause" button is pressed while you are using another program on the Polaris, the unit opens the Media Player and begins playing the files in the most recently played list. If there are no files in the playlist, the Polaris says, "There are no items to display". "Back", "Stop", and "Forward" are available after audio playback is started.

- Note: As the Polaris is able to multi-task, initiating audio playback with the "Play/Pause" button does not close the program you were running when you pressed it. To return to your former position, press "F2-F3" to cycle through the running programs until you reach your former location.

A playlist can contain only 1 file, or many files. If there is more than one file in the playlist when you press the "Play/Pause" button, the Polaris plays all the files in the list one after another. If you press the "Play/Pause" button during playback, audio playback is paused. To resume playing, press the button again. If you press the "Play/Pause" button while you are in the "Record" dialog, the most recently recorded file is played.

If you press the "Forward" button, the next file in the playlist is played, and pressing the "Back" button plays the previous file. If you press the "Forward" button (while the last file in the list is playing, (or the "Back" button (while the first file in the list is playing), it has no effect, as there is no file to navigate to.

You can use the "Record" button to create a recording using the internal microphone or an external microphone from anywhere on the unit provided the Media Mode switch is set to the right-most position. Pressing the "Record" button once opens the "Record" dialog. Press the "Record" button again to start recording. Press the "Record" button while you are recording to pause recording. Resume recording by pressing the "Record" button one more time. Press the "Stop" button to stop and save your recording. The recorded file is saved in the "flashdisk/music/record" folder.

The "Stop" button is located in the center of the group and has a dot on it. It is used to stop playback or recording. If you press "Stop" during audio playback, the next time media playback is launched, the Polaris starts playing the first file in the playlist. If you press this button while recording, the Polaris stops and saves the recording. If you press the "Stop" button in the "Record" dialog when not recording, the dialog closes.

7.1.2 Media Player Layout

You can use the Braille keyboard to perform the same functions as the media buttons as well as more advanced features in the Media Player.

The playback dialog contains two information tabs: "playback information" and "playlist". Press "F3" or "Space-F3" to move between these tabs.

The "playback information" tab displays the track number, the file name, and the current playback status: (play, pause, or stop). If there are no files in the playlist,

the Polaris displays "Title: There are no items to display". If you press "Space-4", the Polaris displays playback time information.

When in the Playback tab, you can use the cursor routers to jump to specific areas of the media file. For example, if you want to move to a place near the middle of the file, press cursor router 16 or 17. If you want to move to a place near 75%, press cursor router 24 or 25.

The "playlist" tab displays all the files in the playlist. For each file in the playlist, it displays the track number, file name, the location of the file in the list, and the total number of files in the list. If there is no file in the playlist, the Polaris displays the message "no items".

The Polaris's Media Player supports the viewing of lyrics for MP3 files which contain them. The "Lyrics tab appears in the tab order only if the file you are playing contains lyrics in its file information. The lyrics are displayed in a multi edit box which you can read and navigate using normal document navigation commands.

The Media Player menu contains five items: "File", "Play", "Record", "Position", "Mark" and "Settings".

To open the Media Player menu, press "Space-M" or "F2". Select a menu item using "Space-1" or "Space-4" and press "Enter". Or, you can press "Space-M or "F2" followed by the shortcut for the corresponding menu item. For example to open the Record menu, press "Space-M" or "F2" to open the menu, and press R.

The Media Player also contains various lists and dialog boxes. Use "Space-1" and "Space-4" or the Up and Down scroll keys to navigate menus, settings or file lists. Use "Space-4-5" and "Space-1-2" or "F3" and "Space-F3" to tab among controls in a dialog. For the purposes of these instructions, we will generally refer to using "F3" and "Space-F3" or simply "Tab". However, in these instances, "Space-4-5" and "Space-1-2" can also be used. Press "Enter" to execute an item.

7.1.3 The File Menu

1) Open File: (O) "Enter-O". Opens a media file and creates a new playlist.

2) Open Folder: (F) "Enter-F". Creates a new playlist with all the media files in the selected folder.

3) Add File: (A) "Backspace-O". Adds the selected files to the current playlist.

4) Add Folder: (I) "Backspace-F". Adds all the media files in the selected folders to the current playlist.

5) Save Playlist: (S) "Space-I". Saves the current playlist.

6) Save As Playlist. Saves the currently playing files as a playlist.

7) Delete Item: (D) "Space-D". Deletes the current item from the playlist.

8) Tag Information: (T) "Enter-T". Opens the properties for the current media file.

9) Open URL: (U) "Enter-U". Opens a website for streaming playback.

10) Exit: (Z) "Enter-Z". Exits the Media Player.

7.1.4 The Play Menu

1) Play (P) "Enter". Initiates playback. You can also press the "Play" button.

2) Previous Track: (B) "Dot-3". Moves back 1 track. You can also press the "Back" button.

3) Next Track: (N) "Dot-6". Moves forward 1 track. You can also press the "Forward" button.

4) Back 5 Tracks: (D) "Dots-2-3". Moves back 5 tracks.

5) Forward 5 tracks: (U) "Dots-5-6". Moves forward 5 tracks.

6) First Track: (T) "Dots-1-3". Moves to the first track in the playlist.

7) Last Track: (E) "Dots-4-6". Moves to the last track in the playlist.

8) Volume Up: (H) "Space-Up Scroll". Increases the volume.

9) Volume Down: (L) "Space-Down Scroll". Decreases the volume.

10) Speed Up: (K) "Dots-3-4-5". Increases the playback speed.

11) Slow Down: (M) "Dots-1-2-6". Decreases playback speed.

12) Pause: (A) "Space". Pauses playback. Press again to resume. You can also use the "Play" button.

13) Stop: (S) "Backspace". Stops playback. You can also use the "Stop" button.

7.1.5 Making Recordings

1) Record: (R) "Enter-R". Places you in standby mode. Press again to initiate recording. Press "Space-Z" when finished. You can also use the "Record" button to start recording and the "Stop" button to finish.

7.1.6 The Position Menu

1) Mark Position: (M) "Enter-M". Marks the current position for later use.

2) Delete marked Position: (D) "Enter-D". Unmark the marked position.

3) Jump to Marked Position: (J) "Enter-J". Go to the position previously marked.

4) Go to Time: (G) "Enter-G". Go to a specific time in the file.

5) Go to Percent: (E) "Backspace-P". Move to a place in the file according to it's percentage.

6) Set Start Point: (L) "Enter-P". Set a start point for repeat play.

7) Release Point: (R) "Space-E". Set the end point for repeat playback.

7.1.7 The Mark Menu

1) Set Mark: (S) "Backspace-M". Bookmark a specific point the media file.

2) Jump to Mark: (M) "Backspace-J". Move to a previously set mark.

3) Previous Mark: (P) "Backspace-dot-3". Moves back one mark from your current position.

4) Next Mark: (N) "Backspace-dot-6". Moves to the next mark after your current position.

5) Delete Mark: (D) "Backspace-D". Deletes a mark.

6) Mark Manager: (K) "Backspace-K". View and modify all marks in the current file.

7.1.8 The Settings Menu

1) Configuration: (C) "Backspace-C". Lets you configure file information display, and exit position saving.

2) Playback Settings: (P) "Enter-S". Settings for Repeat Shuffle and other playlist settings.

3) Record Settings: (R) "Backspace-S". Choose recording source, file type, sample rate, bitrate, etc.

4) Effect Settings: (E) "Enter-E". Set Equalizer and bass boost.

7.2 FM Radio

To use the "FM Radio" on the Polaris, you must connect headphones to the headphone jack on the unit, as the headphone cord serves as the antenna, and without it, radio reception will be poor to nonexistent.

From the Media menu, use the scroll buttons to navigate to "FM Radio" and press "Enter". You can also press R to quickly jump to and launch the "FM Radio". You can launch the "FM Radio" from anywhere on the unit by pressing "F1-R".

When the FM Radio is launched, your Polaris announces the radio frequency. If you have used the FM Radio program previously, the Polaris tunes to the frequency that you last listened to.

- Note: the frequency range of the FM Radio is 87.5MHz to 108MHz.

7.2.1 Listening to FM Radio via the Internal Speakers

When you execute the FM Radio after connecting headphones, sound from the radio is directed through the headphones. As previously explained, it is necessary to connect the headphones to provide an antenna for radio reception. However, there may be times when you wish for the sound from the radio to output through the speakers on the Polaris. To listen to the radio through the internal speakers, press X, to toggle internal speaker output on/off.

You can adjust the radio volume using Space with the Up and Down scroll buttons.

7.2.2 Frequency Control

To tune to another frequency, use the following commands:

Press "dot 5" to scan forward for the next radio station, and "dot 2", to auto scan backward. Press "dot 6", to increase the frequency by0.1MHz, and "dot 3", to decrease the frequency by0.1MHz. Press "Space-F" to input the frequency directly. Type the frequency in numbers in the edit box and press "Enter".

You can also use the media buttons on the front panel to control the FM Radio. The Media mode switch should be moved to the left-most position, "Application

Mode." Pressing the "Back" button scans backward, and pressing the "Forward" button scans forward.

You can also activate frequency movement commands from the "Frequency" menu.

7.2.3 Adding and Navigating Presets

To add the currently selected frequency as a preset, select "Add Preset" from the "Presets" menu, or press "Enter-S".

The "add preset" dialog is opened and "Frequency: (current frequency)" is announced. "Tab" to the "Label" edit box. Type the name by which you want to identify the preset. Press "Enter" to save the preset.

To add a frequency other than the one you're currently listening to, you may type the number of the frequency you wish to add in the "Frequency" edit box of the "add preset" dialog.

You can navigate your presets by using "dot 1" to move back, and "dot 4" to move forward a preset.

To delete a preset, navigate to the preset and press "Space-D".

- Note: when this command is executed, the preset is deleted instantly without any warning or verification.

You can also add and delete presets using the Preset Manager dialog. Select "Preset Manager" from the "Presets" menu, or press "Enter-M".

The Preset Manager dialog contains the "Preset list", an "Add" button, a "Delete" button, a "Modify" button and a "Close" button.

Pressing "Enter" on the "add" button opens the "add preset" dialog explained above. The "Modify" dialog lets you change the label of the current preset in the list. Use the "Delete" button to delete a preset from the preset list. To exit the Preset Manager" dialog navigate to the "Close" button and press "Enter" or press "Space-E".

You can also use the media buttons on the front panel to add and move among presets. Press the "record" button for more than 2 seconds, to open the "add preset" dialog. To move to the previous preset, press the "Back" button for more than 2 seconds. Pressing the "Forward" button for more than 2 seconds moves to the next preset. Pressing the "stop" button for more than 2 seconds deletes the selected preset.

7.2.4 Recording from the FM Radio

To record the audio of the radio station to which you are currently listening, Select "Record" from the radio's menu, or press "Enter-R". The "record" dialog is opened and the Polaris begins recording.

While recording the radio, "Tab" to the "Pause" button and press "Enter", or press A to pause recording. The name of this button is changed to "Continue". Activate the "Continue" button or press G, recording resumes. To stop the recording, press S. Or, "Tab" to the "Stop" button and press "Enter".

To check the duration of the current recording press "Space-4". The unit announces the current recording run time and total possible recording time.

Recorded files are saved in the "flashdisk/music/radio" folder. The files are named according to the preset label and frequency. If you are recording a radio station that is not in your preset list, the recording is named "radio" followed by the frequency.

You can also instantly start recording by pressing the "record" button on the front panel. Press the "Stop" button to stop and save the recording. Press the "Record" button again to pause and resume recording. Pressing the "Back" and "Forward" buttons moves among the controls in the "record" dialog.

7.2.4.1 Changing record folder

To change the folder where recorded files are saved, select "Recording Settings" from the "File" menu or press "Backspace-S".

You are placed in the "Recording Settings" dialog on the first item, "Recording type: mp3". "Tab" to the "Record folder" setting.

"Record folder: /flashdisk/music/radio" is displayed. Press "Enter". Use normal folder navigation to locate your desired folder for storing recorded files. Press "Space" to select it and press "Enter", and you are returned to the "Record Settings" dialog. Press "Enter" again to save the settings and exit the dialog.

In the Record Settings dialog, you can also set recording type, sample rate, and bit rate. To change the recording type, press "Space" to toggle between "wav" and "mp3".

7.2.5 Additional Features

1) Sensitivity adjustment

If the Polaris cannot tune to the broadcast frequency you desire, adjust the scanning sensitivity. Open the "Settings" dialog. Press "Space-4" to navigate to "Sensitivity" and press "Space" or "Backspace" to adjust the sensitivity. Higher values increase the scanning sensitivity of the radio. If the sensitivity is increased, you can fine tune to more frequencies.

2) Mute

While listening to the radio, press "Space" to mute the audio. Pressing "Space" once again unmutes the radio. You can also mute the radio by pressing the "stop" button on the front panel, and unmute by pressing the "play" button.

7.3 DAISY Player

Using the DAISY Player on the Polaris, you can listen to files and read books that use the DAISY format. DAISY is an acronym for (DIGITAL ACCESSIBLE INFORMATION SYSTEM). One advantage to DAISY books is that you can listen to the audio as well as read the associated text with the audio in DAISY books where both text and audio are present.

The Polaris supports DAISY books that are version 3.0 or earlier. The DAISY Player supports the following book types:

DAISY 2.0/2.02/3.0, DAISY XML/Digital Talking Book.

ANSI/NISO Z39.86 2002, 2005.

Bookshare.org DAISY content,

NIMAS 1.1

DRM: supports 2006 PDTB2 authentication.

7.3.1 Arrangement of the DAISY Player

To launch the DAISY Player, press "Enter" on "DAISY Player" in the Polaris "Media" menu. You can also launch the DAISY player from anywhere on the unit by pressing "F1-D".

When you launch the DAISY Player, you are placed in Polaris's drive list. Press "Enter" on the drive containing the DAISY book you want to open.

Use normal folder navigation to locate the folder containing a DAISY book you want to open. Press "Space" to select it, then press "Enter" to open it. You must first select the folder containing the book, because a DAISY book contains multiple files, thus, Polaris needs to know exactly from which folder to get all the book text and information.

If you replay a book that you have listened to before, playback resumes from the location where you last exited. To stop playing a DAISY book, press "Space-Z".

A prompt box appears asking if you would like to exit the DAISY Player. Select "Yes" or "No" with "Space" or "Backspace" and press "Enter".

You can also control DAISY playback using the media buttons on the front panel. The Media Mode switch must be set to the center position, "DAISY Mode". Start DAISY playback by pressing the "play" button on the front panel. Press "play" again to pause playback. Press the "Back" button to move back 1 navigational element, and press the "Forward" button to move forward by1 navigational element. Use the "Record" button to set the navigational element by which the "Back" and "Forward" buttons move.

Open the DAISY Player menu by pressing "Space-M" or "F2". The menu contains "File", "Document", "Mark", and "Heading". You can navigate the menu items using "Space-1" and "Space-4". To activate a menu item, press "Enter".

Or, you can press "Space-M or "F2" followed by the shortcut for the corresponding menu item. For example to open the "Heading" menu, press "Space-M" or "F2" to open the menu, and press H.

The DAISY Player also contains various lists and dialog boxes. Use "Space-1" and "Space-4" or the Up and Down scroll keys to navigate menus, settings or file lists. Use "Space-4-5" and "Space-1-2" or "F3" and "Space-F3" to tab among controls in a dialog. For the purposes of these instructions, we will generally refer to using "F3" and "Space-F3" or simply "Tab". However, in these instances, "Space-4-5" and "Space-1-2" can also be used. Press "Enter" to execute an item.

While playing DAISY content, you are placed in a dialog in which four controls/components are available: "heading", "Information", "Play" and "Pause". "Tab" through this information using "F3".

"Heading" shows you a prefixed heading or navigation element as well as the text under that element if text exists. In "information", you can find the current page, level, phrase, elapsed time, and running time. You can move among these items with "Space-1" or "Space-4". You can press "Enter" on "Pause" or "Play", to pause or play the audio. From anywhere in the dialog, you can also toggle play/pause with "Space".

7.3.2 The File Menu

1) Open DAISY: (O) "Enter-O". Calls the "Open DAISY" dialog.

2) Voice Settings: (S) "Enter-S". Set auto playback settings as well as rate, pitch and volume of the reading voice.

3) Book Info: (I) "Enter-I". Obtain information about the currently playing DAISY book.

4) Exit: (Z) "Space-Z". Closes the DAISY Player.

7.3.3 The Document Menu

1) Play/Pause: (P) "Space-P". Pause and resume playback. You can also use the "Play" button.

2) Previous Page: (U) "Dots-1-2-6". Moves back one page.

3) Next Page: (D) "Dots-3-4-5". Moves forward one page.

4) Go To Page: (G) "Enter-G". Enter the number of the specific page you want to go to.

5) Move by Previous Movement Unit: (H) "Dot-3". Move back by specified movement type.

6) Move by Next Movement Unit: (L) "Dot-6". Move forward by specified movement type.

7) Change to Previous Movement Unit: (I) "Dots-2-3". Cycle backward one movement type.

8) Change to Next Movement Unit: (E) "Dots-5-6". Cycle forward one movement type.

7.3.4 The Mark Menu

1) Set Mark: (M) "Enter-M". Bookmark a position.

2) Jump to Mark: (J) "Enter-J". Move to a previously set mark.

3) Delete Mark: (D) "Space-D". Delete a previously set mark.

7.3.5 The Headings Menu

1) Headings List: (L) "Enter-H". Open the list of headings in the book.

2) Scan for Next Heading: (N) "Enter-N". Move to the next available heading.

3) Read Current Heading: (W) "Enter-W". Read the heading under which the current text is located.

4) First Heading: (T) "Dots-1-3". Move to the first heading.

5) Last Heading: (B) "Dots-4-6". Move to the final heading of the book.

6) Find: (F) "Space-F". Search for text.

7) Find Again: (R) "Enter-F". Find the next instance of the search string you specified in the "Find" dialog.

7.3.6 The Memo Menu

1) Insert Memo: (M) "Backspace-M". Insert an annotation.

2) Read Memo: (R) "Backspace-R". Read the current memo.

3) Previous Memo: (P) "Backspace-P". Move back one memo from your current position.

4) Next Memo: (N) "Backspace-N". Move to the next memo from your current position.

5) Delete Memo: (D) "Backspace-D". Delete the current memo.

8. Organizer.

The "Organizer" menu contains items to help you organize and synchronize appointments and contacts. It contains the "Address Manager", and the "Schedule Manager".

Open the "Organizer" menu by navigating to "Organizer" in the main "Program" menu, or just by pressing "O from the main menu.

8.1 Address Manager

The "Address Manager" is a program that you can use to keep track of your contact information for friends and colleagues, such as company addresses, home addresses, e-mail addresses, as well as other information. You can also synchronize your contacts with your Google account under Accounts in the Settings menu of All Apps.

The "Address Manager" consists of two main dialogs: "Add Address" for entering contact information, and "Search Address" for retrieving this information.

In the "Organizer" menu, you can quickly jump to an open the "Address Manager" by typing "a" or by navigating to the "Address Manager" and pressing "Enter".

When the "Address Manager" is opened, the "Search Address" dialog is displayed. The Polaris prompts, "Last name:"

You can use the menus to conveniently browse and execute all of the available commands. To open the menu, press "Space-M" or "F2". Select a menu item using "Space-1" or "Space-4”, and press "Enter". Or, you can press "Space-M or

"F2" followed by the shortcut for the corresponding menu item. Use "Space-1" and "Space-4" or the Up and Down scroll keys to navigate menus, settings or file lists. Use "Space-4-5" and "Space-1-2" or "F3" and "Space-F3" to tab and Shift-Tab among controls in a dialog.

8.1.1 Adding an Address

This dialog allows you to enter new contacts. Select "Add Address" from the menu, or press "Enter-I" directly from in the "Address Manager".

The "Add address" dialog contains a list of 22 input fields, the "Memo" field, a "Confirm" button, and a "Cancel" button. In the input fields, enter the information corresponding to the 22 fields of a record. You can move from one field to the next using "Space-1" and "Space-4" or the up and down scroll keys. You do not have to fill in all the fields, simply leave blank those you do not need to use.

If using US Braille, you can enter telephone numbers using computer Braille (without a number sign) or regular grade 1 Braille (with or without a number sign). To enter a dash, press "Space" or "dots 3-6". To put an extension number after any phone number, enter the phone number as described above, and then type a comma (,), followed by the extension number, as in "000-000-0000,100." In this case, Press "dot 6" to enter the comma in computer Braille or "dot 2" in grade 1 Braille. When you enter a home page address or an e-mail address, you should also use computer Braille. (See Appendix 1)

After filling in the desired information, Tab to the "Memo" field. You can type in multiple lines of text in the "Memo" field. If you do not wish to enter a memo, leave it blank.

When you have entered all the relevant information, Tab to the "Confirm" button and press "Enter". Or, just press "Enter" from any field. To cancel the contact entry, Tab to "Cancel" and press “Enter". After canceling or adding an entry, you are placed in a new blank record.

8.1.2 Setting Add Address Fields

There are 22 fields in a record, but you may not want to enter information in every one of the 22 fields. You can use "Set Address Fields" to select only the fields that you need.

To use this function, Select "Set Address Fields" from the menu, or, press "Enter-O" from the "Add Address" dialog. On the right side of each field name, "used" or "unused" is displayed. The default value is set to "used". To toggle the value, press "Space".

After setting all the fields you want to change, Tab to "Confirm" and press "Enter". To cancel changes, press "Space-E".

8.1.3 Searching For an Address

The "Search Address" dialog enables you to search for specific records in the "Address Manager". The "Search Address" dialog is opened automatically when the "Address Manager" is launched. To open "Search Address" from "Add

Address", you can either select it from the menu, or press "Enter-S" from the "Add Address" dialog. "Last name" is displayed as this is the first field in the address data.

Type a last name to search for and press "Enter". Press "Enter" without entering text to search, and all records are shown. To search by a different field, navigate to it using "Space-4", type the search text in the edit box, and press "Enter".

You can move among found records using "Space-1" and "Space-4". To navigate fields and records in the search result list, you can use the following hot keys:

Move to a previous field in a record: Space-2

Move to the next field in a record: Space-5

Move to the first field in a record: Space-1-3

Move to the last field in a record: Space-4-6

Move to previous same field different record: Space-3

Move to next same field different record: Space-6

If the field contains an e-mail Address, you can press "Enter" to launch the e-mail program and send an e-mail to that person. If a field contains a web page, you can press "Enter" to open the page in the Web browser.

When you enter text to be searched, you do not have to type the entire content of a field. For example, to find a record about "Edward", type in "ed" in the "search name" field. Then, all the records whose name field contains "ed" are found.

8.1.4 Setting Searching Address Fields

This option enables you to select the fields that you want to search. Select "Set Address Search Fields" from the menu, or press "Enter-O" from the "Search Address" dialog.

All the address fields are displayed. Press "Space", to toggle the value of a field between "used" and "unused".

8.1.5 Backing up and Restoring the Address List

If you perform a hard reset, or if your battery dies, all of the data in the "Address Manager" is lost. Thus, it is very important that you make a backup file every time you make a change to the address list. Select "Backup Address List" from the menu, or press "Enter-U" from anywhere in Address Manager.

If you already have a backup file, you are prompted, "Backup file already exists. Continue to backup? Yes". If you have made changes to your address list, press "Enter" to create a new backup file. To keep the previous backup file press "Space-4", to move to "No", and press "Enter". When you create a backup file in your address list, you will have a new backup file with the extension DAT, and you will have another file with the extension BAK created from the previous "address.dat" file).

To restore the address list after a hard reset, select "Restore Address List" from the menu, or press "Enter-R" from anywhere in Address Manager.

If you already have an address list, you are prompted, "Address file already exists. Which do you prefer? Append". If you press "Enter", the backup address list is

appended to the current address list. If you press "Space-4" once and press "Enter" on "Overwrite", the new backup file is restored, erasing the old backup file.

You can backup your address list automatically using the "Set Backup Options". Select "Set Backup Options" from the menu, or press "Enter-E".

The "Backup mode" has three radio buttons: "Always backup changes when exiting", "Manual backup", and "Prompt backup changes when exiting". Move through the radio buttons using "Space" and "Backspace". Press "Enter" to save your setting.

8.1.6 Importing from CSV

"CSV" is the acronym for Comma Separated Value. A CSV file is used for the digital storage of data structured in a table form, with the information in the various columns separated using commas. The "Address Manager" can import a CSV contact file created using MS outlook or some cell phones. You can also export a CSV file of your contacts for use on other devices.

To import the data from a CSV file, select "Import from CSV" from the menu, or press "Backspace-I" from anywhere in the Address Manager. Type the name of the file you want to import in the edit box. To browse for a file, "Shift-Tab to the path search list, and use normal file navigation commands to choose your file and press "Enter".

When the CSV file is imported, "Last name: unused 1/xx" is displayed. You can choose whether the data from the CSV file for each field should be imported.

Some CSV files may contain data that is not equivalent to any of the fields in the "Address Manager", or you may simply not wish to import certain pieces of information.

This dialog contains all the fields in the "Address Manager", a check box for allowing fields in the first record, and "Confirm" and "Cancel" buttons. Tab and Shift-Tab among these items. For each "Address Manager" field, there is a list box containing "Unused" and all of the fields of the CSV file being imported. Use "Space-1" and "Space-4" to move among the fields. If there is no equivalent field in the CSV file for an "Address Manager" field, select "unused".

Often, the first set of fields in a CSV file represent field titles. For this reason, there is a check box for allowing fields in the first record to be imported or not. If the first set of fields does contain title data, make sure that the "allow fields in first record" item is not checked.

To complete the import, Tab to "Confirm" and press "Enter". You are prompted, "Address file already exists. Which do you prefer?" The default value is "Overwrite". The setting values are "Overwrite" and "Add". You can either replace the existing file with the data imported from the CSV file, or you may add it to the existing address list. To change the setting value, press "Space", and press "Enter" to save the data.

8.1.7 Exporting to CSV

To export address data to CSV, select "Export to CSV" from the menu, or press "Backspace-X". Type a file name for the exported data and press "Enter". To

change the location where the file is stored, Shift-Tab to the file list and use normal file and folder navigation to select the location.

8.1.8 Editing, Saving, and Deleting Addresses

To edit information in a record, find the desired address by using the "Search Address" function, then move to the field you want to change by using "Space-2" or "Space-5". Select "Modify Address" from the menu, or press "Enter-M" to activate this command directly. You can now enter new information the field. When you have modified the information, press "Enter". The Polaris saves the changes, and you are returned to the first field of the record.

To save the changes and exit modify mode, Tab to "Confirm", and press "Enter". To cancel the modification, press "Space-E" or "Space-Z".

To delete the record you are currently reading, select "Delete Address" from the menu, or press "Space-D" while viewing the record. You can also delete more than one record at a time by first selecting individual records with "Space", or by selecting all records with "Enter-A".

You can also save selected records to a file. Select "Save addresses As File" from the menu, or press "Enter-T" from the "Search Address" dialog. The "file save" dialog is displayed and you are asked to enter the file name and select a file format. After you type the file name, and select one of the available file formats, press "Enter" on "Confirm", and the selected records are saved.

8.2 Schedule Manager

The "Schedule Manager" is a program used to manage information about appointments, anniversaries, and events. It can also inform you of appointments at a specified time using alarms. You can start the "Schedule Manager" from the "Organizer" menu, by navigating to it with "Space-4" and pressing "Enter". You can launch the "Schedule Manager" from anywhere on the unit by pressing "F1-S".

The "Schedule Manager" has two main dialogs: "Add appointment" and "Search appointments". In "Add appointment", you can enter information for a new appointment. Using "Search appointments", you can look for information about a specific appointment and edit or delete the information.

When the "Schedule Manager" is opened, the "Search appointments" dialog box is displayed. You are prompted for a "Find date:" with the current date filled in as the default. To add a new appointment, select "Add appointment" from the menu, or press "Enter-I" from the "Search appointments" dialog.

- Note: Due to the nature of appointments, it is very important that dates and times are entered correctly to ensure that your schedule is accurate and you are alerted to your appointments at the proper times through the "Check Today's SCHEDULE" option as well as the alarms that can be associated with appointments. Please be sure your time and date are set correctly. (See section 3.1)

8.2.1 Adding an Appointment

To add a new appointment, press "Enter-I" from the "Search appointments" dialog. The "Add appointment" dialog has a set of input fields, a "Confirm" button, and a "Cancel" button. Use "F3" and "Space-F3" to move through the controls.

When you start "Add appointment", you are prompted to choose the appointment type. Use Space-1 or Space-4 to choose between “Anniversary” or “Appointment”.

The next field is the "Start date" edit box. To use the date displayed, Tab to the next field. To enter a new date, type month/day/year.

- Note: If you have not searched for an appointment, or have searched by subject, the default "Start date" is today's date. If you have searched appointments by date, it is the last date for which you searched.

Tab to the "Start Time" field. By default, this field shows the current time. Enter the time as hhmm or use navigation keys to select your appointment time. If you're using "12 hour" format, press "Space-X" to change between am and pm.

The next field is the end date. By default, the end date is the same as the "Start date". To use this date, Tab to the next field. To enter a new date, type month/day/year.

By default, the end time is the same time as you set in the "Start time" field. To change the time, type the time as hhmm.

The next field is the subject of the appointment. If you do not enter anything in this field, you cannot save the record. If you press "Enter" after typing in the subject, the record is saved, leaving the "Location" and "Memo" field empty, and the

"Alarm time" field set to its default value ("Time of appointment"). Type your subject and Tab to the next field.

Type the location of your appointment. Press “Enter" to save the appointment, or Tab to the next field.

In the "Memo" field, you can enter detailed information about an appointment. This is a multi-line edit box, meaning you can type more than one line of text. You can use most of the editing commands that are used in the "Word processor". You can leave this field blank if you wish.

The "Alarm time" function allows you to set when you are reminded about an appointment. The alarm is set relative to the appointment time. For example, you may want the alarm to sound 30 minutes before your appointment, so that you are not late. The default value for this field is set to "Time of appointment".

The time can be set anywhere from one minute to two weeks before the appointment. Use the same navigation keys as when setting the time and date. If you do not wish to have an alarm reminder, press "Space-1" to "Alarm off". After setting the "Alarm time", press "Enter" to save the appointment.

8.2.2 Setting a Recurring Appointment

Set this option when the appointment you are creating recurs at regular intervals. If it is unchecked, the appointment is set to occur once. To set a recurring appointment, check this box with "Space", then Tab to the resulting combo box for setting the recurrence pattern. You can select from "Daily", "Weekly", "Monthly" and "Yearly".

If you select "Daily", Tab to the "Recurring interval of day" edit box. You can type a number between 1 and 999 to represent the number of days between recurrences. If you enter 1, the appointment recurs every day, and if you enter 2, it recurs every other day. Be sure the difference between the start and end date is shorter than the recurring interval value.

Tab to the "Set recurrence end date" check box. By default, it's unchecked, which indicates that the appointment recurs indefinitely. If you check this box, an edit combo box for entering the end date appears in the tab order.

If you set the "Recurrence" to weekly, Tab to the "Recurring interval" edit box, and type the number of weeks between appointments in numbers from 1 to 999. As with daily, the appointment duration should be shorter than the recurring interval.

Tab to a list box where you can select the day of the week on which the appointment recurs. To select or unselect the current item, press "Space". You can make more than one selection, thus the appointment recurs on more than one day during the week. If you don't select a day, it is set to the today's week day.

If you set the "Recurrence to monthly", Tab to the "Recurring type" combo box. You can set the recurring type as "Date" or "Day of the week". "Date" is used when you want to set an appointment recurring on the same day of a month, for example, on the 17th of every month, or every other month. On the other hand, "Day of the week" is used when you want to set an appointment recurring on the same week and day of the week of a month, for example, on Wednesday of the second week of every month. After selecting the "Recurring type", Tab to the

"Recurring interval", and type a number of months between appointments in numbers from 1 to 999.

Different fields are shown in the Tab order depending on what you have selected in "Recurring type". If you set the "Recurring type" to "Date", an edit box appears for typing the day of the month for the recurrence. By default the "Start date" is shown. Tab to "Set recurrence end date" and make your choices.

If you set the "Recurrence" to "Yearly", Tab to the "Recurring type" combo box. Select either "date" or "day of the week". If you set the "Recurring type" to "Date", you can set the month and the day of the month when the appointment recurs. If you set it to "Day of the week", you can set the month, the week, and the day of the week when the appointment recurs every year. After setting "Recurring type", Tab to the "Month for recurrence" combo box. Select the month of the year using "Space-1" or "Space-4". From here, different fields appear in the tab order depending on how you have set the "Recurring type".

If you have set the "Recurring type" to "Date", the focus moves to "Day of recurrence" edit box. You can type a number between 1 and 31. Then, Tab to the "Set recurrence end date" check box. If the "Recurring type" is set to "Day of the week", you have to set "recurring week" and "Day of week for recurrence".

8.2.3 Search Appointments

When you start "Schedule Manager", the "Search appointments" dialog is opened. You can also open this dialog from the "Add appointment" dialog, by pressing "Enter-S" or selecting "Search appointments" from the menu. There are

two methods for searching an appointment: "searching by subject" and "searching by date".

When "searching by subject", you can find an appointment using keywords in the subject field. When "searching by date", you can find appointments according to a specified date. To toggle the search mode, Select "Toggle Search Mode" from the menu, or press "Enter-F". The last search mode you used is saved when you exit the Schedule Manager.

When you search by date, by default, the Polaris searches for appointments occurring today. To search for another date, type the date in the format "mm/dd/yyyy", or use the "move by date" hotkeys. Press "Enter", and the appointments occurring on the chosen day are shown. If there is no appointment on that day, the unit announces, "There is no appointment registered".

The first appointment is announced in the form of "date, time, and subject". If the appointment lasts for more than one day, "continuous schedule" is announced. If the appointment recurs, "recurring schedule" is announced. If you scheduled more than one appointment for that day, move among the appointments using "Space-1" or "Space-4". To move to the first appointment, press "Space-1-3", and to move to the last appointment on that day, press "Space-4-6".

To move to the appointments on another day, press "Space-2" or "Space-5". The previous/next appointment occurring within four months is displayed. To move to the first appointment stored in the Schedule Manager, press "Space-1-2-3", and to move to the last appointment stored in the Schedule Manager, press "Space-4-5-6". To obtain details on an appointment, press "Enter".

To search by subject, type in the keywords to search and press "Enter". All appointments with the keywords are displayed. If you press "Enter" without typing text, Polaris displays all appointments in the “Schedule Manager".

To move to the next or previous appointment, press "Space-4" or "Space-1" respectively. Pressing "Space-1-3" and "Space-4-6" move to the first and last items in the appointment list.

For recurring appointments and multiple day appointments, the Polaris only shows the appointments of the first day if you search the schedule by subject. Press "Enter" on an appointment to read the details. Press "Space-E" to return to the appointment list. To search other keywords, Tab to the "Search subject" edit box, and type new search text.

8.2.4 Editing, Saving, and Deleting Appointments

To modify an existing appointment, move to the appointment and select "Modify Appointment" from the menu, or press "Enter-M" from the search results list. If the appointment is a recurring schedule, a prompt, displaying "Recurrence appointment. Open type?" appears. Choose whether you want to modify the recurring appointment or the appointment for a specific day. If you select "This occurrence", your changes affect the appointment of the day, but the recurring appointments on other days are not changed. If you select "The series", your changes affect all the recurrences.

The "Modify appointment" dialog contains the same controls as in the "Add appointment" dialog. The only difference is that each field has the value entered

previously. If you have made changes you wish to save, tab to "Confirm" and press "Enter".

To delete an appointment, move to the appointment in the search results list. Select "Delete Appointment" from the menu, or press "Space-D" from the search results list. If the selected appointment is a recurring appointment, you are prompted, "Recurring appointment. Delete type?" is displayed. You can choose whether you want to delete the recurring appointment, or just the appointment for that day. If you select "This occurrence", only the current appointment is deleted. If you select "The series", all recurrences of the appointment are deleted.

To completely initialize the Schedule Manager, select "Delete All Appointments" from the menu, or press "Backspace-Enter-q" from anywhere in the Schedule Manager.

You can also save selected appointments as a document. Select "Save Appointments as File" from the menu, or press "Enter-T" from the search results list. The Polaris asks you to specify the beginning and end dates of the appointments to be saved. After setting the beginning and end dates, press "Enter", and you are prompted to enter the name and the format of the file to be saved. This dialog is the same as the "Save As" dialog in the "Word processor".

8.2.5 Backing up and Restoring Your Appointments

If you perform a hard reset, or your battery dies, all of the data in the Schedule Manager is lost. Thus, it is very important to create a backup file each time you

change your schedule. To backup your schedule, Select "Backup Appointments" from the menu, or press "Enter-U" to activate this function directly.

If you already have a backup file, you are prompted, "Backup file already exists. Backup anyway? Yes". If you have made changes to your schedule, press "Enter" to create a new backup file. To keep the previous backup file, press "Enter" on no. If you make a backup file again in the Schedule Manager, a new backup file is created with the extension DAT, and another file is created with the extension BAK containing your previous backup file.

To restore your schedule after a hard reset, Select "Restore Appointments" from the menu, or press "Enter-R" to activate this function directly.

If you have an existing schedule, you are prompted, "Schedule file already exists. Which do you prefer? Append" or, press "Space-4" to move to "Overwrite". If you choose to append, and the backup file contains appointments that also exist in your current file, you will have redundant appointments. If you choose to overwrite and your current schedule contains appointments the backup file does not, these appointments are lost.

You can back up the schedule automatically by activating the "Set Backup Options" function. Select "Set Backup Options" from the menu, or press "Enter-E".

The "backup Options" dialog has three controls, "Backup mode" radio button, a "Confirm" button, and a "Cancel" button. To move between the radio buttons, press "Space and Backspace".

The options are: "Always backup changes when exiting", "Manual backup", and "Prompt backup changes when exiting".

If you select the "Always backup changes when exiting", a new backup file is created automatically if you have modified or added to your schedule.

If you select the "Manual backup", a new backup file is not created, even if there are changes to your schedule. If you select this option, you can only create a new backup file by using the "Backup Schedule" function.

If you select "Prompt backup changes when exiting", you are prompted, "Backup changes? Yes" if you have modified or added to your schedule. Press "Enter" on "Yes", and a new backup file is created before exiting the Schedule Manager.

Choose your setting, and press "Enter".

8.2.6 Multiple Accounts and Syncing

BrailleSense Polaris allows you to use multiple calendars, and automatically makes associations with any Google account connected to Polaris. To view available calendars, choose the “Set Account” option from the Schedule Manager menu.

By default, there is an account called “BrailleSense Polaris”. In addition, any Google account you have signed in to with Polaris is also available in this list.

The dialog contains two settings: “calendar to add appointment”, and “Calendar to print appointments”. This allows you to set appointments in multiple calendars,

and view, add and output appointments from your chosen calendars. This can be useful for creating separate calendars for work and personal use.

In addition, you can synchronize these calendars with Google using the “Accounts” dialog of the Android Settings under All Apps.

8.2.7 Setting Alarm Options

You can open the "Set Alarm Options" dialog by pressing "Enter-O" or by pressing "Enter" on "Set Alarm Options" in the menu. Alarm option fields include "type of echo", "Alarm duration", "Alarm repeat interval" and "Repeat". You can move between these fields using "Space-1" or "Space-4".

The "type of echo" option lets you set what type of alarm you would like to use to alert you to your appointment: Choose from several audio alarm types, including a media file, the FM Radio, or 1 of 3 alarm melodies. You can also choose a vibration, or both (All). Press "Space" to cycle among the options.

You can change the duration of the alarm sound. You can set this option to a value that is between 5 and 600 seconds. The default value is set to 30 seconds.

When the alarm goes off, if you do not stop it with "Backspace-Enter", the Polaris keeps giving you a notice about the appointment after a specified time interval. The "Alarm repeat interval" option allows you to change this interval. You can set the value anywhere from 1 to 60 minutes, the default value is set to 5 minutes.

The "Repeat" field allows you to decide how many times the alarm will sound. You can set the value from 1 time to 10 times; the default value is set to 3. To change the value, type a number between 1 and 10.

Press "Enter" on the "Confirm" button to save your settings. Cancel saving the alarm options by pressing "Enter" on "Cancel" or pressing "Space-e".

9. Web Tools

The "Web Tools" menu consists of programs used to assist in the searching and downloading of web content. Currently, this menu contains only the Web Browser.

9.1 Web Browser

You can use the "Web Browser" to read pages on the web, as well as to read html documents you have saved to disk. You can also download files and stream audio content.

To launch the "Web Browser, from the "Web Tools" menu, navigate to "Web Browser" and press "Enter". Or, press B. You can launch the "Web Browser" from anywhere on the unit by pressing "F1-B". The Polaris opens the "Web Browser" and connects to the "home page".

You can also launch the Web Browser" by using the global hot key for opening a web page: Press "Space-W" from anywhere on the unit. The Polaris, opens up a computer edit box into which you can type in the URL you want to go to and press "Enter". The Browser is launched, and takes you to the web page you requested.

You can access the Web Browser's functions using hot keys, or via its menus. To access these menus, press "Space-M" or "F2". Select a menu item using "Space-1" or "Space-4", and press "Enter". Or, you can press "Space-M or "F2" followed by the shortcut for the corresponding menu item. Use "Space-1" and "Space-4" or the Up and Down scroll keys to navigate menus, settings or file lists. Use "Space-4-5" and "Space-1-2" or "F3" and "Space-F3" to tab among controls in a

dialog. For the purposes of these instructions, we will generally refer to using "F3" and "Space-F3" or simply "Tab". Press "Enter" to execute an item.

9.1.1 The File Menu

1) Open URL: (U) "Enter-U". Type the web address of the page you wish to go to and press "Enter".

2) Open: (O) "Enter-O". Open an HTML file or URL stored on your Polaris.

3) Save As: (S) "Space-S". Save the current webpage to your Polaris.

4) Copy URL: (D) "Backspace-D". Copy the URL of the current page to the clipboard.

5) Copy Link: (C) "Backspace-L". Copy the address of the focused link to the clipboard.

6) Page Information: (I) "Enter-I". Opens a dialog of general information about the current webpage.

7) Exit: (Z) "Space-Z". Closes the Web Browser.

9.1.2 The Edit Menu

1) Start Selection: (B) "Enter-B". Begin selecting a block of text. The end of the selection is determined by your cursor position.

2) Copy: (C) "Enter-C". Copy selected text to the clipboard.

3) Add to clipboard: (P) "Enter-P". Append selected text to the clipboard.

4) Select All: (A) "Enter-A". Select all the text on the current page.

9.1.3 The Go To Menu

1) Go To Home page: (S) "Backspace-H". Return to your home page.

2) Go To Previous Page: (P) "Backspace-P". Go to the page you were viewing before the current one.

3) Go To Next Page: (N) "Backspace-N". Move forward one page in your viewing history.

4) Go To Previous Heading: (U) "Backspace-B". Move back one heading.

5) Go To Next Heading: (D) "Backspace-F". Move forward one heading.

6) Go to Previous Text: (B) "Dots-2-4-6". Go to the block of text before your current position.

7) Go To Next Text: (P) "Dots-1-2-4-5-6". Go to the next block of text below your current position.

8) Refresh: (R) "Enter-R". Reload the current page.

9) History: (H) "Enter-H". Open a list of pages you have recently viewed.

10) Find: (F) "Space-F". Find text on the current page.

11) Find Again: (E) "Enter-F". Search for the next instance of the text string you entered in the "Find" dialog.

12) Links List: (I) "Backspace-I". Displays all the links on a page in a list view.

13) RSS Feed list: (J) "Enter-J". Displays any RSS feeds on the current page.

9.1.4 The Read Menu

1) Read from Beginning to Cursor: (T) "Backspace-G". Reads the text from the top of the page to your current position.

2) Read from Cursor to End: (G) "Enter-G". Reads the text from your current position to the bottom of the page.

3) AutoScroll: (A) "Up and Down Scroll". STARTS and stops the auto scroll function.

9.1.5 The Favorites Menu

1) Set Current as Home Page: (S) "Enter-S". Set the current page as your home page.

2) Add to Favorites: (A) "Backspace-A". SAVE the current page as a favorite.

3) Favorites List: (L) "Enter-L". Open the list of favorites you have saved previously.

9.1.6 Options

Use the "Options" dialog to manage Web browser preferences. Navigate the settings with "F3" and "Space-F3".

1) User Agent: use "Space" to choose between Mobile and desktop.

2) Show visited links: Use "Space" to choose On or Off.

3) Default Download Folder: Press Enter to open folder list and choose desired download folder.

4) Clear Cookies: press "Enter" to clear all cookies.

9.1.7 Navigating Page Elements

On a web page, there are links, controls, and other various elements, as well as text. To read web pages properly, the "Web Browser" should classify each element, and notify the user with its information.

When reading a web page by moving with "Space-4" or "Space-1", one element is displayed on one line. The links and controls are displayed with their respective symbols so the user can distinguish each element. To move among controls without viewing the text between them, use "F3" and "Space-F3".

A control is a link, an edit box, a radio button, or a combo box. Each control has different purposes. Therefore, the user has to know exactly what type of control is being used.

When you find controls in web pages, the Polaris displays control symbols ahead of the contents of the control. The following is a list of control symbols.

Control name

Symbol

Link

LN

Visited link

LNV

Anchor

ANC

Edit box

EB

Multi edit box

MEB

List Box

LB

Combo box

CB

Radio button select

SRB

Radio button unselect

URB

Check box check

SCHB

Check box uncheck

UCHB

Button

BT

To change a selection in the combo box, press "Backspace-Space-4" or "Backspace-Space-1". You can move to the next item by pressing "Space-4". The page is renewed automatically when you change a selection in a combo box.

To select or unselect a checkbox or radio button, press "Space".

You can move to the previous form field: with Space-1-2-3-4-6, and to the next form field: with Space-1-3-4-5-6.

Move to the previous frame with Space-3-4-6, and to the next frame with Space-1-4-6.

9.1.8 Table Navigation

At the beginning position of the table, the Polaris shows the table number, and the number of rows and columns on the table.

For example, there are two large tables (we call these "upper level tables") on one web page. Each table has 3 sub tables (we call these "lower level tables") with 3 rows and 2 columns on each. In this case, when the Polaris shows the first sub table on the second large table, it displays "table 2-1 3 rows, 2 columns". At the end of the sub table, the Polaris displays "table 2-1".

If the table consists of only 1 row and 1 column, or empty space that has only border or background, such tables are not considered tables in the Polaris.

The Polaris provides a way to move table by table, and cell by cell, in order for the user to comprehend the structure of the table. To move cell by cell, the cell

position and contents of the cell are displayed. However, the position information is only announced with speech.

For example, if you have move to a cell that is positioned on the second row and third column, and the content of the cell is "news", the Polaris announces, "row 2 cell 3 news". In this case, "row 2 cell 3" is announced with speech only, while "news" is displayed in Braille.

If a table is included in the cell, the Polaris announces "table cell". If there is not a table in the cell, you hear "empty cell".

In the "table cell", To move to any cell within the lower level table, press "Space-4" to move to the beginning line of the lower level table.

Moving by cell is only valid in the table. If this command is executed outside of the table, a warning sound is played.

1. Move to the previous table: Space-3-4-5-6

2. Move to the next table: Space-1-4-5-6

3. Move to the previous cell: Space-2-3

4. Move to next cell: Space-5-6

5. Move to upper cell: Space-3-5

6. Move to lower cell: Space-2-6

7. Read current cell: Space-2-3-5-6

8. Move to the previous cell in the upper level table: Backspace-2-3

9. Move to the next cell of the upper level table: Backspace-5-6

10. Move to the upper cell of the upper level table: Backspace-3-5

11. Move to the lower cell of the upper level table: Backspace-2-6

12. Check the current position: Space-1-5-6

9.1.9 Playback of Streaming Audio Files

While navigating a web page, if you come across a link for a streaming audio file, you can simply press "Enter" on it. The Media player program is launched with lists of address inside of the streaming file, and the streaming audio file on the first address is played. The supported streaming file formats are "m3u", "pls", "asf", "asx".

For other formats, if you press "Enter" the "Web Browser" program plays the streaming audio file directly. When you play the streaming audio file in the "Web Browser", the "Add To Favorites" dialog appears. You can add the streaming address to the "Favorites list" and the streaming file is saved with "ASF-WAS" at the beginning of the file name. "ASF" denotes that the link is a streaming audio file.

While you play a streaming audio file in the "Web Browser", if you exit the "Web Browser" program or you lose the internet connection, the streaming audio file stops playing.

You can use the following playback commands in the "Web Browser" while playing a streaming audio file.

1. Play: "play" button on the front panel

2. Stop: "stop" button on the front panel

3. Turn up the volume: Space-up scroll button

4. Turn down the volume: Space-down scroll button

Playback of a streaming audio file does not stop if you switch to another program, unless you press the "stop" button on the front panel after returning to the "Web Browser".

- Note: Real Audio files are not supported in the "Web Browser".

10. EXTRAS

10.1 Excel Viewer

The "Excel Viewer" allows you to read and navigate XLS and XLSX files by cell, column, row, group, worksheet, etc. To open the "Excel Viewer", from the Main menu, press X to open the "Extras" menu, then press X again to open the "Excel Viewer". You can launch the "Excel Viewer" from anywhere on the unit by pressing "F1-X".

When the "Excel Viewer" is launched, you are placed in an "Open File" dialog. Use normal "File List" navigation commands to locate the XLS or XLSX file you wish to open, and press "Enter". When the file is loaded, you are placed at the top of the first worksheet. Cells are displayed with the coordinates followed by the text of the cell. For example, the first cell in a column containing the date might appear as "a1 Date".

10.1.1 General Navigation

Use the following commands to navigate an Excel file in the "Excel Viewer".

Move to next row: Space-Dot-4

Move to previous row: Space-Dot-1

Move to next column: Space-Dot-6

Move to previous column: Space-Dot-3

Move to beginning of row: Space-Dots-1-3

Move to end of row: Space-Dots-4-6

Move to top of column: Backspace-Dot-2

Move to bottom of column: Backspace-Dot-5

Move to top of worksheet: Space1-2-3

Move to bottom of worksheet: Space-4-5-6

Move to next worksheet: Space-3-4-5

Move to previous worksheet: Space-1-2-6

Move to next group: Backspace-Dot-5-6

Move to previous group: Backspace-Dot-2-3

Move to next group in row: Space-Dot-5

Move to previous group in row: Space-Dot-2

Move to next group in column: Space-Dot-5-6

Move to previous group in column: Space-Dot-2-3

You can access functions of the Excel Viewer using hot keys, or via its menus. To access these menus, press "Space-M" or "F2". Select a menu item using "Space-1" or "Space-4", and press "Enter". Or, you can press "Space-M or "F2" followed by the shortcut for the corresponding menu item.

The Excel Viewer also utilizes lists and dialogs. Use "Space-4-5" and "Space-1-2" or "F3" and "Space-F3" to tab and shift-tab among controls in a dialog. For the purposes of these instructions, we will generally refer to this as "Tabbing".

Use "Space-1" and "Space-4" or the Up and Down scroll keys to navigate menus, settings or file lists. Press "Enter" to execute an item.

10.1.2 The File Menu

1) Open: (O) "Enter-O". Open Excel Viewer compatible files.

2) Open Hyperlink: (H) "Enter-H". Open a link contained in an Excel file in the Web Browser.

3) Set User Table: (T) "Enter-T". Set the parameters for columns and rows in order to get accurate information for headers and rows of subtables.

4) Cell Properties: (I) "Enter-I". View format information for the cell.

5) Quick Setup: (Q) "Enter-X". Operates similar to the "Set User Table" function, except instead of defining the boundaries manually, the beginning cell is automatically set as the cell at your current cursor position, and the end cell is automatically set as the last cell containing data.

6) Save As: (S) "Space-S". Lets you save an Excel file as a CSV or TXT separated by tabs or commas.

7) Exit: (Z) "Space-Z". Close the Excel Viewer.

10.1.3 The Edit Menu

1) Start Selection: (B) "Enter-B". Begin selection of a text block. The end of the selection is determined by your current cursor position.

2) Select All: (A) "Enter-A". Select all the data on the current sheet.

3) Copy: (C) "Enter-C". Copy the selected text to the clipboard.

10.1.4 The Go To Menu

1) Find: (F) "Space-F". Search for text on the current sheet.

2) Jump to Cell: (G) "Space-J". Move to a cell using its coordinates.

3) Next Sheet: (N) "Space-Dots-3-4-5". Move to the next sheet in the workbook.

4) Previous Sheet: (P) "Space-Dots-1-2-6". Move to the previous sheet in the workbook.

5) Sheet List: (L) "Enter-L". Bring up a list of all the sheets in the workbook.

6) Set Mark: (M) "Backspace-M". Bookmark your current position.

7) Jump to Mark: (J) "Backspace-J". Move to a previously marked position.

8) Delete Mark: (D) "Backspace-D". Delete a previously set mark.

9) Move to Previous Group: (R) "Space-dots-2-3". Move to previous data filled area.

10) Move to Next Group: (E) "Space-dots-5-6". Move to next data filled area.

10.1.5 The Read Menu

1) Sheet Title: (T) "Space-Dots-1-5-6". Read the name of the current sheet.

2) Read from Beginning of Row to cursor: (P) "Backspace-Dot-3". Read from the left most cell to the current position.

3) Read from cursor to end of Row: (N) "Backspace-Dot-6". Read from your current position to the right-most cell.

4) Read from Top of Column to Cursor: (U) "Backspace-Dot-1". Read from the top of the column to the current cursor position.

5) Read from Cursor to Bottom of Column: (D) "Backspace-dot-4". Read from your current position to the bottom of the column.

6) Read Current Row: (C) "Space-dots-1-4". Read all cells in the current row from left to right.

7) Read Current Column: (R) "Space-Y". Read all cells in the current column from top to bottom.

8) Read Header Cell of Row: (Y) "Backspace-Y". Read the title of the current row.

9) Read Header cell of Column: (X) "Backspace-C". Read the title cell of the current column.

10) Read File Name: (F) "Space-dots-3-4". Read the name of the workbook.

10.1.6 The View Menu

1) Set Time and Date: (D) "Enter-D". Determine how time and date are displayed.

2) Show Hide Hidden sheets: (S) "Enter-S". Toggle whether hidden sheets are viewable.

3) Show Hide Hidden Rows: (R) "Enter-R". Toggle whether hidden rows are viewable.

4) Show Hide hidden Columns: (Y) "Enter-N". Toggle whether hidden columns are viewable.

5) Cell Activation: (A) "Enter". Opens the cell as a static box so you can review or select text.

10.2 Online DAISY

The Online DAISY program allows patrons of the Canadian National Institute for the Blind and Vision Australia libraries to access and download DAISY books available through their online bookshelf.

To execute the Online DAISY program, Open the "Extras" menu, navigate to "Online DAISY" and press "Enter".

When you execute the Online DAISY program for the first time, you are asked for your login information. Use "Space-1" and "Space-4" to navigate to the server you wish to log in to. Once done, Tab to the iD field and enter it in computer Braille. If accessing the CNIB library, type "CNIB_" followed by your user number in the ID field. For Vision Australia, type just your user ID number. Tab to the "Password" field and type it in computer Braille. Press "Space" to toggle the check boxes for "Remember Me", and "Save password". When you have chosen your login settings, Tab to "Login" and press "Enter".

You are presented with a combo box with 3 items: "Expired", "New", and "Issued". Press "Tab (F3 or Space-4-5)" to access the list in your desired category. You can navigate the book list using "Space-1" and "Space-4".

To download a book, navigate to it and press "Enter". The unit announces "Download start" and shows progress indicators to let you know the progress of the download process. When the book is finished downloading, you may play it using the DAISY Player.

Books downloaded using the Online DAISY program are available in the "Online DAISY" folder from the "Open DAISY" dialog of the DAISY Player. For reasons of copy protection, these books are only visible from the DAISY Player and cannot be accessed from the File Manager.

Vision Australia users can also download BRF books. When a BRF book is downloaded, you have the option of opening it in the Word Processor, from which you can copy the text to another document, or save it to a different location where it can be more easily accessed.

When you wish to return a book, navigate to it in the list, and press "Enter-R" This returns the book to the virtual library so that others can be issued to you.

10.3 Sense Dictionary

The Sense Dictionary is an add-on piece of software for the Sense notetakers available for purchase from HIMS. The basic package includes the New Oxford American Dictionary, and the Concise Oxford American Thesaurus. You can also purchase additional bilingual dictionaries for English/Spanish, English/French, English/Italian and English/German.

- Note: If you have not purchased the dictionary package containing the dictionary data and license key, pressing "Enter" on the Sense Dictionary

option in the "Extras" menu results in the message, "Authentication failed". For pricing and purchasing information, please contact HIMS or your BrailleSense dealer.

11. Utilities

The "Utilities" menu provides several special functions and settings for the Polaris. Move among the items in the "Utilities" menu using "Space-1" and "Space-4" and press "Enter" to open an item.

You can access functions for each program using hot keys, or via that program's menus or dialogs. If a program has menus, press "Space-M" or "F2" to open the menu. Select a menu item using "Space-1" or "Space-4", and press "Enter". Or, you can press "Space-M or "F2" followed by the shortcut for the corresponding menu item.

In dialogs, use "Space-4-5" and "Space-1-2" or "F3" and "Space-F3" to tab and shift-tab among controls. For the purposes of these instructions, we will generally refer to this as "Tabbing".

Use "Space-1" and "Space-4" or the Up and Down scroll keys to navigate menus, settings or file lists. Press "Enter" to execute an item.

11.1 Calculator

Using the calculator on the Polaris you can do simple math equations as well as complex scientific calculations. The results and expressions are displayed in Braille, and spoken by the Polaris.

To use the calculator, press C from within the "Utilities" menu. You can launch the "Calculator" from anywhere on the unit by pressing "F3-C". When the calculator is opened, 0 is displayed in computer Braille.

You may type using computer Braille, UEB, or Nemeth Braille when inserting expressions. Press "Space-G" to cycle the Braille codes. Clear the calculator with "Backspace-C". If you insert numbers or a function into a result, the result disappears; and if you enter operators, you move to the next step. In addition, you can keep your result in the calculator's memory, and recall it later. You can activate the functions and operators via the calculator menu or you can use the hot keys associated with the various functions.

11.1.1 General Functions

To access general mathematical operations, open the menu by pressing "Space-m or "F2" and press "Enter" on "General Functions". From the calculation line, access the "General Functions" by pressing "Enter-G".

"General functions" is a dialog box that contains the "general function list", a "Confirm" button, and a "Cancel" button. You can navigate the operators using "Space-1" or "Space-4". Or, you can press the first letter of the operator you want to access.

Select your desired operation and press "Enter" to perform it. You can also use hot keys to quickly execute operations. Press "Space-H" for a list of hot keys in the Calculator.

To enter negative numbers type minus (dots 3-6) and the number in parentheses. For the percent operation, type the numbers first followed by the percent sign. Immediately after you type the percent sign (%), the number you have typed in is converted into a percent value.

11.1.2 Fractional Arithmetic

The Polaris can perform fractional operations such as simplifying and multiplying fractions as well as converting fractions to decimals.

You can also convert fractions to decimals, decimals to fractions, improper fractions to mixed numbers, or mixed numbers to improper fractions. When your result is fractional, you can bring up the "fraction options" by pressing "Space-3-4". Press "Space-1" and "Space-4" to move among the available options. If the fraction is a simple fraction, your options are ""fraction to decimal" and "return original fraction". If the fraction is an improper fraction, you also have an option to return "improper fraction to mixed number". If your fraction is a mixed number, the "mixed number to improper fraction" appears. Finally, if your result is a decimal and you press "Space-3-4", the decimal is converted to a fraction.

11.1.3 Memory Functions

The "Memory Functions" act on stored answers and calculations in memory. To access these functions, press "F2" to open the menu, and press "Enter" on "Memory Functions".

"Recall Items" is a dialog, containing "Variable list", "Delete", "Display detail", "Confirm", and "Cancel". You can access the dialog by pressing "Backspace-R" in the calculation line or by selecting it from the "Memory Functions" menu...

The "Variable list" displays "item name: value". Insert the value into your calculation by pressing "Enter" on the item name. You can also copy items in the

"Variable list". Press "Space" to select an item in the "Variable list". Then, press "Enter-i" to copy the selected items to the clipboard.

The "Display detail" shows the item name and its result with the default set to "No". To review the detailed information, press "Space" to switch to "Yes". Then, it displays "item name: the expression = its result value" in Braille.

"Delete" is used to remove a variable item from the list.

You can delete all of the saved items stored in the "Recall Items". Select "Delete All Saved Items" from the "Memory Functions" menu, or press "Enter-D" from the calculation line.

"Save Items" is a dialog that allows you to define variables according to the current expression or result in the calculator and save them for future use. The dialog contains an edit box for typing in the variable name, a "Confirm" button and a "Cancel" button. SELECT "Save Items" from the "Memory Functions" menu, or press "Backspace-S" from the calculation line.

When the dialog is opened, the "item name" edit box is focused. Type a name for the variable, and press "Enter" or move to "confirm", and press "Enter". The current expression or result is then saved under the variable name you just specified.

If you type names under variables which have already been created, you are prompted, "Replace variable xx with current value? Yes". If you type function names like "sin", "cos", or "pi" as a variable name, you are warned, "Invalid item name", as you cannot use these functions in variable names.

You can also define variables directly from the calculation line by typing "variable=expression" and press "Enter" to save the variable.

If you select the Statistics function, a dialog opens, which consists of a list box containing all the stored variables and their values, a list box displaying the results of several functions, and a "Close" button. Press "Backspace-T" to activate this function from the calculation line,

Press "Space" to select each variable in the list that you want included in the data set for which the statistics are calculated. TAB to the "result" list to view the sum, average, variance, and standard deviation of the selected variables. You can also select items from the result list and copy them to the clipboard.

11.1.4 Sine Functions

Select "Sine Functions" in the Calculator's menu, or press "Enter-S" in the calculation line. The "sine function" list consists of "Sine", "Arc sine", and "Hyperbolic sine". If you press "Enter" on one of the three functions you can insert it into your calculation.

11.1.5 Cosine Functions

Select "Cosine Functions" from the Calculator's menu, or press "Enter-I" from the calculation line. The "cosine function" list consists of "Cosine", "Arc cosine", and "Hyperbolic cosine". If you press "Enter" on one of the three functions, the

calculation is performed. Or, you can activate one of the three cosine functions by pressing the first letter of each from the list.

11.1.6 Tangent Functions

You can open the "Tangent Functions" by pressing "Enter-T" from the calculation line, or by selecting "Tangent Functions" from the Calculator's menu. The "tangent functions" list consists of "Tangent", "Arc tangent", and "Hyperbolic tangent". If you press "Enter" on one of the three functions, the calculation is performed.

11.1.7 Logarithm Functions

You can open the "Logarithm Functions" by pressing "Enter-L" from the calculation line, or by selecting "Logarithmic Functions" from the Calculator's menu.

The "Logarithm Functions" is a dialog, which contains a "function list", a "Confirm" button, and a "Cancel" button. The function list consists of "Common logarithm" and "Natural logarithm". If you press "Enter" on one of the logarithm functions, the calculation is inserted into your calculation line.

11.1.8 Convert Unit

The "Convert Unit" dialog allows you to convert measurements of mass, area, volume, distance, and temperature from metric measure to imperial measure as well as other standards of measurement and units of measurement within the

same system. It also converts several units of measurement related to programming and computers.

To open the "Convert Unit" dialog, Select "Convert Unit" from the Calculator's menu, or press "Enter-U" from anywhere in the Calculator.

The "Convert Unit" dialog contains the following items: "Unit Category" combo box, "Current Unit" combo box, "Change Unit" combo box, "Input Number" edit box, "Convert" button, "Cancel" button and the "Result" static box. You can move among the controls in the dialog using "Tab (F3 or Space-4-5)" or "Shift-Tab (Space-F3 or Space-1-2)". Use "Space-1" or "Space-4" to move among the items in the combo boxes.

The available unit categories are Distance, Area, Mass, Volume, Temperature, Data, numbers and Text. When you have chosen your measurement category, the "Current Unit" and "Change Unit" combo boxes will contain measurement units according to your chosen category. The available distance units are: Millimeters, Centimeters, Meters, Kilometers, Inches, Feet, Yards, and Miles. The available units of area are: Square Meters, Are, Square feet, Square Yards, Acres, and Hectares. The available units of mass are: Grams, Kilograms, Tones, Grains, Ounces, and Pounds. The available units of volume are: Deciliter, Milliliter, Liter, Cubic Centimeter, Cubic Meter, Cubic Inch, Cubic Foot, Cubic Yard, Gallon, Fluid oz, Cups and Quarts. The available units of temperature are: Celsius, Fahrenheit and Kelvin.

The available data units are bit, byte, kilobyte, megabyte and gigabyte. The available numeric units are Hex, Dec and binary. Finally, the text conversion allows you to discover the ASCII equivalent to any text character.

Choose your unit to convert from in the first combo box. Choose your unit to convert to in the "Change" combo box. Type the number of the measurement you want to convert in the "Input Number" edit box. Finally, to convert the measurement, Tab to the "Convert" button and press "Enter". If you wish to cancel the conversion, Tab to the "Cancel" button and press "Enter". When you activate the "Convert" button, the conversion result is displayed in the "Result" static box.

11.1.9 Copy to Clipboard

The "Copy to Clipboard" function is used to copy your expression or result to the clipboard for pasting your expression or result in a document. You can also access up to 20 lines of calculation history and copy them as well. Press "Enter" on the "Copy to Clipboard" option in the menu, or press "Enter-C" in the calculation line to copy the current expression. You can now paste the calculation to a document in the Word Processor or to another application on the unit.

To access the cumulative calculation history, press "Enter-H". You can then use normal selection commands to select the lines of the history you wish to copy.

11.1.10 Return Formula

There may be times, after viewing a result, that you wish to be reminded what expression you used to obtain that result. The "return formula" function allows you to return the expression you just entered

When your result is displayed, press "Enter-R", or select "Return Formula" from the menu.

The expression you entered to obtain your current result is displayed.

11.1.11 Option Settings

You can activate the "Option Settings" by pressing "Enter" on the menu option, or from your calculation line, press "Enter-O".

The "Option Settings" dialog contains a "setting list", a "Confirm" button, and a "Cancel" button. The "setting list" consists of "Angle Unit" and "Calculator Braille Code". You can navigate among the 2 options by pressing "Space-1" or "Space-4". Use "Space" to change the value of each setting.

When setting the angle unit, if you select "Radian", you can get the PI value while using the trigonometric function. If you select "Degree" and activate PI, you will get a wrong answer as this is not a valid calculation.

You can set the Calculator Braille code to computer Braille, Nemeth or UEB math Braille as described previously. You can use "Space-G" to change this setting from anywhere in the calculator.

11.2 Display Compass Heading

Use this option to display the direction of the compass on the Polaris. You can display the compass heading from anywhere on the unit.

To display the compass heading, press "Enter-5-6" from anywhere on the Polaris.

The current status of the compass is displayed.

You can also access compass status in the "Utilities" menu. Move to "Display Compass Heading" with "Space-4" and press "Enter".

As you change direction, to check the current compass status, press "Space". The current direction is announced. To exit this function, press "Space-E" or Space-Z".

- Note: It will take about 15 minutes to initialize the unit should the following situations occur:

  1. The unit discharges a great distance from the location where the compass was last used.

  2. The unit remains discharged for more than a month.

11.2.1 Options of Gyrocompass

There are 2 option settings available when viewing compass status: "Refreshing time" and "Compass display type".

Refreshing time is the interval of the automatic announcement of the compass status. To set this option, from the compass status, "Tab" to the "Refreshing time"

edit box. Type the number of seconds between compass status announcements. By default, it is set to 0. You may type a number between 0 and 120.

You can set the Compass Display Type by tabbing to this option from the compass status. The setting values are "cardinal and degrees", "cardinal only" and "degrees only". By pressing "Space", you can change the value of the setting. By default, it is set to "cardinal and degrees".

11.3 Display Time and Date

Use this function to check the current date and time. Navigate to "Display Time and Date" in the "Utilities" menu, and press "Enter". You can also query the time and date from anywhere on the Polaris with "Space-T". You can Tab to display today's date.

11.4 Wake up Alarm

You can set a "Wake up alarm" to sound at a specified time every day. To open "Wake up alarm", from the "Utilities" menu, use "Space-1" or "Space-4" to navigate to "Wake up alarm", and press "Enter". You can launch the "Wake Up Alarm" from anywhere on the unit by pressing "F3-A" If you have not yet set the time or date in the Polaris, the unit prompts, "Set time:" After you set the time, the Polaris displays the "Wake up alarm" dialog. The "Wake up alarm" dialog contains: "Set time", "Bell", "Term", "Alarm duration", "Repeat interval", "Wake up call times", a "Confirm" button, and a "Cancel" button.

When the alarm sounds, the Braille display displays the message "Wake up call. Press Backspace-enter to stop the alarm".

When you open the "Wake up alarm" dialog, the Polaris displays the "Set time" field. The value is set to the current time or the time specified previously. Here you can directly type the time, or set the time using the shortcut keys, as explained in section 8.1.3.

Tab to the next field and select from one of 3 alarm sounds, a vibration, a media file or an FM Radio frequency for the wake up alarm. Press "Space-1" or "Space-4" to change the alarm sound. As you move among the sounds, the various alarm sounds are played. When you reach the 4th option, "Vibrate motor", the Polaris produces a long vibration representing the one you would feel should you choose to use this option to alert you of your alarm.

If you choose "Media File", Tab to the "File Name" button and press "enter" to browse for the file you wish to use as your alarm sound. You are placed in a File Manager control with the focus inside the 'Media" folder. Locate the file you wish to use, and press 'Enter". If you choose "FM Radio", tabbing once places you in an edit box in to which you can type the frequency of the radio station you wish to wake up to.

When you have selected your desired alarm type, Tab to the next field.

In the term field, you can set which days of the week the alarm sounds. There are four options: "Off", "Once", "Week days", and "Every day". If the "Term" is set to "Off", the alarm does not go off at the specified time, no matter how the other options in the dialog are set.

The duration option sets the amount of time that the alarm sounds. The options are 1 minute, 2 minutes, or 3 minutes. If you set the ringing duration to "1 minute", the alarm sounds for one minute, and then is silent. To stop the alarm before a minute has passed, press "Backspace-enter".

The repeat interval defines the amount of time that is between the times that the alarm sounds. For example, if you set the repeat interval to three minutes, after the alarm has stopped sounding, it rings again in 3 minutes. The available settings are 1, 3, 5, 10, 15, or 20 minutes.

If the alarm is not turned off by pressing "Backspace-enter", it repeats according to the number of times you set the Wake Up Call Time option. The available settings are 1 to 10.

Press "Enter" to save your setting, or "Space-Z" to cancel setting the alarm.

11.5 Stopwatch

You can launch the "Stopwatch" from anywhere on the unit by pressing "F3-W". Or, you can navigate to it in the "Utilities" menu and press "Enter".

"00:00:00" is displayed. Press "Enter", to start the stopwatch running. Press "Enter" again, to pause, and the Polaris announces the elapsed time, and displays it in Braille. Pressing "Enter" again restarts the stopwatch running.

If you press "Backspace" while the stopwatch is paused or running, The Polaris announces the elapsed time and clears to "00:00:00". While the stopwatch is running, pressing "Space" gives you the elapsed time. As the stopwatch is still

running, the Braille display continues displaying the time second by second as it passes.

Press "Space-F2" to stop displaying the time. If you press "Space-F2" once more, the time is displayed again.

Tab to switch to the "Countdown timer". You are asked to type hours, minutes, and seconds. Type a two-digit number for the hour, minute, and the second using Computer Braille or grade 1. You do not need to use a number sign. If you press "Enter" without typing any numbers, the "Countdown timer" starts counting down by the default time, which is set to one minute. When started, the "Countdown timer" displays "countdown xx minute", and begins running.

Press "Enter" on the "Countdown timer", and the Polaris tells you the remaining time, and pauses countdown. Press "Enter" again to restart the timer. Pressing "Backspace" clears the "Countdown timer". If the timer reaches zero, a 10-second alarm sounds, and the "Countdown timer" clears. If you press "Backspace-enter" while the alarm is sounding, the alarm stops and your timer clears, and is ready to accept a new time.

To exit the "Stopwatch" program, press "Space-Z".

11.6 Terminal for Screen Reader

The "Terminal for screen reader" function allows the Polaris to be used as a Braille display when connected to a computer or cell phone that uses a compatible screen reader such as Window-Eyes, Supernova, or Apple's VoiceOver. Before using this function, make sure that the Polaris is connected to your personal

computer or smart phone via a Bluetooth serial connection, or to the USB client port. To turn on this function, from the "Utilities" menu, navigate to "Terminal for screen reader", and press "Enter". To launch "Terminal for Screen Reader" from anywhere on the unit, press "F3-S".

The list of connection options is displayed: "Bluetooth serial port", "USB port" and "Bluetooth for Mobile Devices". Press "Enter" on your desired connection type, and the unit announces, "Terminal mode". If you are connecting using the Bluetooth serial connection and Bluetooth has not been activated, the unit automatically activates Bluetooth before entering terminal Mode.

Once in Terminal Mode, the Polaris no longer speaks as it is now simply acting as a Braille display for your computer or smart phone. If the connection fails, you are returned to the list of connection methods.

You can connect a Bluetooth and USB device to the Terminal for Screen Reader simultaneously. Once you have established the first connection, press Backspace-Space-Enter-P to initiate the second connection. When 2 devices are connected, press Backspace-Space-Enter-C to toggle between the connections.

To exit the "Terminal for Screen reader" press "Backspace-Space-Z".

11.6.1 Terminal Clipboard

Terminal Clipboard allows you to create and edit text on the notetaker before sending it via the Terminal for Screen Reader to the connected device. This can be useful in instances like when using VoiceOver on an i-device, in which characters are translated as they are sent to the IPhone or iPad. In this case, if

you do not type quickly, characters may be mistranslated. For example: if you type "t e l l" and do not type quickly enough, VoiceOver could potentially translate this as "thateverylikelike" as, if there are pauses in typing, each Braille character can potentially be translated to its whole word equivalent. In the same way, editing text is also difficult as, any letter or single character Braille contraction, when typed by itself is translated as that contraction. So, if you are attempting to type the word "talk", and accidentally type "tall", when you delete the l and type the k the k is translated as "knowledge". Thus, the text you get is "talknowledge". To truly fix the word, you must erase the entire word and type it again.

Thus, creating/editing text when using your notetaker as a Braille display is sometimes a very exact and tedious business. As explained above, the Terminal Clipboard allows you to create and edit text on the notetaker, and send the completed text to the connected computer or SmartPhone via the Terminal for Screen reader.

To enter "Terminal Clipboard", press "Space-Enter-I". The BrailleSense announces, "Terminal Clipboard". Type and edit your text using normal text entry and edit commands. In "Terminal Clipboard", the Braille display and keyboard are temporarily disabled from sending/receiving information to/from your connected computer or i-device, so that you may use them for creating/editing your text. For more information on text entry and editing, please see section 5 of this manual on the Word Processor. When you are finished typing the text you wish to send to your computer or PDA, press "Enter-S" and the text is quickly inputted to the

device via the Terminal for Screen reader, and your BrailleSense returns to sending/receiving information to and from the connected device.

"Terminal Clipboard" can also be useful for transferring text from a document or e-mail in your notetaker, to a document or e-mail you are creating on your connected computer or SmartPhone. As the "Terminal Clipboard" is a standard edit box on the notetaker, you can paste text in to it from the notetaker's clipboard. (see the sections of this manual regarding selecting text as it applies to supported programs such as the Word Processor, E-mail, Web Browser, etc.)

To send text from your notetaker:

1) Press "Space-Enter-I" to activate "Terminal Clipboard".

2) Press "Enter-V" to paste the text from the notetaker's clipboard to the edit box.

3) Press "Enter-S" to send the text via the Terminal for Screen Reader.

11.7 Display Network Status

This utility provides information about the current network connection type and status, the current IP of the unit, subnet mask, gateway, and MAC address. To check network status, press "Enter" on "Display Network Status". You can also query network status from the "program" menu by pressing "Space-N".

The information about the current connection is displayed. You can Tab to a "Renew" button and a "Close" button.

The first item in the information list (status) indicates whether the Polaris is currently connected to the Internet (online/offline), and if so, the current

connection type (LAN, Modem, ADSL, or Wireless LAN). The next item is the "current IP address", followed by "Subnet mask", and "Gateway", and finally "MAC address". You can move among these items by pressing "Space-4" or "Space-1". If the Polaris is not currently connected to the Internet, the status information shows "offline", and the IP address, subnet mask, and gateway display 0's.

11.8 Display Power Status

Press "Enter" on "Display power status" from the "Utilities" menu. Or, query power status from anywhere on the Polaris by pressing "Space-1-6". Two pieces of information are displayed: the percentage of charge remaining in the battery, and whether the Polaris is using the AC adapter or the battery to receive power. Exit by pressing "Space-Z". And you are returned to your previous location on the unit.

11.9 Format

WARNING!! The Polaris makes it possible to format the flashdisk to solve corruption problems and/or start over with a clean internal drive. Formatting the flashdisk erases everything on the flashdisk. Be extremely cautious when executing this command. If you execute this command, you will lose all of your data. You will NOT be able to retrieve this data once the command is executed. To format the flashdisk, press and hold "Space-1-2-3". While holding down "Space-1-2-3," quickly press and release the reset button. Continue holding "Space-1-2-3" until you hear the "format start" announcement.

You can also access the "format" function by pressing F from the "Utilities" menu. Or, you can launch it from anywhere on the Polaris by pressing "F3-F".

When you format any disk on the Polaris, all information is erased. Therefore, before you format, you are advised to backup any important data if possible.

1) From the Utilities menu, press "Enter" on "Format" and "flashdisk" is focused. Press "Enter", or choose another disk from the list, and press "Enter".

2) You are prompted, "Format flashdisk?" Yes". Press "Enter"

3) You are prompted, "All data will be lost. Continue? Yes". Press "Enter".

4) The unit announces, "Now formatting flashdisk" and the format is started.

5) When the format is complete, you are returned to the "Disk" list.

To cancel the format, press "Space", or press "Enter" on "No" in step 2 or 3.

11.10 Set Sleep Timer

You can set the sleep timer to turn the Polaris off after a specified amount of time regardless of what you are doing.

To set the Sleep Timer, navigate to "Sleep Timer" in the Utilities" menu and press "Enter". Or press "Space-J" from anywhere on the unit.

You are prompted, "Sleep timer: 0". Enter the number of minutes for the sleep timer in the edit box. The available settings range from 0 to 180. Press "Enter".

When the sleep timer is set, even if the device is active, it powers off after the specified amount of time. If you set the sleep timer for "5" minutes and press "Space-J (dots 2-4-5)" after 2 minutes, "3" is displayed in the edit box, indicating the time remaining before the sleep timer powers the unit off.

11.11 Upgrade Polaris Firmware

Using this utility, you can update the Polaris either via an Internet connection or from external media containing the upgrade files. If you choose the "Online" method, be sure you have an active Internet connection before attempting the upgrade. When you update the Polaris, all of the settings are returned to their default status. Data in the flashdisk is protected. However, we recommend you backup your files before updating the Polaris Firmware as unexpected problems can occur.

- Note: You cannot cancel the update once it has started. You must not reset the unit during an upgrade. You must keep the unit connected to AC power throughout the upgrade process. We recommend you do not touch the Polaris while it is updating. It may take up to 30 minutes to update the Polaris, depending on the speed of your Internet connection.
- Also note: the upgrade files are temporarily stored on the flashdisk for installation. If you do not have enough memory available on the flashdisk, the Polaris is unable to update until you make room for the upgrade files.

You can access the "Upgrade Firmware" option via the "Utilities" menu, or launch it from anywhere on the unit using "F3-U".

11.11.1 Upgrading the Polaris Firmware Using the Internet

To upgrade the Polaris Firmware via the Internet, follow these steps:

1) Make sure you are connected to the Internet and plugged into AC power. Press "Enter" on "Upgrade Polaris Firmware" in the "Utilities" menu.

2) Press "Enter" on "Upgrade: Online". The Polaris connects to the HIMS server, and your current software version is compared to the HIMS server version. You are prompted to continue with the upgrade.

3) The Polaris begins downloading the upgrade files. If the upgrade fails, you may receive the message, "Internet connection is not available. To try the upgrade again, press "Space-Z" to cancel, and activate "Upgrade Polaris Firmware" again. If the connection is successful, the upgrade files are downloaded.

4) After downloading the upgrade files, Polaris automatically starts the upgrade process. Please remember you must not touch the Polaris until the upgrade is complete as pressing keys, resetting, or unplugging the unit can interrupt the upgrade process, thus resulting in an incomplete installation. When the upgrade is complete, you are returned to the "program" menu, and the unit announces, "File manager".

5) After the upgrade is complete, check the software version by pressing "Space-V" while in the "program" menu.

11.11.2 Upgrading the Polaris Firmware from a Disk

To upgrade the Polaris Firmware from a disk, follow these steps:

1) Download the upgrade files from the HIMS website. Extract the zip file and copy the 2 files contained in it to the root of an external storage device such as an SD card or USB thumb drive.

2) Connect the SD card or USB drive to the Polaris, and be sure the Polaris is connected to AC power. Then, press "Enter" on "Upgrade Polaris Firmware" from the "Utilities" menu.

3) "Upgrade: Online" is displayed. Press "Space-4" to go to the "Upgrade: Offline" option. Press "Enter".

4) If you are already running the latest version of the software, you are asked to continue with the upgrade. If you press "Enter" on "No", the upgrade is cancelled. Press "Space" to toggle between "Yes" and "No".

5) If you press "Enter" on "Yes", the Polaris warns you that all settings will be set to factory defaults, and again, asks if you would like to continue. Press "Enter" on "Yes".

6) The Polaris starts the upgrade process. Please remember you must not touch the Polaris until the upgrade is complete. When the upgrade is complete, you are returned to the "program" menu, and "File manager" is displayed.

7) When the upgrade is complete, check the software version by pressing "Space-V" while in the "program" menu.

12. Installing and Using Native Android Apps

While the Polaris has many powerful programs created specifically for the visually impaired, one of its most powerful features is the ability to install and use native Android applications directly from the Google Play Store. Before you can install native Android applications, you must have a Google Play Store account.

You can run the Play Store by navigating to it from the Main menu, and pressing "Enter". You can also press the letter "P".

When you first open the Play Store application, you will need to sign into your Google account. It is important to note: when you use the Google Play Store and any applications you install from there, you are utilizing native Android apps. Thus, you are no longer accessing the BrailleSense interface, and interaction and navigation is slightly different.

BrailleSense Polaris contains a mobile screen reader that is automatically executed when you use any native Android app. It's somewhat similar to TalkBack for Android with some notable enhancements. Because you must navigate the graphical Android screen, it can sometimes be difficult to locate what you need efficiently. For this reason, the Polaris screen reader allows you to locate icons according to their first letter. So, if you're looking for a Search icon, press the letter S. Pressing a given letter will take you to the first icon that matches. Subsequent presses of the same letter will jump to additional icons on the screen beginning with that letter.

Use "F3" and "Space-F3" to move among individual objects on the screen. The Control and Alt keys will often take you to different content areas on the screen.

In programs like Docs, Sheets, and Slides, keyboard shortcuts are available for QWERTY keyboards, and the Control and Alt keys allow you also to utilize these functions.

Use "Space-1-2-3" to move to the top of the current content area, and "Space-4-5-6" to move to the bottom of the current content area. Use "Enter" to select or run the current item, and F4 to move back one screen.

To type in an edit box, you must press "Enter" to activate it.

Once you have signed into your Google account, you may search for applications using the "Search" function. If you have other Android devices, and have already purchased apps from the Play Store, open the Navigation drawer, and choose the "My Apps" option. By default, the Play Store displays only what is currently installed on this unit. Select the "All" button to show all apps you have purchased or downloaded.

From an Apps list, press "Enter" to view the details of an app. If you wish to install it, locate the "Install" button and press "Enter". You are presented with a dialog showing the necessary app permissions. Locate the "Accept" button, and press "Enter".

When apps are installed, they will appear in the "All Apps" list at the end of the main program menu. When Polaris ships, this list contains stock Android apps and Google basics. The list is displayed in alphabetical order and can be navigated with first letter navigation.

At the bottom of the Apps list is an "App Manager. The App Manager allows you to uninstall any native Android app on your Polaris.

- Note: While there are many native Android apps that work well, HIMS cannot and does not guarantee the accessibility or usability of any application that is not developed specifically for Polaris. Apps should generally work well if they meet Google accessibility standards, however many apps are not made to meet these standards and are not easily usable on any Android device running a screen reader.

13. Using the Help Menu

The help section consists of various text files that allow you to read about the many functions of the BrailleSense Polaris. To access these help files, press "F1" to go to the "program" menu, and use "Space-4" repeatedly until you locate "Help". Or press the letter h to quickly jump to and open "Help". You can also launch "Help from anywhere on the unit using "F1-H".

Use "Space-dot-4" to navigate to the section you wish to read. Press "Enter" on your desired section to open it. Keys for navigating are the same as those in the Word Processor. For a list of navigation keys, please see section 14.3.2.

As you read the manual on the BrailleSense Polaris, you can search for text in the various sections by pressing "Space-F". Type the text you wish to find, and press "Enter". You can find the next occurrence of the particular text you searched for by pressing "Enter-F".

The section, "Help overview," gives a physical orientation to the BrailleSense Polaris and an overview of its functionality.

The section, "Basic Functions Help", gives a basic overview of the programming and operation of the BrailleSense Polaris

The section, "Settings Help" provides an explanation of time and date setup, internet Setup, Bluetooth connectivity, and the "Global Options" and how to use them to configure your BrailleSense Polaris according to your preferences.

Most of the remaining sections cover each of the functions of the BrailleSense Polaris in detail.

The "Commands Summary" section is a quick reference of hot keys for all the programs on the BrailleSense Polaris useful when you simply want to know the keystroke for performing an action without reading the entirety of the instructions on a given program.

The "Information about the BrailleSense Polaris" section provides the copyright and version of the BrailleSense Polaris, as well as the version of Windows CE that the BrailleSense Polaris is using, the version of the BrailleSense Polaris firmware, and other useful items such as Mac address and Key number. When the "information" section is open, you can save the information about the BrailleSense Polaris by pressing "tab (Space-4-5 or F3)", to navigate to the "Save" button and press "Enter". The unit displays "Successfully saved", and returns you to the "Save" button. The saved file is named "bs-information.txt", and is stored in "flashdisk" for easy access.

You can also get help related to the specific task you are performing. Use "Space-H" within any program to get a list of keystrokes available in that program.

14. Troubleshooting Guide

If you are encountering problems with the BrailleSense Polaris, please take a look at the following suggestions for solving many common problems:

14.1 The BrailleSense Polaris Will Not Turn On

1) Check to make sure that the battery is inserted in to its compartment properly.

2) If the battery is inserted properly, connect the AC adapter, and plug the AC adapter in to an electrical outlet. The battery may need to be charged.

3) Or, Check the location of the keyboard lock switch. If this switch is placed in the "lock" position, the power switch is not functional.

14.2 The Voice Cannot Be Heard

1) Make sure the volume is loud enough to be heard. Press "backspace-F4" to raise the volume.

2) Make sure the voice is turned on. Press "Backspace-F2" to toggle the voice on/off.

14.3 The Voice is Too Fast to Understand

1) Press "space-F1" to lower the voice rate.

14.4 The Voice Pitch Is Too Low or Too High to Understand

1) Press "enter-F1" to lower the pitch, or press "enter-F4" to raise the pitch of the voice.

14.5 You Don't Know Where You Are

1) If you have become disoriented as to your location on the BrailleSense Polaris, and cannot remember where you are, press "F1" to access the "program" menu. Then, press "F2-F3" to switch among the open programs. If you are in the Word Processor, pressing "space1-5-6" gives you your current location in the open document.

14.6 No Internet Connection

1) If you are using a Wi-Fi connection, ensure wireless is turned on. Use "Backspace-dots-1-4-5-6" to toggle wireless on/off.

2) If using an Ethernet connection, check to ensure that the Ethernet cable is connected securely with the USB to Ethernet adapter, and that the network settings are correct.

14.7 E-mail

1) If you are having trouble downloading email, please contact your Internet service provider to make sure that you have the correct POP3 and SMTP settings.

2) If you cannot send or receive mail, make sure you have an active connection to the Internet.

14.8 The Braille display Does Not Display Braille

1) If the Braille display does not display Braille, make sure that the Braille display is turned on. Use "Backspace-F3" to toggle the Braille display on/off.

14.9 The BrailleSense Polaris Does Not Respond

1. If the BrailleSense Polaris does not respond to keystrokes or commands, it may be necessary to reset the unit. To reset the BrailleSense Polaris, press "1-2-3-4-5-6-F2-F3."

2) If the soft reset does not revive the BrailleSense Polaris, you may need to completely shut down the unit. The easiest way to do this is to remove the battery, leave it about for a few seconds, re-insert it, and power on the unit.

14.10 The LCD Does Not Come On

1) If the LCD screen does not come on, make sure that it is turned on. Press "space-o (dots 1-3-5)" to open "Global Options". Press "F3-F4" twice. Press "space" to turn the LCD screen option on, and press "enter" to save the option settings.

15. Command Summary

15.1 Common Combination Keys

Open the main program menu: F1

Open the Running Tasks list: F1-F4

Switch to next running task: F2-F3

Switch to previous running task: Space-F2-F3

Open program specific menu: Space-m (dots 1-3-4) or F2

Exit: Space-z (dots 1-3-5-6)

Escape: Space-e (Space-1-5) or F4

Move to the next control in a dialog box: Tab (Space-4-5 or F3)

Move to the previous control in the dialog box: Shift-tab (Space-1-2 or Space-F3)

Move to the previous character: Space-3

Move to the next character: Space-6

Move to the previous line/item: Space-1

Move to the next line/item: Space-4

Move to the beginning of line/item: Space-1-3

Move to the end of line/item: Space-4-6

Move to the top of a document or list: Space-1-2-3

Move to the bottom of a document or list: Space-4-5-6

Move to the previous page or to the first item of the previous 32-item group: Space-1-2-6 or F1-F2

Move to the next page or to the first item of the next 32-item group: Space-3-4-5 or F3-F4

Scroll back: Up scroll button

Scroll forward: Down scroll button

Move the cursor to a specific cell or list item: press the corresponding cursor routing key

Find: Space-f (dots 1-2-4)

Upper case: Space-u (dots 1-3-6)

Repeat current item: Space-r (dots 1-2-3-5)

Open web Page: Space-w (dots 2-4-5-6)

Say current time: Space-t (dots 2-3-4-5)

Display power status: Space-1-6

Open "Global options": Space-o (dots 1-3-5)

Online help: Space-h (dots 1-2-5)

Check software version: Space-v (dots 1-2-3-6) only from Main menu

Display network status: Space-n (dots 1-3-4-5) from Main menu

Display flash disk empty space: Space-i (dots 2-4) from Main menu

LCD on/off: Enter-4-5-6 from Main menu

Voice on/off: Backspace-F2

Braille on/off: Backspace-F3

Increase voice volume: Backspace-F4

Decrease the voice volume: Backspace-F1

Increase the voice rate: Space-F4

Decrease the voice rate: Space-F1

Increase the voice pitch: Enter-F4

Decrease the voice pitch: Enter-F1

Increase the main volume: Backspace-Space-F4

Decrease the main volume: Backspace-Space-F1

One-handed mode on/off: Backspace-1-2-3

Bluetooth on/off: Backspace-3-4-5-6

Wireless LAN on/off: Backspace-1-4-5-6

Typing mode on/off: Backspace-Enter-c (dots 1-4)

Change Braille Code: Backspace-Enter-b (dots 1-2)

Scroll voice on/off: F3-up scroll button

Eight dot mode on/off: F1-down scroll button

Select Braille cursor type: F4-up scroll button

Select display of control information: F2-down scroll button

Unmount USB or SD: Backspace-Enter-u (dots 1-3-6)

15.2 Quick Launch Commands

Use the following commands to launch their associated applications from anywhere on the BrailleSense Polaris.

Use F1 in combination with each letter to launch the following applications:

Address Manager: A (dot 1)

Web Browser: B (dots 1-2)

DAISY Player: D (dots 1-4-5)

Email: E (dots 1-5)

File Manager: F (dots 1-2-4)

Help: H (dots 1-2-5)

Media Player: M (dots 1-3-4)

FM Radio: R (dots 1-2-3-5)

Schedule Manager: S (dots 2-3-4)

Word Processor: W (dots 2-4-5-6)

Word Processor 2: Backspace-w (dots 2-4-5-6)

Excel Viewer: X (dots 1-3-4-6)

Online DAISY: Z (dots 1-3-5-6)

Use F3 in combination with each letter to launch the applications below:

Wake up alarm: A (dot 1)

Bluetooth Manager: B (dots 1-2)

Calculator: C (dots 1-4)

Format: F (dots 1-2-4)

Setup Internet: I (dots 2-4)

Backup/Restore Personalized Settings: K (dots 1-3)

Password Protection: N (dots 1-3-4-5)

Terminal for Screen Reader: S (dots 2-3-4)

Set Time & Date: T (dots 2-3-4-5)

Upgrade BrailleSense: U (dots 1-3-6)

Stopwatch: W (dots 2-4-5-6)

Other Quick Commands:

Display time and date: Space-t (dots 2-3-4-5)

Display network status: Space-n (dots 1-3-4-5)

Display power status: Space-dots-1-6

Display compass heading: Enter-dots 5-6

Change device name: Backspace-Enter-e (dots 1-5)

Open sleep Timer: Space-j (dots 2-4-5)

Open Global Options: Space-o (dots 1-3-5)

Open Sense Dictionary: Backspace-Enter-d (dots 1-4-5)

15.3 File Manager

15.3.1 Navigation Keys for the File and Menu List

Move to previous item: Space-1 or up scroll button

Move to next item: Space-4 or down scroll button

Move to the beginning of the list: Space-1-2-3 or Space-1-3

Move to the end of the list: Space-4-5-6 or Space-4-6

15.3.2 Navigation Keys for the File List

Jump to folder list or file list: Space-5-6

Move between file list and address window: Tab (Space-4-5 or F3) / shift-tab (Space-1-2 or Space-F3)

Enter selected folder or open selected file: Enter

Move up one folder level: Backspace

Jump to the top level of the disk: Space-1-2-5-6

Move up 32 items: Space-1-2-3 or F1-F2

Move down 32 items: Space-3-4-5 or F3-F4

15.3.3 Selection Commands

Select individual item: Space

Continuous selection: Enter-b (dots 1-2)

Select all: Enter-a (dot 1)

15.3.4 File Menu Commands

Open: Enter-o (dots 1-3-5)

Open with: Enter-e (dots 1-5)

Open in Second Word Processor: Backspace-W (dots 2-4-5-6)

Zip: Enter-z (dots 1-3-5-6)

Unzip: Enter-u (dots 1-3-6)

Send To: Enter-s (dots 2-3-4)

Rename: Enter-r (dots 1-2-3-5)

New document: Enter-n (dots 1-3-4-5)

New folder: Enter-f (dots 1-2-4)

File conversion: Enter-t (dots 2-3-4-5)

Find file: Space-f (dots 1-2-4)

Find Text: Backspace-f (dots 1-2-4)

Merge files: Enter-m (dots 1-3-4)

Split files: Enter-p (dots 1-2-3-4)

Information: Enter-i (dots 2-4)

15.3.5 Edit Menu Commands

Copy: Enter-c (dots 1-4)

Cut: Enter-x (dots 1-3-4-6)

Paste: Enter-v (dots 1-2-3-6)

Delete: Enter-d (dots 1-4-5)

Select all: Enter-a (dot 1)

15.3.6 View Menu Commands

Sort files by: Enter-g (dots 1-2-4-5)

Set file info: Enter-l (dots 1-2-3)

Display only files of type: Enter-w (dots 2-4-5-6)

Hide system folders: Enter-h (dots-1-2-5)

15.4 Word Processor

15.4.1 File Menu Commands

New document: Enter-n (dots 1-3-4-5)

Open: Enter-o (dots 1-3-5)

New Word Processor: Backspace-n (dots-1-3-4-5)

Save: Enter-s (dots 2-3-4)

Save as: Space-s (dots 2-3-4)

Close current document: Space-q (dots 1-2-3-4-5)

Print: Space-p (dots 1-2-3-4)

Settings: Enter-e (dots 1-5)

Dictionary: Backspace-Enter-d (dots 1-4-5)

Exit: Space-z (dots 1-3-5-6)

15.4.2 Edit Menu Commands

Start selection: Enter-b (dots 1-2)

Copy: Enter-c (dots 1-4)

Add to the clipboard: Enter-p (dots 1-2-3-4)

Clear clipboard: Enter-d (dots 1-4-5)

Delete: Space-d (dots 1-4-5)

Cut: Enter-x (dots 1-3-4-6)

Paste: Enter-v (dots 1-2-3-6)

Delete blank lines: Backspace-e (dots 1-5)

Select all: Enter-a (dot 1)

Check spelling: Enter-k (dots 1-3)

Check spelling of the current word: Backspace-k (dots 1-3)

15.4.3 Insert Menu Commands

Set Mark: Enter-m (dots 1-3-4)

Jump to mark: Enter-j (dots 2-4-5)

Delete Mark: Backspace-d (dots 1-4-5)

Insert from file: Enter-i (dots 2-4)

Insert date: Enter-w (dots 2-4-5-6)

Insert time: Backspace-w (dots 2-4-5-6)

15.4.4 Go To Commands

Find: Space-f (dots 1-2-4)

Find next: Enter-f (dots 1-2-4)

Find previous: Backspace-f (dots-1-2-4)

Find and Replace: Enter-r (dots 1-2-3-5)

Go to location: Enter-l (dots 1-2-3)

Go To Previous Sentence: Space-2-3-5

Go To Next Sentence: Space-2-3-6

Go to previous page: Space-1-2-6 or F1-F2

Go to next page: Space-3-4-5 or F3-F4

Go to previous document: Tab (Space-1-2 or Space-F3)

Go to next document: Shift-tab (Space-4-5 or F3)

15.4.5 Read Commands

Read selected text: Backspace-b (dots 1-2)

Read beginning of selected text: Enter-u (dots 1-3-6)

Read from beginning to cursor: Backspace-g (dots 1-2-4-5)

Read from cursor to end: Enter-g (dots 1-2-4-5)

Auto scroll: up-down scroll buttons

Read current paragraph: Space-2-3-5-6

Read Current Sentence: Space-1-4-5-6

Read current line: Space-1-4

Read current word: Space-2-5

Read current character: Space-3-6

Read status: Space-3-4

Read current cursor position: Space-1-5-6)

Read character and space count: Enter-3-4

15.4.6 Layout Commands

Set font: Enter-backspace-f (dots 1-2-4)

Braille document layout: Backspace-p (dots 1-2-3-4)

Braille paragraph layout: Backspace-1-2-4-6

Print document layout: Backspace-t (dots 2-3-4-5)

Print paragraph layout: Backspace-2-3-4-6

15.4.7 Miscellaneous Hot Keys

Delete current paragraph: Backspace-2-3-5-6

Delete current line: Backspace-1-4

Delete current word: Backspace-2-5

Delete current character: Space-d (dots 1-4-5)

Set view format characters: Space-1-4-6

Set reading unit: Space-2-4-6

Set read only: Space-3-4-6

Move back one slide in PPT: Backspace

Move forward one slide in PPT: Space

Bring up slide list: Backspace-s (dots 2-3-4)

Insert page break: Enter-Backspace-p (dots 1-2-3-4)

Insert tab: Backspace-Space-Enter-t (dots 2-3-4-5)

Center line: Backspace-Space-Enter-c (dots 1-4)

Toggle Math Mode on/off: Backspace-m (dots 1-3-4)

15.5 E-mail

15.5.1 Hot Keys for the Inbox

Open "Accounts Manager”: Enter-m (dots 1-3-4)

Switch from Offline to Online mode (IMAP): Enter-dots1-2-3

Check for new mail: Enter-n (dots 1-3-4-5)

Receive old mail (IMAP): Backspace-p (dots1-2-3-4)

Move to previous account: Backspace-dots 1-2-6

Move to next account: Backspace-dots 3-4-5

Move to previous mailbox: Enter-dots 1-2-6

Move to next mailbox: Enter-dots 3-4-5

Write new message: Enter-w (dots 2-4-5-6)

Reply: Enter-r (dots 1-2-3-5)

Reply all: Backspace-r (dots 1-2-3-5)

Forward: Enter-f (dots 1-2-4)

Forward as attachment: Backspace-w (dots 2-4-5-6)

Open Set Path: Enter-p (dots 1-2-3-4)

Open Set Options: Enter-o (dots 1-3-5)

Open Set Spam: Enter-e (dots 1-5)

Find: Space-f (dots 1-2-4)

Find again: Backspace-f (dots 1-2-4)

Move to unread message: Enter-u (dots 1-3-4)

Move to mailbox: Backspace-x (dots 1-3-4-6)

Copy to mailbox: Backspace-c (dots 1-4)

Add a sender to the address list: Enter-i (dots 2-4) (This is valid only at the "from" item of the "inbox")

Delete current message: Space-d (dots 1-4-5) (valid only from the Subject and Date fields of the Inbox.

Empty Trash: Enter-Backspace-q (dots 1-2-3-4-5)

Save current message as text file: Space-s (dots 2-3-4)

Print e-mail: Space-p (dots 1-2-3-4)

Cancel: Space-e (dots 1-5)

Cancel and exit e-mail program: Space-z (dots 1-3-5-6)

15.5.2 Hot keys for Sending E-mail

Search address list: Enter-l (dots 1-2-3)

Attach file: Enter-f (dots 1-2-4)

Send e-mail: Enter-s (dots 2-3-4)

Save to Outbox: Space-s (dots 2-3-4)

Cancel: Space-e (dots 1-5)

Cancel and exit e-mail program: Space-z (dots 1-3-5-6)

15.5.3 Hot Keys for Reading/Writing an E-mail Message

Start selection: Enter-b (dots 1-2)

Select all: Enter-a (dot 1)

Copy to the clipboard: Enter-c (dots 1-4)

Cut to the clipboard: Enter-x (dots 1-3-4-6) (Only available when writing a message)

Paste from the clipboard: Enter-v (dots 1-2-3-6) (only available when writing a message)

Delete selection/delete current character: Space-d (dots 1-4-5)

Cancel selection: Space-e (dots 1-5)

15.6 Media

15.6.1 Media Player

15.6.1.1 File Commands

Open file: Enter-o (dots 1-3-5)

Open folder: Enter-f (dots 1-2-4)

Add file: Backspace-o (dots 1-3-5)

Add folder: Backspace-f (dots 1-2-4)

Save playlist: Enter-i (dots 2-4)

Save as playlist: Space-s (dots 2-3-4)

Delete item: Space-d (dots 1-4-5)

Open URL: Enter-u (dots 1-3-6)

Get tag information: Enter-t (dots 2-3-4-5)

15.6.1.2 Playback Commands

Play: Enter, Play button

Pause/play: Space, Play button

Stop: Backspace, Stop button

Previous track: Dot 3, Previous button

Next track: Dot 6, Next button

Back 5 tracks: Dots 2-3

Forward 5 tracks: Dots 5-6

First track: Dots 1-3

Last track: Dots 4-6

Volume up: Space-Up Scroll button

Volume down: Space-Down Scroll button

Speed up: Dots 3-4-5

Slow down: Dots 1-2-6

Change time index: Dot 2 or Dot 5

Move to next position by time index: Dot 4

Move to previous position by time index: Dot 1

Delete playlist: Space-d (dots 1-4-5)

Set marked position: Enter-m (dots 1-3-4)

Delete marked position: Enter-d (dots 1-4-5)

Jump to marked position: Enter-j (dots 2-4-5)

Go to position: Enter-g (dots 1-2-4-5)

Set mark: Backspace-m (dots 1-3-4)

Move to mark: Backspace-j (dots 2-4-5)

Move to previous mark: Backspace-dot 3

Move to next mark: Backspace-dot 6

Delete mark: Backspace-d (dots 1-4-5)

Mark manager: Backspace-k (dots 1-3)

Configuration dialog: Backspace-c (dots 1-4)

Playback settings dialog: Enter-s (dots 2-3-4)

Record settings dialog: Backspace-s (dots 2-3-4)

Effect settings dialog: Enter-e (dots 1-5)

15.6.1.3 Recording Commands

Open the Record dialog: Enter-r (dots 1-2-3-5), Record button

Record: Record button

Pause/Continue recording: Space, Record button

Play: Play button

15.6.1.4 Hot Keys in the Play Information Tab

Move to the next item: Space-dot-4

Move to the previous item: Space-dot-1

Open menu: F2 or Space-m (dots 1-3-4)

Open help: Space-h (dots 1-2-5)

Move to Playlist tab: Space-4-5/Space-1-2

Exit Media Player: Space-z (dots 1-3-5-6)

15.6.1.5 Hot Keys in the Playlist Tab

Move to the next file: Space-4

Move to the previous file: Space-1

Move to the last file: Space-4-6

Move to the first file: Space-1-3

Play current file: Space

Start file selection: Enter-b (dots 1-2)

Start playing the selected files: Enter

Stop playing: Backspace

Delete the selected files from the playlist: Space-d (dots 1-4-5)

Move to "playback information" tab: Space-4-5/Space-1-2

15.6.2 FM Radio

Open the Presets dialog: Enter-e (dots 1-5)

Open the menu: Space-m (dots 1-3-4) or F2

Internal speakers on/off: Space-x (dots 1-3-4-6)

Move to next frequency: Dot 6

Move to previous frequency: Dot 3

Autoscan backward: Dot 2, short press Previous button

Autoscan forward: Dot 5, short press Next button

Go to frequency: Space-f (dots 1-2-4)

Move to previous preset: Dot 1, long press Previous button

Move to next preset: Dot 4, long press Next button

Save preset: Enter-s (dots 2-3-4) or long press Record button

Delete preset: Space-d (dots 1-4-5) or long press Stop button

Open Record dialog: Enter-r (dots 1-2-3-5)

Record pause/resume: short press Record button

Stop recording: short press Stop button

Mute on: short press Stop button, Space

Mute off: short press Play button, Space

Volume up: Space-Up Scroll button

Volume down: Space-Down Scroll button

15.6.3 DAISY Player

Read title: Space-dots 1-2-5-6

Open DAISY book: Enter-o (dots 1-3-5)

Voice settings: Enter-s (dots 2-3-4)

Check book-info: Enter-i (dots 2-4)

Exit: Space-z (dots 1-3-5-6)

Play/Pause: Space

Go to beginning: Space-1-3 or Space-1-2-3

Go to end: Space-4-6 or Space-4-5-6

Increase volume: Backspace-dot-4

Decrease Volume: Backspace-dot-1

Increase Speed: Backspace-dot-5

Decrease Speed: Backspace-dot-2

Increase Pitch: Backspace-dot-6

Decrease Pitch: Backspace-dot-3

Move to the next page: Space-3-4-5

Move to the previous page: Space-1-2-6

Go to page: Enter-g (dots 1-2-4-5)

Select previous text/time unit: Dot 1

Select next text/time unit: Dot 4

Move to previous text/time unit: Dot 2

Move to next text/time unit: Dot 5

Select previous movement unit: Dots 2-3

Select next movement unit: Dots 5-6

Move to the previous unit: Dot 3 or short press Previous button

Move to the next unit: Dot 6 or short press Next button

Move to the next heading: Space-5 or long press Next button

Move to the previous heading: Space-2 or long press Previous button

Move to the last heading: Space-4-6

Move to the first heading: Space-1-3

Check the current-reading level and heading: Enter-w (dots 2-4-5-6)

Scan the heading list from the present to the end: Enter-n (dots 1-3-4-5)

Find heading: Space-f (dots 1-2-4)

Headings list: Enter-h (dots 1-2-5)

Find again: Enter-f (dots 1-2-4)

Set mark at current position: Enter-m (dots 1-3-4)

Move to the next mark: Space-dot 6

Move to the previous mark: Space-dot 3

Delete mark: Space-d (dots 1-4-5)

Create memo: Backspace-m (dots-1-3-4)

Read memo: Backspace-r (dots-1-2-3-5)

Read previous memo: Backspace-p (dots-1-2-3-4)

Read Next Memo: Backspace-n (dots-1-3-4-5)

Delete Memo: Backspace-d (dots-1-4-5)

Exit and erase position without prompt: Enter-z (dots-1-3-5-6)

Exit and erase marks without prompt: Backspace-z (dots-1-3-5-6)

15.7 Organizer

15.7.1 Address Manager

15.7.1.1 Navigation When Adding an Address

Move to the previous field or menu item: Space-1 or Up Scroll button

Move to the next field or menu item: Space-4 or Down Scroll button

Move to the first field or menu item: Space-1-2-3

Move to the last field or menu item: Space-4-5-6

15.7.1.2 Navigation in Search Results List

Move to the previous field: Space-2

Move to the next field: Space-5

Move to the first field: Space-1-3

Move to the last field: Space-4-6

Move to the previous record: Space-1 or Up Scroll button

Move to the next record: Space-4 or Down Scroll button

Move to the first record: Space-1-2-3

Move to the last record: Space-4-5-6

Move to previous same field different record: Space-3

Move to next same field different record: Space-6

15.7.1.3 General Commands

Add address: Enter-i (dots 2-4)

Find address: Enter-s (dots 2-3-4)

Edit address: Enter-m (dots1-3-4)

Delete address: Space-d (dots 1-4-5)

Select all: Enter-a (dot 1)

Save as a file: Enter-t (dots 2-3-4-5)

Print address: Space-p (dots 1-2-3-4)

Backup address list: Enter-u (dots 1-3-6)

Restore address list: Enter-r (dots 1-2-3-5)

Set backup options: Enter-e (dots 1-5)

Setting add/searching address fields: Enter-o (dots 1-3-5)

Import from CSV: Backspace-i (dots 2-4)

Export to CSV: Backspace-x (dots 1-3-4-6)

15.7.2 Schedule Manager

15.7.2.1 General Commands

Move to the next field: Space-4-5 or F3

Move to the previous field: Space-1-2 or Space-F3

Add appointment: Enter-i (dots 2-4)

Search appointments: Enter-s (dots 2-3-4)

Modify appointment: Enter-m (dots 1-3-4)

Delete appointment: Space-d (dots 1-4-5)

Delete all appointments: Backspace-Enter-q (dots1-2-3-4-5)

Backup appointments: Enter-u (dots 1-3-6)

Restore appointments: Enter-r (dots 1-2-3-5)

Set backup options: Enter-e (dots 1-5)

Alarm options: Enter-o (dots 1-3-5)

Save appointments as file: Enter-t (dots 2-3-4-5)

Print appointments: Space-p (dots 1-2-3-4)

15.7.2.2 Navigating Search Results

Move to the previous appointment: Space-2

Move to the next appointment: Space-5

Move to the first appointment: Space-2-3 or Space-1-2-3

Move to the last appointment: Space-5-6 or Space-4-5-6

Move to the previous appointment on the same day: Space-1 or Up Scroll button

Move to the next appointment on the same day: Space-4 or Down Scroll button

Move to the first appointment on the same day: Space-1-3

Move to the last appointment on the same day: Space-4-6

15.8 Web tools

15.8.1 Web Browser

15.8.1.1 General Commands

Open URL: Enter-u (dots 1-3-6)

Open: Enter-o (dots 1-3-5)

Save as: Space-s (dots 2-3-4)

Information: Enter-i (dots 2-4)

Exit: Space-z (dots 1-3-5-6)

Read from beginning to cursor: Backspace-g (dots 1-2-4-5)

Read from cursor to end: Enter-g (dots 1-2-4-5)

Auto scroll: Up Scroll button-Down Scroll button

Start selection: Enter-b (dots 1-2)

Copy: Enter-c (dots 1-4)

Add to clipboard: Enter-p (dots 1-2-3-4)

Copy URL: Backspace-d (dots 1-4-5)

Copy link: Backspace-l (dots 1-2-3)

Go to home page: Backspace-h (dots 1-2-5)

Go to previous page: Backspace-Space-3 or Backspace-p (dots 1-2-3-4)

Go to next page: Backspace-Space-6 or Backspace-n (dots 1-3-4-5)

Go to previous heading: Backspace-b (dots 1-2)

Go to next heading: Backspace-f (dots 1-2-4)

Go to previous text chunk: Space-2-4-6

Go to next text chunk: Space-1-2-4-5-6

Go to previous visited link: Space-2-3-6

Go to next visited link: Space-3-5-6

Refresh: Enter-r (dots 1-2-3-5)

Open the history list: Enter-h (dots 1-2-5)

Check the address of the selected title in the history list: Space-i (dots 2-4)

Find: Space-f (dots 1-2-4)

Find again: Enter-f (dots 1-2-4)

Links list: Backspace-i (dots 2-4)

RSS Feed List: Enter-j (dots 2-4-5)

Set current as your home page: Enter-s (dots 2-3-4)

Add to favorites: Backspace-a (dot 1)

Favorites list: Enter-l (dots 1-2-3)

Option settings: Backspace-o (dots 1-3-5)

15.8.1.2 Hot Keys When Playing Audio Files in Web Browser

Turn up the volume: Space-Up Scroll button

Turn down the volume: Space-Down Scroll button

Play: Play button on the front panel

Stop: Stop button on the front panel

15.8.1.3 Hot Keys for Reading Web Pages

Move to the previous control: Shift-tab (Space-1-2)

Move to the next control: Tab (Space-4-5)

Select the next item in a combo box (list box): Backspace-Space-4

Select the previous item in a combo box (list box): Backspace-Space-1

Move to previous form control: Space-1-2-3-4-6

Move to next form control: Space-1-3-4-5-6

Move to previous table: Space-3-4-5-6

Move to next table: Space-1-4-5-6

Move to previous cell: Space-2-3

Move to next cell: Space-5-6

Move to upper cell: Space-3-5

Move to lower cell: Space-2-6

Read current cell: Space-2-3-5-6

Move to previous cell of upper level table: Backspace-2-3

Move to next cell of upper level table: Backspace-5-6

Move to upper cell of upper level table: Backspace-3-5

Move to lower cell of upper level table: Backspace-2-6

Check current position: Space-1-5-6

Move to previous frame: Space-3-4-6

Move to next frame: Space-1-4-6

Read current line: Space-r (dots 1-2-3-5)

15.9 Extras

15.9.1 Excel Viewer

15.9.1.1 Navigation Commands

Move to next row: Space-Dot 4

Move to previous row: Space-Dot 1

Move to next column: Space-Dot 6

Move to previous column: Space-Dot 3

Move to beginning of row: Space-Dots 1-3

Move to end of row: Space-Dots 4-6

Move to top of column: Space-Dots 2-3

Move to bottom of column: Space-Dots 5-6

Move to top of worksheet: Space-1-2-3

Move to bottom of worksheet: Space-4-5-6

Move to next worksheet: Space-3-4-5

Move to previous worksheet: Space-1-2-6

Move to next group: Backspace-Dots 5-6

Move to previous group: Backspace-Dots 2-3

Move to next group in row: Space-Dot 5

Move to previous group in row: Space-Dot 2

Move to next group in column: Space-Dots 5-6

Move to previous group in column: Space-Dots 2-3

15.9.1.2 File Commands

Open: Enter-o (dots 1-3-5)

Open Hyperlink: Enter-h (dots 1-2-5)

Set User table: Enter-t (dots 2-3-4-5)

Cell properties: Enter-i (dots 2-4)

Quick Setup: Enter-x (dots 1-3-4-6)

Save as: Space-s (dots 2-3-4)

15.9.1.3 Go To Commands

Find: Space-f (dots 1-2-4)

Find Next: Enter-f (dots 1-2-4)

Find Previous: Backspace-f (dots 1-2-4)

Move to cell: Enter-j (dots 2-4-5)

Next sheet: Space-3-4-5

Previous sheet: Space-1-2-6

Sheet list: Enter-l (dots 1-2-3)

Set Mark: Backspace-m (dots 1-3-4)

Go to Mark: Backspace-j (dots 2-4-5)

Delete Mark: Backspace-d (dots 1-4-5)

15.9.1.4 Read Commands

Set Options: Backspace-o (dots 1-3-5)

Sheet title: Space-1-5-6

Read from top of column to cursor: Backspace-Dot 1

Read from cursor to bottom of column: Backspace-Dot 4

Read from beginning of row to cursor: Backspace-Dot 3

Read from cursor to end of row: Backspace-Dot 6

Read current row: Space-c (dots 1-4)

Read current column: Space-y (dots 1-3-4-5-6)

Read header cell of row: Backspace-c (dots 1-4)

Read header cell of column: Backspace-y (dots 1-3-4-5-6)

Read from beginning to cursor: Backspace-g (dots1-2-4-5)

Read from cursor to end: Enter-g (dots 1-2-4-5)

Read One character (When in Cell Activation): Space-Dots 3-6

Read Current Cell: Space-Dots 3-6

Read File Name: Space-Dots 3-4

Read Selected Text: Backspace-b (dots 1-2)

15.9.1.5 View Commands

View Hide Sheet: Enter-s (dots 2-3-4)

View Hide Row: Enter-r (dots 1-2-3-5)

View Hide Column: Enter-y (dots 1-3-4-5-6)

Cell Activation: Enter

Activation Cancel: Backspace

Set Time and Date: Enter-d (dots 1-4-5)

15.9.1.6 Edit Commands

Start Selection: Enter-b (dots 1-2)

Select All: Enter-a (dot 1)

Copy Selected Tex: Enter-c (dots 1-4)

15.9.2 Online DAISY

Move between category and booklist: F3 and Space-F3

Move among list items: Space-1 and Space-4

Download book: Enter

Return book: Enter-r (dots 1-2-3-5)

15.10 Utilities

15.10.1 Calculator

Clear calculator: Backspace-c (dots 1-4)

Delete numbers or operators: Backspace

Calculation history: Enter-h (dots 1-2-5)

General functions: Enter-g (dots 1-2-4-5)

PI: Enter-p (dots 1-2-3-4)

Exp: Enter-e (dots 1-5)

Trigonometric Functions: Enter-s (dots 2-3-4)

Sine: Enter-s (dots 2-3-4), s (dots 2-3-4)

Arc Sine: Enter-s (dots 2-3-4), a (dot 1)

Hyperbolic Sine: Enter-s (dots 2-3-4), h (dots 1-2-5)

Cosine: Enter-i (dots 2-4), i (dots 2-4)

Arc Cosine: Enter-c (dots 1-4), a (dot 1)

Hyperbolic Cosine: Enter-c (dots 1-4), h (dots 1-2-5)

Tangent: Enter-t (dots 2-3-4-5), t (dots 2-3-4-5)

Arc Tangent: Enter-t (dots 2-3-4-5), a (dot 1)

Hyperbolic Tangent: Enter-t (dots 2-3-4-5), h (dots 1-2-5)

Logarithm Function: Enter-l (dots 1-2-3)

Natural Logarithm: Enter-l (dots 1-2-3), e (dots 1-5)

Common Logarithm: Enter-l (dots 1-2-3), n (dots 1-3-4-5)

Recall Items: Backspace-r (dots 1-2-3-5)

Delete all saved items: Enter-d (dots 1-4-5)

Save Items: Backspace-s (dots 2-3-4)

Convert Unit: Enter-u (dots 1-3-6)

Copy to Clipboard: Enter-c (dots 1-4)

Option Settings: Enter-o (dots 1-3-5)

Fraction options: Space-dots 3-4

Return formula: Enter-r (dots1-2-3-5)

Change Braille code: Space-g (dots1-2-4-5)

15.10.2 Display Compass Heading

Open Display Compass Heading: Enter-dots 5-6

Move to the next control: Space-4-5 or F3

Move to the previous control: Space-1-2 or Space-F3

Change compass display type: Backspace or Space

Exit: Space-z (dots 1-3-5-6) or Space-e (dots 1-5)

15.10.3 Stopwatch

Stopwatch start, pause, restart: Enter

Check the elapsed time: Backspace

Stop and restart Braille display: Space-F2

Switch between stopwatch and countdown timer: Space-4-5 or Space-1-2

Count down timer pause or restart: Enter

Count down timer Initialize: Backspace

Exit stopwatch or countdown timer: Space-z (dots 1-3-5-6)

15.10.4 Terminal for Screen Reader

Enter terminal Clipboard: Space-Enter-i (dots 2-4)

Send Terminal Clipboard content: Enter-s (dots 2-3-4)

Exit terminal for Screen reader: Space-Backspace-z (dots 1-3-5-6)

15.11 Polaris Settings

15.11.1 Setting Time and Date

Move to the next day: Space-6

Move to the previous day: Space-3

Move to the next week: Space-5

Move to the previous week: Space-2

Move to the next month: Space-4

Move to the previous month: Space-1

Move to the next year: Space-5-6

Move to the previous year: Space-2-3

Move to 1 hour after: Space-4

Move to 1 hour before: Space-1

Move to 10 minutes after: Space-5

Move to 10 minutes before: Space-2

Move to 1 minute after: Space-6

Move to 1 minute before: Space-3

Switch between A.M. and P.M.: Space-x (dots 1-3-4-6)

15.11.2 Bluetooth Manager

Rescan for Bluetooth devices: Enter-r (dots 1-2-3-5)

Connect device: enter on the device name

Connect service: enter on the service name

Disconnect the service in Bluetooth service list: Enter-d (dots 1-4-5)

Move to Bluetooth device list in service list: Backspace

Remove device settings in Bluetooth device list: Space-d (dots 1-4-5)

15.11.3 Backup/Restore Personalized Settings

Move to previous item: Space-1 or up scroll button

Move to next item: Space-4 or down scroll button

Move to previous control: Shift-tab (Space-1-2 or Space-F3)

Move to next control: Tab (Space-4-5 or F3)

Select/unselect check box: Space

Backup: Enter-b (dots 1-2)

Restore: Enter-r (dots1-2-3-5)

15.11.4 Password Protection.

Set password: Enter-i (dots 2-4)

Modify password: Enter-m (dots 1-3-4)

Password configuration: Enter-c (dots 1-4)

Reset to factory defaults: i (dots 2-4)

15.12 Screen Reader Commands

15.12.1 Moving Focus

Move to next object: Space-4-5 or F3

Move to previous object: Space-1-2 or Space-F3

Move to top of screen: Space-1-2-3

Move to bottom of screen: Space-4-5-6

Scroll down one screen: Space-3-4-5

Scroll up one screen: Space-1-2-6

Execute current item: Enter or Cursor routing key

Back button: Space-e or F4

Move to specific object: press first letter of object name

Go to Home screen: F1

Open Notification Shade: Space-1-2-3-4-5-6

15.12.2 When Editing Text

Go to next character: Space-6

Go to previous character: Space-3

Go to next word: Space-5

Go to previous word: Space-2

Go to next line: Space-4

Go to previous line: Space-1

Go to next paragraph: Space-5-6

Go to previous paragraph: Space-2-3

Go to beginning of paragraph: Space-1-3

Go to end of paragraph: Space-4-6

Go to top of document: Space-1-2-3

Go to bottom of document: Space-4-5-6

Delete current character: Space-1-4-5

Delete previous character: Backspace

Delete current word: Backspace-2-5

Delete current line: Backspace-1-4

Delete current paragraph: Backspace-2-3-5-6

Move to next display length: Down Scroll

Move to previous display length: Up Scroll

15.12.3 Media Key Functions when in "App Mode"

Open Main menu: Stop button

Recent Apps: Play button

Back: Record button

Move to previous object: Previous button

Move to next object, Next button

Mobile Screen Reader n-off: Stop and Next buttons

Call Google Voice Assistant: Record and Play buttons