Learning Embedded ViaVoice Mobility Suite

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ENJOY YOUR iPAQ USING IBM VIAVOICE MOBILITY SUITE!

1.0 Introduction

Welcome to IBM Embedded ViaVoice Mobility Suite, a productivity application that controls your Personal Digital Assistant (PDA) by voice. In response to your commands, IBM Embedded ViaVoice Mobility Suite will help manage your appointments, contacts, tasks, and mail.

This introduction provides the help you need to get started with IBM Embedded ViaVoice Mobility Suite and includes basic information that is further explained in other sections of this document.

2.0 Start Here

- Hardware
    Compaq iPAQ PocketPC H3800 Series
- Software
    Follow the instructions on the CD provided in your Pocket PC to install

    IBM Embedded ViaVoice Mobility Suite.

- Push the On/Off switch button on upper right just above the word "pocketpc".
- Get the device stylus out of the top of the device. Look at the top of the device, on the right side you will see a black dot and next to it a silver button. Press the silver button which will release the stylus (black dot)
    - Click Start at the top left and click on ViaVoice to start the program.
    - After installation is completed IBM ViaVoice will be set to the default settings:
- **Microphone Mode: PTT (Push to Talk)**
- **Read date format: long**
- **Read time format: checked**
- **Presentation: Read/Show**

The system default microphone mode is Push-to-Talk. In this mode, you decide how long the microphone is on. Press and hold the Speech button, wait until you hear the tone, then say the command, and then release the button.

Another way to use the microphone is Push-to-Activate. Press the Speech button, wait until you hear the tone, then say the command. The system turns off the microphone when you stop speaking.

To select the microphone mode and other personal preferences, tap Tools and then Options.

3.0 Assign the Record Button to IBM ViaVoice

To use IBM ViaVoice effectively, you should assign the Record Button to IBM ViaVoice.

To use the Record Button (located on the upper left side) to speak commands, you need to change the button assignment to IBM ViaVoice.

- To change the Record Button assignment:

    o Close IBM Embedded ViaVoice Mobility Suite

    o From the Start menu tap Settings.

    o From the Personal tab tap the Buttons applet.

    o Select the button assigned to Record.

    o Select IBM ViaVoice from the Button assignment drop down menu.

    o Tap ok.

After assigning the Record button, we will be referring to it as the Speech button.

When talking to the system, press and hold the Speech button, wait until you hear the tone, then say the command, and release the button.

Initially the system may not recognize your voice commands. It is making normal adjustments for your voice and the amount of noise in the area where you are speaking. Speak in a calm, normal tone of voice.

Position the microphone about 12 inches away in a quiet environment. As the surrounding noise level increases, hold the Personal Digital Assistant (PDA) closer to your mouth. You should try to maintain a consistent voice level.

When talking to the system, press and hold the Speech button, wait until you hear the tone, then say the command, and release the button.

- *Press Speech Button and say* **What Can I Say** *or* **Go to IBM ViaVoice** *to initialize ViaVoice*

4.0 Voice Commands

There are two types of commands, global and application specific. Global commands are always available. Application commands are only active in the application after you start it. To start or switch to an application, say **Go to calendar, Go to contacts, Go to tasks or Go to mail.**

- To hear important information, for example, say **Read mail** or **Read my very next appointment.**

- To hear prompts, messages, or requested information again, say **Repeat that**.

- To see all commands, including words that you have added, say **What Can I Say**, then tap on the triangle icon or group name to see related commands.

- IBM Embedded ViaVoice Mobility Suite includes pre-trained commands. However, you must train it to recognize how you pronounce new words. Examples of new words are your personal contacts and added program names. You record new words to train IBM Embedded ViaVoice Mobility Suite how you pronounce it. In WCIS a red circle with a slash through it identifies words that need to be trained.

5.0 Training, Adding, and Deleting Words

Training (recording a pronunciation) teaches the system how you pronounce words that you have added. A red circle with a slash through it indicates untrained words or phrases.

To train a word or phrase:

- Tap the item in the list you wish to train.

- The recording icon bar will appear at the bottom.

- Tap the Record icon (ROUND RED CIRCLE) and say the word or phrase.

- Tap the Stop icon (BLACK SQUARE) to stop recording.

- (Optional) - Tap the Play icon (GREEN TRIANGLE) to hear the recording.

- Tap the Save icon. (FILE FOLDER SYMBOL)

If you reach the trained word limit or wish to untrain (delete) a word or phrase, do the following:

- Tap the item in the What Can I Say list.

- The Recording icon bar will appear at the bottom.

- Tap the Delete icon. (RED X) IBM ViaVoice does not recognize the item as a command.

6.0 Global Commands

Tips for Global commands

- *Global commands are always active, except during Record mode.*

- *Microphone needs to be in the ON state.*

- *System must be in Command and Control mode (versus Record mode).*

- **what can I say** - Displays a tree view of available commands and reads the command types that are active.

- **enter, move up, move down, move left, move right** - Simulates pushing the Navigation control button. The meaning of this action is application specific. The application may actually ignore the input.

- **[what is | read] today's date; what is today** - Reads today's date in your specified format.

- **what time is it; (what is | read) the time** - Reads current time of day in your specified format.

- **go to <program>** - This command either starts or switches to a program associated with items in the Start menu or its Programs folder and subfolders.

- **repeat that** - Repeats the last utterance of the systems voice; examples include prompts, responses, and messages.

- **power off** - Puts the device in a suspended power state.

- **show commands** - Displays a tree view of available commands.

- **show help** - Displays help for the foreground application.

- **show ViaVoice help** - Displays the IBM ViaVoice help.

- **show ViaVoice Options** - Displays the IBM ViaVoice Options menu.

- **show ViaVoice Welcome** - Displays the IBM ViaVoice Welcome screen.

- **read ViaVoice introduction-** Reads the IBM ViaVoice product introduction.

- **refresh commands** - Refreshes the What Can I Say command list, including new program names and contacts.

- **start recording** - Starts recording your voice for:

  - Training the system to pronounce your contact names and program names

  - Creating a recording as a mail attachment

7.0 Calendar/Appointment Commands

Tips for Calendar / Appointment Commands

- *Say* **go to calendar** *or* **go to appointments** *to enable these commands.*

- *Work within the context of a working day and working appointment.*

- *Use the default working day and appointment as determined by the next scheduled   appointment.*

- **[read | show] [my] very next appointment** - Reads and/or displays the details of the next scheduled appointment.

- **[read | show] (next | previous) appointment** - Reads and/or displays the details of the appointment before to or following the current open appointment.

- **[read | show] appointment <1-99>** - Reads and/or displays the details for the appointment number.

- **[read] appointments for <date>** - Reads a list of the appointments for the specified date, numbering them as appointment 1, 2, ... n.

- **(read | what is the) <appointment property>** - Reads the details of the specified working appointment item; for example, location.

- **[read | show] all (properties | details)** - Reads and/or displays all details of a working appointment.

8.0 Task Commands

Tips for Task Commands

- *Say go to tasks to enable task commands.*

- *Read lists of tasks (to-do items) for a given date.*

- *Read or display the details of a specific task.*

- *Work within the context of a working list and working task.*

- *Determine the default working list and task based on the active task list.*

- *Active tasks include incomplete items with no start date, or a task whose assigned start date is less than or equal to the current date. The default working task is first on this list.*

- *Tasks include items with assigned start date equal to the specified date.*

- **[read] active tasks** - Reads a list of the active tasks, numbering them as task 1, 2, ... n.

- **[read] tasks for <date>** - Reads a list of the tasks for the specified date, numbering them as task 1, 2, ... n.

- **[read | show] (next | previous) task** - Reads and/or displays the details of the task previous to or following the working task.

- **[read | show] task <1-99>** - Reads and/or displays the details for the task number for the working list.

- **(read | what is the) <task property>** - Reads the details of the specified working task item, for example, what is the start date.

- **[read | show] all (properties | details)** - Reads and/or displays all the details of a working task.

9.0 Contacts Commands

Tips for Contacts Commands

- · *Say* **go to Contacts** *to enable Contacts commands.*

- **(read | show | what is) <name> (information | <contact property>); [read | show | what is the] (information | <contact property>) for <name>** - Reads and/or displays the details of the specified contact. The <name> construct is of the form firstname>[<lastname>]. If multiple contacts have the specified name, the first match is used.

- **(read | what is the) <contact property>** - Reads the desired contact's item.

- **[read | show] all (properties | details)** - Reads and/or displays details of all of the working contact's items.

- **start spelling** - Enables finding a contact in the contact list by spelling their name. Uses the Phonetic Alphabet (alpha, bravo, charlie, etc.) to spell. Space and scratch-that commands are also available.

- **stop spelling** - Ends spelling mode and selects the spelled contact. If the selected contact is not the one you intended, say read other choices, then select an alternate from the list of the three runners-up. Say pick <1-3> to select a name.

- **[read] other choices** - Reads a list of the top three runners-up from the last contact name spelling attempt. Say pick <1-3> to select a name.

10.0 Mail Commands

Tips for Mail Commands

- *Say* **go to inbox** *or* **go to mail** *to enable mail commands.*

- *The default working list is the list of new (unread) messages in the inbox. The first message in this list is the default message.*

- **read [new] (messages | mail)** - Reads a list of messages from the inbox, numbering them as message 1, 2, ... n.

- **[read] (next | previous) message** - Reads the details of the message before or after the current message.

- **[read] message <1-99>** - Reads details for a message number in the working list.

- **delete message [<1-99>]** - Deletes the current message or a specified message from the working list. This command requires confirmation.

- **create reply [to all] [with history]** - Prompts you to record an attachment (by pressing and holding the Record button) as a reply to the current message. The to all option addresses the reply to the sender and all recipients of the original message. The with history option includes the body from the original message in the reply. After recording, the reply becomes the new working message and is inserted into the working list following the original message.

- **read reply** - Reads the most recent reply. A reply is no longer available after it is sent.

- **send reply** - Sends a reply message and moves it from the inbox to the outbox.

You are now ready to enjoy your iPAQ using IBM ViaVoice Mobility Suite!