

élan Mira® User Guide



® Stenograph, L.L.C.
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Congratulations on the purchase of your new élan Mira!

We strongly encourage you to read the 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 élan Mira is equipped with a non-glare liquid crystal display screen for easy read back of steno or text. The élan Mira 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 élan Mira comes with rechargeable battery packs: two main batteries and a backup battery. Advanced battery technology prevents the batteries from overcharging so you don’t have to worry about leaving the batteries on the charger overnight or over a weekend. Be aware that batteries are consumable items and are usually ready to be replaced every twelve to eighteen months.

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

You’ll probably notice how light the élan Mira is -- only 6.7 pounds which makes it a lot easier to carry than earlier models. The soft-sided carrying case also lightens your load when moving from place to place for reporting jobs.

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

STENOGRAPH, L.L.C.

The Importance of Working Comfortably and Effectively

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

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

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

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

Work Area Checklist

At Your élan Mira

- ✓ 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 monitor screen perpendicular to the window to help avoid glare.
- ✓ Adjust or close window coverings.
- ✓ Arrange materials such as reference book, diskettes, etc. close to you to help avoid excessive reaching or twisting.
- ✓ Clear the area under and around 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 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 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 chair position and postures throughout the day.
- ✓ If you experience any aching, numbing, or tingling in your arms, wrists, or hand, consult a qualified health care professional.

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Introduction

Congratulations on the purchase of your élan Mira writer. Read this user guide to familiarize yourself with your writer's components.

Chapter 1, Introduction:

- highlights the features of your élan Mira
- describes typographical conventions used in this guide
- outlines the organization of this guide.

Package Contents

Your new élan Mira writer comes with the following items:

- élan Mira
- Soft-sided carrying case
- EasyLock™ T2 tripod
- 2 Main battery packs
- Internal backup battery
- AC adapter/charger
- CompactFlash™ Card
- CompactFlash PC Card Adapter
- Mira serial cable adapter (purple)
- USB cable
- USB driver diskette
- élan Mira User Guide

élan Mira Features

The élan Mira provides you with the following features:

- Translated text displays on color non-glare tilting LCD screen.
- Realtime ready through USB or serial port.
- CompactFlash card storage of notes.
- Adjustable digital clock with month, date, and time.
- Format and use 1.44MB (high density diskettes).
- Adjust beeper volume and LCD contrast, colors, and font size.
- Update Mira software from Internet download via USB or floppy diskette.
- Date and timestamp note files.
- Automatically load main and job dictionaries.
- J-Define entries from the élan Mira 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.
- Reopen an existing file.
- Wireless capabilities (optional).



Setting Up Your élan Mira

To use your élan Mira you must set it up on the tripod 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.

Refer to the *Hardware* chapter for detailed information about setting up your tripod, charging your battery, and making adjustments to the élan Mira to suit your personal writing needs.

Typographical Conventions in this Guide

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

- A bullet indicates an item in a list.
 - 1. Numbered lists take you step-by-step through procedures.
 -  A note indicates supplementary information.
 -  A caution warns you about actions that could damage your élan Mira or the data it contains.
- Bold** text indicates a key you press or emphasizes a selection choice.

How This Guide is Organized

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

Chapter 1: Introduction

Introduction acquaints you to the élan Mira features and explain's this user's guide.

Chapter 2: Hardware

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

Chapter 3: Before Writing on the élan Mira

Before Writing on the élan Mira explains software features of the élan Mira used for set up before you begin writing, such as formatting diskettes, loading dictionaries, reopening files and establishing wireless connection.

Chapter 4: Writing on the élan Mira

Writing on the élan Mira explains the software features available on the élan Mira after you begin writing, such as using an electronic StenoMark® and searching.

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 élan Mira and caseCATalyst⁴.

Appendix B: Updating élan Mira Software

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

Appendix C: Troubleshooting

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

élan Mira Technical Support

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

1-800-323-4247, touch 7, then 1

or

+1-847-803-1400

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

Monday through Friday

Excluding Stenograph Holidays

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

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

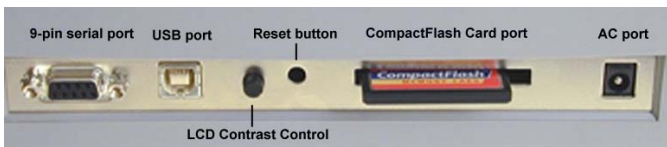
Additional Help topics are available at www.stenograph.com. Click **Tech Support, Help Desk**.

Hardware

Chapter 2, Hardware, describes how to assemble and adjust the components of your élan Mira. It is divided into two sections: external and internal features of the writer.

External Features

External Features covers the parts of the élan Mira you use or adjust on the outside of the writer. For example, the battery, communication ports, disk drive, CompactFlash card, tilting LCD and the tripod are external components.



Expanded View of élan Mira Ports

Batteries

The élan Mira comes with a main rechargeable battery, a backup rechargeable battery, and an AC adapter/charger. You can operate your writer using only the batteries, using only the AC adapter/charger, or using the AC adapter/charger while the main battery is in the writer charging.

The main battery, fully charged, operates all the features on the élan Mira for approximately 12 hours. Charging time for the main battery is approximately 3 hours.

The backup battery provides a FailSafe mode if the charged level of the main battery becomes too low and you are not using the AC adapter/charger. In FailSafe mode, the tilting LCD and floppy drive turns Off. Your steno notes continue to be stored in RAM, written to the CompactFlash card, and sent to the realtime screen if writing realtime. The backup battery operates for approximately 18 hours and charges, if necessary, when the main battery is charging.

Low Battery Warnings

As the main battery becomes progressively low, three different warnings display:

- Danger -- Battery Low
- Danger -- Battery Low Recharge Now
- Battery Dead -- Switching to FailSafe

If the Mira is connected to a computer with a USB cable during realtime and the main battery becomes low, all features except the floppy diskette drive continue to operate. See Powering with the USB cable for more information. The following low battery messages display when using a USB cable:

- Danger -- Battery Low
- Danger -- Battery Low Recharge Now
- Battery Dead -- Recharge to use floppy

Charging the Batteries

When the Mira is powered by the AC adapter/charger, both the main battery and backup battery levels are automatically maintained. You can use your writer while the AC adapter/charger is charging the batteries.

The Lithium backup battery charges only when necessary. It charges first, when needed, and then the main battery is charged. When the backup battery is charging, the battery icon displays on the LCD status screen. Stenograph strongly recommends that the charging cycle is not interrupted when the Lithium backup battery is charging.

While the batteries are charging, the LCD status screen displays black bars in running sequence from left to right. When finished charging, the bars move from each side of the screen to the middle of the screen in a “clapping” motion. If you leave the AC adapter/charger plugged in for a long time, the “clapping” motion stops, however the battery is fully charged. The main battery fully charges in 3 hours. You can check the battery voltage to determine the charged level of the batteries. See Checking the Battery Status in this chapter.

Use only the battery charger supplied with the élan Mira. Chargers designed for other Stenograph writing machines will not power the élan Mira. Although the Stentura® charger fits the élan Mira, it will not charge the Mira battery.

Charging Recommendations

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

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

Battery Charging Procedure

To charge your élan Mira batteries, follow these steps:

1. Insert the main battery into the writer.
2. Plug the AC charger/adaptor 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 writer.



The writer is On when the batteries are charging, even though the tilting LCD is Off. A black dot displays in the lower right corner of the LCD status screen to indicate the writer is On. You can use your writer while the batteries charge. Press the On button to display the tilting LCD.

The LCD status screen also displays a row of running blocks to indicate the batteries are charging. If you plug your writer in to charge and only the black dot displays, the batteries do not need charging and no charging takes place.

Battery Charging History

To view charging history for the main battery:

1. From the Opening menu, press **More** twice.
2. Press **History**. The battery charging status screen displays for the main battery.
3. When finished, press **OK** and then press **More** to return to the Opening menu.

To view the charging history for the backup battery:

1. From the Opening menu, press **More** twice.
2. Press **Li History**. The battery charging status screen displays for the backup lithium battery.
3. When finished, press **OK** and then press **More** to return to the Opening menu.

Checking Battery Status

Checking the battery status displays the voltage level of the batteries in the élan Mira. The amount of voltage the battery has indicates the degree to which it is charged: low, charged and fully charged.

To check battery status:

1. Make sure the charger/adaptor is not plugged into the Mira. If you just disconnected the charger/adaptor from the Mira, turn the Mira **On** and wait 10 – 15 minutes to get an accurate battery voltage reading.
2. From the Opening menu, press **More** twice.
3. Press **Battery**. The Battery Status screen displays.
 - *Battery Voltage*—the voltage level shows the following: 6.6 volts or higher indicates the main battery is fully charged; 6.4 volts indicates the main battery is charged; 6.1 volts or below indicates the battery is discharged.
 - *Lithium Bat. Voltage*—the voltage level shows the following: 3.9 or above indicates the lithium battery is charged and will not charge when the adapter/charger is attached; 3.8 or below indicates the lithium battery needs charging and will automatically charge when the charger/adaptor is attached.
 - *Main Battery State*—when checking battery status with the adapter/charger not attached, the following displays:
NotCharging
 - *Lithium Battery State*—when checking battery status with the adapter/charger not attached, the following displays:
NoAdapter.
4. When finished, press **OK** and then press **More** to return to the Opening menu.

Communication Port

There are two types of communication ports on your élan Mira, a 9-pin serial port and a USB port. When using CATalyst⁴ software, 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, external communication is only accessible through the serial port. To use the serial port, the CAT software must have interface capabilities with the élan Mira, Stentura®, or SmartWriter® writing machines.

Powering With the USB Cable

When the élan Mira is connected to your CATalyst⁴ computer for realtime via a USB cable, the main 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.

To run on USB power, turn the élan Mira On, remove the main battery from the Mira and set the writer to Diskless mode. The USB port provides power to run realtime, display the LCD screens, store steno notes on the CompactFlash card, and store steno notes in RAM. It does not power the floppy diskette drive. Because the floppy diskette drive is not powered, you must set the élan Mira to Diskless mode. See Mode in the *Before Writing on Your élan Mira* chapter.

To use the USB cable you must install the Mira USB driver on your computer. See the *Installing the USB Driver* appendix for instructions on loading the driver.

Updating With the USB Cable

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

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 CATalyst⁴ software.
- a serial realtime cable kit. You can use an existing realtime cable (P/N:23116) and female 9-pin adapter (P/N:30548) to connect to the computer. **The purple male 9-pin adapter (P/N:35648) that connects to the élan Mira is included with the writer.** You can also order a Mira realtime cable kit from Stenograph (P/N:35856).
- a wireless communication kit (P/N:36507). Stenograph only provides élan Mira wireless support when the élan Mira Wireless Communication kit is used. Other wireless adapters and software are not supported.



9-pin Cable Kit

USB Cable

You must be using CATalyst⁴ software and have installed the Mira USB driver on your computer. See the *Installing the USB Driver* appendix for instructions on loading the driver.

1. Be sure your writer and computer are turned **On**.
2. Connect one end of the USB cable to the back of the writer and the other end to a USB port on the computer.

USB ports are often located on the back of the computer or, for notebook computers, on the side.

3. Start CATalyst⁴.
4. Write a few strokes on the élan Mira before starting realtime. If you loaded a CATalyst⁴ dictionary onto your Mira, the translated steno displays on the computer 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 begin 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 Mira and reconnect it. This does not affect your realtime file. Once you reconnect the cable, the new steno strokes display on the realtime screen.

5. When you are finished writing realtime using a USB cable, it is important that you complete the following steps in order. This ensures your computer shuts down properly.
 - a. Press **End** on the élan Mira to close the file.
 - b. Close and save the realtime file in CATalyst⁴.
 - c. Unplug the Mira USB cable from your computer.

Serial Cable

1. Be sure your writer and computer are turned **Off**.
2. Connect the communications cable to the writer and the computer.



élan Mira COM Ports

3. Connect the purple male 9-pin adapter on the realtime cable to the 9-pin COM port on the back of the writer.
4. Connect the female 9-pin adapter to the COM port of the computer.
5. Connect the realtime cable to the jacks on the back of the adapters.
6. Turn your élan Mira **On**.
7. Turn on your computer and start your realtime program.
8. Write a few strokes on the élan Mira before starting realtime. If you loaded a CATalyst⁴ dictionary onto your Mira, the translated steno displays on the computer screen.

Wireless Communication

The following steps assume you have completed the wireless communication installation on your computer and performed the initial setup steps. For more detailed instructions on establishing wireless communication see the Wireless section in the *Before Writing on the élan Mira* chapter.

1. Turn your computer **On** and open Socket BlueSoleil. Wait a few moments until it is done searching for devices.
2. Turn the élan Mira **On**.
3. Plug the Socket Bluetooth Serial Adapter into the élan Mira.
4. When the Enter Bluetooth Passkey dialog box displays on your computer, in the *Passkey* field type the Passkey code from the élan Mira and then press **Enter (OK)**.
5. Wait a few moments until the wireless connection is established.
6. Begin a realtime session.

CompactFlash Card

A CompactFlash card (CF) is a memory card that can hold large amounts of data. In the élan Mira, the CF card stores steno notes and timestamps as an ultimate backup for the Mira. For example, a 32MB card holds approximately the equivalent of 3,400,000 strokes or approximately 15,000 pages. When the CF card is full, the new steno files overwrite the oldest files. The steno.bak file, which holds the steno notes on the CompactFlash card, is 25MB. **The CompactFlash card is designed as a backup for the Mira and is not designed as a method for archiving steno notes.**

The élan Mira comes with a 32MB CompactFlash card. The Mira requires a minimum CF card size of 32MB and supports CF cards up to 512MB. Stenograph recommends ScanDisk CompactFlash cards, although any high quality CF card is acceptable.



CompactFlash Card and PC Card Adapter

The élan Mira requires a CompactFlash card be inserted into the writer. If you remove the CF card while the writer is On, the élan Mira beeps and displays the message: *CompactFlash missing or Unformatted!!! Insert Formatted Card or turn Off*. You must reinsert the card to use the writer.

The card is removable for steno note retrieval if the writer is not operable. To read the CF card, you need to insert the card into a PC card adapter which plugs into your computer. A PC card adapter is included with your Mira.

An external power supply is not necessary for the CF card to store steno notes. The élan Mira always writes steno to the CF card using it as a backup to the floppy disk. The backup battery is used to save steno to the CF when there is no main battery, not enough charge in the main battery, or when there is no AC adapter/charger power.

Formatting the CompactFlash Card

You do not need to format the CompactFlash card before using it in the élan Mira. There may be times, however, when you want to remove all the files on the CF card. Formatting the CF card erases all the files and data.

To format the CompactFlash card:

1. Turn the élan Mira Off.
2. Remove the CompactFlash card.
3. Insert the CompactFlash card into a PC card adapter on your computer.
4. Using My Computer or Windows Explorer, highlight the drive letter assigned to the CompactFlash card. The computer usually assigns the next available drive letter.
5. Confirm the highlighted drive letter is for the CompactFlash card. Right click on the drive letter and select **Format**. The Format dialog box displays.
6. In the *File System* field, select **FAT**. If the CompactFlash card is 32MB, FAT is already selected.
7. Click **Start** to begin formatting. When the formatting is complete, the Format Complete dialog box displays. Click **OK**.
8. Click **Close** to exit the Format dialog box.
9. Remove the CompactFlash card from the PC card adapter.

10. With the Mira turned **Off**, insert the CompactFlash into the writing machine.
11. Turn the Mira **On**.

Diskette Drive

The élan Mira diskette drive is located on the lower right side of the machine. It accommodates only 1.44MB, high density diskettes.

A green indicator light next to the diskette drive flashes each time the élan Mira writes to the diskette. You will not see the light as you stroke, but you might hear the quiet sound of the élan Mira accessing the drive from time to time.



Insert and Remove the Diskette

1. To insert the diskette, grasp the plastic edge opposite the sliding metal plate and with the coin-like metal disc facing down, gently push the diskette into the drive until you hear a “click” and see the release button on the élan Mira pop out.
 2. To remove the diskette from the drive, press the release button on the élan Mira, located on the upper right side of the drive.
- ⚠ Do not store diskettes in the drive while transporting the élan Mira. You might damage the drive or diskette.

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 Mira from turning On during transportation or being accidentally pressed 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 Tilting Color Screen

In the middle of the élan Mira is a tilting 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 current mode of the élan Mira, the number of files stored in the Mira, and the number of files in RAM.
- The transcript text, steno, or file number messages.
- A menu from which you select options.
- Warning messages, such as “Low Battery”.

To adjust the tilt of the LCD screen, gently pull up or push down on the LCD frame.

You can adjust the contrast between the characters and the background for various lighting conditions. To adjust background color and font size on the LCD, see *Before Writing on the élan Mira*

Adjusting the LCD Contrast

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

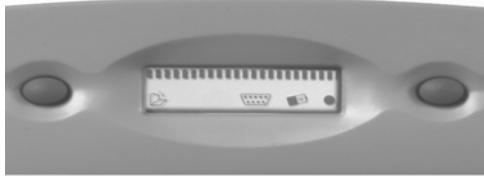
1. Locate the Contrast Control knob on the back of the writer. It is between the USB port and the Reset button.



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.




LCD Status Screen

Located between the function buttons is a small rectangular LCD screen. The LCD status screen displays icons that indicate specific operations of the Mira. When battery power is low enough to turn off the large color LCD screen and shut down the floppy disk drive, this status screen continues to display information, indicating the writer is still functioning.



The LCD status screen provides the following information:

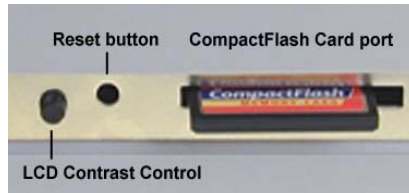
- A black dot (●) displays in the lower right corner of the screen indicating the writer is On.
- The file open (📄) icon displays when you begin writing, indicating a file is open.
- The realtime indicator (●●●●) displays when you are connected to a CAT system with either a USB or serial cable writing realtime. The icon only displays when there is an active realtime connection. When you end realtime or disconnect the cable, the icon does not display.

- The battery () icon:
 - flashes when the main battery is low. The writer also displays a message and beeps when the battery is low.
 - displays when the backup battery is charging. The backup battery is automatically maintained when charging the main battery, however, the backup battery charges only when necessary. This icon does not display when charging if the backup battery does not need to be charged.
- A row of rectangular black blocks () display in running sequence from left to right when the main battery is charging. When the writer is finished charging, the bars move from each side to the middle of the screen in a “clapping” motion.
- A single black rectangular block () displays when you press a key. There is a corresponding block for each letter on the keyboard. Which block displays depends on the key stroked. A block displays from left to right for each key in the following order:

S T K P W H R A O * E U F R P B L G T S D Z
- Stroking the number bar displays a # sign on the left-most side of the LCD.

Reset

The Reset button is a small, recessed button located on the back of the élan Mira between the LCD Contrast Control knob and the CompactFlash card port.



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

If you had a file open before pressing Reset, the élan Mira ends the job and the file closes. When you begin writing a new file opens or you can press **More** and then **Reopen** to select an existing file. Later you can merge the files together on your CAT system. For more information about Reopen, see *Writing on the élan Mira*.

Tripod

The EasyLock T2 tripod has one tripod leg brace shorter than the other two creating a slight, 8 degree tilt. The tilt provides increased stability when the Mira is attached to the tripod.

The EasyLock T2 tripod also has a pivoting action on the top of the tripod. This allows you to tilt the Mira forward or backward for improved viewing of the LCD.

Attaching the Tripod

On the bottom of the élan Mira is a positive locking mechanism that looks like a large, round keyhole. The top of the EasyLock T2 tripod fits like a key into the hole.



EasyLock T2 Tripod

To attach the tripod, follow these steps:

1. Fully extend each leg of the tripod, making sure the braces lock. One tripod leg is shorter to provide the tilt. The following picture shows the shorter leg of the tripod on the right with the brace in the fully extended position.



2. Set the tripod on the floor with the shorter leg between your feet.
3. Loosen the thumb-lock knob on the tripod base.
4. Extend the inner tripod tube to a comfortable height and turn the tripod head so that the flat side of the disk on the top of the tripod tube is facing you.
5. Tighten the thumb-lock knob.
6. Lift the élan Mira on both sides of the machine and lower it evenly onto the top of the tripod. Rotate the machine clockwise until you hear a solid click. The élan Mira should be firmly attached to the tripod tube.

Adjusting the Tripod Height

1. Position the short leg of the tripod facing you.
2. Grasp the tripod tube firmly, directly beneath the élan Mira with one hand.
3. 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.
4. Adjust the élan Mira to the desired height.

The higher, EasyLock T3 tripod is available as an additional purchase from Stenograph if more height is desired.

5. Tighten the thumb-lock knob.

Tilting the élan Mira

Tilt Forward

To tilt the Mira forward, position one hand on the top of the steno machine and the other hand on the casing, just below the vowel keys. Gently lift the Mira with the hand placed on the top and push down with the hand placed on the casing.



Tilt Backward

To tilt the Mira backward, position each hand on the back corners of the Mira. Gently push down to the desired position.



Removing the Tripod

To remove the tripod, follow these steps:

1. Position the tripod firmly on the floor.
2. Locate the quick release lever on the left underside of the élan Mira.
3. Push the quick release lever towards the back of the writer, then rotate the élan Mira counterclockwise one quarter of a turn.
4. Lift the élan Mira from the tripod.

Internal Features

Internal Features discusses the occasional adjustments that may be necessary to components inside the élan Mira in order to customize the writer to your personal touch. These adjustments include:

- adjusting the keystroke tension
- adjusting depth of stroke
- adjusting the key contacts

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

Opening the Cover

To open the cover on your élan Mira, locate the small, grey 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 the cover opens. Refer to the arrows in the following graphic.



Adjusting Depth of Stroke

The depth of stroke is how far the keys go down when you press them. The depth of stroke adjustment changes the depth of all the keys on the keyboard including the number bar.

If you set the élan Mira to the shortest depth of stroke and the lightest keystroke tension, you may experience shadowing. If you experience undue shadowing, try adjusting the key contacts to a higher number. See Adjusting Key Contacts in this chapter.

To set your élan Mira keys to a depth of stroke that is comfortable for your writing style, follow these steps:

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. Press the right bank of keys on the keyboard slightly so that they are not all the way up or all the way down. This makes it easier to turn the knob.

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

- *To shorten the depth of the keystroke*—move the red knob downward, towards the back of the writer.
- *To lengthen the depth of the keystroke*—move the red knob upward, towards the front of the writer.



4. Check your key contacts for possible adjustments. See *Adjusting Key Contacts* in this chapter.

Adjusting Key Contacts

Each key contact on your élan Mira writer connects to an electronic switch. The key contacts are preset at the factory to a setting appropriate for most users. Your touch may be lighter or heavier than the factory settings and may require an adjustment to key contacts. An adjustment is necessary if:

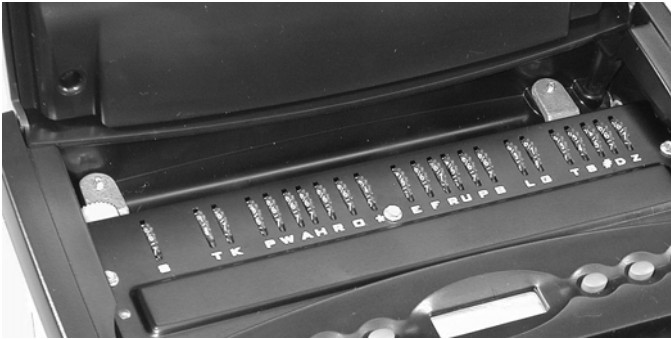
- the character is showing up in your steno notes intermittently or when it seems that you did not strike the key.
- the character does not display in your steno notes.

To adjust any of the key contacts follow these steps:

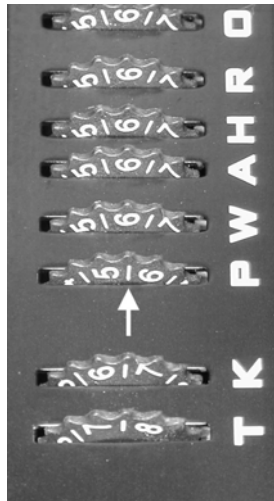
1. Turn the élan Mira writer **On**.
2. From the Opening Menu, press **More** and then press **Diag**.
3. Press **Key Test**. The menu displays numbers 1 - 6, one for each of the grey function buttons.

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. Identify the key you want to adjust. As you press a key, the writer beeps and the corresponding letter displays on the large LCD when contact is made. A corresponding block on the small LCD also displays.
5. Open the cover and locate the key contact assembly. The key contact assembly is a series of 23 black dials, one for each letter on the keyboard plus one for the number bar, identified by the corresponding character below the dial. Each dial is marked with a series of numbers from 1 – 8.



The number that is in the topmost position, perpendicular to the writer, represents the point at which the key makes contact with the switch. Refer to the arrow in the following graphic.



Increasing the number at this position allows the key to make a later contact. Decreasing the number at this position allows the key to make an earlier contact. The dial can be moved in either whole or half increments. The half mark is the line between two whole numbers. For example, you can turn the dial from 4 to 5 or you can, if necessary, set the dial between 4 and 5 which is $4\frac{1}{2}$. The settings begin at 1 and end at 8.

To make the adjustment do **one** of the following:

- *To set the key for later contact*—move the dial to increase the number. For example, you would adjust the contact to touch later if the character is showing up in your steno notes intermittently or when it seems that you did not strike the key.
 - *To set the key for earlier contact*—move the dial to decrease the number. For example, you would adjust the contact to touch earlier if the character does not display in your steno notes when the key is stroked.
6. Once you have made the adjustments, press the first function button, **1**, twice to exit the adjustment mode. Test the changes. Repeat these steps if necessary.

Adjusting Keystroke Tension

Adjusting the keystroke tension changes the stroke to be firmer or softer.

The Mira keyboard is factory set to a short (low) depth of stroke. If you set the Mira to the lightest keystroke tension and the shortest depth of stroke, you may experience shadowing. If you experience undue shadowing, try lengthening the depth of stroke or adjusting the key contacts to a higher number. See adjusting Depth of Stroke and Adjusting Key Contacts in this chapter.

To adjust the keystroke tension to your individual touch, follow these steps:

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



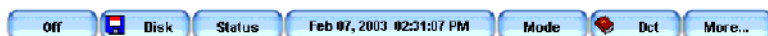
2. Do **one** of the following:
 - *To decrease the tension*—make the stroke softer by turning the knob clockwise, towards the right.
 - *To increase the tension*—make the stroke firmer by turning the knob counterclockwise, towards the left.

Before Writing on the élan Mira

Chapter 3, Before Writing on the élan Mira, covers set up functions that allow you to prepare the élan Mira before you begin writing. This includes functions such as formatting diskettes, loading dictionaries, and selecting font size.

When you turn the élan Mira On, the logo screen displays, followed by the Opening menu. The Opening menu is the first of three set up menus. From these menus, you select a function to perform or to display another menu from which you select a function.

Once you stroke a key on the keyboard, the First Writing menu replaces any set up menu currently displayed.



Opening Menu

Getting Started on the élan Mira

1. To turn the élan Mira On, press the first function button on the left.
2. The élan Mira logo displays on the large LCD followed by the Opening menu. The message, *Booting Compact Flash Card* displays momentarily to indicate the Mira recognizes the CompactFlash card and it is working correctly.

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



Status: Ver. 1.00 Mode: 8000 Disk File.034 Strokes: 0 RAMFiles: 19 FP Text Hold Pages: 0

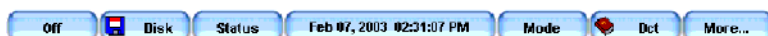
- *Version Number*—the current software version loaded on your élan Mira.
- *Mode*—the current operating mode of the élan Mira, 8000 or 6000+ and indicates if you are writing to Disk or are writing Diskless. For more information, see Mode in this chapter.
- *File*—the file number to which the Mira is currently writing or has finished writing.
- *Strokes*—indicates the number of steno strokes written for the open file.
- *RAM*—indicates the number of files in RAM. For more information, see RAM in this chapter.
- *FP*—when green, indicates there is power going to the floppy diskette drive. When FP is red there is no power to the floppy diskette drive.
- *Text*—when green, indicates the current selection is to write steno and text to the diskette. When Text is red, only steno is written to diskette. For more information, see Mode in this chapter.

- **Hold**—when green, indicates the current selection is to hold steno strokes until you close the file before writing to the diskette. When Hold is red, steno strokes are written to diskette during the job. For more information, see Mode in this chapter.
 - **Pages**—displays the estimated number of text pages in the open file.
3. To turn the élan Mira Off, press the **Off** button on the Opening menu.

Accessing the Setup Menus

Opening Menu

When you turn the élan Mira On, the Opening menu displays. The Opening menu is the first of three set up menus.



Opening Menu

The Opening menu functions allow you to:

- format diskettes
- choose the writing machine modes
- choose disk or diskless mode
- load and select job dictionaries
- create J-Defines
- access the second set up menu

Second Set Up Menu

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



Second Set Up Menu

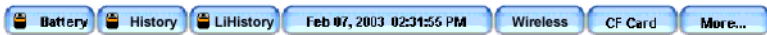
The second set up menu includes functions which allow you to:

- set the time and date
- perform diagnostics
- reopen an existing file

- change LCD text color, font size and background color
- select timestamps
- copy and clear files from RAM
- access the third set up Menu

Third Set Up Menu

Pressing **More** on the second set up menu displays the third set up menu.



Third Set Up Menu

The third set up menu includes functions which allow you to:

- display battery status information.
- connect wireless realtime communication, if you have the optional wireless communication kit.
- read the CompactFlash card.
- access the Opening menu, the first of the set up menus.

Return to Opening Menu

Pressing **More** on the third set up menu returns you to the Opening menu, the first of the set up menus.

A/An Resolution

If you use the same stroke when writing “a” and “an”, the A/An resolution automatically selects the correct conflict choice. The steno translates as “a” before consonants and as “an” before vowels and the numeral 8.

To use the A/An resolution feature in your élan Mira, your dictionary must contain the entry for A/An defined as “a”. If the entry is defined as a conflict, this feature does not work as described.

Beeper Volume

The élan Mira 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 élan Mira emits a louder or softer tone indicating the volume level selected.
4. Press **OK** and then press **Quit**.
5. To return to the Opening menu, press **More** twice.

Clock Display

The clock display, with date and time, remains On. Although the option to turn the clock display On and Off appears on the menu, you cannot turn the display Off, as of the publication date of this manual.

CompactFlash Card Directory

The élan Mira always writes steno notes and timestamps to the CompactFlash (CF) card, using it as a backup to the floppy. You can view and copy files from the CompactFlash card directory if necessary, however, it is not designed for use as an archive media. For technical details and formatting instructions for the CompactFlash card, see the *Hardware* chapter.

View Files on the CompactFlash Card

The CompactFlash card directory lists each file numerically, the oldest file listed first. The date and time the job was created, the number of strokes in the job and the estimated number of pages for the job displays along with each file name.

To view the CompactFlash card directory:

1. From the Opening menu, press **More** twice.
2. Press **CF Card**. The CompactFlash card directory displays.
3. To display additional files, press **More**. If you press More when no additional files exist, the Opening menu displays.
4. When finished, press **Quit** and then press **More** to return to the Opening menu.

Copy Files From the CompactFlash Card

You can copy files from the CompactFlash card to a diskette. This diskette can then be read in any CAT system that can read a Stentura® diskette.

If the same file, or one with the same file name, already exists on the diskette, the élan Mira saves the file under a different name, replacing the first number of the three digit extension with a number that begins with “1”. For example, if you copy file FILE.001 to the diskette a second time, the Mira assigns the file name, FILE.101 to the file being copied to the diskette. If FILE.101 already exists on the diskette, the élan Mira assigns the file name, File.201, etc.

To copy files from the CF card to a diskette:

1. Insert a blank, formatted floppy diskette into the drive.
2. From the Opening Menu press **More** twice.
3. Press **CF Card** and then press **Copy Files**.

A progress bar displays as the élan Mira reads the CF card directory. Depending on the number of files on the CF card, it may take at least a minute.

The oldest file on the CF card displays first in the list.

4. Use the **Up** or **Down** buttons to move the pointer (>>) to the file you want to choose and then press **Select**. You can select multiple files.

To deselect a file, press **Select** again.

5. When finished selecting files, press **Copy**. The élan Mira verifies there is a diskette in the drive and then copies the files to the diskette.

If there is not enough diskette space, the following message displays:

Not Enough Disk Space for: JOB.xxx

Reselect, choosing fewer files.

6. Return to the Opening Menu, press **OK**.

Dictionaries

You can only use caseCATalyst⁴ converted dictionaries on the élan Mira. This includes your personal dictionary and any job dictionary.

The élan Mira can hold approximately 390,000 personal dictionary entries, depending on the size of the entries. The limit to the number of job dictionaries you can load is 64, as long as the total number of combined personal and job dictionary entries does not exceed 440,000.

Loading Dictionaries into élan Mira

You can load dictionaries over a USB cable or by diskette. You can load dictionaries by diskette using the menus when the writing machine is On or by inserting the dictionary diskette into the disk drive and then turning the Mira On.

When you load a dictionary, it overwrites any other similar dictionaries on your élan Mira. Loading a personal dictionary overwrites the current personal dictionary. Loading job dictionaries overwrites the current job dictionaries.

Dictionaries remain on your élan Mira until you load another dictionary of the same type.

Loading Dictionaries over a USB Cable

You must be using CATalyst⁴ software and have installed the Mira USB driver on your computer. See the *Installing the USB Driver* appendix for instructions on loading the driver.

1. Be sure your writer and computer are turned **On**.
2. Start CATalyst⁴.

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

USB ports are often located on the back of the computer or, for notebook computers, on the side.

4. In caseCATalyst⁴, open the Export function and select the **élan Mira** tab.
5. Select the dictionaries you want to load onto your élan Mira. The Personal Dictionary is selected by default.
6. Click the radio button next to the **USB** option and select **Export**. CATalyst⁴ displays the Export Mira Dictionaries dialog box with the message:

Transferring Dictionaries over the USB.

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

7. When the élan Mira finishes loading the dictionaries, it beeps twice and reboots, displaying the Opening menu. CATalyst⁴ displays the message, *Export Complete*.

Loading Dictionaries by Diskette

Load dictionaries by diskette into the élan Mira automatically or manually, using the menus. You can only use a CATalyst⁴ exported dictionary.

Complete the following steps to export caseCATalyst⁴ dictionaries and then load them into the élan Mira.

Export the dictionaries from caseCATalyst⁴

1. Open the Export function and select the **élan Mira** tab.
2. Select the dictionaries you want to load into your élan Mira. The Personal Dictionary is selected by default.

3. Click the radio button next to the **Drive** option and enter the letter for the floppy diskette drive.
4. Select **Export**. CATalyst⁴ displays the following message:
Please insert disk number 1 into drive x:\ and press OK
5. Insert a diskette into the drive and press **Enter**. CATalyst⁴ displays the Export Mira Dictionaries dialog box with the message: *Transferring Dictionaries to Disk*. CATalyst⁴ prompts you for additional disks if necessary.
6. When CATalyst⁴ finishes copying dictionaries to diskette, the following message displays: *Export Complete*. Remove the diskette from the computer.

Loading Dictionaries into élan Mira Automatically

1. Turn the élan Mira **Off**.
2. Insert the first diskette containing the dictionary into the élan Mira diskette drive.
3. Turn the élan Mira **On**. The Mira automatically loads the dictionaries from the diskette displaying a progress bar along with a series of messages as the dictionaries load. If prompted for additional diskettes, insert the next sequential diskette and press **OK**.
4. When prompted, remove the diskette and press **OK**. The élan Mira reboots and is ready to use.

Loading Dictionaries into élan Mira Manually

1. From the Opening menu on the élan Mira, press **Dct** and then press **Load**.
2. Insert the first dictionary diskette into the élan Mira diskette drive and press **OK**. The élan Mira reboots and loads the dictionaries displaying a progress bar along with a series of messages as the dictionaries load. If prompted for additional diskettes, insert the next sequential diskette and press **OK**.
3. When the dictionaries finish loading, the following message displays: *Finished. Please remove the disk and press OK.* Remove the diskette and press **OK**. The élan Mira reboots and displays the Opening menu.

Using Job Dictionaries

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

You can set the priority of the job dictionaries. 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.

To set dictionary priorities:

1. From the Opening menu, press **Dct** and then press **Select**. Job dictionaries loaded into the élan Mira 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 on your CAT system.
- *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 point (>>) 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 élan Mira for future translation.

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

- Press **Accept** to save the selections and return to the Opening menu.
- Press **Cancel** if you want to exit without making changes to the existing job dictionary priorities. The Dictionary menu displays.

Diskettes

The élan Mira has a 3.5 inch diskette drive. You can only use 1.44 MB high density diskettes. The actual number of files a diskette holds varies according to the size of each file and the mode selected on your élan Mira: 8000 or 6000+.

In the 8000 mode, with the Save Text option selected, both steno and text are stored on the diskette. You can write approximately 2.5 pads or 62,400 strokes; the equivalent of about 275 pages. With the No Text option selected, only steno is written to diskette. You can write approximately 10 pads of steno or about 240,000 strokes. This would equal approximately 1,050 pages.

In 6000+ mode, only the steno is stored on the diskette. You can usually write the equivalent of 10 pads of steno or about 240,000 strokes. This would equal approximately 1,050 pages.

Diskettes are fragile. Take special care when handling and storing them:

- Avoid extreme temperatures.
- Keep diskettes out of direct sunlight.
- Keep diskettes away from magnets or magnetic devices, such as bulk erasers, cassette tape erasers, telephones, televisions, radios, electronic security devices, and speakers that have large magnets in them.
- Replace diskettes after one year of use to ensure you do not lose data.
- Do not store diskettes in the disk drive while transporting the élan Mira. This might damage the drive or the diskette.

Formatting Diskettes

Before you can use a new diskette, it must be formatted. The élan Mira cannot write steno to an unformatted diskette. If you have a diskette that contains information you no longer need, you can reformat it to use again. It takes approximately one minute for the élan Mira to format a diskette.

To format a diskette:

1. Insert the 1.44 MB high density diskette into the diskette drive.
2. From the Opening menu, press **Disk** and then press **Format**. The following message displays: *Ready to Format Disk. Are You Sure?*

If a disk is unusable the following message displays: *Disk Bad*.

3. Press **Yes**. A message box displays indicating the progress of the format. To cancel the format, press **No** or **Quit**.
4. The Opening menu displays when formatting is complete.

Managing Diskette Space

If necessary, you can check the amount of free space left on a diskette. Once a diskette is full, steno is no longer saved to the diskette. Steno does continue to be saved to RAM and the CompactFlash card.

Once a diskette is full, the Mira allows you to change diskettes while keeping the current file open in RAM. You can change diskettes at any time before the disk is full, but you must first close the current file before switching them.

Checking Disk Space

1. From the Opening menu, press **Disk** and then press **Space**. The following message displays: *Disk Free Space: xx% MB*
2. Return to the Opening menu, press **OK** and then press **Quit**.

Changing Diskettes

You can change diskettes at any time during the writing process by first closing the open file on the Mira. When you insert a new diskette, a new file is created as you begin writing. You can merge the files together later on your CAT system.

To change diskettes following a Disk Full message, see the section, *Working with a Full Diskette*.

To change diskettes:

1. Close the open file, press **End** on the First Writing menu.
2. Remove the current diskette from the diskette drive. The following message displays: *Disk in use -- Put it Back!*
 - If you have not received a Disk Full message and you attempt to remove the diskette without closing the file by pressing *End*.
 - You attempt to remove the diskette before the élan Mira has finished writing information to it.
3. Insert a new formatted diskette.
4. Continue writing.

Working with a Full Diskette

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

- When the diskette is almost full, the Mira beeps and the following message displays: *Disk Nearing Full. End Job Soon.*
- If you continue to write and you completely fill the diskette, the Mira beeps every 30 seconds and the following message displays: *Disk Full. End Job Now.*

- If you continue to write after the diskette is full, the Mira stops beeping and displays the following message:

Disk FULL. Recording only to FLASH and RAM.

The steno is no longer saved to the diskette. The élan Mira continues to write steno to RAM and the CompactFlash card.

Once a Disk Full message displays, the Mira allows you to change diskettes while the current file remains open in RAM. The steno note file ends on the original diskette and a new file is started on the next diskette while the steno notes continue to be saved to the same open RAM file. This may be useful when reading back testimony.

To change diskettes following a Disk Full message:

1. Remove the current diskette from the diskette drive.

If you attempt to remove the diskette before the élan Mira has finished writing information to it, the following message displays: *Disk in use -- Put it Back!*

2. Insert a new formatted diskette.
3. Continue writing.

Viewing the Diskette Directory

You can read the files on a diskette in the diskette drive of the élan Mira and display the information on the LCD screen.

1. From the Opening menu, press **Disk** and then press **Directory**.

The files on the diskette 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

2. Do one of the following:

- Display additional files, press **More**. If there are no more files to display, the Disk menu appears.
- Return to the Disk menu, press **Quit**.

3. Return to the Opening menu, press **Quit**.

Understanding the Diskette Directory

The élan Mira saves three different file types to the diskette. They include:

- *FILE.001*—the first steno file written to this diskette. Each time you open a new file on the élan Mira, the file name is assigned the next available number. For example, *FILE.002*, *FILE.003*, etc.
- *TEXT*—a subdirectory on the diskette when the Text option is selected. The subdirectory contains the text, dictionary, and timestamp files for steno written in 8000 mode. If text is not written to diskette, the subdirectory contains the dictionary and timestamp files.
- *FILE.01R*—the first file written to RAM and then copied to this diskette. It may or may not be the same steno file as *FILE.001*. Which file it is depends on when the RAM was erased and what steno diskette is currently in use.

If the same file, or one with the same file name, already exists on the diskette, the élan Mira 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 diskette a second time, élan Mira assigns the file name, *FILE.01A*. If you copy the file again, the élan Mira assigns the file name, *File.01B*, etc.

It is strongly recommended you erase all the files from RAM once you copy them to diskette. For more information, see the RAM section in this chapter.

- *FILE.001*—the first file written to the CompactFlash card and then copied to this diskette. It may or may not be the same as steno file FILE.001.

If the same file name already exists on the diskette, the élan Mira saves the file under a different name, replacing the first number of the three digit extension. For example, if you copy file FILE.001 to the diskette a second time, the Mira assigns the file name, FILE.101 to the file being copied to the diskette. If FILE.101 already exists on the diskette, the élan Mira assigns the file name, File.201, etc.

J-Defines

J-Defines are steno-based words that are specific to a job, such as names and technical terms. You can create J-Defines on the élan Mira before beginning or during a job. The Mira 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.

All J-Defines created on the élan Mira are stored in RAM. The élan Mira can hold approximately 50,000 J-Defines. J-Defines remain in RAM until you clear them.

You can copy the J-Defines stored in RAM to diskette. When the élan Mira copies the J-Defines, it places them in a file called “jdefines.sgdct” located in the Text directory on the diskette. You can import the jdefines.sgdct file to caseCATalyst⁴ 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 your élan Mira.

Any J-Defines created while writing a job are also placed into a dictionary (.sgdct) file, if in Disk mode, when you end the job. The file has the same name as the steno file and is located in the Text directory on the diskette. CATalyst⁴ automatically transfers the dictionary to the computer when reading the steno notes from the diskette.

You can also use J-Defines created on your CAT system by converting the job dictionaries for loading into your élan Mira. See Dictionaries in this chapter for more information about loading job dictionaries.

Adding J-Defines Before Writing Steno

1. From the Opening Menu, press **Dct** and then press **J-Defines**.
2. Press **Add**. The Add to J-Define screen displays. The total number of J-Defines entries and the amount of remaining space for J-Defines shows on the right side of the screen.
3. Enter the steno strokes for the J-Define. The steno displays under the J-Define Steno heading.

If you make a mistake:

- Press * (**asterisk**) to delete the previous stroke.
 - Press **Clear** to delete all the strokes.
4. Press **OK**. The J-Define Text heading displays.
 5. Using the élan Mira Spell Mode, enter the text for the J-Define by using the steno stroke equivalent. The text displays under the J-Define Text heading.

For stroke equivalents, see Spell Mode in this chapter.

If you make a mistake:

- Press * (**asterisk**) to delete the previous letter.
 - Press **Clear** to delete all the text and steno outlines.
6. When finished entering text, press **OK**.
 7. Do **one** of the following:
 - Add another J-Define.
 - Return to the Opening Menu, press **Quit** twice.

Copying J-Defines to a CAT System

caseCATalyst⁴ automatically transfers the élan Mira J-Defines when reading a steno note file. If you use another CAT system, contact the vendor for information about transferring élan Mira J-Defines to your CAT system.

Write All J-Defines to Diskette

You can write all the J-Defines in the élan Mira RAM to a file on a diskette. The élan Mira creates a file named “jdefines.sgdct” in the Text directory on the diskette.

1. From the Opening Menu, press **Dct** and then press **J-Defines**.
2. Press **Write**. The message “Ready to Write All J-Defines to Disk. Are You Sure?” displays prompting you to confirm copying the J-Defines to diskette.
3. Press **Yes**. If you want to cancel, press **No**.
4. While the élan Mira copies J-Defines to diskette, the following message displays: *Writing J-Defines to Disk! One moment please.*
5. Return to the Opening Menu, press **Quit** twice.

Clearing 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 élan Mira. If you want to cancel the deletion, press **No**.

The élan Mira deletes the J-Defines and displays the message: *J-Defines Deleted.*

4. Return to the Opening Menu, press **Quit** twice.

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. For information about adjusting the LCD appearance while writing a job, see *Writing on the élan Mira*.

Setting LCD Text Colors

The élan Mira 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. From the Opening menu, press **More** and then press **Set Up**.
2. From the Set Up Menu, press **Appearance** and then press **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.
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.

Selecting LCD Font Size

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

To change the LCD font size:

1. From the Opening menu, press **More** and then press **Set Up**.
2. From the Set Up Menu, press **Appearance** and then press **Font Size**.
3. Select **one** of the following font sizes and press **OK**. A sample displays the size of the selected font.
 - **Smallest**
 - **Small**
 - **Medium**
 - **Large**
 - **Largest**
4. Exit the Set Up Menu, press **OK** and then press **Quit**.

Selecting LCD Background Color

To change the LCD background color:

1. From the Opening menu, press **More** and then press **Set Up**.
2. From the Set Up Menu, press **Appearance** and then press **Background**.
3. Select **one** of the following colors and press **OK**.
 - **Black**
 - **White**
4. Exit the Set Up Menu, press **Quit**.

Mode

From the Mode menu, you can set the writer operating mode and the disk mode. The élan Mira has two operating modes: 8000 and 6000+. It also has two disk modes: disk and diskless. When writing to disk, you can select disk options that maximize your disk space and steno backup.

To maximize floppy diskette space and to provide maximum steno back up, Stenograph recommends the following Mode settings:

- Operating Mode—**8000**
- Disk Mode—**Disk**
- Disk Options—**No Text**
- Steno Strokes—**Write**

Operating Modes

The élan Mira has two operating modes:

- 8000 Mode—translates your steno into text and displays the text on the screen as you write. Search, scroll, and realtime features are available.
- 6000+ Mode—displays the steno notes on the screen as you write. Search and scroll features are available.

To select a mode:

1. From the Opening menu press **Mode**.
2. Select **one** of the following:
 - **8000**
 - **6000+**

The status bar at the top of the screen displays the mode.

3. Return to the Opening menu, press **OK**.

Diskette Modes

The Disk and Diskless modes allows you to write with or without a disk in the diskette drive of your élan Mira. If you do not have a diskette available, you can switch the élan Mira to diskless mode and continue to write steno files to the RAM and CompactFlash card. When you change to a new mode, the élan Mira remains in that mode until you change it again. Turning Off the writing machine does not change the mode.

Disk Mode

Disk mode writes steno and text to the diskette and writes steno to the RAM and CompactFlash card. You will usually write in Disk mode. If you do not have a diskette in the drive while in Disk mode, the élan Mira prompts you to insert a diskette.

The following options are available when using Disk mode:

- select to write steno to diskette every 1024 strokes or hold the strokes until you close the file
- when in 8000 mode, select to write steno only or steno and text to the diskette.

For information about diskette capacity, see Diskettes in this chapter.

To change to Disk mode:

1. From the Opening Menu, press **Mode**.
2. Press **Disk** to select Disk mode. The status bar displays Disk, indicating you are in Disk mode.
3. Return to the Opening menu, press **OK**.

Disk Mode Options

Save Text to Diskette (8000)

In 8000 mode, you can choose to save steno only or steno and text to diskette. To select your save option:

1. From the Opening Menu, press **Mode** and then press **Disk Opt**.
2. From the Disk Options menu, select **one** of the following:
 - *Save Text*—write steno and text to diskette. *Text* displays in **Green** on the status bar, indicating your selection.
 - *No Text*—write only steno to the diskette. *Text* displays in **Red** on the Status bar, indicating your selection.
3. Return to the Opening menu, press **OK**.

Hold Steno Strokes

In either 6000+ or 8000 mode you can select to write to the diskette every 1024 strokes or hold all the steno strokes until you close the file. When you hold the strokes, the Mira does not access the diskette drive during the job. This may provide a quieter environment while writing.

To select your hold option:

1. From the Opening menu, press **Mode** and then press **Disk Opt**.
2. From the Disk Options menu, select **one** of the following:
 - *Hold*—hold the steno strokes and write them to diskette when you close the file by pressing End on the Writing menu. *Hold* displays in **Green** on the Status bar.
 - *Write*—write the steno strokes to diskette during the job. The élan Mira writes to the diskette every 1024 strokes. *Hold* displays in **Red** on the Status bar.
3. Return to the Opening Menu, press **OK**.

Diskless Mode

In Diskless mode, the élan Mira only writes steno to the RAM and CompactFlash card. The floppy diskette drive is not operational in Diskless mode. If you insert a diskette into the drive during Diskless mode, the élan Mira does not recognize the diskette.

You can use Diskless mode when there is no need to record to diskette, such as captioning. You can also use this mode to continue writing realtime in the event of low battery or no AC adapter/charger power when connected to a computer via USB cable. For more information about powering the élan Mira with a USB cable see Communications Port in the *Hardware* chapter.


To change to Diskless mode:

1. From the Opening menu, press **Mode**.
2. Press **Diskless**. The status bar at the top of the screen displays the selected mode.
3. Return to the Opening menu, press **OK**.

RAM Storage of Steno Notes

The élan Mira uses Random Access Memory (RAM) to store steno note files for later retrieval and as additional backup to the CompactFlash card and diskette. Steno note files stored in RAM remain in memory even when you turn the élan Mira Off. If the RAM becomes full, the élan Mira overwrites the oldest file.

You can save the steno notes stored in RAM to diskette. If you forget a diskette, for example, you can switch your élan Mira to Diskless mode and still write to RAM, maintaining the ability to read your notes into the CAT system. You can also copy RAM files to diskette. You may 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 diskette.

 The RAM used for steno note storage is different than the RAM used for searching while writing a job. For more information, see Searching in the *Writing on the élan Mira* chapter.

Checking Available RAM Space

The current number of files in RAM displays on the Status bar. From the RAM menu you can view the total number of files in RAM along with the date and time of the oldest file.

To view RAM space:

1. From the Opening menu, press **More** 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. Return to 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 **More** 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 appears when you press More.
 - Return to the RAM menu, press **Quit**.
4. Return to the Opening menu, press **OK**.

Copying RAM Files to Diskette

When copying files from RAM to diskette, you can select to copy individual files or all the files. The message, *Copying FILE.xxR to Floppy Disk*, displays as each selected file is copied to diskette.

If the same file, or one with the same file name, already exists on the diskette, the élan Mira 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 diskette a second time, élan Mira assigns the file name, FILE.01A. If you copy the file again, the élan Mira assigns the file name, File.01B, etc.

Copy Individual Files in RAM to Diskette

To copy an individual file:

1. Insert a blank floppy diskette into the drive.
2. From the Opening menu, press **More** 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 diskette. The élan Mira verifies there is a floppy diskette in the drive and then copies the files.
7. Return to the Opening menu, press **OK**.

Copy All Files in RAM to Diskette

To copy files in RAM to diskette:

1. From the Opening menu, press **More** and then press **RAM**. The RAM menu displays.
2. Press **Copy All**. The élan Mira verifies there is a floppy diskette in the drive and then copies the files.
3. Return to the Opening menu, press **OK**.

SmartStroke

When writing on the élan Mira, SmartStroke can help eliminate overlapping of strokes (stacking). Overlapping of strokes usually occurs when the keys of one stroke do not fully return to the original position before you depress the keys for the next stroke. You may want to turn the SmartStroke feature Off if you are experiencing an abnormal amount of strokes separated when they should be together.

To turn SmartStroke On or Off:

1. From the Opening Menu, press **More** and then press **Setup**. The Setup menu displays.
2. Press **SmartStroke**. The current status of SmartStroke displays on the screen.
3. Press **On** to use SmartStroke in helping to eliminate stacking. Press **Off** to not use SmartStroke.
4. Return to the Setup menu, press **OK** and then **Quit**.
5. Return to the Opening menu, press **More** twice.

Status

Status displays information about the élan Mira. It indicates:

- whether or not there is a disk in the drive and if it is formatted.
- how much space is left on the diskette.
- how much RAM space is available.
- whether or not the AC adapter/charger is in use.

To check status:

1. From the Opening menu, press **Status**.

Test Steno

The Tst Steno feature puts the élan Mira 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 élan Mira.

Writing any steno stroke exits the Test Steno mode.

Time and Date

The Time function allows you to change the time and date on your élan Mira.

1. From the Opening menu, press **More** and then press **Time**. The Time and Date screen displays.
2. Press the button for the unit of time you want to change.
 - **Hour**
 - **Minute**
 - **Month**
 - **Day**
 - **Year**
3. Do **one** of the following:
 - To increase the unit of time, press +.
 - To decrease the unit of time, press -.
4. To apply your selection, press **OK**.
5. For each unit of time you want to change, repeat steps 2 - 4.
6. Return to the Opening menu, press **OK** and then press **More** twice.

Timestamping

The Timestamp function in élan Mira allows you add time and date stamps to your notes when you read them into your CAT system. The timestamp displays in clock time.

The élan Mira saves timestamps to the CompactFlash card and, when in disk mode, to the floppy diskette. Timestamps are not saved in RAM.

Stenograph's caseCATalyst⁴ and Case CATalyst® 3.x products support timestamps. Some CAT system do not support timestamping. Refer to your CAT software documentation for instructions on how to timestamp your note file in your CAT system.

Although the option to turn timestamping On and Off appears on the menu, timestamping is currently set to always be On, as of the publication date of this manual.

Wireless

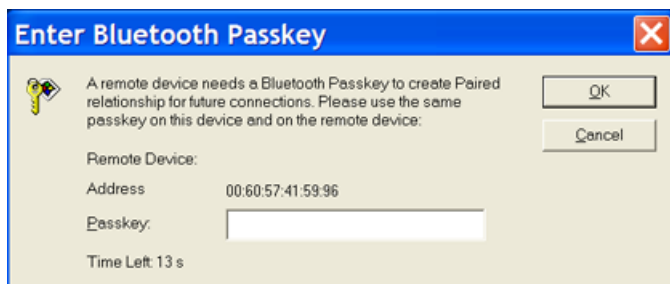
The optional wireless realtime kit allows the élan Mira to communicate with caseCATalyst⁴ or a Windows based 32-bit CAT system on your Windows[®] XP notebook computer. The range for wireless communication is approximately 10 meters (30 feet). If you are using caseCATalyst⁴ and move the Mira out of range, the wireless connection remains active. Any steno written is fed to the computer when you move the Mira back into range. Communication automatically reestablishes.

Wireless communication requires the élan Mira Wireless Communication kit, P/N:36507 which includes the necessary software and drivers for your computer. Stenograph only provides élan Mira wireless support when the élan Mira Wireless Communication kit is used. Other wireless adapters and software are not supported. For information on setting up wireless communication, see the *élan Mira Wireless Communication* guide, included in the kit.

Opening Wireless Communication

1. Turn your computer **On** and open Socket BlueSoleil. Wait a few moments until it is done searching for devices.
2. Turn the élan Mira **On**.

3. Plug the Socket Bluetooth Serial Adapter into the élan Mira. When the computer locates the élan Mira, it displays the Enter Bluetooth Passkey dialog box.



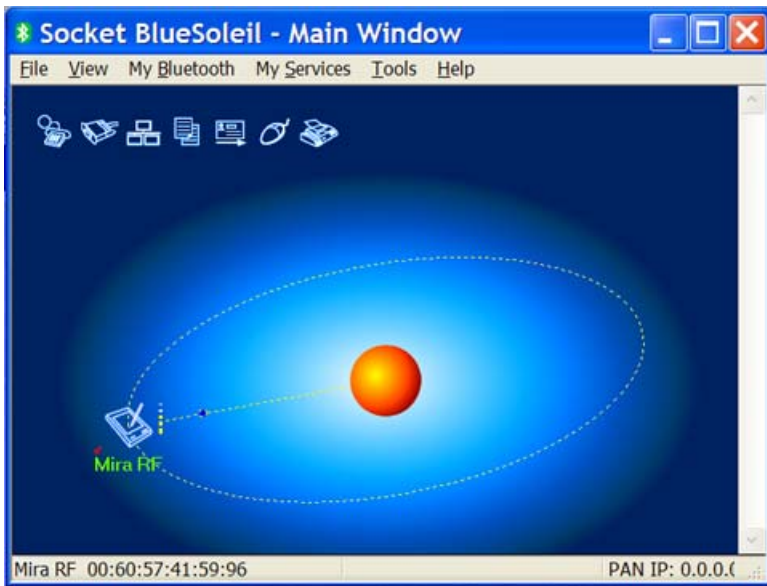
In the *Passkey* field, type the Passkey code from the élan Mira and then press **Enter** (OK).

You have 30 seconds to type the Passkey code. If you do not type the Passkey code within 30 seconds, you must disconnect the Socket Bluetooth Serial Adapter from the Mira and reconnect it to redisplay the Enter Bluetooth Passkey dialog box.

You can locate the Passkey code on the Mira. From the Opening menu on the Mira, press **More** twice and then press **Wireless**.

The same Passkey security code is used each time you open wireless communication, unless you change computers. Any time you change computers, you must secure a new unique Passkey code. See the *élan Mira Wireless Communication* user guide.

4. After a few moments, the wireless connection is established.



The wireless connection remains active until you terminate it. If you move your Mira out of the 10 meter range for wireless communication, communication automatically reestablishes once the Mira is within range. All steno written while out of range is fed into the CAT system once you move within range and wireless communication is reestablished.

5. Begin a realtime session.

caseCATalyst⁴Users

You must have the following caseCATalyst⁴ Translate Options set on the Realtime tab:

- *Realtime Writer*—select **élan**.
- *Comm Port*—select the appropriate COM port on the computer through which the wireless communication is established. The COM port number is found on the Socket BlueSoleil - Service Window for Serial Port A.

Other CAT Users

Select **Stentura** as the type of realtime writing machine. Be sure your realtime options are properly set. For technical support in setting realtime options and realtime writing on your CAT system contact your CAT vendor.

Terminating Wireless Communication

Wireless communication between your computer and the élan Mira ends when you terminate the Socket BlueSoleil connection.

Turning the Mira Off, does not terminate the connection. You must complete all the following steps to properly terminate the wireless connection.

To terminate wireless communication:

1. When finished writing realtime press **End** on the élan Mira.
2. Turn the élan Mira **Off**.
3. Disconnect the Socket Serial Bluetooth Adapter from the Mira.
4. Exit Socket BlueSoleil after the wireless connection terminates. It takes a few moments for the Socket BlueSoleil -Main Window to display the no connection status.

To reestablish wireless communication, you must reopen Socket BlueSoleil and reconnect the Socket Serial Bluetooth Adapter on the élan Mira.

Writing on the élan Mira

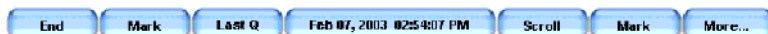
Chapter 4, Writing on the élan Mira, covers functions on the Writing menus which you can use while writing steno. This includes functions such inserting electronic StenoMarks and searching the steno and text on the LCD.

When you turn the élan Mira On, the logo screen displays, followed by the Opening menu. The First Writing menu automatically displays when you stroke a key to begin writing. There are two Writing menus. From these menus, you can select a function to perform or display another menu from which you select a function.

Accessing the Writing Menus

First Writing Menu

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



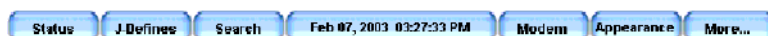
First Writing Menu

The First Writing menu includes functions which allow you to:

- close the file
- insert electronic StenoMarks
- search for the last question
- scroll through the steno or text on the LCD
- 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:

- display information about the current file
- create J-Defines

- search for the last Q, A, untranslate, StenoMark, and steno on the LCD
- change LCD text color, font size and background color
- access the First Writing menu

Return to First Writing Menu

Continue writing 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

Depending on the Mode selected for writing, the élan Mira stores the following information:

- In 8000 mode, as the steno translates, the text and any untranslates display on the screen. Depending on your selected option, the élan Mira writes the steno or steno and text to the diskette. It also writes the steno to RAM and steno to the CompactFlash card.
- In 6000+ mode, élan Mira records the steno to the diskette, RAM, and to the CompactFlash card.

Begin a Job

From the Opening menu, begin writing. The First Writing Menu displays.

Close a Job

From the First Writing menu, press **End**. The élan Mira assigns the file name “FILE” with a number extension. For example, the first job you write to a diskette is “FILE.001”. The number increases by one for each job added to the diskette.

Depending on the Mode, **one** of the following occurs:

- 8000 mode—depending on your selected option, the élan Mira finishes writing the steno or steno and text to the diskette and closes the current file.
- 6000+ mode—the élan Mira finishes writing the steno to diskette and closes the current files.


Reopen a Job

Using the Reopen feature, you can reopen an existing file for searching and readback purposes. You can search and scroll in a reopened file. When you resume writing, the original and new text appears as a single file on the élan Mira 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. For more information about job dictionary selection, see *Using Job Dictionaries in the Before Writing on the élan Mira* chapter.

Text files available for Reopen are stored in Flash memory which holds approximately 2,000 pages of text. The text files remain in Flash memory until you erase them or the memory becomes full. 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, timestamp and J-Define storage; and different than the RAM memory used for searching while writing a job. For more information, see *RAM Storage of Steno Notes in the Before Writing on the élan Mira* chapter and *Searching in the Writing on the élan Mira* chapter.

 The Reopen feature on the élan Mira performs differently from the Stentura's Reopen feature. The élan Mira only appends text to the text file held in memory. It does not append steno notes on the diskette, RAM or CompactFlash card.

To reopen a file:

1. From the Opening Menu, press **More**, then press **Reopen**. The following information displays on the élan Mira 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 élan Mira loads the file. The new translation displays on the LCD under the ---Reopened Section---. The Mira creates a new ---Reopened Section--- each time you reopen a file.

Electronic StenoMarks

Use the StenoMark function to electronically mark locations in your steno notes. The electronic StenoMark is available in both élan Mira modes.

To mark your steno notes:

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

In 8000 mode, /! displays to indicate the insertion of an electronic mark. If you have defined the StenoMark in your CATalyst⁴ dictionary, the text for the definition displays.

In the 6000+ mode, a vertical rectangle displays on the screen to indicate the insertion of an electronic mark.

2. Continue writing.

J-Defines

You can create J-Defines from either the Opening Menu or the Writing Menu. You must be in 8000 Mode to create J-Defines. J-Defines created during a job apply only to new testimony written and do not change any prior untranslates.

For information more information about J-Defines or to create J-Defines from the Opening Menu, see the *Before Writing on the élan Mira* chapter.

To create J-Defines from the Writing Menu:

1. From the First Writing Menu, press **More** and then press **J-Defines**. 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.

2. Enter the steno strokes for the J-Define. The steno displays under the J-Define Steno heading.

If you make a mistake:

- Press * (**asterisk**) to delete the previous stroke.
- Press **Clear** to delete all the strokes.

3. Press **OK**. The J-Define Text heading displays.
4. Using the élan Mira Spell Mode, enter the text for the J-Define by using the steno stroke equivalent. The text displays under the J-Define Text heading.

If you make a mistake:

- Press * (**asterisk**) to delete the previous letter.
- Press **Clear** to delete all the text.

For stroke equivalents, see Using Spell Mode in the *Before Writing on the élan Mira* chapter.

5. When finished entering text, press **OK**.
6. Do **one** of the following:
 - Add another J-Define.
 - Return to the Opening Menu, press **Quit** twice.

LCD Appearance

You can adjust the tilt, text color, font size and background color any time while writing a job.

Setting LCD Text Colors

The élan Mira 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. From the First Writing Menu, press **More** and then press **Appearance**.
2. Press **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.
5. Repeat steps 3 and 4 to change the color for other items.
6. When you finish selecting colors, press **Accept**. The color selections remain until you change them.

Selecting LCD Font Size

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

To change the LCD font size during a job:

1. From the First Writing Menu, press **More** and then press **Appearance**.
2. Press **Font Size**.
3. Select **one** of the following font sizes and press **OK**. The text on the screen adjusts to the selected setting.
 - **Smallest**
 - **Small**
 - **Medium**
 - **Large**
 - **Largest**
4. Press **OK**.

Selecting LCD Background Colors

To change the background color during a job:

1. From the First Writing Menu, press **More** and then press **Appearance**.
2. Press **Background**.
3. Select **one** of the following colors and press **OK**.
 - **Black**
 - **White**
4. Press **OK**.

Modem

Although the Modem feature appears as a menu selection, it is currently not available as of the publication date of this manual.

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, élan Mira returns to the current spot in the testimony.

1. From the First Writing menu, press **Scroll**.
2. Do **any** of the following:
 - To move to a previous line, press **Up**.
 - To move to the following line, press **Down**.
3. To exit the Scroll menu, continue writing or press **Quit**.

Search

The élan Mira uses Random Access Memory (RAM), to hold steno notes and, in 8000 mode, to hold text, allowing you to search and scroll. You can have the Mira set to either disk or diskless mode.

The élan Mira saves steno note files to RAM which remain in memory until you erase them, however, the steno and text remain available for searching only until you turn the élan Mira Off. Once you turn the writer Off, you can no longer search the files.

When you select to search for an item, the élan Mira looks in RAM for the information. Depending on the mode of your élan Mira, 8000 or 6000+, you can search for:

- the last question (8000 mode)
- the last answer (8000 mode)
- the last untranslate (8000 mode)
- the last StenoMark (8000 and 6000+ mode)
- a string of steno strokes (8000 and 6000+ mode)

In 8000 mode, when the élan Mira locates the search item, the translated text displays on the screen. In 6000+ mode, the steno displays on the screen.

Searching for the Last Question

Searching for the last question is only available in 8000 mode. You can search for the last question from either of the two Writing menus.

Search from the First Writing Menu

1. From the First Writing menu, press **Last Q**. When Mira locates the question, the first line of the question is highlighted.

If a question is not found or you reach the beginning of the file, the message, *Beginning of Document* displays.

Use any of the following menu options:

- **Previous Q**—search backward in the file for next question.
 - **Up**—scroll backward in the file.
 - **Down**—scroll forward in the file.
2. Continue writing or press **Quit**. The First Writing menu and your current writing position display.

Search from the Second Writing Menu

1. From the First Writing menu, press **More** and then press **Search**.
2. Press **Last Q**. When Mira locates the question, the first line of the question is highlighted.

If a question is not found or you reach the beginning of the file, the message, *Beginning of Document* displays.

Use any of the following menu options:

- **Previous Q**—search backward in the file for the next question.
 - **Up**—scroll backward in the file.
 - **Down**—scroll forward in the file.
3. Continue writing or press **Quit**. The First Writing menu and your current writing position display.

Searching for the Last Answer

Searching for the last answer is only available in 8000 mode.

1. From the First Writing menu, press **More** and then press **Search**.
2. Press **Last A**. When Mira locates the answer, the first line of the answer is highlighted.

If an answer is not found or you reach the beginning of the file, the message, *Beginning of Document* displays.

Use any of the following menu options:

- **Previous A**—search backward in the file for the next answer.
 - **Up**—scroll backward in the file.
 - **Down**—scroll forward in the file.
3. 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 is only available in 8000 mode. 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**. When Mira locates the last untranslate, the line of text containing the untranslate is highlighted.

If an untranslate is not found or you reach the beginning of the file, the message, *Beginning of Document* displays.

Use any of the following menu options:

- **Previous** /—search backward in the file for the next untranslate.
 - **Up**—scroll backward in the file.
 - **Down**—scroll forward in the file.
3. Continue writing or press **Quit**. The First Writing menu and your current writing position displays.

Searching for the Last StenoMark

Searching for the last StenoMark is available in 8000 and 6000+ modes. An undefined StenoMark displays as **!** on the screen.

1. From the First Writing menu, press **More** and then press **Search**.
2. Press **Last Mark**. In 8000 mode, when Mira locates the Last Mark, the line of text containing the StenoMark displays highlighted. In 6000+ mode, the steno displays.

If the StenoMark is not found or you reach the beginning of the file, the message, *Beginning of Document* displays.

Use any of the following menu options:

- **Previous**—search backward in the file for the next StenoMark.
 - **Up**—scroll backward in the file.
 - **Down**—scroll forward in the file.
3. Continue writing or press **Quit**. The First Writing menu and your current writing position display.

Searching for Steno Strokes

Searching for a series of steno outlines is available in both 8000 and 6000+ mode.

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 Mira locates the steno outlines, the text displays highlighted. In 6000+ mode, the steno displays highlighted.

If the steno outlines is not found or you reach the beginning of the file, the message, *Beginning of Document* displays.

Use any of the following menu options:

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

Status

Status displays information about the élan Mira. It indicates:

- whether or not there is a disk in the drive and if it is formatted.
- how much space is left on the diskette.
- how much RAM space is available.
- whether or not the AC charger/adaptor is in use.

To check status:

1. From the First Writing menu, press **More** and then press **Status**.
2. Continue writing.

Installing the USB Driver

Appendix A, Installing the USB Driver instructs you how to install the USB driver required when using a USB cable to connect your élan Mira writer with caseCATalyst⁴. You can only use USB communications with caseCATalyst⁴ version 4.096 or higher.

The driver comes on a diskette with your élan Mira or you can download it from the Stenograph website, stenograph.com. If you have questions about installing the Mira USB driver, please contact Stenograph Technical Support at **800-323-4247** or **847-803-1400**.

To install the Mira USB driver onto your computer:

1. Turn your computer and the élan Mira **On**.
2. Insert the élan Mira USB driver diskette into the diskette drive on your computer.
3. Locate the USB cable and connect one end of the cable to the back of the writer and the other end to a USB port on the computer.

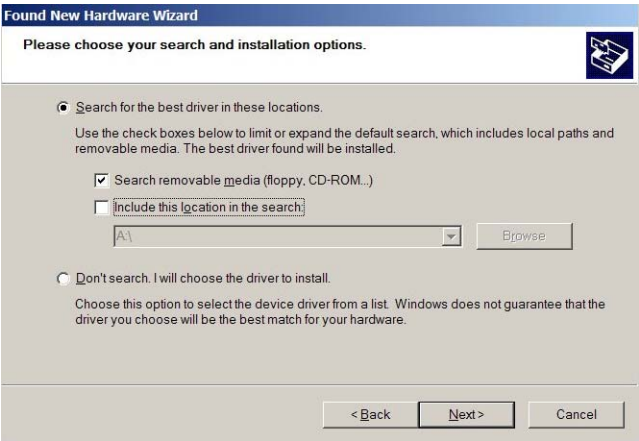
USB ports are often located on the back of the computer or, for notebook computers, on the side.

4. When you plug in the USB cable, the New Hardware Found message bubble may display in the lower right hand corner of the computer screen.

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)**. The second Found New Hardware Wizard screen displays.



6. Verify the *Search for the best driver in these locations* options is selected and press **Enter (Next)**. The USB driver loads and the Completing the Found New Hardware screen displays the following:
7. Click **Finish**.
8. Confirm the driver installed correctly through computers's Device Manager. Right click the **My Computer** icon on your desktop.
9. From the menu, select **Properties**. The System Properties dialog box displays.
10. Click the **Hardware** tab.
11. On the Hardware tab, click **Device Manager**. The Device Manager dialog box displays.
12. Locate the Stenograph USB Writer:

Stenograph USB Writer

If you do not see the Stenograph USB Writer, it probably indicates your élan Mira is not plugged into the computer via USB cable and turned On.
13. Click the plus sign next to Stenograph USB Writer. The following heading displays: **Stenograph élan Mira2**

Updating élan Mira Software

Appendix B, Updating élan Mira Software explains how to download available updates for your élan Mira from the Stenograph web site. Once you download the software update onto your computer, you can load it onto your élan Mira over a USB cable or by diskette.

Download the Update to Your Computer

1. Connect to the Stenograph web site and navigate to software Downloads.
2. Select **élan Mira**.
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 élan Mira. See one of the following sections in this Appendix:
 - Load Software Update over USB Cable
 - Load Software Update by Diskette

Load the Update Over a USB Cable

To load the élan Mira software update via USB cable, you must first install the Mira USB driver on your computer. The Mira USB driver comes on a diskette with your élan Mira. If you need to load the élan Mira USB driver, see the *Installing the USB Driver* Appendix for instructions.

You must also have downloaded the update from the Stenograph web site onto your computer in order to load it onto the élan Mira. If you need to download the update, see Download Software Update to Your Computer in this Appendix.

You can update your élan Mira via USB cable regardless of the CAT system you are using.

To load the update:

1. Be sure your writer and computer are turned **On**.
2. Connect one end of the USB cable to the back of the writer and the other end to a USB port on the computer.

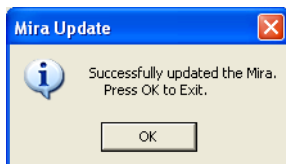
USB ports are often located on the back of the computer or, for notebook computers, on the side.

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

4. Double click on the Mira update file. The Mira Update Version dialog box displays.



5. Select **USB**. The élan Mira beeps twice and then displays the message: *Usb: Programming Flash*. When the update is complete:
 - the élan Mira reboots and displays the Opening menu.
 - your computer displays the message:



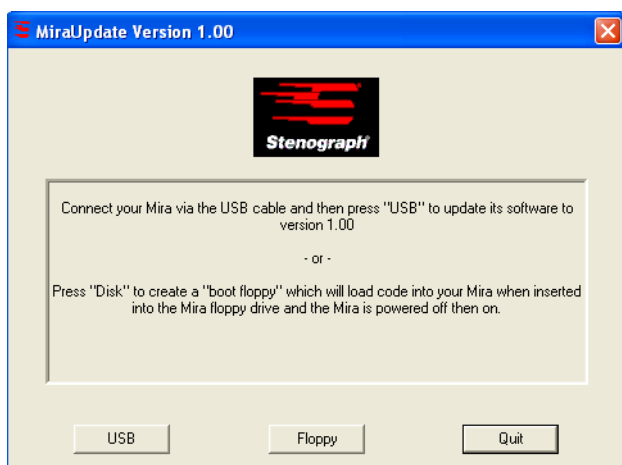
6. In the Mira Update dialog box on your computer, select **OK**. The Mira Update dialog boxes close.

Load Software Update by Diskette

You must have downloaded the update from the Stenograph web site onto your computer in order to load it onto the élan Mira. If you need to download the update, see Download Software Update to Your Computer in this Appendix.

Be sure to have a blank formatted diskette ready.

1. Using My Computer, navigate to the location on your computer where you downloaded the élan Mira update file.
2. Double click on the Mira update file. The Mira Update Version dialog box displays.



3. Insert a blank formatted diskette into the floppy diskette drive of your computer.

4. Select **Floppy**. Your computer copies the élan Mira files onto the diskette. The message, *Creating Mira Boot Disk. Please Wait* displays on your computer.

When finished creating the boot disk, your computer displays the following dialog box:



5. In the Mira Update dialog box on your computer, select **OK** and then select **Quit** on the Mira Update Version dialog box.
6. Turn your élan Mira **Off**.
7. Insert the Mira boot diskette into the diskette drive of the Mira.
8. Turn the writer **On**.
9. The élan Mira displays a progress bar and a message indicating the writer is being programmed.
10. When the élan Mira completes loading the update, it reboots and displays the Opening menu.
11. Remove the Mira boot diskette from the writer.

Troubleshooting

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

Authentication Failed

When opening wireless communication between the élan Mira and your computer, you must first open Socket BlueSoleil software, turn your Mira **On** and then attach the Socket Serial Bluetooth Adapter.

Do the following:

1. Be sure the computer to which you are writing realtime is **On** and Socket BlueSoleil is active.
2. Be sure the élan Mira is **On**.
3. Remove the Socket Serial Bluetooth Adapter from the élan Mira.
4. Wait approximately 10 - 15 seconds.
5. Reattach the Socket Serial Bluetooth Adapter to the élan Mira.
6. The Enter Bluetooth Passkey dialog box displays.

Cannot Update Software via USB Cable

To load the élan Mira software update via USB cable, you must first install the Mira USB driver on your computer. The Mira USB driver comes on a diskette with your élan Mira. To load the élan Mira USB driver, see the *Installing the USB Driver Appendix* for instructions.

Cannot Write Files from RAM to Diskette

When you insert a diskette into the drive of the élan Mira after you have turned On the writer and then attempt to copy files from RAM to diskette, the disk error message, *Disk is Full* displays. Turn the élan Mira Off. Insert a diskette into the drive and then turn the Mira On.

élan Mira Appears Unresponsive

If the élan Mira appears to be unresponsive, press the **Reset button** to reboot the Mira. The Mira is ready to use after rebooting. Using 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.

The Reset button is located on the back of the Mira between the CompactFlash card and LCD Contrast Control knob.

No Enter Bluetooth Passkey Window After Configuring

During wireless configuration, the élan Mira searches for all computers in the area that have Socket BlueSoleil software with a Bluetooth device. The Mira can only connect with one computer.

Do the following:

1. Verify the computer's Bluetooth address. Place the mouse over the orange ball.

2. Identify the Bluetooth address of the computer to which the Mira is connected. From the Opening menu on the Mira, press **More** twice and then press **Wireless**.

The computer's Bluetooth address must match the address on the Mira identified as the *Target Computer*. Do **one** of the following:

- If the address does not match, repeat the steps for *Establishing Initial Communication*.
- If the address matches, complete the steps for *Authentication Failed*, in this *Troubleshooting* section.

Steno Outlines Overlap or "Stack"

The Mira keyboard is factory set at a very short (low) depth of stroke, contact adjustments of 5 and a medium tension. Depending on your writing style, you may experience excessive overlapping of steno outlines or "stacking" due to the short depth of stroke. If you experience stacking:

1. Adjust the depth of stroke to the longest stroke. See *Adjusting Depth of Stroke* in the *Hardware* chapter, for step by step instructions.
2. After adjusting the depth of stroke, continue to write on the machine. Gradually shorten the depth of stroke and continue to practice writing between adjustments.
3. Once you begin experiencing the overlapping of steno outlines, adjust the depth of stroke a little higher.
4. If after making the above adjustments, you experience specific keys in your steno outlines that should not be there, you may want to adjust the key contact for that specific key. Adjust the key contact to a higher number. See *Adjusting Key Contacts* in the *Hardware* chapter for step by step instructions.

Unknown Device Message on Computer

1. Make sure the USB driver is loaded on the computer. See the *Installing the USB Driver* Appendix for more information.
2. Make sure the élan Mira is turned On before plugging in the USB cable to Mira and the computer.

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 begin 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 Mira and reconnect it. This does not affect your realtime file. Once you reconnect the cable, the new steno strokes display on the realtime screen.

Wireless Adapter Not Found

The following message displays during wireless connection:

**Wireless Adapter Not Found
Or Connection Active
Disconnect Then Reconnect Adapter**

Do the following:

1. Be sure the computer to which you are writing realtime is **On** and Socket BlueSoleil is active.
2. Be sure the élan Mira is **On**.
3. Remove the Socket Serial Bluetooth Adapter from the Mira.
4. Wait approximately 10 - 15 seconds.
5. Reattach the Socket Serial Bluetooth Adapter to the élan Mira.
6. Verify your élan Mira PC board version. Your élan Mira PC board version must be 1.2 or higher to use wireless communication. Miras with serial number E002583 or higher have PC board version 1.2.

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