

NexGen™

USER GUIDE

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NexGen

Touch Screen

Full glass. Capacitive Touch LCD that pivots 180°.

Depth of Stroke Thumbwheel

Set the height of the keys to find the stroke depth that's perfect for you. The wheel is numbered to make it easy to dial in your setting.

Function Touch Sensors

Perform specific actions indicated on the menu display. Touch and hold the first sensor to turn NexGen on.

Keyboard

Customize keyboard depth and tension control.

Tension Toggle

When engaged, the keyboard will have the lowest possible resistance to the motion of the keys. When disengaged, the Tension Thumbwheel controls the amount of resistance.

Status LCD

Icons indicate active NexGen operations.

Tension Thumbwheel

Control how soft or firm the keys feel. The wheel is numbered to make it easy for you to dial n your perfect touch



View of the NexGen Back

Data MicroSD card slot
for steno notes, timestamps, audio files and J-defines.

USB A Port
for copying notes to thumb drive.

USB Type C port
For communication between writer and computer.

Backup MicroSD card slot
for backup of steno notes, timestamps and audio files.



Reset Button
to reboot writer.

Microphone Jack
to record audio.

Headphone Jack
for audio playback.

Power receptacle
for charging your NexGen.

Chapter 1 Introduction

Chapter 1, *Introduction*, highlights the features of your NexGen and outlines the organization of this guide.

Package Contents

Your new NexGen comes with the following items:

- Tote Bag
- EasyLock™ LMX tripod
- Global Charger with North American plug
- 1 Data Micro SDHC card, (32 GB)
- 1 Backup Micro SDHC card, (32 GB)
- USB SD card reader for computer
- USB Type-C cable (6 ft.)
- Stenograph high-sensitivity microphone
- Optical-quality spray cleaner and cleaning cloth
- Stenograph One-Year Commercial Warranty document
- Start-Up Guide.

User Guide Overview

This NexGen User Guide contains the following chapters with related topics.

Chapter 1: Introduction

Introduction summarizes each chapter in this User Guide and introduces you to the features of the NexGen.

Chapter 2: Hardware

Hardware explains the various components of the NexGen and how to use them.

Chapter 3: Writing on the NexGen

Writing on the NexGen explains all the software features of the NexGen used for setup before you begin writing and while writing a job. This includes features such as loading dictionaries, setting audio options, customizing the tilting screen, searching steno and text and changing the tilting screen view.

Chapter 4: Troubleshooting

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

Appendix A: Updating NexGen Software

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

Appendix B: NexGen Utilities

NexGen Utilities provides instruction on how to load an RTF/CRE dictionary on the NexGen, convert NexGen files from Date and Time format to Stentura compatible format, personalize the NexGen splash screen, retrieve jobs from a Backup Micro SD card, view TrueStroke® data, backup and restore writer settings information, copy log file information to your computer for use by Technical Support.

Appendix C: Luminex Transition Quick Start

Luminex Transition Quick Start, focuses on the features and settings new to the NexGen. If you are transitioning from the Luminex writing machine to the NexGen, you may find this section is all you need to begin using the NexGen.

NexGen Feature Details

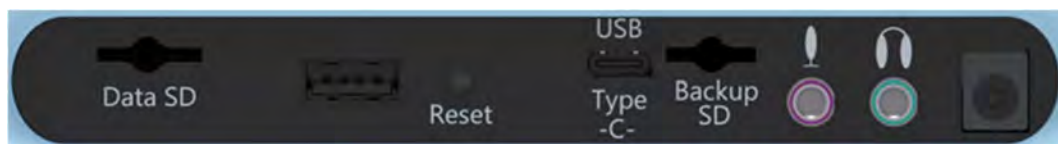
The NexGen provides you with the following features:

- Full-Color, High Resolution 8" LCD Touch Screen which pivots a full 180 degrees.
- Six capacitive touch sensors. The first one on the left turns the NexGen on and off.
- Numbered Depth of Stroke and Tension adjustment wheels.
- View text, steno notes or text and steno notes simultaneously.
- Realtime ready through USB, virtual serial port, Bluetooth, and Wi-Fi.
- Backup Micro SD card saves steno notes, timestamps, and audio.
- Data Micro SD card saves steno notes, timestamps, job dictionary and audio.
- Record and playback audio with optional microphone and headset.
- Adjustable digital clock with month, date, and time.
- Adjust beeper volume.
- Adjust screen brightness and text color and font size.
- Screen Saver Option
- Update NexGen software version over-the-air.
- Date and timestamp note files.
- Automatically load main and job dictionaries.
- J-Define entries into a job dictionary.
- A/An resolution, Auto-Conflict, Brief It and suffix handling options.
- Search for and display the previous or last Question, Answer, untranslate, StenoMark, or steno string.
- Touch Screen scrolling of text and steno notes.
- Touch Screen adjustment of text font size.
- Keyboard and individual key sensitivity adjustments.

- Reopen an existing file for readback and audio playback.
- Option to use Opus Audio or Wav Audio formats.
- Service reminder message to help you keep the NexGen operating at peak performance.

Chapter 2 Hardware

Chapter 2, *Hardware*, provides information about the hardware components of your NexGen. This includes details on battery charging and use; communication ports and setup; function touch sensors for accessing menus; touch screen, status LCD icons; adjusting the Tilting screen; resetting the writing machine; and assembling and attaching the tripod.



NexGen Ports

- Data Micro SD port holds your Micro SD Data Card.
- Standard USB port is designed for a thumb drive for copying files.
- Reset button reboots your NexGen.
- USB Type-C port holds the USB Type-C end of your USB cable for USB communication between writer and computer and/or as a virtual serial connection to CAT systems that do not support Stenograph's USB communications protocol.
- Backup Micro SD port holds your micro Backup Micro SD card.
- Microphone jack when recording audio.
- Headphone jack for monitoring live audio and/or audio playback.
- Power receptacle for charging the NexGen.

Battery

The NexGen comes with one main rechargeable battery and an AC adapter/charger. You can operate your writing machine on battery power or using the AC adapter/charger with the main battery charging. Although you can use the NexGen with the AC adapter/charger, Stenograph recommends that you fully charge the battery before first time use.

The main battery, fully charged, operates all the features on the NexGen for approximately 12 hours. The charging time for the main battery is approximately 5 - 6 hours.

The main battery provides a FailSafe mode if the charged level of the main battery becomes too low and you are not using the AC adapter/charger or do not have your USB Type-C cable plugged into a powered computer. In FailSafe mode, the tilting screen, Bluetooth and WiFi communication turn Off. Your steno notes and audio continue to be written to the Data and Backup Micro SD cards and, if you are writing realtime via a USB connection, steno

notes are sent to the realtime screen. Steno notes also continue to be stored in memory. FailSafe mode may last up to 3 hours. The NexGen retains the date, time and user settings during FailSafe mode. Charging the Battery when the NexGen is powered by the AC adapter/charger maintains the main battery level. The batteries fully charge in 5 - 6 hours. You can use your writing machine while the AC adapter/charger charges the battery. The NexGen battery fully charged operates all features for approximately 12 hours and then will go into FailSafe mode which may last up to 3 hours.

Charging the Battery

When the NexGen is powered by the AC adapter/charger, the main battery level is maintained. The batteries fully charge in 5 - 6 hours. You can use your writing machine while the AC adapter/charger charges the battery. The NexGen battery fully charged operates all features for approximately 12 hours and then will go into FailSafe mode which may last up to 3 hours.

The NexGen battery only charges when needed. Once the batteries are charged, it is not necessary to keep the writing machine plugged into the AC adapter/charger, however, keeping the writing machine plugged in does not damage the battery. If you are connected via the USB Type-C USB cable to a computer that is powered On, the NexGen battery can be charged. If you are not going to use your NexGen for an extended period of time, Stenograph recommends keeping the NexGen plugged into the AC adapter/charger. If the NexGen is not in use for a long period of time while disconnected from the AC adapter/charger, it is important to fully charge the battery before use and to check the date and time setting on the writer.

Use only the AC adapter/charger supplied with your NexGen. The Luminex and Diamante® AC adapter/charger will charge the NexGen if your NexGen AC adapter/charger is not available. All other chargers designed for other Stenograph writing machines do not power the NexGen. Although previous Stenograph writing machine AC adapter/charger may fit the NexGen, they will not charge the NexGen battery.

Turning the NexGen On and Off

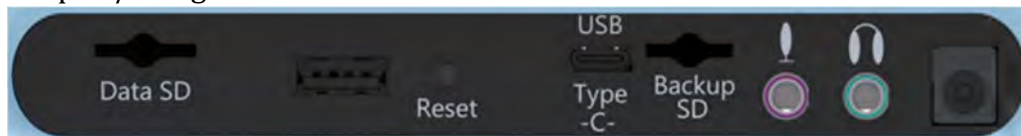
On either side of the Status LCD are three touch sensitive sensors. **The far left sensor turns the NexGen On and Off.** Touch the On/Off sensor for a few seconds or until the splash screen appears on the tilting display in order to turn the NexGen On. To turn the NexGen off, touch the On/Off sensor until you hear the beep. The NexGen turns on automatically when you plug in the AC adapter or you connect it to your computer via the USB cable.

Battery Charging Procedure

To charge your NexGen battery:

- Plug the AC charger/adaptor into a wall outlet.

- Insert the small plug on the AC adapter/charger cord into the AC adapter/charger socket on the back of the NexGen.



- The NexGen turns On. A black dot in the lower right corner of the Status LCD indicates the NexGen is On. A row of running blocks indicates the battery is charging. If you plug your NexGen in to charge and only the black dot displays, the batteries are charged. Charging is not necessary and no charging occurs.
- You can use the NexGen while the battery charges. The running blocks do not display while writing but the NexGen continues to charge.
- You can also turn off the NexGen while it is charging. The tilting screen turns off but the NexGen remains On while charging as indicated by the black dot on the Status LCD.

Viewing Battery Charging Procedures

The Tilting screen and the Status LCD display graphic indicators reflect the charging status of the battery. Use the [Battery Voltage Level](#) feature to see specific battery voltage levels, current charging status and the most recent charging history.

When the AC adapter/charger is connected to the NexGen charging the battery, the title bar on the tilting screen displays a battery icon with the battery gauge showing running black and yellow stripes. When the batteries are fully charged, a plug icon replaces the battery charging icon until you disconnect the AC adapter/charger.

Battery Charging  **Battery Fully Charged** 

When the battery is charging, the Status LCD displays black bars in running sequence from left to right. The black bars are not visible when you are writing, but reappear when you close the job. When the NexGen is finished charging, the black bars move from each side of the screen to the middle of the screen in a “clapping” motion.



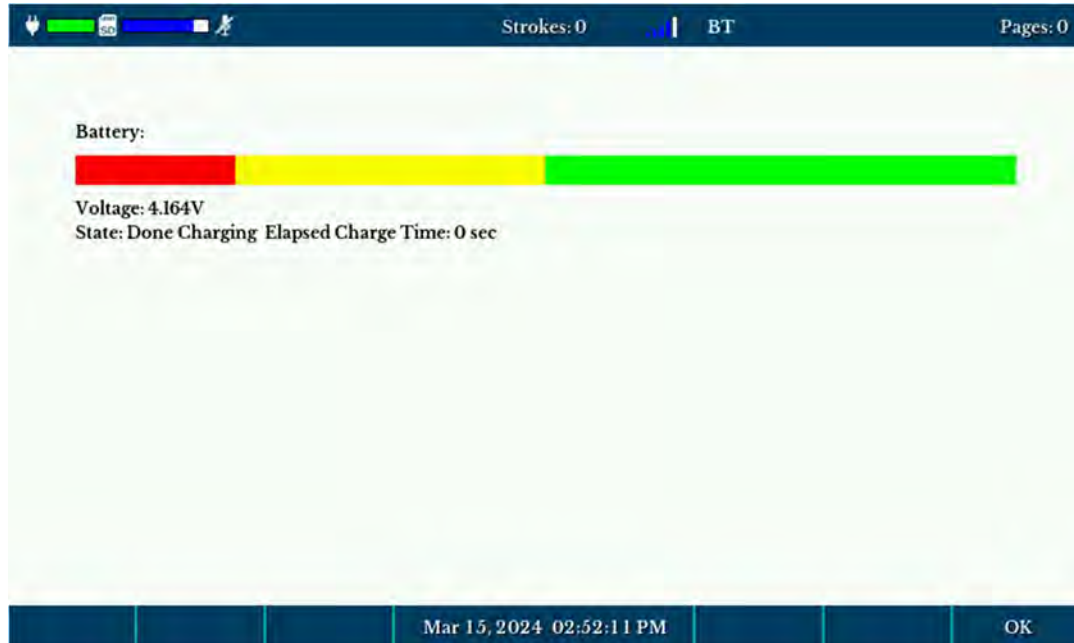
Touching the Battery Gauge icon opens the Status Information screen. This is equivalent to pressing **More...**, **Status** from the opening screen. This can be used to quickly see the battery voltage level.

View Battery Voltage Level

The Battery diagnostic screen displays the voltage level and charging status.


To view battery voltage and charging status:

- Make sure the charger/adaptor is not plugged into the NexGen. If you just disconnected the charger/adaptor from the NexGen, turn the NexGen On and wait 10 – 15 minutes to get an accurate battery voltage reading.
- From the Opening menu, touch **More**.
- Touch **Diag** and then touch **Battery**. The battery status screen displays.




NexGen Battery Status Screen

- Review the following battery information:
 - *Indicator bar* - provides an approximate indication of the battery voltage level. Green indicates the battery is fully charged; yellow indicates it is charged and red indicates it is low.
 - *Voltage* - the actual voltage amount. A main battery reading of 4.07 volts or higher indicates normal operating voltage. 3.6 volts or below indicates the battery is very low and the titling screen will turn off and Failsafe mode will occur if battery is not charged.
 - *State* - displays whether the battery is charging or not charging.
 - When finished, touch **OK, Quit**. To display the Opening menu, touch **More**.

Alternatively, touching the Battery Gauge icon  opens the Status Information screen. This is equivalent to pressing **More...**, **Status** from the opening screen and can be used to quickly see the battery voltage level.






Low Battery Warnings

As the main battery becomes progressively low, the battery indicator on the writer's title bar will change from green to yellow to red indicating a drop in battery voltage. The NexGen displays warnings messages on the tilting screen and will beep to indicate the battery voltage is getting low. Once the NexGen switches to FailSafe mode, the battery icon on the Status LCD blinks. When the main battery becomes low while the NexGen is connected to a computer with the USB Type-C USB cable during realtime, low battery messages continue to display until the battery is depleted but the writer will not beep. The USB Type-C USB cable plugged into a powered computer may be able to charge the battery but may not begin charging immediately if the battery is in a very low voltage state. The battery indicator on the title bar may reflect that it is charging, but it may not actually be charging if the battery voltage is extremely low.

Use the NexGen Diagnostic feature to check the specific [voltage level](#) of the battery. Alternatively, touching the Battery Gauge icon  opens the Status Information screen. This is equivalent to pressing **More...**, **Status** from the opening screen and can be used to quickly see the battery voltage level.

Battery Gauge

The battery gauge on the title bar of the Tilting screen provides a general indicator of the battery voltage level. Touching the Battery Gauge icon opens the Status Information screen. This is equivalent to pressing **More...**, **Status** from the opening screen and can be used to quickly see the battery voltage level. The Status Information screen provides voltage information for the battery. The Battery Gauge icon changes appearance as the voltage level of the battery changes:

-  an electrical plug with a full green gauge indicates the NexGen is plugged into the AC adapter/charger and the main battery is fully charged.
-  a battery with a full green gauge indicates the main battery is fully charged. As the charge of the battery level drops, the green bar becomes smaller.
-  a battery with a partial yellow gauge indicates the battery is low.
-  a battery with a short red gauge indicates the battery is almost completely drained. The battery icon flashes on and off.
-  a battery with black and yellow running stripes indicates the NexGen is plugged into the AC adapter/charger and the batteries are charging.

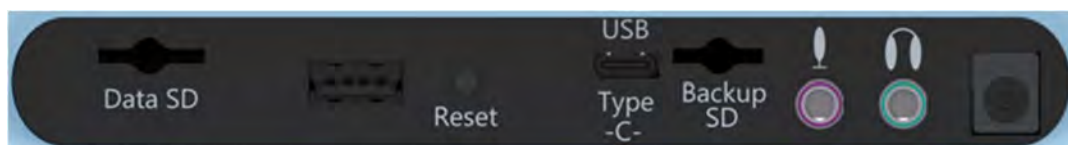
Battery Messages

The Tilting screen displays two warning messages as the main battery level becomes low:

- Battery, Danger -- Battery Low.
- Battery, Danger -- Recharge Battery Now.

Communication Ports

There are two types of USB ports on your NexGen. The standard USB A (host) port allows you to insert a thumb drive to copy files from the memory or from the Data Micro SD card. The USB Type-C (client) port provides connection access for the USB realtime cable between the writing machine and CATalyst and any other CAT system that supports the Stenograph USB protocol. The USB Type-C port also allows for a virtual serial connection for other CAT systems. To use the USB cable connection, it is necessary to install the NexGen USB drivers.



Install the NexGen USB Drivers USB

The NexGen USB driver must be installed on your computer in order to write realtime with the USB Type-C cable, load dictionaries and install updates. The USB driver installation also installs the USB driver that creates a virtual serial port. If your CAT vendor does not support a USB realtime connection, the driver allows for serial communication between the NexGen and other CAT software. See [USB Virtual Serial Port Communication](#) for more details.

You can use the USB Realtime and Read communications with USB compatible CAT software such as CATalyst version 4.096 or higher.

You can easily download the NexGen USB drivers and utilities to personalize your NexGen, convert writer files and access the NexGen User Guide by going to stenograph.com/utilitycd. **Depending on your settings, clicking the link will automatically start the Stenograph Writer Utilities download.**

- At the Do you want to run or save writerutilitysetup.exe... prompt, select to do one of the following:

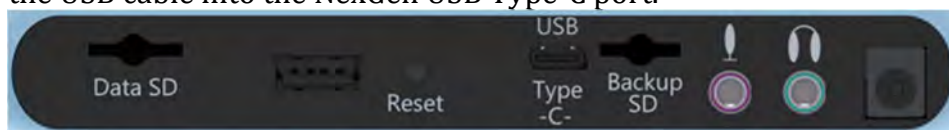


- To run the Writer Utility Setup, select **Run**. The Stenograph Utility Setup screen displays.
- To Save the setup file to your hard disk, select **Save**. If you selected Save, once the exe is downloaded, do one of the following:



- To run and install the Writer Utility setup, select **Run**. The Stenograph Utility Setup screen displays.
- To open the folder where the Writer Utility was installed, click **Open folder**.
- To display the Download folder contents, click **View downloads**.
- Once the writer utility program is downloaded, you can install the NexGen drivers. Turn your computer On and make sure it is fully booted.

- Turn your NexGen **On**.
- Plug the USB cable into your computer's USB port and the USB Type-C end of the USB cable into the NexGen USB Type-C port.



NexGen Back Port Panel

- Navigate to the location where you installed the Stenograph Utility files. At the Writer Utilities main menu, click the **Install USB Drivers** button and the drivers will begin to install.
- Once the drivers install, the Stenograph Writer Drivers Setup Complete dialog box displays. Touch **Enter** (Finish) to close the wizard.

Powering with the USB Cable

When the NexGen is connected to your computer for realtime via the USB Type-C cable, the main battery continues to power the writing machine. In most situations, the USB port can power the NexGen and may charge the battery when the main battery is not fully charged.

When the main battery becomes low while using the USB Type-C connection, low battery messages display on the NexGen, but all features continue to operate. The USB port provides power to run all the NexGen components except Bluetooth communications. When powered by the USB Type-C port, the NexGen tilting screen displays at about half of the Backlight brightness setting.

To use the USB Type-C cable, you must install the NexGen USB driver on your computer.

Updating NexGen to the latest software version

Software updates for your NexGen, when available, can be easily downloaded over-the-air when NexGen is connected to the internet via WiFi.

To update NexGen software, see [Appendix A](#) more information about updating the NexGen.

Connect for realtime writing

To connect your NexGen to your computer for realtime writing, you must have one of the following:

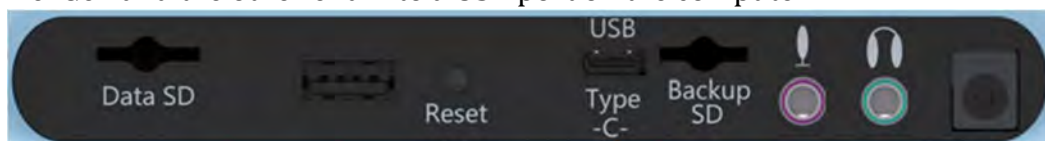
- a USB cable connection which requires using a USB compatible CAT software, such as CATalyst V4.096 or higher. A USB Type-C cable is included with your NexGen. Check with your CAT software vendor for compatibility information.
- a virtual serial port connection via the USB Type-C cable. The virtual [serial port connection](#) is compatible with any CAT software that accepts a serial connection and Stentura protocol.

- download Stenograph Bluetooth application to your computer.
- a WiFi Network for a WiFi connection between the NexGen and CATalyst.


USB Type-C Cable Communications

You must be using a USB compatible CAT software and have installed the NexGen USB driver on your computer.

- Ensure your NexGen and computer are turned On and are fully booted.
- Each end of the USB cable has a different connection plug. Insert the USB Type-C end of the USB cable into the USB Type-C port on the back of the NexGen and the other end into a USB port on the computer.



- Start your CAT software.
- Set your realtime options. In CATalyst V16.04 and higher, select Stenograph Writer USB on the Translate Realtime tab.
- In CATalyst V10 - V16.03, select Diamante - USB or élan - USB.
- In CATalyst V4.096 - V9, select élan - USB.
- Please check with your CAT software vendor if you are not using CATalyst.
- Write a few strokes on the NexGen before starting realtime. If you loaded a dictionary onto your NexGen, the translated steno displays on the tilting screen.
- The USB realtime connection allows you to disconnect and reconnect the USB cable and maintain the realtime connection. For example, if you disconnect from the USB port to report a bench conference and then reconnect when finished, the USB realtime connection will feed the strokes written during the bench conference. Please check with your CAT vendor to see if this capability is available with your CAT software if you are not using CATalyst.
- 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.
- Touch **End** on the NexGen to close the file. If the option, *Prompt to confirm ending job* is active, touch **End** again at the prompt.
- Close and save the realtime file.
- Unplug the NexGen USB cable from your computer and the NexGen.

 If the USB realtime connection is active when you take a break, the [realtime screen may not display new steno](#) strokes when you resume writing. This may happen when the USB port becomes inactive after remaining idle for a period of time. If this occurs, disconnect the

USB cable from the back of the NexGen and reconnect it. The realtime file is not affected. Reconnect the cable to display the new steno strokes on the realtime screen.

USB Virtual Serial Port Communications

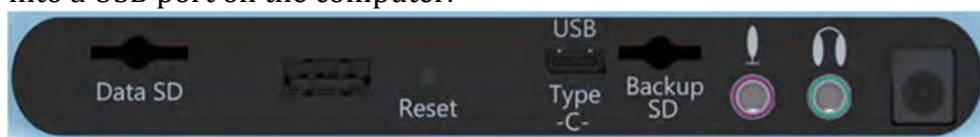
You must have installed the NexGen virtual serial port driver on your computer. The virtual serial port driver installs when you install the USB driver. The virtual serial port uses Stentura protocol for realtime communications and reading notes. For more information on the virtual serial port, see [Communication Ports](#).

If you leave the USB realtime connection active when you take a break, the realtime screen may not display the new steno strokes when you resume writing. This is a function of the computer USB port becoming inactive when it remains idle for a period of time. To avoid an inactive connection when using the virtual serial port communications via a USB cable, it is important to check the power management settings to ensure the USB port does not turn off when idle.

Virtual serial port communications via the USB Type-C cable does not allow you to disconnect and reconnect the USB cable and maintain the realtime connection. For example, if you disconnect from the virtual serial port connection to report a bench conference and then reconnect when finished, strokes written during the bench conference will not be sent to CAT software. Also see USB Communication information on the [Mira Emulation](#) option.

To establish USB virtual serial port communication:

- Ensure your NexGen and computer are turned On and are fully booted.
- Each end of the USB cable is different. Insert the USB Type-C end of the USB cable into the USB Type-C port on the back of the NexGen and the other end into a USB port on the computer.



- Start your CAT software.
- Set your realtime options. This is a virtual serial port communication via the USB Type-C cable. Ensure the appropriate COM port is selected. Depending on your CAT software, it may be necessary to select Stentura as the realtime writing machine.
- Write a few strokes on the NexGen before starting realtime. If you loaded a dictionary onto your NexGen, the translated steno displays on the Tilting screen.
- When you are finished writing realtime using the virtual serial port connection, it is important that you complete the following steps in order. This ensures your computer shuts down properly.

- Touch **End** on the NexGen to close the file. If the option, *Prompt to confirm ending job* is active, touch **End** again at the prompt.
- Close and save the realtime file.
- Unplug the NexGen USB cable from your computer and the NexGen.


Wireless Communication

The NexGen comes with built-in WiFi and Bluetooth communication capabilities for wireless realtime writing. You can also export your CATalyst dictionary to your NexGen via WiFi. You can have multiple network profiles depending on different work locations, if needed. The NexGen WiFi feature allows realtime communication with CATalyst versions 16.06, 17.54, 18.56, 19.05 or higher. The ability to export CATalyst dictionaries, Spell Check Wordlist and/or Prefixsuffixrules.ini file is available in CATalyst 16.06 or higher. All NexGen WiFi wireless features require that CATalyst is loaded on a computer with Windows®10 or higher. Your computer must be wireless enabled or have a network interface card (NIC).


Bluetooth Communication



Stenograph Bluetooth desktop application allows wireless communication between the NexGen and CATalyst or a Windows based 32-bit or 64-bit CAT system on your Windows® 10 or higher notebook computer. Stenograph provides NexGen wireless support for the NexGen Bluetooth Wireless Communication when Stenograph Bluetooth desktop application is used.

Bluetooth is turned Off by default. To access the Bluetooth communication settings, do the following:

- From the Opening menu, touch **Setup** and then touch **Wireless**. Touching the Wireless icon  on the title bar menu is equivalent to pressing **Setup, Wireless, Bluetooth** from the opening menu. See the Stenograph Bluetooth Wireless Communication guide on www.stenograph.com under “Drivers and Utilities” for information on Bluetooth wireless communication computer set up, configuration and use.
- If Bluetooth is **On** and configured, Bluetooth information displays. If Bluetooth is Off, then Bluetooth powered off displays. If Bluetooth is On and you want to turn it Off, touch **On/Off**.
- To exit the Bluetooth screen, touch **Quit**. To return to the Opening menu, touch **Quit, More** and then **Quit**.

After establishing the connection between your NexGen and your computer, the BT icons will display the following color designations to indicate the current status:

- If Bluetooth is enabled from Bluetooth screen and a paired device is connected to the writer, icon is white 


- If Bluetooth is enabled from Bluetooth screen and a paired device is not connected to the writer, icon is red 
- If Bluetooth is disabled from Bluetooth screen, icon is gray 

WiFi Communications

The NexGen comes with built-in WiFi and Bluetooth communication capabilities for wireless realtime writing. You will need to establish communications with a network to write via WiFi to CATalyst. See [Establish WiFi Communications](#) for establishing communications with your network. The NexGen WiFi feature allows realtime communication with CATalyst versions 16.06, 17.54, 18.56, 19.05 or higher. The ability to export CATalyst dictionaries, Spell Check Wordlist and/or Prefixsuffixrules.ini file is available in CATalyst 16.06, 17.54, 18.56, 19.50 or higher. All NexGen WiFi wireless features require that CATalyst is loaded on a computer with Windows® 10 or higher. Your computer must be wireless enabled or have a network interface card (NIC).

NOTE: There are some networks known as “wireless client isolation” networks where WiFi-connected devices are only permitted to communicate to the internet and are not allowed to communicate with other devices. In other words, if your NexGen is connected to a “wireless client isolation” network, you will not be able to establish WiFi communications between your NexGen and CATalyst because they are not allowed to “talk” to each other.

TO ESTABLISH WIFI COMMUNICATIONS

- From the Opening menu, touch **Setup, Wireless, WiFi**. Touching the Wireless icon  also opens the Wireless screen.



- To find available networks, touch **Search**. When the NexGen finds an available network or networks, the following screen displays, do **any** of the following:




- Touch the **Down** or **Up** sensor to move to and highlight the network you want. Touch the **Connect** sensor to connect to the network. Go to Step 3.
- If no networks or the network you were looking for is not displayed, touch the **Search** sensor to search again.
- Touch the **Quit** sensor to return to the Wireless screen.
- At the Machine Name and Pass Phrase screen, do the following:



- Use your steno keyboard to enter the Pass Phrase for your network. To write an alphabetical character in a Pass Phrase field, write the steno characters with -FPLT to be capital letters and steno characters alone to be lower case letters. For example, to write a capital V, you might write SR-FPLT. To write a lower case v, you might write SR. Use the writer's number bar, if applicable, to write numbers. For example, to write the number 5, you might write the number bar and A. If you do not have a number bar on your writer, write the steno defined as the appropriate number. If you make a mistake, press the * (asterisk) to delete the previous character or characters. Verify your pass phrase is correct. Make sure that there are no spaces in between letters or numbers, you have the correct capitalization and that it fully matches your password on the network.


- Touch the **Up** sensor to move to the Machine Name to personalize it. When you start CATalyst translation with a WiFi connection, you will be prompted to select your NexGen by name. If you work in an environment where several reporters are using the NexGen with a WiFi connection, you may want to personalize the name of your NexGen. Press the * (asterisk) on your writer to delete the existing name and use your steno keyboard to input the name of your NexGen.
- Once you have the information entered, touch the **Accept** sensor to establish a connection. The WiFi screen displays the status.
- Touch the **Cancel** sensor to return to the WiFi screen.
- Touch the **Quit** sensor to return to the Setup menu.

If for some reason you lose the WiFi connection between your NexGen and CATalyst, perhaps during a lunch break or out of range situation, you can try to manually reconnect. On your NexGen with your realtime file still open on your computer and NexGen, touch the **More** sensor, **Setup, Wireless, WiFi, Manage** and then the **Connect** sensor. Touching the **Wireless** icon  is a fast way to open the Wireless screen. If WiFi is powered on, the WiFi Information screen will open automatically. Once the WiFi reconnects, you can continue writing realtime.

NOTE: There are some networks known as “wireless client isolation” networks where WiFi-connected devices are only permitted to communicate to the internet and are not allowed to communicate with other devices. In other words, if your NexGen is connected to a “wireless client isolation” network, you will not be able to establish WiFi communications between your NexGen and CATalyst because they are not allowed to “talk” to each other.

To Turn WiFi On or Off


There may be situations where you need to turn your WiFi connection Off. Both, Bluetooth and WiFi can be used simultaneously. NexGen can be connected to the internet via WiFi while it is connected to the computer via Bluetooth.

- From the Opening menu, touch **Setup, Wireless, WiFi**. Touching the **Wireless** icon  also opens the Wireless screen.
- Touch the **Options** sensor. At the *WiFi On* option, touch the **Change** sensor to toggle between Yes or No.
- When finished, touch **OK** to return to the WiFi screen.
- Touch **Quit** to return to the select Bluetooth or WiFi screen.




There may be a rare occasion where you need to edit or delete your WiFi connection. For example, let's say that you have been a deposition reporter for several years for a court reporting firm. You have been offered a court reporter position at the local courthouse. You

can use the Manage feature to delete your current WiFi connection and establish a new one with the courthouse network.

To Manage Your WiFi Connection

- From the Opening menu, touch **Setup, Wireless** and then **WiFi**. The WiFi Information screen displays. Touching the Wireless icon  also opens the Wireless screen. If WiFi is powered on, the WiFi Information screen will open automatically.










- At the WiFi screen, touch **Manage**. If you have more than one WiFi connection, touch the  Down or  Up sensors to highlight a connection and then do any of the following:
- To connect to the highlighted network, touch **Connect**. If for some reason you don't automatically reconnect after a break, you may need to go to **Setup, Wireless, WiFi, Manage** and highlight the network and touch **Connect**. Touching the Wireless icon  also opens the Wireless screen.
- To change the Pass Phrase or Machine Name, touch **Edit**. Use your steno keyboard to enter the Pass Phrase for your network or to change the Machine name. You can use the steno characters with -FPLT to be capital letters and steno characters with -RBGS to be lower case letters.
- To remove the highlighted network, touch **Delete**. The *Are you sure you want to delete NAMEOFNETWORK Profile?* Touch **Yes** to delete the network profile or **No** to return to the Preferred Networks (Profiles) screen.
- Touch the **Back** sensor to return to the WiFi screen.

The WiFi Options are defaulted Off. Once you have setup a network profile, there are three WiFi options available.

WiFi OPTIONS

To access the WiFi options:

- At the Opening menu, touch **Setup, Wireless, WiFi** and then **Options**. Touching the Wireless icon  also opens the Wireless screen. If WiFi is powered on, the WiFi Information screen will open automatically.
- Do **any** of the following:
- To turn the WiFi option On or Off touch the  **Down** or  **Up** sensor, if necessary, to highlight the *WiFi On* option and touch the **Change** sensor to toggle between *Yes* or *No*.
- To start or stop the sending of TrueStroke Data via WiFi to CATalyst, touch the  **Down** or  **Up** sensor to highlight the *Send TrueStroke Data via WiFi* option and touch the **Change** sensor to toggle between *Yes* or *No*.
- To turn On an additional WiFi logging feature, touch the  **Down** or  **Up** sensor, if necessary, to highlight the *WiFi Log* option and touch the **Change** sensor to toggle between *Yes* or *No*. The default setting is Off. This option should only be turned On when you are advised by Stenograph's Technical Support Department.
- When finished, touch **OK** to save your changes and return to the WiFi screen.

Function Sensors

On either side of the Status LCD are three touch sensitive sensors. The far left sensor turns the NexGen On and Off.



Each sensor serves a specific purpose, or function, on the different menus. The menu bar is located at the bottom of the tilting screen.



Touch the associated sensor, just below a function on the menu bar, to perform the action. For example, on the Opening menu, the word Off displays above the left most sensor. Touching the sensor until you hear a beep (about 1 second) turns the NexGen Off. Simply touching the Off sensor, does not turn the NexGen off to prevent accidentally turning off the writer. Another example on the Opening Menu is the sensor associated with Dict. Touch the Dict sensor to select a [job dictionary](#). When you touch Dict, another menu displays, listing more menu choices related to using dictionaries. From this menu, touch the sensor below Select to display a list of job dictionaries from which you can choose.

Keyboard Depth and Tension Controls

There are two numbered thumbwheels on the NexGen, one on each side of the keyboard, that control the keyboard depth and keyboard tension. The outside edge of the Keyboard Tension and Depth of Stroke thumbwheels have numbers to give you a visible representation of the current thumbwheel setting. This provides a point of reference to help you quickly adjust the Keyboard Tension and Depth of Stroke thumbwheels to your preferred settings if they get changed. You may also find that you like one Keyboard Tension and/or Depth of Stroke setting at the beginning of a writing session and different settings as the writing session progresses. The thumbwheel numbers allow you to quickly dial in those different settings throughout the day.



The Depth of Stroke Thumbwheel (on the left when facing the front of the NexGen) has up to 12 possible positions. Position 1 is the shallowest stroke position (smallest amount of key movement). Position 12 is the deepest stroke position (largest amount of key movement).

The Keyboard Tension Thumbwheel (on the right when facing the front of the NexGen) has up to 19 possible positions. Position 1 is the lowest tension setting (requires less force to move a key). Position 19 is the highest tension setting (requires more force to move a key).

Adjust Depth of Stroke

How to Make the Depth of Stroke Deeper:

Rotate the Depth of Stroke Thumbwheel towards the back of the NexGen. The current setting is the number on top of the thumbwheel and lines up with the small notch on the NexGen shell.

How to Make the Depth of Stroke Shallower:

Rotate the Depth of Stroke Thumbwheel towards the front of the NexGen. The current setting is the number on top of the thumbwheel and lines up with the small notch on the NexGen shell.

Adjust Keyboard Tension

How to Increase the Keyboard Tension:

Rotate the Keyboard Tension Thumbwheel towards the back of the NexGen. The current setting is the number on top of the thumbwheel and lines up with the small notch on the NexGen shell.

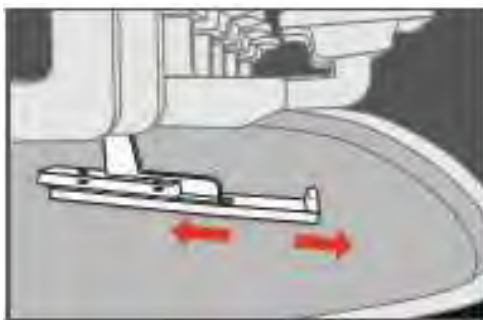
How to Decrease the Keyboard Tension:

Rotate the Keyboard Tension Thumbwheel towards the front of the NexGen. The current setting is the number on top of the thumbwheel and lines up with the small notch on the NexGen shell.

- Note: If the [Tension Toggle](#) is engaged, the Tension Thumbwheel setting has no influence on the keyboard tension. The NexGen always has the lowest possible tension setting when the Tension Toggle is engaged.

Tension Toggle

The Tension Toggle is located underneath the NexGen keyboard. When the Tension Toggle is engaged, the Universal Bar is locked out and no longer provides any resistance to the downward motion of the keys. Likewise, when the Tension Toggle is engaged, the Keyboard Tension Thumbwheel setting has no impact on the downward force required to depress a key.



Engaging the Tension Toggle

Push the Tension Toggle towards the back of the NexGen (away from you when sitting at

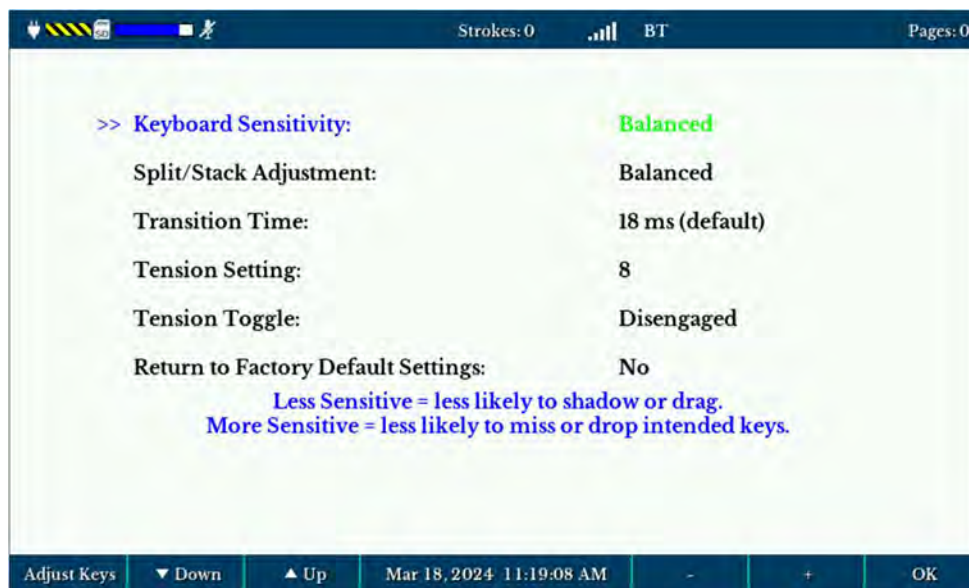
the writer) until it stops. This action will cause the Tension Toggle to slide on top of the Universal Bar. The Universal Bar is the long bar with green colored felt running lengthwise under the NexGen keyboard. With the Tension Toggle engaged, the Universal Bar provides no resistance to the downward motion of the keyboard and the Keyboard Tension Thumbwheel setting has no influence on the keyboard tension.

Disengaging the Tension Toggle

Pull the Tension Toggle towards the front of the NexGen (towards you when sitting at the writer) until it stops. This action will cause the Tension Toggle to slide away from the Universal Bar. The Universal Bar is the long bar with green colored felt running lengthwise under the NexGen keyboard. With the Tension Toggle disengaged, the Universal Bar provides resistance to the downward motion of the keyboard and the Keyboard Tension Thumbwheel setting has influence on the keyboard tension.

Note: A clicking noise may occur when writing if the Tension Toggle is somewhere between fully engaged or fully disengaged. When using the Tension Toggle, it is important to make sure it is pushed into the engaged position as far as it will go. When not using the Tension Toggle, it is important to make sure it is pulled into the disengaged position as far as it will go.

Keyboard Tension and Tension Toggle engagement values are displayed on the following screen for your information only. Adjustments are done physically with thumbwheels and tension toggle.



Touch Screen

In addition to the Function sensors, you can also navigate through menus by touching the menu item at the bottom of the tilting screen. As in the example before, on the Opening menu, touching the Off menu item until you hear a beep (about 1 second) turns the NexGen Off. The Off sensor and Off menu item work the same.



The Title Bar icons on the touch screen are also touch sensitive. This gives you access to common information and settings screens without needing to navigate through the writer menus.



Touching the Battery Gauge icon opens the Status Information screen. This is equivalent to pressing **More...**, **Status** from the opening screen.



Touching the SD Card Status icon opens the Files screen and shows you a listing of the Jobs stored on the SD Card. This is equivalent to pressing **Storage**, **SD Card**, **Files...** from the opening screen. If a job is open, touching the SD Card icon will display the message "Data Micro SD Card screen unavailable during a job." The Files screen cannot be accessed while writing a job.



Touching the Microphone icon opens the Audio menu for adjusting your recording and playback settings. This is equivalent to pressing **Setup**, **Audio** from the opening screen.



Touching the Wireless icon opens the Wireless screen. This is equivalent to pressing **Setup**, **Wireless** from the opening screen.



Touching the Bluetooth icon opens the Bluetooth screen. This is equivalent to pressing **Setup**, **Wireless**, **Bluetooth** from the opening screen.



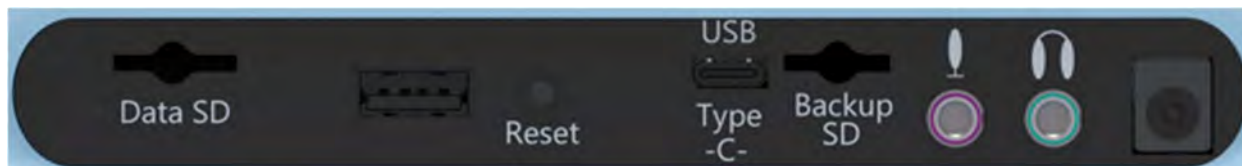
Touching the Update icon opens the Updates screen. This is equivalent to pressing **More** and **Updates** from the opening screen.



Touching the Wrench icon will bring you to the Service Reminder screen. This is equivalent to selecting **More**, **Status**, **Service** from the opening screen. The Service Reminder screen has details about the Extra (refurbishment) service offered exclusively by Stenograph.

Reset

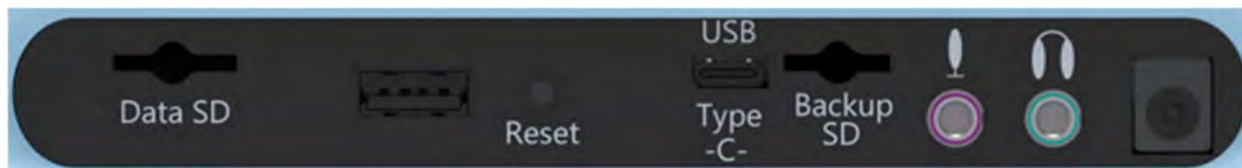
The Reset button is a small, recessed button located close to the middle of the back of the NexGen and a little to the right of the standard size USB port. Like other computer equipment, the NexGen can seem unresponsive when it receives a series of commands it does not recognize. If the **NexGen appears unresponsive, press the Reset button on the back of the NexGen**. When you press the Reset button, the NexGen reboots and is then ready to use.



If you had a file open before pressing Reset, the NexGen ends the job and the file closes. A message displays about recovering the file. Once the file is open, you can start writing to append to the previous job.

Secure Digital (SD) Cards

A Secure Digital (SD) card is a memory card that can hold large amounts of data. The NexGen uses two Micro SD cards, a Data Micro SD card and a Backup Micro SD card. The Data and Backup Micro SD cards are located on the back of the NexGen.



The NexGen requires a minimum size of a 4 GB SDHC card for the **Data Micro SD** card slot and the **Backup Micro SD** card slot. The maximum card size supported is a 32 GB SDHC card for the **Data Micro SD** and the **Backup Micro SD** card slots. SDHC stands for Secure Data High Density. The Data Micro SD card stores steno notes, timestamps, job dictionaries and audio files. The Backup Micro SD card serves as a backup storage for steno notes, timestamps and audio files.

The Backup Micro SD card must be formatted in the NexGen and properly seated in the Backup Micro SD card slot to operate the NexGen. When you insert an SD card into the Backup Micro SD slot on the NexGen, you are prompted to format the card if it has not previously been formatted in the writing machine.

The Backup Micro SD card is designed as a backup and is not intended for archiving steno notes.

Stenograph recommends you carry at least one additional SD card in the event the Data Micro SD card becomes full or in a rare instance that an SD card in the NexGen becomes unusable. The NexGen is inoperable without a Backup Micro SD card.

Secure SD Care

The SD Cards Stenograph recommends are SimpleTech®, Kingston® or SanDisk® SD cards, although any high quality SD card is acceptable.

SD cards are fast and durable yet still require basic handling care:

- Avoid excessive heat, cold, and moisture. Although the SD card is vulnerable to static, airport security should not damage a card.
- Always insert your card properly. SD cards are “keyed” so that they can only be inserted in one direction. If you cannot easily insert the card into the slot, reposition the card and try again.
- Do not attempt to remove a card while it is in use. SD cards are fast but still require a second or two to complete operations. **Using or removing a card while the NexGen is On may corrupt the data on the card. Stenograph strongly recommends turning Off the NexGen before removing either a Data Micro SD or Backup Micro SD card.**

Enable Writing on a SD Card

SD cards have a write protect slide on the side of the card. If the write protect slide is moved to the protected position, no data is written on the SD card. If you insert a write protected Data Micro SD card, a message displays on the NexGen indicating the SD card is write protected.

To allow data to be written to the Data Micro SD card:

- Hold the SD card with the notched side up.
- Move the write protect slide to the Up position.

Remove or Insert a SD Card

SD cards are “keyed” so that they can only be inserted in one direction. When inserted properly, the SD card easily moves in and out of the slot although the locking mechanism is tight to prevent accidental removal of the card. Attempting to force a SD card into the slot on your NexGen or USB SD Flash Drive reader could damage the card.

Remove a Data or Backup Micro SD card:

- Use your index finger to gently push the SD card to its unlocked state and then release your finger. You should feel the SD card release from the slot.
- Remove the card from the slot. You should be able to easily remove the card from the slot. If you cannot easily remove the card, it is not released. The SD lock mechanism is tight to prevent accidental removal of the card. **Repeat Step 1.**

Insert a Data or Backup Micro SD card:

- Hold the card with the notched edge facing the NexGen and the metal strip facing down. Position the card in front of the SD slot without any angling.
- Gently push the card into the SD slot on the NexGen or a USB SD Flash Drive reader on your computer. You may hear a soft click as you insert the card, indicating correct placement. If the card does not easily insert into the slot, **do not force it**. Remove the card and reinsert it.

If the Data Micro SD card in the NexGen Data Micro SD card slot is write protected, a message displays: *Data Micro SD card is Write Protected*. Writing is not possible until you unlock the card.

USB Micro SD Flash Drive Reader

A USB Micro SD Flash Drive reader comes with your NexGen. The USB Micro SD Flash Drive reader plugs into a USB port on your computer and holds the Data Micro SD and Backup Micro SD cards. This allows you to read steno notes, job dictionaries and audio files.

If you have an SD slot built into your computer, insert the Data Micro SD card into an adapter (not included with NexGen) and then directly into the SD slot. You may not need the USB SD Flash Drive reader for all read functions.

It is necessary to read the Backup Micro SD card using the USB Micro SD Flash Drive reader that came with your NexGen or another reliable USB based external SD card reader. A built-in SD card slot reader on your computer cannot read the Backup Micro SD card.


Status LCD


Located between the touch sensors is a small rectangular LCD screen. The Status LCD displays icons that indicate specific operations of the NexGen. When battery power is low enough to turn off the tilting screen, the Status LCD continues to show information, indicating the writing machine is still working.


The Status LCD provides the following information:

- A black dot (●) displays in the lower right corner of the screen indicating the NexGen is On.
- The file open (📄) icon displays when you begin writing on the NexGen, indicating a file is open.
- The wireless communication icon (📶) displays when the NexGen is connected to a CAT system using wireless connection. The icon only displays when there is an active realtime connection. When you end realtime, the icon does not display.
- The realtime indicator (🔌) displays when the NexGen is connected to a CAT system with a USB connection or virtual serial port connection using the USB Type-C cable for writing. The icon only displays when there is an active

realtime connection. When you end realtime or disconnect the cable, the icon does not display.

- The battery () icon displays when battery voltage is low and blinks when battery voltage is extremely low.

A row of rectangular black blocks () display in running sequence from left to right when the main battery is charging. When the NexGen is finished charging, the bars move from each side to the middle of the screen in a “clapping” motion.

- A single black rectangular block () displays when you press a key. There is a corresponding block for each letter on the keyboard. Which block displays depends on the key stroked. A block displays 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 along with a key displays the # sign on the left-most side of the Status LCD and the single black rectangular block for the key pressed.

Tilting Color Touch Screen

The NexGen tilting color screen is a high resolution, full glass, capacitive touch display. The display folds flat for storage or transport and opens to lay flat to fit under a conference table.

To use the Tilting screen, gently pull up on the display and adjust the tilt as necessary. Gently pull forward on the display to fold it flat to cover the keys. Gently push the display back to lay flat to fit under a table. When the NexGen is On and the display is folded flat, the display remains On.

You can adjust the brightness, text color and font size on the Tilting screen. Adjusting the screens [backlight](#) brightness can reduce battery usage.

Depending on the selected function, the tilting touch screen shows:

- the title bar with a battery icon, battery gauge reflecting the approximate main battery level, audio recording status when audio is active, the number of steno strokes for the open file and the estimated number of pages for the open file.
- the transcript text, steno, brief suggestions or file number messages.
- menu bar from which you select options or perform an action.
- warning messages, such as “Low Battery.”

LCD Detected Down Message

When the NexGen is powered on, it will detect when the tilting screen is folded down and covering the keys. For example, you may decide to leave the writer on, but fold the screen down when transporting the writer to a sidebar or another deposition room. When you lift

the screen you may briefly see the message "LCD Detected Down" displayed on the screen. This is normal and should disappear in a few seconds. The appearance of the message does not interfere with your ability to begin writing.

Cleaning the Tilting Screen

1. Turn the NexGen **Off**. It is easier to see the areas that are dirty when the screen is dark.
2. Very gently wipe the screen using the cleaning cloth that came with your NexGen or a microfiber cloth available in computer, camera and eyeglass stores. Do not use materials such as paper towels, tissue paper or your shirt sleeve. These non-ultra-soft materials can easily scratch the screen. Do not press hard on the screen. Pushing directly on the Tilting screen can cause pixels to burn out.
3. If the cloth does not completely remove the dirty areas, dampen the cloth with the optical-quality spray cleaner that came with your NexGen or a cleaner designed for flat screen monitors or eyeglasses, and very gently wipe the screen.
 - Do not spray the display screen directly. Liquid can run along the inside the edge of the screen and cause damage.
 - Never use cleaning products that contain ammonia, ethyl alcohol, acetone (fingernail polish remover), toluene, ethyl acid, or methyl chloride. These chemicals can react with the materials in the display screen and cause damage.
4. Clean the plastic edge that surrounds the screen with any multipurpose cleaner using a soft cloth. Avoid contacting the screen itself with the cleaner.

Tripod

The NexGen uses only the EasyLock LMX-V2 tripod designed with three straight legs, tilting mechanism, and constructed of high gauge aluminum to provide a lightweight but strong and stable stand for your NexGen. The EasyLock LMX-V2 tripod fully extends to 28.75 inches. When folded, the tripod is 12.5 inches long.

Attaching the Tripod

On the bottom of the NexGen is a positive locking mechanism that looks like a large, round keyhole. The top of the EasyLock LMX-V2 tripod fits like a key into the recessed mechanism.

To attach the tripod, follow these steps:

1. Fully extend each leg of the tripod, making sure the braces lock.
2. Set the tripod on the floor.
3. Loosen the thumb-lock knob on the tripod base.

4. Extend the inner tripod tube to a comfortable height. Turn the tripod head so that the one flat side of the tripod head is facing you and tighten the thumb-lock knob.



Top of EasyLock LMX-V2 Tripod

5. On the bottom of the NexGen, locate the positive locking mechanism that looks like a large, round keyhole. The top of the EasyLock LMX-V2 tripod fits like a key into the recessed mechanism.
6. Lift the NexGen on two sides of the machine and lower it evenly onto the top of the tripod with one of the flat sides of the writing machine facing you.
7. Grasp the inner tripod tube with one hand and with the other hand, rotate the machine clockwise until you hear a solid click. Ensure the NexGen is firmly attached to the tripod tube.

Adjusting the Tripod Height

- Grasp the tripod tube firmly, directly beneath the NexGen with one hand.
- Using your other hand, loosen the thumb-lock knob on the tripod. As you loosen the thumb-lock, support the weight of the NexGen with your hand.
- Adjust the NexGen to the desired height.
- Tighten the thumb-lock knob.

Tilting the NexGen

The EasyLock LMX-V2 tripod has a built-in tilting mechanism. Once the NexGen is secured on the tripod, tilt the writing machine forward or backward within 70 degrees to a position comfortable for your writing style.

- Open the Tilting screen before adjusting the tilt position of the NexGen.
- Position one hand on the back of the NexGen behind the Tilting screen and the other hand on the front of the machine under the vowel keys.
- Gently lift up or push down to the desired position. The movement of the Tilting mechanism is stiff to ensure the position of the desired tilt is secure while writing.

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 NexGen.
- 3 Push the quick release lever towards the back of the NexGen and then rotate the NexGen counterclockwise one quarter of a turn.
- 4 Lift the NexGen from the tripod.

Routine Maintenance

Although little maintenance is required for your NexGen, covering it when not in use is suggested.

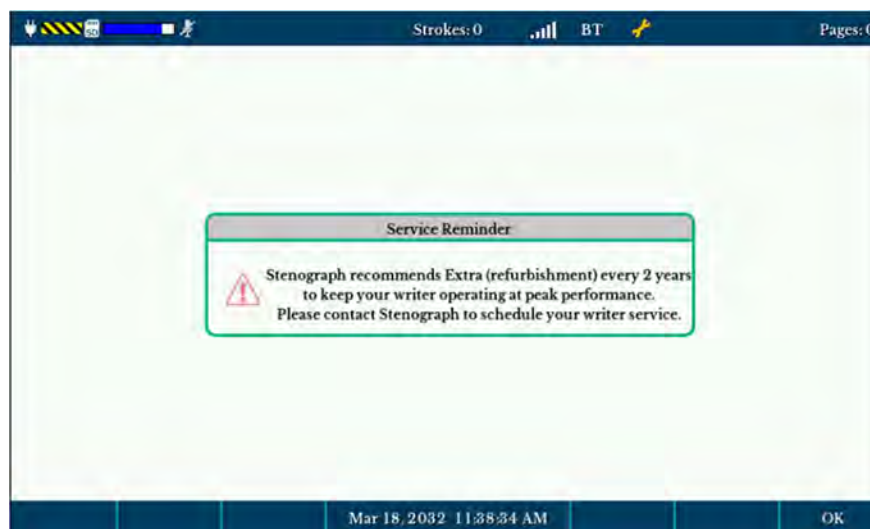
Daily/Monthly

- Cover the NexGen when it is not in use.
- Clean the tilting screen (when needed). Always protect the tilting screen of your NexGen by removing all grit before cleaning. To remove grit, use a soft brush to lightly brush the grit away before using the cleaner and micro-fiber cloth.
 - Turn the NexGen Off. It is easier to see the areas that are dirty when the screen is dark.
 - Very gently wipe the screen using the cleaning cloth that came with your NexGen or a microfiber cloth available in computer, camera and eyeglass stores. Do not use materials such as paper towels, tissue paper or your shirt sleeve. These non-ultra-soft materials can easily scratch the screen. Do not press hard on the screen. Pushing directly on the Tilting screen can cause pixels to burn out.
 - If the cloth does not completely remove the dirty areas, dampen the cloth with the optical-quality spray cleaner that came with your NexGen or a cleaner designed for flat screen monitors or eyeglasses, and very gently wipe the screen. Do not spray the display screen directly. Liquid can run along the inside the edge of the screen and cause damage. Never use cleaning products that contain ammonia, ethyl alcohol, acetone, toluene, ethyl acid, or methyl chloride. These chemicals can react with the materials in the display screen and cause damage.
- Clean the shell (when needed). Always protect the shell of your NexGen by removing all grit before cleaning. To remove grit, use a soft brush to lightly brush the grit away before using the cleaner and soft cloth.
 - Use mild soap and water or multipurpose cleaner using a soft cloth.
 - Apply sparingly and avoid contact with the tilting screen and the cleaner.

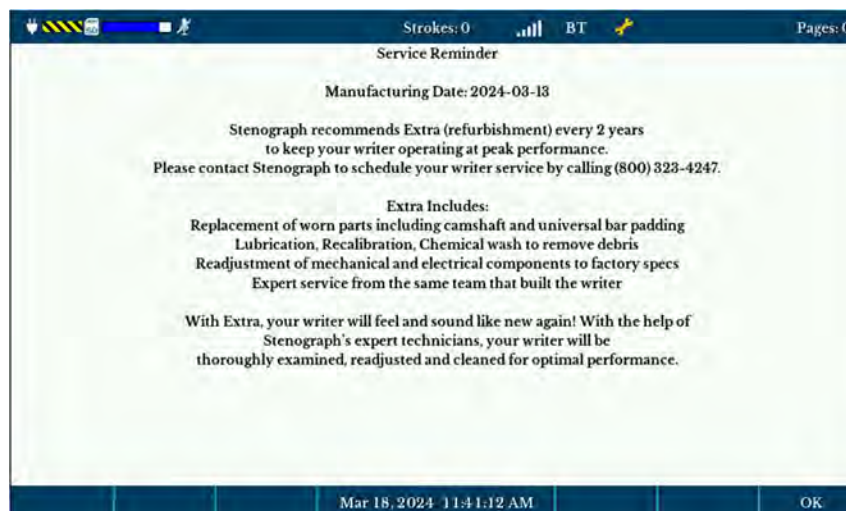
- If using a spray bottle, spray the mild soap and water on a soft cloth and wipe the body of the writer. Never use cleaning products that contain ammonia, ethyl alcohol, acetone (fingernail polish remover), toluene, ethyl acid, or methyl chloride.
- Clean the keyboard with any good clear furniture polish.

Extra Cleaning / Refurbishment

To help you keep your NexGen operating at its peak performance, a service reminder message will appear two years from the date your NexGen was manufactured. The reminder will appear when the writer is powered on and will be accompanied by the appearance of a wrench icon on the Title Bar of the NexGen display. To ensure you continue to have the best possible experience writing on your NexGen, it is important to have the Extra (refurbishment) service every two years. Here is an example of the reminder message:



Selecting **OK** will stop the reminder from appearing the next time you power on the NexGen. The Wrench icon will remain. The display of the Wrench icon is a visual reminder that service is suggested for the writer. It has no influence on the normal operation of the writer. Touching the Wrench icon will bring you to the Service Reminder screen. This is equivalent to selecting **More, Status, Service** from the opening screen. The Service Reminder screen has details about the Extra (refurbishment) service offered exclusively by Stenograph.



The Wrench icon display and next service date will be reset by a Stenograph Service Technician after the Extra (refurbishment) service is performed. Prior to the appearance of the service reminder, you can view when the next recommended service date is by selecting **More, Status, Service**, from the opening screen.

Chapter 3 Writing on the NexGen

Chapter 3, *Writing on the NexGen*, provides an overview of the NexGen menus and details NexGen features. Some of the detailed features include loading dictionaries, setting audio options, viewing SD card directories, creating J-Defines and searching steno and text on the tilting screen.

NexGen Setup

Installing the NexGen USB drivers on your computer is necessary in order to write realtime with the USB Type-C cable, load dictionaries and install updates. The NexGen USB drivers are available for download from the Stenograph website at www.stenograph.com. Download instructions are included on the website: Downloads, Utilities & Drivers, Stenograph Writer USB Drivers.

Before writing on your NexGen, ensure there is a Data Micro SD and Backup Micro SD in the appropriate SD slots and charge the battery. The NexGen uses a Data Micro SD card to store steno notes, timestamps, audio files when the audio option is selected and the associated job dictionary when J-Defines are created for the job.

The Backup Secure Data (SD) card that comes with your NexGen is used as a backup for your steno notes, timestamps and audio. This card is formatted at the Stenograph factory. If you insert a different SD card in the Backup Micro SD slot, it must be formatted in the NexGen before you can begin writing. **The NexGen requires a Backup Micro SD card in order to operate.**

Although you can use the NexGen with the AC adapter/charger, Stenograph recommends that you charge the [battery](#) in your NexGen before using it for the first time.

Accessing NexGen Features

Opening Menu

When you turn the NexGen on, the Opening menu displays. The Opening menu is the first of two main menus accessible when not writing on the NexGen.



The Opening menu provides access to features that allow you to:

- view Data and Backup Micro SD card, memory and thumb drive directories.
- format Data and Backup Micro SD cards.
- copy files from memory.
- reopen a file to append further testimony and playback audio.
- set audio, display, translate and general NexGen options.
- manage wireless settings.
- make adjustments to Keyboard Settings and load keyboard profiles.
- start test mode.
- create j-defines.
- open the second menu.

Second Menu

Touching **More** on the Opening menu displays the second menu:



- Display NexGen software version, free space on the Data Micro SD card and wireless information.
- Display job data such job size, number of pages and the use of audio and a job dictionary.
- Display the approximate minimum, maximum and average strokes per minute for the job along with a graphical representation of the varying number of strokes per minute throughout the job.
- Display the total number of strokes for all jobs taken.
- Update NexGen software to the latest version
- Enable writer setting sharing with Tech Support
- Perform diagnostics.
- Display battery status information.
- Return to the Opening menu.

Title Bar Icons





Touching the Battery Gauge icon opens the Status Information screen. This is equivalent to pressing **More...**, **Status** from the opening screen.



Touching the SD Card Status icon opens the Files screen and shows you a listing of the Jobs stored on the SD Card. This is equivalent to pressing **Storage, SD Card, Files...** from the opening screen. If a job is open, touching the SD Card Status icon opens the Status Information screen. The Files menu cannot be accessed while writing a job.



Touching the Microphone icon opens the Audio menu for adjusting your recording and playback settings. This is equivalent to pressing **Setup, Audio** from the opening screen.



Touching the Wireless icon opens the WiFi Information screen. This is equivalent to pressing **Setup, Wireless** from the opening screen.



Touching the Bluetooth icon opens the Bluetooth screen. This is equivalent to pressing **Setup, Wireless, Bluetooth** from the opening screen.



Touching the Update icon opens the Updates screen. This is equivalent to pressing **More** and **Updates** from the opening screen.



Touching the Update icon opens the Updates screen. This is equivalent to pressing **More, Status,** and **Service** from the opening screen.

Writing Menu

First Writing menu

Once you begin writing on the steno keyboard, the first of two writing menus replace the Opening menu:

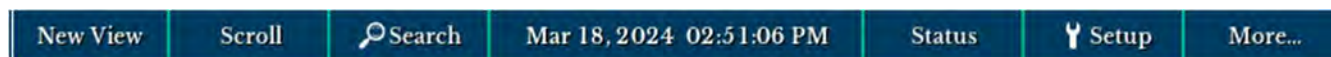


The First Writing menu includes features that allow you to:

- close the file.
- insert electronic marks.
- search for the last question.
- create J-Defines.
- access the second Writing menu.

Second Writing Menu

Touching **More** on the First Writing menu displays the Second Writing menu.



The second Writing menu includes features that allow you to:

- toggle the tilting touch screen display between steno only, text only, text with vertical notes or text and Brief It when Brief It is active.
- scroll through the steno or text on the tilting screen.
- search for the last Q, A, untranslate, StenoMark, and steno on the tilting touch screen.
- display status information about the NexGen.
- set audio options.
- change tilting screen text color, font size and backlight level.
- perform keyboard adjustments, save and load keyboard profiles.
- playback audio.
- access a third menu to display the Brief It pane and create briefs, when Brief It is active.
- access the First Writing menu.

Third Writing Menu

If the [Use Brief It](#) option in Trans. Opt. is set to Yes, touching More on the Second Writing menu displays the Third Writing menu which includes Brief It. The Brief It option allows you to manually accept or reject briefs and suggest new briefs. You can scroll up or down in the Brief It pane. The following is an example of the Manage Briefs menu.



To Return to First Writing Menu:

- Continue writing, pressing More on the second Writing menu or pressing Quit on the Brief It menu returns you to the First Writing menu.

Return to Opening Menu:







- Pressing **End** on the First Writing menu automatically closes the current job and returns you to the Opening menu. If the Prompt to End Job option is active, you are prompted with a confirmation message to close the job each time you press the **End** sensor or touch screen **End**.

Writing Jobs

The NexGen stores steno notes, timestamps, job dictionaries, audio files and J-Defines on the Data Micro SD card. The NexGen also saves steno notes, timestamps, and audio files to the Backup Micro SD card; and saves steno notes and timestamps to memory.

The Backup Micro SD card is not designed to be removed from the NexGen unless, in a rare occurrence, it is necessary to locate a job that cannot be found in memory or on the Data Micro SD card. The Backup Micro SD card must be in the NexGen in order for the steno machine to operate. Never remove the Backup Micro SD card while the NexGen is On.

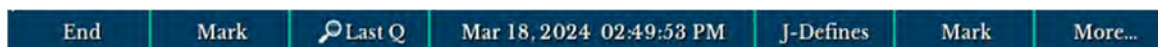
To begin writing:

- Turn the NexGen On. Touch the first function sensor on the left until the splash screen appears on the tilting display.
- The splash screen displays briefly on the tilting display followed by the title bar across the top of the screen and the Opening menu at the bottom.
- The Title Bar shows the following information:
-  - the approximate amount of charge remaining for the main battery. When the gauge is completely green, the battery is fully charged. As the battery level changes or the NexGen is charging, the gauge changes. See [Battery](#) for more information about NexGen batteries.
-  - the approximate amount of space remaining on the Data Micro SD card. See [Data Micro SD Card](#) for more information.
-  - the Audio Meter displays when you begin writing and indicates the audio is recording. The Audio Meter shows the sound level for the recording input. The Audio Meter can be hidden if you do not want others to easily see on the NexGen display that audio is being recorded. The default for audio recording is set to Off. To learn how to turn on audio recording and/or hide the Audio meter See the [Audio](#) section of this guide.
-  - the double bars display when writing and the [audio](#) is paused by the NexGen Auto Pause Resume feature or by a realtime Pause Audio dictionary definition.
-  - the no microphone icon displays when no audio is recording while writing. See [Audio Hardware Setup](#) for more information about audio setup.
-  - Software Update Available,
- *Strokes* - the number of steno strokes written for the open file.
- *SPM* - the average number of strokes written per minute.
- *Pages* - the estimated number of text pages in the open file.
- NexGen menus allow you to perform a function or select to display another menu.

- The Opening menu is the first of two setup menus used to select options prior to writing.



- When you write a steno stroke, the NexGen opens a new file and replaces the Opening menu with the first to two writing menus.



- To close the job when finished writing, touch **End**. The NexGen finishes writing the steno and audio to the Data Micro SD card and closes the current file. If the option, [Prompt to confirm ending job](#) is active, the following confirmation prompt displays: To Confirm End of Job, press **End**. Touch **End** to close the job or continue writing to cancel the message.



The NexGen names files using a year, month, date, and time format. For example: 20231214-142341 (December 14, 2023 at 14:23:41 p.m.). Job files are stored in folders identified by year and month. For example, 202312. By default, the newest file is listed first.

Use the [Reopen](#) feature to reopen an existing file and append same day testimony. You can search, readback and play audio in reopened files.

A/An Resolution

A/An resolution automatically selects the correct word, “a” or “an” based on the word that follows. The steno translates as “a” before consonants and as “an” before vowels and the numeral 8. The steno, A, must be defined as "a" (no quotes) in your dictionary in order for the A/An Resolution feature to work. If the dictionary entry is defined as a conflict between "a" and "an," this feature does not work as described.

To turn A/An resolution Off or On:

- From the Opening Menu, touch **Setup, Trans. Opt**. The current status of the A/An option displays on the screen.
- Touch the  **Down**/ **Up** sensor or menu items as necessary to highlight the A/An option.
- Touch the **On/Off** sensor to toggle the A/An option On or Off.
- To display the Opening menu, touch **OK, More, Quit**.

About

The About screen displays copyright information about the NexGen and FCC information. You can access the About screen from the Opening menu by touching **More** and then **About**.

The same FCC information in the About screen is available on the Copyright page of this User Guide.

Audio

The NexGen allows you to record an audio file that is automatically synchronized to your written steno notes. To record, you must enable the NexGen audio option, Record Audio During Job and connect a microphone to the NexGen. Stenograph recommends using either a microphone that is battery powered or a high gain microphone that receives power from the connected device.

The NexGen saves the audio files to the Backup Micro SD and Data Micro SD cards. Audio files take up additional space on the SD cards. When the Record Audio During Job option is enabled, the additional space is always used regardless of whether or not you have a microphone connected to the NexGen and are recording. The amount of additional space is determined by the audio option, Audio Format.



When there is less than 75MB available on the Data Micro SD card, you can begin writing a job but no audio records regardless of the audio options selected. The following message displays when there is insufficient space to record: Space is TOO Low. Audio Will Not Be Recorded To Data Micro SD Card.

While writing a job and there is only 12MB available on the Data Micro SD card, the audio stops recording. The following message displays: Space is Low. Audio Has Stopped Recording To [Data Micro SD Card](#).

NexGen audio options enable you to listen to the recording live. You can connect a headset or speakers to the NexGen for [audio playback](#).

Audio Hardware Setup

To prepare for audio recording:


- Plug the microphone into the microphone jack () on the back of the NexGen.
Using a direct feed from a videographer to the microphone jack is not recommended since most of those feeds are line level (much higher) and not microphone level.
- Confirm the Data Micro SD card is properly inserted in the NexGen.
- If you are using headphones or speakers to listen to the live recording or for playback, plug the headphones () into the headphone jack on the back of the NexGen.
- The placement of the microphone directly affects the quality of the audio file. Position the microphone away from audio playback devices, such as speakers.

- Set necessary [Audio options](#). Ensure the option, Record Audio During Job is set to On.

Audio Options

The Record Audio During Job and Audio Format options must be set before opening a job on the NexGen. All other audio options are accessible while writing.

To set audio options:

1. From the Opening or First Writing menu, touch **Setup, Audio**. Touching the  title bar icon is equivalent to pressing **Setup, Audio**.
2. Use the **Up/ Down** sensors to move the pointer (>>) to identify a feature for selection.
 - *Microphone Gain* - indicates the current gain setting for the microphone, 0 - 100%. If your microphone is battery powered or is a high sensitivity microphone without a battery, set the gain lower. A suggested starting point is 75 - 80%. If the microphone is not battery powered and/or is not a high sensitivity microphone, set the gain higher. A suggested starting point is 90-95%. Setting this gain too high, may cause audio feedback.

Touch the - and + sensors as necessary to set the percent. A graphic bar indicates the selected level. Test the quality and adjust the gain as necessary. You can adjust the gain during a job.

- *Headphone Volume* - indicates the current volume level for the audio playback through headphones, 0 - 100%. A suggested setting is 65%. The audio is amplified when monitoring live audio and may require a lower setting when the Monitor Live Audio option is active.
- Use the **Quieter and Louder** sensors to adjust the volume. A graphic bar indicates the selected level. During a job, you can playback the audio and adjust this option as necessary.
- *Record Audio During Job* - indicates the audio recording status. Touch the **On/Off** sensor to toggle your selection. The default is set to Off. This option cannot be changed once you open a job.
- *Monitor Live Audio* - allows you to listen to the recording live with some amplification through headphones or a headset attached to the NexGen. Touch the **On/Off** sensor to toggle your selection. During a job, you can playback the audio.

When monitoring live audio during the job the audio is amplified. Check the Headphone Volume setting for an appropriate level.

- *Auto Pause Resume* - allows you to automatically pause the recording after a specific period of time, when no new steno is being input from the steno machine. Audio recording automatically resumes when you begin writing. Using this feature can help conserve SD card space when recording audio on jobs where long or frequent pauses occur. Use the - and + sensors to set the wait time before pausing the audio. The range is between 5 seconds and 15 minutes. Settings from 5 seconds to 2 minutes are made in increments of one second; 2 - 5 minutes in 15 second increments; and 5 - 15 minutes in one minute increments. You can adjust this option during a job.

When using CATalyst, you can use existing CATalyst dictionary definitions {Pause Audio} and {Resume Audio} to manually pause and resume the audio. It is necessary to place these definitions into your dictionary before loading the dictionary onto the NexGen. When you manually pause the audio using a steno stroke on the NexGen, you must resume the audio with a steno stroke, regardless of the setting for the Auto Pause Resume option.




If you are not using CATalyst, check with your CAT vendor to verify that your software recognizes pause and resume commands, if not, do not use the Auto Pause Resume option.

- *Audio Format* - allows you to set the audio compression format (codec) for recording. The NexGen has three audio codecs available:
 - Opus (14.7 MB/hour) - greatly improves audio fidelity compared to the GSM and ADPCM codec options. The Opus (14.7 MB/Hour) option creates an *.Opus file type. CATalyst version 20.07 or higher is required if you use the Read function to read the Steno notes and Audio from the NexGen into CATalyst. For CAT software other than CATalyst, check with your CAT software vendor for compatibility information and Read instructions.
 - ADPCM (14.7 MB/hour) - has a lower audio fidelity compared to the Opus (14.7 MB/Hour) audio codec. The ADPCM (14.7 MB/hour) option creates an *.Wav file type. Wav files are compatible with all version of CATalyst and most other CAT software. For CAT software other than CATalyst, check with the CAT software vendor for compatibility information and Read instructions.

- GSM (5.8 MB/hour) - has the lowest audio fidelity of the three audio codec options. The GSM (5.8 MB/hour) option creates an *.Wav file type. Wav files are compatible with all version of CATalyst and most other CAT software. For CAT software other than CATalyst, check with the CAT software vendor for compatibility information and Read instructions.

Press the **Change** sensor to toggle your selection. Audio recorded to the Backup Micro SD card is recorded at the GSM format regardless of this option setting.

This option cannot be changed once you open a file.

- *Hide Audio Meter* - the Audio Meter shows you the current volume level of the audio as it's picked up by the microphone during recording. Hiding the Audio Meter can be useful when you do not want others to easily see on the NexGen display that audio is being recorded. Touch the **Yes/No** sensor to toggle between Yes and No. Yes means the Audio Meter will be hidden. The recording on , recording paused , and recording off  title bar icons will continue to display when the Hide Audio Meter option is set to Yes.
3. To display the Opening or First Writing menu, press **OK, More, Quit**.

Audio Playback

The Play feature becomes available when you use a Search feature while writing a job. Play allows you to playback the audio portion of the file from the point of the highlighted text forward in the file. The NexGen highlights the corresponding steno and text on the tilting screen during the audio playback. You can stop the playback at any time. A set of external speakers or headset is required for audio playback.



To play audio while writing a job:

1. Using a [Search](#) feature, look for any of the following: Last Q, Last A, Last Mark, Steno or Untranslate.
2. When you identify the position in the file from which you want to playback the audio, touch the **Play** sensor or menu item. The NexGen begins the playback and simultaneously highlights the corresponding text and steno.
3. Use the **Quieter** and **Louder** sensors to adjust the playback volume. If applicable, you may also need to adjust the volume control on your headset or speakers.
4. Touch the **Stop** sensor or menu item when finished.

Auto-Conflict Resolution

Auto-Conflict Resolution, when turned On, automatically selects the first choice of the conflict. This prevents the display of conflicts on the NexGen screen for easier readback. This option does not affect the realtime output when writing realtime to a computer.

To turn Auto-Conflict On or Off:

1. From the Opening Menu, touch **Setup, Trans. Opt.** The current status of the Auto-Conflict Resolution option displays on the screen.
2. Touch the  **Down**/ **Up** sensors as necessary to highlight the Auto-Conflict Resolution option.
3. Press the **On/Off** sensor to toggle the Auto-Conflict Resolution option On or Off.
4. To display the Opening menu, press **OK, More, Quit**.

Backup Micro SD Card

The Backup Micro SD card stores steno notes, timestamps and audio files as a backup to the Data Micro SD card. In a situation where there is no main battery, not enough charge in the main battery or no AC adapter/charger power, the NexGen uses FailSafe Mode to save the steno notes, timestamps and audio files to the Backup Micro SD card.

It is necessary to insert a Backup Micro SD card into the NexGen in order to operate the writing machine. If you remove the Backup Micro SD card while the writing machine is On, the NexGen beeps and displays the message: Backup Micro SD Card Missing!!! Insert Card or Turn Off. You must reinsert the card to use the NexGen.

The NexGen requires a minimum 4GB SDHC card. NexGen supports SDHC cards 4GB to 32 GB. The Backup Micro SD card must be formatted in the NexGen. When you insert an SD card into the Backup Micro SD slot on the NexGen, you are prompted to [format the card](#) if it has not previously been formatted in the writing machine.

You can view files on the Backup Micro SD card when working on the NexGen. The Backup Micro SD card is designed as a backup and is not intended for archiving steno notes. Once the Backup Micro SD card is full, the new files overwrite the oldest file or files. Stenograph recommends carrying an extra SD card.

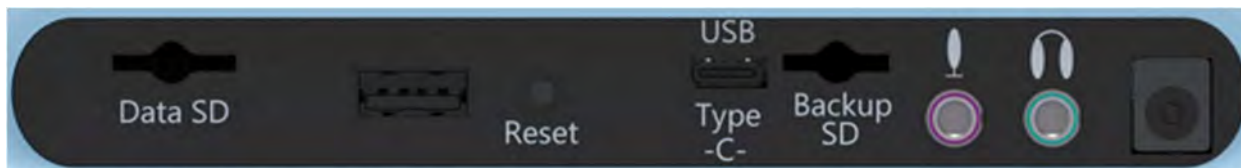
In the rare event it is necessary to retrieve a file from the Backup Micro SD card, you can use the [Backup Card Reader](#) utility. The Backup Micro SD card must be removed from the NexGen and inserted into a SD Flash Card Reader that connects to your computer. A built-in SD card slot reader on your computer cannot read the Backup Micro SD card. Ensure you reinsert the Backup Micro SD card into the NexGen when finished. The NexGen requires that a Backup Micro SD card is in the steno machine in order to operate.

Format the Backup Card

The Backup Micro SD card must be formatted in the NexGen. The card is verified when inserted into the Backup Micro SD slot on the NexGen. You are prompted to format the card if it has not been formatted in the writing machine. Formatting a Backup Micro SD card erases all the files and data stored on the Backup Micro SD card. Confirm that all the files on the card are no longer necessary.

To format the Backup Micro SD card:

1. Hold the Backup Micro SD card straight without angling and gently insert it into the Backup Micro SD slot on the NexGen until you hear a soft click. If the card does not easily insert, do not force it. Remove the card and reinsert it.



- 2.
3. Turn the NexGen **On**.
4. From the Opening menu, touch **Storage, Backup, SG Format**. A message prompts you to continue.
5. Touch **Yes** to format the Backup Micro SD card. A preparation message, along with a status bar displays as the NexGen formats the Backup Card. Touch No to cancel the format.
6. When the Backup cards finishes formatting, the NexGen displays a completion message.
7. To display the Opening menu, touch **OK** twice.

View Files on the Backup Micro SD Card

The NexGen names job files using a year, month, date format followed by the time. For example: 20240403-142341 (April 03, 2024 2:23:41 p.m.) The newest file is listed first. File size accompanies each file name.

To view the Backup Micro SD card directory:

1. From the Opening menu, touch **Storage, Backup, Files**.
2. Touch the **▼ Down/▲ Up** sensors to scroll through the list of files.
3. To display the Opening menu, touch **Quit, OK**.

Brief It

Brief It is a translation feature, on the NexGen that suggests conflict free brief forms for words and phrases that you write during a realtime job. When you write the same three or more steno strokes more than once, the NexGen generates a brief form and displays it in the Brief It pane.

The NexGen Brief It feature is designed for use when not in a realtime situation writing to CAT software. For example, there are times when you only have room to set up your NexGen and not your computer. Having the NexGen Brief It feature, you can still take advantage of suggested briefs. If you use Brief It on the NexGen and on your CAT system, the Suggested briefs may not match.

There are two types of briefs, Suggested and Reminder. Suggested briefs are generated during realtime when three or more steno strokes are written for the same text more than once and no brief exists in a dictionary currently used for translation. To use the Suggested brief, write steno for the brief twice, the default, to accept it. Accepted briefs are stored in the dictionary within memory and the current job dictionary. When you write the same steno that results in the same text translation of a used brief in a subsequent job, the NexGen provides a Reminder brief. You can also suggest a new brief or reject a brief. More information is available for [Managing Briefs](#).

The NexGen Translate Option, Use Brief It, must be set to Yes before beginning a job for the Brief It feature to be active and available during realtime. When Brief It is active, the NexGen defaults to the Brief It view when you begin writing. Text shows on the left side of the screen and the Brief It pane on the right. The most recent brief always displays at the bottom of the Brief It list.

Brief It automatically creates a J-Define the first time you use a Suggested brief. [J-Defines](#) made for the current job are placed into a job dictionary on the NexGen that uses the same date/time name as the job. The job dictionary is stored on the Data Micro SD card as a subfile of the job. If you are writing realtime using CATalyst V13 or higher, the definition is also sent to the global table of the CATalyst realtime file. All J-defines stored in the dictionary within memory are automatically used on subsequent jobs. If you do not want to use the J-Defines in another job, it is necessary to clear them from the dictionary within memory.

NexGen Suggested and Reminder briefs along with used briefs display in the Brief It pane on the right side of the screen, in a color coded background. The newest Suggested or last used brief display at the bottom of the list. Suggested briefs have a yellow background, Reminder briefs a green background and used briefs a gray background. When you write a Suggested brief, the background color for the brief turns gray, moves to the bottom of the list and the J-Define is created. You can reject a Suggested brief or request a new one.

Briefs with conflicting steno are not Suggested when an entry exists in a dictionary currently used for translation. For example, during the job you write AB/OT/HRAB/TOERS for the name "Abbott Laboratories." A job dictionary currently used for translation contains the entry A*L defined as "Mr. Allen." Brief It does not suggest A*L for the Abbott Laboratories brief but creates and suggests a brief that does not conflict, such as A*LT.

If you write a steno outline that matches the steno stroke for a Suggested brief or do not want to use the brief, you can write the {Delete} command to remove the steno and text from the transcript. Using the Delete command does not remove the define from the dictionary. You may want to use the [Brief It option](#), Write Twice to Define.

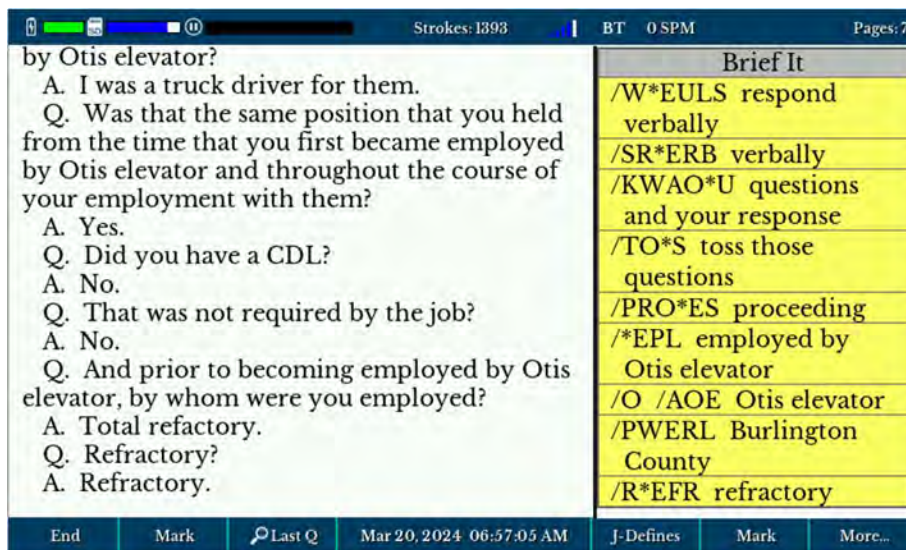
CATalyst V13 or Higher

The NexGen Brief It feature is designed for situations in which you are not writing realtime to your CAT system. If you are using CATalyst V13 or higher, defines are exchanged between CATalyst and the NexGen while writing realtime. It is strongly recommended to only use the Brief It feature on your NexGen or CATalyst but not both locations.

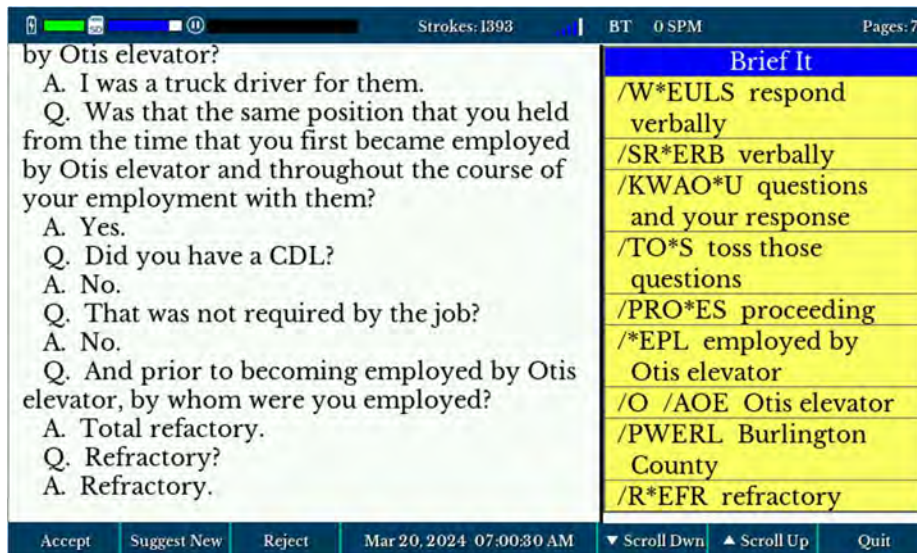
If you are using the Brief It feature on your NexGen with CATalyst V13 or higher, selecting to Undo a global, Undo Last Global or delete a global in CATalyst does not remove the definition from the dictionary in the NexGen memory or the job dictionary for the file on the NexGen. To [remove J-Defines](#) from the NexGen, it is necessary to clear them from the dictionary stored in memory.

Managing Briefs

The NexGen Suggested and Reminder briefs, along with used briefs, display in the Brief It pane in a color coded background. The newest and last used briefs display at the bottom of the list. Suggested briefs have a yellow background, used briefs a gray background and Reminder briefs a green background.



To manage briefs during a job, touch **More, More, Brief It**. The title bar of the Brief It pane turns blue, indicating it has cursor focus. Use the **Scroll Dwn** and **Scroll Up** sensors to position the cursor on the desired brief. The cursor location is indicated with a dark gray color on the edge of the Brief It pane.



Use the following options as necessary:**Accept**

Add the suggested brief to the job dictionary. The background turns gray once the suggested brief is added to the job dictionary. During a job, a Suggested brief is automatically accepted and added to the job dictionary when you write it. If writing realtime to CATalyst V13 or higher, the accepted brief is sent to the global table of the CATalyst realtime file.

Suggest New

Reject the suggestion brief and suggest a new brief at the bottom of the list. The suggested brief is lined out.

Reject

The current suggestion is rejected and lined out.

Quit



Save the changes and close the Brief It management screen.

Use Brief It

The NexGen Translate Option, Use Brief It, must be set to Yes before beginning a job in order for Brief It to be available on the NexGen. By default, this option is set to No. When Brief It is active, the NexGen defaults to the Brief It view when you begin writing. Text shows on the left side of the screen and the Brief It pane on the right. Changing the font size for the screen also changes the size of the Brief It pane and the text within it. You can change the View to not show the Brief It pane, but unless you turn Brief It Off, Suggested briefs continue to be provided even though you won't see them on the screen due to the change in view. If you turn Brief It off during a job, when you return to writing the job, the View shows text on the left and vertical notes on the right.

When Use Brief It is set to Yes, two [Brief It Options](#) are available. The options, Write Twice to Define and Only Suggest One Stroke Briefs, allow you to customize how you use Brief It.

Turn Brief It On or Off Before a Job:

1. From the Opening Menu, touch **Setup, Trans. Opt.**
2. Touch the  **Down**/ **Up** sensors as necessary to highlight the Use Brief It option.
3. Touch the **On/Off** sensor to toggle the Brief It option On or Off.
4. To display the Opening menu, touch **OK, More, Quit.**

Turn Brief It Off During a Job:



Once a file is open, you can turn the Use Brief It option Off but you cannot turn it On. Once the option is turned off while a file is open, you cannot turn it back on until you close the current job.

1. From the first Writing menu, touch More, Setup, Trans. Opt.
2. The cursor points to the Use Brief It option, touch the **Off** sensor.
If you touch OK without changing the option, the status of the option does not change.

Brief It Options

The following Brief It options are available in the Trans. Opt. screen.

To access the Brief It options:

1. From the Opening Menu, touch **Setup, Trans. Opt.**
2. Touch the  **Down**/ **Up** sensors as necessary to highlight the Brief It options.
3. Touch the **On/Off** sensor to toggle the option On or Off.
4. To display the Opening menu, touch **OK, More, Quit.**

If the Use Brief It option is set to **No**, the other two Brief It options are not available.

Write Twice to Define

Brief It, by default, automatically creates a J-Define the first time you use a Suggested brief. When this option is active, you must consecutively write a brief twice before Brief It creates a J-Define. All subsequent uses of the brief only need to be written once. For example, Brief It suggests, P*F, for “Piogenic Ventriculitis.” You want to use the brief so you write, P*F/P*F the first time, which places the words “Piogenic Ventriculitis” in your transcript and puts the definition, P*F = Piogenic Ventriculitis, in your job dictionary. To use the brief again, simply write P*F.

You may want to use this option to try a Suggested brief before making it a definition or to prevent a possible misstroke in accepting a brief. The default is Yes.

Only Suggest One Stroke Briefs

Brief It, by default, always suggests a one stroke brief with the asterisk before suggesting a two stroke brief. When this option is active, Brief It suggests only one stroke briefs.

Copy Log

The Copy Log feature is used in the rare instance your NexGen experiences an error or an exception. The Copy Log feature automatically saves the information to a log file which is stored in a Support Info Files folder on the Data Micro SD Card and in Memory. Technical Support may ask you for access to this information to Stenograph for analysis. There are two methods available for copying Log files:

The easiest and quickest way to share log files with Technical Support is to enable StenographLink on your NexGen (recommended):

- Navigate to the **Updates** menu
- Tap the **Agreement** Option
- Review the Agreement and tap **Accept**. If your WiFi is not connected, you will be taken to the WiFi screen to enable it before you are able to accept the agreement.

Now, Technical Support will be able to extract log files directly from your NexGen machine via StenographLink and immediately start working on the resolution.

Note that Stenograph has no access to any job related information such as steno notes, steno files, xray files or any translated text.

Use the WriterManager Utility to copy log files via USB directly to a computer:

Download and install the Stenograph Writer Utility program available at steno-graph.com/utilitycd. The WriterManager PDF file supplied by the Stenograph Writer Utility program will guide you through the steps. With this method of copying log files from the NexGen to a computer the log files are automatically compressed into a (zipped) file and ready to be e-mailed to Technical Support.

To copy the Log files to a Data Micro SD card or to a Thumb Drive:

- From the Opening Menu, touch **More, Diag, Copy Log**. The NexGen copies all the appropriate log information to the Data Micro SD card, placing it in the Support Info Files folder. Depending on the situation, there could be many log files. The message "Done Copying to SD Card" will display when the copy is complete.
- To return to the Opening menu, touch **Quit, More**.
- Do **one** of the following:
- Turn your NexGen Off, then remove the Data Micro SD card. Insert the Data Micro SD card into the USB SD Flash Drive reader or into a built-in SD slot on your computer. Locate the Support Info Files folder on the SD Card. Double click the Support Info Files folder and locate the correct year and month folder (if needed). Copy this folder to a location on your computer.
- At the Main menu, touch **SD card, Files** and then insert a USB thumb drive into the USB slot on the back of your NexGen. Touch the **Down** sensor until Support Info Files folder is highlighted and then touch **Folder**. Select the **correct year and month** folder (if needed) and then touch **Copy**. When the copy is complete. Place the thumb drive into a USB port on your computer.
- The Log Files can be large and it is best if you zip the files before attempting to send them. On your computer, browse to the location you saved the folder,

right click the Month and Year folder and select Send to Compressed (zipped) folder.

- Open your e-mail package and send the zipped file to Technical Support with any requested details.

Data Micro SD Card

The NexGen uses a Data Micro SD card to store steno notes, timestamps, audio files when the audio option is selected and the associated job dictionary when J-Defines are created for the job. The NexGen comes with an 8 GB Data Micro SD card.

The actual number of files a Data Micro SD card holds varies according to the size of the SD card and the size of each steno note, timestamp and audio files. For example, a 1 GB Data Micro SD card holds approximate 600,000 pages without audio files. Depending on the audio compression option selected, a 1 GB Data Micro SD card holds approximately 170 hours of audio at the GSM compression rate and 70 hours at the Opus and ADPCM compression rate.

The SD card icon on the title bar of the tilting touch screen provides a general indication of the remaining space on the Data Micro SD card. When the gauge is completely blue, the entire card is available. If no SD card icon displays, there is no SD card in the Data Micro SD slot or the NexGen does not recognize the Data Micro SD card. If the Data Micro SD card is corrupt, full or missing from the Data Micro SD slot, the NexGen displays warning messages but allows you to continue writing. Steno notes continue to be saved to memory and the steno, timestamps and audio continue to be saved to the Backup Micro SD card.

Stenograph recommends carrying an extra MicroSD card.

Format a SD Card

You may want to format a previously used Data Micro SD card for use in the NexGen. For example, you have archived all the files on the Data Micro SD card and want to start with a clean Data Micro SD card.

To format a Data Micro SD card:

- Gently insert a Data Micro SD card into the Data Micro SD slot on the NexGen until you hear a soft click. If the card does not insert easily, do not force it. Remove the card and reinsert it, ensuring it is straight without angling.
- From the Opening menu, touch **Storage, SD Card, Format**. A confirmation message prompts you to continue to format the card.
- Touch **Yes** to format the Data Micro SD card. A message box displays, indicating the progress of the format. To abort the format, touch No.
- A message displays confirming format completion. To display the Opening menu, touch **OK, Quit, OK**.

Manage Data Micro SD Card Space

You can check the amount of free space left on a Data Micro SD card. As the Data Micro SD card reaches capacity while writing a job, the NexGen beeps and a series of prompts warn that the Data Micro SD card is almost full. If you are recording audio while writing, a series of prompts warn that recording will stop soon. When the Data Micro SD card reaches only 12 MB available, a message displays indicating that audio is no longer recorded to the Data Micro SD card. If you start a job and there is 75MB or less available on the Data Micro SD card, audio is not recorded to the Data Micro SD card.

Once a Data Micro SD card is full, steno, timestamps and audio are no longer saved to the Data Micro SD card but continue to be saved to the Backup Micro SD card. Steno and timestamps also continue to be saved to memory.

You can change the Data Micro SD card any time during the writing process by first **closing the open file** and **turning Off the NexGen**. When you insert a new Data Micro SD card and turn the NexGen On, a new file is created as you begin writing. Files cannot span Data Micro SD cards. You can merge the files together later on your CAT system.

Check the Data Micro SD Card Space

1. From the Opening menu, touch **Storage, SD Card, Information**.
2. To display the Opening menu, touch **OK, Quit, OK**.

Change the Data Micro SD Card

You should always carry an extra Data Micro SD card with you. If your Data Micro SD card becomes full, you most likely will want to remove the full card and insert a new card. You need to turn Off NexGen before removing the Data Micro SD card.

To change the Data Micro SD card while writing:

1. On the First Writing menu, touch **End** to close the open file.
If the option, [Prompt to confirm ending job](#) is active, the following confirmation prompt displays: To Confirm End of Job, press **End**. Touch **End** to close the job or continue writing to cancel the message.
2. Turn the NexGen **Off** and remove the current Data Micro SD card from the Data Micro SD card slot.
The message, Disk in use -- Put it Back! displays when you attempt to remove the Data Micro SD card without closing the file by touching End; or you attempt to remove the Data Micro SD card before the NexGen has finished writing information to it.
3. Gently insert a new formatted Data Micro SD card until you hear a soft click. If the card does not easily insert, do not force it. Remove the card and reinsert it, ensuring it is straight without angling.
4. Turn the NexGen **On** and **continue writing**.

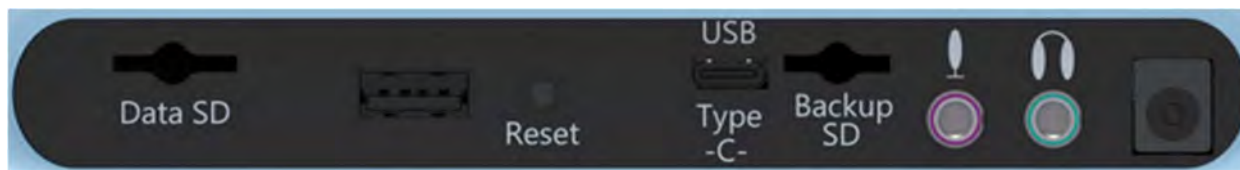
View and Copy Data Micro SD Card Files

The NexGen names job files using a year, month, date and time format. For example: 20190803-142341 (August 03, 2019 2:23:41 p.m.) Job files are stored in folders identified by year and month. For example, 201908. By default, the newest file is listed first.




Each job file contains subfiles that include: steno notes with timestamps, an associated audio file, audio pause and resume information when audio is recorded and an associated job dictionary when a job dictionary is used.

Only the file name for your job displays on the Data Micro SD card. The individual subfiles display on the destination drive when you read the job into your CAT system or use the [DateTimeToStentura](#) program.



When copying, the NexGen automatically copies your selected files from the Data Micro SD card to a USB storage device inserted into the NexGen USB A (host) port. Be sure to insert your thumb drive before copying files.



To view and copy files on the Data Micro SD card:

1. From the Opening menu, touch **Storage, SD Card, Files**. Touching the SD Card Status icon  opens the Files screen and shows you a listing of the Jobs stored on the SD Card.
2. Job files are organized in folders by year and month, with the newest folder first. Touch the  **Down**/ **Up** sensors to highlight a folder. Use **Date Sort** to toggle folders between ascending and descending order.

An additional folder, Support Info Files, may be visible along with the job folders. If an error occurs, the NexGen writes error information in [log files](#) to this folder. Stenograph uses the information to research and improve the software.

3. Steno notes copied from memory to the Data Micro SD card display at the root of the card in date order and are identified with the .sgstn file name extension. Although [memory](#) stores other file information in addition to the steno note file, only the steno note file is available for copy.
4. Touch **Folder** to display the job files for the selected folder. Job files display in date order, newest files first, with the following subfile information: the file size in megabytes, the estimated number of transcript pages, an indicator when there is an associated Audio file and an indicator when there is an associated job dictionary.
5. Use **Date Sort** to toggle the display of files in ascending and descending order.
6. To copy files, touch the  **Down**/ **Up** sensors to highlight the desired files. When finished, touch **Select** to highlight the files.

7. Ensure there is a thumb drive in the NexGen USB A (host) port and touch **Copy**. The NexGen automatically copies the selected files to the thumb drive. The Opening menu displays when the copy is complete.

Dictionaries

The NexGen uses CATalyst converted dictionaries or an RTF/CRE dictionary converted by the [RTF2Writer Dictionary Conversion](#) program. Valid dictionaries include your personal dictionary, any job dictionary and the CATalyst Power Define dictionary. You can also export the CATalyst Spell Check Wordlist and Prefixsuffixrules.ini file when using CATalyst 8.05 or higher.

The NexGen can hold approximately 900,000 dictionary entries, depending on the size of the entries. The total number of combined personal and job dictionary entries cannot exceed 900,000.

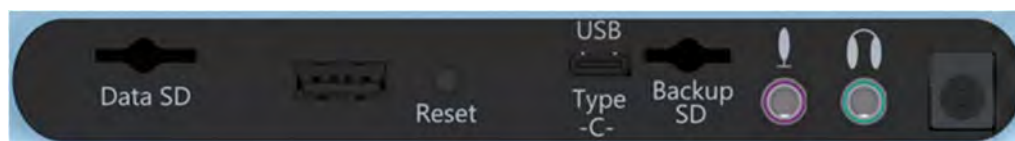
Load Dictionaries on the NexGen

The NexGen loads CATalyst dictionaries from your computer via the USB Type-C cable or a WiFi connection. In order to export your CATalyst dictionaries via USB cable you must have installed the [NexGen USB driver](#) on your computer.

Each time you load dictionaries, the newly loaded dictionaries overwrite all other dictionaries on the NexGen. Dictionaries remain on your NexGen until you load dictionaries again. When loading dictionaries, J-Defines held in the dictionary within the NexGen memory are not cleared. To prevent previous J-Defines made on the NexGen from applying to future jobs, you must clear the J-defines. You can manually [clear the J-defines](#) or have them [automatically cleared](#).

To export CATalyst dictionaries to the NexGen:

1. Ensure your NexGen and computer are turned **On** and fully booted.
2. Start CATalyst.
3. On the NexGen, do one of the following:
 - a. If using a USB connection, use the USB-C port on the back of the NexGen to connect the writer to the computer.



- b. If using a WiFi connection, ensure that your NexGen and the computer have a WiFi connection to the same WiFi network access point.
4. In CATalyst, open the **Export** function and select the Stenograph Writer tab.
 5. If using CATalyst V16.03 or lower, select the élan/Fusion/NexGen tab.
 6. If using CATalyst V10.04 or earlier, select the élan/Fusion tab.

7. Select the dictionaries you want to load onto your NexGen. The Personal Dictionary is selected by default to ensure the most recent version on your NexGen. You can also select the CATalyst [Power Define](#) dictionary. To load the Spell Check Wordlist and the [Prefixsuffixrules.ini](#) file, if applicable, check the appropriate box for each option. You must be using CATalyst V8.05 or higher.
8. In the Export With section of the Export dialog box, do one of the following:
 - a. If using a USB connection, click the radio button **USB**.
 - b. If using WiFi, click the radio button **WiFi**.
9. Click **Export**. The NexGen beeps and briefly displays a progress bar along with a series of messages as the dictionaries load.
10. When the NexGen finishes loading the dictionaries, it reboots, displaying the Opening menu. A verifying dictionary message may display. In CATalyst, depending on your CATalyst setting, the message, Export Complete, may display.



Using Job Dictionaries

In addition to your main (personal) dictionary, you can use CATalyst exported job dictionaries for translation when writing on the NexGen. You must load CATalyst job dictionaries onto the NexGen in order to select them for translation.

When using the [RTF2Writer program](#), you can load up to seven job dictionaries on the NexGen.

You can set job dictionary priority on the NexGen. When a stroke appears in more than one dictionary with a different definition, the job dictionary with the highest priority is used to translate the stroke. All selected job dictionaries have a higher priority than the main dictionary and the J-Defines in the dictionary within the NexGen memory.

To set dictionary priorities:

1. From the Opening menu, touch Dict.
2. From the Dictionary menu, touch Select. The Job dictionaries display in the order they were loaded onto the NexGen. The following information displays for each dictionary:
 - *Priority* - the translation priority for the dictionary. One is the highest and ten is the lowest when dictionaries are selected.
 - *Job Dictionary Name* - the file name of the job dictionary.
 - *Date/Time* - the date and time the job dictionary was loaded on the NexGen.
 - *Size* - the size of the job dictionary.
3. Select job dictionaries to use for translation and set the priority. Use the  Down/ Up sensors to move the pointer (>>) to the desired job dictionary and touch Select. The dictionary priority is set in the order you select the dictionaries. To reorder the priority, touch **Clear** to deselect all the dictionaries so that you can reselect the dictionaries in the desired priority order.

When the CATalyst Power Define dictionary is loaded, the NexGen automatically selects it for use when making a [J-Define](#). The Power Define dictionary takes priority over all other dictionaries when creating a J-Define. It does not display in the dictionary list.

4. Do **one** of the following:

- Touch **Accept** to save the selections. The Dictionary menu displays.
- Touch **Quit** to exit without making changes to the existing job dictionary priorities. The Dictionary menu displays.
- To display the Opening menu, touch **Quit**.

Electronic Marks

Use the Mark function to electronically mark locations in your steno notes. For example, let's say that you hear something and you want to go back to it in your steno notes when there is a break. You could touch the Mark sensor and then use the Search feature to locate the Marks in the file.

To mark your steno notes:

- From the First Writing menu, touch either **Mark** sensor or the touch screen menu item.
- When no dictionary definition exists for the Mark, the untranslate displays as */!* in the Text and in the Vertical Notes on the tilting screen. If you have defined the Mark in your dictionary, the exclamation mark (!) displays in the Vertical Notes and the text definition displays in the text.
- If the option [Function keys \(touch sensors\) during job](#) option is set to Off, you will need to use the touch screen Mark menu item.
- Continue writing.

J-Defines

J-Defines are steno-based words or phrases that are specific to a job, such as names, places and technical terms. You can create J-Defines on the NexGen before beginning or during a job. The NexGen automatically uses the J-Defines in the writer's memory, along with any other selected job dictionaries, when you write a job. J-Defines created during a job apply from the point you define them and do not apply to text you have already written.

If you are using CATalyst V13 or higher, J-Defines made on the NexGen, including used briefs, are automatically sent to CATalyst when writing realtime via the USB Type-C connection or the WiFi connection. The defines are sent to the global table of the CATalyst realtime file. Any dictionary definitions made in the CATalyst file, including D-Defines, J-Defines, K-Defines and Other Defines, are automatically sent to the NexGen and stored in the memory of the writer as J-defines. The exchanged definitions apply from the point of creation forward to all new realtime steno written.

J-Defines made for the current job are stored in the writer's memory and placed into a job dictionary on the NexGen that uses the same date/time name as the job. The job dictionary is stored on the Data Micro SD card as a subfile of the job. When using the Read function in CATalyst, the associated job dictionary is automatically transferred to CATalyst when reading the steno notes from the Data Micro SD card.

All J-Defines created on the NexGen are stored in the NexGen's memory and remain in there until you clear them. The J-define's memory can hold approximately 100,000 J-Defines. J-defines in memory are automatically used on subsequent jobs. If you do not want to use the J-Defines in another job, you can [manually clear](#) them or set the [Clear J-defines](#) when turning on/ending job option).

You can [save all the J-Defines](#) from the dictionary within the NexGen memory to a dictionary file, jdefines.sgdct, on the Data Micro SD and use the file in CATalyst as you would any job dictionary. For example, you can use the file in translations or merge the file into your CATalyst Personal dictionary.

Using CATalyst, you can [export your CATalyst](#) Personal Dictionary, job dictionaries and the CATalyst Power Define dictionary (use [Power Defines](#) commands when creating J-Defines on the NexGen).

Create J-Defines

When creating J-Defines on the NexGen, you can fingerspell the text or you can stroke defined steno outlines to enter the text portion of a J-Define. The NexGen's Spell Mode allows you to use steno stroke equivalents for each letter to enter the text portion of a J-Define. When stroking defined steno outlines in the J-Define Text field, the NexGen automatically enters the text portion of an existing definition from your dictionary. For example, you have STKPWHR defined in your dictionary as <Question>. To define a misstroke for a question bank, you write STKPW R in the J-Define Steno field and touch **OK**. In the J-Define Text field you write STKPWHR. The NexGen automatically inserts <Question>. If you are using CATalyst V13 or higher when writing realtime via a USB Type-C connection, the definition is sent to the global table of the CATalyst realtime file.

When an entry in your dictionary conflicts with a steno outline used by the Spell Mode feature, the steno outline in the Spell Mode feature takes priority. It is necessary to fingerspell the definition for any entry that conflicts with the Spell Mode feature. For example, you want to J-Define the misstroke for TKELG as "Dell." You write the steno stroke TKELG in the J-Define Steno field and TKEL in the J-Define Text field. Since the Spell Mode feature uses TKEL for <Delete Space>, the NexGen automatically enters <Delete Space> in the J-Define Text field. It is necessary to fingerspell Dell in order to define TKELG as "Dell."

The exception to Spell Mode priority is for the #*. The #* is internally defined in the NexGen as Delete. If a dictionary used for translation contains another definition, the definition in dictionary takes priority.

When you use Power Define commands from a CATalyst Power Define dictionary loaded onto the NexGen to create J-Defines, the Spell Mode feature is disabled and the Power Define dictionary takes the highest priority over other dictionaries in the J-Define feature.

Create J-Defines Using the Power Define

You can use Power Define commands from a CATalyst Power Define dictionary loaded onto the NexGen, in lieu of Spell Mode, to create J-Defines. The Power Define dictionary allows the use of your customized dictionary entries to fingerspell, write format commands and navigate within the J-Define feature. When you load your CATalyst Power Define dictionary onto your NexGen, the Spell Mode feature is disabled and the Power Define dictionary takes the highest priority over other dictionaries only in the J-Define feature. If you are using CATalyst V13 or higher when writing realtime via USB Type-C connection, the definition is sent to the global table of the CATalyst realtime file.

When creating a J-Define, the Power Define dictionary loads into the dictionary priority list but does not display in the list of Job Dictionaries. A Power Define entry takes priority if it conflicts with another dictionary entry. When finished creating J-Defines, the Power Define dictionary is removed from the dictionary priority list and is not used for realtime translation.

Since the Spell Mode feature is disabled and it contains alphabetical characters, numbers and format symbols, you may want to put specific format symbols definitions in your CATalyst Power Define dictionary to use with the J-Define feature. For example, let's say you use the Colloquy format symbol in your J-defines for speaker identifications. In your Power Define dictionary, you have an entry using the steno, KOL, with the <Colloquy> format symbol entered in the Text of the definition. You export the Power Define dictionary along with any other dictionaries to the NexGen. When writing a job, you select to J-define, you write the steno for the speaker, the command to move to the text definition and then you stroke "KOL" in the Text field to insert the <Colloquy> format symbol followed by a speaker name. This makes it easy to define unknown speakers on the fly on your NexGen. See the CATalyst Help for information on creating Power Define dictionary entries in CATalyst.

You may want to review the [Spell Mode entries](#) for Punctuation and Format Symbols before exporting your Power Define dictionary. To remove the Power Define dictionary from your NexGen and use the NexGen default Spell Mode entries for J-Defines, use CATalyst's export feature again and select your dictionaries without selecting the Power Define dictionary.

Create J-Defines Using Spell Mode

While writing on the NexGen, you can create J-Defines using the built in Spell Mode alphabet and numbers.

- Do **one** of the following:
- From the Opening Menu, touch **Dict, J-Defines, Add**. The Add to J-Define screen displays. The total number of J-Defines entries and the amount of remaining space for J-Defines shows on the right side of the

screen.



- From the First Writing Menu, touch **J-Defines**.
- In the J-Define Steno field, **write the steno stroke(s)** for the J-Define. If you make a mistake, write an * (asterisk) to delete the previous stroke or press **Clear** to delete all the strokes.



- When finished entering steno outlines, touch **OK**.
- In the J-Define Text field, **write text for the J-Define**. Use uppercase and lowercase letter letters, punctuation and format symbols as defined in [Spell Mode](#). or write steno defined in your dictionary as the word or format symbol you are defining. For example,
 - Write the stroke in Spell Mode defined as a format symbol.
 - Write a stroke that is defined in a dictionary, such as <Question>.
 - Write a stroke that is defined in a dictionary and use the Spell Mode letters to complete the word. For example, write the stroke for Peter and fingerspell "s" "e" "n" to make Petersen.
- Use the Spell Mode letters to create a word that is not in the dictionary, such as "Kurkowski."

- If you make a mistake, write an * (asterisk) to delete the previous character or press **Clear** to *delete the entire entry*.



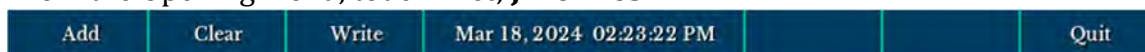
- When finished, touch **OK** to complete the definition.
- Repeat the previous steps to create additional J-Defines. When finished creating J-Defines, do **one** of the following:
- When creating J-Defines before beginning a job, touch **Quit** twice to return to the Opening menu.
- When creating J-Defines while writing, touch **Quit. Continue writing**.

Write All J-Defines to Data Micro SD Card

You can copy all the entries in the J-Defines dictionary in the NexGen memory to a dictionary file. When copying all the entries, the NexGen names the file, `jdefines.sgdct`, and saves it to the Data Micro SD card for use in CATalyst. You can then use Windows' My Computer feature to copy the file from the Data Micro SD card to your CATalyst user name. Copying all J-Defines to the Data Micro SD Card does not [clear](#) (delete) them from the NexGen's memory.

To copy the J-Defines to the Data Micro SD card:

- From the Opening Menu, touch **Dict, J-Defines**.



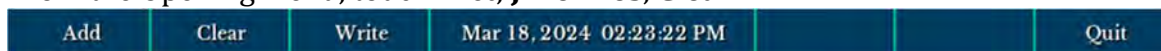
- From the J-Define menu, touch **Write**. The following message displays prompting you to confirm the copy: *Ready to Write All J-Defines to Data Micro SD card. Are You Sure?*
- Touch **Yes** to write all J-Defines in memory to the Data Micro SD card to a file named **jdefines.sgdct**. The following message displays: *Writing J-Defines to Data Micro SD Card*.
- Touch **No** to cancel the J-Defines being written to the Data Micro SD card.
- To display the Opening Menu, touch **Quit** twice.

Clear All J-Defines

Depending on your NexGen options, J-Defines can be automatically cleared when ending a job, you can be prompted to clear all J-defines when ending a job or turning the NexGen On or you can manually clear all J-Defines from the NexGen memory. The automatic option for clearing/being prompted for J-defines is available in the [Options](#) screen. The instructions below are for the manual method of clearing all J-defines.

To delete all the J-Defines from dictionary in the NexGen memory:

- From the Opening Menu, touch **Dict, J-Defines, Clear.**



- The following message displays prompting you to confirm the deletion: *Ready to Delete All J-Defines. Are You Sure?*
- Touch **Yes** to clear all J-Defines from the NexGen. The following message displays: *All J-defines deleted from this writer's memory.*
- Touch **No** to retain the J-defines in memory.
- To display the Opening Menu, touch **Quit** twice.

Spell Mode

Use Spell Mode to create J-defines on the NexGen or type a keyboard profile name using the following steno stroke equivalents. CATalyst Power Define dictionary entries on the NexGen take priority.

Lower and Upper case letters

Lower Case Letters		Upper Case Letters	
a	/ARBGS or /AEURBGS or /A or /AEU	A	/AFPLT or /AEUFPLT
b	/PW-RBGS or /PW or /-B	B	/PW-FPLT
c	/KR-RBGS or /KR or /-BG	C	/KR-FPLT
d	/TK-RBGS or /TK or /-D	D	/TK-FPLT
e	/ERBGS or /AOERBGS or /E	E	/EFPLT or /AOEFPLT
f	/TP-RBGS or /TP or /-F	F	/TP-FPLT
g	/TKPW-RGBS or /TKPW or /-G	G	/TKPW-FPLT
h	/H-RBGS or /H	H	/H-FPLT
i	/EURBGS or /AOEURBGS or /EU or /AOEU	I	/EUFPLT or /AOEUFPLT

Lower Case Letters		Upper Case Letters	
j	/SKWR-RBGS or /SKWR or /-PBLG	J	/SKWR-FPLT
k	/K-RBGS or /K	K	/K-FPLT
l	/HR-RBGS or /HR or /-L	L	/HR-FPLT
m	/PH-RBGS or /PH or /-PL	M	/PH-FPLT
n	/TPH-RBGS or /TPH or /-PB	N	/TPH-FPLT
o	/ORBGS or /OERBGS or /O or /OE	O	/OFPLT or /OEFPLT
p	/P-RBGS or /P or /-P	P	/P-FPLT
q	/KW-RBGS or /KW	Q	/KW-FPLT
r	/R-RBGS or /R or /-R	R	/R-FPLT
s	/S-RBGS or /S or /-S	S	/S-FPLT
t	/T-RBGS or /T or /-T	T	/T-FPLT
u	/URBGS or /AOURBGS or /U or /AOU	U	/UFPLT or /AOUFPLT
v	/SR-RBGS or /SR	V	/SR-FPLT
w	/W-RBGS	W	/W-FPLT
x	/KP-RBGS or /KP or /-BGS	X	/KP-FPLT
y	/KWR-RBGS or /KWR	Y	/KWR-FPLT
z	/STKPWHR or /SAOE-RBGS or /SE-RBGS or /SAOE or SOE or /SE or /-Z	Z	/STKPWHR-FPLT or /SAOE-FPLT or /SOE-FPLT or /SE-FPLT

Punctuation and Format Symbols

Punctuation		Format Symbols	
?	(interrog) /STPH	<Question>	/STKPWHR or /KWE or /KWEU
.	(period) /-FPLT	<Answer>	/-FRPBLGTS or /APB or /APBS
:	(colon) /-FPLT/-FPLT	<Colloquy>	/KOL
;	(semicolon) /-FPLT/-RBGS	<Paragraph>	/*P or /PAR or /PRAF or /PAEUR
...	(ellipses) /-FPLT/-FPLT/-FPLT	<Delete Space>	/TKEL or /TKHRET

Punctuation		Format Symbols	
,	(comma) /-RBGS	<Sticky Space>	/KEP or /KAOEP
-	(dash) /TK-RB	<Tab>	/TAB
'	(apostrophe) /AE or /AOE	<New Line>	/HRAOEUPB
"	(double quote) /KW-T or /KWOET	<Glue>	/TKPWHRAOU or /TKPWHRU
((left paren) /STPH-FPLT	<Cap Next>	/KAP
)	(right paren) /STPH-FPLT/STPH-FPLT	<Cap Previous>	/PRE or /PRAOE
\$	(dollar sign) /-D or /-D#	<Uncap Next>	/KA*P or KAUP
^	(caret) /KA or /KAR		
&	(ampersand) /APBD or /AFRP or /APL		
*	(asterisk) /AS		
+	(plus sign) /P-LS		
/	(slash) /SHR-RB or /SHRARB		
	(space) /SPAEUS		

Numbers

Numbers





- 1 /S#
- 2 /T#
- 3 /P#
- 4 /H#
- 5 /A#
- 6 /-F#
- 7 /-P#
- 8 /-L#
- 9 /-T#
- 0 /O#

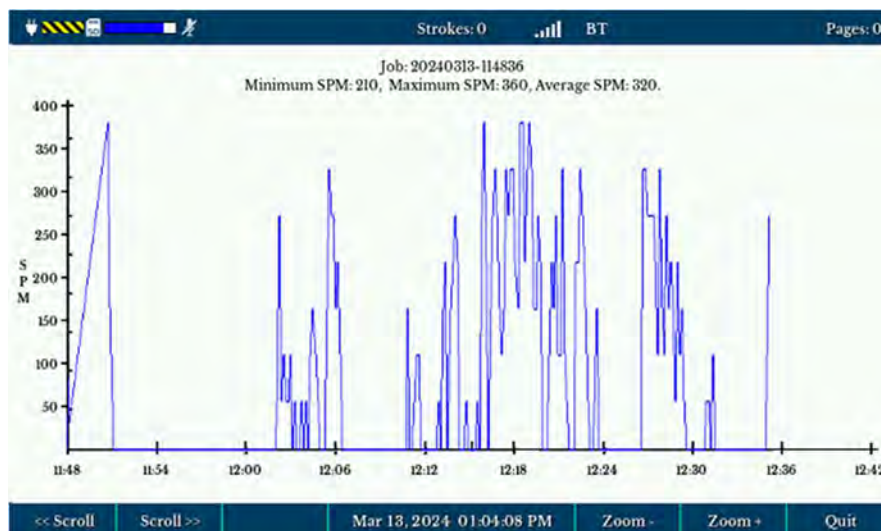
Job Statistics

Job statistics display data for each job that includes the job size in bytes, the number of estimated pages, whether audio was used, whether or not there is a job dictionary associated with the file and the strokes per minute information (if active). Strokes per minute, SPM, information displays on a separate screen in numeric and graphic format. The numeric information includes the minimum, maximum and average strokes per minute for the selected job. The graph shows the varying speed of strokes throughout the job. The strokes per minute graph is only visible in Job Statistics when the job is closed.

When the [Display Strokes Per Minute](#) option is active, the Title bar and Status screen display strokes per minute (SPM) data. While writing, the Title bar shows the approximate number of SPM and the Status screen shows SPM data for the current job. When no job is active, the Status screen shows strokes per minute data for the most recent job.

View Job Statistics

- From the Opening menu, touch More, Job Stats.
- Steno note folders display by year and month with the newest folder first. Use Date Sort to toggle folders between ascending and descending order.
- Touch the  Down/ Up sensors to move to the desired folder and touch Folder to view job file data contained in the folder.
- To view strokes per minute and the graph for a specific job, touch the  Down/ Up sensors to move to the desired file and touch Select. The Job Statistics graph displays.



- Use the options as necessary:
- **Scroll** - Use the Scroll sensors <<Scroll or Scroll>> to move graph detail horizontally on the screen.
- **Zoom** - Use the Zoom sensors to examine details of the graph in closer context or in a more distant overview.



- Touch **Quit** to return to the Second Setup screen.
- Do **one** of the following:
- View job statistics for another file, touch **Job Stats**.
- Return to the Opening menu, touch **More**.

Keyboard Settings

The majority of NexGen users successfully adjust their keyboard accuracy using the [depth of stroke](#) and the [tension control](#) adjustment wheels. Occasionally, when a very short depth of stroke is used or after adjusting the tension control and depth of stroke, you may continue to experience stacking or splitting. The Keyboard Settings allow you to further customize the keystroke interaction to your writing style.



You can save changed Keyboard Settings to a keyboard profile. You can load the saved profile at another time to quickly apply the settings. You may want to create different keyboard profiles for situations when your writing varies. For example, let's say that your writing changes a little when writing for long hours. In the morning your strokes are crisp and in the afternoon, you tend to stack strokes a little more. You can have a morning keyboard profile and an afternoon keyboard profile. You go out on a deposition that lasts much longer than expected. In the morning, your steno outlines are crisp but when it drags on to that 6th hour of writing, you switch to your afternoon keyboard profile and your writing is back to being crisp because of the slight adjustments you saved in the afternoon keyboard profile. As another example, let's say you are in a situation where several reporters share a NexGen. The keyboard settings are very important to your writing success. Rather than having to adjust the keyboard settings every time you use the NexGen, you can set the settings, save it to a Keyboard Profile with your name. The next time you use the NexGen, you simply select your Keyboard Profile and start writing.

Keyboard Adjustments

- Make adjustments to the [keyboard depth of stroke and tension control](#) settings.
- In order to simulate a real writing situation, turn on CNN or the equivalent and write against the broadcast for 20 - 30 minutes.
- If you continue to experience keystroke issues, make further adjustments using the Keyboard Options. From the Opening Menu, touch Setup, More, Keyboard, Adjust. If you need to make adjustments during a job, touch More, Setup, Keyboard, Adjust.
- Perform the adjustments according to the following priority list to ensure optimal keystroke performance. Use the  Down/ Up sensors to highlight an option.

- a) Keyboard Sensitivity** - Adjust the overall keyboard sensitivity. This may be particularly necessary when your depth of stroke is very shallow. It is strongly recommended that you select the first available setting and assess the change. Turn on CNN or the equivalent and write against the broadcast for 20 - 30 minutes. The default setting is Balanced. Use the + and - sensors to select **one** of the following:
- Less Sensitive (-) A key or keys show that you do not want in your steno outlines (shadowing).
 - More Sensitive - A key or keys you want are not in your steno outlines (missed or dropped).
- b) Split/Stack Adjustment** - When you experience splitting steno outlines or multiple steno outlines becoming one, adjust the *Split/Stack Adjustment* setting. It is strongly recommended that you select the first available setting and assess the change. Turn on CNN or the equivalent and write against the broadcast for 20 - 30 minutes. The default setting is Balanced. Use the + and - sensors to select one of the following:
- Less Splitting 1 - Multiple steno outlines show in your steno notes that are intended to be one stroke.
 - Less Stacking 1 - Single steno outlines show in your steno notes that are intended to be two strokes.
- c) Transition Time** - Transition time is the number of milliseconds that pass between the release of a key stroke and when the NexGen recognizes the next key stroke. This can affect the stacking or splitting of steno outlines. **If you experience stacking or splitting steno outlines, adjust the *Split/Stack Adjustment* option first.** If the *Split/Stack Adjustment* settings do not resolve the splitting or stacking of steno outlines, set the *Split/Stack Adjustment* option to “Balanced” before changing the *Transition Time* setting. It is strongly recommended that you adjust the transition time in a small increment and assess the change. Turn on CNN or the equivalent and write against the broadcast for 20 - 30 minutes. The default setting is 18 milliseconds. Use the + and - sensors to choose a number between 2 and 66.
- Lengthen transition time setting - If split steno outlines continue to show in your steno notes, lengthening the transition time should help. Split steno outlines indicate that the transition time is too short. Increase the transition time setting in small increments. To increase the transition time (lengthen the time allowed for strokes to be combined into one) touch + (plus). For example, if

the Transition Time setting is 8 ms (default), touching **+** increases the transition time to 10 ms.

- Shorten the transition time setting - if stacked steno outlines continue to show in your steno notes, shortening the transition time should help. Stacked steno outlines indicates that the transition time is too long. Decrease the transition time setting in small increments. To decrease the transition time (shorten the time allowed for strokes to be combined into one), touch **-** (minus). For example, if the Transition Time setting is 8 ms (default), touching **-** decreases the transition time to 6 ms.
 - Tension Setting is displayed for your information only. Adjustments need to be done physically with the thumbwheel.
 - Tension Toggle is displayed for your information only. Adjustments need to be done physically by engaging or disengaging the tension toggle.
- d) Return to Factory Default Settings** - Reset all the keyboard options to the default factory settings. Use the **- (No)** or **+ (Yes)** sensor to make your selection. If you only made changes in Adjust Keys feature, you will not be prompted to save the settings as indicated in the next step.
- Touch **OK**. You are prompted to save the settings to a Keyboard [profile](#). If you made these adjustments while writing, after you end the job you are prompted to save the settings to a profile. In addition, you will not be prompted to save to a keyboard profile if you selected to Reset all the key settings to the factory default.
 - Select **one** of the following:
 - **Yes**. Apply the settings and display the Keyboard Profiles screen. Do the following using the  **Down**/ **Up** sensors to highlight an empty profile or profile name and touch **Save**:
 - Type a profile name using uppercase and lowercase letter letters, punctuation and format symbols as defined in [Spell Mode](#); or write steno defined in your dictionary as the word. The maximum number of characters is 32.
 - Touch **Accept**. To cancel the saving of the profile, touch **Cancel**.
 - **No**. Apply the settings, which are remembered until changed. They are not saved to a profile. To return to the Opening menu, touch **Quit** twice.

Individual Key Adjustments

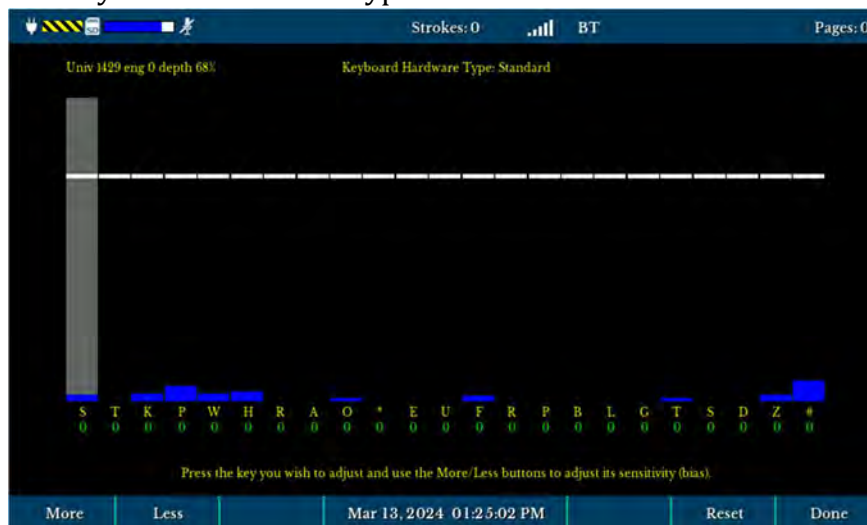
When an individual key is consistently appearing when you don't want it (too sensitive) or not appearing when you want it (not sensitive enough), it is time to adjust an individual

key. If you are experiencing multiple keys that drag or drop, first carefully follow all the steps in [Keyboard Adjustments](#) before making individual key adjustments.

If you are making an individual key adjustment during a break from the proceedings, there is a safeguard if you need to return to testimony immediately. If you press three or more keys five consecutive times while making individual key adjustments, the NexGen automatically exits the screen. When you are in a job, you are returned to the realtime screen. Any adjustments made prior to the five consecutive strokes are remembered but you are not prompted at any time to save the changes to a profile.

To adjust an individual key:

- Ensure the [depth of stroke](#) is customized to your writing style.
- Access the Adjust Keys option. Do one of the following:
- Before writing, touch **Setup, More, Keyboard, Adjust, Adjust Keys**.
- During a job, touch **More, Setup, Keyboard, Adjust, Adjust Keys**
- The Keyboard Hardware Type screen.



Keyboard at rest with the deepest depth of stroke setting.

The line of white bars at the top of the screen represents the bottom of the keyboard. Each individual white bar indicates the point the key must reach or move slightly past in order to register as a stroke. The horizontal position of the line varies depending on the depth of stroke setting. For example, a deeper depth of stroke places the line closer to the top of the screen. A very short depth of stroke, places the white lines in the graphic closer to the bottom. The number below each key is the current setting. Zero is the factory default

- Press the key you want to adjust with enough pressure to move it past the white bar and then release it. The gray vertical bar highlights the key selected for adjustment.



In the screen shot above, the initial **S** is selected for adjustment.

- Perform one of the following adjustments:
- **More** - Increase the key sensitivity when the key is not showing in the steno notes and you want it to register. Increase the sensitivity using increments of 5. It is strongly recommended that you make the first incremental setting and assess the change. Turn on CNN or the equivalent and write against the broadcast for 20 - 30 minutes.
- **Less** - Decrease the key sensitivity when the key is showing in the steno notes and is not wanted. Decrease the sensitivity using increments of 5. It is strongly recommended that you make the first incremental setting and assess the change. Turn on CNN or the equivalent and write against the broadcast for 20 - 30 minutes.
- **Reset** - Return all the key settings to the factory default.
- When finished, touch **Done**. You are prompted to save the settings to a profile. If you made the adjustment while write a proceeding, you are prompted to save the settings to a profile after you End the job. No prompting occurs if you selected to *Reset* all the key settings to the factory default.

Keyboard Profiles

A keyboard profile is a group of [Keyboard Settings](#) saved to a file. When you load a saved Keyboard profile, the NexGen automatically applies the saved Keyboard Settings. You can have up to ten different keyboard profiles. For example, let's say that when you have a fast talking attorney you tend to stack more. You make the appropriate adjustments to the keyboard settings and save the settings to the *Fast* keyboard profile name. You get to the proceedings and realize that the attorney for the afternoon is a fast talker. On your NexGen, you load the Fast keyboard profile. You can even set a default Keyboard Profile so every time you turn on your NexGen, the default keyboard profile is automatically loaded.

Load a Keyboard Profile

- Do **one** of the following:
- Before writing, touch **Setup, More, Keyboard, Profiles**.
- During a job, touch **More, Setup, Keyboard, Profiles**.
- Use the  Down/ Up sensors to select a keyboard profile.
- Touch **Load**.
- Do **one** of the following:
- Before writing, touch **Quit** twice.
- During a job, continue writing.

New View

The New View feature is available when you are writing a job and allows you to change the touch screen view. The display cycles between displaying steno only, text only, text with vertical notes and text with the Brief It pane. The message Brief It (Disabled) displays in the cycling view when Brief It is turned Off. You can change the touch screen view any time while writing a job.

To change the tilting screen view:

- From the First Writing menu, touch **More, New View**.
- Touch **New View** until the desired selection displays.
- **Continue writing**.

Memory

The NexGen uses memory to store steno notes and timestamp files as additional backup to the Data Micro SD and Backup Micro SD cards. Steno note files stored in memory remain even when you turn the NexGen Off. You can save individual or multiple steno note files that are stored in memory to a Data Micro SD card or thumb drive in the rare instance you need to retrieve a file.

In addition to steno files and timestamp information, the NexGen memory also stores dictionaries, j-defines made on the NexGen, user settings and log files. The NexGen memory has approximately 6 GB of space. You can view the available space in memory, copy files from memory or clear the memory. If you decide to clear the memory, you are only removing access to the steno notes and timestamps from memory, you are not removing your dictionaries, j-defines, log files or user setting information.



View and Copy Memory Files

The memory screen displays the list of files in a year, month, date and time format: 20190803-142341 (August 03, 2019 2:23:41 p.m.). By default, the newest file is listed first. The file size and the estimated number of transcript pages shows for each file. Timestamp files are part of the steno note file. They are not visible in the list.

Files in memory can be copied to the Data Micro SD card or to a thumb drive. Files are automatically copied to the root directory of the destination drive. When copying to a thumb drive, be sure to insert your USB device before copying files.

To view and copy memory files:

- From the Opening menu, touch **Storage, Memory**.
- Steno note files display with the newest folder first. Use **Date Sort** to toggle files between ascending and descending order.

- Touch the  Down/ Up sensors to move to the desired file and touch **Select**. You can select to copy any or all of the files in memory.
- When finished selecting files, touch **Copy**. The NexGen prompts you to copy to the Data Micro SD card or a thumb drive. When copying to a thumb drive, ensure you insert the thumb drive into USB A (host) port before copying.
- Touch **one** of the following:
 - **Data Card**
 - **Thumb Drv**
- Files are copied to the root of the storage destination.
- The Opening menu displays. If you need to remove the Data Micro SD Card or thumb drive, turn the NexGen **Off** and then remove the card/driver.

Clear Memory

Although it is not usually necessary to clear the memory, if the need arises you can clear all files from memory. The NexGen memory never becomes full, the oldest files are always overwritten.

- From the Opening menu, touch **Storage, Memory**.
- To clear all files from Memory, touch **Clear**. At the *Ready to Clear All Files in Memory. Are you Sure?* confirmation prompt, do **one** of the following:
 - To remove all the files from memory, touch **Yes**.
 - To cancel the removal of files from memory, touch **No**.
 - To return to the Opening menu, touch **Quit**.

Information

After selecting Memory from the Storage menu and then selecting Information, the Memory dialog box displays the Volume Label, free space and percentage of free space available in memory. The NexGen memory is approximately 8 GB. Although there is a lot of free space available, the Memory feature should not be used as an archive, you should perform your regular backups of steno files and archival. The extra memory space may also be used for future features and enhancements. Touch **OK** to dismiss the Memory dialog box.

Options

The NexGen Options allow you to switch the USB communication between Standard and élan Mira® emulation, select your keyboard layout language (International), adjust Beeper Volume, view strokes per minute job statistics, prompt or automatically delete J-defines from the writer's memory, select a prompt when ending a job and change the save setting for TrueStroke files.

To access Options:

- From the Opening Menu, touch **Setup, More, Options**.
- For details about each option, see the appropriate topic in this chapter:
- "[Language](#)"
- "[Keyboard Layout](#)"
- "[USB Communication](#)"
- "[Beeper Volume](#)"
- "[Function keys \(touch sensors\) during job](#)"
- "[Prompt to confirm ending job](#)"
- "[Clear J-defines when turning on/ending job](#)"
- "[Display strokes per minute \(SPM\)](#)"
- "[Save TrueStroke Files to Data Micro SD Card](#)"

Language



The Language option allows you to change the NexGen menus and options display in the selected language. If you choose an option other than English, you need to save your settings (touch **OK**) and turn the NexGen **Off** and then **On**. Three language options are available: English (default), Italian and French.

To change the display language for menus and options:

- From the Opening menu, touch **Setup, More, Options**.
- Touch the **Change** sensor to toggle the option between French, Italian and English (default). If you select Italian or English, you need to touch **OK** to save the changes and then turn the NexGen Off and then On for the menus and options to display in the correct language.
- To display the Opening menu, touch **OK, More, Quit**.

Keyboard Layout

Keyboard Layout is designed for international use of the NexGen. An international keyboard usually contains different keys, key positions and characters. Changes to the Keyboard Layout should only be made when your steno keyboard layout uses a specific language steno theory.

- From the Opening menu, touch **Setup, More, Options**.
- Touch the  **Down**/ **Up** sensors as necessary to highlight the Keyboard Layout option.
- Touch the **Change** sensor to cycle through the available keyboard.
- To display the Opening menu, touch **OK, More, Quit**.



USB Communication

The NexGen uses the same realtime USB protocol as the Diamante and élan Mira®; however, some CAT systems look specifically for the writer model instead of the USB protocol. If your CAT software is looking specifically for élan Mira protocol versus a standard USB protocol, the USB Communication option allows you to switch the USB protocol from Standard to élan Mira. With that change, it enables you to connect your CAT system to the NexGen via USB cable for realtime communication.

The USB Communication option only affects realtime communication via USB. Virtual USB serial port communication is not available if this change is made. It does not affect exporting an RTF/CRE dictionary to the NexGen via USB cable.

Selecting Mira Emulation may resolve connections issues when writing realtime via a USB connection with a CAT software system other than CATalyst. Selecting Mira Emulation does not cause the loss of any functionality, it simply gives the writer a different USB identifier that other software may recognize and understand. You may also want to try Mira Emulation if you are using software other than CATalyst and you are not able to reconnect after disconnecting for sidebar conversations.



To change the USB Communications option:

- From the Opening Menu, touch **Setup, More, Options**.
- Use the  **Down**/ **Up** sensors to highlight the USB Communication (Writer will Reset if Changed): field.
- Touch **Change** to switch to Mira Emulation or Standard. Standard is the default selection. A USB Communication message displays indicating that changing the setting requires the writer to restart.
- Do **one** of following:
- Touch **Accept** to change the setting. The NexGen automatically resets and displays the Opening menu.
- Touch **Cancel** to retain the current setting and return to the Options screen.

Beeper Volume

While you are writing, you may not be looking at the NexGen screen all the time. The NexGen has a beeper to alert you to specific messages on the tilting screen, such as Low Battery. It may be important to adjust the beeper volume depending your work environment.

To adjust the beeper volume:

- From the Opening menu, touch **Setup, More, Options**.
- Touch the  **Down**/ **Up** sensors as necessary to highlight the Beeper Volume option.
- Touch the **Change** sensor to toggle the Beeper volume between Soft and Loud. The NexGen emits a softer or louder tone indicating the volume level selected.



- To display the Opening menu, touch **OK, More, Quit**.

Function Keys (touch sensors) during job

The Function keys (touch sensors) during job option has three settings. On, Off and Only stenomark. When the option is set to On, all the touch sensors are enabled while you are writing. This means you can either use the touch sensors above the steno keys or the touch screen menu items to end the file, insert a Mark, search for the last Q, etc. If this option is set to Off, the touch sensors are disabled while in a job and you need to use the touch screen menu to navigate and to end a file. Setting this option to No may be useful for those users who want to avoid the accidental touching of a touch sensor while writing a job. Once you change to a different menu or end a job, the touch sensors are available until you are in another job.

When this option is set to Only stenomark, the Mark touch sensors (insert a mark into the file) work even if the rest of the function keys (touch sensors) are disabled. The touch sensors will work once you are in an action. For example, let's say you touch More... on the touch screen and then touching New View. All the touch sensors are available until you return to writing.



To select or deselect to use the function keys (touch sensors) during job option:

- From the Opening menu, touch **Setup, More, Options**.
- Touch the  **Down**/ **Up** sensors as necessary to highlight the Function keys (touch sensors) during job option.
- Touch the **Change** sensor to toggle the options between:
- **On**. Selecting On means that all touch sensors are available while writing a job. (On is the default setting.)
- **Only StenoMark**. Selecting Only Stenomark means all the touch sensors except the Mark touch sensors are disabled while writing a job. If you want a StenoMark in the file, you can touch the Mark touch sensor or the touch screen. If you want to close the file, you need to press End on the touch screen.
- **Off**. Selecting Off means all the touch sensors are disabled while writing a job. You need to use the touch screen menu items to navigate and to end a file.
- To save the setting and display the Opening menu, touch **OK, More, Quit**.

Prompt to End Job

The NexGen can optionally prompt you with a confirmation message each time you touch the End sensor or touch screen menu item to close a job. If you find yourself ending jobs prematurely because you accidentally touched the End sensor, you may want to change this option. When the Confirmation message displays, you can continue to close the job by selecting End again. Touching **Cancel** or continuing to write cancels the message and the job remains open.



To set the end job confirmation prompt option:

- From the Opening menu, touch **Setup, More, Options**.
- Touch the  **Down**/ **Up** sensors as necessary to highlight the Prompt to end job option.
- Touch the **Change** sensor to toggle the option between Yes and No. Yes, is the default.
 - **Yes** - means you will be prompted to confirm that you want to end the file. The following prompt displays: "To Confirm End of Job, press End." To end the job, touch the End sensor now located on the right side of the screen. If you continue to write without press End again, the message goes away.
 - **No** - means that when you touch **End** in a job, the file will close.
- To save the setting and display the Opening menu, touch **OK, More, Quit**.

Clear J-defines when turning on/ending job

J-defines made on the NexGen are sent to a J-defines file in the NexGen's memory. All dictionary defines made when writing realtime via the USB cable to CATalyst V13 or higher are also sent to the NexGen and are saved in the writer's memory. J-defines held in memory are automatically used for translation in subsequent files on the NexGen unless cleared. The J-defines can be cleared (deleted) manually or automatically by selecting an action for this option. If you do not always want J-defines made in one file to always apply to future jobs, you may want to select the setting that best fits your needs. The default setting is Never.

To set the Clear J-defines when turning on/ending job option:



- From the Opening menu, touch Setup, More, Options.
- Touch the  **Down**/ **Up** sensors as necessary to highlight the Clear J-defines when turning on/ending job option.
- Touch the Change sensor to toggle the option between the following settings. The default setting is Never.
- **Never** - means the J-defines will never automatically be deleted from the writer's memory. You can manually clear J-defines in memory from the Opening menu by selecting Dict., J-Defines and then Clear.
- **Ask** - means you will be prompted at the end of each job and/or when turning the NexGen On when J-defines exist. The following message displays:
Ready to delete all J-defines from this writer's memory. Are you sure?
 - Select **Yes** to clear (delete) the J-defines from memory. The following message displays: *All J-defines deleted from this writer's memory.*
 - Select **No** to retain the J-defines in the writer's memory. You will be prompted to delete all j-defines each time you turn the machine on and/or when ending a file.

- **Always** - means the J-defines will automatically be deleted when closing a file or when turning the NexGen On. The following message displays:
All J-defines deleted from this writer's memory.
- To save the settings and display the Opening menu, touch **OK, More, Quit**.

Display Strokes Per Minute (SPM) Option

The Display Strokes Per Minute option allows the average number of strokes per minute to display on the NexGen Title bar and saved to the Status screen. While writing, the Title bar shows the approximate number of strokes per minute, followed by SPM. While writing, the Status screen shows strokes per minute data for the current job. When you are not writing and access the Status screen (Opening menu, More, Status) shows strokes per minute data for the most recent job. If you do not show the Strokes Per Minute information, then the NexGen tracks the total number of strokes.

To set the Strokes Per Minute information:

- From the Opening menu, touch **Setup, More, Options**.
- Touch the  Down/ Up sensors as necessary to highlight the Display Strokes per minute (SPM) option.
- Touch the **Change** sensor to toggle the option between Yes and No. Yes is the default.
 - **Yes** - displays the strokes per minute information on the Title bar and the Status screen.
 - **No** - displays the total number of strokes in the current job (while writing) or the total strokes written on the NexGen when not in a job.
- To display the Opening menu, touch **OK, More, Quit**.



TrueStroke

TrueStroke technology is a sophisticated algorithm that tracks the direction and velocity of keystrokes. This detailed information gives you a visual indication of what steno keys were pressed, how long they were held down and when they were released. This information may help you make better key adjustments, if necessary, and understand your writing style better. It also may help when editing in CATalyst to determine misstrokes.

By default, the NexGen writes TrueStroke data, the.sgxr2 subfile, to the Data Micro SD card along with the steno note file. When you read the steno note file into CATalyst 10.07 or higher, the TrueStroke data is automatically copied to the job subfile, Steno X-ray2. When writing realtime via the USB Type-C cable or WiFi connection, the TrueStroke data is written to Data Micro SD card and the CATalyst job subfile, Steno X-ray2. Note: CATalyst V13 or higher is required for a WiFi connection.

To view TrueStroke information in CATalyst, display the vertical notes for the realtime job and double click the steno outline for the TrueStroke data you want to view. See the CATalyst *Help* more information about TrueStroke data. The free, downloadable [TrueView® utility](#) allows CATalyst V10.06 or earlier versions and other CAT software users to view the TrueStroke data for steno files. This may be helpful if you are a student or just getting started as a reporter.

To change the TrueStroke setting:

- From the Opening Menu, touch **Setup, More, Options**.
- Use the  Down/ Up sensors to highlight the Save TrueStroke Files to Data Micro SD card option.
- Touch **Change** to select Yes or No.
- **Yes** - saves the TrueStroke Data to the Data Micro SD Card.
- **No** - does not save the TrueStroke Data to the Data Micro SD Card.
- To display the Opening menu, touch **OK, More, Quit**.

Reopen

Using the Reopen feature, you can open an existing file for searching and readback purposes. For example, let's say you wrote in the morning and at lunch, you closed the file on your NexGen. After lunch, you realize that the same witness is going to continue with his testimony, so you open the morning file and append the afternoon testimony to it. That allows you to readback from the morning file if it is requested. You can search, scroll and playback audio in a reopened file.





The NexGen stores files for reopen on the Data Micro SD card. It is necessary to have the Data Micro SD card in the NexGen in order to reopen files. When you reopen a file and resume writing, the new text is appended to the reopened file and is a single file on the Data Micro SD card. New text shows on the screen following the heading, *Reopened Section*. The NexGen creates a new Reopened Section each time you reopen a file. J-Defines created in the reopened file apply only to the appended portion and are the only J-Defines stored with the file. J-Defines created during previously reopened sections are available by writing all J-Defines to the J-Defines.job dictionary.

You can only reopen a job with associated audio on the same day it was created. For example, let's say you take the testimony of a witness and when finished, you end the file on your NexGen. As you start to pack up, the attorney remembers that he forgot to ask the witness for some specific information so the attorney wants to go back on the record. You can only reopen and append to the job the same day. The original and appended steno notes, timestamps, audio and all new J-Defines are stored in the same file on the Data Micro SD card. The original and appended files are saved in separate files in memory and on the Backup Micro SD card.

In addition:

- If a job selected for reopen has audio and your options are currently set to *not record* audio, you can only open and append to the job by changing your audio settings to record audio.
- If the job selected for reopen does not have audio and your options are currently set to record audio, you can only open and append to the job by changing your audio setting to not record audio.

To reopen and append a file:

- From the Opening menu, touch Reopen.
- Job files are organized into folders by year and month, with the newest folder first. Touch the  Down/ Up sensors to highlight to the desired folder. Use Date Sort to toggle folders between ascending and descending order.
- Touch Folder to display the job files for the selected folder. Job files display in date order, newest files first, with the following subfile information: the file size in megabytes, the estimated number of transcript pages, an indicator when there is an associated Audio file and an indicator when there is an associated job dictionary.
- Touch the  Down/ Up sensors to highlight the desired file for reopen.
- Touch Open. The NexGen loads the file. The new translation displays on the Tilting screen under the Reopened Section.
- Write a stroke on the writer. Once you write a steno outline, you can play back any audio from the current or reopened file.



Search

The NexGen allows you to search and scroll through a job using information from the Data Micro SD card. Ensure the Data Micro SD card is inserted into the Data Micro SD slot on the NexGen to effectively use search.



When you select to search for an item, the NexGen highlights the located item on the screen. You can search for the last question, answer, untranslate or electronic Mark. You can also search for one or more specific steno strokes.

Search for Last Question

- From the First Writing menu, touch **Last Q**. The NexGen highlights the last Q. If a question is not found or you reach the beginning of the file, the search stops with the cursor positioned at the top of the file. Use **any** of the following menu options:
 - **New View** - change the [view](#) on the tilting screen.
 - **Play** - playback the audio.
 - **Prev. Q** - search backward in the file for previous question.





-  **Down** - scroll forward in the file.
-  **Up** - scroll backward in the file.
- **Continue writing** or touch **Quit**. The First Writing menu and your current writing position display.

Search for Last Answer

- From the First Writing menu, touch **More, Search, Last A**. The NexGen highlights the last A. If an answer is not found or you reach the beginning of the file, the search stops with the cursor positioned at the top of the file. Use **any** of the following menu options:
- **New View** - change the [view](#) on the tilting screen.
- **Play** - playback the audio.
- **Prev. A** - search backward in the file for previous answer.
-  **Down** - scroll forward in the file.
-  **Up** - scroll backward in the file.
- **Continue writing** or touch **Quit**. The First Writing menu and your current writing position displays.

Search for Last Mark



Search for the last occurrence of a Stenomark (Mark). An undefined electronic Mark displays as an exclamation mark (!) in the Vertical Notes on the tilting screen.

- From the First Writing menu, touch **More, Search, Last Mark**. If the Mark is not found or you reach the beginning of the file, the search stops with the cursor positioned at the beginning of the file. Use **any** of the following menu options:
- **New View** - change the [view](#) on the tilting screen.
- **Play** - playback the audio.
- **Previous** - search backward in the file for previous electronic mark.
-  Down/ Up - scroll forward in the file.
-  Down/ Up - scroll backward in the file.
- **Continue writing** or touch **Quit**. The First Writing menu and your current writing position display.

Search for Steno Strokes



- From the First Writing menu, touch **More, Search, Steno**. The Enter Steno To Search For field displays.
- Write the steno strokes on which to search. If you make a mistake, touch Clear and write the new strokes.
- Touch **OK**. The NexGen highlights the text for the searched steno outline(s). If your View is set to display text and vertical notes, then the matching searched

steno is highlighted in vertical notes. If the steno outline(s) are not found or you reach the beginning of the file, the search stops with the cursor positioned at the top of the file. Use **any** of the following menu options:

- **New View** - change the [view](#) on the tilting screen.
- **Play** - playback the audio.
- **Previous** - search backward in the file for previous occurrence of the steno outline(s).
-  **Down** - scroll forward in the file.
-  **Up** - scroll backward in the file.
- **Continue writing** or touch **Quit**. The First Writing menu and your current writing position displays.

Search for Last Untranslate

Searching for the last untranslate can be an easy way to identify the steno for a J-Define.

- From the First Writing menu, touch **More, Search, Untranslate**. The NexGen highlights the last untranslate. If an untranslate is not found or you reach the beginning of the file, the search stops with the cursor positioned at the top of the file. Use **any** of the following menu options:
- **New View** - change the [view](#) on the tilting screen.
- **Play** - playback the audio.
- **Previous** - search backward in the file for previous untranslate.
-  **Down** - scroll forward in the file.
-  **Up** - scroll backward in the file.
- **Continue writing** or touch **Quit**. The First Writing menu and your current writing position displays.

Screen Saver Picture

The NexGen can display your Splash Screen image (the image that appears when you power on the NexGen) as a screen saver when the writer is idle. You can choose between 1 - 15 minutes of idle time before the screen saver appears.

To change the NexGen screen saver setting, do the following:

- From the opening screen, select **Setup, Display, Backlight**.
- Select **Down** to move the pointer (>>) to the Screen Saver After option.
- Use the +/- selections to choose from 1 minute through 15 minutes of idle time before the screen saver appears.
- Select **OK**.

The Screen Saver After option is independent of the other backlight options. For example, if you have the Screen Saver After option set to 1 minute and your Audio Dim After option set



to 30 seconds, the screen will dim to the Backlight Dim Level percentage setting after 30 seconds of idle time and 30 seconds later the screen saver splash screen image will appear.

Note: the NexGen/Diamante/Wave Splash Screen Loader Utility can be used to customize the Splash Screen image of your NexGen. The utility is available at www.stenograph.com/utilities-links-downloads.

Scroll

Scroll- Using Menus

Using the Scroll function, you can review testimony by moving up or down the tilting screen one line at a time. When you resume writing, the NexGen returns to the current spot in the testimony.

- From the First Writing menu, touch **More, Scroll**.
- Use **any** of the following menu options:
- **New View** - change the [view](#) on the Tilting screen.
- **Play** - playback the audio.
-  **Down** - move to a previous line.
-  **Up** - move to the following line.
- To exit the Scroll menu, **continue writing** or touch **Quit**.

Scroll - Using Touch Screen

Use swiping gestures on the touch screen to scroll text, steno, and vertical notes up and down. This is useful for viewing and readback of testimony. If you'd like to scroll and play audio from a specific text location, use the [menu options for scrolling](#).

Scrolling Text

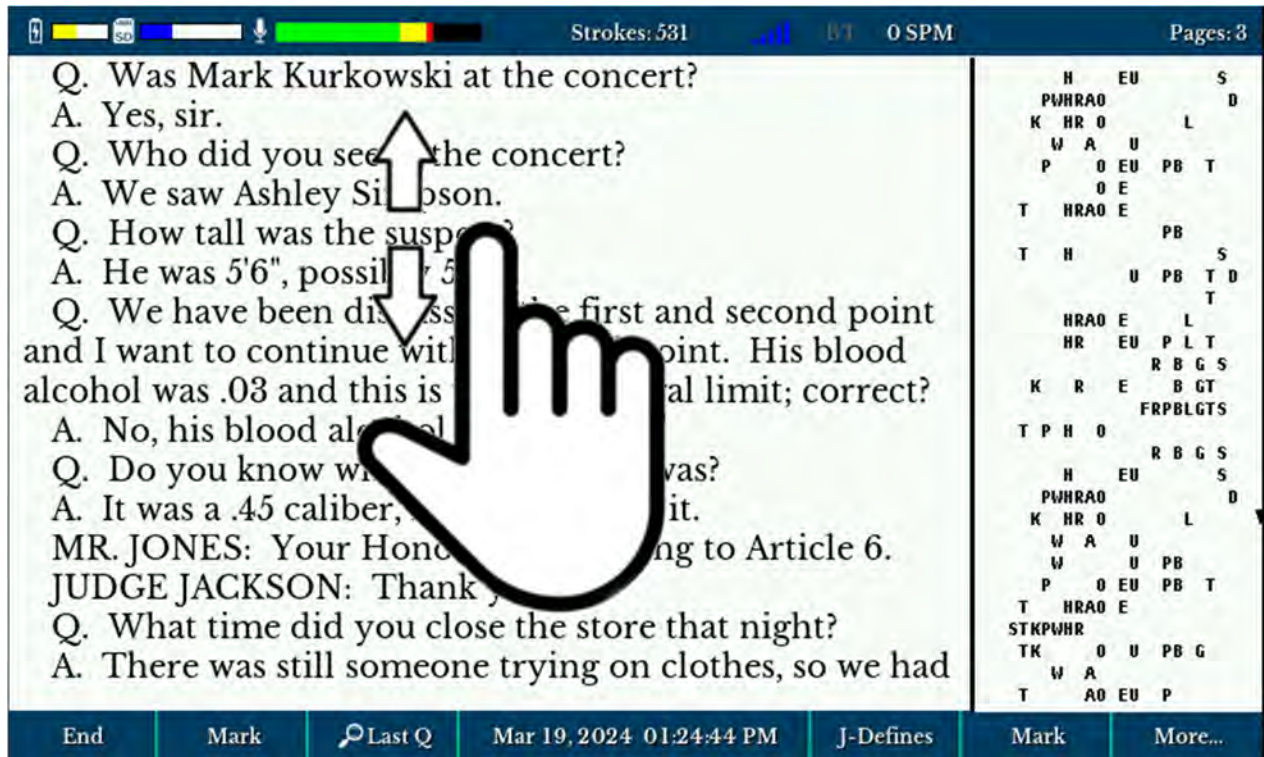
Swipe up in the text area on the writing screen to scroll the text downward. Swipe down in the text area on the writing screen to scroll the text upward. Depending on your selected view, the vertical notes area of the writing screen may also scroll to keep the steno notes and the associated text translation together on the display. Use a single touch point. For example, use your index finger. The speed of the swipe and if your finger (touch point) stays in contact with the screen will determine the speed and amount of scrolling that occurs.

To achieve smaller amounts of scrolling do the following:

- Swipe up or down slowly while keeping your finger (touch point) in contact with the screen for the entire swipe gesture.

To achieve larger amounts of scrolling do the following:

- Swipe up or down quickly and let your finger (touch point) lift up from the screen at the end of the swipe gesture.



Scrolling Vertical Notes

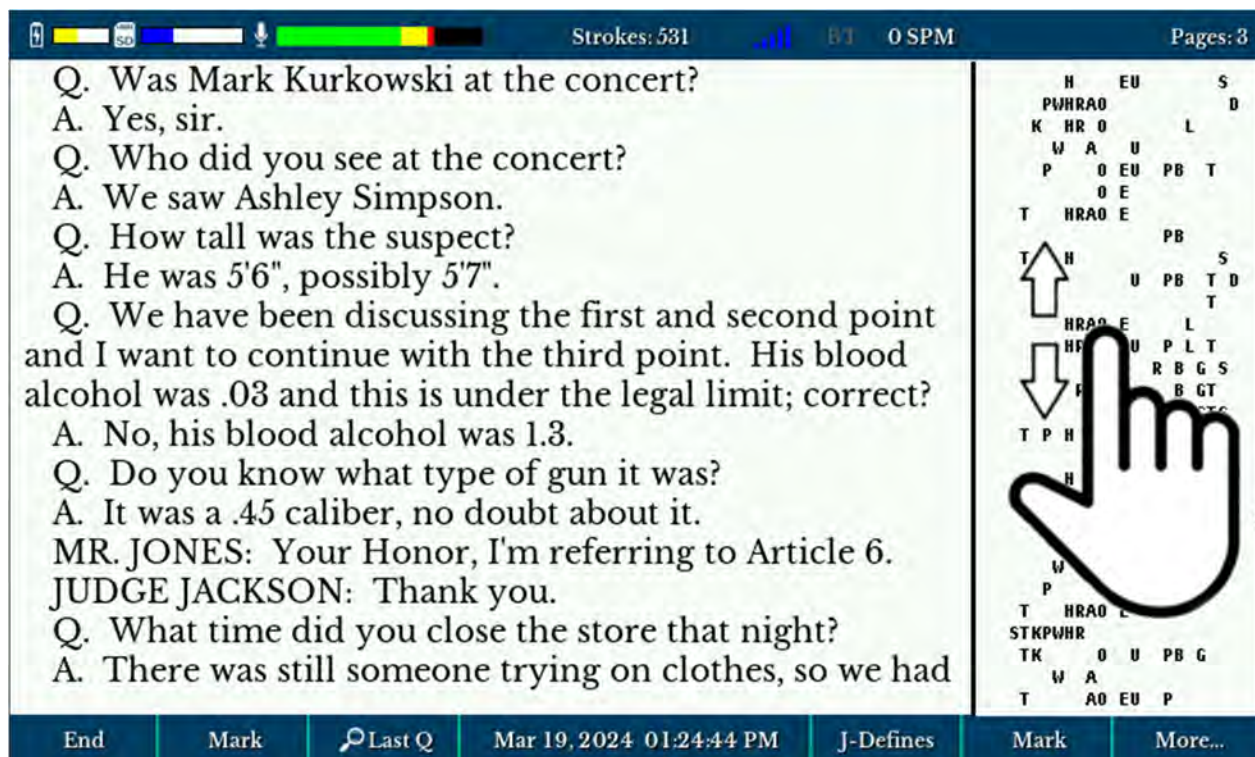
Swipe up in the vertical notes area on the writing screen to scroll the steno notes downward. Swipe down in the vertical notes area on the writing screen to scroll the steno notes upward. The text area of the writing screen may also scroll when needed to keep the steno notes and the associated text translation together on the display. Use a single touch point. For example, your index finger. The speed of the swipe and if your finger (touch point) stays in contact with the screen will affect the speed and amount of scrolling that occurs.

To achieve smaller amounts of scrolling do the following:

- Swipe up or down slowly while keeping your finger (touch point) in contact with the screen for the entire swipe gesture.

To achieve larger amounts of scrolling do the following:

- Swipe up or down quickly and let your finger (touch point) lift up from the screen at the end of the swipe gesture.



Serial Protocol

The Serial Protocol option is a fixed option that displays the NexGen communication protocol when using the Virtual Serial Port driver provided by Stenograph. In your CAT software, select Stentura as the writer when using the serial protocol with a CAT system not compatible with the NexGen USB protocol.

Steno Test

The Steno Test feature puts the NexGen in writing mode and simulates steno strokes for diagnostic purposes. This feature is generally used at the request of a Stenograph Technical Support Representative to test the Read and Writing features of the NexGen.

To activate Steno Test:

- From the Opening menu, touch **More, Diag, Steno Test**.
- Touching a menu action sensor or menu items such as Mark, Last Q or J-Define exits the Steno Test mode but keeps the file open. To close the file, touch **End**.

If the option, Prompt to confirm ending job is active, a confirmation prompt displays, touch End to close the job or continue writing to cancel the message.


Status

Status displays information about the NexGen. The status screen indicates:


- Software version.

- When a job is opened, the name of the job is displayed.
- The approximate number of strokes per minute including the minimum, maximum and average for the job. If you are not displaying the [strokes per minute](#) information, then this information does not display.
- The total number of strokes to date for all jobs taken.
- Keyboard type and Serial Protocol.
- The amount of space left on the [Data Micro SD card](#) and whether or not the card is write enabled.
- When the AC adapter/charger is charging.
- If Bluetooth is turned on, the status indicates target computer numeric ID, computer name and the Passkey, when applicable. If Bluetooth is turned off, status indicates Bluetooth powered off. For more information, please, see the Stenograph Bluetooth Wireless Communication guide on www.stenograph.com under “Drives and Utilities” for information on Bluetooth wireless communication computer set up, configuration and use.
- Main [Battery](#) status.

To access the Status screen while writing:

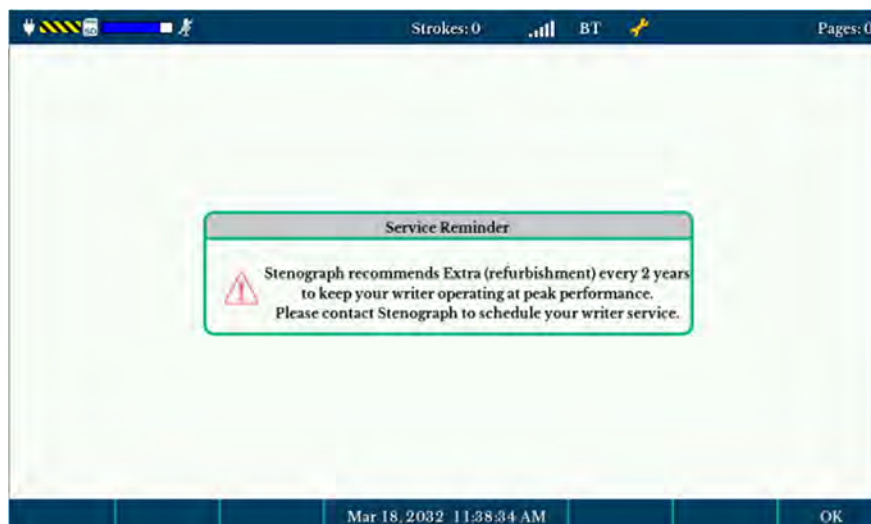
- At the writing menu, touch **More** and then **Status**. Touching the Battery Gauge icon  will also open the Status Information screen.
- To return to the writing screen, **continue writing** or touch **OK**.

To access the Status screen when not in a job:

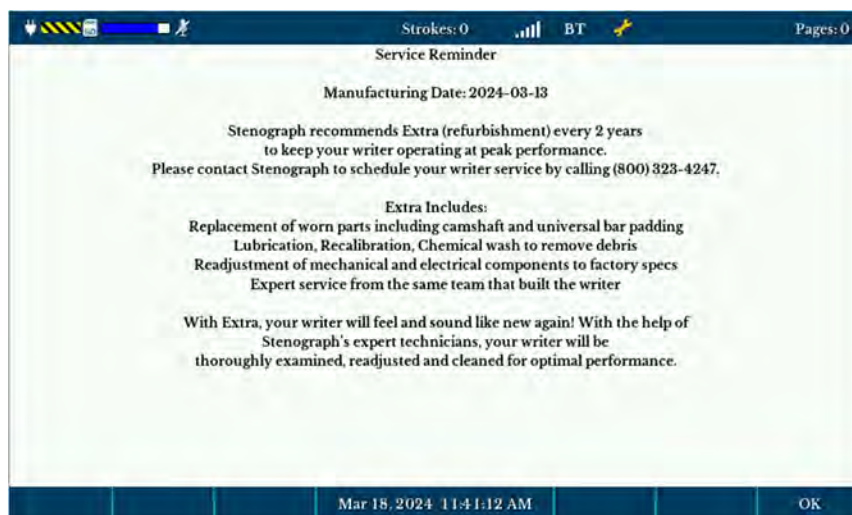
- At the Opening menu, touch **More** and then **Status**. Touching the Battery Gauge icon  will also open the Status Information screen.
- To return to the previous menu, touch **OK**.

Service Reminder

To help you keep your NexGen operating at its peak performance, a service reminder message will appear two years from the date your NexGen was manufactured. The reminder will appear when the writer is powered on and will be accompanied by the appearance of a wrench icon on the Title Bar of the NexGen display. To ensure you continue to have the best possible experience writing on your NexGen, it is important to have the Extra (refurbishment) service every two years. Here is an example of the reminder message:



Selecting **OK** will stop the reminder from appearing the next time you power on the NexGen. The Wrench icon will remain. The display of the Wrench icon is a visual reminder that service is suggested for the writer. It has no influence on the normal operation of the writer. Touching the Wrench icon will bring you to the Service Reminder screen. This is equivalent to selecting **More, Status, Service** from the opening screen. The Service Reminder screen has details about the Extra (refurbishment) service offered exclusively by Stenograph.



The Wrench icon display and next service date will be reset by a Stenograph Service Technician after the Extra (refurbishment) service is performed. Prior to the appearance of the service reminder, you can view when the next recommended service date is by selecting **More, Status, Service**, from the opening screen.

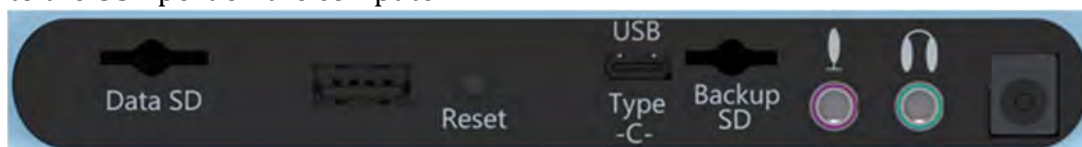
Suffix Handling

The Suffix Handling feature attaches properly defined suffixes to the previous word. This provides for easier readback on the NexGen screen when using suffixes.

If you have exported your CATalyst Spell Check Wordlist and Prefixsuffixrules.ini file, the suffix handling feature attaches the suffix to the previous word and spell checks it against the wordlist and prefixsuffixrules file. You need CATalyst v8.05 or higher to export the wordlist and prefixsuffixrules file. To export the CATalyst Spell Check Wordlist and the Prefixsuffixrules.ini files, you must have installed the [NexGen USB driver](#) on your computer.

To export the files:

- Ensure your NexGen and computer are turned **On** and fully booted.
- Start CATalyst.
- Connect your NexGen to your computer via USB Type-C cable. Each end of the USB cable has a different connection plug. Connect the appropriate end of the USB cable to the USB B (client) port on back of the NexGen and the other end to the USB port on the computer.



NexGen Back Port Panel

- In CATalyst, select **Export**.
- From the Export dialog box, select the Stenograph Writer tab. If using CATalyst 16.03 or lower, select élan/Fusion/Diamante tab. In CATalyst V10.04 or earlier, select the élan/Fusion tab.
- Check the box, **Export Spell Check Wordlist**.

If applicable, check the box Export Prefixsuffixrules.ini File. When the Export to Prefixsuffixrules.ini File option is grayed out, there is no Prefixsuffixrules.ini file in your System Files Case indicating you do not use it. A Prefixsuffixrules.ini file is not necessary to use the Suffix Handling feature.

CATalyst remembers the status of these check boxes. Select any dictionaries to export. The Personal Dictionary is automatically selected.

- Select **Export**. The NexGen beeps and briefly displays a progress bar.
- When the NexGen finishes loading the selected files, it reboots, displaying the Opening menu. Depending on your CATalyst settings, the message, Export Complete displays.
- Remove the USB cable.
-

Test Mode

Test Mode is designed for situations where you are taking a test or writing in a secure location that restricts you from leaving the environment with any copy of the proceedings on your NexGen. In Test Mode, the NexGen writes only to the Data Micro SD card, regardless of

your settings. No files are written to memory or the Backup Micro SD card and all audio recording features are disabled.

To turn Test Mode On or Off:

- From the Opening Menu, touch **Setup, More, Test Mode**. The current status of Test Mode displays on the screen.
- Do **one** of the following:
- Touch **Off** to disable Test Mode. The Status and Menu bars return to the normal blue display color.
- Touch **On** to use Test Mode. **The Status and Menu bars display in red**. The NexGen remains in Test Mode until you turn the feature Off or turn the NexGen Off.
- To display the Opening menu, touch **OK, More, Quit**.

Thumb Drive

If you have a thumb drive plugged into the USB A (host) port on the back of the NexGen, you can view files on the thumb drive.

You can copy files from the [Data Micro SD card](#) and the [NexGen memory](#) to a thumb drive.

To view the contents of a thumb drive:

- Insert the thumb drive into the USB A (host) port on the back of the NexGen.
- From the Opening Menu, touch **Storage, Thumb**.
- Do **either** of the following:
- To view information about the Thumb drive, touch **Information**.
- To view the contents of the Thumb drive, touch **+**.

Tilting Screen Appearance

You can adjust the text color, font size and backlight level from the Opening Menu or while writing a job.

Set Tilting Screen Text Colors

The NexGen tilting screen can display text in several different colors. You can set separate colors for untranslates, questions symbol, answer symbol, text and conflicts.

To change the Tilting screen text colors:

- Do **one** of the following:
- From the Opening menu, touch **Setup, Display**.
- From the First Writing menu, touch **More, Setup, Display**.

- From the Display menu, touch **Color**. The Color menu displays sample text showing the current color assignment for each text type.



- Move the pointer (>>) using the **Down/Up** sensors to the item you want to change.
- Cycle through the available colors using the **Color** and **Color** sensors. The item displays in the selected color under the New Color Assignment column. Some colors are less noticeable due to their subtle differences.
- Repeat steps 3 and 4 to change the color for other items.
- When finished selecting colors, touch **Accept**. To exit the Color screen without changing the color, touch **Quit**.
- The Display menu reappears. The color selection remains until you change them.
- Do **one** of the following:
 - When changing colors before beginning a job, return to the Opening Menu by touching **OK, More, Quit**.
 - When changing colors while writing, continue writing. The First Writing menu redisplay.

Select Tilting Screen Font Size - using menus

The NexGen can display text in five different font sizes. Using a smaller font allows you to display more text on the Tilting screen and using a larger font allows for easier viewing. The default font size setting is #3.

To change the Tilting screen font size:

- Do **one** of the following:
 - From the Opening menu, touch **Setup, Display**.
 - From the First Writing menu, touch **More, Setup, Display**.

- On the Display menu, touch **Font**.



- Move the pointer (>>) using the **Font** and **Font** sensors to select one of the font sizes.
- When finished with your selection, touch **Quit**. The Display menu reappears. The selected font size remains until changed.
- Do **one** of the following:
 - When changing font size before writing a job, return to the Opening Menu by touching **OK, More, Quit**.
 - When changing font size while writing, **continue writing**. The First Writing menu redisplay.

Select Tilting Screen Font Size - using touch screen

The pinch zooming gesture can be used to cycle through 5 levels of text or full screen steno font sizes depending on your writing screen view choice. This is equivalent to pressing **More, Setup, Display, Font** from the writing screen and cycling through the five available font size choices.

Place two touch points on the touch screen. This is usually done with the index finger and thumb. Increasing and decreasing the font size is accomplished by sliding the touch points farther apart or closer together respectively.

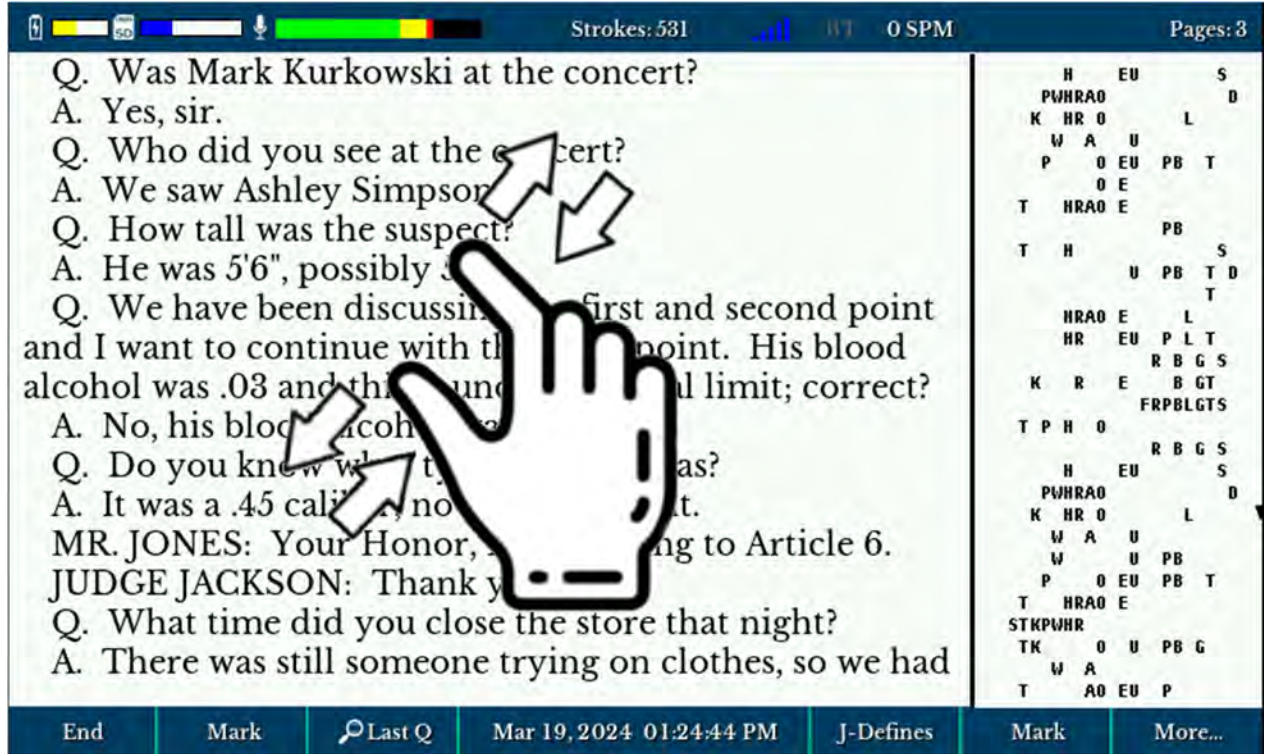
Increasing the font size:

While writing a job, place your index finger and thumb (two touch points) on the touch screen. Slide your index finger and thumb away from each other so that the distance between them increases. Keep in contact with the screen as you slide. The font size will cycle through the available larger font sizes as you slide until the maximum size is reached. When the desired font size is achieved, remove your index finger and thumb from the touch screen.

Decreasing the font size:

While writing a job, place your index finger and thumb (two touch points) on the touch

screen. Slide your index finger and thumb towards each other so that the distance between them decreases. Keep in contact with the screen as you slide. The font size will cycle through the available smaller sizes as you slide until the minimum size is reached. When the desired font size is achieved, remove your index finger and thumb from the touch screen.

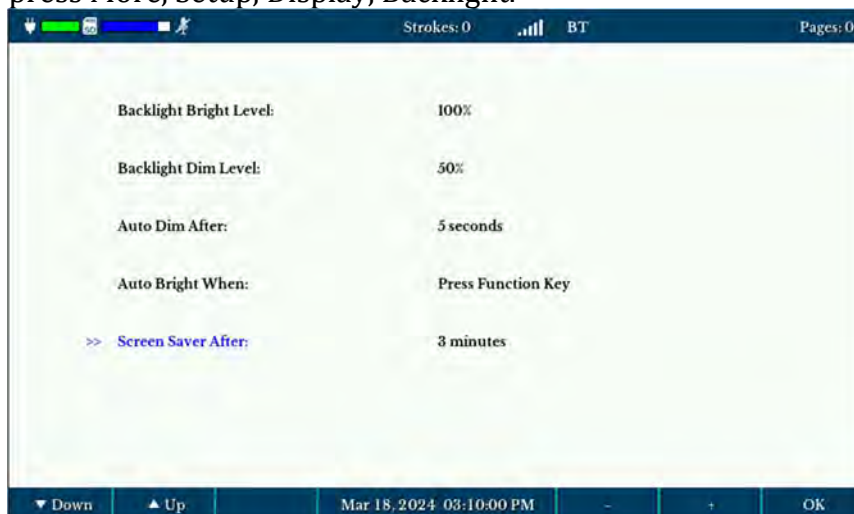




Set the Tilting Screen Backlight Level

Adjust the brightness of the Backlight on the Tilting screen to accommodate your viewing preference. Decreasing the brightness reduces the amount of the power required to display the screen which can reduce battery consumption. Optionally, setting the Backlight to automatically dim after a period of inactivity also reduces battery consumption. For example, let's say you take a break and you want your NexGen screen to automatically after 10 seconds of inactivity. Not only does it save battery consumption, but it also might reduce the chance that someone looks at your NexGen screen if that is a concern.

To customize the Tilting screen Backlight levels:

- From the Opening menu, press **Setup, Display, Backlight**. If you are in a job, press More, Setup, Display, Backlight.

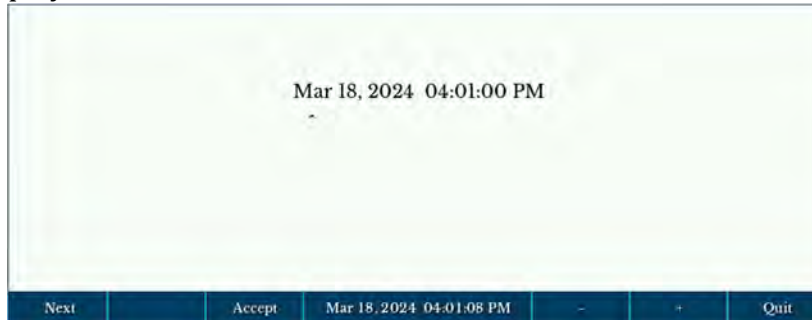


- Do **any** of the following:
- **Backlight Bright Level** - Increase or decrease the Backlight level. The brightness is based on a percentage. 100% is the default. The screen reflects your selection.
- **Backlight Dim Level** - Set the Backlight dimming level when the Auto Dim After option is active. The brightness level is based on a percentage. The screen reflects your selection.
- **Auto Dim After** - Select the period of inactivity that must pass on the NexGen before Backlight dimming occurs. Choose a number between 1-90 seconds or Never.
- **Auto Bright When** - select the action that must be taken to resume regular Backlight brightness after dimming. Choose **Steno** or **Function Key**. If Steno is selected, then at the first writing of a steno outline your NexGen screen will return to the brightness setting. If Function Key is selected, then at the first touching of one of the touch sensors your NexGen screen will return to the brightness setting.
- **Screen Saver After** - choose from 1 minute through 15 minutes of idle time before the screen saver appears.
- Touch the  Down/ Up sensors to highlight an option. Use the - and + sensors to make changes.
- When finished with your selections, touch **OK**. The Display menu reappears.
- Do **one** of the following:
- With no open job, return to the Opening Menu by touching **OK, More, Quit**.
- During a job, **continue writing**. The First Writing menu redisplay.

Time and Date

The Time function allows you to change the time and date on your NexGen. It is important to maintain date and time accuracy in the event you need to locate a file in memory, on the Data Micro SD card or on the Backup Micro SD card.

- From the Opening menu, touch **Setup, Time**. The Time and Date screen displays.





- Touch the **Next** sensor to select the unit of time or date you want to change.
 - Month
 - Day
 - Year
 - Hour
 - Minutes
 - AM/PM
 - Do **one** of the following:
 - To decrease the unit of time or date, touch **-**.
 - To increase the unit of time or date, touch **+**.
 - Repeat the previous steps for each unit of time or date you want to change.
 - Be sure to touch **Accept** to save your changes.
 - To display the Opening menu, touch **Quit, More, Quit**.

Touching Time and Date while you are on any “not-in-job” menu will also bring you to the Time and Date screen.

Translate Options

The NexGen has three translate options: [A/An Resolution](#), [Auto-Conflict Resolution](#) and Use [Brief It](#). When selecting Yes for Brief It, there are two additional options available.. More information is available by clicking the associated link.

To access Translate Options:

- From the Opening Menu, touch **Setup, Trans. Opt**.
- Use the  Down/ Up touch sensor to move the option you want to change.
- When finished, to save your settings and exit, touch **OK**. To return to the Opening menu, touch **More, Quit**.

Chapter 4 Troubleshooting

Chapter 4, *Troubleshooting*, suggests possible solutions to some common situations encountered when using the NexGen. Most users can remedy the following situations themselves. For more troubleshooting information, check Stenograph's website, www.stenograph.com. If a problem persists, call Stenograph Technical Support at 1.800.323.4247 or 1.630.532.5100.

Troubleshooting Tips:

The following troubleshooting tips can assist you in quickly solving some common errors you may encounter. Additional Help topics are available at www.stenograph.com. Click **Support, Solution Center**.

Audio - Does Not Resume After Pause

If you wrote a steno outline to pause the audio, you must stroke a steno outline to resume audio, regardless of the setting for the Auto Pause Resume option. For example, CATalyst has Pause Audio and Resume Audio commands. If you wrote a Pause Audio command, you must right a Resume Audio command to start recording audio again.

Audio - Feedback or “Squealing”

If audio feedback or “squealing” noises occur, check the following:

- Set the Microphone Gain lower. Check your [Audio](#) Options for more information.
- The microphone may be located too close to the speakers or headphones. Move the microphone further from the speakers or headphones.
- The playback volume setting may be set too high. Try a lower playback setting.

Audio - Writing Noise Audible in Recording

If you can hear the sound of your writing in the audio recording, you may need to do the following:

- Position the microphone farther away from the NexGen.
- If connecting a microphone, such as the one sold by Stenograph, directly to the back of the writer without an extension cord, try connecting an extension cord and moving the microphone away from the NexGen.

Backup/Data Micro SD Card - Write Protected

Micro SD cards have a write protect slide on the side card. If the slide is moved to the *Locked* position, no data can be written to the card. When a *Locked* Data Micro SD card is inserted into the NexGen, a message displays indicating the card is write protected. No writing can occur until you unlock the Backup Micro SD card.

To enable writing on a Micro SD card:

1. Remove the appropriate Micro SD card from the NexGen.
2. Hold the Micro SD card with the notched side up.
3. Move the write protect slide to the **Up** position.
4. Reinsert the Micro SD card into the NexGen.

Backup Micro SD Card - Error Message

The error message, *No Files were found in x:\???Backup.BIN*, displays when attempting to retrieve a file from the Backup Micro SD card using the BackupCard Utility. The *x* in the above message represents the actual drive letter assigned to the SD card reader.

- It is necessary to read the Backup Micro SD card using the USB SD Flash Drive reader that came with your NexGen or another reliable USB based external SD card reader. A built-in SD card slot reader on your computer cannot read the Backup Micro SD card.
- Windows require the [BackupCard Utility](#) to run as Administrator.

Backup Micro SD Card - No Files

To be able to read NexGen files on the Backup Micro SD card, you must be using CATalyst version 10.06 or higher; and use the [BackupCard Utility](#).

Data Micro SD Card - No Files

To be able to read NexGen files on the Data Micro SD card, you must be using CATalyst version 7.02 or higher. If you are not using CATalyst version 7.02 or higher, or are using another CAT system, use the [DateTimeToStentura](#) utility program.

Dictionary - Encountered Problem Reading Dictionary

The message, "Encountered problems reading dictionary(s) Please retry exporting/loading dictionary(s)." displays when the NexGen cannot validate a dictionary being loaded. It also displays when a valid dictionary is not found on the NexGen. If you experience this message while loading dictionaries:

- Review the dictionaries selected for export from CATalyst, if applicable, and try reloading the dictionaries into the NexGen.
- Review the dictionary on your CAT system and then export it to RTF/CRE. Use the Rtf2Writer Dictionary Conversion utility to load the dictionary onto the NexGen.

If this message displays when you are not loading dictionaries:

- Verify that dictionaries are currently loaded on your NexGen.

- Reload the necessary dictionaries.

Reset - NexGen Appears Unresponsive

If the NexGen appears to be unresponsive, press the **Reset** button on the back of the NexGen. If you have an open file at the time you press the Reset button, the current file closes. The NexGen reboots and a recovery complete message displays. Press **OK** and continue writing. The previously opened file displays.

Thumb drive message

If you have inserted a thumb drive into the USB A (Host) port, the following message displays if the thumb drive requires an excessive amount of current:
USB device requires excessive current. Please try a different USB device.

Remove the USB thumb drive and try a different one.

No Storage Device Plugged In

If you select to copy files from the SD Data Card or from Memory to a thumb drive, the No Storage Device Plugged In message may display due to the following reasons:

- A thumb drive is not plugged into the USB A (Host) port. Plug a thumb drive into the port and try again.
- A thumb drive that requires an excessive amount of current is plugged into the USB A (Host) port. Remove the USB thumb drive and try a different one.

TrueView Error Messages

TrueView troubleshooting solutions are located in the *NexGen Utilities* appendix.

USB - Cannot Update Software

- USB:unable to update A file cannot be opened while updating software. Close the open file on the NexGen.

To load a NexGen software update, you must first install the [NexGen USB driver](#) on your computer. The NexGen USB device drivers are available for download from the Stenograph website at www.stenograph.com. At the Stenograph website: click Support, Download Center and Utilities & links. Right click the on the Stenograph Writer USB Drivers and select *Save Target As or Save Links As* and save the file to a location on computer desktop or your hard drive.

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 computer USB port power management settings when it remains idle for a period of time.

Power management settings determine if the USB ports turn off when not in use for a specified amount of time. When using the virtual serial port communications via the USB Type-C cable, it is important to check the power management settings for your computer USB Root Hubs to ensure the USB port does not turn off when idle.

Regardless of the power management settings, virtual serial port communications via the USB Type-C cable does not allow you to disconnect and reconnect the USB cable and maintain the realtime connection. For example, you disconnect from the virtual serial port connection to report a bench conference and then reconnect when finished.

To modify the USB power management settings, complete the following instructions appropriate for your operating system. For additional information, check Stenograph's Solution Center or consult your Windows documentation about Device Manager.

Windows 7

- Click the Start menu on your computer and in the *Search programs and files* text field, type: **power settings**.
- A list displays. Under the *Control Panel* section, click **Change battery settings**.
- Power Options for your computer display in a dialog box.
- On your currently selected power plan, click **Change plan settings**.
- The Edit power settings dialog box displays. Click **Change advanced power settings**.
- The Power Options Advanced tab displays. Click the plus sign, **+**, next to *USB settings*.
- Click the plus sign, **+**, next to *USB selective suspend settings*.
- Do the following:
 - Click **On Battery** and from the drop down list select, **Disable**.
 - Click **Plugged In** and from the drop down list select **Disable**.
 - Click **Apply** to save the changes.
 - Click **OK** and then close the Edit power settings dialog box.

Windows 10

- Click the **Windows** icon In the lower left-hand corner of your computer.
- Click the **Settings** icon.

- Click **System**.
- Select **Power & sleep**.
- On the right side click the **Additional power settings** link to open power options Power Options for your computer display in a dialog box.
 - On your currently selected power plan, click **Change plan settings**.
 - The Edit plan settings dialog box displays. Click **Change advanced power settings**.
 - The Power Options Advanced tab displays. Click the plus sign, +, next to USB settings.
 - Click the plus sign, +. On the right side Click the **Additional power settings** link to open power options
- Power Options for your computer display in a dialog box. · On your currently selected power plan, click Change plan settings. · The Edit plan settings dialog box displays. Click Change advanced power settings. · The Power Options Advanced tab displays. Click the plus sign, +, next to USB settings. · Click the plus sign, +, next to USB selective suspend settings.
- Do the following:
 - Click On Battery and from the drop down list select, Disable.
 - Click Plugged In and from the drop down list select Disable.
 - Click Apply to save the changes.
 - Click OK and then close the Edit power settings dialog box.
- next to USB selective suspend settings.
 - Do the following:
 - Click On Battery and from the drop down list select, **Disable**.
 - Click Plugged In and from the drop down list select, **Disable**.
 - Click **Apply** to save the changes.
- Click **OK** and then close the Edit power settings dialog box.

Utility - Run Backup Card Utility as Administrator

To run the BackupCard Utility as an Administrator on Windows 7 and Windows 10, change the Compatibility properties for the program:

- Right click the **BackupCard.exe** shortcut and select **Properties** in the drop down menu. The BackupCard.exe Properties dialog box displays.
- Select the **Compatibility** tab.
- Under Privilege Level, check the option, *Run this program as an administrator*.
- Click **OK** to apply the change close the BackupCard.exe Properties dialog box.

Add Windows 11

NexGen Technical Support

If you encounter a problem you cannot solve, a NexGen Support Specialist is available to assist you.

1.800.323.4247 or 1.630.532.5100, touch 2, then 1.
8:00 a.m. to 6:00 p.m. (CT) Monday through Friday,
Excluding Stenograph Holidays

To assist the Specialist, have the NexGen with you, know your customer number and know your NexGen serial number. The serial number is located on the bottom of the writing machine. Be prepared to describe your question or problem in detail.

Wireless Communication

Stenograph provides NexGen wireless support for the NexGen Bluetooth Wireless Communication when Stenograph Bluetooth desktop application is used.

Accessories

Accessory items for your NexGen are available from the Stenograph website. Visit www.stenograph.com.

Appendix A: Updating NexGen Software and StenographLink enablement

Appendix A, *Updating NexGen Software*, explains how to update your NexGen. You must have an active Internet connection.

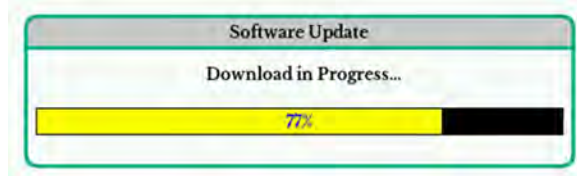
In order to receive push notifications, you need to enable StenographLink on NexGen by accepting the agreement. If you do not wish to enable StenographLink, you are still going to be able to manually check for the updates and download them when they become available.

Updating NexGen when StenographLink is enabled

When a new version of software becomes available, NexGen will display the following message when you first turn on the writer along with the “Update Available” icon on the status bar to the left of the Stroke Count:



If you choose Yes, download process will begin. The following screen will appear:



When the download process it finished, the following message will appear on the screen, a tune will sound and NexGen will automatically restart.



NexGen now has the latest software version installed.

If you choose No, an “Update Available” icon will remain on the status bar. When you are ready to update simply touch the icon and you will re-initiate the process.

Updating NexGen when StenographLink is disabled

- You are able to manually check for updates by accessing Updates screen
- Updates screen will tell you whether StenographLink has been enabled, when software was updated last and current software version you have on you NexGen.

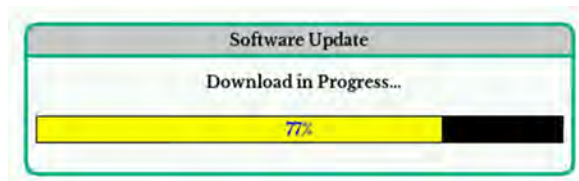
- Tap on Check Now to check whether update is available. Note that NexGen has to be connected to the internet.



If a new version of software is available, NexGen will display the following message on the writer along with the “Update Available” icon on the status bar to the left of the Stroke Count:



If you choose Yes, download process will begin. The following screen will appear:



When the download process finishes, the following message will appear on the screen, a tune will sound and NexGen will automatically restart.



NexGen now has the latest software version installed.

If you choose No, an "Update Available" icon will remain on the status bar. When you are ready to update simply touch the icon and you will re-initiate the process.

If you already have the latest software installed, you will see the following message:



Tapping **Quit** will take you back to the **Updates** screen.

StenographLink Enablement

StenographLink stands for "Internet of Things" - it facilitates communication between devices and the cloud. NexGen has the ability to connect to the internet directly without the need of the laptop. There are two advantages to enabling StenographLink on NexGen: 1) You will receive a notification when a new software version is available and will not have to manually check for it. 2) When contacting our Tech Support department, you can give the representative your permission to access your NexGen settings and log files which will accelerate resolution for the call. For example, if you need help with writer adjustments, the representative will be able to see your current settings and suggest next steps. If you are experiencing an issue, the representative will have access to NexGen log files instantaneously and will be able to determine the cause quickly.

Note that Stenograph has no access to steno notes, steno files, xray files or any translated text. (** add anything else?)

The following settings are sent to the cloud when StenographLink is enabled:

- Last Internet Connection Date
- Time and Date on Writer
- Software version
- Battery voltage
- Audio settings

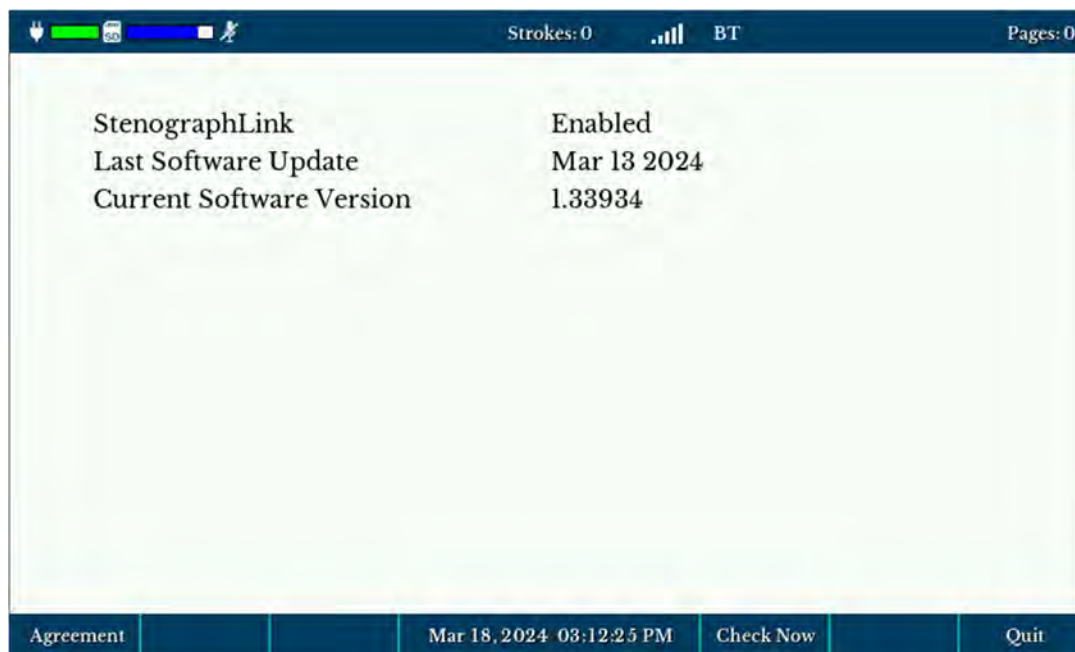
- Microphone Gain %
- Headphone Volume
- Record Audio During Job
- Monitor Live Audio
- Auto Pause Resume
- Audio Format
- Hide Audio Meter
- Keyboard settings
 - Stroke Depth
 - Keyboard Tension
 - Tension Toggle engagement status
 - Keyboard sensitivity
 - Split Stack Adjustments
 - Transition Time
- Individual Key Adjustments
- Auto conflict
- A/An resolution
- Extended View
- Font size
- TrueStroke enablement status
- Disable function Keys during Job
- Display Strokes per minute
- Language
- Stroke Odometer
- Backlight wake up
- Backlight Dim Time
- Screen Saver timeout
- Beeper volume
- Wi-Fi active
- Bluetooth enabled
- Send TrueStroke via Wi-Fi
- Clear J-Defines
- Brief it Writer Twice Define
- Brief it One Stroke Write

- Brief It
- AC charger
- USB charger
- Ask before ending job

In order to enable StenographLink, you need to access the Updates screen from Second Opening menu

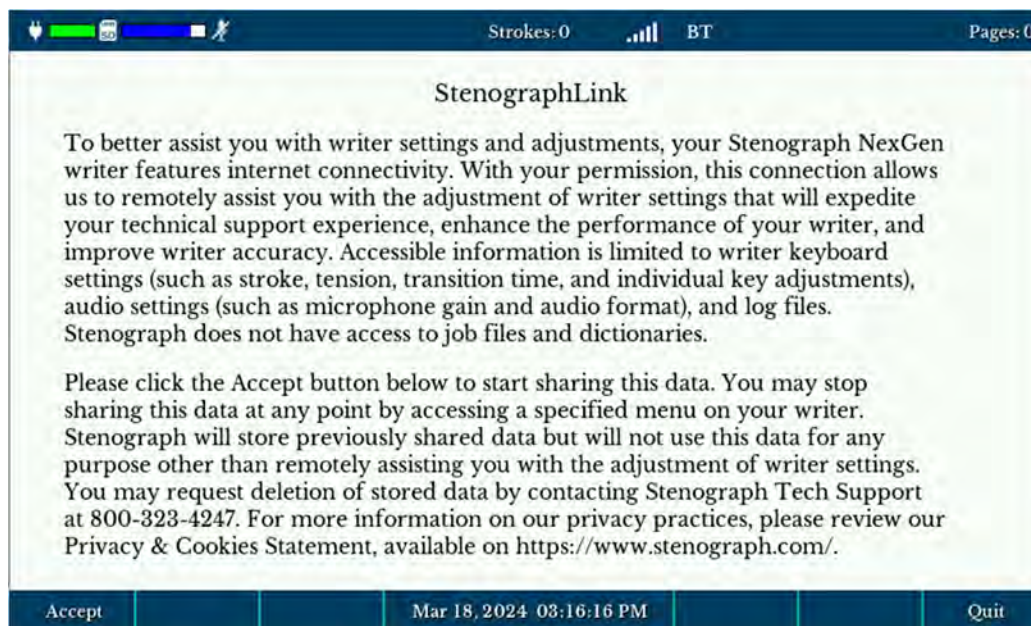


On this screen you will see whether your StenographLink is Enabled or Disabled, Last Software Update Date and Current Software version.



Tap the **Agreement** option

Remember that NexGen has to be connected to WiFi. If it is not, you will be taken to the WiFi screen first.



Tap **Accept**. You will be taken back to the previous screen and StenographLink status will be changed to Enabled. Now you will be receiving Software Update notifications and Tech Support representatives will have access to your setting when you call.

Appendix B NexGen Utilities

Appendix B, *NexGen Utilities*, provides instruction on how to:

- Install the writer drivers on your computer. Writer drivers are also available from stenograph.com/utilitycd.
- Personalize the splash screen with a photograph.
- Convert Stenograph writer files from the NexGen's Date and Time naming convention format to Stentura compatible format (File.00X).
- Convert Rich Text Format/Court Reporting Extensions (RTF/CRE) dictionaries into NexGen format.
- Use the Backup Card Reader to retrieve a file from the Backup Micro SD card.
- Use the WriterManager utility to Backup and Restore settings and copy Log files to a computer.
- Use TrueView to view TrueStroke data generated by the NexGen.

You can easily download the NexGen utilities to personalize your NexGen, convert writer files and access the NexGen User Guide by going to stenograph.com/utilitycd. Depending on your browser, the files may automatically begin to download. At the *Do you want to run or save writerutilitysetup.exe...* prompt, select to do **one** of the following:



- To run the Writer Utility Setup, select Run. The Stenograph Utility Setup screen displays.
- To Save the setup file to your hard disk, select Save. Once the writer utility setup.exe is downloaded, do one of the following to install the setup.

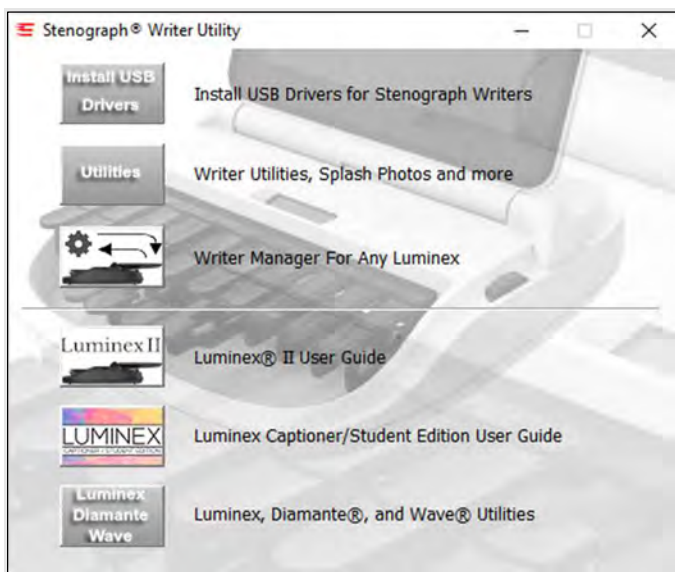


Windows

When copying or running a NexGen Utility, the User Account Control message box may display. The User Account Control (UAC) is a security feature prompting you for permission to run the displayed program name or service being accessed. To use the NexGen utilities, you must choose Continue in the UAC message box. The User Account Control is an important feature of Windows. Stenograph **does not** recommend disabling it.

Stenograph Writer Utility Program

Once you download and install the Stenograph Writer Utility setup and run it, the following screen displays:



Do any of the following:

Install USB Drivers - click the Install USB Drivers button to automatically install the NexGen USB drivers on your computer. The NexGen USB drivers must be installed on your computer to allow for USB communications.

Writer Utilities, Splash Photos and more - the following writer utilities are available:

- **SplashLoader** - The Splash Screen Loader Utility allows you to personalize the NexGen startup screen with a photograph of your choice. The photograph displays briefly when turning your NexGen On. The photograph you load can be located on the computer hard drive or removable media. It must be in JPEG (.JPG) format. There are also stock photographs available in the Splash Photos folder. Please see the

- SplashLoader.pdf file, located in the same folder, for step-by-step instructions. You must have the NexGen USB driver installed on your computer to use the USB cable.
- **BackupCard Reader** - The Backup Card Reader utility allows you to retrieve files in the rare occurrence that you cannot locate a job in the NexGen Backup Micro SD card or Data Micro SD card. The Backup Micro SD card is not designed to be removed from the NexGen unless you experience this a rare occurrence. If you remove the Backup Micro SD card, remember it must be in the NexGen in order for the steno machine to operate. Please see the BackupCard Reader.pdf file, located in the same folder, for step-by-step instructions.
It is necessary to run the BackupCard Utility as Administrator. See the [Troubleshooting](#) tips in Chapter 4.
 - **DateTimeToStentura** - The DateTimeToStentura Utility program converts NexGen Date/Time formatted steno files (20190803-084528) to Stentura compatible file format (File.00X); and optionally copies the associated audio, when audio is available. This utility is only required for CAT software that is not compatible with NexGen Date/Time format or if using CATalyst lower than V7.02 that require conversion to the Stentura compatible file format in order to read the files. All popular CAT systems read Stentura compatible formatted steno files. Please see the DateTimeToStentura.pdf file, located in the same folder, for step-by-step instructions.
 - **RTF2Writer** - If you are not using CATalyst and want to load your dictionary onto the NexGen, it is necessary to use the RTF/CRE to Writer Dictionary Conversion program. Please see your CAT software documentation for creating RTF/CRE dictionaries. *If you are using CATalyst with your NexGen, in CATalyst select Export and then the Stenograph Writer tab.*
When using the RTF2Writer Dictionary Conversion program, only one personal dictionary can be selected and loaded onto the NexGen. You can load up to seven job dictionaries. The RTF/CRE to Writer Dictionary Conversion program for the NexGen is only available via USB cable. You must have the NexGen USB driver installed on your computer to use the USB cable. Please see the RTF2Writer.pdf file, located in the same folder, for step-by-step instructions.
 - **WriterManager** is a NexGen utility program that allows you to backup and restore your writer settings, and create an archive of the steno files in RAM memory. Having a backup of your writer settings (audio settings, keyboard profile settings, display settings, etc..) is very useful in the event you send your NexGen back to Stenograph for maintenance. The WriterManager allows you to quickly restore your settings to a loaner writer.
WriterManager also gives you the ability to quickly create backup of any Log files created by the NexGen. In the rare event you receive an error or have need to contact Technical Support for assistance with your NexGen, Technical Support may ask you to create a backup of the Log files created by the NexGen.
 - **TrueView®** is a NexGen utility program that allows you to analyze your steno strokes by viewing the TrueStroke data (Steno X-ray2) generated by the

NexGen. TrueStroke data is gathered while writing on the NexGen and while writing realtime via the USB cable or a WiFi connection. Note: CATalyst V13 or higher is required for a WiFi connection. TrueStroke Data contains information about timing, the direction of travel and the velocity for each steno key in each steno outline. This allows you to examine a steno outline to determine the cause for a stroke to register as it did, providing instant feedback on your writing style. For example, you may want to examine split, stacked, dragged or dropped strokes.

In CATalyst version 10.07 or higher, TrueStroke data is automatically stored in the job sub-file, Steno X-ray2. To view, open a transcript file, open Vertical Notes and then double click a steno stroke.

The TrueView Utility permits viewing of the NexGen TrueStroke data when you are not using CATalyst or are using another CAT system. You can:

- Write realtime directly to TrueView via a USB connection to your NexGen.
- Read files via a USB connection from your NexGen's Data Micro SD card.
- Open an existing NexGen file that has been read to your computer or translated.

Appendix C Luminex II Transition Quick Start

Welcome to the NexGen writing machine! Appendix C is for those already familiar with the settings and operation of the Luminex II writing machine. Appendix C will focus on the features and settings of the NexGen. If you are transitioning from the Luminex II writing machine to the NexGen, you may find this section is all you need to begin using the NexGen.

NexGen New Features and Improvements over Luminex II

The following is a list of the software and hardware improvements of the NexGen:

- Shorter Stroke - shortest stroke ever offered
- Depth-of-Stroke - more adjustment range
- Soft Touch - softer landing/less bounce back
- Tension Thumbwheel - more tension adjustment positions than ever before
- Visible numbers on top of thumbwheels - see settings better
- Tension Toggle and Tension Settings displayed on the screen
- Robust LCD screen frame - metal parts to increase protection
- Large 8" LCD screen with significantly reduced bezel - largest viewing area ever offered
- Battery life - longest battery life

- Concurrent Bluetooth and WiFi – both connections can run simultaneously
- Over the air software updates - no more need to go on the website