élan Cybra® User Guide

Congratulations on the purchase of your new élan Cybra!

We strongly encourage you to read the User Guide and practice using your machine according to the instructions contained herein. This will allow you to become comfortable and familiar with your new writer before taking it on a job or to class.

Your élan Cybra comes with one rechargeable battery pack. Advanced battery technology prevents the battery from overcharging so you don't have to worry about leaving the battery on the charger overnight or over a weekend. Be aware that batteries are consumable items and are usually ready to be replaced every twelve to eighteen months.

EasyLock® tripod positioning with a positive-locking mechanism provides quick and easy setup. Simply open and set the tripod on the floor and place your machine on it according to the instructions in this guide. The design of the tripod assures a smooth, even writing platform for you to enjoy.

You'll probably notice how light the élan Cybra is -- just over 5 pounds which makes it a lot easier to carry than earlier models. Depending on your model, the wheeled backpack or soft-sided carrying case also lightens your load when moving from place to place for CART, transcription or captioning jobs.

Be sure to check the Stenograph web site, www.stenograph.com, for updates to the élan Cybra. The élan Cybra was designed with you in mind. We know you'll enjoy using it!

STENOGRAPH, L.L.C.

The Importance of Working Comfortably and Effectively

Stenograph believes that the élan Cybra shorthand machine, when used in compliance with the enclosed instructions and information, is safe. Certain sources, though controverted, suggest a relationship between injuries of the hands and forearms with prolonged use of any type of keyboard or other equipment involving repetitive movements of the hands. At the same time, other sources indicate that there is no such cause and effect.

Because the safety and well-being of persons using Stenograph equipment is of paramount concern and because we recognize that these medical and scientific questions are not definitively resolved, Stenograph encourages all users of our writers to carefully review the following Work Area Checklist and to use appropriate work habits.

Remember, personalizing your environment so that it is comfortable for you, promotes a healthy physical and mental work lifestyle.

The following Work Area Checklist is not intended to be all inclusive but a guideline for you to use. Only you can determine what is best for you. Use the checklist to assess and adjust your work area to suit your own needs. Personalizing your environment so that it is comfortable for you promotes a healthy physical and mental work lifestyle.

Work Area Checklist

At Your élan Cybra

✓ Use a comfortable chair conducive to correct posture.

✓ Adjust the height of the shorthand machine appropriately for your body.

✓ Position the shorthand machine comfortably close to you.

✓ Place the tripod between your knees. Do not sit "sidesaddle."

✓ Minimize the use of the shorthand machine on surfaces other than the tripod stand.

At Your Computer

✓ Place the monitor screen perpendicular to the window to help avoid glare.

✓ Adjust or close window coverings.

✓ Arrange materials such as reference books or a telephone close to you to help avoid excessive reaching or twisting.

✓ Clear the area under and around the desk to leave room for your feet and legs.

✓ Remove sources of distraction around the monitor.

✓ Keep noise to a minimum.

✓ See accompanying materials provided by the computer keyboard manufacturer.

Your Body

✓ Take frequent breaks to stretch or exercise.

✓ Maintain a straight wrist position.

✓ Avoid resting your wrists while writing.

✓ Keep your hands level with your forearms.

✓ Let your fingers curve naturally.

✓ Let your forearm go up and down a little when you write, pivoting at the elbow, not at the wrists.

✓ Pull your steno machine comfortably close to you.

✓ Keep your feet on the floor or supported by a footrest.

✓ Support your lower back.

✓ Assure that your knees are bent at an angle of 90° or more and your thighs at an angle of 90° or greater in relation to your torso.

✓ Adjust the chair position and your posture throughout the day.

✓ If you experience any aching, numbing, or tingling in your arms, wrists, or hand, consult a qualified health care professional.

Contents

Introduction

Congratulations on the purchase of your élan Cybra writer. Read this manual to familiarize yourself with your writer's components. It provides detailed information about setting up your tripod, charging your battery and making adjustments to the élan Cybra to suit your personal writing needs.

Chapter 1, Introduction:

- Highlights the features of your élan Cybra.

- Describes typographical conventions used in this guide.

- Outlines the organization of this guide.

élan Cybra Features

The élan Cybra provides you with the following features:

- Realtime ready through USB cable with USB compatible CAT software such as Case CATalyst V4.0 and higher.

- Realtime ready through serial port.

- Transmit Only Serial mode, on the Professional model, allows data transfer without verification for faster transmission.

- Update élan Cybra software from Internet download via USB.

- Wireless capabilities. (optional)

Typographical Conventions in this Guide

We use symbols and typographical conventions in this manual to make it easier for you to use:

- A bullet indicates an item in a list.

1. Numbered lists take you step-by-step through procedures.

☞ A note indicates supplementary information.

Bold text indicates a key you press or emphasizes a selection choice.

How This Guide is Organized

This élan Cybra User's Guide contains chapters and sections. A chapter is built around a specific topic and a section is a component of the chapter.

Chapter 1: Introduction

Introduction acquaints you to the élan Cybra features and explains this user's guide. All features apply to both the Cybra Student and Cybra Professional models unless otherwise noted.

Chapter 2: Setting Up Your élan Cybra

Setting Up Your élan Cybra explains how to prepare the élan Cybra for writing.

Chapter 3: Understanding the Shorthand Machine

Understanding the Shorthand Machine provides an overview of the machine shorthand keyboard.

Chapter 4: Using the élan Cybra

Using the élan Cybra explains the features used during writing.

Chapter 5: Inside the élan Cybra

Inside the élan Cybra discusses the key contact adjustments that may be necessary to customize the steno keys on your writing machine.

Chapter 6: Troubleshooting

Troubleshooting suggests possible solutions to some common situations that you may encounter when using the élan Cybra.

Appendix A: Installing the USB Driver

Installing the USB Driver explains how to load the USB driver required for USB cable connection between the élan Cybra and a USB compatible software such as Case CATalyst V4.0 and higher.

Appendix B: Updating élan Cybra Software

Updating élan Cybra Software instructs you on how to download available updates for your élan Cybra from the Stenograph web site.

élan Cybra Technical Support

If you encounter a problem you cannot solve, an élan Cybra Support Specialist is available to assist you at:

1-800-323-4247, press 2, then 2

or

1-847-803-1400

8:00 a.m. to 6:00 p.m. (CT)

Monday through Friday

Excluding Stenograph Holidays

To assist the Specialist, have the élan Cybra with you, know your customer number, and be prepared to describe your question or the problem in detail.

Additional Help topics are available at www.stenograph.com. Click **Support/Go to Help Desk now**.

To order supplies and accessories visit www.stenograph.com.

Setting Up Your élan Cybra

Chapter 2, Setting Up Your élan Cybra, discusses how to set up the élan Cybra on the tripod and charge your battery. Although you can use the writer with the AC adapter/charger, it is recommended that you charge the battery so that it is ready when needed.

Tripod

On the bottom of the élan Cybra is a positive locking mechanism that looks like a large, round keyhole. The top of the EasyLock tripod fits like a key into the hole.

EZ Lock Tripod Top

Attaching the Tripod

To attach the tripod:

1. Fully extend each leg of the tripod, making sure the braces lock.

2. Place the tripod firmly on the floor.

3. Loosen the thumb-lock knob on the tripod base.

4. Extend the inner tripod tube fully and tighten the thumb-lock knob.

5. Turn the tripod so that the flat side of the silver disk on the top of the tripod tube is facing you.

6. Lift the élan Cybra on both sides of the machine and lower it as evenly as possible onto the top of the tripod. Rotate the machine clockwise until you hear a solid click. The élan Cybra should be firmly attached to the tripod pole.

7. Adjust the tripod height:

   • With one hand, grasp the tripod pole firmly, directly beneath the élan Cybra.

   • Using your other hand, loosen the thumb-lock knob on the tripod. As you loosen the thumb-lock, support the weight of the writer with your other hand.

   • Adjust the élan Cybra to the desired height.

   • Tighten the thumb-lock knob.

☞ If you hear a grinding noise when you begin using the élan Cybra, the writer is not level on the tripod. This does not harm the machine. Reseat the élan Cybra on the tripod. See the Removing the Tripod section for instructions on how to remove the tripod from the writer.

Removing the Tripod

To remove the tripod, follow these steps:

1. Position the tripod firmly on the floor.

2. Locate the quick release lever on the left underside of the élan Cybra.

3. Push the quick release lever towards the back of the writer, then rotate the élan Cybra counterclockwise one quarter of a turn.

4. Lift the élan Cybra from the tripod.

Battery

The élan Cybra comes with one rechargeable battery pack and an AC adapter/charger. You can operate your writer using only the battery, using only the AC adapter/charger, or using the AC adapter/charger while the battery is in the writer charging. When the élan Cybra is powered by the AC adapter/charger, the battery level is automatically maintained. Continuous charging does not damage the battery.

The battery fully charges within 3.5 hours. A completely discharged battery fully charges in 12-14 hours. A fully charged battery operates the élan Cybra for approximately 3-4 days. As the battery becomes progressively low, the LCD battery icon flashes.

Charging Recommendations

To utilize the full capacity of the battery, Stenograph recommends that you charge the battery when you are not using your élan Cybra. Continuous charging does not damage the batteries.

If you do not use your élan Cybra for an extended period of time, recharge the batteries approximately every month. Stenograph recommends you store your élan Cybra with the battery installed.

Use only the battery adapter/charger supplied with the élan Cybra. Although other adapters/chargers may appear to fit the élan Cybra, they may not charge the battery and could damage the machine.

Battery Charging Procedure

1. Slide the battery into the battery slot of the élan Cybra and press firmly until it locks into place.

2. Plug the AC adapter/charger into a wall outlet.

3. Insert the small plug on the AC adapter/charger cord into the AC port on the back center of the writer.

The élan Cybra powers On. When the AC adapter/charger is connected to the élan Cybra charging the battery, the battery icon on the LCD displays in steady view.

Nameplate

Your élan Cybra Student model comes with three interchangeable nameplates. The Professional model comes with a nameplate factory installed.

Attaching a Nameplate

To attach a nameplate:

1. Select a nameplate.

2. With the front of nameplate facing you, place the bottom edge into the front lip of the nameplate frame on the élan Cybra.

3. Push the top gently to slightly bow the nameplate and insert the top into the top of the nameplate frame.

Removing the Nameplate

To remove a nameplate from the élan Cybra:

1. Face the élan Cybra.

2. Using a small, narrow, flat edged screwdriver, gently insert the end between the top of the nameplate and the nameplate frame.


3. Push gently against the nameplate until released from the nameplate frame.

Understanding the Shorthand Machine

Chapter 3, Understanding the Shorthand Machine, provides an overview of the machine shorthand keyboard. It also describes machine shorthand and how an individual uses the writer.

The shorthand machine is designed to accurately make a written record of spoken words at high speeds. Using sounds instead of spelling out each letter, a machine shorthand writer presses down several keys at once to record a word. This is much faster than a typewriter or computer keyboard where you can only press one key at a time. This means that the machine shorthand writer, using sounds, can write whole words or even a phrase in just *one* downward motion of their fingers.
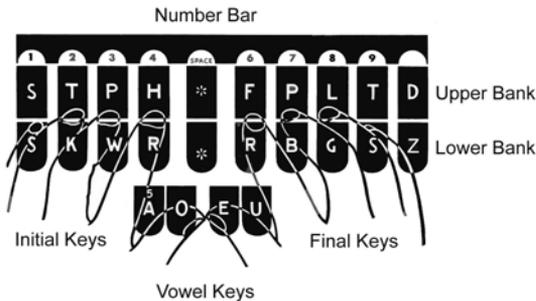
As you look at the front of your writer, notice that the keyboard is divided into four sets, or banks, of keys:

- *Number Bar*—the long solid bar at the top of the keyboard.

- *Upper Bank*—the row of 10 keys just below the number bar.

- *Lower Bank*—the remaining consonant keys located below the Upper Bank.

- *Vowel Keys*—the four keys at the front of the keyboard.

The Upper and Lower banks of keys to the left of the asterisk are the Initial keys. These consonants are generally used to begin a word.   The Upper and Lower bank of keys to the right of the asterisk are the Final keys. These constants are generally used following the vowels to end a word or abbreviated phrase.

The Number Bar is used in conjunction with the upper bank of keys to write numbers. When the Number Bar is depressed along with the initial "S" on the left side of the keyboard, it produces the number 1. When the Number Bar is depressed with the initial "T" it produces the number "2" and so on. The Number Bar depressed with the asterisk key produces a space in the steno notes.

The asterisk key produces an asterisk. The asterisk symbol is generally used to denote a mistake, indicate a correction, or to distinguish homonyms.

Similar to a typewriter, your fingers have a home position on the keyboard as shown in the previous diagram. Notice that the Vowel keys are slightly lower than the other three banks of keys. This allows for the natural position of your thumbs.

Unlike the typewriter where each key is pressed one at a time, any number or all of the keys on a shorthand machine can be "stroked," or pressed down at the same time. This means that a machine shorthand writer can write an entire word, syllable, or phrase in just one stroke. Although the keyboard does not contain all the letters of the alphabet, letters are used in combination to identify the remaining consonants. You will also notice, that while some letters do not appear at all, other letters appear twice.

The machine shorthand keyboard was designed to write sounds. Most word and syllable sounds begin with one or more consonants, followed by a vowel, and end with one or more consonants.   For example: R E D; SH O P; ST A RT. While the machine shorthand writer may write words exactly as they are spelled, R E D or SH O P, they often are writing the words or syllables as they phonetically hear them. For example, in two strokes they may write

"courthouse"-- K O R T/H O U S or "workhorse"-- WORBG/ HORS. The writer may also record an entire phrase in just one stroke, "state your name"-- ST A U R PL or "could you tell us" -- KOUTS. The machine automatically creates spaces between the strokes, so the writer never needs to take their fingers off the keyboard to press a Return or Enter key.

Computer software translates each stroke or group of strokes immediately into text by comparing the strokes to an electronic table of words and phrases called a "dictionary." This dictionary automatically provides for correct spelling of words, punctuation and spacing between words. Once the steno strokes are translated into words, text editing software is used to make corrections and to produce a final printed transcript.

The first shorthand machines were developed in the late 1800s and have evolved over time to the present-day élan Cybra. To learn more about the evolution of the shorthand machine that brought the technology to this point, visit www.stenograph.com and view "The History of Machine Shorthand."

Using Your élan Cybra

Chapter 4, Using Your élan Cybra, discusses how to turn on your writer, LCD icon descriptions, how to connect your writer to your computer for realtime writing and details about storing steno strokes in the élan Cybra memory.

Turning the élan Cybra On and Off

The first gray button on the left side of the élan Cybra turns the writer On and Off. This button is recessed to prevent the Cybra from accidentally turning on during transport or off during use.

LCD Icon Descriptions

The élan Cybra displays icons on the LCD. Each icon represents a particular function:

- A row of rectangular black blocks (▮▮▮) display at the top of the LCD indicating the amount of available memory (RAM). When all the bars display, the memory is empty. As the memory fills, the bars disappear from left to right. Each block is equal to approximately 4% of the total memory capacity.

- A single black block (▮) displays when you press a key. When you write, the row of memory (RAM) blocks disappears and is replaced by the single block indicating the key stroked. The row of memory blocks redisplays anytime you pause during writing.

  There is a corresponding block for each letter on the keyboard. Which block displays depends on the key stroked. A block displays from left to right for each key in the following order:

      # S T K P W H R A O * E U F R P B L G T S D Z

- Stroking the number bar displays a **#** sign on the left-most side of the LCD.

- The speaker (◁))) icon displays when in key contact adjustment mode. When adjusting key contacts, the élan Cybra beeps when contact is made.

- The RAM **(RAM)** icon indicates memory is available. This icon flashes when in clear memory mode.

- The serial port (▭) icon displays when serial realtime communication is established between your writer and your computer. The icon only displays when there is an active serial realtime connection. When you end realtime or disconnect the serial cable, the icon does not display.

  The serial port icon does NOT display when using a USB cable for realtime communications.

- The battery (🔋)icon:

    - Flashes when the battery is low. The writer also beeps when the battery is low.

    - Displays constantly when the AC adapter/charger is plugged in, regardless of whether or not there is a battery in the élan Cybra. The icon does **NOT** indicate the battery is charging.

- A black dot (■) displays in the lower right corner of the screen indicating the writer is On.

Connect the Writer to the Computer

Your élan Cybra writer is used in combination with a computer and special text entry or transcript production software. To connect your writer to your computer for realtime communications, you must have **one** of the following:

- A USB cable included with the élan Cybra. You must be using USB compatible software, such as Case CATalyst V4.0 or higher.

- A serial realtime cable kit. You can order a élan Cybra Realtime Cable kit including adapters from Stenograph (P/N:35856).

USB Cable

To use a USB cable for realtime connection, you must be using USB compatible software, such as Case CATalyst V4.0 or higher and have installed the élan Cybra USB driver on your computer. See the *Installing the USB Driver* appendix for instructions on loading the driver.

To connect your writer to a computer with a USB cable:

1. Turn your computer and élan Cybra **On**. Allow your computer to boot completely.

2. The USB cable has a different connection plug on each end. Connect the appropriate end of the USB cable to the back of the writer and the other end to a USB port on the computer.

élan Cybra COM Ports

3. Start your transcription or text entry software. Select the appropriate setting in your software for USB realtime connection between your computer and the élan Cybra.

    In Case CATalyst, select the realtime translate option, **élan - USB** as your Realtime Writer source.

4. Write a few strokes on the élan Cybra before starting realtime. In USB mode, the Serial Port icon does not display on the LCD. The Serial Port icon only displays when using serial cable communications.

    If you leave the USB realtime connection active when you take a break, the realtime screen on the CAT or special text entry program may not display the new steno strokes when you resume writing. This is a function of the USB port on your computer when it remains idle for a period of time. If this occurs, disconnect the USB cable from the back of the élan Cybra and reconnect it. This does not affect your realtime file. Once you reconnect the cable, the new steno strokes display on the realtime screen.

5. When you are finished writing realtime using a USB cable, it is important that you complete the following steps in order. This ensures your computer shuts down properly.

    a. Press **End** on the élan Cybra to close the file.

    b. Close and save the realtime file in your CAT or text entry program.

    c. Unplug the USB cable from your computer and the élan Cybra.

Powering with the USB Cable

When the élan Cybra is connected realtime via USB cable to your computer with USB compatible CAT software, the USB cable continues to power the writing machine in the event the battery becomes low. The USB cable will not, however, power the élan Cybra when the battery is completely discharged. Other situations may occur that prevent the USB cable from powering the élan Cybra.

Updating with the USB Cable

Software updates for your élan Cybra, when available, can be easily downloaded from the Stenograph web site. Once downloaded onto your computer, you can load the software update onto your élan Cybra over the USB cable. For more information about updating the élan Cybra, see the *Updating élan Cybra Software* appendix.

Serial Cable

Connect your writer to a computer with a serial realtime cable. You can use a serial cable with Case CATalyst and other CAT software. To use the serial port with other CAT software, the CAT software must have interface capabilities with the élan Cybra, Stentura® or SmartWriter® writing machines.

Serial communication is <u>only</u> accessible through the serial port with the élan Cybra Realtime Cable kit (P/N:35856) available from Stenograph. The kit includes cable and adapters.

To connect the serial cable:

1. Be sure your writer and computer are turned **Off**.

2. Connect the purple male 9-pin adapter to the 9-pin COM port on the back of the élan Cybra.

élan Cybra COM Ports

3. Connect the black female 9-pin adapter to the COM port of the computer.

4. Connect the realtime cable to the jacks on the back of the adapters.

5. Turn your élan Cybra **On**.

6. Turn your computer **On** and start your realtime program. Refer to your special text entry or CAT software manual for instructions on starting realtime.

   In Case CATalyst, select the realtime translate option **élan** as your Realtime Writer source.

7. When communications are successfully established, the realtime connection icon (▭) displays.

8. Begin writing. The translated steno displays on the computer screen.

Reestablishing Realtime Connection

If the realtime connection icon (▭) goes off while you are writing, communication between the writer and the computer is broken. Do not turn your élan Cybra off. Follow the restart instructions in your special text entry or CAT software manual to reestablish communication. Translation resumes where you left off.

Reading Steno Notes

You can read steno notes into your CAT software via USB cable or serial realtime cable. Steno notes on the élan Cybra are written into one file in the memory; File.001. If you have multiple lessons to separate, use a steno break feature such as writing a stroke five or more times to separate files. Your CAT software must be able to recognize the steno break for this to indicate separate files when reading.

USB

To use a USB cable for reading steno notes, you must be using USB compatible software, such as Case CATalyst V4.0 or higher; have CAT software that supports the reading of steno notes from a Stentura; and have installed the élan Cybra USB driver on your computer. See the *Installing the USB Driver* appendix for instructions on loading the driver.

To read steno notes via USB cable:

1. Turn your élan Cybra **Off** to close the open file and save the last steno written.

2. Turn your computer and élan Cybra **On**. Allow your computer to boot completely.

3. Connect the appropriate end of the USB cable to the back of the writer and the other end to a USB port on the computer.

4. Start your transcription software and open your Read program. Refer to your CAT software manual for instructions on reading steno notes.

    In Case CATalyst, select the following Read options:

    a. Device - **élan**

    b. Method - **USB**

    c. Drive: **RAM**

5. After successfully reading your steno notes, you may want to clear the notes from the élan Cybra memory. See "Clearing the Memory" in this chapter for more information.

Serial Cable

You must use the élan Cybra Realtime Cable kit (P/N:35856) to read steno notes via serial cable. You can use a serial cable with Case CATalyst or other CAT software that has interface capabilities with the Stentura or SmartWriter writing machines.

To connect the serial cable:

1. Be sure your the élan Cybra and computer are turned **Off**.

2. Connect the purple 9-pin male end of the serial realtime cable to the COM port on the back of the writer and the black 9-pin female end to COM port of the computer. Be sure the gray cable is plugged into the adapters.

3. Turn your élan Cybra **On**.

4. Turn your computer **On** and start your Read program. Refer to your CAT software manual for instructions on reading steno notes.

   In Case CATalyst, select the following Read options:

   a. Device - **élan**

   b. Method - **Direct (cable)**

5. After successfully reading your steno notes, you may want to clear the notes from the élan Cybra memory. See "Clearing the Memory" in this chapter for more information.

Transmit Only Serial Mode

élan Cybra Student

The Transmit Only Serial Mode feature is not available on the élan Cybra Student model.

élan Cybra Professional

On the élan Cybra Professional Model, the Transmit Only Serial Mode allows you to send realtime data directly to the CAT or captioning software without data verification. When the élan Cybra normally transmits steno, it checks first to see if the computer receiving the steno strokes is ready and then checks that the computer actually received what was sent. In Transmit Only Serial Mode, each steno stroke written is immediately transmitted to the computer and there is no verification that the computer received the steno. This allows for the steno strokes to be transmitted faster but does not allow for check and balances.

The Transmit Only Serial mode, when using a serial cable, can be used for realtime on some DOS-based non-Stenograph CAT systems.

You must activate the Transmit Only Serial Mode each time you turn the élan Cybra On. The Cybra does not remember the setting when you turn the writing machine Off.

To activate the Transmit Only Serial Mode:

1. Turn **On** the élan Cybra Professional.

2. Press and hold the **2nd** and **3rd** function buttons at the same time. The élan Cybra beeps and the Serial Icon on the LCD displays. The Serial icon continues to display until you turn the Cybra Off.

Steno Note Storage

The élan Cybra Student model can store approximately 50 pages in memory. The élan Cybra Professional can store about 200 pages. When the memory is 88% full, three memory blocks display. At 92% of capacity, two memory blocks display. At 96% of capacity, one memory block displays. You can continue to write when the memory is full but no more steno strokes are saved in memory.

An internal battery supports the élan Cybra memory. The life expectancy of this battery is approximately 10 years. Only a Stenograph Authorized Service Provider can service this battery.

Clearing the Memory

You can clear the memory at any time. When the memory reaches capacity, no further steno strokes are recorded to memory. It is important to clear the memory if you are using software that translates steno notes from memory.

To clear the memory, do the following:

1. Press the **3rd** and **4th** gray buttons at the same time to access the clear memory mode.

2. Release the buttons. There is a short beep when you release the buttons and the **RAM** icon flashes.

   If you do not want to continue and clear the memory, press any other gray button on the writer to exit the clear memory mode.

3. Clear the memory. Press and release the **3rd** and **4th** gray buttons again. The writer clears the memory and confirms this action by:

   • Sounding three rapid beeps.

   • Displaying the memory blocks.

   • Changing the flashing RAM icon to a solid display.

Reset

Like other computer equipment, the élan Cybra can seem unresponsive when it receives a series of commands it does not recognize. **If the élan Cybra appears unresponsive, press the reset button on the back of the élan Cybra.**

If you had a file open before pressing the reset button, the élan Cybra ends the job and the file closes. When you begin writing, a new realtime file opens.

Test Mode

Test mode allows you to write to the realtime screen without writing to memory. The élan Cybra must be connected to the computer for realtime writing.

To use Test Mode:

1. Connect the élan Cybra to your computer for realtime writing. For more information, see "Connect the Writer to the Computer" in this chapter.

2. Press the **3rd** and **5th** gray buttons to enter the Test mode. The file folder and RAM icons on the LCD flash to indicate that the élan Cybra is in Test mode. The memory blocks on the LCD do not display.

3. To exit Test mode, turn the élan Cybra **Off**.

Maximizing Key Contact Performance

Chapter 5, Maximizing Key Contact Performance, discusses the key contacts adjustments that are necessary to initially customize the élan Cybra to your personal writing style and to maintain maximum performance. Customizing key contacts to your writing style and making occasional key contact adjustments help to ensure you get the most from your élan Cybra.

Your élan Cybra is likely to require occasional key contact adjustments after the initial setting. This is simply a result of transporting and using the writing machine over time. Adjustments are necessary when you notice a change in your steno outlines, such as an increase in overlapping or missing characters. To accurately perform key contact adjustments on your élan Cybra, it is important to make the following adjustments in the order listed:

1. Set the keyboard tension which controls the feel of the keys to be soft, firm or somewhere in-between.

2. Adjust the depth of stroke to customize the height of the number bar and steno keys. This must be done as a preliminary step to adjusting individual key contacts.

3. Test and adjust individual key contacts.

Opening the Cover

To open the cover on your élan Cybra, locate the small oval levers above the initial "S" and final "D" keys. Using your thumbs, pull these Cover Release Levers toward the front of the unit to open the cover. Refer to the arrows in the following graphic.

To protect the inside of the writer, keep the cover of your élan Cybra closed at all other times.

Setting the Keyboard Tension

The keyboard tension adjustment wheel controls how soft or firm the keys feel. The wheel has an extensive range of adjustment, allowing you to customize the tension to your particular writing touch. The extensive range of the keyboard tension adjustment wheel may allow you to continually turn the wheel without immediately reach a stopping point.

☞ Adjusting the keyboard tension to the lightest setting with the depth of stroke to the shortest setting, may result in stacking.

To adjust the keystroke tension, follow these steps:

1. Locate the **white** keyboard tension adjustment wheel on the left inside rear of the writer. Refer to the arrow in the following graphic.

2. Do one of the following:

   • *To decrease the tension—*make the stroke softer by turning the knob clockwise.

   • *To increase the tension—*make the stroke firmer by turning the knob counterclockwise.
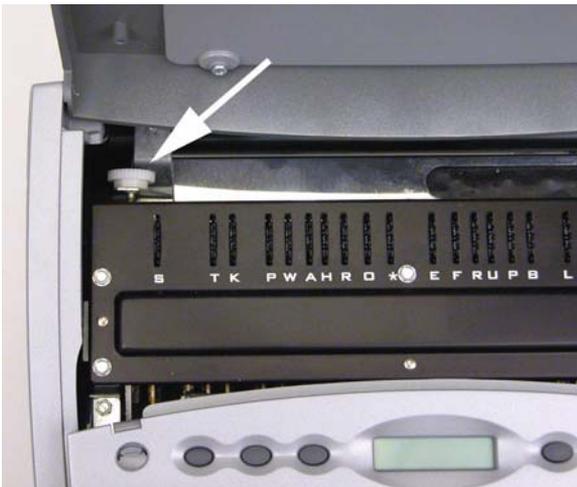
Adjusting Depth of Stroke

The depth of stroke determines the height of the number bar and all the steno keys. This affects how far the keys go down when you press them. A short depth of stroke allows the keys to make contact sooner. A longer depth of stroke means the keys take longer to make contact.

The depth of stroke setting affects all the keys on the steno keyboard and plays an important part in making accurate key contact adjustments. Ensure your depth of stroke is set to your writing style prior to adjusting individual key contacts.

☞Having the shortest depth of stroke setting when the keyboard tension is adjusted to the lightest setting, may result in stacking.

To set your élan Cybra depth of stroke:

1. Locate the **red** Depth of Stroke wheel inside the writer, directly behind the left Cover Release lever. Refer to the arrow in the following graphic.

2. Using your hand, press the right bank of keys on the keyboard slightly about halfway so that they are not all the way up or all the way down. This makes it easier to turn the depth of stroke wheel.

3. Do one of the following:

    *   *To shorten the depth of the keystroke—*turn the red wheel downward, towards the bottom of the Cybra. If you reach the shortest stroke, the wheel no longer advances.

    *   *To lengthen the depth of the keystroke—*move the red wheel upward, towards the top of the Cybra. If you reach the longest stroke, the wheel no longer advances.

4. Write with your élan Cybra and then check your key contacts for possible adjustments. See "Adjusting Key Contacts" in this chapter.

Adjusting Individual Key Contacts

Each steno key contact on your élan Cybra writer connects to an electronic switch. The key contacts are preset at the factory. Your touch may be lighter or heavier than the factory settings. It is recommended that you initially customize the key contact settings to your writing style and make occasional adjustments to maintain optimal performance. An adjustment is necessary when:

- The character is showing up in your steno notes intermittently or when it seems that you did not strike the key.

- The character does not display in your steno notes.

The depth of stroke setting affects the accuracy of key contact adjustments. Prior to adjusting individual key contacts, be sure you have set the depth of stroke appropriate for your writing style. See "Adjusting Depth of Stroke" in this chapter.

Understanding Key Contact

Before you press a steno key on your Cybra, the key is considered at rest. Once you press the key to begin the downstroke, the key travels through a range or "zone" of no contact until it reaches the contact point.
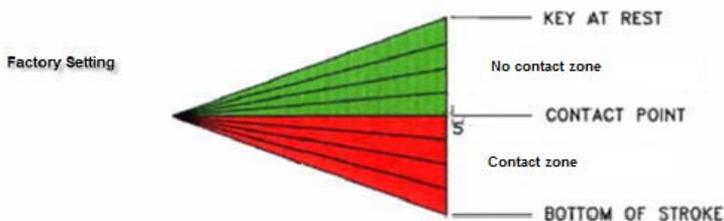
Key Contact Factory Setting

When the key reaches the contact point, it causes the character to display in your steno notes. Key contact is maintained on the downward stroke in a range beyond the contact point called the

contact zone. If you press the key until it stops you have reached the bottom of the stroke. The bottom of the stroke is part of the contact zone.

As you remove pressure on the key, allowing it to move up to begin the upward stroke, the key remains in contact until it reaches the no contact zone. When the key reaches the no contact zone it is considered released. The key only needs to return to the no contact zone to be released. It does not need to return to the resting position to be released.

How Depth of Stroke Affects Key Contact

The depth of stroke, which determines the height of all the steno keys including the number bar, affects the range of the no contact zone. For example, the shorter the depth of stroke the smaller the no contact zone resulting in a sooner contact point. Individual key contact adjustments determine the range of the contact zone. The depth of stroke and individual key contact adjustment together are the optimizing factor in overall key contact performance. It is important to set the depth of stroke before making individual key contact adjustments. See "Adjusting Depth of Stroke" in this chapter.

Overlapping Strokes and Missing Characters

Strokes that overlap or "stack" usually occur when the keys of one stroke do not fully return to the no contact zone, before the keys of the next stroke are depressed and make contact. All keys must return to the no contact zone and be released to complete the upward stroke. Carefully adjust each key to your writing style, as outlined in this user guide, to help reduce stacking.

Characters consistently missing from an outline mean the key has not made contact. The keys for these characters need to make an earlier contact point on the downward stroke. Carefully adjust these keys, as outlined in this user guide, to help minimize missing characters.

Testing and Adjusting the Key Contacts

The élan Cybra has a Key Test mode, allowing you to test the position of the contact point for each key. It is recommended that you test each key as it is likely each key will require a different contact point to meet your writing style.

To adjust individual key contacts:

1. Turn the élan Cybra **On**.

2. Press the **2nd** and **6th** gray buttons to enter the adjustment mode. The Speaker icon displays on the LCD.

3. Beginning with the initial S key. Press the key very slowly as you listen for the beep which indicates the contact point. The LCD also displays the corresponding block when contact is made.

   At the same time "feel" for the <u>initial</u> resistance or "stopping point" of the key on the downward stroke. The key may still be able to move beyond this stopping point.

4. Do one of the following:

   • If you hear the beep and feel the stopping point at the same time, the key is properly adjusted. Test the next key.

   • If you hear the beep before or after the stopping point, the key requires adjustment. Continue with the next step.

5. Open the cover of the Cybra and locate the key contact
    assembly. The key contact assembly is a series of 23 black dials.
    There is one Accudial for each letter on the keyboard plus one
    for the number bar, each identified by the corresponding
    character below the dial.

Each Accudial is marked with a series of numbers from 1 - 8.
The number that is in the topmost position, perpendicular to the
writer, represents the point at which the key makes contact with
the switch, as shown in the graphic below. The dial can be
moved in either whole or half increments. The half mark is the
line between two whole numbers.
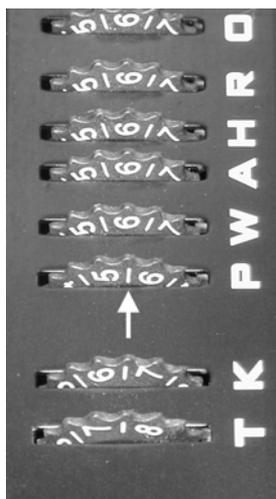
6. Do one of the following:

- *Beep Sounds Before Stopping Point*—When you hear the beep <u>before</u> you feel the stopping point, the key is making contact too early.
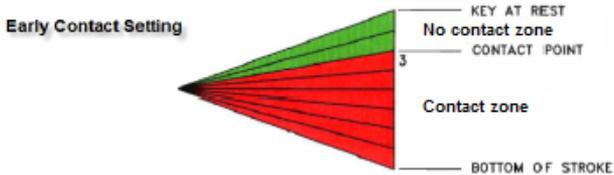
Set the key to make contact later in the downstroke. Increasing the number on the Accudial allows the key to make a later contact. For example, turn the dial from 4 to 5, or if necessary, set the dial between 4 and 5 which is 4½.

- *Beep Sounds After Stopping Point*—When you hear the beep <u>after</u> you feel the stopping point, the key is making contact too late.
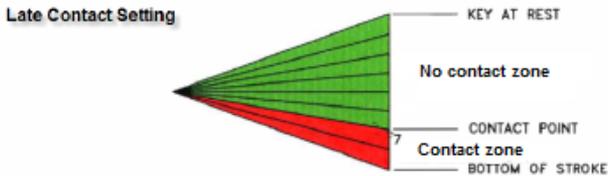
Set the key to make contact earlier in the downstroke. Decreasing the number on the Accudial allows the key to make an earlier contact. For example, turn the dial from 7½ to 7.

7. Once you have made all the adjustments, press and the **2nd** and **6th** gray buttons at the same time to exit the adjustment mode. The élan Cybra beeps when you release the buttons.

8. Test the changes. Repeat the key contact adjustment steps if necessary.

9. Write on the élan Cybra at full speed. Make additional adjustments as necessary.

Troubleshooting

Chapter 6, Troubleshooting, suggests possible solutions to some common situations encountered when using the élan Cybra. Most users can remedy the following situations themselves. For more troubleshooting information, check Stenograph's web site, **www.stenograph.com**. If a problem persists, call Stenograph Technical Support at **800-323-4247 or 847-803-1400** and **press 2, then 2**.

Cannot Update Software via USB Cable

To load the élan Cybra software update via USB cable, you must first install the élan Cybra USB driver on your computer. The élan Cybra USB driver comes on the Stenograph Writing Machine Utilities CD with your élan Cybra. To load the élan Cybra USB driver, see the *Installing the USB Driver* appendix for instructions.

élan Cybra Appears Unresponsive

If the élan Cybra appears to be unresponsive, press the Reset button on the back of the élan Cybra. The élan Cybra is ready to turn On after resetting. Resetting the élan Cybra does not affect an unresponsive CAT system.

If you had a file open before pressing the Reset button, the élan Cybra ends the job and the file closes. When you resume writing, a new realtime file opens. You can merge the files together on your CAT system.

USB Realtime Connection Appears Unresponsive

If you leave the USB realtime connection active when you take a break, the realtime screen on the CAT system may not display the new steno strokes when you resume writing. This is a function of the USB port when it remains idle for a period of time. If this occurs, disconnect the USB cable from the back of the élan Cybra and reconnect it. This does not affect your realtime file. Once you reconnect the cable, the new steno strokes display on the realtime screen.

Installing the USB Driver

Appendix A, Installing the USB Driver, instructs you how to install the USB driver required when using a USB cable to connect your élan Cybra writer with Case CATalyst. The driver is located on the Stenograph Writing Machine Utilities CD, which comes with your élan Cybra.

You can only use USB communications with USB compatible CAT software, such as Case CATalyst version 4.096 or higher. If you have questions about installing the USB driver, please contact Stenograph Technical Support at **800-323-4247** or **847-803-1400** and **press 2, then 2**.

To install the élan Mira USB driver on your computer:

1. Turn your computer and the élan Cybra **On**. Allow your computer to boot completely.

2. Insert the Stenograph Writing Machine Utilities CD into the CD-ROM/DVD drive on your computer.

3. Locate the USB cable and connect the appropriate plug on the cable to the USB port on the back of the élan Cybra. Connect the other end of the cable to a USB port on the computer.

4. When you plug in the USB cable, the Found New Hardware message bubble may display.

In a few seconds, the first Found New Hardware Wizard screen displays.

5. Verify the option, *No, not this time* is selected and press **Enter** (**Next**). The second Found New Hardware Wizard screen displays.
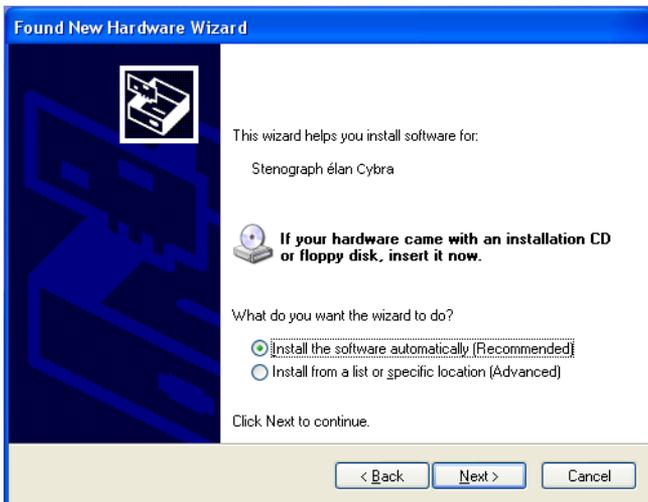
6. Verify the option, *Install the software automatically
   (Recommended)* is selected and press **Enter** (**Next**). The wizard
   installs driver.

7. The Completing the Found New Hardware screen displays.
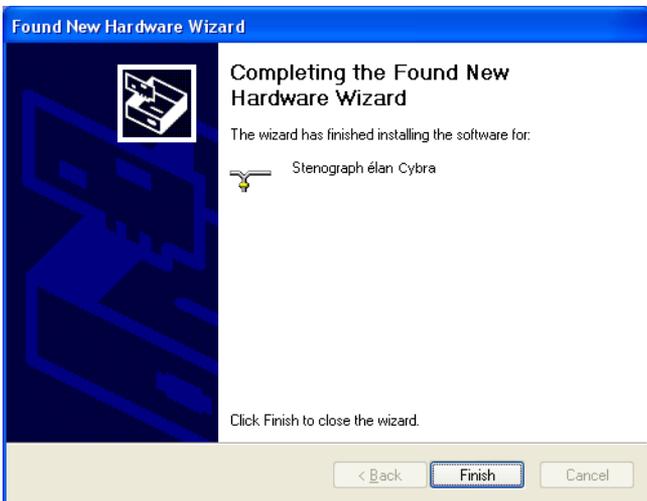
8. Click **Finish**. The Found New Hardware message bubble may
   display confirming the installation.

9. Confirm the driver installed correctly through the computer's Device Manager. Right click the **My Computer** icon on your desktop.

10. From the menu, select **Properties**. The System Properties dialog box displays.

11. Click the **Hardware** tab.

12. On the Hardware tab, click **Device Manager**. The Device Manager dialog box displays.
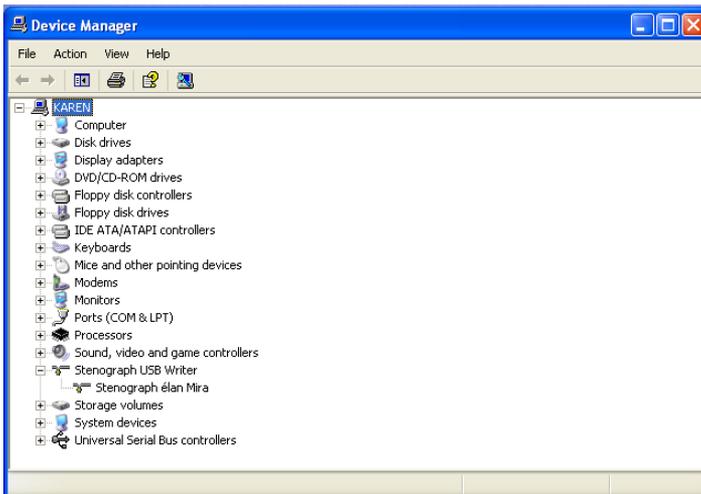
13. Locate **Stenograph USB Writer**.

    If you cannot locate Stenograph USB Writer, it probably indicates your élan Cybra is not plugged into the computer via USB cable and turned **On**.

14. Click the plus sign (+) next to Stenograph USB Writer. The Stenograph élan Mira heading displays:
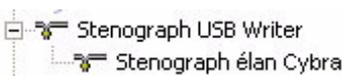
Updating élan Cybra Software

Appendix B, Updating élan Cybra software details how to download available updates for your élan Cybra from the Stenograph web site. Once downloaded to your computer, you can load the software update onto your élan Cybra over a USB cable. You can update your élan Cybra via USB cable regardless of the CAT system you are using.

To load the software update via USB cable, you must have the élan Cybra USB driver installed on your computer. See the *Installing the USB Driver* appendix.

Download the Update to Your Computer

To download the update from the Stenograph web site to your computer:

1. Connect to the Stenograph web site, www.stenograph.com, and select **Support/Downloads/élan Cybra**.

2. Right click on the selected update file to download and choose **Save Target As**. The Save As dialog box displays.

    The File name field displays the name of the selected file to download. Do not alter this name.

3. Select a location on your computer where you want to place the download file and select **Save**. Stenograph recommends saving the file to your Desktop.

    The File Download dialog box displays until the download completes copying files to your computer.

4. When the download is complete, the file displays on your Desktop, if the Desktop was selected for the download location.

5. Load the update onto your élan Cybra. See "Update the élan Cybra" in this appendix.

Update the élan Cybra

Complete the following steps to load the update onto your élan Cybra from the downloaded file on your computer.

To update your élan Cybra, it is necessary to first download the update from the Stenograph web site to your computer. To download the update to your computer, see "Download the Update to Your Computer" in this appendix.

1. Turn your computer **On**. Be sure it boots completely.

2. Turn your writer **On**.

3. Connect the appropriate plug on the USB cable to the USB port on the back of the élan Cybra and the other end to a USB port on the computer

4. Using My Computer, navigate to the location on your computer where you downloaded the élan Cybra update file.

5. Double click the élan Cybra update file. The élan Cybra Update dialog box displays.
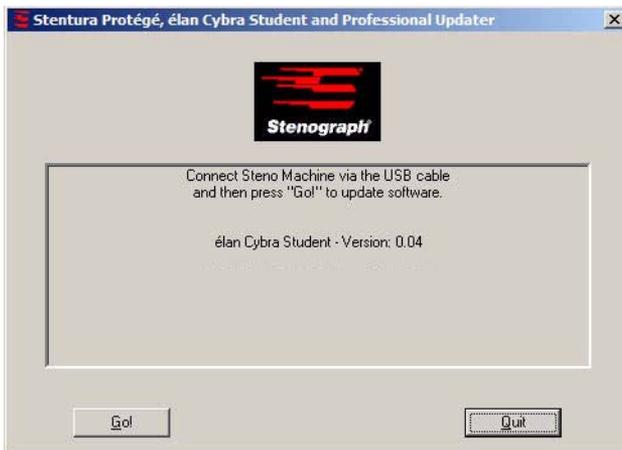
When updating the Cybra Professional, *élan Cybra Professional*, displays in the Update dialog box.

6. Select **Go** and follow the prompts.

7. When the update is complete, the élan Cybra reboots and your computer displays a successful update message.

8. Click **OK** on the message.

9. In the élan Cybra Update dialog box on your computer, select **Quit**. The élan Cybra Update dialog box closes.

Index

Notes

Notes

Notes