jabbla

We all have a voice

Allora 3

Operating instructions

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This document is a translation of the original Dutch user manual.

Version 20240412

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A Introduction

1 Introduction

CAUTION
Read this user manual carefully and retain it for later use.

The Allora 3 is a portable communication device with which spoken messages can easily be generated. The Allora 3 uses text-to-speech technology. This technology ensures that any text message that is drafted on the keyboard of the Allora 3, is read out in a high-quality voice.

The person listening to the drafted message can also read along on the device's partner display.

The Allora 3 can be linked to a smartphone by Bluetooth. This allows you to send and receive text messages using the Allora 3. The Allora 3 has a communication support function and is intended for people with a communication impairment (unable to speak or able to speak with difficulty) for general use in everyday life and, assuming they have sufficient motor and cognitive abilities, to use the device. The device is not suitable for clinical, therapeutic or diagnostic use.

The Allora 3 is also equipped with an infrared module used to be able to be trained the infrared codes and transmit them to thereby control other appliances. This includes appliances for general use such as devices for audio-visual and home automation applications. This extension is not suitable for clinical, therapeutic or diagnostic use.

The Allora 3 is portable but you can also mount it to a wheelchair. To facilitate portability, it is equipped with a carry case. The Allora 3 is easy to operate and has extensive functions to support communication.

2 Intended use

The device has a communication support function. This device is intended for general use in everyday life for people with a communication impairment (who are not able to speak or cannot speak clearly). Users must have adequate motor and cognitive abilities to use the device.

The device is designed for use indoors and outdoors.

3 Prohibited use

The device may not be used for clinical, therapeutic or diagnostic purposes.

The device may not be used for purposes other than those specified in its intended use.

No modifications may be made to the device without consulting with and gaining permission from Jabbla. Making modifications to the device can have consequences for safety, the warranty and compliance with regulations.

4 Service life

The expected service life of the device is 5 years. The quality and service life of the battery depend on use.

5 The Allora 3 identification plate

You will find the label with the serial number of the device on the rear panel of the device.

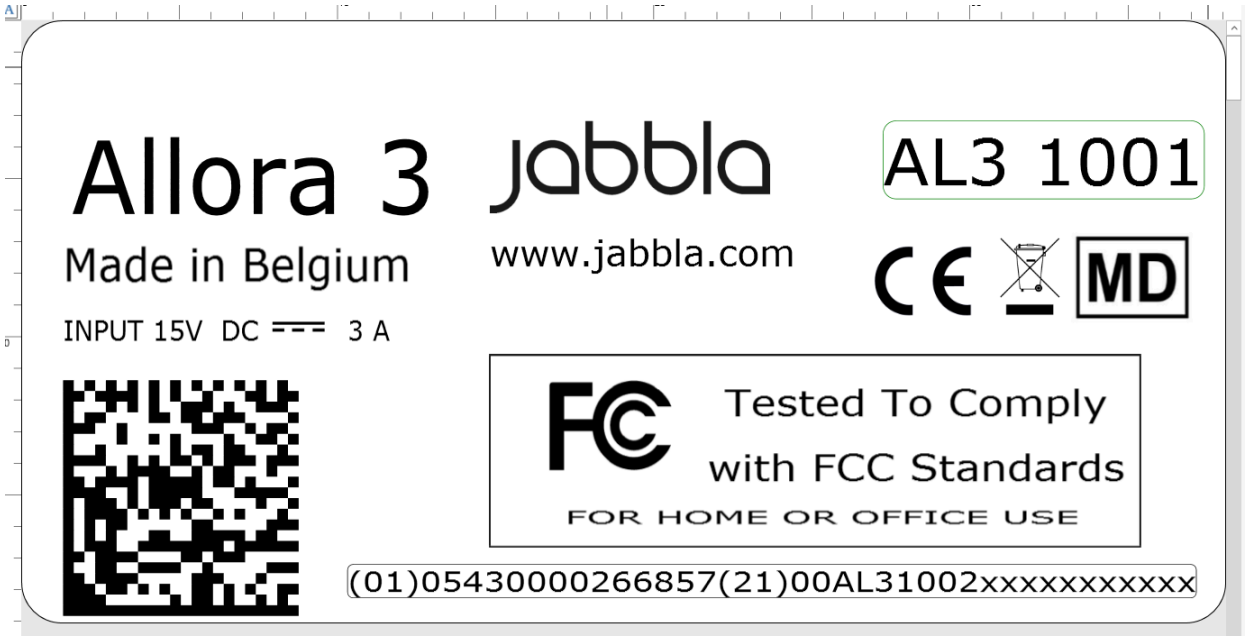

Figure 1: Allora 3 identification plate

6 Technical data

Technical data Allora 3

Specification	Explanation
Touchscreen	• 8.8 inch touchscreen • Resolution: 1,920 x 480 pixels
Partner display	• 4 inch • White OLED
Keyboard	Rubberized backlit keyboard. The back light brightness is controlled by the light sensor.
USB	1 x USB-C
Battery	LI-ION 7.6 V - 3,870 mAh
Battery capacity	1 day with normal use and standard settings Battery capacity varies considerably according to the settings, usage and other factors.
Weight	1,100 g (2.4 lbs)
Dimensions	• Height: 2 to 8 cm (0.8 - 3.1 inches) • Width: 25 cm (9.8 inches) • Depth: 20 cm (7.9 inches)
Mounting	Optional: • REHADAPT • DAESSY
Connectivity	• Wi-Fi 802.11 • Bluetooth BT 5.0

Specification	Explanation
Audio	• 1 integrated microphone • 2 integrated speakers
Power supply adapter	USB-C charger 5 V - 15 W
Memory	16 GB

B Description and operation

1 Introducing the Allora 3

Figure 2: Front view

No.	Identification	Explanation
1	Light sensor	The light sensor measures the ambient light intensity and on this basis illuminates the keyboard.
2	USB-C	You can charge the device using this port.
3	Battery charge indicator	The battery charge indicator lights up as soon as the device is connected to the mains through the supplied power adapter. The indicator is amber while charging. The indicator changes to green once the battery is charged.
4	Headphone socket	This output is for connecting headphones to the device. The speakers are automatically disabled when you connect the headphones.
5	Microphone opening	This is the microphone opening which is used for sound to reach the device's internal microphone. The device has 1 integrated microphone.
6	On/off indicator	The on/off indicator lights up when the device is on with the following color: • Green: when the battery is more than half-charged. • Orange: when the battery is less than half-charged, but the device does still not need to be recharged. • Red: when the battery needs to be recharged.
7	Infrared receiver	With the infrared receiver you can train infrared codes to the device.
8	Keyboard	Rubberized backlit keyboard. The back light brightness is controlled by the light sensor.

No.	Identification	Explanation
9	Touchscreen	The device has a capacitive touchscreen. See Screen on page 9.

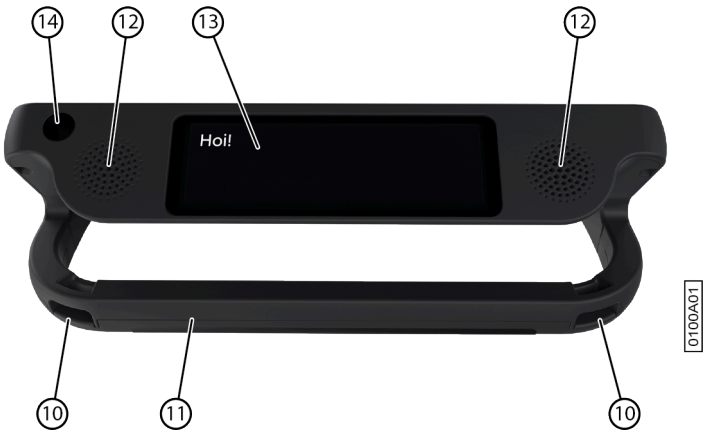

Figure 3: Rear view

No.	Identification	Explanation
10	Fastening holes for a strap	The supplied strap can be fastened here to allow you to conveniently carry the device.
11	Handle / tray stand	Sturdy handle with opening for attaching a strap. The handle is also designed to be a stand. It is designed so that the device can be ergonomically placed on a tray.
12	Speakers	The device has two powerful speakers.
13	Partner display	The Allora 3 is equipped with a partner display on which text can be displayed.
14	Infrared transmitter	You can transmit infrared signals to other appliances with the Infrared transmitter. This includes sound systems, television.

Optional mounting plates for the REHADAPT mounting system or the DAESSY mounting system can also be provided.

2 Options

- The Allora 3 can be supplied with an optional REHADAPT mounting system or a DAESSY mounting system.
- The Allora 3 comes as standard with one language. As an option, the Allora 3 can be loaded with extra languages.

3 Operation

Using the keyboard and/or the touchscreen of the Allora 3, the user can create a message, which is read out with a high-quality voice utilizing text-to-speech technology.

The person listening to the drafted message can also read along on the device's partner display.

4 Screen

The capacitative touchscreen can be controlled in the following ways:

- With your fingers
- With a (capacitative) stylus that simulates your fingers (available from your specialist dealer or webstores)

C Safety

1 Safety

CAUTION
When mounting the device to a wheelchair, ensure that the device is securely fastened and additionally locked, so that it cannot accidentally fall off with a shock or impact.

ENVIRONMENT
The device uses a battery. Ensure the device is safely disposed of. Observe the waste regulations that apply in your region.

NOTE
If you are not using the device for a lengthy period of time, always store it with the battery fully charged. Make sure that the device is switched off.

CAUTION
Avoid heat sources close to the device or areas that may become particularly hot. For example, in summer it can become very hot in a car. Temperatures that are too high may adversely affect the battery life performance.

CAUTION
The device is not watertight. Always try and avoid situations that could cause moisture or dirt to get into the device through the openings. Also take precautions when cleaning the device and follow the cleaning instructions.

The device is equipped with Wi-Fi and Bluetooth. Please observe the following safety precautions:

CAUTION
Do not use the device on a plane. Switch off the device or put into flight mode.

CAUTION
Do not use the device in hospital in the vicinity of electronic medical devices. The transmitted radio waves may affect the equipment.

CAUTION
Do not use the device in an environment in which flammable gases are present (such as petrol stations).

D Getting started

1 What's in the Allora 3 box?

The Allora 3 is supplied with the following parts:

- Power adapter with plug and cable
- Carry case
- Strap
- Keyguard (1) and clips (2)

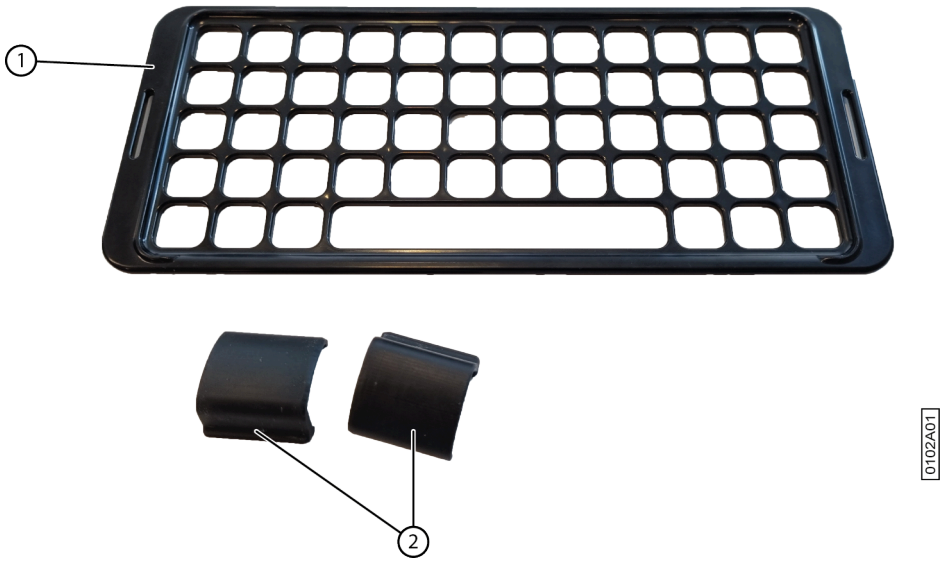

Figure 4: Keyguard and clips

2 First use

The device is adequately charged on delivery. A charge status between 40 % and 90 % increases the service life of the battery.

3 Fitting the keyguard

The keyguard helps users with physical dexterity issues access the keyboard more accurately.

Figure 5: Fitting the keyguard

1. Lay the keyguard (2) on the keyboard at the desired height setting.
   Rotate the keyguard if you prefer another height setting.
2. Fit the clips (1) (3) to secure the keyguard to the keyboard.

4 Switching on the device

Press the ⏻ key until the on/off indicator lights up.
The device first displays the start-up screen with the Jabbla slogan **We all have a voice**. When the cursor flashes, the device is ready for use.

The device starts up immediately from sleep mode.

5 Switching off the device completely

You usually put the device into sleep mode so that you can subsequently start to use it quickly. You can switch off the device completely if, for example, you want to store if for an extended period.

1. Press ☰.
2. Select ⚙ **General** > ⏻ **Shutdown**.

6 Typing text and speaking it out

1. Enter your text by typing it and add words and sentences using word prediction and sentence prediction. Press 🔒 to type in digits and on FN + Ω to enter special characters.

   TIP
   *You can use digits without **Num Lock** being active by pressing and holding the numeric key.*

   NOTE
   Press ⌫ to clear text letter by letter or ✕ to clear all text.

   NOTE
   If you have accidentally deleted all text, then press FN + ✕ to undo this action.

2. Press ✓.
   The displayed text is read out.

7 Keyboard shortcuts

NOTE
Press the keys in succession. You do not need to hold down the FN or Shift key.

Keyboard shortcuts	Function
FN + Ω	Enter a special character.
FN +	Set the volume.
FN +	Set the brightness of the touchscreen.
FN + A↕	Set the size of the letters on your screen.
FN +	Hide the text on the partner display or display it again.
FN +	**Go to the message history**
+	Enter a ↵ (**Enter**).
FN + +	**Go to translation mode** Your text is first translated into the set language. You can subsequently change it and then have it read out.
FN +	**Save the editor text as a note**
FN +	**Save the editor text as a quickfire**
+	**Save the editor text as a word/sentence prediction**
FN + + 0 - 9	**Remove the word/sentence prediction with corresponding number**
FN + ←	**Go to previous word**
FN + →	**Go to next word**
+ ←	**Go to previous sentence**
+ →	**Go to next sentence**
FN +	**Undo last change in editor**
FN +	**Mute/unmute**
FN + T	**Say time**
FN + D	**Say date**
FN + E	**Show a list of emojis**
FN + A	**Play an attention sound**
FN + M	**Go to your phone messages**
FN + B	**Remote computer**

8 Using word and sentence prediction

When word and/or sentence prediction are enabled, you can automatically select words and/or sentences that have been trained or added yourself while you type. You can set whether you want to do this only using the touchscreen or also using the keyboard.

1. Start to type the word or sentence.
   The predicted words/sentences are displayed at the bottom of the screen.
2. Choose one of the following options:
   - Using the touchscreen: tap on the word or sentence.
   - Using the keyboard: press the digit stated next to the word or sentence.

NOTE
Press → and ← to show another series of predictions.

9 Adding a word or sentence prediction yourself

You can add words and sentences to the word prediction list yourself.

You can also find this procedure on the device itself via ☰ > ◯ **Prediction** > ⓘ **How to...**.

1. Type the word or the sentence.
2. Press ⇧ + ❖.

10 Deleting word and sentences predictions

You can remove words and sentences that are predicted so that they will no longer be included in predicted text.

1. Do one of the following:
   - Press and hold the prediction on the touchscreen.
   - Press FN + ⇧ + **<prediction number>**.
2. Confirm with ✓.

11 Enter special characters

In addition to the normal letters, digits and symbols that you can enter with ⇧ (**Shift**), you can also enter special characters, which are not on your keyboard.

1. Press FN + Ω.
2. Select the character.

12 Save a note

You can save text or a series of messages as a note.

1. Enter your text by typing it and add words and sentences using word prediction.
2. Press FN + ⤓.
3. Confirm with ✓.

13 Reading out a note

1. Press ✎.
   A list of previously saved notes appears on the screen.
2. Do one of the following:
   - Tap on the note.
   - Use the arrow keys to select the note.

   The note appears in the editor.
3. Choose ✓ to read out the note.

14 Deleting a note

1. Press ✎.
2. Do one of the following:
   - Via the touchscreen:
     1. Check and hold down the note until the **Delete note** dialog box opens.
     2. Confirm with ✓.
   - Using the keyboard:
     1. Select the note using the ← and → arrow keys.
     2. Press ⌫.

        The **Delete note** dialog box opens.
     3. Confirm with ✓.

15 Save a quickfire message

A quickfire message is a message that you can have read out often and quickly. A quickfire message is not included in the text or message that you are drafting.

1. Do one of the following:
   - Quickly save a text as a quickfire message:
     1. Press FN + ❖.
     2. Confirm with ✓.
   - Save one or more new sentences as a quickfire message:
     1. Press ❖.
     2. Press ☰ or select +.
     3. Type a message.
     4. Confirm with ✓.

   The message is added to the list of quickfire messages.
2. Repeat the previous step to add any more quickfire messages.
3. Choose ✕ to close the quickfire menu.

16 Read out a quickfire message

You can have quickfire messages read out. The quickfire message does not appear on the partner display!

TIP
Would you like the text of the quickfire message to appear on the partner display? Save the text as a note and open the note.

1. Press ❖.
2. Do one of the following:
   - Tap on the quickfire message.
   - Press the number of the quickfire message.
   - Use the arrow keys to select a quickfire message. Confirm with ✓.

   The quickfire message is read out.

17 Play a sound effect

You can play specified sound effects. For example, applause, a laugh, a kiss, etc. or the set call-to-attention sound.

Such a sound effect is also called a vocal emoji.

1. Press ❖.
2. Press ❖ again or select ☺♫.
   A list of sounds appears.
3. Do one of the following:
   - Tap the sound.
   - Press the number of the sound.
   - Use the arrow keys to select a sound. Confirm with ✓.

18 Playing a call-to-attention sound

You can attract people's attention nearby by playing a call-to-attention sound.

Press FN + A.

19 Change the order of the list of quickfire messages

1. Press ❖.
2. Select the quickfire message that you want to move using the arrow keys.
3. Press the space bar.
   Arrows appear in the cells.
4. Use the arrow keys on the keyboard to move the quickfire messages.

20 Delete a quickfire message

1. Press ❖.
2. Do one of the following:
   - Via the touchscreen:
     1. Check and hold down the quickfire message until the **Delete quickfire message** dialog box opens.
     2. Confirm with ✓.
   - Using the keyboard:
     1. Select the quickfire message using the ← and → arrow keys.
     2. Press ⌫.

        The **Delete quickfire message** dialog box opens.
     3. Confirm with ✓.

21 Selecting an item without using the touchscreen

The method for selecting an item without using the touchscreen, is the same in each menu of the Allora 3.

1. Go to the menu item that you wish to select.
   For example, notes, quickfire messages, messages, the menu, etc.
2. Press the ← or → arrow keys to select an item.
   The selection is highlighted.
3. Press ✓ to select the Item.

22 Retrieve the message history

You can retrieve the most recent messages. The number of messages displayed depends on the setting.

Press FN + ✓.

23 Automatically translate the text that has been entered and have it read out

To automatically translate text, you must:

- be connected to a Wi-Fi network,
- have selected a language you want to translate into.

You can automatically translate text that has been entered and have it read out if translation mode is enabled.

1. Switch on translation mode. Press FN + ⇧ + ✓.
2. Draft the sentence you want to translate.
3. Press ✓.
   The sentence is translated. Where applicable, you can enter any further changes.
4. Press ✓ again.
   The sentence is read out and displayed on the partner display. If the voice for this language is not available on the device, then the translated sentence will still be displayed on the partner display.

24 Store the device for an extended period

1. Charge the device to approximately 50 %.
2. Shut down the device.

   NOTE
   The device must not be in sleep mode!

3. Keep the device in a dry place at room temperature (20 °C).
4. Charge the battery every 3 months to approximately 50 %.
   If you drain the battery, the device will no longer start.

E Control

1 Put the device manually into sleep mode

Sleep mode is an energy-saving mode that allows you to quickly wake up the device again. You can also set if and when the device automatically enters sleep mode.

Briefly press ⏻.

2 Wake the device from sleep mode

The device is in sleep mode when the screen is off and the on/off indicator is lit. If the indicator is not lit, then the device is completely off.

Briefly press ⏻.

You can also wake the device from sleep mode by long pressing on the touchscreen provided that this has been set up.

The screen will immediately light up.

3 Charge the device

The amount of time for which you can use the device without needing to charge it depends greatly on how you use the device and on:

- The volume
- The time set before it switches to sleep mode
- Bluetooth and Wi-Fi use

If the device is used a lot, it is recommended that you recharge the device every day. To do this, use only the supplied power adapter. The device can still be used while it is being charged.

It is preferable to charge the device at room temperature (about 20 °C / 68 °F). Temperatures lower than 5 °C (41 °F) and higher than 45 °C (113 °F) may adversely affect the battery.

Figure 6: Connection for charging the device

1. Check the power status. See Viewing the power status on page 19.
2. Connect the supplied power adapter between the device USB-C port (2) and the power supply.
   When the battery charge indicator LED (3) lights up green, the device is fully charged.

4 Viewing the power status

Figure 7: Viewing the power status

View the on/off indicator (6).

- Green, when the battery is more than half-charged.
- Orange, when the battery is less than half-charged, but the device still does not need to be recharged.
- Red, when the battery needs to be recharged.

5 Control options

5.1 Keyboard control

The Allora 3 can be operated using just the keyboard.

- Use the keyboard to draft some text or a message. To type a capital letter, you first press **Shift** and then the letter. You do not have to keep **Shift** depressed.
- You can select predictions by entering the corresponding number on the keyboard. If you want to enter a number, then you first need to press **Num Lock**.
- You can configure acceptance and delay times to modify the responsiveness of the keyboard to suit your preferences.
- Press the speech button ✓ to have the types message read out.
- The menu and various parameter settings can also be operated using just the keyboard. Use the arrow keys to navigate within the menu and press the speech button ✓ to confirm options.

5.2 Touchscreen control

CAUTION
Do not use sharp tools, to prevent damaging the touchscreen.

NOTE
Tap with your finger, not with your fingernail!

CAUTION
Make sure the touchscreen does not come into contact with water.

You can operate the device using just the touchscreen:

- You can choose word and sentence predictions by touching your chosen option on the screen.
- You can have a message spoken aloud by touching the message.
- You can control the menu and the different parameter settings using the touchscreen.

6 Calling and sending/receiving text messages

A bluetooth connection can be made between the device and your mobile phone. Once connected, you can use the device to call a telephone number and send text messages to people from the address book.

6.1 Switching on your device's Bluetooth

To be able to establish a connection between a different appliance, for example your mobile phone, and the Allora 3, you must switch on Bluetooth on both devices.

1. Press ☰ and select **Connectivity** > **Configure Bluetooth**.
2. Choose .
   The icon changes to , which means that Bluetooth is enabled.

6.2 Connecting your mobile phone to the device

The connection between your mobile phone and the device depends on the brand and type of mobile phone. Below is a description of the general procedure.

NOTE
Refer to the operating instructions of your mobile phone.

1. Switch on Bluetooth on the device.
2. Switch on Bluetooth on your mobile phone.
3. Search for the Bluetooth name of the device from the list of available appliances and connect.
4. Choose the device on your mobile phone.
5. Confirm on your device that you wish to connect.
6. Check that the number matches on both devices.
7. Confirm this both on your device and on your mobile phone.
8. Grant your mobile phone access to your contacts.
   If the connection is successful, you can use the device to make calls and send messages.

6.3 Calling a telephone number

Make sure that your mobile phone is connected to your device. See Connecting your mobile phone to the device on page 20.

1. Press ☰ and select **Phone**.
2. Choose **Call**.
   A list of the most recent conversations appears.
3. Choose .
4. Enter the full telephone number.
5. Confirm with .
   Select / or press FN + F to switch the Allora 3 microphone on or off.
6. Use your device to communicate with the person that you have called.
   You can prepare your message in advance.
7. Select or press FN + H to end the call.

6.4 Calling a contact

Make sure that your mobile phone is connected to your device. See Connecting your mobile phone to the device on page 20.

1. Press ☰ and select **Phone**.
2. Choose **Call**.

A list of the most recent conversations appears.

3. Choose .
4. Do one of the following:
   - Select a contact from the list. Use the ❮ and ❯ arrows to scroll through the address book.
   - Select , enter part of the name and confirm by pressing . Select the contact from the search results. Select to clear the search results.

   The contact will be called.
5. Select / or press FN + F to switch the Allora 3 microphone on or off.
6. Use your device to communicate with the person that you have called.
   You can prepare your message in advance.
7. Select or FN + H to end the call.

6.5 Answering or declining an incoming call

If a call comes in then everything on the Allora 3 is interrupted and the message appears that there is an incoming call.

1. Do one of the following:
   - **Accept** to accept the incoming call.
   - × **Decline** to decline the incoming call.
2. If you have declined the call, you can continue to communicate with your device.
3. Select / or press FN + F to switch the Allora 3 microphone on or off.
4. Select or FN + H to end the call.

6.6 Sending a message to a telephone number that has been entered

Make sure that your mobile phone is connected to your device. See Connecting your mobile phone to the device on page 20.

1. Press and select **Phone**.
2. Choose **Messages**.
   A list of the most recent messages appears.
3. Choose .
4. Choose .
5. Enter the full telephone number.
6. Confirm with .
7. Type your message in.

   TIP
   Choose to add an emoticon.
8. Choose to send the message or choose if you do not wish to send the message.
   If sent successfully, a appears next to the message.

6.7 Sending a message to a contact

Make sure that your mobile phone is connected to your device. See Connecting your mobile phone to the device on page 20.

1. Press and select **Phone**.
2. Choose **Messages**.
   A list of the most recent text conversations appears.
3. Choose .

4. Do one of the following:
   - Select a contact from the list. Use the ❮ and ❯ arrows to scroll through the address book.
   - Select 🔍, enter part of the name and confirm by pressing ✓. Select the contact from the search results. Select 🔍 to clear the search results.

   If there is no telephone number linked to the contact, nothing will happen if you choose the contact. If a contact is stored with multiple telephone numbers in your address book, then a screen appears to select the desired telephone number.

   The contact will be called.
5. Confirm with ✓.
6. Type your message in.

   TIP
   Choose ☺ to add an emoticon.
7. Choose ➤ to send the message or choose ☒ if you do not wish to send the message.
   If sent successfully, a ✓ appears next to the message.

6.8 Calling or texting a contact

Make sure that your mobile phone is connected to your device. See Connecting your mobile phone to the device on page 20.

1. Press ☰ and select 📱 **Phone**.
2. Choose 📇 **Contacts**.
3. Do one of the following:
   - Select a contact from the list. Use the ❮ and ❯ arrows to scroll through the address book.
   - Select 🔍, enter part of the name and confirm by pressing ✓. Select the contact from the search results. Select 🔍 to clear the search results.

   If there is no telephone number linked to the contact, nothing will happen if you choose the contact. If a contact is stored in your address book including multiple telephone numbers, then a screen appears to select the desired telephone number.
4. Choose one of the following options:
   - 📞, **Call**. The contact will be called. Proceed with step 5.
   - ✉, **Send text**. Proceed to step 9.
5. Select 🎤 / 🎤 or press FN + F to switch the Allora 3 microphone on or off.
6. Use your device to communicate with the person that you have called.
   You can prepare your message in advance.
7. Select 📞 or FN + H to end the call.
8. There is no need to continue to read the next steps. These are only intended if you have chosen to send a text message to the contact.
9. Type your message in.

   TIP
   Choose ☺ to add an emoticon.
10. Choose ➤ to send the message or choose ☒ if you do not wish to send the message.
    If sent successfully, a ✓ appears next to the message.

6.9 Sending a new message as part of an existing text conversation

Make sure that your mobile phone is connected to your device. See Connecting your mobile phone to the device on page 20.

1. Press ☰ and select 📱 **Phone**.

2. Choose ✉ **Messages**.
   A list of the most recent text conversations appears.
3. Select the desired text conversation.
4. Choose ✉.
5. Type your message in.

   TIP
   Choose ☺ to add an emoticon.

6. Choose ➤ to send the message or choose ☒ if you do not wish to send the message.
   If sent successfully, a ✔ appears next to the message.

6.10 Reading out, forwarding or deleting a message

Make sure that your mobile phone is connected to your device. See Connecting your mobile phone to the device on page 20.

1. Press ☰ and select 📱 **Phone**.
2. Choose ✉ **Messages**.
   A list of the most recent text conversations appears.
3. Select the desired text conversation.
4. Select the message.
5. Choose one of the following options:

Option	More info
	The message is read out. Or press ✓.
	The message is forwarded. Select the contact person to whom it has to be forwarded. Or press ✎.
	The message is deleted. There is no confirmation prompt! Or press ⌫.

7 Using the device environmental control

The device is equipped with an infrared receiver (7) and an infrared transmitter (14). This enables you to control appliances such as televisions, radios and DVD players using infrared codes. The device can be trained with the infrared codes for the appliances.

Figure 8: Infrared receiver

Figure 9: Infrared transmitter

7.1 Adding an infrared appliance

1. Press ☰ and select 🌐 **Connectivity** > 📡 **Infrared**.
2. Choose ＋ to add an infrared appliance.
3. Enter the name of the appliance.
   For example, TV living room
4. Confirm with ✓.
5. Specify the length of the code.
   The length of the code should be set by a process of trial and error. If the length of the code is set to be too short, the appliance may not receive all of the information that it needs. If the length of the code is set to be too long, the appliance may become confused.
   Example: if you wish to turn down the volume of your television by 5 units in one go, you can set the length of the code to 5.
6. Confirm with ✓.

7.2 Changing the name and length of the code for an infrared appliance

1. Press ☰ and select 🌐 **Connectivity** > 📡 **Infrared**.
2. Choose the infrared appliance using the arrow keys.
3. Press ✎.
4. Change the name of the infrared appliance.
5. Confirm with ✓.
6. Change the length of the code.

The length of the code should be set by a process of trial and error. If the length of the code is set to be too short, the appliance may not receive all of the information that it needs. If the length of the code is set to be too long, the appliance may become confused.

Example: if you wish to turn down the volume of your television by 5 units in one go, you can set the length of the code to 5.

7. Confirm with ✓.

7.3 Training an infrared code

Your existing appliance that you have already added can be trained new infrared codes.

1. Press ☰ and select 🌐 **Connectivity** > **Infrared**.
2. Select the appliance that you wish to train an infrared code.

   For example, TV living room
3. Choose + to train an infrared code.
4. Enter the name of the infrared code.

   For example, Television louder.
5. Confirm with ✓.
6. Hold the remote control of the appliance, for example, the TV remote control, at a distance of approximately 5 cm from the Allora 3's infrared receiver.
7. Briefly press the remote control key that you want to train.

   The training process may be disrupted by other light sources nearby. Where applicable, shield the light receiver with your hand when training the infrared code.
8. Point the Allora 3 towards the device of which you want to test the infrared code.

   The infrared signal is transmitted by the infrared transmitter on the back of the Allora 3.

   If the infrared code actually carries out the requested command, then the test is OK. If not, then the code needs to be recorded again.
9. Repeat from step 2 to record more infrared codes.

7.4 Using the Allora 3 to control an appliance via infrared

After you have added an appliance and have trained the necessary infrared codes to the Allora 3, you can control that appliance using the Allora 3.

1. Press ☰ and select 🌐 **Connectivity** > **Infrared**.
2. Choose the appliance.

   For example, TV living room
3. Choose the action you want to perform.

   For example, Television louder.

8 Controlling a computer remotely

- You first need to install the Macro Server application on the computer that you want to control.
- You need an Internet connection to be able to control the computer. Both the computer and the Allora 3 must be on the same network.

1. Press ☰ and select 🌐 **Connectivity** > **Remote computer**.
2. Do one of the following:
   - Use the Allora 3 keyboard to type.
   - Use the additional functions on the touchscreen.
   - Choose 🖱 to switch to mouse control.
   - Choose ⌨ to switch to keyboard control.

TIP
You can prepare your text in the editor. Your text appears in the top cell on the left of the screen after you have chosen ***Remote computer****.*

NOTE
Select an arrow and the mouse moves in the direction of arrow until you select the arrow again or until you select .

9 Importing a note

You can create notes on your computer as txt files and import these notes to the device using a USB stick.

1. Press .
   A list of previously saved notes appears on the screen.
2. Insert the USB stick into the USB-C port of the device.
   If necessary, use the supplied adapter.
   2 additional icons appear on the screen.
3. Choose +.
4. Choose the note you want to import.
5. Confirm with .
   The note is stored on your device.

10 Exporting a note

You can export a note to a USB stick. For each note that you export, you must enter a matching name.

1. Press .
   A list of previously saved notes appears on the screen.
2. Insert the USB stick into the USB-C port of the device.
   If necessary, use the supplied adapter.
   2 additional icons appear on the screen.
3. Choose .
   An information window appears. Read the info and confirm by pressing .
4. Choose the note you want to export.
5. Enter a suitable name for the note.
6. Confirm with .
   The note is saved to the USB stick as a txt file with the specified name.

F Settings

1 General settings

1.1 Change the date

If the device is connected to the Internet via Wi-Fi, then the date and the time are automatically set and you cannot change the date and time.

1. Press ☰.
2. Select ⚙ **General** > 📅 **Date / time**.
3. Select 📅 **Change date**.
4. Enter the current date in the correct format.
5. Confirm with ✓.

1.2 Change the date format

1. Press ☰.
2. Select ⚙ **General** > 📅 **Date / time**.
3. Select 📅 **Change date notation**.
4. Select the desired date format.
5. Confirm with ✓.

1.3 Change the time

If the device is connected to the Internet via Wi-Fi, then the date and the time are automatically set and you cannot change the date and time.

1. Press ☰.
2. Select ⚙ **General** > 📅 **Date / time**.
3. Select 🕒 **Change time**.
4. Enter the current time.
5. Confirm with ✓.

1.4 Change the time zone

You always need to manually and correctly set the time zone, even when the device is connected to the Internet via Wi-Fi.

1. Press ☰.
2. Select ⚙ **General** > 📅 **Date / time**.
3. Select 🌐 **Change timezone**.
4. Type the name of the city and the list of time zones is filtered accordingly.
5. Select the time zone.
6. Confirm with ✓.

1.5 Change the time format

1. Press ☰.
2. Select ⚙ **General** > 📅 **Date / time**.
3. Select 📅 🕒 **Change time notation**.

4. Select the desired time format.
5. Confirm with ✓.

1.6 Set the menu language

1. Press ☰.
2. Select ⚙ **General**.
3. Select ☰ **Menu** > **Menu language**.
4. Select the language.
5. Confirm with ✓.

1.7 Password-protecting the settings

You can set a password so that the device user is no longer able to make changes to the settings. The user can only the set the device to make calls or send/receive text messages.

1. Press ☰.
2. Select ⚙ **General**.
3. Select ☰ **Menu** > **Set password**.
4. Enter the password.
5. Confirm with ✓.

1.8 Removing the security settings

You can delete the security settings so that the device user will once again be able to make changes to the settings him/herself.

1. Press ☰.
2. Select ⚙ **General**.
3. Enter the current password and confirm.
4. Select ☰ **Menu** > **Set password**.
5. Delete the password.
6. Confirm with ✓.

1.9 Changing the security settings password

1. Press ☰.
2. Select ⚙ **General**.
3. Enter the password and confirm.
4. Select ☰ **Menu** > **Set password**.
5. Delete the password.
6. Enter a new password.
7. Confirm with ✓.

1.10 Set when the device enters sleep mode

1. Press ☰.
2. Select ⚙ **General** > **Standby after**.
3. Select after how many minutes the device enters sleep mode. You can also disable automatic sleep mode.
4. Confirm with ✓.

1.11 Show system information

When speaking to the Jabbla technical support team you may be asked to supply the version number of the software on your device.

The system information contains:

- The version of the software
- The device serial number

1. Press ☰.
2. Select ⚙ **General** > ⓘ **System info**.

1.12 Setting the number of messages in the message history

You can set how many messages are to be displayed in the message history yourself. If you don't want recent messages to be kept, then set the value to 0.

You can retrieve the message history via FN + ✓.

1. Press ☰.
2. Select ⚙ **General** > ＋ **More options** > **History size**.
3. Using the arrows, set how many recent messages may appear in the message history.
4. Confirm with ✓.

1.13 Setting up a call-to-attention sound

You can set up which sound to use to attract people's attention nearby.

You can always find the call-to-attention sound in position 1 of the quick fire messages and you can also retrieve it by pressing FN + A.

1. Press ☰.
2. Select ⚙ **General** > ＋ **More options** > **Attention sound**.
3. Select the desired call-to-attention sound.
4. Confirm with ✓.

2 Speech settings

2.1 Set the voice and language

1. Press ☰.
2. Select **Speech** > **Voice**.
3. Select a voice in your language
4. Confirm with ✓.

2.2 Using your own voice

Using the "Acapela My Own Voice" service, you can record your own voice and create your personal synthetic voice. This voice can be set for use on the device. To do so, you must have the username and password used to register on Acapela.

1. Press ☰.
2. Select **Speech** > **Voice**.
3. Choose ＋.
4. Enter your username that you received from Acapela.
5. Enter your password that you received from Acapela.

6. Confirm with ✓.

2.3 Set the speed of the voice

1. Press ☰.
2. Select **Speech** > **Speed**.
3. Use the slider to set the desired speed of the voice to between 10% and 100%.
4. Confirm with ✓.

2.4 Setting the volume

You can also change the volume via FN + 🔊 or mute the sound with FN + 🔇.

1. Press ☰.
2. Select **Speech** > **Volume**.
3. Use the slider to set the desired volume to between 0% and 100%.
4. Confirm with ✓.

2.5 Mute or switch on the sound

Press **FN** + 🔇.

2.6 Changing the pronunciation of a word

You can change the pronunciation of a word by adding it to the speech dictionary and choosing a substitute word.

1. Press ☰.
2. Select **Speech** > **Pronunciation dictionary**.
3. Select +.
4. Enter the word you want pronounced differently for **Type the word you want to replace**.
5. Under **Type a replacement**, enter the word as it ought to sound.

   NOTE
   Select to test the pronunciation.
6. Confirm with ✓.

2.7 Delete a word from the pronunciation dictionary

1. Press ☰.
2. Select **Speech** > **Pronunciation dictionary**.
3. Do one of the following:
   - Via the touchscreen:
     1. Check and hold the word until the **Delete pronunciation** dialog box opens.
     2. Confirm with ✓.
   - Using the keyboard:
     1. Select the word.
     2. Press ⌫.

        The **Delete prediction** dialog box opens.
     3. Confirm with ✓.

2.8 Immediately have each word that you enter read out

You can specify that each word that you type is immediately read out after you have pressed the spacebar. A word that you select from the word prediction is also immediately read out. You can set at what volume the word is to be read out.

1. Press ☰.
2. Select > **Word echo**.
3. Select how the word is to be read out.
   - Select **None** if the word is not to be read out.
   - Select **Default volume** if the word is to be read out at the same volume as normal speech.
   - Select **Volume - soft** if the word is to be read out at a lower volume than normal speech.
   - Select **Volume - very soft** if the word is to be read out at the much lower volume than normal speech.

2.9 Immediately have each character that you enter read out

You can specify that each character that you type is immediately read out. You can set at what volume the character is to be read out.

1. Press ☰.
2. Select > **character echo**.
3. Select how the character is to be read out.
   - Select **None** if the character is not to be read out.
   - Select **Default volume** if the character is to be read out at the same volume as normal speech.
   - Select **Volume - soft** if the character is to be read out at a lower volume than normal speech.
   - Select **Volume - very soft** if the character is to be read out at the much lower volume than normal speech.

2.10 Setting the language for translation

1. Press ☰.
2. Select **Speech** > **Translator language**.

   You can also enable translation mode in this menu. This is how you can translate the text that has been entered and have it read out.
3. Select the language for translation.

   This is only if the language in question is available on the device.
4. Confirm with ✓.

2.11 Enabling or disabling automatic text translation

You can automatically translate the text that has been entered if you enable translation mode. If you just want to have the text that has been entered read out without translating it, then you need to disable translation mode.

Press FN + ⇧ + ✓ to enable or disable translation mode.

3 Word and sentence prediction settings

The device can predict words and sentences as you type. See Using word and sentence prediction on page 13

You can ...	Related settings
Select the predicted words or sentences using the touchscreen or, where applicable, using the numeric keys on your keyboard.	Setting the font size of the keyboard shortcut numbers on the touchscreen on page 36

You can ...	Related settings
Enable or disable word and sentence prediction and set the font size.	Enabling or disabling and setting up word prediction on page 32 Enabling or disabling and setting up sentence prediction on page 32
Enable or disable word and sentence learning by the device itself.	Enabling or disabling word prediction learning on page 32 Enabling or disabling sentence prediction learning on page 33
Add words or sentences yourself that the device must predict or subsequently delete them.	Show how to add or remove a word or sentence for prediction on page 33

3.1 Enabling or disabling and setting up word prediction

1. Press ☰.
2. Select ◯ **Prediction** > ⊖ **Word prediction**.
3. Select one of the following options:
   - **None**: to show no word prediction
   - **Small**: to display the predicted words in small format
   - **Medium**: to display the predicted words in medium format
   - **Large**: to display the predicted words in large format
4. Confirm with ⊘.

3.2 Enabling or disabling and setting up sentence prediction

1. Press ☰.
2. Select ◯ **Prediction** > ⊜ **Sentence prediction**.
3. Select one of the following options:
   - **None**: to show no sentence prediction
   - **Small**: to display the predicted sentences in small format
   - **Medium**: to display the predicted sentences in medium format
   - **Large**: to display the predicted sentences in large format
4. Confirm with ⊘.

3.3 Enabling or disabling word prediction learning

When word learning is enabled, there is an increased probability that a word will be predicted the more your use it.

NOTE
The Allora 3 only learns new words from sentences when they are also read out!

1. Press ☰.
2. Select ◯ **Prediction** > ⊕ **Learn words while typing**.
   - ⬬: you can teach the device new words.

     TIP
     *Select ◯ **Prediction** > ⓘ **How to...** to find out how to do this.*
   - ⬬: the device will not learn any new words for word prediction.

3.4 Enabling or disabling sentence prediction learning

1. Press ☰.
2. Select ◯ **Prediction** > **Learn sentences while typing**.
   - : you can teach the device new sentences.

     TIP
     *Select ◯ **Prediction** > **Prediction** > ⓘ **How to...** to find out how to do this.*
   - : the device will not learn any new sentences for sentence prediction.

3.5 Show how to add or remove a word or sentence for prediction

1. Press ☰.
2. Select ◯ **Prediction** > ⓘ **How to...**.

3.6 Automatically replace an abbreviation

The device can automatically replace a set letter combination with the desired words.

For example, you can replace the letter combination `ple` with `please`.

1. Press ☰.
2. Select ◯ **Prediction** > **Abbreviations**.
3. Select +.
4. Under **Type the word you want to replace**, you enter the letter combination that you want to replace, for example `ple`.
5. Under **Type a replacement**, you enter the word to replace the letter combination, for example `please`.
6. Confirm with ✓.

3.7 Remove an abbreviation

1. Press ☰.
2. Select ◯ **Prediction** > **Abbreviations**.
3. Keep pressing the combination of letters you want to delete.
4. Select 🗑.

4 Keyboard settings

4.1 Set how long you have to press a key for

To prevent you from unwittingly pressing a key, for example because your hands are shaking, you can set how long you have to press each key for before the keystroke is accepted.

1. Press ☰.
2. Select ⌨ **Keyboard** > **Acceptance delay**.
3. Use the slider to choose how long you have to press a key for before it is accepted as a keystroke.
4. Confirm with ✓.

4.2 Set how much time is required between keystrokes

To prevent you from unwittingly repeating key presses too quickly in succession, for example because your hands are shaking, you can set the minimum amount of time there is between consecutive keystrokes.

1. Press ☰.
2. Select ⌨ **Keyboard** > ⏱ **Post selection delay**.
3. Use the slider to choose how much time there must be between two keystrokes until the second one is accepted.
4. Confirm with ✓.

4.3 Auditory feedback set

You can enable the selection sound to hear every keystroke.

1. Press ☰.
2. Choose ⌨ **Keyboard**.
3. Choose ♫ **Selection sound**.

4.4 Set the keyboard layout

You can set the keyboard layout for your local variant of the device, for example Qwerty (Canada).

1. Press ☰.
2. Select ⌨ **Keyboard** > ⌨ **Keyboard layout**.
3. Select your keyboard layout.
4. Confirm with ✓.

4.5 Adjusting the keyboard lighting

The keyboard lighting depends on how much light there is. The quantity of light is measured using the built-in light sensor. The Allora 3 has 2 lighting modes:

- Light
- Dark

Adjust the keyboard lighting according to the ambient light conditions. You can do this in a bright environment (during the daytime or in a well-lit room) or in a dark environment (at night or in the evening).

The Allora 3 will remember this setting for each lighting mode. For example: in the evening with poor light you can have the keyboard lighting adjusted to 75%. The next time your are in an environment with poor ambient light, the keyboard lighting will automatically be 75%.

1. Press ☰.
2. Select ⌨ **Keyboard** > ☼ **Lighting**.
3. Use the slider to set the desired brightness.
4. Confirm with ✓.

4.6 Display keyboard shortcuts

1. Press ☰.
2. Select ⌨ **Keyboard** > ⌨ **Keyboard shortcuts**.
3. Select › and ‹ to browse.

5 Touchscreensettings

5.1 Disabling the touchscreen

You can disable the touchscreen. The device can then only be operated using the keyboard. The touchscreen is immediately disabled.

1. Press ☰.

2. Select **Display** > **Touchscreen**.
3. Select **Active** to disable the touchscreen.
   The **Off** status appears and you will now have to do everything using the keyboard.

5.2 Enabling the touchscreen

You can enable the touchscreen by performing all of the following steps using the keyboard.

1. Press .
2. Select **Display** or press 4 on the keyboard.
3. Select **Touchscreen** or press 1 on the keyboard.
4. Select **Off** or press 1 to enable the touchscreen.
   The **Active** status appears and you will now also be able to use the touchscreen.

5.3 Set how long you have to touch the screen for

To prevent unintended screen touches, you can set this parameter to indicate how long the screen must be touched before it is accepted.

For example, an acceptance time of 2 seconds will prevent a selection lasting fewer than 2 seconds from being made.

1. Press .
2. Select **Display** > **Touchscreen**.
3. Select **Acceptance time**.
4. Use the slider to set how long you have to touch the screen for before it is accepted.
5. Confirm with .

5.4 Setting how much time is required between two screen touches

To prevent unwanted screen touches, you can set this parameter to specify a delay time before a new touch is accepted.

For example, a delay after selecting for 2 seconds will ensure that after the selection, no other selection can be made for a period of 2 seconds.

1. Press .
2. Select **Display** > **Touchscreen**.
3. Select **Delay after selection**.
4. Use the slider to set how much time there must be between two screen touches until the second touch is accepted.
5. Confirm with .

5.5 Setting how long you have to touch to delete

You can delete items, such as notes, quickfire messages, abbreviations, messages, etc., by long pressing on them. You can set how long you need to press the item before you are prompted with a message to delete it.

1. Press .
2. Select **Display** > **Touchscreen**.
3. Select **Long press = Delete**.
4. Choose one of the following options:
   - **Off**
   - **After 2 seconds**
   - **After 3 seconds**
   - **After 4 seconds**
5. Confirm with .

5.6 Setting to wake the device from sleep mode via the touchscreen

1. Press ☰.
2. Select **Display** > **Touchscreen**.
3. Select **Wake up by touchscreen**.
   - : the device be woken from sleep mode via the touchscreen.
   - : the device CANNOT be woken from sleep mode via the touchscreen.

5.7 Set the brightness of the touchscreen

The brightness of the touchscreen depends on how much light there is. The quantity of light is measured using the built-in light sensor. The Allora 3 has 2 lighting modes:

- Light
- Dark

Adjust the brightness of the touchscreen according to the ambient light conditions. You can do this in a bright environment (during the daytime or in a well-lit room) or in a dark environment (at night or in the evening).

The Allora 3 will remember this setting for each lighting mode. For example: in the evening with poor light you have the brightness of the touchscreen adjusted to 75%. The next time your are in an environment with poor ambient light, the brightness of the touchscreen will automatically be 75%.

1. Do one of the following:
   - Press FN + ☼.
   - Press ☰ and select **Display** > **Change brightness**.
2. Use the slider to set the desired brightness.
3. Confirm with ✓.

5.8 Set the font size the touchscreen

You can adjust the font size of the entered text.

NOTE
You can also adjust the size of the word and sentence prediction. See Enabling or disabling and setting up word prediction *on page 32 and* Enabling or disabling and setting up sentence prediction *on page 32*

1. Do one of the following:
   - Press FN + A↕.
   - Press ☰ and select **Display** > **Editor font size**.
2. Use the slider to set the desired font size.
3. Confirm with ✓.

5.9 Setting the font size of the keyboard shortcut numbers on the touchscreen

1. Press ☰.
2. Select **Display** > **Show number shortcuts**.
3. Select the desired font size:
   - **None**
   - **Small**
   - **Medium**
   - **Large**
4. Confirm with ✓.

5.10 Show capital letters on the touchscreen

Press ☰ and select 💻 **Display** > AA **All capitals**.

- 🟢: everything is displayed in capitals.
- ⚫: lowercase letters are not changed to capitals.

5.11 Enabling or disabling automatic capitalization of letters

You can configure it so that when typing, the first letter of a sentence is automatically converted to a capital letter.

Press ☰ and select 💻 **Display** > **Automatic capitals**.

- 🟢: the first letter of a sentence is automatically converted to a capital letter.
- ⚫: the first letter of a sentence is not automatically converted to a capital letter.

5.12 Set the size of the status bar

You can set the size of the status bar or not display it.

1. Press ☰ and select 💻 **Display** > **Status bar**.
2. Select how big you wish to display the status bar or select **None** if you do not wish to display it.
3. Confirm with ✓.

5.13 Set the color theme

To improve legibility, you can opt for a higher-contrast color theme.

1. Press ☰ and select 💻 **Display** > **Color theme**.
2. Select the color theme that you want to display.
3. Confirm with ✓.

6 Partner displaysettings

6.1 Enabling or disabling the partner display

Press ☰ and select **Partner display** > ⏻.

- 🟢: the partner display is switched on.
- ⚫: the partner display is off.

6.2 Set the brightness of the partner display

1. Press ☰ and select **Partner display** > **Change brightness**.
2. Use the slider to set the desired brightness.
3. Confirm with ✓.

6.3 Set the number of lines of text on the partner display

1. Press ☰ and select **Partner display** > **Number of lines**.
2. Select the number of lines of text that you want to show.
3. Confirm with ✓.

6.4 Show all capitals on the partner display

Press ☰ and select 💻 **Partner display** > AA **All capitals**.

- 🟢: everything is displayed in capitals.
- ⚫: lowercase letters are not changed to capitals.

6.5 Show or hide text on the partner display while typing

1. Press ☰ and select abc **Partner display** > ••• **Show text while typing**.
2. Select one of the following options:
   - **Don't show text**: the partner display displays nothing while you are typing. The text is displayed only when you have it read out.
   - **Show '...'**: the partner display displays **...** while you are in the process of typing.
   - **Show every typed character**: the partner display displays each character that you are typing.
3. Confirm with ✓.

6.6 Clear the partner display after speech

You can set how long a message is to remain visible on the partner display.

1. Press ☰.
2. Select **Partner display**.
3. Select **Clear after speech**.
4. Set the time.

7 Connection settings

The device is equipped with Wi-Fi , Bluetooth and infrared. In addition, you can also connect to a computer remotely and to the Hey_.

If you wish to disable all connections, you can enable flight mode.

7.1 Set up a Wi-Fi connection

1. Press ☰ and select 🌐 **Connectivity** > 📶 **Configure Wifi**.
2. Select a Wi-Fi network and follow the instructions on the screen.
3. Confirm with ✓.

7.2 Finding your device IP address

When installing the Macro Server, you must enter your device's IP address.

1. Press ☰ and select 🌐 **Connectivity** > 📶 **Configure Wifi**.
2. Choose ⓘ.
   The name of the network and the IP address appear.

7.3 Enabling or disabling flight mode

Flight mode is a function that disables all wireless connections, such as Wi-Fi and Bluetooth, to prevent interference with aircraft systems.

Press ☰ and select 🌐 **Connectivity** > ✈ **Airplane mode**.

7.4 Connecting with an appliance via Bluetooth

1. Press ☰ and select 🌐 **Connectivity** > ᛒ **Configure Bluetooth**.
2. Select the appliance to connect to.
3. Confirm with ✓.

7.5 Installing Macro Server

Search for the IP address of your device beforehand. See Finding your device IP address on page 38.

The Macro Server application enables the user to control another appliance using the Allora 3.

For example, in a classroom environment this can be used to type on the digital whiteboard.

1. Enter the address `https://url.jabbla.com/mss` in the address bar of a browser (Chrome, Firefox, Edge, Opera, etc.) on the Windows device and choose **Enter**. The program is downloaded.
2. Install the program by opening the downloaded file **MacroServerSetup.exe**.
3. Where applicable, check the second checkbox if the Macro Server program can be started up automatically when Windows starts up.
4. Click on **Info** to view the computer's IP address.

   If multiple IP addresses are displayed, you need to attempt to retrieve the IP address of the computer. See Finding your device IP address on page 38.
5. Check whether the first three groups of numbers in the IP address are the same for the Allora 3 as for the computer that you wish to operate.

   For example **192.168.60**.32

7.6 Connecting the Hey_ with the Allora 3

1. Switch on the Hey_.
2. Press ☰ and select 🌐 **Connectivity** > ᛒ **Configure Bluetooth**.
3. Select the Hey_ to connect to.
4. Confirm with ✓.

7.7 The Hey_ settings

1. Connect the Hey_ with the Allora 3 via Bluetooth. See Connecting with an appliance via Bluetooth on page 39.
2. Press ☰ and select 🌐 **Connectivity** > ▭ **Hey_**.
3. Set the following options:

Settings	More info
Direct audio to	Select where to send audio to: • **Hey_ only** • **Allora only** • **Both Hey_ and Allora**
Hey display state	This enables you to select whether or not text should appear on the screen of the Hey_.
Number of lines	Select the number of text lines to be used on the display of the Hey_. The fewer the lines, the larger the text is displayed. The **Hey display state** setting must be active!

Settings	More info
AA **All capitals**	This enables you to select to display everything on the display of the Hey_ in uppercase.

8 Backup and restore

8.1 Create a backup

You can create a backup and keep it locally on the device or externally using a USB drive.

1. If you do not wish to keep the backup on the device, you must connect the storage medium to the device via USB.
2. Press ☰.
3. Select ⚙ **General** > **Backup and restore**.
4. Select +.
5. Select the location where the backup has to be saved:
   - **Backup to Allora**
   - **Backup to USB drive**

   NOTE
   This message will only appear if a storage medium is connected via USB.
6. Confirm with ✓.
7. Enter the name of the backup.

   NOTE
   Choose a meaningful name. You will no longer be able to change the name of the backup!
8. Confirm with ✓.

8.2 Restore a backup

You can restore a backup that is saved locally or externally via USB.

1. If you want to restore an external backup, then you have to connect the storage medium to the device via USB.
2. Press ☰.
3. Select ⚙ **General** > **Backup and restore**.
4. Select a backup from the list.
   You can identify the location by icon alongside the name of the backup:
   - Local
   - Via USB
5. Confirm with ✓.

8.3 Restore factory settings

1. Press ☰.
2. Select ⚙ **General** > **Backup and restore**.
3. Select **Reset Allora to factory settings**.
4. Confirm with ✓.

G Maintenance and troubleshooting

1 Checking the device for updates

It is essential to regularly check the device for updates to ensure improvements in functionality and security.

Remember that you cannot use the device when installing the update.

1. Check that your Wi-Fi connection is active.
2. Press ☰.
3. Select ⚙ **General**.
4. Select **Check for updates**.

   If an update is available, it will display which update it is. You are prompted whether you wish to download it.
5. Confirm with ✓.

   In the **General** screen, you can monitor what % of the update has been downloaded. During this time, you can continue to work on the device.
6. Check in the **General** screen whether the update has been downloaded in full.
7. Select **Install update**.
8. Confirm with ✓.

   The following message appears: **Update is being carried out. Please wait. Do not switch off the device.** You may not use the device. You must wait until the update has been completed.

   The device reboots.
9. You can continue to work on the device.

   You can find the version of the software via ⚙ **General** > ⓘ **System info**.

2 Maintenance

2.1 Repairs

In the event of damage to the device, please contact the distributor of the device.

Do not attempt to carry out any repairs yourself. This could damage the device and invalidate your warranty.

2.2 Cleaning the device

Clean the device regularly so you do not give bacteria the chance to spread.

It is best to remove dust with a dry, soft cloth. For minor stains on the casing, use a damp cloth. Do not use a product containing alcohol, ammonia or abrasive agents. Make sure no moisture can enter through the openings (such as, the microphone openings or the connectors). Any dirt near the connectors can be removed with a cotton bud.

To clean the screens, also use a dry cloth; do not use kitchen paper as this may cause tiny scratches. To remove grease or stains from the screens, it is recommended that you use cleaning agents specifically designed for cleaning screens (aerosol or wipes). Do not press too hard on the screens when cleaning.

Clean the keyboard with cleaning agents specifically intended for this purpose. Always use a damp cloth for this.

Clean the carry case with a dry or slightly damp cloth or a soft hand brush.

3 Troubleshooting

3.1 Finding the Allora 3 serial number

In your dealings with the support department, you will be asked to supply the serial number of your device.

You will find the label with the serial number of the device on the rear panel of the device.

Example: AL3 1001

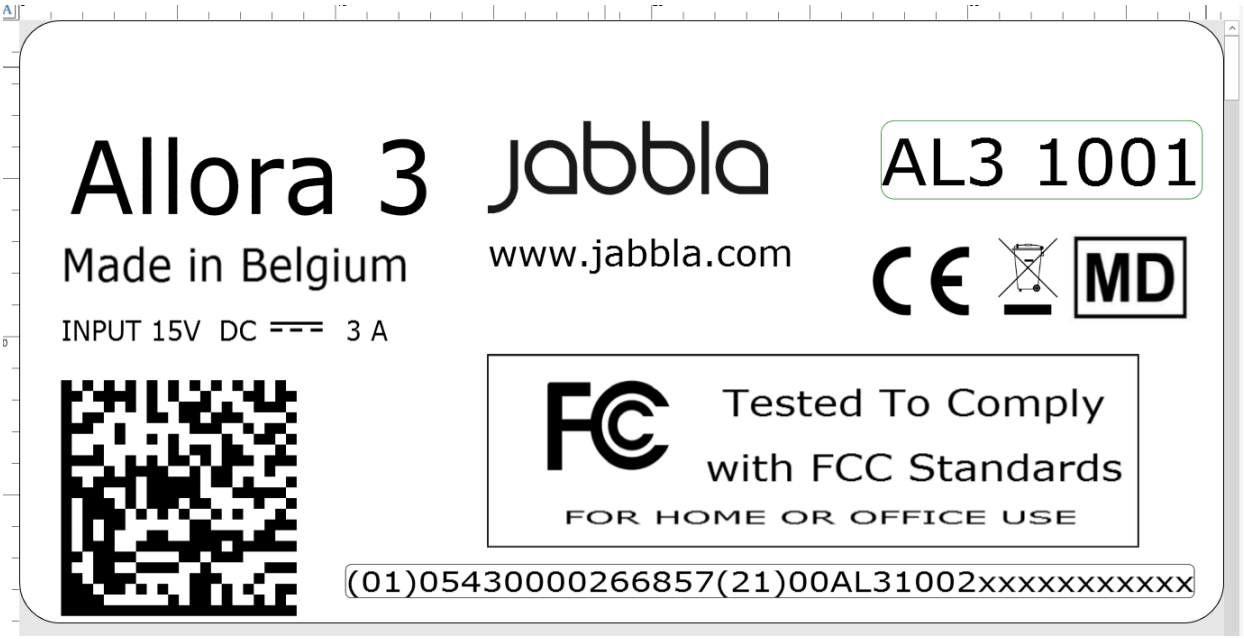

Figure 10: Identification plate

NOTE
You can also search for the serial number of the Allora 3 via the system info. See Retrieving the version of the software *on page 42*.

3.2 Retrieving the version of the software

In your dealings with the support department, you will be asked to supply the software version on your device.

1. Press ☰.
2. Select ⚙ **General** > ⓘ **System info**.
3. View the software version.
   The serial number of the device is also displayed here.

3.3 Viewing the operating instructions

Via the QR code on the screen, you have access to the most recent operating instructions or web help system for this device.

1. Press ☰.
2. Select ⚙ **General** > ＋ **More options** > 🕮 **User manual**.
3. Using your smartphone, scan the QR code and open the operating instructions or web help system for this device.

3.4 Locking the settings with the administrator password

You can use this procedure in case you have forgotten the password and the settings are locked.

1. Press ☰.
2. Choose ⚙ **General**.
3. Enter the password `extrams`.
4. Choose ☰ **Menu** > 🔒 **Set password**.
5. Do one of the following:
   - View and remember the current password.
   - Delete the password if you want to disable settings being locked.
   - Change the password to a new password.

6. Confirm with ✓.

3.5 Troubleshooting

Problem	Solution
The touchscreen is slow or is not working properly.	• Restart the device to correct any software errors. • Clean the touchscreen. See Cleaning the device on page 41. • An acceptance time or delay after making a selection may have been set. See Set how long you have to touch the screen for on page 35 or Setting how much time is required between two screen touches on page 35.
The touchscreen is slow to respond.	The touchscreen is off. Switch the touchscreen back on. See Enabling the touchscreen on page 35.
The device cannot be woken from sleep via the touchscreen.	This is a setting. See Setting to wake the device from sleep mode via the touchscreen on page 36.
The device is getting hot.	During long and intensive use of the device, the device can become hot. This is normal and has no effect on the life or performance of the device.
No Bluetooth appliances found.	• Make sure that Bluetooth is enabled on the appliance you want to connect to. • Make sure your device and the other appliance are within the maximum range of 10 meters. • If necessary, remove any objects between the device and the other appliance. • The other appliance may not be compatible with your device.
The device cannot be switched on.	The battery has insufficient charge for starting the device. Connect the power supply and switch the device on.
The battery is not charging properly.	If the battery can no longer be charged to 90%, please contact the support department of the distributor where you purchased the device.
The settings are password-protected and I have forgotten the password.	See Locking the settings with the administrator password on page 42.

H Decommissioning and disposal

1 Decommissioning

1. Shut down the Allora 3. See Switching off the device completely on page 12.
2. Remove the Allora 3 from the mounting (if applicable).
3. Take the Allora 3 out of the carry case (if applicable).
4. Remove the charger.

2 Disposal

Do not dispose of the device with the household waste!

Use specific collection systems to reduce the ecological impact. At the end of its service life, the device must be disassembled and disposed of in an environmentally friendly manner. Follow the current local legal requirements and contact the local authorities if in doubt.

The device has a non-changeable rechargeable battery. This battery may only be removed by a qualified professional.

Used batteries are considered to be chemical waste. In accordance with local legislation, it is forbidden to dispose of batteries together with other industrial or household waste.

A crossed-out trash can is shown on the device label to encourage users:

- not to discard the product as residual household waste,
- to recycle the product and its components wherever possible,
- to dispose of the product at a licensed collection point.

Correct disposal of these products contributes to human health and the environment!

If you have any questions about how to dispose of the product, please contact:

- the distributor of the device
- the local authorities where you live
- the waste treatment authority

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