The **power** to achieve

A Professional Development Program
for the Mountbatten Brailler

Workshop One

Mountbatten Easy Guide

Contents

Introduction

This guide has been prepared to provide you with a quick reference tool to use:

- during Workshop One

- as a resource when using your Mountbatten

During the Workshop, we suggest you mark the Easy Guide to help you remember those sections covered.

Some information in the Easy Guide is introduced, but not applied. This allows those already familiar with the Mountbatten to access information when needed, and for those beginners who want to, to go ahead!

Suggestions: Store the Easy Guide near the Mountbatten.

Introduce the Guide and how to use it to all those who may need to access the information, such as the Aide, Class Teacher and the student.

Copy any procedures used regularly and put them on the wall near the Mountbatten for easy reference.

Braille out reference information as the student user learns about the Mountbatten parts, ports and functionality so that they build skills of independence!

Mountbatten Orientation - Parts

Keyboard
Ergonomically designed, yellow keyboard with six black Braille keys and seven blue keys that tell the Mountbatten what to do.

Embossing Head
Silver metal with yellow marker to help indicate position on the page. On start-up, the embossing head moves to the right hand margin and back to identify paper size.

Reading Table
A flat silver metal section on which to press when reading. The table has a groove along it to align the top of the page. Lay a new page flat on the table to assist with loading paper.

Margin Adjusters
Both margin adjusters have grip wheels to help feed the paper through. The left margin adjuster is fixed. The right margin adjuster moves to accommodate paper size.

Paper Bail
A long metal bar with two rubber wheels that sit across the reading table. The paper bail holds paper in place during embossing. It is spring loaded for easy removal. Slide the right hand margin to far right, grip paper bail and push to left to remove. It is best removed when a child is writing and reading Braille, giving unimpeded access.

Paper Lever
A yellow plastic lever, located to the right of the embossing area, lifts up and back. When lifted it releases the right margin adjuster and prompts an audio response. When returned to lock position, the audio response prompt says "OK" and the embossing head checks for the size of the page inserted by moving between the margin adjusters.

Ruler
A scale bar at the front of the embossing area to help re-align a Brailled page.

Paper Advance
A yellow plastic grooved roller located to the left of the reading table. Assists with moving a new page into position.

On/Off Switch
Located on the left front is the on/off switch.

Volume Control
At the front of the Mountbatten and to the right of the on/off switch is a thin yellow knob for volume control.

Carry Handle
In the center front is the yellow carry handle.

Pull it out and use it to carry the Mountbatten about.

Location of Parts

Embossing Head

Right Margin Adjuster [movable]

Left Margin Adjuster

Reading Table

Paper Advance

Paper Lever

On/Off Switch

Ruler

ten Orientation - Ports

Keyboard
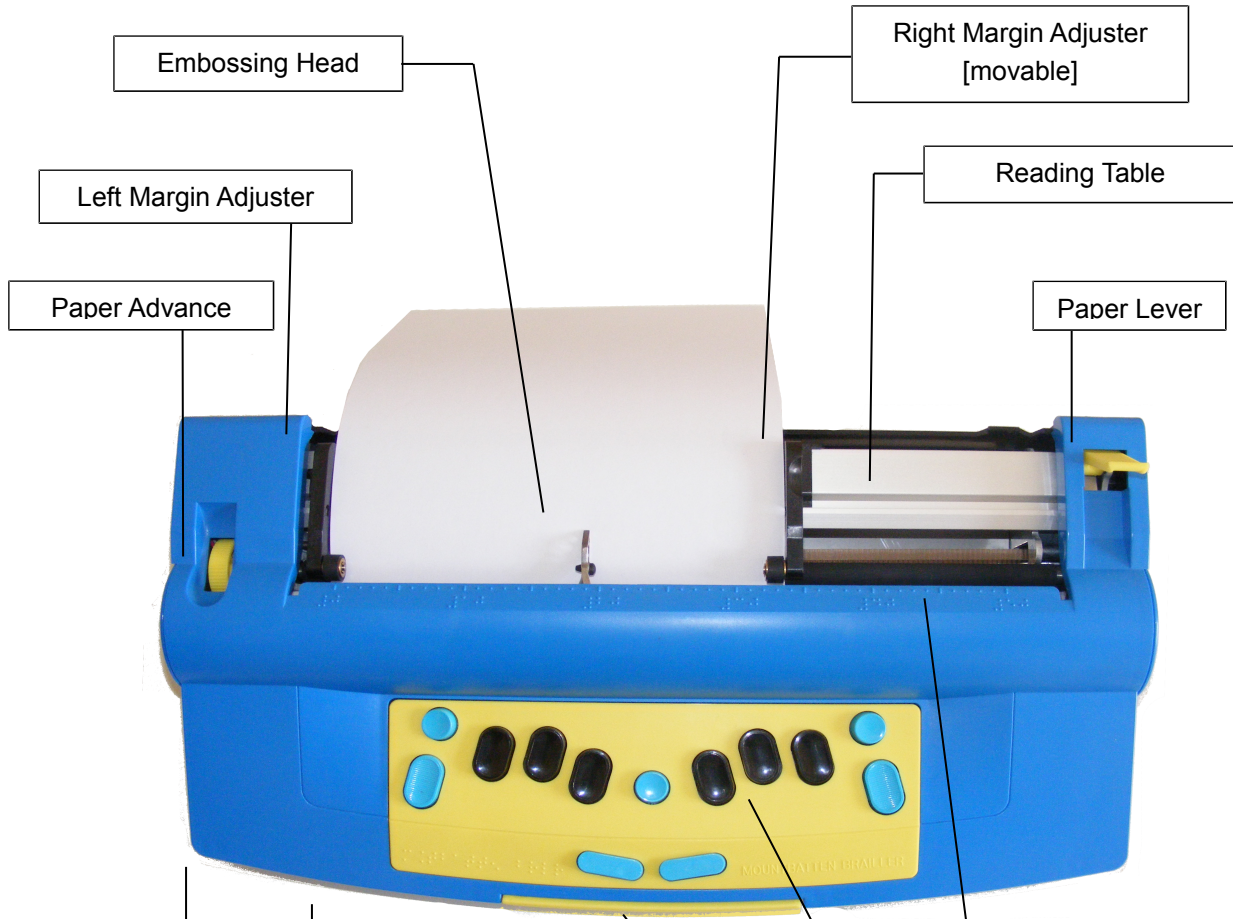
Starting from the right-hand side of the Mountbatten:

USB Volume Control

The USB port on the right sCarry Handles for making a connection with a PC for Chat, File transfer or embossing.

Mimic Port

The Mimic port on the right side of the case is for connecting the optional Mimic display.

PC Keyboard Port

On the back right rear of the unit is a round PS2 port for a standard PC keyboard plug.

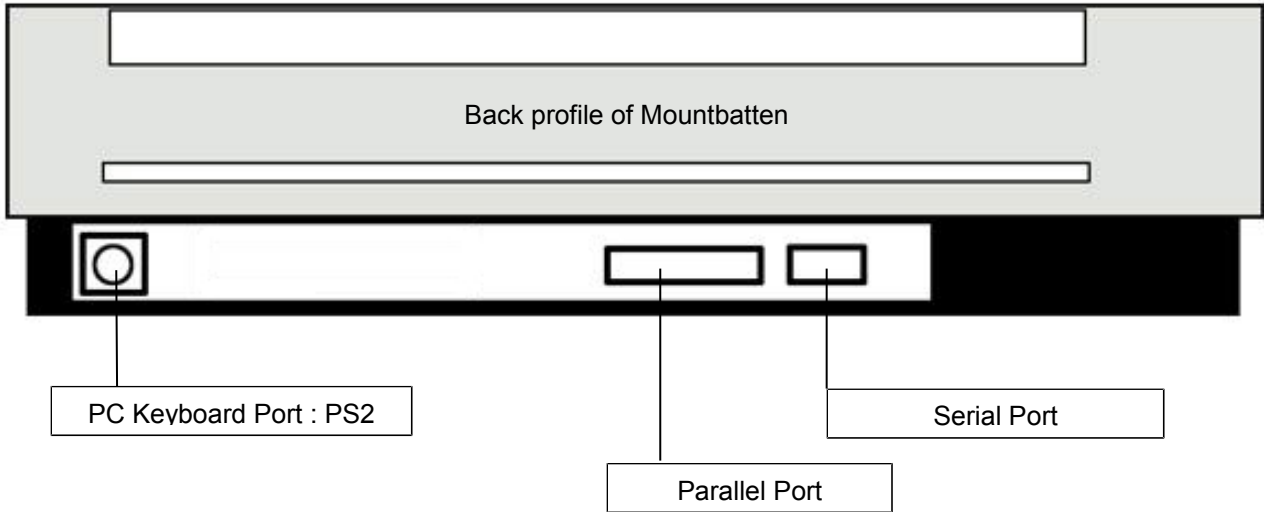|	
Parallel-Out Port	Next is a Parallel Out port for sending information to a standard text printer directly from the MB.
Serial Port	The Serial port provides two-way file transfer options to and from a PC or Braille note taker, and MB-Comm software facilitates a simple file transfer program between the Mountbatten and PC.
Speaker	On the left side of the Mountbatten is the speaker for audio output.
Headphone Port	A small socket for a standard headphone jack is located next to the speaker.
AC Adapter Port	An AC Adapter input for mains power supply - this is for the mains charger supplied with every Mountbatten.
DC Adapter Port	A small socket near the corner supports an optional 12 Volt battery charger.
Keyboard Port	Beside the On/Off switch is a port suitable for customised external keyboards to meet special needs.

Location of Ports

Left side profile

Right side profile

| Headphone Port |

| Speaker |

| AC Adapter Port |

| DC Adapter Port |

| USB port |

| Mimic port |

Back profile of Mountbatten

| PC Keyboard Port : PS2 |

| Serial Port |

| Parallel Port |
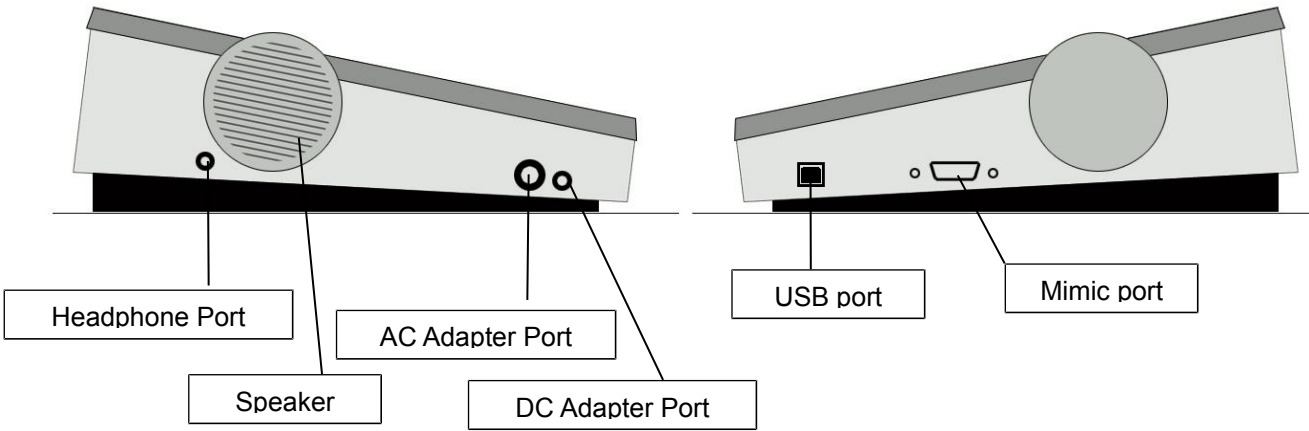
Features for loading paper

Paper bail

Margin adjuster

Reading table

Paper advance wheel

Embossing head
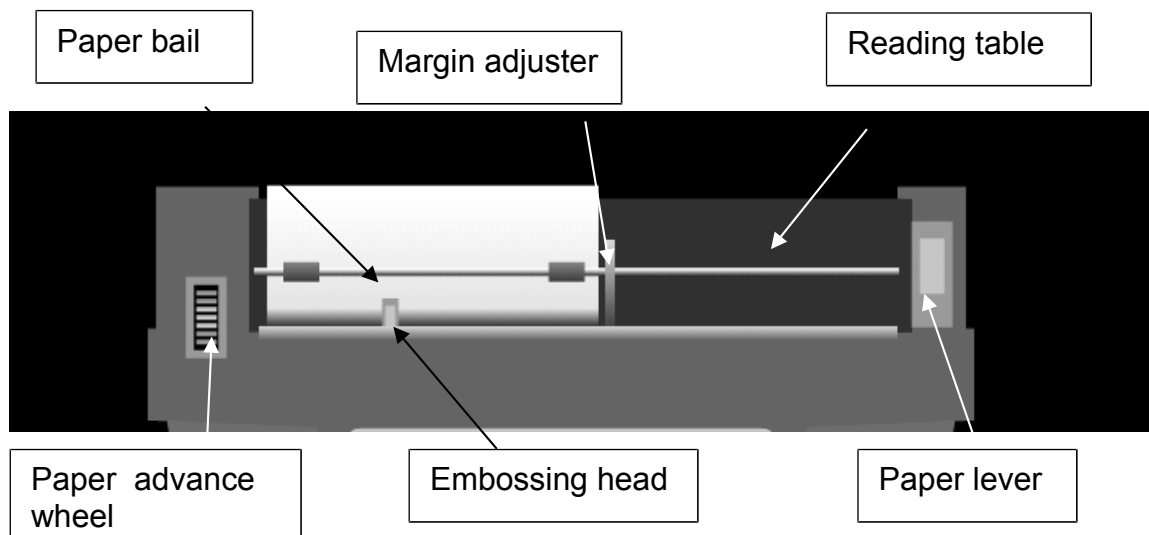
Paper lever

Embossing head	moves along behind the ruler and embosses Braille dots. The embossing head leads your finger to the ruler.
Paper lever	is on the right - raise it to insert or remove paper.
Reading table	is the flat strip of metal which supports paper.
Metal groove	in the reading table assists to align the top of the page to make sure it is straight
Paper bail	is the round bar that goes from left to the right above the reading table. When Brailling whole pages the rollers assist with noise reduction. It is spring loaded for easy removal.
Margin adjusters	the left margin is fixed, the right margin adjuster can be adjusted to paper size. Rollers on the margin adjusters grip paper while brailling.
Manual paper advance	is a knob set in a recess to the left of the paper control area. Use it to adjust the top edge of paper when you are inserting a new page.
Attention!!	Do not use manual paper advance at other times - you will lose the ability to correct or erase.

Loading Paper

Step One   Lift the yellow paper lever.

Step Two   Slide the right margin left or right to make room if necessary.

Step Three   Lay the page flat on the reading table.

Step Four   Guide the paper under the embossing head.

Step Five   Push the paper carefully into the Mountbatten.

Step Six   Check that the paper is placed straight against the left hand margin and under the left grip wheel.

Step Seven   Align the top of the sheet of paper with the groove at the front edge of the reading table.

Step Eight   Hold the right side of the paper against the paper roller with your left thumb, and hold the edge up with your left index finger.

Step Nine   With your right hand, slide the right margin to the left, until it rests against the right edge of the paper. The paper should slide easily under the right grip wheel and over the base of the margin adjuster.

Step Ten   Flip the yellow paper lever back down. The embossing head will move to check the paper size.

Start-Up

Step One:

Plug in

Use the information on Ports on Page 3.

Plug in the AC power adapter and switch on the power.

If it is not possible to have a power connection during usage, make sure the battery is re-charged after 8 hours of use.

Step Two:

Switch on

The On/Off switch is on the left front of the Brailler.

Each time you turn the machine on the embossing head moves to check the paper size

Step Three:

Listen

The audio response will greet you and tell you if:

• the battery is charging

• you are using Learn or Advanced Mode

• if the Mimic is not connected

Note:

If the Mimic is connected audio response will not tell you

Battery Care

The Mountbatten needs power! It uses a lot of power when embossing and has a specially designed battery.

The battery will operate the Mountbatten for up to 8 hours or a day in class.   After this *it must be recharged*!

If possible connect the power adapter provided, at all times. Otherwise, use the power adapter overnight to recharge the batteries.

 It is important to remember the following battery care tips:

☑   Each time you switch the Mountbatten on, it checks the battery status. It will tell you to charge the battery if it is low.

☑   It is a good idea to charge the battery overnight, every night.

☑   If the battery is not re-charged when completely run down, permanent damage may result. Replacing a battery is expensive and often inconvenient.

☑   It is a good idea to leave the Mountbatten plugged in wherever possible to ensure the battery is kept charged.

☑   You need to charge your battery for at least 24 hours prior to storing it over period of up to 6 weeks.

☑   To maintain the battery when Mountbatten is out of service for longer periods, call your supplier and arrange to disconnect the battery.

☑   You can check battery status by pressing `newline + space + b` - an audio response will tell you the status.

The Mountbatten Keyboard

backtab   command   tab

3 2 1   4 5 6

newline space

backspace   enter

Braille Keys

3 2 1   4 5 6

The Swing Cell

① ④

② ⑤

③ ⑥

The Braille Cell

1 4
2 5
3 6
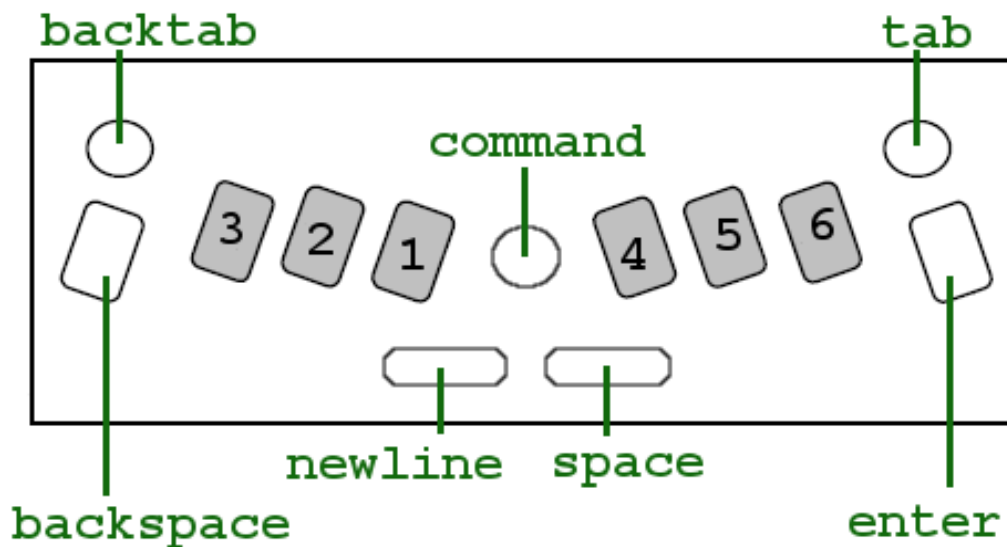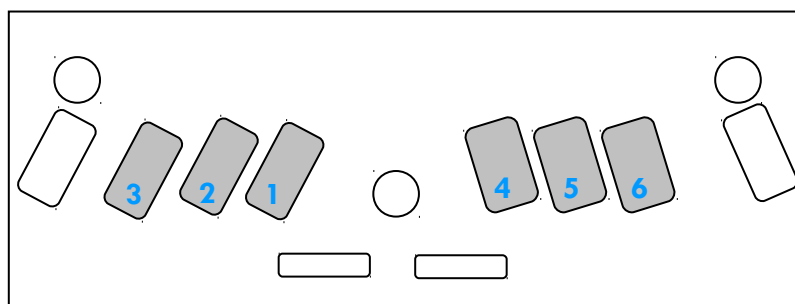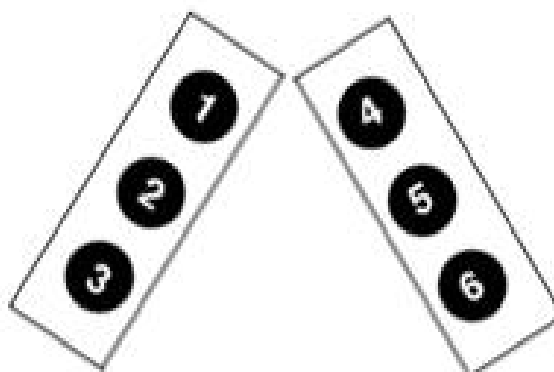
Using the Mountbatten Keyboard

Moving around the page

`tab`	Moves the head one tab stop to the right
`backtab`	Moves the head one tab stop to the left
`backspace`	Moves the head one space to the left
`newline`	Moves the head to the left and advances the paper one line
`space`	Moves the head one space to the right

Erase and Correct

`space + backspace`	Erase - replaces a character with a space
`backspace + the correct dots`	Correct - replaces a character with desired character

More moving around the page

`newline + backspace`	Move one line up the page in the same column
`newline + space`	Move one line down the page in the same column
`newline + enter`	Eject the paper

Brailling on small sized paper

`newline + space`	Allows Braille writing without paper. The two keys must be pressed while the embossing head is moving.

Turning Commands On and Off

Learn Mode

In Learn Mode, the command key is disabled in the default setting.

To activate commands
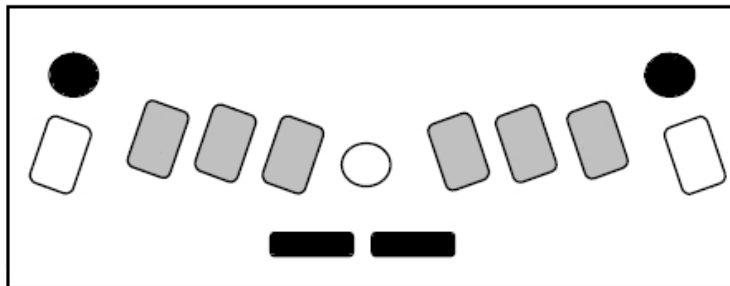
Press the following 4 keys together:

space + newline + tab + backtab

To deactivate press the same 4 keys together. This is called an on/off toggle.

Entering commands

1. Press the **command** key

2. Type the command using Braille keys

3. Press the **enter** key

1. Press **command**

2. Type the command on the Braille keys

3. Press **enter**
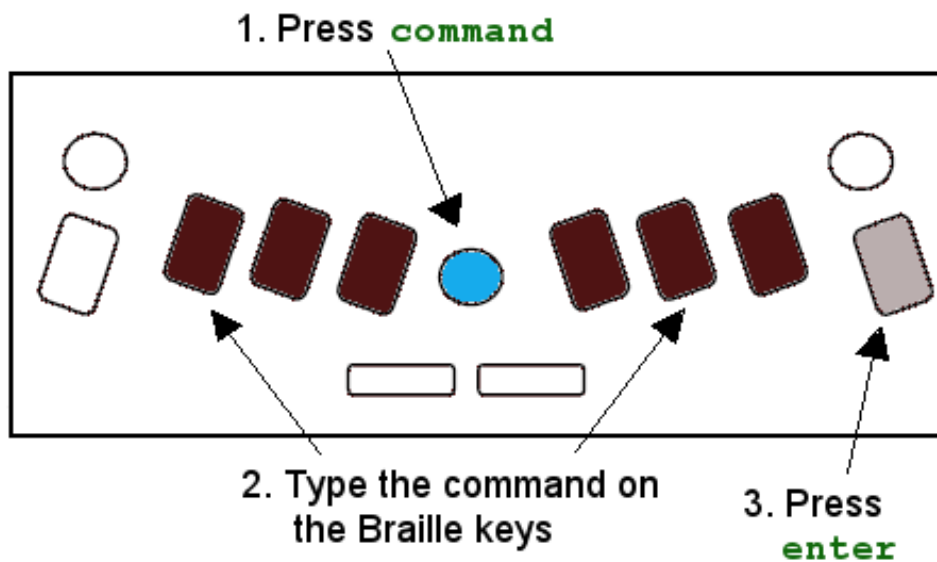
Writing commands

Commands combine function keys and Braille letters.

For example: entering a command on the Mountbatten, use the Command Key, Braille code, Enter Key; on the PC use the Escape, text and the Enter key.

Why do we use commands?

In Learn Mode

Commands are used in Learn Mode to tell the Mountbatten to:

- set margins, tabs, line spacing and centring

- adjust dot height and paper settings

- turn embossing on and off

- format the Braille page eg page numbers, word wrap

- save files to memory and emboss and delete files

- use graphics mode

In Advanced Mode

Commands are used in Advanced Mode to tell the Mountbatten to:

- continue to perform all Learn Mode functions

- do forward and back translation

- provide structured introduction of Grade 2 Braille contractions [using APH patterns]

- do advanced editing of files in memory

- control synthetic speech parameters

Toggle keys

Command keys are usually 'toggle' keys. This means you repeat the command to undo it.

HINTS

- Never use a space at the beginning or end of a command
- If you make a mistake while entering a command, press the 'command' key to start again.

Speech Commands

For use with recorded and synthetic speech.

   spk r   Speaks recorded speech (default)
                             In MB Writer this command indicates the speaking mode is selected

   spk a   Speaks all keyboard keys, functions and commands

   spk d   Speaks dot keys only – no function keys

   spk c   Speaks commands, errors and prompts only – no dot keys

   spk n   No speech – tones only

   spk s   Speaks synthetic speech (only available in MB Pro)

Formatting Commands

`ww`	Word wrap
`ce`	Center text (default off - toggle)
`ra`	Right adjust (default off - toggle)

Margins

`lm`	Set left hand margin to 0
`lmh`	Set left hand margin to embossing head position
`lm[n]`	Set left hand margin [n = number of columns]
`rm`	Set right hand margin to 0
`rmh`	Set right hand margin to embossing head position
`rm[n]`	Set right hand margin [n = number of columns]
`tm[n]`	Set Braille top margin [n = number of lines]
`bm[n]`	Set Braille bottom margin [n = number of lines]

Tab Settings

`tsh`	Set tab at position of embossing head
`tc`	Clear all tab settings

Line Spacing

`ls 1`	Line spacing 1
`ls 1.5`	Line spacing 1.5
`ls 2`	Line spacing 2

File Commands

Start a File

begin [filename]	Opens a new file – filenames can have up to 16 characters

Close a File

end	Closes an open file

Finding out what's in the memory

dir	Embosses all file names and their sizes
free	Embosses all remaining free memory space

Change a File

Append [filename]	Attaches more information to a file
rename filename1, filename2	Renames 'filename1' and calls it 'filename2'

Delete Files

del [filename]	Deletes a file
del all	Deletes all files
undel	Retrieves the last deleted file. This command only works if used before turning the unit off.

Emboss Files from the Memory

pr [filename]	Prints the file
mpr n [filename]	Prints 'n' copies of file

Ways to adjust noise level

Embossing sound

The sound of the Mountbatten writing Braille can be minimised in a number of ways:

- place the Mountbatten on a soft surface like 2 computer mouse pads

- use regular photocopy paper and turn impact force or Braille pressure to a minimum

- place the Mountbatten in front of a solid object such as a book or facing wall

Speech sound

At times where a quieter class environment is needed:

- adjust the volume

- use headphones

Adjusting the Braille Impact

For thicker paper and labels

To *increase* the impact, press the Command Key and the Right Function Key together, then release them; one press for every step higher.
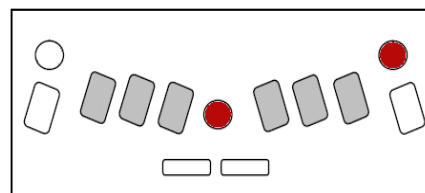
For lighter photocopy paper

To *decrease* the impact, press the Command Key and the Left Function Key together, then release them; one press for every step lower.
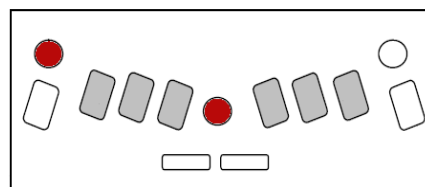
Each impact level has a number from 0 (no dots) to 9 (highest level) - later Mountbattens will speak this level at each press.

Connecting Mountbatten to a PC with MB-Comm

Switch Mountbatten OFF

Always switch off before making a connection to the MB.

Step by step:

- Load the Mountbatten with paper

- Identify the USB port on the MB and the PC

- Connect the MB and the PC using the cable.

- Find the MB-Comm Icon and run MB-Comm.

- Run MB-Comm and make the connection.

  You can make the connection in *one* of two ways:

Click the right-hand red button
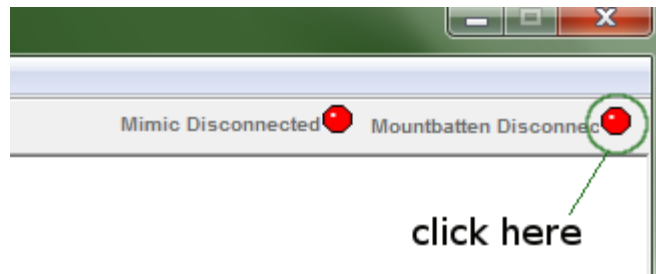
OR

On the Device Menu, click Connect Mountbatten
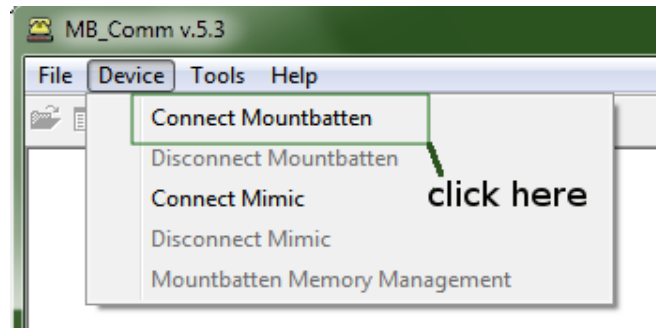
Choosing the Port

A dialog box will appear on the screen:
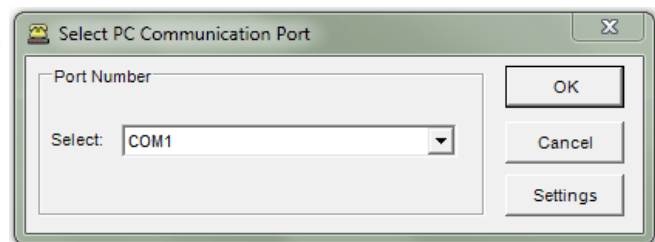
Important!

Make sure you choose the correct port before you continue.

If you are using USB

The port you choose MUST say "Mountbatten USB".

Click OK when you have chosen the port.

Making sure everything is ready...

Next you will see a reminder:
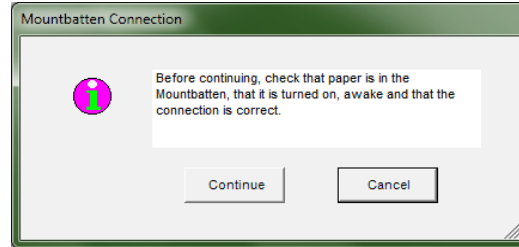
...and then completing the connection.

If you are happy that everything is ready, click Continue.

What will happen?

The Mountbatten will make a series of short, high-pitched beeps.

The red buttons will turn green one at a time. When the connection is complete, both buttons will be green.

You are now ready to use MB-Comm.

Chat Mode using the PC with MB-Comm

Producing translated Braille and Print simultaneously in real time

Important!

- Mountbatten must be on and loaded with paper
- The PC and Mountbatten must be connected
- MB-Comm must be running and connected
- The two buttons on the MB-Comm screen must be green

Enter Chat Mode

Go to the File Menu in MB-Comm and click "Chat Mode"

- Mountbatten will say: "Back"

This means that the Braille keyboard will send translated text to the MB screen.

Change between users

To change to the PC keyboard, the Braille user must press the **tab** key on the Mountbatten.

- Mountbatten says "Forward"

To change to the Braille keyboard, the Braille user must press the **backtab** key on the Mountbatten.

- Mountbatten says "Back".

Important!

The Braille user on the Mountbatten keyboard

- types first - the Braille keyboard Back Translation is ready first
- changes between Forward and Back Translation using **tab** and **backtab**

The PC keyboard user

- Types text
- produces Grade 2 Braille on the Mountbatten
- produces text on the MB-Comm screen

The Mountbatten keyboard user

- Types Braille
- produces Braille on the Mountbatten
- produces text on the MB-Comm screen

Embossing from the PC with MB-Comm

Producing a translated Braille copy from a text file on the PC

Preparing the file

1. Save the file as Plain Text with a .txt extension
2. Open the file in Notepad
3. Insert any commands you need at the beginning of the file
   - {adv} if the Mountbatten is in Learn Mode
   - {fe} to have Mountbatten translate the file
   - {flit} to preserve print lines in Braille
   - {fgr 1} to have Uncontracted (Grade 1) Braille
   - {m} to emboss at double speed
4. Insert any commands you need at the end of the file
   - {adv} to return to Learn Mode
   - {m} to return to normal speed
5. Save the file again

Important!

Insert your commands on a new line by themselves!

Tip:

Have a folder on the PC to store ready for your text files to be embossed.

Always save to this folder so you can find them again.

Run MB-Comm and connect to the PC

See the instructions in previous sections

Make sure you prepare the Mountbatten before you begin!

From the File Menu select

Emboss file to Mountbatten

MB-Comm will ask you to choose the file.

Navigate to the file and select it.

Click OK.

Mountbatten will begin embossing the translated file.

Tip

Save a Notepad file with only the commands in it to use as a template.

Copy and paste directly from a Word or OpenOffice document into your template.

Embossing Commands

Using Continuous Paper

cp	Continuous paper feed (default off - toggle).
cpa n	Adds or subtracts 'n' to form length of continuous paper.

Paper Size

fl n[.m]	Sets physical length of page in inches or centimetres.

Page Numbering

pn [n]	Begins page numbering, starting at 'n'.

Controlling the Braille Output

el [n]	Allows only 'n' empty lines while embossing to avoid large blank spaces when embossing.
cap	Caps lock (default on - toggle).

Using the Mimic

Text display on LCD screen	Print words appear accurately, irrespective of student brailing contracted or uncontracted Braille Text appears after the space bar is pressed
Learn Mode	The Mimic works automatically in Learn Mode. If unplugged or switched off the MB Pro will say "Mimic off". It does not however, say "Mimic on".
Advanced Mode	The Mimic needs to be activated in Advanced Mode.
On/Off switch	The switch is located at the rear left of the unit and needs to be switched on after being connected to the Mountbatten. The Mimic runs on 4 AA batteries or a 6 Volt adaptor.
Automatic Shut down	If not used for 15 minutes the Mimic will shut down. To re-activate, touch any key.
Mimic Keypad	Press keys firmly for more than 1 second to activate. Under the display screen there are three buttons.
Scroll Up	Press left button – one short beep. Scrolls up 20 characters of text.
Scroll Down	Press right button – one short beep. Scrolls down 20 characters of text.
Set Bookmark	Press left and center button – two long beeps.
Clear Memory	Press left and right buttons together for 2 seconds. Will erase the text on the screen.

Forward Translation Commands

Switch to Advanced Mode   `(command)adv(enter)`

Turn on Forward Translation

`fe`	Forward translate and emboss
`fe [filename]`	Forward translate and emboss file
`fm`	Forward translate and send to memory
`fm end`	End file and turn embossing back on

Change Braille Grade or Code

`fgr [grade]`	Change grade [fgr 1 for Grade 1; default Grade 2]
`ffc [language]`	Foreign character selection [Refer table next page]

Formatting Your Braille

`flit`	Literal mode – a new print line begins a new Braille line
`flit [n]`	Creates a hanging indent (n=0 - 5)
`flit s`	Suppresses blank lines and adds a 2 cell indent to new paragraphs
`fit`	Italics
`fin`	Stores current Braille column for indent
`fsh`	Multiple space removal

Lists/ Tables

`flist`	Creates 2 column table
`flist n1n2`	Creates 3 column table

Saving Preferred Format Settings

`save ft`	Saves Forward Translation settings
`std ft`	Restores all default Forward Translation settings

Changing the Braille Code

| `ffc [language]` | Forward translation followed by country code |
| `bfc [language]` | Back translation followed by country code |

Country Codes

OZ = Australian
ITL = Italian
DAN = Danish
NOR = Norwegian
UK = English
SP = Spanish
FR = French
SWE = Swedish
GER = German
USA = United States
GRK = Greek
DUT = Dutch
FIN = Finnish
POR = Portuguese

The Options Menu

The Options Menu gives you access to a group of special functions of the Mountbatten Learning System (LS).

To use the Options Menu you must be in Advanced Mode.

Refer to your User Guide for detailed information about the use of each Option.

o-chord	Press the letter o (**dots 1,3,5**) and **space** together. **o-chord** is then followed by the appropriate letter to open each of the functions.
z-chord	To exit any of the Options use **z-chord** (**z** plus **space**).

Music

o-chord u	Music Fun mode. Intended for fun and pre-braille.
o-chord u-chord	Music Play Mode. Enter a Braille music character and hear it played back

Stopwatch

o-chord w	Turns on a stopwatch. Test skills, time activities. Have fun.

Time and Date

o-chord d	Have Mountbatten say the current date.
o-chord t	Have Mountbatten say the current time.
o-chord s	Set the current time and date.

Mathematics

o-chord m	Open Simple Math Mode to use the simple calculator.
o-chord n	Change to Nemeth mode. In literary Braille, Nemeth characters will be spoken as numbers.
o-chord c	Turn on a full scientific calculator

The Options Menu - Calculator

Nemeth Mode

o-chord n

Enter Nemeth Mode for practice.
This is NOT a calculator - it changes the speech output so that Nemeth characters are spoken as Nemeth instead of literary braille.

Math Mode or the Simple Calculator

o-chord m

Simple Calculator

- standard calculations including percentage and square root
- interacts with the Editor
- Store and recall and results using memory and variables

Scientific Calculator

o-chord c

Scientific Calculator

- all Simple Calculator features plus complex Scientific and Statistical functions

When you type a calculation you need to use **Nemeth Braille**.

Typing Math into the Calculator - Nemeth Code

Addition	+	⠬	**dots 3,4,6**
Subtraction	-	⠤	**dots 3,6**
Multiplication	*	⠡	**dots 1,6**
Division	/	⠌⠌	**dots 4,6 dots 3,4**
Percent	%	⠈⠴	**dot 4 dots 3,5,6**
Square root	√	⠜⠼	**dots 3,4,5 number dots 1,2,4,5,6**
Decimal point	.	⠨	**dots 46**
Left parenthesis	(	⠷	**dots 1,2,3,5,6**
Right parenthesis	)	⠾	**dots 2,3,4,5,6**
Comma	,	⠠	**Dot 6**

Simple fraction	`dots 1,4,5,6 number dots 3,4 number dots 3,4,5,6`
	⠦number⠌number⠆ – with no spaces between elements.
Mixed fraction	`dots 3,4,5,6 number dots 4,5,6 dots 1,4,5,6 number dots 3,4 number dots 4,5,6 dots 3,4,5,6`
	⠆number⠸⠦number⠌number⠸⠆ – no space between elements.

Numbers in Nemeth Mode

1	⠁
2	⠃
3	⠉
4	⠙
5	⠑
6	⠋
7	⠛
8	⠓
9	⠊
0	⠚

Calculator Commands

`e-chord`	Execute the calculation or speak the current result.
`c-chord`	Speak the current line.
`t-chord`	Emboss the current equation.
`dots 3,5,6-chord` or `zero-chord`	Clear the Calculator.
`f-chord`	Speak numbers as digits or words. - this is a toggle.

p-chord followed by a digit from 0 - 6, then **e-chord**	Set the precision level - the number of significant digits past the decimal point used in a calculation.
s-chord followed by any letter from **a** to **z** except **r**	Store the current result in memory at a location with the name of the letter chosen.
dots 3,4,6-chord also known as **plus-chord**	Change the sign of the result to positive.
dots 3,6-chord also known as **minus-chord**	Change the sign of the result to negative.
o-chord k	Calculates the expression on the current line of the currently open file in the Editor.
o-chord i	Insert the result of the current calculation into the Editor.
d-chord	Set the argument of commands as degrees
r-chord	Set the argument of commands as radians

Calculations in the Editor

In the Editor	Go to a new, empty line in your document
	Write your calculation all on the one line, without pressing newline
	• Make sure you use all the correct Nemeth operators
	• You can use spaces if you want
	Press **o-chord k** to invoke the Calculator and hear the result
	Press **o-chord i** to insert the result into your document

The Options Menu - Music

Music – Simple Mode

o-chord u	Simple Music mode. Intended for fun and pre-braille.

The six dot keys and the command key become a scale. Press each key sequentially:

<div align="center"><code>3 2 1 command 4 5 6</code></div>

Press the same keys again to hear the scale in a higher octave.
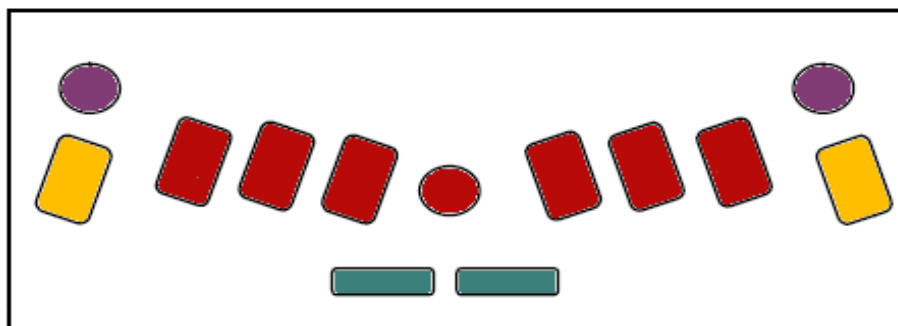
🟡	Change Pitch	🔴	Notes of the Scale
🟣	Sharpen or Flatten	🟢	Change Duration

   Other keys have the following functions:

`backspace`	Move scale down an octave
`enter`	Move scale up an octave
`space`	Extend the note by a quarter bar/crotchet
`newline`	Extend the note by a half bar/minim
`newline + space`	Extend the note by a full bar/semibreve
`tab`	Flat
`backtab`	Sharp

   Press multiple note keys together to hear a chord, maximum three notes.

`z-chord`	Exit Music Fun Mode.
`o-chord u-chord`	Music Play Mode. Enter a Braille music character and hear it played back In Music Play mode, students can type Braille music characters and hear them being played at the same time. This mode is intended for students who are just starting out learning Braille and becoming familiar with the Braille music code.

Braille Music Notes

C	D	E	F	G	A	B	Rests	Type
⠿	⠿	⠿	⠿	⠿	⠿	⠿	⠒	Wholes or 16ths
⠿	⠿	⠿	⠿	⠿	⠿	⠿	⠒	Halves or 32nds
⠿	⠿	⠿	⠿	⠿	⠿	⠿	⠆	Quarters or 64ths
⠿	⠿	⠿	⠿	⠿	⠿	⠿	⠒	8ths or 128ths

Braille Graphics

Making Braille Graphics

gf   Reduces the space between dots so that lines can be drawn.

Type these simple Braille graphics from Sheila Amato on the Mountbatten keyboard.
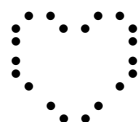
Heart
1. s, e, i, wh
2. gh, space twice, ar
3. space once, e, i
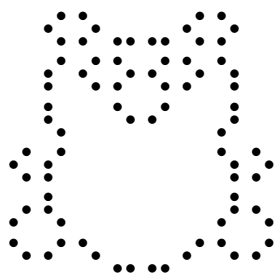
Teddy Bear
1. space once, ow, o, two colons, ow, o
2. space once, s, ow, o, ow, o, wh,
3. space once, gh, space once, e, i, space once, ar
4. ow, s, space 4 times, wh, o
5. in, gh, space 4 times, ar, en
6. e, i, e, 2 colons, i, e, i
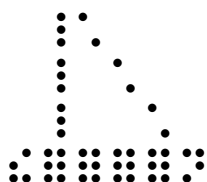
Sailboat
1. space once, 4-5-6, ch
2. space once, 4-5-6, space once, ch
3. space once, 4-5-6, space twice, ch
4. er, full cell, full cell, full cell, full cell, n

Writing Numbers in a Command

Option 1   Use the number sign, then the number

Option 2   Use the dropped Nemeth number

Braille Writing Commands

The following commands apply in both Learn Mode and Advanced Mode

cor   Correction Mode (When off, correcting and erasing are disabled)

em   Turn embossing off (default on - toggle)

man   Choose between manual and automatic new line (default auto - toggle)

ms [n]   Multi strike feature [n=1-4] can be used to Braille heavy materials

np   New Page or page eject

pn [n]   Begin page numbering

pbell [n]   Set page bottom warning bell to ring [n] lines before bottom of page

rmbell   Right Margin Bell (rings 5 positions before end of line) (default on – toggle)

show   Emboss commands as they are entered (default off – toggle)

Miscellaneous Commands

`newline + space + b`	Checks the battery status
`ku`	One Handed Mode. The default status is off; `ku` is a toggle command.
`ver`	Embosses or speaks the Mountbatten software version.
`hp`	Help. Embosses a command summary.
`save`	Saves all current settings
`std`	Restores the Mountbatten factory settings
`alt n`	Enters non-standard ASCII characters

Making Braille Graphics

`gf`	Reduces space between dots so that lines can be drawn. The default status of `gf` is off; this is a toggle command.

Adjusting Dot Height

`backtab + command`	Increases the embossing impact
`tab + command`	Decreases the embossing impact
`ms [n]`	Multi-strike. (n=1 to 4)

Opening the Serial Port

`S1`	Opens the Serial Port so that text can be read on the Mimic while a PC keyboard is in use [forward translation]

Braille characters and contractions

This table shows the BANA Braille characters and contractions used in North America.

a	b	c	d	e	f	g	h	i	j
k	l	m	n	o	p	q	r	s	t
u	v	x	y	z	and	for	of	the	with
ch	gh	sh	th	wh	ed	er	ou	ow	w
/ea/,	be/ bb/ ;	con/ cc / :	dis/ dd / .	en	to / ff / !	were (/gg/)	his "//?	in	was by/ /
st	ing	num/ ble/ ble	ar	'	com -				
dot 4	dot 4,5	dot 4,5,6	dot 5	dot 4,6	letter sign	cap			

Student Evaluation Tool

For Teachers and Para-professionals

This evaluation tool gives educators a basic skills checklist that can help in evaluating <u>skills</u> developed as the student learns to use the Mountbatten for every-day activities.

The list can be used to set achievable <u>objectives</u> when drawing up instruction plans. Dating when skills were acquired will assist in measuring growth and provide a basis for review.

Space has been left at the bottom of each section for comments to assist with monitoring.

Student Name:	Class:
School:	
Assessing Teacher:	Date:

1. Mountbatten Orientation – Parts:

OBJECTIVE	YES	DATE
Student can turn Mountbatten on and off		
Student knows location of all 6 Braille keys		
Student knows the dot number for each key		
Student can operate volume control		
Student can locate the following parts of the Mountbatten:		
Paper lever		
Margin adjusters [left and right]		
Embossing head		
Paper advance knob		
Student knows the location of the blue keys:		
Space bar		
Back space		
Newline		
Enter key		
Command		
Tab		
Backtab		
Student knows how to care for equipment:		
No food or drink near equipment		
Clean hands before use		
Turn off after use		
Use of power supply		
Care of battery		
Keep away from desk edge		
Location of carry handle		
Portability care		

Comments:

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2. Mountbatten Orientation – Ports

OBJECTIVE	YES	DATE
Student can locate the following ports and identify the appropriate plug:		
Headphone port and jack		
Power adapter port and plug		
PC keyboard port and plug		
Serial and Parallel printer ports		
Serial cable and plug		
Parallel cable plug		
Mimic port		
Mimic cable and plugs		
Student will understand the concepts:		
Left front		
Right front		
Left back		
Right back		
Left side		
Right side		

Comments:

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3. Set-up:

Note: _Being able to successfully plug in all connecting devices is a fine motor skill which requires development through assistance and instruction. This set of Objectives along with Objective 8, 9 and 10 may best be assessed when the skills required are developed rather than when they are first introduced._

OBJECTIVE	YES	DATE
Student can connect the power adaptor to the Mountbatten and		

	YES	DATE
switch it on		
Student can switch Mountbatten on and off		
Student is aware of content of recorded speech output on Mountbatten at start-up (with and without Mimic connected)		
Student is aware of recorded speech response when Brailling		
Student can connect the headphones and use the volume control		

Comments:

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4. Loading Paper

OBJECTIVE	YES	DATE
Student can remove and replace paper bail		
Student is aware of audio response when paper leaver is lifted		
Student can load photocopy paper from the top		
Student can load Braille paper from the top		
Student can align paper with groove on reading table and position it correctly under wheel of margin adjusters		
Student can decrease Braille pressure		
Student can increase Braille pressure		
Student can remove paper manually		
Student can use automatic page eject		
Student can correctly load a pre-brailled worksheet		

Comments:

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5. Brailling in Grade 1

OBJECTIVE	YES	DATE
Student can place fingers on Braille keys correctly		

	YES	DATE
Student can use space key and new line key		
Student can type Grade 1 Braille		
Student can use audio response to support action		
Student can identify and understand when to use Command key		
Student can use reading table to track progress		

Comments:

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6. Moving around the page:

OBJECTIVE	YES	DATE
Student can erase		
Student can erase and correct		
Student can move down page without moving embossing head		
Student can move up the page without moving embossing head		
Student can move across the page and back to left margin		
Student understands the use of and can switch on Word Wrap		
Student can centre a word		
Student can set double line spacing		
Student can widen left margin		
Student can insert page numbers		
Student can execute a command sequence accurately		

Comments:

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7. Creating and Saving Files in Memory

OBJECTIVE	YES	DATE
Student can start and name a file		
Student can end a file		

Student can emboss a directory		
Student can select a file name		
Student can emboss the contents of a stored file		

Comments:

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8. Connecting Devices – Mimic

Note: Being able to successfully plug in all connecting devices is a fine motor skill which requires development through assistance and instruction. This set of Objectives may best be assessed when the skills required are developed rather than when they are first introduced.

OBJECTIVE	YES	DATE
Student can identify Mimic port and connect the Mimic		
Student can switch on Mimic		
Student is aware of changes to audio output on start-up		
Student knows to press space to send information to Mimic		
Student knows that in Learn Mode text is displayed automatically		
Student is aware of the automatic shut-off feature		
Student is aware of and can activate the wake-up feature		
Student is familiar with the functionality of the Mimic		

Comments:

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9. Connecting Devices – PC keyboard

Note: (1) Being able to successfully plug in all connecting devices is a fine motor skill which requires development through assistance and instruction. This set of Objectives may best be assessed when the skills required are developed rather than when they are first introduced.

(2) Learning the layout of the QWERTY keyboard is a separate skill development exercise.

OBJECTIVE	YES	DATE
Student is aware of the correct procedure when connecting a PC keyboard [switch off Mountbatten prior to connecting PC keyboard]		
Student can identify the correct port and plug in the PC keyboard		
Student is aware of the main features of Advanced Mode		
Student can activate Advanced Mode and return to Learn Mode		
Student understands the concept of Forward Translation		
Student knows the command for Forward Translation		
Student can listen effectively to synthetic speech		
Student is aware that Grade 2 Braille is the automatic default in Advanced Mode		
Student is aware of the advantages of the PC keyboard for sighted users		

Comments:

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10. Connecting Devices – Printer

Note: Being able to successfully plug in all connecting devices is a fine motor skill which requires development through assistance and instruction. This set of Objectives may best be assessed when the skills required are developed rather than when they are first introduced.

OBJECTIVE	YES	DATE
Student is aware of correct procedure when connecting a printer [Switch off Mountbatten prior to connecting printer]		
Student can identify the correct port and can plug in the printer		
Student can identify plugs and insert them correctly		
Student can check for paper in printer		
Student understands the concept of Back Translation		
Student can turn on Back Translation		
Student can send a file to be embossed & printed simultaneously		

Student can send a file to be printed only		
Student understands the buffer behaviour and can activate it		
Student can use correct procedure to disconnect the printer		

Comments:

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Final comments:

Use this space to write any other comments especially when a student is to move to a new teacher.

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