

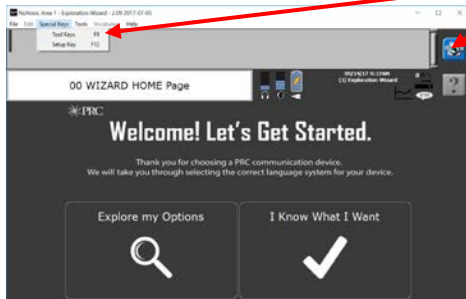


Prentke Romich Company

PASS™ Quick Reference Guide

Software Version 2.09 or greater

Tools Key



PASS (PRC Application and Support Software)

PASS demo software for PRC products allows you to create, modify, and save vocabularies, then load them into your communication device. You can also use PASS to create support materials, such as smart charts, manual boards, and vocabulary lists. With PASS, AAC support professionals and family members can practice or work on a client’s device contents without needing to have the device present.

Download PASS software for Accent at

<https://www.prentrom.com/support/PASS/download-nuvoice-pass-software>

System Requirements

Windows Vista®, Windows® 7, Windows 8, Windows 8.1 or Windows 10.

Note: This is a desktop application and will not run on Windows RT or in the "Tiles" on Windows 8 or Windows 8.1.

Most operations and programming in the PASS software are exactly the same as on a PRC device. However, there are a few differences and some other features. This Quick Reference Guide covers PASS-related topics that are not covered in the [Accent Quick Reference Guides](#) and other language system support materials.

To learn how to add words, activities, and pages to a vocabulary, refer to your device/language system-specific Quick Reference Guide.

Tools Key (to modify device)

This key provides access to the user keys, such as the Toolbox and Setup key.

LOADING LAMP WORDS FOR LIFE® (WFL) OR OTHER VERSIONS OF UNITY® INTO PASS

If you are in the Exploration Wizard, follow the prompts on the screen to load your desired vocabulary. If not:

1. Select the **Tools** key and then **Toolbox**.
2. Select **User Area Menu**. Select **Replace User Area**.
3. Select a User Area (1-6) that you want to replace with a version of LAMP WFL or Unity.
4. Select **Pre-Defined Vocabularies**.
5. Select **English**.
6. Select the desired LAMP WFL (or Unity, etc.) folder.
7. Select the desired LAMP WFL (Unity, etc.) version (1-hit, transition, or full).
8. By selecting **Yes**, the current user area will be erased and replaced with your desired vocabulary. Type the word “replace”. Select **OK**.
9. Once complete, answer **Yes** or **No** to “Switch to this user area now?” Select **OK** and then **Go to Home**.

CONFIGURING PASS TO CORESCANNER™, UNIDAD®, ESSENCE®, OR WORDPOWER™

1. Select the **Tools** key, select the **Toolbox**, and then select **Maint Menu**.
2. Select **Change Product Configuration**.
3. Select your desired product configuration. All six current user areas will be erased and replaced.
4. Select **Yes** to confirm the replacement.
5. Select **OK** twice.

SAVING A VOCABULARY ON A DEVICE/PASS

1. Insert your flash drive into the USB port on the back of the device or computer (for PASS).
2. Select the **Tools** key and then **Toolbox**.
3. Select **Transfer Memory Menu**.
4. Select **Save One User Area** and touch the user area you want to back up or **Save Entire Device Contents**.
5. Make sure the pre-set folder is a USB drive. If so, select **OK**. If not, select **Choose Different Folder** and **Up Folder** to navigate to the USB drive. It may be marked “Removable media”. Select **OK**. Type the file name and date (xx-xx-xx).

6. Select **OK** and wait for the memory transfer to take place. Once complete, select **OK, OK**, and then **Go to Home**.

LOADING A VOCABULARY INTO YOUR DEVICE/PASS

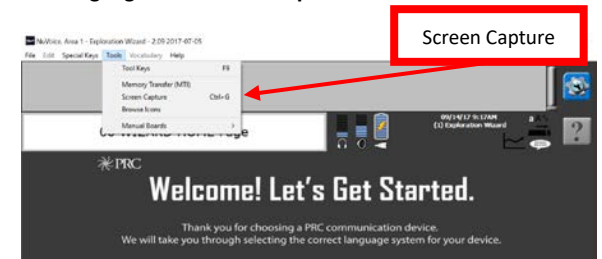
1. Insert your flash drive into the USB port on your device or computer (for PASS).
2. If loading into PASS, open the PASS software. If loading into a device, go to step 3.
3. Select the **Tools** key and then **Toolbox**.
4. Select **Transfer Memory Menu**.
5. **A.** Select **Load One User Area** and touch the user area (1-6) you want to load the vocabulary into. Please note, the existing user area will be erased/replaced with the new one.
B. Select **Load Entire Device Contents**, if you are loading a file that contains the entire contents of a device.
6. If you see the file you want to load already on the screen, select it. Otherwise use **Up Folder** to navigate to the USB flash drive. Select the file you want to load.
7. Wait for the memory transfer to take place. Once complete, select **OK**. Answer **Yes** or **No** to “Switch to this user area now?”
8. Select **OK, OK**, and then **Go to Home**.

TAKING A SCREEN CAPTURE

Use the **Screen Capture** tool to take a snapshot of any screen and print it so you can use it as a low-tech communication board.

To use the Screen Capture Tool:

1. Navigate to the screen you want to print.
2. Select the **Tools** menu at the top of PASS.
3. Highlight the **Screen Capture** feature and click.



4. Name your file and designate where you want the file saved on your computer.
5. Select **Save**.

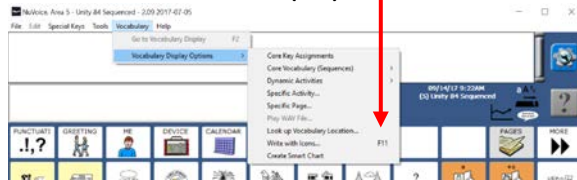
- You will now see a Paint Program or equivalent editing software open with your page displayed.
- Format and print.

WRITE WITH ICONS (WWI) FOR UNITY AND LAMP WFL ONLY

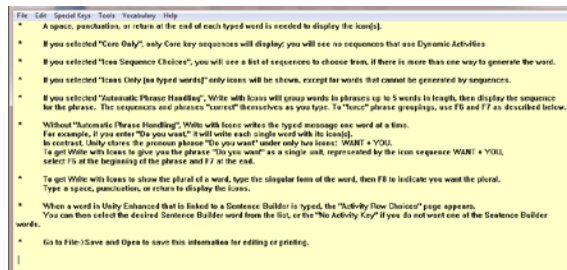
Write with Icons allows you to type words and see them displayed as icon sequences. WWI works with **Unity** and **LAMP WFL**. For example, if your PASS is in a user area with Unity 84 Sequenced, WWI will display icon sequences for words in Unity 84 Sequenced. People use Write with Icons to make support materials such as flash cards, target vocabulary lists, and adapted classroom materials.

To use **Write with Icons**:

- Select the **Vocabulary Tab**.
- Select **Vocabulary Display Options**.
- Select **Write with Icons (F11)**.



Note: If this is your *first time* using PASS, you will see a WWI setup screen. You can use this to change how WWI works (see WWI Preferences). To skip this screen in the future, uncheck the box marked “Show set-up at Write with Icons start-up”. Select **OK**. The display will change to a tan background with WWI instructions on the top of the screen.



Now whatever you type will show up on the display with icon sequences. You must type a word and then **add a space, tab, return, or punctuation after it** to display the icon sequences.

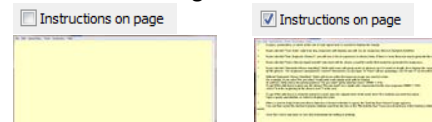


To format and print your words and icon sequences, select **File**, then **Save and Open**. Name your file and designate where you want the file saved on your computer. Then select **Save**. Your words and icon sequences will open in a text document. Format and print. To stop using WWI, select **Vocabulary** and then **Return to Emulator**.

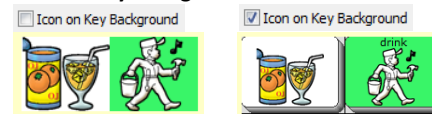
WRITE WITH ICONS PREFERENCES

To change WWI options, go to the **File Menu** and select **Preferences**.

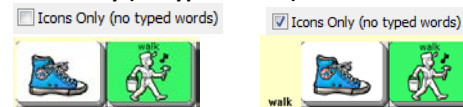
Instructions on Page:



Icon on Key Background:

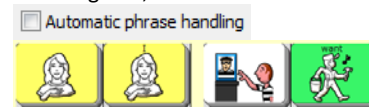


Icons Only (no typed words):

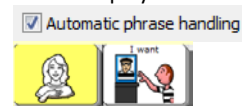


Icon Sequence Choices: With Icon Sequence Choices **ON**, you will be given choices if there is more than one way to say a word. Click on the sequence you want, and then select **OK**. With Icon Sequence Choices **OFF**, you will get the first choice on the list.

Automatic Phrase Handling: With Automatic Phrase Handling **OFF**, each word will show its sequence.



With automatic phrase Handling **ON**, the shortcut phrases will be displayed.



CREATING A SMART CHART

A “Smart Chart” is a support material created from a set of words using Vocabulary Builder. Vocabulary Builder is a therapeutic tool that allows you to temporarily limit the amount of vocabulary visible.

To learn more about Vocabulary Builder for Accent products, visit

https://www.prentrom.com/training/courses/vocabulary_builder
For LAMP Word for Life, visit our [PRCaccess channel](#) on YouTube.

To create a **Smart Chart**:

- Have Vocabulary Builder turned on with your desired set of words visible.
- Select the **Vocabulary** menu at the top of PASS.
- Select **Vocabulary Display Options**.
- Select **Create Smart Chart**.
- Your Vocabulary Builder set of words will be displayed as a list of words and icon sequences in Write with Icons.
- Select **File**, then **Save and Open**. Name your file and designate where you want the file saved on your computer. Then select **Save**. Your words and icon sequences will open in a text document.
- To turn your list into a chart, in Word, highlight all text and icons.
- Select **Insert**.
- Select **Table**.
- Select **Convert Text to Table**.
- Select **OK** and a chart will be automatically created.

drink	
eat	
go	
stop	

LOOK UP ICON RATIONALES

- Select the **Vocabulary** menu at the top of PASS.
- Select **Vocabulary Display Options**.
- Select **Core Key Assignments**.
- Hover over an icon with your mouse or scroll down the page to view icon rationales.