USER GUIDE

C-PEN READER 2™ C-PEN EXAM READER 2™ LINGOPEN™

Settings

Recorder

Text Reader

Dictionary

Library

Click the Text for Great Videos!

www.scanningpens.com

scanning pens™ UNITED STATES

HOW AUDIO PROMOTES LITERACY

BENEFITS OF AUDIO TO LEARNING HOW TO READ

> "The single most important activity for building the knowledge required for eventual success in reading is reading aloud to children."
> *- Jim Trelease, The Read-Aloud Handbook*

INCREASES READING ACCURACY BY 52%

IMPROVES COMPREHENSION BY 76%

Provides context, helping children decide words and comprehend challenging text.

TEACHES BETTER UNDERSTANDING

INCREASES READING SPEED

EXPANDS VOCABULARY

IMPROVES FLUENCY

BENEFITS OF AUDIO TO OTHER TYPES OF LEARNING

> "...students who listen pick up more knowledge to reflect on..."
> *-Penn State University Staff. Active Listening.*

85%

of what we learn, we learn by listening.

TEST SCORES INCREASED 21%

when engaged in multi-modal learning versus single-mode.

Combining print and audio increases recall 40% over print alone.

2 GRADE LEVELS

Students can listen and comprehend 2 grade levels above their reading level.

INCREASES MOTIVATION BY 67%

60%

of people prefer text-to-speech over traditional reading methods.

https://divi-test.wvls.org/wp-content/uploads/2017/06/How-Audio-Promotes-Literacy-infographic.pdf

WELCOME

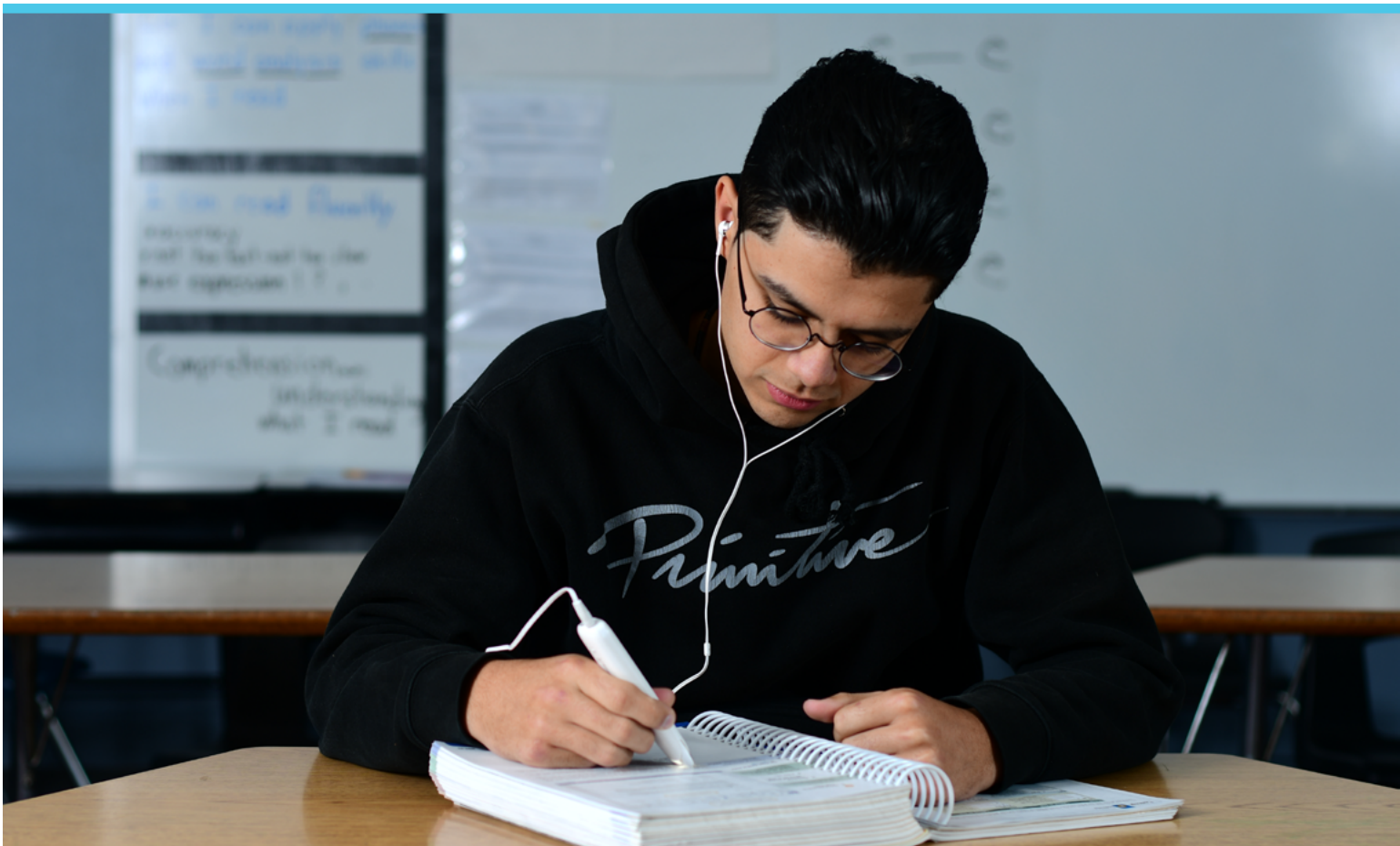
Congratulations on joining the Scanning Pens Team! Tens of thousands of schools and colleges actively using the C-Pen Reader 2™, C-Pen Exam Reader 2™, and LingoPen™ promote positive reading strategies.

The **C-Pen Reader 2™** is a significant technological breakthrough for anyone reading English, French, or Spanish and is a lifesaver for those who have reading or attention needs. The C-Pen Reader 2™ is a portable, pocket-sized device that reads text aloud with an English, French, or Spanish human-like digital voice. For more information, visit **www.readerpen.com**.

The **C-Pen Exam Reader 2™** is a portable assistive text reader for printed text. Exam Reader 2™ is designed for tests and exams when a user requires reading assistance. Everything, including the natural speaking voices, is embedded in this offline device. No unauthorized material or content can be loaded onto the pen, and it can only be used to support text reading. Additionally, the College Board of Services for Students with Disabilities approves the use of this pen. For more information, visit **www.examreader.com**.

A **LingoPen™** is also a convenient portable tool for those who need support learning a new language. Users can scan text to instantly look up and translate single words in 8 different languages. For more information, visit **www.cpenlingo.com**.

This guide is full of helpful information about the pens, how to use them, and getting them in the hands of your user. Enjoy!



C-PEN READER 2™ Set-Up Menu Guide

Reader

Scan to read text

Before Scanning - Menu

- Volume (1-10, Boost 1 - Boost 5)
- Auto Read (On/Off)
- Scan Mode
  - Append
  - Replace
- Text Language
  - English
    - *American/Indian/Australian/British/Irish/Scottish*
  - French
    - *European/Canadian*
  - Spanish
    - *European/Latin*
  - Italian
- Read Settings
  - Speed (0-10)
  - Word Pause (1-5)
  - Puncuation Pause (1-5)
  - Read Delay

After Scanning - Menu

- Volume (1-10, Boost 1 - Boost 5)
- Clear Screen
- Look up word
- Save to Library
- Auto Read (On/Off)
- Scan Mode
  - Append
  - Replace
- Text Language
  - English
    - *American/Indian/Australian/British/Irish/Scottish*
  - French
    - *European/Canadian*
  - Spanish
    - *European/Latin*
  - Italian
- Read Settings
  - Speed (0-10)
  - Word Pause (1-5)
  - Puncuation Pause (1-5)
  - Read Delay

Dictionary

Before Scanning - Menu

- Volume (1-10, Boost 1 - Boost 5)
- History
- Dictionary
  - Text Language
    - *English/French/Spanish*
  - Dictionary
    - *OPD/Collins/NOAD (ENG)*
    - *Cordial (FRE)*
    - *Larousse (SPA)*
  - Read Settings
    - *Speed (0-10)*
    - *Word Pause (1-5)*
    - *Punctuation Pause (1-5)*

C-PEN READER 2™ Set-Up Menu Guide

- **Recorder**
  - **Volume (0-30)**
  - **File Format** — MP3/Wav
  - **File Quality** — Low/Mid/High
- **Library**
  - **My Text Files** — New, Any Saved Files
  - **My Recordings** — New, Any Saved Files
  - **My Music**
- **Practice**
  - **Select Language to Practice** — English
  - **Select Words to Practice** — Today/Last 3 Days/Last Week/ Last Month/Random
  - **Menu**
    - Volume (1-Boost 5)
    - Mode (Definitions/Words)
      - *Word Mode (Press Select to Cycle Through the Words)*
      - *Definition Mode*
        - *Pressing select replays the word*
        - *Right Arrow to next word, down arrow twice for definition. Then right arrow onto 'Next' and press select to exit to next word*
  - **Back Button to Exit**

C-PEN EXAM READER 2™ Set-Up Menu Guide

MAIN MENU

Text Reader

Scan to read text

Before Scanning - Menu

- Volume (1 - Boost 5)
- Auto Read (On/Off)
- Scan Mode
  - Append
  - Replace
- Text Language
  - Chinese
    - *Mandarin/Cantonese/Taiwanese*
  - Danish
  - Dutch
    - *Dutch/Flemish*
  - English
    - *Australian/British/American/Indian*
  - French
    - *European/Canadian*
  - German
  - Italian
  - Norwegian
  - Portuguese
    - *European/Brazilian*
  - Russian
  - Spanish
    - *European/Latin American*
  - Swedish
- Read Settings
  - Speed (0-10)
  - Word Pause (0-5)
  - Puncuation Pause (0-5)
  - Read Delay (0-3 secs)

After Scanning - Menu

- Volume (1 - Boost 5)
- Clear Screen
- Auto Read (On/Off)
- Scan Mode
  - Append
  - Replace
- Text Language
  - Chinese
    - *Mandarin/Cantonese/Taiwanese*
  - Danish
  - Dutch
    - *Dutch/Flemish*
  - English
    - *Australian/British/American/Indian*
  - French
    - *European/Canadian*
  - German
  - Italian
  - Norwegian
  - Portuguese
    - *European/Brazilian*
  - Russian
  - Spanish
    - *European/Latin American*
  - Swedish
- Read Settings
  - Speed (0-10)
  - Word Pause (0-5)
  - Puncuation Pause (0-5)
  - Read Delay (0-3 secs)

C-PEN LingoPen™ Set-Up Menu Guide

- **MAIN MENU**
  - **Text Reader**
    - **Scan to read text**
      - **Clear Screen**
      - **Translation**
      - **Select Dictionary (Oxford Arabic Dictionary/Great Dictionary/Oxford ELT/Oxford)**
      - **Adding Mode**
        - Append
        - Replace
      - **Auto Read (On/Off)**
      - **Scan Languages**
        - Chinese/English/French/German/Italian/Russian/Spanish
      - **Read Settings**
        - Speed and Volume
        - Word Pause
        - Punctuation Pause
  - **Dictionary**

English-Arabic	Oxford Arabic Dictionary
English-Chinese-English	Great Dictionary
English-French-English	Oxford ELT/Oxford
English-German-English	Oxford ELT/Oxford
English-Italian-English	Oxford ELT/Oxford
English-Russian-English	Oxford Dictionary
English-Spanish-English	Oxford ELT/Oxford

    - **History**
    - **Reading Settings**
      - Read Scan
      - Speed
      - Word Pause
      - Punctuation Pause
      - Volume
  - **Scan-to-File**
    - **New File**
      - Read Again
      - Go To Beginning
      - Reading Settings
        - *Reading (On/Off)*
        - *Speed*
        - *Word Pause*
        - *Punctuation Pause*
        - *Volume*
      - Translation
      - Select Dictionary
        - *Oxford Arabic Dictionary/Oxford ELT/Oxford/Great Dictionary*
      - Scan Languages
        - *Chinese/English/French/German/Italian/Russian/Spanish*
    - **Open File**
    - **Delete File**
    - **Scan Settings**
      - Scan Languages
        - *Chinese/English/French/German/Italian/Russian/Spanish*
      - Reading Settings
        - *Reading (On/Off)*
        - *Speed*
        - *Word Pause*
        - *Punctuation Pause*
        - *Volume*
  - **Recorder**
    - **Record**
    - **Play Recording**
    - **Erase Recording**
    - **Play Music**
    - **Settings**
      - File Format
        - *MP3/WAV*
      - File Quality
        - *High/Middle/Low*
      - Loop Mode
        - *Repeat One Item/Repeat All Items/Do Not Repeat*
      - Volume Setting
  - **Settings**
    - **Menu Language**
      - English/French/Dutch/Italian/Russian/Spanish
    - **Talking Menu (Reads the Menu Out Loud)**
      - Reading (On/Off)
      - Speed
      - Volume
    - **TTS Settings**
      - English Voice (British/American/Indian/Scottish/Irish/Australian)
      - Spanish Voice (Spanish/Latin Spanish)
      - Read Delay (None-3 seconds)
    - **Exam Lock**
      - Lock
      - Unlock
      - Lock Mode
        - *Text Reader Mode*
        - *Text Reader + Dictionary*
    - **Left/Right Handed**
    - **Brightness**
    - **Date**
    - **Time**
    - **Auto Shut Down**
      - 5 minutes/10 minutes/30 minutes/1 hour/2 hours
    - **Statistics**
      - On
      - Off
      - Delete File
    - **System Information**
      - State of Charge
      - Storage Space
      - Version
      - Dictionary Information
    - **Software Upgrade**
    - **Default Settings (Reboot)**
    - **Run Wizard**
    - **Advanced**
      - UI Language Lock
      - UI Language Unlock
    - **About**

How to Use the Pen

1

Pen User Guide

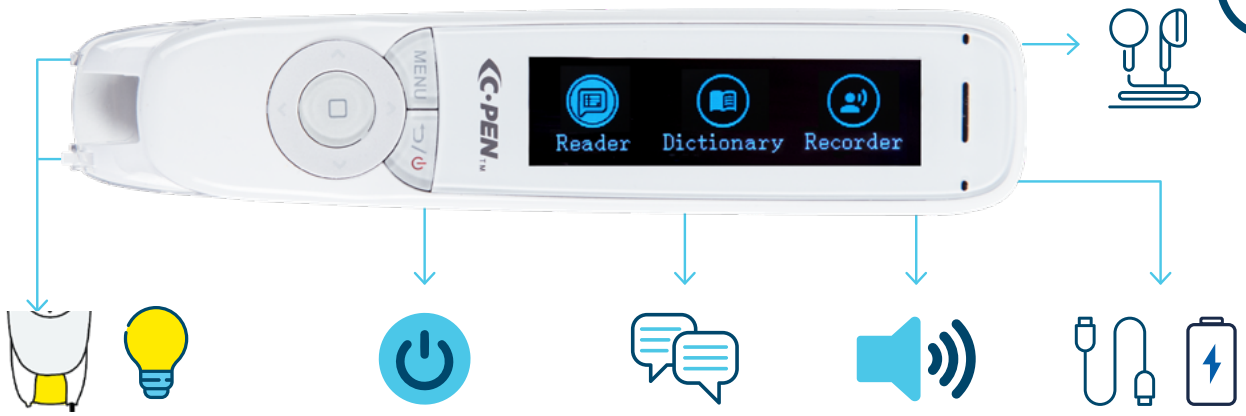
This pen can read text for you. It is simple to use.

2

Using the Pen

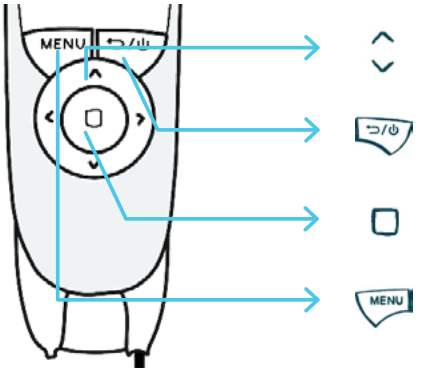
Hold the pen at an angle, push down, the light comes on.

3



Best Set-Up Video

4



Arrow buttons give more options

Main Menu, options, back

Choose

Menu

5

Follow the Set-Up instructions

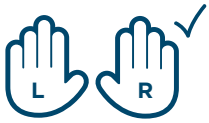
To **re-set** all of the settings on the pen

On → Settings → Run Wizard

6

Tips and Tricks for You to Scan

- The pen reads best when you hold it at an angle.
- Make sure the light comes on. Keep pushing down gently as you scan the words.
- You can save the battery by setting up the auto-shutdown to turn off after 5 minutes.
- You can choose Right or Left Handed in Settings.
  - The pen can scan from right to left and left to right.



- Text Reader: Choose this setting to make the pen play the words that you have scanned.
- The pen can scan and read three different languages
  - Settings: Menu: Menu language: English, French, Spanish
  - Settings: Text Language: English, French, Spanish
- Definitions: This setting will give you the dictionary definition of a word.
  - OPD stands for Oxford Primary Dictionary. This gives good basic definitions of words (primary). Collins will give more complex definitions (recommended).

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LET'S GO!

Scan … Listen …. Understand

Let's go scanning!

Take the pen out of the box and turn it on. Follow the How to Use the Pen for the C-Pen Reader 2™ on Pages 8 and 9 of this guide or watch our Best Set-Up video.

Let's find out what size text can be scanned:

7 The quick fox is brown

10 The quick fox is brown

14 The quick fox is brown

18 The quick fox is brown

24 The quick fox is brown

Top Tips:

- Make sure the light stays on for the entire scan. Lifting up makes the camera stop.
- Start your scan before the first word and lift off at the very end.
- Going slow? You can scan quicker and adjust at your own pace.
- Make sure you have the pen set for the correct hand use.

Most fonts can be scanned. Here are some examples:

Arial	Choose the best word to complete the sentences below.
Calibri	Use your dictionary to find the definition of each word.
Courier	Repeat each word aloud.
Computer Modern	Let's look at your history of dictionary searches.
Helvetica	Read each of these statements.
Verdana	Explore the differences in word definitions.
Comic Sans	Read and record yourself reading the passage.

TIPS:

- Fonts that are 'art house' or illustrated are not recognized by the pen.
- Handwriting or text from reflective surfaces like computer screens will not scan.
- Poorly reproduced text and text with a low-level of contrast will not scan correctly.

FAQS

Q: Why won't the pen scan properly?

- Make sure the pen is scanning at the correct angle.
- Right-Handed or Left-Handed? The correct hand mode setting is important.
- Go to Menu settings and run the wizard to get a good basic set-up.
- The camera can only see one line of text at a time. Is the text too close together?

Q: How do I charge and maintain the pen?

- Avoid letting the battery die - charge with the mini-USB cable.
  - The pens have a very long shelf life if charged regularly.
  - Charge the pen to at least 50% for long-term storage.

Q: The pen is not working. What do I do?

- Charge the pen with the USB cable provided.
- Complete a HARD reset by pressing the reset button at the back of the pen.
- Is the automatic shut down time too short? You can change this in the settings.
- A short automatic shut down time helps to preserve battery life.

Q: Why provide a pen rather than a human reader?

- Keeps the user focused on learning without distraction.
- Breaks the cycle of needing human support.
- Fosters independent learning skills.
- Provides support when needed.

Q: Is the pen just for dyslexia?

- No! It can have a positive impact on social-emotional learning outcomes, such as fostering independence and boosting self-esteem.
- Users can listen back to a consistent voice as many times as they need.
- English Language Learners can build vocabulary and word knowledge quickly and independently.

Q: Is it a crutch or a tool?

- Many students require special accommodations or additional support to access grade level content. Whether a user has an individualized education program (IEP) or needs general help, the pen is designed to support access.
- The pen is a user-friendly resource to include in any toolkit because it will address a variety of needs and goals from providing a pathway to grade level content, boosting user engagement, remediation, and/or intervention support.