

# IntelliKeys USB User Guide

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# Chapter 1 – Getting Started

## Introduction

Congratulations on choosing IntelliKeys USB!

After installing the IntelliKeys USB software on your computer, the IntelliKeys USB keyboard can be plugged directly into your computer's USB port or a USB hub. IntelliKeys USB can be connected to either a Windows or a Macintosh computer system.

The IntelliKeys USB keyboard works in conjunction with interchangeable overlays. Each overlay has a keyboard layout printed on it. Pressing a key on the overlay sends the desired information to your computer.

Simply slide one of the Standard overlays onto IntelliKeys USB and begin using your favorite program. The keyboard automatically senses which Standard overlay you are using. Slide on the Alphabet USB Overlay, and a child can use IntelliKeys USB for reading activities. Slide on the Math Access USB Overlay and IntelliKeys USB is an arithmetic keyboard. Try the Mouse Access USB Overlay to run popular educational and entertainment programs. The Basic Writing USB Overlay is excellent for students moving to word processing. The QWERTY USB Overlay provides complete keyboard access for word processing, data entry, spreadsheets, and more. The Web Access USB Overlay offers a variety of Web browsing features.

Follow the installation procedures in Chapter 1 – Getting Started and then proceed to Chapter 2 – IntelliKeys USB Tutorial. The Tutorial chapter provides a step-by-step introduction to using the many features of the IntelliKeys USB keyboard and overlays.

## Package Contents

- 1 IntelliKeys USB keyboard.
- 1 USB connector cable.
- 4 double-sided Standard overlays.
- 1 IntelliKeys USB DVD.

## Minimum System Requirements

Windows	Macintosh
<ul style="list-style-type: none"><li>• Computer (or powered hub) with an available USB port</li><li>• Windows XP, Windows Vista, Windows 7 or Windows 8</li><li>• 1 GB free hard drive space</li><li>• 512 MB RAM</li><li>• DVD drive</li></ul>	<ul style="list-style-type: none"><li>• Computer (or powered hub) with an available USB port</li><li>• Mac OS 10.5 - 10.8</li><li>• 1 GB free hard drive space</li><li>• 512 MB RAM</li><li>• DVD drive</li></ul>

## About This User's Guide

This User's Guide is an important part of the IntelliKeys USB product. It provides information that will get you started using the program, show you how to use all the features, and how to select options and customize settings for individual students. It is recommended that you read the following:

**Chapter 1 – Getting Started:** provides the basic information to get you started using IntelliKeys USB. It lists the package contents and system requirements and includes instructions for installing and uninstalling the program.

**Chapter 2 – IntelliKeys USB Tutorial:** gives a guided tour through IntelliKeys USB. The Tutorial begins by showing you how to connect the IntelliKeys USB keyboard to your computer. It includes step-by-step instructions that will familiarize you with many features of IntelliKeys USB.

**Chapter 3 – Working with Standard Overlays and Chapter 4 – Using IntelliKeys USB with Other Applications:** provides detailed explanations, instructions, definitions, and tips about using the IntelliKeys USB overlays so you can take full advantage of IntelliKeys USB's features and capabilities, including attaching pre-made and custom overlays to your favorite applications with the Applications tab in the IntelliKeys USB and IntelliSwitch Control Panel.

**Chapter 5 – Working with Overlays and Overlay Maker 3:** suggests ways to use your free trial copy of Overlay Maker 3. Learn to make and print your own overlays and how to customize existing overlays for more personalized access to the applications you want to use.

**Chapter 6 – Using the Control Panel:** offers detailed information about the features of the IntelliKeys USB and IntelliSwitch Control Panel, helping you to create groups and users and set options to customize each user's experience to best fit his or her individual needs.

**Chapter 7 – Troubleshooting:** provides information that you can refer to if you are experiencing problems using IntelliKeys USB.

**Chapter 8 – Caring for Your IntelliKeys USB:** supplies important information regarding the care and maintenance of IntelliKeys USB.

**Appendix A – FCC Class B Statement:** provides electronic standards information.

**Appendix B – Warranty, Refund, Return, and Repair Policies:** provides important product information.

## IntelliKeys USB DVD Contents

The IntelliKeys USB DVD includes:

- Read Me document.
- IntelliKeys USB installer
- IntelliKeys USB uninstaller.
- Documentation folder
  - IntelliKeys USB Users Guide

## Installing the IntelliKeys USB Software

**Notes:**

- If passwords or administrator privileges are required to install software on your computer system, contact your system administrator before you begin installing IntelliKeys USB.



- Always install the IntelliKeys USB software before connecting the IntelliKeys USB to your computer. Once the software is installed, you can connect and disconnect the IntelliKeys USB as needed.
- Students working on multiple computer systems must have the IntelliKeys USB software installed on each computer they use.

## On a Windows Computer

Follow these steps to install IntelliKeys USB on a Windows computer:

1. Insert the IntelliKeys USB DVD into the DVD drive. On most PCs the program installation will start automatically and you can proceed directly to step 5.  
  
If your computer's DVD drive is not set up for autorun (see your computer's operations manual regarding a setting called Auto insert notification), proceed to step 2.
2. Double-click the **My Computer** icon on your desktop. A DVD icon named **IntelliKeys USB** will be listed in the content window that appears.
3. Right-click the **IntelliKeys USB DVD** icon and select **Explore** from the menu that appears. This action displays the contents of the IntelliKeys USB DVD.
4. Double-click the **Setup** icon in the content window that appears.  
  
This starts the automated installation process.
5. Follow the installation instructions that appear on-screen. Click **Finish** when the Installation Complete dialog box appears. Restart your computer when prompted.

RESULT: The IntelliKeys USB program is stored in a folder labeled **IntelliKeys USB**. This folder is located in a folder labeled **ITools** (IntelliTools) on the computer's main drive. The **IntelliKeys USB** icon is added to the task bar in the lower right corner of the screen.

## On a Macintosh Computer

Follow these steps to install IntelliKeys USB on a Macintosh computer:

1. Insert the IntelliKeys USB DVD into the DVD drive. A DVD icon labeled IntelliKeys USB will appear on the desktop.
2. Open the Installers folder and select the correct installer:
  - a. The version 3.5 installer will only work on Intel systems running Mac OS 10.5.8 - 10.7. This may be found in "Installers/V3.5 (10.x, Intel Only)"
  - b. The version 3.1 installer will work on 10.1 - 10.5 PowerPC systems. This may be found in "Installers/V3.1 (10.x, PowerPC Only)"
3. Double-click **IntelliKeys USB** in the Installation folder. This starts the automated installation process.

RESULT: The IntelliKeys USB program is stored in a folder labeled **IntelliKeys USB**. This folder is located in a folder labeled **IntelliTools** on the computer's main hard drive (Mac OSX Applications: IntelliTools: IntelliKeys USB). The **IntelliKeys USB** icon is added to the menu bar in the upper right corner of the screen.

## IntelliKeys USB Folder Contents

This outline shows the organization of IntelliKeys USB folders and files stored on your computer after installation.

**IntelliKeys USB** program folder – in **ITools** (Windows) or **IntelliTools** (Macintosh) folder on your main drive.

- IntelliKeys USB and IntelliSwitch Control Panel
- Read Me text document
- ❖ **Documents folder** – stores user preference settings
- ❖ **Documentation folder** – contains the IntelliKeys USB User's Guide
- ❖ **Overlays folder** – contains overlay files that can be printed and sent
  - **Standard Overlays** folder – copies of Standard overlays. Each Overlay folder includes a Print folder containing a printable file (.pdf) and a Send folder containing an electronic file
    - **QWERTY USB Overlay** folder
    - **Basic Writing USB Overlay** folder
    - **Alphabet USB Overlay** folder
    - **Math Access USB Overlay** folder
    - **Mouse Access USB Overlay** folder
    - **Web Access USB Overlay** folder
    - **Setup USB Overlay** folder
    - **Access Features Chart** folder
  - **Alternative Overlays** folder – additional overlays
    - **Lowercase Basic Writing** folder
    - **Reduced Alphabet Overlay** folder
    - **Uppercase Alphabet** folder
    - **Two-Switch** folder
- ❖ **Overlays for Editing** folder – copies of Standard overlays in .OMS format for editing and customizing in Overlay Maker
- ❖ **Private** folder – contains crucial component files that allow IntelliKeys USB and the IntelliKeys USB Control Panel to function properly. **Do not** edit, change, rearrange, delete, or in any way alter or tamper with the contents of this important folder.

## After Installing IntelliKeys USB – Next Steps

### Connecting IntelliKeys USB

After you have installed the IntelliKeys USB software on your computer, proceed to Chapter 2 – IntelliKeys USB Tutorial for instructions on connecting IntelliKeys USB keyboard to your computer.

Students working on multiple computer systems must have the IntelliKeys USB software installed on each computer they use, but can use the same IntelliKeys USB keyboard with each. Just connect the IntelliKeys USB, turn it on, insert the appropriate overlay, and begin. When the activity is over, turn off IntelliKeys USB, disconnect it, pack it up, and you are ready to move to the next class.

### Setting up Users

IntelliKeys USB can be used by a single user, by multiple users entered in a group, or by multiple groups. Each user can set his or her access preferences. IntelliKeys USB will save these settings automatically. Before starting an activity, simply select a user name and a group name and the IntelliKeys USB keyboard will be customized for that user's needs. See Chapter 2 for tutorials on creating groups, adding users, and adjusting user settings.

## Uninstalling the IntelliKeys USB Software

The following procedures describe how to uninstall the IntelliKeys USB software from a computer.

### On a Windows Computer

1. Unplug IntelliKeys USB from the computer.

#### Windows XP

2. Select Start→Settings→Control Panel.
3. Click Add/Remove Programs.
4. Select IntelliKeys USB and IntelliSwitch.
5. Click Add/Remove. A Select Uninstall dialog box appears.
6. Click Next.
7. Click Finish.
8. Restart your computer (if requested).

#### Windows Vista, Windows 7, Windows 8

2. Open the Windows Control Panel.
3. Click Programs and Features.
4. Right-click IntelliKeys USB and IntelliSwitch.
5. Select Uninstall/Change from the right-click menu.
6. Follow prompts to complete the uninstall process.

### On a Macintosh Computer

1. Unplug IntelliKeys USB from the computer.
2. Insert the IntelliKeys USB DVD and view its contents.
3. Run the IntelliKeys USB installer/uninstaller program located on the DVD, and follow the on-screen directions.
4. Restart your computer (if requested).

# Chapter 2 – IntelliKeys USB Tutorial

## IntelliKeys USB Overview

IntelliKeys USB is an adaptive keyboard. Instead of pressing keys on a standard keyboard, users touch a printed overlay that has been placed over a touch-sensitive panel. Areas on the printed overlay correspond to keys on a standard keyboard and mouse buttons. By using the set of Standard overlays that come with IntelliKeys USB, a person can type, enter numbers, navigate on-screen displays, and execute menu commands. In addition, IntelliKeys USB has a variety of access settings and two programmable switch ports to meet the needs of people with disabilities.

## Standard Overlays

The Standard overlays are double-sided, easy to use, and very versatile -- they can be used with both Windows and Macintosh systems. A Web Access USB Overlay provides easy access to the Internet. Additional Alternative overlays are stored on the computer. Copies of all overlays can be printed using a standard color printer. The overlays are compatible with the IntelliKeys USB keyguards available for purchase from Cambium Learning Technologies.

## Win/Mac Compatibility

IntelliKeys USB connects with a single cable to either a Windows USB or a Macintosh USB computer. One end of the USB cable that ships with IntelliKeys USB easily connects to the USB port on your computer. The opposite end slides neatly into the USB connector on the back of IntelliKeys USB.

## Full Access to Keyboard and Mouse

IntelliKeys USB allows full access to both keyboard and mouse functions at all times. Both functions are fully active on the Standard overlays, empowering users to move effortlessly from keyboard to mouse and back.

## Control Panel On-screen

The IntelliKeys USB and IntelliSwitch control panel allows you to adjust the settings on IntelliKeys USB from the desktop of your computer. It contains features that allow you to create Groups and Users, adjust settings for individual users, and display the current settings.

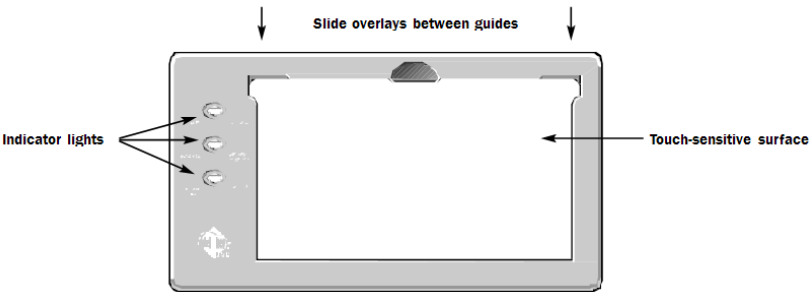
## Applications Feature

The IntelliKeys USB Control Panel features provide access for many other applications by sending customized electronic overlay files each time you use specific applications. This feature gives the user automatic, convenient overlay access to software programs that would otherwise be inaccessible to users with disabilities.

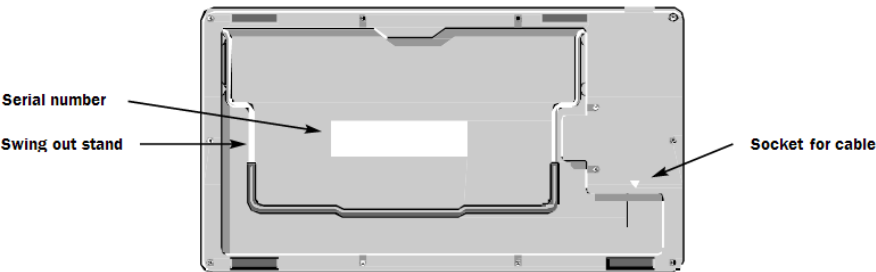
## Tutorial Overview

The IntelliKeys USB Tutorial is designed to meet the needs of both a beginner and a more experienced IntelliKeys USB user. The Tutorial is divided into several parts, each highlighting different aspects of IntelliKeys USB. Each part can be used independently of the others, allowing you to move at your own pace. If you are using IntelliKeys USB for the first time, it is recommended that you progress through the entire Tutorial from start to finish.

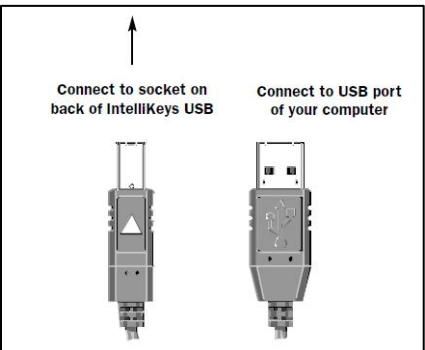
# IntelliKeys USB Parts Identification



The front of the IntelliKeys USB keyboard (no overlay inserted)



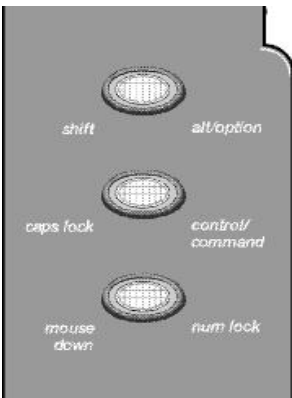
The back of the IntelliKeys USB keyboard



IntelliKeys USB Connector Cable Ends

Six lights indicate active keyboard features.

<b>GREEN</b>	<b>RED</b>
<b>Shift</b>	<b>Alt / Option</b>
<b>Caps lock</b>	<b>Control / Command</b>
<b>Mouse down</b>	<b>Num Lock</b>

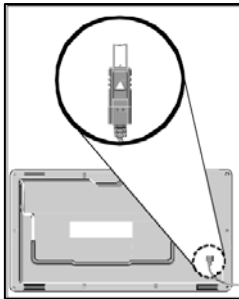


Indicator lights on keyboard

## Tutorial Part 1 – Connecting IntelliKeys USB

**Note:** Make sure the IntelliKeys USB software has been installed on your computer before you connect your IntelliKeys USB keyboard to the computer. See Chapter 1 of the User's Guide for information about how to install the software if you have not yet done so.

1. Plug the square end of the connector cable into the socket located on the back of the IntelliKeys USB keyboard. One side of the connector cable has a triangle on it. The triangle should face away from the keyboard. It may be easier to insert the connector cable into the socket in the back of the IntelliKeys USB keyboard when the keyboard is turned upside down (with the socket facing up).

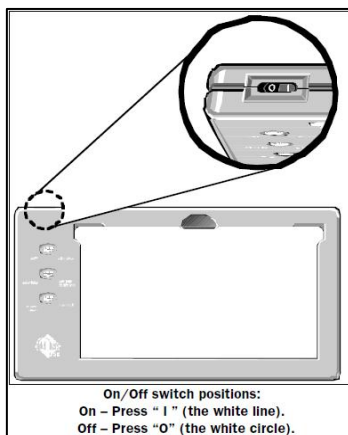


2. Plug the flatter, rectangular end of the connector cable into a USB port on your computer or into a USB port on a hub connected to your computer.

In one position the cable end fits properly into the USB port. If you encounter resistance, try turning the cable end over and plugging it in again.

3. If it is not on, start your computer. IntelliKeys USB is hot-swappable. This means you can connect your keyboard to a computer even when the computer is on. You can also disconnect your keyboard when the computer is still on.
4. Swing the wire stand out from the back of the keyboard if you want to position the IntelliKeys USB keyboard at an angle.
5. IntelliKeys USB has an On/Off switch. This allows you to turn the keyboard off when it is not in use, without having to disconnect the keyboard from the computer.

Locate the On/Off switch on the top edge of the keyboard. **I** = On; **O** = Off.



6. Press **On**. You will hear a tone accompanied by flashing indicator lights.

## Using the Control Panel to Reset the Keyboard Settings (for Guest User)

IntelliKeys USB can store the access settings for a number of users, including the Guest user that is included with the program. You will begin this Tutorial using **Guest** as your user name.

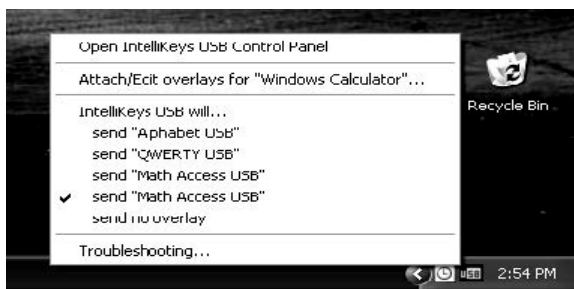
**Note:** You automatically will be entered in the Guest user group whenever you choose not to create a new group and enter a user into it. The program will remember any access settings associated with the Guest user.

The keyboard you are working with may have been used previously. Therefore we suggest that you reset IntelliKeys USB to its default keyboard settings. This will insure that the Tutorial instructions match your experience using the keyboard.

1. Open the Control Panel.

### Windows

On the taskbar typically found at the bottom of your computer screen, click the **IntelliKeys USB** icon and then click **Open IntelliKeys USB and IntelliSwitch Control Panel** in the pop up menu that appears.

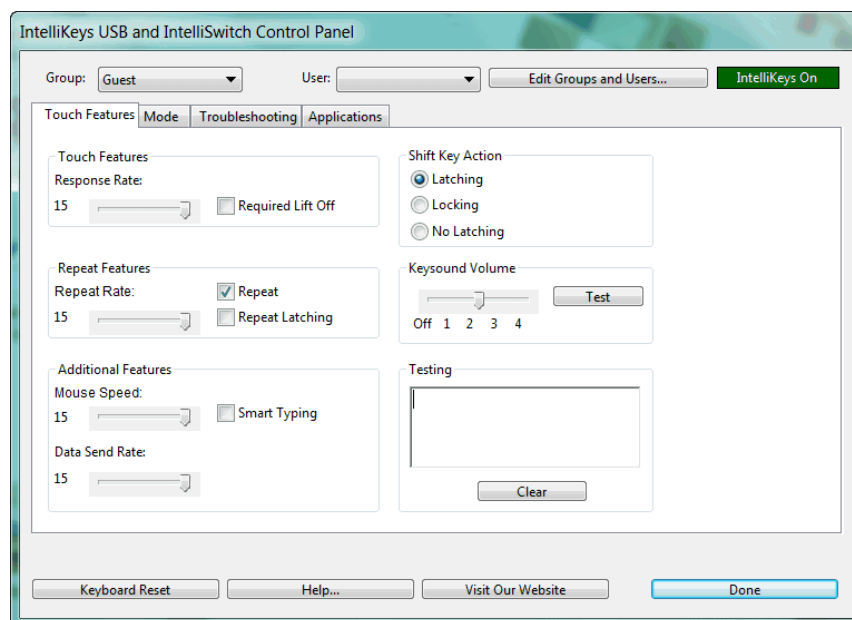


### Macintosh

On the menu bar in the upper right corner of your computer screen, click the **IntelliKeys USB** icon and then click **Open IntelliKeys USB and IntelliSwitch Control Panel** in the pop-up menu.



The control panel is displayed:



- 
2. In the top left corner of the control panel, from the Group drop-down list, select **Guest**.



- 
- 
3. In the lower left corner of the control panel, click **Keyboard Reset**. Notice that the indicator lights on the keyboard flash. IntelliKeys USB is now reset to its default settings.
4. Click **Done** to close the control panel.

## Using the IntelliKeys USB Icon

The IntelliKeys USB icon also provides quick access to some troubleshooting features and to the Applications tab on the Control Panel.

### Checking Status with the Pop-up Tooltip

The IntelliKeys USB icon is that it is an indicator for the status of IntelliKeys USB. If the IntelliKeys USB is switched off or unplugged, the USB icon is red; as soon as IntelliKeys USB is switched on, the icon changes color to blue.

Hover your cursor or pointer over the USB icon to instantly get status information. A small tooltip will appear above the USB icon.

- When the USB icon is blue, the tooltip tells you IntelliKeys USB is connected.
- When the USB icon is red, the tooltip tells you whether IntelliKeys USB is simply turned off or disconnected completely.

If you are experiencing difficulties with IntelliKeys USB, the pop-up tooltip is the first place you should go to determine if IntelliKeys USB is connected and on.

### Making Changes with the Pop-up Menu

Click the USB Icon to display a pop-up menu. This menu allows you to access the IntelliKeys USB Control Panel. Click “Attach/Edit overlays for [application],” to open the Control Panel directly to the Applications tab, where you can then attach overlays to the application you are currently using. See Chapter 4 for more detailed information on the Applications tab.

If you have already attached overlays to the current application, the attached overlays are listed under the Attach/Edit option. The currently selected overlay is indicated by a check mark to the left of its name. To change which overlay will be sent for the application, click the name of the desired overlay and a check mark will appear next to it, indicating it is the new currently sending overlay.

Click the “Control Panel will send no overlay” option to prevent the control panel from sending overlays for the selected application. Programs that have their own overlay sending, such as IntelliTools Classroom Suite; will continue to send their overlays. Bar-coded Standard overlays will also continue to work.

If you have Discover installed on your computer, you will see an option for Discover. Select this option to allow Discover to send overlays for the current application.

Click the Troubleshooting option to open the control panel to the Troubleshooting tab. See Chapter 6 for more information about the Troubleshooting tab.



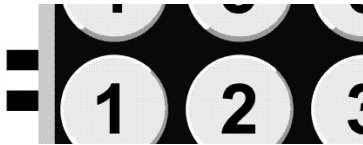
## Tutorial Part 2 –Working with Overlays

Seven Standard overlays with keyboard layouts printed on them come with IntelliKeys USB:

- Setup USB Overlay
- QWERTY USB Overlay
- Basic Writing USB Overlay
- Alphabet USB Overlay
- Mouse Access USB Overlay
- Math Access USB Overlay
- Web Access USB Overlay

The name of each overlay is printed on the overlay's upper left margin.

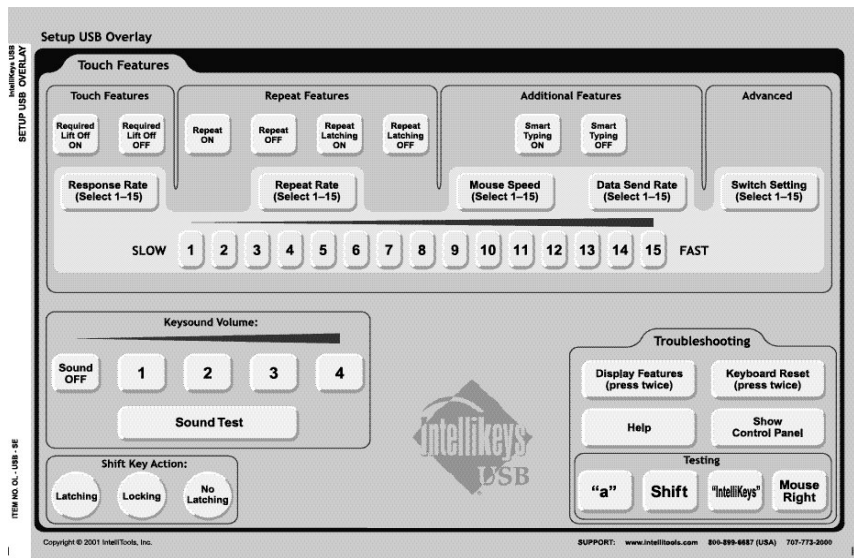
There are bar codes printed on the reverse side of each Standard overlay. These bar codes identify the overlay as it passes by the bar code reader built into the IntelliKeys USB keyboard.



### Using the Setup USB Overlay to Reset the Keyboard and Display Features

The Setup Overlay enables you to customize the way IntelliKeys USB responds when the user presses a key on an overlay. You will start this part of the Tutorial by using the Keyboard Reset key on this overlay to reset the keyboard to its default settings. Resetting the keyboard when using it for the first time ensures that you work with the access settings that you select.

1. Slide the Setup USB Overlay onto IntelliKeys USB. Sliding the overlay onto IntelliKeys USB allows the keyboard to read the bar codes printed on the overlay and recognize which overlay is being inserted. IntelliKeys USB will beep to show that the overlay has been recognized.



2. Locate Keyboard Reset on the overlay. Press it twice. Notice that the indicator lights on the keyboard flash. IntelliKeys USB is now reset to its default settings.

3. Press Display Features twice. This will open a text document and list the current settings for IntelliKeys USB. You can use this feature to check the settings whenever you make changes, or for troubleshooting.
4. Remove the Setup USB Overlay.

## Using the QWERTY USB Overlay

The QWERTY USB Overlay is designed to provide full access to standard keyboard characters, commands, and functions. It includes Keyboard arrows and Mouse arrows that are always active. It can be used with either Windows or Macintosh computers.

Imagine that you are limited to using a single finger when typing. IntelliKeys USB is designed so you can use consecutive key presses to access features that otherwise require pressing several keys simultaneously, such as capitalizing a letter or using the keyboard shortcuts for copy, save, or print. You never need to press two keys at a time when you use IntelliKeys USB!

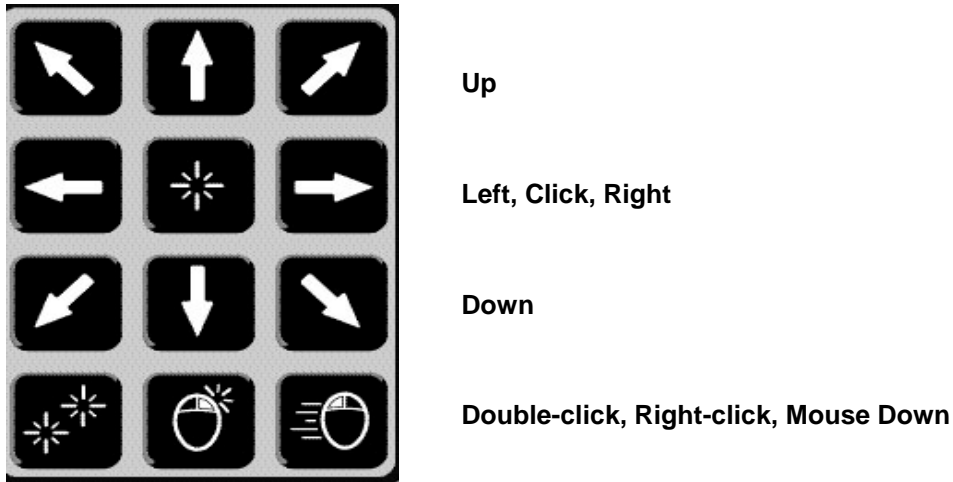
1. Open Notepad or Word (Windows), TextEdit (Mac), or some other word processing software.
2. Slide the QWERTY USB Overlay onto IntelliKeys USB. IntelliKeys USB will beep to show that the overlay is ready to use.



3. Start by typing your name. Press Shift on the QWERTY USB overlay. Notice the Shift indicator light on the keyboard goes on and the Shift key latches (engages for one key press). The Latching feature tells the Shift key to remain active while you lift your finger to choose the first letter of your name. After you press a letter, the Shift key automatically releases so you can continue typing in lowercase. Finish typing your name.
4. Practice typing other words and phrases. Try navigating through the text on your screen using the **Keyboard arrows**.



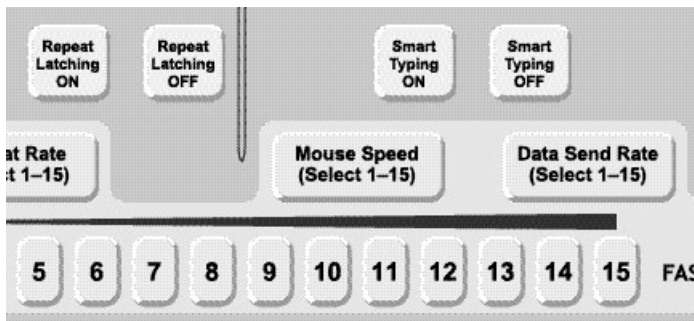
5. Try the **Mouse Control** keys. Use the Mouse arrows to navigate to the File menu. Select **Save**.



### Adjusting Mouse Speed

The mouse speed feature affects the speed of the on- screen pointer when using the Mouse arrows on the overlay to move the pointer around the screen. The default setting for the mouse speed is 15. At this set- ting, the mouse may move too quickly for some users to control or track across the screen. In this section of the Tutorial you will adjust the mouse speed.

1. Remove the QWERTY USB Overlay from IntelliKeys USB. Slide the Setup USB Overlay onto IntelliKeys USB.
2. Press Mouse Speed on the Setup USB Overlay. Press the number 7.



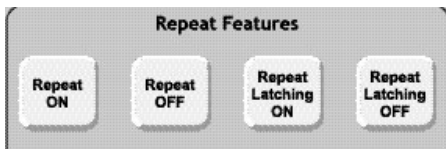
3. Remove the Setup USB Overlay from IntelliKeys USB. Slide the QWERTY USB Overlay onto IntelliKeys USB.
4. Use the Mouse arrows to test the speed of the mouse. You may want to return to the Setup USB Overlay to try a different mouse speed.

### Typing with Repeat On and Repeat Off

Some users are unable to lift their fingers quickly after they press a key, and the keystroke is repeated, which results in many unwanted entries. To simulate this problem, press one of the letters on the overlay and hold it down for a few seconds before releasing. Notice that you end up typing a long string of letters.

Using the Setup USB Overlay, the repeat rate can be slowed or completely turned off, thereby avoiding this problem.

1. Remove the QWERTY USB Overlay from IntelliKeys USB. Slide the Setup USB Overlay onto IntelliKeys USB. Press **Keyboard Reset** twice. Press **Repeat OFF** on the Setup USB Overlay.

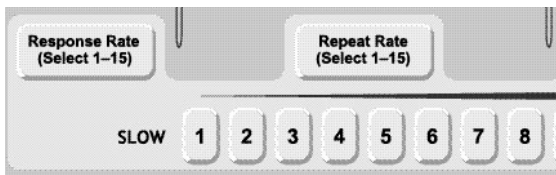


2. Remove the Setup USB Overlay from IntelliKeys USB. Slide the QWERTY USB Overlay onto IntelliKeys USB.
3. Press and hold down one of the letter keys on the QWERTY USB Overlay (the word processing program is open). The key will not repeat unless you lift up your finger and press down again.
4. Now insert the Setup USB Overlay again and select **Repeat ON**.

### Slowing Down Response Rate

Some IntelliKeys USB users press unwanted keys on the way to selecting a desired letter. The Response Rate feature can adjust the time (not the pressure) required to press on a key before it is activated. The Response Rate settings can vary from 1–15.

1. First, simulate the experience of someone with difficulty isolating a key on a keyboard. Pick a letter to type. Slowly drag your finger across the keyboard on the way to pressing that letter. Usually, many unwanted characters are typed.
2. The default Response Rate is 15. This is the fastest response rate. To change the Response Rate, remove the QWERTY USB Overlay. Slide the Setup USB Overlay onto IntelliKeys USB.
3. Press **Response Rate**. Press the number 7.

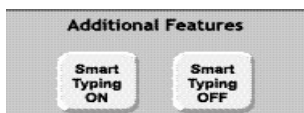


4. Remove the Setup USB Overlay from IntelliKeys USB. Slide the QWERTY USB Overlay onto IntelliKeys USB.
5. Slowly drag your finger across the keyboard again. When you find the letter you picked previously, let your finger remain on that letter until the key is activated. Notice the difference from step 1.
6. Now use the Setup USB Overlay again to set the Response Rate back to 15.
7. Select all the text in the document and delete it.

### Turning On Smart Typing

Smart Typing can help keyboard users who type at a very slow rate. Smart Typing automatically enters certain characters, making typing faster, and saving the user many keystrokes.

1. Remove the QWERTY USB Overlay and slide the Setup Overlay onto IntelliKeys USB.
2. Press **Smart Typing ON**.

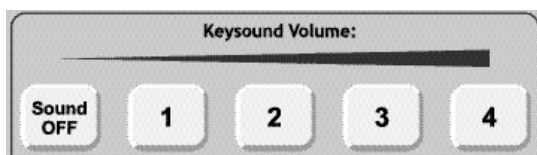


3. Remove the Setup USB Overlay and slide the QWERTY USB Overlay onto IntelliKeys USB.
4. Since Smart Typing is on, when you type an upper or lower case “q”, IntelliKeys USB automatically adds a lowercase “u.” Type the word “queen” to investigate this feature.
5. With Smart Typing on, when you type a period, an exclamation point, or a question mark, IntelliKeys USB automatically adds two spaces and latches the Shift key so that the next character typed will be uppercase. Try out these Smart Typing features.

### Turning Off Keysounds

Some users are easily distracted by the sounds IntelliKeys USB makes when keys are pressed or overlays are slipped in and out. You can use the Setup USB Overlay to change or turn off the sound level.

1. Remove the QWERTY USB Overlay and slide in the Setup USB Overlay.
2. Locate Keysound Volume on the overlay and press **Sound OFF**.



3. Remove the Setup USB Overlay and slide the QWERTY USB Overlay onto IntelliKeys USB.
4. Press a few letters to try out IntelliKeys USB with Keysound Volume turned off.

### Exploring Other Setup USB Overlay Options

The Setup USB Overlay includes other options that can be selected to customize access for a user. A description of these additional settings can be found in both Tutorial Part 5 – Creating Groups and Users, and Chapter 6 – Other Control Panel Features.

**Note:** When you are finished exploring, use your Setup Overlay to Keyboard Reset the settings.

### Using the Basic Writing USB Overlay

The Basic Writing USB Overlay is designed to be used as an intermediate step before students are ready to use the full featured QWERTY Overlay and after they use the simpler Alphabet USB Overlay (see below). The Basic Writing USB Overlay contains fewer modifiers and none of the function keys. It does have a number line and a dash enabling students to write addresses and phone numbers.

1. Remove the QWERTY USB Overlay. Slide the Basic Writing USB Overlay onto IntelliKeys USB.



2. Use the overlay to type words and numbers.
3. Try out the Mouse Control keys.

### Using the Alphabet USB Overlay

The Alphabet USB Overlay displays letters in alphabetical order using lowercase letters, large, easy-to-read keys, and an easily recognizable font. This is a good overlay for young students, as they are often more familiar with alphabetical order. This overlay includes Keyboard arrows, but not Mouse arrows to help students focus on the writing task.

1. Remove the Basic Writing USB Overlay from IntelliKeys USB. Turn it over and slide the Alphabet USB Overlay onto IntelliKeys USB.



2. Practice using the Alphabet USB Overlay to type words and sentences.
3. Try out the Keyboard arrows.

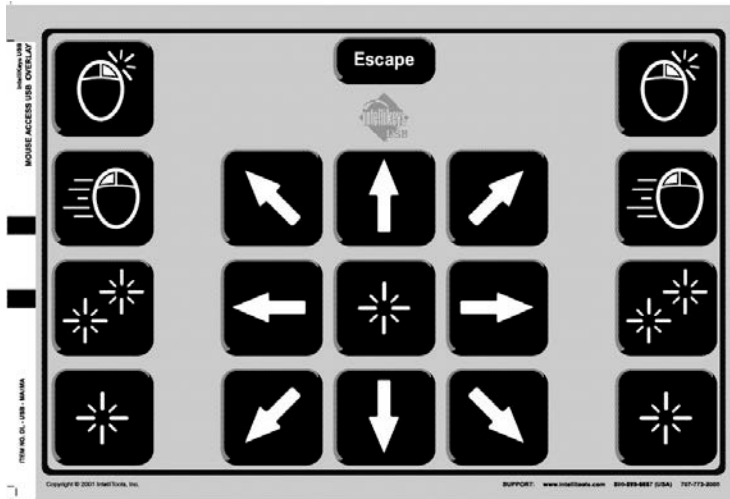


4. Select all the text in your document and delete it.

### Using the Mouse Access USB Overlay

This overlay is designed as a large, easy to access mouse control. It also has an Escape key. Use this overlay when working with educational or game software programs that respond to mouse actions.

1. Remove the Alphabet USB Overlay. Insert the Mouse Access USB Overlay.



2. Open a mouse-driven software program such as one of the card games that typically ships with your computer, such as Solitaire, Eight Off, or FreeCell.
3. Use the Mouse Access USB Overlay to navigate through the game.
4. If you find the mouse speed is too fast or slow, use the Setup USB Overlay to change the speed.

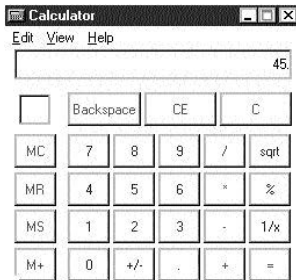
### Using the Math Access USB Overlay

Students and adults often work with math-related software programs or calculators. This overlay provides complete access to such programs and is a powerful tool for focusing on mastering new math concepts or answering math problems. Since it has a limited number of keys, students are less distracted than if they used a standard keyboard or a full featured overlay.

1. Remove the Mouse Access USB Overlay. Turn it over and slide the Math Access USB Overlay onto IntelliKeys USB.
2. Open your computer's on-screen calculator application.

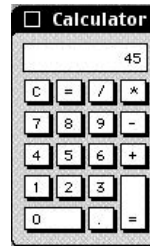
## Windows

Click Start→Programs (or All Programs)→Accessories→Calculator



## Macintosh

On OS 10.x, go to the hard drive: Applications: Calculator



3. Use your Math Access USB Overlay to create and solve problems.
4. Insert the Setup Overlay and reset the keyboard.



## Tutorial Part 3 – Accessing the Web

### Using the Web Access USB Overlay

The Web Access USB Overlay provides the commonly used keys in a Web browser. These keys – Back, Forward, Search, Bookmarks, etc. – are included on this overlay along with the QWERTY keyboard layout.

**Note:** The Web Access USB Overlay currently works only with Internet Explorer.

1. Remove any overlay from IntelliKeys USB.
2. Launch Internet Explorer using standard procedures. You cannot launch a browser using this overlay!
3. Slide the Web Access USB Overlay onto IntelliKeys USB.



4. Select **Internet Explorer** on the overlay.
5. Press the **Scroll Up**, **Scroll Down**, and **Arrow** keys to navigate the home page.
6. Press **Go To** to move to the address window.
7. Press **www.** to begin typing a Web site address. Finish by typing the address of a Web site, such as **atia.org**. Press **Enter** to go to that site.
8. Press **Favorites/Bookmarks** to navigate to the Favorites/Bookmarks window. Using the **Arrow** keys, navigate through the window and select a Web site bookmarked previously or press **Add to Favorites/Bookmarks** to bookmark the current site.
9. Press **Back** to navigate to previously visited sites.
10. Press **Forward** to return to a site. Press **Home** to return to your home page.
11. Press **IntelliTools**. This key automatically takes you to the IntelliTools Web site. Use the keys on the overlay to navigate through our Web site. Visit the Technical Support page for the most current updates to our software. Visit the Activity Exchange page where you can download activities created by other authors.

**Key Icon****Key Description**

**Internet Explorer:** Use Internet Explorer as your Web browser.

**Back, Forward:** Move backwards or forwards through pages you have visited.

**Stop:** Stop downloading a page. (Use this command when downloading appears to be taking too long.)

**Refresh:** Reload the current page.

**Home:** Return to your home page.

**Search:** Navigate to a search page that allows advanced Internet search functions.

**Favorites/Bookmarks:** View a collection of Web addresses (Web pages) saved by the user for frequent use.

**History:** View a listing of the pages visited during a session of use.

**Go To:** Place your cursor at the address bar, where you can enter the Internet address (URL) of a Web site. Type the address and press **Enter**.

**IntelliTools:** Visit the IntelliTools Web site.

**Scroll up, Scroll Down:** Move through a Web page screen by screen.

**Tab / Shift+Tab:** Navigate from one link on a page to another.

**Up Arrow, Down Arrow:** Scroll a page continuously.

## Tutorial Part 4 – Using IntelliKeys USB as a Switch Interface

IntelliKeys USB provides access to the computer for people using switches. IntelliKeys USB has two built-in, programmable switch ports. Many commonly used switches can be plugged into these jacks.

In addition, the keyboard itself can behave as a two-key keyboard, thus replicating the actions of two switches. One switch area (one key) covers the entire left side of the IntelliKeys USB touch-sensitive surface; while a second switch area (a second key) covers the entire right side.

In the following steps you will learn how to choose switch settings from the IntelliKeys USB and IntelliSwitch control panel.

Remove any overlays from IntelliKeys USB. Slide the Setup USB Overlay onto IntelliKeys USB.

1. Press **Show Control Panel** in the Troubleshooting section of the overlay.
2. Click the **Mode** tab. Select **Switch Presets**. This opens the Switch Settings drop-down list.

- 1 - Ctrl-Enter and Ctrl-Enter
- 2 - Ctrl-Right and -Down Arrows
- 3 - Space and Enter
- 4 - Click and Click
- 5 - Click and Double Click
- 6 - Left and Right Arrows
- 7 - Up Arrow and Down Arrow
- 8 - Left Arrow and Up Arrow
- 9 - 1 and 2
- 10 - Tab and Enter
- 11 - Tab and Space
- 12 - Tab and Shift-Tab
- 13 - Left Shift and Right Shift
- 14 - Down Arrow and Enter
- 15 - Right Arrow and Enter
- 16 - Left Click and Right Click
- 17 - Arrow Keys and Enter
- 18 - Arrow Keys and Space
- 19 - 1 thru 4 and 0
- 20 - 1 thru 4 and Enter
- 21 - Edit Keys
- 22 - Modifiers
- 23 - Mouse Click
- 24 - Mouse Buttons 1
- 25 - Miscellaneous 1

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3. Select **Switch Setting 6 – Left and Right Arrows**. Click **Done**. Remove the Setup USB Overlay from IntelliKeys USB.
4. To use these switch settings, open a word processing or text editor application such as Microsoft Word or Notepad (Windows) or TextEdit (Mac). Type a few sentences using a standard keyboard.
5. Place the cursor somewhere inside a sentence in your document.
6. Connect two switches to the switch ports along the left side of IntelliKeys USB.
7. Press the switch connected to switch port 1 to move your cursor to the left. Press the switch connected to switch port 2 to move your cursor to the right.
8. In addition to using switches connected to the IntelliKeys USB switch ports, the touch-sensitive front surface of IntelliKeys USB now also functions as a two-switch interface. Touch the left side of IntelliKeys USB to move the cursor toward the left. Touch the right side to move the cursor toward the right.

## Tutorial Part 5 – Creating Groups and Users

IntelliKeys USB can be customized to be used by many different users, each with different access needs. If more than one student uses the same IntelliKeys USB, each may have different user preferences: each may need a different response rate; one user may require a custom overlay to be sent each time she uses IntelliKeys USB; another may want to use IntelliKeys USB as a switch. The on-screen control panel allows you to create and save custom settings for any user entered in a user group. These settings are activated whenever the user selects his or her name from the list in the control panel.

In this part of the tutorial you will set up a group that contains three students. Each student will have different access settings. You will learn how to set these options and how to switch from one student to another.

### Creating a Group and Entering Users

1. Open the control panel from either the desktop of your computer, by using menus, or using the Setup USB Overlay.
  - Windows: Locate the taskbar at the bottom of your computer screen. Click the **USB** icon and then click the **IntelliKeys USB** pop-up menu. The control panel will be displayed on-screen. Proceed to step 2.
  - Macintosh: Click the **USB** icon on the menu bar in the upper right corner of your screen.
2. Click **Edit Groups and Users** to open the Groups and Users dialog box.



3. In the Groups section of this dialog, click **New**. In the New Group dialog that opens, type **IntelliKeys USB Tutorial**. Click **OK** to close this dialog box.
4. From the Groups list, select the **IntelliKeys USB Tutorial** listing. The selected group name will be highlighted.
5. In the Users section of this dialog, click **New**. In the New User dialog box that opens, type the name **Mary**. Click **OK** to close this dialog box.
6. Repeat step 5 for each student you want to enter into the selected group. Enter the name **Joe**. Enter the name **Sarah**. Notice that the names are arranged alphabetically.
7. Click **OK** to return to the control panel.

### Customize IntelliKeys USB for users

The Users feature of IntelliKeys USB enables you to customize the access settings for each of the students entered into any group.

## Mary

Mary is an advanced typist who takes advantage of IntelliKeys USB's Smart Typing and Shift Key Action features.

1. From the Group drop-down list, select **IntelliKeys USB Tutorial**.
2. From the User drop-down list, select **Mary**.
3. Click the **Touch Features** tab. In the Additional Features section of this dialog box, click the **Smart Typing** checkbox so that a check mark appears in the box.
4. In the Shift Key Action section of this dialog, click the **Locking** radio button so that a dot appears next to this option.

Locking means a modifier key (Shift, Control, Alt, Option, or Command) rotates through three states. For instance, the first time you press the Shift key, it is in a latched state (locked down for the next entry only). When the Shift key is pressed twice, it places the keyboard in a locked state. This lets you type multiple modified characters in a row, such as "IBM" or "USB." The third time you press the Shift key, you turn off the locking feature. The indicator lights on the keyboard show you when Shift is engaged.

## Joe

Joe is a student who benefits from using IntelliKeys USB's Required Lift Off feature. He also needs a low volume for Keysounds so he will not be distracted by the sound when a key is released.

1. From the User drop-down list box, select **Joe**.
2. In the Keysound Volume section of this dialog, move the slider bar to **1**.
3. In the Touch Features section of this dialog, click the **Required Lift Off** check box so that a checkmark appears in the box.

When Required Lift Off is on, Joe must lift his finger off the keyboard after typing a key before any other key will respond. For example, if Joe types the letter "a" and then slides over to the letter "g," the "g" will not be typed. Joe has to lift his finger off the keyboard and then press "g" in order to type "g."

4. In the Repeat Features section of this dialog box, move the Repeat Rate slider bar to **12**.

Selecting Required Lift Off may allow you to set a faster Response Rate than Joe would need if Required Lift Off was off, thus allowing Joe to become more efficient. If Keysound is on, Required Lift Off will sound a beep when a key is released.

## Sarah

Sarah is a student who uses only her left hand and has a limited range of motion. She requires a keyboard with a modified letter layout. She will benefit from a simplified keyboard layout that separates vowels from consonants, adding support for her spelling skills.

IntelliKeys USB includes several Alternative overlays that provide variations of the Standard overlay keyboard layouts. From the control panel you can select one of these alternate overlays, or any other custom overlay, to be sent to the IntelliKeys USB keyboard each time the selected student uses IntelliKeys USB.

1. From the User drop-down list, select **Sarah**.
2. Click the **Mode** tab.

3. Click **One Overlay Only**:
4. Click **Choose** and navigate to the **Alternative Overlays** folder.
5. Double-click the **Reduced Alphabet Overlay** folder to display its contents.
6. Select and open the **Send** folder. Open the file in the Send folder.

**Note:** Windows users must select **IntelliKeys Content Overlay** from the **Files of type** drop-down list to display the **Send** version of this overlay.

7. Using IntelliTools' Overlay Maker 3, navigate to the **Reduced Alphabet Overlay** folder, open the Print folder, and print the printable version of this overlay.

## Trying Out Student Settings

Once you have completed setting preferences for each student, you can try out his or her settings.

### Mary

1. Open the IntelliKeys USB control panel, and from the User drop-down list box, select Mary. Click Done.
2. Open Notepad or Word (Windows), TextEdit (Mac), or other word processing software.
3. Remove any Standard overlays from IntelliKeys USB and insert the QWERTY USB Overlay.
4. Type a few sentences. Try using the Shift key with Locking on.

### Joe

1. Open the IntelliKeys USB control panel. From the User drop-down list box, select Joe. Click Done.
2. If the QWERTY USB Overlay is not inserted, slide it onto IntelliKeys USB. Type a few sentences. Try out the Required Lift Off feature.
3. Remove the QWERTY USB Overlay and slide the Basic Writing USB Overlay onto IntelliKeys. Type a few sentences. Note that the IntelliKeys USB settings stay the same, regardless of which Standard overlay is used.

### Sarah

1. Open the IntelliKeys USB control panel. From the User drop-down list box, select Sarah. Click Done.
2. Remove the Basic Writing USB Overlay from IntelliKeys USB. Slide the Reduced Alphabet Overlay onto IntelliKeys USB.
3. Try out this overlay. Note the convenient layout with the vowels placed separately from the consonants.

## Tutorial Part 6 – Using IntelliKeys with Other Applications

The Applications tab found in the IntelliKeys USB Control Panel allows you to easily use IntelliKeys USB with a wide range of software, especially for those programs that do not have overlays attached automatically.

**Note:** This feature is available only if you are using Windows XP, Vista, Windows 7, Windows 8, or Mac OSX (10.5 – 10.8).

The **Applications** feature lets you easily attach one or more overlays to software programs such as iTunes, Kurzweil 3000, Inspiration, Microsoft Word, Excel, PowerPoint, and more. These overlays are automatically sent to IntelliKeys when you launch the attached software program.

Using the **Applications** tab is a simple process:

1. Create custom overlays for any application with *Overlay Maker 3* (sold separately) or use pre-made overlays.
2. Open the IntelliKeys USB and IntelliSwitch Control Panel. In the **Applications** tab, add an application to the list.
3. Attach your custom overlay file to the application.
4. Print an attached overlay.
5. Launch the application and the overlay is automatically sent!

## Creating a Custom Overlay

Using *Overlay Maker 3* (sold separately), you can create custom overlays for many applications. The first step is to decide which features of the software program you want an IntelliKeys user to access. Next, identify those features (such as save, copy, print) that have associated keyboard shortcuts. These shortcuts are usually shown in the menus, or you can search the program's Help for Accessibility or Keyboard Shortcuts. (You may need to contact the maker of the software to assure you have the most current keyboard shortcuts.) Then, create your custom overlay keys and edit the key content to reflect the appropriate keyboard shortcut. In addition, you can create overlay keys with mouse actions, such as button click, mouse left, mouse right, etc. *Consult your Overlay Maker 3 User's Guide* for details about creating overlays.

## Using a Pre-Made Overlay

In addition to creating your own overlays with *Overlay Maker 3*, you can use one of the Standard Overlays (these have readable barcodes on the back) that ships with your IntelliKeys USB. You can also attach pre-made overlay files such as those that ship with *Overlay Maker 3* or IntelliTools Classroom Suite.

## Adding an Application

1. Open the IntelliKeys USB Control Panel.
  - Click the **IntelliKeys USB** icon found in the Windows taskbar (bottom right corner of the screen) or Macintosh menu bar (top right corner of the screen).
  - Click **Open IntelliKeys USB and IntelliSwitch Control Panel** in the pop-up.

2. Click the **Applications** tab.

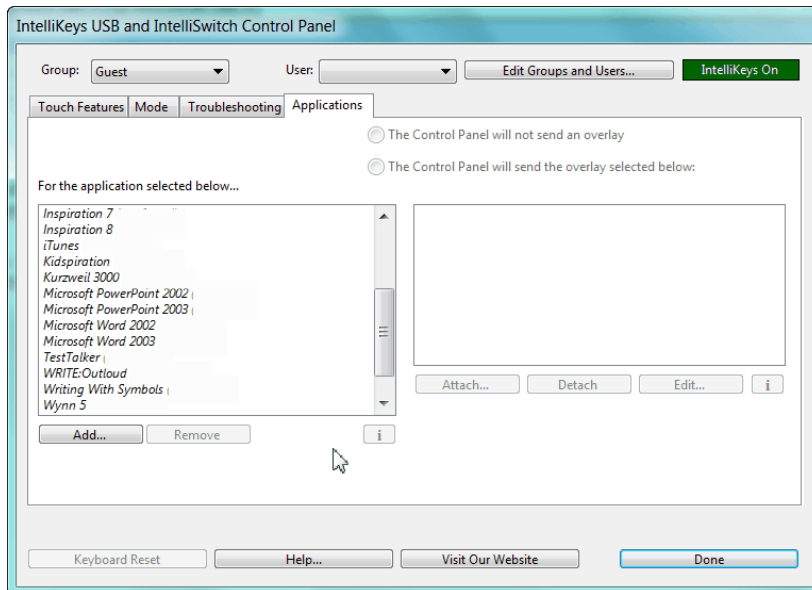
For this tutorial you will attach Notepad (on a Windows computer) or TextEdit (on a Mac).

3. Click the **Add** button in the **For the application selected below...** list.
4. Scroll through the list of applications to find **Notepad** or **TextEdit**.

If the application name is not available in the Applications list, click **Browse**. Use the **Select an Application** dialog to locate the application on your computer's hard drive.

5. Click **OK**.

6. Notice that Notepad or TextEdit now shows in the list of applications available for attaching overlays.



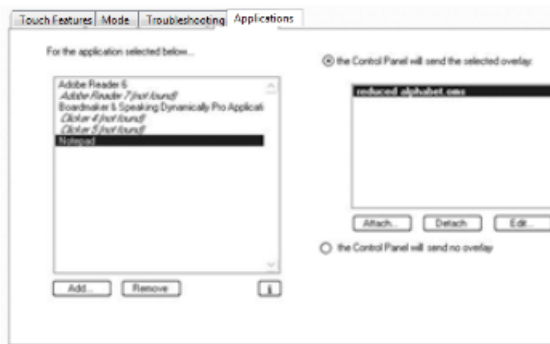
## Attaching Overlays to an Application

For this tutorial you will attach a modified ABC overlay installed with your IntelliKeys USB software. This is an example of a keyboard overlay that is designed to meet the needs of a student with limited range of motion.

1. If it is not already open, open the IntelliKeys USB Control Panel. Click the **Applications** tab.
2. Click Notepad or TextEdit from the Applications list to attach an overlay.
3. Click **Attach** (on the right side of this window).
4. Next, you will navigate to where the overlay file is located to attach this overlay to your application.
  - Navigate to the **ITools** (Windows) or **Applications** (Mac) folder on your computer's hard drive.
  - Open (double-click) the **IntelliKeys USB** folder.
  - Open the **Overlays** folder.
  - Open the **Alternative Overlays** folder.
  - Open the **Reduced Alphabet Overlay** folder.
  - Open the **Print** folder.
  - Click to select the **reduced alphabet.oms** overlay.
  - Click **Open** to attach the overlay.



Your overlay is now attached and ready to be used with the application.



## Printing an Attached Overlay

You can open and print the Reduced Alphabet overlay from the IntelliKeys USB and IntelliSwitch Control Panel, using *Overlay Maker 3*.

**Note:** If you do not own Overlay Maker, download the Trial version from our Web site, [www.intellitools.com](http://www.intellitools.com).

1. Open the **IntelliKeys USB and IntelliSwitch Control Panel**. Click the **Applications** tab.
2. Select **Notepad** or **TextEdit** from the Applications list to make it active. The Reduced Alphabet overlay should show in the list of attached overlays.
3. Click **Edit**. The overlay will open in Overlay Maker.
4. From the File menu select **Print**.

## Launching the Application

You've successfully added an application to the IntelliKeys USB and IntelliSwitch Control Panel and attached a custom overlay to that application. The final step is to launch your application and try out the overlay access.

1. Click **Done** to close the IntelliKeys USB and IntelliSwitch Control Panel window.
2. Connect the IntelliKeys USB to your computer.
3. Open the application Notepad or TextEdit. The overlay file will automatically send.
4. Place the printed overlay on IntelliKeys and try it out!

## Using the Task Bar to Manage Overlays with Applications

You can quickly send new overlays or attach additional overlays to an application while you are working in that application.

1. Open Notepad or TextEdit if it is not already open.
2. Click the IntelliKeys USB icon found on the Windows taskbar or Macintosh menu bar.
3. Select **Attach/Edit overlays for Notepad** (Windows) or **Attach/Edit overlays for TextEdit** (Macintosh).
4. Attach or Detach an overlay and click **Done**.

**Congratulations!** You have explored many of the key features of IntelliKeys USB. Consult other chapters of the User's Guide for additional features and functions.

## Chapter 3 – Using the Standard Overlays

IntelliKeys USB comes with four double-sided overlays. Three have a Standard overlay printed on each side. The fourth has a Standard overlay printed on one side and a reference chart on the other. The seven Standard overlays with keyboard layouts are:

- QWERTY USB
- Basic Writing USB
- Alphabet USB
- Math Access USB
- Web Access USB
- Mouse Access USB
- Setup USB

The name of each overlay appears in the upper left margin of the overlay. The reference chart is labeled IntelliKeys USB Access Features Chart. The keyboard layouts on the Standard overlays have been designed to provide access to all levels of users and to meet many different use needs.

### Inserting a Standard Overlay

1. To install a Standard overlay, simply slide it under the guides on each side of the touch-sensitive surface on the front of the IntelliKeys USB keyboard.
  - Slide in the overlay with the side you want to use facing you.
  - Slide it in from the top down until the bottom edge of the overlay contacts the bottom edge of the frame. It should fit snugly and lie flat.
2. Once the overlay is in place, IntelliKeys USB will beep to signal that the overlay has been recognized

IntelliKeys USB can sense a Standard overlay has been installed since each Standard overlay has a corresponding bar code printed on its back surface that identifies that overlay. IntelliKeys USB recognizes the bar code, and automatically adjusts its function to the inserted overlay.

**Note:** Do not slide in more than one overlay at a time. If you do, the bar code on the bottom overlay will be recognized by IntelliKeys USB, but you will be viewing the top overlay. The top overlay will not be identified and thus it will appear to not work properly.

3. To switch overlays, remove the current overlay and slide in a new one.

### Overlay Special Features

- The keys on the Standard overlays are clearly labeled with words, letters, symbols, or easily recognized icons.
- Contrasting color combinations make keys easy to locate.
- All Standard overlays are designed to be compatible with the 96-hole keyguard, except for the Alphabet USB Overlay, which uses the Alphabet Keyguard. All seven Standard Overlays have keyguards available separately from IntelliTools.

## Using Latching with Overlays

When you use IntelliKeys USB, you never need to press two keys at the same time. IntelliKeys USB recognizes only one key press at a time. A feature called “latching” solves the predicament of needing to press two (or even three) keys simultaneously -- a common requirement when working with many computer programs. For example, typing capital letters in word processing programs requires the user to press both the Shift key and a letter.

Latching means when a modifier key (such as the Shift key) is pressed on an overlay, IntelliKeys USB will automatically “hold down,” or latch, that modifier key for the next keyboard entry, so that entry will be modified. Modifier keys include:

- Shift
- Control
- Alt
- Command
- Option

Shift is the most frequently used modifier, but latching works with all of these. To type a capital letter using IntelliKeys USB, press the Shift key, release it, and then press the letter. IntelliKeys USB latches the Shift key until you press a subsequent key. Once a letter is pressed, the Shift key automatically releases. Don’t try to hold down two keys at once when typing with IntelliKeys USB, since IntelliKeys USB will recognize only one key press at a time.

When you press two modifiers in a row, they will both stay latched until you press a key that is not a modifier. This allows you to type sequences such as [Command]+[Option]+[Escape] or [Control]+[Alt]+[Delete].

Latching is one of the default settings of IntelliKeys USB. Latching can be switched off by making another selection from the Shift Key Action options displayed in the Touch Features section of the IntelliKeys USB and IntelliSwitch Control Panel or on the Setup USB Overlay.

## QWERTY USB Overlay

Suggested use: to operate word processing, spreadsheets, and database programs.



The QWERTY USB Overlay is designed to replicate a standard computer keyboard. The term QWERTY refers to the arrangement of the top row of letters on a standard typewriter or computer keyboard.

In addition to the alphabet, the QWERTY USB overlay contains most of the other keys typically found on Windows and Macintosh keyboards, such as numbers, symbols, a space bar, Enter/return, function keys F1 – F12, modifier keys (Shift, Caps Lock, Control, etc.), and navigation keys (Home, End, Page Up, Page Down, Keyboard arrows, etc.).

## Special Features/Additional Keys

The QWERTY USB Overlay also includes keys not found on a standard keyboard:

**Mouse Control** keys – a grouping of twelve keys designed to replicate actions a user would perform with a handheld mouse: move an on- screen pointer in eight directions (up, down, left, right, and four diagonals), click (select), double-click, right-click, and hold down the mouse button (Mouse Down) for dragging and selecting.

**Smart Typing** – toggles the Smart Typing feature on and off. The Smart Typing feature inserts certain keystrokes automatically.

**Num Pad** – toggles the Num Pad feature on and off. Num Pad makes certain keys on the overlay act as a standard keyboard's number pad. Overlay keys **1 – 9** act as number pad keys 1 – 9; overlay keys **[.]**, **[/]**, **[-]**, **[=]** and **[Enter]** act as their number pad equivalents; overlay key **[F11]** acts as the **[\*]** number pad key; and overlay key **[F12]** acts as the number pad plus key. Num Pad functions are not labeled on the overlay.

### Notes:

- For the QWERTY USB Overlay to function as a Num Pad, the Num Lock key must be activated in addition to the Num Pad key.
- If you prefer using an overlay that shows the Num Pad keys, there is a printable version of the QWERTY USB Overlay in the Num Pad mode labeled QWERTY Num Pad USB located in the folder IntelliKeys USB\Overlays\Standard Overlays\Print.

## Basic Writing USB Overlay

Suggested use: to operate word processing programs used by students.



The Basic Writing USB Overlay is a simpler version of the QWERTY USB Overlay. Like the QWERTY USB Overlay, it includes the keys that are most commonly used on a standard keyboard. However, the Basic Writing USB Overlay does not include keys that are used infrequently. Thus, the keyboard layout on this overlay is less distracting to a beginner typist.

**Note:** A version of this overlay with lowercase letters on the keys is included in the Alternative Overlays folder.

### Special Features/Additional Keys

The Basic Writing USB Overlay also includes keys not found on a standard keyboard:

**Mouse Control** keys – a grouping of nine keys designed to replicate actions a user would perform with a handheld mouse: move an on-screen pointer in four directions (up, down, left, and right), click (select), double-click, right-click, and hold down the mouse button (Mouse Down) for dragging and selecting.

### Alphabet USB Overlay

Suggested use: to operate word processing programs used by children.



The Alphabet USB Overlay is designed as the first overlay a student uses. Since most children are familiar with alphabetical order, the keyboard layout is arranged from A – Z.

Aside from letters, this overlay has only a few other keys. This simplifies the overlay and helps keep students on task.

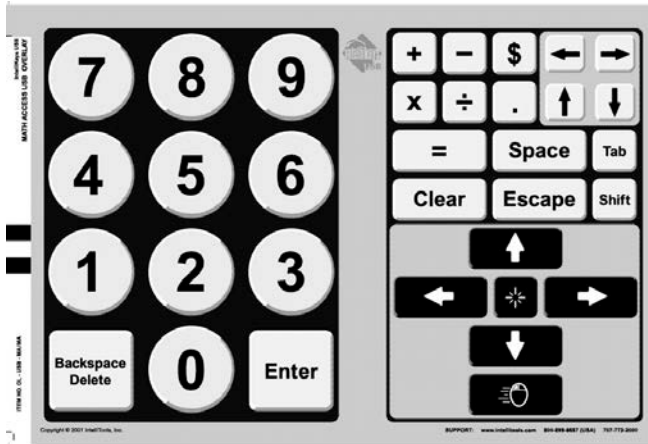
**Note:** A version of this overlay with uppercase letters on the keys is included in the Alternative Overlays folder.

### Special Features/Additional Keys

- Large keys.
- Student-friendly font.
- Lowercase letters on keys.
- Keyboard arrows move the cursor in word processing programs.
- Works with IntelliTools' Alphabet Keyguard.

## Math Access USB Overlay

Suggested use: to operate on-screen calculators (such as the ones that ship with Windows and Macintosh systems) and math-related software programs that require that calculations be performed. This overlay can also be used to enter numerical data in spreadsheets.



The Math Access USB Overlay layout combines keys found on a standard keyboard's numeric keypad or calculator keypad (numbers, math functions, Enter, Clear) with keys that are helpful to use with spreadsheet applications (Keyboard arrows, Tab, Space, Shift, Backspace/Delete).

**Note:** The math function keys on the Math Access USB Overlay ([+], [-], [x], and [/]) are typical keys used by math calculators and spreadsheets. When writing formulas and equations as text, use an overlay designed for word processing.

## Special Features/Additional Keys

The Math Access USB Overlay also includes keys not found on a standard keyboard:

**Mouse Control** keys – a grouping of six keys designed to replicate actions a user would perform with a handheld mouse when working with spreadsheets: move an on-screen pointer in four directions (up, down, left, right), click (select), and hold down the mouse button (Mouse Down) for dragging and selecting.

## Web Access USB Overlay

Suggested use – to operate Web browsers, surf the World Wide Web.



The Web Access USB Overlay is designed to replicate the features found on a typical Internet browser program. It includes Back, Forward, Stop, Refresh, Home, Search, Favorites/BookMarks, and History.

Note: The Web Access USB Overlay currently is compatible only with Internet Explorer,

### **Special Features/Additional Keys**

**Internet Explorer** –used to match IntelliKeys USB with the browser. Press this key before you begin using the overlay.

**Note:** These key does not launch your browser! You must launch Internet Explorer using standard procedures before using the Web Access USB Overlay. Then, press the Internet Explorer or key on the overlay to match IntelliKeys USB with the browser.

**Print and Copy** – make it easier for a user who doesn't know keyboard shortcuts or does not manipulate menus well to access these commands.

**Go To** – places your cursor at the address bar (the text box where you enter a World Wide Web address). Type in the address and press **Enter**.

**IntelliTools** – connects to the IntelliTools Web site.

**Scroll Up, Scroll Down** – moves through a page a screen at a time.

**Tab** – navigates from one link on a page to another.

**Up and Down arrows** – scroll a page continuously.

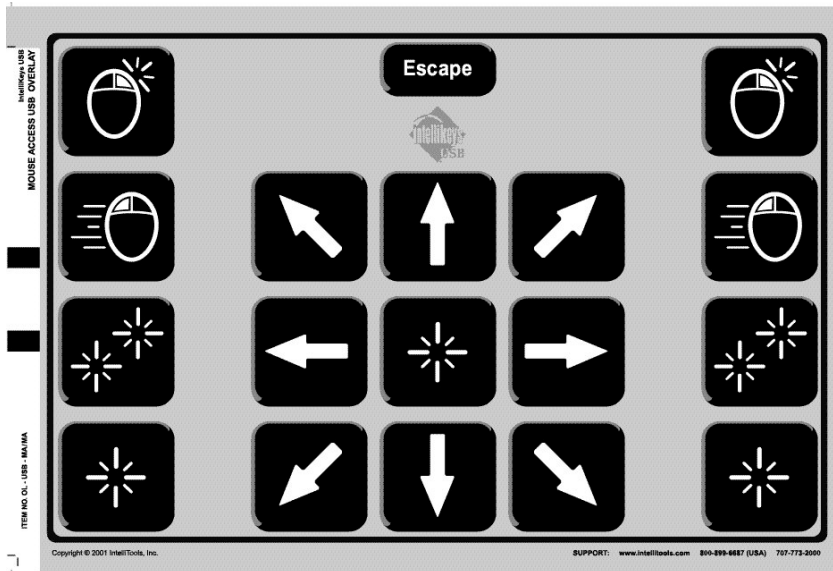
**www., .com, .net, .gov, .edu, .org** – inserts these common parts of an Internet Web address in the address bar.

**Mouse Control** keys – a grouping of twelve keys designed to replicate actions a user would perform with a handheld mouse: move an on- screen pointer in eight directions (up, down, left, right, and four diagonals), click (select), double-click, right-click, and hold down the mouse button (Mouse Down) for dragging and selecting.

### **Mouse Access USB Overlay**

Suggested use: to operate programs that require moving a mouse pointer around the screen, such as games and children's educational software.





The Mouse Access USB Overlay includes the Mouse Control keys – twelve keys designed to replicate actions a user would perform with a standard mouse: move an on-screen mouse pointer in eight directions (up, down, left, right, and four diagonals), click (select), double-click, right-click, and hold down the mouse button (Mouse Down) for dragging and selecting.

### Special Features/Additional Keys

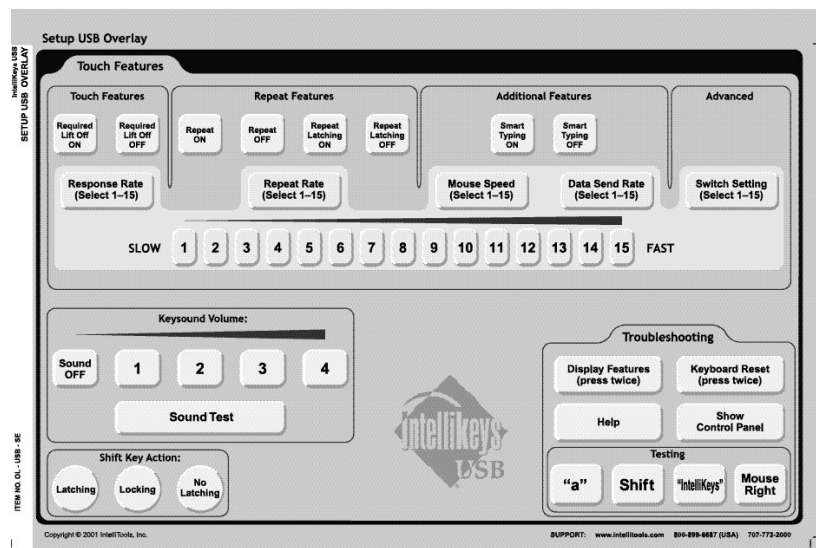
- **Mouse (button) Down** key – Mouse Down is used primarily for dragging the mouse. This action allows you to grab an on-screen icon or create a selection box.

When the Mouse Down feature is active, the green Mouse Down indicator light on the IntelliKeys USB keyboard will be displayed.

1. Move your pointer to the on-screen location where you want to start dragging.
  2. Press the **Mouse Down** key. This replicates holding down the left mouse button (Windows) or the mouse button (Macintosh).
  3. Press a **Mouse arrow** to move (drag) the mouse in the desired direction.
  4. Press the **Mouse Down** key to release the mouse and stop dragging.
- **Escape** key.
  - **Some** keys are **repeated** for left- and right-handed users.

## Setup USB Overlay

Suggested use: to set user preferences, perform troubleshooting, and do testing.



The Setup USB Overlay replicates most of the features and options found on the IntelliKeys USB on-screen control panel. Press **Show Control Panel** to view and use the on-screen control panel.

- The top portion of the Setup USB overlay includes Touch Features options, Repeat Features options, Additional Features options, Advanced Features options and keys numbered 1 – 15.
- To select or deselect **Required Lift Off**, **Repeat**, **Repeat Latching**, and/or **Smart Typing** options, press either the **ON** or **Off** key that is labeled with the option you wish to set.
- To set the **Response Rate**, **Repeat Rate**, **Mouse Speed**, **Data Send Rate**, and select a **Switch Setting**, first press the key labeled with the option you wish to set, and then press the number key to choose a desired rate, speed (1 is the slowest, 15 is the fastest), and/or switch setting (there are 15 switch setting options).

The Setup USB overlay also includes Keysound Volume controls, Shift Key Action options, and Troubleshooting/Testing features.

- To set the **Keysound Volume**, press **Off**, **1** (low), **2**, **3**, or **4** (high). Press **Sound Test** to hear a sound at that volume setting.
- To select a **Shift Key Action**, press one of the three options. Only one option will be active at one time.

In the Troubleshooting area, Display Features and Keyboard Reset need to be pressed twice to perform these commands. Press **Help** once to display reference information. The Testing keys -- “a”, Shift, “IntelliKeys” and Mouse Right — can be used to test your IntelliKeys USB typing. Open a word processor and press these keys.

**Note:** Refer to the Access Features chart on the reverse side of the Setup Overlay for more information about IntelliKeys USB features, options and settings.

## The IntelliKeys USB Access Features Chart Overlay

Suggested use: a quick-reference guide to the IntelliKeys USB features, options and settings.

NAME	DEFAULT	GENERAL DESCRIPTION
Response Rate	15	Adjusts the time (not the pressure) required to leave a finger on a key before it is activated. 15 is the most rapid response rate, 1 the slowest.
Required Lift Off	Off	Requires the user to lift off from IntelliKeys USB before another keypress is recognized.
Keypadund Volume	Sound Level 2	Adjusts the volume of IntelliKeys USB sounds, such as when a user presses a key, or a new overlay is inserted.
Repeat Rate	15	Controls the rate of key repeats. 15 is the fastest repeat rate, 1 the slowest.
Repeat	On	Turns the key repeat feature on or off.
Repeat Latching	Off	When on, hold down a key until it starts to repeat, let it go and repeating continues. Touch the overlay anywhere and repeating stops.
Shift Key Action (works for all modifiers)	Latching	Latching - for capitalization, press shift key followed by a letter. Locking - latching plus press the shift key twice to lock it down until it is pressed again. No Latch - shift keys work as regular keys.
Indicator Lights	6	Lights indicate: Shift                      Alt/Option Caps Lock                Control/Command Mouse Down             Num Lock
Display Features	N/A	Press twice to open a text editor to see a list of all current settings.
Keyboard Reset	N/A	Press twice to reset all features to default settings for the current user and clear the active overlay.
Mouse Speed	15	Adjusts the mouse speed. 15 is the fastest mouse speed, 1 is the slowest.
Smart Typing	Off	When you type a "q", IntelliKeys automatically adds a "u". Punctuation is followed by the proper number of spaces and, where appropriate, a latching shift key.
Switch Setting	1	Redefines the switch settings. Also for using IntelliKeys USB as a keyboard with two big keys. Press this key and then press the appropriate switch setting. This switch setting replaces the currently active overlay unless there is a standard overlay in place.
Data Send Rate	15	Adjusts the speed at which IntelliKeys USB sends characters to the computer. 15 is the fastest rate, 1 the slowest.
Help	N/A	Press to view on-screen help for the Setup Overlay and the Control Panel.
Show Control Panel	N/A	Press to open the on-screen Control Panel.

SWITCH SETTING	SWITCH #1 LEFT SIDE OF INTELLIKEYS	SWITCH #2 RIGHT SIDE OF INTELLIKEYS
1	Control-Enter/Return	Control-Enter/Return
2	Control-Right Arrow	Control-Down Arrow
3	Space	Enter/Return
4	Click	Click
5	Click	Double Click
6	Left Arrow	Right Arrow
7	Up Arrow	Down Arrow
8	Left Arrow	Up Arrow
9	1	2
10	Tab	Enter/Return
11	Tab	Space
12	Tab	Shift-Tab
13	Left Shift	Right Shift
14	Down Arrow	Enter/Return
15	Right Arrow	Enter/Return

ITEM NO. OL-USB-02  
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The IntelliKeys USB Access Features Chart Overlay chart is printed on the back of the Set Up USB Overlay, so it is accessible and convenient to use. It lists and describes options on the control panel and their default settings. It also includes indicator light listings and Switch Setting listings.

## The QWERTY Num Pad USB Overlay Printable File

Suggested use: for users who frequently use the Num Pad feature of the QWERTY USB overlay.

The QWERTY Num Pad USB Overlay is a version of the QWERTY USB Overlay that has the keys labeled the way the QWERTY USB Overlay does when Num Pad is pressed. It is convenient to use if you work in the Num Pad mode.

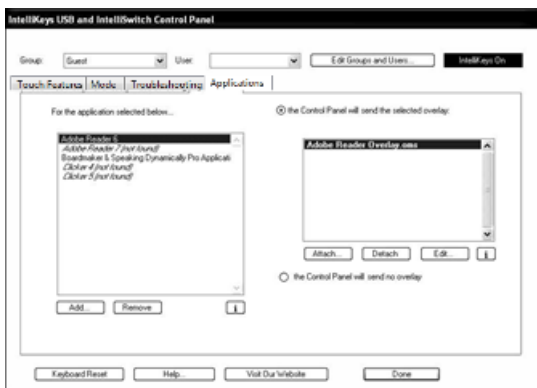
The QWERTY Num Pad USB Overlay is provided to you only as a printable file. It is not included as one of the preprinted double-sided overlays. After printing it, you need to send the electronic version of the QWERTY USB overlay to the keyboard. Insert the overlay and press the Num Pad key so the keyboard response matches the keyboard layout.

The QWERTY Num Pad USB Overlay is included in the Print folder that is located in the QWERTY USB folder. The QWERTY USB folder is included in the Standard Overlays folder in the Overlays folder.

## Chapter 4 – Using IntelliKeys USB with Other Applications

The Applications tab allows you to use IntelliKeys USB easily and seamlessly with a wide range of applications, including ones not associated with IntelliTools. This means you can use your IntelliKeys USB keyboard to access popular applications like Microsoft Word, Internet Explorer, Windows Explorer, AOL Instant Messenger, iTunes, and many, many more. You can purchase pre-designed overlays made for access to many popular software applications, or use Overlay Maker 3 to create your own custom overlays for virtually any application on your computer. The Applications feature is designed to allow you to customize your access needs for each individual application, sending custom overlays and settings automatically for the applications you use on a regular basis.

**Note:** This feature is available only if you are using Windows XP, Vista, Windows 7, or Windows 8, or Mac OSX (10.5 – 10.8).



### Applications Tab Features

- **Applications** list box (with currently selected application highlighted and in bold)
- **Add** and **Remove** application buttons
- **Attached overlays** list box (with selected overlay highlighted and in bold)
- **Attach** and **Detach** overlay buttons
- **Edit** selected overlay button
- Info [ i ] buttons

### Using the Applications Tab

Using the Applications tab is a simple process, divided into three basic steps.

1. Select an application.
2. Attach electronic overlay files to the application.
3. Select one of the attached overlays.

The selected overlay is automatically sent each time you use the selected application.

## Adding and Removing Applications

The Applications tab, the last tab in the IntelliKeys USB Control Panel, presents you with several choices. The first of these is which applications you have electronic overlay files for and want to use the Applications feature for; these applications are displayed below the text “For the application selected below...” When you initially install or update IntelliKeys USB, a sample application will already be on the list, as well as several applications with overlays for switch scanning. You can also add new applications to the list or remove unwanted applications at any time:

### To add an application to the list:

1. Click the **Add** button. (Be prepared to wait a few moments the first time you do this; the list of available applications needs to initially load.)
2. Once the list appears, click to choose an application, or click **Browse** to find an application not on the list.
3. Click **OK**.

### To remove an application from the list:

1. Click to select the application you want to remove.
2. Click the **Remove** button.
3. You can add the application back on the list by following the **Add** procedure above.

## Attaching and Detaching Overlays

The list of attached overlay files is in the list box below the text “The Control Panel will send the selected overlay.” The overlay currently selected to be sent is highlighted and in bold.

- To **attach** a new overlay to the selected application: (add it to the list of attached overlays): click the **Attach** button, navigate to the desired overlay file, and then click **Open**.
- To **detach** an overlay from the selected application (remove it from the list of attached overlays): click to choose the overlay, and then click the **Detach** button.

## More Applications Tab Options

The lower right section of the Applications tab includes several more possible options.

### Edit. . .

The **Edit** button is always present next to the **Attach** and **Detach** buttons below the attached overlays list box. If you have *Overlay Maker 3* installed on your computer, click the **Edit** button to open the selected overlay in *Overlay Maker*, allowing you to quickly edit and save your changes. (See the *Overlay Maker 3 User’s Guide* for more information on how to customize overlays.)

**Note:** If you edit the overlay and change its name when saving it, the selected overlay and the newly saved overlay are no longer the same overlay. Remember to go back to the Applications tab to attach the overlay with the new name and detach the original overlay.

If you do not have *Overlay Maker* installed on your computer, the Edit button is grayed out and cannot be used. You can download *Overlay Maker 3 Trial* for free from [www.intellitools.com](http://www.intellitools.com).

### The Control Panel will send no overlay

This option is always available below the attached overlays list box. If at any time there are no overlays in the attached overlays list box, this option is automatically selected.

Select this option by clicking the radio button to the left of the text “the Control Panel will send no overlay.” Use this option to prevent the control panel from sending overlays for the selected application. Programs that have their own overlay sending, such as IntelliTools Classroom Suite, will continue to have their overlays sent. Bar-coded Standard overlays will also continue to work.

The **Mode** settings “One Overlay” and “as a switch with the following settings...” will override “the Control Panel will send no overlay.”

### Info Buttons

Below the attached overlays list box and the applications list box are two buttons labeled “i”. Click one of these **Info** buttons to display the exact location of the overlay or application currently selected in the list box above that Info button.

This feature is useful if you need to find an overlay file for any reason, such as sharing it with other users or transferring it to another computer.

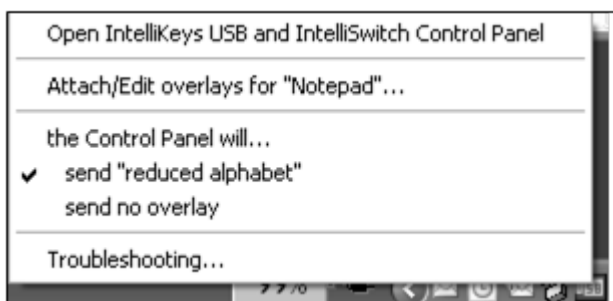
### Use Discover overlays

This option appears below the attached overlays list box if you have Discover installed on your computer.

Select this option by clicking the radio button to the left of the text “use Discover overlays.” This option stops attached overlays in the list box from being sent and allows Discover to automatically send any overlay you have set up in Discover for the selected application.

## Using the Task Bar to Manage Overlays with Applications

Many of the functions of the Applications tab can be accessed through the IntelliKeys USB taskbar icon, without even opening the IntelliKeys USB and IntelliSwitch Control Panel. To begin, left or right click once on the USB icon in the taskbar; a pop up menu appears above the USB icon.



The pop up menu contains the same options found below the attached overlays list box in the Applications tab.

- Clicking “Attach/Edit overlays for “[active application]”...” opens the IntelliKeys USB Control Panel, and displays the Applications tab so that you can attach overlays to the current active application. If that application is not in the list of applications, it is automatically added when you attach an overlay.

- Clicking the name of an already attached overlay makes that overlay the “active” overlay that is being sent for the active application. A check mark next to the overlay’s name indicates that it has been selected.
- Clicking “Control Panel will send no overlay,” or “use Discover overlays” performs the same function as described above in the **More Applications Tab Options** section.

## Using Applications that Already Attach and Send Overlays

Some applications you use may already have overlays that send for specific activities. A good example of such an application is IntelliTools Classroom Suite, which attaches and sends its own overlays so that users can switch seamlessly between customized overlays for math activities, painting palettes, storyboards, and more.

IntelliTools Classroom Suite, other IntelliTools applications, and titles by other companies, have been programmed to send specific overlays for each activity file. The Applications tab, however, sends only one overlay for the application.

For this reason, applications that already attach and send overlays will not be added to the list of applications in the Applications tab. You should consult the user’s guide for the specific application to learn about using it with overlays.

**Note:** You can still use the Mode tab to override overlay sending altogether (even for applications that already attach overlays). See Chapter 6 for details about using IntelliKeys with only “One Overlay” for all applications, and “as a switch with the following settings...”

## Using the Scanning Overlays in the Applications Tab

The scanning overlays provide switch access to BoardMaker with Speaking Dynamically Pro version 5 and Writing with Symbols version 2.5. The correct switch content will send automatically to the IntelliKeys or IntelliSwitch. All you need to do is enable switch scanning in these applications. In addition to the switch ports, the left half of the IntelliKeys USB touch-sensitive surface behaves as switch one and the right half behaves as switch two. (See the User’s Guide for each application to learn how to enable switch scanning in these applications.)

- Mayer-Johnson Scanning Overlay – contains the switch content to perform Automatic Scanning with Switch 1 or Step Scanning with Switch 1 and Switch 2. For Auto Scan choose Mouse Click. For Step Scan choose Mouse Click and Key Click “Enter”. This overlay can also be attached for use with Simple Symbol Stories or any other programs made with Speaking Dynamically Pro.
- Writing With Symbols Scanning Overlay – contains switch content to perform two-switch scanning in Writing With Symbols. In writing with Symbols, be sure the Key Press for Select is set to Up Arrow, and Key Press for Move is set to Right Arrow.

# Chapter 5 – Working with Overlays and Overlay Maker 3

## Working with Overlay Files in the Overlays Folder

When IntelliKeys USB is installed on your computer, it creates an ITools folder (Windows) or an IntelliTools folder (Macintosh) on your main hard drive. The IntelliKeys USB folder is located in this folder.

The IntelliKeys USB folder includes a folder labeled Overlays for Editing, and a folder labeled simply Overlays. In the Overlays folder there is a folder labeled Standard Overlays and a folder labeled Alternative Overlays.

## Working with Standard Overlay Files

The Standard Overlays folder is useful to open if you lose a printed Standard overlay. It contains eight sub-folders — one for each of the seven Standard overlays and a printable version of the Access Features USB Chart (found on the reverse side of the Setup USB Overlay).

**Note:** You can purchase replacement Standard Overlays (with bar codes). For more information, contact IntelliTools at 800-547-6747 or visit [www.intellitools.com](http://www.intellitools.com) and click Contact Us.

Each of the eight folders contains:

- **Read Me document** – provides print and send instructions.
- **Print folder** – contains a printable version of the overlay. Since the printable copies do not have bar codes that can be read by the IntelliKeys USB Keyboard, you will have to send the electronic version of the overlay to the keyboard before using the printed copy.
- **Send folder** – contains an electronic version of the overlay to send to the IntelliKeys USB keyboard. The Access Features Chart folder does not contain a Send folder, because the Chart is not an overlay.

## Reading a Read Me Document

Open Read Me files with your computer's text editor application to read them (for example, Notepad or WordPad).

## Printing a Standard Overlay (without Overlay Maker/Printer)

1. Open the printable version of the desired .pdf file using Adobe Reader.
2. Load your printer with legal size paper and select legal and landscape (horizontal) as your printer's size and orientation settings.
3. Select Print from the File Menu and print.

## Sending a Standard Overlay

Use one of the following methods:

- Select "One Overlay" on the **Mode** tab of the control panel. Press **Choose** to navigate to the folder and select one of the Standard Overlay files.
- Double-click the desired overlay file to send the overlay.



## Working with Alternative Overlay Files

The Alternative Overlays folder contains pre- designed, alternative versions of some of the Standard overlays. Alternative overlays offer users keyboard layouts that may be more useful than the Standard layouts. An overlay that has a picture of two switches on it is also included for use when the IntelliKeys USB keyboard is used as a switch.

The Alternative Overlays folder contains four sub-folders—one for each of the four Alternative overlays. The four Alternative overlays are:

- **Lowercase Basic Writing** – same as Basic Writing USB with lowercase letters on the keys instead of uppercase letters.
- **Uppercase Alphabet** – same as Alphabet USB with uppercase letters on the keys instead of lowercase letters.
- **Reduced Alphabet** – a much smaller keyboard layout designed for students who use their left hand only and have a limited range of motion. This overlay can be used with any word processing program.
- **Two-Switch** – divides the keyboard into two parts—one switch per side.

Each sub-folder listed above contains:

- **Read Me document** – provides a description of the overlay, print, and send instructions.
- **Print folder** – contains a version of the overlay that can be printed using IntelliTools' Overlay Maker or Overlay Maker 3. Since the printable copies do not have bar codes that can be read by the IntelliKeys USB Keyboard, you will have to send the electronic version of the overlay to the keyboard before using the printed copy.
- **Send folder** – contains an electronic version of the overlay to send to the IntelliKeys USB keyboard. (Two-Switch does not need a send version.)

### Reading a Read Me Document

Open Read Me files with Notepad or WordPad (Windows) or TextEdit (Macintosh) to read them.

### Printing an Alternative Overlay

1. Open the printable version of the desired overlay file using IntelliTools' *Overlay Maker*, *Overlay Maker 3*, or *Overlay Printer*.
2. Load your printer with legal size paper and select legal and landscape (horizontal) as your printer's size and orientation settings.
3. Select **Print** from the File Menu and print.

### Sending an Alternative Overlay

Use one of the following methods:

- Select "One Overlay" on the **Mode** tab of the control panel. Press **Choose** to navigate to the folder and select the overlay file.
- Double-click the desired overlay file to send the overlay.

## Editing Overlays with Overlay Maker 3

If you do not have *Overlay Maker*, you can create and edit overlays for a limited time by downloading the *Overlay Maker 3* trial version from [www.intellitools.com](http://www.intellitools.com), or contact Customer Service to purchase the full version.

### Installing Overlay Maker 3 Trial

#### Installing on a Windows Computer:

##### Trial DVD

1. If you have the Trial DVD, insert it into the DVD drive.  
If a window does not automatically open, double-click My Computer to view its contents.
2. Right-click the *Overlay Maker 3* Trial DVD icon and select Explore to view its contents.
3. Double-click the setup Trial icon to start the *Overlay Maker 3* Trial installer.
4. Follow the on-screen instructions to install *Overlay Maker 3* Trial for a 30-day trial period.

##### Trial Download

1. Double-click the setup Trial icon to start the *Overlay Maker 3* Trial installer.
2. Follow the on-screen instructions to install *Overlay Maker 3* Trial for a 30-day trial period.

#### Installing on a Macintosh Computer:

##### Trial DVD

1. Insert the *Overlay Maker 3* Trial DVD into the DVD drive.  
The contents of the *Overlay Maker 3* Trial DVD will appear on-screen.
2. Double-click the blue *Overlay Maker 3* Trial Installer icon to begin installing.
3. Click Continue, then follow the on-screen directions to complete the installation of *Overlay Maker 3* Trial for a 30-day trial period.

##### Trial Download

4. Double-click the blue *Overlay Maker 3* Trial Installer icon to begin installing.
5. Click Continue, then follow the on-screen directions to complete the installation of *Overlay Maker 3* Trial for a 30-day trial period.

### Using Overlay Maker 3 or Overlay Maker 3 Trial to Edit and Print Standard and Application Overlays

1. Locate the **ITools** (Windows) or **IntelliTools** (Macintosh) folder found on the main hard drive of your computer. Double-click the folder to view its contents.
2. Double-click the **IntelliKeys USB** folder; inside you will find the **Overlays for Editing** folder. Double-click this folder to view the overlay files inside.
3. Select the overlay file you wish to edit and/or print and double-click it to open it in *Overlay Maker 3* or *Overlay Maker 3* Trial. Refer to the *Overlay Maker 3* User's Guide PDF found in the *Overlay Maker 3* Documentation folder for instructions on how to edit overlays once you have opened them.

4. When you are ready to print, select **Print** from the **File** menu. Choose legal size paper and landscape orientation.
5. When you have finished printing, select **Exit / Quit** from the **File** menu to close *Overlay Maker 3*.

# Chapter 6 – Using the Control Panel

Use the IntelliKeys USB and IntelliSwitch control panel to:

- Create a group.
- Enter a user (or users) in a group.
- Set user preferences.
- Display information useful for troubleshooting.
- Reset IntelliKeys USB to its default settings.
- Get help. (Help displays a list of access features, IntelliKeys USB switch settings and the Read Me file).
- Connect to the IntelliTools Web site.

## Opening the Control Panel

Use one of the following procedures to open the control panel.

### From the Taskbar / Menu Bar

1. Click the **IntelliKeys USB** icon displayed on your taskbar (Windows), control strip (Macintosh OS 8.6/9.x), or menu bar (Macintosh OS X).
2. Click the **Open IntelliKeys USB and IntelliSwitch Control Panel** pop-up menu that appears.

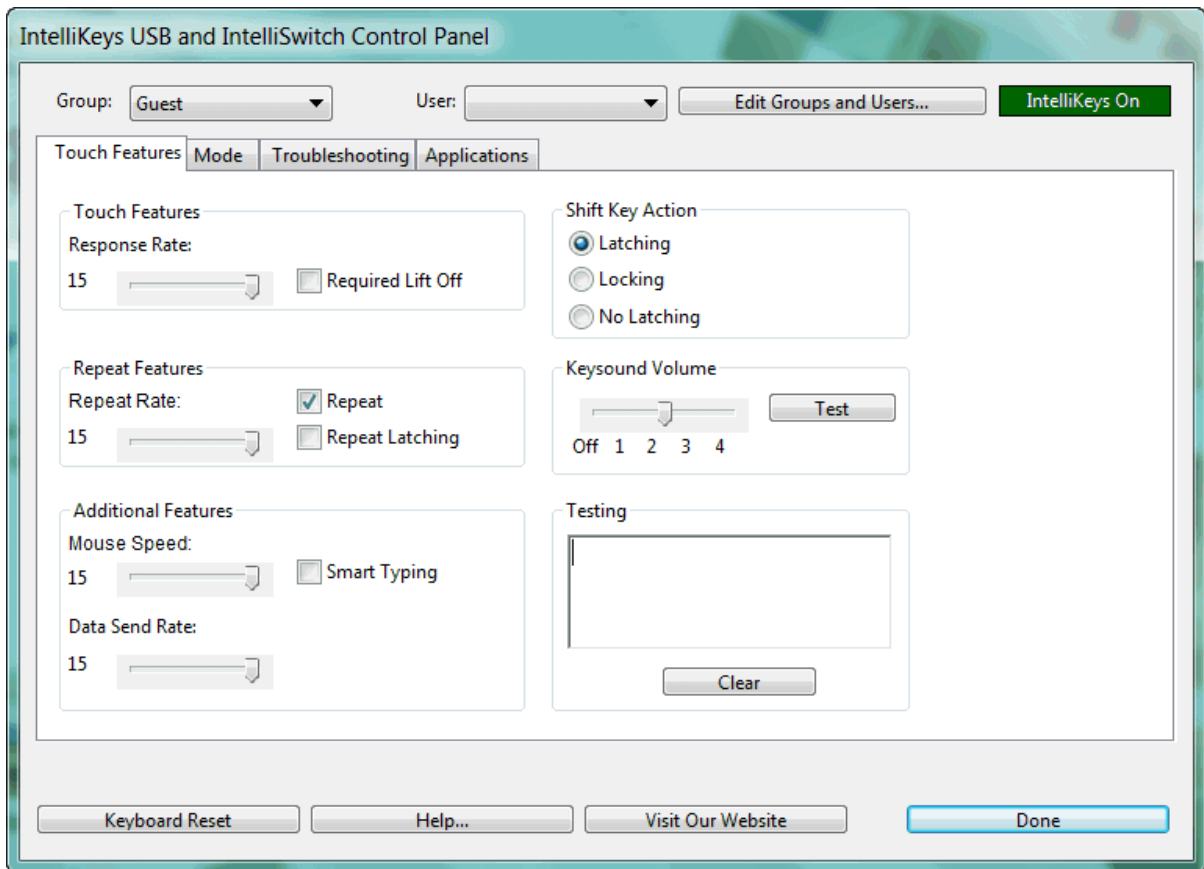
### From the Start Menu / Apple Menu

1. Select **Control Panel** (or **Settings, Control Panel**) from the **Start** menu (Windows), or select **Control Panels** from the **Apple** menu (Macintosh).
2. Click the **IntelliKeys USB** icon displayed in the Control Panel.

After using either of these two methods, the IntelliKeys USB and IntelliSwitch Control Panel will appear on-screen.

**Note:** You can also open the Control Panel by pressing **Show Control Panel** on the Setup USB Overlay, if that is the overlay you are using.

## Control Panel Features



The IntelliKeys USB control panel contains the following:

- **Group** drop-down list box – lists all the group names entered into the program.
- **User** drop-down list box – lists all the users entered into a selected group.
- **Edit Groups and Users** button – opens a dialog box used to enter and/or modify lists of groups and users.
- **Touch Features** tab – used to set user preferences.
- **Mode** tab – used to set overlay-related and switch-related options.
- **Troubleshooting** tab – used to display current properties and settings for diagnosing problems.
- **Applications** tab – used to attach overlays to applications.
- **Keyboard Reset** button – used to return IntelliKeys USB to its default settings for the selected user.
- **Help** button – used to display quick-reference charts, troubleshooting information and useful links.
- **Visit Our Website** button – takes a user to IntelliTools' Web site.
- **Done** button – closes the control panel.

## Creating and Editing Groups and Users

Each IntelliKeys USB user can customize access settings according to his or her needs. IntelliKeys USB saves these user preferences according to a user's name and an associated group name.

IntelliKeys USB comes with a user group named Guest. If you do not create additional groups of users, your selections will be entered in the Guest group. The Guest group can contain only one user, so the User drop-down list is grayed out when the Guest group is selected. Any user preferences you set while working as the Guest group will be saved until the **Keyboard Reset** button is pressed.

Pressing **Keyboard Reset** returns IntelliKeys USB to its default settings.

To create a new group, you first create a group, and then enter one or more users in it.

### Creating a Group

1. Click the **Edit Groups and Users** button located at the top right of the control panel. The Groups and Users dialog opens.
2. In the Groups area on the left, click **New**. The Group Name dialog opens.
3. Type a name into the Group Name text box and click **OK**. The group name is added to the Groups list box.

After creating a group, you must enter one or more users into it.

### Entering a User or Additional Users into a Group

1. Select a group listed in the Groups list box in the Groups and Users dialog. Your selection is highlighted.
2. Click **New** in the Users area on the right. The User Name dialog opens.
3. Type a name into the User Name text box and click **OK**. The user name is added to the Users list box.
4. Repeat steps 2 and 3 for every user you want to enter in the selected group.

Create more groups of users as necessary. Click **OK** when you are finished creating groups and users.

**Note:** You can create additional groups and/or users at any time by clicking **Edit Groups and Users** and following the steps above.

### Modifying Groups and Users Lists

Once created, lists of groups and/or users can be modified (i.e., deleted or renamed) using the control panel.

#### Notes:

- All users must be deleted from a group before that group can be deleted; therefore, the **Delete** button in the Groups area is grayed out until all the users in the selected group are deleted.
- When you delete a user, all settings associated with that user are also deleted.
- When you rename a user, the settings associated with that user are retained.

### Deleting or Renaming Groups and/or Users

1. Click **Edit Groups and Users** in the IntelliKeys USB control panel. The Groups and Users dialog opens.

2. Select the group name you wish to modify. To modify a user name, select the group and the user name. Your selection is highlighted.
3. To delete a group or user:  
Click **Delete** in the Groups or the Users area. A Confirm Delete dialog box appears.  
Click **Yes** to proceed.
4. To rename a group or user:  
Click **Rename** in the Groups or the Users area. The Rename Group or Rename User text box appears.  
Type the new name into the text box.  
Click **OK**.
5. Click **OK** when you are finished modifying lists of groups and users.

## Touch Features tab

The Touch Features section of the control panel allows a user to customize IntelliKeys USB according to his or her needs. The Touch Features tab is displayed when you first open the IntelliKeys USB and IntelliSwitch Control Panel. If another control panel section is displayed, click the **Touch Features** tab to view this section of the control panel.



## Response Rate and Required Lift Off

Some individuals press extra, unwanted keys while reaching for a specific key. Two IntelliKeys USB features address this situation – Response Rate and Required Lift Off.

### Response Rate

Response Rate controls the response time of the keyboard. Slowing the Response Rate can help a user move to the target key without accidentally activating other keys.

Use the Response Rate slider control to adjust the amount of time you must press on a key before IntelliKeys USB responds.

**Note:** At slower keyboard response rates, users often confuse the time delay with pressure applied to a key. To get a response, you need to hold the key longer – not press harder.

- The Response Rate slider control has 15 incremental settings, with **1** being the slowest (IntelliKeys USB does not respond until the user presses a key for approximately two seconds) and **15** being the fastest (IntelliKeys USB responds immediately after a key press). The current setting is displayed to the left of the slider control.
- The Response Rate default setting is **15**.
- To adjust the Response Rate, click and drag the slider to the desired setting.

### Required Lift Off

Required Lift Off means the user is required to lift his or her finger off a key before any other key can be activated. For example, if a person types the letter **A** and then slides a finger over to the letter **B**, the letter B will not be typed. The user must lift fingers completely off the overlay, and then press the letter B.

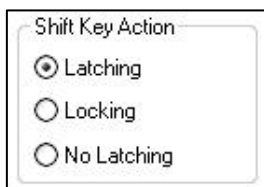
Click the **Required Lift Off** check box to select or deselect this option.

- A check mark in the box indicates this feature is active (**on**); that is, the user is required to lift his or her finger off one key before pressing another key.
- The Required Lift Off default setting is **off**.

### Shift Key Action

Some individuals are not able to press two keys simultaneously on a standard keyboard even though this action is required by many common programs. For instance, to type a capital letter or execute certain commands, a user is required to press a modifier key in combination with another key. **Shift** is the most commonly used modifier key. Other modifier keys include **Control**, **Alt**, **Command** and **Option**.

IntelliKeys USB users can select one of three Shift Key Action options to send the appropriate keystroke information to any program. These options allow the user to press the required keys sequentially rather than simultaneously.



One of the three Shift Key Action options must be selected.

- A dot in the radio button indicates the feature is active.
- To select a different option, click the radio button next to the desired option.
- The Shift Key Action default setting is Latching.

### Latching

When Latching is selected and the user presses any modifier, IntelliKeys USB will “hold down” the modifier for the next keystroke, and then “release” the modifier key.

For example, to type a word beginning with a capital letter using the latching feature:

- The user first presses the **Shift** key, then types in the entire word.
- The first letter will be capitalized and the following letters will be lowercase.

### Locking

When Locking is selected and the user presses any modifier once, IntelliKeys USB will latch (that is, “hold down” the modifier for the next keystroke, then “release” it for subsequent keystrokes). If the user presses the same modifier twice in succession, IntelliKeys USB will lock (i.e., “hold down” the modifier for all the following keystrokes) until that modifier key is “released” by pressing the same modifier again.



For example, to type a word consisting of all capital letters (such as “INTELLITOOLS”) using the locking feature:

- The user presses the **Shift** key twice, then types in the entire word.
- All letters in the word are capitalized automatically.
- When the user presses **Shift** again, the user resumes typing in lowercase.

### No Latching

When No Latching is selected and the user presses any modifier, the modifier will not affect any other key (i.e., it will not modify). This is useful when playing certain game programs. (For example, in some pinball game programs the Shift key is used to flip a paddle. In this case the user would not want the Shift key to modify the next keystroke.)

## Repeat Features

Some individuals need to have a keystroke repeated automatically after using a single key press. This feature has three related options that can assist such a user.



### Repeat

When Repeat is selected, IntelliKeys USB repeats a keystroke entry until the user stops pressing that key.

- Click the **Repeat** check box to select or deselect this option. A check mark in the box indicates this feature is active.
- The Repeat option default setting is **on**.

### Repeat Latching

When Repeat Latching is selected, IntelliKeys USB repeats a keystroke entry after the user lifts off that key. The repeat continues until another keystroke entry stops the repeat.

Repeat Latching is a useful feature for individuals needing to continuously press Mouse Arrows.

- Click the Repeat Latching check box to select or deselect this option. A check mark in the box indicates that this feature is active.
- The Repeat Latching option default setting is **off**.

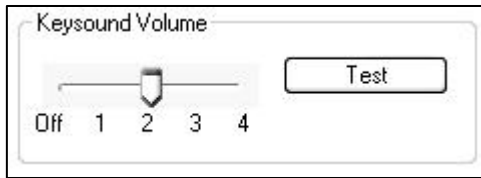
### Repeat Rate

The Repeat Rate slider control has 15 incremental settings, with **1** being the slowest repeat rate and **15** being the fastest. The currently active setting is displayed to the left of the slider control.

- Click and drag the slider to the desired setting.
- The Repeat Rate default setting is 15.

## Keysound Volume

Some individuals require auditory feedback after a keystroke or to hear when an overlay is placed onto IntelliKeys USB. Others find these sounds distracting. This feature allows you to turn off IntelliKeys USB keystroke sounds, adjust the volume of these sounds, and test the keystroke sounds.



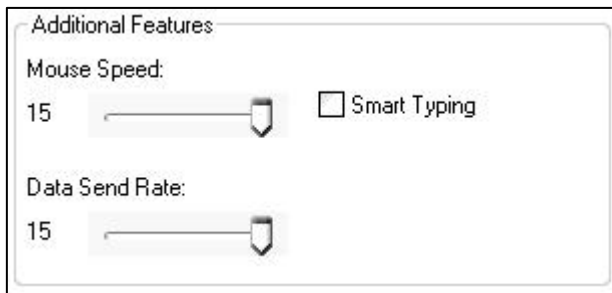
### Setting Keysound Volume

The Keysound Volume slider control has five settings: Off, 1 (lowest volume), 2, 3, and 4 (highest volume).

1. Drag the slider to the desired setting. (The Keysound Volume default setting is 2.)
2. Click **Test** to hear the current sound volume without having to press a key on IntelliKeys USB.

## Additional Features

IntelliKeys USB has a useful word processing feature a user can select – Smart Typing -- and two other IntelliKeys USB features the user can modify – Mouse Speed and Data Send Rate.



### Smart Typing

Smart Typing enters the following keystrokes automatically after the user types a certain character:

- After the user types an uppercase **Q**, IntelliKeys USB enters a lowercase **u**.
- After the user types a period [.] , exclamation point [!], or a question mark [?], IntelliKeys USB enters **two spaces** and engages the **Shift** key so the next keystroke character entered by the user will be capitalized. This is useful when ending one sentence and starting another.
- After the user types a comma [,] or a semicolon [;], IntelliKeys USB enters one space.
- After typing a colon [:], IntelliKeys USB enters two spaces.

Click the **Smart Typing** check box to select or deselect this option.

- A check mark in the box indicates that this feature is active.
- The Smart Typing default setting is **off**.

## Mouse Speed

Mouse Speed refers to the speed at which the on-screen pointer moves when you press any of the Mouse Arrows on an overlay. IntelliKeys USB mouse speed applies only when you are using the IntelliKeys USB Mouse arrows.

The Mouse Speed slider control has 15 incremental settings, with **1** being the slowest and **15** being the fastest. The current setting is displayed to the left of the slider control.

- Click and drag the slider to the desired setting.
- The Mouse Speed default setting is 15.

## Data Send Rate

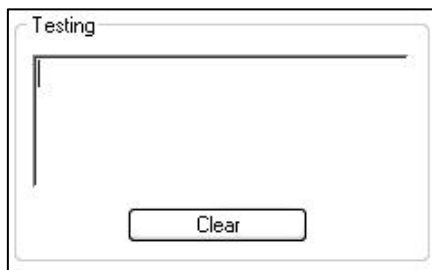
The Data Send Rate setting can be useful for those using IntelliKeys USB in conjunction with a custom overlay that assigns a single key a multitask function, such as typing a word or a phrase. This feature controls the pace at which IntelliKeys USB sends data to your computer.

The Data Send Rate slider control has 15 incremental settings, with **1** being the slowest and **15** being the fastest. The current setting is displayed to the left of the slider control.

- Drag the slider to the desired setting.
- The Data Send Rate default setting is 15.

## Testing

The Testing area on the Touch Features tab provides a way to troubleshoot the IntelliKeys USB ability to type using the Standard Overlays.



1. Type in the text entry area for troubleshooting purposes.
2. Click **Clear** to delete entries in the text entry area.

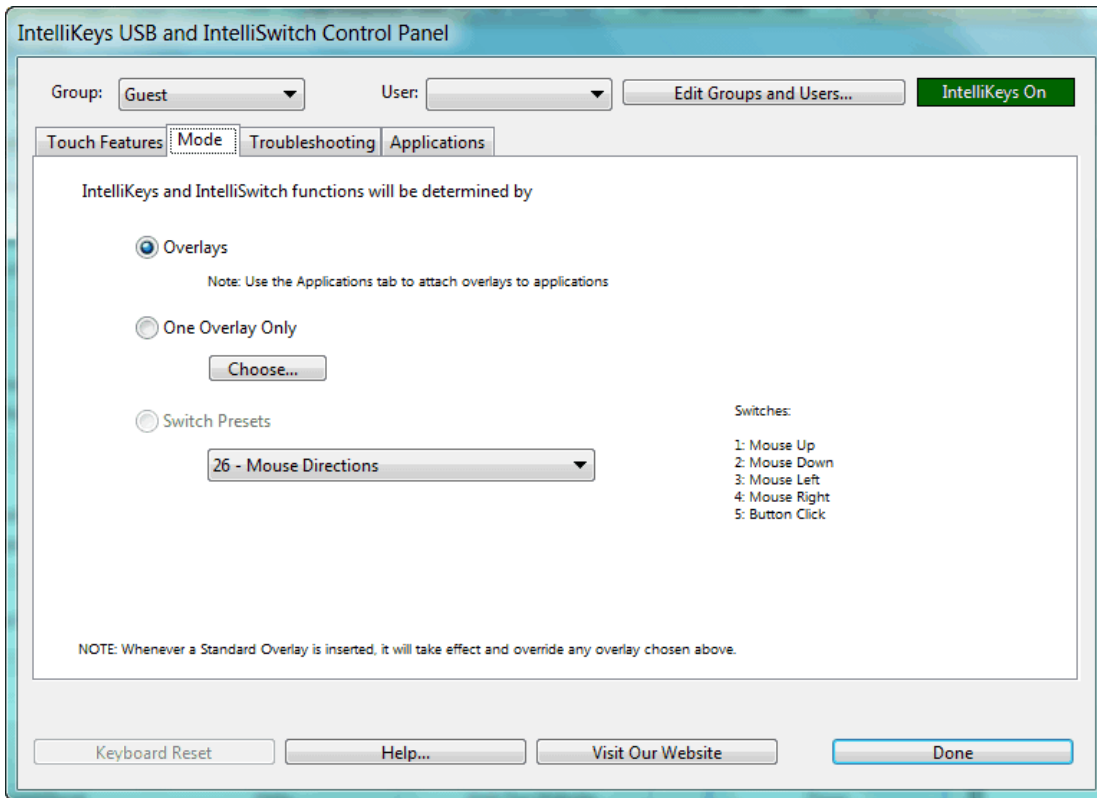
## Mode tab

The Mode tab of the control panel contains three options available when you are using IntelliKeys USB in one of the following ways (instead of with one of the Standard overlays):

- **With Alternative Overlays:** You are using one of the supplied IntelliKeys USB Alternative overlays. These additional predesigned IntelliKeys overlays are stored on your computer's hard drive during IntelliKeys USB installation and can be printed using IntelliTools' *Overlay Maker 3* (see Chapter 5).
- **With Customized Overlays:** You are using an IntelliKeys USB overlay you made yourself or received from another user. These customized overlays may be stored on your computer's hard drive or on your network, or can be downloaded from a Web site. They can usually be printed using IntelliTools' *Overlay Maker 3*.

- **As a Switch:** You are using IntelliKeys USB itself as a two-switch device or connecting switches to either of the IntelliKeys USB switch ports.

Click the **Mode** tab to display the Mode section of the IntelliKeys USB control panel.



The Mode tab of the IntelliKeys USB control panel includes the words, “IntelliKeys and IntelliSwitch functions will be determined by”

Select one of the three following options that best completes the sentence for your situation.

### ...Overlays:

This option allows custom overlay sending by applications and by IntelliKeys USB via the Applications tab in the IntelliKeys USB and IntelliSwitch Control Panel. See Chapter 4 for the details of Applications tab features.

The name of the overlay currently in use is displayed, and the name of the application that sent the overlay is displayed below this option.

This selection is the default setting on the Mode tab.

### ...One Overlay Only: (and Choose)

Select this option if you want to use only one custom overlay stored on your computer or in another location. Use this option when you want to restrict the user to one overlay. This setting overrides any sent overlays.

1. Click the radio button next to this option.
2. Click the **Choose** button to display the Open dialog.

3. Navigate to the desired overlay using standard operating system procedures.
4. Click Open. The Open dialog box closes and the name of the overlay you selected is displayed next to this option in the control panel.

### ...Switch Presets

Select this option to do both of the following:

- Set IntelliKeys USB to function as a two-switch device.  
As a two-switch device, the entire left side of IntelliKeys USB functions as one key and the entire right side of IntelliKeys USB functions as a second key.  
Selections in the drop-down list box assign the first key function listing to the left side of IntelliKeys USB and the second key function to the right side of IntelliKeys USB. Note that some left and right switch settings are the same, making IntelliKeys USB function like one switch.
- If switches are connected to the IntelliKeys USB, the selections in the drop-down list box are assigned to the two switch ports on the board.  
The first key function listing is assigned to switch port one and the second key function to switch port two.

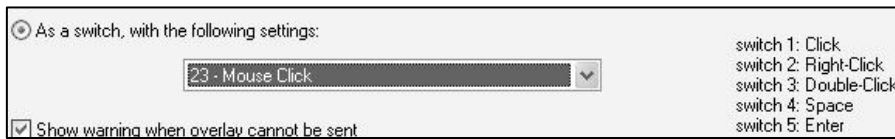
**Note:** Additional switch settings for 3, 4 or 5 switch ports are listed for use with IntelliSwitch.

#### To select “...Switch Presets”:

1. Click the radio button next to this option.
2. Select one of the 25 choices listed in the drop-down list box. The default Switch Setting is 1.

1 - Ctrl-Enter and Ctrl-Enter  
 2 - Ctrl-Right and -Down Arrows  
 3 - Space and Enter  
 4 - Click and Click  
 5 - Click and Double Click  
 6 - Left and Right Arrows  
 7 - Up Arrow and Down Arrow  
 8 - Left Arrow and Up Arrow  
 9 - 1 and 2  
 10 - Tab and Enter  
 11 - Tab and Space  
 12 - Tab and Shift-Tab  
 13 - Left Shift and Right Shift  
 14 - Down Arrow and Enter  
 15 - Right Arrow and Enter  
 16 - Left Click and Right Click  
 17 - Arrow Keys and Enter  
 18 - Arrow Keys and Space  
 19 - 1 thru 4 and 0  
 20 - 1 thru 4 and Enter  
 21 - Edit Keys  
 22 - Modifiers  
 23 - Mouse Click  
 24 - Mouse Buttons 1  
 25 - Miscellaneous 1

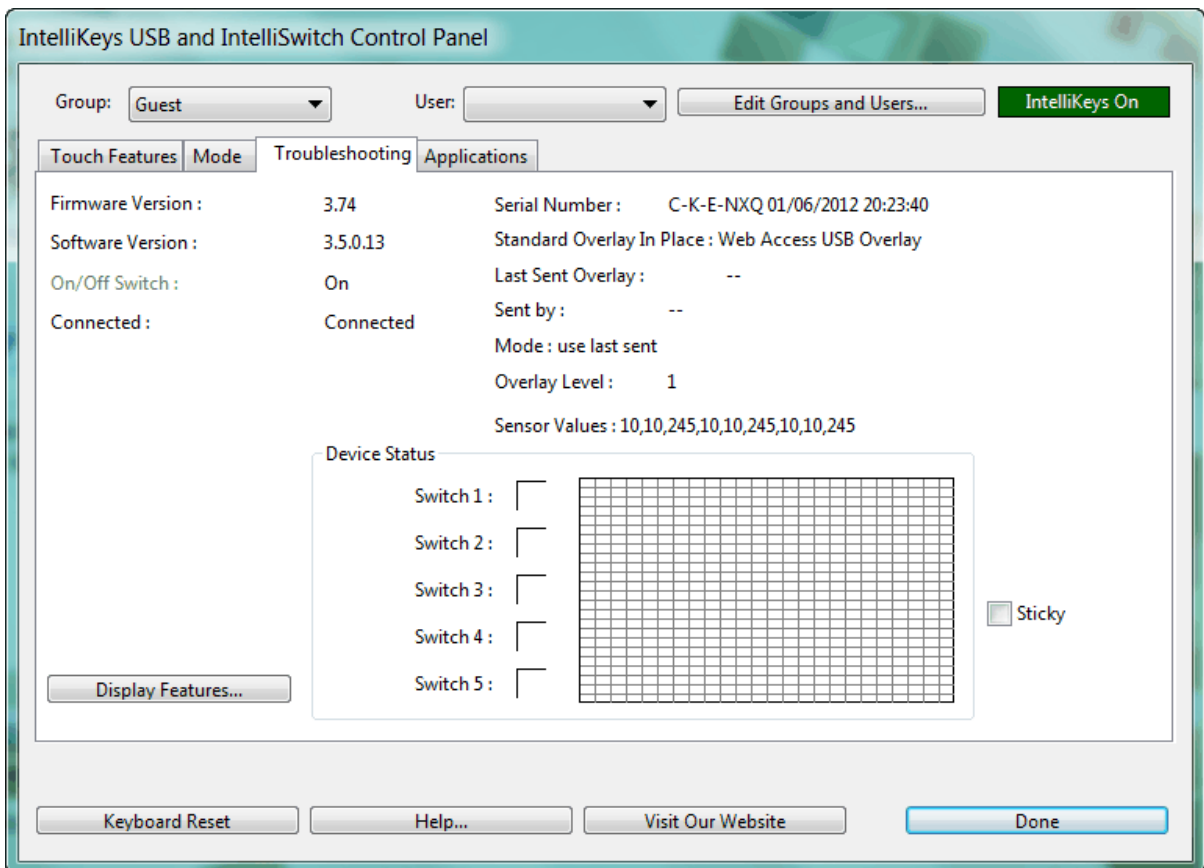
To the right of the switch setting list is a description of the setting for each switch. Switches 3 – 5 are used by IntelliSwitch.



## Troubleshooting tab

The Troubleshooting tab of the Control Panel provides information to help you identify problems when the IntelliKeys USB is not working as expected. (See Chapter 7 – Troubleshooting for further information).

Click the **Troubleshooting** tab to display the Troubleshooting section of the IntelliKeys USB and IntelliSwitch Control Panel.



### Notes:

- The IntelliKeys USB Standard Overlays are not functional in the Troubleshooting tab.
- Overlay Sending will not occur while the IntelliKeys USB and IntelliSwitch Control Panel is open.

## Display Features

The Display Features button automatically opens your computer's text editor application (for example, Notepad or TextEdit) to display text file listing IntelliKeys USB options settings and the current status of each setting.

1. Click the **Display Features** button on the Troubleshooting tab.
2. Save the text file, and print it if necessary, according to the usual "Save As" and "Print" procedures for your text editor application.

## Keyboard Reset button

Click the **Keyboard Reset** button to change all IntelliKeys USB features to their default settings.

### Notes:

- You may find it helpful to screen-print or write down the current user's access settings before clicking Keyboard Reset.
- It is important to reset the IntelliKeys USB keyboard when using it for the first time.
- Use Keyboard Reset as the first step in troubleshooting when IntelliKeys USB is not working.

## Help button

The Help button automatically launches your Internet browser and uses it to display a page that describes the features and options included on the control panel and troubleshooting information. It does **not** connect you to the Internet.

1. Click **Help** to display the page.
2. Close the page to return to the control panel.

## Visit our Website button

The Visit our Website button launches your Internet browser and navigates to the IntelliTools Web site home page. From there you can access our Activity Exchange, product information, tutorials and training, technical support, customer service, product demos and important links. In addition, you can find useful information from other IntelliKeys USB users.

1. Click **Visit our Website**. If IntelliKeys USB cannot make a connection to the Internet, a message box will be displayed.
2. Be sure to disconnect from the Internet (if necessary for your type of connection) and close your browser when you are done visiting our Web site.

## Exiting the Control Panel

Click **Done** to close the IntelliKeys USB control panel.

## Indicator Lights

The indicator lights on the left side of the IntelliKeys USB keyboard provide visual indication of the state of the keyboard. A green light next to Shift, Caps Lock, and/or Mouse Down indicates that the feature is active (that is, the corresponding key on the overlay has been pressed). A red light next to

Alt/Option, Control/Command, and/or Num Lock indicates that the feature is active (that is, the corresponding key on the overlay has been pressed).

**Note:** Num Lock will not light up when connected to a Macintosh computer.

The indicator lights flash when the IntelliKeys USB keyboard is reset and when an overlay is sent.



## Chapter 7 – Troubleshooting

IntelliKeys USB is intended to be reliable and trouble-free. However, if you experience problems, the Frequently Asked Questions (FAQs) in this chapter provide some possible solutions. If these solutions do not solve your problem, please contact Technical Support at [techquestions@intellitools.com](mailto:techquestions@intellitools.com) or call 800-547-6747 (U.S. and Canada) (8 a.m. – 5 p.m. Pacific Time, Monday through Friday). Please call when you are in front of your computer and IntelliKeys USB is connected.

### FAQs

#### **I can't plug my USB cable into IntelliKeys USB.**

**Solution:** If you are using the IntelliKeys USB cable, turn the square end of the IntelliKeys USB cable so that the triangle symbol on the connector is facing up (towards you). On IntelliKeys USB, the socket is marked with a matching triangle. Insert the A-B USB cable firmly into the socket.

**Solution:** If you are using a third party A-B USB cable, turn the square end of the A-B USB cable so the USB symbol on the connector is facing down (towards the keyboard). On IntelliKeys USB, the socket is marked with a matching triangle. Insert the IntelliKeys USB cable firmly into the socket.

#### **I press keys on my overlay and nothing happens.**

**Solution:** You may not have the IntelliKeys USB software installed. See Chapter 1 – Getting Started for the Installing IntelliKeys USB Software procedure.

**Solution:** IntelliKeys USB may be turned off. Press the On/Off switch on the upper left edge of the IntelliKeys USB keyboard. Open the IntelliKeys USB control panel. Click the Troubleshooting tab. You should see a listing that says On/Off Switch: On.

**Solution:** Unplug and re-plug IntelliKeys USB cable connections. After a few seconds you should hear a sound that indicates IntelliKeys USB is ready.

**Solution:** If you are connecting multiple USB devices through a powered hub, turn the hub ON. IntelliKeys USB must be connected to a powered hub.

**Solution:** If your IntelliKeys USB cable is connected to a USB hub, remove the IntelliKeys USB cable from the hub and plug the IntelliKeys USB cable directly into the computer's USB port.

**Solution:** The Response Rate may be set too slow. Open the IntelliKeys USB control panel. Then select the current group and user from the Group and User drop-down lists. Click Keyboard Reset. You should see the IntelliKeys USB lights blink and then turn off. You will also hear a sound.

Or, if you are using the Setup Overlay for IntelliKeys USB, press Keyboard Reset twice. You should see the IntelliKeys USB lights blink and then turn off. You will also hear a sound.

**Solution:** Click anywhere on the screen to activate the application you are using.

**Solution:** Close the IntelliKeys and IntelliSwitch Control Panel.

**Solution:** Open the IntelliKeys and IntelliSwitch Control Panel. Click the Applications tab. Click to send the attached overlay.

**Solution:** Uninstall the IntelliKeys USB software, delete the IntelliKeys USB folder and reinstall the IntelliKeys USB software.

**I can't open the IntelliKeys USB and IntelliSwitch Control Panel.**

**Solution:** Click the IntelliKeys USB icon located on the taskbar (Windows) or menu bar (Mac OS X) or on the control strip (Macintosh). Then click the Open IntelliKeys USB and IntelliSwitch Control Panel pop up menu.

**Solution:** Shut down your computer and then turn it back on.

**Solution:** Uninstall the IntelliKeys USB software and re-install the software.

**When I select “Edit” I get an “Unexpected File Format Error” or Overlay Maker opens with a blank overlay.**

**Solution:** Install Overlay Maker 3 (full or trial version).

**I want to remove the IntelliKeys USB software from my computer.**

**Solution (Windows):** From the Start menu, select Control Panels or Settings>Control Panel. Then select Control Panel. Double-click on the Add/Remove Programs icon. Highlight IntelliKeys USB in the list box. Click the Add/Remove button. Follow the on- screen instructions to remove IntelliKeys USB software from your computer. Restart your computer when prompted.

**Solution (Macintosh):** Insert the IntelliKeys USB DVD. Run the IntelliKeys USB installer/uninstaller program located on the DVD, and follow the on-screen directions. Restart your computer when prompted.

**I need to replace my damaged IntelliKeys USB overlays.**

**Solution:** Contact Customer Service to purchase replacement Standard overlays

**I can't send overlays from my original IntelliKeys Classic after installing the IntelliKeys USB software.**

**Solution:** Sending overlays to IntelliKeys Classic (non-USB version) is not supported for Windows 2000, XP, Vista, Windows 7, Windows 8, or Mac OS X. When you install the IntelliKeys USB software on a computer with one of these operating systems, the ability to send overlays to a non-USB IntelliKeys is disabled. Please contact Technical Support for further details.

**Solution:** Verify that your computer meets the minimum system requirements for IntelliKeys USB. (See Chapter 1 – Getting Started.) If your computer does not meet the minimum system requirements, uninstall the IntelliKeys USB software.

**My Standard overlay is typing the wrong characters.**

**Solution:** You have inserted a non-USB IntelliKeys Standard overlay into IntelliKeys USB. Insert the correct Standard overlay for IntelliKeys USB. Overlay names are printed in the upper left corner of the overlay. USB overlays will be labeled USB.

**Solution:** You have more than one overlay in IntelliKeys USB. Remove all overlays from the IntelliKeys USB. Insert only one overlay at a time in IntelliKeys USB.

**Solution:** The bar codes on IntelliKeys USB Standard overlays may be damaged. Open the IntelliKeys USB control panel. Click the Troubleshooting tab. Verify that the listing says On/Off Switch: ON. Verify that the overlay name listed next to “Standard Overlay in Place” is the same one as the one you have inserted. Note the one that is listed if it is different. Note the Sensor Values displayed. Contact Technical Support.

### **My custom overlay is typing the wrong characters.**

**Solution:** Remove any Standard overlay from IntelliKeys USB. Standard overlays override any custom overlay that has been sent.

**Solution:** You may have selected a different mode from the default “with overlays attached to applications”. Open the IntelliKeys USB control panel and click the **Mode** tab. Select “Overlays”. Click the **Troubleshooting** tab. Verify that the Mode listings says “last sent”.

**Solution:** The custom overlay was not sent. Send the overlay again. Open the IntelliKeys and IntelliSwitch Control Panel and click the **Mode** tab. Select “Overlays”. You should see the name of the last sent overlay.

**Solution:** “The Control Panel will send no overlay” was selected on the Applications tab. Open the IntelliKeys and IntelliSwitch Control Panel, click the **Applications** tab, and click to select the application name in the list box. Click to send the selected overlay. Click **Done** to close the control panel. Send the overlay again.

### **I have special settings, but IntelliKeys USB is not using them.**

**Solution:** Special settings are no longer stored in the physical IntelliKeys USB. You need to create the user’s special settings on each computer to which the IntelliKeys USB is connected. (See Chapter 6 – Using the Control Panel.)

**Solution:** Check the IntelliKeys USB and IntelliSwitch control panel to verify that you have selected the correct user name and verify that this user’s IntelliKeys USB control panel settings are correct.

**Solution:** The custom overlay is sending special settings that override the existing settings for a user name. Check the IntelliKeys USB and IntelliSwitch control panel to determine which settings the overlay sent. Change the settings back to the user settings. In Overlay Maker, open the overlay. From the Overlay menu, select Keyboard Settings. Click Clear All. Then save the overlay. (See Overlay Maker Owner’s Manual for further details.)

### **I need to press really hard on the IntelliKeys USB to get it to type.**

**Solution:** Open the IntelliKeys USB and IntelliSwitch control panel. Select the current group and user from the Group and User drop-down lists. Click **Keyboard Reset**. You should see the IntelliKeys USB lights blink and then turn off.

**Solution:** If you are using the Setup Overlay for IntelliKeys USB, press **Keyboard Reset** twice. You should see the IntelliKeys USB lights blink and then turn off.

**Solution:** IntelliKeys USB does not change its responsiveness when pressure is increased. Its responsiveness is adjusted by changes to the Response Rate. Check that your User setting for Response Rate is not set too slow (See Chapter 6 – Using the Control Panel).

**Solution:** If you adjust more than one Touch Feature, the multiple effects may not be what you intended. When choosing user preferences, try changing one Touch Feature setting. Then test IntelliKeys USB. Click **Keyboard Reset** to return to the default settings. Then set the next Touch Feature and test IntelliKeys USB again. Repeat the process, incrementally adding more user preferences and testing IntelliKeys USB.

### **I press Shift and then press a letter key, but I do not get an uppercase letter.**

**Solution:** Open the IntelliKeys USB and IntelliSwitch control panel. Check to see that the current group and user are selected in the Group and User drop-down lists. Click **Keyboard Reset**. You should see the IntelliKeys USB lights blink and then turn off.

**Solution:** If you are using the Setup Overlay for IntelliKeys USB, press **Keyboard Reset** twice. You should see the IntelliKeys USB lights blink and then turn off.

**Solution:** Press the **Shift** key long enough to see that the Shift light on IntelliKeys USB stays lit. Then press a letter key.

**I press Shift and then press a word key. The first letter of the word is not capitalized.**

**Solution:** IntelliKeys USB is designed to latch the Shift key only for single character keys. The Shift key will not latch the first letter of a multiple character key.

**I press the Right Click key on an overlay and nothing happens.**

**Solution:** You are using a Macintosh computer. The Mouse Down (right-click) Mouse Control key printed on the IntelliKeys USB Standard overlays works with Windows computers. If you are using a Macintosh computer with OS X, the right-click Mouse Control key works only for specific applications that support the right click function.

**Solution:** Right-click may not be supported by the Windows software you are using.

**Some keys (for example, [{}|]) are missing from the QWERTY USB Overlay.**

**Solution:** Open the Overlays for Editing folder, and use Overlay Maker 3 to create an overlay with the desired keys.

## Chapter 8 – Caring for IntelliKeys USB

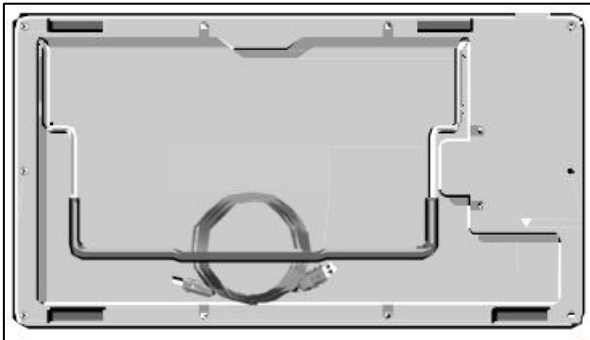
IntelliKeys USB is durable and should last for many years if handled properly. Handle your IntelliKeys USB keyboard as you would any electronic or computer product (avoid spilling liquids on it, dropping it on a hard surface, etc.).

### Maintenance Instructions

To prolong the life of your IntelliKeys USB, please read and follow these instructions:

#### Maintenance – IntelliKeys USB Keyboard

- Clean the IntelliKeys USB keyboard with a damp cloth only. Use any mild, non- abrasive cleaner or disinfecting solution suitable for plastic surfaces. Do not immerse IntelliKeys USB.
- Do not place heavy objects directly on the surface of IntelliKeys USB. Avoid touching the keyboard surface (under the overlays) with sharp objects.
- Do not disassemble IntelliKeys USB.
- Coil your connecting cable while transporting or storing IntelliKeys USB. The coiled cable will fit in the hollow area in the rear of IntelliKeys USB under the wire stand.



- Your IntelliKeys USB shipping container is designed to last a long time and to protect IntelliKeys USB. Use the shipping container for storing and transporting IntelliKeys USB.

#### Maintenance – Standard Overlays

Standard overlays are laminated and can be cleaned using a damp cloth.

#### Maintenance – IntelliKeys USB DVD

Avoid scratching or smudging the surface of the IntelliKeys USB DVD. Store it in a CD / DVD case or sleeve while not in use. DVDs degrade over time and with repeated use, but these precautions will help yours to last a long time.

# Appendix A

## FCC Class B Statement

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 equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help. Shielded interconnect cables must be employed with this equipment to insure compliance with the pertinent RF emission limits governing this device. The cable supplied with IntelliKeys USB is shielded.

Changes or modifications not expressly approved by Cambium Learning Technologies could void the user's authority to operate the equipment.

# Appendix B

## Warranty, Refund, Return and Repair Policies

### Limited Warranty

Cambium Learning Technologies warrants to the original purchaser that its IntelliKeys USB (“unit”) is free from any defect in material and workmanship for the period of one year from the date of purchase. If a defect covered by this warranty occurs during this one-year period, you should return the unit to Cambium Learning Technologies (see below). This warranty does not cover damage or malfunctions resulting from improper handling, accident, misuse, abuse, or any other reason not due to defects in materials or workmanship. Any implied warranties arising out of the sale of this unit, including but not limited to the implied warranties of merchantability and fitness for a particular purpose, are limited in duration to the above one-year period. (Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.) The liability of Cambium Learning Technologies is limited solely to the repair or replacement of the defective unit, and in no event includes damages for loss of use or other incidental or consequential costs, expenses, or damages incurred by the purchaser, including any data or information which may be lost or rendered inaccurate or any damage to hardware or software, even if Cambium Learning Technologies has been advised of the possibility of such damages. (Some states do not allow this exclusion or limitation of incidental or consequential damages, so the above limitation may not apply to you.)

### Refund / Return Policy

IntelliKeys USB is backed with a 30-day unconditional guarantee, which allows you to return the product for a full refund if your return has been authorized by Cambium Learning Technologies. Contact IntelliTools Customer Support for a Return Merchandise Authorization (RMA) number and shipping instructions. Please display the RMA number prominently on the outside of the package. The product must be received in reasonable condition within 30 days of the date displayed on your purchase receipt in order for your refund to be processed. Your purchase will be refunded after the product has been received and processed by Cambium Learning Technologies.

### Repair / Replacement / Return Policy

If you are experiencing problems with your IntelliKeys USB and cannot solve the problem by reading the Troubleshooting chapter in this user guide, contact IntelliTools Technical Support. In most cases Technical Support will be able to resolve your problems by email or over the phone. If you contact Technical Support by phone, please be at your computer with IntelliKeys USB connected and your computer turned on when you place the call.

If a return for repair or a replacement is deemed necessary by Technical Support, Technical Support will issue an IntelliKeys Repair (IKR) Number and provide you with shipping instructions. Please display the IKR number prominently on the outside of the package. Pack carefully, preferably using the original shipping container.

Repair work performed by Cambium Learning Technologies for damage caused by neglect or abuse or after the warranty expires will be billed in accordance with our current fee schedule. Please call for a repair estimate.

IntelliTools will repair or replace your IntelliKeys USB within 5 business days (U.S. only) of our receiving your IntelliKeys USB at our Natick, MA location.