

Pronto! 18 V4 Pronto! 40 V4

Short Guide

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1 About BAUM

BAUM Retec AG has been a leading provider of products and services for blind and visually impaired people for more than 35 years. The high quality and innovative braille products, desktop magnifiers, reading machines, and software solutions are developed and manufactured in Germany, and are ideal for educational, professional and private use.

Our Mission

“We believe in independence for every person who is blind or visually impaired. We passionately apply our skills and experiences toward developing solutions that reinforce success at school and work, and improve quality of life.

We always question the way things have been done in the past. We explore new and innovative ways to solve problems. Our approach includes ergonomics, thoughtful design, and materials that meet the highest quality standards. We care deeply about our customers, and help and support them as much as we can. We care about our employees too, and support them to reach their highest potential, ensuring a secure and lasting working environment.

We develop innovative technology solutions that provide independence for people who are blind or visually impaired. Our high-quality solutions allow visually impaired people to magnify their world, and blind people to access electronic and print content with speech or braille output.”



Wolfgang Baum, Chief Executive

2 About Pronto!

The Pronto! Organizer Family has two members: Pronto! 18 with its 18 character Braille display, Braille keyboard and Speech output and Pronto! 40 with 40 character Braille display and a Braille keyboard and a QWERTY keyboard.

Pronto! offers a vast amount of applications and functions like Notetaker, Calculator, Planner, Address book, DAISY player etc. Look up time, date, temperature and air pressure, record voice notes, listen to mp3 music or DAISY books and much more.

You also may connect Pronto! as a Braille Display to your Computer.

You can connect additional memory like a storage card and all Pronto!s offer a USB slave port and also a USB master port, which allows for connection to a USB flash drive.

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3 About this manual

This manual addresses to end users of Pronto! The device has been shipped to you as a completely assembled and tested device. In this manual you will find most information required to use your Pronto!

The manual is a part of your device. Please read this manual with care and attention as it contains important instructions and tips with regard to operating the device and its safety. Please keep the manual always within reach of your device and do pass it on to a next owner.

This manual is in two parts.

Part 1 is aimed at beginners who have little experience of computers or similar technical apparatus. The novice will be taken step by step through the processes of writing, editing, saving and deleting text, and the retrieval of the date, time and battery strength – all in simple words and with examples. Access to internal help and to the electronic manual files.

Part 2 is aimed at users who are already familiar with the basic Pronto functions and who wish to learn more about its other functions. This is the real manual with a systematic structure describing the apparatus itself, its general usage and more specific applications and functions in individual chapters (word-processor, file manager, address book, planner, speech output, MP3 player, calculator etc.)

For technical reasons we do not guarantee that applications, which use or need internet based services are available at any time.

Part 2 is not available in print. You will find it on the installation CD or on the flashdisk of Pronto.

The given description of the applications and functions base on using any Pronto Organizer: either Pronto! 18 or Pronto! 40 with Braille key board or with the normal keyboard (alphanumeric key board resp. Qwert key board).

So this manual contains the corresponding shortcuts and key combinations to execute commands or functions in Qwert mode and Braille mode.

All members of the organizer family Pronto! can be used in braille mode or QWERT mode to execute commands.

You get braille mode

- Pronto! 18 V4: Use internal braille keyboard.
- Pronto! 40: Use braille key board module or switch QWERT key board to braille mode (FN+B)

You get QWERT mode:

- Pronto! 18 V4: Connect an external USB key board.
- Pronto! 40: Use QWERT key board module.

You find basic commands and shortcuts for both modes in the Chapter "General usage".

You find important notes of your safety in this manual directly after the table of contents.

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5 General Information, Safety and Warranty

Before you use your device for the first time, please check content of the box. If anything is damaged or missing, please do not hesitate to contact your supplier.

5.1 What is in the box

- Pronto
- Power supply
- Protective bag
- USB cable
- Installation-CD
- Manual
- Pronto! 40 only: second keyboard

Please store box and packaging material in a safe place, as you might need it when shipping the unit. Sending Pronto! In for repair in a packaging not suitable will void warranty!

Please carefully read instructions and safety warnings before first use.

Pronto! Is designed to be used in home and office environment only. In medical buildings it shall only be used in office rooms.

A PC connected to Pronto! Must meet appropriate EMC and safety requirements for the area it is used.

6 Compliances

6.1 CE Conformity

This product conforms to the guidelines of the European Union and takes the CE- and RoHS Marking.



6.2 FCC Conformity

1. 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's that may cause undesirable operation

2. Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This device contains transmitter Module FCC ID: PV7-WIBEAR-SF-STA



6.3 Environmentally friendly disposal according to EU-Directive 2012/19/EU



■ The symbol (crossed garbage can), which is also attached to the device, states that this device and its accessories, once come to the end of its lifetime, should not be regarded as household waste. An environmentally friendly way of final disposal is compulsory.

This device contains electronic components. In order to avoid risks or dangers for the environment through non-professional waste disposal, the disposal of this device and its accessories must correspond to the valid EC-Directives or other local regulations. Please check your local regulations for proper disposing of this device or consult your local distributor.

For data privacy protection reasons, please remove all personal data from the device prior to disposal.

Declaration of Conformity



We, **BAUM Systeme GmbH**
Industriestraße 15
74909 Meckesheim
Germany
info@baum.de
+49-6223-4909-0

declare in our sole responsibility, that our braille display named

Pronto! 18 V4

complies with the essential requirements of

2014/35/EC	Low Voltage Directive
1999/5/EC	RTTE Directive
2011/65/EC	RoHS Directive

and conforms to the following normative documents

Safety	EN 60950-1:2006+A11:2009+A1:2010+A12:2011+AC:2011+A2:2013
EMV	ETSI EN 301 489-1 V1.9.2 ETSI EN 301 489-17 V2.1.1
Radio	ETSI EN 300 328 V1.7.1

Meckesheim, January 2017



Thomas Friehoff, CTO

Declaration of Conformity



We, **BAUM Systeme GmbH**
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declare in our sole responsibility, that our braille display named

Pronto! 40 V4

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2014/35/EC	Low Voltage Directive
1999/5/EC	RTTE Directive
2011/65/EC	RoHS Directive

and conforms to the following normative documents

Safety	EN 60950-1:2006+A11:2009+A1:2010+A12:2011+AC:2011+A2:2013
EMV	ETSI EN 301 489-1 V1.9.2
	ETSI EN 301 489-17 V2.1.1
Radio	ETSI EN 300 328 V1.7.1

Meckesheim, January 2017

A handwritten signature in black ink, appearing to read "Thomas Friehoff".

Thomas Friehoff, CTO

7 For your safety

Important note: Failure to observe the following warnings may invalidate the guarantee and could cause serious injury.

- If PRONTO! appears to be operating abnormally, or to be damaged in any way, please contact your BAUM dealer as soon as possible.
- If you smell smoke or an odour coming from PRONTO!, turn off the power immediately.
- Do not allow sand or dust to come into contact with PRONTO! as this may lead to serious damage and could make repair impossible.
- Do not use your PRONTO! in locations where strong radio waves are emitted or where there is radiation.
- Do not use a power supply not made for use with PRONTO!. Only use PRONTO!'s original power supply!
- Do not use or store PRONTO! in any of the following places as this may cause damage.
- Inside cars with the windows closed in the hot sun. In direct sunlight or close to heaters, radiators etc.
- Locations subject to severe vibration such as on top of a washing machine.
- Locations subject to strong magnetism such as near speakers.
- Wipe dust and dirt from PRONTO! with a soft cloth dampened with a diluted neutral detergent, then wipe dry with a cloth.
- Always remove the power lead from PRONTO! when cleaning.
- Do not use PRONTO! during thunderstorms.
- Do not use PRONTO! near water, for example in a bathroom.
- Do not insert or remove the plug with wet hands.
- Do not try to remove the battery.
- Do not heat PRONTO! in a microwave oven, on a cooker or similar.
- Only use the battery that was included with your PRONTO!. Replacements are only available from BAUM or local agent. The battery can only be removed by authorised service technicians!
- Never disassemble, attempt to repair or modify PRONTO! yourself.
- If liquids or metal fragments should enter PRONTO!, switch it off and remove the power lead immediately.
- Do not listen at high volumes for extended periods as this can lead to impaired hearing, especially when using headphones.
- Do not pull the plug out by the lead when removing the power plug from PRONTO!.
- Make sure that PRONTO!, mains adapter and mains plug are securely connected.

7.1 About battery lifetime

Lifetime of your battery depends on how and how often it is charged and discharged. During the normal process of ageing the batteries capacity reduces. If the battery capacity is getting too small after some time, batteries have to be replaced.

Do not try to replace battery yourself, have BAUM or an authorised service partner do this. Do not try to open PRONTO!

Battery life can be affected by surrounding temperature and other environmental parameters.

If you do not use PRONTO! for a longer time period, please charge it up regularly to prevent battery from discharging too deeply. Otherwise, if completely discharged, there is only some weeks time until the battery will be down so deeply that the device cannot be switched on any more or even the battery be permanently damaged.

7.2 Warranty

PRONTO!s warranty conforms legal regulations of the location it was sold. Please contact your local dealer for more information.

PRONTO!s sold in Germany have a limited two year warranty. The battery has a six month warranty. Damages caused by improper use are excluded from warranty.

BAUM Retec AG warrants the device, effective from the date of delivery, to be free of any defects in material and workmanship. Warranty is not transferable and does not apply to groups, multi users or agencies. This device has been designed for the individual purchaser to be used in home or office environments. BAUM Retec AG reserves the right to repair or replace with a similar or better product. In no event shall BAUM Retec AG or its distributors be liable for indirect or consequential damages. The original users' remedies are limited to replacement of devices modules/parts. This warranty is valid only when service is done in the country of original purchase and with intact warranty seals. For additional warranty claims or service during or after warranty period, please refer to your distributor. BAUM Retec AG does not take responsibility for use of this device other than described in this manual.

- Warranty on new devices is 24 months.
- Warranty on used or refurbished devices is 12 months.
- Warranty on Consumable parts (Batteries, Braille Pins, Data carriers etc.) is 6 months.
- Warranty on repairs and spare parts is 12 months.

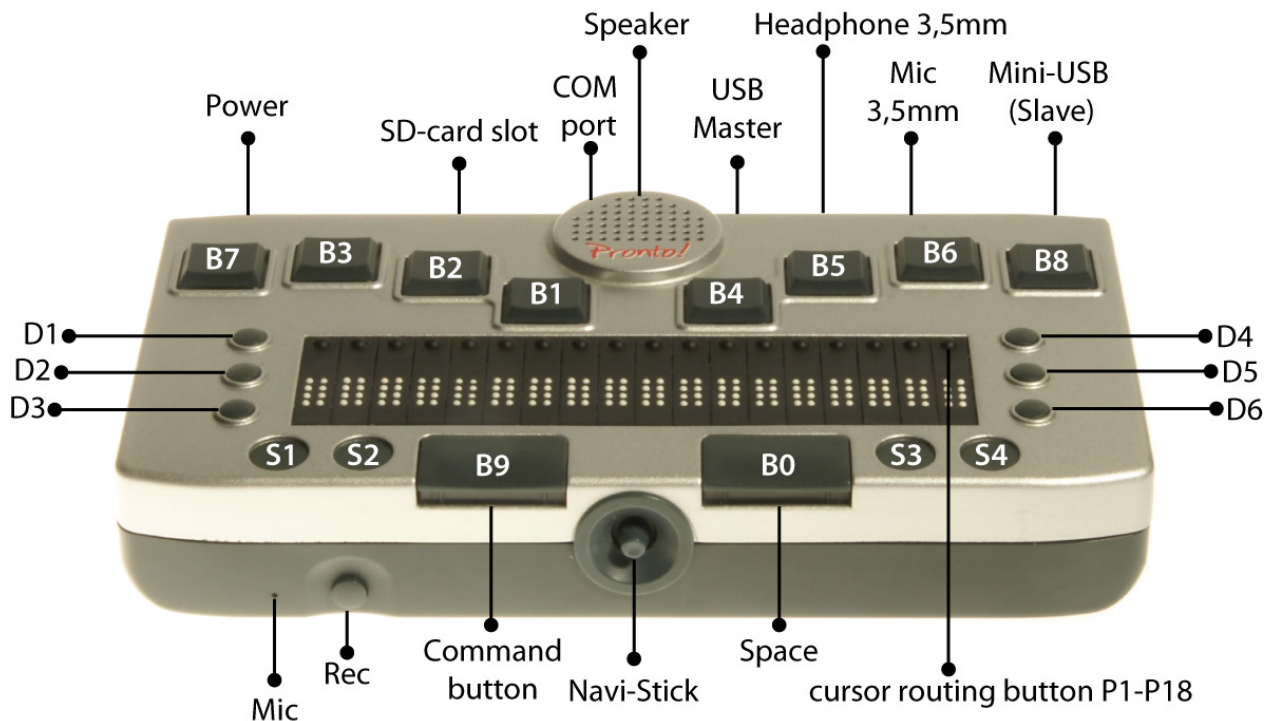
All defects caused by improper use or users fault are not covered by this warranty.

Ownership of parts replaced during repair become the property of BAUM Retec AG, and will not be returned to the customer.

In the event device repair is required, the device must be properly packed into its original shipping box or service box.

Costs for packing, shipping and insurance are not covered by BAUM Retec AG.

8 Part I - Introduction - First Steps on Pronto! 18



Congratulations! You finally have Pronto! in your hands and are no doubt keen to learn how it works. The following text is not a complicated handbook, and is aimed at introducing you to the main functions through practical examples. You will be able to try out everything on your Pronto! as you read, and thus gain your first experience with Pronto!.

8.1 Set up Pronto!

Back to Pronto!, first things first.

Your fingers should rest on the 8 flat square buttons on the back upper side, with the little fingers on the outermost Braille buttons B7 and B8, and the thumbs on the two thumb keys on the front edge. Under your palm is the Braille display. You can thus easily reach the Navystick stick in the round hole in the middle of the front side with either thumb. The Navystick can be moved up and down, to the right and to the left, and can be pressed in the middle position.

To the right and left of the thumb keys you will see two small round buttons, the so-called system buttons. They have various functions that will be described below.

8.2 Switch on the Device

To start Pronto! for the first time or after a total discharge of the battery, press the two outermost system buttons (S1+S4) simultaneously for roughly 3 seconds.

NB: when Pronto! is switched on and the outermost system keys S1 and S4 are pressed and held for approximately 10 seconds, Pronto! will completely switch off again. You do not want to do this unless Pronto has crashed or you do not want to use it for more than three weeks.

You will hear an ascending two-tone signal.

(If after this signal you hear another one with a high and a low tone, Pronto! will automatically shut down completely because of a low battery. You have to charge the battery first. Connect the small round plug of the charger cable into the small round hole at the left rear side of Pronto!, and the other end of the cable to a wall socket. Then press the two system buttons [S1+S4] again).

During the switching-on procedure short signals will be emitted and after about a minute you will hear the message "main menu Word processor". On the Braille display you can read "MI w Word processor".

8.3 Writing Text

Press the left thumb key and a new, blank document will open. On the Braille display only the cursor will be visible. Please type a short sentence in Computer Braille. Use the right thumb key to enter a space.

(A Grade 2 option for English and some other languages is available. See Chapter 5.11)

If you want to correct what you have just written, simply delete the characters backwards by pressing B7 (the button under the little finger of your left hand). To delete any other character from the sentence input, press the cursor routing button behind the respective character on the Braille display together with B7.

There are various ways of positioning the cursor:

1. Move the Navistick with the thumb in the respective direction to the desired position.
2. Press the small cursor routing button behind the respective character on the Braille display.

On the Braille display, the position of the cursor is now shown by underlined dots 7 and 8.

New text will always be inserted at the current cursor position, so make sure that the cursor is positioned at the end of the text before you continue to type. To do so, press the Braille keys B4, B5 and B6 together with the left thumb key. Practise by inputting a short text.

8.4 Reading Text

You want to read the first sentence again? Jump to the beginning of the text by pressing the Braille keys B1, B2 and B3 together with the left thumb key. To read the first sentence, press the Braille keys B3 and B6 together with the two thumb keys. To read the next sentence, press B6 and the two thumb keys. To read the previous sentence, press B3 and the two thumb keys.

When reading, the first 18 characters of the text are also displayed on the Braille display. You can see the remaining part of the text with the help of the display keys - three small round buttons in a row on the right and left of the Braille display. By pressing the right middle display key (D5) you will see the next 18 characters of the text, and by pressing the left middle display key (D2) you will go back 18 characters. This is called scrolling.

8.5 Call up Values, Stand by and wake up Pronto!

Time has now passed and you may want to know what time it is. Press the outermost right system button (S4) briefly and you will be told the time. Press this button briefly twice and you will be told the date. If you press the system button for too long, instead of getting the time, you will hear a faint signal and Pronto! will switch to standby-mode. Even when Pronto! is 'sleeping', however, you can hear the time and date by pressing S4 briefly.

How do you wake up Pronto! again and return to your document? Press the left outermost system button (S1) for a few seconds. If you do not press it long enough, Pronto! will continue 'sleeping' and you will be told the temperature. Press S1 briefly twice and you will be told the air pressure. Only by pressing S1 for long enough will Pronto! wake up and return you to your short text in Word Processor.

If Pronto! is speaking too loudly or too softly, you can adjust the volume in increments. Press simultaneously the small system button at the far right (S4) and one of the Braille keys. To set the volume at an average level press the Braille key B4 with S4. The maximum volume can be set by pressing S4 and B8. The speech output will be turned off and on by pressing S4 with B7. The volume can be adjusted with S4 and a Braille key when the speech output is switched either on or off.

Press S4 together with Braille keys B3 and B7 to select soft values, and S4 with B6 and B8 to select louder values.

8.6 Help

How do you save your text and open a new empty document or another file, for example the manual?

Pronto!'s help files can assist here in the form of the automatic Quick Help and the more detailed context sensitive Long Help. Quick Help provides information on the highlighted element in a menu or dialog which will be given automatically over the speech output connected to the spoken element description. For more detailed information about the element and its functions, open Long Help by pressing "B2B6 and the left thumb key". Long Help will now be read out, and it can be read on the Braille display by scrolling with the display keys D5 and D2. If the help is to be read out again, go down with the Navystick to the "OK" button and back up to the help text. Press the left thumb key to close Long Help, and you will be taken back to the previously highlighted element.

8.7 Saving

Let us start with the saving of documents.

1. Open the command menu by pressing the system button S3 once briefly alternatively with the Braille keys B3 and B5 together with the left thumb key. (all command menus can be called up with B3B5B9). (**NB:** pressing S3 briefly once again will close the menu.)
2. This accesses the "File" menu. The Navystick can be used to go up and down to other entries, but we will stay with "File".
3. Move the Navystick to the right to open the "File" menu which has more options.
4. Move the Navystick up or down to the "Save as" item and press the left thumb key (if another item

is mistakenly selected press the general cancel command B7 and B8 together with both thumb keys, and start again).

5. In the "Name" edit box type "Test". Finally, press the left thumb key to save the file.

8.8 Open

Now you can open another text file or a new document. Press the shortcut Braille keys B3B5 with the left thumb key again, or press "S3 once briefly". This accesses the Command menu again – move the Navistick to the right to open it (if you have selected another item by mistake, move the Navistick to the left to close it).

Now move the Navistick down to the "Open" item and press the left thumb key. You are now at the top of a list of files and can use the Navistick to browse down. Here you will find the previously saved file, as well as the Pronto! manual.

To open one of these files, go to it with the Navistick and press the left thumb key.

8.9 Blank Document

We have now learned how to save texts and open available texts; we can now open a new, blank document.

Proceed as follows:

- 1 Call up the command menu with the shortcut Braille keys B3 and B5 with the left thumb key) or by pressing S3 once briefly.
2. This accesses the "File" menu. The Navistick can be moved up or down to other items but we will stay in "File"
3. Move the Navistick to the right to open this menu and access other items;
4. Move the Navistick up or down to "New" and press the left thumb key (if another item is selected by mistake, press S3 once briefly again or use the general cancel command (Braille keys B7 and B8 together with both thumb keys] and start again).
5. This accesses the "Name" field – the suggested name "Document" can be confirmed by pressing the left thumb key
6. The new document will now open and the cursor will be at the beginning of the Braille line.

Our previously opened document is still open, however, and we can easily move between them by pressing the Braille keys B3B6 together with B8 and the left thumb key B9.

8.10 File Manager

Now let's delete our first document. For this we leave word-processor and learn about file manager.

1. Press the system key S3 (immediately alongside the right thumb key) for about 3 seconds
2. You will hear "main menu > Word-processor", and "MI w Word-processor w+B9B7B8" will appear on the Braille display. If S3 has been pressed too briefly the command menu will open; if so, close it with the 'quit' command B9B7B8 or S3 briefly once again and try again.
3. Go up or down with the Navistick to "File manager" and press the left thumb key
4. This opens a list of folders and files, similar to Windows Explorer

5. Go up or down with the Navistick to "Storage Card" and move the Navistick right to open the folder. This accesses the "Edit" folder which contains your text files. (To select another folder, move the Navistick up or down to the "Edit" folder)
6. Open the "Edit" folder by moving the Navistick to the right and enter the list of text files
7. Move the Navistick up or down to the test file
8. Call up the command menu with S3 briefly or the command "B3 and B5 with the left thumb key".
9. This opens the first menu item "File" – move the Navistick to the right to access the submenu
10. This accesses "New folder" – move the Navistick up or down to "Delete"
11. Press the left thumb key to confirm "Delete" and a security question will appear
12. Move the Navistick up or down to select "Yes" and press the left thumb key
13. This will delete the test file from the storage card. You will be taken back to the file list where other files can be deleted or opened.

Although the file has been deleted from the storage card it can still be found on Prontos internal RAM, i.e. it can still be displayed on the Braille display in word processor and could be saved under the new name.

8.11 Close Document

To delete a file from RAM it must be closed in Word processor. Switch to Word processor by pressing the system key S1 slightly longer, or go to the main menu and select "Word processor".

Then proceed as follows:

1. Press S3 once briefly to open the command menu and you will be taken to the first entry, "File"
2. Move the Navistick to the right and then down to "close", and then press the left thumb key (B9)
3. You will now be in either another open file or a blank document.

8.12 Opening the Manual

The manual and its individual chapters can be opened quickly from the main menu under the "Help" entry. The file will be displayed in the Word processor i.e. when a chapter from the Handbook is selected you will be taken straight to the Word processor.

To select and open a chapter from the manual, proceed as follows:

1. open the main menu by pressing and holding the system key S3. If the key is released too quickly only the command menu will open which must then be closed by pressing S3 once again briefly.
2. You will be taken to an entry in the main menu. Move the Navistick up or down to access further entries.
3. As soon as "Help" is reached, stay on it and either press the left thumb key (B9) or move the Navistick once to the right.
4. A submenu will open with further entries.
5. Move the Navistick up or down to the "Manual" entry, and either press the left thumb key (B9) or move the Navistick once to the right.
6. The individual chapters from the manual will be listed. Move the Navistick up or down to the desired chapter and open it by pressing the left thumb key (B9).

At this point you have already learned a good deal. You can write and save texts, open the manual

and delete files, and you know how to find out the time and other useful information.

8.13 MP3 Player

Finally, let's listen to a bit of music and learn how to use Pronto's MP3 player at the same time.

1. Open the main menu by pressing the system button S3 for a few seconds - this is the round button alongside the right thumb key. If you release the button too quickly the command menu will open; this must be closed either by pressing B9B7B8 or by pressing S3 again briefly.
2. You are on an item in the main menu. Move the Navystick up and down to access other menu items.
3. When reaching the menu item "MP3 Player", press the left thumb key.
4. The mp3 player will either announce that the play list is missing or empty, or will display the name of the mp3 file last played. To listen to a new mp3 file press S3 once briefly to open the command menu.
5. Stay on the first entry "File", move the Navystick once to the right and confirm the "open" entry by pressing the left thumb key.
6. A list of files and folders will now open, similar to the open dialog in word processor.
7. Move the Navystick either up or down to "Storage card", and then move the Navystick to the right to access the levels in the subfolder. Move the Navystick up or down to the "Music" folder and open it by moving the Navystick to the right once again.
8. The "Music" folder lists the individual mp3 files. To select one of them, simply browse through the list to it with the Navystick and press the left thumb key.
9. The list will now close and the music will start.
10. The file name will be displayed on the Braille display. The first three Braille elements show in percentage terms, how much of the mp3 has already been played. The shortcut "hyphen with B7B8B9" will also give this information via speech output.
11. The music can be stopped and resumed from the same place by pressing the left thumb key once again.
12. During play the B2 key can be pressed to rewind approximately 10 seconds, and B5 to fast forward 10 seconds.
13. To stop the music press the right thumb key.
14. The volume of the mp3 player can be adjusted by pressing the extreme right system key S4 together with one of the Braille keys (device volume).
15. To quit the mp3 player press and hold one of the system keys: with S1, S2 or S3 the mp3 player will continue playing in the background. S4 will stop the player.

Background music can be played whilst working in Word-processor.

Recap: S1 opens Word-processor, S2 opens Planner, S3 the main menu, and S4 switches to standby-mode.

8.14 Switch off Pronto!

How do we switch Pronto! off?

By pressing the right outermost system key (S4) for a few seconds Pronto! will switch to standby mode.

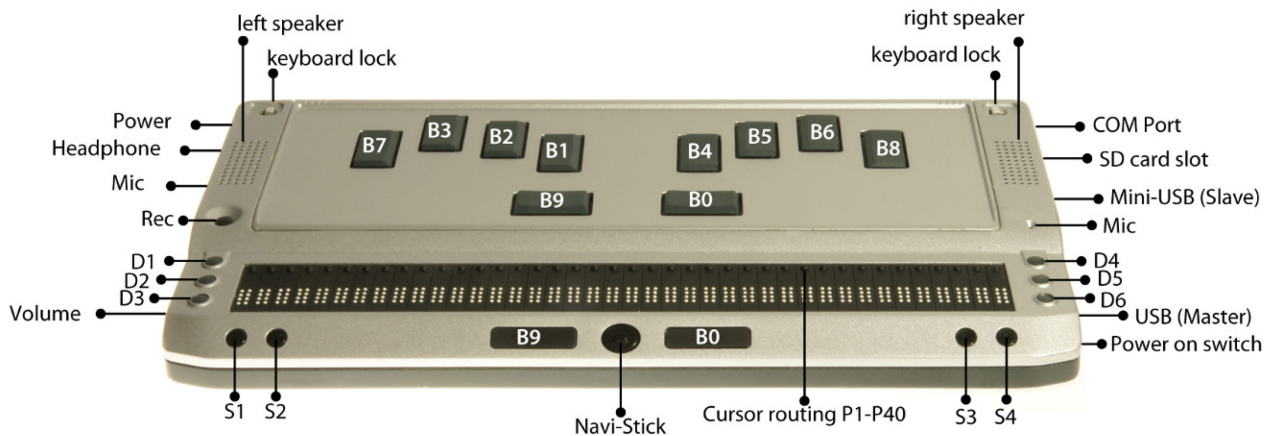
If you forget to switch Pronto! off, there is no need to worry about a flat battery. The automatic shut-down function is set so that Pronto! will switch itself off if it has not been used for 10 minutes, or no mp3 files have been played.

Pronto! is still able to tell the date and time, give the battery status or recall an appointment.

If Pronto! cannot be 'woken up' by pressing S1, S2 or S3 for a few seconds, and cannot give the time by pressing S4 briefly, Pronto! has either shut down completely or has been forced into standby mode because the battery urgently needs charging. In this state unsaved data will only be kept for a few hours; Pronto! must be connected to the mains supply as quickly as possible, however, to charge the battery and avoid any loss of data. Once connected to the mains, Pronto! can be woken up from forced standby mode in the usual manner by pressing S1, S2 or S3 for a few seconds.

Pronto! is a Windows CE device and as such does not usually shut down completely. If the device is shut down completely either through power loss or running a system reset, data loss must be anticipated. A complete shutdown is indicated by a clear falling two-tone signal and by the Braille display switching to "off".

9 Part I - Introduction - First Steps on Pronto! 40



Congratulations on acquiring your organizer Pronto!– no doubt you are keen to discover all that Pronto! can do. The following pages do not constitute a complete handbook but are designed to introduce you to the most important functions through practical examples, and to help you find your way around the keyboard.

Everything you read here can be tried out immediately on Pronto!, thus helping you on your way with Pronto!.

9.1 Set up and key location

So, back to Pronto!: how is it set out?

The upper surface has the keys of a normal small keyboard like you would find on a PC. It is also possible to remove this keyboard and replace a 8 dot Braille keyboard. Both keyboards are modules which can easily be changed by the user himself. To change the keyboard modules proceed as follows:

1. In the rear part of the upper side, left and right beside the keyboard you find 2 interlock keys
2. Push simultaneously the right key to the right and the left key to the left. This unfastens the keyboard module.
3. Lift the module and remove it.
4. Without the keyboard module the upper side of the device shows a deepening where the module normally is placed.
5. To fasten the keyboard module, put the front edge of the module in the front part of the deepening then let it down to the rear side and press it down.
6. The interlock keys fasten and the keyboard module is connected to the device.

You can change the modules even when Pronto! is switched on.

Now, we let Pronto! with the standard keyboard on it and explore the other parts and keys of the upper side.

Left beside the keyboard you find a single round button. This is the REC Button to start recordings

with the voice recorder. The build in microphone is placed on the right side of the keyboard and marked by a small hole.

In front of the keyboard you find the Braille display with cursor routing keys (Positioning keys) at each cell and 3 Display keys each right and left beside the Braille Display.

You can feel a small movable switch on the sloped front side of the device. This is the Navystick which allows movement to the right, left, up and down, and which can also be pressed. With this navystick we can move in documents, menus or lists and select functions. It facilitates all movement in these directions independently of the arrow keys.

To the left and right of the navystick you find two small square buttons. They are thumb keys as on the Braille keyboard module.

On the right-hand side there is a small, round key; this is the power on/off button that is used to switch Pronto! on and off completely.

Now let's turn back to the standard keyboard and its keys themselves.

Like all similar computer keyboards, some keys have more than one function assigned to them. In this introduction only the first assigned function will be given. The keys are arranged for the English key board layout as follows (from top to bottom, and from left to right):

Top line:

Escape, 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, minus, equals, Delete, Backspace

Second line:

TAB, q, w, e, r, t, y, u, i, o, p, left-bracket, right-bracket, Return (upper half)

Third line:

Caps lock, a, s, d, f, g, h, j, k, l, semi colon, apostrophe, backslash, Return (lower half)

Fourth line:

Left Shift key, (non), z, x, c, v, b, n, m, comma, full stop, slash, right Shift key, up arrow, FN

Bottom line:

Left Control key, WIN, FN, Alt, left space bar, right space bar, Alt gr, OBJECT MENU, right Control key, left arrow, down arrow, right arrow.

The following keys have a small raised dot: a, f, j, semi colon, n, y, 2, 6, minus, the TAB key, the left and right Control keys, and the right Shift key.

As a starting position place the fingers of the left hand on the a, s, d and f keys, and the fingers of the right hand on j, k, l and semi colon.

When using the Braille keyboard we will find 8 Braille keys and 2 thumb keys.

From left to right they are designated B7, B3, B2, B1, B4, B5, B6, B8. The left thumb key is called B9, the right thumb key is called B0 and is space.

Let's look more closely at the sloped front side. We already know the 2 square thumb keys left (B9) and right (B0) of the Navistick. Further to the left and the right we find each 2 small round buttons. These system keys are used to switch Pronto! to stand-by mode, to switch it back on, and to switch between various applications. They can also carry out other functions that we will learn later.

From left to right on the sloped front side we find the following elements:
S1 and S2 keys, the thumb key B9, the Navistick, the thumb key B0, the S3 and S4 keys.

9.2 Switch on the Device

To switch Pronto! on (either for the first time or after recharging the battery) press and hold the on/off button for ca. 3 seconds.

NB: if this button is pressed again, Pronto! will shut down completely. Pronto! should normally be switched off by using the system keys to switch to Stand-by mode.

After switching on you will hear a two-tone rising signal; if you hear a falling two-tone signal immediately afterwards, Pronto! will shut down automatically as it is not receiving enough power. If so, the battery must be charged: take the charger, insert the small round plug into the small opening on the far back at the left of Pronto!, and connect the second cable to a power socket. Then press the on/off button on the right-hand side of the device once again and wait for the rising signal.

During the switching-on procedure short signals will be emitted and after about a minute you will hear the message "main menu Word processor".

Now press Return or on the Braille keyboard the left thumb key B9 to confirm, and a blank document will open.

9.3 Writing Text

Now type your first practice text: "Pronto! is wonderful and very useful. We enjoy working with Pronto!". Then press Return or Braille key B8 to start a new line.

If you make any typing errors, simply press Backspace (the last key on the right of the top row) or press the Braille key B7 to delete the characters backwards.

There are several ways of placing the cursor at a particular point:

1. move the Navistick with your thumb in the appropriate direction to the desired spot
2. use the right or left arrow key to the desired spot
3. Press the small positioning key to rout the cursor onto the desired position.

When moving through the text the speech output will read out the current character and on the Braille display the cursor is displayed with dots 7,8.

New text will always be inserted at the current cursor position; please ensure that the cursor is placed at the end of the line before inputting more text. To do this either use the arrow keys to move down and then to the right, letter by letter, until you reach the end of the last word, or use the command to jump to the end of the file – press and hold the left FN key, press and hold the left Control key, press the right arrow key and then release all three keys. The left FN key is the third key from the left on the bottom row. This key combination corresponds to the command Control+End,

which is perhaps known to you from Windows.

When using the Braille keyboard the command to jump to the end of the file is executed by pressing the Braille keys B4B5B6 together with the left thumb key B9.

Practice by writing a few more sentences.

9.4 Reading Text

To read through your practice text, jump to the beginning of the file by pressing the left FN key together with the Control key and the left arrow key or Braille keys B1B2B3 together with the left thumb key B9.

To read line by line, either go down the text with the Navystick or the down arrow, or similarly up with the Navystick or the up arrow.

When reading, only 40 characters of the text are displayed on the Braille display. You can see the remaining part of the text with the help of the display keys - three small round buttons in a row on the right and left of the Braille display. By pressing the right middle display key (D5) you will see the next 40 characters of the text line, and by pressing the left middle display key (D2) you will go back 40 characters. This is called scrolling.

9.5 Call up Values, Stand by and wake up Pronto!

Some time has now passed and you would like to know what time it is: briefly pressing the System key S4 will give the local time (S4 is the second key on the right along from the Navystick). Pressing this key briefly twice in succession will give the date. If this key is pressed for a little longer, however, you will not hear the time but instead you will hear a faint signal and Pronto! will switch to Stand-by mode; even when Pronto! is "asleep" you can still consult the time or date by pressing S4 briefly.

So, how do we now wake Pronto! up and get back to our practice text? Simply press the extreme left System key (S1) for a short while – if you do not hold it down long enough Pronto! will carry on "sleeping" and this time will read out the temperature. Out of curiosity you once again press the S1 key twice briefly and this time you will hear the air pressure.

If you press the left System key (S1) long enough, Pronto! will wake up. This will take you back to the Word processor where you can read your practice text by moving up and down through it.

If Pronto!'s announcements are too loud or too quiet, the volume can be adjusted with the wheel on the left side of the device. Turning the wheel towards you will decrease the volume, and turning it away from you will increase it. The volume cannot be turned off completely with this wheel and it will always retain a minimum value.

9.6 Help

How can the practice text be saved, or a new blank document or new file opened (e.g. the manual)? Pronto!'s help system can help with these tasks. There are two types: the automatic Quick Help, and the context sensitive Long Help. Quick Help provides information on the highlighted element of a menu or dialog, and is given automatically via the speech output. For more detailed information on

the element and its functions, Long Help can be called up by pressing the F1 key: press the FN key (i.e. the third key from the left on the bottom row) together with the number "1" key, and Help will be read out and displayed in Braille.

When using the Braille keyboard you can call up the context sensitive help by pressing Braille keys B2B6 together with the left thumb key B9.

To listen once more go down with the Navistick to the "OK" key and then back up to the Help text. Press the return or B9 key to confirm the "OK" button, this closes Help and you return to the previously highlighted element.

9.7 Saving

Let's begin with saving documents.

1. call up the Command menu by pressing the Alt key (this can be found on the left, next to the left space bar and it can be used to call up the Command menu from any application). Alternatively, press the System key S3 once briefly to open the Command menu; the S3 key can be found to the right of the Navistick (**NB:** pressing S3 or Alt once more briefly will close the menu).
2. the menu will open at the first entry, "File". The other menu options can be accessed by moving up and down with the Navistick, but for the time being stay with "File".
3. move the Navistick to the right and open the File menu; this contains a list of additional entries
4. move the Navistick up or down to "Save as" and confirm by pressing Return, the left thumb key B9 or the Navistick (N-center). If another entry is selected by mistake, press the Escape key or on the Braille keyboard the Braille keys B7B8B9 – this is a general command to stop and start again. The Escape key is the extreme left key on the top row.
5. an edit box headed "Name" will open – type "Test". Now press Return or left thumb key B9 to save the file.

9.8 Open

Another text file or a new blank document can now be opened: press the Alt key once again, or press S3 once briefly. The menu will open once again at "File" – move the Navistick to the right to open this entry (if another entry is opened by mistake move the Navistick to the left to close it). Now move the Navistick down through the menu to "Open" and press Return or the left thumb key B9.

A list of documents will open. Use the Navistick to browse through the list and find the previously saved document. The Handbook will also be in this list.

To open one of these documents, go to it with the Navistick and press Return or the left thumb key B9.

9.9 Blank Document

You have now learned how to save texts and open existing texts; now open a new blank document.

Proceed as follows:

1. call up the Command menu with the Alt key, or by pressing S3 once briefly.
2. the menu will open at the "File" entry. The other menu options can be accessed by moving up and down with the Navistick, but for the time being stay with "File".

3. move the Navistick to the right to open the File menu; more entries will appear.
4. either stay on the first entry or move the Navistick up or down to "New" and then either press Return, the left thumb key B9 or the Navistick (N-center) to confirm the selection. If another entry is selected by mistake, press the Escape key or the Braille keys B7B8B9 – this is a general command to stop and start again. The Escape key is the extreme left key on the top row.
5. an edit box headed "Name" will open. The suggested name "Document" can be accepted by pressing Return or the left thumb key B9.
6. the new document is thus created and the cursor can be found at the beginning of the file.

The previously opened document is still open, however, but switching from one to the other is easy: press CTRL together with the minus key (-) or on the Braille keyboard the Braille keys B3B6B8 together with the left thumb key. B9..

9.10 File Manager

Now delete the first text document.

To do so, exit the Word processor and familiarise yourself with File manager.

1. press the Windows key (WIN), or press the small round System key S3 for 3 seconds – S3 is to the right of the Navistick.
2. you will hear "main menu Word processor". If S3 has not been held long enough, the Command menu will open; if so, close it by pressing S3 once again briefly, and try again.
3. move up or down with the Navistick to "File manager" and press Return or the left thumb key B9.
4. a list will open which contains various folders and files similar to Windows Explorer.
5. move up or down with the Navistick to the "Storage Card" folder – now move the Navistick right to open it. The "Edit" folder contains your text files.(if another folder has opened, move up or down with the Navistick to the "Edit" folder)
6. open the "Edit" folder by moving the Navistick to the right, and you will be taken to a list of your text files.
7. move up or down with the Navistick to your test file.
8. call up the Command menu by pressing either S3 once briefly, or the Alt key.
9. the menu will open at the first entry, "New" – move the Navistick to the right to access the submenu.
10. this will open at the first entry "New" – go up or down with the Navistick to "Delete".
11. press Return or the left thumb key B9 to confirm the selection of "Delete" – a security question will appear.
12. go up or down with the Navistick to the "Yes" button and press Return or the left thumb key B9.
13. this will delete the test file from the storage card. You will be taken back to the file list where other files can be deleted or opened.

Even though the file has been deleted from the storage card, it can still be found on Pronto!s internal RAM, i.e. it may still appear in the Word processor and may be saved again with a different name.

9.11 Close Document

To delete a file from RAM, it must first be closed in the Word processor. First, switch to the Word processor by pressing and holding S1 for a short while, or by selecting "Word processor" from the

main menu.

Then proceed as follows:

1. press Alt, or S3 once briefly to open the Command menu which will open at the first entry "File".
2. move to the right and then down with the Navistick to "Close", and press Return or the left thumb key B9.
3. either another file or a blank document will now appear.

9.12 Opening the Manual

The manual and its individual chapters can be opened quickly from the main menu under the "Help" entry. The file will be displayed in the Word processor, i.e. when selecting a chapter from the Handbook the Word processor will open at the same time.

To select and open a chapter from the manual, proceed as follows:

1. open the main menu by pressing the Windows key (WIN), or S3 for a short while. If S3 has not been held long enough, the Command menu will open; if so, it must be closed by pressing S3 once again briefly.
2. the main menu will open at one of its entries. Move up or down with the Navistick to access other entries in the menu.
3. when "Help" has been reached, stop and move the Navistick once to the right.
4. a submenu will open which contains further entries.
5. go up or down with the Navistick to "Manual", and move the Navistick once to the right.
6. the individual chapters of the Handbook are listed. Move up or down with the Navistick to the desired chapter and open it by pressing Return or the left thumb key B9.

You have by now learned a lot: you can write and save texts, open the Manual, delete files, and consult the local time and other information.

9.13 MP3 Player

To finish, let's listen to some music and at the same time learn how to use Pronto!'s mp3 player. Proceed as follows:

1. open the main menu by pressing the Windows key (WIN), or by pressing S3 for a short while – S3 is the small round key to the right of the Navistick. If S3 has not been held long enough, the Command menu will open; if so, it must be closed by pressing S3 once again briefly.
2. the main menu will open at one of its entries. Move up or down with the Navistick to access other entries in the menu.
3. when you have reached "mp3 player" stop, and press Return or the left thumb key B9.
4. the mp3 player will either announce that there is no playlist or that it is empty, or will display the file name of the last audio file to have been played. To listen to a different file either press the Alt key, or press S3 once briefly – this will open the Command menu.
5. stay on the first entry in the menu, "File", move once to the right with the Navistick and confirm "open" entry by pressing Return or the left thumb key B9.
6. A list of files and folders will now open, similar to open files in the word processor.
7. go up or down with the Navistick to "Storage card". Move the Navistick to the right to access the different levels in the sub-folder. Now go up or down with the Navistick to the "Music" folder and

open it by moving the Navystick once more to the right.

8. the "Music" folder contains individual mp3 files. To open one of them select it simply by browsing through the list with the Navystick and pressing Return or the left thumb key B9.

9. the file list will close and the music will play. The Braille display will display the file name. The first three Braille elements will display how much of the file has already been played in percent. This information can also be consulted and read out by pressing the Windows key together with the minus key (-) . When using the Braille keyboard press "hyphen with B7B8B9".

10. pause and resume music from the same place by pressing Return or the left thumb key B9.

11. during play, moving to the left will rewind 10 seconds at a time, and moving to the right will fast forward 10 seconds at a time.

12. to stop the music press the space bar, or the right thumb key B0.

13. quit the mp3 player by pressing one of the System keys for a short while: with S1, S2 and S3 the mp3 player will continue playing in the background; S4 will stop the player.

Recap: S1 opens the Word processor; S2 opens the Planner; S3 opens the main menu; S4 switches the device to Stand-by mode.

9.14 Switch off Pronto!

How is Pronto! switched off?

Press and hold S4 (the second small round key on the right of the Navystick) to switch Pronto! to Stand-by mode.

If you forget to switch Pronto! off, don't worry about finding a flat battery; the automatic shutdown function is so designed, as a standard feature, that Pronto! will shut itself down automatically after 10 minutes' inactivity or 10 minutes after an audio file has finished playing.

Even when Pronto! is "asleep", however, it is still able to tell the date and time, give the battery status or give a reminder of an appointment.

If Pronto! cannot be "woken up" after pressing S1, S2 or S3 for a short while and the time cannot be consulted by pressing them briefly, it has either shut down completely or has been forced into Stand-by mode because the battery urgently needs charging.

In this situation unsaved data are still available for a few hours, but the charger must be connected as soon as possible to charge the battery and avoid any loss of data. As soon as the charger is connected Pronto! can be woken up from its enforced Stand-by mode in the usual manner by pressing S1, S2 or S3 for a short while.

Pronto! is a Windows CE device and as such is never completely shut down. If, however, the device is shut down completely following a power cut or System reset (on/off button), some loss of data is to be expected. Warning of a complete shutdown is given in the form of a clear falling two-tone signal.

10 Technical Data

10.1 Pronto! 18 V4

Dimensions in mm (width x depth x height): 174 x 92 x 32

Weight: approx. 450 g / 1 pound

Battery charge: 5V / max. 2,5A

Battery capacity: 7,2 V / 2250 mAh

Memory:

- DRAM: 256 MB (internal scratch pad)
- internal Flashdisk: 32 GB
- external memory (Storage Card) SD or SD HC memory card

Interfaces:

- USB (master)
- mini USB (slave)
- Bluetooth (up to 4 devices paired at the same time)
- WLAN
- stereo earphones
- microphones (mono)
- charger

10.2 Pronto! 40 V4

Dimensions in mm (width x depth x height): 297 x 152 x 27 mm

Weight: approx. 1300 g / 2 pound (incl. Standard Keyboard Modul)

Battery charge: 5V / max. 2,5A

Battery capacity: 7,2 V / ca. 2250mAh

Memory:

- DRAM: 256 MB (internal scratch pad)
- internal Flashdisk: 32 GB
- external memory (Storage Card) SD or SD HC memory card

Interfaces:

- USB (master)
- mini USB (slave)
- Bluetooth (up to 4 devices paired at the same time)
- WLAN
- stereo earphones
- microphones (mono)
- charger

Battery life: approx. 10 -12 hours. Longer with disabled WLAN chip)

Standby mode: several days

Note: Life is depending on the electric power consumption (Bluetooth, WLAN, size of storage card, USB memory stick)

Battery: Li Ionen

Bluetooth range: approx. 10 mtr.

11 Defects and Repair

What to do if Pronto stops working properly:

- Did you check all settings and connections according to the manual?
- Is Pronto plugged into a live power outlet?

If Pronto is not working, please disconnect from any power outlet, discontinue using the device, and contact BAUM Retec or your authorized BAUM Retec dealer.

To contact BAUM Retec please refer to the contact information below. BAUM Retec, Inc. is your contact for any Pronto purchased/sold in the USA. For all other customers, please contact BAUM Retec AG in Germany.

We will help you first troubleshoot your Pronto. If we determine that your device needs to be returned to us for repair, you will need to pack it in its original packaging.

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Please be advised that this user guide may contain errors, and is therefore subject to being changed or updated without prior notice.