TROUBLESHOOTING:
Problem: The unit fails to operate, or operates incorrectly.

Action #1: Make sure that you have fresh batteries in the unit and that they are installed according to proper polarity.
Action #2: Make sure that the volume is turned up to an audible level
Action #3: Make sure that there is nothing inhibiting the depression of the touch pad OR pressing the touch pad down (i.e. icons, crumbs, sticky juice, etc.)
Action #5: If you are using an external capability switch, make sure that there is a TIGHT connection between the switch and the unit (there should be NO gaps). Especially check this when using adapters. Any gaps will cause the unit to function incorrectly or not work at all.
Action #6: If you are using an external capability switch, test that switch with another device to rule out the switch as the source of the problem. Do the same with any adapters that you may be using.

REPLACING BATTERIES:
Replace batteries regularly. Weak batteries will cause the Choice 4 to act erratically, such as shutting off while playing messages.

Use brand name ALKALINE batteries ONLY (e.g. Duracell or Eveready Energizer).
Do NOT use rechargeable batteries.
Do NOT mix new and old batteries.

To extend battery life, always shut the Choice 4 OFF when not in use.
Always remove batteries when the unit will not be used for extended periods of time. Dead batteries often leak acid and can cause permanent damage to the communicator.

PRECAUTIONS:
Never hit the icon surface with a hard object or permanent damage can result.
Never tape or affix anything directly to the icon surface.
Always keep a paper insert installed in the Choice 4 to protect the activation cells.
Always keep liquids far away from the communicator to prevent permanent damage to the internal circuitry from spillage.

CARE OF UNIT:
The Choice 4 Communicator can be wiped clean with any household multi-purpose cleaner and disinfectant. We recommend Simple Green, which is a non toxic biodegradable all-purpose cleaner.
Do not submerge the unit, as it will damage the contents and the electrical components.
Do not use abrasive cleaners, as they will scratch the surface of the unit.

Choice 4 Communicator - #1237

USER'S GUIDE

A great transitional communicator!

This unique communicator allows you to sequentially illuminate objects, photographs, or icons with its super bright lights. The device also allows you to adjust the number of choices based upon the skills of the user. Work with just one field or add two, three or four fields. Easily change the number of fields by pressing two cells and covering the unused fields with black icon covers (included). Choose direct select or single switch scanning with auditory cueing. The scan speed is adjustable from 2, 6 or 9 seconds. Special feature allows you to choose one of three broadcast options: speaker only, headphones only, or speaker and headphones simultaneously. The unit has 12 levels with a total of 300 seconds record time. Size: 8"L x 15 ½"W x 3"H. Requires 4 D Batteries.
PLEASE NOTE: Headphones not included.

BATTERY INSTALLATION:
Make sure unit is in the OFF position by rotating the ON-OFF-VOLUME control located on the bottom of the unit counter clockwise until a "click" is heard. The battery compartment is located on the bottom of unit. Carefully turn the unit over to reveal the battery compartment. Remove the small Phillip's Head screw from the cover, and then slide the cover to one side. Observing polarity, install four D size batteries (Not included) into the holder. Alkaline batteries must be used only (e.g. Duracell or Energizer brand). Do not use rechargeable batteries or any other type of batteries because they supply lower voltage and the unit will not perform properly. Never mix brands, types or old and new batteries together. Slide the cover closed and replace the screw.

OPERATION:
Rotate the ON-OFF-VOLUME control to approximately its' midway position. After one second, you will hear a sound or a verbal message from the speaker. This is the Level Announcement Message. The unit is now on Level One of the twelve levels provided in the Communicator.

PLAYING MESSAGES:
At this time, you can access each of the 4 messages on Level One by pressing any one of the four icons, one at a time.

RECORDING MESSAGES:
Using one hand, press and hold the Record button on the underside of the unit. Using your other hand, press the icon you wish to record and speak into the microphone. Releasing the icon or Record button will cancel recording. If you are going to record more than one message, you may press and hold the record button while pressing the appropriate icons to record your messages.

RECORDING LEVEL ANNOUNCEMENT MESSAGE:
Your Level Announcement Message may be changed at any time and can be renamed "Level One the Food Level" or "Level One Jimmie's Messages", etc. Simply press the Record button first, then press the Level button and speak your Level Announcement Message into the microphone. Note: to hear your new level message you must either cycle through all 12 levels by repeatedly pressing the Level announcement button until it returns to Level One *or* turn the unit OFF, wait several seconds and turn the unit back ON. Your new Level One Announcement Message will now play.

CHANGING LEVELS:
Each time the Level button is pressed, the Choice 4 will advance to the next level. Pressing the Level button on Level Twelve will return to Level One. Simply follow the instructions above to record each of the four communicator messages or your Level Announcement Message for each level. Remember, to play your Level Announcement Message, you MUST cycle through all remaining levels and return to that particular level to hear that Level Announcement Message.

CHANGING THE NUMBER OF MESSAGE FIELDS:
With the unit **ON** starting from left to right press message cells 3 and 4 simultaneously. The unit will beep to indicate how many messages will be available. (E.G. three beeps for three messages, twice for two messages and once for a single message). If you cycle down to one message and then press cells 3 & 4 again the unit will go back to 4 messages. The unit will always default to 4 messages after it has been turned **OFF** and turned back **ON**. Included are a set of 3 black snap in place icon coves these are used to cover the fields that have been turned OFF.

MESSAGE SCANNING:
The Choice 4 has built-in Automatic Scanning. Plug a capability switch into the 1/8" jack located on the rear of the Choice 4 and press the capability switch. Upon release, the unit will scan from left to right and continue scanning until the next press of the capability switch.

SCAN SPEED:
You can control the speed of the Message Scanning by pressing the appropriate icons simultaneously and holding them until a "beep" is heard to increase or decrease the pause time between each message:
One and Two = 2 seconds, One and Three = 6 seconds, One and Four = 9 seconds.
The Choice 4 will "remember" your Scan Speed setting until the next time you change it.

AUDITORY CUEING:
During Message Scanning you can enable the Choice 4 to speak the message being scanned, but at reduced volume. This gives the user an auditory "preview" of the current message. Pressing the capability switch again will play the current message at full volume. To turn Auditory Cueing ON or OFF, press icons Two and Three simultaneously and hold until a "beep" is heard.

LIGHTS SETTING OPTIONS:
To control the two lighting options, first turn the unit over there are two ON/OFF toggle switches one marked RED light the other White light. The red lights will light up on the front of the unit when a field or cell is directly pressed or through the use of an external switch when scanning. The white light is used to illuminate objects placed in the object trays behind each field or cell. In the same manor. PLEASE NOTE: Do not look directly into the WHITE lights, they are very bright. And produce a blinding light much like looking directly at a spot light.

HEADPHONE USE:
Special feature allows you to choose one of three broadcast options: speaker only, headphones only, or speaker and headphones simultaneously. When using a set of headphones, set the toggle switch to Headphones Only (only the user will hear message playback) or to Headphone & Speaker. The Choice 4 Communicator can be used with any standard set of head phones used with a walkman type player or MP3 player.

PAPER ICON INSERTS:
The Choice 4 uses paper icon inserts that you print from your computer. You can download the PDF file for the inset template from our website, by visiting the product's page. Do this simply by typing the item No.1237 in to search box and click the GO button. When the search results page opens, click on the link for the Choice 4 Communicator, the template will be listed on the right in the download section. Each icon template sheet makes three inserts. Cut along the dotted lines using scissors or a paper cutter. It is important to cut accurately along the dotted line so the icon insert will slide into the Choice 4 icon slot properly. If the insert is cut too large it will get stuck. (See illustrations on back page) Draw you picture or word on the icon insert before sliding into the icon slot. **Never draw on the icon insert after it has been inserted into the Choice 4 as a pen can permanently damage the surface of the cell.** If you are going to use stickers on your icon insert sheet, they must lay completely flat otherwise they will get stuck. When sliding the paper icon insert into the icon slot, make sure you gently press down the leading edge of the paper so it will not get stuck on the cell dividers. A small piece of tape may be used to hold the icon sheet from sliding out of the slot if the Choice 4 will be moved around. Simply tape the left edge of the insert to the Choice 4 body using a 1" long piece of tape. If you are laminating your paper icon insert, use a light laminate such as "Magic Cover" self-adhesive vinyl covering. A very heavy laminate will decrease the sensitivity of the activation cells. The leading edge of the icon sheet should not be "rabbit eared" or torn.

Rev 4/10/09