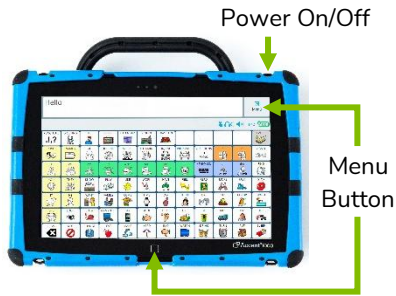


**Accent® with Empower®: Unity® Quick Reference Guide**



Click [HERE](#) to download Empower PASS

**Technical Support:**

Tel: +44 (0)1733 370 470 (Option 2)  
Email: [info@liberator.co.uk](mailto:info@liberator.co.uk)

**Regional AAC Consultants:**

If you wish to speak to your Regional AAC Consultant, please call +44 (0)1733 370 470 (Option 3)

**MENU**

Select **Menu** to gain access to the Quick Menu. The Quick Menu contains links to the Editor, Vocabulary Builder, and the Toolbox. It will also give you access to the Windows® Desktop if your Accent device is non-dedicated.

**POWER/SLEEP BUTTON**

The power/sleep button is on the top of the device.

1. To turn on the device, press and hold power/sleep.
2. To wake/sleep the device, press power/sleep.

3. The device should be restarted weekly. \*
4. To restart, select **Menu, Power, Restart**, and then **Yes**.  
\* **Recommended:** Restart once per week; put to sleep daily. The device may wake up from sleep if using eye tracking or if Windows® updates are occurring. To preserve the charge overnight, either connect the charger or shut down the device completely. See step 5.
5. If you don't plan to use the device, want to store/transport it in a bag, or receive an error message, shut down the device completely. To do this, select **Menu > Power > Shut Down**, and then **Yes, shut down**.

**SELECT A VOCABULARY**

1. Select **Menu > Toolbox**.
2. Select the **Vocabulary** tab, then **Select a Vocabulary**.
3. Select the **Unity** tile. Choose your desired Unity vocabulary. **Note:** Once you edit a button or create a Vocabulary Builder list, the vocabulary will be automatically saved and placed in **My\_vocabularies**.

**VOCABULARY SETTINGS**

1. Select **Menu > Toolbox**.
2. Select the **Vocabulary** tab, then **Vocabulary Settings**.

**Rename a Vocabulary**

From the **Settings** tab, edit the **Vocabulary Name**.

**Change the Font & Size of Button Labels**

From the **Edit Fonts & Styles** tab, select a **Font** and adjust the **Size**.

**Set Button Preferences**

From the **Button Preferences** tab, set the following:

- **Empty Button Appearance:** What do you want empty buttons to look like? White, Transparent, Empty.
- **Empty Button Action:** What do you want empty buttons to do? No Action, Go To Home.
- **Show Labels:** Where do you want labels showing? Home, Middle, End.
- **Use Alternative Symbols:** Where do you want an alternate set of symbols to show? None, Middle, End, All.
- **Button Padding:** How much space do you want between the buttons? Set the percentage.

**SET THE ACCESS METHOD**

1. Select **Menu > Toolbox**.
2. From the **User Settings** tab, select **Access Method**.

3. There are additional settings once you select an access method.

**CHANGE THE VOICE**

1. Select **Menu > Toolbox**.
2. From the **User Settings** tab, select **Voice**, then the **Main Voice** or **Prompt Voice** tab.
3. Select **Change Voice**.

**EDIT A PRONUNCIATION**

"Teach" the device to pronounce a word correctly.

1. Select **Menu**, and then **Toolbox**.
2. From the **User Settings** tab, select **Voice**.
3. Select **Edit a Pronunciation**.
4. Enter the correct spelling of the word, then **Finished**.
5. Enter the phonetic spelling of the word, then select **Finished**. To test the pronunciation, select the **Play** button.
6. When satisfied, select **Add**.

**WORD FINDER**

Use Word Finder to locate a word in the vocabulary. From the spelling keyboard:

1. Select **Word Finder**.
2. Type the word you want to find.
3. Select **Search**.
4. Select **Guide Me**.
5. If the word is not in Unity, it will say "no results found".

**EDIT A BUTTON**

1. Select **Menu > Editor**.
2. Navigate to where you can see the button you want to edit, then select **Edit**. Select the button you want to edit.
3. Add or edit the **Message** and the **Label**.
4. Suggested symbols will appear. If you do not see one you like, or you would like to take a **photo**, select the **Symbol** tab. You can **Search**, **Browse**, or **Import** symbols, or select **Camera**.
5. Additional button options:
  - a. **Colors:** Set various colours for the button.
  - b. **Navigation:** Add Navigation. Navigation options include things such as Go Back, Go To Home, and Go To Page.
  - c. **Actions:** Add an action. Action options include things such as Clear Display, Caps Lock, and Stop Speech.
  - d. **Settings:** Change button level settings. Settings include message, Speech, Always Show Button

Label, Alternate Pronunciations, and Alternate Prompt.

6. Select **Finished**, then **Save**.

#### ADD A CORE WORD

1. Select **Menu > Editor**.
2. **Select the first icon for the word.** For example, let's add the word "sip" (a present tense verb). The first icon for the word will be Juice because we can take a sip of juice.
3. **Select the second icon for the word.** In this example, the second icon will be the Mother because she can give her child a sip of juice.
4. Select **Create a new link**.
5. **Select the third and final icon for the word.** In this example, sip is a present tense verb. The final icon for all present tense verbs is the green Action Man.
6. Select **Edit this button**.
7. **Add the word ("sip") in the Message.** The label will auto-populate.
8. Select **Finished**, then **Save**.

#### RESIZE A BUTTON

1. Select **Menu > Editor**.
2. Navigate to the button you want to resize, then select **Resize**. Select an existing button you want to resize.
3. Tap to create the first corner for your button. You can keep the button in the same location or move it.
4. Tap another location to finish resizing the button. Note that buttons in that area will be deleted.
5. Select **Okay** to confirm resize.

#### CREATE A BUTTON WITH A PAGE LINK

1. Select **Menu > Editor**.
2. Navigate to the button where you want a page link, then select **Edit**. Select the button you want to edit.
3. Add a **Label** and a **Symbol**.
4. If desired, change the button colour from the **Colors** tab.
5. Select the **Navigation** tab. If the button already has navigation, select **Remove Navigation**.
6. Select **Go To Page**.
7. Select an existing page or **Add New**.
8. **Name your page** and **set the grid size**.
9. Select **Create**.
10. Make sure **Make Persistent** is set to **OFF**.
11. Select **Finished**.
12. If you selected **Add New**, navigate to your new page and add the words you want. See **Edit a Button**.

#### VOCABULARY BUILDER (VB)

Use Vocabulary Builder to temporarily limit the number of words appearing on the screen. For example, you want to start with 8 words when first introducing the device to a child.



1. Select **Menu > Vocabulary Builder**. Turn VB on by **selecting the on/off toggle**.
2. Decide if you want to start with all words hidden or shown. Select **Hide All** or **Show All**. Confirm your choice by selecting **Okay**.
3. There are two ways to create a VB list of words:
  - a. Type a list of words.
    - i. Select **Edit List**.
    - ii. If desired, rename your list by selecting **Change** in upper right-hand corner.
    - iii. Select the text field and **type a list of words you want to show/hidden separated by commas**. Select **Finished** and **Okay**.
    - iv. Select **Finished** and **Exit Menu**.
  - b. Touch the symbols that lead to the word you want to hide/show.
    - i. **Touch the symbols that lead to the first word.** Select the home button (top right) when you need to return to the home screen.
    - ii. Continue to show/hidden words in this way.
    - iii. Select **Exit Menu** when finished.
4. Lists are automatically saved.


#### Additional VB Options:

- **Edit List:** Create, rename, manage, and clear lists.
- **Quick Show:** Use this to quickly show words.
- **Change List:** If you have multiple lists, you can switch between them. In addition, rename, duplicate, merge, and delete lists.
- **My Lists and Default Lists:** In Default lists, find the first 25/50 words and activity-specific lists (such as cars, bubbles etc.).
- **Merge List:** If you have multiple lists, you can combine as many as you want into one list.

#### VOCABULARY BACK UP

1. Insert a USB flash drive into a USB port.
2. Select **Menu > Toolbox**.
3. Select the **System Settings** tab.
4. Select **Export & Import**.
5. Select **Export Vocabulary or Keyboard**.
6. **Export** your desired vocabulary.
7. Navigate to your USB flash drive.
8. Rename the file. Select **Save**.

#### CONNECT TO Wi-Fi®

1. Select **Menu > Toolbox**.
2. Select the **System Settings** tab.
3. Select **Devices & Connections**.
4. Select **Choose** and then connect to a network.
5. To return to Empower, select the PRC logo  that appears in the taskbar at the top.

#### UPDATE SOFTWARE VIA Wi-Fi

1. Select **Menu > Toolbox**.
2. Select the **System Settings** tab.
3. Select **Updates**.
4. Select **Check for Updates** next to Update Using Wi-Fi and follow the prompts.

#### RESTRICTIONS

##### To lock/unlock Menu button via a password:

1. Select **Menu > Toolbox**.
2. From the **User Settings** tab, select **Restrictions**.
3. Select **Password**. Follow the prompts to create a password.

##### To lock/unlock Menu button via a USB flash drive:

1. Select **Menu > Toolbox**.
2. From the **User Settings** tab, select **Restrictions**.
3. Select **USB**. Insert a USB flash drive and follow the prompts. This process places an unlock key on the USB flash drive. Anytime this flash drive is plugged into the device, the Menu button will be unlocked.
4. **Remove the USB flash drive**, and the Menu button will be locked.

##### Menu Button

You can disable the Menu button with this setting. If you do this, **you need to use the square button at the bottom edge of the screen to access the Quick Menu/Toolbox**.

1. Select **Menu > Toolbox**.
2. From the **User Settings** tab, select **Restrictions**.
3. **Toggle Menu Button OFF**.