C-PEN Instructions

A partnership between the Clinton-Macomb Public Library and Macomb County

What is a C-PEN?

The C-PEN is a portable scanning pen which scans and reads printed text aloud using an embedded camera, a real-time optical character recognition and natural voice text to speech.

C-PEN make reading content more accessible, helping provide independence, increase reading speed and fluency, and enhance comprehension. It is a helpful tool for a wide range of readers, including those with reading and learning difficulties, and those with visual impairments.

1. **Power On/Off Back Button:** Press the button for seconds to power device on or off.
2. **OK Button:** When a dialog box or options list pops up on the screen, press the round button to confirm the operation.
3. **Up/Down/Left/Right:** Navigation Buttons to move focus on cursor.
4. **Scan Trigger:** Located on the bottom of the C-PEN.
5. **Display Screen:** The device's display screen.
6. **Speaker:** Used to read text aloud. Muted when headphones are connected.
7. **Mic:** Used to record voice memo.
8. **Menu button:** Press this button to display context menu settings when available.
9. **Scanning Window:** Frames the text to be scanned.
10. **Headphone Jack:** A standard 3.5 mm headphone jack.
11. **Micro USB connector:** Used for charging. To charge, connect USB to computer USB port.
12. **Reset button:** Pressing this button resets the device. It is recommended to use this button only when the device cannot be turned off properly.

C-PEN Settings:

Talking menu

Talking menu is a text to speech feature that reads the text on the device's display screen. Talking menu is especially useful for people with visual impairment or who have dyslexia. You can turn on the Talking menu in the device's settings.

Display menu language

Users can select which language to appear on the display menu screen. C-PEN supports English, French and Spanish languages. Select your preferred menu language in the device's settings.

Scan languages

Users can select a language to use for the scan language. C-PEN supports scanning and recognitions of English, French and Spanish text. Select your preferred scan language in the device's settings.

Scan voice

Users can select a scan voice with an accent. Some languages support more than one accent. Select your preferred accent in the device's setting.

Left/Right-Handed

C-Pen can be used with both right and left hand. If the incorrect setting is selected, recognition of scanned text will fail.

Text Reader Settings

Text Reader Mode

Text Reader is a reading assistant capable of reading printed text aloud. The text scanned is automatically and in real time processed by a natural speaking text-to-speech software and read aloud.

Append Mode

To set the Text Reader to scan full sentences or paragraphs select the Append mode in the Text Reader settings. To re-listen to scanned sentences or paragraph, move text cursor on the display screen to a start position and press OK button.

Replace Mode

To set Text Reader to read line by line select Replace Mode in the Text Reader settings. To playback scanned sentences or paragraph, move text cursor on the display menu to a start position and press OK button.

Definition and Pronunciation

C-PEN includes built-in dictionaries (Collins, Oxford Primary Dictionary, New American Oxford Dictionary) to provide definition and gives proper pronunciation of a single word. To select a dictionary, go to Dictionary mode, use navigation keys to select your preferred dictionary. To look up a definition or pronunciation, scan a word, go to menu and select definition to check the word's definition and pronunciation.

Read settings

Speed

To further optimize comprehension, users can adjust the reading speed.

Volume

Volume affects both speaker and earphone volume.

Word Pause

It is possible to insert additional pauses in between words to slow down reading speed.

Punctuation Pause

This sets the punctuation (period, comma, colon, semicolon, question mark, exclamation mark) pause length to make it easier to understand the text read aloud.

Word Highlight

To make it easy to follow the text on the display screen each word is highlighted as it is being read aloud.

Word Zoom

It is also possible to ZOOM in on a word and re-listen to it being read out. Use Up/Down/Left/Right buttons to position the text cursor on a word on the display screen, then press and hold the OK button.

Getting started

Power On
Press the On/Off button for three seconds to power on the C-PEN.

Select Settings
Make sure to modify the C-PEN settings to your preference before scanning.
1. To access Settings, press the menu button, select Settings and press OK button.
2. To select item in Settings, use Up/Down button and press OK to select setting.
3. To exit menu, press Back button.

How to Scan:
1. Go to menu, select Text Reader Mode and press OK button to select.
2. To begin scanning, place scanner trigger (located on the bottom of the C-Pen) directly on the text. When the scan trigger presses on the paper, a light will appear signaling the user to begin scanning text.
3. To clear text on the display screen, go to Menu and select Clear Screen.
4. Press the Power button to turn off C-PEN.

Additional features

Scan to File

Scan and save text and excerpts from textbooks, books, articles and other printed formats. Create a new file and scan text. File is automatically saved upon exit. Files can be retrieved and listened to at any time directly from the C-PEN or uploaded to computer using the micro USB connector.

Recorder

Recorder function makes it possible to record and save voice memos. Start recording and position the microphone 2-4 inches from your mouth and speak with normal voice. The OK button switches from Record to Pause. When finished, use Back button to exit. The recording is automatically saved and can be retrieved and listened to at any time.

Charging

Connect the C-PEN using the Micro USB connector to your computer's USB port, the computer must be powered on. The charging time for the C-PEN is about 3 hours.

Need help with using the C-PEN? Please email MLBPD at <u>mlbpd@cmpl.org</u>. Include your name, phone number, and the tech issue you would like to be helped with.

"Funding is provided in part by the Institute of Museum and Library Services through the Library of Michigan."