

LightSpeed

User Guide



by Stenovations

Patent Pending

Copyrights and Trademarks

The LightSpeed writer is manufactured by Stenovations, Incorporated.

Copyright © 2007 by Stenovations, Incorporated.
All rights reserved.
LightSpeed Writer User Guide
Third Edition.

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means (electronic, mechanical, photocopying, recording or otherwise), for any purpose other than the purchaser's personal use, without the prior written permission of Stenovations, Incorporated.

The information in this guide is furnished for informational use only and is subject to change without notice. The software described in this guide is furnished under a license agreement, and may be used or copied *only* in accordance with the terms of that agreement.

Microsoft, Windows, Windows NT, Windows XP and Windows Vista are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

All other brands or product names are the trademarks or registered trademarks of their respective holders.

Printed in the USA.

NOTICE!

FRAGILE!

This device is a delicate instrument. Treat it as such.

Do not place anything on top of the keys of the LightSpeed.

Do not apply more pressure to the keys than you would while writing.

Also, do not pull on the keys. The keys are extremely sensitive to the touch.

Damage caused by placing objects on the keyboard surface or from pulling on the keys is not covered by the warranty.

Please do not connect the LightSpeed to your computer through a USB hub. This can dramatically lower the performance of the writer.

Technical support is available for the LightSpeed Monday through Friday from 8 am through 7 pm Eastern time. For support, please call (304) 346-8363 during these times.

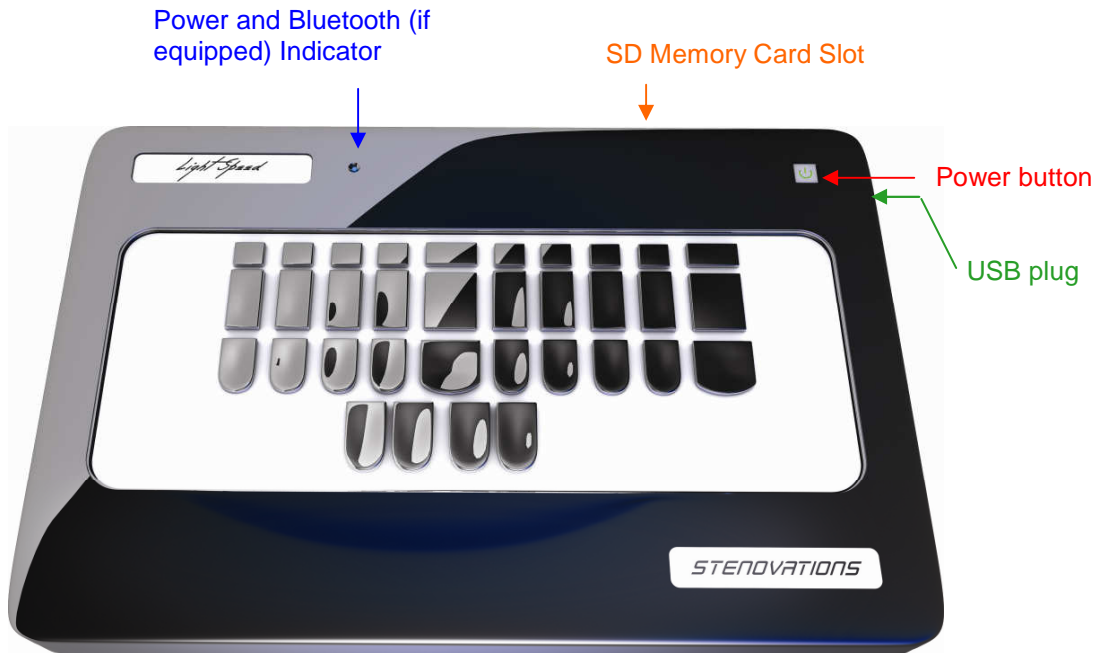
Table of Contents

| | |
|---|-----------|
| Section 1: Introduction | 1 |
| Congratulations | 1 |
| About the LightSpeed Writer | 1 |
| Modes of Operation | 2 |
| Recommendations..... | 2 |
| | |
| Section 2: Getting Started | 3 |
| Charging the LightSpeed | 3 |
| Powering Up the LightSpeed | 3 |
| Installation of LightSpeed Software | 4 |
| Connecting the LightSpeed to Your Computer | 4 |
| Initial Settings and Sensitivity | 5 |
| Connecting the LightSpeed to Your CAT Software..... | 9 |
| | |
| Section 3: LightSpeed Software..... | 11 |
| Stay on Top Mode | 11 |
| Keyboard Configuration..... | 12 |
| Backing Up Realtime Data | 13 |
| Writer Emulation | 14 |
| Sleep Timeout | 14 |
| Enable Transparency | 15 |
| Show Strokes Monitor Window..... | 16 |
| Minimize On Start..... | 16 |
| Combination Rule | 16 |
| Number Bar Options..... | 18 |
| | |
| Section 4: Anti-Stacking Options..... | 21 |
| Stroke Termination Timer | 22 |
| Stroke Ends When X Number of Keys Retreat X Percent | 22 |
| Plurals and Participles | 22 |
| Punctuation..... | 23 |
| Key Retreat Rule | 24 |
| | |
| Section 5: Using the SD Card Memory | 25 |
| Translating From Card Memory..... | 25 |
| | |
| Section 6: Bluetooth Connectivity (if equipped)..... | 29 |
| Before Using Bluetooth..... | 29 |
| Discovery and Pairing..... | 29 |
| Using Bluetooth | 29 |
| Disabling BlueTooth | 32 |
| | |
| Section 7: Updating Writer Firmware | 33 |
| Locating the Firmware Updater | 33 |
| Updating the Firmware | 34 |
| Continuing with the Firmware Update..... | 36 |
| Finishing the Update..... | 36 |

Please read this manual in its entirety. After doing so, if you have any questions or concerns about your new writer, please call technical support at (304) 346-8363, Monday through Friday, 8 am to 7 pm Eastern time.

LightSpeed works with Windows XP, Windows Vista, and Windows 7 only.

About the LightSpeed writer



Weighs a mere 1.5 pounds.
Super light touch for fast and accurate fingering.
Communication via USB or Bluetooth (if equipped).
Powered by battery or USB.
Steno and time stamps saved on removable SD card.

LightSpeed

Modes Of Operation

LightSpeed operates in three different modes.

- 1) It records strokes in a SmartWriter format onto a SD card while operated standing alone.
- 2) It records strokes and time stamps onto a SD card in Smartwriter format while communicating via Bluetooth to a computer (if equipped).
- 3) It records strokes onto a SD card while communicating via a USB cable with a computer.

Recommendations

Removing scratches:

http://www.dlo.com/Products/carekit_Prod.tpl

Removing keypads:

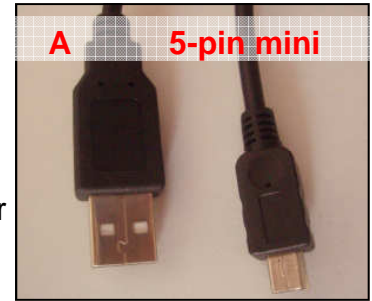
Use rubbing alcohol and Q-tips to gently dissolve the glue. Do not pull on the keys.

Section 2: Getting Started

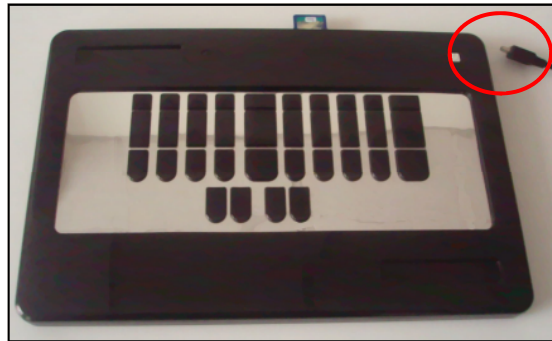
Charging the LightSpeed

Insert the large (A) end of the USB cable into computer and the 5-pin mini end into the LightSpeed.

The writer is charged when it is connected to a computer with the USB cable whether writing realtime or not. However, if the computer is in sleep mode it may not deliver charge to the LightSpeed.



2



The writer may also be charged with the USB cable plugged into a small transformer that plugs into a wall outlet, or one that plugs into the lighter outlet in an automobile.

Powering Up the LightSpeed



To turn on the LightSpeed, press and hold the power switch in the upper right-hand corner of the unit until the blue indicator light comes on. Then release the power switch. The blue indicator light will turn off, and the power button will be glowing.

To turn the LightSpeed off, press the power switch and release quickly. Do not hold the switch to turn the unit off.

The power switch will glow when the unit is on. When at 100% charge, it will glow green. Anything below 100%, even 99%, will cause the light will glow orange. This is an indicator that you are on battery power. The green glow simply indicates that the battery is finished charging.

When battery charge is low, the power switch will glow red.

The internal batteries can hold up to eight (8) hours of charge.

NOTE: If the power button cycles through all three colors as you write: Green, Orange, and Red, this indicates that there is a problem saving to your SD card. Make sure the card is NOT write protected, and if not, you will need to format the card.

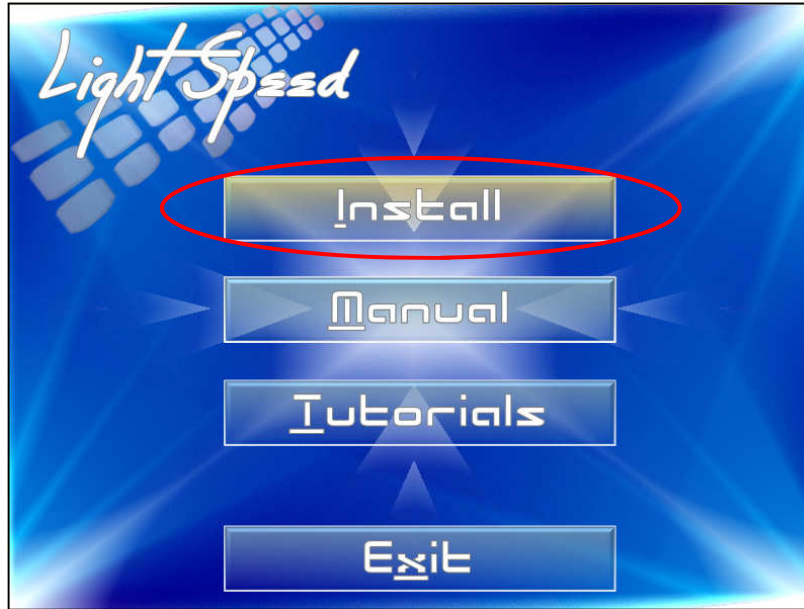
Installation of LightSpeed Software

First, insert the LightSpeed CD-ROM into your computer. It will automatically start.

If the CD-ROM does not start automatically, go to the **START MENU**, then **MY COMPUTER** or if you are a Windows Vista user, **COMPUTER**. Left-click the drive that contains the LightSpeed CD-ROM. Once the CD-ROM is open, left-click **AUTORUN**.



From the blue screen that appears, click the **INSTALL** button to begin the installation process.



Connecting the LightSpeed to Your Computer



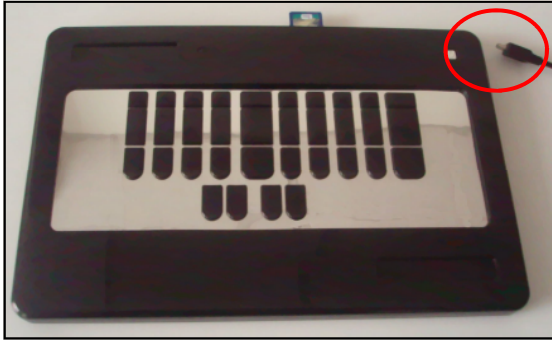
The LightSpeed writer can be connected to your computer either by USB cable or by Bluetooth wireless connection, if equipped. For initial setup, you will need to connect your LightSpeed with the USB cable included in your package.

Plug the large end of the USB cable into an available USB port on your computer. An image of an open USB port is shown to the right.



Plugging the LightSpeed into a USB Hub can significantly reduce its performance or prevent it from working all together. We recommend connecting the LightSpeed directly through the computer's on-board USB ports with as few other USB devices connected as possible.

The small end of the cable plugs into the writer's USB port at the rear right of the machine.



Initial Settings and Sensitivity

The LightSpeed software contains preferences and the key sensitivity options. Again, the LightSpeed writer should be connected to the computer through the provided USB cable for initial setup and all setting changes.

We will start by adjusting the sensitivity of the writer's keys. This feature allows you to customize the machine to your unique touch.



Once the LightSpeed is connected and powered on, bring up the LightSpeed software by left-clicking its icon. Note that you should bring this application up EVERY time you use the LightSpeed with the USB cable.

Once the software is open, left-click the Adjust Sensitivity button or press **ALT + E** on your computer keyboard to begin adjusting the keys. The screen will now show the Adjust Sensitivity dialog with each key divided into its individual sensors.





Each vowel key has a single sensor, but every consonant key has at least two sensors. The four larger keys, that is, the two asterisk keys and the D and Z keys, each have three sensors.

Having multiple sensors per key permits a higher degree of fine-tuning the writer to match each reporter's distinctive touch.

The benefit of having two sensors on the consonant keys is to give you greater control over "shadows" that occur inadvertently.

For example, if you have a tendency to shadow the R when you write a stroke that includes the F, you may want to have a higher threshold assigned to the top sensor of the R key but have a normal threshold assigned to the sensor in the middle of the R key.

There are two ways to select a key or sensor to adjust its sensitivity. You can touch the key on the LightSpeed writer that you wish to adjust, or you can left-click on the sensor that you wish to adjust on the computer screen. You will note that the key's corresponding image highlights blue on the screen.

A letter confirming the key or sensor that you selected will be displayed above the keyboard.



2

The pressure boxes tell how much force was applied to each individual sensor on the key. The numbers above the pressure boxes show the maximum pressure applied to the key thus far.

There are two types of thresholds, Basic and Single-Key. Basic thresholds control the keys when hit in combination with other keys in the same stroke. For example, -FPLT



would use Basic thresholds to determine which keys are held down. Single-Key thresholds, however, are used to determine single key stroke thresholds. For example, using the -U key to mean the word "you." If a key is pressed alone, it can have a different threshold than when it is pressed along with other keys. This can help if you find yourself frequently pressing a single key by accident.

To adjust the thresholds, first decide if you will be adjusting the basic threshold or single-key threshold. Select the tab across the top of the screen for that threshold set.

Now, either press the key to adjust on the LightSpeed writer or click on its image on the screen.

Type new sensitivity values in the boxes or left-click the spin arrows to the right of the boxes to adjust the thresholds of each individual sensor.

Keys you press lightly can be made more sensitive by lowering their threshold values. Keys that you shadow can be made less sensitive by making their threshold a higher value.

When finished, press the **APPLY** button to apply this new threshold value to this sensor or key only or press the **APPLY ALL** button to apply the new value to **ALL** sensors and keys.

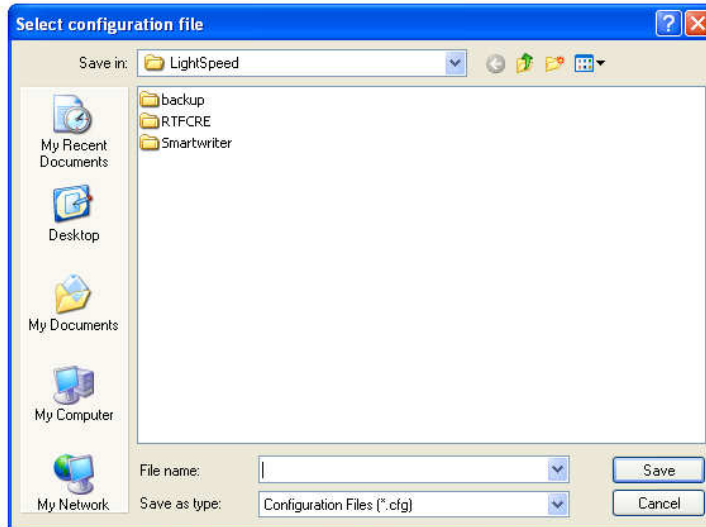
Set Default Load Save

Done Cancel

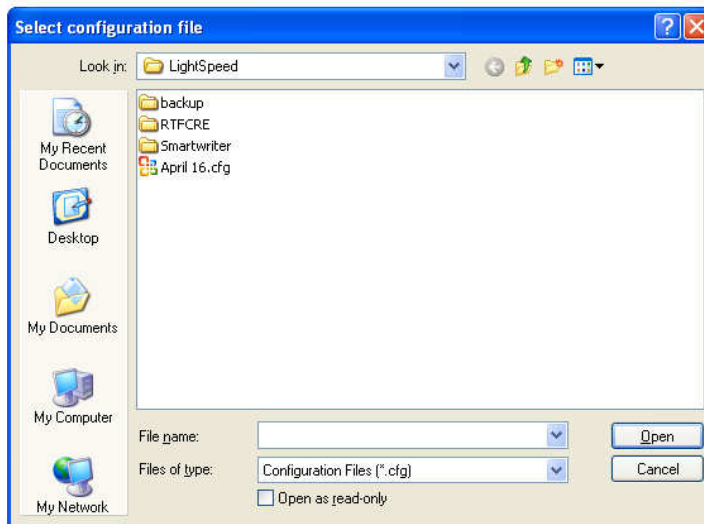
Different configurations may be saved and applied again at a later time. This allows you to experiment with different settings. After adjusting the sensitivity of the writer, save the configuration by left-clicking the **Save** button as shown above or pressing **ALT + S**.

2

Assign the configuration a unique name in the box that appears and press **ENTER**.



To apply a saved configuration, click the **Load** button or press **ALT + L**. Left-click the configuration to apply and click **Open**.



Connecting the LightSpeed to your CAT System

The LightSpeed writer transmits steno in the same format as the Baron Transcript TX writer.

To use the LightSpeed with your software, first connect the writer to your computer either by USB cable or Bluetooth, if equipped.



Once connected, start the LightSpeed software by left-clicking its icon.

With the software is open, make note of the COM Port number shown. Set your CAT system to accept steno from a **BARON TRANSCRIPTOR TX** writer through the COM number shown in the LightSpeed software.



The LightSpeed can also emulate a SmartWriter instead of the Transcriptor TX. See the following chapter for details on this change.

Although we have provided brief instructions for most of the major CAT systems available today, you may need to consult your software manual or software technical support line for more detailed instructions.

digitalCAT

- Under the **Translator** menu, select **Steno Source**.
- Select **Baron Realtime** for the Primary Steno device.
- Choose the appropriate COM Port number from the list to the right of the device.
- Click **OK** to save your settings, then begin a transcript as you would normally.

Eclipse

- Under the **Production** menu, select **User Settings**.
- Choose the **Input** tab.
- Select **Transcriptor X** or **Baron TX** in the Writer field.
- Make sure the **Read from cable** checkbox is unchecked (Most modern versions no longer have this checkbox.)
- Click the **Comm Setup** button.
- Choose the appropriate COM Port number.
- Click **OK** to save your settings on this window.
- You may click **Test** to test the port.
- Click **OK** to save your settings, then begin a transcript as you would normally.

Case Catalyst

2

- Under the **Tools** menu, select **Options**, then **Translate Options**.
- Click the **Options** button at the bottom left of the dialog.
- Under the **Realtime** tab, choose **Baron TX** for your writer.
- Choose the appropriate COM Port number.
- Click **OK** to save your settings, then begin a transcript as you would normally.

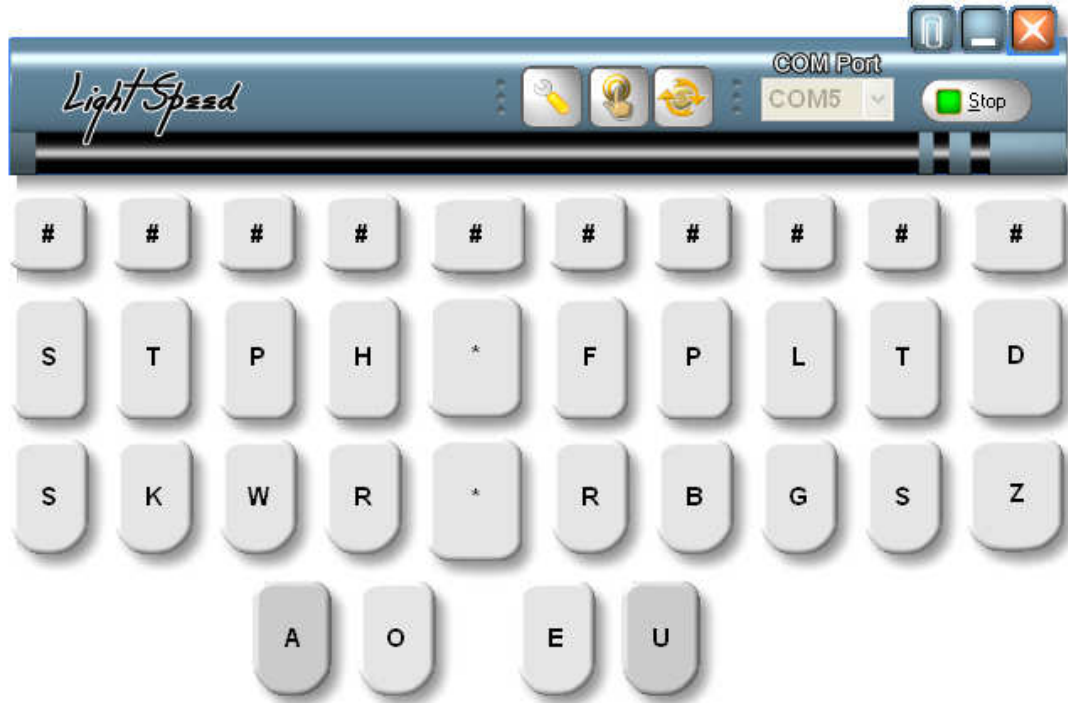
ProCAT

- From the **Translate** menu, select **Preferences**.
- Choose the **Writer** tab.
- Select **Baron TX** from the writer list.
- Choose the appropriate COM Port number.
- Click **OK** to save your settings, then begin a transcript as you would normally.

Section 3: LightSpeed Software

The LightSpeed software is used to set preferences and adjust writer sensitivity.

You must connect the writer through this software for initial setup. It will also be needed when the writer is connected through a USB cable and for future preference changes.



3

Stay on Top Mode

This feature keeps the key layout on the screen no matter what other program may be open. This allows you to see what keys are being pressed, which is useful in determining which are being shadowed or dropped.

To enable the "Stay on Top" mode, click the paperclip icon in the top right of the software.



Keyboard Configuration

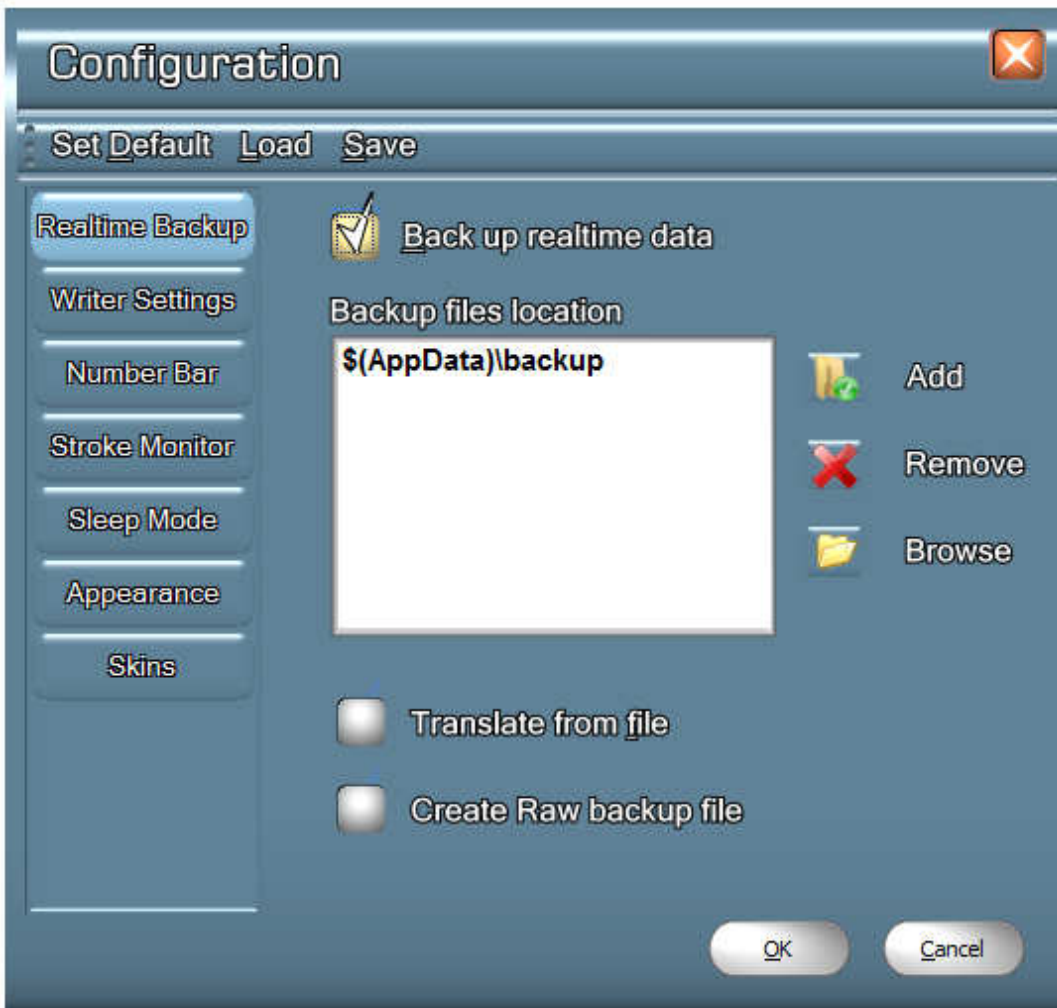
To adjust keyboard options, click the **Keyboard Configuration** button along the top of the LightSpeed software or press **ALT + C**.



3

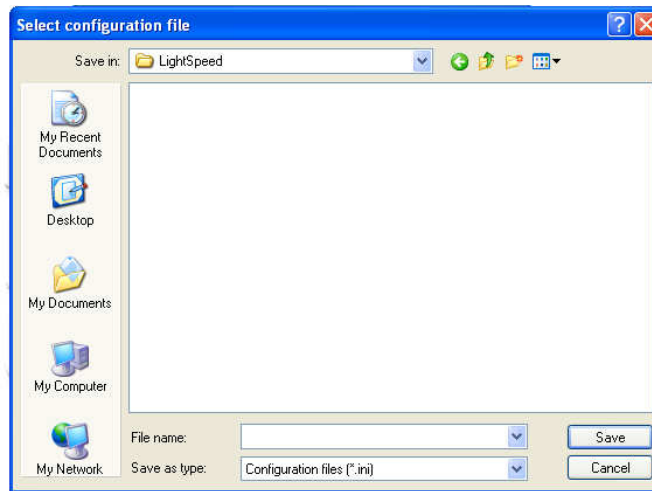
The configuration window will display as shown below.

Here you can reset settings to default by clicking the **Set Default** item or pressing **ALT + D**.



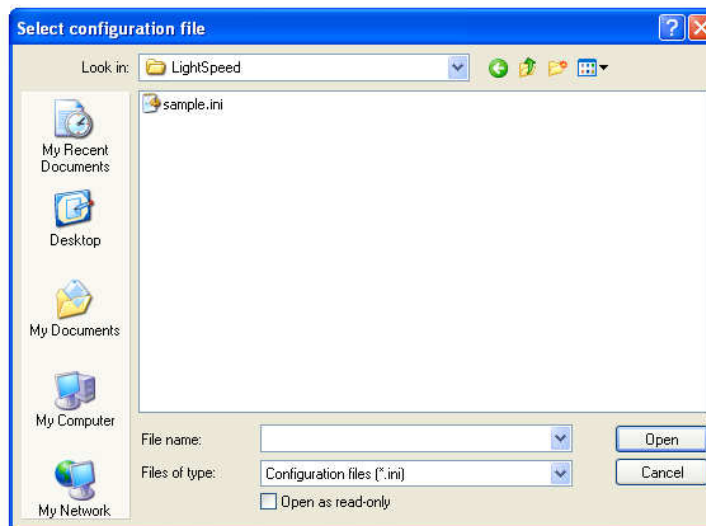
Any number of configurations can be saved and applied at a later time. This gives you the freedom to experiment with different preferences.

Press the **Save (ALT + S)** option to save current settings.



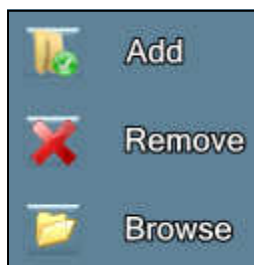
Name the configuration file in the dialog that appears and click **Save**.

Press the **Load (ALT + L)** option to apply saved files in the future.



Select the configuration to apply and click the **Open** button.

Backing Up Realtime Data



With this option checked, a copy of the realtime steno stream and time stamps will be recorded to any location on your computer you choose, on its hard drive or any peripheral drive, such as a thumb drive, CF card, memory stick, SD card, et cetera.

To enable this feature, place a check in the **Back up realtime data** box.

To choose the location to store the data, left-click the browse button beside the location window. Choose the drive and/or folder you wish to contain the backup file. By default, the backups will be stored in the "Application Data" folder.

Translate From File



Checking this box will convert a LightSpeed RAW data file into an RTF file for translation in a CAT program. This allows you to apply new settings and configuration files to notes written previously to determine any effect the changes may have had. Once this box has been clicked, there will be a prompt asking that the appropriate RAW file be chosen. Once selected, a second prompt will ask you to save the RTF in an appropriate location. Once saved, follow the instructions later in this manual to import or translate the RTF file in a CAT system.

3

Create RAW Backup File

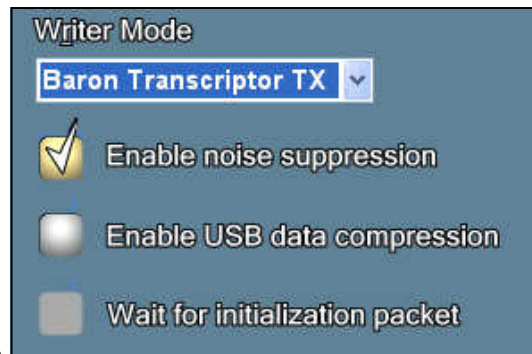
This setting instructs the application to create a RAW backup file. This RAW backup file is a log of the raw data coming from the writer. By using this type of backup file, a job can be translated against multiple configuration files, anti-stacking options, et cetera. As this file doesn't store the actual steno notes, but rather the pressures on the keys, it can be very versatile and useful. Also, if you ever encounter problems with your LightSpeed writer, our technicians may ask for the RAW backup file. In that case, it is best to have one, so please keep this box checked.



Writer Emulation

The LightSpeed writer can emulate either the Baron Transcriptor TX or the SmartWriter. You should check the Enable noise suppression and Enable USB Data compression boxes regardless of which writer you choose.

The different writer settings use different communication models to speak to your CAT system. Certain systems work better with the different settings, so choose which writer to emulate from this box. Note that your CAT software **MUST** be set to accept steno from the same type of writer.

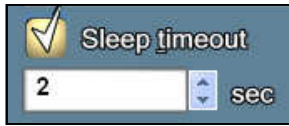


For Case Catalyst and ProCAT users, you should consider using the SmartWriter setting. If your software requires an initial stroke on the writer before starting a transcript, be sure the "Wait for initialization packet" box is checked. Otherwise, leave this box unchecked.

For all other CAT systems, the Baron setting should work well, but feel free to try out both and use the one you find works best with your software. Some Eclipse users have found the Baron setting on the LightSpeed software in conjunction with the "Gemini TX" writer selection in Eclipse produces better translations.

Sleep Mode

The Sleep Timeout option permits you to rest your hands on the keyboard without



generating a false stroke. This feature is helpful in letting you position your fingers on the "home keys," or to rest your arms.

The default setting for this option is two (2) seconds. This means if you place your fingers on the keyboard and do not remove all of them until after at least two seconds has elapsed, then a stroke will not register.

That is because no stroke is generated until your fingers leave the keys. So if at least one finger maintains in contact with a key two seconds or longer no stroke will be generated.

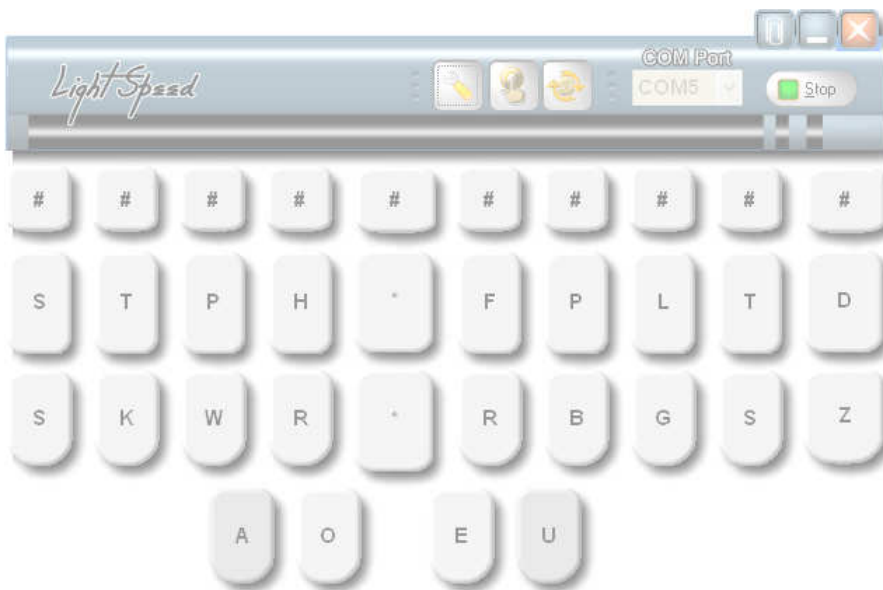
Some users prefer to define a "Null" stroke, or a stroke that means nothing rather than use the Sleep Mode. If, for example, you find it difficult to leave your hands still for the required amount of time, define a stroke here that you can hit without registering on the writer. Most people use something like "SKWR-RBGS," or each lower key on both banks. Any time they wish to rest their hands, they simply rest them on these lower keys. Because the stroke is defined as "Null," the writer does not transmit this stroke to the CAT system.



3

Enable Transparency

The "Enable Transparency" feature keeps the three-dimensional keyboard on the screen while transparent enough to view the text behind it.



Having the image of the keyboard on the screen allows the keys being pressed to be visible on the screen at the moment they are pressed. This is beneficial because no steno stroke is sent to the computer until all keys are released. Therefore, you would not be able to see what keys you are hitting until you release all the keys.

This item should be used in conjunction with the "Stay on Top" feature mentioned earlier in this section, however it

should be noted that the transparent mode uses a significant amount of computer resources and memory. This additional strain on the computer may lower overall performance of the LightSpeed.

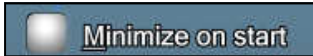
Show Strokes Monitor Window

Another means of seeing the current stroke before releasing the keys is the Stroke Monitor window.



Minimize On Start

3



This option automatically minimizes the LightSpeed application to the system tray when you start the virtual COM Port. This leaves you in the CAT program to easily establish connection and start writing.

Combination Rule

As discussed earlier in this guide, the LightSpeed allows the sensitivity of each individual key to be adjusted, and, in the case of the consonants, the ability to adjust the sensitivity of multiple sensors on the same key.

The consonant keys have a sensor in the middle of the key and a sensor near the crack between the top and bottom row of keys. The use of two sensors on the same key is an attempt to enhance the accuracy when pressing two keys in combination with each other when a reporter is hitting the crack between the top row and the bottom row of keys.

Two sensors would permit a higher threshold in the middle of the key and a lower threshold near the crack. However, setting the sensitivity very low on the sensor near the crack sometimes made the entire key too sensitive.

The Combination Rule permits using a higher threshold setting for the sensors but still improve the accuracy of strokes requiring a combination of keys, i.e., EU, -TD.

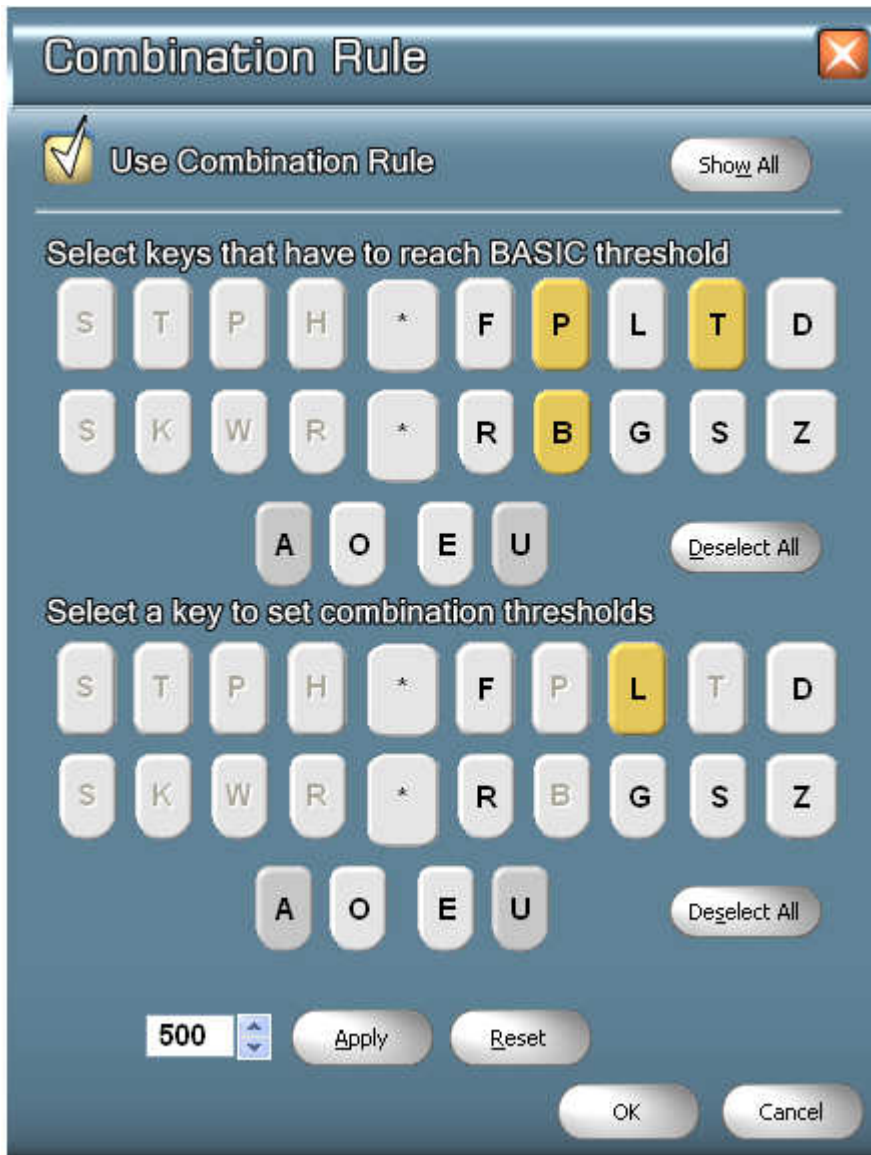
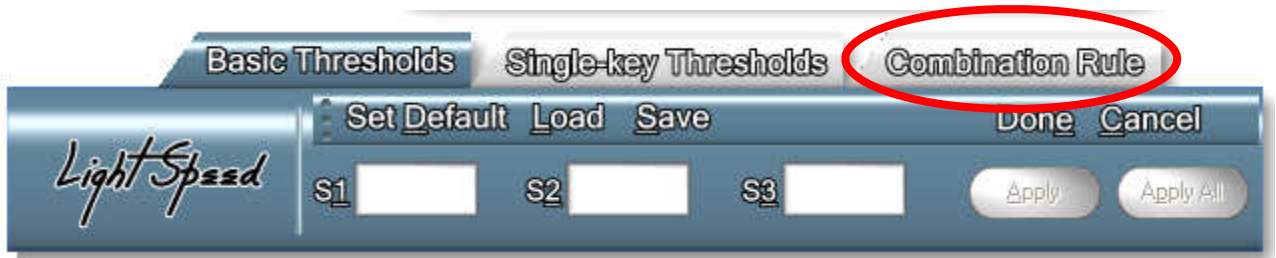
Let's take for example the initial HR keys to mean the letter L. If the initial H key is pressed with enough force to reach its threshold, the LightSpeed software registers the key as being pressed and displays it blue on the screen.

While the H key is at threshold, and the combination rule is enabled, the R key may have a completely different threshold to register as pressed. It only needs to attain the threshold entered in the Combination Rule dialog. For example, the R key may have a normal basic threshold of 500. If the H key is pressed, however, its threshold may only be 300. This would allow the L to be more easily registered as pressed.

To adjust the combination thresholds, first go to the Keyboard Sensitivity screen by pressing **ALT + E** or by clicking its icon as shown below.



Next, click the **Combination Rule** tab.



To use the Combination rule, make sure to check the box. Then, to make a new rule, click the keys that must reach threshold. For example, if you find yourself shadowing the final L when you write -PBT, you may want to increase the threshold of the final L key when these other keys are pressed. In this example, you would select the keys that need to reach threshold, -PBT, on the top keyboard image.

Now select the key to be adjusted from the lower image. In the example given above, you would select the final L.

The threshold box will appear in the lower left the screen. Adjust the combination threshold here. In the case of the L example, you would want it to be less sensitive, thus you would increase the threshold numbers.

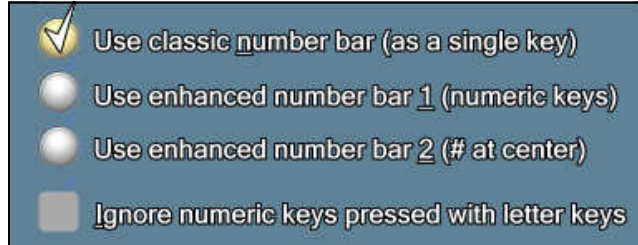
Think of it as the higher the number, the more resistance you have from the key.

Deleting / Changing Combination Rules

If you need to change or delete a combination rule, click the “Show All” button at the top right of the screen. This will display your rules and allow you to modify or delete them accordingly.

3

Number Bar Options



3 Use Old Style Number Bar

This setting will keep the number keys at the top of the writer as a single number bar. This mimics the number bar function on most writers.

Press the number bar key with a letter key in order to get a number.

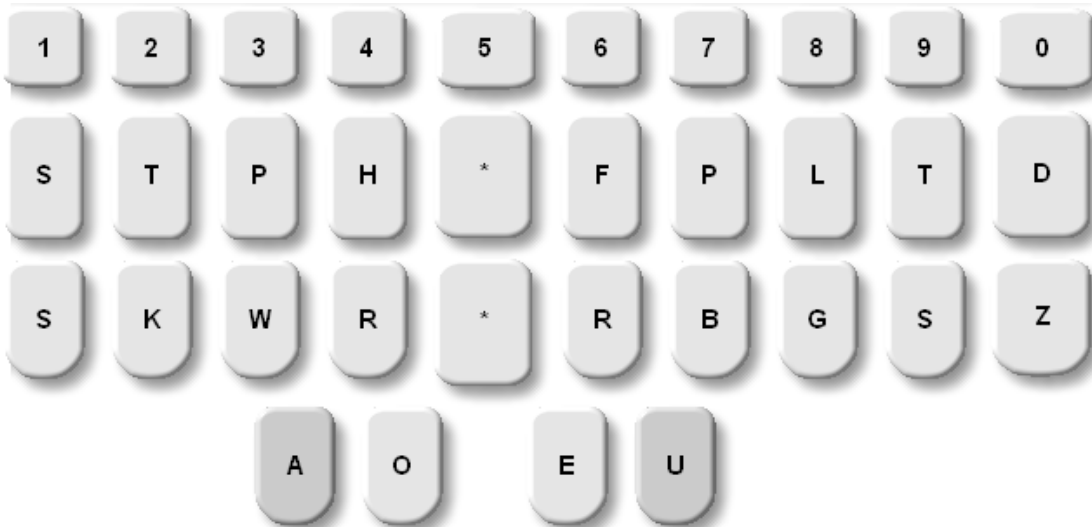
Make sure the **Ignore numeric keys pressed with letter keys** is **UNCHECKED**.



Use Enhanced Number Bar (all numeric keys)

This option will make each number bar key write its corresponding number. You do not need to press a letter key with the number key.

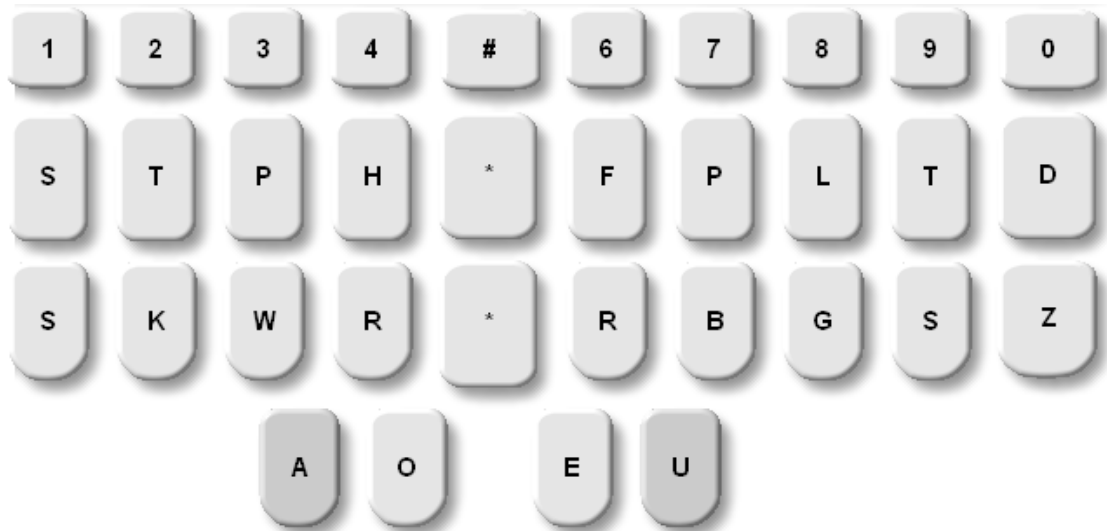
Note that there is no number bar key in this setup.



Use Enhanced Number Bar (# at center)

This setting will make each number bar key write its corresponding number. You do not need to press a letter key with the number key.

The center number key becomes a standard number bar which can be used in conjunction with the A to get a 5 and O to get 0, or AO to get 50.



Ignore Numeric Keys Pressed With Letter Keys

This option instructs the software to ignore numeric keys when pressed with letter keys. This item should only be checked if you are using the enhanced number bar layout.

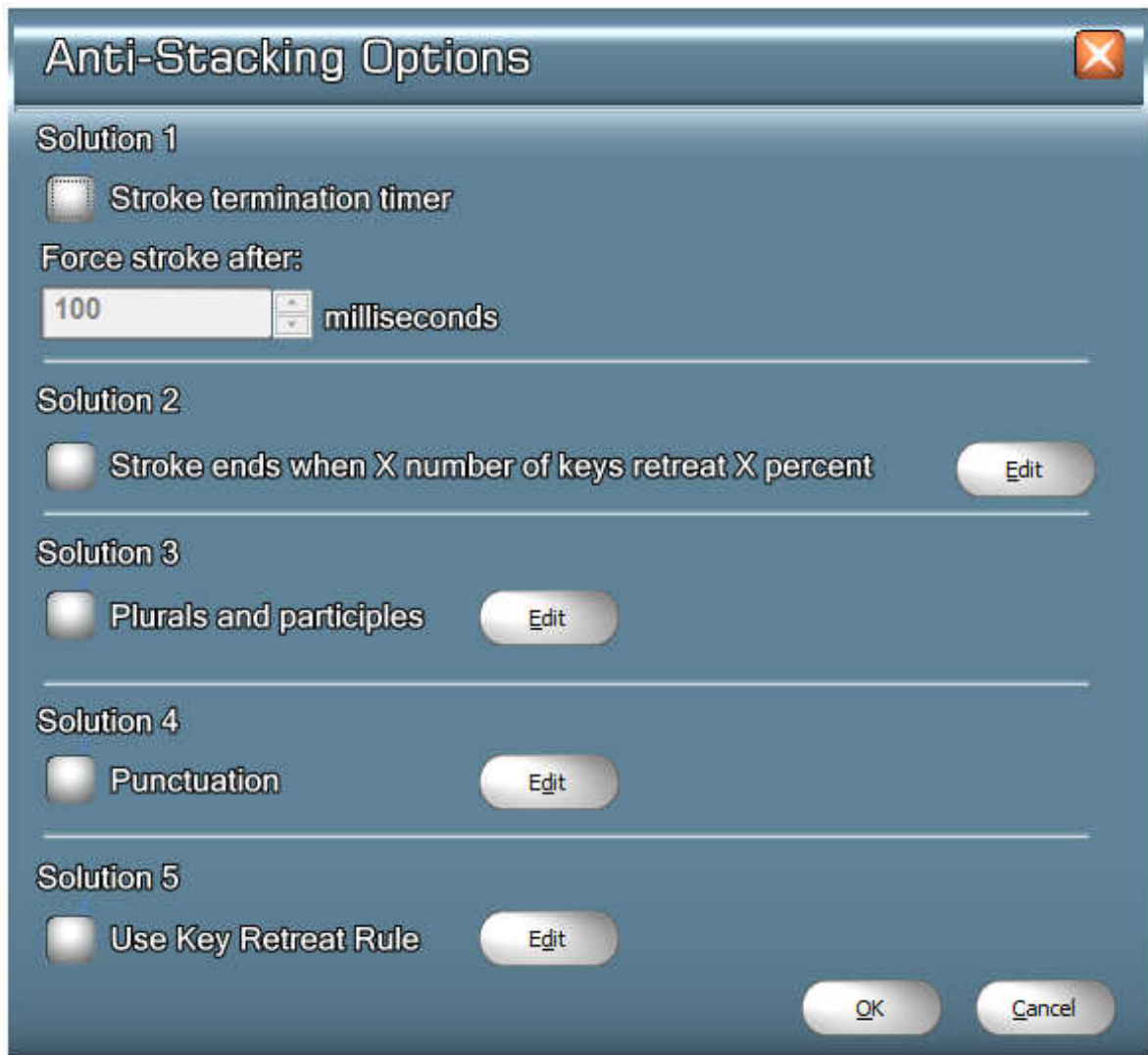
Section 4: Anti-Stacking Options

LightSpeed software includes several anti-stacking solutions. To adjust these preferences, click the Adjust Stacking Options button or press **ALT + T** on your computer keyboard.

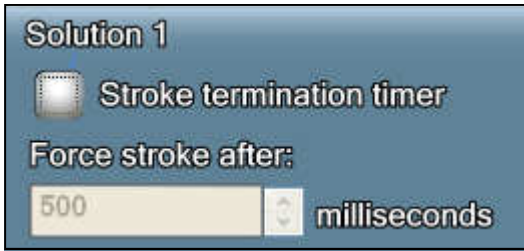


The Stacking Options window will appear as below.

4



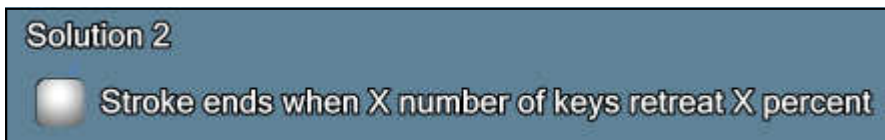
SOLUTION 1: Stroke Termination Timer



Normally, a stroke ends when all keys are released. This anti-stacking solution overrides this rule by releasing the keys a set time after they are activated. The stroke is registered after the designated number of milliseconds elapse. (1000 milliseconds = 1 second)

Note that checking this option will require you to disable the Sleep Timer found under the Keyboard Configuration options. The timer for Solution 1 and the Sleep Timer cannot work together.

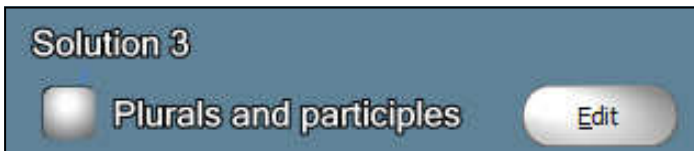
SOLUTION 2: Stroke Ends When X Number of Keys Retreat X Percent



As most strokes consist of multiple keys, this rule will release the entire stroke when a minimum number of keys on the right side of the writer retreat by a certain percentage.

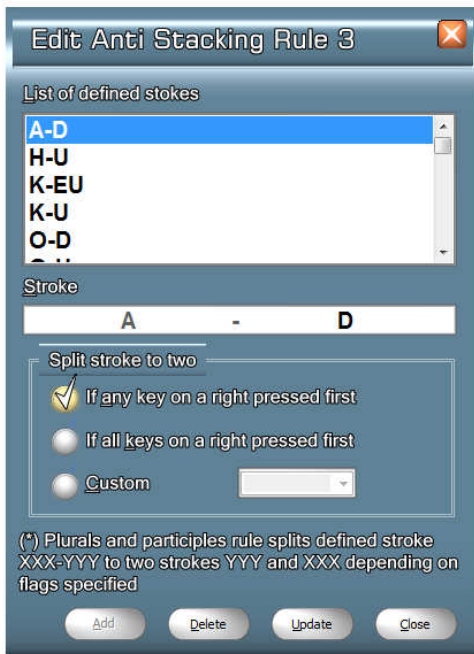
SOLUTION 3: Plurals and Participles

Anti-Stacking solution three corrects stacking created when the G, S, D and Z are stroked and then another stroke is commenced before those letters are fully released. This rule will separate the ending strokes from the following strokes.



Note that in current versions of the LighSpeed software that this rule can be edited! Simply click the Edit button to modify the strokes to which this rule need apply.

The screen shown on the next page will appear.

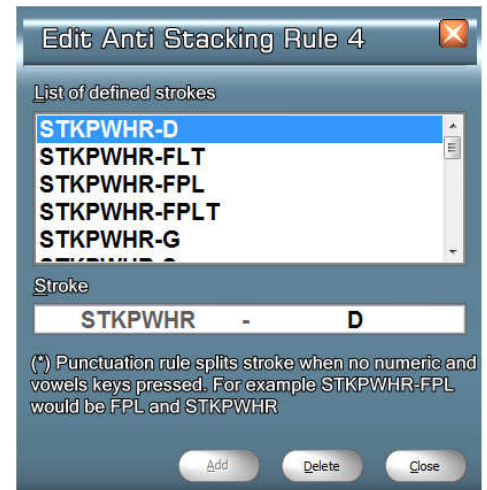
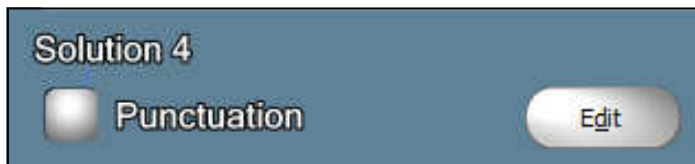


From this screen, you can modify or delete the strokes this rule will affect.

4

SOLUTION 4: Punctuation

Corrects stacking such as that created when a question bank or misstroked question bank is stroked following a period or misstroked period, et cetera. Just as solution three, this solution can be edited.



SOLUTION 5:



The Key Retreat Rule states that if an individual key retreats by a certain percentage, then it is released for that stroke. This is very similar to solution 2, but solution two is a broad retreat across multiple keys. This solution is specific to

each key individually. Just as the other solutions, this one can also be edited.

On the Key Retreat Rule screen, select the key you wish to modify. Then change the percentage that key must retreat to release in the lower left corner. Be sure to apply your changes before closing the screen!

This rule could also help with ending tags, like stacking the final D or final S onto other words. Stacking happens when the original key hasn't been released, but if those keys only had to release by a certain percentage, they would not be held when the next stroke is registered.



Section 5: Using the SD Card Memory

The LightSpeed writer saves notes to an SD Card. A card comes with the writer.

Notes are saved to the card for each file that you write in a Smartwriter file format. This is a universal format that all modern CAT programs can read.

Before using the SD card:

- The card **MUST** be in the LightSpeed when the writer is powered on.
- You **MUST** only use one (1) gigabyte SD cards.
- You **MUST** power down the writer before removing the card.
- You **MUST** press the card in until it clicks before attempting to remove it.
- You **MUST NOT** use the LightSpeed SD card slot to format the card.
- You should use a Card Reader to access this card with your computer.



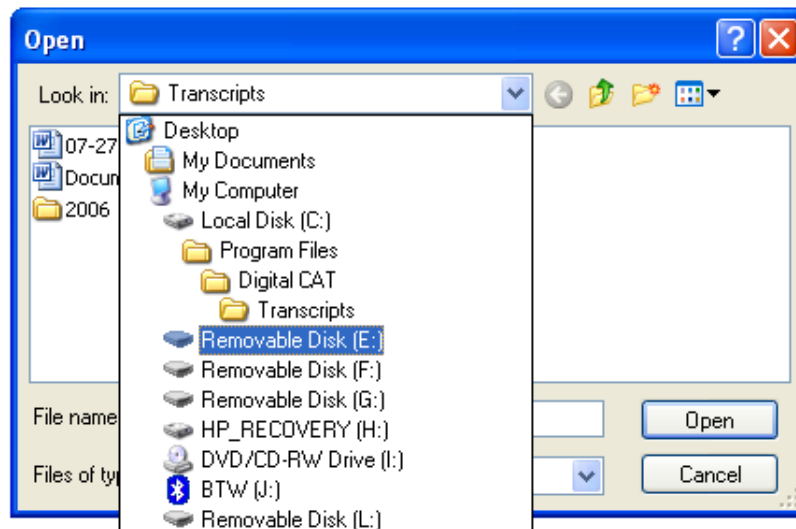
5

Translating From Card Memory

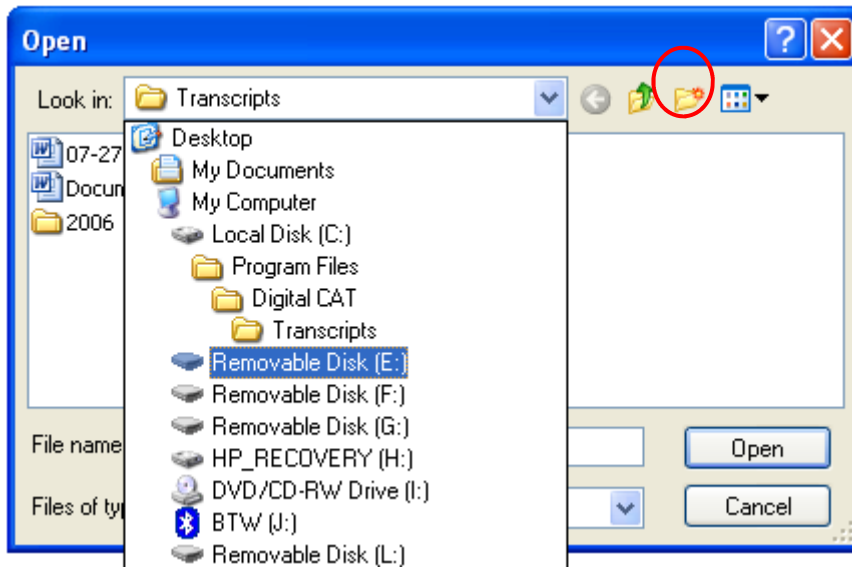
The LightSpeed stores notes on the memory card as a file which must be imported or opened in your CAT program for translation.

First, insert the card into your computer's card reader.

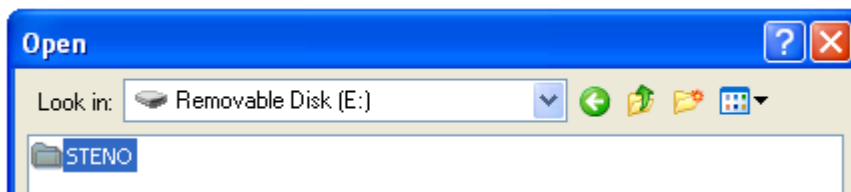
Most software will present an open dialog similar to the one found on the following page. Software specific instructions follow.



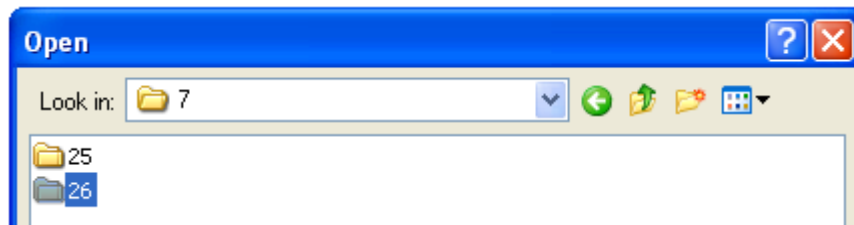
From this dialog, select the “Look in” field and choose the drive letter that corresponds to the SD card slot.



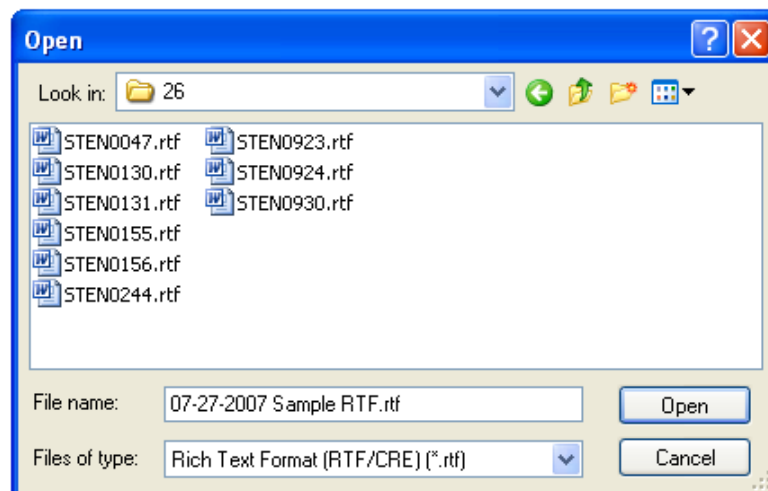
Double left-click the word **Steno**.



Double left-click the year the file was created, followed by the month, and then the day.



Files created during that day will be listed.



Select the file to be translated from this list.

Note: Each time you want to create a new file on the card, power down and restart the writer. This will create a new backup file on the SD Card.

To translate the notes file, see your CAT system's documentation.

A brief description of some of the popular CAT systems available today follows.

digitalCAT

- Under the **Translator** menu, choose **Steno Source**.
- Change the Primary Steno Device to **Stentura Disk** and click OK
- Under the **Translator** menu, choose **Start Translation**.
- Navigate to the SD card file as described earlier and open it.

Eclipse

- Select **User Settings** and choose the **Input** tab.
- Change the **Writer** type to **Smartwriter**
- Make sure the **Read from** is set to **(Drive or folder)**
- Click **Setup**.
- Navigate to the SD card as described earlier.
- Click **Ok** on the prompting screens.
- Click **Read Notes**
- Select the Smartwriter file you want to translate.
- Click **Read**, then **Ok**
- Click **Translate**
- Click **Notes**, select the notes you want to translate.
- Click **Ok**

Case Catalyst

- Click **Read Notes**
- Set the writer to a **Stentura** (NOT Smartwriter or Baron)
- Choose "**Browse**" as the Method
- Click the **Browse** button and navigate to the file you wish to translate.
- Click **OK** on all screens.
- Click the file you wish to translate. Select "**Individually**," and click OK.
- Finally, click "**Save**" to actually save the file. Once saved, double-click the folder created to open the translation window.
- Confirm the appropriate dictionaries are selected and the method is from **File**.
- Click **Translate**.

Translating an RTF File

digitalCAT

- Under the File menu, choose Open.
- In the Files of type field, choose Rich Text Format (RTF/CRE) (*.rtf).

- Navigate to the RTF file as described earlier and open it.
- Once the RTF file is opened, translate it by going to the Translator menu, then Retranslate All.

Eclipse

- Under the File menu, click Open Notes.
- Type a new name for the Notes file to create one.
- Press ENTER.
- Choose Yes when asked to create this Notes file.
- Once the blank notes file appears on your screen, go to the File menu.
- Select Import.
- Change the “Files of Type” option to RTF.
- Browse for and select the RTF file to translate and click Open.
- The imported notes file now needs to be translated against your dictionary.

Case Catalyst

- Click Read Notes
- Set the writer to a Stentura (NOT Smartwriter or Baron)
- Choose “Browse” as the Method
- Click the Browse button and navigate to the file you wish to translate.
- Click OK on all screens.
- Click the file you wish to translate. Select “Individually,” and click OK.
- Finally, click “Save” to actually save the file. Once saved, double-click the folder created to open the translation window.
- Confirm the appropriate dictionaries are selected and the method is from File.
- Click Translate.

5

TurboCAT

- From the main menu, choose the Utilities button.
- Choose File Exchange Using RTF/CRE.
- Choose Import RTF/CRE.
- Using the arrow keys, choose the RTF file to import.
- Enter the name to be given to this transcript and press ENTER.
- If an error message appears concerning number of strokes, press SPACE to continue anyway.
- Press any key to continue out of the Utilities menu.
- Press F10 to go to the Job menu.
- Choose the job just imported using the arrow keys.
- Once the job is highlighted, choose Note Utilities.
- Choose Extract Notes.
- Press ENTER to create the file with its default file name.
- With the job still highlighted, choose Translate.
- When prompted, choose Yes to overwrite the existing job.
- The file has now been translated. Press SPACE to continue.

Premier Power

- Ensure that the 4.01 update for Premier Power has been installed.
- Once in Premier Power, choose Tools.
- Select Power DOS.
- Choose IMP-RTF.
- Choose Select.
- Use the arrow keys to locate the desired file and press SPACE to select it.
- Press ENTER to begin conversion.
- Choose Yes to in the confirmation window.
- The conversion is complete. The imported file now needs to be translated against your dictionary.

As software continues to evolve, these instructions are subject to change. If you notice a discrepancy or error in any of these steps, please notify our support department so that we may immediately correct these instructions.

Section 6: Bluetooth Connectivity

New LightSpeed writers can be connected to your computer via either the included USB cable or through a wireless Bluetooth connection, if equipped.

If both your LightSpeed and computer are Bluetooth equipped, you will be able to transmit steno notes to your CAT software without cables.

Again, your software must be set to receive notes from a **BARON TRANSCRIPTOR TX** writer through the Bluetooth COM port number.

Before Using Bluetooth

The LightSpeed must be connected to the computer through the provided USB cable for initial setup. It must also be connected by this cable for any future sensitivity adjustments.

Discovery and Pairing

The pairing process links your writer and your computer for easy and seamless communication. Pairing will only need to be done once during setup with your computer's Bluetooth device.

If the computer has a Bluetooth device installed, there will be a Bluetooth icon in your system tray, near your clock.



Right-click this icon. From the menu that appears, choose **Add A Bluetooth Device**.

A wizard dialog will appear as shown below.



Once the wizard appears, activate the writer's pairing mode. To do this, first press the power button. Next turn the writer upside down. Locate the white serial number sticker. To the immediate left of this sticker appears a small opening.



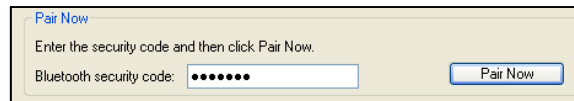
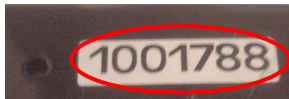
The pairing button is within this opening. You will need a pen or paperclip to activate the button. Once the button is pressed, turn the writer right side up.

The blue indicator light will be blinking rapidly indicating you have activated the writer's pairing mode.



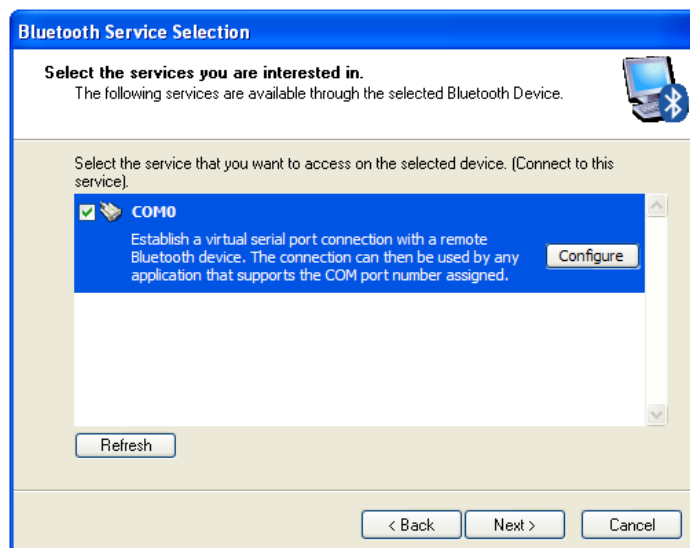
Continue through the Bluetooth wizard by clicking **Next**. The wizard will search for available devices and find the LightSpeed. Left-click its icon to select it and press the **Next** button.

The wizard will now ask for the writer's security code or pairing key. This is the serial number printed on the sticker on the bottom of the writer. Type the code into the wizard and left-click the **Pair Now** button.

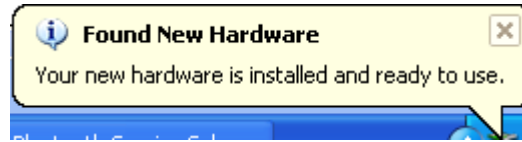


The blue indicator will slow its blinking once pairing is complete.

The Bluetooth program will now ask which services to be used with this device. Select the COM service to make a virtual serial port connection.



A small balloon in the bottom right corner of your screen will indicate that your device is ready to be used.



Using Bluetooth

To connect the LightSpeed via Bluetooth, make sure the writer is on, then press and hold the power button for five seconds.

The blue indicator will flash rapidly. This indicates that the LightSpeed is waiting for a Bluetooth connection with your computer.

On the computer, left-click the **My Bluetooth Places** icon on the desktop.



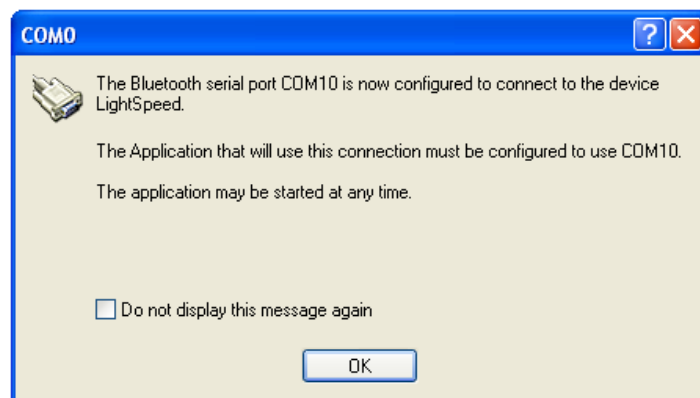
My Bluetooth Places

Left-click the LightSpeed shortcut within the window that opens.



Once a connection is established, the blue indicator light will become solid and a dialog that will appear showing the COM number assigned to the LightSpeed.

6



Set your CAT program to accept steno input from a **BARON TRANSCRIPTOR TX** through the COM Port shown in this dialog, then start a transcript as you would normally.

Note that you do not need to open or use the LightSpeed software when using the writer via Bluetooth connection.

Disabling Bluetooth

After powering up and enabling Bluetooth, press and hold the power button for five seconds and then release it. The blue indicator will turn off, indicating that the Bluetooth connection has been deactivated. Note that the power button will still be glowing as disabling Bluetooth does NOT turn off the writer.

Section 7: Updating Writer Firmware

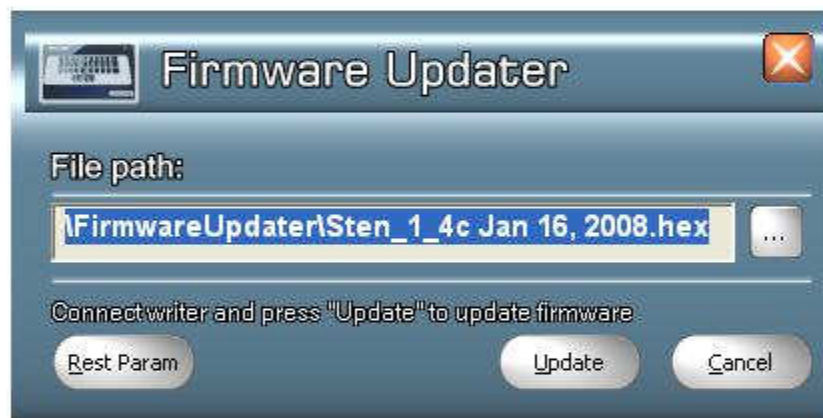
Stenovations may occasionally release updates to the LightSpeed software as well as firmware updates, which are for the software on the writer itself. The following instructions show how to update the firmware on the LightSpeed writer. This process only needs to be done if Stenovations has released an update and specifically mentions that you should also update your firmware.

Locating the Firmware Updater

Go to your Start menu. Navigate to LightSpeed, then to Firmware Update Utility.



The utility will open as shown below. Click the Update button.



Updating the Firmware

A prompt will appear stating the current firmware version and the new firmware version. If your writer already has the updated firmware version, you may cancel the update at this screen. Otherwise, press Yes to continue.



After the utility backs up your current writer settings, it will prompt you to hold down the writer's power button. Keep the power button pressed in and click OK.



7

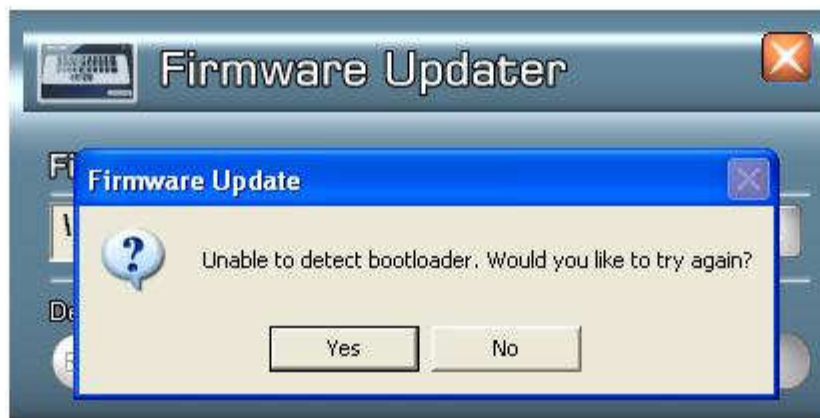
If this is the first time the Firmware Update Utility has been used, a hardware update wizard will appear. If asked if Windows can connect to the internet, choose No, not this time. The following screen will appear. Leave the option set to "Install the software automatically" and click Next.



If at any time a warning dialog appears, simply select Continue Anyway.



If this is the first time the Hardware Update Wizard appeared earlier, the Firmware Update Utility will "pause" while the wizard finishes. A message will appear on your screen as shown below. This is not a warning message. Once the wizard completes, simply click yes to "un-pause" or resume the firmware update process.



Continuing with the Firmware Update

When the process resumes, press and hold the writer's power button again. Click OK. Do NOT release the button until the program instructs you to do so. When it does, release the button, then press OK on that window.

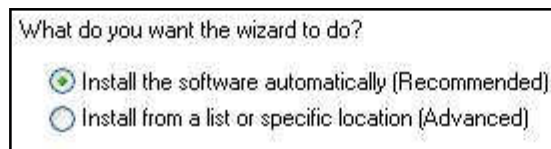


Finishing the Update

Once the firmware update is complete, a window will appear instructing you to power up the LightSpeed. Turn on the writer as you would normally. Do NOT click OK yet!



At this point, another Found New Hardware Wizard will appear. Leave it set to "Install the software automatically" and click Next.



Make certain the wizard is finished installing the new hardware before clicking OK on the above dialog. If you click OK too soon, a message as shown below will appear.



This is not an error, but an indication that the system isn't finished installing the new hardware. Simply continue to wait and when the system tells you the new hardware has been successfully installed, click the "Yes" button to try again.



The utility will restore the parameters it saved earlier back to the writer and present a congratulations message stating the firmware update was successful. It is important not to close the firmware updater during this restoration process. Only close the updater after the congratulations message has appeared.

