

 **EasyLink:**

 **EasyLink 12:**

## User manual English

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Optelec, the Netherlands

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## 1. Welcome to EasyLink

### 1.1. Introduction

Congratulations on the purchase of your EasyLink or EasyLink12, a Wireless Braille Assistant to be used with your PDA, mobile telephone or PC, developed by Optelec B.V. EasyLink allows you to read, write, store and synchronize documents and contact information, synchronize e-mails, manage appointments and perform quick calculations.

Before you start using your EasyLink or EasyLink12 Braille Assistant, we advise you to examine the contents of the package and to read the instructions described in this user manual carefully.

### 1.2. Regulatory Notice

This equipment has been developed and tested in order to comply with the EMC and safety requirements of the following directives:

EN 300 328  
EN 301 489-1  
EN 301 489-1  
EN 55022  
EN 61000-4-2  
EN 61000-4-3

EN 60950-1  
EN 60601-1

This device complies with Part 15 of the FCC Rules. 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 device bears the CE and FCC approval mark.**

## 2. The EasyLink

### 2.1. *Contents of the Package*

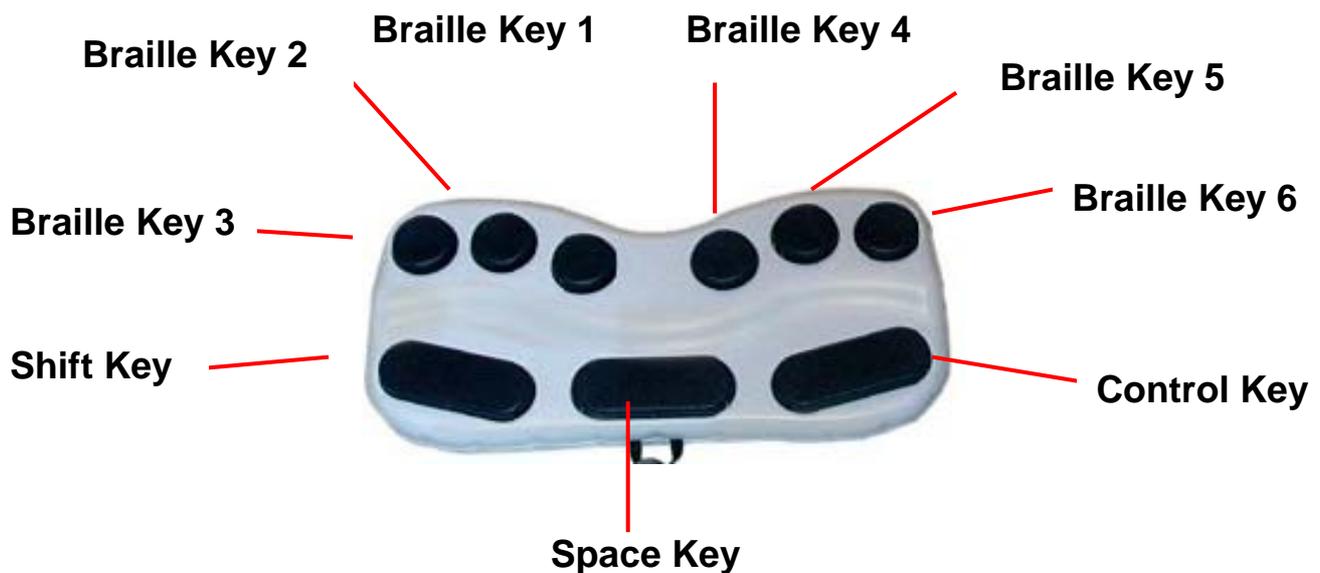
The EasyLink package contains the following:

- 1 EasyLink or EasyLink12
- 1 Pair of Earphones;
- 1 Power Supply Adapter;
- 1 EasyLink Pouch;
- 1 EasyLink Belt
- 1 EasyLink User Manual;
- 1 Installation CD-ROM;
- 1 SD Installation Card;

### 2.2. *Description of the EasyLink*

The EasyLink keyboard consists of:

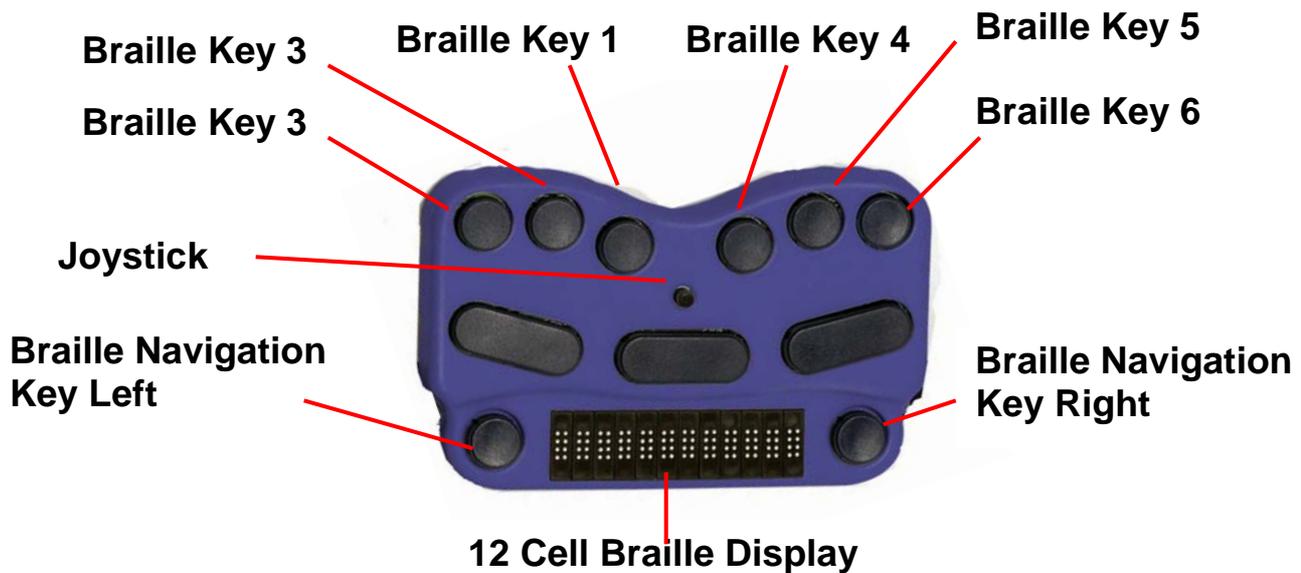
- Six round-shaped keys, reflecting six Braille dots, located on the upper part of the keyboard;
- Three function keys located on the lower part of the keyboard. (Please note that the EasyLink is placed correctly in front of you when the three function keys are closest to you). These three function keys are designated as follows:
  - Shift: located at the lower left of the keyboard;
  - Control: located at the lower part right of the keyboard;
  - Space: located in the middle of the lower part, between the shift and control buttons.
- A beeper, which informs the user when the keyboard is switched on or off and notifies the user about current battery level and the status of the connection with the PDA;
- A belt hook, located at the front of the keyboard, below the function keys. The belt hook should be positioned closest to you while working with EasyLink.



### 2.3. Description of the EasyLink12

The EasyLink12 consists of:

- Six round-shaped keys, reflecting six Braille dots, located on the upper part of the keyboard;
- Three function keys located on the lower part of the keyboard. (Please note that the EasyLink is placed correctly in front of you when the three function keys are closest to you). These three function keys are designated as follows:
  - Shift: located at the lower left of the keyboard;
  - Control: located at the lower part right of the keyboard;
  - Space: located in the middle of the lower part, between the shift and control buttons.
- A beeper, which informs the user when the keyboard is switched on or off and notifies the user about current battery level and the status of the connection with the PDA;
- 12 Braille cells located on the lower part of the unit;
- 2 Braille navigation keys, located at the right and left of the Braille line;
- 1 Navigation joystick, located in the middle of the unit;
- 2 neck cord hooks, located at the right and left side of the keyboard, next to the Braille line.



The navigation key located on the left and right of the Braille line are for scrolling the Braille display. Pressing the left and right Braille navigation keys simultaneously will move the cursor to the beginning of the Braille display. The joystick allows you to arrow up, down, left or right. Pressing the joystick will perform an Enter.

The Braille system used by EasyLink is 'Contracted Braille' by default or 'Computer Uncontracted Braille'.

In this manual we will be using Braille dot combinations when describing commands. Most commands will necessitate pressing keys, which make up a given Braille letter in combination with either a Shift or a Control key, such as Ctrl-O.

In cases where a combination of keys does not form a Braille letter, this manual will simply indicate which Braille dot keys to press (e.g. Space-d46 means that you have to press Space key and dots 4 and 6 together).

#### 2.4. *Speech Synthesizers*

The speech used by the EasyLink software is provided by Acapela Mobility from the Acapela Group (<http://www.acapela-group.com>) or by Fonix DECTalk from the Fonix Corporation (<http://www.fonix.com>), and is available in various languages. Please contact your distributor for more information.

### 3. The PDA

Please find below some additional information about a PDA. For detailed information about your PDA, please refer to your PDA's user manual.

#### 3.1. *Description of the PDA*

The PDA consists of:

- A touch-screen located on the front.
- Power button located at the top front of the PDA (above the screen).
- Four function keys at the bottom front of the PDA, numbered for the sake of this manual as 1 and 2 (left), and 3 and 4 (right).
- An action/cursor key, located at the bottom front in the middle between keys 1, 2 and 3, 4, offering the following options:
  - Moving up, down, left and right.
  - Pressing the middle of the key, stands for 'OK'.
- The presence of other keys depends on the PDA model.
- A connector on the lower edge – for connecting peripherals, like a docking station or another desktop computer interface.
- An earphone socket on the upper edge.
- A stylus placed in a special socket; the stylus is not suitable for blind users at this stage.
- A speaker, in the front or rear of the case, depending on the PDA model.
- A docking station for charging the batteries for the PDA and for connecting it to a desktop computer and a power adapter for charging the PDA's batteries.
- The Windows Mobile operating system is installed on the PDA.
- Outlook for Windows software to store and manage data on the desktop computer, and ActiveSync software for data synchronization.

When the PDA starts up for the first time (and after each hardware reset), the screen has to be calibrated, the time and date has to be set and you have to select your region. We recommend you ask a sighted person to assist you with these settings. Especially selecting the correct regional setting is important to be able to synchronize your appointments, tasks and E-mail correctly with your desktop. If this procedure is not fulfilled properly before installing EasyLink software onto your PDA, the described procedure will automatically start after each

warm (software) reset.

### 3.2. *Synchronization of the PDA with a Desktop Computer*

The synchronization task between the PDA and the Computer is performed by the ActiveSync program, which comes standard with your PDA. Synchronization preferences can be set on the desktop computer. You can decide which data has to be synchronized, if all data has to be transported to your PDA (mail messages can be cut or copied without attachments etc.), or if you prefer file format conversion. We recommend you to set conversion from Word files on the desktop computer to plain text files on your PDA, which will make your files readable with the EasyLink software.

The synchronization procedure keeps track of the time changes, both on the PDA and on the desktop computer. Sometimes it can happen that a file or another item has been changed on both devices after the last synchronization. ActiveSync prompts you to resolve this conflict manually. You will have a chance to decide which version is to be copied, or you can look at these items and review them before synchronization.

When EasyLink is connected via ActiveSync, you can browse the PDA files through Windows Explorer on your desktop computer.

All the details about ActiveSync and its installation are described in the documentation included in your PDA Package.

## 4. Charging the EasyLink Battery

Both EasyLink and EasyLink12 are powered by rechargeable batteries; one set in the PDA and one set in the Braille keyboard. Please make sure the batteries of both your PDA and the EasyLink or EasyLink12 keyboard are fully charged while using the devices for the first time. Use the dedicated power supply shipped with the EasyLink keyboard to charge the keyboard's battery. The batteries used in the PDA and in the EasyLink keyboard can be charged as often as you like. However, please note that even the most modern batteries last longer and have a larger capacity while charging them when they are fully drained. Charging the batteries of the EasyLink or EasyLink12 Braille Assistant will take approximately 4 hours, while they are fully drained.

When the batteries have been fully charged, you can turn the unit on by pressing Space-d13. When the unit is switched on, the keyboard produces several beeps. The meaning of these beeps is explained in the following table:

Beeps	Meaning
Long, pause, three short	Batteries fully charged
Long, pause, two short	Batteries charged to half of their capacity
Long, pause, long	Batteries drained
Two middle	Batteries are charging
Two middle, pause, three short	Batteries are charging and already fully charged

To prevent the batteries from draining while the unit is not used, the keyboard automatically switches off after a period of inactivity (i.e. no key has been pressed). While the keyboard switches off, you will hear a single 'switch-off' beep. Time of switch-off depends on version of firmware in the keyboard. Before the unit is going to switch off you will hear two very delicate beeps: one beep one minute before and second half a minute before.

Just like the keyboard, the PDA is also equipped with an automatic switch-off function. When connection is lost between the PDA and the EasyLink or EasyLink12, because the keyboard has been switched off or is at a distance of more than 30 feet/10 meter from the PDA for example, the PDA will switch off after a certain amount of time. Simply turn both your PDA and EasyLink or EasyLink12 on to restart.

The PDA is equipped with an advanced power management system, protecting data from being lost if the batteries are fully drained. By default, the backlight of the PDA's screen is off in order to save power. The backlight can be switched back on, by pressing Space-d123456, if a sighted person is helping a blind user to troubleshoot or to learn the system.

To switch off your PDA you can either press the on/off switch on your PDA or press Ctrl-Shift-d123456 simultaneously. Note that this does not switch off your EasyLink/ EasyLink12. To switch off your EasyLink or EasyLink12, press Space-K (dots 1 and 3).

The EasyLink software program will warn you if the battery is low. The PDA will automatically go in stand-by mode when the main battery is drained. The back-up battery will save your data. Please refer to your PDA's user manual for more information about this subject. PDA's with Windows Mobile 5 store your data in non-volatile memory to prevent data loss.

Please note that when the battery level of the PDA is below 10%, the PDA might disable Bluetooth and disconnect the EasyLink to save power. To establish the connection again, you will need to charge your PDA.

Since the PDA's auto-off function is suspended while the EasyLink or EasyLink12 keyboard is wirelessly connected, this connection will be closed automatically when the PDA's battery is critically low (3% of full charge). This feature prevents the PDA from losing all of its power.

## 5. Set Up Instructions EasyLink

### 5.1. *The EasyLink Software Program*

The EasyLink software, installed on the PDA, allows full multitasking, regardless of whether the keyboard is used, only the keys on the PDA are used, or an optional full-sized keyboard is used instead. Thanks to this feature you can:

- Switch applications without closing your work, so that if you started entering text into EasyWord and had to check a phone number while in the middle of a sentence, you do not have to close your EasyWord document. In fact, you can simply switch to Contacts, find the phone number that you want, and switch back to EasyWord.
- Connecting or disconnecting the EasyLink, EasyLink 12 or optional full-sized keyboard, does not change the state of any application. While reading text by using the keys of your PDA, you can switch your keyboard on and make corrections in the text.

Your EasyLink data can be synchronized with data stored in your desktop computer, using the Active-Sync program, included in the PDA package. This easy and fast synchronization is very convenient; you will not have to remember to move data from your PDA to your desktop computer. All that is required is connecting the PDA to your desktop computer by placing it in the docking station; then synchronization begins automatically.

Synchronization allows data from the following applications to move between devices:

- Calendar.
- Contacts.
- Tasks.
- Mailbox (in-and-outbox).
- Files (All files placed in the My Documents folder in the PDA are synchronized with a designated subfolder of the My Documents folder in the desktop computer).

Any information that you want to move from your desktop computer to the PDA should either be created in Outlook for Windows or, in the case of a file, placed in the designated subfolder.

After the first time you connect the PDA to your desktop computer, your data will be exchanged seamlessly (see Chapter 2.2, “Synchronization with a Desktop Computer”).

ActiveSync can convert files from one format into another. This means that ActiveSync automatically converts .doc, rtf and other formats into txt formats, allowing EasyLink users to read the file by using the EasyWord application.

Installation instructions for the programs included in the PDA package (i.e. Microsoft ActiveSync and Outlook for Windows) are included in the materials shipped with these programs. Please remember to install the ActiveSync program before attempting to connect EasyLink to your desktop computer through the USB connection.

The EasyLink software is guarded by a watchdog process to keep working in all circumstances. If the program hangs up, the watchdog restarts the EasyLink. The EasyLink software saves your data regularly in a back-up file. When the software restarts you will be asked to restore the back-up file.

## 5.2. *Installing with the EasyLink SD Installation Card*

To install EasyLink software onto your PDA, just insert the SD card into the SD slot of your PDA. The SD card locks if pressed into the slot. To get the card out – you will have to press it again. After the card is inserted, the installation program starts automatically. The first message instructs the user to press any key in 5 seconds. Not pressing any of the function keys (keys 1 to 4, action or up/down/left/right, which are located on the lower side of your PDA device) will cancel the installation. This protects against an accidental reinstallation.

If you press any key, the installation runs automatically. During installation process your PDA restarts itself several times. When the installation is completed, the EasyLink software will automatically start. If an EasyLink Braille Keyboard is not configured, the system will try to find a keyboard and register it for future use. Please remember to switch the keyboard on (with Space-D13– Space-dots 1 and 3). The installation program will remind you to do so to make sure you switched on your EasyLink. Please remember, that the software will only register one keyboard. If there are other keyboards nearby, the system will not register any of them.

### 5.3. *Installing with the EasyLink Installation CD*

Before installing the EasyLink software, please check if ActiveSync has been installed on your Desktop Computer. When ActiveSync has been installed on your Desktop Computer, you can connect your PDA to your PC by using the appropriate connections (USB connection through a docking station) and the Microsoft ActiveSync program. After inserting the EasyLink Installation CD, the process starts automatically.

When the installation procedure is finished and the operations on the desktop computer are finished as well, the installation process will shift to your PDA from where it will follow the same procedure as in paragraph 5.2.

*Note: On the EasyLink Installation CD you will find a folder named “\SD”. The contents of this folder are an exact copy of the EasyLink Installation SD Card. In case the SD card contents get corrupted or lost, you can simply copy this folder's contents onto the SD card, which will make this card the EasyLink Installation SD Card again.*

*Note: The EasyLink software is copy protected. The software will only work with the EasyLink or EasyLink12 included in the package. At the end of the installation you will have to pair the EasyLink or EasyLink12 with your PDA to authorize the software.*

## 6. HP Bluetooth Foldable Keyboard

While using the EasyLink software, you can alternatively switch between the EasyLink, EasyLink12 or external Bluetooth keyboard.

Before using your HP Bluetooth Foldable keyboard, make sure you do NOT install the driver on the CD included in the HP product package. Instead, use the EasyLink software to connect your HP keyboard.

Once the EasyLink software has been installed on your PDA, press the round connect button on the top right of the keyboard to turn the HP keyboard on. The orange indicator on the top right of the keyboard starts blinking. Switch your PDA on and press function key 1 several times until you hear "Option". Function key 1 is the most left key on the bottom front of the PDA. Now press function key 4 to enter the list with available keyboards. Function key 4 is the most right key on the bottom front of the PDA. Select the HP Bluetooth Keyboard from the list using the cursor key, located at the bottom front in the middle between keys 1, 2, 3 and 4. Finally, press the action key to search for the HP Bluetooth keyboard. The EasyLink software will automatically connect the HP Bluetooth Foldable Keyboard.

The Bluetooth Foldable keyboard is the same size as a notebook computer, with a standard 65-key Qwerty layout. The keyboard consists of 5 rows of keys, of which the two bottom rows of keys require some special attention. The bottom row of keys consists of the following keys:

CTRL Fn WIN ALT SPACE ALT CursorLeft CursorDown CursorRight  
DEL

Please note that the Spacebar is divided into two parts.

The second row from the bottom consists of the following keys:

Shift Z X C V B N M , . CursorUp Shift /

To activate shortcuts on the Qwerty keyboard, the same key combinations can be pressed as while using the EasyLink or EasyLink12 keyboard. However, the HP keyboard does not recognize shortcuts with the Spacebar. Combinations with the Fn key can be used instead.

Below is an overview of some special key combinations that are different from the EasyLink/ EasyLink12 combinations:

<b>Command</b>	<b>Shortcut</b>
Home	Fn key-Cursor Left
End	Fn key-Cursor Right
Move word by word	Ctrl-CursorUp/Down/Left/Right
Previous sentence	Cursor Up
Next sentence	Cursor Down
Previous paragraph	Ctrl-Cursor Up
Next paragraph	Ctrl-Cursor Down
Mute	Fn key-S
Switch between applications	
EasyWord	Fn key-E
Contacts	Fn key-C
Calendar	Fn key-A
Mailbox	Fn key-M
Tasks	Fn key-T
Calculator	Fn key-L
Find (Search)	Fn key-F
Options (Settings)	Fn key-O
Help	Fn key-H

## 7. Start Using EasyLink

### 7.1. Switching EasyLink on, off and reset

Before switching your EasyLink or EasyLink12 keyboard on, make sure your PDA device is switched on. When your PDA is on, you can switch the keyboard on or off by pressing Space and dots 1 and 3 (Space-d13) simultaneously. Pressing additional keys does not switch the keyboard on or off. This prevents the keyboard from being accidentally switched on or off if it is jostled during transport. When switching the keyboard on, it will produce several beeps. These beeps indicate that the unit is switched on (first long beep), the battery status (one to three short beeps) and if the keyboard is connecting with your PDA (three very short beeps). Once the connection is established, you will hear one short beep. Also, when the connection is broken, EasyLink produces one short beep.

*Please note that in certain circumstances the connection might take up to 20 seconds after both devices have been switched on. This depends on the status of the PDA, other applications that are running at that time and environmental situations.*

When encountering problems with the connection, first check if the keyboard's battery is fully charged. Switch it off and on again. When the keyboard produces only one long beep, after the first middle length beep, the battery has to be recharged. In very rare situations, it might occur that the internal processor of the EasyLink is locked up. In this case, you will have to reset the keyboard. To reset the keyboard, follow the procedure as described below:

EasyLink keyboard:

- Locate the hole with the reset button at the bottom of the EasyLink in the middle on the left, (Please remember the belt hook should be facing you);
- Use the PDA's stylus to gently push the reset button placed in that hole;
- Switch the keyboard on again, by pressing Space-d13 simultaneously.

## EasyLink12 :

- Press the following keys simultaneously: Space + key 1 + key 3 + Joystick Action;
- Wait 5 seconds and release all keys;
- Switch the EasyLink12 on again, by pressing Space-d13 simultaneously.

### 7.2. *EasyLink12 test mode*

EasyLink 12 has a special test mode that helps identifying any possible problems. To enter the test mode, press Space-Ctrl (Enter) within one second after having switched on the EasyLink12. The battery indicator will be displayed. To step through the different test, press Space-Ctrl. To exit the test mode, press Space-shift (Escape).

The test procedure consists of:

- Battery status in percentages;
- Braille cells: This test will check whether all Braille dots function correctly. First dot 1 will be displayed, to display the next dot press Space-Ctrl until all 8 dots have been displayed;
- Key test: This test allows you to check all keys. The Braille display will prompt you to press key 1, key 2, key 3, key 4, key 5, key 6, Space, Shift, Control, joystick action, joystick left, joystick up, joystick right, joystick down.
- Bluetooth chip test: This test will check whether the Bluetooth chip functions correctly. If the Bluetooth chip functions correctly, the text "BT test OK" will be displayed.

Once the Bluetooth test has been completed, press Enter to leave the test mode.

### 7.3. *Start / Stop the EasyLink software*

The EasyLink software can be started or stopped by tapping "Start EasyLink" or "Stop EasyLink" in the Start-menu of your PDA. In the case where your PDA has been used by a sighted person, the EasyLink software might be unloaded. To relaunch EasyLink again ask a sighted person to tap the Start menu button of your PDA and choose 'Start EasyLink'. Alternatively, you can warm-reset your PDA to start the EasyLink software.

#### 7.4. Connecting with the PDA

If the EasyLink or EasyLink12 is switched on, it becomes active and waits for the PDA to initiate the connection. After the PDA is switched on, it initiates the connection while searching for the keyboard. It will continually attempt to connect for a period of approximately two minutes and then stop in order to save power. If the EasyLink keyboard cannot be found, the PDA will stop searching. If you want to re-initiate the connection, you will have to switch the PDA off and on again.

Once the connection is established, both the PDA and EasyLink keyboard will inform you, by an audible signal, that the connection is established:

- The PDA makes a connection sound (this function can be switched off by the user);
- The EasyLink or EasyLink12 keyboard makes a middle length beep.

If, for some reason, the connection is lost (e.g. the keyboard is temporarily switched off or placed beyond its range of 30 feet / 10 meter), the connection will need to be initiated again.

The PDA will try to re-connect for approximately two minutes and then will stop trying. Losing the connection is acknowledged by both the PDA and the EasyLink keyboard with an audible signal. To make the PDA begin searching for the EasyLink keyboard again, it will need to be switched off and on. However, it is not necessary to switch the EasyLink keyboard off.

*Note that the PDA cannot connect to another EasyLink or EasyLink12 because the keyboard's unique serial number is registered on the PDA.*

## 8. Start Up

### 8.1. EasyLink Applications

As soon as the connection between the PDA and EasyLink or EasyLink12 is established, you can choose one of the applications to work with:

Application	Shortcut
EasyWord	Shift-Ctrl-E
Contacts	Shift-Ctrl-C
Calendar	Shift-Ctrl-A
Mailbox	Shift-Ctrl-M
Media Player	Shift-Ctrl-Y
Tasks	Shift-Ctrl-T
Calculator	Shift-Ctrl-L
Find (Search)	Shift-Ctrl-F
Options (Settings)	Space-O
Help	Shift-Ctrl-H

Alternatively, you can press the first function key on the PDA, which allows you to switch from one application to another in sequence as described above. The first time EasyLink is switched on or after a reset, the system will start in EasyWord, with an open unnamed blank file.

After having chosen an application to work with, you can start entering and reading data.

### 8.2. Operating the EasyLink or EasyLink12

To keep the EasyLink and EasyLink12 keyboard similar to a regular computer keyboard, it has been equipped with a Control and Shift button. Since the EasyLink software can be optionally used with a computer keyboard, the device operates under the same terminology as a regular keyboard.

The Shift and Control keys work exactly as on a desktop PC keyboard, which means you will have to press them in combination with the letter keys.

The short keys can be divided in the following categories:

- Shift+Braille key(s): for writing capital characters
- Space + Braille key combination to navigate and read within any application
- Ctrl + Braille key(s) for application specific commands (e.g. Ctrl-S to save)
- Ctrl + Shift to switch between applications

Instead of using the short key combinations, you can use the menu. The menu can be activated by pressing Space-M.

Since on a Braille keyboard you have to press many keys at the same time, the sequencing of keystrokes requires some attention.

The Braille keyboard works in a certain way that a character is sent to the PDA after releasing the last pressed key. If, for example, you would like to enter the letter "O" (Braille dots 1, 3 and 5) you can press all three keys together and release them, or you can press key 1, keep it pressed while pressing key 3, release key 3, but keep key 1 pressed all the time, press key 5 and, finally, release all of them (a good way of entering Braille for one-handed users). As described above, the sequence of key presses does not matter either: If there is one Braille key pressed all the time, you can still press more Braille keys. The Control, Shift and Space keys work in a slightly different manner: You may keep these keys pressed while entering characters. For example, if you want to move ahead sentence by sentence, you may keep the Control key pressed all the time, while tapping Braille dot 4.

EasyLink12 has a joystick and two Braille navigation keys. Use the Joystick for scrolling through text, list items and menus and selecting them.

The Braille navigation keys, situated left and right of the Braille line can be used to pan left and right on the Braille line without moving the cursor. To position the cursor at the first cell of the Braille display, press the left and right Braille navigation key simultaneously.

The EasyLink and EasyLink12 work with both computer/ uncontracted Braille and contracted Braille. To switch between contracted and uncontracted Braille press Ctrl-Shift-R. In contracted Braille the EasyLink software will translate input "on the fly".

In some fields (like e-mail address field) contracted Braille is switched off automatically.

If you are working in contracted Braille, the word in which the cursor is positioned will be displayed in computer Braille. This allows for easy editing.

### 8.3. *Echo Settings*

While entering text with the EasyLink, EasyLink12 or with the optional QWERTY keyboard, you will hear the entered text according to your speech echo settings. There are four types of speech echo:

- Character echo: Any character entered into any application will be spoken.
- Keyboard echo: Any keystroke will be spoken, regardless of whether this keystroke performs a function in the application or is ignored by the application. Combining character echo and keyboard echo does not work because every meaningful character entered would be heard twice; this combination is meant for use in special situations.
- Word echo: After pressing a space or another character that concludes word entry, you will hear a complete word spoken.
- Sentence echo: The same as with word echo. You will hear a complete sentence after entering a period or another form of punctuation that concludes sentences (a forced return character, question mark, etc.)

Typing echo is useful to verify whether the text you entered is correct. A beginner is recommended to use character and word echo, but an experienced user may choose to switch to echoing longer parts of the text.

### 8.4. *EasyLink Basic Commands*

The following frequently used commands require some special attention:

<b>Command</b>	<b>Shortcut</b>
Navigate/Read in application	Space-Braille key combination
Switch between applications	Shift-Ctrl-Braille key combination
Commands within application	Ctrl-Braille key combination
Capital characters	Shift-Braille letter
PDA screen on / off	Space-d123456
PDA off	Shift-Ctrl-d123456
Escape / out of menu	Shift-Space or Space-d15
Enter	Ctrl-Space or Space-d46

OK button (accept and close a dialog, as known from Windows applications)	Shift-Ctrl-Space or Shift-Space-d46 or in most dialogs Ctrl-S
Next field of a dialog	Space-d56
Previous field of a dialog	Space-d23
Delete existing field contents	Ctrl-P
Backspace	Space-B
Read current time	Shift-Ctrl-G or Space-T
Read current date	Shift-Ctrl-D or Space-D
Read clipboard	Shift-Ctrl-V or Space-V
Read status of EasyLink (name of current application, name of open file, name of edit field)	Shift-Ctrl-I or Space-I
PDA battery status	Shift-Ctrl-P or Space-P
Open menu (in any application)	Space-M
Next item	d4 or Space-d4, joystick down (EasyLink12)
Previous item	d1 or Space-d1, joystick up (EasyLink12)
Choose item	Ctrl-Space or Space-d14, joystick action (EasyLink12)
Enter submenu	Ctrl-Space or Space-d14, joystick action (EasyLink12)
Silence (stop reading)	Shift-Space or Space-d15 (Esc) or Ctrl
Mute	Shift-Ctrl-S
Read software version number	Shift-Ctrl-W
<b>Extra EasyLink12 Commands</b>	<b>Shortcut</b>
Scroll Braille display right (without moving text cursor)	Right Braille navigation key
Scroll Braille display left (without moving text cursor)	Left Braille navigation key
Cursor to Braille window (move cursor to first character in Braille display)	Left and Right Braille navigation key

Speech can be interrupted anytime by pressing any key. It is convenient to use the Control or Shift key to make the synthesizer stop speaking, since pressing the keys alone will not cause any undesired action.

### 8.5. Working with the PDA Keys

As described in chapter 2, the PDA is equipped with 4 keys and a navigation key, all situated at the bottom front of the device. These keys can be used to perform certain commands, without switching the EasyLink keyboard on. The following commands can be performed with the PDA keys:

<b>PDA Key</b>	<b>Function</b>
Key 1	Switch between applications
Key 2	Open / Cancel an action
Key 3	Jump to beginning of the text or list of items
Key 4	Read / Pause
Up	Previous item / Previous sentence
Down	Next item / Next sentence
Left	Previous group of items / Previous word
Right	Next group of items / Next word
Action (middle key)	Accept / OK

In some cases a keystroke produces a dialog that asks you for an answer (e.g. "Text changed – save? Yes/No/Cancel"). In that case, use the up / down keys to choose the correct answer, followed by the Action key to confirm.

## 9. EasyWord

Use the EasyWord application to create, read, edit and manage documents. The EasyWord applications can be started by pressing Shift-Ctrl-E. The first time EasyWord is used or after a reset, a new unnamed blank document is opened. To open an existing file press the keys Ctrl-O or use the EasyWord menu.

### 9.1. EasyWord File Formats

EasyWord uses plain text documents. If you wish, however, you can configure ActiveSync to have all the text documents in EasyLink converted to Microsoft Word or Rich Text Format documents and vice versa.

### 9.2. EasyWord Menu

The EasyWord commands are divided into different categories, as described below. To invoke these commands, you can use the menu (Space-M), keyboard shortcuts or PDA function keys:

EasyWord	EasyLink / EasyLink12	PDA keys
<b>File menu</b>		
New file	Ctrl-N	
Open file	Ctrl-O	2
Save	Ctrl-S	
Choose folder (for saving)	Ctrl-L	
Delete a file	Shift-Ctrl-X	
<b>Navigation menu</b>		
Next sentence	Space-d4 Joystick down (EasyLink12)	Up
Previous sentence	Space-d1 Joystick up (EasyLink12)	Down
Next word	Ctrl-d5 or Space-d5	
Previous word	Space-d2	

Next character	Space-d6 Joystick right (EasyLink12)	Right
Previous character	Space-d3 Joystick left (EasyLink12)	Left
Go to beginning of text	Shift-Ctrl-d3 or Space-d123	3
Go to end of text	Shift-Ctrl-d6 or Space-d456	
Read	Ctrl-R, Space-R	4
Stop reading text	Shift-Space or Space-d15, Ctrl, Ctrl-R, Space-R	4

<b>Edit menu</b>		
Read current paragraph	Space-d14	
Delete current paragraph	Ctrl-P	
Read current sentence	Space-d2356	
Read current word	Ctrl-W or Space-d25	
Spell current word	Ctrl-W or Space-d25 pressed twice	
Delete current word	Ctrl-d25	
Read current character	Space-d36	
Delete current character	Ctrl-d36	
Beginning of block	Ctrl-J	
End of block	Ctrl-K	
Copy	Ctrl-C	
Paste	Ctrl-V	
Cut	Ctrl-X	
Backspace	Ctrl-B, Space-B	
Find	Ctrl-F	
Undo last action	Ctrl-Z	
Speech options	Ctrl-G, Space-S	

<b>Open file</b>		
Next	Ctrl-d4, Space-d4	Down
Previous	Ctrl-d1, Space-d1	Up
Delete file	Ctrl-X	

OK	Ctrl-Space or Space-d46	Action
Cancel	Shift-Space or Space-d15	2
Properties	Ctrl-P	

<b>Speech options</b>		
Reading voice	Ctrl-R	
Message voice	Ctrl-M	
Faster	d4, Ctrl-d4 Joystick right (EasyLink12)	
Slower	d1, Ctrl-d1 Joystick left (EasyLink12)	
Louder	d5, Ctrl-d5 Joystick up (EasyLink12)	
Softer	d2, Ctrl-d2 Joystick down (EasyLink12)	
OK	Ctrl-Space, Space-46 Joystick action	
Cancel	Shift-Space or Space-d15	

### 9.3. *Read a Document*

Depending on the Echo Settings (see paragraph 6.3) you will hear each letter, word or sentence.

The text cursor moves while text is being read. After opening an existing file, the cursor is placed at the end of the text. Reading one item at a time by moving the cursor (by character, word, sentence or paragraph) causes the cursor to stop at the end of the read item while reading forward, or at the beginning of the read item while reading backward.

### 9.4. *Write a Document*

The first time you open EasyWord or after a reset, the application will create a new blank and unnamed file. You can create a new document by pressing Ctrl-N or by using the menu.

### 9.5. *Edit a Document*

EasyLink software remembers your last position in your text, e-mail or other application. This allows you to immediately continue working while switching on your PDA and EasyLink or EasyLink12.

To edit a saved document, press Ctrl-O or use the EasyWord menu and select a file from the list.

To make corrections, you can use the Backspace keystroke: Space-B. Backspace deletes the last character entered, in other words, the character just before the cursor position.

### 9.6. *Save a Document*

To save a document you can either press the keys Ctrl-S or use the Easyword Menu. By pressing Ctrl-L you can choose a folder to save a document in.

In case of a software breakdown (due to an error in software or the operating system) a backup copy is saved. After recovery the user may decide if she or he wants to recover the file or not.

Saving a file by pressing Ctrl-S as frequently as possible is the best way to avoid losing your work.

Files may be saved in My Documents folder or on SD card.

### 9.7. *Cut, Copy and Paste in EasyWord*

To copy or move a text in a document, you first define the beginning (Ctrl-J) and the end (Ctrl-K) of your text block. Once having defined this block, you either press Ctrl-C to copy your text or Ctrl-X to cut the selected text. By pressing Ctrl-V you can paste the text block on the position of cursor in the text. When having pasted the text, EasyWord will read the first 255 characters.

## 10. Calendar

With EasyLink's Calendar application you easily create, edit, organize and manage your appointments. To start the Calendar application, press Shift-Ctrl-C.

### 10.1. Calendar Menu

Calendar commands are divided into different categories, as described below. To invoke these commands, you can use the menu (Space-M), the keyboard shortcuts or the PDA function keys:

Calendar	EasyLink / EasyLink12	PDA keys
New appointment	Ctrl-N	
Edit appointment	Ctrl-E	
Next appointment	d4, Space-d4 Joystick down (EasyLink12)	Down
Previous appointment	d1, Space-d1 Joystick up (EasyLink12)	Up
Delete appointment	Ctrl-X	
Read appointment	Ctrl-R or Space-d14	4
Read date at cursor	Ctrl-D	
Set current date (for reviewing appointments)	Ctrl-M	
Change current date by one day	d3/d6, Ctrl-d3/Ctrl-d6 Joystick left/right (EasyLink12)	left/right

Entering appointment	EasyLink / EasyLink12	PDA keys
Read entire text	Ctrl-R, Space-R	4
Next sentence	Space-d4, Joystick down (EasyLink12)	Down
Previous sentence	Space-d1 Joystick up (EasyLink12)	Up
Next word	Space-d2	
Previous word	Space-d5	

Next character	Space-d3 Joystick right (EasyLink12)	
Previous character	Space-d6 Joystick left (EasyLink12)	
Read current word	Space-d3	
Spell current word	Ctrl-W or Space-d25 pressed twice	
Read current character	Ctrl-L or Space-d36	
Entering the date:	mm-dd-rrrr (sequence depends on PDA's system's regional settings)	
Day back/forward	d3/d6, Space-d3/Space-d6, Joystick left/right (EasyLink12)	
Month back/forward	d2/d5, Space-d2/Space-d5, Joystick up/down (EasyLink12)	
Year back/forward	d1/d4, Space-d1/Space-d4	
Entering time:		
Hour back/forward	d1/d4, Space-d1/Space-d4, Joystick up/down (EasyLink12)	
Minute back/forward	d2/d5, Space-d2-Space-d5, Joystick left/right (EasyLink12)	
Beginning of block	Ctrl-J	
End of block	Ctrl-K	
Copy	Ctrl-C	
Paste	Ctrl-V	
Cut	Ctrl-X	
Undo last action	Ctrl-Z	
OK (accept and go to next field)	Ctrl-Space or Space- d46	
Cancel	Shift-Space or Space- d15	2

OK (accept all appointment data)	Shift-Ctrl-Space, Shift-Space-d46	
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Editing the notes field	EasyLink keyboard	PDA keys
Save notes	Ctrl-S, Ctrl-Shift-space, Shift-Space-d46	
Cancel notes	Shift-Space or Space- d15	

## 10.2. *Appointment List*

Use your appointment list to read an appointment on a selected date. By pressing d1 / d4, Space-d1 / Space d-4 you can read the appointments of the current date. if you are an EasyLink12 user, you can also move the cursor up and down to navigate through your appointment. To select another date, press the buttons Ctrl-d3 and Ctrl-d6 or move the Joystick of your EasyLink12 left/right.

## 10.3. *Create an Appointment*

To create a new appointment, press Ctrl-N on the EasyLink keyboard or use the menu. Start entering your appointment in the text box. Subsequently enter start date, start time, end date and end time. When having entered all data, Calendar will ask you if you would like to enter note text. Despite of your answer, type either “Y” (Yes), “N” (No) or “C” (Cancel). Finally, you can save your appointment by typing “Y” (Yes) in the last message box.

## 10.4. *View or Edit an Appointment*

To view an appointment, you first have to select the date by using the keys Ctrl-d3 and Ctrl-d6, followed by Enter to view an appointment or Ctrl-E to edit an appointment. While pressing Ctrl-E, you can modify and review your appointment message, start date, end date and end time. Calendar will ask you if you would like to enter note text. Finally, save your changes by typing “Y” in the message box. To view the description and notes fields of an appointment, you have to use the Read command (Ctrl-R or Space-d14). By pressing Ctrl-E while in Read mode, you will move directly to Edit mode.

### 10.5. *Delete an Appointment*

To delete an appointment you first select the day followed by the appointment. Once having selected the appointment you wish to delete, you press Ctrl-X. A message box will now ask you if you would like to delete the appointment from your appointment list, press either “Y” (Yes) to confirm or otherwise “N” (No) or “C” (Cancel).

## 11. Contacts

The Contacts application allows you to create, edit and manage contact details. It serves as a phone book with all address data and notes synchronized with your contact on your PC. You can start the Contacts application by pressing Shift-Ctrl-C on your EasyLink keyboard.

### 11.1. Contacts Menu

Contacts commands are divided into different categories, as described below. To invoke these commands, you can use the menu (Space-M), the keyboard shortcuts or the PDA function keys:

<b>Contacts</b>	<b>EasyLink / EasyLink12</b>	<b>PDA keys</b>
New contact	Ctrl-N	
Edit contact	Ctrl-E	
Next contact	d4, Ctrl-d4, Space-d4 Joystick down	Down
Previous contact	d1, Ctrl-d1, Space-d1 Joystick up	Up
Delete contact	Ctrl-X	
Read contact	Ctrl-R or Space-d14	4
Set filter	Ctrl-F	
Choose categories	Ctrl-G	
Next initial character of contact	D6, Ctrl-d6, Joystick right	Right
Previous initial character of contact	D3, Ctrl-d3, Joystick left	Left
Go to beginning of the list	Ctrl-Shift-d3 or Space-d123	3

<b>Choose categories</b>	<b>EasyLink / EasyLink12</b>	<b>PDA keys</b>
Next category	Space-d4	
Previous category	Space-d1	
Add category	Ctrl-D	
New category	just enter the name of the new category	
OK	Ctrl-Space or Space-d46	

Cancel	Shift-Space or Space-d15	
Clear category choice	Space-B (Backspace)	
Input Read	Ctrl-R, Space-R	
Entering data	<b>EasyLink / EasyLink12</b>	<b>PDA keys</b>
Read text	Ctrl-R, Space-R	4
Next sentence	Space-d4, Joystick down (EasyLink12)	Down
Previous sentence	Space-d1, Joystick up (EasyLink12)	Up
Next word	Space-d5	
Previous word	Space-d2	
Next character	Space-d6, Joystick right (EasyLink12)	
Previous character	Space-d3, Joystick left (EasyLink12)	
Read current word	Ctrl-W or Space-d25	
Spell current word	Ctrl-W or Space-d25 pressed twice	
Read current character	Ctrl-L or Space-d36	
Beginning of block	Ctrl-J	
End of block	Ctrl-K	
Copy	Ctrl-C	
Paste	Ctrl-V	
Cut	Ctrl-X	
Undo last action	Ctrl-Z	
OK (accept and go to next field)	Ctrl-Space or Space-d46	
Cancel	Shift-Space or Space- d15	2
OK (accept all appointment data)	Shift-Ctrl-Space, Shift-Space-d46	

### 11.2. *Create a Contact*

To create a new contact, press Ctrl-N. You can now enter the contact information you desire. By pressing the buttons Ctrl-Space you will move

to the next input field. To accept all contact input, use the buttons Shift-Ctrl-Space or Shift-Space-d46. The Contact application will ask you to confirm. Despite of your answer, press “Y”, “N” or “C”. While entering a new contact, you can always cancel all input by pressing the Escape button, Shift-Space or Space-d15.

### 11.3. *View or Edit a Contact*

To view a contact, select a contact from your contact list with the buttons d1 / d4 or Space-d1 / Space-d4. If you have an EasyLink12, you can also navigate by using the up/down function of your joystick. Press Enter to view the contact or Ctrl-E to edit the contact. While choosing to edit a contact you will enter the contact information field, which you can edit and confirm by pressing Ctrl-Space. To accept all contact data at once, press Shift-Space-Ctrl. While viewing contacts, you can use the navigation buttons on your PDA as well. By pressing the up / down keys you can navigate through your contacts in alphabetical order. The left / right keys on your PDA or left/right of the joystick of your EasyLink12, allow you to move through the names of your contacts jumping one initial letter to another.

### 11.4. *Search Contacts*

You can use filters to find contacts. Using filters will prevent you from navigating through your complete contact list while searching a contact. The Ctrl-F keys allow you to enter a filter string, which limits your contact list to those contacts that include the given string.

### 11.5. *Delete a Contact*

To delete a contact from your contact list, you first have to select a contact by pressing the buttons d1 / d4 or Space-d1 / Space-d4. If you are an EasyLink12 user, you can also navigate by using the up/down function of your joystick. While having selected the contact you wish to delete, press the Delete button (Ctrl-X).

## 12. Mailbox

Use the EasyLink Mailbox to read, write and manage your E-mails. The Mailbox application enables full information exchange through a direct network connection with a WiFi card in the PDA, an Internet connection through a cellular phone or through the network of a desktop computer. To start the Mailbox application, press Shift-Ctrl-M. When started, EasyLink has an account set for exchange of in- and outbox with a desktop computer. To set an account for direct e-mail exchange you need to create an account with complete data including server address, name, password etc.

### 12.1. Mailbox Menu

Mailbox commands are divided into different categories, as described below. To invoke these commands, you can use the menu (Space-M), the keyboard shortcuts or the PDA function keys:

Mailbox	EasyLink / EasyLink12	PDA keys
New message	Ctrl-N	
Previous message	d1, Space-d1, Joystick up (EasyLink12)	up/left
Next message	d4, Space-d4, Joystick down (EasyLink12)	down/right
Delete message	Ctrl-X	
Read message	Space-R, Space-d14	Action
Reply	Ctrl-R	
Forward	Ctrl-F	
Reply to all	Ctrl-Space-R	
Sort (in sequence: by date, by sender)	Ctrl-S	
Jump to first message on list	Shift-Ctrl-d3	
Jump to last message on list	Shift-Ctrl-d6	
Switch e-mail account	Ctrl-E	
Switch folder	Ctrl-L	
Create account	Ctrl-C	
Delete account	Ctrl-D	

Read	EasyLink / EasyLink12	PDA keys
Read entire message	Space-R	4
Next sentence	Space-d4, Joystick down (EasyLink12)	Down
Previous sentence	Space-d1, Joystick up (EasyLink12)	Up
Next word	Space-d5	
Previous word	Space-d2	
Next character	Space-d6, Joystick right (EasyLink12)	
Previous character	Space-d3, Joystick left (EasyLink12)	
Read current word	Ctrl-W or Space-d25	
Spell current word	Ctrl-W or Space-d25 pressed twice	
Next message	Ctrl-d4	
Previous message	Ctrl-d1	
Reply	Ctrl-R	
Forward	Ctrl-F	
Reply to all	Ctrl-Space-R	
Delete message	Ctrl-X	
Go to beginning of message	Ctrl-Shift-d3 or Space- d123	3
Go to end of message	Ctrl-Shift-d6 or Space- d456	
Cancel reading	Shift-Space or Space- d15	2

Edit	EasyLink keyboard	PDA keys
Read entire message	Ctrl-R, Space-R	
Edit message title	Ctrl-U	
Next sentence	Space-d4, Joystick down (EasyLink12)	
Previous sentence	Space-d1, Joystick up (EasyLink12)	
Next word	Space-d5	
Previous word	Space-d2	

Next character	Space-d6, Joystick right (EasyLink12)	
Previous character	Space-d3, Joystick left (EasyLink12)	
Read current word	Ctrl-W or Space-d25	
Read current word	Ctrl-W or Space-d25	
Spell current word	Ctrl-W or Space-d25 pressed twice	
Go to beginning of text	Ctrl-Shift-d3 or Space- d123	
Go to end of text	Ctrl-Shift-d6 or Space- d456	
Beginning of block	Ctrl-J	
End of block	Ctrl-K	
Copy	Ctrl-C	
Paste	Ctrl-V	
Cut	Ctrl-X	
Undo last action	Ctrl-Z	
Enter recipient	Ctrl-D	
Send	Ctrl-S	
Enter Subject	Ctrl-U	

## 12.2. *Read an E-Mail*

After the first time Mailbox has been used, the cursor is placed on the last received message. Depending on the Echo Settings (see paragraph 6.3) you will hear each letter, word or sentence. To switch from one message to another, use the d1 / d4, or Space-d1 / Space-d4 keys or press the Shift-Ctrl-d3 / Shift-Ctrl-d6 keys to jump to the first or last message on your list. If you use an EasyLink12 you can also use the up/down function of the joystick. To read the entire message, press the Space-R keys. By pressing the keys Ctrl-Shift-d3 or Space-d123 you will go to the beginning of the message. The keys Ctrl-Shift-d6 or Space-d456 will move you to the end of the message. Besides, you can cancel reading by pressing Shift-Space or Space-d15.

### 12.3. *Write an E-Mail*

To start writing a new e-mail, press the Ctrl-N keys on your EasyLink keyboard or use the menu. To enter a recipient, you have to use the Ctrl-D keys. To enter a subject in your e-mail, press Ctrl-U. Please remember that outgoing messages wait in your PDA until you establish a connection, either through your desktop connection or directly. Once the connection has been established, use the Ctrl-S keys to send your message.

### 12.4. *Reply to an E-Mail*

Once having selected an e-mail, press keys Ctrl-R (Reply) or Ctrl-Space-R (Reply All) to reply to an e-mail.

### 12.5. *Delete, Cut and Copy Messages*

You can delete messages from your mailbox easily, by pressing the Ctrl-X keys.

To copy or move a text in a document, you first define the beginning (Ctrl-J) and the end (Ctrl-K) of your text block. Once defined this block, you either press (Ctrl-C) to copy your text or Ctrl-X to cut the selected text. By pressing Ctrl-V you can paste the text block on the cursor position in the text. When having pasted the text, EasyWord will read the first 255 characters.

## 13. Tasks

The tasks menu serves as a to-do-list with a due date, priority and notes field for each task. Start the Task application by pressing Shift-Ctrl-T.

### 13.1. Tasks Menu

Tasks commands are divided into different categories, as described below. To invoke these commands, you can use the menu (Space-M), the keyboard shortcuts or the PDA function keys:

Tasks	EasyLink / EasyLink12	PDA keys
New	Ctrl-N	
Edit	Ctrl-E	
Next	d4, Space-d4, Joystick down (EasyLink12)	Down
Previous	d1, Space-d1, Joystick up (EasyLink12)	Up
Read	Ctrl-R or Space-d14	4
Delete	Ctrl-X	
Choose category	Ctrl-G	
Change status (completed/not completed)	Ctrl-d1456	
Change sorting method	Ctrl-S	

Edit task/New task	EasyLink / EasyLink12	PDA keys
Read entire text	Ctrl-R, Space-R	4
Next sentence	Space-d4, Joystick down (EasyLink12)	Down
Previous sentence	Space-d1, Joystick up (EasyLink12)	Up
Next word	Space-d5	

Previous word	Space-d2	
Next character	Space-d6, Joystick right (EasyLink12)	
Previous character	Space-d3, Joystick left (EasyLink12)	
Read current word	Ctrl-W or Space-d25	
Spell current word	Ctrl-W or Space-d25 pressed twice	
Read current character	Ctrl-L or Space-d36	
Go to beginning of the text	Ctrl-Shift-d3 or Space-d123	
Go to end of the text	Ctrl-Shift-d6 or Space-d456	
Beginning of block	Ctrl-J	
End of block	Ctrl-K	
Copy	Ctrl-C	
Paste	Ctrl-V	
Cut	Ctrl-X	
Undo last action	Ctrl-Z	
OK (accept and go to next field)	Ctrl-Space or Space-d46	
Cancel	Shift-Space or Space-d15	2
OK (accept all task data)	Shift-Ctrl-Space, Shift-Space-d46	

Set date	EasyLink / EasyLink12	PDA keys
numeric entry	dd-mm-rrrr (sequence depends on PDA's system's regional settings)	
Day back/forward	d3/d6, Space-d3/Space-d6, Joystick left/right (EasyLink12)	
Month back/forward	d2/d5, Space-d2/Space-d5, Joystick up/down (EasyLink12)	

Year back/forward	d1/d4, Space-d1/Space-d4	
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Editing the notes field	EasyLink / EasyLink12	PDA keys
Save notes	Ctrl-S, Ctrl-Shift-space, Shift-Space-d46	
Cancel notes	Shift-Space or Space- d15	

Choose categories	EasyLink keyboard	PDA keys
Next category	Space-d4	
Previous category	Space-d4	
Add category	Ctrl-D	
New category	just enter the name of new category	
OK	Ctrl-Space or Space- d46	
Cancel	Shift-Space or Space- d15	
Clear category choice	Space-B	

### 13.2. *Create a Task*

To create a new task, press Ctrl-N. You can now enter the task information you desire, such as description, date, due date, priority level. By pressing the keys Ctrl-Space or Space-d46 (Enter) you will move to the next field. To accept all task data, press Shift-Ctrl-Space or Shift-Space-d46 (OK) any time. Cancel your task with the keys Shift-Space or Space-d15 (Esc).

In addition, each task can be prioritized as low, normal or high. A task's status can be changed to "completed", which will erase the task from the task list.

### 13.3. *Read or Edit a Task*

To view the description and notes fields of a task, use the Read command (Ctrl-R). The Ctrl-E keys allow you to edit fields in a task. While in the Read mode, you can use the Ctrl-E keys to move directly to Edit mode.

### 13.4. *Task Management*

All Task entries can be categorized by choosing one or more categories from the list. Please note that one task can fall into different categories. The category settings allow you to filter your tasks in a later stage. Putting tasks in categories allows filtering to leave only those tasks listed in the chosen category. Tasks without categories are not present on the list after filtering has been applied. Task management allows you to enter more categories to a task. Press Ctrl-D to choose a category. To create a new category, simply type its name, followed by Ctrl-D.

## 14. Media Player

EasyLink's Media Player allows you to play MP3, wma and wav files. The Media Player can be started by pressing Shift-Ctrl-Y (13456) on your EasyLink Braille keyboard.

### 14.1. Media Player Menu

The Media Player application can be activated by pressing Shift-Ctrl-Y (d13456). To invoke Media Player commands, you can use the menu (Space-M), or alternatively use the EasyLink shortcut combinations or PDA function keys:

Media Player	EasyLink / EasyLink12 keyboard	PDA keys
Play file	Ctrl-P	Action, 4
Stop	Ctrl-T	4
Pause/restart	Ctrl-S	4
Search	Ctrl-F	3
Next media file	Ctrl-d4	Down
Previous media file	Ctrl-d1	Up
First file	Shift-Ctrl-d3	
Last file	Shift-Ctrl-d6	
Louder	Ctrl-d6	Right
Softer	Ctrl-d3	Left
Open media file	Ctrl-O	2

### 14.2. Play a media file

Once the Media Player application has been activated, you can easily navigate through your media files by using the Up and Down keys of your PDA or the Ctrl-d1 and Ctrl-d4 shortcuts of your EasyLink Braille keyboard. Press Ctrl-P to play the selected file. Thanks to EasyLink's multitasking feature, you can switch between applications while listening to your media file. The Media Player continues to play the current file to while you edit a document or enter a new contact. Press Ctrl-T or PDA key 4 to pause/ resume or stop a media file.

### 14.3. *Search for Media files*

By default, EasyLink's Media Player application will play the media files in the order listed. By using the search command (Ctrl-F or PDA key3) you can easily locate your preferred file and open it manually by pressing Ctrl-O. In this case only the selected file will be played. In case no file has been selected, Media Player will automatically start playing files in alphabetical order and will restart when reaching the last file.

### 14.4. *Volume control*

The volume control function integrated in the Media Player application is separated from the volume control of other EasyLink applications. Changing the volume in the Media Player does not change the overall volume settings of other applications.

## 15. Calculator

The EasyLink software is equipped with an easy-to-use four function calculator. This calculator can be operated with the EasyLink or EasyLink12 keyboard or the optional full-sized keyboard. Unlike the Nemeth Code, no number sign is required when entering data in the calculator. All characters are recognized as numbers or function signs. The Calculator application can be opened by pressing the Shift-Ctrl-L keys on your EasyLink keyboard. The EasyLink Calculator can be operated by using the following commands:

<b>Calculator</b>	<b>EasyLink / EasyLink12 keyboard</b>
Calculate	Ctrl-Space or Space-d46
Clear	Shift-Space or Space-d15
Read	Ctrl-R, Space-R
Next character	Ctrl-d6 or Space-d6
Previous character	Ctrl-d3 or Space-d3
Add	+
Subtract	-
Multiply	*
Divide by	/

## 16. Find (Search)

The Find function serves as a string search engine in all EasyLink data. Once the searching has been completed, the outcome is organized in a list, which you can browse to read items. Open the Find function by pressing Shift-Ctrl-F. The following commands have to be used to work with the Find function:

<b>Find</b>	<b>EasyLink / EasyLink12</b>
New Search	Ctrl-N
Next found list item	d4, Space-d4
Previous found list item	d1, Space-d1
Read item	Ctrl-R or Space-d14, Space-R

## 17. Options (Settings)

The Options menu allows you to set EasyLink preferences. Once having entered your preferred setting, EasyLink will save them automatically. You can start the Options menu by pressing the Shift-Ctrl-O or Space-O keys. EasyLink's Options menu can be operated with the following commands:

Options	EasyLink / EasyLink12
Echo	Ctrl-E
Sound / Volume	Ctrl-S
Time	Ctrl-T
Voices	Ctrl-V
Keyboards	Ctrl-K

Echo	
Keyboard	Ctrl-K
Character	Ctrl-C
Word	Ctrl-W
Sentence	Ctrl-S
Close	Ctrl-Space, Space-d46, Shift-Space, Space-d15

Volume options	
Louder	d4, Ctrl-d4, Joystick right
Softer	d1, Ctrl-d1, Joystick left
Close	Ctrl-Space, Space-d46, Shift-Space, Space-d15

Voice options	
Reading voice	Ctrl-R
Message voice	Ctrl-M
Louder	d5, Ctrl-d5 Joystick up (EasyLink12)
Softer	d2, Ctrl-d2 Joystick down (EasyLink12)
Faster	d4, Ctrl-d4 Joystick right (EasyLink12)

Slower	d1, Ctrl-d1 Joystick left (EasyLink12)
Raise pitch	d6, Ctrl-d6
Lower pitch	d3, Ctrl-d3
Next voice	D56, Ctrl-d56
Previous voice	D23, Ctrl-d23
Ok.	Ctrl-Space, Space-d46 or Joystick Action (EasyLink12)
Cancel	Shift-Space or Space-d15
Keyboards	
Previous keyboard on list	d1, Ctrl-d1
Next keyboard on list	d4, Ctrl-d4

While entering text with the EasyLink keyboard, or with the optional full-sized keyboard, you will hear the entered text according to your speech echo settings. There are four types of speech echo:

- Character echo: Any character entered into any application will be spoken. However, only characters that are accepted by EasyLink as meaningful will be spoken.
- Key echo: Any keystroke will be spoken, regardless of whether or not this keystroke is meaningful. Combining character and keyboard echo does not work, since most of the keystrokes would be heard twice; this combination is included for special situations in which its use would be appropriate.
- Word echo: After a word is concluded (with a space, period or another character) you will hear the complete word spoken by the speech synthesizer.
- Sentence echo: Similarly as word echo. After a sentence is concluded (with a period, exclamation point etc.) you will hear the complete sentence spoken.

Echo settings are very useful to verify if the text entered is correct. Beginners are recommended to start with using character and word echo. Word echo will be sufficient as the user becomes more advanced.

Two other groups of options require an explanation: sound and speech. Sound settings affect all the PDA's sounds, while speech settings affect the volume at which all commands are spoken. If you think the volume is not sufficient, you have to check both settings.

## 18. Help

EasyLink's help system is context-sensitive, informing you about the functions you are currently using. By pressing Shift-Ctrl-H you will hear information relevant to your current situation. The help topics can be read in sequence as well. The Help menu, which can be opened by pressing Shift-Ctrl-H, can be operated by using the following commands:

<b>Help</b>	<b>EasyLink keyboard</b>
Next topic	Ctrl-N
Previous topic	Ctrl-P
Next sentence	Space-d4, joystick down (EasyLink12)
Previous sentence	Space-d1, joystick up (EasyLink12)
Next word	Space-d5
Previous word	Space-d2
Next character	Space-d6, joystick right (EasyLink12)
Previous character	Space-d3, joystick left (EasyLink12)
Read current word	Ctrl-W or Space-d25
Spell current word	Ctrl-W or Space-d25 pressed twice
Read current character	Ctrl-L or Space-d36
Go to beginning of the text	Ctrl-Shift-d3 or Space-d123
Go to end of the text	Ctrl-Shift-d6 or Space-d456
Read	Ctrl-R, Space-R
Stop reading	Shift-Space or Space-d15

## 19. Updating the EasyLink Software

EasyLink software updating requires a desktop computer connected to your PDA with MS ActiveSync software and an update CD delivered by your EasyLink dealer. The update starts automatically, after the CD has been placed in your CD-ROM drive. The only action you will have to take is to accept all messages that will appear on your desktop computer's screen. All updates are described in detail in the materials that came with the update CD.

Updates may be delivered on SD cards as well. In this case you do not have to connect your PDA to your desktop computer.

While having chosen to install updates by using the SD card, please follow the same instructions as described in paragraph 4.2 (Installing with the EasyLink SD Installation Card).

## 20. Shortlist EasyLink Applications

Please refer to the list below for the most frequently used shortcuts in all EasyLink applications:

EasyWord	Shortcut
<b>File menu</b>	
New file	Ctrl-N
Open file	Ctrl-O
Save	Ctrl-S
Choose folder (when saving a document)	Ctrl-L
Delete a file	Shift-Ctrl-X
<b>Navigation menu</b>	
Next sentence	Ctrl-d4 or Space-d4 Joystick down
Previous sentence	Ctrl-d1 or Space-d1 Joystick up
Next word	Ctrl-d5 or Space-d5
Previous word	Ctrl-d2 or Space-d2
Next character	Ctrl-d6 or Space-d6 Joystick right
Previous character	Ctrl-d3 or Space-d3 Joystick left
Go to beginning of text	Shift-Ctrl-d3 or Space-d123
Go to end of text	Shift-Ctrl-d6 or Space-d456
Read	Ctrl-R, Space-R
Stop reading text	Shift-Space or Space-d15, Ctrl, Ctrl-R, Space-R

EasyWord	Shortcut
<b>Edit menu</b>	
Read current paragraph	Space-d14
Delete current paragraph	Ctrl-P
Read current sentence	Space-d2356
Read current word	Ctrl-W or Space-d25
Spell current word	Ctrl-W or Space-d25 pressed twice
Delete current word	Ctrl-d25

Read current character	Space-d36
Delete current character	Ctrl-d36
Beginning of block	Ctrl-J
End of block	Ctrl-K
Copy	Ctrl-C
Paste	Ctrl-V
Cut	Ctrl-X
Find	Ctrl-F
Backspace	Space-B
Undo last action	Ctrl-Z
Speech options	Ctrl-G, Space-S
<b>Open file</b>	
Next	Ctrl-d4, Space-d4
Previous	Ctrl-d1, Space-d1
Delete file	Ctrl-X
OK	Ctrl-Space or Space-d46
Cancel	Shift-Space or Space-d15
Properties	Ctrl-P
<b>Speech options</b>	
Reading voice	Ctrl-R
Message voice	Ctrl-M
Faster	d4, Ctrl-d4, Joystick right (EasyLink12)
Slower	d1, Ctrl-d1, Joystick left (EasyLink12)
Louder	d5, Ctrl-d5, Joystick up (EasyLink12)
Softer	d2, Ctrl-d2, Joystick down (EasyLink12)
OK	Ctrl-Space, Space-46
Cancel	Shift-Space or Space-d15

“Menu” in the shortcut list means that functions can be found and chosen from a menu with a given name. “Open file” and “Speech settings” submenus are active only after entering these functions.

<b>Calendar</b>	
New appointment	Ctrl-N
Edit appointment	Ctrl-E

Next appointment	d4, Ctrl-d4, Space-d4 Joystick down (EasyLink12)
Previous appointment	d1, Ctrl-d1, Space-d1 Joystick up (EasyLink12)
Delete appointment	Ctrl-X
Read appointment	Ctrl-R or Space-d14
Read date at cursor	Ctrl-D
Set current date (for reviewing appointments)	Ctrl-M
Change current date by one day	d3/d6, Ctrl-d3/Ctrl-d6 Joystick left/right (EasyLink12)

<b>Entering data</b>	
Read entire text	Ctrl-R, Space-R
Next sentence	Ctrl-d4 or Space-d4 Joystick down (EasyLink12)
Previous sentence	Ctrl-d1 or Space-d1 Joystick up (EasyLink12)
Next word	Ctrl-d5 or Space-d5
Previous word	Ctrl-d2 or Space-d2
Next character	Ctrl-d6 or Space-d6 Joystick right (EasyLink12)
Previous character	Ctrl-d3 or Space-d3 Joystick left (EasyLink12)
Read current word	Ctrl-W or Space-d25
Spell current word	Ctrl-W or Space-d25 pressed twice
Read current character	Ctrl-L or Space-d36
Entering the date:	mm-dd-rrrr (sequence depends on PDA's system's regional settings)
Day back/forward	d3/d6, Ctrl-d3/Ctrl-d6, Space-d3/Space-d6, Joystick left/right (EasyLink12)
Month back/forward	d2/d5, Ctrl-d2/Ctrl-d5, Space-d2/Space-d5, Joystick up/down (EasyLink12)

Year back/forward	d1/d4, Ctrl-d1/Ctrl-d4 or Space-d1/Space-d4
Entering time:	
Hour back/forward	d1/d4, Ctrl-d1/Ctrl-d4, Space-d1/Space-d4, Joystick up/down (EasyLink12)
Minute back/forward	d2/d5, Ctrl-d2/Ctrl-d5, Space-d2-Space-d5, Joystick left/right (EasyLink12)
Beginning of block	Ctrl-J
End of block	Ctrl-K
Copy	Ctrl-C
Paste	Ctrl-V
Cut	Ctrl-X
Undo last action	Ctrl-Z
OK (accept and go to next field)	Ctrl-Space or Space-d46
Cancel	Shift-Space or Space-d15
OK (accept all appointment data)	Shift-Ctrl-Space, Shift-Space-d46

<b>Set date</b>	
numeric entry	mm-dd-rrrr (sequence depends on PDA's system's regional settings)
Day back/forward	d3/d6, Ctrl-d3/Ctrl-d6, Space-d3/Space-d6, Joystick left/right (EasyLink12)
Month back/forward	d2/d5, Ctrl-d2/Ctrl-d5, Space-d2/Space-d5, Joystick up/down (EasyLink12)
Year back/forward	d1/d4, Ctrl-d1/Ctrl-d4, Space-d1/Space-d4

<b>Editing in the Notes field</b>	
Save notes	Ctrl-S, Ctrl-Shift-space, Shift-Space-d46

Cancel notes	Shift-Space or Space-d15
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<b>Contacts</b>	
New contact	Ctrl-N
Edit contact	Ctrl-E
Next contact	d4, Ctrl-d4, Space-d4 Joystick down (EasyLink12)
Previous contact	d1, Ctrl-d1, Space-d1 Joystick up (EasyLink12)
Delete contact	Ctrl-X
Read contact	Ctrl-R or Space-d14
Set filter	Ctrl-F
Choose categories	Ctrl-G
Next initial character of contact	D6, Ctrl-d6, Joystick right (EasyLink12)
Previous initial character of contact	D3, Ctrl-d3, Joystick left (EasyLink12)
Go to beginning of list	Ctrl-Shift-d3 or Space-d123

<b>Choose categories</b>	
Next category	Ctrl-d4, Space-d4
Previous category	Ctrl-d1, Space-d1
Add category	Ctrl-D
New category	just enter name of the new category
OK	Ctrl-Space or Space-d46
Cancel	Shift-Space or Space-d15
Clear category choice	Space-B (Backspace)
Input Read	Ctrl-R, Space-R
<b>Entering data</b>	
Read text	Ctrl-R, Space-R
Next sentence	Ctrl-d4 or Space-d4
Previous sentence	Ctrl-d1 or Space-d1
Next word	Ctrl-d5 or Space-d5
Previous word	Ctrl-d2 or Space-d2
Next character	Ctrl-d6 or Space-d6
Previous character	Ctrl-d3 or Space-d3
Read current word	Ctrl-W or Space-d25

Spell current word	Ctrl-W or Space-d25 pressed twice
Read current character	Ctrl-L or Space-d36
Beginning of block	Ctrl-J
End of block	Ctrl-K
Copy	Ctrl-C
Paste	Ctrl-V
Cut	Ctrl-X
Undo last action	Ctrl-Z
OK (accept and go to next field)	Ctrl-Space or Space-d46
Cancel	Shift-Space or Space-d15
OK (accept all appointment data)	Shift-Ctrl-Space, Shift-Space-d46

<b>Mailbox</b>	
New message	Ctrl-N
Previous message	d1, Ctrl-d1, Space-d1 Joystick up (EasyLink12)
Next message	d4, Ctrl-d4, Space-d4 Joystick down (EasyLink12)
Delete message	Ctrl-X
Read message	Space-d14, Space-R
Reply	Ctrl-R
Forward	Ctrl-F
Reply to all	Ctrl-Space-R
Sort (in sequence: by date, by sender)	Ctrl-S
Jump to first message on list	Shift-Ctrl-d3 or Space-d123
Jump to last message on list	Shift-Ctrl-d6 or Space-d456
Switch e-mail account	Ctrl-E
Switch folder	Ctrl-L
Create account	Ctrl-C
Delete account	Ctrl-D

<b>Read</b>	
Read entire message	Ctrl-R, Space-R
Next sentence	Space-d4, Joystick down (EasyLink12)
Previous sentence	Space-d1, Joystick up (EasyLink12)

Next word	Ctrl-d5 or Space-d5
Previous word	Ctrl-d2 or Space-d2
Next character	Ctrl-d6 or Space-d6, Joystick right (EasyLink12)
Previous character	Ctrl-d3 or Space-d3, Joystick left (EasyLink12)
Read current word	Ctrl-W or Space-d25
Spell current word	Ctrl-W or Space-d25 pressed twice
Read current character	Ctrl-L or Space-d36
Next message	Ctrl-d4
Previous message	Ctrl-d1
Reply	Ctrl-R
Forward	Ctrl-F
Reply to all	Ctrl-Space-R
Delete message	Ctrl-X
Go to beginning of message	Ctrl-Shift-d3 or Space-d123
Go to end of message	Ctrl-Shift-d6 or Space-d456
Cancel reading	Shift-Space or Space-d15

<b>Edit</b>	
Read entire message	Ctrl-R, Space-R
Edit message title	Ctrl-U
Next sentence	Space-d4, Joystick down (EasyLink12)
Previous sentence	Space-d1, Joystick up (EasyLink12)
Next word	Space-d5
Previous word	Space-d2
Next character	Space-d6, Joystick right (EasyLink12)
Previous character	Space-d3, Joystick left (EasyLink12)
Read current word	Ctrl-W or Space-d25
Spell current word	Ctrl-W or Space-d25 pressed twice
Read current character	Ctrl-L or Space-d36
Go to beginning of the text	Ctrl-Shift-d3 or Space-d123
Go to end of the text	Ctrl-Shift-d6 or Space-d456

Beginning of block	Ctrl-J
End of block	Ctrl-K
Copy	Ctrl-C
Paste	Ctrl-V
Cut	Ctrl-X
Undo last action	Ctrl-Z
Enter recipient	Ctrl-D
Send	Ctrl-S

<b>Tasks</b>	
New	Ctrl-N
Edit	Ctrl-E
Next	d4, Ctrl-d4, Space-d4 Joystick down (EasyLink12)
Previous	d1, Ctrl-d1, Space-d1 Joystick up (EasyLink12)
Read	Ctrl-R or Space-d14
Delete	Ctrl-X
Choose category	Ctrl-G
Change status (completed/not completed)	Ctrl-d1456
Change sorting	Ctrl-S

<b>Edit task/New task</b>	
Read entire text	Ctrl-R, Space-R
Next sentence	Space-d4, Joystick down (EasyLink12)
Previous sentence	Space-d1, Joystick up (EasyLink12)
Next word	Ctrl-d5 or Space-d5
Previous word	Ctrl-d2 or Space-d2
Next character	Ctrl-d6 or Space-d6, Joystick right (EasyLink12)
Previous character	Ctrl-d3 or Space-d3, Joystick left (EasyLink12)
Read current word	Ctrl-W or Space-d25
Spell current word	Ctrl-W or Space-d25 pressed twice
Read current character	Ctrl-L or Space-d36

Go to beginning of the text	Ctrl-Shift-d3 or Space-d123
Go to end of the text	Ctrl-Shift-d6 or Space-d456
Beginning of block	Ctrl-J
End of block	Ctrl-K
Copy	Ctrl-C
Paste	Ctrl-V
Cut	Ctrl-X
Undo last action	Ctrl-Z
OK (accept and go to next field)	Ctrl-Space or Space-d46
Cancel	Shift-Space or Space-d15
OK (accept all task data)	Shift-Ctrl-Space, Shift-Space-d46

<b>Set date</b>	
numeric entry	mm-dd-rrrr (sequence depends on PDA's system's regional settings)
Day back/forward	d3/d6, Ctrl-d3/Ctrl-d6, Space-d3/Space-d6, Joystick left/right (EasyLink12)
Month back/forward	d2/d5, Ctrl-d2/Ctrl-d5, Space-d2/Space-d5, Joystick up/down (EasyLink12)
Year back/forward	d1/d4, Ctrl-d1/Ctrl-d4, Space-d1/Space-d4

<b>Choose categories</b>	
Next category	Ctrl-d4 or Space-d4
Previous category	Ctrl-d1 or Space-d4
Add category	Ctrl-D
New category	just enter name of the new category
OK	Ctrl-Space or Space-d46
Cancel	Shift-Space or Space-d15
Clear category choice	Space-B

<b>Calculator</b>	
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Calculate	Ctrl-Space or Space-d46
Clear	Shift-Space or Space-d15
Read	Ctrl-R, Space-R
Next character	Ctrl-d6 or Space-d6
Previous character	Ctrl-d3 or Space-d3
Add	+
Subtract	-
Multiply	*
Divide by	/

Find function searches for a string in all EasyLink data. After searching, the outcome is organized in a list, which you can browse through and then read the found items.

<b>Find</b>	
New Search	Ctrl-N
Next found list item	d4, Space-d4
Previous found list item	d1, Space-d1
Read item	Ctrl-R or Space-d14, Space-R

<b>Options</b>	
Echo	Ctrl-E
Sound / Volume	Ctrl-S
Time	Ctrl-T
Voices	Ctrl-V
Keyboards	Ctrl-K

<b>Echo</b>	
Keyboard	Ctrl-K
Character	Ctrl-C
Word	Ctrl-W
Sentence	Ctrl-S
Close	Ctrl-Space or Space-d46, Shift-Space, Space-d15

<b>Volume options</b>	
Louder	d1, Ctrl-d1, Joystick right (EasyLink12)

Softer	d4, Ctrl-d4, Joystick left (EasyLink12)
Close	Ctrl-Space or Space-d46, Shift-Space, Space-d15

<b>Voice options</b>	
Reading voice	Ctrl-R
Message voice	Ctrl-M
Louder	d5, Ctrl-d5 Joystick up (EasyLink12)
Softer	d2, Ctrl-d2 Joystick down (EasyLink12)
Faster	d4, Ctrl-d4 Joystick right (EasyLink12)
Slower	d1, Ctrl-d1 Joystick left (EasyLink12)
Higher pitch	d6, Ctrl-d6
Lower pitch	d3, Ctrl-d3
Next voice	d56, Ctrl-d56
Previous voice	d23, Ctrl-d23
Ok	Ctrl-Space, Space-d46 or Joystick Action (EasyLink12)
Cancel	Shift-Space or Space-d15 Shift-Space (Esc)

<b>Keyboards</b>	
Previous keyboard on list	d1, Ctrl-d1
Nextkeyboard on list	d4, Ctrl-d4

<b>Help</b>	
Next topic	Ctrl-N
Previous topic	Ctrl-P
Next sentence	Ctrl-d4, Space-d4 or Joystick down (EasyLink12)

Previous sentence	Ctrl-d1 or Space-d1 or Joystick up (EasyLink12)
Next word	Ctrl-d5 or Space-d5
Previous word	Ctrl-d2 or Space-d2
Next character	Ctrl-d6 or Space-d6 or Joystick right (EasyLink12)
Previous character	Ctrl-d3 or Space-d3 or Joystick left (EasyLink12)
Read current word	Ctrl-W or Space-d25
Spell current word	Ctrl-W or Space-d25 pressed twice
Read current character	Ctrl-L or Space-d36
Go to beginning of the text	Ctrl-Shift-d3 or Space-d123
Go to end of the text	Ctrl-Shift-d6 or Space-d456
Read	Ctrl-R, Space-R
Stop reading	Shift-Space or Space-d15

## Shortlist PDA

Please refer to the list below for an overview of the functions assigned to the PDA keys per application:

<b>EasyWord</b>	
<b>File</b>	
Open file	2
<b>Navigation</b>	
Next sentence	Down
Previous sentence	Up
Next word	Right
Previous word	Left
Jump to beginning of text and read	3
Read	4
Stop reading	4
<b>Open file</b>	
Next	Down
Previous	Up
OK	Action
Cancel	2
<b>Calendar</b>	
Next appointment	Down
Previous appointment	Up
Change current date by one day	left/right
Read appointment mode	4
Cancel reading	2
Read the entire text	4
Next sentence	Down
Previous sentence	Up
Beginning of text	3
Cancel reading	2
<b>Contacts</b>	
Next contact	Down
Previous contact	Up
Next beginning character	Right
Previous beginning character	Left
Beginning of list	3
Read contact mode	4

Read the entire text	4
Next sentence	Down
Previous sentence	Up
Beginning of text	3
Cancel reading	2
<b>Mailbox</b>	
Previous	up/left
Next	down/right
Read mode	Action
Read the entire message	4
Next sentence	Down
Previous sentence	Up
Beginning of message	3
Cancel reading	2
<b>Tasks</b>	
Next	Down
Previous	Up
Read mode	4
Read the entire text	4
Next sentence	Down
Previous sentence	Up
Beginning of text	3
Cancel reading	2
<b>Options</b>	
Voice options	2
Volume options	3
Keyboards	4
Choosing settings inside options	left/right + action

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