DOCUMENT READER INSTRUCTIONS.

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PORTSET READER USER GUIDE.

Thank you for choosing the Portset Reader to be your text-to-speech reading system. This Reader has been designed to offer an easy to use solution to provide the reading of a range of documents with high quality speech.

When you receive your PORTSET READER, in the box you should find only two items: the machine itself and a carton placed at the end of the box. Inside this carton, is the User Guide in print and on an audio CD, a detachable power lead and a set of headphones.

If, on delivery, any of these are missing or damaged, you should contact your supplier immediately. If you purchased the Reader from one of our agents, please ensure that the registration card enclosed is completed and returned to Portset Systems to ensure that you are registered as the user. Failure to have your Reader registered will result in you not being advised of any improvements or warranty support.

1.   INTRODUCTION:

Remove the Reader from its packing, and place it on a table with the front which is slightly inclined with the control keys facing you.

Now take your hands to the rear of the machine.

Moving to the right, you will find the socket into which the power cable must be inserted, and next to this is the on-off switch.
Moving further to the right, you will find a ventilation grill.
There is a cooling fan situated behind this grill, and care must be taken that this grill does not become covered or blocked.

Now move on to the top of the Reader. Here you will find a light lid, hinged at the rear. Lift this lid and underneath you will find a rectangular glass plate, slightly recessed into the top of the Reader. This is the scanning window.

Documents to be read must be placed face down on this window, using the edges of the recess to align the document. The alignment of the document does not have to be particularly accurate, as the Reader can adjust the image. Also it does not matter which way round the paper is placed, except when you wish to read an open book, both pages at once. In this case, the top of the book must be towards the right hand side of the Reader, otherwise the second page will be read first.

It is recommended that the glass of the scanning window should be regularly cleaned using a soft dry cloth. The lid should be lowered during scanning, the hinges will adjust to accommodate books up to about one inch thick. For greater thickness books leave the lid open in the vertical position.

Across the front of the machine is the Control Panel.
At the left hand end you will find a large oblong key.
This is the "Start" key.
This is the key you press to begin the scanning and the reading process.

Moving to the right of the "Start" key, you will find four smaller square keys, arranged one above three.
These are the Navigation or Cursor Keys.
The top single key is "SENTENCE or LINE UP", and immediately below this is "SENTENCE or LINE DOWN".
The key to the left is "WORD LEFT" and to the right is "WORD RIGHT".
These keys will also be referred to as: "UP", "DOWN", "LEFT" and "RIGHT".

Moving to the right of these four keys, you will find another group of four keys.
This time arranged with a single oblong key below three square keys, and further to the right is a final group of three square keys.
For ease of reference, we will number the upper six square keys.
From left to right. 1, 2, 3. And 4, 5, 6.

Key 6 is the Stop Speaking key.
Key 5 is used to change between automatic, column and page scanning modes.

The first four keys come into operation when either a document has been completely read or when you have heard enough. They determine what happens to the current document, as follows:

1 - Store the current document internally:
2 - Append the current document to the last document saved:
3 - Erase the current document:
4 - Store the current document to USB pen drive:

Only when one of these options has been chosen can another document be scanned.

The larger oblong key situated below the first set of three square keys is the "FUNCTION" key. This key has no use on its own. It is used in conjunction with other keys to instigate certain facilities, which will be detailed later in this User Guide.

At the right hand end of the control panel you will find the volume control knob.
Below this panel, and a little way in from the right-hand end is the jack socket for the headphones.
Plugging the headphones into this socket will transfer the sound to the headphones, silencing the loudspeakers.

To the far left end is a small rectangular slot which is the socket for a USB pen drive which can be used to save the text of the documents or the spoken document in MP3 audio format.

The two loudspeakers are situated in the side panels of the Reader, one on each side and just back from the front.

Finally, on the sides of the Reader and towards the rear, are ventilation grills, it is important to keep these grills clear of any obstruction.

Now, connect the power cable into the socket at the rear of the Reader, then plug into the your mains wall socket, and switch the Reader on.
There will be a short delay before you will hear a series of beeps while the Reader is initialising.
It will take about a minute for the Reader to initialise itself, during this time you will hear a series of beeps. Once the Reader has initialised, you will hear a fanfare, and the Reader will announce that it is ready. This announcement will also tell you the current scanning mode, either "AUTOMATIC", "COLUMNS" or PAGE.
At any time the Reader is in use you can get current help by pressing Key 6 when the Reader is quiet.
Because the Reader remembers it's configuration from the last time of operation it is important that after switching it on you do not turn it off until after the fanfare has played.

2. READING A DOCUMENT.

2.1 SCANNING MODE.

The Portset Reader has three scanning modes, "AUTOMATIC","COLUMN" and PAGE. The "AUTOMATIC" mode should be used for reading most documents, such things as letters, envelopes and newspapers. Use "COLUMN" mode for magazines and when reading an open book, two pages at a time. Documents such as bills which, although printed in columns, are intended to read horizontally rather than vertically must be scanned in "PAGE" mode. Also use this mode if tables are contained within the document. When you switch the Reader on, it will announce which scanning mode is currently in operation. To change the scanning mode you must press key 5. You will be advised of the current mode and requested to press the key a second time if you want to change to a different mode. Once you are in the correct mode you can proceed with the scanning of your document.

2.2 SCANNING THE PAGE.

Switch on the machine, and wait for the "Reader Ready" message.
Lift the lid of the scanning window and place your document face down on the glass, aligning it with the raised edges. Lower the lid, and then press the "START" key, (the large key at the left hand end of the front panel).
For a full A4 page, the scanning and analysing phase is quite quick but does depend on the amount of text and the text size. During this period, various messages will be announced, to let you know what is happening.

2.3 READING THE TEXT.

Once the text has been scanned and analysed, the Reader will begin to speak the text to you, and if you take no further action, the whole of the page will be read.
If, during the reading of a page, you need to pause the speech for any reason, simply press the Stop key (6). Press the Start Key and the Reader will continue reading the page from the point where it left off.

2.4 NAVIGATION MODE.

If you decide that you need more control over the reading of the document, you should go into "NAVIGATION" mode. To do this, simply press any one of the four Navigation keys. The "UP" and "DOWN" keys select sentences to read if the document contains sentences, or lines if in PAGE mode. You can select each word in a sentence or line by using the "RIGHT" or "LEFT" keys, word speaking always commences at the beginning of the sentence or line.
If you hold down the "Function" key while using the "WORD RIGHT" or "WORD LEFT" keys, the words will be spelled out to you.
Press the Function Key and the Up Key to go back, about, a page in the document.
Press the Function Key and the Down Key to go forward, about, a page.
To exit Navigation Mode, and go back to continuous reading, simply press the "Start" key again.

2.5 OTHER KEY FUNCTIONS

While reading a scanned document you can also do the following.
Press Key 5 and you will be told the size of the document. Press the Function Key and Key 4 to enable change to the reading speed of the text voice.

2.6 END OF TEXT.

When the page has been read, or the "Stop" key (6) has been pressed, you will have five options.

A.   Read the page again by pressing the "START" key at any time.
You can return to the top of the document by pressing the "Function" key and the " Up" key together.

B.   Store the page in the machine's memory, by pressing key 1.

C.   Append the page to the last document that you saved by pressing key 2.

D.   Save the document onto a USB pen drive by pressing key 4.

E.   Erase the page from memory by pressing key 3.

You will not be able to read another page until you have chosen one of the options of, store, append or erase options. B, C, D, or E.
Section 4 will give you more information about storing and reviewing documents in the Reader's memory

3. CONTROLLING THE VOICE.

The Portset Reader has a high quality voice called Jane.

First hold down the "FUNCTION" key and press key 4.
This will enter the Voice Control procedure.
Press Key 1, to select the voice. To change the speed press Key 2. You can change the speed separately for the reading voice and the system voice by pressing Key 5 to make the selection.

There are nine levels of speed, to adjust, use the "UP" and "DOWN" keys to adjust the speed of the selected voice. Pressing the "RIGHT" key will set to maximum speed and the LEFT key sets to the minimum speed.
When you are happy with your adjustments: PRESS the "START" KEY.
The new state of speaking will be announced.

"TO SAVE THE NEW SPEECH SELECTIONS, PRESS THE START KEY AGAIN TO LEAVE THIS VOICE MODIFICATION OR PRESS ANY OTHER KEY TO CONTINUE MAKING VOICE CHANGES".
If you decide not to save the changes, and to leave things as they were before you entered the Voice Control procedure, press the Function Key and Key 4 to return to the default settings.

You can restore the machine settings for the voice parameters as follows. Press the Function Key and Key 4 and use the Up and Down Keys to select the option you want from. 1: Recover the original speech settings or 2: Recover the Machine default settings and listen to the message about resetting the voices to your initial settings. Or, 3: Exit with no changes. Then Press the Start Key twice to restore the original settings.

If your machine has more than one language you can select another by pressing Key 4, using the Up and Down Keys to select for text reading. If the Reader has a system voice for the language it will also speak messages in the selected language.

4.   STORING DOCUMENTS IN MEMORY.

The Portset Reader is not simply a device for reading documents, although many people will use it as just that.
The system is designed to enable users to store documents that have been scanned..

4.1 STORING DOCUMENTS.

When a page has been read, pressing key 1 will write that page into the machine's memory.
If a multi-page document needs to be stored, first scan in the first page as above, and then for each subsequent page press key 2, the append key. The pages will then be appended into a single document.
You cannot append a document to a USB drive. You must first save it to internal memory and then transfer it to a USB drive.

4.2 RETRIEVING DOCUMENTS.

Of course there is not much point in storing information if you can't retrieve it.
The first requirement for any information retrieval system is the ability to be able to identify the documents that hold the information.

The document identification system of the Portset Reader consists of three elements. The date stored, the document number within that day and the first one hundred characters of the document.
It is felt that these one hundred characters should give enough information to identify the contents of a document. The date and document number give an order for searching.

To review the documents stored in your machine memory, press key 1. The Reader initially indexes the internally stored documents. Then you will be offered the choice of reviewing either the documents in memory by pressing key 1 again, or reviewing those on USB drive by pressing key 2. The USB pen drive must be installed to read documents.

Once you have made this decision, you will have a list of documents to browse. This is done by using the UP and DOWN" keys. If you have a lot of documents in your memory, you will be able to skip through the list, ten documents at a time by pressing the LEFT or RIGHT keys.

If you hold down the "FUNCTION" key while pressing the UP key you will be taken to the first document in memory.
(The first document in memory is usually the instructions for the Reader.)
Pressing the Function Key and the DOWN Key together takes you back to the last document in the memory.
Once you have located the required document, press the "START" key to load this document and commence reading it.

This reading process is exactly the same as that for a document you have scanned in. Now, at the end of reading the options are.
Either exit the document by pressing key 3, or copy it out to USB drive with key 4, or to read the document again by pressing Function Key and Key UP.

4.3 DELETING DOCUMENTS.

Although the Portset Reader has a very large capacity for storing information, in excess of 2 million it is not infinite.
Also, it can be time consuming and laborious going through long lists of documents looking for the one you want.
For all these reasons, it is a worthwhile exercise to clear out unwanted documents from time to time.

Engage the document review procedure with key 1. Then select key 1, this will put you into the internally stored documents. Use the "UP" and "DOWN" keys to browse the list. When you find a document that is no longer required, you can delete it by pressing key 5.
When deleting with key 5, you must let the name of the document be fully spoken before pressing key 5 a second time to confirm that deletion is required.

4.4 COPY TO USB Drive.

You can copy documents to a USB pen drive in either text or audio. The audio supported is called MP3 which is the spoken text of your document. You can then plug the drive into other devices which allow you to hear the speech. The machine initially looks for a USB drive which needs to be inserted.

If you are saving to the USB pen drive insert it into the slot in the front right edge. It is polarised so can only be inserted one way. Press Key 4 and the contents of the drive will be advised, you can save the document in text form by pressing Key 4 or to create an audio MP3 version press Key 2.

Making an audio MP3 version takes longer than saving a text file. After a short period you will hear progress beeps as the audio is being created, please wait for the completed message before starting a new action.

4.5 EXITING DOCUMENT REVIEW.

After you have exited from a selected document, press key 3 again to return to the scanning and reading procedure.

5. UTILITIES.

5.1 ENTERING THE UTILITIES FUNCTION.

To enter the Utilities Function, hold down the "FUNCTION" key, and press key 6.

5.2 READER HELP FACILITY.

Press key 3 to enter this facility. In this facility, the keys are disabled, allowing the user to press each key, and have its name announced.
To leave this key help facility, hold down the "FUNCTION" key and press key 6. This will return you to the Utilities function.

5.3 CHANGE SCANNING FEATURES.

The Portset Reader has the ability to change some of the scanning characteristics. You should not need to make any changes but sometimes a document can be too light or dark and may need a better definition to remove errors.
To access the features, press Key 5. You will be told which keys control brightness, scanning quality, the current settings and how to reset to the nominal values.
Key 1, allows changes to the brightness this can make a light document darker or the opposite. Key 2, will provide different scanning quality.
For documents that have large size text in a clear print you could use the Quick mode. If a document contains fine, thin text then the High mode may be more suitable. You can reset all the scanning facilities back to the normal default settings by pressing Key 3.
You can find out what setting are in current use by pressing Key 4.
Once you have made your changes, press the "Start" key to leave the utilities function. Then you can proceed with the scanning of your document using the new scanning settings.

5.4 UPDATE.

This is the procedure whereby your Portset Reader can be updated with new program information if available. Portset do not issue regular updates and this facility will vary with machine versions.

This facility does not cater for major system changes, such as a revision of the model.

The update facility is conducted through a special USB drive supplied by Portset together with instructions.

5.5 LEAVING THE UTILITIES FUNCTION.

Pressing the "START" key will exit the Utilities function.

6 KEY FUNCTIONS.

The keys act differently depending on which part of the operation is in use. Only the keys that are in use for each function are identified.

6.1 Reader Ready Function.
This is when the Reader has been switched on and is awaiting an instruction.

START Key: Initiate scanning and reading.

Key 1: Document Review.
Key 5: Selection of Automatic, Column or Page mode.
Key 6: Stop speaking or Help.
Function Key and Key 1: Help.
Function Key and Key 4: Speech Commands.
Function Key and Key 6: Utilities.

6.2 The reading of a Scanned document.
This is when a document has been scanned and is in the reading mode.
START Key: Restart reading after a halt.
Key 1: Save document internally.
Key 2: Append document to previous saved by Key 1.
Key 3: Erase document being read.
Key 4: Save document to a USB drive.
Key 5: Get size of document.
Key 6: Stop speaking or Help.
Key UP: Reads previous sentence or line.
Key DOWN: Reads next sentence or line.
Key LEFT: Reads previous word.
Key RIGHT: Reads next word.
Function Key and Key 1: Help.
Function Key and Key 4: Modify reading voice speed.
Function Key and Key UP: Move back 1 page.
Function Key and Key DOWN: Move forward 1 page.
Function Key and Key LEFT: Spell word backwards.
Function Key and Key RIGHT: Spell word forwards.

6.3 Document Review.
This facility provides for reviewing previously stored documents.

START Key: Reads a selected document.
Key 1: Selects Internal stored documents.
Key 2: Selects document on a USB drive.
Key 3: Exits the document review facility.
Key 4: Saves a selected internal document to a USB drive.
Key 5: Deletes a selected document.
Key 6: Stop speaking or Help.
Key UP: Next document.
Key DOWN: Previous document.
Key LEFT: Go back 10 documents.
Key RIGHT: Go forward 10 documents.
Function Key and Key 1: Help.
Function Key and Key UP: Go to top of review list.
Function Key and Key DOWN: Go to end of review list.

6.4 Reviewed Document reading.

This is when a document has been selected from review and is in the reading mode.

START Key: Restart reading after a halt.
Key 3: Exit reading and return to review of documents.
Key 4: Saves a selected internal document to a USB drive.
Key 5: Deletes a selected document.
Key 6: Stop speaking or Help.
Key UP: Reads previous sentence or line.
Key DOWN: Reads next sentence or line.
Key LEFT: Reads previous word.
Key RIGHT: Reads next word.
Function Key and Key 1: Help.
Function Key and Key 4: Modify reading voice speed.
Function Key and Key 6: Get size of document.
Function Key and Key UP: Move back 1 page.
Function Key and Key DOWN: Move forward 1 page.
Function Key and Key LEFT: Spell word backwards.
Function Key and Key RIGHT: Spell word forwards.

6.5 Speech Commands.
This facility allows the speech and voice setting to be changed.

START Key: Saves the changes made and returns to the Reader Ready state.
Key 1: Selects a voice for modification.
Key 2: Selects speaking speed.
Key 4: Select speech language.
Key 5: Exchanges the system messages and reading voices.
Key 6: Stop speaking or Help.
Key UP: Increased the setting.
Key DOWN: decreases the setting.
Function Key and Key 1: Help.
Function Key and Key 4: Default voice settings.

6.6 Modification of speech speed during reading.
This facility allows for the reading speed to be changed during the reading of a document after Function Key and Key 4 have been pressed.

START Key: Return to reading a document.
Key 6: Stop speaking or help.
Key DOWN: Reduce speed rate.
Key UP: Increase speed rate.
Key LEFT: Go to slowest rate 1.
Key RIGHT: Go to fastest rate 9.

7. DOCUMENT READING TIPS AND PROBLEMS.

The types of document the Portset Reader can read are various.

However it is important to understand some of the messages that will be given if the document is causing a problem for the Reader.

If a word has an unrecognised character the word will not be recognised for speech and will be spelt out during the reading of the document. If you enter the spelling facility and hear a bleep tone this indicates an unrecognised letter.

The Portset Reader can only read a document if it is placed face down on the glass window. The orientation is not important as the system will automatically reverse any document to make it readable. If you place the document upside down, you will be told that there is no recognised text on the page. When you get this message turn the page over and press the START key again. It is also possible that you may hear a document reads punctuation or odd characters. This could be because the document is upside down but is dirty and the dirt is being interpreted as real characters. Alternatively this is due to a document that is predominantly pictures.

If you want to read a magazine, it is always best to use the COLUMN mode as frequently magazines use a column presentation.

If it is important for you to know which is the actual top of a document try using a post-it note on which you get typed the numbers 6699. Stick this note on the top left corner of the document. When the document is read to you the numbers 6699 will be spoken either at the start or the end of the document. If they are spoken first you have placed the note at the top of the document, whereas is they are spoken at the end, then the note has been placed at the bottom of the document.

Some documents are difficult to be read, for example, newspapers. This is due to the thin paper used, which produces what is called "print through". This is where the print on one side of the document can be seen on the other side.

Fax copies or badly produced photo-copies are very difficult to read due to the amount of black particles placed onto the paper.
This type of document will produce a lot of punctuation when being read as the particles are interpreted as printer characters.

Printing over the top of pictures will also produce difficulties in the ability of reading.

If a document or book has the first letter of a word in a large font size this can also produce a misinterpretation which will result in an incorrectly spoken word.

A document that has been folded can cause recognition and reading errors at the fold. Flatten the document by reverse folding.

An open book needs to lie flat on the reading glass. This may not be totally possible if you use a hard back book or the book is relatively thick. Errors in words can occur at the centre spine due to the pages not being flat. After placing the book on the glass and closing the lid, place your hand on the lid and gently hold the lid down. This action will to some degree level the book spine fold.

If the book is too thick for the cover to close, open the lid and leave it in it's upright position. Place the open book onto the scanning plate with the right hand page at the front of the scanner glass. Gently hold down the book to keep it flat. If the book has unequal thickness press down on the thin section and this will rotate the spine of the book to assist flattening. Press the START key. When you hear the message "Analysing" you can release the pressure on the cover.

Utility bills or bank statements are set out in columns but are intended to be read across the page. You should always use PAGE MODE for this type of document. However the results of reading these types of documents are variable. This is due to how the supplier has produced the original form. If vertical lines are used, these can result in the recognition program having to make an intelligent guess, and usually it assumes characters. Such documents are not easy to read. If you have problem tell your document supplier that you require a plain format. This is usually not a problem for them, though they may suggest it is. Most banks can supply a statement at your branch and these do not have lined columns and can be read without difficulty.

Telephone numbers may not be spoken as telephone numbers but as cardinal or plain numbers. This is due to the printed telephone not being in the standard format of telephone numbers.
Only correctly formatted numbers are correctly spoken.

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