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noddlechat

User Manual noddle-chat™

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General Description

noddle-chat™ is a speech generating application that uses a vocabulary set with text and picture icons that is specific for hospital and long term care use. It has been developed in collaboration with Saltillo and is designed to be implemented on tablets using the Android operating system.

Introduction to noddle-chat™

This user manual offers instructions for setting up and using noddle-chat™. For more information from Saltillo, visit the Saltillo website at http://saltillo.com/support/nova-chat-10

Turning the Device On and Off

The power button is located on the top edge of the device (Figure 1). To power it on, press and hold the power button until the screen turns on. To turn the device off, press and hold the power button and select **Power off** from the **Device Options** that appears as a result of holding the power button. Then select **OK**.

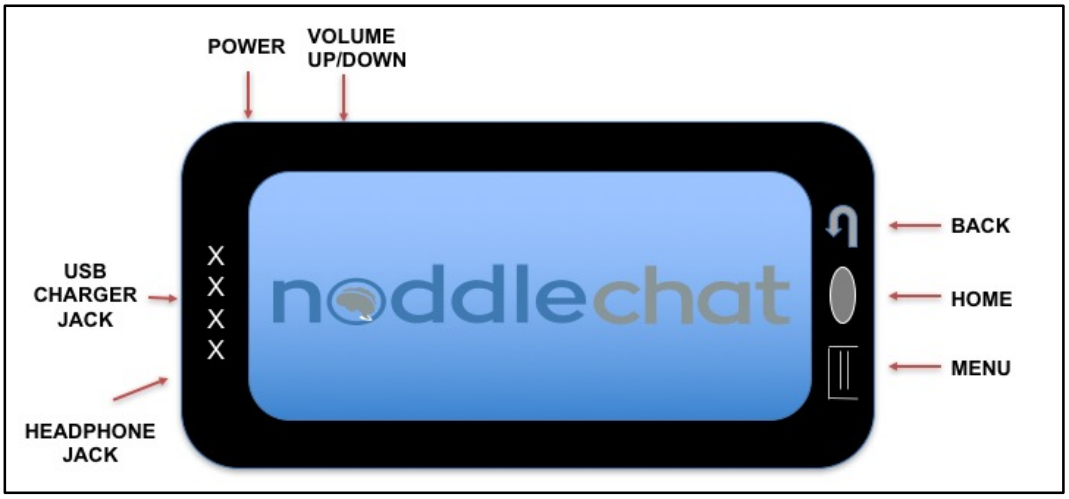

Figure 1: Front view of tablet. Tablet buttons clockwise from upper left corner: power button, volume control, back button, home button, Head Phone Jack, USB Charger Jack.

Turning the screen on and off throughout the day

When using the device on a daily basis, quickly press the **Power** button to turn the screen on and off.

Changing the screen timeout setting

The screen is set up to go into idle mode (Screen Timeout) automatically after a specified period of no activity. To change the period of delay between the last key press or screen touch and the automatic screen timeout:

1) Tap the tablet's **Menu** button (Figure 1)
2) Tap the noddle-chat™ **Settings** button (Figure 2)
3) Tap the **System** button (Figure 3)
4) Tap the **Display** button (Figure 4)
5) Tap the **Screen Timeout** button (Figure 5)
6) Select the desired Screen timeout value (Figure 6)

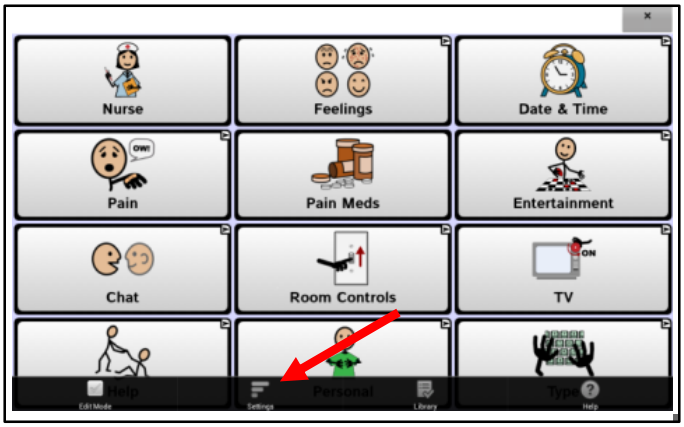

Figure 2: The noddle-chat™ Settings button

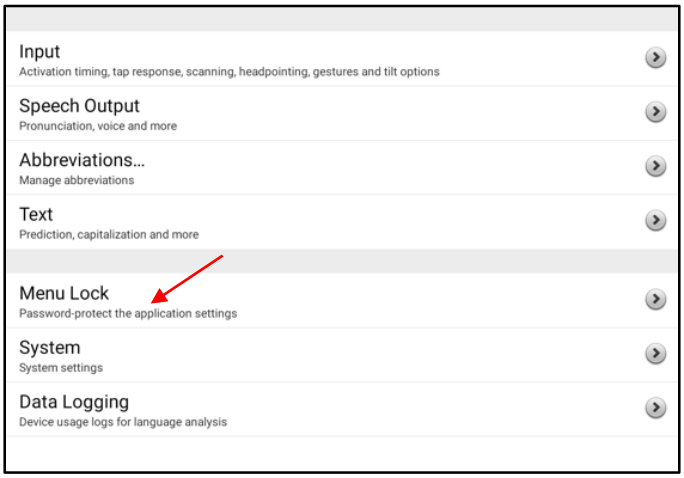

Figure 3: The noddle-chat™ Settings Screen - System button

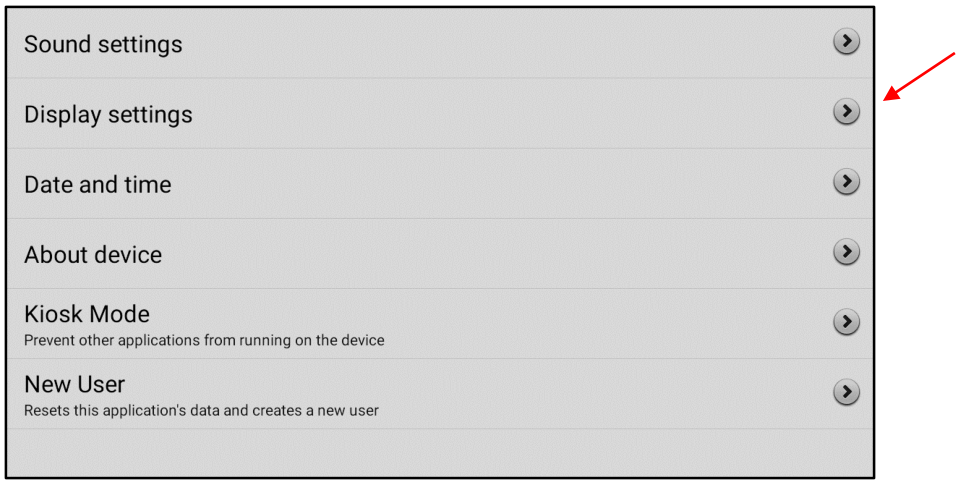

Figure 4: The noddle-chat™ Settings Screen - Display button

Figure 5: The noddle-chat™ Settings Screen - Screen Timeout Button

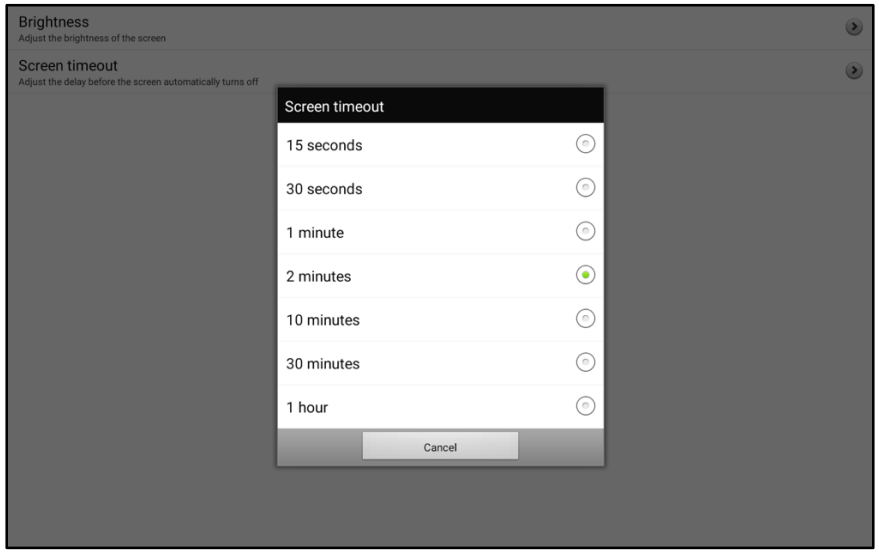

Figure 6: The noddle-chat™ Settings Screen - Screen Timeout Value Button

Charging Tablet

The tablet should be charged fully every day. To charge the tablet, plug the charger into an electrical outlet and plug the mini USB connector into the mini USB port on the bottom of the tablet (Figure 1). When the device is mounted to an IV pole, it is recommended that the power cord is plugged into the power strip on the IV pole and the power strip is connected to the AC power supply.

One can determine whether the tablet is fully charged, by swiping down on the screen to view the tablet setting options (Figure 7). The battery icon in the upper right corner of the screen will display the charge level (Figure 8).

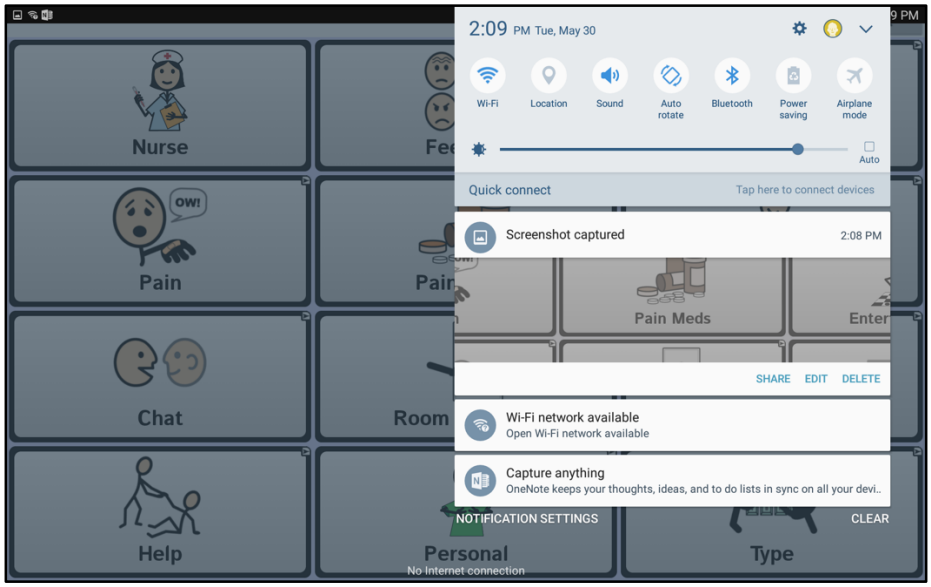

Figure 7: Tablet OS system pull down settings

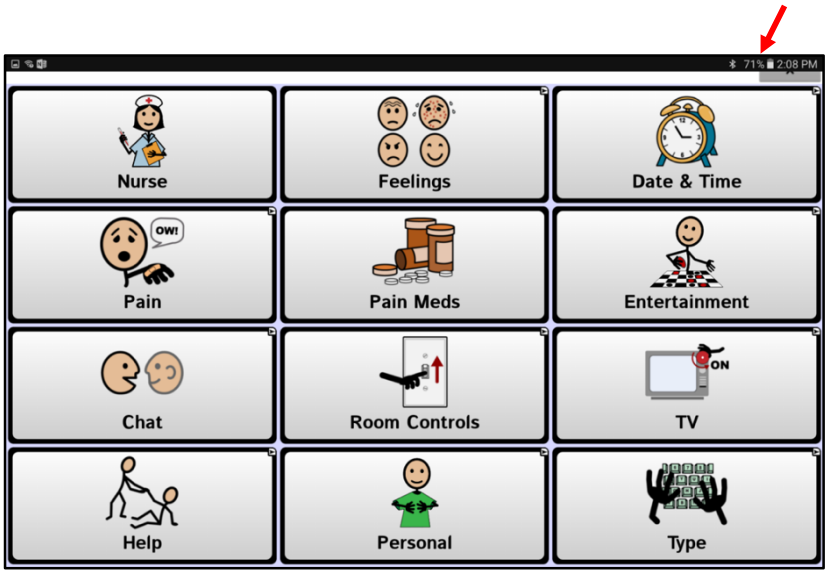

Figure 8: Battery status indicator

Using the Home Screen

To display the home screen, press the **Home** button (Figure 1). From **Home** you are able to access **Apps** (Figure 9) and navigate to other applications on the device (e.g. Settings).

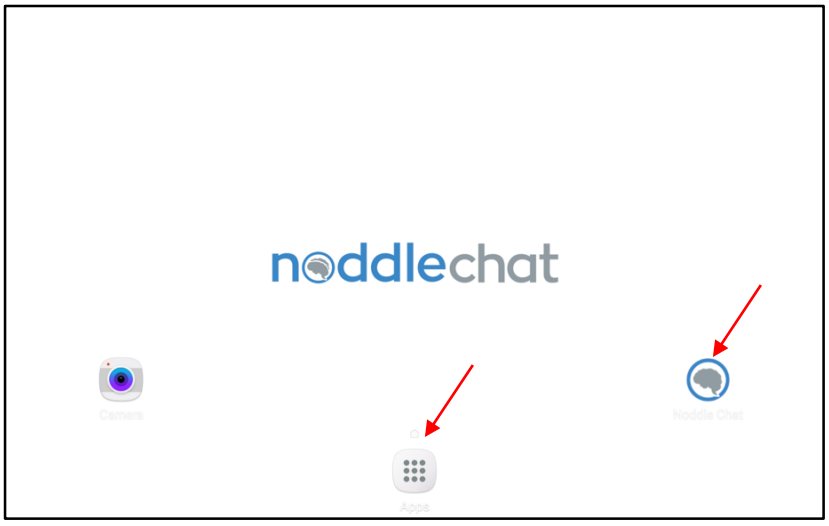

Figure 9: noddle-chat™ (right) and Apps menu (center) from tablet home screen

Navigate to Tablet OS Settings

Navigating to the tablet OS Settings can be accomplished in two different ways. The user may select Menu (Figure 1) and then Settings from the menu (Figure 2). Alternatively, from the Home screen, the user may select Apps (Figure 9) and scroll through the alphabetized application icons to find the Settings icon (Figure 10).

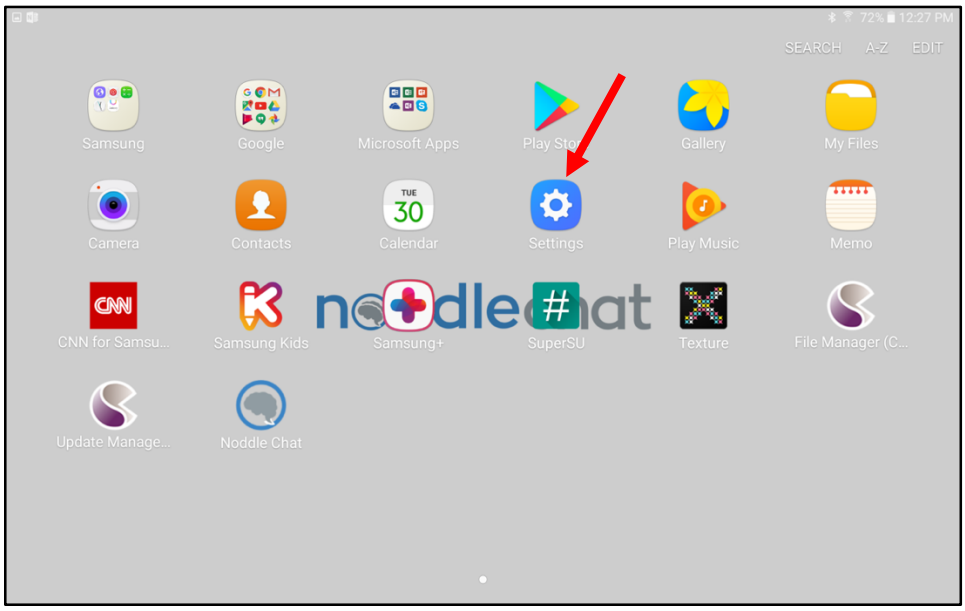

Figure10: Settings icon from Apps menu

Turning Bluetooth® On and Off

The noddle™ switch communicates with the tablet through a Bluetooth® connection.

To turn Bluetooth® on:

Go to **Settings** in the device from the **Applications** menu (Figures 9 & 10).

Slide the button to the right to turn on Bluetooth® settings (Figure 11).

To turn Bluetooth® off:

Go to **Settings** in the device from the **Applications** menu (Figures 9 & 10).

Slide the button to the left to turn off Bluetooth® settings (Figure 11).

Pairing noddle™ with tablet using Bluetooth®

To pair the noddle™ switch with the tablet via Bluetooth® connectivity, open up **Settings** on the device. Select Bluetooth® and turn Bluetooth® capabilities on. Press the Bluetooth® button on the noddle™ and select **Scan** on the tablet. When the tablet is finished scanning for devices, select "noddle™" from the **Paired Devices** list that is displayed on the screen.

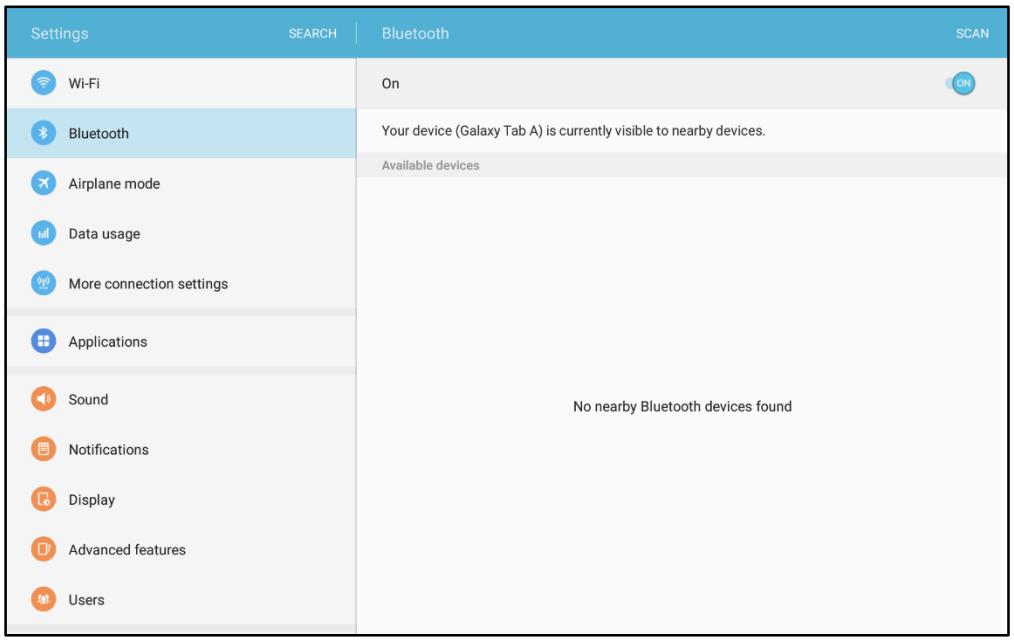

Figure 11: Bluetooth in Settings.

Note: If the noddle™ has been paired with a given tablet and both were powered off at some point, please follow this procedure in order to ensure the two are paired and working together once powered on:

1. *Power off the noddle™*
2. *Close out of noddle-chat™ software*
3. *Power on the noddle™*
4. *Open noddle-chat™ software*

Running in Kiosk Mode

In the Kiosk Mode the user will not be able to access any apps other than noddle-chat™. When the tablet is in the Kiosk mode, the **HOME** button will not be functional.

To Toggle Kiosk mode ON/OFF:

1) Tap the tablet's **Menu** button (see Figure 1)
2) Tap the noddle-chat™ **Settings** button (Figure 2).
3) Tap the **System** button (Figure 3)
4) Tap on the **KIOSK MODE** button (Figure 4)
5) Tap to select or deselect **KIOSK MODE**. (Figure 12 &13)

Figure 12: Kiosk Mode Selected

Figure 13: Kiosk Mode Not Selected

Opening and Closing noddle-chat™

From the home screen or Apps folder, tap the noddle-chat™ icon.

When the application is open, pressing the **Home** button (see Figure 1) will minimize the application and display the operating system's home screen.

Using the power button to turn off the device will also close the application and all open apps.

Choosing Vocabularies

Vocabulary sets must be newly selected for each patient and are organized by age group (i.e. adult, teen, child), gender (i.e. male or female), and vocabulary complexity (i.e. start, basic, full -, full +). The start set (see Figure 14 & page 26 in appendix) is primarily for use with patients who are new to noddle-chat™ in order to familiarize them with using the sensor to control the communication device. The basic set (see Figure 15 & page 27 in appendix) contains more vocabulary items than the start set. The full – (see Figure 16 & page 28 in appendix) set is more complex than the basic set and is what many patients will use when they demonstrate comfort and ease of use with the other two vocabulary sets. Finally, the full + is nearly identical to the full – set, except that it contains additional pages for patients who may be dealing with complex medical decisions, including end of life conversations (see page 46 in appendix).

Figure 14: Start Set

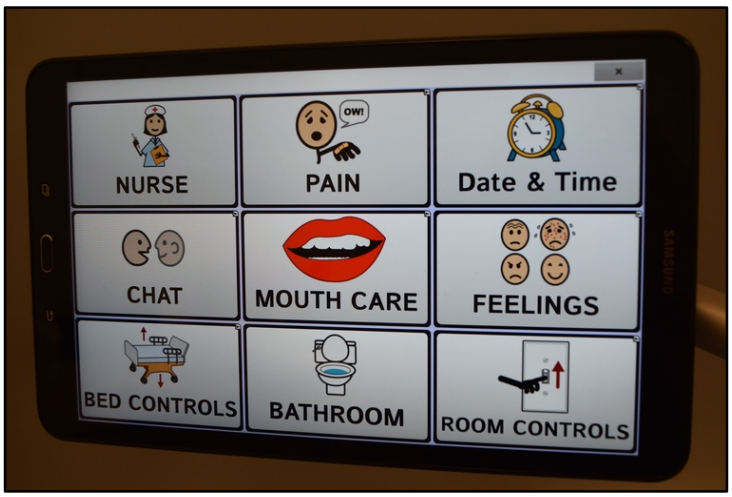

Figure 15: Basic Set

Figure 16: Full Set

To select a vocabulary (Figures 17-19) for a given patient, follow the following steps:

1) Open noddle-chat™ application
2) Tap the tablet's **MENU** button (Figure 1)
3) Tap the **Settings** button (Figure 14)
4) Select the **System** button (Figure 15)
5) Select the **New User** button (Figure 16)

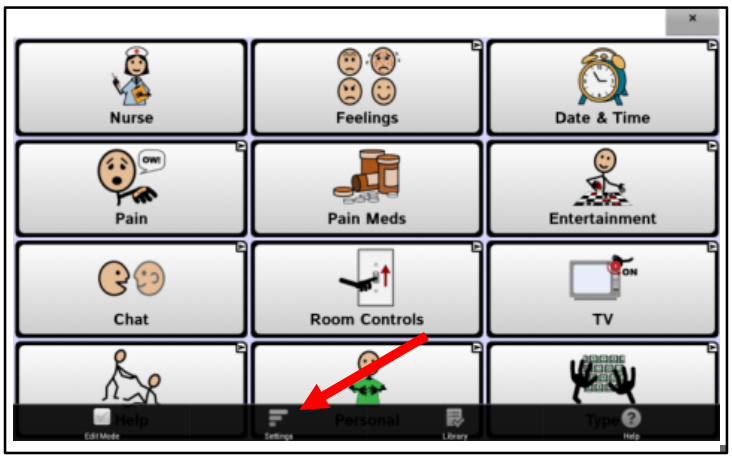

Figure 17: The noddle-chat™ Settings button

Figure 18: The noddle-chat™ Settings Screen - System button

6) After selecting **New User**, the tablet will ask you, “Are you sure? This will delete existing user data (including custom vocabularies)”, and you should select “Yes” if you are creating a new user for a new patient (Figure 19). *Note: that by selecting “yes” to the question “Are you sure?”, the previously opened and edited user vocabulary will be deleted from the application, and you will not be able to return to it. This step is in place to ensure user specific information is deleted prior to using the application with a new patient.*

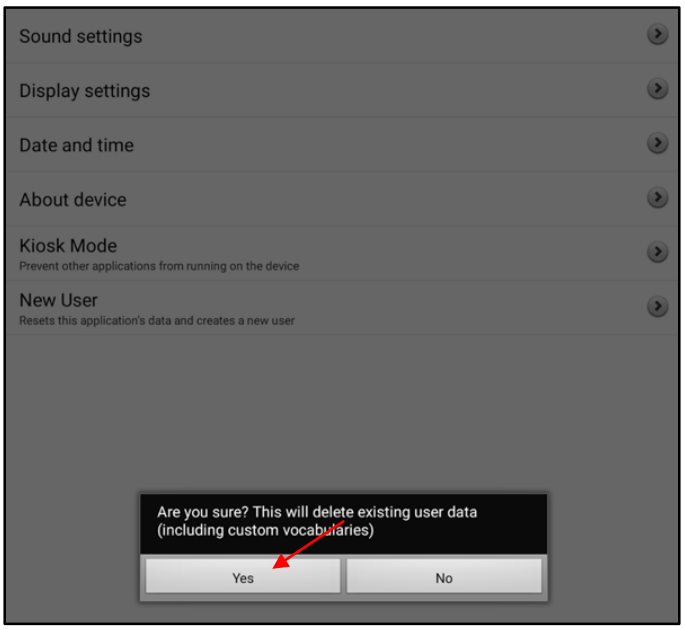

Figure 19: The noddle-chat™ Settings Screen - New User button

7) With the **New User** menu open (Figure 20), select from options organized by age group, gender, and vocabulary complexity (e.g. adult female start; see appendix for illustrations of the vocabulary content).

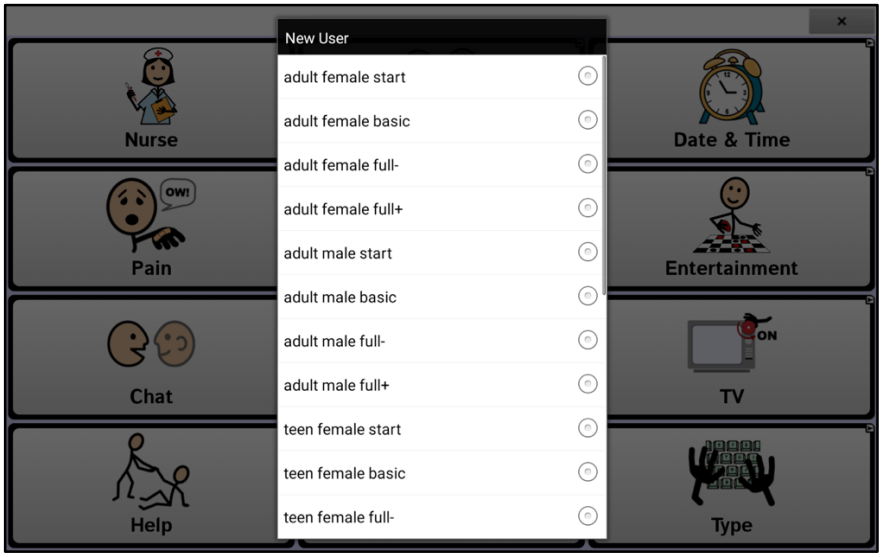

Figure 20: New User Menu

Setting up Switch Scanning

As an alternative to directly selecting each button on the screen, the noddle-chat™ application offers single switch and two-switch scanning. To use the device with the noddle™ you should enable two-switch scanning. Two-switch scanning is an access method that allows the patient to navigate the through the noddle-chat™ communication pages with one and two sequential gestures. A single row is outlined with a red rectangle. The user can move from row to row by making a one intentional gesture. To select a particular row, the user will make a sequence of two gestures. Once a row has been selected, the software will then outline (in red) the first button in the selected row. The user can move from button to button in the row by making one intentional gesture. To select the outlined button the user will make a sequence of two gestures. The software will then execute the action associated with that button (either produce a voice output or navigate to another page).

First you will need to launch the noddle-chat™ software and once in it, to access the options for customizing a scanning technique, choose **Menu** > **Settings** > **Input** > **Scanning** (Figure 21-23)**.**

1) Open noddle-chat™ application
2) Tap the tablet's **MENU** button (Figure 1)
3) Tap the **Settings** button (Figure 2)
4) Select the **Input** button (Figure 21)
5) Select the **Scanning** button (Figure 22)

Figure 21: Settings Menu

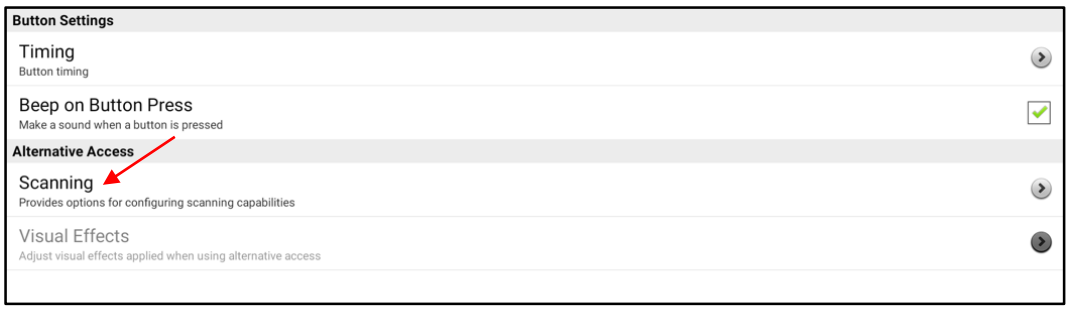

Figure 22: Input Menu

Figure 23: Scanning Menu

Configuring Switches

To use the noddle™ as the external switch, pair the device via Bluetooth® as indicated above, and follow these steps:

1. To enable scanning, choose **Menu** > **Settings** > **Input** > **Scanning** > **Enable Scanning** (Figure 23)
2. Choose **Switch Access** > **Switch Configuration** (Figure 24) and disable **Auto Scan** (to allow scanning without having to keep a switch depressed). Select **Switch Configuration.**

Figure 24: Switch Access Menu

3. Choose the selection method: **Two Switch (Keyboard 1.1, Keyboard 2.1)** (see Figure 25)

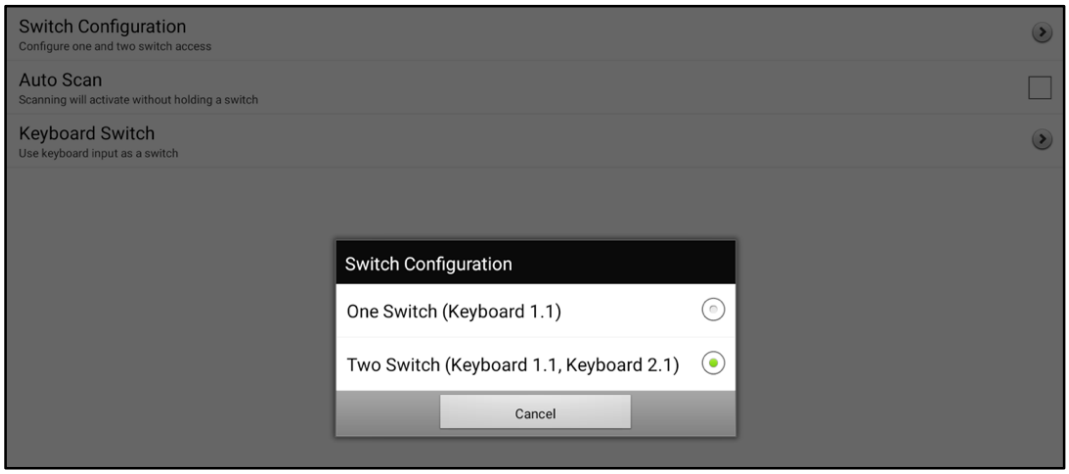

Figure 25: Setting up switch selection method

Selecting the Scan Pattern

To use the noddle™ with noddle-chat™, the device will need to be set in Row/Column scanning mode. To select row/column scan (see Figure 23-24):

1. Select **Menu** > **Settings** > **Input** > **Scanning** > **Patterns** (Figure 20).
2. Disable **SCAN SDB** (Figure 26).
3. Select **Mode** (Figure 26).
4. Tap the arrow to the right of the currently selected mode. A menu of mode options will be displayed (Figure 27).
5. Choose Row/Column, and select **OK.**

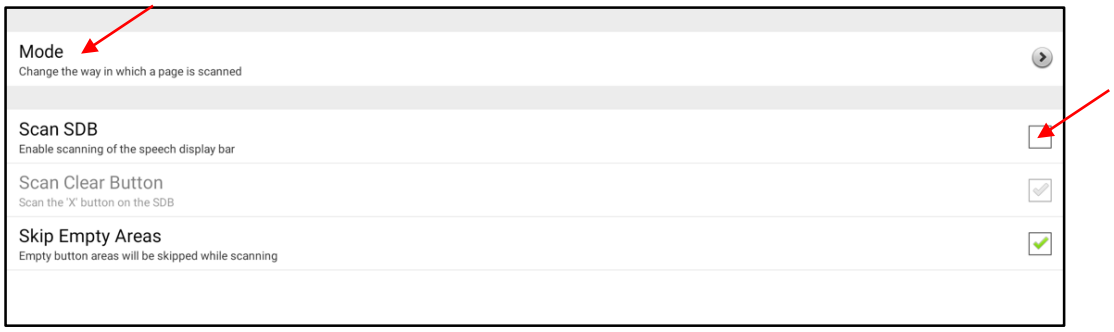

Figure 26 Scan Pattern Options.

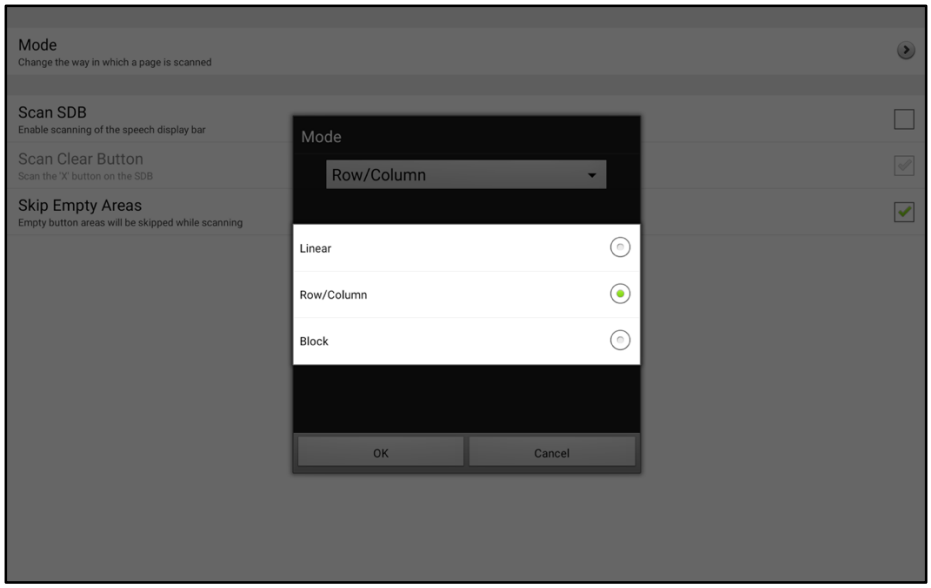

Figure 27: Scan Mode Options.

Using Two Switch Scanning

Video Demonstration: Two Switch Scanning

Patient Inclusion/Exclusion Criteria

Patients must meet the inclusion criteria for noddle™ use as described in the user manual and must meet the following additional criteria for noddle-chat™ use:

- Patient must have severe difficulty using oral communication
- Patient does not have an effective alternative mode of communication

Mounting the Speech Generating Device

It is recommended that users attach the Speech Generating Device (SGD) to the noddle-arm™, which can be attached to either an IV pole or to a table top mount (Figure 28). The SGD tablet attaches to the noddle-arm™ with a quick release plate (Figure 28B).

Mounting noddle-arm™:

1. Determine appropriate height of noddle-arm™ on IV pole or table top mount.
2. Secure the noddle-arm™ to the IV pole or table top mount with the clamp(s) that are part of the noddle-arm™.

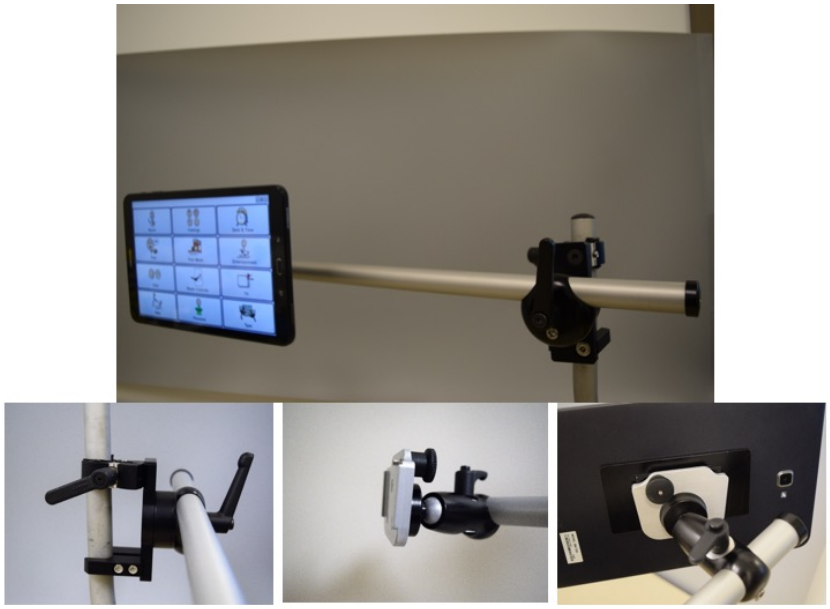

Figure 28: Tablet Mounting arm and quick release bracket at the end of the adjustable swivel head

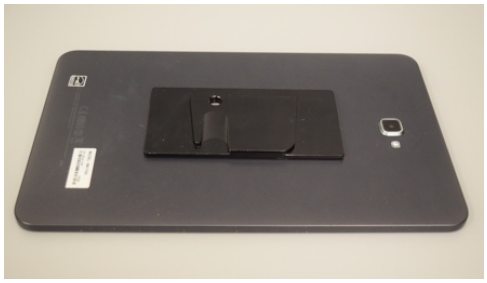

Figure 28B: Tablet quick release plate on back of tablet

Positioning the Speech Generating Device

The SGD should be positioned in the patient's line of sight at all times. The mounting arm articulates at two different points: at the swivel joint for the SGD and at the overlap point between the long and short arms. To adjust the tilt of the SGD, press the release lever closest to the device and tilt the SGD to the appropriate angle for the patient. To extend the length of the

arm and to adjust the height and distance relative to the patient, press the release lever in the middle of the noddle-arm™ and adjust accordingly. All of these adjustments should be made in order to maximize visibility of the tablet screen for the patient.

Video Demonstration: Positioning noddle™ and SGD

Using the noddle™ with noddle-chat™ and the Nurse Call System

The noddle™ can be paired with an SGD running noddle-chat™ and the nurse call system by utilizing all three output options of the noddle™. This can be accomplished by pairing the SGD with the noddle™ via the Bluetooth® connection.

First, enable the Bluetooth® settings on the SGD tablet and then press the Bluetooth® button on the back of the noddle™. The noddle™ will utilize two of its three outputs to control the SGD. These two outputs are used for two-switch scanning on noddle-chat™.

To connect the noddle™ to the nurse call system, plug the nurse call cord into output 1 or output 3 on the back of the noddle™ and plug the other end of the cord into the auxiliary jack on the patient's headwall in the room.

With the nurse call plugged into output one, activating the call requires one gesture and noddle-chat™ is then activated with two and three sequential gestures. With the nurse call plugged into output three, calling the nurse will require three gestures and noddle-chat™ will then use one and two gestures.

The noddle™ also transmits a character code via Bluetooth. (Output 1= "space"; Output 2= "enter"; Output 3= "u")

Chat Editor

Saltillo provides a supplemental program called the Chat Editor that runs on a Windows PC. It allows users to customize vocabulary files. Customizing vocabularies is also possible on the tablet, but Chat Editor may be used when the tablet device is not present.

To make changes to a vocabulary with Chat Editor, make a copy of the file and rename it using a HIPPA compliant way of identifying the vocabulary for a particular user.

On the tablet in the noddle-chat™ application, there are two primary ways you may want to edit a given vocabulary (i.e. by modifying or hiding a button). To edit a vocabulary in the noddle-chat™ application on the tablet, select **Menu** > **Edit Mode** (Figure 29).

Once in **EDIT Mode** (Figure 30), to modify a button, touch and hold the button you would like to modify until a menu populates. Select the top option (i.e. **Edit Button**). This option allows you to make a variety of modifications to that given button (Figure 31).

To hide a button, select the button you want to edit by touching and holding that button, select “edit button” from the dropdown menu, and uncheck “visible” (Figure 31).

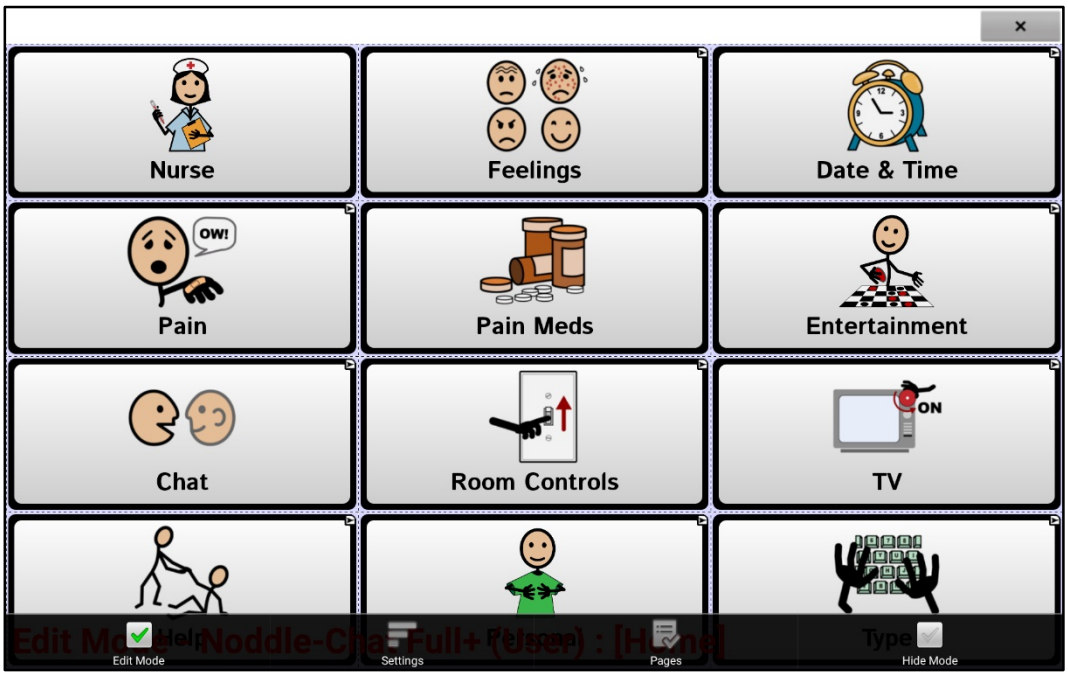

Figure 29: Selecting Edit Mode

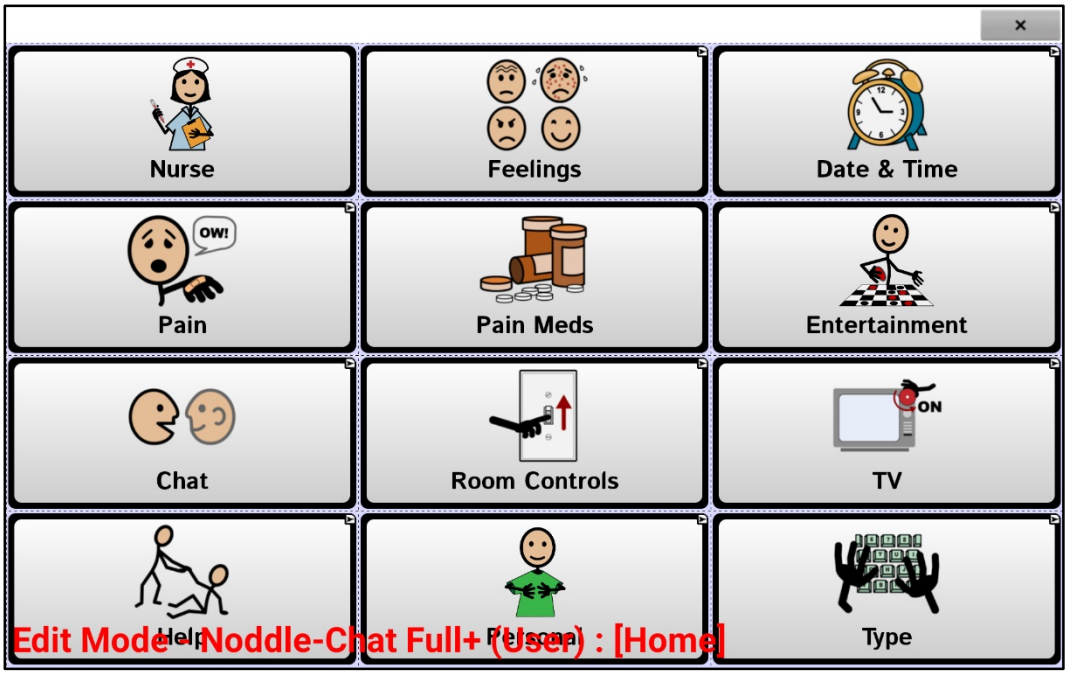

Figure 30: Edit Mode

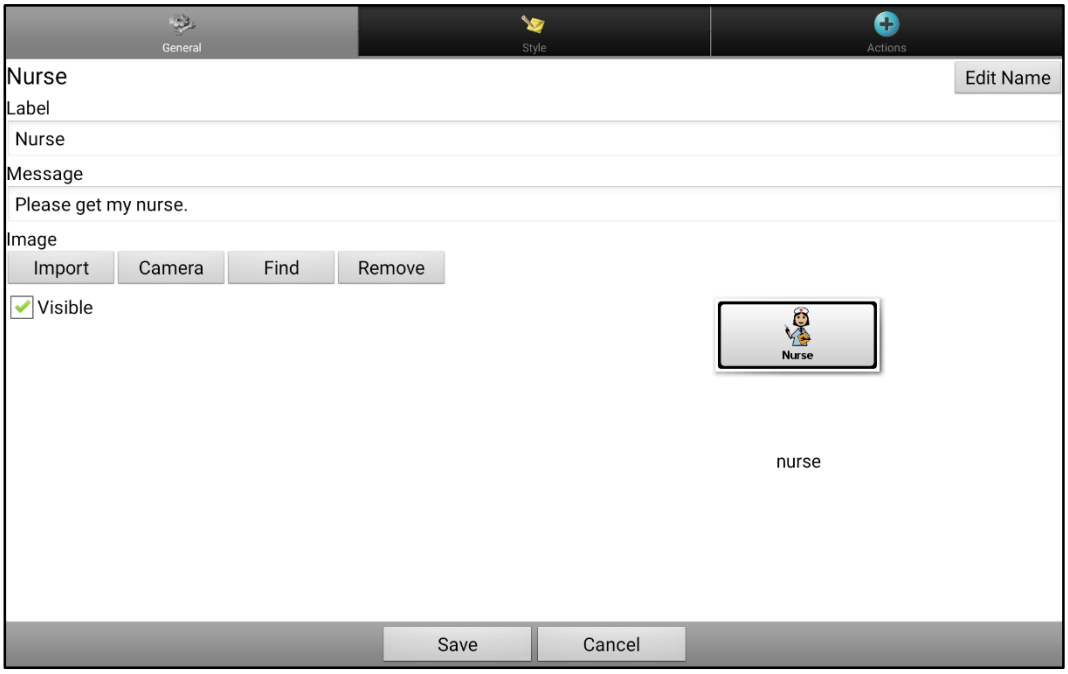

Figure 31: Button Edit Functions

Custom vocabularies created with the Chat Editor can be transferred to the tablet running noddle-chat™ or can be created directly on the tablet. *Note: Custom vocabularies on a tablet will be erased by the* ***New User*** *function.* To preserve a custom vocabulary for future use, the vocabulary should be transferred from the tablet to a PC running the Chat Editor software. Be aware that if a custom vocabulary contains personal information HIPPA, care must be taken to maintain the vocabulary file on a HIPPA compliant computer. For more information on installing Chat Editor, customizing content, and editing vocabularies within the device, please see the Saltillo website (www.saltillo.com).

Cleaning and Disinfecting Your Device

If your device will only be used by one client, routine cleaning and disinfecting should be sufficient. If, however, multiple clients will be using the device, take additional measures to clean and disinfect the device after it has been used by one client before allowing it to be used by another client.

Routine Cleaning and Disinfecting

To clean your tablet and mounting arm, turn the table off, wipe with a soft lint-free cloth slightly dampened with water, and dry with another soft, lint-free cloth. *Do not spray or splash liquid directly on the tablet*. ***Important: Make sure all soil is removed from the device and accessories. This removal is vital before proceeding to disinfecting the equipment.***

Disinfecting a Device for Use by Multiple Clients

First Step: Put on protective gloves

Second Step: Clean the device and accessories

1. Wipe down the tablet and the mounting arm with disinfectant wipes (Virucidal, Bactericidal, Pseudomonacidal, Tuberculocidal, Fungicidal) – Metrex CaviWipes™. Follow the disinfectant product manufacturer's instructions for *cleaning*.
2. Make sure to clean inside all cracks and corners of the tablet arm and wipe more than once if necessary to keep the arm wet for a minimum of three (3) minutes.
3. Allow the tablet and tablet arm to dry.

Final Step: Wipe the touchscreen as necessary

1. When the tablet is dry, wipe down the touchscreen with a clean microfiber cloth. *No not use any paper product to wipe the touchscreen.*

Further assistance

Online Tech Support

For online technical support, please visit www.voxello.com/support

Phone Tech Support

For assistance over the telephone please call 319-382-5459 between the hours of 8 AM and 5 PM CST Monday through Friday.

Warranty Information

Voxello provides a 1 year warranty on purchased devices through Voxello or authorized Voxello distributors and resellers. Voxello offers service contracts which may extend this warranty coverage up to 5 years. Contact Voxello or your local distributor regarding extended warranty coverage.

Appendix

noddle-chat™ Vocabularies

2016

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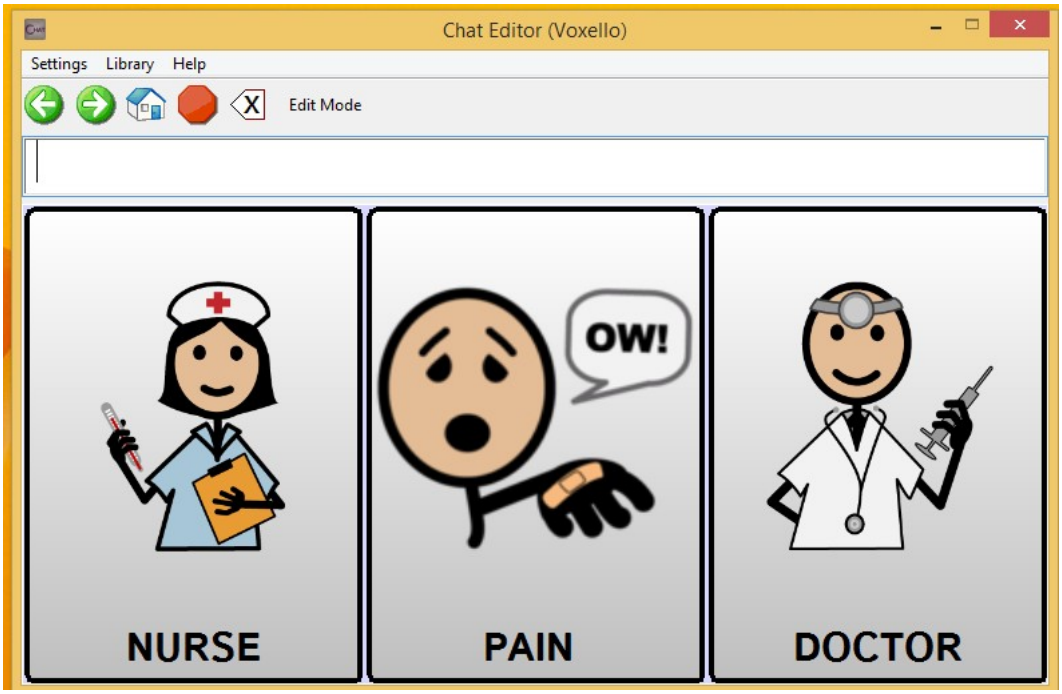
1) Start Set
2) Basic Set
3) Full Set (The only difference between Full- and Full+ involves the inclusion of additional pages for medical decision making and end-of-life conversations in the Full+ set)
4) EOL & Medical Decision Making Pages

noddle-chat™ Start Set

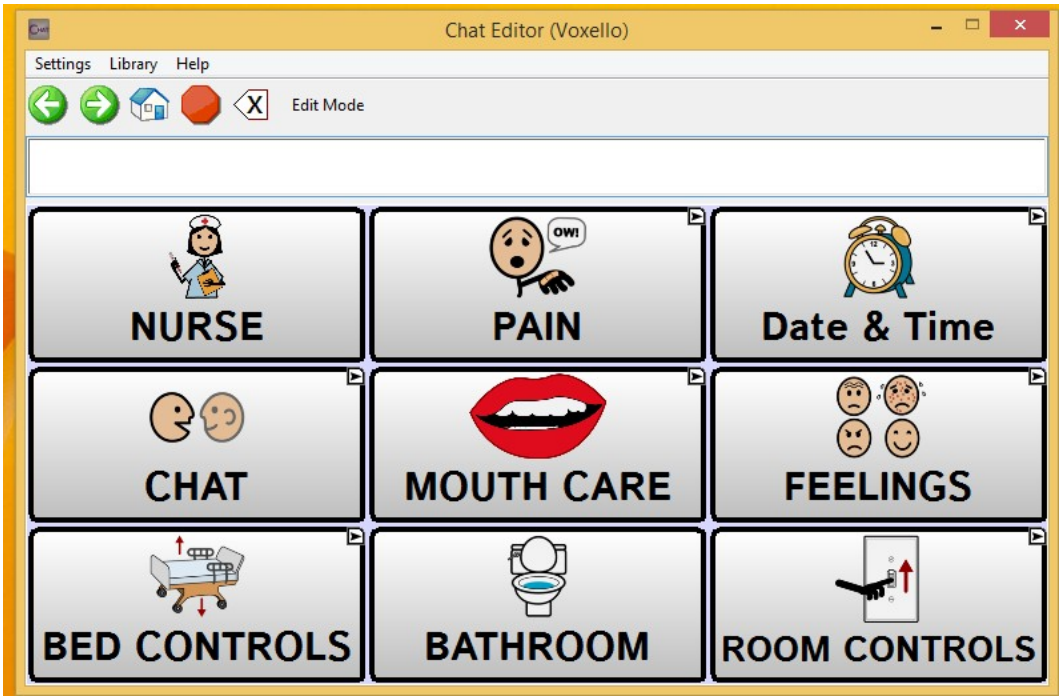
This is a single page with three simple message options to orient the new user to navigating the system with the noddle™ switch.



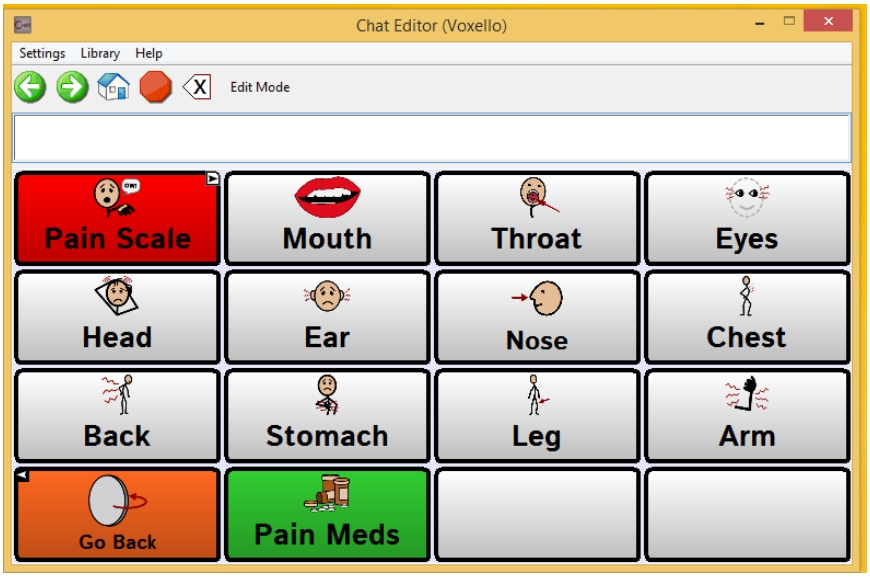
noddle-chat™ Basic Set

This is a set with a row and column layout. The Main Menu provides links to pages that provide messages options for the specific needs of the user

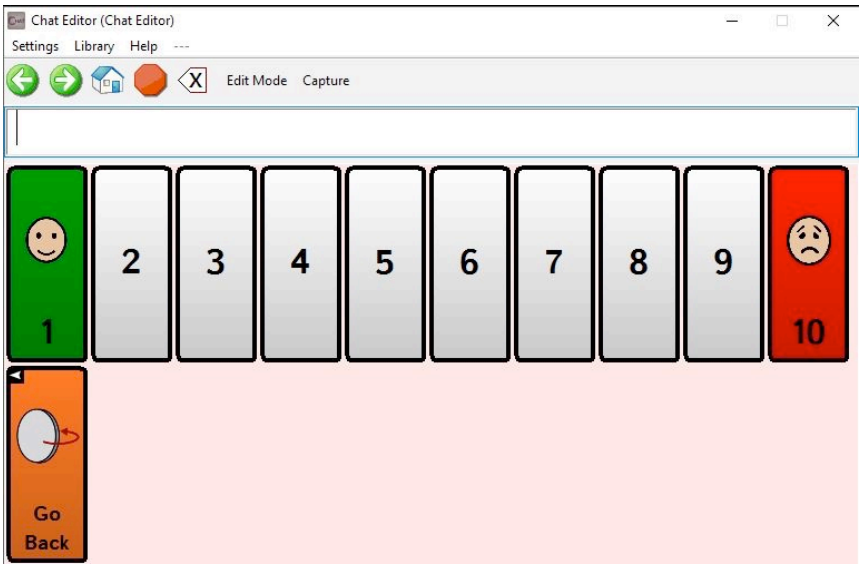
Main Menu



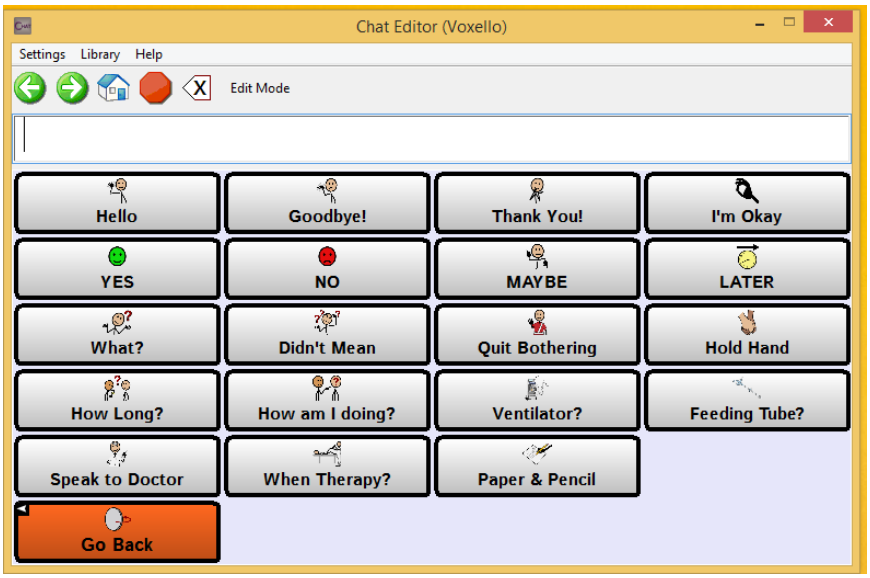
Pain Menu



Pain Scale

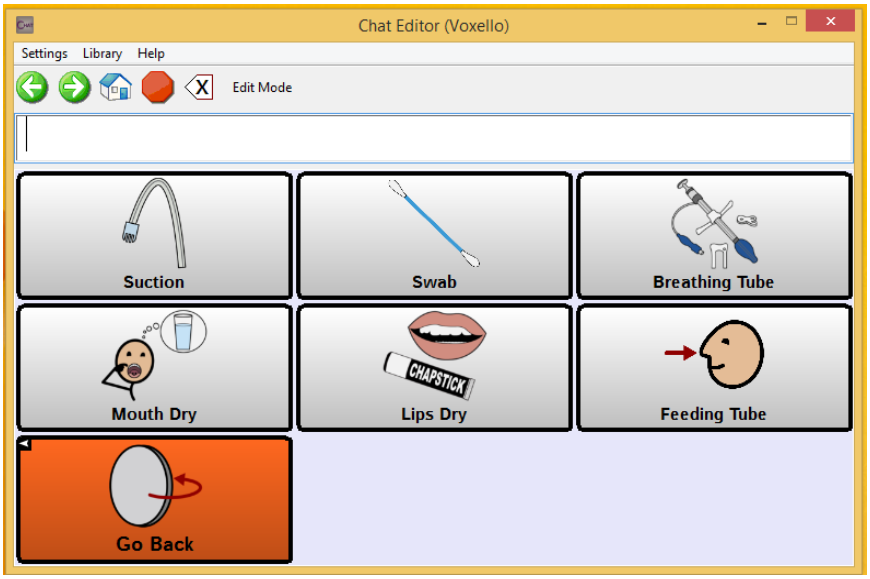


Chat Menu

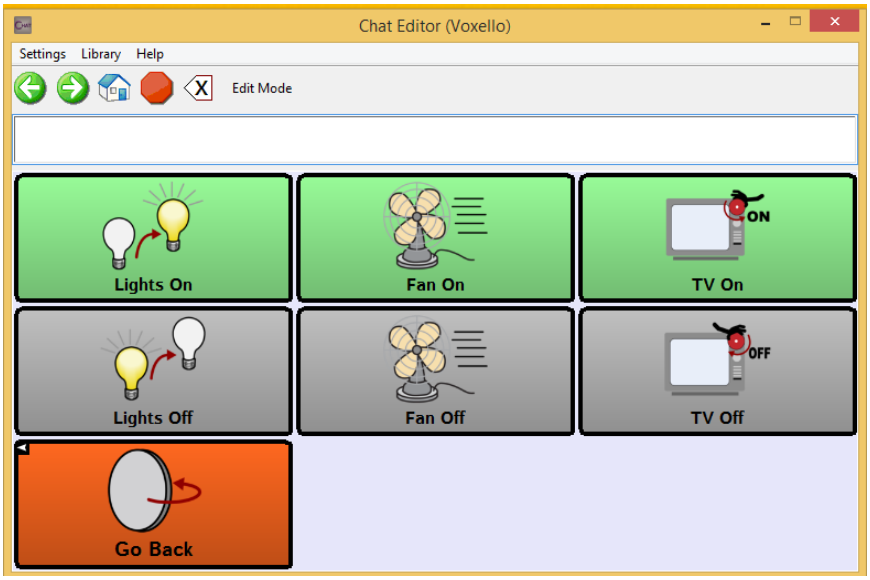


Feelings Menu

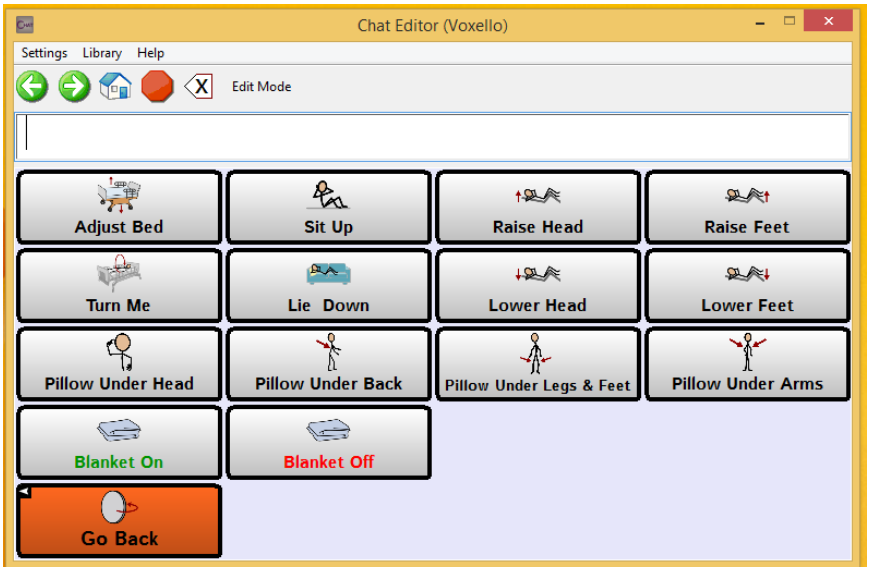
Mouth Care Menu



Room Controls



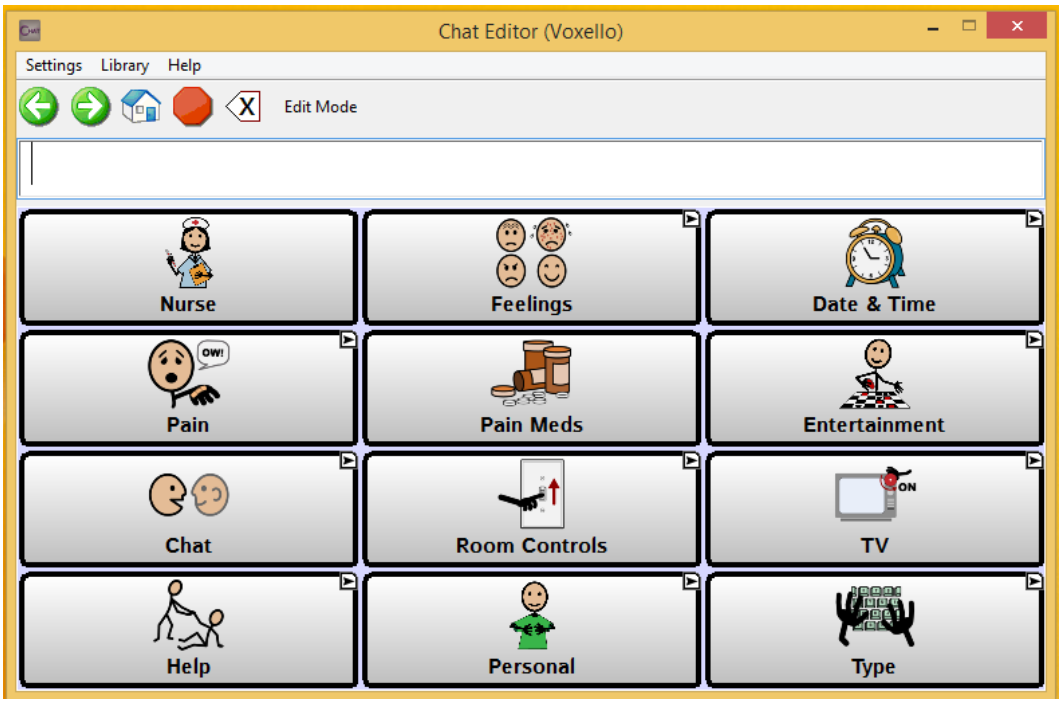
Bed Control


Chat Editor (Voxello)
Settings
Library
Help
Edit Mode
Adjust Bed
Sit Up
Raise Head
Raise Feet
Turn Me
Lie Down
Lower Head
Lower Feet
Pillow Under Head
Pillow Under Back
Pillow Under Legs & Feet
Pillow Under Arms
Blanket On
Blanket Off
Go Back

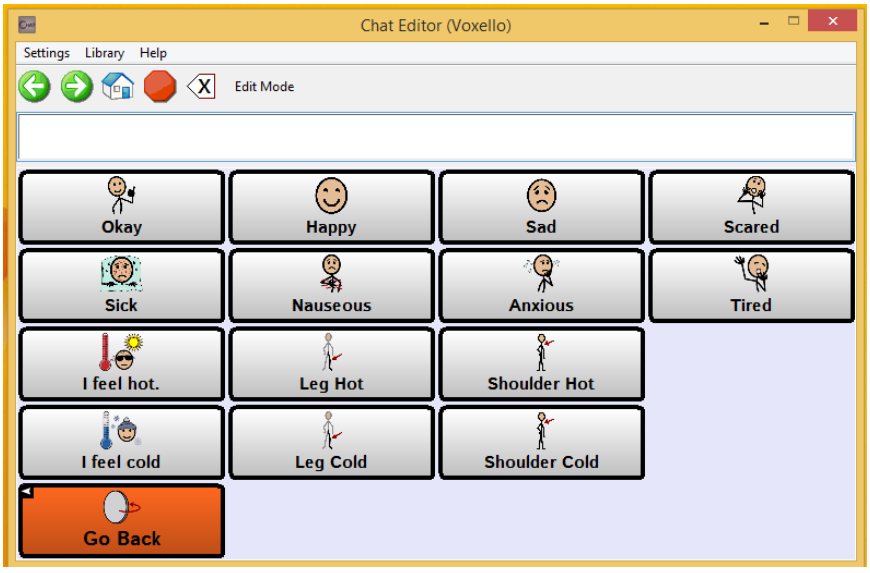
noddle-chat™ Full Set

This is a set with a row and column layout. The Main Menu provides links to a larger set of pages that provide messages options for the specific needs of the user. This set also provides the user with access to a keyboard to permit spontaneous message construction and storage.

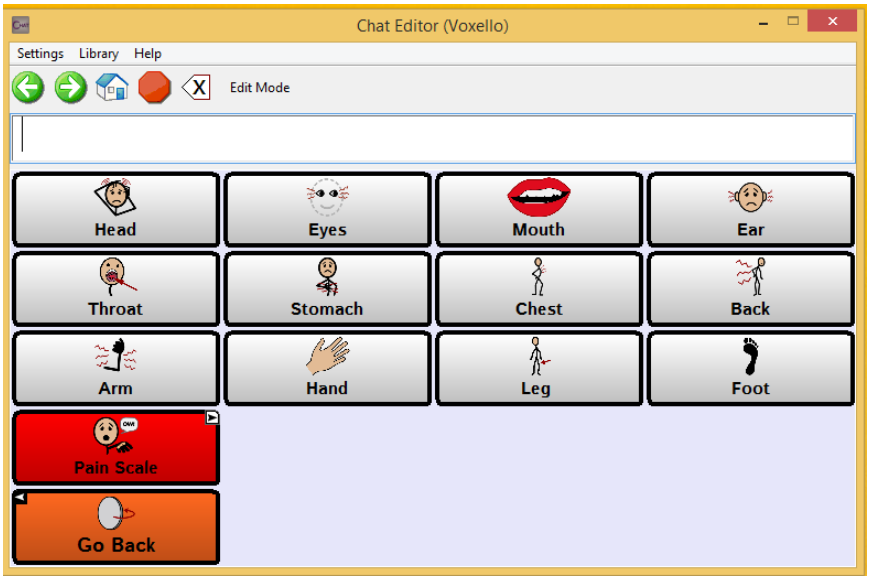
Main Menu



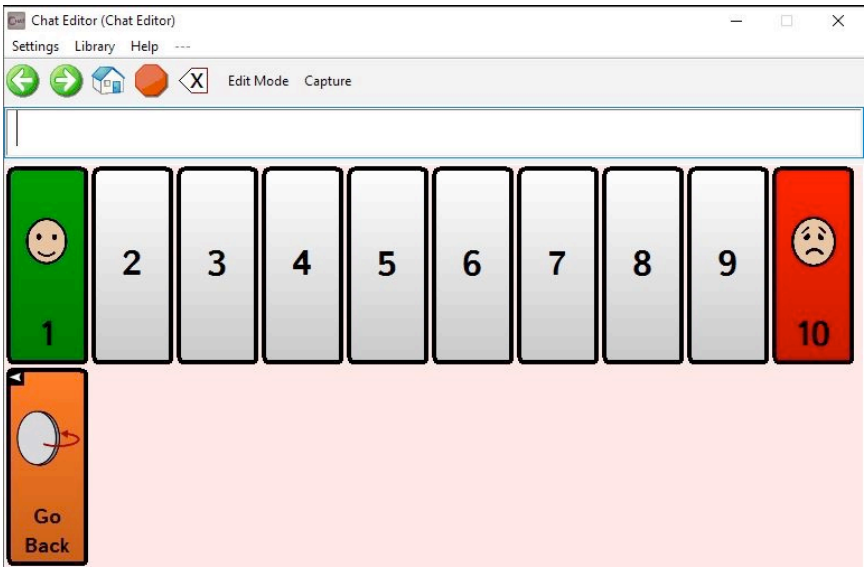
Feelings Menu



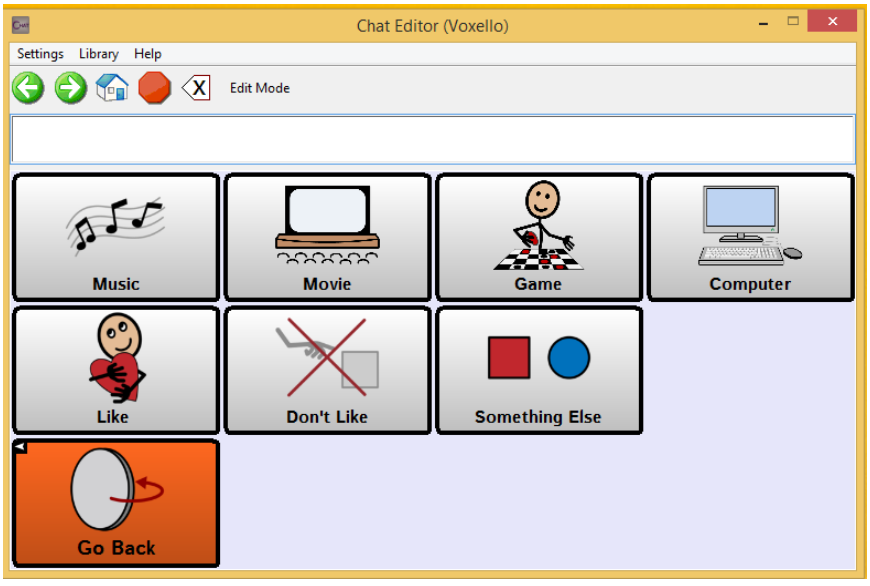
Pain Menu



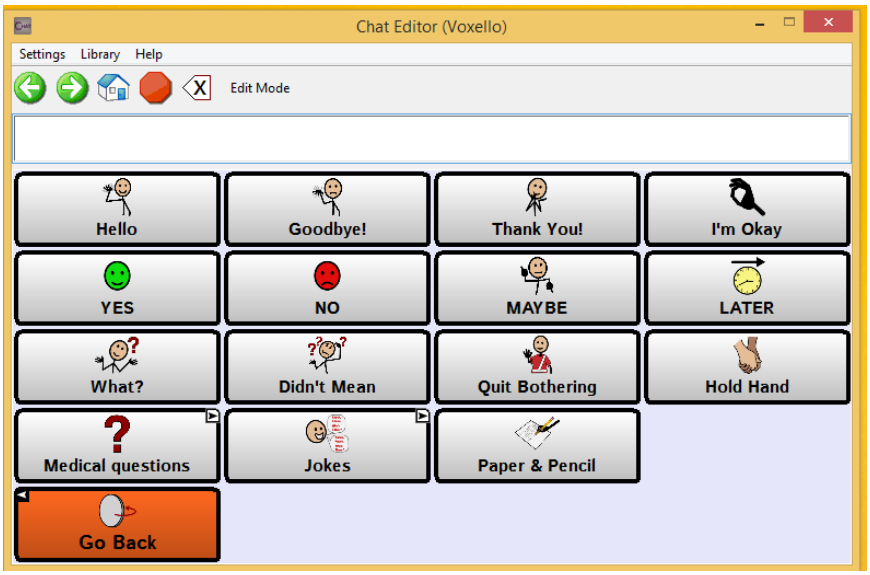
Pain Scale



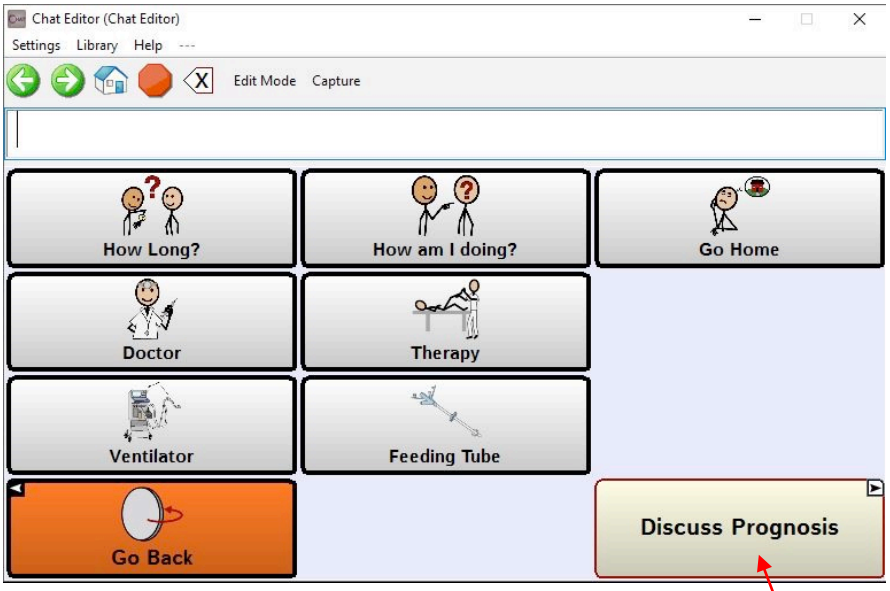
Entertainment Menu



Chat Menu

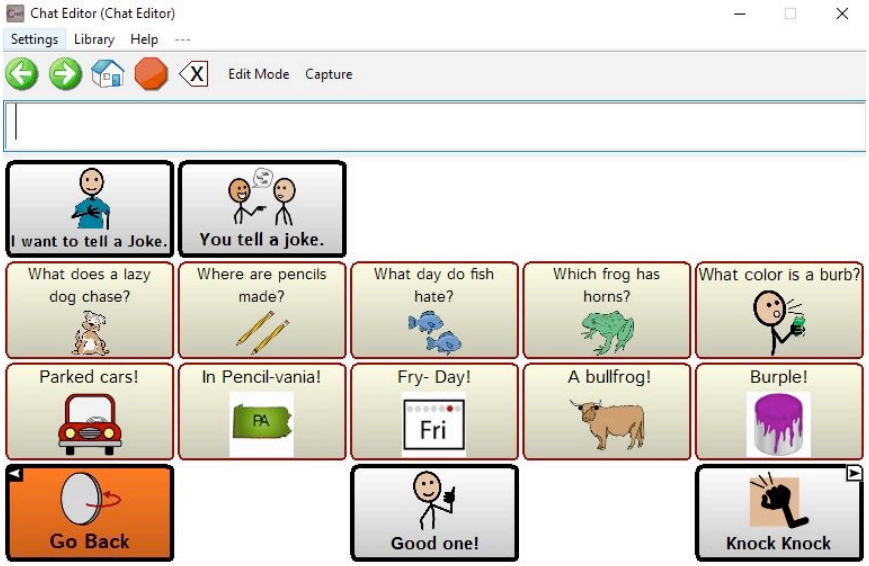


Medical Questions

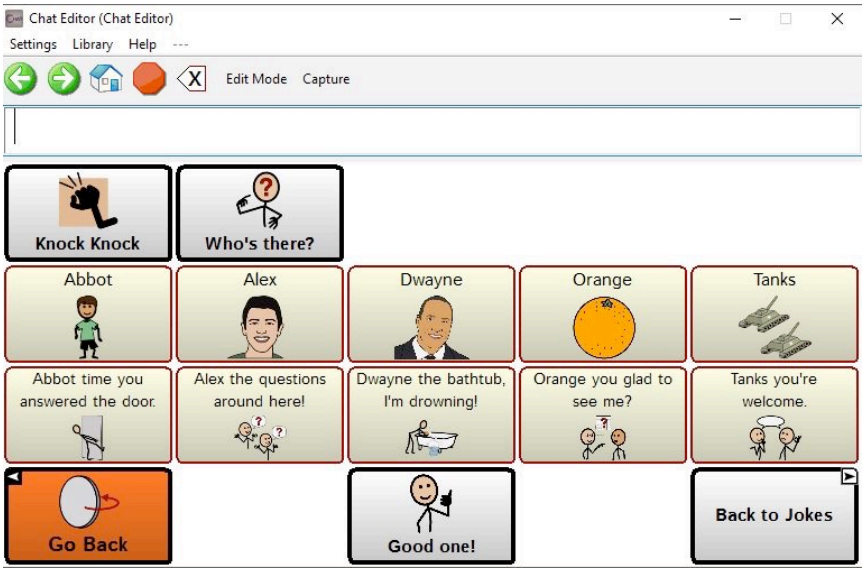


Advanced Topics-
Medical Decision
Making & EOL

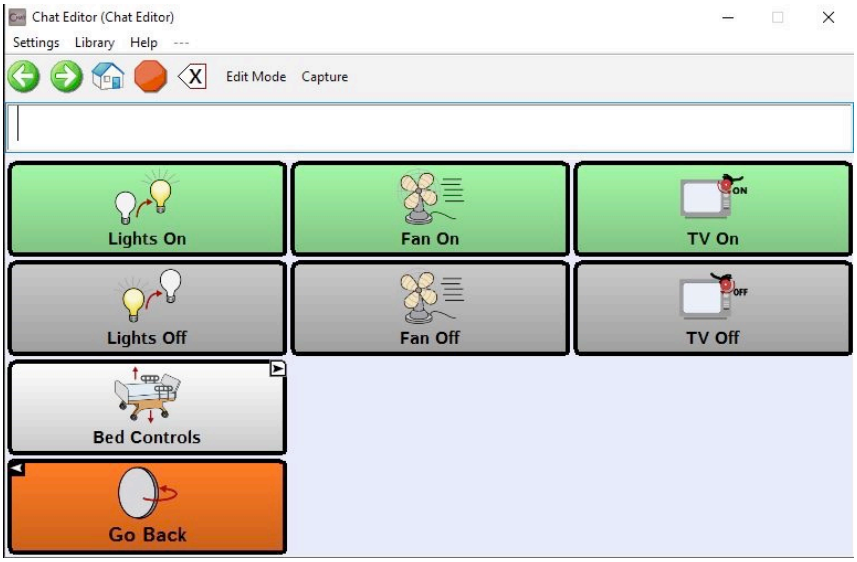
Jokes



Knock Knock Jokes

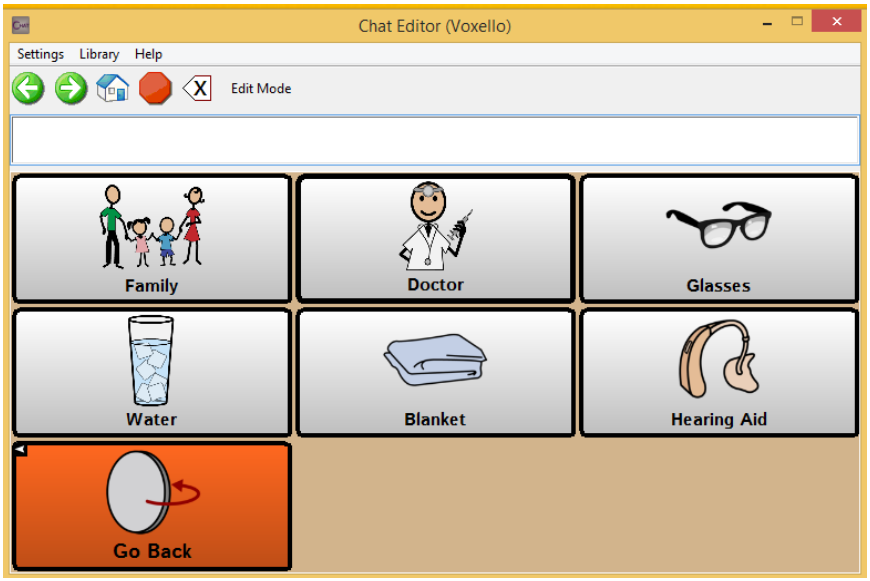


Room Controls Menu

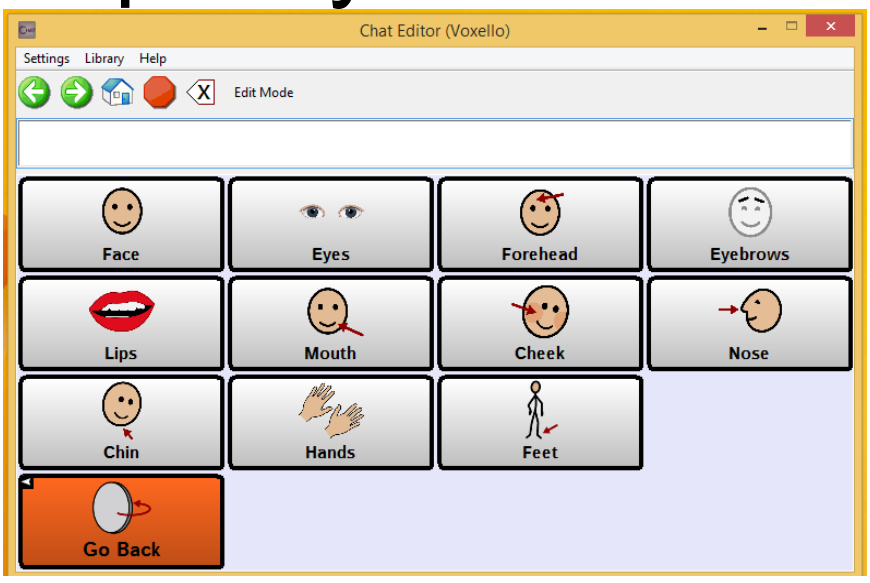


Help Menu

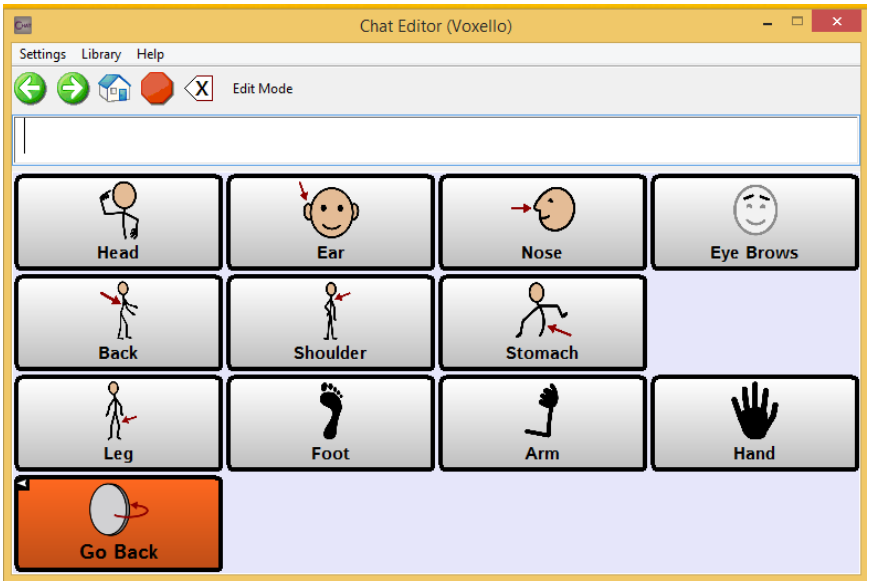
Get Me Menu



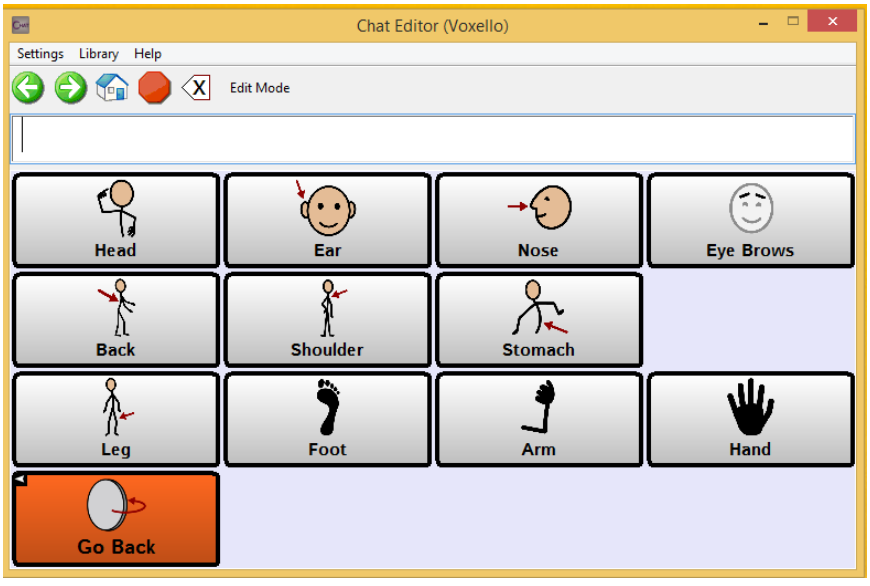
Wipe My Menu



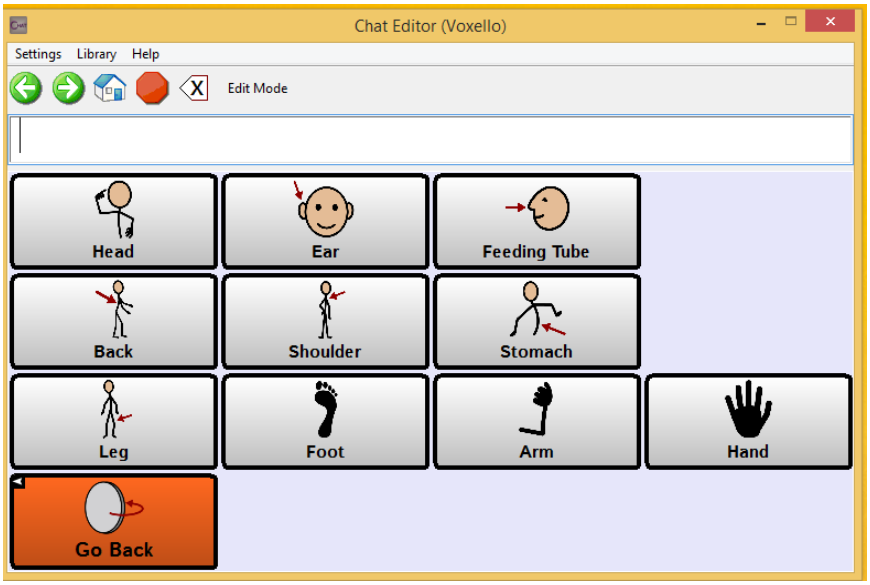
Scratch My Menu



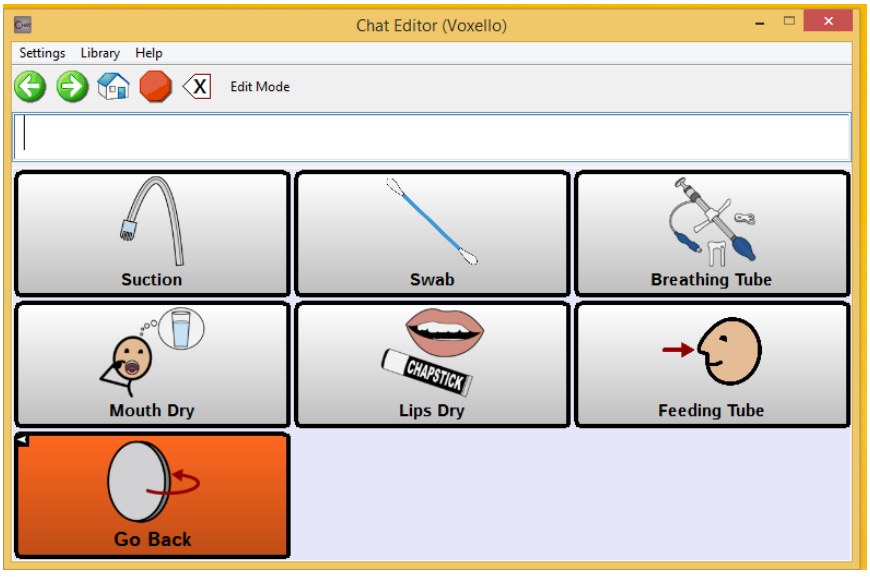
Rub My Menu



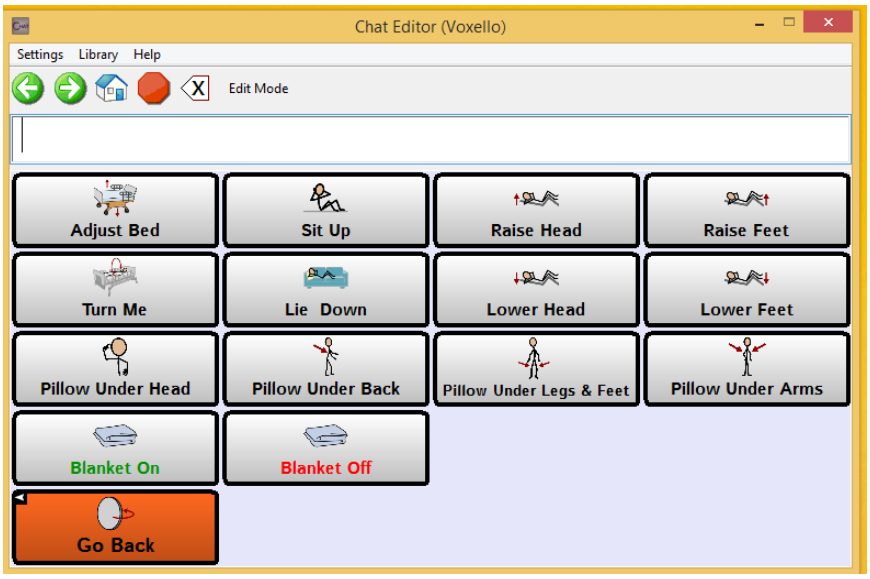
Move My Menu



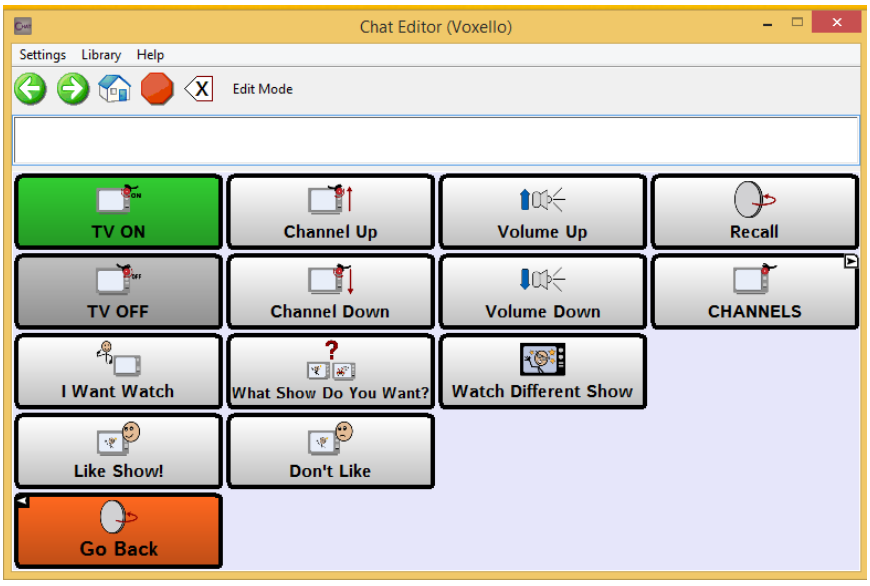
Mouth Menu



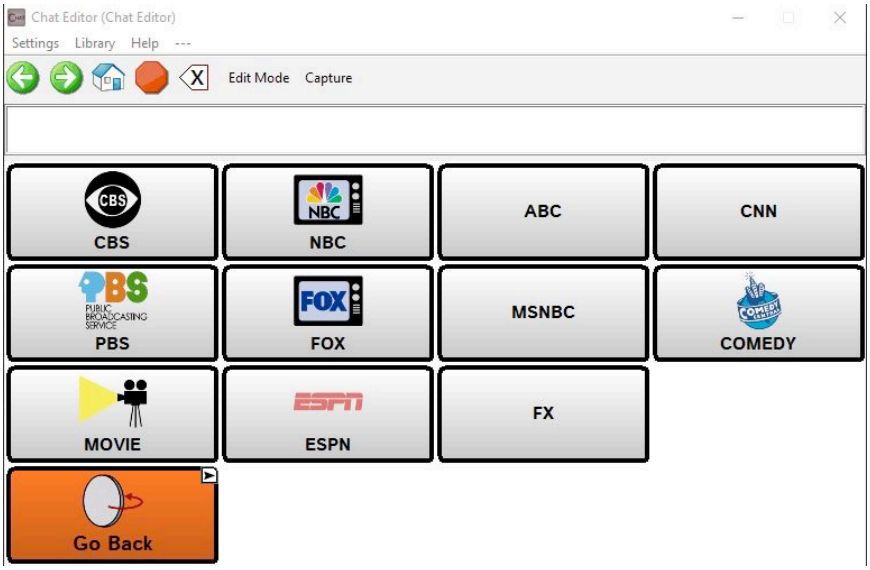
Bed Controls



TV Control Menu

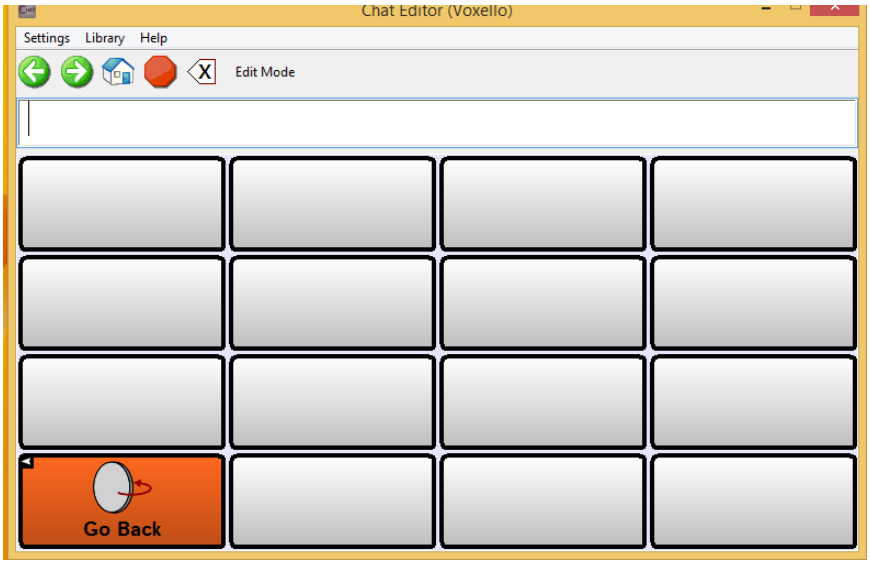


TV Channels Menu

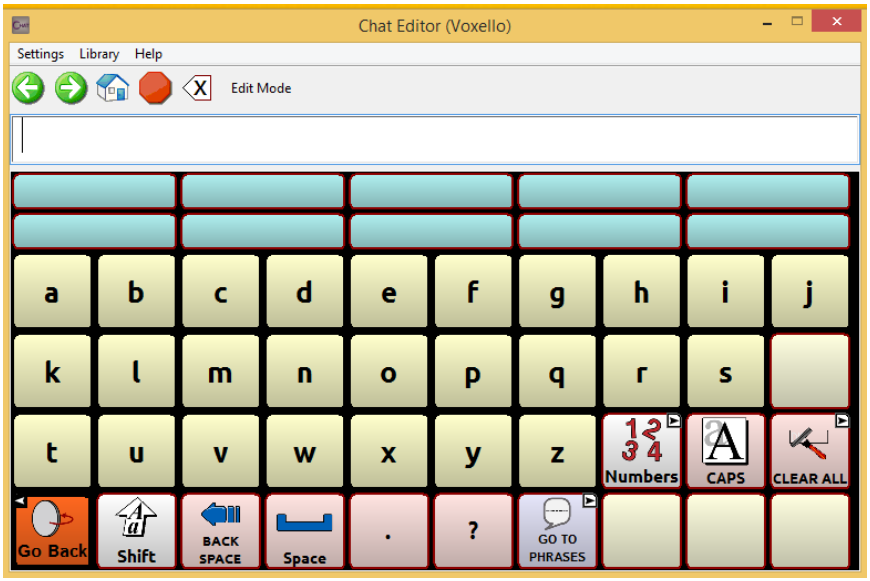


Personal Message Menu

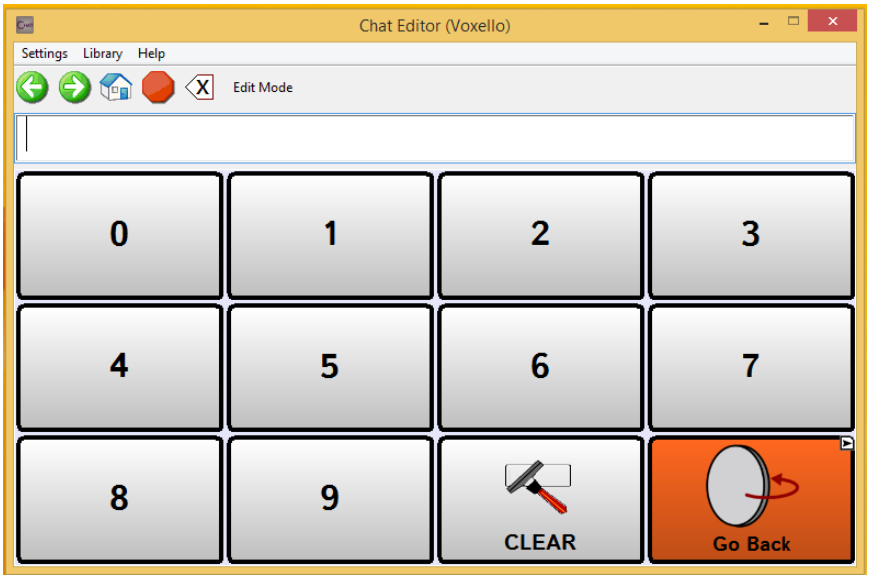
This page can be used to setup personal messages for the particular user.



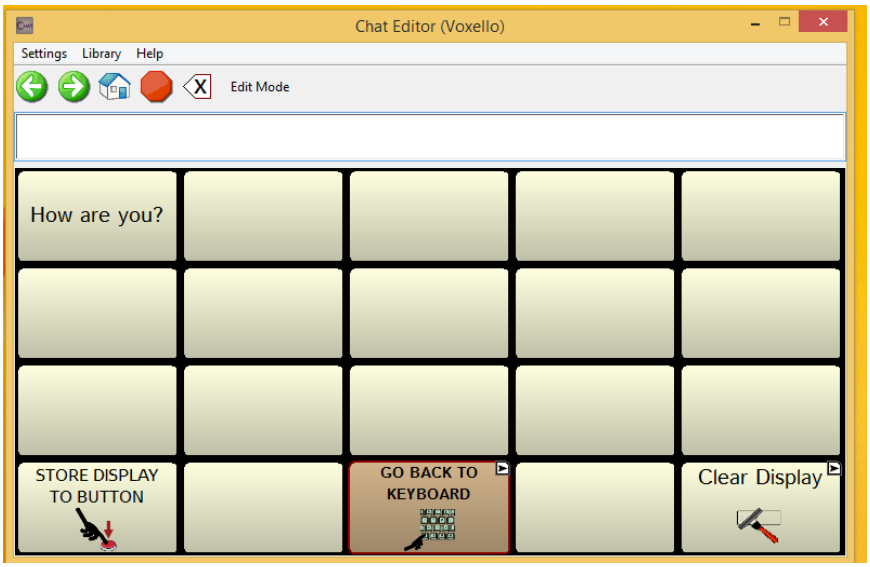
Keyboard Menu



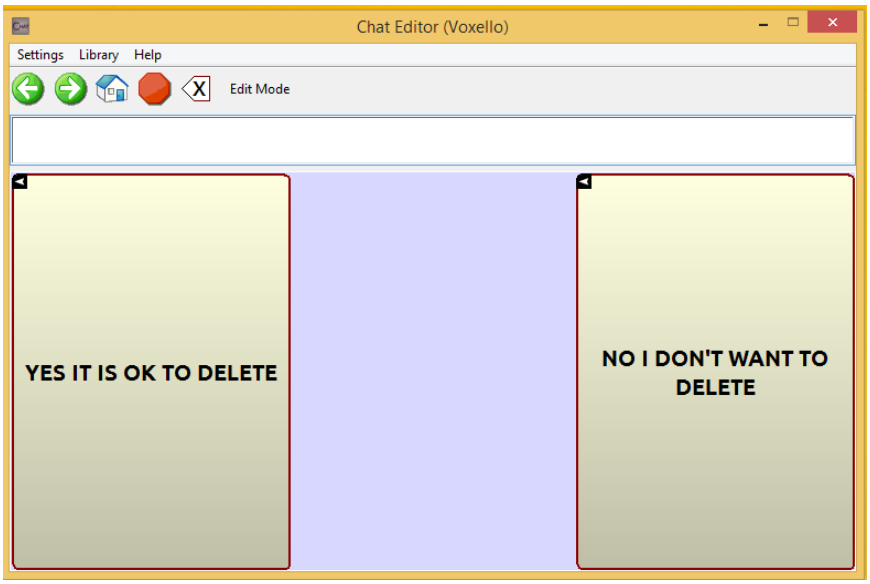
Keyboard Numbers Menu



Stored Phrases

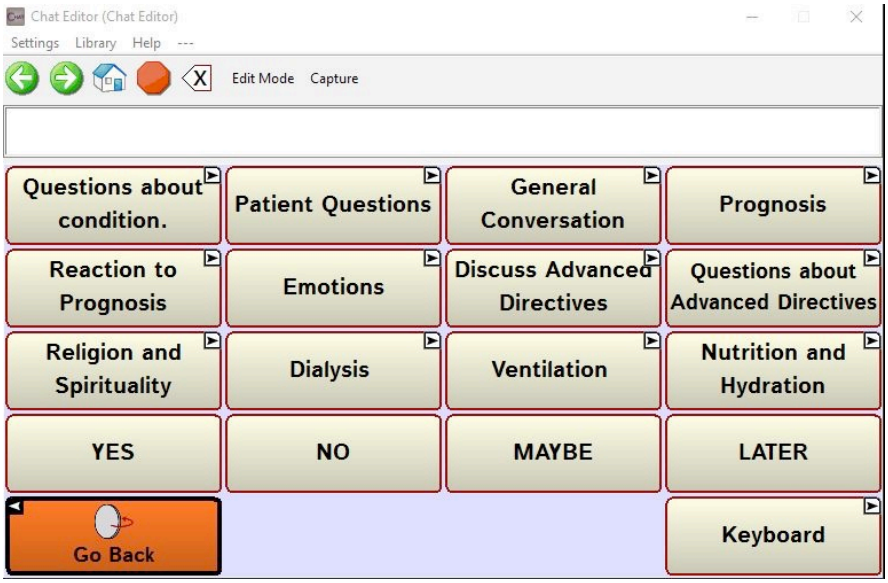


Keyboard Delete Verification Menu



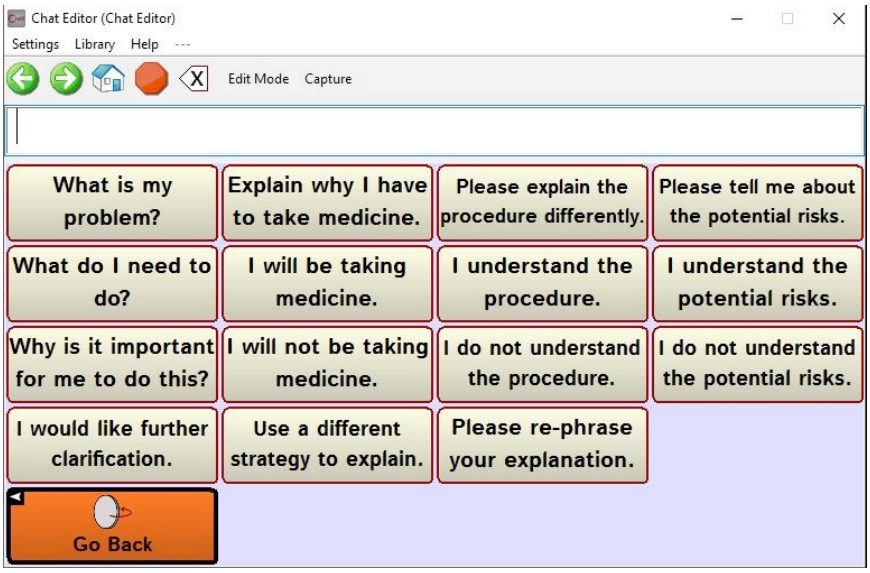
EOL & Medical Decision Making Pages

To support the users who need to participate in medical decision making and other end-of-life conversations.



Questions About Condition

Patient Questions

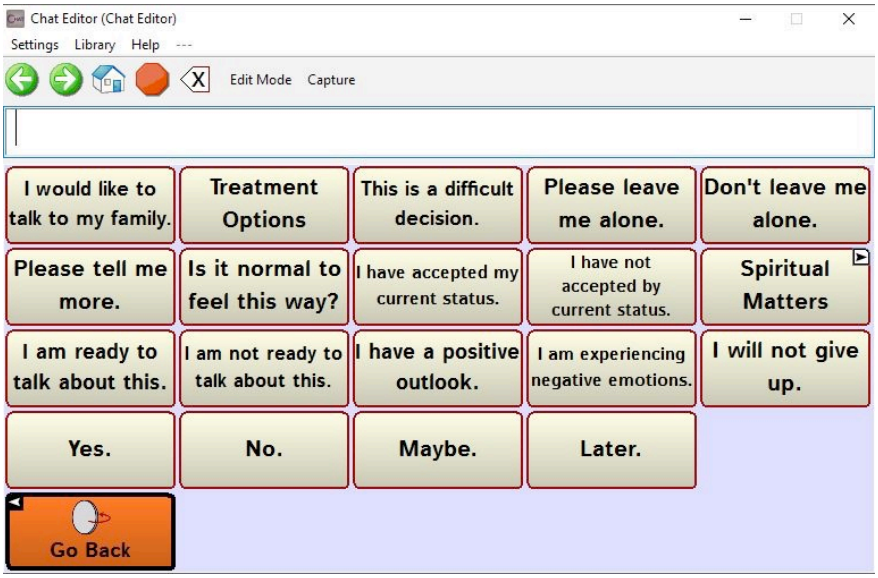


General Conversation

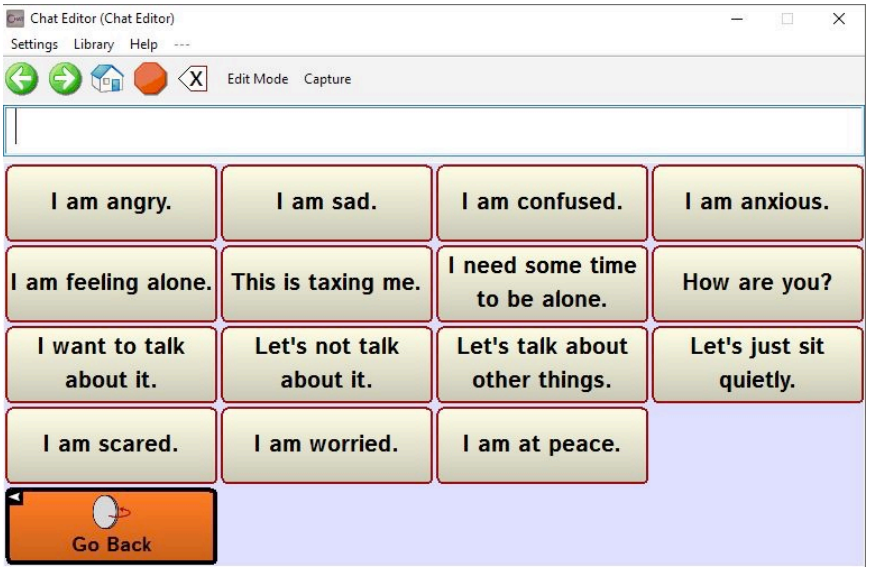
General Conversation
Explicit Reference to Death

Discuss Prognosis

Reaction to Prognosis

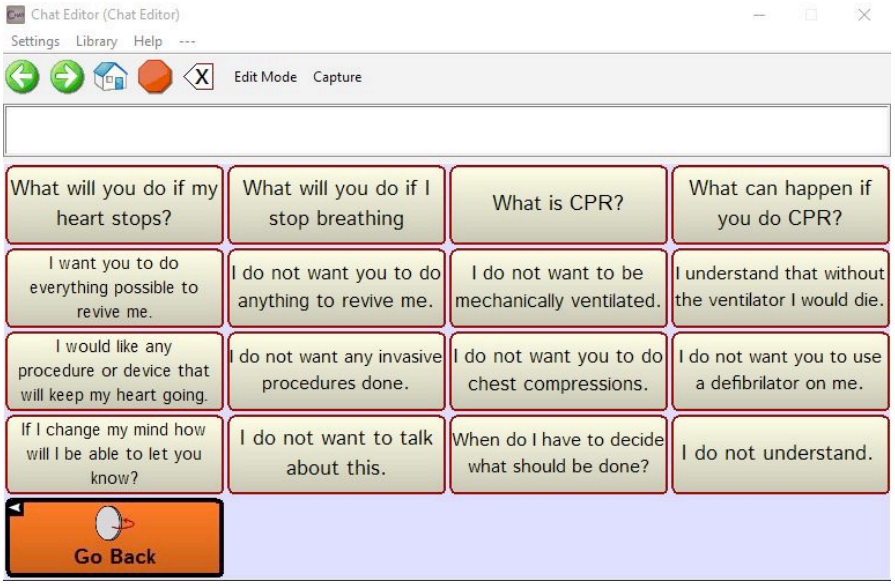


Emotions



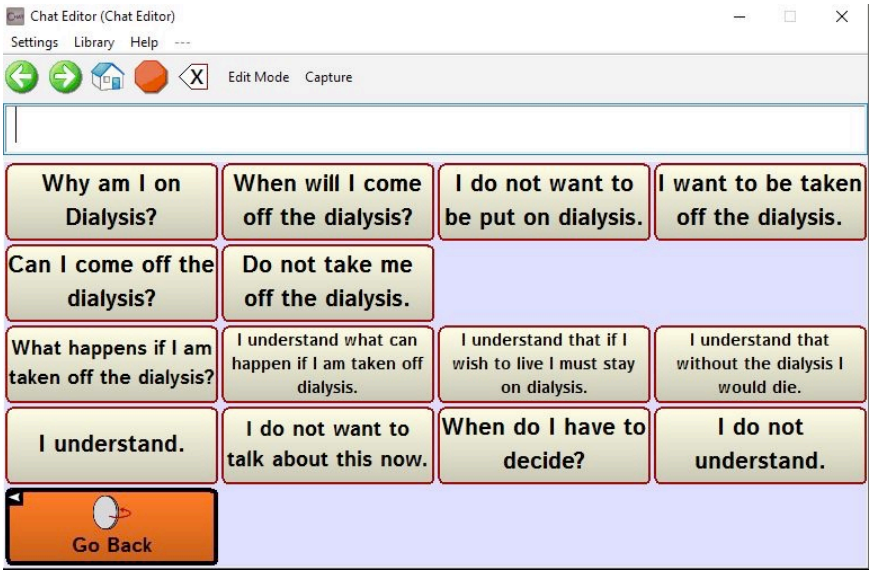
Discuss Advanced Directives

Questions about Advanced Directives

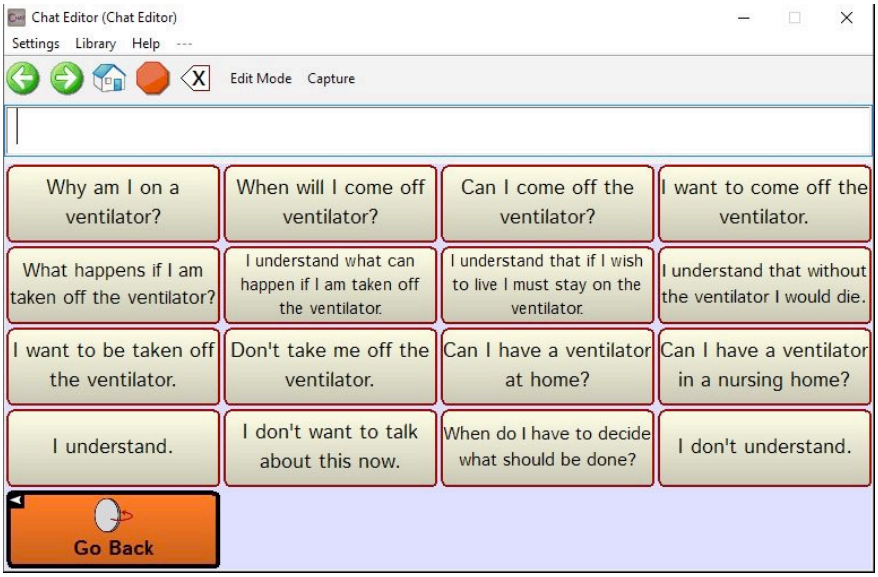
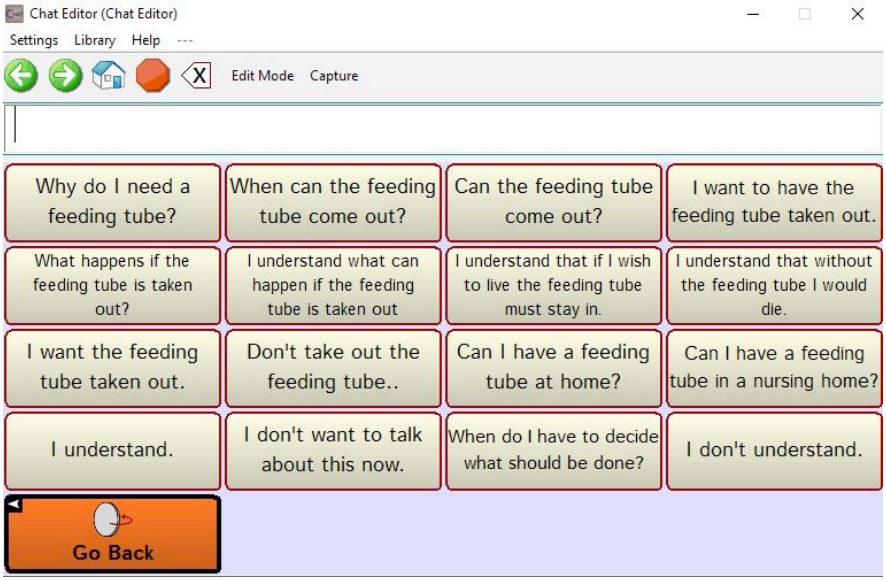


Religion and Spirituality

Dialysis



Ventilation



Nutrition and Hydration