



Bella

by EVAS[©]

Version 1

Documentation

For Windows PC-Based Keyboards

**Please
read me
first.**

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Introduction

Adapting to each person's abilities and pace, **Bella** provides a comfortable, distraction free solution to understand keyboard layouts and learn typing skills with no need for a computer, internet or monitor. From easy setup and documentation to natural sounding voice feedback, **Bella** users discover an independence in learning and empowers people to challenge themselves.

Bella has four modes that can be progressively used to learn the landscape and location of keys on a Computer-Based keyboard:

- 1) *Key Mode* announces each key as you press it
- 2) *Word Mode* announces a word after you type it
- 3) *Sentence Mode* announces a sentence after you type it
- 4) *Game Mode* is an interactive way to engage and improve your skills

Enhance your use of **Bella** alongside books available on NLS BARD or Audible that can guide you through exercises and tips. **Bella** also compliments those who offer Training Services for Typing Skills as well.

Bella consists of four components:

1. The **Bella** unit
2. Power cord with adapter for the **Bella** unit
3. Keyboard
4. Stereo Speakers and/or Headset

EVAS offers a variety of keyboards, speakers and headsets for use with **Bella** that have been tested for their compatibility, ease of use and quality of sound. When you graduate from **Bella** to a Computer, the same keyboard, speakers and headset could be used!

We at EVAS hope that you will enjoy using **Bella** as much as we have enjoyed conceptualizing and creating it.

- Your Friends at EVAS

Get to Know and Set Up *Bella*

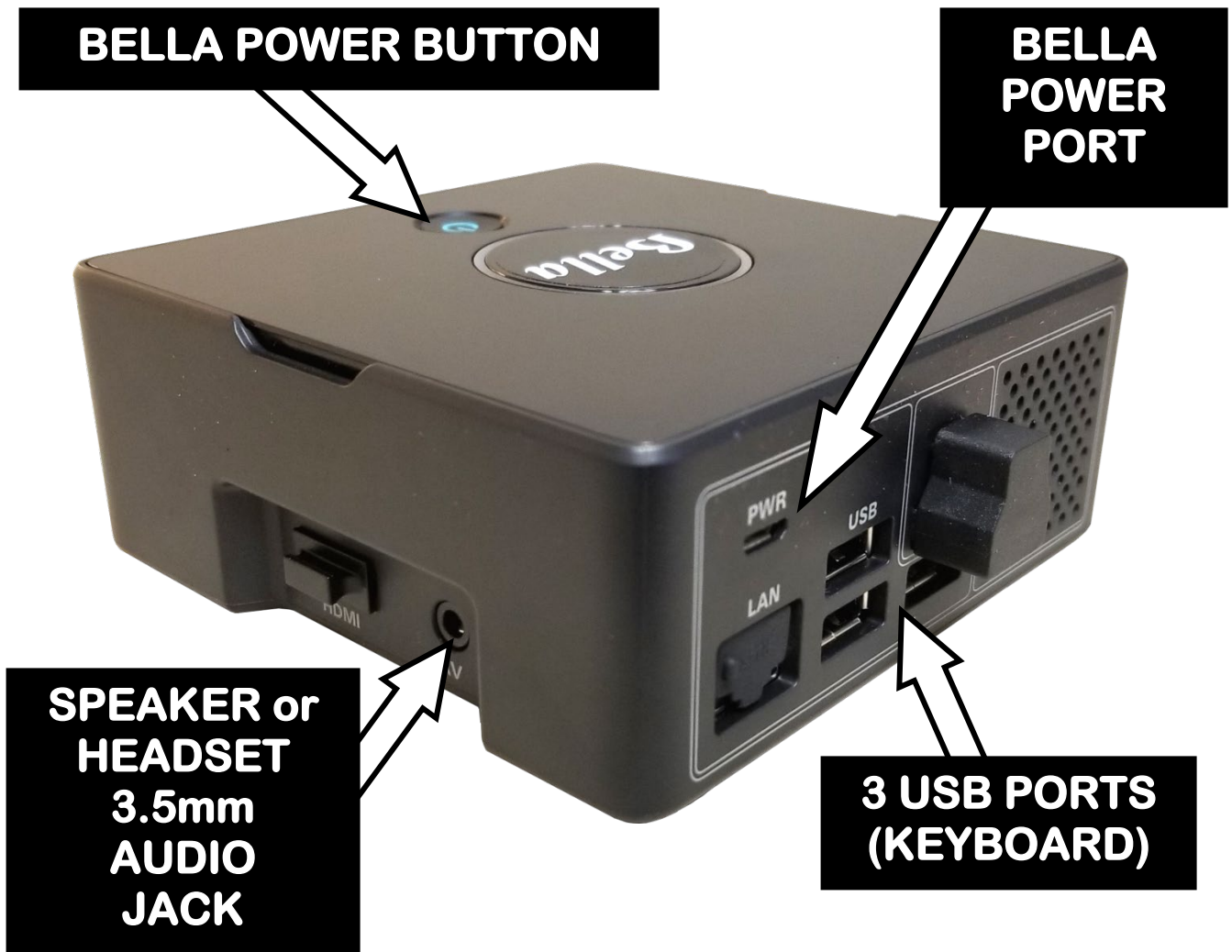
1. PREPARE: Prepare an area about 24 inches square on a hard, flat surface, upon which you will place the components of ***Bella***; it should be a surface you would be comfortable working from. Make sure it is located within 3 feet from a working power source with at least two available outlets.

2. UNBOX AND ACQUAINT: Unbox all of the components of ***Bella*** and place on your surface. If possible, retain all packaging for future storage or warranty fulfilment. Take some time to acquaint yourself before moving on.

Bella Unit

- ***Bella*** is a 4 inch by 4 inch by 1.5 inch square black case.
- Some areas of the ***Bella*** unit have raised or indented plugs to cover unused jacks/ports and can be used as tactile markers when orienting yourself with the ***Bella*** unit. If these raised or indented plugs should come out, you can place them back in or leave out. Other than ease of use, the plugs do not affect the performance of ***Bella***.
- The bottom has four raised, round plastic feet, one in each corner and the center is a vented area.
- The top has a small, round recessed power button. Above it is a larger circle with the ***Bella*** logo that lights up when powered on. When holding ***Bella*** so that the power button is closest to you, this is considered the top front of the unit. The following describes the rest of the ***Bella*** unit as if you were holding it with the top front of the unit closest to you, and then turning the ***Bella*** unit to the side that is being described; always using the top front as a starting point.
- The left side is a vented area
- The right side has a rectangular indented area. Within this area, is a raised thin rectangular plug and to the right of it is a small round 3.5mm audio jack. This is where sound devices using a 3.5mm cable are connected, such as a speaker or headset.

- The back side has a square vented area on its right. In the middle is a raised square plug. Below this, is a small thin, rectangular USB port. To the left of it is second USB port, and above that is a third USB port. To the left of these is a square recessed area with a square indented plug. Above this is a very small rectangular power input port.
- The front side is flat with an EVAS Logo.



Power Cord with Adapter for the **Bella** Unit

- A thin, 5 foot cord with a two prong adapter on one end and a very small rectangular power plug on the other.

Keyboard

- EVAS offers a variety of keyboards that have been tested for their compatibility and ease of use with **Bella**. The keyboard that was provided with your **Bella** unit was either from EVAS or from another party who acquired this for you.
- A standard, Windows-based US English QWERTY USB Keyboard without MultiMedia Keys should work with your **Bella** unit. It will normally have one long cable with a USB connection at one end.
- If you are unsure of which keyboard has been provided or would like to know if a specific keyboard has been tested by EVAS, feel free to call 800-872-3827 for assistance.

Speakers and/or Headset

- The Speakers and/or Headset that was provided with your **Bella** unit was either from EVAS or from another party who acquired this for you.
- Standard two-piece stereo speakers with a 3.5mm connection should work with your **Bella** unit.
- Standard headsets with a 3.5mm connection should work with your **Bella** unit
- The two-piece stereo speakers EVAS offers with **Bella** consists of two stereo speakers that have cabling connecting the two speakers to each other, and then one of the speakers has one long cable with a 3.5mm connection at its end. There is also a 6 foot cord with a two prong adapter on one end and a small round power plug on the other.
- The headset EVAS offers with **Bella** has one long cable with a 3.5mm connection at one end.

3. POSITION: While all the components of **Bella** can be placed at your convenience on your surface, the following is the best recommended positioning of these components.

Keyboard

- Place the keyboard, centered, within a few inches of the edge of your surface, closest to you.

Bella Unit

- Hold **Bella** with the power button positioned on the top front, closest to you, and place it centered, behind the keyboard.

Power Cord with Adapter for the **Bella** Unit

- Place this next to the **Bella** Unit

Speakers

- The following directions are exclusive to the Stereo Speakers that are provided by EVAS with the **Bella** unit. If you are using another speaker, the exact cords and plugs may be different. Place the speakers behind the keyboard, one on each side of the **Bella** unit along with their power cord and adapter.

Headset

- The following directions are exclusive to the Headsets that are provided by EVAS with the **Bella** unit. If you are using another headset, the exact cords and plugs may be different. Place the headset to either side of the **Bella** unit. You may want to position the **Bella** unit to the left or right of the keyboard so that once the headset is connected the cord will not go over the keyboard.

4. CONNECT: You are almost done! Follow these steps to connect all the components of **Bella**.

- a. Keyboard - Connect the keyboard's USB cable to one of the three USB ports on the back of the **Bella** unit
- b. Headset - If you are using a headset instead of speakers, connect its 3.5mm cable to the 3.5mm jack on the right side of the **Bella** unit. Be aware of the cord so that it doesn't go over the keyboard.

- c. Speakers - If you are using speakers instead of a headset, connect its 3.5mm cable to the 3.5mm jack on the right side of the **Bella** unit. Then plug the speakers' power cord into the back of one of the speakers' which has a round power port and then plug the two-prong adapter into a 110V electrical outlet.
- d. Power Cord with Adapter for the **Bella** Unit - Connect the small rectangular power plug to the power port on the back of the **Bella** unit and then plug the two-prong adapter into a 110V electrical outlet.

5. POWER ON AND OFF: Not all of the components of **Bella** have power buttons/dials, the following will describe those that do.

- a. Speakers - If you are using speakers instead of a headset, there is a small round raised dial on the front of one of the speakers, that when turned to the right, will click and be powered on. The more it is turned to the right, sound will get louder. The more it is turned to the left, sound will get quieter and can also be powered off.
- b. The **Bella** Unit - Firmly press and release the small round, indented power button on the top front of the **Bella** unit. There will be a click and a blue light will come on.
- c. Allow **Bella** to power up (which typically takes less than a minute). You will know when the unit is on when you hear **Bella** greet you. If you do not hear the greeting after several minutes, try turning the speakers' volume dial right and left as you press any key on the keyboard to see if it is read out loud. Also try pressing the small round, indented power button on top front of the **Bella** unit again.
- d. When you are done using **Bella**, power it down by pressing the small round, indented power button on top front of the **Bella** unit for about 3 seconds. You will then hear a slight click when it has completed shutting down, the blue light on top of the **Bella** unit will blink and then also turn off. You can then turn off the speakers by turning the volume dial all the way towards the left until it clicks.

6. ORGANIZE: Two Velcro Cable Ties are included as an option to help organize the cables once you have completed set up. Simply gather cables and wrap a Velcro Tie around them to neatly manage.

Troubleshooting

What if a cable doesn't fit the port on the **Bella** unit?

Rotate the cable 180 degrees and try again, but not forcibly.

What if I followed all the orientation and setup steps and the **Bella** unit is not functioning?

Confirm that the **Bella** unit and the speakers are turned on; verify that the speaker volume is up. A small round raised dial on the front of one of the speakers, when turned to the right, will click and be powered on. The more it is turned to the right, sound will get louder. The more it is turned to the left, sound will get quieter and can also be powered off. Try slowly turning this dial right and left as you type one key.

I know my speakers are on but the **Bella** unit is still not functioning, now what?

Try turning the **Bella** unit off by pressing the small round, indented power button on top front of the **Bella** unit for about 3 seconds. You will then hear a slight click when it has completed shutting down and the blue light on top of the **Bella** unit will blink then also turn off. Wait 20 seconds and then turn it on again. After a minute or so, the device should turn back on and greet you.

Some headsets may have buttons and/or dials on their cabling for volume control or muting. If you feel along the cables of the headset and feel a dial with a rigid edge and/or a button to press, those normally control volume, so you may need to try sliding the dial up and down or pressing and releasing a button as you type one key to see how it affects the volume.

Some keyboards may have a key or button called Mute. If you press this key and do not hear any further keys spoken, press the Mute key or button again.

If you continue to experience difficulties, or have questions, please contact EVAS toll-free at 1-800-872-3827.

Bella is ready, now what?

You may have received **Bella** through a provider who has their own next steps for using **Bella** such as training books or audio recordings to give you direction. The remainder of this **Bella** documentation will give you more detail about Modes and Hot Keys when using **Bella** to compliment what the provider has given you. Narrated Videos of this Documentation may be found online at bella.evas.com

Please continue reading this documentation and learning the various ways you can utilize **Bella**. Feel free to contact EVAS to ask about known resources available though NLS BARD or EVAS' own growing offering of educational materials.

The following sections will introduce you to some specific Keys and then there is more detail as to using those keys to access the Menu System of **Bella**. We recommend at this time, having **Bella** powered on, so you can follow along with each section.

Introduction to Frequently Used Keys

Before you begin to explore and learn the Keyboard, it is good to know a few things in general:

- 1) While most keys are a square shape, there are some that are rectangular, some that are longer than others, some that are a hexagon shape with 6 sides and even some that are round. Use these shapes to your advantage as you learn their placement and function.
- 2) There are thousands of keyboards out there. We've done our best to describe key shapes, locations and descriptions of keys in ways that are most frequently found on most keyboards but they may vary slightly from keyboard to keyboard.
- 3) This may all seem overwhelming at first, but we know that with practice and patience comes knowledge, confidence and comfort when using a keyboard.

Control Keys

The Control Keys are the first keys we recommend finding and remembering while using **Bella**. There are two of them and they have the letters Ctrl on them. Left Control is located in the lower left corner of the keyboard. Right Control is on the opposite side, before the arrow keys. If you have your finger on the Left Control key and slide your finger to the right, passing over six keys, the seventh key is the Right Control. Pressing either of the Control Keys when **Bella** is talking will make **Bella** stop talking, until you press another key. For example, if you are listening to **Bella** reading a menu and you want to go back to the mode you were in, press either the Left or Right Control and **Bella** will stop talking. Then press Escape and **Bella** will begin talking again and tell you that you are back in the mode you were in.

Escape Key

The Escape Key is the next key we recommend finding and remembering while using *Bella*. The Escape key is located in the upper left corner of the keyboard and is spaced away from most of the keys. It has the letters Esc on the key. Use the Escape key at any time to hear what Mode you are currently in and access the Quick Actions Menu and Information Menu.

Function Keys

Function Keys are the next keys we recommend finding and remembering while using *Bella*. When you have your finger on the Escape Key (which is in the upper left corner of the keyboard), slide your finger to the right and you will feel a gap about the same size as a Key is. Then keep to the right and you will feel a key, which is the first of twelve Functions Keys. They have the letters F1, F2, F3 through F12 going across the top of the keyboard. Function Keys are grouped in three sets of four keys with a small space in between the groupings. The first grouping from the left is F1, F2, F3, F4. The second grouping is F5, F6, F7, F8. The third grouping is F9, F10, F11, F12.

Arrow Keys

Place a finger on the Right Control Key and slide to the right; you will feel a gap about the same size as a Key is. Then keep to the right and you will feel a key, which is the Left Arrow Key. This is a grouping of Keys, often in the shape of an upside down letter T. Here you will find Left Arrow, Down Arrow, Right Arrow and Up Arrow.

“Six Pack” Keys

Place a finger on the Up Arrow and slide upwards; you will feel a small space and then some Keys. This is a grouping of six keys, often shaped like a horizontal or vertical rectangle, and often referred to as the “Six Pack”. Depending on if this grouping is horizontal or vertical on your Keyboard the following Keys may be in a different spot but always within this grouping. They are as follows:

Insert; has the letters Ins on the key
Home; has the letters Hm on the key
Page Up; has the letters PU on the key
Page Down; has the letters PD on the key
End; has the letters End on the key
Delete; has the letters Del on the key

Backspace Key

Place a finger on the F12 Key and slide down; you will feel a gap about the same size as a Key is. Then keep going down and you will feel a key, which is the Backspace Key. It has the letters BACK and/or an arrow pointing to the left. (Hint: If you have a finger on the Backspace key and slide to the right, you're now at the Six Pack Keys!)

Space Key

The Space Key is the largest Key on a Keyboard. It is a long rectangle about 4.5 inches long, along the lower center of the Keyboard. When you were introduced to the Left Control Key and Right Control Key, you passed over it while sliding from the Left Control to the Right Control. It has the word Space on the key.

Enter/Return Key

The Enter Key, which can also be called the Return Key, is typically the second largest Key on a Keyboard. With your finger placed on the Backspace Key, slide down and you will feel a key that is larger than others around it, and can be described as a hexagon shape or large square. It has the word Enter, Return, and/or an arrow pointing down and to the left.

Congratulations on getting this far! Keep reading to learn all about using **Bella's** Quick Actions, Accessing Information and the four modes!

Quick Actions Menu and Information Menu

Bella has a voice-guided Menu System for access to Quick Actions and Information. Simply press the Escape key and **Bella** will announce the following: The Mode you are in, for the Quick Actions Menu, Press F1, for the Information Menu, press F2, and press Escape to return to the Mode you were in. When using either the Quick Action or Information Menus, all you need to do is listen to the options **Bella** offers and select the key according to what you would like to do. The following is a list of options per each Menu.

When in the Quick Actions Menu, **Bella** will speak these options:

- To turn the Volume up, press Page Up.
- To turn the Volume down, Press Page Down.
- To switch to Key Mode, Press K
- To switch to Word Mode, Press W
- To switch to Sentence Mode, Press S
- To switch to Key Game Mode, Press G
(To quit the game, Press Q.)
- To power off the **Bella** unit, Press P
- To open the Information Menu, Press F2
- To go back to the Mode you were in, Press Escape

When in the Information Menu, **Bella** will speak these options:

- To hear your EVAS serial number, Press E.
- To hear **Bella** support information, Press S.
- To hear about your current mode, Press M.
- To hear your current mode's hotkeys, Press H.
- To hear general information about **Bella**, Press B.
- To open the Quick Actions Menu, Press F1
- To go back to the Mode you were in, Press Escape

Modes and Hot Keys

Bella has four modes that can be progressively used to learn the landscape and location of keys on a Computer-Based keyboard:

- 1) *Key Mode* announces each key as you press it
- 2) *Word Mode* announces a word after you type it
- 3) *Sentence Mode* announces a sentence after you type it
- 4) *Game Mode* is an interactive way to engage and improve your skills

Within each Mode, there are Hot Keys, which are designated keys that can be used for specific actions in a Mode.

The following are summaries of each Mode and their related Hot Keys.

Key Mode

Summary:

Key Mode is the default mode and begins each time **Bella** is powered on. This mode allows you to press any key on the keyboard and hear that key read out loud. This is a great Mode to use first to begin learning the location and description of keys.

Key Mode Hot Keys:

There are no Hot Keys for *Key Mode*.

Word Mode

Summary:

Word Mode allows you to type a word and hear that word spoken back. No automatic spell checking is included at this time, so **Bella** will do its best to read the keys that were typed. This could also be utilized as a way of checking your spelling of a word; if it doesn't sound right, try typing the word again.

Word Mode Hot Keys:

To hear the word spoken back, press either the SpaceBar or the Enter / Return key to signal that the word is complete. To hear the same word spoken back again, before typing another word, press either the SpaceBar or the Enter / Return key again.

To delete a letter, press the BackSpace key. For example, if the last letter typed in was an “E” and you press the BackSpace key, **Bella** will say “*E deleted*” and remove that last “E” from the word. You can then continue typing the word and press either the SpaceBar or the Enter / Return key to signal that the word is complete.

To delete a whole word, press the Delete key. **Bella** will say “Delete word deleted” and you can then type a new word and press either the SpaceBar or the Enter / Return key to signal that the word is complete.

To turn Key Echo off and on, press the F5 key. **Bella** will say “F5 key echo is now disabled” or “F5 key echo is now enabled”. Once you exit the Mode, Key Echo will automatically revert to On / enabled.

Sentence Mode

Summary:

Sentence Mode allows you to type a sentence and hear it read out loud. No automatic spell checking is included at this time, so **Bella** will do its best to read the keys that were typed. This could also be utilized as a way of checking your spelling of a word; if it doesn’t sound right, try typing the sentence again.

Sentence Mode Hot Keys:

To hear the sentence spoken back, press the Period, Question Mark, Exclamation Point, or the Enter / Return key to signal that the sentence is complete. To hear the same sentence spoken back again, before typing another sentence, press the Enter / Return key.

To delete a letter, press the BackSpace key. For example, if the last letter typed in was an “E” and you press the BackSpace key, **Bella** will say “*E deleted*” and remove that last “E” from the word. You can then continue typing the sentence and press the Period, Question Mark, Exclamation Point, or the Enter / Return key to signal that the sentence is complete.

To delete a whole sentence, press the Delete key. **Bella** will say “Delete Sentence Deleted” and then you can type a new sentence and press the Period, Question Mark, Exclamation Point, or the Enter / Return key to signal that the sentence is complete.

To turn Key Echo off and on, press the F5 key. **Bella** will say “F5 key echo is now disabled” or “F5 key echo is now enabled”. Once you exit the Mode, Key Echo will automatically revert to On / enabled.

Key Game Mode

Summary:

Key Game Mode allows you to find and press keys on the keyboard in an interactive way. The objective of this Mode is not only to engage and challenge you in mastering the keyboard, but also to give those who may be working alongside you an idea as to where your skill level is at. *Key Game Mode* populates a list of random keys and reads them off one at a time, upon which you attempt to press the correct key. *Key Game Mode* provides options for scoring and game length that you can choose before starting a game. Games can be scored or unscored. A scored game will provide statistics about the current game when you have completed it. If you select an incorrect key, the game will still continue. Scoring statistics include game length, amount of keys incorrect and correct. Alternatively, an unscored game does not provide statistics and does not allow you to continue until you find and press the correct key. Game length is automatically set at five keys. **Bella** can populate and read a minimum of five and a maximum of one hundred keys during each Game. You can change the game length each time you enter Key Game Mode.

Key Game Mode Hot Keys:

To turn Key Echo off and on, press the F5 key. **Bella** will say “F5 key echo is now disabled” or “F5 key echo is now enabled”. Once you exit the Mode, Key Echo will automatically revert to On / enabled.

To change the game length, press the F6 key. **Bella** will say “F6 please type in the number of keys you want the game to use, followed by the enter key”. Simply enter a number between five and one hundred, press Enter and follow instructions to begin a new game with the game length you selected.

To turn game scoring off and on, press the F7 key. **Bella** will say “F7 game scoring is now disabled” or “F7 game scoring is now enabled”

To hear game statistics read back again after a scored game, before starting a new game, press the F8 key.

Quick Tips

- If you are unsure of what Mode you are currently in, you can always press the Escape Key to find out, and the Escape Key again to return to that Mode.
- Key Echo, when **Bella** speaks a key as you select it, is automatically on in all Modes. As you gain typing proficiency, hearing each key as it is typed may become unnecessary.
Try turning Key Echo off every once in a while when you are in Word, Sentence or Game Mode as a way of checking your progress.
- In Word and Sentence Modes, as you begin to type faster, **Bella** may not speak each key as it is pressed but when you listen to the word or sentence, you will hear that those keys that were not spoken, were indeed received.
- In *Game Mode*, **Bella** will not include certain keys in games due to conflicts with Hot Keys. The excluded keys are all MultiMedia Buttons/Keys, Escape, Control, Num Pad Keys, Caps Lock and

secondary keys, which are any that would normally be evoked by the Shift key such as the Question Mark.

- **Bella** is designed to shut down after it detects inactivity. Once there has been 60 minutes without any interaction with the keyboard, a message stating that **Bella** has noticed there hasn't been any activity will be heard. Press any key to cancel shut down within a minute of this message; otherwise, the **Bella** unit will automatically shut down. The speakers will remain on.
- We recommend that the **Bella** unit and speakers be turned off when not in use.
- There is no need to open the **Bella** unit; all necessary access is available from the top and sides.

Warranty and Support

The **Bella** unit and its power cord with adapter have a 90-day Warranty managed by EVAS. Any keyboard, speakers or headset that was purchased with **Bella**, from EVAS, has its Manufacturer's Warranty period and can vary. The **Bella** unit and all components purchased with it from EVAS have a one-year Support period.

For Warranty and Support Fulfillment, please contact EVAS toll-free at 800-872-3827 and be able to provide the EVAS Serial Number located on the bottom of your **Bella** unit or when in the Information Menu, press the E key.

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