

# **ZUVO<sup>®</sup> Quick Reference**

Edit Mode and the editing screen overview

To enter Edit Mode: Select  $\equiv$  (Menu) from the top toolbar >  $\checkmark$  Edit grid. The editing toolbar will appear at the top of your screen.

- **Grid Set:** Navigate grids/vocabulary sets while in edit mode, and create new grid/vocabulary sets from existing templates.
- **Home:** Editing commands, including options to customize vocabulary cells.
- Style: Options to edit cell style and formatting.
- Layout: Insert, delete, and arrange rows and columns, and adjust cell spacing.
- Grid: Choose the background color, add button commands, and modify scan blocks for access switches.



#### Change button label, image, or message

Enter Edit Mode: Select = (Menu) from the top toolbar > 🖊 Edit grid.

**Change Button Text** 

Select Change Label > in the button text space, type new label.

#### **Change Button Message**

In the *Write Text* box, type the message to speak when the button is pressed. **Change Button Image** 

Select Find Picture > select one of the following:

**Symbols**: Type label name or word to search symbols > select symbol > **OK**. **Picture File**: Select folder containing image > tap photo to use.

**Camera**: Select rear or front camera > press **Capture** to take a photo. **Finish Editing** 

When finished, select Finish Editing to save changes and exit Edit Mode.

#### Create a new page from an existing template

- 1. Enter Edit Mode: Select (Menu) from the top toolbar > Edit grid > / > Grid Set
- 2. Click to select **.new page template** > **Copy** > **Rename** > **OK**. Note: To add a page from a different Grid Set, refer to the extended User Guide.

### Link (jump) to a new page

1. Enter Edit Mode: Select = (Menu) from the top toolbar > **Z**Edit grid.

2. Select button you want to link > Add Command.



> Next > select the new grid/page you created > OK.

#### Copy and paste a button

To the same page:

- 1. Enter Edit Mode: Select = (Menu) from the top toolbar > **Celting** Edit grid.
- 2. Touch and drag the button to a new location on the same page. The buttons will swap locations.

#### To another page:

- 1. Enter Edit Mode: Select  $\equiv$  (Menu) from the top toolbar >  $\angle$  Edit grid.
- 2. Select button > Copy.
- 3. Navigate to the page you want to paste the button.
- 4. Select the location to paste the button > **Paste**.

#### Change the pronunciation of a word

- 1.  $\equiv$  (Menu) >  $\bigcirc$  Settings > Speech > Pronunciation.
- 2. In the Word box: type the word with the correct spelling (i.e. fajita).
- 3. In the *Pronunciation* box: type the word as you want it pronounced (i.e. faheeta).
- 4. Select Test to hear the word pronounced.
- 5. When finished, select Add Pronunciation > OK.

### Edit/use a word list

- (Menu) > \equiv Edit Word List > Add > type your new word into the text box.
- 2. Choose a picture or add a photo > **OK**. *Tip: Add multiple words at one time by pressing Enter on the keyboard after each word.*

Note: If your grid/page does not utilize a word list, the "Add" button will not be visible. Create a page for word lists by following the instructions in the extended User Guide for Create a new page from an existing template.

Note: If these instructions do not match your current vocabulary set, please contact Technical Support for assistance.

### Need help?









## Hardware, Buttons & Features

### **Power**

Press this button to turn on and off the device. Tap button once to place in sleep mode and conserve battery life when the zuvo is not in use.

### Volume

Press toggle to increase and decrease volume.

### Charging the zuvo

Charge the device at night or when not in use. TTMT Speaker (SPKR) should also be charged nightly with the separate cord provided. Only use TTMTapproved chargers.

## **USB** Ports

Connect access options, back-up vocabulary files and transfer photos and other files.

### Headphone/Microphone

Audio input/output for sound feedback, voice and message banking and more.







### Need help?





