MATT Connect Skills Checklist

Mastery level can be marked as I (introduced), P (progressing), M (mastered), or as instructor sees fit.

NOTE: The skills listed here are specific to the MATT Connect video magnifier. Basic CCTV skills are not included on this list.

# Device Setup and Orientation

| **Skill** | **Action/Gesture** | **Image** | **Mastery Level** | **Date** |
| --- | --- | --- | --- | --- |
| Open stand | With unit placed on flat surface, handle facing user, lift up from the handle while holding base with other hand to unfold the unit; unfold top panel |  |  |  |
| Power on distance camera | Press and hold the round power button on the top center of distance camera; the camera lens will open |  |  |  |
| Attach distance camera | Insert camera stick into one of two slots at the top of the stand (located above hinges on right and left) |  |  |  |
| Power on tablet | Press and hold the power button (first button on bottom, right edge of tablet) |  |  |  |
| Adjust volume | Press rocker switch to right to turn volume up; press rocker switch to left to turn volume down (located to the left of the power button) |  |  |  |
| Power down tablet | Press and hold the power button; select “Power off” from the onscreen menu |  |  |  |

# Charging and Storage

| **Skill** | **Action/Gesture** | **Image** | **Mastery Level** | **Date** |
| --- | --- | --- | --- | --- |
| Connect tablet power supply cable | Plug power supply cable into recharge port (second round port from the bottom on right edge of tablet), then plug cable in to outlet |  |  |  |
| Connect distance camera power supply cable | With lens facing away from user, locate the port cover on the left of the camera (located under toggle switch); open cover and insert the power supply cable into the micro-USB port, then insert USB connector into charging block and plug in to an outlet |  |  |  |
| Collapse stand | Remove any documents/items from the stand base; remove distance camera stick from stand; fold top panel down and back to the stand; fold back of stand down towards base  NOTE: If tablet power supply is connected, disconnect cable before collapsing stand. |  |  |  |
| Return to carrying-case | Collect any cables, the tablet in the folded stand, and the distance camera; place all items into carrying case for storage and portability |  |  |  |

# Basic Interface

| **Skill** | **Action/Gesture** | **Image** | **Mastery Level** | **Date** |
| --- | --- | --- | --- | --- |
| Choose contrast colors | Tap contrast button to cycle through contrast options until desired setting is displayed | Contrast button icon |  |  |
| Switch to distance viewing | Tap distance button  NOTE: Power on distance camera first | Distance button icon |  |  |
| Return to magnifier | Press the back button at the bottom left of the screen | Back button icon |  |  |
| Zoom out | Tap zoom out button or use pinch and zoom gesture on tablet; in distance mode, user can also use the zoom control on the distance camera (downward press on toggle switch on left side of camera) | Zoom out button icon |  |  |
| Zoom in | Tap zoom in button or use pinch and zoom gesture; in distance mode, user can also use the zoom control on the distance camera (upward press on toggle switch on left side of camera) | Zoom in button icon |  |  |
| To hear buttons announced on button banner turn on Navigation mode  Note: must turn speech on first in settings | Two finger press and hold on screen to turn Navigation mode on/off  Swipe one finger left or right to hear buttons  Tap on button |  |  |  |
| Hide Button Bar | One finger swipe top to bottom just above buttons |  |  |  |
| Show Button Bar | One finger tap arrow icon at bottom center of screen or one finger swipe bottom to top |  |  |  |
| Auto Focus | One finger double tap to turn auto focus on/off |  |  |  |

# Standard Interface (building upon skills mastered in Basic Interface)

| **Skill** | **Action/Gesture** | **Image** | **Mastery Level** | **Date** |
| --- | --- | --- | --- | --- |
| Access Gallery content | Tap gallery button | Gallery button icon |  |  |
| Navigate Gallery | Swipe right or left; use left and right arrow buttons | Navigate left button iconNavigate right button icon |  |  |
| Capture an image | Tap capture button | Capture button icon |  |  |
| Decrease magnification to observe full page | Press and hold zoom out button (paper under magnifier should be in landscape orientation and the button bar collapsed) | Zoom out button icon |  |  |
| Full page capture | Lift tablet screen until it vibrates to indicate full page; press the arrow button to show button bar; tap the capture button; once the document is captured it will automatically save to the gallery | Capture button icon |  |  |
| Initialize reading mode | Tap read button or one finger long press for count of 2 seconds | Read button icon |  |  |
| Stop/pause reading | Tap read button OR one finger long press for count of 2 seconds | Read button icon |  |  |
| To hear buttons announced on button banner turn on Navigation mode  Note: must turn speech on first in settings | Two finger press and hold on screen to turn Navigation mode on/off  Swipe one finger left or right to hear buttons  Tap on button |  |  |  |

# Advanced Interface (building upon skills mastered in Standard Interface)

## Advanced Interface: Carousel Menu

| **Skill** | **Action/Gesture** | **Image** | **Mastery Level** | **Date** |
| --- | --- | --- | --- | --- |
| Navigate the carousel menu | Swipe right or left |  |  |  |
| Open Calculator app | Tap calculator icon within carousel menu  Tap the settings button to select the calculator function  Press Mode  Select Standard, Scientific or Graphing | Calculator icon |  |  |
| Open Bookshare app | Tap books icon within carousel menu  **Login** enter your Bookshare login information using the virtual keyboard. First, enter your User Name and tap the blue button on the right side of the keyboard. Then, enter your password and tap the blue button again. Your login information will be saved  **Logout** (in Books app): Log out of Bookshare. Press the  Settings button in Books to reach this option | Books icon |  |  |
| Open Distance viewing | Tap distance icon within carousel menu  Note: Remember to turn the Distance Camera on first | Distance app icon |  |  |
| Open Notes | Tap notes icon within the carousel menu  Tap the plus button to create a new note, category/folder or delete notes | Notes icon |  |  |
| Open APH Toolbox | Tap APH icon within carousel menu  Tap the settings button to organize, add or remove apps from the list | APH Toolbox icon |  |  |
| Open Magnifier | Tap magnifier icon within carousel menu | Magnifier icon |  |  |
| Open Gallery | Tap gallery icon within carousel menu | Gallery icon |  |  |
| Open Settings menu | Tap settings icon within carousel menu  Tap Audio to adjust speech settings  Press Speech  Select On, Documents Only or Off | Settings icon |  |  |
| Open Help menu | Tap the help icon within carousel menu  Tap YouTube tutorials to watch videos and webinars on the use of MATT Connect features | Help icon |  |  |
| Go to Main Carousel from anywhere in Prodigi App | Two finger double tap |  |  |  |
| To hear buttons announced on button banner turn on Navigation mode  Note: must turn speech on first in settings | Two finger press and hold on screen to turn Navigation mode on/off  Swipe one finger left or right to hear buttons  Tap on button |  |  |  |

## Advanced Interface: Android Screen

| **Skill** | **Action/Gesture** | **Image** | **Mastery Level** | **Date** |
| --- | --- | --- | --- | --- |
| Go to Android Screen from Prodigi App | 4 or 5 Finger Long Press |  |  |  |
| Go to Prodigi app | Tap Prodigi icon | Prodigi icon |  |  |
| Android screen back | Tap left-pointing arrow button at bottom of screen | Back button icon |  |  |
| Return to Prodigi Carousel | Tap circle button at bottom of screen | Andoid home button - circle |  |  |
| Android screen recent apps | Tap square button at bottom of screen | Android recent app button - square |  |  |

## Advanced Interface: Magnifier App

| **Skill** | **Action/Gesture** | **Image** | **Mastery Level** | **Date** |
| --- | --- | --- | --- | --- |
| Hand gesture zoom | Two finger pinch |  |  |  |
| Hand gesture contrast cycle | One finger swipe top to bottom on right side of screen |  |  |  |
| Hand gesture capture image | One finger long press on screen |  |  |  |
| Go back one level | Tap back button | Back button icon |  |  |
| Open settings  Adjust Reading Settings | Tap settings button  Tap brightness to adjust brightness level  Tap contrast to select contrast color  Tap mode to select live or multi-capture  Adjust autofocus  Tap angle correction to select enabled or disabled for angle view or full screen view  Tap voice to select male or female voice  Tap gestures to select hand gestures | Settings button icon |  |  |
| Turn light on/off | Tap light button | Light button icon |  |  |
| Save image (if page has been captured) | Tap save button | Save button icon |  |  |
| Increase Speech Rate | Swipe left |  |  |  |
| Decrease Speech Rate | Swipe right |  |  |  |
| Speech On/Off (Toggle) | One finder double tap |  |  |  |
| Disable OCR | To enable/disable OCR during capture go to Magnifier –> Settings –> OCR: Enabled to turn OCR on during screen capture. Toggle to OCR: Disabled to turn OCR off during screen capture. |  |  |  |
| Self-view | To access front-facing camera go to Magnifier –> Settings –> Camera: Front or Rear to switch between front and back camera views. |  |  |  |

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## Advanced Interface: Multi Capture

| **Skill** | **Action/Gesture** | **Image** | **Mastery Level** | **Date** |
| --- | --- | --- | --- | --- |
| Activate Multi Capture | One finger Swipe top to bottom on left side of screen |  |  |  |
| Adjust tablet 90 degrees | Place page under magnifier (Landscape orientation) |  |  |  |
| Capture Image | Tap capture button  Or one finger long press on screen | Capture button icon |  |  |
| Repeat “Capture Image” until all images are captured | Tap capture button observe that all captured images are automatically saved to the gallery | Capture button icon |  |  |
| View captured documents | Tap double page button | Page button icon |  |  |
| Delete a page | Long press on the page you wish to delete and tap Yes to confirm deletion |  |  |  |
| Replace a page | Long press on the page you wish to replace> Tap Replace> Tap Yes and capture a new page |  |  |  |
| Insert a page | Long press on the page where you wish to insert a new page> Tap Insert and capture a new page |  |  |  |
| Append one or several pages | Long press on any page in a multi capture document and tap Append> Capture your document. The pages will be added to the end of the multipage document. |  |  |  |
| Go back one level (repeat until exit) | Tap back button  Or two finger double tap to exit to carousel menu | Back button icon |  |  |

## Advanced Interface: Distance App

| **Skill** | **Action/Gesture** | **Image** | **Mastery Level** | **Date** |
| --- | --- | --- | --- | --- |
| Zoom out | Tap zoom out button or use pinch and zoom gesture on tablet; in distance mode, user can also use the zoom control on the distance camera (downward press on toggle switch on left side of camera) | Zoom out button icon |  |  |
| Zoom in | Tap zoom in button or use pinch and zoom gesture; in distance mode, user can also use the zoom control on the distance camera (upward press on toggle switch on left side of camera) | Zoom in button icon |  |  |
| Switch between distance and magnification | Swipe left to right |  |  |  |
| Choose Split Screen | One finger tap arrow on left side of screen |  |  |  |
| Return to full magnification | One finger tap bottom of split screen |  |  |  |
| Return to full distance | One finger tap top of split screen |  |  |  |
| Capture distance image | Tap camera button (captured images can be accessed from the gallery in the distance folder) | Capture button icon |  |  |

## Advanced Interface: Gallery

| **Skill** | **Action/Gesture** | **Image** | **Mastery Level** | **Date** |
| --- | --- | --- | --- | --- |
| Access Gallery | Tap gallery button | Gallery icon |  |  |
| Open Document/ File | Tap document or file icon | File icon |  |  |
| Access Action Menu | Long Press on document or file icon | File icon |  |  |
| Rename Document | Long Press on document or file icon> Select Rename Document> Use onscreen keyboard or Bluetooth Keyboard Press Enter to Save Name | File icon |  |  |
| Move a Document | Long Press on Document> Select Move> Select Create New Category>Type New Name> Press Enter to Save New Category | File icon |  |  |
| Delete a Document | Long Press on Document> Select Delete Document> Confirm Delete Document “Yes” | File icon |  |  |
| Export text from document to a text file in Android file system | Long Press on the document containing text you wish to export> Tap Export OCR text> OCR text will be saved as a text file in the root of your tablet |  |  |  |
| Move an image captured within the Distance camera to any folder in the gallery | In the Distance category, Press and Hold on the image you wish to move> Tap Move to Gallery> File will be renamed to first found word in document> File can then be moved to a category if required  NOTE: This action will need completed if you wish to use OCR feature on an image captured in the distance application |  |  |  |
| Create a new category with up to 4 levels of subfolders | Tap the settings button  Press create new category  Name the category  Tap the new category  Press the settings button and create a new category to add a subfolder |  |  |  |
| Create a new document  Go to page within a document | Tap the settings button  Press create new document  Tap the settings button  Press the go to page type in the page number  Press the append to add a page to the document  Press and hold a page in the document to renumber a page |  |  |  |

## Advanced Interface: Writing Tool

| **Skill** | **Action/Gesture** | **Image** | **Mastery Level** | **Date** |
| --- | --- | --- | --- | --- |
| Access Writing Toolbar | Tap annotation button | Annotation button icon |  |  |
| Activate Writing Tool | Tap until pencil icon is visible | Pencil icon |  |  |
| Use Writing Tool | Use one finger or Stylus to write on tablet screen |  |  |  |
| Select Desired Color | Tap Color Selection button; choose from available options | Color selection button icon |  |  |
| Activate Highlight Tool | Tap until highlight icon is visible | Highlight icon |  |  |
| Use Highlight Tool | Use one finger or stylus to highlight on the tablet screen |  |  |  |
| Activate Typing Tool | Tap until typing icon is visible | Typing icon |  |  |
| Use Typing Tool | Long Press on tablet screen to insert text> Type text with onscreen keyboard or Bluetooth keyboard> Tap “Send Icon” in Top Right of Text Edit Area |  |  |  |
| Reposition Text | Tap Text with One Finger- it will be outlined in red> Use 1 Finger Drag to move text to preferred location> Tap once outside of red highlight area |  |  |  |
| Resize Text | Tap Text with One Finger, it will be outlined in red> Pinch to make smaller or larger> Tap once outside of red highlight area |  |  |  |
| Erase Annotation | Select Tool to erase by tapping tool selector repeatedly> Tap erase button> Swipe 1 Finger over item to be erased |  |  |  |
| Unselect Eraser | Tap erase button | Eraser icon |  |  |

## Advanced Interface: Settings

| **Skill** | **Action/Gesture** | **Image** | **Mastery Level** | **Date** |
| --- | --- | --- | --- | --- |
| Open Settings | Tap settings button in the carousel menu | Settings icon |  |  |
| Change the user interface | Tap User Interface  Press Interface  Select Advanced, Standard or Basic |  |  |  |
| Change the language | Tap System Language |  |  |  |
| Change the color contrast | Tap Colors and select color contrast options |  |  |  |
| Change the locator color | Tap Locator Color and select the frame color to use with Speech On |  |  |  |
| Change screen brightness | Tap Screen Brightness to adjust the brightness level |  |  |  |
| Change the button banner | Tap the Button Banner to adjust how it’s activated |  |  |  |
| Use the tablet | Go to Exit to Android |  |  |  |
| Set up WIFI and Bluetooth  Install a software update | Go to System  Go to Software Update |  |  |  |
| Turn speech On | Go to Audio –> Speech -> On |  |  |  |
| Switch from Prodigi to any Android app using Rapid Toggle | Open Settings –> Applications –> Rapid Toggle –> Select Applications –> Choose the Android apps you wish to switch between  Use two finger swipe to the right of the screen to switch between applications. |  |  |  |