

**Guidance for using C-Pen in Examinations**



Function	Details				
<b>Switch on/off</b>	<p>Press  for at least 10 seconds until the screen lights up for on, and goes black for off</p> <p><b>Note:</b></p> <p>If the pen will not switch on Press  for at least 30 seconds until the screen lights up. If this does not work plug the C-Pen into the computer using the cable belonging to the pen (it should be in the box) and then hold down  for at least 30 seconds until the screen lights up. If this does not work then press the 'RESET' button on the back of the pen and then hold down  for at least 30 seconds until the screen lights up.</p>				
<b>Reactivate</b>	<p>If the screen goes blank/black then press any button to reactivate the pen</p>				
<b>To read text</b>	<ol style="list-style-type: none"> <li>1. Keep pressing  until you get to the <a href="#">EXAM Text Reader</a> screen</li> <li>2. Select <a href="#">Text Reader</a> menu option (use arrow keys if needs be)</li> <li>3. Click on  to see a blank screen with a flashing cursor</li> <li>4. Hold the pen at the front of a line of text, pressing it down on the page so that the tip is lit up continuously, slowly move it from left to right along the text for it to read the text.</li> </ol>				
<b>Change to 'Append' or 'Replace' mode of reading text</b>	<p><b>Options:</b></p> <table border="1" data-bbox="316 976 1489 1350"> <tr> <td data-bbox="316 976 539 1272"><b>Append</b> (recommended)</td> <td data-bbox="547 976 1489 1272"> <p>This mode allows you to keep adding lines of text as you read the text lines from left to right. The text then appears on the screen that you can scroll up and down on and listen to it again by moving the cursor to the start of the text you want to listen to with the arrow keys and then by pressing  to re-listen.</p> <p><b>Note:</b> To clear the screen press  and then .</p> </td> </tr> <tr> <td data-bbox="316 1283 539 1350"><b>Replace</b></td> <td data-bbox="547 1283 1489 1350"> <p>This mode allows you to read only one line of text at a time from left to right.</p> </td> </tr> </table> <ol style="list-style-type: none"> <li>1. Keep pressing  until you get to the <a href="#">EXAM Text Reader</a> screen</li> <li>2. Select <a href="#">Text Reader</a> menu option (use arrow keys if needs be)</li> <li>3. Click on </li> <li>4. Click on  ('MENU' button)</li> <li>5. Select <a href="#">Adding Mode</a> menu option (use arrow keys if needs be)</li> <li>6. Click on </li> <li>7. Using arrow keys <b>only</b> put a tick box against either <a href="#">Append</a> or <a href="#">Replace</a></li> <li>8. Click on  to confirm and return to the cursor screen</li> </ol>	<b>Append</b> (recommended)	<p>This mode allows you to keep adding lines of text as you read the text lines from left to right. The text then appears on the screen that you can scroll up and down on and listen to it again by moving the cursor to the start of the text you want to listen to with the arrow keys and then by pressing  to re-listen.</p> <p><b>Note:</b> To clear the screen press  and then .</p>	<b>Replace</b>	<p>This mode allows you to read only one line of text at a time from left to right.</p>
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<b>Replace</b>	<p>This mode allows you to read only one line of text at a time from left to right.</p>				

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<b>Change volume and speed of speech</b>	<ol style="list-style-type: none"> <li>1. Keep pressing  until you get to the <a href="#">EXAM Text Reader</a> screen</li> <li>2. Select <b>Text Reader</b> menu option (use arrow keys if needs be)</li> <li>3. Click on </li> <li>4. Click on  ('MENU' button)</li> <li>5. Select <b>Read Settings</b> menu option (use arrow keys if needs be)</li> <li>6. Click on </li> <li>7. Using arrow keys to find <b>Speed and Volume</b> and <b>only</b> change <b>Speed</b> (recommend <b>3</b> for 'medium') and/or <b>Volume</b> (recommend <b>50</b> for volume)</li> <li>8. Click on  to confirm and return to the cursor screen</li> </ol>
<b>Change pen to left or right handed use</b>	<ol style="list-style-type: none"> <li>1. Keep pressing  until you get to the <a href="#">EXAM Text Reader</a> screen</li> <li>2. Select <b>Settings</b> menu option using the arrow keys</li> <li>3. Click on </li> <li>4. Select <b>Left/Right Handed</b> menu option (use arrow keys if needs be)</li> <li>5. Click on </li> <li>6. Using arrow keys only put a tick box against either <b>Left-Handed</b> or <b>Right-Handed</b> menu</li> <li>7. Click on  to confirm and you will return to the previous menu</li> <li>8. Keep pressing  to return to the <a href="#">EXAM Text Reader</a> screen</li> </ol>
<b>Change brightness</b>	<ol style="list-style-type: none"> <li>1. Keep pressing  until you get to the <a href="#">EXAM Text Reader</a> screen</li> <li>2. Select <b>Settings</b> menu option using the arrow keys</li> <li>3. Click on </li> <li>4. Select <b>Brightness</b> menu option (use arrow keys if needs be)</li> <li>5. Click on </li> <li>6. Using arrow keys <b>only</b> change the <b>Brightness</b> (recommend <b>15</b> for maximum brightness)</li> <li>7. Click on  to confirm and you will return to the previous menu</li> <li>8. Keep pressing  to return to the <a href="#">EXAM Text Reader</a> screen</li> </ol>