Passport
The Magic Touch

User Manual

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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.

Advantage Technology and Innovations, Inc

Table of Contents

Passport Writer Warranty

Congratulations on your purchase of a new Passport Writer. The Passport includes a one-year parts-and-labor warranty, which includes the following:

- Repair or replacement of any necessary electrical or mechanical components

- Use of a loaner writer upon request during service (North American U.S. customers only)

- Shipment of the loaner writer, to and from customers (North American U.S. customers only)

- Unlimited toll-free technical support during the warranty period.

The batteries are warranted for 90 days from the date of purchase.

This warranty does not cover misuse, abuse, accidents, or elective work on the writer such as the substitution of different-style keycaps.

You are entitled to download software updates to your Passport during the entire lifetime of your writer.

By using this product, you agree to release Advantage Technology and Innovations, hereinafter referred to as "ATI," and Advantage Software, hereinafter referred to as "ASI," from any and all liability arising from the use of our products. Under no circumstances shall ATI and/or ASI be liable for special, indirect, incidental, or consequential damage, (including lost profits) of Licensee or any third party, even if ATI and/or ASI have been advised of the possibility of such damages.

This warranty is void if the Passport has been opened, disassembled, or tampered with in any way.

For general information and technical support, please call: (800) 800-1759 or (772) 288-3266.

Chapter 1- Setting Up Your Passport

Contents of the Passport package

Your Passport package includes the following:

1. The Passport writer
2. Light-weight, carrying case, with padded exterior and interior compartments, space for all cables and the tripod, and a zippered pocket on the outside for files, etc.
3. AC adapter and power cord
4. USB cable
5. Serial cable
6. Tripod with carrying pouch
7. Main and backup batteries installed
8. CompactFlash card with PCMCIA adapter
9. SD Memory card
10. Passport User Manual

Setting up

Unfold the tripod and adjust to a comfortable height.

First, be sure that the tripod's shaft is securely tightened so it will not rotate while attaching the Passport. Place the writer on the tripod, line up the locking mechanism, and rotate clockwise until it locks in place. Be sure to rotate it until a click is heard.

To remove the tripod, press the lever on the left side of the locking mechanism, rotate the writer counterclockwise, and lift it off the tripod.

Note: Power Cord attachment

The power cord for the AC adapter is designed to fit loosely in the Passport. This allows the cord to come out if someone trips over the power cord, reducing the chance of damage to your machine.

Key pads

If you use key pads, be sure the pads do not touch one another, or they may cause adjacent keys to stick down. Be sure to turn off your Passport while applying key pads.

The Passport's Connections

1.   On the right side, there are 5 USB ports: one Type B port to connect your writer to your computer, and 4 Type A ports to connect flash drives and approved Bluetooth devices.

2.   On the left side, there is a PCMCIA card slot with a CompactFlash card, microphone and headphone jacks, a DC power jack, and the battery charging indicator light.

Compact flash cards (CF) that have been tested with the Passport:

- SanDisk CF 32 MB
- SanDisk CF 64 MB
- SanDisk CF 1 GB
- Lexar 40X professional CF 1 GB

3.   On the back, there is a serial port, and an SD memory card slot.
The SD card slot has a spring-loaded mechanism. To remove the card, push it in, and it will pop out. NOTE: Do **not** remove the SD card while recording audio on the Passport.

SD cards that have been tested with the Passport:

- Kingston SD 2GB (Kingston part number SD/2GB)
- Kingston SDHC class4 4GB (Kingston part number SD4/4GB)
- PQI SDHC Class10 16GB
- PQI SDHC Class6 4GB
- SanDisk SD 1 GB
- SanDisk SDHC 8 GB (SanDisk part number SDSDB-8192-A11)
- ATI SD 1 GB
- PNY SD 2 GB (PNY part number SD-M02G)

An additional note about SD cards: There is a difference between an SD card, and an SDHC card. It is recommended that you use a 2GB or smaller **SD** card. To use a larger card, select an **SDHC** card, which can be up to 16 GB.

Adjusting the Writer's Key Stroke Depth and Tension

Your writer was pre-adjusted to your specifications before it was shipped, so you may find that you do **not** need to adjust the depth of stroke and tension.

If you do need to make an adjustment, you should do it with the machine turned **off**.

Adjusting the Writer's *Stroke Depth*:

1. The Turn Knob located underneath the writer on the user's LEFT side controls the stroke depth.

2. Rotating the Turn Knob clockwise will increase the stroke depth

3. Rotating the Turn Knob counterclockwise will decrease the stroke depth.

Use care not to force the Turn Knob or damage may result. It is designed to rotate easily. If you are experiencing difficulty, you have probably reached the end of its adjustment range.

Adjusting the Writer's *Tension*:

1. The Turn Knob located underneath the writer on the RIGHT side controls the tension.

2. Rotating the Turn Knob clockwise will increase the tension.

3. Rotating the Turn Knob counterclockwise will decrease the tension.

As with the Stroke Depth adjustment, use care not to force the Turn Knob or damage may result.

Left-side knob controls stroke depth

Right-side knob controls tension

Additional adjustments are performed after your writer is turned on, and drivers are installed.

Turning the Writer On and Off:

1. To turn ON the writer, depress button #1 until the LCD display turns on (approx. 3 seconds). The splash screen will appear in about 30 seconds.

2. To turn OFF the writer, from the splash screen depress button #6, "Turn OFF," for 1 second. When you release it, the LCD display turns off.

In addition to functions assigned to Button #1 as indicated by the menu bar, depressing Button #1 for approximately 12 seconds will also turn off the writer. You should only use this method if the Passport becomes unresponsive.

Note the **Scroll Wheel** to the right of your screen. The Passport's scroll wheel works just like the scroll wheel on a mouse. You will use this for most of the adjustments you make to your writer, as well as for many features while you are writing a job.

Turn your writer off before beginning the process of installing the drivers, as described on the next page.

Installing Passport USB Drivers

- Do **not** connect the Passport to the computer via the USB cable or turn the Passport on until instructed to do so.

- Place the Passport driver CD in the computer.

- If the computer has autoplay enabled, the **Passport USB Driver Setup** dialog will appear.

At the Passport USB Driver Setup dialog select Install.

- If the **Passport USB Driver Setup** dialog does not appear, navigate to the **Driver** folder on the Passport driver CD. You can get there by going to **Start, Computer (**or **My Computer)**, and double-click on your DVD drive, then click on the **Driver** folder.

- Open the file Passport USB Driver Setup.exe (double-click the file name). The **Passport USB Driver Setup** dialog will appear.
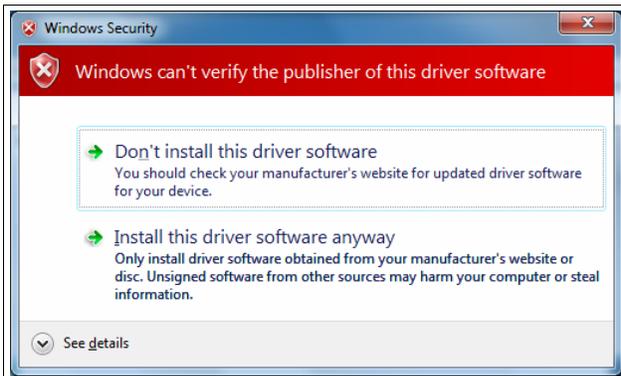
	If you receive the Windows Security dialog choose "Install this driver software anyway."
	The Installation of the driver begins.
	Once the installation is complete choose "Next."
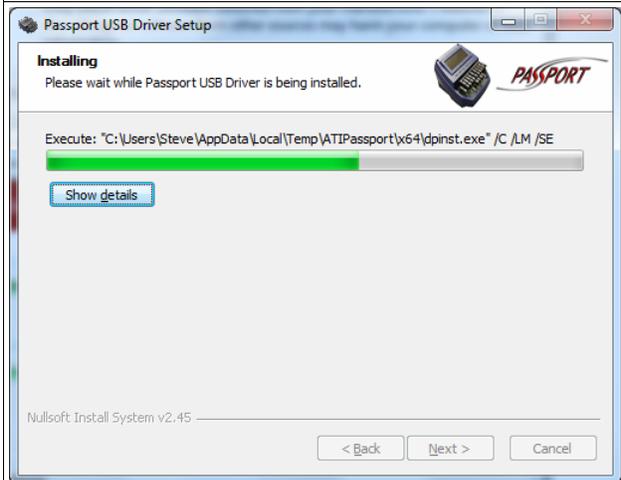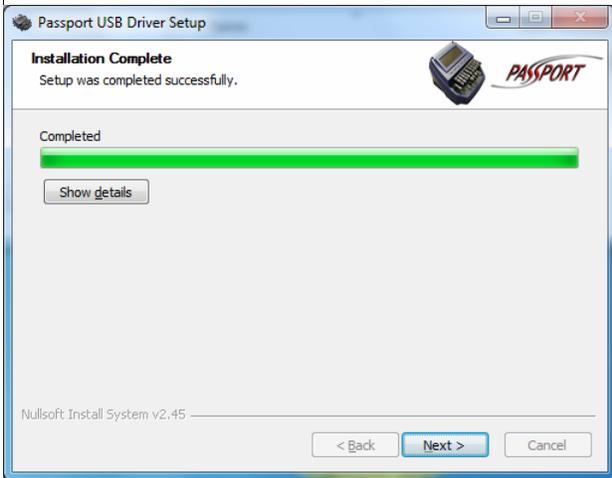
When the **Passport USB Driver Setup** dialog appears, please read the instructions on the Passport screen concerning the final steps in the installation process.

	Select **Finish.**

When you connect the USB cable from your Passport to a USB port on your computer and turn the Passport on, the Windows **Add New Hardware Wizard** should start.

	Select **"Install the software automatically (Recommended)."** *Choose* **Next.**

13

	If you receive the Windows Security dialog choose "Continue Anyway". *The installation of the device proceeds.*
	Once complete, choose **Finish.**
	Once installed you may confirm the installation by checking the **Device Manager.**
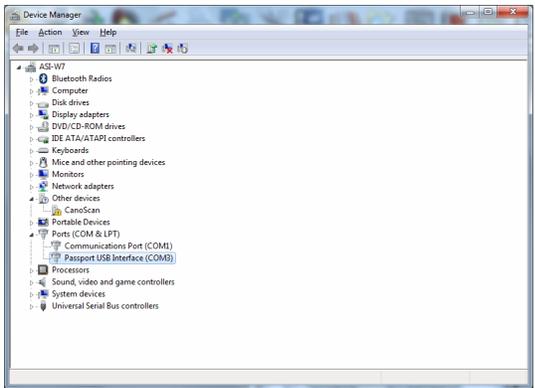
Charging the Batteries:

1. Make sure that AC adapter is plugged into the wall socket before connecting to the writer.

2. Insert the AC adapter's plug into the Passport's DC power jack. The DC power jack is located on the left side of the writer near the PCMCIA® slot. Note that it fits loosely to help prevent the Passport's being knocked over if someone trips on the cord.

Battery Charging Indicator   PCMCIA Card Slot   Microphone   Headphone   12 Volts DC Power Jack
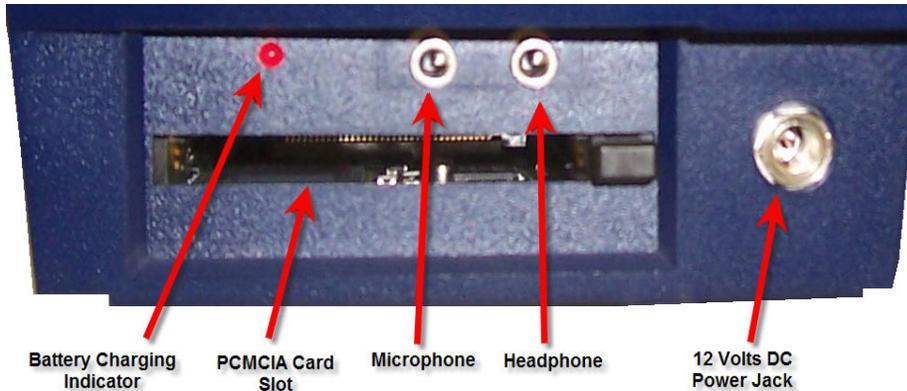
WARNING! Only use an Advantage Technology 12 volt, 4 amp AC adapter, or severe damage may result and void the warranty.

- If the main battery is missing, the Passport will display a warning message: "Your main battery is not inserted." Click **OK** if you wish to continue without the main battery.

- It takes about five hours to fully charge both the main and backup battery.

- The system constantly monitors the state of charge condition of the batteries and will automatically charge them as necessary if connected to an AC adapter.

- The Battery Charging Indicator will blink during the charging process. When charging is complete the indicator will quit flashing and remain lit until the AC adapter is removed.

- The charging routine supports "hot inserting" the main battery during a charging cycle, but more accurate battery status readings can be achieved with minimal removal of the main battery during the charging cycle.

- Battery run time is greatly affected by the brightness level of the display. At high brightness levels, one may expect approximately 9 hours of runtime from the main battery. At lower brightness levels, run time may exceed 16 hours. Run times on the internal backup battery are approximately one quarter of the main battery.

- If the power is plugged in, you will see a graphic in the upper right-hand corner of your screen, showing a cable/plug attached to a battery. When plugged in, the battery graphic will always show the main battery and its charge level.

15

- While charging, the battery graphic shows a flashing battery with a plus sign icon. Once charging is complete, the battery graphic will no longer flash and will display a black battery icon with no plus sign.
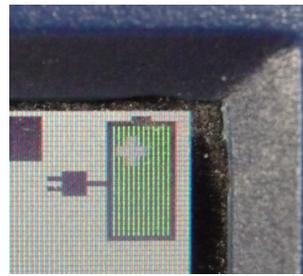
- If the AC Adapter is unplugged, the battery graphic will show the main battery icon (full-size, with a level indicator, which drops as it discharges) until the main battery is dead. The icon will turn red as it approaches empty.
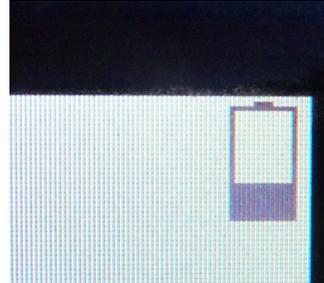
- If the main battery is removed or dead, it switches to using the backup battery, and will show a half-size battery graphic with the backup battery level in it. (The only time you'll see the backup battery graphic is if the machine is unplugged and the main battery is removed or drained.) When the Passport switches to the backup battery, you should plug it in or be prepared to hot-swap the main battery, if a spare is available.
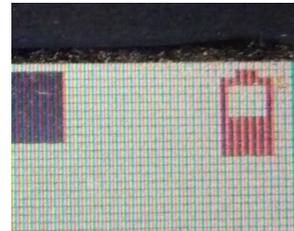
- The auxiliary battery icon will turn red when there is approximately 45 minutes of run time left. The runtime can be increased significantly by reducing the brightness of the display.

- In order to conserve power, after ten minutes of no keystrokes, the backlight turns off. Pressing any key will turn it back on. The Passport continues to record audio while the backlight is off, unless the auto pause has shut the audio off. The backlight turning off has no effect on the Passport's connection to the computer and CAT software. You can adjust the time it waits before turning off the backlight, at **Start/ Menu/ Setup/ Input**. Setting the time to 0 (zero) will disable the timer and prevent the screen from turning off.

16

Chapter 2

Using the Passport menu system

The **Menu** options enable you to control how the Passport looks and functions.

In any menu, clicking the **OK** button will save your settings (as it returns you to the Job screen). Also, closing any options dialog will save your settings.

On most screens, you will have the choice of moving **Back** one level in the menu system, or returning directly to the **Job** screen. This enables you to make adjustments while in a Job.

With your Passport powered up, pressing the **Start** button opens a **Job** screen. From the **Job** Screen, you can choose one of the following:

- Close
- Search
- Record
- Play
- Mark
- Menu

When you select one of these options, a menu **path,** with a different background color, appears at the bottom of your screen, above the button labels. This menu path helps you keep track of where you are in the menu system. For example, after pressing the **Search** button, you will see the word **>>Search**, and below that,   **Back   PrevO   PrevA   Entry   Repeat   Other.** Selecting **Other** takes you to a screen with **>>Search >>Other,** and below that, the choices **Back   Go to top   Prev Pgh   Prev Paren   Prev Mark.** In the graphic below, the menu path shows that you have pressed the **Menu, Setup, Display, Font** and **Steno** buttons, and can now choose whether to make the steno font larger or smaller, or go **Back** to the **Font** menu, or choose **OK** to return to the Job.
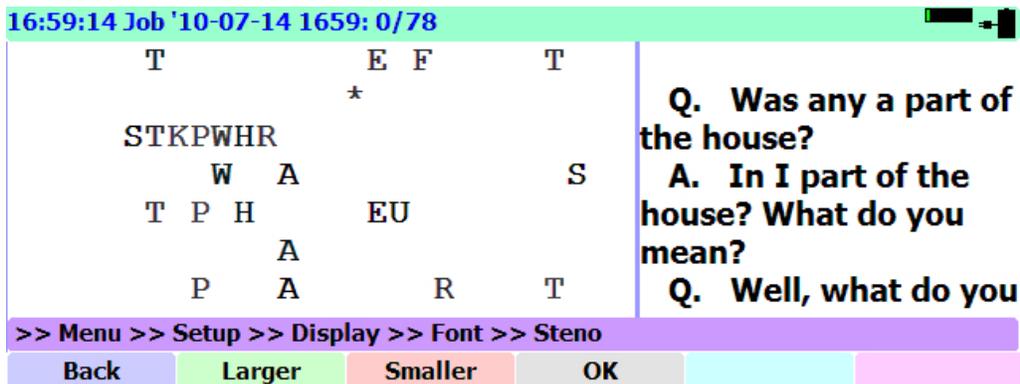
*Screen showing menu path: **Menu/Setup/Display/Font/Steno.***

Adjusting the Passport for your writing style

There are several key adjustments you can to make for optimum writing comfort and accuracy. The following pages offer detailed instructions for adjusting the following:

- the **stroke registration points** – the depth at which you want a stroke to register when you are writing normally

- the **baseline** for each key – the deepest point to which a given key would travel, given your particular touch. Note that this is not the absolute bottom to which a key can be pressed, because your passport's keys have a "soft landing" of felt and rubber. Rather it is the deepest a key would ever go when you are writing normal strokes consisting of one or more keys.

- the top of each stroke – the point a key raises to when you are not depressing it at all. You can set the top of the currently selected stroke, or all strokes

It is important that you make these adjustments carefully, so the software in your passport can differentiate between an actual stroke and a "shadow" stroke, which could result if a finger is dragged across the top of a key. For this reason, you should be sure the baseline for a key is not too close to the registration point.

The Passport works by noting the top and bottom (baseline) of the travel of each key, and the registration point you set, and uses this information to judge whether or not a key is being depressed as part of a stroke. Note that there is no adjustment for the "top" of a stroke, which is the point a key raises to when you are not depressing it at all.

> **Comment:** Ck last sentence

18

Five-minute keyboard registration point adjustment:

1. Go to **Start/Menu/Setup/Keyboard/Adjust**.

2. With a light stroke, simultaneously hit all the keys on the left bank, excluding the vowels and number bar, and check to see if they all appear on the left side of the Passport screen.

3. If a letter is missing, stroke the missing letter in a normal manner, and push the scroll wheel forward slightly to raise the registration point (make the key more sensitive).

4. Repeatedly hit the left bank to see if the missing letter consistently appears. If not, continue to make small adjustments.

5. Repeat this procedure for any additional letters that are missing.

Repeat this procedure with the right side of the keyboard, excluding the vowels. If you do not use wide keys on your D/Z or T/S keys, adjust those keys separately.

Repeat this procedure by lightly hitting all the vowels at once.

When all keys are registering properly, if you use the number bar, write all the numbers from one to nine with the number bar. The number bar can also be adjusted for sensitivity if the numbers do not register for you properly.

Now write a few sentences to make sure that no keys are registering that shouldn't be registering. If they are, individually adjust those keys by turning the scroll key backwards to make them less sensitive.

Select **Close**.

Adjusting Stroke Registration Points:

1. It is important to adjust the stoke depth and tension to your preference BEFORE adjusting the registration points.

2. From the writer Job Screen, press the **Menu** button, followed by the **Setup** button, and the **Keyboard** button. This will bring you to the Key stroke adjustment dialog.
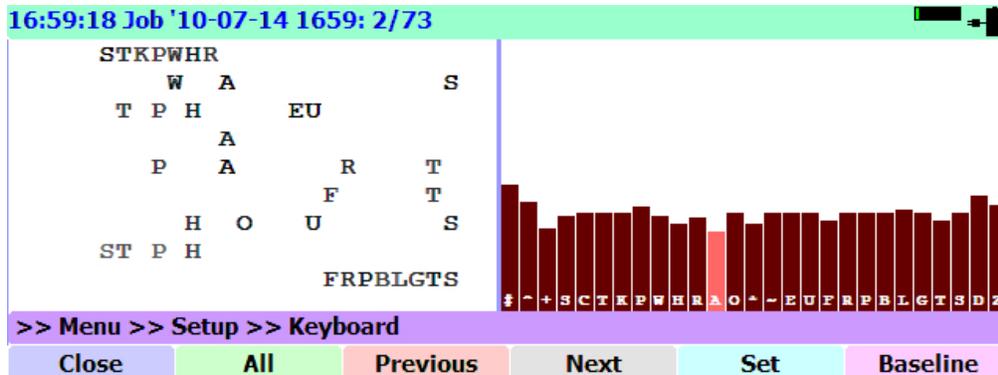
3. Depress the steno key that you wish to adjust. A black column will extend downward from the top of the display as you depress the key. Once the registration point (the top of the red column rising from the bottom of the display) has been crossed, the column will change to an aqua color, indicating that a stroke has been successfully detected.
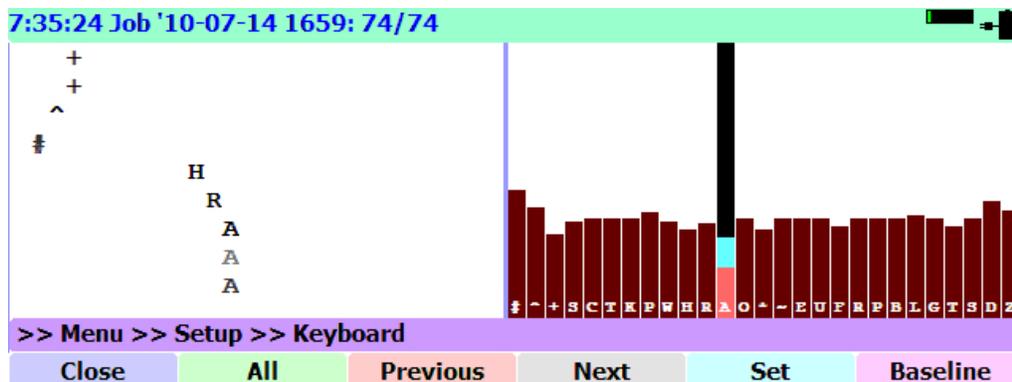
4. The registration point may be adjusted by slowly rotating the Scroll Wheel located on top of the writer on the user's right side.

5. To adjust the registration points of all keys simultaneously, select All. Then rotate the scroll wheel. Pressing **Previous** or **Next** returns to individual key adjustment mode.

6.   Once you have the registration points set to your liking, press **Close** to return to the job screen (and the top level menu).


```
7:36:21 Job '10-07-14 1659: 75/75
    +
    ^
    ‡
              H
              R
                A
                A
                A
                A
                           ‡ ^ + S ⊂ T K P W H R A O * ~ E U F R P B L G T S D Z
>> Menu >> Setup >> Keyboard
   Close        All      Previous      Next        Set      Baseline
```
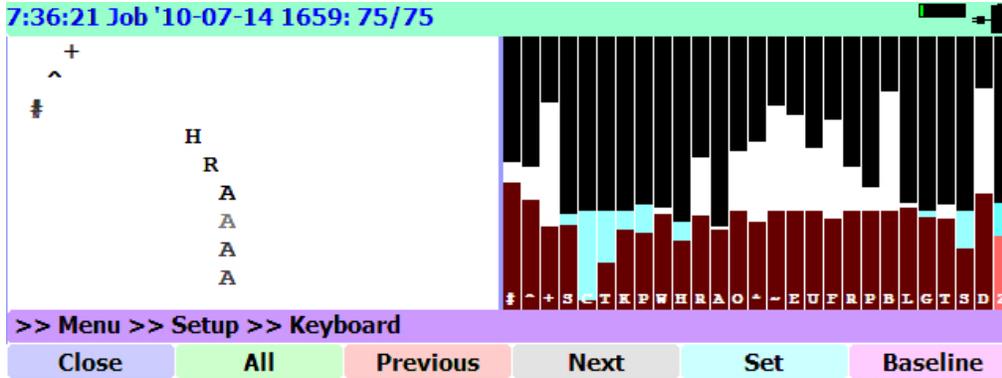
When you have the keyboard adjusted to the proper height, wait until the writer recalculates the keystroke information – approximately 3 seconds. Once this occurs, the keystroke columns will move back up to the top of the screen and you may adjust the registration points if necessary.

After you have adjusted the keyboard height, select **All** and **Set top.** This lets the system know the tops have changed. It is important to remember that whenever you make a change to the keyboard's height, you must immediately navigate to **Menu/Setup/Keyboard/Adjust**, depress the **All** button, and then depress the **Set Top** button.

An example of when you would need to do this: If you have a "shallow" stroke depth, and you adjust the keyboard to a "deeper" stroke depth without setting the tops, then when you hit keys on the writer, it will appear as one large stroke containing most or all of the possible letters. You can resolve this issue by simply going to the **Keyboard** adjust screen and hitting **All** and **Set top.**

Note that you can also set the top for a single key, by hitting **Set top** and selecting a key to set.

WHEN A SINGLE KEY IS OUT OF ADJUSTMENT

1. Select **Menu/Setup/Keyboard/Adjust**.

2. Press the key you need to adjust.

3. Move the registration-point bar to the position where you want the point to register.

4. Select **Baseline**.

5. For best results, when asked to press a key, DO NOT press the key by itself. Rather, position your hands over the keyboard, and hit a common stroke containing multiple keys that includes that key. For example, if you want to adjust the "G" on the right-hand side, rather than stroking the "G," stroke an answer symbol (-FRPBLGTS).

Note: Turning on **Shadow Tracking,** in the **Menu/Setup/Input** dialog, can greatly assist while setting individual key registration points. See following page for detailed information on Shadow Tracking.

IMPORTANT: When you have finished, back up your settings (sensor.txt) using **Menu/Setup/Keyboard/Backup.**

WHEN SEVERAL KEYS ARE OUT OF ADJUSTMENT

1. Select **Menu/Setup/Keyboard/Delete**. The screen will go blank for several seconds. Thereafter, whatever steno was previously on your screen will appear.

2. DO NOT TOUCH ANYTHING UNTIL YOU SEE THE FOLLOWING MESSAGE: "**Press every key to initialize writer.**"

3. Write on the keyboard in a natural manner. Make sure you hit every key at least once, including the StenoMagic keys on the far left, the number bar, and the D/Z keys. When all the keys have been stroked at least once, the Passport sign-on screen will appear.

4. Write on your Passport for a few moments to confirm that everything is registering properly. If any keys need further tweaking, follow the instructions under "WHEN A SINGLE KEY IS OUT OF ADJUSTMENT."

Note for users without StenoMagic keys:

If you are using a Passport without StenoMagic keys, you cannot use the keyboard initialization procedure described above (activated by **Menu/Setup/Keyboard/Delete**). You must use the procedure for adjusting individual keys using **Menu/Setup/Keyboard/Adjust,** as described on page 19. If you inadvertently perform the keyboard initialization, cancel the routine by pressing Button #5. This will return you to the job screen. Go immediately to **Menu/Setup/Keyboard/Adjust** and perform a baseline adjustment on every single key.

SHADOW TRACKING

To make read-backs easier, the Passport's LCD can display "shadows" much as they would appear on steno paper. These shadow strokes appear in the steno windows in varying shades of red. The darker the shade of red, the closer the key was to the registration point: only slightly depressed. In the example below, while writing the stroke RAO a finger was dragged over the asterisk key causing a shadow. The extremely light red color of the asterisk tells us that the asterisk was very lightly depressed and most likely unintentional.

```
Job '08-12-02 1202: 0/5                                    ▌
        TK        O                    Do you have a radio?
                        UF                 A.
              A
             RAO     *
                       FRPBLGTS



  Close    Search   Record    Play      Mark     Menu
```
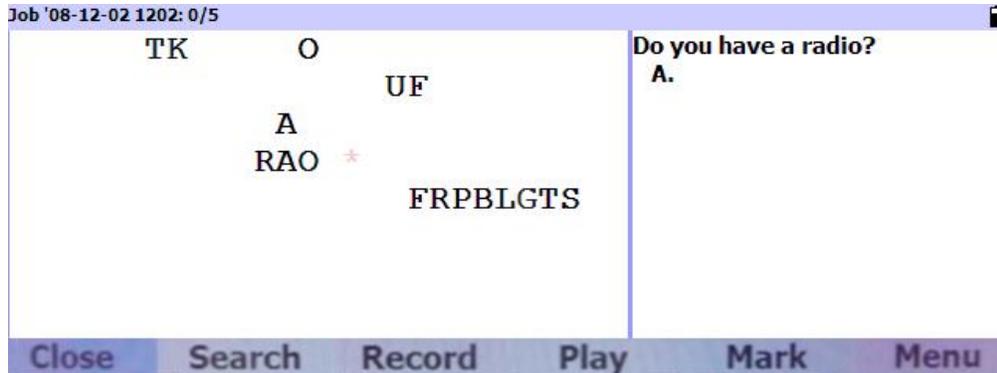
If you find that you consistently have a shadow stroke that should be a registered key, raise that key's registration column.

If you have a stroke that is consistently registering as a valid keystroke when it should not, lower that key's registration point to make it less sensitive.

Note: You can turn **Shadow Tracking** on or off in the **Menu/Setup/Input** dialog.

STENOVISION™

The Passport uses a revolutionary optical sensor system that monitors the exact position and direction of travel of each key at all times, making it extremely resistant to stacking/splitting problems.

Setting the Anti-stacking overlap percentage.

Go to the **Menu/Setup/Input** screen to adjust the overlap percentage.

Overlap percentage is the adjustment that creates the fine line between stacking and split words.

The default percentage is 15.

- If you get any stacking, increase the number.
- If you get any word splitting, lower the number.
- Adjust the percentage one number at a time to avoid overcompensating

17:01:26 Job '10-07-14 1659: 10/78	
FRPBLGTS	**Input settings**
T P H	**Anti-stacking: Yes**
EU	**Overlap percentage: 14**
P A R T	**View translation: Yes**
F T	**Steno display on right: No**
H O U S	**Delete stroke(s): ***
ST P H	**Shadow display: Yes**
WH A	**Backlight timer: 10**
TK AO	

>> Menu >> Setup

Close	Up	Down	Plus	Minus	Change
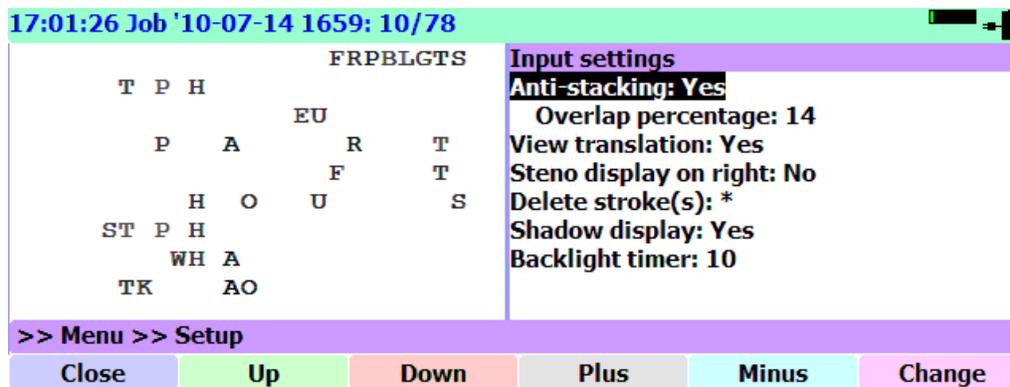
> *How this works: For any stroke, the times that all of the keys were pressed and the times they were all released are compared. If keys are pressed and released absolutely simultaneously, then they overlap 100% and are part of the same stroke. If they were pressed and released totally separately, then they overlap 0% and will be sent as two strokes. If they were not quite simultaneous, they might overlap a smaller percentage, such as 80%, indicating that at the time a key was pressed, the other key was also pressed only 80% of that time.*
>
> *If the percentage of overlap falls below the threshold you specify, then the keys that are only barely overlapped are split off and considered part of a second stroke.*

Output Settings

The **Menu/Setup/Output** choice opens the **Output settings** dialog, where you can change the options for how your writer communicates with your CAT system. For additional Output options, see **Additional settings**, beginning on page 59.

The Output settings include **Serial communications, Serial emulation, USB communications, USB emulation, Bluetooth communications, Bluetooth emulation,** and **Data logging**.

17:01:26 Job '10-07-14 1659: 10/82	▬ ◗

FRPBLGTS
  T P H
        EU
    P   A   R   T
          F   T
    H O   U   S
 ST P H
   WH A
  TK   AO
	Output settings
	Serial communications: No
	Serial emulation: No
	USB communications: No
	USB emulation: No
	Bluetooth communications: Yes
	Bluetooth emulation: No
	Bluetooth PIN: 4237
	Data logging: No

>> Menu >> Setup	

Close	Up	Down	Plus	Minus	Change
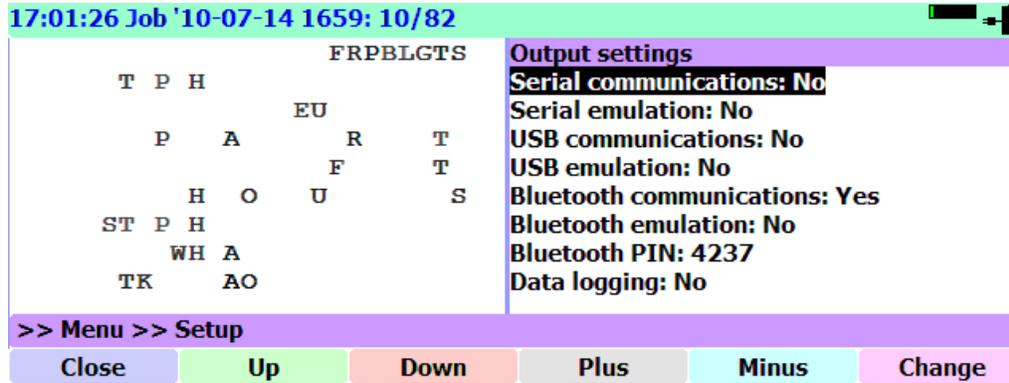
The settings for Serial, USB and Bluetooth each has its own ON/OFF (Yes/No) setting and its own emulation mode setting to determine whether it uses Passport communications protocol or Stentura® communications protocol.

These communications methods can all be used simultaneously to different computers if desired. For example, you could write bluetooth data to one computer and serial to another. Select "Yes" for the method or methods of communication that you will be using. For the best performance, be sure to choose "No" for all the methods you are not using.

If you are using Total Eclipse, set **Serial emulation, USB emulation, and Bluetooth emulation** to "No."

If you choose **Serial Communications**, be sure that you have a serial-to-USB device set up on your laptop. If so, remove the cable you were using, and attach the serial cable furnished with the Passport so that you can use the telephone-type serial connection on the back of the Passport, and the USB end for the laptop. If using serial-to-USB, remember to set the USB and Bluetooth choices to "No".

If you choose the USB-to-USB, using the cable furnished with the Passport, you must first download and install the USB-to-USB drivers to your laptop. Note that the furnished USB cable uses a Type-B connection for the Passport, which looks like a square with beveled edges. This port is located on the right side of the Passport next to the regular Type –A USB ports. Remember, if using USB-to-USB, the other two choices should be set to "No."

For additional Output options, see **Additional settings**, beginning on page 59.

If you choose Bluetooth, select "No" for "Serial" and "USB," and "Yes" for "Bluetooth." You must first pair the Bluetooth from the writer to the laptop.

Setting up Bluetooth output:

For details on setting up a **Microsoft Bluetooth Stack**, see the **Appendix** at the end of this manual, beginning on **page 69.**

For details on setting up a **Toshiba Bluetooth Stack**, see the **Appendix** at the end of this manual, beginning on **page 74.**

Note: If you ordered a Bluetooth adaptor with your Passport, it has been installed in the right-most USB port of your new Passport. Micro-adapters are designed to remain in the devices in which they are installed at all times. We strongly recommend that you do not remove it from your Passport unless specifically advised to do so by one of our technicians. Should you need to send your Passport in for servicing, you will get a loaner with a Bluetooth adapter in place.

To reset the **Bluetooth PIN** number:

1. Use the **Scroll Wheel** or the **Up** and **Down** buttons to navigate to the setting you want to change.

2. Use the **Plus**, **Minus**, or **Change** buttons to toggle all the Yes/No choices.

3. With **Bluetooth PIN** highlighted, pressing the **Plus, Minus, or Change** buttons opens a dialog where you can **Reset** the number, and enter a new number using your writer.

Note that your Bluetooth will start only when you start a job. This eliminates an unnecessarily long startup time for users who do not have the Bluetooth activated.

When using Bluetooth, note that differences exist among the different versions of Windows (XP, CE, VISTA) and specifications can change even within the same model. If you are using Bluetooth devices purchased from Advantage Technology, they have been tested to ensure compatibility with the Passport. If you have purchased Bluetooth devices elsewhere, we cannot guarantee compatibility.

The **Allow multiple outputs** option defaults to off. With this feature turned off, then only one output at a time is allowed. You will generally want this feature set to YES to avoid issues caused by multiple outputs enabled but not actively connected.

This will eliminate the lag caused when a you have a communications method turned on other than the one you're currently using.

Viewing the Translation

If you want to see the translation along with your notes, set the **Menu/Setup/Input settings** choice "View Translation" to "Yes."

You can also use the **Menu/Setup/Display/Font/Transcript/Show/hide** button to toggle the Translation off or on.

If you want to see the translation, you must install your dictionary. Details on working with you dictionary are in **Chapter 4, Dictionaries on your Passport**, beginning on page 43.

Also in the **Menu/Setup/Input settings,** you can choose to have the **Steno display** on the left or right, and **Delete stroke(s)** as an asterisk. Choosing "Yes" for **Shadow display** will show you your shadows like on your paper but in red on the screen.

Additional information about Display options is covered in Chapter 3, beginning on page 29.

Chapter 3 - Optional Settings on Your Passport

From the **Job** screen, pressing the **Menu** button leads to these submenus:

- **Setup**
- **Dictionary**
- **Files**
- **Audio**
- **About**

The **Setup** menu brings you these choices:

- **Keyboard**
- **Display**
- **Input**
- **Output**
- **System**

> *When making adjustments in the **Setup** menu, the easiest way to make changes is by using the **Scroll Wheel.** If you prefer to use the buttons, press each button repeatedly until you reach the value you want.*

Menu/Setup/Keyboard brings up these options:

- **Adjust** – which takes you to the dialog where you adjust your keystroke registration. See page 20 for details

- **Backup** and **Restore**, which allow you to select a location where your keyboard settings are stored. In each case, it copies the Sensor.txt file to or from that location. Using this feature, you can store your keyboard settings on a USB drive, for example, and restore them if you need to, after making changes with the keyboard adjustments.

- **Delete**

- **Reset -** The Reset button will set registration points to a default level calculated by the writer. NOTE: Using this feature will change any individual key registration settings that you may have previously made

Menu/Setup/Display provide options to adjust:
- **Colors**
- **Fonts**
- **Brightness**
- **Contrast**

Selecting optional colors

Menu/Setup/Display/Colors opens a dialog where you can select custom colors.

```
16:59:14 Job '10-07-14 1659: 0/78                        ▬ ▪▮
        T              E  F         T      Desktop
                    *                      Button text
      STKPWHR                              Button 1 background
          W    A                   S       Button 2 background
      T  P  H         EU                   Button 3 background
              A                            Button 4 background
          P     A          R       T       Button 5 background
                    F              T       Button 6 background
              H   O    U            S      Status bar text

>> Menu >> Setup >> Display
   Close         Up          Down                            Change
```
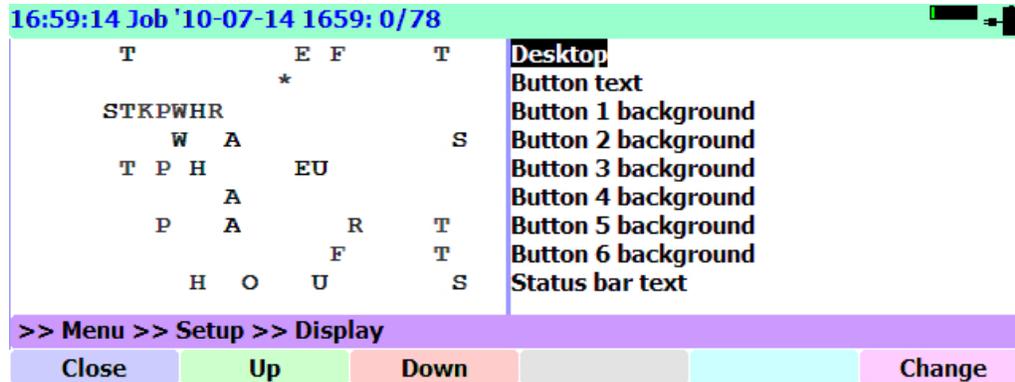
Optional Color Adjustments

Desktop	*Status bar text*
Button Text	*Status bar background*
Button background (1 through 6)	*Menu path text*
Pushed button text	*Menu path background*
Pushed button background	*Dialog text*
Key registration bar	*Dialog background*
Key registration selected	*Translated text*
Untranslate	*Translated background*
Conflict	

1. To select an item whose color you wish to change, use the **Scroll Wheel** or the **Up** and **Down** buttons to move up and down the list.

2. When the item is highlighted, press the **Change** button. A dialog will open in which you can adjust the RBG (Red, Blue, and Green) component values of the color.

3. Use the **Scroll Wheel** or the **Up** and **Down** buttons to adjust each component of the color.

4. Press **Select** to move to the next component, and repeat the adjustment process. A square box on the screen shows you the changing color.

```
     T              E  F        T
                    *
    STKPWHR
          W    A              S
     T  P  H        EU
              A
        P     A         R      T
                   F          T
          H    O    U         S
```

R   G   B

>> Menu >> Setup >> Display

| Cancel | | Up | Down | Select | OK |
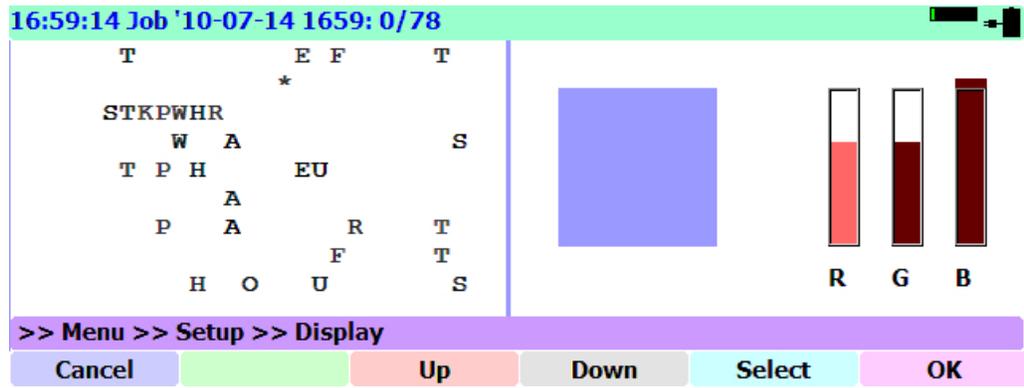
5. When you have a color you like, press **OK** to return to the Colors dialog. To revert to the original color, press **Cancel** before pressing **OK**.

6. When you have finished adjusting colors, press **Close** to return to the Job Screen.

Adjusting Font Sizes:

The **Menu/Setup/Display/Font** button opens a dialog where you can adjust the size of the **Steno**, **Transcript**, and **General** fonts.

- The **Steno** appears on the left side of your screen.

- Use the **Scroll wheel** to make the font larger or smaller, or adjust the size with the **Larger** and **Smaller** buttons.

```
16:59:14 Job '10-07-14 1659: 0/78                        ▬ ▪█
        T               E  F          T
                      *                    Q.  Was any a part of
                                          the house?
     STKPWHR                               A.  In I part of the
         W    A                    S      house? What do you
     T  P  H        EU                    mean?
            A                              Q.  Well, what do you
         P    A          R        T
>> Menu >> Setup >> Display >> Font >> Steno
    Back        Larger       Smaller        OK
```
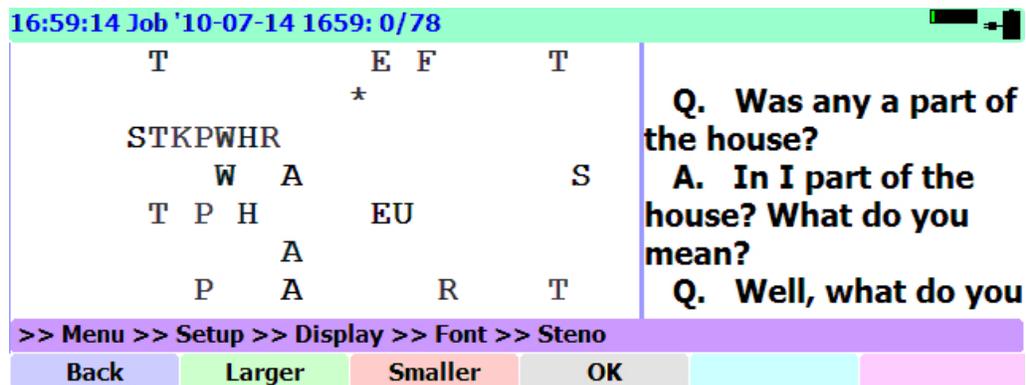
- When finished, press **Back** to adjust another font, or **Ok** to return to the root menu.

- The **General** button adjusts the font size for everything else on your screen: The time/date/job information at the top of the screen, the labels of available button options along the bottom of your screen, and the menu tree just above the button labels. Use the **Scroll wheel** to make the font larger or smaller, or adjust the size with the **Larger** and **Smaller** buttons. When finished, press **Back** to adjust another font, or **Ok** to return to the Job screen.

- The **Transcript** appears on the right side of your screen. Use the **Scroll wheel** to make the font larger or smaller, or adjust the size with the **Larger** and **Smaller** buttons.

The Show/Hide Transcript option

The **Menu/Setup/Display/Font/Transcript** dialog has an additional button labeled **Show/Hide,** which lets you control whether or not the Transcript appears on your screen.

The Passport can display steno only or steno with translated text.

1. To toggle between the Virtual Paper and the Transcript views, press the **Show/Hide** button, which will toggle between the two views.

2. You can also turn on or off Transcript viewing in the **Menu/Setup/Input** menu, by selecting/deselecting **View Transcript.**

3. When you have finished adjusting the Transcript font size and appearance, press **Back** to adjust another font, or **Ok** to return to the Job screen.

Adjusting Display Brightness and Contrast:

The **Menu/Setup/Display/Brightness** button opens a dialog where you can adjust the screen brightness using the **Scroll Wheel**, or the buttons labeled **Less** and **More**.

When you have finished adjusting the Brightness, press **Back** to return to the Display menu, or **Ok** to return to the Job screen.

The **Menu/Setup/Display/Contrast** button opens a dialog where you can adjust the screen brightness using the **Scroll Wheel**, or the buttons labeled **Less** and **More**.

When you have finished adjusting the Contrast, press **Back** to return to the Display menu, or **Ok** to return to the Job screen.

- The proper contrast setting is essential to having an easily readable display. The contrast setting needed will vary depending on the angle from which one is attempting to view the display. It will also change depending on the environment in which you are working.

As you make an adjustment to the Brightness or Contrast level, the display will briefly show you the actual value to which it is being set.

When you back out of the Brightness dialog, your changes are saved to the Registry. Note that the updated registry is only loaded into memory when you restart your passport, so you must shut down and restart for your changes to be applied.

The Input Settings menu

Pressing the **Input** button in the **Menu/Setup** sub-menu opens a dialog in which you can choose Input settings.

```
17:01:26 Job '10-07-14 1659: 10/78                    ▬▬ ▪▮
                    FRPBLGTS      Input settings
     T  P  H                     Anti-stacking: Yes
                EU                   Overlap percentage: 14
        P     A        R     T   View translation: Yes
                    F        T   Steno display on right: No
            H  O   U        S    Delete stroke(s): *
     ST  P  H                    Shadow display: Yes
        WH  A                    Backlight timer: 10
      TK      AO

>> Menu >> Setup
     Close        Up        Down       Plus      Minus     Change
```
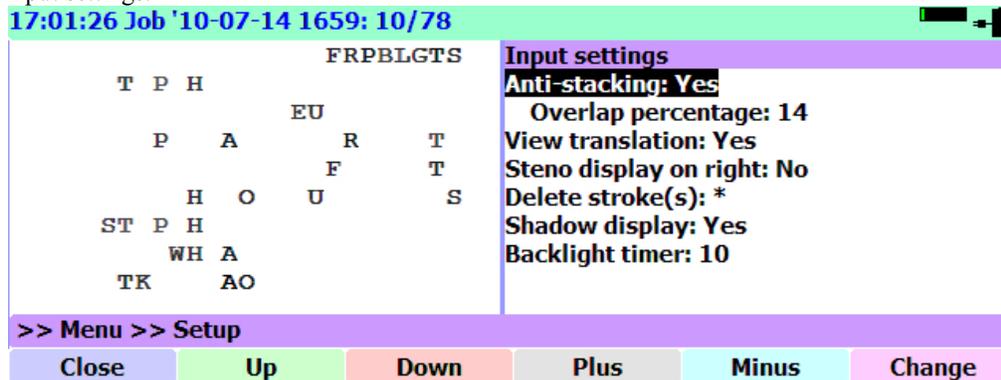
1. Use the **Scroll Wheel** or the **Up** and **Down** buttons to select the setting to change.

2. Then use the **Change** button or the **Plus** and **Minus** buttons to change the setting.

3. When finished, press the **Close** button to return to the Job screen.

- You can turn **Anti-stacking** on or off, and set the Overlap percentage to any value between 1 and 100. The recommended value is 15. See below for details.

- You can choose to **View translation** or not. This is the same adjustment as using the **Menu/Setup/Display/Font/Transcript/Show/hide** button.

- You can change the key(s) used for your **Delete stroke(s).** When you select this, it opens a separate dialog that allows you to write any number of different delete strokes.
  - Note: If you write three strokes, for example, * / *R / R* then each of these strokes will be considered an allowable alternate form of the delete stroke and each one will work for deleting. The fact that this feature allows multiple strokes does not mean that you can use a multi-stroke delete entry, so you can't use TKHRET TKHRET for deleting one stroke, for example.

- You can turn on or off the **Shadow display**. The Shadow display feature is designed to make read-backs easier. The Passport's LCD can display "shadows" much as they would appear on steno paper. The shadow tracking information can help the CAT software determine which keys were inadvertently pressed or not pressed hard enough, improving the accuracy of your translation.

- You can adjust the number of minutes (from 1 to 30) before the **Backlight Timer** turns off the LCD screen. Setting the timer to 0 (zero) will disable the timer and prevent the screen from turning off.

Anti-stacking/splitting

Stacking refers to getting one stroke when you wanted two:

```
16:59:54 Job '10-07-14 1659: 10/10                ▬▬ ▪▯
      T            E  F        T
                   *
      STKPWHR
           W    A            S         Q.  Was any a part of the
      T  P  H        EU               house?
              A
           P     A         R     T
                      F          T
              H    O    U         S
      ST  P  H
```
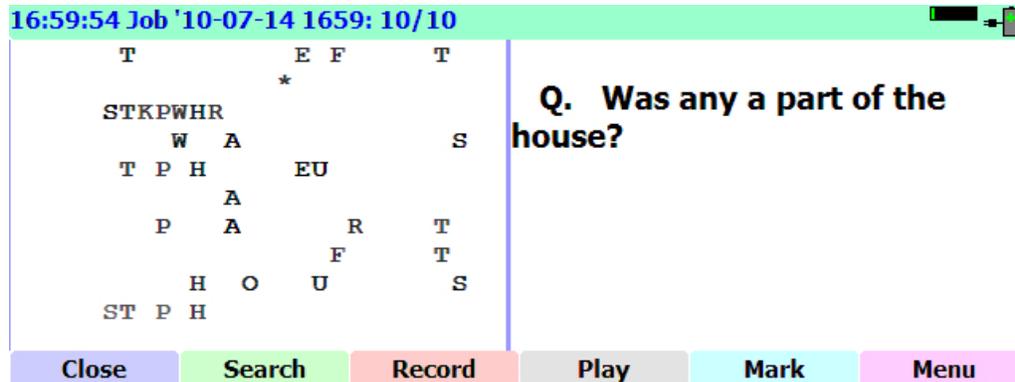
| Close | Search | Record | Play | Mark | Menu |

Splitting is the opposite of stacking: Getting two strokes when you wanted one:

```
17:01:26 Job '10-07-14 1659: 10/46                ▬▬ ▪▮
                    FRPBLGTS            A.  In I part of the house?
      T  P  H
                 EU                    What do you mean?
          P    A       R     T          Q.  Well, what do you mean?
                    F        T
              H   O    U       S
      ST  P  H
           WH  A
      TK       AO
              U
```
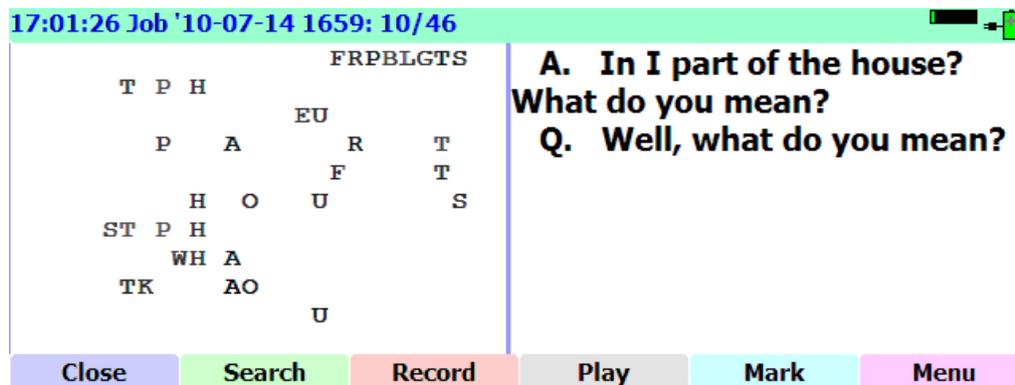
| Close | Search | Record | Play | Mark | Menu |

The Passport software is designed to eliminate both splits and stacks, by tracking the position, direction of travel, and speed of each key at all times. Because different people have different writing styles, it's important for you to fine-tune the aggressiveness of the anti-stacking.

The "Overlap percentage" on the **Input settings** menu under **Anti-stacking** tells the Passport how aggressively to apply its anti-stacking logic. The higher the number, the more aggressive it gets.

- If you are experiencing stacks, increase the overlap percentage.
- If you are experiencing splits, decrease the overlap percentage.

We recommend doing this in small steps – just one or two percentage points at a time – beginning in the mid-teens. Everyone has a unique writing style, so what works for one person won't necessarily work for another. Once you get the Passport tuned in to your personal writing style, you should have far cleaner notes than with any other writer.

Other settings are:

- **View Translation:**   **Yes**/No

The default (Yes) allows you to see the translation along with your notes.

- **Steno display on the right:**   Yes/**No**

You can choose to have the Steno display on the left or right. The default is on the left.

- **Delete strokes(s):**   *

You can show your Delete stroke(s) as a asterisk.

- **Shadow display::**   **Yes**/No

Choosing "Yes" for **Shadow display** will show you your shadows like on your paper but in red on the screen.

- **Backlight timer:**   **30**

- **Audio prompts:**   Yes/**No**

This option provides audio prompts for the visually impaired. If you turn it on, you will hear audio prompts when something important happens.

The Menu/Setup/System sub-menu

Setting the Date and Time:

Navigate to **Menu/Setup/System/Date-time.**
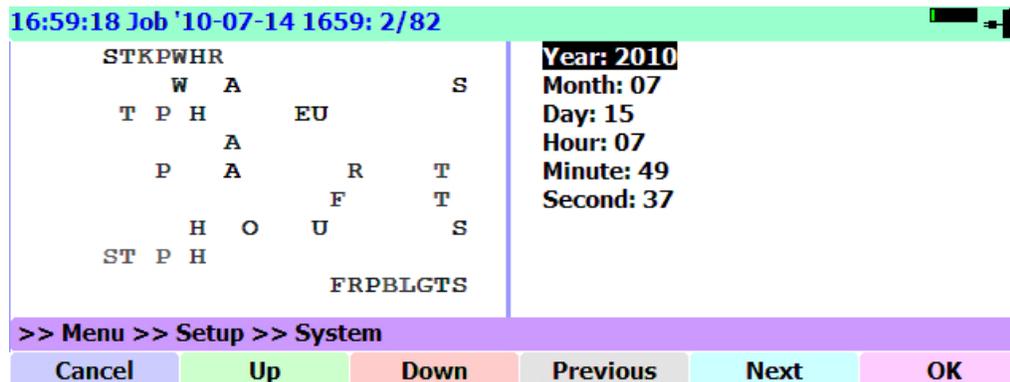
- You may press the **Up** and **Down** buttons or slowly rotate the **Scroll Wheel** to select the proper information in each field.

- Use the **Previous** and **Next** buttons to move between fields.

- Once you have the proper date and time set press **OK** to save the settings and return to the job screen and the top level menu.

- Pressing **Cancel** will return to the job screen and the top level menu without saving the new settings.

- The Date will display to the right of the job name in the upper left corner of your screen.

- The Current Time will display to the left of the job name, as long as you are at the bottom of the job. If you scroll up away from the bottom, the timecode for that section of the job will display.

Menu/Setup/System/View

This dialog is used by Support to view information about your Passport. Only access this area as directed by Advantage Technology Support.

Chapter 4 - Using Dictionaries With the Passport

The Passport has the ability to use a main dictionary (which is always named **Main Dictionary.pdx**) and multiple job dictionaries to provide a translated display on the writer.

The dictionaries may be created in several ways:

1. You can create them on the Passport

2. You can import them from a CAT system dictionary that is in the rich text format (RTF)

3. You can also create a Passport dictionary using the **Convert** wizard in Total Eclipse, and copy it to your Passport.

In any case, the Main dictionary in your Passport will have the name **Main Dictionary.pdx**

Creating a Dictionary on the Passport

1. Both **Start/ Menu/ Dictionary/ Main** and **Start/ Menu/ Dictionary/ Job** have an **Add** button. To add a dictionary entry, click the **Add** button.

2. You will be presented with a dialog where you enter the **Steno** and **Text** of the entry.

3. After you have entered the Steno and Text, click **OK** to add the entry.

4. If you decide you do not want to keep the entry, you can **Delete** it.

5. When finished, click **Close** to return to your job.

Importing a dictionary in rtf format into your Main dictionary.

1.   Go to **Menu/Dictionary/Main** and press **Import.**

8:17:17 Job '10-07-14 1659: 82/82	
A	Available storage devices:
A	[CF Card]
A	[Memory]
STKPWHRAO *EU RP LGTS Z	[USB Drive]
12K3W4R50 *EU6R7B8G9SD	[SD Card]
12K3W4R50 *EU6R7B8G9SD	
4	D
2	D
3	D
7 9 D	

Cancel	Up	Down	Previous	Mark	OK
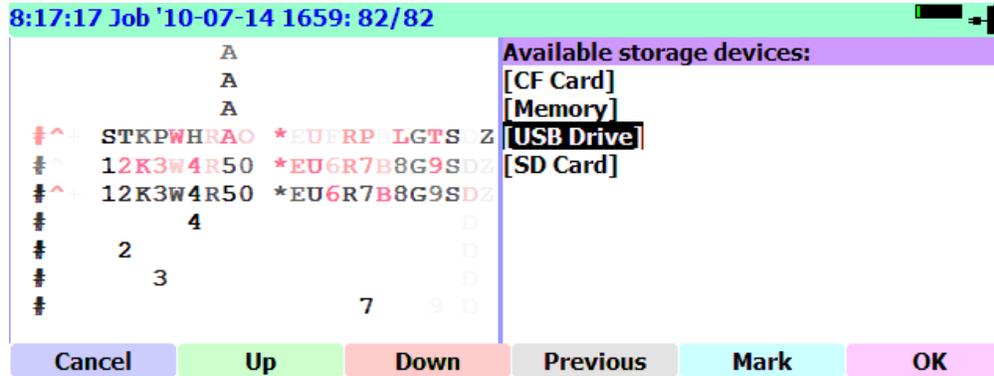
2.   Use the **Up** and **Down** buttons or rotate the **Scroll Wheel** to highlight the storage device where the rtf dictionary is located.

8:17:45 Job '10-07-14 1659: 82/82	
A	[\USB Drive\]: 124540K free
A	[JOBS]
A	
STKPWHRAO *EU RP LGTS Z	
12K3W4R50 *EU6R7B8G9SD	
12K3W4R50 *EU6R7B8G9SD	
4	D
2	D
3	D
7 9 D	

Cancel	Up	Down	Previous	Mark	OK
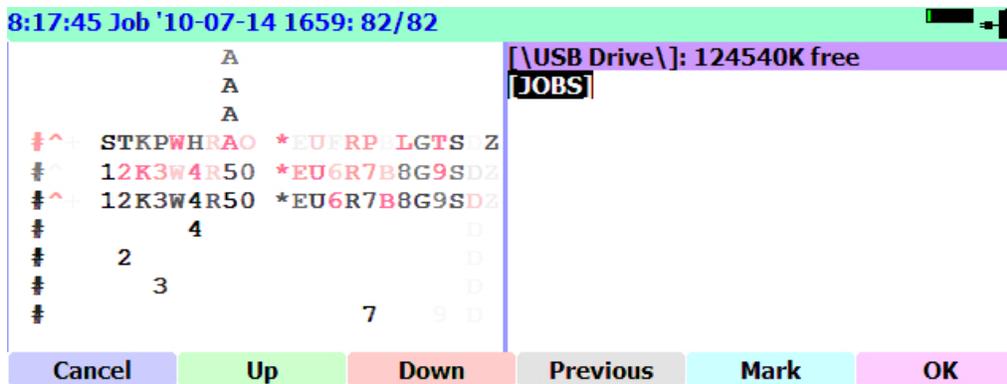
3.   After highlighting the file's location, press **OK** to view a listing of files on that storage device.

4.   Highlight the desired rtf file or files. You can use the **Mark** button to select multiple files.

8:18:47 Job '10-07-14 1659: 82/82	
A	[\USB Drive\JOBS\]: 124540K free
A	Main Dictionary.pdx
A	STENED.RTF
STKPWHRAO *EU RP LGTS Z	
12K3W4R50 *EU6R7B8G9SD	
12K3W4R50 *EU6R7B8G9SD	
4	D
2	D
3	D
7 9 D	

Cancel	Up	Down	Previous	Mark	OK
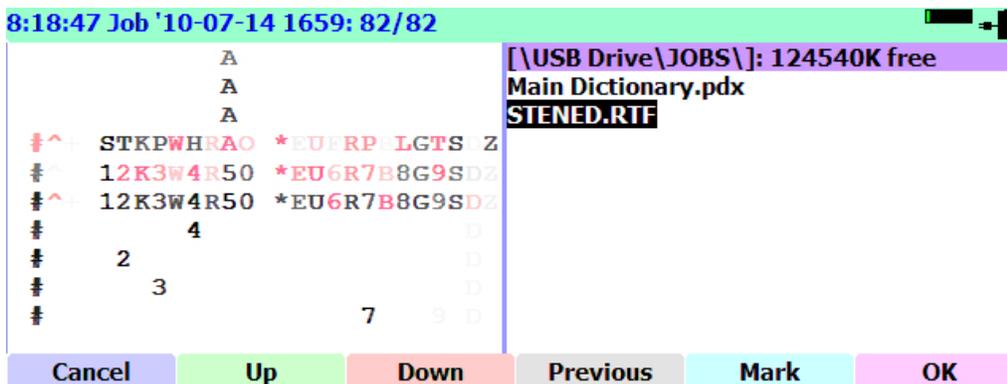
5.   Press **Ok** to import the dictionary. The selected dictionary or dictionaries will be added to your Main dictionary.

```
              O    EU
   STKP  H         *              T  D
        W    R
                        B   G   S   | Importing...
   STKPWHR                      T  D
     TK         O
                    UF
         A
        RAO
                   FRPBLGTS
```

Cancel
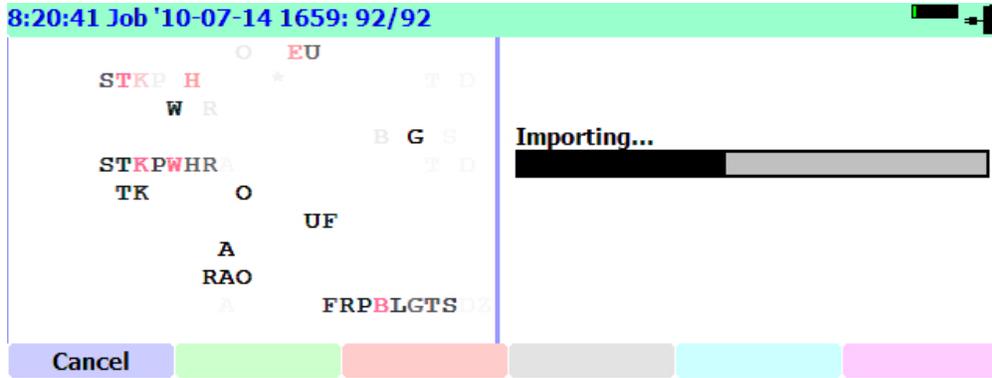
6.   A progress indicator will appear to inform you of the status while the importation of the dictionary takes place.

Creating a Passport dictionary in Total Eclipse

To convert your Total Eclipse dictionary to the Passport format (.pdx) using the conversion wizard in Total Eclipse:

1. Place an external media device in the Eclipse computer.

2. In Total Eclipse, go to the **Production** menu/**User Settings/Input** tab, and set "Read from" to the external device in step 1.

3. Click **OK** to exit **User Settings.**

4. Go to **Tools/Convert.** Select "To another system" and click **Next**.

5. Select "Dictionaries" and click **Next**.
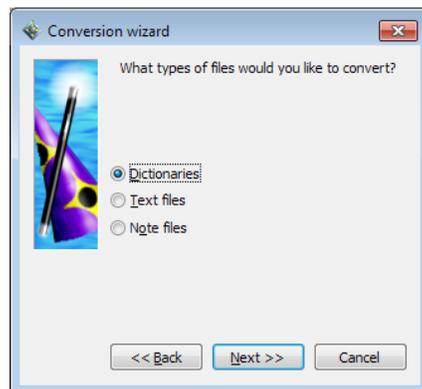
6. In the next dialog, highlight "Passport" and then click **Next**.

7. Highlight your main dictionary on the list and click **Next**.
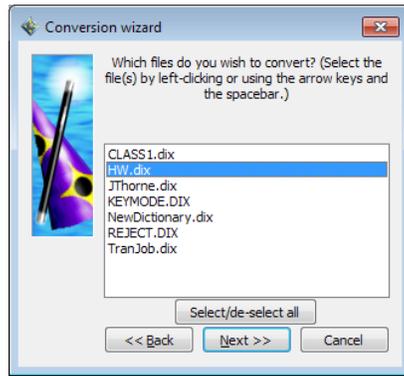
8. When conversion is complete, Eclipse will ask if you want to convert any more files. Click **Finish**.

9. The Passport dictionary created from your **Main** dictionary in Total Eclipse, will automatically be named **Main Dictionary.pdx.** If you convert a dictionary which is not your main dictionary, for example, tranjob.dix, it will keep its filename, and the converted dictionary will be named tranjob.pdx.

Note: After Total Eclipse's conversion wizard completes the conversion to a Passport native dictionary, it tries to save the file in two locations on your computer. The first is the jobs folder and the second location is specified by the path used when reading notes (User Settings/Input/Read From). Usually "Read From" is pathed to an external media device. The device must be plugged into the computer during the conversion or you will receive an error message, "The system cannot find the path specified."

Installing a Passport dictionary on your Passport

Once you have a dictionary in pdx format, you can either **Copy** it to a storage location on your Passport, or **Load** it (see next page). To Copy your dictionary:

1. Go to **Menu/Files/Copy,** navigate to the storage device where the pdx file is located. If the file is not in Memory, use the **Previous** button to display a list of storage media on your Passport.

2. Use the Scroll Wheel to highlight the filename, and press **OK**.

3. Highlight **Memory** and press **OK** to copy the dictionary.

Note that if you use the **Menu/Files/Copy** command to copy a file named **Main Dictionary.pdx** from any drive to the Passport's **Memory**, the main dictionary will be replaced.

You may also copy in any auxiliary dictionaries you like, however if you want to use them during a job, you will have to select them in the **Dictionary/In Use** menu.

Loading a dictionary

The **Menu/Dictionary/Load** option for dictionaries will load a .pdx or .rft dictionary from an external drive into Memory, converting the .rtf to a a .pdx, if necessary. This does not have any effect on the Main Dictionary.pdx, even if you are converting your username.rtf.

1. Insert the external media device into the Passport. Note if you are using an SD card you must do this on the splash screen not while in a job.

2. Start a job on the Passport.

3. Navigate to Menu/Dictionary/Load.

4. A list of external memory devices will appear. Navigate to the Jobs folder on the appropriate device.

5. Highlight Main Dictionary.pdf and then depress the OK button.

If the dictionary you are loading is named "Main Dictionary.pdx," it will be your main dictionary. If it has another name, after loading, the Passport will ask if you wish to use the new dictionary as your main dictionary. **Note** that if you answer **Yes** it will overwrite your old main dictionary entirely.
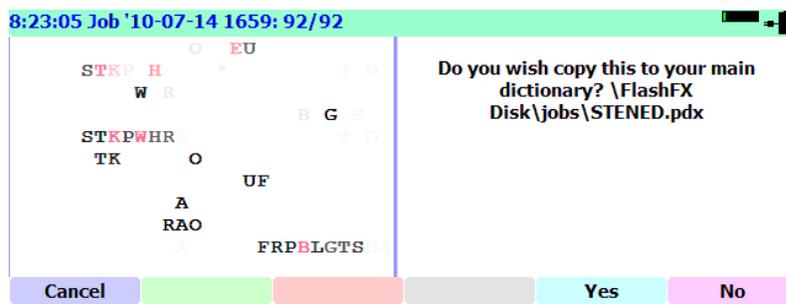
Exporting a dictionary from the Passport

The **Export** button allows you to save a dictionary to a card or other storage location. The **Export** button asks you to provide a destination folder and will then copy the contents of the current dictionary to an RTF file in that folder.

1. With a dictionary open, press the **Export** button to display a list of storage locations.

2. Use the **Scroll Wheel** or the **Up** and **Down** buttons to highlight the location where you want to export your dictionary

3. Press **Ok** to copy it to the highlighted location. A progress indicator will appear to inform you of the status while the exportation of the dictionary takes place.

The StenoMagic Keys and Dictionary

The StenoMagic keys are the recessed keys at the left edge of your Passport keyboard. The upper key registers as a caret (^); the lower key as a plus sign (+). You can press the keys individually or together, in combination with other keys.

If you are using Total Eclipse, you can use the StenoMagic dictionary, StenoMagic.dix (available on the Passport installation CD or as a download from the Advantage Software website, under Support/Downloads/Passport) to make it easier to take advantage of the StenoMagic keys, and facilitate editing from your steno keyboard. You can convert it in Eclipse into a .pdx dictionary to use it on your Passport, or include the entries in your Main dictionary.

There are 17 entries:
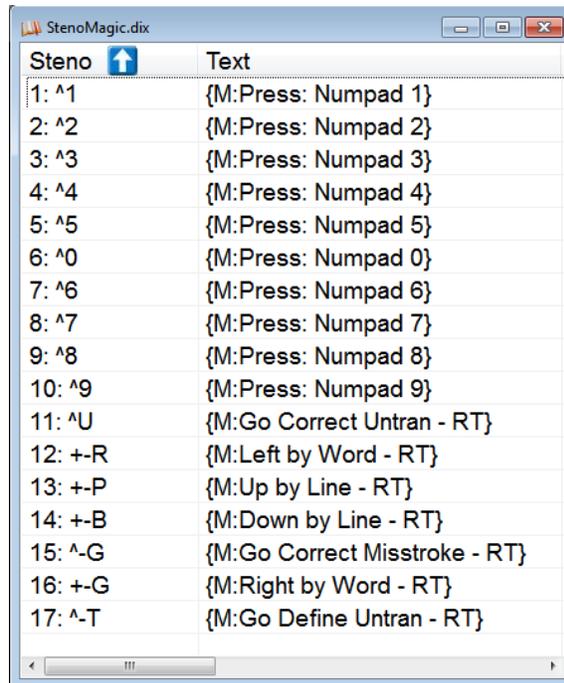
StenoMagic.dix	
Steno ⬆	**Text**
1: ^1	{M:Press: Numpad 1}
2: ^2	{M:Press: Numpad 2}
3: ^3	{M:Press: Numpad 3}
4: ^4	{M:Press: Numpad 4}
5: ^5	{M:Press: Numpad 5}
6: ^0	{M:Press: Numpad 0}
7: ^6	{M:Press: Numpad 6}
8: ^7	{M:Press: Numpad 7}
9: ^8	{M:Press: Numpad 8}
10: ^9	{M:Press: Numpad 9}
11: ^U	{M:Go Correct Untran - RT}
12: +-R	{M:Left by Word - RT}
13: +-P	{M:Up by Line - RT}
14: +-B	{M:Down by Line - RT}
15: ^-G	{M:Go Correct Misstroke - RT}
16: +-G	{M:Right by Word - RT}
17: ^-T	{M:Go Define Untran - RT}

In this view, sorted by steno, entries 1-10 use the upper StenoMagic key in conjunction with the number bar to allow you to select an AutoMagic choice in the Eclipse info bar. (See Eclipse documentation for details on setting up and using AutoMagic.)

Entries 12, 13, 14, and 16 control cursor movements, using the lower StenoMagic key with -R, -P, -B and -G to move the cursor left, up, down, and right.

The other 3 entries are examples of using the StenoMagic keys as shortcuts to execute realtime editing macros.

Selecting Dictionaries to Use in a Job

The **Menu/Dictionary/In Use** button displays the dictionaries, and lets you remove one or more of them from the list, or select additional dictionaries to be used in the job.

To add dictionaries to the current job:

1.   Press the **Menu/Dictionary/In Use** button. The dictionaries currently in use are listed

2.   To add other dictionaries, press the **Add** button

3.   Highlight the dictionary name, and press **OK** to select it.

4.   You can select more than one dictionary from a location by pressing the **Mark** button to mark each dictionary that you want to add.

5.   When finished adding dictionaries, press **Close** to return to the Job screen.

To remove dictionaries from the current job:

1.   Press the **Menu/Dictionary/In Use** button. The dictionaries currently in use are listed.

2.   Use the **Scroll Wheel** to navigate to the dictionary you want to remove.

3.   Press the **Delete** button

4.   When finished removing dictionaries, press **Close** to return to the Job screen.

Chapter 5 - Working with Files

The **Menu/Files** menu provides options for you to **Open**, **Delete**, or **Copy** files from and to any of the storage media on your Passport.

You can **Open**, **Delete**, or **Copy** more than one file at a time. To select multiple files, highlight the files one at a time, or select multiple files by holding down the **Mark** button as you roll the scroll wheel. All the marked files will be opened, deleted, or copied.

The **Open** and **Copy** functions list files sorted by name, which is generally in order from newest to oldest. The **Delete** function lists the oldest files first, since those are generally the ones you would be deleting.

When working in the Files menu, the File selection dialog will shows the current path and drive space. These will appear at the top of the lists of files with a different background color, and it is not a selectable item.

When reading a directory, the file dialog will show "please wait" on the screen until it's done reading the folder, since a large number of files can make that function take longer than you might expect.

To Open a File:

1.   Press **Menu/Files/Open.** The Passport displays a list of the files in Memory.

2.   Press **Previous** to display a list of storage media on your Passport.

3.   Use the Scroll Wheel to highlight the location of the file you wish to open, and press **OK**.

4.   Press **OK** to open a jobs folder and display a list of the files at that location. Scroll to the file you want to open, and press **OK**. The system will return you to the Job screen with the file open.

To Delete a File:

The **Menu/Files/Delete** sub-menu can be used to delete files from any storage location on the Passport.

1.   Press **Menu/Files/Delete.** Press **OK** for a list of files in your root directory.

2.   Press **Previous** to display a list of storage media on your Passport.

3. Use the Scroll Wheel to highlight the location of the file you wish to delete, and press **OK**.

4. Press **OK** to display a list of the files at that location.

5. Scroll to the file you want to delete, and press **OK**.

6. The Passport will display a warning reading "The selected data will be deleted permanently. Are you sure?"

7. Press **Yes** to delete the file. Pressing **No** or **Close** will take you back to the Job screen.

To Copy a File:

The Menu/Files/Copy sub-menu can be used to copy files from and to any storage location on the Passport.

1. Press **Menu/Files/Copy**. Press **OK** for a list of files in your root directory.

2. Press **Previous** to display a list of storage media on your Passport.

3. Use the Scroll Wheel or the **Up** and **Down** buttons to select the file to be copied.

4. To select multiple files to be copied, hold down the **Mark** button as you roll the scroll wheel.

5. When you have finished selecting files, press **OK**.

6. A list of available storage locations appears. Select the location to which you want to copy your file, and press **OK**. The file is copied, and you are returned to the Job screen.

7. If the file(s) you want to copy are not in the root directory, use the **Previous** button to display a list of storage media on your Passport.

8. The copy function first checks for free space, and will give a "drive full" error if there is not enough space.

9. Use the Scroll Wheel to highlight the location of the file to copy, and press **OK**.

10. Press **OK** to open a list of the files at that location.

11. Scroll to the file you want to copy, and press **OK**.

12. A list of available storage locations appears. Select the location to which you want to copy your file, and press **OK**. The file is copied, and you are returned to the Job screen. You can then copy from your media to your CAT system. For example, in Total Eclipse, you can use File Manager to copy your files to your computer.

Note that when copying files, it will check for free space first and provide a "drive full" error if there's not enough space. This is different from how it functions while writing a job, when the Passport will delete the oldest file if it runs out of space for the current file.

Note also that if you are copying a group of files, and one file fails, the process is aborted to avoid multiple errors.

When copying large files, a copy progress indicator appears onscreen.
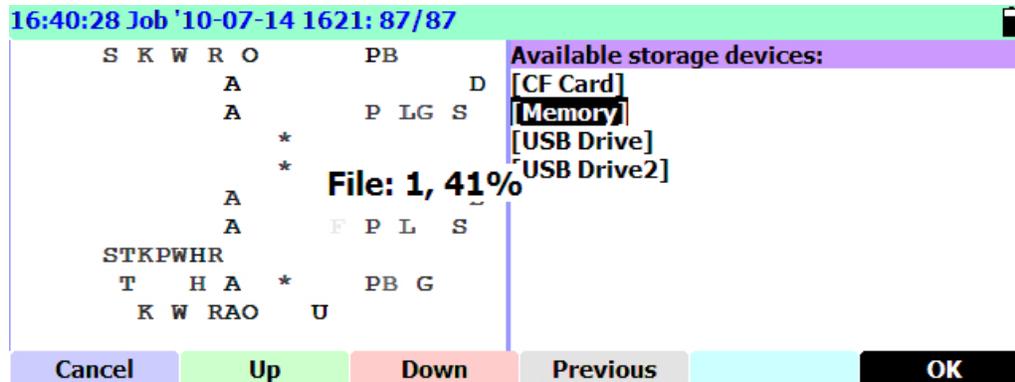
Saving Note Files:

- The Passport always saves the job files to its internal memory.

- Note: There is one exception to this. The .wav file generated when recording audio is ONLY saved to an SD card and no where else. If there is no SD card in the writer then it will not record audio even if audio recording is turned on in the menu. *NOTE: Do NOT remove the SD card while recording.*

- In addition to saving the files to the internal memory, the Passport automatically saves jobs to any and all external media devices as you write whether there is one device or six.

Saving Note Files to External Storage Media:

- In addition to always saving the job to the internal memory, the Passport writer automatically saves note files to **all** external storage media present in the writer at the beginning of a job.

- Any combination of Compact Flash cards, Secure Digital cards, and USB flash drives may be used to provide up to 6 backups while working. Please note that while possible to have a large number of backup files, additional devices such as USB flash drives, draw the power necessary to operate from the writer and will decrease runtime when the Passport is powered by battery.

- If there are no external backup drives present at the beginning of a job the following warning is displayed:

```
10:48:42 Job '10-07-15 1048: 1/1                          ▪■
            AO    EU
                            WARNING: There are no external backup
                            drives present. Plug in a drive or card as
                                    soon as possible.




    Cancel                                              OK
```
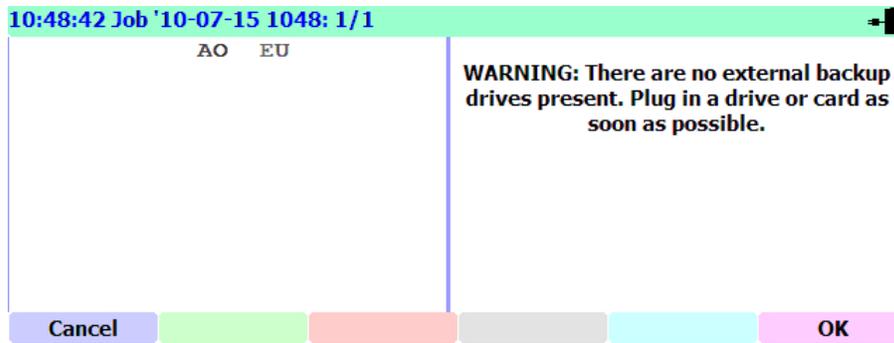
You may ignore the warning and continue to write with the only copy of the job saved in the Passport's internal memory. To remove the warning from the screen press **OK**.

- If there are no backup drives present, the close function will not close the job and will return to the main screen again. You must plug in a backup drive before closing the job, otherwise you will not be able to get to the splash screen to turn the writer off.

- Whenever a new external media device is inserted into the Passport, notes from the current job will begin to be saved on the new media devices in addition to any external media devices that may have already been present.

- For your convenience the Passport is shipped with a SD card and a Compact Flash card with adapter inserted into the writer ready for use.

Reading notes from the external media

When the Passport saves jobs to an external media device it does so in two locations of the device:

1.   As Passport files in the "Jobs" folder.

2.   As Stentura format note files in the root directory of the external memory device.

You can read your notes from the external media into Total Eclipse in one of two ways:

1.   As noted above, the Passport saves native Passport files (including the audio if using an SD card) in a folder labeled "**jobs**."

- Remove media from Passport and insert into your computer.
- In the **User settings/Input** tab, you *must* set the **Read from drive or folder** path to the "**jobs**" folder located on the media device which you have inserted into your computer.
- As long as that device receives the same drive letter from Windows each time you insert the device into your computer, you will only need to set this once.

2.   In addition to saving native Passport files in the jobs folder, the Passport saves Stentura format note files in the *root* directory of the external memory device (just as the Stentura does on a disk).

- In this case you would only have to set the **User Settings/Input/ Read from drive or folder** path to point to the media device itself and not to a folder located on the media device.
- The writer type on the **User settings/Input** tab would need to be set to **Stentura** instead of **Passport**.
- You can then leave **User Settings**, and use **Alt-I** or **Read notes** and the notes files on the media device will be listed. Highlight the file you want, rename it anything you like, and click "Read."
- If you have a .wav file from the Passport, it will be renamed the same as the .not file. Both the .not and .wav file, as well as the .ecl file after translating, will be in your jobs folder in Total Eclipse.

The Search menu

From the Job screen, press the **Search** button to access the Search menu.

You can use the **Search** menu to perform the following search functions:

Prev Q -- jumps to the previous question.

Prev A -- jumps to the previous answer.

Entry -- Allows you to enter text to search for. Note that you can type steno into this dialog and it will find that location in both the steno and text document.

Repeat -- Repeats the last "Entry" search that was done.

Note: You can use the scroll wheel to move the steno on the left side of the display while the Search menu is displayed.

Press the **Other** button to access these additional search functions:

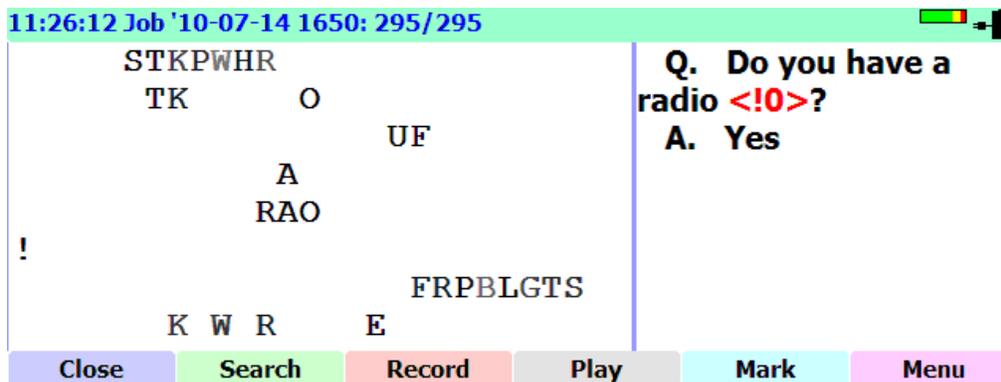**Go to top** -- Jumps to the top of the job.

Prev Pgh -- Jump to the beginning of the previous paragraph.

Prev Paren -- Jump to the previous open parenthesis

Note that even if the transcript window is not visible, it will still do a search, and move the steno window to the appropriate location.

Inserting a MARK into steno notes:

While in the steno display, pressing MARK (button #2 or #5) will place a mark stroke in the steno notes.

```
      STKPWHR                              Q.  Do you have a
        TK          O                     radio <!0>?
                          UF                 A.  Yes
                 A
                 RAO
  !
                          FRPBLGTS
          K  W  R       E
```

Close	Search	Record	Play	Mark	Menu

You will be able to search for your marks after opening your notes in your CAT program.

53

Typing text on your Passport

Text typing supports many characters, which you can use when typing dictionary entries from scratch, as well as in some of the menu dialogs. They include not only letters and numbers, but also spaces and punctuation marks, and a few shortcuts for items such as braces and backslashes for making commands and conflicts.

Any individual letter or number key will appear as itself.

There are some special keys:
- The number bar by itself (#) will insert a space.
- The recessed command (StenoMagic) + key (the low key closest to the user) will enter CAP mode if you press it once. Pressing any typing key will then capitalize the key and turn CAP mode off. Pressing + twice will enter CAPS lock mode, which will capitalize everything until you press the + key again.
- When typing text into a dialog from the steno keyboard, you can use the * key to delete the last character.

Special combinations	Multi-key letters:
(uncapped --> capped)	SKWR = j
STKPWHR = { --> "	SR = v
FRPBLGTS = } --> '	TKPW = g
STPHFPLT = \ --> /	TK = d
SKWRRBGS = - --> ~	TPH = n
STPH = ?	TP = f
FPLT = . --> :	KP = x
RBGS = , -->	KWR = y
	KW = q
The following mimic the keyboard:	KH=ch
1 --> !	PW = b
2 --> @	PH = m
3 --> #	HR = l
4 --> $	EU = i
5 --> %	PBLG = j
6 --> ^	PB = n
7 --> &	PL = m
8 --> *	BGS = x
9 --> (	BG=k
0 -->)	KR=c

Chapter 6 Working with Audio

Setting up your Passport to Record and Playback Audio

Under **Menu/Audio** there are functions for **Record, Pause, Play, Stop,** as well as **Setup** for the audio functions on the Passport.

Pause is for stopping recording. **Stop** is for stopping the playback.

You can play back the audio for a job in progress, as long as you play back a portion of the job more than a few seconds old.

It is possible to re-open an older job from the writer and play synchronized audio from that job.

Because of the large size of WAV files, the jobname.wav file will be stored ONLY in the "Storage Card\jobs" location, which is the SD card. If the SD card fills up while recording audio the Passport will immediately begin deleting old files just as it does with all other file types.

If you attempt to start a job with a write-protected SD card, you will get a warning. You will be able to continue writing without audio, but you'll get errors whenever it tries to write the steno and text to the SD card. The best way to avoid this error is by changing the write-protect switch.

The WAV files can be copied to the PC and are fully compatible with any program that you can use to open WAV files.

The audio settings dialog will flash "Microphone" and "Headphones" indicators on the left side of the screen so you can identify the jacks.

The Record button

The **Record** button can be used to both pause and resume the recording. It can also be used to start the recording if you have the audio recording turned off when you start the job. When you are recording, a horizontal bar appears near the top right-hand corner of your screen. A green bar shows the sound level as it records, and will display red if the volume is too high.

The Pause button

You can pause the recording at any point during the job by using the **Pause** command and resume the recording by using the **Record** command. The times when the record and pause were issued are recorded in the job info file, so that the playback procedure can recalculate the appropriate start time for the current timecode.
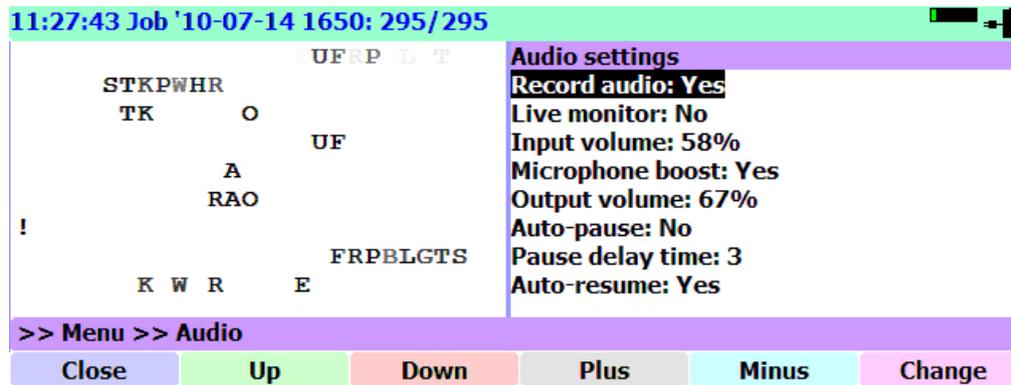
The Play button

The **Play** button toggles playback on and off.

Audio Settings

WARNING: It is possible to set the playback volume and the live monitoring so high that YOU MAY DAMAGE YOUR HEARING. This device is built to be extremely sensitive so that it can pick up sounds from across the room. If you turn it up too high without checking, you can get nasty feedback and blown eardrums, even with a tiny pair of headphones.

The **Menu/Audio/Setup** button opens a dialog to adjust your **Audio Settings**.

```
11:27:43 Job '10-07-14 1650: 295/295                    ▄▄▄ ▪▐

              UF P  L  T     Audio settings
      STKPWHR                Record audio: Yes
       TK      O             Live monitor: No
            UF               Input volume: 58%
         A                   Microphone boost: Yes
         RAO                 Output volume: 67%
    !                        Auto-pause: No
              FRPBLGTS       Pause delay time: 3
      K W R     E            Auto-resume: Yes

>> Menu >> Audio
   Close        Up        Down        Plus      Minus      Change
```

The settings are:

- **Record audio:**   **Yes**/No

The Passport will remember this setting permanently for all future jobs. You can set this to Yes before you hit the very first stroke in the job. You can also begin recording while in a job, by hitting the Record button.

- **Live monitor:**   **Yes**/No

The monitor YES/NO is rather like LOUD/QUIET. In any case, the audio monitoring that can be done through the Passport is extremely sensitive and can pick up quiet voices from across the room.

- **Input volume**   **48%**

   The input level can be set from 0 to 100% and works well with both powered and unpowered microphones.

- **Microphone boost**   Yes/**No**

If your volume levels are too high, it is possible to turn the boost so high that you distort your recordings, in addition to possibly damaging your hearing.

- **Output volume**   40 %

This setting determines the level for the headphones.

- **Auto-pause**   Yes/**No**

The auto-pause setting can be turned on or off. Below that is a pause delay which is indicated as a number of minutes. If enabled, it will automatically pause the recording if there are no steno strokes hit within a period of minutes indicated by the pause delay.

- **Pause delay time**   5 (minutes)

- **Auto-resume**   **Yes**/No

With auto-resume turned on, any stroke on the writer will restart the audio recording. This will happen whether the recording was paused by the user or by the auto-pause feature.

- **Audio emulation**   Yes/**No**

If you turn on Audio emulation, it will store the wav files as \AUDIO\FILE###.wav to match the emulation mode files.

Note that turning on the emulation mode does NOT affect the currently open job. You must close the current file and start a new file in order to see the change. The audio emulation mode does get stored permanently in the settings. When using Case Catalyst to read note files from Passport SD cards created while the Audio Emulation mode is ON, the wav file will be copied along with the notes and automatically associated with the job in Case Catalyst. In Case Catalyst you should set your writer type to the Elan Mira. Please be advised that there may be an option in Case Catalyst to tell it whether you're reading the old-style compatibility mode notes or the newer style of notes. Please choose the old-style.

WAV recording indicator

Next to the battery icon in the upper-right corner of the screen, a VU meter will appear showing the recording level. It's a black box with a green bar that moves back and forth. The WAV recording indicator only appears when recording.
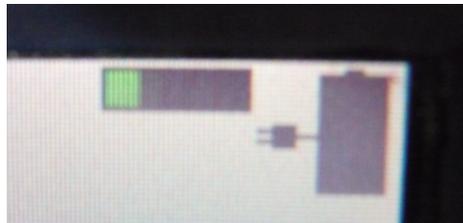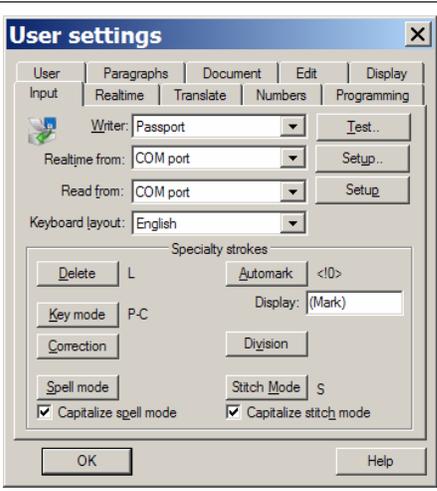
Chapter 7 - Additional settings

Writer setup in Total Eclipse:

You may connect the Passport writer to your computer's serial port using the Passport serial cable or a USB cable.

If you want to use a serial cable, and your computer does not have a built in serial port, you will need to purchase an appropriate serial converter for your computer to provide a port to which the Passport serial cable may be connected.

*In Total Eclipse's **User settings** under the **Input** tab you will need to set "**Writer**" to Passport and "**Realtime From**" to **COM port**.*

*After setting "**Realtime from**" to **COM port**, choose the **Setup..** button to the right.*
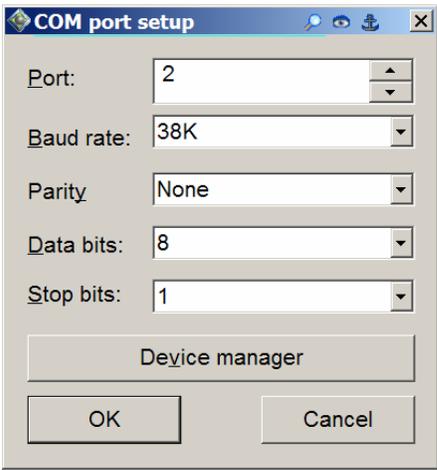
Enter the appropriate information for your computer in the COM port setup dialog.

The Passport writer uses the following communication settings:
- *baud rate: 38,400*
- *parity: none*
- *data bits: 8*
- *stop bit: 1*

*Click **OK**.*

- Be sure to enter the com port number that is appropriate for the computer that the writer connecting to. In this example the writer was connected to COM2. On other computers the actual com port available may have different number assigned to it than the above example. You can use the button for the Windows® **Device manage**r to determine the available com ports on your compute.

- The Passport writer has the ability to interface with any CAT system that supports the Stenograph® writer protocols.

- You have the option of using a USB client port for realtime connections. Please note that a Passport USB driver must be installed on the host computer before using the USB connection. The driver, PassportUSBDriverSetup.exe, which is listed as "Passport USB Drivers" and installation instructions are available on the ASI website under Support/Downloads/Passport.
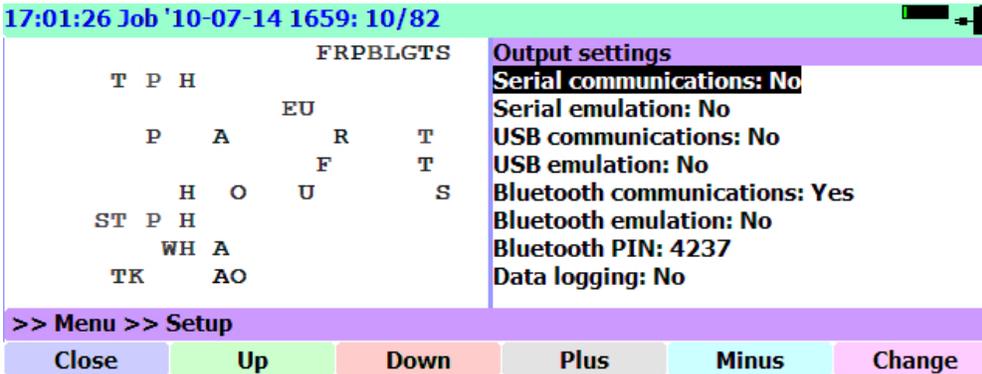
Translation without a laptop, from SD card

You can plug the SD card from the Passport into a card reader attached to a computer running Eclipse.

- Browse to the SD card, highlight "jobs" and say **OK**.

- Close that window and hit **Alt+I**, as if you were going to read files from a Stentura®. You will see a list of note files.

- Pick the file you want to translate and name it. Click **Read**. When you do that, the audio file and the note file will be together, with the same name.

- Translate the file, and the synched audio will be there with the translation.

- Remove the SD card from the reader and put it back in the Passport.

Using the Passport with other CAT systems:

Because the Passport writer has the ability to emulate other writers, using the Stentura® protocol, the Passport can be used with all modern CAT software. By default the Passport saves every note file in both the Passport's own format and the Stentura®'s format. When reading note files using a CAT system other than Total Eclipse, be sure to set that CAT system's input options up as if you were using a Stentura® writer.

To use the Passport in real-time using a serial cable with other CAT systems, you must enable emulation mode on your Passport. Navigate to **Menu/Setup/Output** and choose an Emulation mode.

17:01:26 Job '10-07-14 1659: 10/82	
FRPBLGTS	**Output settings**
T P H	**Serial communications: No**
EU	**Serial emulation: No**
P A R T	**USB communications: No**
F T	**USB emulation: No**
H O U S	**Bluetooth communications: Yes**
ST P H	**Bluetooth emulation: No**
WH A	**Bluetooth PIN: 4237**
TK AO	**Data logging: No**

>> Menu >> Setup

| Close | Up | Down | Plus | Minus | Change |

Use the **Up** and **Down** buttons to highlight an Emulation mode. The **Change** button will toggle between **Yes** and **No**. Once you have the proper setting selected pressing **Close** will return to the job screen and the top level menu.

Setup your CAT system as if a Stentura® writer is connected. Be sure to use the Stentura® writer's communication settings:

- baud rate: 9,600
- parity: none
- data bits: 8
- stop bit: 1

When you are using the Passport in Emulation mode, the Passport will support Stentura®-style timecodes, and when you "read notes," they will be timecoded correctly.

Updates to the Passport software:

In order to receive notification of updates to the Passport software, you must "subscribe" to the Passports Download page.

1. On the ASI website, www.eclipsecat.com, go to **Support/Downloads/Passport**

2. Click on the "**Subscribe**" link, which you will find below the list of available files.

3. Choose "**Subscribe to this page**" and click **Save**.
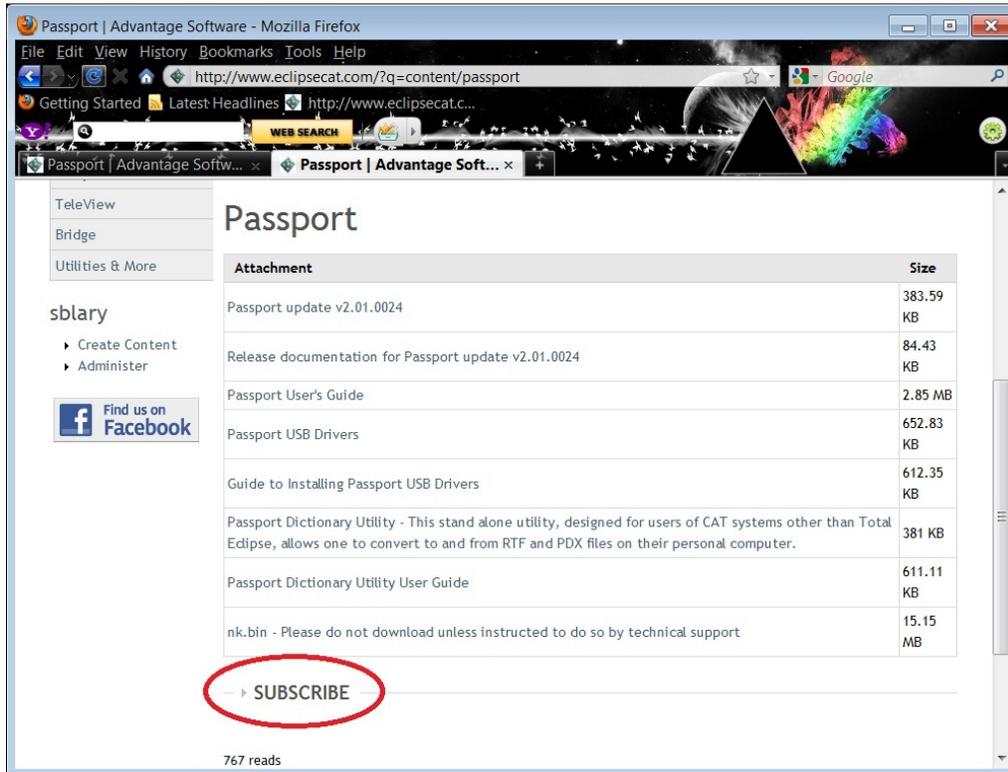
Installing an Update on the Passport:

1. Copy the file named passport.upd to an external media device, such as a compact flash card, SD card, or a USB flash drive.

2. Make sure that the writer is turned off.

3. Insert the external media device into the Passport

4.   Turn the Passport on.

5.   This procedure will reprogram the writer's on board flash memory with the new Passport application software. The update will take approximately 30 seconds to install during which the LCD display will appear blank except for a very brief progress indicator.

6.   Once the update installation has completed, the writer will restart, and be ready for use. When the splash screen appears, verify the version number that is displayed in the lower left hand of the splash screen. As part of the process, the Passport update file is automatically deleted from the external media device.

The Menu/About sub-menu

The **About** dialog box, **Menu/About**, lists the Passport version number, Operating System version details, and raw data from the power management system. This information may be needed if you are consulting with Advantage Technology Support.

Caring for your Passport's LCD Display

1.   Do not use or store the Passport in a high humidity environment for extended periods. Damage to the LCD display and the internal electronics may result.

2.   The LCD display is easily scratched or damaged. Prevent touching it with any hard material, and from being pushed or rubbed.

3.   The LCD Display may be cleaned by wiping the screen surface with a soft cloth or cotton pad using ethanol or other commercially available cleaner designed specifically for LCD displays

4.   DO NOT USE WATER as it may cause damage or discoloration to the LCD display and will void the writer's warranty.   Be sure to clean condensation or moisture from any source immediately.
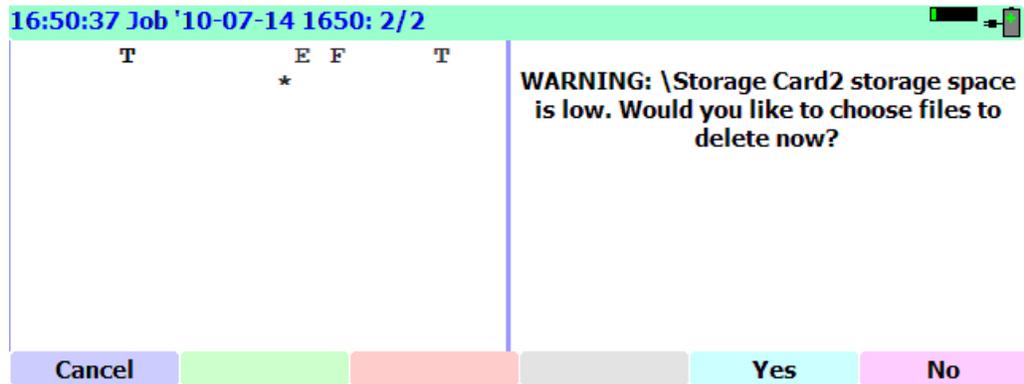
Changing the Splash image on the opening screen

You can customize the opening screen of your passport. Take any .jpg and put it on a USB drive or SD card, etc. Name it "mysplash.jpg" (case insensitive.) Insert that into the Passport and use **Menu/Files/Copy** and navigate to the mysplash.jpg file. Once you hit **OK** on that file, you don't need to select the destination. It will automatically be copied to the appropriate location and will appear on the splash screen whenever you turn on the writer or close a job to return to the splash screen.

It will scale the image to a square that fits into the splash screen. Note that if an image is enormously large, it may refuse to load. It scales the image after loading it, so if there isn't enough memory in the Passport to even load the image in the first place, it won't bother.

Low Memory Message at Startup

After you have been using your Passport for a time, you may get a message, when you first turn on the machine, which alerts you are that you are running out of available memory. The message will suggest that you delete files from memory to free up space. All your job files are saved in memory. Copies are also placed in other available storage locations, but the memory has to have space for your new files, so if you do not delete files when warned, the Passport will delete files from memory, beginning with the oldest files first, so that you have space for your current work. Other copies of the files, if any, will be left in place.

16:50:37 Job '10-07-14 1650: 2/2	
T E F T *	**WARNING: \Storage Card2 storage space is low. Would you like to choose files to delete now?**
Cancel	Yes No

Troubleshooting and Error Messages

There are several error messages you may get as you use your Passport:

"Drive full"

Problem: When you are using the **Menu/Files/Copy** function, the Passport will let you know if the storage location you have selected does not have enough space for the files you are copying.

Solution: You can choose another location, or delete some of the files from the location you selected.

"SD card full"

Problem: Audio (.wav) files are very large, and because of their large size, they are only stored at the **"Storage Card\jobs"** location, which is the SD card. If the card fills up, you can continue writing, but it will begin deleting old files.

Solution: Delete older files periodically so the card does not fill up. You can check the amount of free space and the sizes of the files by going to **Menu/Setup/System/View**, select the SD card and press **OK**. Your audio files are in the [AUDIO] folder. If you are ready to delete some files, go to **Menu/Files/Delete**, select the SD card, and mark the file(s) to delete. When you hit **OK**, it will warn you that you are about to delete the file(s) permanently.

"SD card write-protected"

Problem: If your SD card is write-protected when you begin a job, you will get this warning. You will be able to continue writing without audio, but you will get errors whenever it tries to write the steno and text to the SD card.

Solution: The best way to avoid this error is by changing the write-protect switch.

"WARNING: There are no external backup drives present. Plug in a drive or card as soon as possible"

Problem: When you are writing a job, the Passport stores it in all possible locations. If there are no cards or other storage devices plugged in, the Passport will store it in memory, and when you attempt to close the job, you will get this message.

Solution: Be sure you have at least one backup device plugged in when writing a job. When you get this message, you can insert a card or other device, click **OK**, and then when you close the job, it will be saved to that device, as well as to the internal memory.

The following error message occurs in Total Eclipse during the dictionary conversion process.

"The system cannot find the path specified."

Problem: After Total Eclipse's conversion wizard completes the conversion to a Passport native dictionary, it tries to save the file in two locations on your computer: the jobs folder and the location specified by the path used when reading notes (User Settings/Input/Read From). Usually "Read From" is pathed to an external media device.
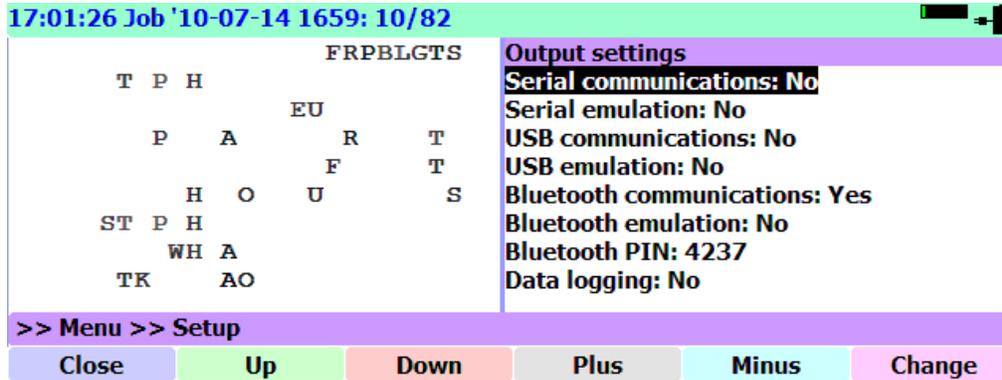
Solution: Be sure the external media device is plugged into your computer during the conversion.

# Chapter 8 - Appendix: Bluetooth Setup

The following instructions apply to a Microsoft Bluetooth stack. To set up a Toshiba Bluetooth stack, please go to page 74.

Add New Connection Wizard – Microsoft Bluetooth stack

1.   Place Bluetooth device in Passport

2.   Turn power ON

3.   Navigate to **Menu/Setup/Output**

```
17:01:26 Job '10-07-14 1659: 10/82                        ▬ ▄▐
                        FRPBLGTS   Output settings
       T  P  H                     Serial communications: No
                    EU             Serial emulation: No
       P     A        R      T     USB communications: No
                  F          T     USB emulation: No
          H   O   U          S     Bluetooth communications: Yes
       ST P  H                     Bluetooth emulation: No
          WH  A                    Bluetooth PIN: 4237
       TK     AO                   Data logging: No

>> Menu >> Setup
    Close        Up        Down       Plus       Minus      Change
```

4.   Set Bluetooth Communications to YES

5.   Make note of Bluetooth PIN

6.   Exit to Splash screen

7.   Open a new job on the writer – **NOTE: The Passport will not start the Bluetooth serial service (Passport SSA) unless a job is open on the Passport.**
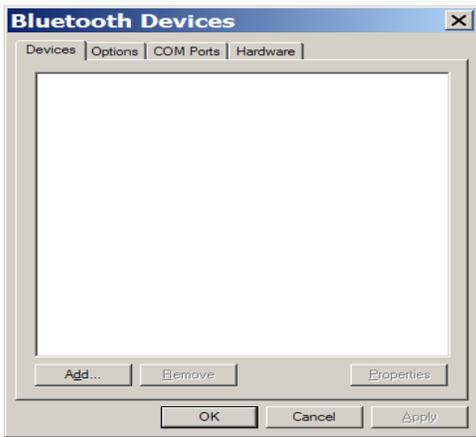
On a Bluetooth enabled PC go to Control Panel and select **Bluetooth Devices.**

Click **Add...**

Place check mark next to "My device is setup and ready to be found"

Click **Next**. *Windows will search for any Bluetooth devices within range. Other devices besides the Passport may be found.*
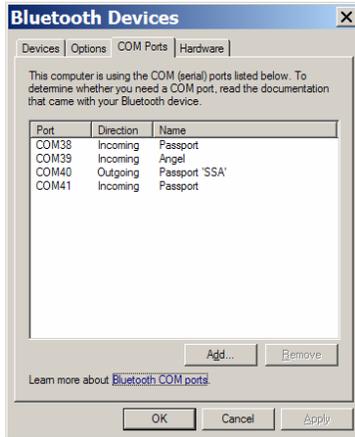
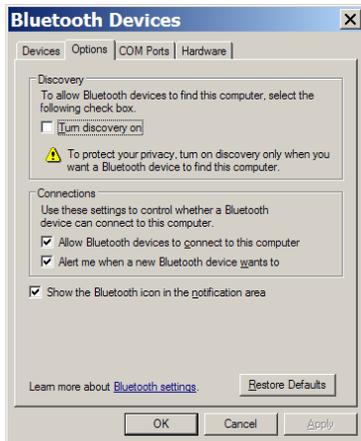

Highlight "Passport."

Click **Next**

Add Bluetooth Device Wizard ✕ **Do you need a passkey to add your device?** To answer this question, refer to the "Bluetooth" section of the documentation that came with your device. If the documentation specifies a passkey, use that one. ⦿ Choose a passkey for me ○ Use the passkey found in the documentation: ○ Let me choose my own passkey: ○ Don't use a passkey ⚠ You should always use a passkey, unless your device does not support one. We recommend using a passkey that is 8 to 16 digits long. The longer the passkey, the more secure it will be. < Back Next > Cancel	*Place dot next to "Let me choose my own Passkey."* *Enter the Passport's Bluetooth PIN as noted above in the text box to the right.* *Click **Next**.*
Add Bluetooth Device Wizard ✕ **Windows is exchanging passkeys.** When instructed below, enter the passkey using your Bluetooth device. For more information about entering a passkey, see the documentation that came with your device. ✓ Connecting... ✓ Please enter the passkey on your Bluetooth device now. 　　Passkey:　　　38 ▶ **Installing Bluetooth device...** < Back Next > Cancel	*Wait while Windows connects to your device.*
Add Bluetooth Device Wizard ✕ **Completing the Add Bluetooth Device Wizard** The Bluetooth device was successfully connected to your computer. Your computer and the device can communicate whenever they are near each other. These are the COM (serial) ports assigned to your device. 　Outgoing COM port:　COM23 　Incoming COM port:　COM24 Learn more about Bluetooth COM ports. To close this wizard, click Finish. < Back Finish Cancel	*Make note of the COM port assignments.* *Click **Finish**.*

Bluetooth Devices ☒ Devices | Options | COM Ports | Hardware **All other devices** ✦ Passport Passkey enabled Add... Remove Properties OK Cancel Apply	*The wizard will close and bring you back to the Bluetooth device screen with the newly added device displayed.*
Bluetooth Devices ☒ Devices | Options | COM Ports | Hardware This computer is using the COM (serial) ports listed below. To determine whether you need a COM port, read the documentation that came with your Bluetooth device. Port | Direction | Name COM38 | Incoming | Passport COM39 | Incoming | Angel COM40 | Outgoing | Passport 'SSA' COM41 | Incoming | Passport Add... Remove Learn more about Bluetooth COM ports. OK Cancel Apply	*Click on the COM Ports tab and make note of the COM port assigned to the Passport.*
Bluetooth Devices ☒ Devices | Options | COM Ports | Hardware Discovery To allow Bluetooth devices to find this computer, select the following check box. ☐ Turn discovery on ⚠ To protect your privacy, turn on discovery only when you want a Bluetooth device to find this computer. Connections Use these settings to control whether a Bluetooth device can connect to this computer. ☑ Allow Bluetooth devices to connect to this computer ☑ Alert me when a new Bluetooth device wants to ☑ Show the Bluetooth icon in the notification area Learn more about Bluetooth settings. Restore Defaults OK Cancel Apply	*Click on the* **Options** *tab.* *Ensure that "Allow Bluetooth devices to connect to this computer" is selected.* *Choose* **OK**.

72

Setting up Total Eclipse to use the Passport

In Eclipse navigate to the **Input** tab under **User Settings**.

Ensure that the Passport writer is selected

	"Real-time from" is set to COM port. *Click the **Setup** button to the right of the "Real-time from" selection.*
	Enter the port number that was assigned to Passport 'SSA' as noted previously from the COM port tab of the Bluetooth Device dialog on the PC. *The Passport uses a baud rate of 38400 (38K), parity set to **None**, **8** data bits, **1** stop bit.* *Select **OK**.*
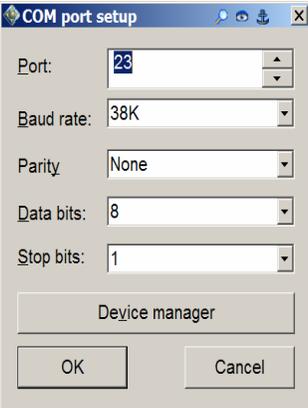
Both the Passport and Eclipse are now set up to use Bluetooth wireless real-time.

Add New Connection Wizard -Toshiba Bluetooth stack

Toshiba Stack - The Fujitsu computers that Advantage Software ships and the install CD that accompanies the Kensington micro USB Bluetooth make use of the Toshiba Bluetooth stack as opposed to the Microsoft Bluetooth stack.

Passport Setup:

1. Place Bluetooth device in Passport

2. Turn power ON

3. Navigate to **Menu/Setup/Output**

4. Set Bluetooth Communications to **YES**

5. Make note of Bluetooth **PIN**

6. Exit to Splash screen

Open a new job on the writer – **NOTE: The Passport will not start the Bluetooth serial service (Passport SSA) unless a job is open on the Passport.**

Computer Setup:

1. On a Bluetooth enabled PC go to Control Panel

2. Select Bluetooth Devices (or double click on the Bluetooth icon in the notification area of the taskbar.)

The **Add New Connection Wizard** should appear.
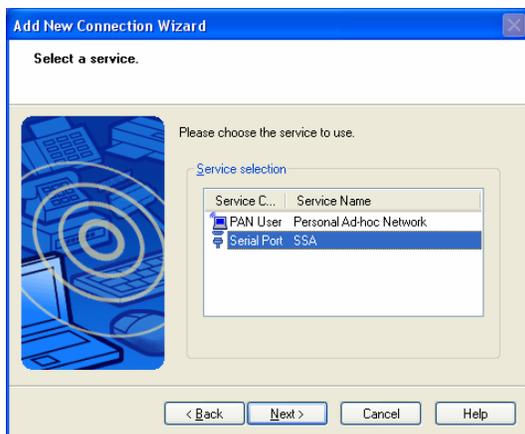
*Select a service, and click **Next***

*Select **Custom Mode.***

*Click **Next.***

The PC will now search for remote devices. If devices are found the Wizard will display the items. There may be many items other than the Passport or multiple Passports.

*Highlight the **Passport***

Choose

The **Add New Connection Wizard** will now contact the specified device, in this case the Passport, and inquire as to which services the specified device offers.

A dialog requesting the Bluetooth Passkey or PIN number appears.

75

	Enter the Passport's PIN number which may be found on the Passport in **Menu/Setup/Output/ Bluetooth PIN.** *Select* **OK.**
	The Wizard will then display the list of available services. Highlight "Serial Port SSA" *Select* **Next**. *The Wizard will then request a COM port assignment. Although you may select a specific COM port to use, in most cases you can make use of the default assignment, and select* **Next**.
	A dialog announcing that the setup of the particular COM port is complete will appear. Please make note of the COM port number for use in the setup of the CAT sytem *Select Next.* *The Wizard will request a name for the connection. Type in a name for the connection Choose* **Next**. *NOTE: Creating a shortcut is not necessary.*
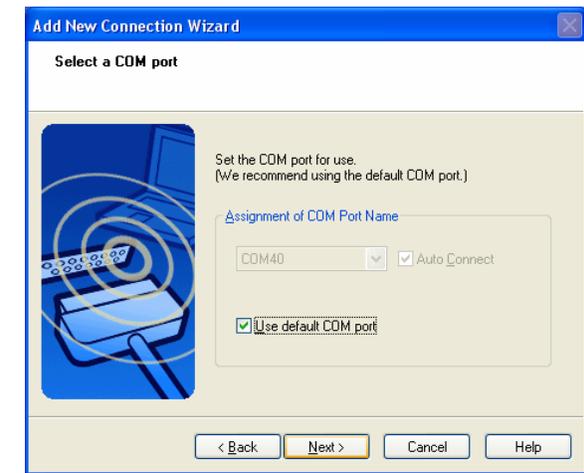
	The Wizard will display a registration complete dialog. *Select* **Finish**.
	After the **Add New Connection Wizard** *closes, the* **Bluetooth Settings** *dialog will be revealed (it had been open during the entire process just covered by the Add New Connection Wizard dialogs).* *You should see the Passport as an available connection.* *Close this dialog and the pairing of the Passport and the computer is complete.*
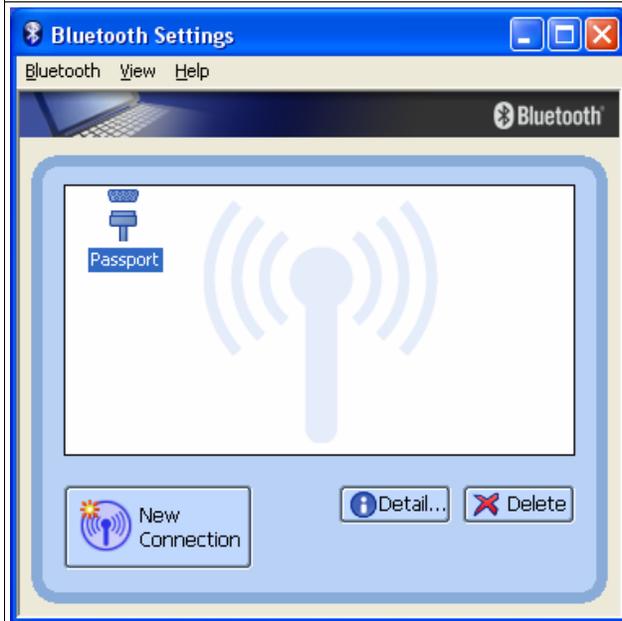
Testing a Real-time connection using Hyper Terminal or similar program

A quick and easy way to test the connection between the Passport and the Computer without using the CAT system is to use a communications program such as Hyper Terminal or Putty. Begin Hyper Terminal by navigating the start menu - **Start/ All Programs/ Accessories/ Communications/ Hyper Terminal**.
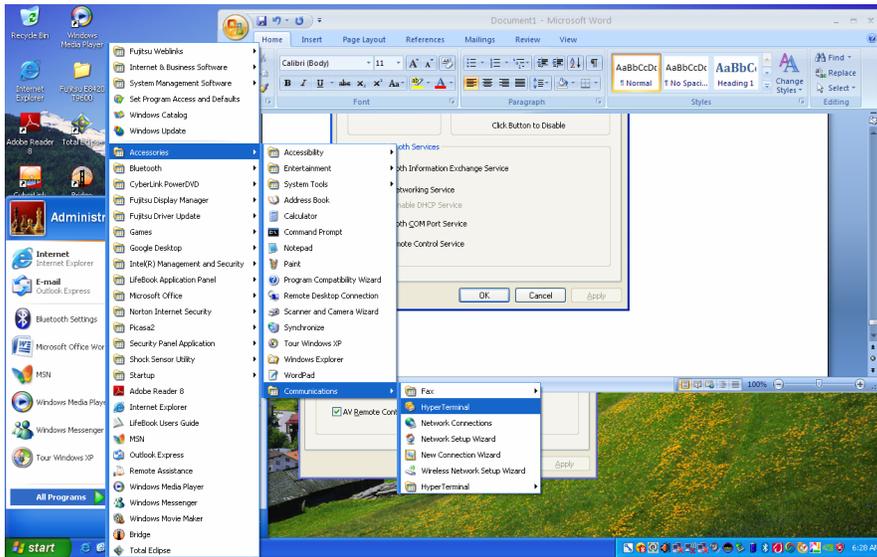
In the Connection Description dialog type in any convenient name for the connection and select **OK**.
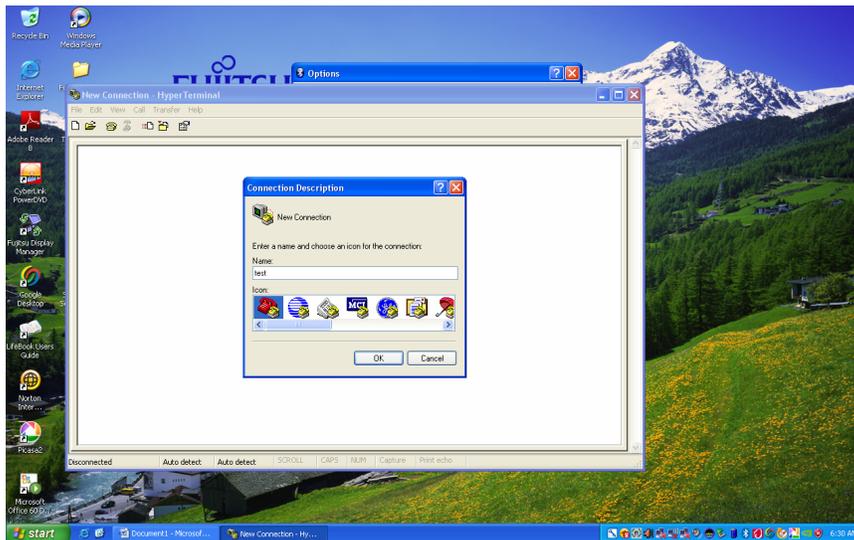
*In the **Connect To** dialog select the Bluetooth com port in the **Connect using** combo box and then select **OK**.*
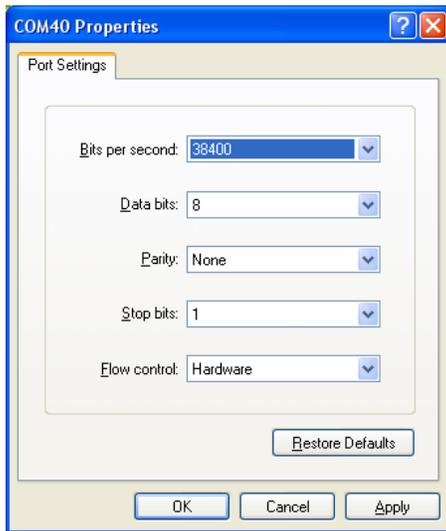
*Set the proper Passport communications protocol information in the Com port's properties dialog and select **Apply**.*

```
<80/Oa~aE2FcQ3N7B2LeG3D7Z7/154168><81/E4U5NfBcLfYfD7/154550><82/O2FeQ9NfLfY2DfZ5
/154550><83/RbA3*c~cFeNfB1L9Y7X1/154938><84/Of~5E6FdQ7NfB5LfG6XfZ9/154938><85/Qe
BfGfXfZf/154938><86/OfE6U2QfBfGfXf/154d20><87/OfE7UcQfBfG3Xd/154d20><88/EeU2QfBf
GfX8Zf/154d20><89/OfU4QeBfGeXfZf/154d20><90/OfE4U3QeBfG8Xc/155108><91/Of~aU1FbQe
B6GfZf/155108><92/Ob~5E6QeBdGfZf/155108><93/OfEcUfQfBfX3/1554f0><94/OfEeUfQeBf/1
554f0><95/OfE7UcQeBf/1554f0>
```

Hyper Terminal's terminal window will appear. There are two telephone icons on the tool bar. One telephone icon is shown with the phone receiver "off hook." If this is the active of the two icons, it indicates that there is an active communications path between Hyper Terminal and the Passport. Any strokes written on the writer should quickly appear in the Hyper Terminal display. If the "on hook" telephone icon is active, One must click on that icon to initiate the connection.

Toshiba Stack - Computer is not requesting a PIN number during Bluetooth setup.

If the computer is not requesting a PIN number during the **Add New Connection Wizard**, the Bluetooth security options may need to be raised from Standard to High.

On a Bluetooth enabled PC go to **Control Panel** and select **Bluetooth Devices** or double click on the Bluetooth icon in the notification area of the taskbar.

	*When the **Add New Connection Wizard** appears, select **Cancel**.*

When the **Add New Connection Wizard** closes the **Bluetooth Settings** dialog will be revealed.
From the **Bluetooth** menu choose **Options**.

In the **Options** dialog select the **Security** tab.
Raise the slider from **Standard** to **High** and select **Apply**.
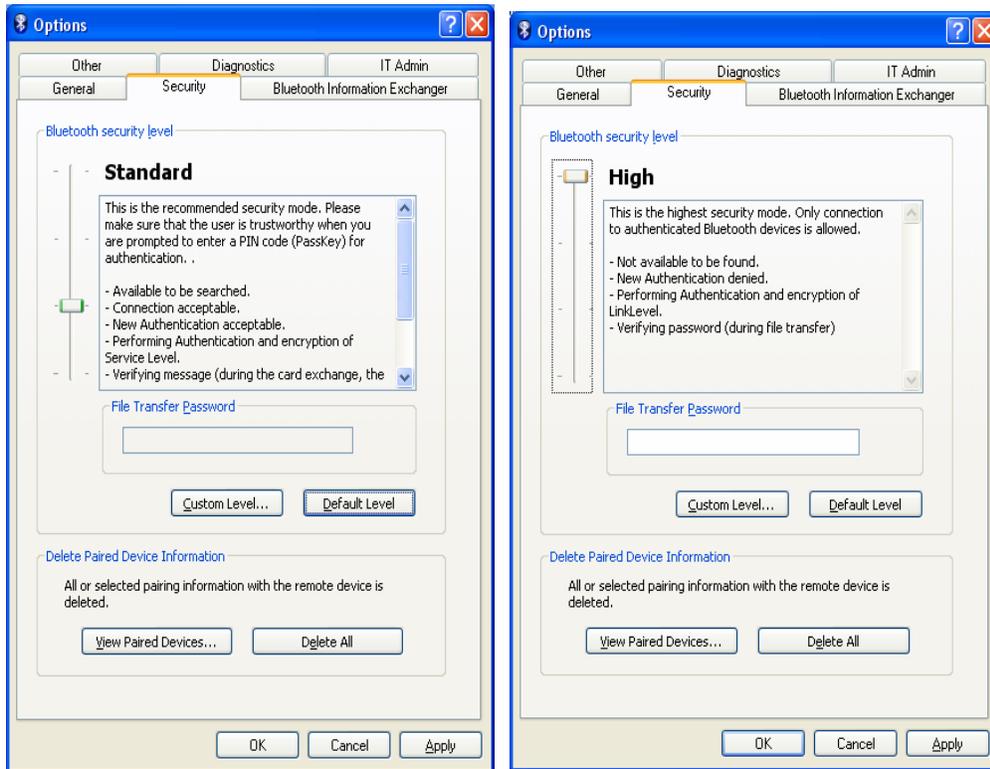
Run the **Add New Connection Wizard** again and you should receive a prompt for a PIN.

Index