

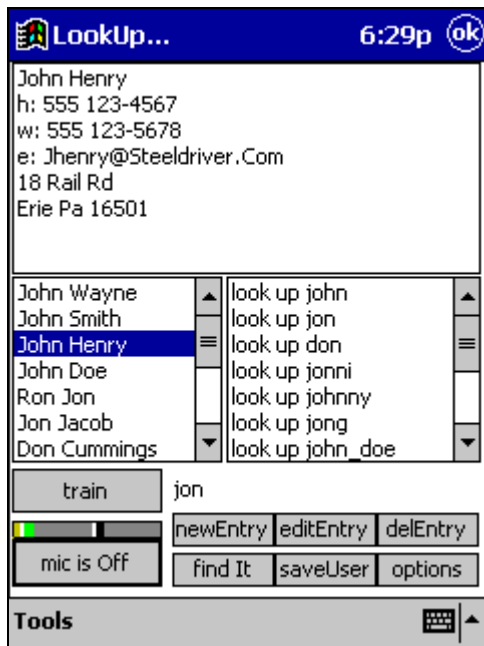
Voice LookUp Quick Reference Sheet

Introduction

This quick reference sheet provides concise information about the basic functions of Voice LookUp, including:

- Enrollment
- Reassigning the mic button
- Using Voice LookUp's basic features
- Advanced Features

For more detailed information about these and other Voice LookUp functions, see the *Voice LookUp User's Guide*.



Enrolling

Begin enrollment

- Tap **Start: Programs: LookUp**
- (New user) "Would you like to enroll?" – Tap **yes**.
- (Or to return to enrollment from main LookUp screen) – Tap **Options: Enroll**.

Enrollment Process

- On training screen, tap **mic button on**.
- Repeat back audible prompts.
 - Keep mic close to your lips, pause to be sure mic is on, then speak clearly. Use your normal voice.
 - If program doesn't seem to respond—make sure mic says **On** and try again.
- To pause, tap **mic button off**. To resume, tap again.
- If in doubt about any step, tap **unDo**.

Save User

- When finished enrolling, tap **SaveUser**.
- Select username ("default.usr" if you are the sole user).
- Tap **Save It!** then **Exit**.

Reassigning external mic button

Enable mic button to launch LookUp

- Tap **Start: Settings: Buttons** (program tab if WinCE 2.11).
- Select **side button** or another choice.
- In **Button Assignment** dropdown menu, select **LookUp**.
- Tap **OK**.

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Basic Voice LookUp Features

To begin

- Tap your PDA's mic button (if reassigned to LookUp).
- (Or) tap **Start: Programs: LookUp**.

Options

- Select your User File (in most cases, `default.usr`).
- Select the Contacts file (`demo.tsv` for training, or `outlook.tsv` to use your Pocket Outlook contacts).
- Tap **OK** (or press external mic button) to exit Options.

For information about using the "demo" database, see the Voice LookUp User's Guide.

Looking up names

- Press external mic button. (If not already in LookUp, this will launch it or switch to it.)
- If onscreen mic button says **mic is Off**, press mic switch again.
- When onscreen button says **mic is On**, hold microphone close and say either: "**Look up [contact name]**" or: "**Look up [company name]**".
- Voice LookUp displays a list of names and echoes the top choice (if echoing, "**Echo On**" and "**Echo Off**" toggle echoing).
- If the name you want is at the top of the list, tap it with your stylus. The correct contact information appears in the top of the screen.

If the name you want is not at the top of the list, look for it in the list and select (tap) it.

Training the voice model

- When you have selected the correct contact, verify the phonetic spelling (to the right of the **train** button). Tap it to play it.
- If satisfied, tap **train**.

Do not train if your utterance was incorrect, the phonetic spelling is wrong, or background noises interfered.

If the name you want is not in the list

- **Mic On**. Try again.
- If several attempts don't produce it, tap **find It**.

- In search screen, begin typing the name until you see it in the upper right. (If you do not find it, the name might not be in your contacts list.)
- Tap the correct name to return to the main LookUp screen.
 - Do not "train" the model to this name until you have added the proper phonetic pronunciation.
- Tap **editEntry**.
- In the edit screen, make any desired changes.
- Tap **OK** to open Add Pronunciation screen.
(See "Adding Pronunciations," below.)

Saving the new model

- When you train LookUp, you must save the changes for them to be remembered. This gives an opportunity to discard changes if you accidentally tapped train, then realized there was a problem with your phonetic sample.
- To save changes at any time, tap **saveUser**.
- When you close LookUp (by tapping **OK**), you will be prompted to save, if you have trained the model. Tap **Yes** unless you have made changes that you prefer to discard.

Missing pronunciations?

- If prompted to create new pronunciations ("Missing Pronunciations"), you may do so, or wait for a more convenient time.
- You can turn this reminder prompt on or off in **Options**.

Adding pronunciations

In the Add Pronunciation screen:

- Choose a name in the upper left of the screen.
- **Mic On**. Say the name.
- A list of phonetic spellings appears in the upper right. Tap **playPron** for a few.
- If you find a pronunciation that sounds right, tap **acceptPron**.

If you don't like any of the pronunciation choices:

- **Mic On**. Say the name again.
- If you *still* don't like the phonetic choices, tap **kbd** to edit the phonetic spelling yourself.

Quit at any time by tapping:

- **OK** – to save all pronunciations you have added, or
- **Cancel** – to discard all pronunciations

Advanced Features

Dial a phone number

- Look up a contact.
- Mic **On**. Say, "**Call home**" or "**Call work**."
- If the home or work number is found, LookUp displays a countdown screen.
- LookUp either dials by playing touch-tones (place the PDA speaker near the mouthpiece of a phone)
- Or it reads aloud the phone number
- Or it dials the embedded cell phone

Refer to Options for such variables as dialing prefixes and area codes.

Create email

- Look up a contact.
- Mic **On**. Say, "**Send mail**."
- An email composition screen opens, with the email address of your contact entered in the "to:" field.
 - To add another address, move the cursor to any address field (to:, cc:, or bcc:).
 - Mic **On**. Say, "**Look up [name of second addressee]**."
 - Second contact's email address will be added.
 - (Or) if the first address is highlighted when you do this, the new address will replace it.
- Compose a text message by hand.
- (Or) create a voicemail attachment by turning on the mic and saying, "**Voicemail**."

Create voicemail

- Create an email as above.
- (Or) look up a contact.
- Mic **On**. Say, "**Voicemail**."

The Voicemail screen opens, displaying a set of recorder buttons.

- To record:
 - mic **On**
 - pause a moment, then speak your message clearly
 - mic **Off**
- Then:
 - tap **play** to listen to your recording
 - (or) tap the mic **On**, to append to your message
 - (or) tap **erase**, to start over
- Finally:
 - tap **OK** to save the recording
 - (or) tap **erase**, then **OK**, to quit without saving

You are returned to the email composition screen. !! before the "to:" field indicates a voicemail is attached to your email.

Send email/voicemail

- When finished composing your email:
 - tap **send** to place it in your Outbox
 - (or) tap **hold** to return to it later
 - (or) tap **cancel** to discard it
- When your email is placed in the Outbox, it will be sent during the next outgoing mail session, or transferred by ActiveSync to the Outbox of your PC email program.

Note: ActiveSync must be configured correctly to enable sending of emails. See the Voice LookUp User's Guide.

Schedule a meeting

- Look up a contact.
- Mic **On**. Say, "**Schedule a meeting**."
- A calendar appointment window opens, with the contact's name already supplied.
- Mic **On**. Say the day, start time to finish time of your appointment. (ex: Monday 9 to 10)
- Type in more text, if you wish. Then:
 - tap **send** to place the appointment in your Calendar
 - (or) tap **hold** to return to it later
 - (or) tap **cancel** to discard

Switch Tasks

- Mic **On**. Say, "**Switch to [name of other application]**."
 - For example: "Switch to Word" or "Switch to Excel."
- LookUp launches the other program, or switches to it, if already active.

See Voice LookUp User's Guide for a list of programs already recognized.

Other Operations

See the *Voice LookUp User's Guide* for further information, including:

- Tips on working with Contacts
- Tips on training
- Backing up your User file
- Uninstalling