

MEMOplanner Medium 4

User manual

SPECIAL NEEDS
COMPUTERS 
1-877-724-4922

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Software version 4.2 or later

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1 Introduction

1.1 About MEMOplanner Medium 4

MEMOplanner is a digital calendar that provides cognitive support in day-to-day life. MEMOplanner has been developed for people who require specific support with time, planning and graphic clarity.

MEMOplanner provides you with:

- Easy-to-understand overview of the day, week and month
- Help to keep track of the time of day
- Time presented in a simple manner
- Clear and personal reminders

⚠ WARNING: Do not use the product as the only support for medication, medical treatment or other important activities.

To a large degree, MEMOplanner can be customised to the user's needs and abilities. You can use your own images or the images included in MEMOplanner. You can select which functions the user will have access to.

In addition, the user can install the app MEMOplanner Go on his/her smartphone or tablet to get complementary time and planning support when MEMOplanner is not at hand.

Via the myAbilia web service, support persons can update the information in MEMOplanner remotely.

This user manual describes how to use MEMOplanner. If more detailed information is needed on a specific function, see MEMOplanner Reference manual.


1.2 Intended purpose

MEMOplanner is a digital calendar that is intended for persons who require extended cognitive support regarding time, structure, planning and graphic clarity.

MEMOplanner is intended for indoor use, in a home, school, or work environment.

1.3 Terminology

This user manual uses the following terminology:

<i>Device</i>	The hardware on which MEMOplanner is installed.
<i>Home button</i> 	A soft key is used to get to the home screen.
<i>Home screen</i>	The device's start menu. You always arrive at the start screen when you press the Home button. The MEMOplanner application is always the home screen on MEMOplanner.
<i>myAbilia</i>	The web service for MEMOplanner and other products from Abilia. There are different types of accounts: Users, Support persons, Administrators.
<i>Settings menu</i>	A list of the settings that can be started via the Settings icon in the Menu function. The settings menu can be hidden. Operating instructions for the settings functions are described in Settings. ▶ Navigation path: Menu Settings Calendar General
<i>Starter set</i>	Image archive, templates and checklists that can be added at first log in.
<i>User</i>	The person who has received MEMOplanner as an assistive device.

1.4 myAbilia

Abilia provides the web service myAbilia for MEMOplanner and other products.

You must have a user account on myAbilia to use MEMOplanner. However, you are not required to use the actual web service, or to have your device connected to Internet (except during log in).

By using myAbilia, you can:

- Manage the calendar, checklists, and image archive from a web browser on any smartphone, tablet or computer.
- Invite support persons who can update MEMOplanner via Internet.

For information on how to create an account for myAbilia, see chapter *User account and license on page 8*.

1.4.1 Roles in myAbilia

You can have different types of accounts in myAbilia depending on their purpose. The user, the person using the assistive device, is always at the centre. The user may require help from a support person to update MEMOplanner with relevant information. Depending on the operation, an administrator may be required. This is a person who manages the account and licenses without having access to the user's personal data.

Depending on your role, you will receive different login details for myAbilia, and you will be able to perform different tasks on the web service.

Role	Description	Functions
<i>User</i>	The person using the assistive device. Does not need use myAbilia web service actively but must have an account that is connected to the assistive device.	Calendar, Activity templates, Timer templates, Image Archive, Checklist, Profile, Licenses, Support Persons, Administrators
<i>Support Person</i>	One or more persons who help the user with the assistive device.	Same as above
<i>Administrator</i>	The person who creates and/or manages the user account and licenses. May also be a support person.	User accounts: Profile, Support Persons, Administrators

1.4.2 Customise myAbilia

In myAbilia, on My profile page, on the Modules tab, you can select which modules should be displayed in myAbilia.

If you use the same myAbilia account for different devices (for example both MEMOplanner and Handi), you can select which calendar should be displayed.

► Navigation path: www.myabilia.com | **My profile** | **Modules**

1.4.3 Share myAbilia calendar

By creating a subscription link (ICS) for the myAbilia calendar, it can be displayed in other calendar applications such as Outlook and Google. Instructions are available on myAbilia.

1.5 Support

Abilia provides support on MEMOplanner, myAbilia web service and the app MEMOplanner Go.

If you need support, see Contact Information on the last page in this document.

2 User account and license

To use MEMOplanner, a myAbilia user account and a valid license is required.

2.1 User account in myAbilia

The user account provides the following functionality:

- Saves all user data (activities, templates, image archive, checklists, settings) on myAbilia cloud storage.
- Log out from the device → all user data will disappear from the device.
- Log in to the MEMOplanner Go app → all user data is synchronized to the app.

2.2 Create a myAbilia user account via MEMOplanner

Follow these steps to create a myAbilia user account:

1. Go to the Login page, either by starting up an unused MEMOplanner, or by logging out the existing MEMOplanner user. For more information, see the Reference manual.
2. Click *Create account*.
3. Enter username or email address and Password.
4. Confirm the password.
5. Check the checkboxes stating that you have read and agree to Abilia's Terms of Service and Privacy Policy.
6. Click *Create account*.

The account can be used right away.

2.3 Create a myAbilia user account via myAbilia

2.3.1 Independent account with email address

This is the procedure for creating a user account that is not linked to an administrator.

1. Go to www.myabilia.com and click on *Create account*.
2. Select *User*.
3. Enter name and active email address.
4. Check the checkboxes stating that you have read and agree to Abilia's Terms of Service and Privacy Policy.
5. Click *Create account*.
6. A welcome email will be sent from myAbilia to the provided email address.
7. Choose a password by clicking on the link in the welcome email.

2.3.2 Account linked to an administrator

This is the procedure if you are an administrator and want to create a user account.

1. Log in as an administrator on www.myabilia.com.
2. Go to *My users* in the menu and select *Add user*.
3. Enter name and select *Account with username*.
4. Enter *username* and *password*.
5. Tick the box, including if you are to be a support person and require access to all the user's data.
6. Click *Create*.

The created account can now be used to log into MEMOplanner.

2.4 Remove a user account (myAbilia)

To remove a user account, contact Abilia's support, see Contact Information on the last page in this document.

2.5 MEMOplanner license

MEMOplanner has a license that provides access to the myAbilia web service and the MEMOplanner Go app.

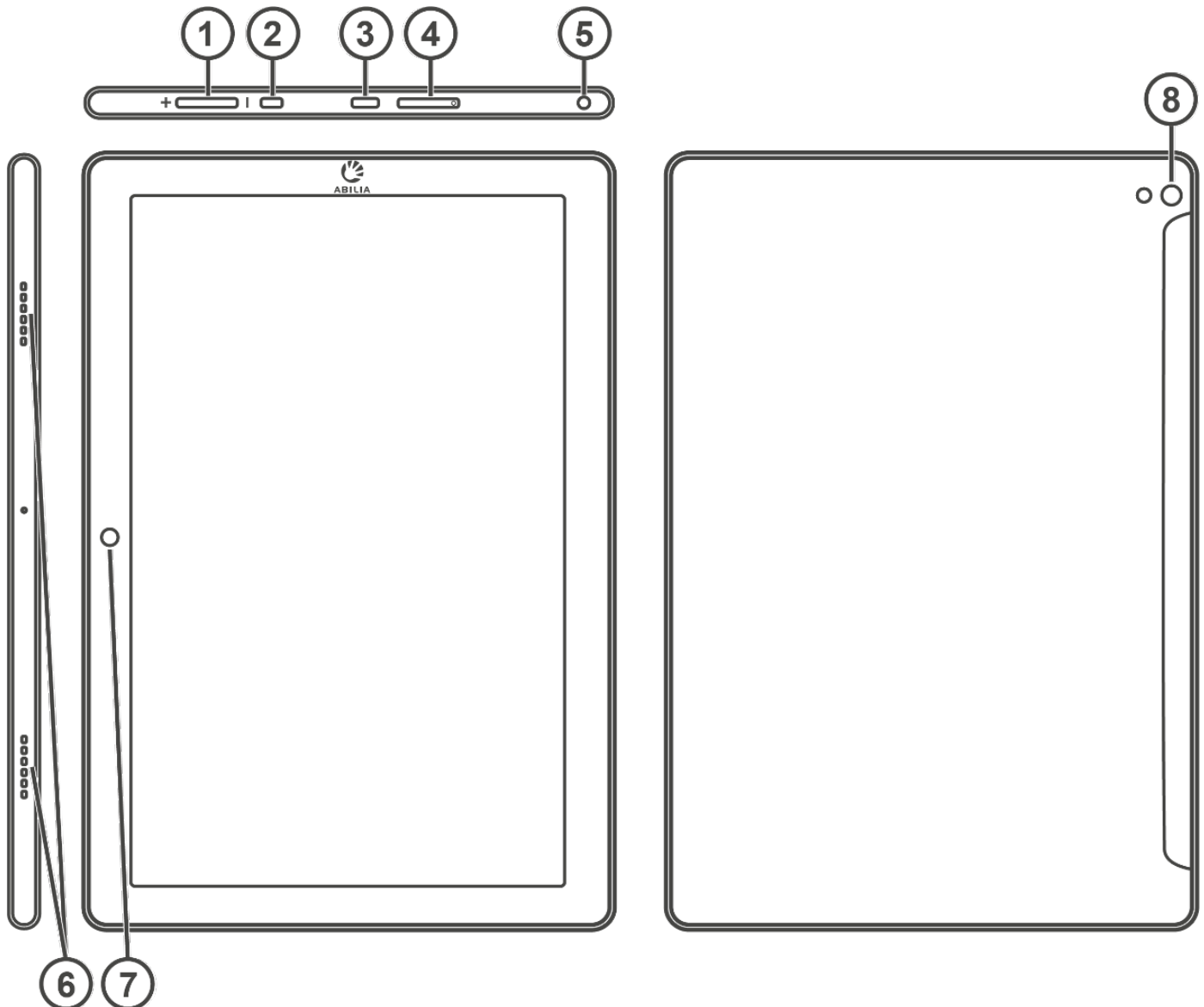
When you log in to MEMOplanner, the license is attached to the user account. Once the license has expired, MEMOplanner will be "offline", i.e. it will not sync with myAbilia, and the user data will not be possible to restore.

A warning that the license is about to expire will be shown in MEMOplanner in good time beforehand (3 months, 3 weeks, and 3 days). Support persons and administrators will receive an email reminder that the license is about to expire and needs to be extended.

Extension of the license can be ordered from Abilia. All you need to do is to provide the license key. The license key can be found in the email reminder or in MEMOplanner, see chapter *View information about license and device on page 22*.

When the license is extended by Abilia and the device has an internet connection, the license period is updated in MEMOplanner.

3 Overview of MEMOplanner Medium 4



1. Volume button
2. Power button
3. Power adapter jack (USB-C)
4. SIM/SD-card slot
5. Headphone/speaker jack
6. Speaker
7. Camera (front)
8. Camera (back)

The references in this user manual have the format “(X)”, where X refers to a point in the list above.

Included parts

- MEMOplanner Medium 4
An Android-based tablet, KA107
- Power adapter
With 2 m USB-C cable with angled connector
- Table stand
- Wall mount
- Soft case
- Microfiber cloth

Included documents

- User manual MEMOplanner Medium 4 (this document)
- Reference manual MEMOplanner G4
- Quick guide MEMOplanner G4
- Introduction MEMOplanner G4

4 Start MEMOplanner

4.1 Power source

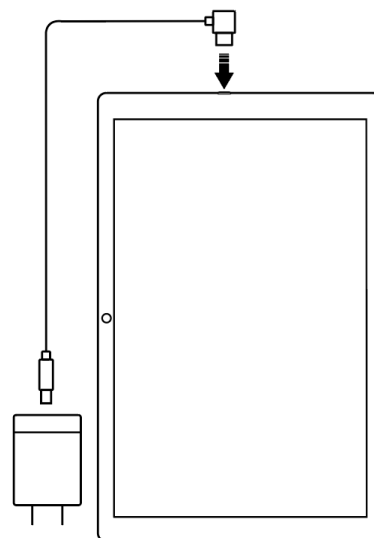
⚠ WARNING: Do not charge the battery if the unit is broken or has any visible damage, for example, if the casing is open or the unit is skewed.

⚠ CAUTION: Use only the original power adapter that is supplied with the product.

1. Attach the power cable to the power plug.
2. Connect the contact to the power adapter jack (3).
3. Connect the power adapter to a power outlet.

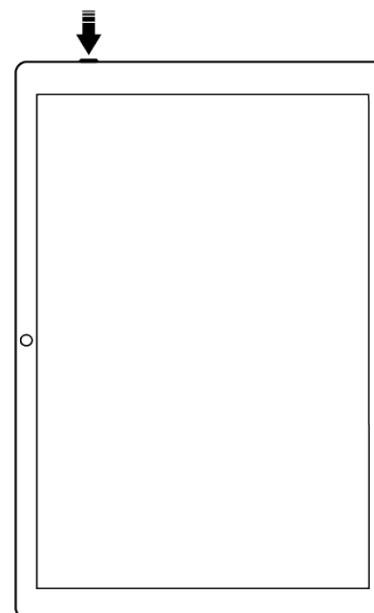
The status of the battery is shown in the Quick settings function, see chapter *Quick settings* on page 20.

You can also press the power button (2) to see the status of the charging on the screen.



4.2 Start the device

1. Start the device by pressing on the Power button (2) until the screen blinks.
2. Wait a moment while the device starts.
3. A *Welcome* view will appear shortly with the first page of a configuration wizard.



4.3 Configure the device

When the device is started, a configuration wizard opens where you make settings for the device.

4.3.1 Connect to the Internet

An Internet connection is required to log in. After that, no internet connection is required, provided that remote assistance is not necessary.

Select which wireless network (Wi-Fi) to connect to the device. (If there is no Wi-Fi, you can set up a temporary hotspot using your mobile phone.)

4.3.2 Select speech synthesis voices to install

Choose whether one or more speech synthesis voices should be installed. The voices can also be downloaded at a later stage, see *Speech support on page 17*.

If you choose to download the voices in this step, you do not have to wait for the voice download, it is fine to continue in the start-up process.

4.4 Log in or create a user account

Enter the username and password for the user's myAbilia account and click on Log in. You can also create a new user account, see *Create a myAbilia user account via MEMOplanner on page 8*.

4.5 Add the starter set

If the user account is completely new, you can add a starter set containing an image archive, activity templates, timer templates and checklists.

4.5.1 Image archive

Approximately 300 images are included in the starter set. Via myAbilia you can customise the image archive. For example, you can add your own photos or add more images from the image archive in myAbilia.

4.5.2 Activity templates

Activity templates are predefined activities that can be used to make it easier and faster to add new activities. In the activity template, you can set a name, image, checklist, reminder etc.

The starter set contains a smaller number of activity templates as examples. Those activity templates can be changed in MEMOplanner or via myAbilia at a later stage.

4.5.3 Timer templates

Timer templates are predefined timers that can be used to make it easier and faster to start a timer. A timer template has a duration, name, and an image (optional).

The starter set contains a smaller number of timer templates as examples. Those timer templates can be changed in MEMOplanner, or via myAbilia at a later stage.

4.5.4 Checklists

You can connect a checklist to an activity. This can be useful if you need to divide an activity into several time periods or tasks, for example, morning routines or to-do lists. The checklist can be created directly in the activity, but you can also choose from your checklist library.

The starter set contains a smaller number of checklists as examples. The checklist library can be managed using myAbilia at a later stage.

5 Get started with MEMOplanner Medium 4

Below are some tips on what to keep in mind to get started with MEMOplanner.

5.1 Decide the location of the MEMOplanner

Place MEMOplanner in such a way that the user can benefit the most.

- **MEMOplanner must have a fixed location and should be rarely moved.**
Use the supplied wall mount and install the device in a suitable location, see *Install the wall mount on page 13*.
- **MEMOplanner must have a fixed location but must be easy to move.**
Use the accompanying table stand.

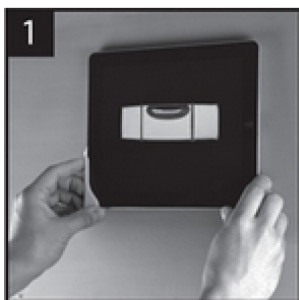
i *NOTE: Should the device always have a fixed location and at the same time be constantly connected to electricity via power cable, the recommendation is to set the screen so that it is always on, see Screen timeout on page 17.*

5.1.1 Install the wall mount

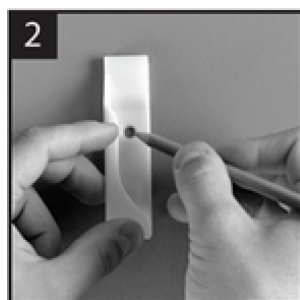
⚠ *WARNING: Install MEMOplanner correctly. Incorrect mounting can cause injuries or damage on the device.*

MEMOplanner can be mounted on a wall with the supplied wall mount. Install the wall mount with a screw that fits the base of the device. MEMOplanner must be mounted and used in portrait mode.

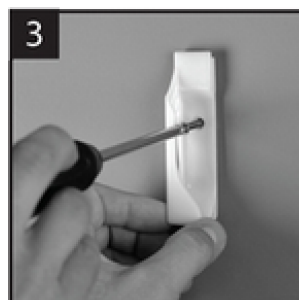
How to install the wall mount:



1. Hold the MEMOplanner together with the first wall mount in the desired position.



2. Remove MEMOplanner but keep the wall mount in place. Mark the hole.



3. Screw on the wall mount.



4. Place MEMOplanner in the first wall mount and then position the second mount.

5. Remove MEMOplanner and mark the hole. Now screw the other wall mount to the wall.

5.1.2 Mount the table stand



1. Angle the holes on the table stand so that they are facing up.
2. Select the desired slope on MEMOplanner, by selecting one of the hole pairs. Press down the arc in the selected pair of holes.

i *NOTE: Make sure that the arc is pressed down to the bottom, so that the stand is stable.*

3. Tilt the MEMOplanner against the stand.



5.2 Decide whether extra speakers are required

It is important that alarms from MEMOplanner can always be heard properly. Depending on the placement of the device, etc. external speakers may be required, see *External speakers on page 17*.

5.3 Prepare for remote assistance (myAbilia)

Remote assistance means that a support person can update MEMOplanner with relevant information remotely, e.g., adding activities or customising the image archive. A support person can, at any time, log in on myAbilia web service from his/her smartphone, tablet, or computer, and make the desired changes.

i *NOTE: In order for MEMOplanner to receive the changes, the device must be connected to the Internet.*

How to connect support persons to the user account:

1. Open a web browser on any smartphone, tablet, or computer. Log in to your user account on www.myabilia.com.
2. Click on the tab with cog wheels and select the Support persons function.
3. Click on Invite support person.
4. Enter the email address of the support person. Click on Invite.
5. Then myAbilia will send an email to the support person.

Read more about myAbilia in the chapter *myAbilia on page 7*.

5.4 Customise the starter set (myAbilia)

In connection with the start-up of MEMOplanner, you can choose to add the starter set, see *Add the starter set on page 12*.

Much of the content in the starter set is just an example and will need to be customised for the user. This is done via myAbilia.

Procedure for customising the starter set:

1. Open a web browser on any smartphone, tablet, or computer.
2. Log in to your user account on www.myabilia.com.
3. Click on the Image Archive icon to customise the image archive.
4. Click on the Basic activities icon to customise the activity templates.
5. Click on the Basic timers icon to customise the timer templates.
6. Click on the Checklist icon to customise the checklists that need to be linked to the activities in MEMOplanner.

5.5 Make settings for MEMOplanner

MEMOplanner can, to a large degree, be customised according to the user's needs and abilities. All settings are made via the settings menu.

► Navigation path: **Menu | Settings**

Here are some examples of what the user should consider when configuring MEMOplanner:

- Which view should be set as start page, day, week, month, menu, photo calendar?
- How should the day calendar be displayed, time pillar or list?
- How much of the day should be shown in the day calendar?
- Whether activities should be able to be edited by the user?
- Which alarm sound should be default?
- If day colours should be displayed in the calendar view?
- Which functions should appear in the menu?

The MEMOplanner Reference manual describes how to set various settings.

5.6 Decide whether the Settings menu should be available

Sometimes it may be appropriate to prevent user access to the settings menu.

You can do this in several ways:

1. Hide the Settings icon in the Menu.
Go to Menu settings and disable Settings. Now Settings can only be opened by tapping left – right – left under the category symbols in the day calendar. If you have chosen to hide the categories, please tap on the corresponding surface. ► Navigation path: **Menu | Settings | Menu**
2. Protect the settings menu with a code.
Go to Code protect and enable code protection and select a four-digit code of your choice.
► Navigation path: **Menu | Settings | System | Code protect**

5.7 Get mobile support with MEMOplanner Go

As a complement to MEMOplanner, the user can get mobile support with the app MEMOplanner Go on their own smartphone or tablet.

See chapter *Install MEMOplanner Go on page 24*.

6 Managing the device

⚠ CAUTION: Do not use sharp objects on the product.

6.1 Power supply

⚠ WARNING: Do not charge the battery if the unit is broken or has any visible damage, for example, if the casing is open or the unit is skewed.

⚠ CAUTION: Use only the original power adapter that is supplied with the product.

Ensure that the battery in the MEMOplanner Medium 4 is sufficiently charged. We recommend charging the device regularly.

For more information, see *Power source* on page 11.

6.2 Switching the device on and off

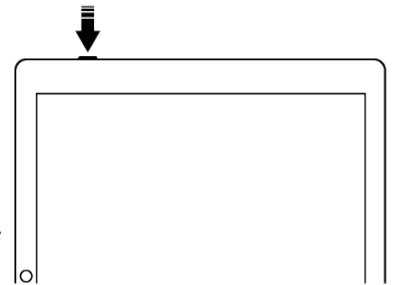
The screen on MEMOplanner Medium 4 is switched on and off by pressing the Power button.

If you do not use the device for 30 minutes, the screen will automatically switch off. (This time can be changed, see chapter "Screen timeout" on the facing page.)

When the device is in sleep mode, it will automatically switch back on if an alarm sounds.

To completely shut down the device, you need to hold the Power button (2) until a menu is shown.

Then tap the power off symbol .



i NOTE: If MEMOplanner is turned off completely, no alarm sounds will sound.

To start MEMOplanner again, press on the Power button (2) again until the screen flashes. Then a restart will occur.

6.3 Sound

6.3.1 Volume

The volume is changed via the Quick settings function, see chapter *Quick settings* on page 20.

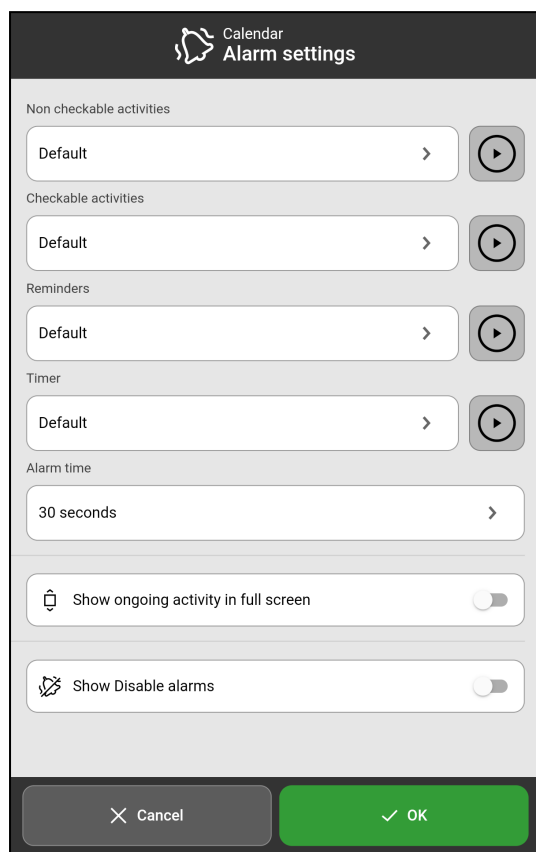
6.3.1.1 Volume button

While listening to an alarm or speech support, the playback volume can be changed by pressing the Volume button (1).

6.3.2 Alarm settings

Via Alarm settings the alarm sound for various types of activities, reminders and timers can be set. It is also possible to set how long the alarm should sound before any spoken messages are played.

► Navigation path: **Menu | Settings | Calendar | Alarm settings**



► The following alarm settings can be set:

<i>Non checkable activities</i>	Tap to select a desired default alarm sound for activities that don't require confirmation.
<i>Checkable activities</i>	Tap to select a desired default alarm sound for activities that require confirmation.
<i>Reminders</i>	Tap to select a desired default alarm sound for reminders.
<i>Timer</i>	Tap to select desired default alarm sound for the timer.
<i>Alarm time</i>	Tap to select how long an alarm will sound if it is not actively turned off.
<i>Show ongoing activity in full screen</i>	Activate whether the alarm view should close automatically when the time has expired. Several activities at the same time are displayed as thumbnails at the bottom.
<i>Show Disable alarms</i>	Enable if the <i>Disable alarms</i> function should be displayed on all main screens. When enabled, all alarms on the device will be disabled until 23:59 the same day.

6.3.3 Speech support

Settings for speech support are made via *System settings*. Here you can also download voices for speech synthesis.

► Navigation path: **Menu | Settings | System | Speech support**

6.3.4 Click sound

Via Quick settings, you can choose whether you want to hear a clicking sound, for example when you tap buttons, see chapter *Quick settings on page 20*.

► Navigation path: **Menu | Quick settings**

6.3.5 External speakers

It is important that the alarms from MEMOplanner are always heard properly. Depending on, for example, the location of the device, external speakers may be needed.

Choose one of the following:

- **Wired speakers**
Connects via the device's headphone socket (5). They must have their own power supply.
- **Wireless speakers (Bluetooth)**
See chapter *Bluetooth on page 18* to find out how you can connect a Bluetooth speaker to the device.

6.4 Screen timeout

Since MEMOplanner Medium 4 is running on battery, the screen timeout sets the time until the screen will automatically turn off when not in use.

The screen timeout is set via *Quick settings*, see *Quick settings on page 20*.

► Navigation path: **Menu | Quick settings**

6.5 Screensaver

You can select whether you would like a screensaver or not. When the screensaver has been selected, the time and date will be displayed against a dark background after 1, 5 or 10 minutes. The screensaver will be (temporarily) removed each time you tap the screen. It is possible to set that the screensaver is only activated during the night.

► Navigation path: **Menu | Settings | Functions | Timeout | Activate screensaver**

6.6 Screen brightness

Via *Quick settings*, you can adjust the screen brightness. The screen dims automatically at night.

► Navigation path: **Menu | Quick settings**

6.7 Screen lock

We recommend not using screen lock as it can make it difficult to access and use MEMOplanner.

i *NOTE: If you choose to activate screen lock and forget the password, Abilia Support cannot solve the problem and the device must be factory reset.*

6.8 Internet connection

Via *Quick Settings*, you can connect to wireless networks and see the connection status.

► Navigation path: **Menu | Quick settings**

6.9 Bluetooth

To connect a Bluetooth speaker (or headset), you need to activate Bluetooth.

► Navigation path: **Menu | Settings | System | Android Settings | Connected Devices | Connection Preferences | Bluetooth**

1. Set the Bluetooth speaker to “pairing mode” (see the speaker’s instructions).
The devices found will be shown in a list.
2. Tap the name of the device you wish to connect to, and the device and speaker will connect.

The speaker will now work together with MEMOplanner, for example, when an alarm sounds. The next time that you turn on the speaker and activate Bluetooth, the devices will automatically find one another. When you use Bluetooth speakers, you may need to turn off the sound on the device to avoid an echo during playback.

i *NOTE: Bluetooth increases battery consumption.*

6.10 Date and time

Date, time and time zone can be set in *Android settings*.

► Navigation path: **Menu | Settings | System | Android Settings | System | Date & time**

It is recommended to keep the setting on Automatic date & time, which allows the information regarding date, time, and time zone to update automatically via the network. Then the clock will always display the correct time, and daylight savings-time will always work.

Normally, automatic date & time is set. However, if it does not work properly, you will need to set the date and time manually.

i NOTE: The time zone for England must be GMT+1:00 Central European Time.

6.11 Language

It is possible to change the language on the device.

► Navigation path: **Menu | Settings | System | Android settings | System | Languages & input**

To set a language:

1. Under Language preferences, select Add a language and select the desired language.
2. Drag and drop the new language to the top of the list.

MEMOplanner supports the following language: Swedish, Norwegian, Danish, Finnish, English, German, and Dutch.

i NOTE: If an unsupported language is selected, MEMOplanner will be in English.

6.12 Add images to MEMOplanner

There are various methods to add images to MEMOplanner.

6.12.1 Take photos with the built-in camera


See *Camera* on page 21.

6.12.2 Add images via myAbilia

Log in to www.myabilia.com and add the desired images to the image archive.

6.12.3 Add images via MEMOplanner Go

Upload your own images to the image archive via the MEMOplanner Go app by doing the following:

1. Tap *My photos* from the menu function.
2. Tap the *Add* button .
3. Tap local images on the device and select the image that you want to upload.
4. The image will be added to *My photos*.

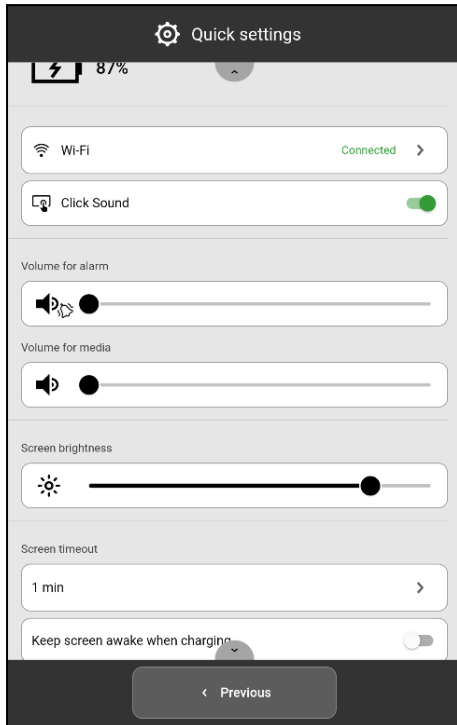
See the *Reference manual* for more information about the settings of the image picker.

7 Quick settings

From Quick settings, you can make basic settings for the device.

(To access all the settings, you might have to scroll the page.)

► Navigation path: **Menu | Quick settings**



The battery's status is shown at the top.

Wi-Fi

To see whether MEMOplanner is connected to the Wi-Fi or not. Ability to connect to available networks.

Click Sound

Turn On/Off. If On, a distinct sound is made when tapping clickable areas on the screen.

Drag the slider to set volume level for alarms.

Volume for alarm

Volume for media

Drag the slider to set volume level for speech support.

Screen brightness

Drag the slider to set how bright the screen should be.

Screen timeout

Tap to set the time (1 minute, 30 minutes, or Always on) the screen will remain switched on after you have stopped using the device.

Keep screen awake when charging

Turn on if you want the screen to stay awake when the device is being charged, otherwise follow the setting for a time limit.

8 Camera

The built-in camera allows you to take your own pictures, which you can then use to symbolise various activities, or to add as pictures of people.

► Navigation path: **Menu | Camera**

When you switch on the camera, the search view will be displayed. It can be held horizontally or vertically.



→ Tap the Capture button to take a picture.

Zoom

→ Zoom by dragging apart two fingers on the screen.



→ Tap to swap between the front and back

Two choices will be displayed once you have taken the picture:



→ Delete. Tap to take a new picture.



→ Save. Tap to save



ⓘ *NOTE: Depending on in which function the camera is used, the picture will be saved in different folders in the Image Archive.*

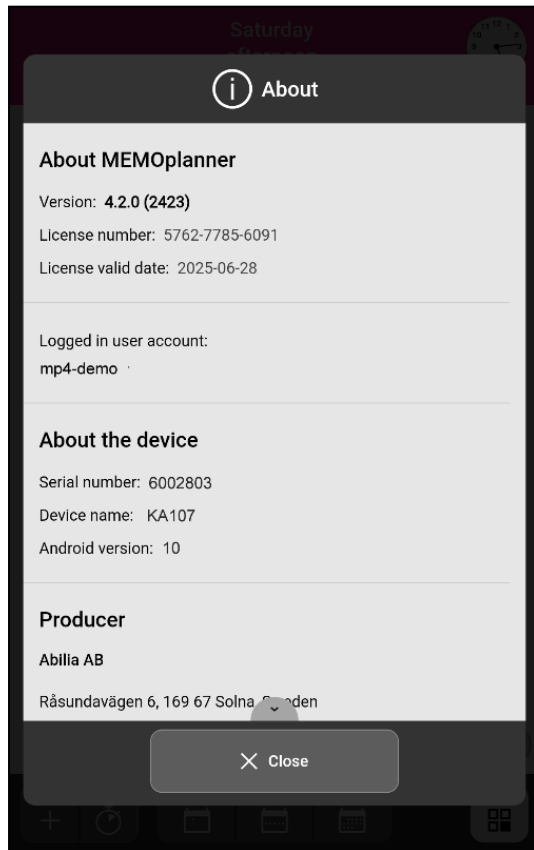
- *Add activity or timer → The picture is saved in Mobile pictures.*
- *Camera function → The picture is saved in My photos.*

9 Maintenance

9.1 View information about license and device



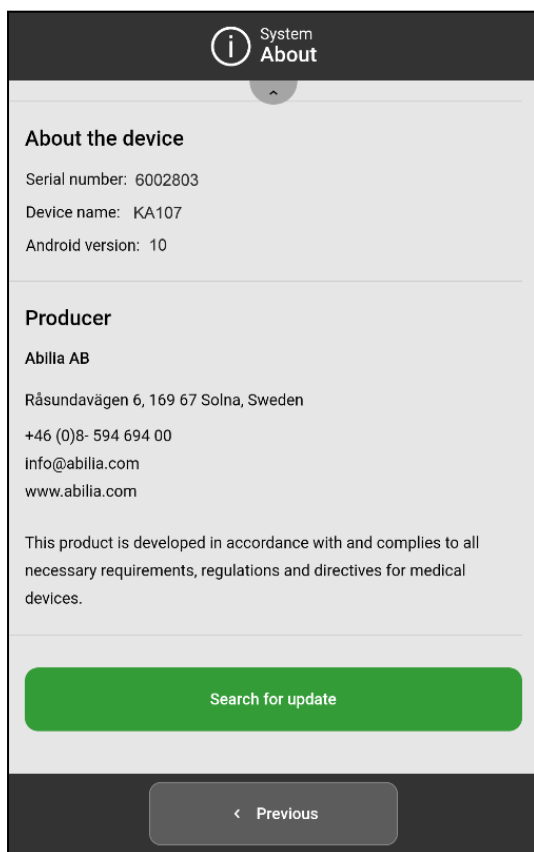
On the Menu page, at the bottom right above the toolbar, you will find an info icon.



Tap the info icon and the following information about MEMOplanner is displayed:

- MEMOplanner version
- License number
- License expiration date
- Logged in user account
- Device serial number
- Device name
- Producer information

9.2 Update MEMOplanner



When MEMOplanner is connected to the Internet, it will be updated automatically whenever there is a new software version available.

If the normal use is not connected to the Internet, it is recommended to update the software manually on a regular basis.

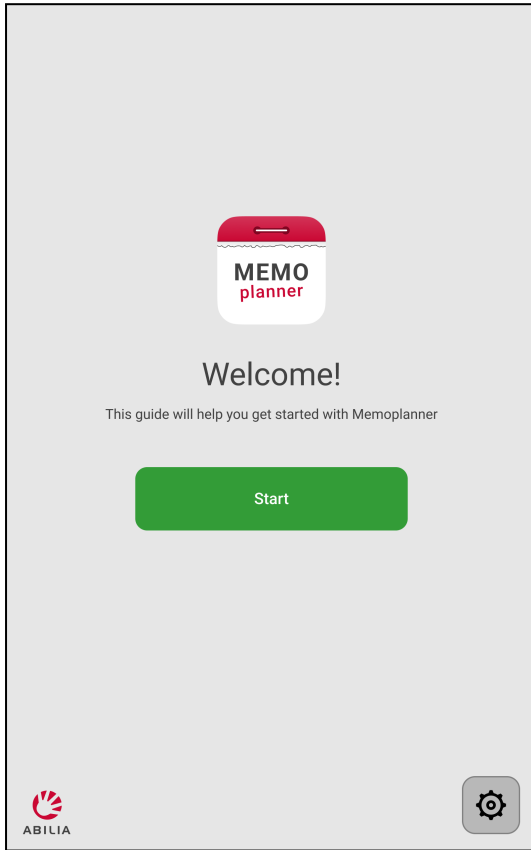
► Navigation path: **Menu | Settings | System | About**

How to search for updates:

1. Tap the green *Search for update* button.
(Scroll down the page if the button is not visible)
2. You will be redirected to Google Play.
3. Tap *Update* in the Google Play page to start the update.
4. Wait until MEMOplanner is updated.
5. Tap *Open* to return to MEMOplanner.

9.3 Reset MEMOplanner

To clear MEMOplanner from all personal information and settings' preferences, do the following:



1. Remove any password protected settings.
2. Log out the user account*.
3. Tap and hold ABILIA logo on the left down corner of the login view until a popup window appears.
4. A message stating that you are about to reset MEMOplanner is displayed.
5. Tap YES to confirm that you want to reset the device.

MEMOplanner is now restored, and the configuration wizard is shown.

* For more information, see the *Reference manual*.

9.4 Install MEMOplanner Go

As a supplement, you can use the MEMOplanner Go app on an iOS or Android-based device such as a smartphone or tablet.

How to install MEMOplanner Go:

1. Download the MEMOplanner Go app for free on App Store or Google Play.
2. Log in with the user account from MEMOplanner.

The app is set with the same settings as the logged-in user in MEMOplanner.

9.5 Clean MEMOplanner

Before cleaning, disconnect all cables and turn off the MEMOplanner.

Clean with a soft cloth dampened with water.

Do not use liquid or aerosol-based cleaners that may contain flammable substances.

10 Storage and disposal

Keep the product indoors at room temperature and away from moisture.

If MEMOplanner is to be stored longer than 1 month, it should be fully charged and turned off correctly. This will prevent the device battery from entering a deep discharged state.

For turning off, see chapter *Switching the device on and off* on page 16.

 **NOTE:** *It is recommended to charge the device fully every 3 months.*



The product contains electrical components that must be recycled. Dispose the product at an applicable disposal location.

11 Product specifications

Device name/model:	KA107
Headphone:	3.5 mm
Battery:	Lithium Polymer 3.8 V, 6000 mAh
Battery life:	6-10 h depending on use
Camera:	Backside: 8 Megapixel. Front: 5 Megapixel
Screen:	1200x1920 touch screen
Android version:	10
Size (H × W × D):	243.2 × 165.9 × 7.9 mm
Weight:	0.580 kg
Area of use:	Indoors, 0 to 40° C
Ports:	Micro SD-card, USB-C, SIM
Network:	802.11a/b/g/n 2.4GHz/5.0GHz, BT 4.2, 3G/4G
Estimated lifetime:	3 years

For more information about MEMOplanner Medium 4 and the accessories, scan the QR code below or go to www.abilia.com - MEMOplanner Medium 4.



Scan me!

12 Important information

Before you use the product, read and understand the contents of this user manual.

12.1 Safety definitions

⚠ *WARNING: Risk of injury or death if the instructions are not followed.*

⚠ *CAUTION: Risk of damage to the product if the instructions are not followed.*

i *NOTE: Information that is necessary in a given situation.*

12.2 Safety instructions before using MEMOplanner Medium 4

⚠ *Read the following warning instructions before you use the product.*

- Do not use the product as the only support for medication, medical treatment, or other important activities.
- Install MEMOplanner correctly. Incorrect mounting can cause injuries or damage on the device.
- Do not use sharp objects on the product.
- Use only the original power adapter that is supplied with the product.
- Do not charge the battery if the unit is broken or has any visible damage, for example, if the casing is open or the unit is skewed.

12.3 Serious incidents

If a serious incident related to the product occurs, report this to the manufacturer and the competent authority of your country. A serious incident directly or indirectly led, might have led or might lead to the death of a patient, user or other person; the temporary or permanent serious deterioration of a patient's, user's or other person's state of health; or a serious public health threat.

12.4 Conformance with requirements for medical devices

MEMOplanner Medium 4 is marketed as a technical aid for people with disabilities. It complies with all necessary requirements, regulations and directives for medical devices.

12.5 Product liability

The product is developed and risk-assessed according to ISO 14971. The manual and the technical specifications are made according to the safety assessments in the risk analysis. Always consider the safety when using the product. Abilia AB does not take responsibility for any consequences following incorrect use or installation of the product. Any form of damage or tampering with the product invalidates the warranty and disclaims the manufacturer's liability. The estimated lifetime of the product applies when used in accordance with its intended use and maintenance instructions.

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