STENTURA®fusion

User Guide

Stenograph

Congratulations on the purchase of your Stentura Fusion!

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

The Stentura Fusion is equipped with a non-glare liquid crystal display screen for easy read back of steno or text. The Stentura Fusion provides text translation and searching, making it easier to provide "read back". The RAM-Lock feature assures you of dependable, worry free maintenance of notes and text integrity.

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

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

You'll probably notice how light the Stentura Fusion is -- just over 5 pounds. The soft-sided carrying case also lightens your load.

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

STENOGRAPH, L.L.C.

The Importance of Working Comfortably and Effectively

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

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

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

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

Work Area Checklist

At Your Stentura Fusion

✓Use a comfortable chair conducive to correct posture.

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

✓Position the shorthand machine comfortably close to you.

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

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

At Your Computer

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

✓Adjust or close window coverings.

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

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

✓Remove sources of distraction around the monitor.

✓Keep noise to a minimum.

✓See accompanying materials provided by the computer keyboard manufacturer.

Your Body

✓Take frequent breaks to stretch or exercise.

✓Maintain a straight wrist position.

✓Avoid resting your wrists while writing.

✓Keep your hands level with your forearms.

✓Let your fingers curve naturally.

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

✓Pull your steno machine comfortably close to you.

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

✓Support your lower back.

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

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

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

Contents

Introduction

Congratulations on the purchase of your Stentura Fusion steno machine. Read this guide to become familiar with the components. Chapter 1, *Introduction*, highlights the features of your Stentura Fusion and outlines the organization of this guide.

Package Contents

Your Stentura Fusion writer comes with the following items:

- Stentura Fusion

- Dust cover

- Soft-sided carrying case

- EasyLock™ tripod

- 1 Main Battery

- 110/220 AC adapter/charger

- 1 Data SD card

- SD USB Flash Drive reader

- Allen wrench

- USB cable (6 ft.)

- Stenograph Writing Machine Utilities CD with USB drivers and
  RTF/CRE to élan Mira/Stentura Fusion Dictionary Conversion program

Stentura Fusion Features

The Stentura Fusion provides you with the following features:

- Translated text displays on color non-glare LCD screen.

- View text, steno notes or text and steno notes simultaneously.

- Realtime ready through USB or serial port.

- Audio record and playback.

- Adjustable digital clock with month, date, and time.

- Format and use a Data SD card for steno notes and audio.

- Adjust beeper volume, LCD contrast, colors, and font size.

- Update Stentura Fusion software from Internet download via USB.

- Date and timestamp note files.

- Automatically load main and job dictionaries.

- J-Define entries from the Stentura Fusion to a job dictionary.

- A/An resolution.

- Search for and display the previous or last Question, Answer, untranslate, StenoMark, or steno string.

- Scroll forward and backward in a file.

- International Continental keyboard and serial protocol options.

- Auto-Conflict for readback.

- Reopen an existing file for readback.

- Suffix Handling for readback.

- Bluetooth ready capable (optional).

Setting Up Your Stentura Fusion

To use your Stentura Fusion you must set it up on the tripod, attach the paper tray, thread the paper and charge the battery. Although you can use the writer with the AC adapter/charger, it is recommended that you charge the battery so that it is ready when required.

See *Hardware* on page 11 for detailed information about setting up your tripod, charging your battery, loading paper and making adjustments to the Stentura Fusion to suit your personal writing needs.

How This Guide is Organized

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

Chapter 1: Introduction

Introduction acquaints you to the Stentura Fusion features and explains this user guide.

Chapter 2: Hardware

Hardware explains the various components of the Stentura Fusion and how to use them. It also covers general maintenance recommendations.

Chapter 3: Writing on the Stentura Fusion

Writing on the Stentura Fusion explains all the software features of the used for setup before you begin writing and while writing a job. These includes features such as loading dictionaries, setting audio options, creating J-Defines and searching.

Chapter 4: Maximizing Key Contact Performance

Maximizing Key Contact Performance discusses the key contacts adjustments that are necessary to initially customize the Stentura Fusion to your personal writing style and to maintain maximum performance.

Chapter 5: Troubleshooting

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

Appendix A: Installing the USB Driver

Installing the USB Driver instructs you how to install the USB driver required for USB cable connection between the Stentura Fusion and Case CATalyst.

Appendix B: Updating Stentura Fusion Software

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

Appendix C: Converting RTF/CRE Dictionaries

Converting RTF/CRE Dictionaries describes how to convert Rich Text Format/Court Reporting Extensions (RTF/CRE) dictionaries into Stentura Fusion format.

Hardware

Chapter 2, *Hardware*, provides information about the hardware components of your Stentura Fusion. This includes details on the battery, communication ports and setup, function buttons, LCD icons, resetting the writing machine, changing the ribbon cartridge, electric and manual mode, tripod assembly and general Stentura Fusion maintenance.

Back of Stentura Fusion with Ports and External Controls

Front of Stentura Fusion with Main Battery and Data SD Slot

Battery

The Stentura Fusion comes with a rechargeable battery and an AC adapter/charger. You can operate your writer using only the battery, using only the AC adapter/charger, or using the AC adapter/charger while the battery is in the writer charging.

The battery, fully charged, operates all the features on the Stentura Fusion for approximately 12 hours. Charging time for a battery is approximately 3 hours.

Low Battery Warnings

As the battery becomes progressively low, the Stentura Fusion displays warnings using the battery gauge on the title bar of the LCD and messages on the LCD screen. Use the Diagnostic feature to check the specific voltage level. See *Viewing Battery Voltage Levels* on page 14.

Battery Gauge Display

The battery gauge on the title bar of the LCD provides a general indicator of the battery voltage level. It changes appearance as the voltage level of the main battery changes:

-      - a full green battery gauge indicates the battery is fully charged. As the charge of the battery level drops, the green bar becomes smaller.

-      - a partial yellow gauge indicates the battery is low.

-      - a short red gauge indicates the battery is almost completely drained. The battery icon flashes on and off.

LCD Warnings

The LCD displays three warning messages as the battery voltage level drops:

- Danger -- Battery Low

- Danger -- Battery Low Recharge Now

- Battery Dead

LCD Warnings When Using a USB Cable

When the Stentura Fusion is connected to a computer with a USB cable during realtime and the battery becomes low, all features continue to operate. See *Powering With the USB Cable* on page 16. The following low battery messages display on the LCD when using a USB cable:

- Danger -- Battery Low

- Danger -- Battery Low Recharge Now

- Battery Dead -- Recharge Now

Changing the Battery

You can change the battery any time. If you remove the battery while writing, the Stentura Fusion remembers the last open file. When you insert the adapter/charger to switch to AC power, the Stentura Fusion automatically turns On.

To remove and replace the Stentura Fusion battery:

1. Place the palm of your hand squarely against the front of the Stentura Fusion while grasping the back of the battery with your two middle fingers. Use caution to not inadvertently push against the Data SD card. You may want to remove the Data SD card before removing the battery.

2. Pull the battery gently away from the Stentura Fusion, sliding it out of the battery slot.

3. To replace the battery, slide it into the slot.

4. Press the battery firmly until it locks into place.

Charging the Battery

When the Stentura Fusion is powered by the AC adapter/charger, the battery level is automatically maintained. You can use your writer while the AC adapter/charger is charging the battery. The battery fully charges in 3 hours.

Use <u>only</u> the battery charger supplied with the Stentura Fusion. Chargers designed for other Stenograph writing machines will not power the Stentura Fusion. Although a standard Stentura charger fits the Stentura Fusion, it will not charge the Stentura Fusion battery and may damage the machine.

Charging Recommendations

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

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

Battery Charging Procedure

To charge your Stentura Fusion battery:

1. Insert the battery into the writer.

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

3. Insert the small plug on the AC adapter/charger cord into the socket on the back left side of the Stentura Fusion. The Stentura Fusion powers On. You can use your writer while the battery charge.

   If you press the Off button while charging, the Stentura Fusion no longer displays the LCD but remains On. A battery charging message and graphic display on the LCD to indicate charging.

Viewing Battery Charging Status

When the AC adapter/charger is connected to the Stentura Fusion charging the battery, both the battery icon and battery gauge on the title bar of the LCD flash on and off. The battery icon displays with a flashing lighting bolt and the battery gauge displays running black and yellow stripes.

Battery Charging   *Battery Fully Charged*

When the battery is fully charged, an electrical plug replaces both the battery icon and gauge until you disconnect the AC adapter/charger. Use Diagnostics to check specific battery voltage level and charging history. See *Viewing Battery Voltage Levels* on page 14.

Viewing Battery Voltage Levels

The Battery Status screen displays the voltage level and charging history of the Stentura Fusion battery.

To view the battery status:

1. Make sure the charger/adapter is not plugged into the Stentura Fusion. If you just disconnected the charger/adapter from the Stentura Fusion, turn the Stentura Fusion **On** and wait 10 – 15 minutes to get an accurate battery voltage reading.

2. From the Opening menu, press **More**.

3. Press **Diag** and then press **Battery**. The battery status screen displays.

Stentura Fusion Battery Status Screen

Main Battery

- *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 reading of 3.9 volts or higher indicates the main battery is fully charged. A voltage reading of 3.65 indicates the battery has approximately one hour of charge remaining.

- *State*—the most recent charging history. When checking battery status with the adapter/charger not attached, the message *Not Charging* displays. If the adapter/charger was removed before the charging is complete, an *INCOMPLETE* message displays along with a *Cause of Failure* message indicating the charger was removed.

4. When finished, press **OK** and then press **Quit**.

5. To display to the Opening menu, press **More**.

Bench Stand

The wire bench stand is attached to the bottom of the Stentura Fusion. The bench stand allows you to use the steno machine and paper tray without the tripod.

To use the bench stand:

1. Remove the Stentura Fusion from the tripod. See *Tripod* on page 29.

2. Unfold the stand until it clicks into place.

3. Place the Stentura Fusion on a flat surface. Rest the bench stand first and then the paper tray. If the paper tray contacts the surface before the bench stand, the tray may come loose from the machine.

Communication Port

There are two types of communication ports on your Stentura Fusion, a 9-pin serial port and a USB port. When using USB compatible CAT software such as Case CATalyst 4.0 or higher, you can use either of these ports to connect the writer to external equipment, such as a computer for realtime.

When using other CAT software that is not USB compatible, external communication is only accessible through the serial port with the Stenograph élan Mira/Stentura Fusion Serial Cable kit (P/N:35856). To use the serial port, the CAT software must have interface capabilities with the Stentura Fusion, Stentura®, or SmartWriter® writing machines.

Powering With the USB Cable

When the Stentura Fusion is connected to your Case CATalyst computer for realtime via a USB cable, the battery continues to power the writer. The USB port can, however, power the writer if you have no battery power or want to run on USB power. The USB port can power all the Stentura Fusion components except for Bluetooth communication and the electronic motor that runs the platen. You can continue writing via USB, recording steno notes to the Data SD card and RAM. To continue writing to paper, change to manual mode. See *Electric and Manual Mode* on page 19. To continue writing paperless, remain in electric mode and turn the platen motor off. See *Paperless Writing Mode* on page 68.

To use the USB cable you must install the Stentura Fusion USB driver on your computer. See *Installing the USB Driver* on page 95.

Updating With the USB Cable

Software updates for your Stentura Fusion, when available, can be easily downloaded from the Stenograph web site. Once downloaded onto your computer, you can load the software update onto your Stentura Fusion over a USB cable. See *Updating Stentura Fusion Software* on page 97.

Connecting for Realtime Writing

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

- a USB cable. You must be using USB compatible software such as Case CATalyst version 4 or higher.

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

- a wireless communication kit. Stenograph provides Stentura Fusion wireless support when the Stentura Fusion Wireless Communication kit is used. Other wireless adapters and software are not supported.

USB Cable

You must be using USB compatible software and have the Stentura Fusion USB driver installed on your computer. See *Installing the USB Driver* on page 95.

1. Be sure your writer and computer are turned **On** and fully booted.

2. Each end of the USB cable has a different connection plug. Connect the appropriate end of the USB cable to the back of the writer and the other end to a USB port on the computer where you installed the Stentura Fusion driver.

Stentura Fusion COM Ports

3. Start Case CATalyst or your USB compatible software.

4. Write a few strokes on the Stentura Fusion before starting realtime. If you loaded a Case CATalyst dictionary onto your Stentura Fusion, the translated steno displays on the LCD screen.

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

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

   a. Press **End** on the Stentura Fusion to close the file.

   b. Close and save the realtime file in Case CATalyst.

   c. Unplug the Stentura Fusion USB cable from your computer.

Serial Cable

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

2. Connect the purple male 9-pin adapter on the realtime cable to the 9-pin COM port on the back of the writer. The Stenograph élan Mira/Stentura Fusion Serial Cable kit (P/N:35856) including adapters is available from Stenograph.

Stentura Fusion COM Ports

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

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

5. Turn your Stentura Fusion **On**.

6. Turn on your computer and start your realtime program.

7. Write a few strokes on the Stentura Fusion before starting realtime. If you loaded a Case CATalyst dictionary onto your Stentura Fusion, the translated steno displays on the LCD screen.

Wireless Communication

Refer to the wireless documentation included in your Stenograph wireless kit.

Electric and Manual Mode

The Stentura Fusion allows you to switch between electric mode to manual mode. In manual mode, you can continue to write to paper when battery or AC power is not available. You may, for example, need to switch to manual mode if the battery becomes completely discharged or the platen drive fails in electric mode and paper no longer feeds.

The ability to turn the platen off for the paperless writing mode is only available in electric mode. See *Paperless Writing Mode* on page 68.

When switching to manual mode, you may need to adjust the spacing on the paper. See *Adjusting Depth of Stroke* on page 88.
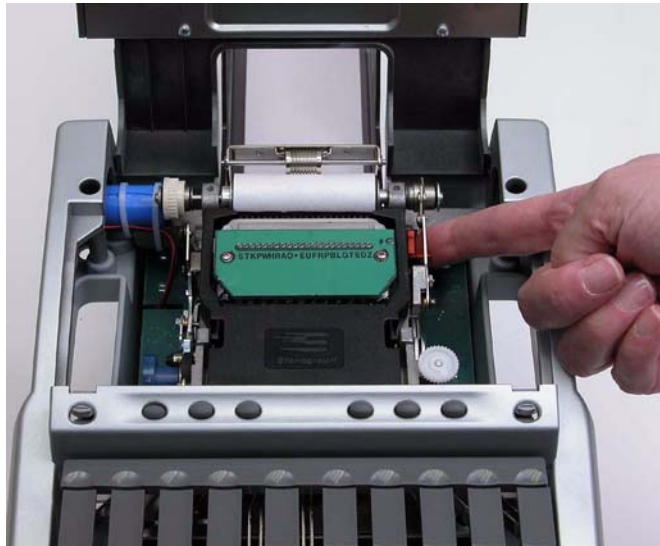
To switch modes:

1. Open the Stentura Fusion cover. Using your thumbs, pull the small, gray oval cover release levers above the initial "S" and final "D" keys toward the front of the unit, and lift the cover open. See *Opening the Cover* on page 86.

2. To the right of the platen, locate the red electric/manual mode lever.

3. Do one of the following:

   • *Switch to manual mode* - pull the lever towards the front of the Stentura Fusion.

   • *Switch to electric mode* - push the lever towards the back of the Stentura Fusion.

Function Buttons

On either side of the Status LCD are three oval shaped function buttons. The On/Off button is the on the far left. This button is recessed to prevent the Stentura Fusion from turning On during transportation or being accidentally turned Off when writing.

Each function button serves a special purpose for each of the different menus. The name of a function appears on a menu located on the large color LCD just above a button. Press the associated button to perform the function. For example, on the Opening menu, the word **Off** displays above the left most button, which is the button you press to turn the writing machine Off. Also on the Opening Menu, you press the **Dct** button if you want to select a job dictionary. When you press Dct, another menu displays, listing more menu choices related to using dictionaries.

LCD Color Screen

In the middle of the Stentura Fusion is a color LCD (Liquid Crystal Display). The LCD has a "non-glare finish" to reduce glare from overhead lights.

Depending on the selected function, the LCD screen shows:

- The title bar with a battery icon reflecting the approximate main battery level, the Stentura Fusion file number on the Data SD card, the number of steno strokes for the open file, the number of files in RAM, audio recording status and the estimated number of pages for the open file.

- The transcript text, steno, or file number messages.

- A menu from which you select options.

- Warning messages, such as "Low Battery".

You can adjust the contrast, background color, font size and brightness on the LCD screen. Adjusting the brightness can reduce battery usage. See *LCD Appearance* on page 63.

Adjusting the LCD Contrast

To adjust the contrast between the characters and the background on the LCD color screen:

1. Locate the Contrast Control knob on the back of the writer. It is positioned below the USB port.

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

   - *Increase Contrast -* facing the back of the writer, turn the Contrast control knob clockwise.

   - *Decrease Contrast -* facing the back of the writer, turn the Contrast control knob counterclockwise.

Paper Tray

The paper tray attaches to the back of the Stentura Fusion. The paper tray assembly has an upper and lower tray. The lower tray is deeper to accommodate a new steno pad.

"Suspenders" on the underneath of the upper tray provide a smooth gliding surface for the paper. This also helps to reduce paper noise. Under normal conditions, the suspenders do not need replacement. Replacement suspenders are available from Stenograph should they accidently rip or break.

Attaching the Paper Tray

1. Attach the two hooks at the top of the paper tray to the ledge just under the platen assembly. The lip under the hooks fit into the Stentura Fusion.

2. Push **Down** on the paper try to secure it in place.

3. Be sure the upper tray is pressed firmly into the lower tray. This prevents the paper from buckling.

Threading the Paper

1. Place the steno pad in the lower tray of the paper tray assembly.

2. Feed the paper under the platen, under the roller assembly and then into the upper tray.

3. Push **Down** on the upper tray to ensure it is fully closed.

Reset

The Reset button is a small, recessed button located on the back of the Stentura Fusion below the AC port.

Like other computer equipment, the Stentura Fusion can seem unresponsive when it receives a series of commands it does not recognize. **If the Stentura Fusion appears unresponsive, press the Reset button on the back of the writer.** When you press the Reset button, the Stentura Fusion reboots and is then ready to use.

If you had a file open before pressing Reset, the Stentura Fusion ends the job and the file closes. A new file opens when you begin writing. You can also press **More** and then **Reopen** to select an existing file, although the appended text and new steno notes are saved in a new file. Later you can merge the files together on your CAT system. See *Reopen* on page 71.

Ribbon Cartridge

The Stentura Fusion has a ribbon cartridge which contains a self-inking, continuous loop ribbon. The cartridge is rated for 60 pads of paper, based on 24,000 strokes per pad.

Changing the Ribbon

1. Open the cover of the Stentura Fusion. Using your thumbs, pull the small, gray oval cover release levers above the initial "S" and final "D" keys toward the front of the unit, and lift the cover open. See *Opening the Cover* on page 86.

2. Squeeze the handles on each side of the ribbon cartridge and lift it up and out of the Stentura Fusion.

3. Grasp the new cartridge by the handles.

4. Tighten the ribbon. Insert a pen or mechanical pencil into the round hole on the bottom side of the ribbon. Turn the gear in either direction.

5. Press the number bar down with one hand.

6. With the other hand, squeeze the cartridge handles and insert new cartridge into the Stentura Fusion, placing the ribbon between the row of type bars and the platen.

7. Press the cartridge into place.

8. Remove the slack by advancing the ribbon using the ribbon advance knob. See *Advancing the Ribbon* on page 24.

Advancing the Ribbon

You can advance the ribbon while the ribbon cartridge is in the Stentura Fusion.

To advance the ribbon:

1. Open the cover of the Stentura Fusion.

2. Locate the blue Ribbon Advance knob to the left of the ribbon cartridge assembly.
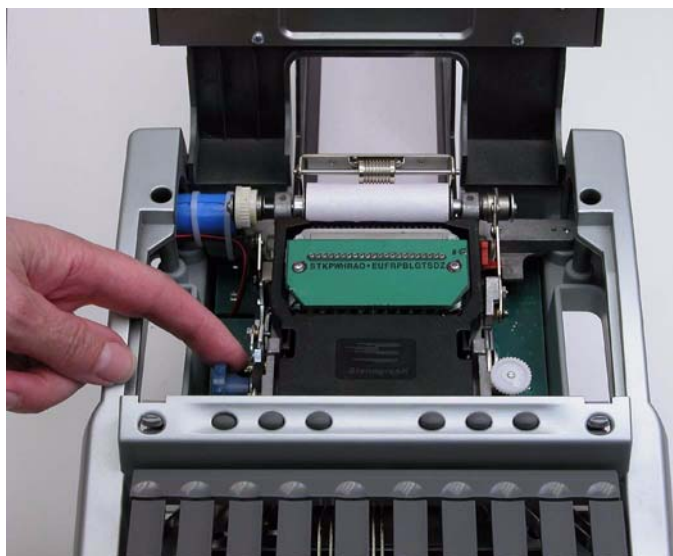
3. Turn the knob towards the front of the Stentura Fusion as indicated by the arrowheads on the rim of the knob. You should only turn this knob toward the <u>front</u> of the steno machine.

4. Verify the ribbon is moving. If the ribbon does not move, remove the cartridge, tighten the ribbon and reinsert the cartridge into the Stentura Fusion. See *Changing the Ribbon* on page 24.

Secure Digital Cards

A Secure Digital card (SD) is a memory card that can hold large amounts of data. The Stentura Fusion uses a Data SD card. The Micro SD card inserts into a Micro SD card adapter. The Micro SD card remains in the adapter. Removal from the adapter is unnecessary.

The Micro SD adapters containing the Data SD card insert into the appropriate slot on the front of the writing machine.

The Stentura Fusion requires a minimum 256MB Data SD card and supports up to a 2 GB card. The Data SD card stores steno notes, timestamps and audio files. See *Data SD Card* on page 44.

SD Card Care

Stenograph recommends Kingston or SanDisk SD cards, although any high quality SD card is acceptable. SD cards are fast and durable yet still require basic handing care:

- Avoid excessive heat, cold, and moisture. Although 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.

- 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 it is working may corrupt the data on the card. Stenograph strongly recommends turning off the Stentura Fusion before removing a card.

Enable Writing on a Data 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 Data SD card. If you insert a write protected Data SD card, a message displays on the Stentura Fusion indicating the Data SD card is write protected.

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

1. Hold the Data SD card with the notched side up.

2. Move the write protect slide to the **Up** position.

Remove and Insert a SD Card

SD cards are "keyed" so that they can only be inserted in one direction. When inserted properly, the Data SD card easily moves in and out of the slot. Attempting to force the Data SD card into the slot on your Stentura Fusion or USB Flash Drive reader could damage the card.

To remove the Data SD card from the Stentura Fusion:

1. Use your index finger to gently push the SD card and then release your finger. You should feel the SD card release from the slot.

2. 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, repeat Step 1.

To insert a Data SD card into the Stentura Fusion:

1. Hold the card with the metal strip facing down.

2. With the notched edge facing the Stentura Fusion, gently push the card into the SD slot on the Stentura Fusion or into a Flash Drive reader on your computer as necessary. You may hear a soft click as you insert the card, indicating correct placement.

SD Card USB Flash Drive Reader

A SD card USB Flash Drive reader comes with your Stentura Fusion. The USB Flash Drive reader holds the Data SD card and plugs into a USB port on your computer. This allows you to read steno notes from the Data SD card onto your computer, copy dictionaries and format Backup SD cards if necessary. If you have an SD slot built into your computer, you do not need to use the USB card reader.

Sample SD Card Reader

Tripod

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

EasyLock Tripod

Attaching the Tripod

To attach the tripod, follow these steps:

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

2. Position the tripod firmly on the floor.

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

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

5. Turn the tripod so that the flat side of the disk on the top of the tripod tube faces you.

6. Lift the Stentura Fusion and lower it as evenly as possible onto the top of the tripod. Grasp the inner tripod tube with one hand and with the other hand, rotate the machine clockwise until you hear a solid click. The Stentura Fusion should be firmly attached to the tripod tube.

Adjusting the Tripod Height

1. Grasp the tripod tube firmly, directly beneath the Stentura Fusion with one hand.

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

3. Adjust the Stentura Fusion to the desired height.

4. Tighten the thumb-lock knob.

Removing the Tripod

1. Position the tripod firmly on the floor.

2. Locate the quick release lever on the left underside of the Stentura Fusion.

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

4. Lift the Stentura Fusion from the tripod.

Stentura Fusion Maintenance

Regular care and maintenance is important in keeping your Stentura Fusion performing smoothly and looking good. Follow the general care and maintenance recommendations provided for optimal performance.

Your Stentura Fusion was properly adjusted, tested and inspected at the factory before shipping. Make only adjustments as described in this Stentura Fusion user guide.

General Care

- Use a soft, light relaxed stroke on the keyboard. A very light pressure is enough to depress any key. Do not pound on the keyboard.

- To prevent "bleeding" of the ink onto the paper, always remove the paper from the platen when you are finished using the Stentura Fusion.

- When threading paper in your machine, <u>do</u> <u>not</u> lean on or depress the keyboard.

- Use a Stenograph dust cover or store the Stentura Fusion in the storage case when you are not using it.

Routine Maintenance

Routine maintenance includes cleaning the keyboard and plastic shell, cleaning the platen and lubricating certain components inside the writing machine.

Cleaning

Do not spray or pour liquid cleaners on your Stentura Fusion when cleaning. Place the cleaner on a lint-free cloth and then apply. Cleaners will damage electronic components. For the suggested maintenance for each of the following:

- Platen - clean the platen at least once a month or more frequently if it gets shiny. Using a lint-free cloth dipped in rubbing alcohol, rub the platen briskly until it has a dull finish.

- Keyboard - clean the keyboard with a quality clear furniture polish. Do <u>not</u> use alcohol on the keyboard.

- Shell - clean the plastic shell with mild soap and water or alcohol. Use sparingly to avoid damage to the internal components.

Lubrication

Regular lubrication ensures that your Stentura Fusion will provide years of quiet and efficient operation. Use the Stentura Lubrication Kit (P/N 33340) to lubricate your Stentura Fusion. <u>Do</u> <u>not</u> use heavy oil, detergent oil, vegetable oil or automobile grease.

Only a tiny amount of oil or grease is necessary. Use caution to not overlubricate the writing machine. Excess oil and grease gathers dust and dirt which make the machine gummy and sluggish.

Stenograph recommends that you lubricate the following parts twice a year:

- Platen shaft

- Platen drive gear

- Paper feed roller

Inaccessible parts of your Stentura Fusion are lubricated at the factory with lubricants that last for several years.

Routine Servicing

Your Stentura Fusion requires routine servicing by a trained service technician every one to two years. Routine servicing provides additional cleaning, lubricating and adjustments.

Many reporters service their writing machine annually. If you use your machine less often, it may only need service every two years. Allow only a Stenograph Service Technician or one of our Authorized Service Providers to serve your Stentura Fusion.

Writing on the Stentura Fusion

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

Installing the Stentura Fusion USB drivers on your computer is necessary in order to write realtime with a USB cable, load dictionaries and install updates. The Stentura Fusion USB drivers are located on the Stenograph Writing Machine Utilities CD, which comes with your Stentura Fusion. See *Installing the USB Driver* on page 95 for instructions on loading the driver.

Before writing on your Stentura Fusion, ensure there is a Data SD and Backup SD in the appropriate SD slots and charge the battery. The Stentura Fusion uses a Data 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 Stentura Fusion 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 SD slot, it must be formatted in the Stentura Fusion before you can begin writing. **The Stentura Fusion requires a Backup SD card in order to operate.**

Although you can use the Stentura Fusion with the AC adapter/charger, Stenograph recommends that you charge the battery in your Stentura Fusion before using it for the first time. See *Charging the Battery* on page 13 for detailed information about charging your battery.

Accessing Stentura Fusion Features

When you turn the Stentura Fusion On, the Opening menu displays. The Opening menu is the first of two setup menus accessible when not writing on the Stentura Fusion.
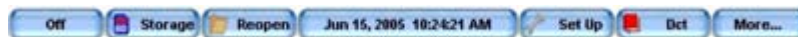
Opening Menu

Setup Menus

From the Opening menu, you can:

- view Data SD card and RAM directories.

- format a Data SD card.

- copy and clear files from RAM.

- reopen a file for readback.

- set audio, LCD appearance, LCD power usage, paper spacing, time, wireless, A/An and directory format options and paperless mode.

- load and select job dictionaries.

- create j-defines.

- access the second menu.

Second Setup Menu

Pressing **More** on the Opening menu displays the second menu.

Second Menu

The second menu includes functions which allow you to:

- display Stentura Fusion data such as software version, number of RAM files and wireless information.

- access keyboard type and serial protocol options for international customers.

- perform diagnostics.

- display battery status information.

- access the Opening menu.

Accessing the Writing Menus

Once you begin writing on the steno keyboard, the First Writing menu replaces the Opening menu.

First Writing Menu

The First Writing menu includes functions which allow you to:

- insert electronic StenoMarks.

- search for the last question.

- create J-Defines.

- access the second Writing menu.

Second Writing Menu

Pressing **More** on the First Writing menu displays the second Writing menu.
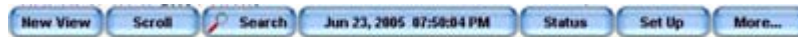
Second Writing Menu

The second Writing menu includes functions that allow you to:

- toggle the LCD display between steno only, text only or text with vertical notes.

- scroll through the steno or text on the LCD.

- search for the last Q, A, untranslate, StenoMark, and steno on the LCD.

- display information about the current file.

- set audio options.

- change LCD text color, font size and background color.

- set LCD power usage.

- adjust spacing on the paper tape.

- set paperless mode.

- playback audio.

- access the First Writing menu.

Return to First Writing Menu

Continuing to write or pressing **More** on the second Writing menu returns you to the First Writing menu.

Return to Opening Menu

Pressing **End** on the First Writing menu closes the current job and returns you to the Opening menu.

Writing Jobs

The Stentura Fusion stores steno notes, timestamps and audio files on the Data SD card. The Stentura Fusion also saves steno notes to RAM.
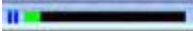
After approximately every 880 strokes, you might notice a slight pause on the Stentura Fusion. This pause is an effect of the Stentura Fusion maintaining information for the Reopen feature. This does not affect your realtime writing.

To begin writing:

1. To turn the Stentura Fusion On, press the first function button on the left.

2. The Stentura Fusion logo displays on the LCD followed by the Opening menu.

    The status bar across the top of the LCD shows the following information:

    *   ![gauge] - the horizontal gauge indicates the approximate amount of charge remaining for the battery. When the gauge is completely green, the battery is fully charged. As the battery level changes or the Stentura Fusion is charging, the gauge changes. See *Charging the Battery* on page 13 and *Viewing Battery Charging Status* on page 14.

    *   ![gauge] - the approximate amount of space remaining on the Data SD card. *Managing Data SD Card Space* on page 45.

    *   ![mic gauge] - the microphone displays when you begin writing and indicates the audio is recording. The gauge shows the sound level for the recording input. **The default for audio recording is set to Off**. See *Audio* on page 39.

    *   ![double bar gauge] - the double bars display when writing and the audio is paused by AutoPause or by a realtime Pause Audio dictionary definition. See *Set Audio Options* on page 39.

    *   ![no mic icon] - the no microphone icon displays when writing and no audio is recording. See *Audio* on page 39.

    *   *Strokes* - indicates the number of steno strokes written for the open file.

    *   *RAM Files* - indicates the number of files in RAM. See *RAM Storage of Steno Notes* on page 69.

    *   *Pages* - indicates the estimated number of text pages in the open file.

3. When you write a steno stroke, the Stentura Fusion opens a new file and replaces the Opening menu with the first of two writing menus.

4. To close the job when finished writing, press **End**. The Stentura Fusion finishes writing the steno and audio to the Data SD card and closes the current file.

    The Stentura Fusion names files using a year, month, date and time format. For example: 20090716-142341 (July 16, 2009 at 2:23:41 p.m.). Job files are stored in folders identified by year and month. For example, 200907. By default, the newest file is listed first.

5. To turn the Stentura Fusion Off, press the **Off** button on the Opening menu.

    Use the Reopen feature to reopen an existing file for searching and readback purposes. See *Reopen* on page 71.

A/An Resolution

A/An resolution automatically selects the correct word based on the word that follows "a" when you use the same steno stroke to write "a" and "an." The steno translates as "a" before consonants and as "an" before vowels and the numeral 8.

To use A/An resolution, the A/An resolution option on your Stentura Fusion must be On and your dictionary must contain the entry for A/An defined as "a". If the dictionary entry is defined as a conflict, this feature does not work as described.

To turn A/An resolution Off or On:

1. From the Opening Menu, press **Set Up, More** and then press **Trans. Opt**. The current status of the A/An option displays on the screen.

2. Press the **Up/Down** buttons as necessary to select the A/An option.

3. Press **Change** to turn the A/An option Off or On.

4. To display the Opening menu, press **OK** and then press **Quit**.

Audio

The Stentura Fusion allows you to record an audio file concurrently when writing a steno file. To record, you must enable the audio option, Record Audio During Job, and connect a microphone to the Stentura Fusion. Stenograph recommends using a battery powered microphone.

The Stentura Fusion saves the audio files to the Data SD card. When using the Classic file structure, the Stentura Fusion saves the audio files, .wav and.sgapr in the Audio folder. When using the Date/Time file structure, the Stentura Fusion saves audio files using the date and time of the job name along with the appropriate .wav and .sgapr extension. The files are located in the current year/month directory. See *Viewing the Data SD Card Directory* on page 46.

There must be at least 24MB available on the Data SD card to begin recording audio. When there is less than 24MB, you can begin writing a job but no audio records regardless of the audio options selected. The following message displays: *Not Enough Data Card Space to Record Audio*. When only 1MB remains on the Data SD card while writing a job, the audio stops recording in 60 seconds. The following message displays: *Not Enough Data Card Space to Continue Recording Audio*. See *Changing Data SD Cards* on page 45 to change the Data SD card while writing.

Enabling the audio option, Monitor Live Audio, and attaching a headset to the Stentura Fusion allows you to listen to the recording live. You can also use a headset for playback.

Set Audio Options

To set audio options:

1. Do one of the following:

    •   From the Opening menu, press **Set Up** and then press **Audio**.

    •   From the First Writing menu, press **More**, **Set Up** and then press **Audio**.

2. The Audio screen displays. Use the **Up** and **Down** buttons to move the pointer (>>) to identify a feature for selection.

    •   *Microphone Gain* - indicates the current gain setting for the microphone, **High** or **Low**. If your microphone is battery powered set the gain to Low. If it is not battery powered, set the gain to High. Press the **Mic Gain** button to toggle your selection.

    •   Headphone Volume - use the **Quieter** and **Louder** buttons to adjust the headphone volume. A volume bar displays indicating the adjustment.

    •   *Record Audio During Job* - indicates the audio recording status. Press the **On/Off** button to toggle your selection. The default is set to Off. This option cannot be changed once you open a file.

    •   *Monitor Live Audio* - allows you to listen to the recording live through a headset attached to the Stentura Fusion. Press the **On/Off** button to toggle your selection.

    •   *Auto Pause Audio* - allows you to automatically pause the recording after a specific period of time, when no new steno is being input from the steno machine. Using this feature can help conserve Data SD card space when recording audio on jobs where long or frequent pauses occur. Use the **+** and **-** buttons to set the wait time before pausing the audio. The range is between 5 and 900 seconds.

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

If you are not using Case CATalyst, please check with your CAT vendor to verify that your software recognizes pause and resume commands. If pause and resume commands are not recognized, it is recommended that you do not use the Auto Pause Audio option.

- *Audio Format* - allows you to set the audio recording. A higher compression rate (15MB) produces a better audio quality and requires more space on the Data SD card. A lower compression rate (6MB) produces a lower audio recording quality and requires less space. Press the **Change** button to toggle your selection between GSM (5.8 MB/hour) and ADPCM (14.7 MB/hour). This option cannot be changed once you open a file.

3. To display the Opening menu; press **OK, More** and then press **Quit**.

4. To display the Opening menu, press **OK** and then press **Quit**.

Recording Audio

To record audio while writing:

1. Plug the microphone into the pink microphone jack on the back of the Stentura Fusion.

2. If you are using headphones to listen to the live recording or for playback, plug the headphones into the green headphone jack on the back of the Stentura Fusion.

3. From the First Writing menu, press **More**, **Set Up** and then press **Audio**. The Audio screen displays.

4. Make any necessary changes to the audio options. Use the **Up** and **Down** buttons using the pointer to identify a feature for selection. *Set Audio Options* on page 39.

5. To display to the First Writing menu, press **OK**, **Quit** and then press **More**.

Playback Audio

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 Stentura Fusion highlights the corresponding steno and text on the LCD during the audio playback. You can stop the playback at any time. A set of external speakers or headset is required for audio playback. Audio is not available for playback in a Reopened job.

To playback 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. See *Scroll* on page 72.

2. When you identify the position in the file from which you want to playback the audio, press the **Play** button. The Stentura Fusion begins the playback and simultaneously highlights the corresponding text and steno.

    Use the **Quieter** and **Louder** buttons to adjust the headset volume. If applicable, you may also need to adjust the volume control on your headset or speakers.

3. Press **Stop** 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 Stentura Fusion screen for easier readback.

To turn Auto-Conflict On or Off:

1. From the Opening Menu, press **Set Up, More** and then press
    Trans. Opt. The current status of the Auto-Conflict Resolution option displays on the screen.

2. Press the **Up/Down** buttons as necessary to highlight the Auto-Conflict Resolution option.

3. Press **Change** to turn the Auto-Conflict Resolution Off or On.

4. To display the Opening menu, press **OK** and then press **Quit**.

Beeper Volume

The Stentura Fusion has a beeper to attract your attention to messages on the LCD color screen, such as *Low Battery*. You can adjust the beeper volume.

1. From the Opening menu, press **More** and then press **Diag**.

2. From the Diagnostic menu, press **Beeper**.

3. Press **Loud** or **Soft**. The Stentura Fusion emits a louder or softer tone indicating the volume level selected.

4. Press **OK** and then press **Quit**.

5. To display to the Opening menu, press **More**.

Data SD Card

The Stentura Fusion uses a Data SD card to store steno notes, timestamps and audio files. The Stentura Fusion comes with a Data SD card.

The actual number of files a Data SD card holds varies according to the size of the SD card, the size of the each steno note, timestamp and audio file. For example, a 256MB Data SD card holds over 63 million strokes or the equivalent of about 287,000 pages without audio files. Depending on the audio compression option selected, audio files use about 6MB or 15MB for every hour of recording. When continually recording using the 6MB audio compression rate, a 256MB Data SD card holds about 463,000 strokes, the equivalent of about 2,100 pages.

The SD icon on the title bar of the LCD provides a general indication of the remaining space on the Data 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 SD slot or the Stentura Fusion does not recognize the Data SD card.

If the Data SD card is corrupt, full or missing from the Data SD slot, the Stentura Fusion displays warning messages but allows you to continue writing. Steno and timestamps continue to be saved to RAM and the text written to paper. Audio files are not saved.

Formatting a Data SD Card

You may want to format a previously used Data SD card. For example, you may want to format a Data SD card previously used to transfer dictionaries from Case CATalyst to the Stentura Fusion.

To format a Data SD card:

1. With a Data SD card inserted into the Stentura Fusion, from the Opening menu, press **Storage**.

2. Press **SD Card** and the press **Format**.

3. Choose one of the following:

    •   *Quick Format* - removes all data but does not do a surface check for readability.

        When you select Quick Format, the following message displays: *Ready to Quick Format Disk Are You Sure?* If a disk is unusable the message, *Disk Bad*, displays.

    •   *Full Format* - a low level format which checks the readability of the Data SD card. This option is recommended if you have added or removed several files from the Data SD card.

        When you select Full Format, the following message displays: *Ready to Low Level Format Disk Are you sure?* If a disk is unusable the message, *Disk Bad*, displays.

4. Press **Yes**. A message box displays indicating the progress of the format. To cancel the format, press **No** or **Quit**.

5. The Opening menu displays when formatting is complete.

Managing Data SD Card Space

If necessary, you can check the amount of free space left on a Data SD card. Once a Data SD card is full, steno and audio is no longer saved to the Data SD card. Steno continues to be saved to RAM. The Stentura Fusion allows you to change the full Data SD card, but you must first close the current file before switching them. Files cannot span Data SD cards.

Checking Data SD Space

1. From the Opening menu, press **Storage, SD Card** and then press **Space**. The following message displays: *Disk Free Space: xx% of xxMB.*

2. To display the Opening menu, press **OK** and then press **Quit**.

Changing Data SD Cards

You can change Data SD cards any time during the writing process by first closing the open file on the Stentura Fusion. When you insert a new Data SD card, a new file is created as you begin writing. You can merge the two files together on your CAT system. See *Working with a Full Data SD Card* on page 45 to change Data SD cards following a Disk Full message.

To change Data SD cards:

1. Press **End** on the First Writing menu to close the open file.

2. Remove the current Data SD card from the Data SD card slot.

    The message, *Disk in use -- Put it Back!* displays when:

    • you have not received a Disk Full message and you attempt to remove the Data SD card without closing the file by pressing *End*.

    • you attempt to remove the Data SD card before the Stentura Fusion has finished writing information to it.

3. Insert a new formatted Data SD card.

4. Continue writing.

Working with a Full Data SD Card

When you attempt to write to a Data SD card that does not have enough free space, the following occurs:

• When the Data SD card is almost full, the Stentura Fusion beeps and the following message displays: *Disk Nearing Full. End Job Soon.*

• When you continue to write and completely fill the Data SD card, the Stentura Fusion beeps every 30 seconds and the following message displays: *Disk Full. End Job Now.*

- When you continue to write after the Data SD card is full, the Stentura Fusion stops beeping and displays the following message:

  Disk FULL. Recording only to RAM.

  The steno and audio, if recording, is no longer saved to the Data SD card. The Stentura Fusion continues to write steno to RAM.

If you are recording audio, the following occurs:

- When 1MB remains on the Data SD card, *Recorded Audio will be lost in 45 seconds, Please insert a usable card.*

- The message, *Recorded Audio will be lost in 45 seconds, Please insert a usable card.* continues to display every 15 seconds unless you replace the Data SD card within 45 seconds.

- If the Data SD card is not replaced within 45 seconds, the message, *Recorded audio has been lost.*, displays. The last 60 seconds of audio is lost and no further audio is recorded.

Change a Data SD Card Following Disk Full Message

To change Data SD cards following a Disk Full message:

1. Remove the current Data SD card from the Data SD card slot on the front of the Stentura Fusion.

   If you attempt to remove the Data SD card before the Stentura Fusion has finished writing information to it, the following message displays: *Disk in use -- Put it Back!*

2. Insert a new formatted Data SD card.

3. Continue writing.

Viewing the Data SD Card Directory

You can display the list of files on a Data SD card in the Stentura Fusion and display the information on the LCD screen.

1. From the Opening menu, press **Storage, SD Card** and then press **Directory**.

   Depending on the Directory option selected, files display in classic or date/time order. The classic file structure displays files on the Data SD card in chronological order, the oldest files listed first. The date/time file structure displays the subfile types for the same file in one directory identified by the year and month. Files within the directory are identified by the year, month and date followed by the time; including hour, minutes and seconds. See *Directory* on page 51 for detailed information on directory file structure.

2. Do any of the following:

   - Press the **Up** or **Down** buttons to scroll through the list.

   - Scroll to a directory, <DIR>, and press **Directory** to view the contents.

   - Press **Back** to return to the previous directory.

   - Press **Quit** to return to the SD Card menu.

3. To display the Opening menu, press **Quit** from the SD Card menu.

Dictionaries

The Stentura Fusion uses Case CATalyst converted dictionaries or an RTF/CRE dictionary converted by the RTF/CRE dictionary conversion program. This includes your Personal Dictionary, any job dictionary and the Case CATalyst Power Define dictionary. You can also export the Spell Check Wordlist and Prefixsuffix.ini file when using Case CATalyst 8.05 or higher.

You can only load one dictionary converted by the RTF/CRE élan Mira/Stentura Dictionary Conversion program. See *Converting RTF/CRE Dictionaries* on page 99.

The Stentura Fusion can hold approximately 480,000 dictionary entries, depending on the size of the entries. The total number of combined personal and job dictionary entries cannot exceed 480,000.

Loading Dictionaries into Stentura Fusion

Case CATalyst software users can load dictionaries via USB cable or by Data SD card. When loading dictionaries by Data SD card, you can load the dictionaries automatically or use the menus to manually load the dictionaries.

When you load a dictionary, it overwrites any other similar dictionaries on your Stentura Fusion. Loading a Personal Dictionary overwrites the current Personal Dictionary; loading job dictionaries overwrites the current job dictionaries; and loading the Spell Check Wordlist and Prefixsuffixrules.ini file overwrites the current files of the same name on your Stentura Fusion. Dictionaries remain on your Stentura Fusion until you load another dictionary of the same type.

Loading Dictionaries via USB Cable

You must be using Case CATalyst software and have installed the Stentura Fusion USB driver on your computer. See *Installing the USB Driver* on page 95.

1. Be sure your writer and computer are turned **On** and fully booted.

2. Start Case CATalyst.

3. Each end of the USB cable has a different connection plug. Connect the appropriate end of the USB cable to the back of the writer and the other end to a USB port on the computer where you installed the Stentura Fusion drivers.

4. In Case CATalyst, open the Export function and select the **élan/Fusion/Diamante** tab.

5. Select the dictionaries you want to load onto your Stentura Fusion. The Personal Dictionary is selected by default to ensure the most recent version on your Stentura Fusion.

   When using the Case CATalyst Power Define dictionary, Power Define entries take priority over other dictionary entries and over steno outlines used in the Stentura Fusion Spell Mode feature. See *Spell Mode* on page 59.

   To load the Export Spell Check Wordlist and the Prefixsuffix.ini file, if applicable, check the appropriate box for each option. You must be using Case CATalyst V8.05 or higher. See *Suffix Handling* on page 78.

6. Click the radio button next to the **USB** option and select **Export**. Case CATalyst displays the message, *Transferring Dictionaries over the USB*.

   The Stentura Fusion beeps twice and displays a progress bar along with a series of messages as the dictionaries load.

   When the Stentura Fusion finishes loading the dictionaries, it beeps twice and reboots, displaying the Opening menu. Case CATalyst displays the message, *Export Complete*.

Loading Dictionaries by Data SD Card

Load your personal or job dictionaries by Data SD card into the Stentura Fusion automatically or manually, using the menus. The Personal Dictionary is always selected by default. This ensures you have the most recent Personal Dictionary on the Stentura Fusion.

You can only use a Case CATalyst exported dictionary or a dictionary created by the RTF/CRE élan Mira/Stentura Fusion Dictionary Conversion program. *Converting RTF/CRE Dictionaries* on page 99.

Export the dictionaries from Case CATalyst

Complete the steps to export Case CATalyst dictionaries and then load them into the Stentura Fusion.

1. Insert a Data SD card with enough available space for the dictionaries you are exporting into the USB Flash Drive reader. Insert the reader into an available USB port on your computer. If you have an SD slot built into your computer, you do not need to use the USB Flash Drive reader.

2. In Case CATalyst, open the Export function and select the **élan/Fusion/Diamante** tab.

3. Select the dictionaries you want to load into your Stentura Fusion. The Personal Dictionary is selected by default to ensure the most recent version on your Stentura Fusion.

4. Click the radio button next to the **Drive** option and select the drive letter for the USB Flash Drive reader from the drop down list.

5. Select **Export**. Case CATalyst displays the following message, *Please insert disk number 1 into drive x:\ and press OK*.

6. Press **Enter** (**OK**). Case CATalyst displays the message, *Transferring Dictionaries to Disk*.

7. When Case CATalyst finishes copying dictionaries to the Data SD card, the following message displays: *Export Complete*.

8. Using the Windows Safely Remove Hardware utility located in the Notification Area of the Windows SysTray, remove the USB Flash Drive reader from the computer.

9. Remove the Data SD card from the reader and continue by loading the dictionaries into your Stentura Fusion. Complete the steps to load the dictionaries automatically or manually. See *Load Dictionaries to Stentura Fusion Automatically* on page 49 and *Load Dictionaries to Stentura Fusion Manually* on page 49.

Load Dictionaries to Stentura Fusion Automatically

1. Turn the Stentura Fusion **Off**.

2. Insert the Data SD card containing the dictionary into the Stentura Fusion Data SD slot on the front of the Stentura Fusion.

3. Turn the Stentura Fusion **On**. The Stentura Fusion automatically loads the dictionaries from the Data SD card. A progress bar displays along with a series of messages as the dictionaries load.

4. When prompted, remove the Data SD card and press **OK**. The Stentura Fusion reboots and is ready to use.

Load Dictionaries to Stentura Fusion Manually

1. From the Opening menu on the Stentura Fusion, press **Dct** and then press **Load**.

2. Insert the dictionary Data SD card into the Data SD slot on the front of the Stentura Fusion and press **OK**.

   The Stentura Fusion reboots and loads the dictionaries displaying a progress bar along with a series of messages as the dictionaries load. When the dictionaries finish loading, the following message displays, *Finished. Please remove the Data SD card and press OK.*

3. Remove the Data SD card and press **OK**. The Stentura Fusion reboots and the Opening menu displays.

Using Job Dictionaries

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

You can set the priority of the job dictionaries on the Stentura Fusion. When a stroke appears in more than one dictionary with a different definition in each dictionary, 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.

The Stentura Fusion automatically selects the Power Define dictionary, when loaded. Power Define entries take priority over other dictionaries. You cannot change the priority.

To set dictionary priorities:

1. From the Opening menu, press **Dct** and then press **Select**. Job dictionaries loaded into the Stentura Fusion display in the order they were loaded.

   The following information displays for each dictionary:

   • *Priority* - the translation priority for the dictionary. One is the highest and ten is the lowest.

   • *Job Dictionary Name* - the file name of the job dictionary.

   • *Date/Time* - the date and time the job dictionary was created.

   • *Size* - the size of the job dictionary.

2. Use the features as necessary:

   - **Up** - moves the pointer (>>) to the previous job dictionary in the list.

   - **Down** - moves the pointer (>>) to the next job dictionary in the list.

   - **Select** - select a job dictionary to use for translation and set it's priority. Use the Up and Down buttons to move the pointer (>>) to select a job dictionary and press **Select**. The dictionary priority is set in the order you select the dictionaries. To reorder the priority, press **Clear** and reselect the dictionaries.

   - **Clear** - deselect all the dictionaries from priority. The dictionaries remain on the Stentura Fusion for future translation.

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

   - Press **Accept** to save the selections and return to the Opening menu.

   - Press **Cancel** to exit without making changes to the existing job dictionary priorities. The Dictionary menu displays.

Directory

The Stentura Fusion allows you to choose how to organize the files written to your Data SD card. You can use the Classic or Date/Time directory and file structure format. Classic directory structure is the default format. The Date/Time directory is compatible <u>only</u> when you use the Stentura Fusion with Case CATalyst V7.02 and higher. Any other Case CATalyst version or CAT system does not recognize the steno on the Data SD card in Date/Time format.

If you have files on your Data SD card when you change the directory and file structure format, the existing files remain in the former structure. All new files written are stored using the currently selected directory and file structure format.

Classic Format

The classic file structure writes files to the Data SD card in chronological order, the oldest files listed first using the prefix, "File" followed by the next consecutive number. For example, File.001, File.002, File.003, etc. The Text directory stores timestamp (hms) information and the job dictionaries (sgdct) for each text file. The Audio directory stores the audio (wav) file and audio pause and resume (sgapr) information. A classic directory and file structure may display as:

AUDIO	*<DIR>*				
TEXT	*<DIR>*				
FILE.001		*09/28/06*	*04:37:42 pm*	*323*	*2*
FILE.002		*09/29/06*	*10:34:50 am*	*490*	*3*

Files within the Audio directory may display as:

FILE.001.wav	*09/28/06*	*04:37:42 pm*	*139.904*
FILE.001.sgapr	*09/28/06*	*04:39:06 pm*	*24B*
FILE.002.wav	*09/29/06*	*10:34:50 am*	*299.034*
FILE.002.sgapr	*09/29/06*	*10:36:17 am*	*168B*

Files within the Text directory may display as:

FILE.001.HMS	*09/28/06*	*04:37:42 pm*	*41B*
FILE.001.SGDCT	*09/28/06*	*04:39:06 pm*	*732B*
FILE.002.HMS	*09/29/06*	*10:34:50am*	*981B*
FILE.002.SGDCT	*09/29/06*	*10:36:17 am*	*946B*

Classic Subdirectories and File Type Details

Classic directory format uses the following subdirectories and files:

- *FILE.001* - the first steno file written to the current Data SD card. Each time you open a new file, the Stentura Fusion assigns the next available number. For example, FILE.002, FILE.003, etc. Files display in chronological order, the oldest files listed first.

    The following information displays along with each file name:

    - date and time the file was created

    - number of strokes

    - estimated number of pages

- *AUDIO* - a subdirectory which contains the audio (.wav) files for each associated text file using audio recording.

- *TEXT* - a subdirectory which contains the timestamp (.hms) file for each text file and the job dictionary (.sgdct) file associated with each text file using job dictionaries.

- *FILE.01R* - the first file written to RAM. Each time another file is written to RAM, the Stentura Fusion assigns the next available number. For example, FILE.02R, FILE.03R, etc. The file name is retained when you copy files from RAM to the Data SD card. It may or may not be the same steno file as FILE.001 depending on when the RAM was erased and what Data SD card is currently in use.

If the same file, or one with the same file name, already exists on the Data SD card, the Stentura Fusion saves the file under a different name, replacing "R" with a letter, beginning with "A". For example, if you copy file FILE.01R to the Data SD card a second time, the Stentura Fusion assigns the file name, FILE.01A. If you copy the file again, the Stentura Fusion assigns the file name, FILE.01B, etc.

It is strongly recommended you erase all the files from RAM once you copy them to a Data SD card. See

Date/Time Directory

The date/time directory structure is compatible <u>only</u> with Case CATalyst V7.02 and higher. The date/time directory structure displays all subfile types for the same file to one directory identified by the year and month. Files within the directory are identified by the year, month and date followed by the time; including hour, minutes and seconds. The file type extension, such as sgstn for steno notes is included in the file name. For example, a steno file written at on July 31, 2006 at 9:58:03 a.m. has the file name, 20060731-095803.sgstn. If audio was used, the audio file name is 20060731-095803.wav.

A date/time directory may display as:

200607   <DIR>

Files within the directory, steno note (sgstn), audio (wav), audio pause and resume information (sgapr) and job dictionary (sgdct) may display as:

20060731-095803.SGSTN

20060731-095803.wav

20060731-101100.sgapr

200607 - 102334.sgdct

Date/Time Subdirectories and File Type Details

The following subdirectories and files are written to the Data SD card when using the Date/Time directory format.

- *yyyymm <DIR>* - the directory which holds all the steno note, audio, pause and resume information and job dictionary files for the year and month indicated. Files display in chronological order, the oldest files first.

- *yyyymmdd - hhmmss* - the file name identified by year, month date and time, including hour, minutes and seconds. The appropriate extension for steno note (.SGSTN), audio (.wav), pause and resume information (.sgapr) and job dictionary (.sgdct) is included in the file name. For example, 20061009-122240.SGSTN and 20061009-122240.sgdct.

  The following information displays along with each steno note (SGSTN) file name:

  - date and time the file was created

  - number of strokes

  - estimated number of pages

  Along with each audio (wav), pause and resume information (sgapr) and steno note (SGSTN) and job dictionary (sgdct) file name, the file size displays in bytes under the Strokes column.

  Files are placed within the appropriate year/month directory on the Data SD card. For example, file 20061009-122240.SGSTN is located in the 200610 <DIR>.

- *FILE.01R* - the first file written to RAM. Each time another file is written to RAM, the Stentura Fusion assigns the next available number. For example, FILE.02R, FILE.03R, etc. When you copy files from RAM to the Data SD card, the Stentura Fusion changes the file name using to the file's original date and time format and places it in a year/month directory within the RAM directory. For example, you copy FILE.01R from RAM. The Stentura Fusion changes FILE.01R to original file name, 20060731-095803.SGSTN and places it in the 200607 <DIR> located in the RAMFile <DIR>.

  If the same file, or one with the same file name, already exists on the Data SD card, the Stentura Fusion adds a letter to the file name, beginning with "A". For example, if you copy file FILE.01R to the Data SD card a second time, Stentura Fusion assigns the file name, 20060731-095803A.SGSTN. If you copy the file again, the Stentura Fusion assigns the file name, 20060731-095803B.SGSTN, etc.

  It is strongly recommended you erase all the files from RAM once you copy them to a Data SD card. See *RAM Storage of Steno Notes* on page 69.

Change Directory and File Structure

1. From the Opening Menu, press **Set Up, More, Directory**.

2. Do one of the following:

   - Press **Classic** to write files to the Data SD card in classic directory and file structure format.

   - Press **Date/Time** to write files to the Data SD card in date/time directory and file structure format. Date/Time is compatible <u>only</u> with Case CATalyst V7.02 and higher.

3. Press **OK** to exit the Directory setup menu.

4. To display the Opening menu; press **Quit**.

Electronic StenoMarks

Use the StenoMark function to electronically mark locations in your steno notes. You can use the Search feature to locate the StenoMarks in the file.

To mark your steno notes:

1. From the First Writing menu, press either **Mark** button.

   The symbols, /! display in Vertical Notes to indicate the insertion of an electronic mark. If you have defined the StenoMark in your Case CATalyst dictionary, the text for the definition displays.

2. Continue writing.

Erase Reopen

Erase Reopen allows you to clear the Reopen files from Flash memory. This may be required in an unusual situation, such as secure proceedings.

It is not necessary to routinely erase Reopen files. Files are stored in Flash memory until the memory becomes full; then the oldest file not in use is automatically overwritten.

To clear the Reopen memory:

1. From the Opening Menu, press **Set Up, More, Test Mode** and then press **EraseReopen**.

2. The following message displays: *Are you sure? All Reopen Files Will Be Deleted*

3. Press **Yes**. Erasing Reopen files permanently removes them from the Stentura Fusion and they are no longer available for reopening. If you want to cancel, press **No**.

4. While the Stentura Fusion erases Reopen files from the Flash memory, following message displays, *Erasing Reopen Files...Please Wait.*

    You can press any button to Quit the erase process, however some files may no longer be available.

5. The Stentura Fusion beeps once when finished erasing the files.

6. To display the Opening menu; press **Quit**.

J-Defines

J-Defines are steno-based words or phrases that are specific to a job, such as names and technical terms. You can create J-Defines on the Stentura Fusion before beginning or during a job. The Stentura Fusion automatically uses the J-Defines, 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. They do not apply to text you have already written.

When using Classic directory format, J-Defines created while writing a job are placed into a dictionary (.sgdct) file when you end the job. The file has the same name as the steno file and is located in the Text directory on the Data SD card. When using Date/Time directory format, J-Defines created while writing a job are placed into a dictionary (.sgdct) file using the same date/time name as the job and is located in the current year/month directory on the Data SD card. Case CATalyst automatically transfers the associated job dictionary to the computer when reading the steno notes from the Data SD card.

All J-Defines created on the Stentura Fusion are stored in RAM. The Stentura Fusion can hold approximately 50,000 J-Defines. You can copy the J-Defines stored in RAM to a Data SD card. In Classic directory format, when you copy the J-Defines, the Stentura Fusion places them in a file called "jdefines.sgdct" located in the Text directory on the Data SD card. In Date/Time directory format, the Stentura Fusion places them in a file using the current date and time as the file name. Using My Computer, you can copy the J-Defines file to Case CATalyst and use it as you would any job dictionary. For example, you can use the file in translations, merge the file into your Personal Dictionary, or transfer the file as a job dictionary to the Stentura Fusion. J-Defines remain in RAM until you clear them.

You can use J-Defines created in Case CATalyst by exporting the job dictionaries to your Stentura Fusion. You can also export the Case CATalyst Power Define dictionary and use Power Defines commands when creating J-Defines on the Stentura Fusion. See *Loading Dictionaries into Stentura Fusion* on page 47.

Creating J-Defines

When creating J-Defines on the Stentura Fusion, you can finger spell the text or you can stroke defined steno outlines to enter the text portion of a J-Define. 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 Stentura Fusion automatically enters the text portion of an existing definition from your dictionary. For example, you are defining a misstroke for a question bank. You write STKPW R in the *J-Define Steno* field and press OK. In the *J-Define Text* field you write STKPWHR. The Stentura Fusion automatically inserts <Question> which is the existing definition in your dictionary for the steno STKPWHR.

If 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 finger spell 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 Stentura Fusion automatically enters <Delete Space> in the *J-Define Text* field. It is necessary to finger spell Dell in order to define TKELG as "Dell."

Using the Power Define Dictionary

You can use Power Define commands from a Case CATalyst Power Define dictionary loaded on the Stentura Fusion. Unlike other job dictionaries, you do <u>not</u> need to select the Power Define dictionary for use.

When you create J-Defines, the Stentura Fusion automatically uses the Power Define dictionary. Power Define entries take priority over steno outlines used in the Stentura Fusion Spell Mode feature. For example, you have KOL defined in your dictionary as "Colorado." The Spell Mode feature uses KOL to generate the format symbol, <Colloquy>. When you stroke KOL, the Stentura Fusion translates the steno outline as "Colorado." To create a Colloquy entry when creating J-Defines on the Stentura Fusion, it is necessary to include a Colloquy definition in your Power Define dictionary.

Before exporting a Power Define dictionary to the Stentura Fusion, it is recommended that you create definitions for format symbols, such as <Colloquy>, that are not already defined alone, without any other text or formatting. To create Power Define dictionary entries in Case CATalyst, see the Case CATalyst On-line Help. See *Loading Dictionaries into Stentura Fusion* on page 47 for information about loading dictionaries.

Add a J-Define

1. Do one of the following:

   - From the Opening Menu, press **Dct**, **J-Defines**, **Add**.

   - From the First Writing Menu, press **J-Defines**.

2. 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.

3. In the *J-Define Steno* field, write the steno strokes for the J-Define. If you make a mistake, press the * (**asterisk**) to delete the previous letter or press **Clear** to delete all the text and steno outlines.

4. When finished entering text, press **OK** or write the stroke defined as **Enter** if you are using the Power Define dictionary.

5. In the *J-Define Text* field, use the Spell Mode to write the text for the J-Define by using steno stroke equivalents. Use uppercase and lowercase letters, punctuation and format symbols as defined in "*Spell Mode* on page 59; or write steno defined in your dictionary as the word or format symbol you are defining. Do any of the following:

   - 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, press the * (**asterisk**) to delete the previous letter or press **Clear** to delete all the text and steno outlines

6. When finished entering text, press **OK** or write the stroke defined as **Enter** if you are using the Power Define dictionary.

7. 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, press **Quit** twice to return to the Opening menu.

   - When creating J-Defines while writing, press **Quit** and continue writing.

Copying J-Defines to a CAT System

When reading a steno note file, Case CATalyst automatically transfers the Stentura Fusion J-Defines associated with the file. If you use another CAT system, contact the vendor for information about transferring Stentura Fusion J-Defines to your CAT system.

Write All J-Defines to a Data SD Card

You can write all the J-Defines in the Stentura Fusion RAM to a file on a Data SD card. In Classic directory format, the Stentura Fusion places the J-Defines in a file named "jdefines.sgdct" located in the Text directory on the Data SD card. In Date/Time directory format, the Stentura Fusion places the J-Defines in a .sgdct file using the current date and time located in the current year/month directory. Using My Computer, you can copy the dictionary from the Data SD card to your user name in Case CATalyst.

To write all J-Defines from RAM to the Data SD card:

1. From the Opening Menu, press **Dct** and then press **J-Defines**.

2. Press **Write**. The message, *Ready to Write All J-Defines to Data SD Card. Are You Sure?*, displays prompting you to confirm copying the J-Defines to the Data SD card.

3. Press **Yes**. If you want to cancel, press **No**.

4. While the Stentura Fusion copies J-Defines to the Data SD card, the following message displays: *Writing J-Defines to Data SD Card! One moment please.*

5. Press **Quit** twice to return to the Opening menu.

Clear All J-Defines

1. From the Opening Menu, press **Dct** and then press **J-Defines**.

2. Press **Clear**. You are prompted to confirm the deletion: *Ready to Delete All J-Defines. Are You Sure?*

3. Press **Yes** to clear all J-Defines from the Stentura Fusion. The Stentura Fusion deletes the J-Defines and displays the message: *J-Defines Deleted.* If you want to cancel the deletion, press **No**.

4. Press **Quit** twice to return to the Opening menu.

Spell Mode

Spell Mode allows you to create J-defines on your writer, entering text using the following steno strokes equivalents:

Lower Case Letters

a	*/ARBGS or /AEURBGS or /A or /AEU*
b	*/PW-RBGS or /PW or /-B*
c	*/KR-RBGS or /KR or /-BG*
d	*/TK-RBGS or /TK or /-D*
e	*/ERBGS or /AOERBGS or /E*
f	*/TP-RBGS or /TP or /-F*
g	*/TKPW-RGBS or /TKPW or /-G*
h	*/H-RBGS or /H*
i	*/EURBGS or/AOEURBGS or /EU or /AOEU*
j	*/SKWR-RBGS or /SKWR or /-PBLG*
k	*/K-RBGS or /K*
l	*/HR-RBGS or /HR or /-L*
m	*/PH-RBGS or /PH or/-PL*
n	*/TPH-RBGS or /TPH or /-PB*
o	*/ORBGS or /OERBGS or /O or /OE*
p	*/P-RBGS or /P or /-P*
q	*/KW-RBGS or /KW*
r	*/R-RBGS or /R or /-R*
s	*/S-RBGS or /S or /-S*
t	*/T-RBGS or /T or /-T*
u	*/URBGS or /AOURBGS or /U or /AOU*
v	*/SR-RBGS or /SR*
w	*/W-RBGS*
x	*/KP-RBGS or /KP or /-BGS*
y	*/KWR-RBGS or /KWR*
z	*/STKPWHR or /SAOE-RBGS or /SE-RBGS or /SAOE or*
	/SOE or /SE or/-Z

Upper Case Letters

A	/AFPLT or /AEUFPLT
B	/PW-FPLT
C	/KR-FPLT
D	/TK-FPLT
E	/EFPLT or /AOEFPLT
F	/TP-FLPT
G	/TKPW-FPLT
H	/H-FPLT
I	/EUFPLT or /AOEUFPLT
J	/SKWR-FPLT
K	/K-FPLT
L	/HR-FPLT
M	/PH-FPLT
N	/TPH-FPLT
O	/OFPLT or /OEFPLT
P	/P-FPLT
Q	/KW-FPLT
R	/R-FPLT
S	/S-FPLT
T	/T-FPLT
U	/UFPLT or /AOUFPLT
V	/SR-FPLT
W	/W-FPLT
X	/KP-FPLT
Y	/KWR-FPLT
Z	/STKPWHR-FPLT or /SAOE-FPLT or /SOE-FPLT or /SE-FPLT

Punctuation

?	*(interrog)*	*/STPH*
.	*(period)*	*/-FPLT*
:	*(colon)*	*/-FPLT/-FPLT*
;	*(semicolon)*	*/-FPLT/-RBGS*
...	*(ellipses)*	*/-FPLT/-FPLT/-FPLT*
,	*(comma)*	*/-RBGS*
-	*(dash)*	*/TK-RB*
'	*(apostrophe)*	*/AE or /AOE*
"	*(double quote)*	*/KW-T or /KWOET*
(	*(left parenthesis)*	*/STPH-FPLT*
)	*(right parenthesis)*	*/STPH-FPLT/STPH-FPLT*
$	*(dollar sign)*	*/-D or /-D#*
^	*(caret)*	*/KA or /KAR*
&	*(ampersand)*	*/APBD or /AFRP or /APL*
*	*(asterisk)*	*/AS*
+	*(plus sign)*	*/P-LS*
/	*(slash)*	*/SHR-RB or /SHRARB*
Space		*/SPAEUS*

Format Symbols

Question	*/STKPWHR or /KWE or KWEU*
Answer	*/-FRPBLGTS or /APB or /APBS*
Colloquy	*/KOL*
Paragraph	*/*P or /PAR or /PRAF or /PAUER*
Delete Space	*/TKEL or /TKHRET*
Sticky Space	*/KEP or /KAOEP*
Tab	*/TAB*
New Line	*/HRAOEUPB*
Glue	*/TKPWHRAOU or /TKPWHRU*
Cap Next	*/KAP*
Cap Previous	*/PRE or /PRAOE*

Numbers

1 /S-#

2 /T-#

3 /P-#

4 /H-#

5 /A-#

6 /-F#

7 /-P#

8 /-L#

9 /-T#

0 /O-#

LCD Appearance

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

Setting LCD Text Colors

The Stentura Fusion LCD can display text in several different colors. You can set separate colors for untranslates, question symbol, answer symbol, text, and conflicts.

To change the LCD text colors:

1. Do one of the following:

    • From the Opening menu, press **Set Up**.

    • From the First Writing Menu, press **More**, **Set Up**.

2. From the Setup menu, press **Appearance**, **Color**. The Color menu displays along with sample text showing the current color assignment for each text type.

3. Move the pointer (>>) to the item you want to change, using the **Up** and **Down** buttons.

4. Cycle through the available colors using the **Color Up** and **Color Down** buttons. The item displays in the selected color under the New Color Assignment column. Some colors display subtle differences and may be less noticeable.

5. Repeat steps 3 and 4 to change the color for other items.

6. When you finish selecting colors, press **Accept**. The color selection remains until you change them.

7. To display the Opening menu; press **OK**, **More** and then press **Quit**.

Selecting LCD Font Size

The Stentura Fusion can display text in five different font sizes. Using a smaller font allows you to display more text on the LCD screen and using a larger font allows for easier viewing.

To change the LCD font size:

1. Do one of the following:

    • From the Opening menu, press **Set Up**.

    • From the First Writing Menu, press **More**, **Set Up**.

2. From the Set Up menu, select **Appearance** and then press **Font Size**.

3. Select a font size, **Smallest**, **Small**, **Medium**, **Large** or **Largest**, and press **OK**. The text on the screen adjusts to the selected setting.

4. To display the Opening menu; press **OK**, **More** and then **Quit**.

Selecting LCD Background Color

To change the LCD background color:

1. From the Opening menu, press **Set Up**.

2. From the Set Up Menu, press **Appearance** and then press **Background**.

3. Select a color, **Black** or **White**, and press **OK**.

4. To display the Opening menu; press **More** and then press **Quit**.

LCD Power Brightness

Adjusting the power brightness of the LCD allows you to decrease the power required to display the screen which can reduce battery consumption. You can adjust the brightness setting from the Opening menu or while writing a job.

The brightness setting does <u>not</u> affect the LCD contrast. Use the Contrast knob on the back of the writer to change the contrast of the LCD. See *Adjusting the LCD Contrast* on page 21 to adjust the contrast.

To change the power brightness of the Stentura Fusion:

1. Do one of the following:

   • From the Opening menu, press **Set Up** and then press **More**.

   • From the First Writing menu, press **More** and then press **Set Up**.

2. Press **LCD**.

3. Use any of the following buttons to move the Brightness control selector between Brightest and Dimmest.

   • *Max.* - move the selector to the brightest level on the gauge.

   • *Up* - move the selector to incrementally increase the brightness level on the gauge.

   • *Down* - move the selector to incrementally decrease the brightness level on the gauge.

   • *Min.* - move the selector to the dimmest level on the gauge.

4. To return to the Opening menu, press **Quit** twice.

New View

The New View feature allows you to change the LCD view. The display toggles between steno only, text only, and text with vertical notes. You can change the LCD view any time while writing a job.

To change the LCD view:

1. From the First Writing menu, press **More** and then press **New View**.

2. Press **New View** until the desired selection displays on the LCD.

3. Continue writing.

Options

The Keyboard Type and Serial Protocol options apply to international customers only. Keyboard Type allows international customers to switch between a Standard steno keyboard and a Continental steno keyboard. Depending on the type of serial protocol needed to communicate with your software, you can select Stentura or Continental.

To change the keyboard type:

1. From the Opening Menu, press **More**, **Options**.

2. Highlight the *Keyboard Type* and press **Change** to select Standard, Continental or Japanese.

3. Use the **Up/Down** buttons to highlight the *Serial Protocol* field.

4. Press **Change** to select Standard, Continental or Japanese.

5. To display the Opening menu, press **Quit** and then press **More**.

Paperless Writing Mode

Paperless writing is available on the Stentura Fusion by turning the platen motor off. You must be in electric mode to use the paperless writing mode. The platen motor setting does not apply when using manual mode. Paperless writing on your Stentura Fusion can be adjusted before or after you begin a job.

To switch the paperless mode before beginning a job:

1. Do one of the following:

    - From the Opening Menu press **Setup** and then press **Platen**.

    - From the Writing Menu press **More**, **Setup** and then press **Platen**.

2. On the Platen menu press **Off** to turn the platen motor off. If you are in paperless mode and want to switch back to using paper, press **On**.

3. Press **OK**.

4. Remove the ribbon cartridge. See *Ribbon Cartridge* on page 24.

5. Write a few strokes. Make any necessary key contact adjustments. See *Adjusting Key Contacts* on page 89.

RAM Storage of Steno Notes

The Stentura Fusion uses Random Access Memory (RAM) to store steno note files for later retrieval and as additional backup to the Data SD card. Steno note files stored in RAM remain in memory even when you turn the Stentura Fusion Off. If the RAM becomes full, the Stentura Fusion overwrites the oldest file. The RAM used for steno note storage is different than the RAM used for searching while writing a job. See *Search* on page 73.

You can save the steno notes stored in RAM to a Data SD card. You may, for example, want to give notes to your Scopist or make a copy of your notes for yourself. We recommend erasing the files in RAM once you copy them to Data SD card.

Checking Available RAM Space

The RAM menu displays the total number of files in RAM along with the date and time of the oldest file. You can also view the current number of files in RAM on the Status Information screen. See *Status* on page 77.

To view RAM space:

1. From the Opening menu, press **Storage** and then press **RAM**. The RAM menu displays.

2. Press **Space**. A message box displays the total number of files in RAM along with the date and time of the oldest file.

3. To display the Opening menu, press **OK** twice.

View Files in the RAM Directory

You can view a list of the files in RAM. The files display in chronological order, the oldest file written displays first in the list.

1. From the Opening menu, press **Storage** and then press **RAM**. The RAM menu displays.

2. Press **Directory**. The files display in chronological order, with the oldest file listed first. Files in RAM are assigned a numeric file name followed by the letter "R". For example, the first file is FILE.01R, the second file is FILE.02R, etc.

   Information displays for each file and includes job date and time, number of steno strokes, and an estimated number of pages.

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

   • Display additional files; press **More**. If there are no more files to display, the RAM menu displays when you press More.

   • Return to the RAM menu; press **Quit**.

4. To display the Opening menu; press **OK**.

Copying RAM Files to a Data SD Card

When copying files from RAM to a Data SD card, you can select to copy individual files or all the files. The message, *Copying FILE.xxR to Data SD Card as file name xxxx.* displays as each selected file is copied to the Data SD card.

If the same file, or one with the same file name already exists on the Data SD card, the Stentura Fusion adds a letter to the file name, beginning with "A". For example, in Classic directory format, if you copy file FILE.01R to the Data SD card a second time, Stentura Fusion assigns the file name, FILE.01A. If you copy the file again, the Stentura Fusion assigns the file name, FILE.01B, etc.

In Date/Time directory format, if you copy FILE.01R to the Data SD card a second time, the Stentura Fusion assigns the file name, 20060731-095803A.SGSTN and places it in the RAMFile<DIR> located in the Root of the Data SD card. If you copy the file again, the Stentura Fusion assigns the file name, 20060731-095803B.SGSTN, etc.

Copy Individual Files in RAM to a Data SD Card

To copy an individual file:

1. Insert a Data SD card, with enough space to copy the file, into the Data SD card slot.

2. From the Opening menu, press **Storage** and then press **RAM**. The RAM menu displays.

3. Press **Copy Files**. The list of files in RAM displays.

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

   • Move the pointer (>>) to the previous file, press **Up**.

   • Move the pointer (>>) to the next file, press **Down**.

5. Highlight the file to copy, press **Select**. You can highlight multiple files to copy. To deselect the file, press **Select** again.

6. When you finish selecting files, press **Copy** to copy the files to the Data SD card. A progress bar along with the following message displays for each file: *Copying FILE.xxR to Data SD Card as file name xxxx.*

7. To display the Opening menu, press **OK**.

Copy All Files in RAM to a Data SD Card

To copy files in RAM to a Data SD card:

1. From the Opening menu, press **Storage** and then press **RAM**. The RAM menu displays.

2. Press **Copy All**. A progress bar along with the following message displays for each file: *Copying FILE.xxR to Data SD Card as file name xxxx.*

3. Press **OK** to display the Opening menu.

Reopen

Using the Reopen feature, you can reopen an existing file for searching and readback purposes. You can search and scroll in a reopened file, however, audio is not available. When you resume writing, the original and new text appears as a single file on the Stentura Fusion LCD. The original and appended text as well as the steno notes for each are saved in separate files. You will need to merge files together on your CAT system to create a single contiguous file.

J-Defines created after reopening a file apply only to new testimony. To use J-Defines previously created, it is necessary to select the job dictionary from the original file and any other job dictionaries previously used. See *Using Job Dictionaries* on page 49.

Text files available for Reopen are stored in Flash memory which holds approximately 2,400 pages of text. The text files remain in Flash memory until the memory becomes full or you erase the RAM. When the Flash memory becomes full, the oldest file not in use is automatically overwritten.

Flash memory stores only text files; it does not store steno notes. Steno notes are stored in RAM. The memory used for the Reopen feature to hold text files is different than the RAM memory used for steno note and J-Define storage; and different than the RAM memory used for searching while writing a job. See *RAM Storage of Steno Notes* on page 69.

The Reopen feature on the Stentura Fusion performs differently from the Stentura's Reopen feature. The Stentura Fusion only appends text to the text file held in memory. It does not append steno notes on the Data SD card or RAM.

To reopen a file:

1. From the Opening Menu, press **More**, then press **Reopen**. The most recently created file displays first. The following information displays on Stentura Fusion LCD:

    •   *Last Time Reopened -* the date and time the file was reopened.

    •   *Creation Time -* the date and time the file was originally created.

    •   *Pages (Est.) -* the estimated amount of total pages in the file.

2. Press the **Up** or **Down** function button to select the file you want to reopen and press **Select**.

3. The Stentura Fusion loads the file. The new translation displays on the LCD under the ---Reopened Section---. The Stentura Fusion creates a new ---Reopened Section--- each time you reopen a file.

Scroll

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

1. From the First Writing menu, press **More** and then press **Scroll**.

2. Use any of the following menu options:

    • **New View** - change the view on the LCD.

    • **Play** - playback the audio.

    • **Up** - move to a previous line.

    • **Down** - move to the following line.

3. To exit the Scroll menu, continue writing or press **Quit**.

Search

The Stentura Fusion uses Random Access Memory (RAM), to hold steno notes and text, allowing you to search and scroll. The Stentura Fusion saves steno note files to RAM which remain in memory until you erase the files or RAM becomes full and the new file overwrites the oldest file.

When you select to search for an item, the Stentura Fusion looks in RAM for the information. The Stentura Fusion highlights the located item and displays it on the screen. You can search for:

- the last question

- the last answer

- the last untranslate

- the last StenoMark

- one or more steno strokes

Searching for the Last Question

You can search for the last question from either Writing menu.

1. Do one of the following:

    - From the First Writing menu, press **Last Q**.

    - From the First Writing menu, press **More**, **Search** and then press **Last Q**..

2. The Stentura Fusion highlights the last Q. If a question is not found or you reach the beginning of the file, the message, *Beginning of Document* displays.

3. Use any of the following menu options:

    - **New View** - change the view on the LCD.

    - **Play** - playback the audio.

    - **Previous Q** - search backward in the file for next question.

    - **Up** - scroll backward in the file.

    - **Down** - scroll forward in the file.

4. Continue writing or press **Quit**. The First Writing menu and your current writing position display.

Searching for the Last Answer

1. From the First Writing menu, press **More** and then press **Search**.

2. Press **Last A.** The Stentura Fusion highlights the last A. If an answer is not found or you reach the beginning of the file, the search stops.

3. Use any of the following menu options:

   • **New View** - change the view on the LCD.

   • **Play** - playback the audio.

   • **Previous A** - search backward in the file for the next answer.

   • **Up** - scroll backward in the file.

   • **Down** - scroll forward in the file.

4. Continue writing or press **Quit**. The First Writing menu and your current writing position displays.

Searching for the Last Untranslate

Searching for the last untranslate can be an easy way to see what the steno is to make a J-Define.

1. From the First Writing menu, press **More** and then press **Search.**

2. Press **Untranslate**. The Stentura Fusion highlights the last untranslate. If an untranslate is not found or you reach the beginning of the file, the search stops.

3. Use any of the following menu options:

   • **New View** - change the view on the LCD.

   • **Play** - playback the audio.

   • **Previous** - search backward in the file for the next untranslate.

   • **Up** - scroll backward in the file.

   • **Down** - scroll forward in the file.

4. Continue writing or press **Quit**. The First Writing menu and your current writing position displays.

Searching for the Last StenoMark

An undefined StenoMark displays as **/!** on the screen.

1. From the First Writing menu, press **More** and then press **Search**.

2. Press **Last Mark**. If the StenoMark is not found or you reach the beginning of the file, the search stops.

3. Use any of the following menu options:

   • **New View** - change the view on the LCD.

   • **Play** - playback the audio.

   • **Previous** - search backward in the file for the next StenoMark.

   • **Up** - scroll backward in the file.

   • **Down** - scroll forward in the file.

4. Continue writing or press **Quit**. The First Writing menu and your current writing position display.

Searching for Steno Strokes

1. From the First Writing menu, press **More** and then press **Search**.

2. Press **Steno**. The *Enter Steno To Search For* prompt displays.

3. Write the steno strokes for which you want to search. If you make a mistake, press **Clear** and then write the new strokes.

4. Press **OK**. When élan Mira locates the steno outlines, the text displays highlighted. If the steno outlines is not found or you reach the beginning of the file, the search stops.

5. Use any of the following menu options:

   • **New View** - change the view on the LCD.

   • **Play** - playback the audio.

   • **Previous** - search backward in the file for the next occurrence of the steno outlines.

   • **Up** - scroll backward in the file.

   • **Down** - scroll forward in the file.

6. Continue writing or press **Quit**. The First Writing menu and your current writing position displays.

Spacing

You can change the spacing between steno strokes on the paper. Paper spacing on your Stentura Fusion can be adjusted before or after you begin writing.

To adjust paper spacing before writing:

1. Do one of the following:

    *   From the Opening menu, press **Set Up** and then press **More**.

    *   From the First Writing menu, press **More** and then press **Set Up**.

2. Press **Spacing**.

3. Use the following buttons to move the spacing selector between Large Spaces and Small Spaces.

    *   **Up** - move the selector to incrementally increase the spacing between steno strokes on the paper tape.

    *   **Down** - move the selector to incrementally decrease the spacing between steno strokes on the paper tape.

4. Press **Accept**.

5. To display to the Opening menu; press **Quit**. You can change the spacing between steno strokes on the paper. Paper spacing on your Stentura Fusion can be adjusted before or after you begin writing.

Status

Status displays information about the Stentura Fusion.
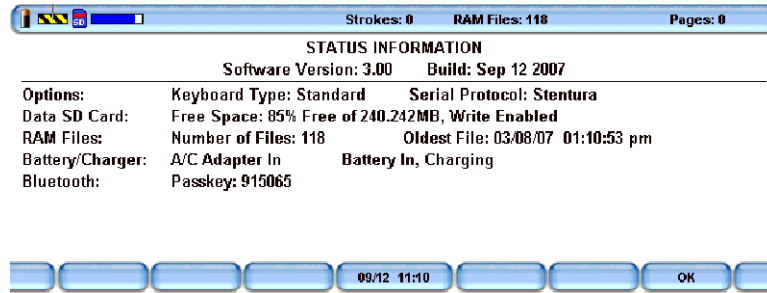
The Status screen indicates:

- The software version and build number.

- Keyboard type and serial protocol (International use only).

- The amount of space remaining on the Data SD Card and whether or not the card is write enabled.

- The number of RAM files with the date of the oldest file.

- The adapter/charger charging status.

- The wireless Passkey, if applicable.

Check Status

1. From the Opening menu, press **More** and then press **Status**. The Status screen displays.

2. To display the Opening menu, press **OK** and then press **More**.

Suffix Handling

The Suffix Handling feature uses the main Case CATalyst Spellcheck wordlist and your Prefixsuffixrules.ini file, if applicable, to append root words with suffixes. This provides for easier readback on the Stentura Fusion screen when using suffixes.

To use the Suffix feature, it is necessary to export your Spell Check wordlist and Prefixsuffixrules.ini file, if used, from Case CATalyst and import these files into your Stentura Fusion. You must have Case CATalyst V8.05 or above. For more information about the Prefixsuffixrules.ini file, see the *Case CATalyst Help*.

To export the Case CATalyst Spell Check wordlist and the Prefixsuffixrules.ini files:

1. Connect your Stentura Fusion to your computer via the USB cable.

2. In Case CATalyst, select **Export** and then select the **élan/Fusion/Diamante** tab.

3. On the élan/Fusion/Diamante 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 Case. A Prefixsuffixrules.ini file is not necessary to use the Suffix Handling feature.

    Case CATalyst remembers the status of these checkboxes the next time you select the Export élan/Fusion/Diamante tab.

4. Select **Export**.

5. When the Stentura Fusion completes the export, remove the USB cable.

Test Mode

Test Mode allows you to take a test which requires steno notes recorded only to the Data SD card. You might use Test Mode when taking a test or writing in a secure location that restricts you leaving with any copy of the proceedings. When Test Mode is On, the RAM Backup, Reopen and Audio recording features are disabled. The Stentura Fusion continues to write steno notes to the Data SD card.

Test Mode remains active until you turn the feature Off or turn the writing machine Off. The Test Mode default is set to Off each time you turn the Stentura Fusion On.

To turn Test Mode On or Off:

1. From the Opening Menu, press **Set Up**, **More** and then press **Test Mode**. The current status of Test Mode displays on the screen.

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

    •   Press **On** to use Test Mode. The Status and Menu bars display in red. Test Mode remains active until you turn the feature Off or turn the writing machine Off.

    •   Press **Off** to not use Test Mode. The Status and Menu bars return to the normal display color, blue.

3. To display the Opening menu; press **OK** and then press **Quit**.

Test Steno

The Tst Steno feature puts the Stentura Fusion 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 Stentura Fusion.

Writing any steno stroke exits the Test Steno mode but keeps the file open. To close the file, press **End**.

Time and Date

The Time function allows your to change the time and date on your Stentura Fusion.

1. From the Opening menu, press **Set Up** and then press **Time**. The Time and Date screen displays.

2. Press the button for the unit of time or date you want to change.

   - **Hour**

   - **Minute**

   - **Month**

   - **Day**

   - **Year**

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

   - To increase the unit of time or date, press **+**.

   - To decrease the unit of time or date, press **-**.

4. To apply your selection, press **OK**.

5. For each unit of time or date you want to change, repeat steps 2-4.

6. To display the Opening menu; press **OK** and then press **Quit**.

Translate Options

The Stentura Fusion has two translate options, A/An and Auto-Conflict. Using the Trans. Opt. menu, you can turn these options Off and On. See *A/An Resolution* on page 38 and *Auto-Conflict Resolution* on page 42.

To access the translate options, from the Opening Menu, press **Set Up**, **More** and then press **Trans. Opt**.

Wireless

The Stenograph optional wireless realtime kit allows the Stentura Fusion to communicate with Case CATalyst or a Windows based 32-bit CAT system on your notebook computer running a Windows® XP or higher operating system. The kit includes the necessary software and drivers for your computer.

Stenograph provides Stentura Fusion wireless support when the Stentura Fusion Wireless Communication kit is used. Other wireless adapters and software are not supported. For information on setting up, configuring and using wireless communication, see the *élan Mira/Stentura Fusion Wireless Communication* guide, included in the kit.

Maximizing Key Contact Performance

Chapter 4, *Maximizing Key Contact Performance*, discusses the key contacts adjustments that are necessary to initially customize the Stentura Fusion to your personal writing style and to maintain maximum performance. Customizing key contacts to your writing style and making occasional key contact adjustments help to ensure you get the most from your writing machine.

Your Stentura Fusion is likely to require occasional key contact adjustments after the initial setting. This is simply a result of transporting and using the writing machine over time. Adjustments are necessary when you notice a change in your steno outlines, such as an increase in overlapping (stacking) or missing characters.

Customizing the Stentura Fusion to your writing style includes:

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

• Testing and adjusting individual key contacts.

• Adjusting the depth of stroke to customize the height of the number bar and steno keys.

Opening the Cover

To open the cover on your Stentura Fusion, locate the small, gray oval levers above the initial "S" and final "D" keys. Using your thumbs, pull these cover release levers toward the front of the unit, and lift the cover open. Refer to the following graphic.

Setting the Keyboard Tension

The keyboard tension adjustment wheel controls how soft or firm the keys feel. The wheel allows you to customize the tension to your particular writing touch.

Keystroke tension works in conjunction with depth of stroke. Having the shortest depth of stroke setting when the keyboard tension is adjusted to the lightest setting, may result in shadowing.

To adjust the keystroke tension:

1. Locate the **white** Keystroke tension wheel on the right inside front of the writer case.

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

    *   *To decrease the tension -* make the stroke softer by turning the knob counterclockwise, towards the left.

    *   *To increase the tension -* make the stroke firmer by turning the knob clockwise, towards the right.

Adjusting Depth of Stroke

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

Keystroke tension works in conjunction with depth of stroke. Having the shortest depth of stroke setting when the keyboard tension is adjusted to the lightest setting, may result in shadowing.

The depth of stroke knob also controls the paper spacing when you are in manual mode. Although there is very little change in the spacing when in manual mode, you may need to adjust the depth of stroke if you switch modes.

To adjust the depth of stroke:

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

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

3. Do **one** of the following to change the depth of stroke. Making smaller knob adjustments at one time allows you to more effectively monitor the change in depth of stroke. It is possible to turn the knob far enough to cycle the depth of stroke position back to the point of origin.

   • *To shorten the depth of the keystroke* - move the red knob upward, towards the front of the writing machine.

   • *To lengthen the depth of the keystroke* - move the red knob downward, towards the back of the writing machine.

4. Write with your Stentura Fusion and then check your key contacts for possible adjustments. See

Adjusting Key Contacts

Each key contact on your Stentura Fusion writer connects to an electronic switch. The key contacts are preset at the factory. Your touch may be lighter or heavier than the factory settings and may require an adjustment to key contacts.

When to Make an Adjustment

An adjustment is necessary if:

- the character displays on the Data SD card but not on the paper.

- the character prints on the paper but does not display on the Data SD card.

- the character repeats or unwanted or half characters show on the Data SD card.

- the platen stops when a key is pressed.

Performing the Key Contact Adjustment

The Stentura Fusion has a key contact assembly; a series of 22 adjustment screws located under the cover. There is one adjustment screw for each letter on the keyboard. The number bar adjustment screw is located to the right of the letter Z and marked with the pound (#) sign.

Key contact adjustments should <u>always</u> be made in extremely small increments. Each individual adjustment should not exceed 1/8 turn of the adjusting screw head. **To prevent damage to the contact switch, never turn the adjustment screw so that it is below the surface of the key contact adjustment plate or to the point at which it is falling out of the contact plate.**

To make key contact adjustments:

1. Turn the Stentura Fusion **On**.

2. From the Opening Menu, press **More** and then press **Diag**.

3. Press **Key Test**. The menu displays numbers 1 - 6, one for each of the gray function buttons. Pressing a gray function button displays the corresponding function button number. For example, pressing the second button displays F2 on the LCD. The writer also beeps to verify the button is working.

4. Slowly press the key you want to adjust. The writer beeps at the same time the key reaches the bottom of the stroke indicating contact is made. Release the key. The corresponding letter displays on the LCD and on the paper. If the letters does not print on the paper or if it prints very dark, the key requires adjustment.

5. Test the remaining keys, noting the ones requiring adjustment.

6. Open the cover of the Stentura Fusion to locate the key contact assembly.

7. Using the wrench provided with your Stentura Fusion, insert it into the adjustment screw of the key you want to adjust.

Adjust the number bar contact only when <u>all</u> your number settings are either too heavy or too light. To adjust an individual number, adjust the contact of the corresponding letter for that number. For example, to adjust the number 8, adjust the key contact for the final L. By adjusting the number 8, you also adjust the letter L.

8. Examine the paper tape to determine how to adjust the key. Do **one** of the following:

   • *Set the key for heavier contact* - set for heavier contact if the during the key test the character is barely visible or missing from the paper tape; if the character displays on the LCD or Data SD card but not on the paper; or if unwanted characters display on the Data SD card. To make the adjustment, move the wrench clockwise an 1/8 turn, the length of one side of the eight sided wrench.

   • *Set the key for lighter contact* - set for lighter contact if during the key test the character is very dark; if the character displays on the paper but not on the LCD or Data SD card; clearly displays as a half character on the paper; the platen stops when the key is pressed; or the character repeats on the Data SD card. To make the adjustment, move the wrench counterclockwise an 1/8 turn, the length of one side of the eight sided wrench.

9. Continue adjusting each necessary key.

10. When finished making adjustments, press Function button **1** twice to exit the Key Test screen.

11. Test the changes. Repeat key contact adjustments steps if necessary.

12. When finished adjusting keys, adjust the depth of stroke for your personal preference.

13. Write on the Stentura Fusion at full speed. Make additional depth of stroke and keystroke tension adjustments as necessary.

Troubleshooting

Chapter 5, *Troubleshooting*, suggests possible solutions to some common situations encountered when using the Stentura Fusion. Most users can remedy the following situations themselves. For more troubleshooting information, check Stenograph's web site, www.stenograph.com. If a problem persists, call Stenograph Technical Support at **800.323.4247 or 1**.**630.532.5100**.

Troubleshooting Tips

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 Audio option.

Audio - Feedback or "Squealing"

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

*   If you are using a powered microphone, set the *Microphone Gain* to Low. See *Set Audio Options* on page 39.

*   The microphone may be too close to the speakers or headphones. Move the microphone further from the speakers or headphones.

*   The playback setting may be too high. Try a lower setting.

Data SD Card - No Files in Date/Time Directory Format

When using the Date/Time directory structure, no files display on the Data SD card when reading into a CAT system. To be able to read files through your CAT system with the Date/Time directory structure, you must be using Case CATalyst version 7.02 or higher.

If you are not using Case CATalyst version 7.02 and higher, you can use Windows conventions to copy the files onto your computer system. If necessary, contact Stenograph Technical Support for assistance in copying the files.

Data SD Card - Too Many files in the Root Directory

The message, "Too Many files in the Root Directory of the Data SD Card" displays when there are more than 256 files in the Root directory of an SD card that was formatted using FAT16. The FAT16 format has a 256 file capacity. The Stentura Fusion uses the FAT16 file format when formatting SD cards.

You can prevent file limitation by formatting SD cards on your Windows computer using FAT32 formatting. The FAT32 format does not have file number restrictions.

You can also use the Date/Time format on your Stentura Fusion. The Date/Time format places files into folders or directories, thereby eliminating files in the Root directory. The Date/Time directory is compatible <u>only</u> when you use the Stentura Fusion with Case CATalyst V7.02 and higher. Any other Case CATalyst version or CAT system does not recognize the steno on the Data SD card in Date/Time format.

Data SD Card - Write Protected

SD cards have a write protect slide on the side of the card. If the slide is moved to the protected position, no data can be written to the Data SD card.

When a write protected Data SD card is inserted into the Stentura Fusion, a message displays indicating the card is write protected. You can continue writing, however, if you Quit out of the file while the Data SD card is write protected, no new data is recorded on the Data SD card.

To enable writing to the Data SD card:

1. When a write protect message displays, remove the Data SD card from the Stentura Fusion.

2. Hold the Data SD card with the notched side up.

3. Move the write protect slide to the **Up** position.

4. Reinsert the Data SD card into the Stentura Fusion.

Encountered Problem Reading Dictionary

When the Stentura Fusion cannot locate or validate a dictionary being loaded, the following message displays, *Encountered problems reading dictionary(s). Please retry exporting/loading dictionary(s)*.

If you experience this message while loading dictionaries:

1. Review the dictionaries selected for export from Case CATalyst, if applicable, and try reloading the dictionaries into the Stentura Fusion.

2. When loading dictionaries via the Data SD card, make sure the computer has stopped writing to the Data SD card before removing the SD Card or the SD Card Reader from the computer.

If this message displays when you are not loading dictionaries:

1. Verify that dictionaries are currently loaded on your Stentura Fusion.

2. Reload the necessary dictionaries.

Stentura Fusion Appears Unresponsive

If the Stentura Fusion appears to be unresponsive, press the **Reset button** to reboot the Stentura Fusion. The Reset button is located on the back of the Stentura Fusion. The Stentura Fusion is ready to use after rebooting. Reset does not affect an unresponsive CAT system.

If you have a file open at the time you press Reset, the file closes. To continue writing reopen an existing file or begin writing to open a new file. You can merge the files together on your CAT system.

Unknown Device Message on Computer

1. Make sure the USB driver is loaded on the computer. See *Installing the USB Driver* on page 95.

2. Make sure the Stentura Fusion is turned On before attaching the USB cable to the writing machine and the computer.

USB - Cannot Update Software via USB Cable

To load the Stentura Fusion software update via USB cable, you must first install the Stentura Fusion USB driver on your computer. The Stentura Fusion USB driver comes on the Stenograph Writers Utilities CD with your Stentura Fusion. See *Installing the USB Driver* on page 95.

USB - USB Realtime Connection Appears Unresponsive

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

Stentura Fusion Technical Support

If you encounter a problem you cannot solve, a Stentura Fusion Support Specialist is available to assist you at:

1.800.323.4247 or 1.630.532.5100

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

Monday through Friday excluding Stenograph Holidays

To assist the Specialist, have the Stentura Fusion with you, know your customer number, and be prepared to describe your question or problem in detail. Additional Help topics are available at www.stenograph.com. Click **Support, Help Desk**.

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

Installing the USB Driver

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

You can only use USB communications with USB compatible CAT software such as Case CATalyst version 4.096 or higher. If you have questions about installing the Stentura Fusion USB driver, please contact Stenograph Technical Support at **800.323.4247** or **1.630.532.5100**.

To install the Stentura Fusion USB driver onto your computer:

1. Turn your computer and the Stentura Fusion **On**.

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

3. Locate the USB cable. Each end of the USB cable has a different connection plug. Connect the appropriate end of the USB cable to the back of the writer and the other end to the USB port on the computer on which you want to install the Stentura Fusion drivers.

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

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

5. On the Found New Hardware Wizard screen, verify the option, *Install the software automatically (Recommended)* is selected and press **Enter** (**Next**).

6. The wizard searches for and installs the driver.
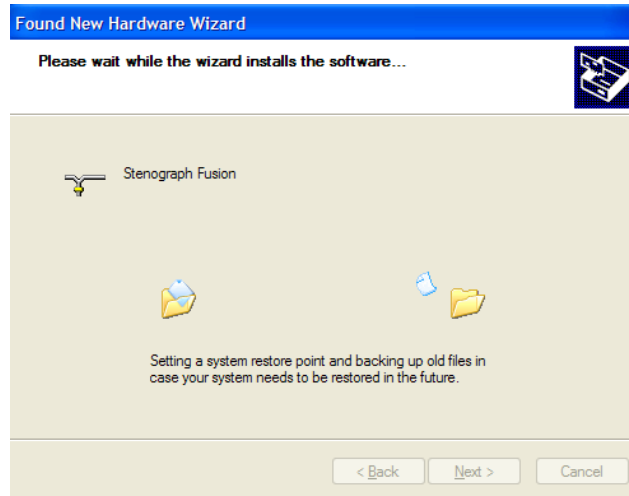
7. The Completing the Found New Hardware screen displays.
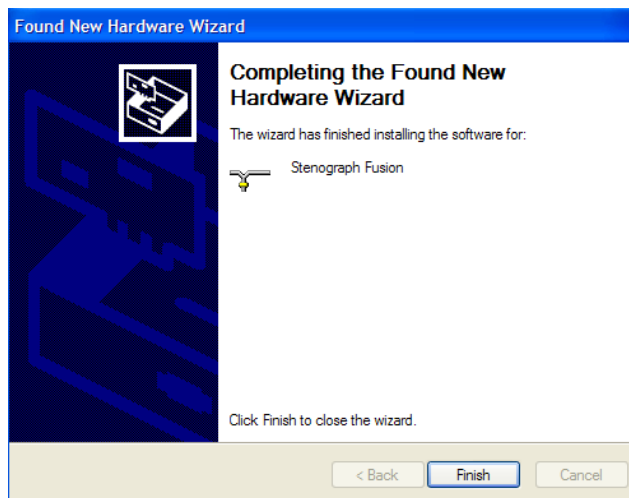
8. Click **Finish**. The Found New Hardware message bubble may display confirming the installation.

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

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

11. Click the **Hardware** tab.

12. On the Hardware tab, click **Device Manager**. The Device Manager dialog box displays.

13. Locate the Stenograph USB Writer: *Stenograph USB Writer*

    If you do not see the Stenograph USB Writer, it probably indicates your Stentura Fusion is not plugged into the computer via USB cable and not turned On.

14. Click the plus sign next to Stenograph USB Writer. The following heading displays:
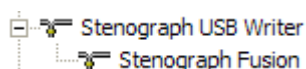
Updating Stentura Fusion Software

Appendix B, *Updating Stentura Fusion Software* explains how to download available updates for your Stentura Fusion from the Stenograph web site. Once you download the software update onto your computer, you load it onto your Stentura Fusion over a USB cable. You can update your Stentura Fusion via USB cable regardless of the CAT system you are using.

To load the software update via USB cable, you must first install the Stentura Fusion USB driver on your computer. The Stentura Fusion USB driver comes on the Stenograph Writers Utilities CD with your Stentura Fusion. See *Installing the USB Driver* on page 95.

To update your Stentura Fusion software:

1. Download the update to your computer. Connect to the Stenograph web site, www.stenograph.com, and navigate to **Support/ Downloads**.

2. Select **Stentura** and then **Stentura Fusion**.

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

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

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

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

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

6. Load the update onto your Stentura Fusion. Be sure your writer and computer are turned **On**.

7. Each end of the USB cable has a different connection plug. Connect the appropriate end of the USB cable to the back of the writer and the other end to the USB port on the computer where you installed the Stentura Fusion drivers.

8. Using My Computer, navigate to the location on your computer where you downloaded the Stentura Fusion update file.

9. Double click on the Stentura Fusion update file. The Stentura Fusion Update dialog box displays.
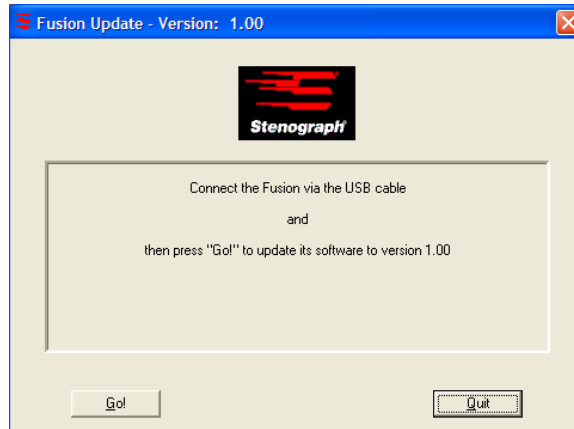
10. Select **Go**. The Stentura Fusion beeps twice and then displays the message: *Usb: Programming Flash.* When the update is complete:

- the Stentura Fusion reboots and displays the Opening menu.

- your computer displays a successful update message.
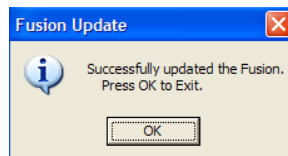
11. In the Stentura Fusion Update dialog box on your computer, select **Quit**. The Stentura Fusion Update dialog box closes.

Converting RTF/CRE Dictionaries

Appendix C, *Converting RTF/CRE Dictionaries*, describes how to use the RTF/CRE to élan Mira/ Stentura Fusion Dictionary Conversion program to export a RTF/CRE dictionary to the Stentura Fusion. To load your dictionary into the Stentura Fusion, you must install the RTF/CRE to élan Mira/Stentura Fusion Dictionary Conversion program onto your computer; export your dictionary to RTF/CRE format; and run the conversion.

To load the software update via USB cable, you must first install the Stentura Fusion USB driver on your computer. The Stentura Fusion USB driver comes on the Stenograph Writers Utilities CD with your Stentura Fusion. See *Installing the USB Driver* on page 95.

Install Conversion Program

1. Place the Stenograph Writing Machine Utilities CD into the CD-ROM/DVD drive of your computer.

2. From the Start Menu, select **Run**.

3. In the *Open* field, type **d:\setup** and press **Enter**. The setup wizard displays. Replace the letter "d" with the appropriate letter if you are installing from a drive other than "d".

4. Click **Install** to continue.

5. When the setup wizard displays the complete screen, click **Finish**. The RTF/CRE to élan Mira/ Stentura Fusion Dictionary Conversion, Rtf2Mira.exe, icon is placed on your Windows Desktop.

Export Your Personal Dictionary

Create a folder on your Desktop to temporarily hold your RTF/CRE dictionary.

1. On the Windows Desktop, place your cursor on an empty spot and right click. Select **New/Folder**.

2. Replace the default name *New Folder*. Type, **My Personal Dictionary** and press **Enter**.

3. Using your CAT system, export your dictionary to RTF/CRE format. Save the file to the *My Personal Dictionary* folder on your Desktop.

Convert RTF/CRE Dictionary

To convert a RTF/CRE dictionary to Stentura Fusion format:

1. Insert a Data SD card, with enough available space for the dictionary you are exporting, into the USB Flash Drive reader. Insert the reader into an available USB port on your computer. If you have a SD slot built into your computer, you do not need to use the USB Flash Drive reader.

2. Double click the **Rtf2Mira** icon on your Windows Desktop. The RTF/CRE to élan Mira/Stentura Fusion Dictionary Conversion dialog box displays.

3. Click the **Setup** button. The Select Source and Destination Drives dialog box displays.
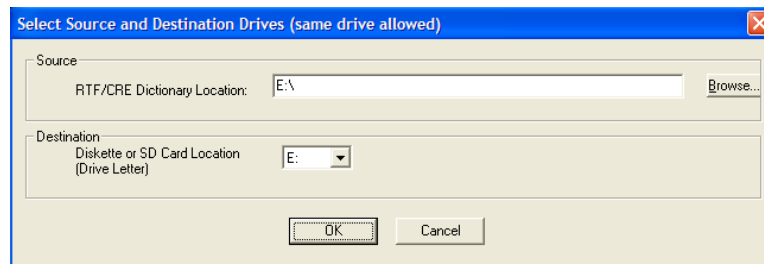
4. Click **Browse** and navigate to the *My Personal Dictionary* folder on your Desktop where your RTF/CRE dictionary is located.

5. In the *Destination Diskette or SD Card Location* field, select the appropriate drive letter for the USB Flash Drive reader.

6. Click **OK** to save your settings.

7. In the RTF/CRE to élan Mira/Stentura Fusion Dictionary Conversion dialog box, click **Start Conversion**. Depending on the location selected, the Open dialog displays.

8. In the Open dialog box, select the dictionary you are converting and press **Enter** (**Open**). You can only select one dictionary.

9. At the prompt, press **Enter** (**OK**). The dictionary converts and the RTF/CRE to élan Mira/Stentura Fusion Dictionary Conversion dialog box displays.

10. Click **Quit**.

11. Using the Windows Safely Remove Hardware utility located in the Notification Area of the Windows SysTray, remove the USB Flash Drive reader from the computer.

12. Remove the Data SD card from the USB Flash Drive reader and load the dictionary into the Stentura Fusion. See *Loading Dictionaries into Stentura Fusion* on page 47.

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