



# Operating Instructions

Version 2.0.  
Rev.A

## Welcome! ...

...to Care reminiscence experience™.

Care reminiscence experience™ offers users their own unique personalised activity-based system, incorporating activities to stimulate short-term working memory, activities to access intact long-term memory, via reminiscence therapy, and aids to orientation, to person, time, day, date and place.

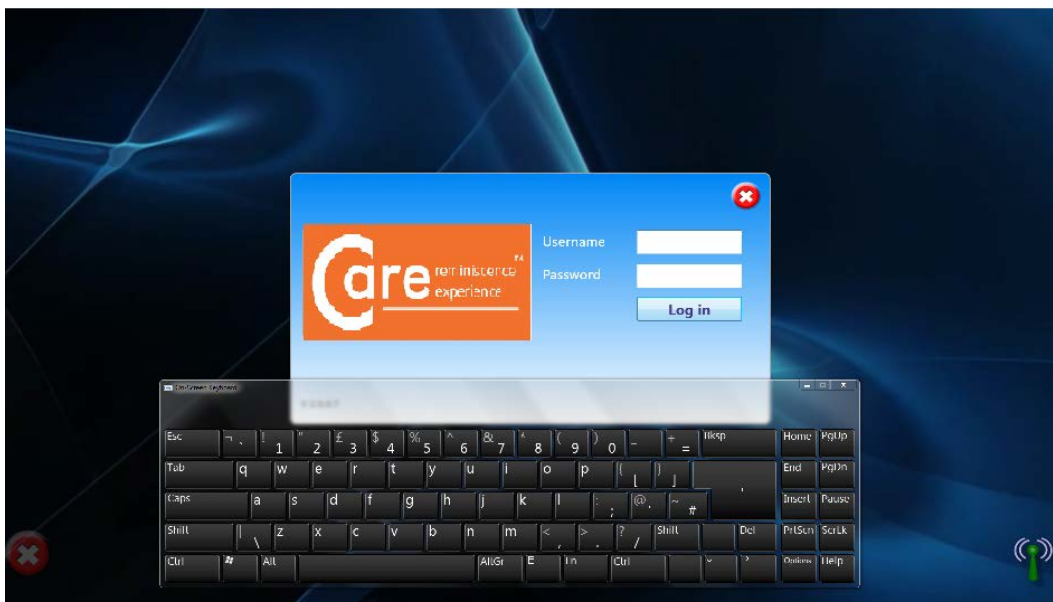
Care reminiscence experience™ has been developed specifically for those individuals experiencing symptoms of dementia. Care™ helps to improve caregiver and user relationships, aids reminiscence, promotes social activities and communication, and stimulates brain activity in a fun and engaging way through various games and activities.

Care™ is suitable for use at home and in health, institutionalised, and care settings.

## Getting Started

Care™ has been carefully designed to be simplicity itself to use. With this in mind, your Care™ system will start up automatically after you have plugged the system in and turned the mains power on. That's it! No other switches to turn on, no leads to plug in – just sit and wait a short while.

You will then be greeted with this log in screen:



There are three levels at which Care can be accessed: Manager, Carer or Client (user).

Sample Usernames and Passwords have been set as follows:

<b>Access level</b>	<b>Username</b>	<b>Password</b>
Manager	Manager	Password
Carer	Carer	Password
Client	Client	Password

### Manager Log In

Managers have access to the whole system and all data collected. Managers can also add Carers and Clients onto the system.

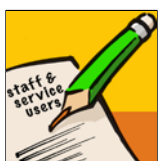
To log in as a Manager, enter Username = Manager and password = password, then click Log in.


You will then be greeted with an opening screen. If you have purchased the Care reminiscence experience™ system, you will see the Care™ and Profile™ logos. If you have also purchased the Sensory Magic™ system, you will see all three logos:



### Setting the Manager's Username and Password


Click on the Profile™ logo to set the Manager's username and password and to remove the sample demo log in details. Click the staff and service users icon:



Under “Select Staff Member”, choose Manager Demo. All text boxes are now editable. Enter Manager's name, new Username and new Password, then click Save.  Usernames and Passwords must be single words (no spaces).

△Remember to make a note of your Username and Password, as demo login details will no longer work after they have been edited.

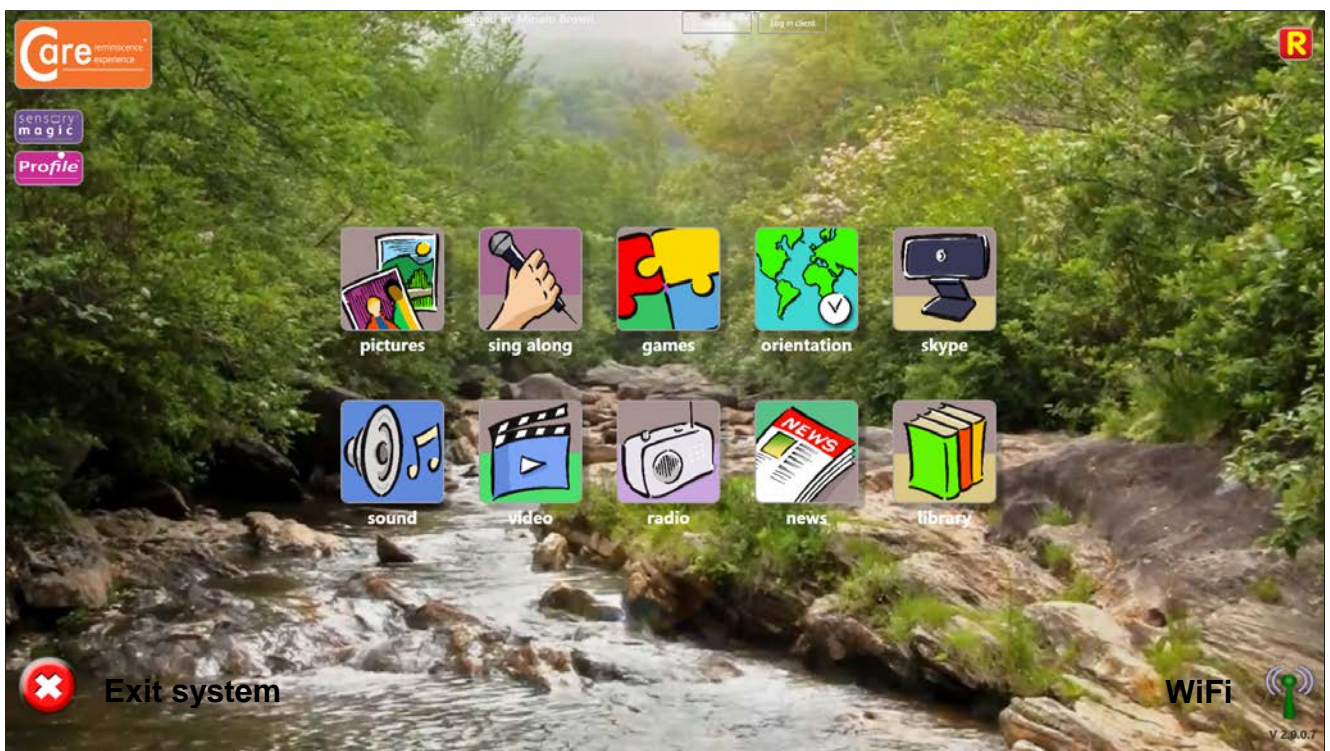
Further information about setting usernames and passwords can be found in this instruction manual in the Profile™ section.

Exit Profile™ by clicking on the Cancel button: 

Enter Care™ by clicking on the logo on the top-left-hand side of the screen.

You will then see the Care™ opening screen:

## Care Reminiscence Experience™ Opening Screen



WiFi **ON** indicator



WiFi **OFF** indicator – WiFi dongle is not connected.

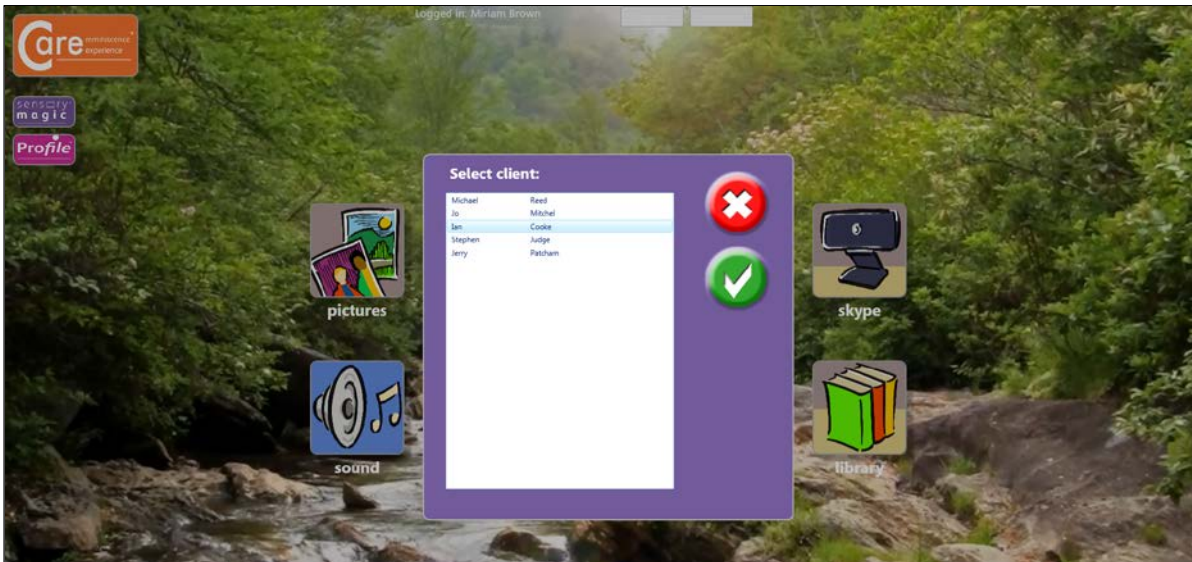
Please ensure that the WiFi dongle supplied is fully connected to the USB port at the back of the touchscreen. Care™ will not operate without this dongle fitted.

## Logging in and Logging Out

Managers and carers can log into Care™ using the initial log in screen. Individuals can log out simply by clicking the Log out button at the top of the screen:



Managers and carers can also log in on behalf of individual clients, by using the Log in client button. A pop-up box of clients' names will then appear. Simply select the name of the client wishing to use the system, and then click on the green tick (✓) button:

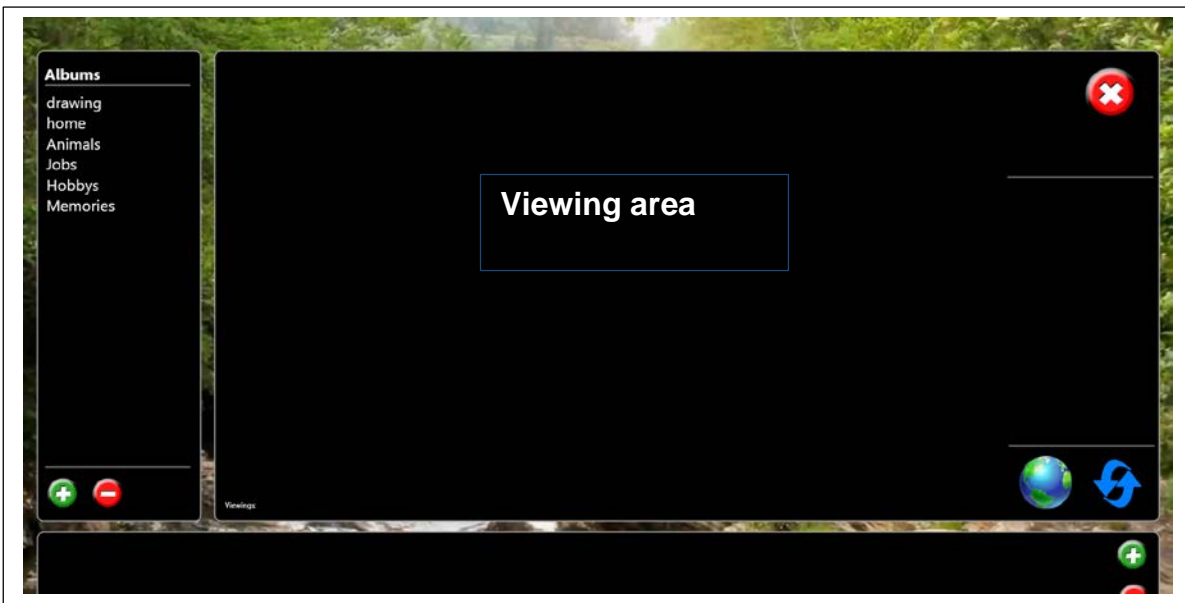


## Pictures

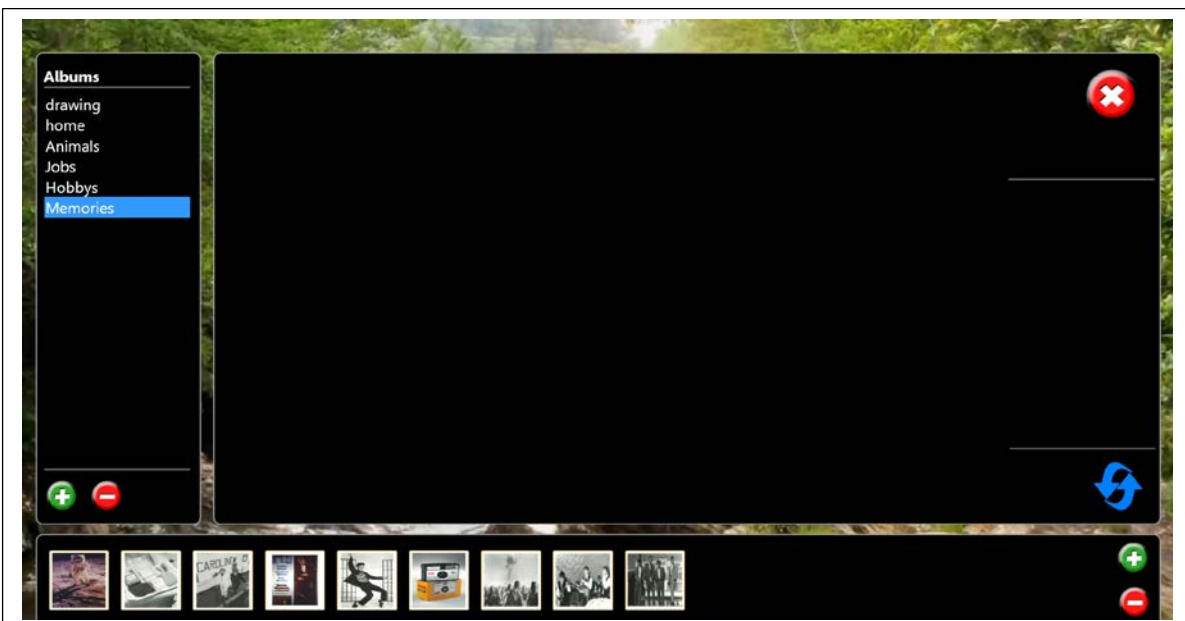


Press this button to view pictures or photographs in albums. You will then see this screen:

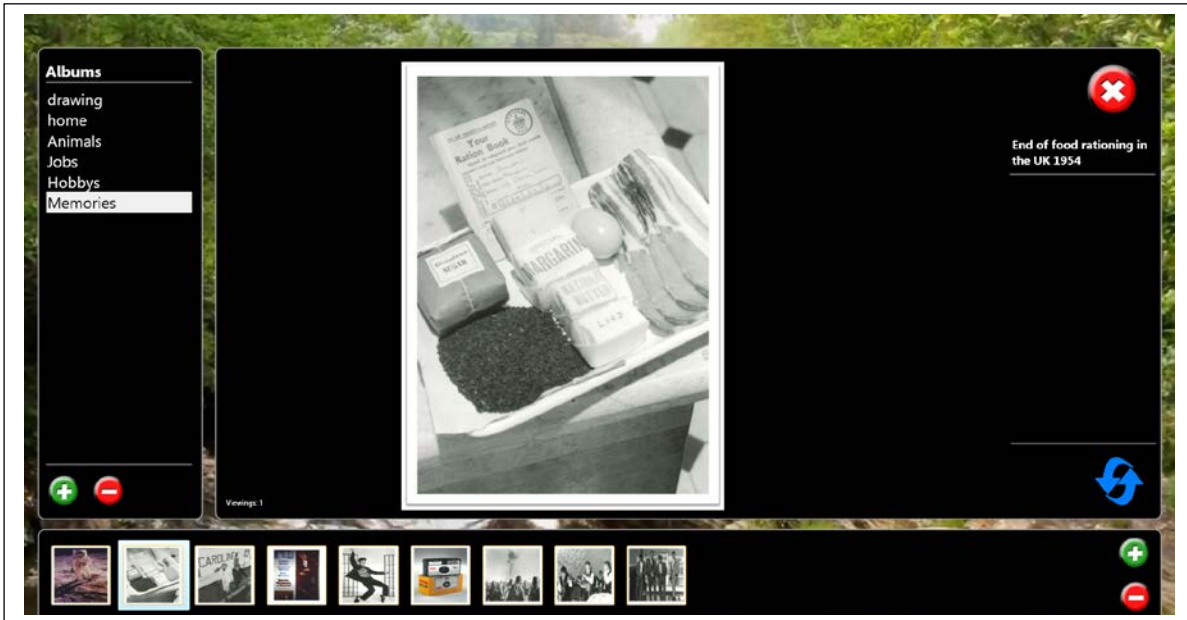
### Viewing pictures in an album



Albums are listed in the left-hand column. Simply press on the album name to select the album. The album name will then be highlighted in blue. All pictures in that album will be shown along the bottom of the screen:



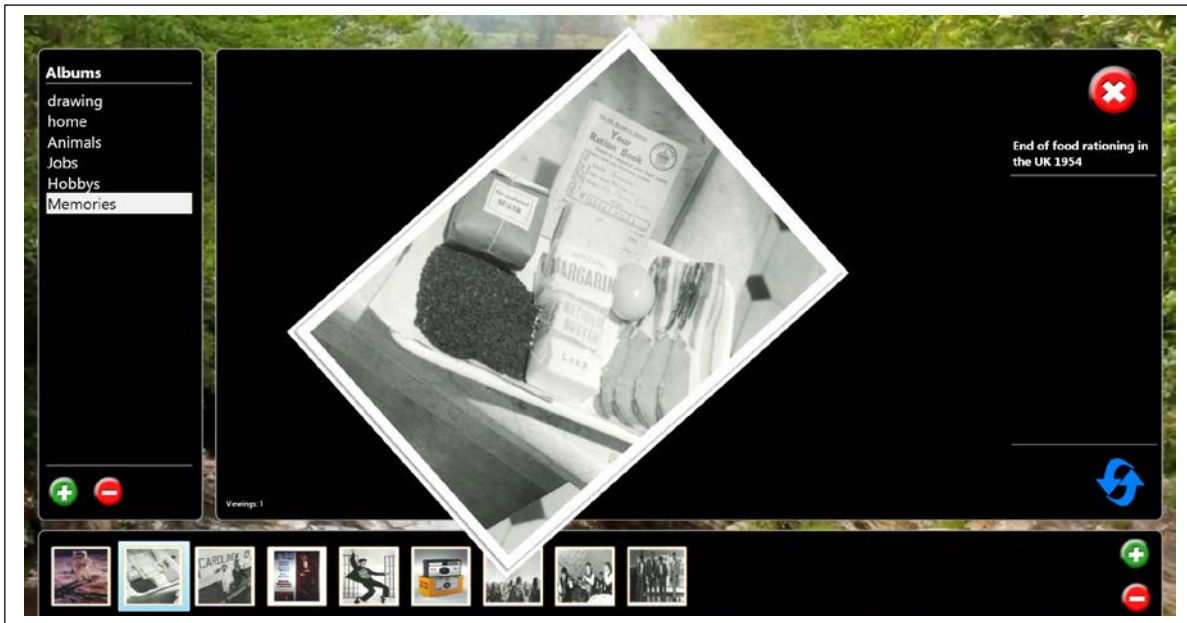
To choose a picture to view, simply press on the picture of choice. The thumbnail picture at the bottom of the screen will then be highlighted, and the picture will be displayed in the viewing area:



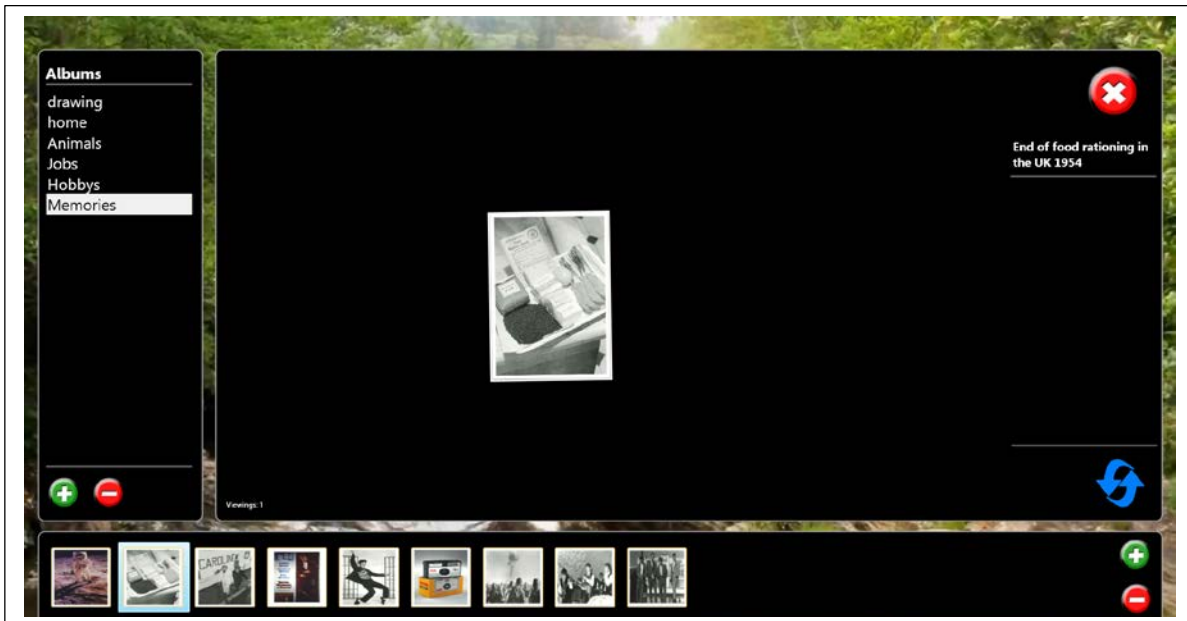
The picture can be magnified to allow viewing of finer detail, and to suit individual needs. To magnify and stretch the picture, touch the picture with two fingers or two hands and simply stretch it to increase it in size:



The picture can also be rotated, shrunk down in size and moved about. To rotate the picture, simply touch the picture with two fingers or two hands and turn it:



To reduce the picture in size, for example, after stretching it, simply touch the picture with two fingers or two hands and bring your two fingers or hands closer together:



To move the picture, simply touch the picture and move it about.



Press the reset button to return the picture to its original presentation.



The number of times a picture has been viewed is displayed at the bottom left-hand corner of the viewing area. Favourite and least favourite pictures can easily be noted by staff:



Explanatory comments or captions are displayed in the top right-hand corner of the viewing area. These serve as a prompt for both individual users and staff caring for them. They can be used as a conversation point.

Comments and captions can be added to pictures via the picture library. A Google maps location relevant to the picture can also be added.



Press on the globe to see the Google maps location stored with the picture. The globe button will only be displayed if a Google maps location has been stored.

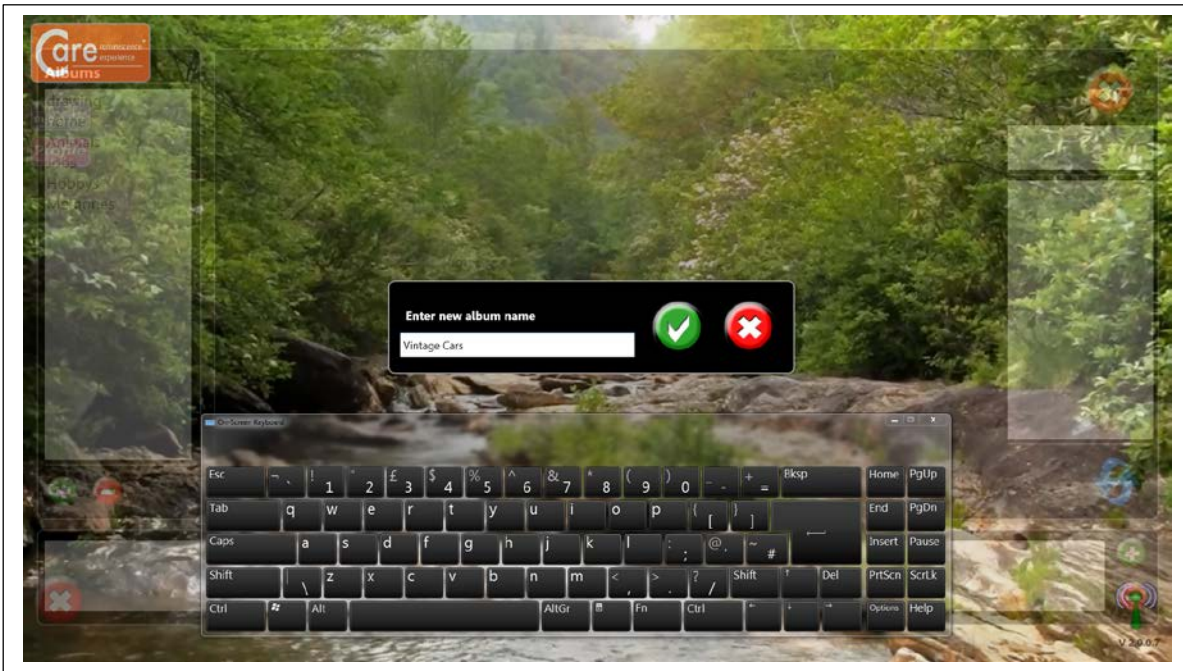
See the Library section for further information.

## Creating picture albums

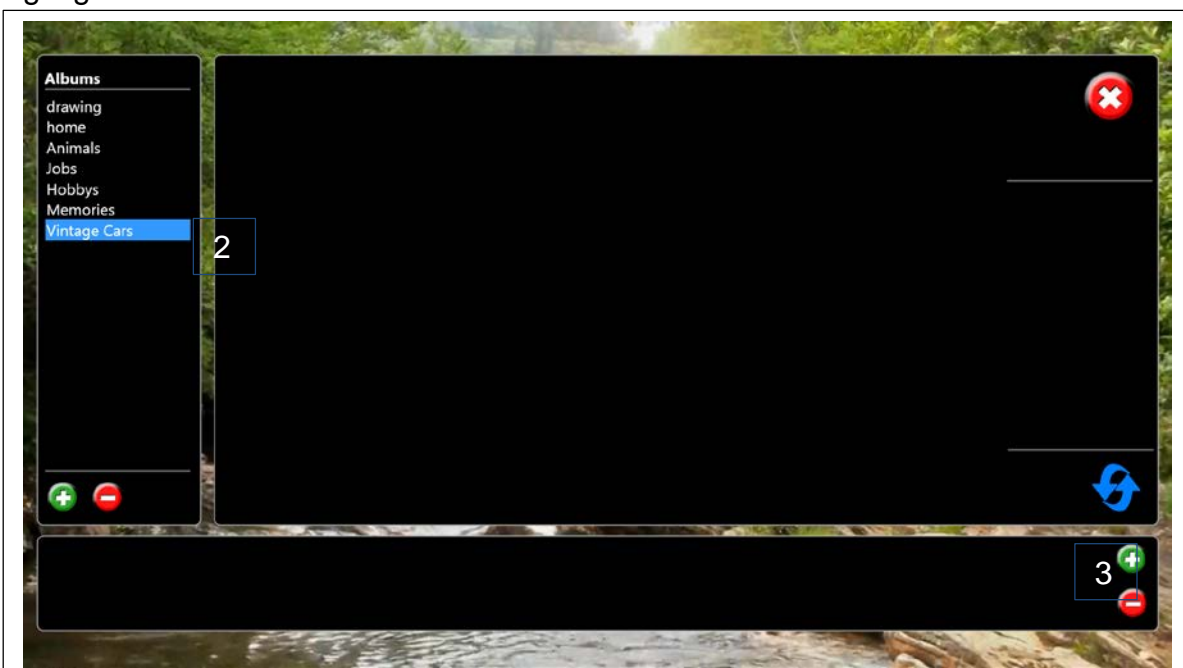
1. To create a new picture album, press the green plus (+) button under “Albums”.



A pop-up box will then invite you to name your new album. Enter an album name, e.g. “Vintage Cars”, then click on the green tick (✓) button:



2. To select your new album, press on the album name. The album will then be highlighted in blue:



3. To add a picture to the album, press the green plus button at the bottom right-hand corner of the screen. This will call up the picture libraries. Select a picture and press the green tick button (✓) to add the picture to your album:



Continue to add pictures as desired.



To remove a picture from an album, simply select the picture and then press the red minus button at the bottom right-hand corner of the screen. At the prompt, press the green tick button (✓) to delete the picture.

To delete an entire album, simply select the album name and then press the red minus button in the left-hand column. At the prompt, press the green tick button (✓) to delete the album.



Press the **Cancel** button to quit **Pictures** and return to the Care™ opening screen.

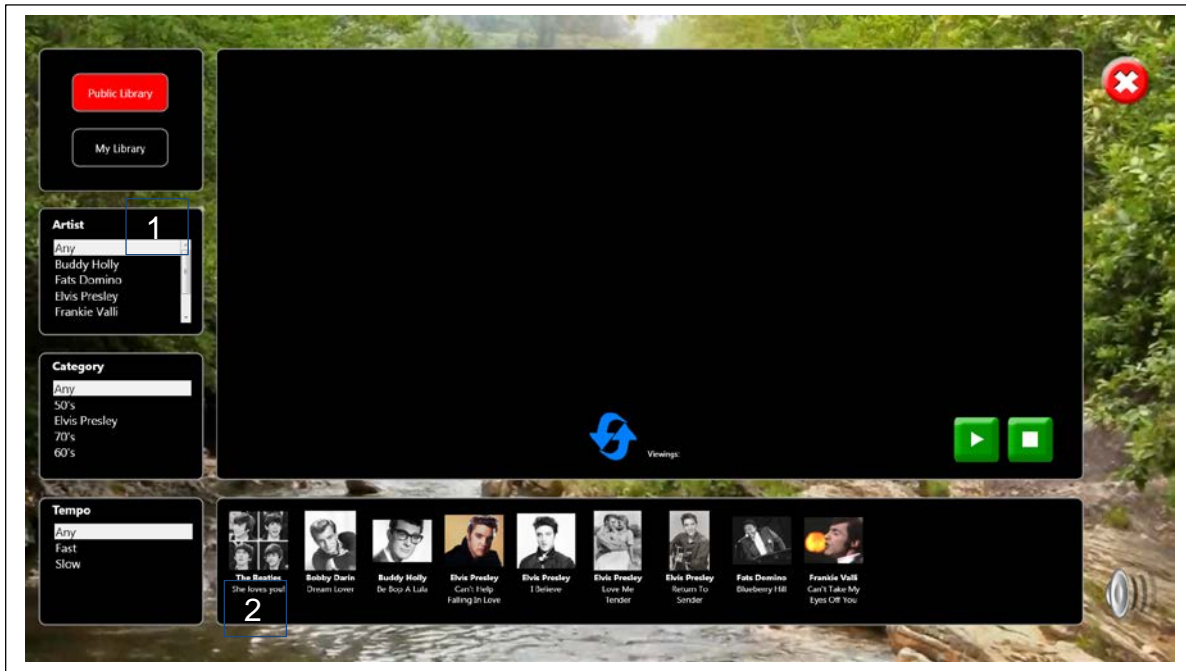
## Sing Along



Press this button to play karaoke files.

The system supports MP4 files.

You will then see this screen:

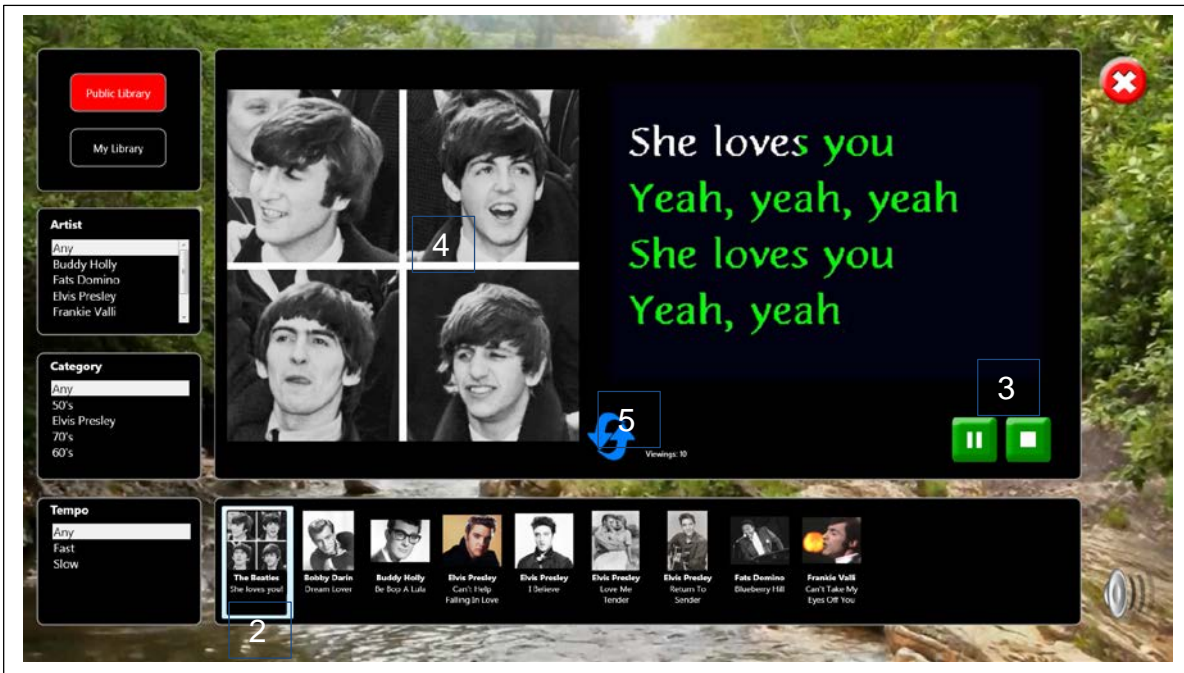


Karaoke files are organised in three ways:

1. By Artist
2. By Category (song type)
3. By Tempo (any speed / fast / slow).

1. Use the lists on the left-hand side to search for specific types of karaoke files, or leave the selections at “Any” to view all files in a category.

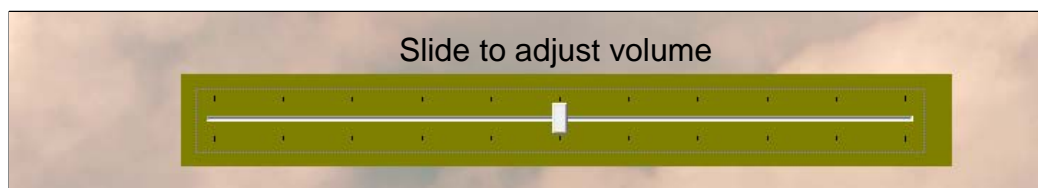
2. Song titles and thumbnail pictures of karaoke files are shown along the bottom of the screen. To play a file, simply press on one of the thumbnail pictures. The thumbnail picture will then be highlighted and the karaoke track will play automatically:



3. You can also pause, play and stop tracks, using the green and white buttons.
4. You can adjust the size of the picture – stretch it, move it and / or rotate it at leisure, using the techniques described in the Pictures section: For example, to magnify and stretch the image, touch the picture with two fingers or two hands and simply stretch it to increase it in size.
5. Press the reset button to return the picture to its original presentation.



Volume control – click to reveal the volume slider. Click and drag the volume button up or down to increase or decrease sound volume. Care™ will automatically save the desired volume level.



Additional karaoke tracks and images can be added to the karaoke library. See the Library section for more information.



Press the **Cancel** button to quit **Sing Along** and return to the Care™ opening screen.

## Games



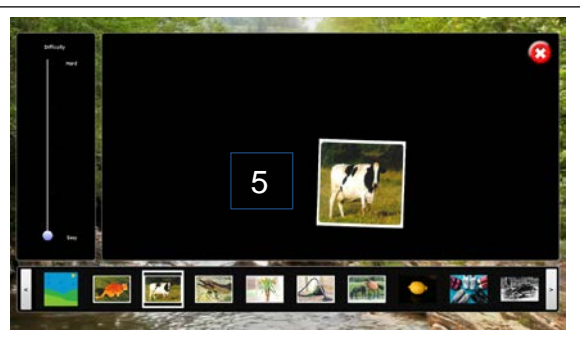
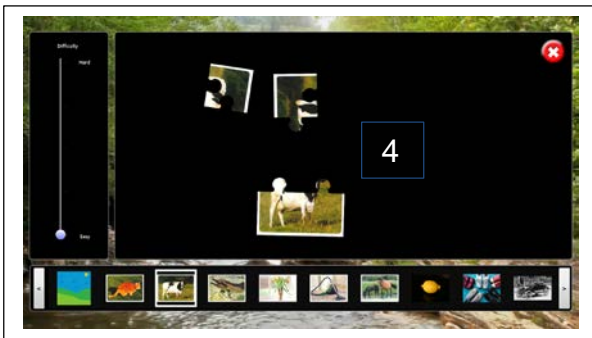
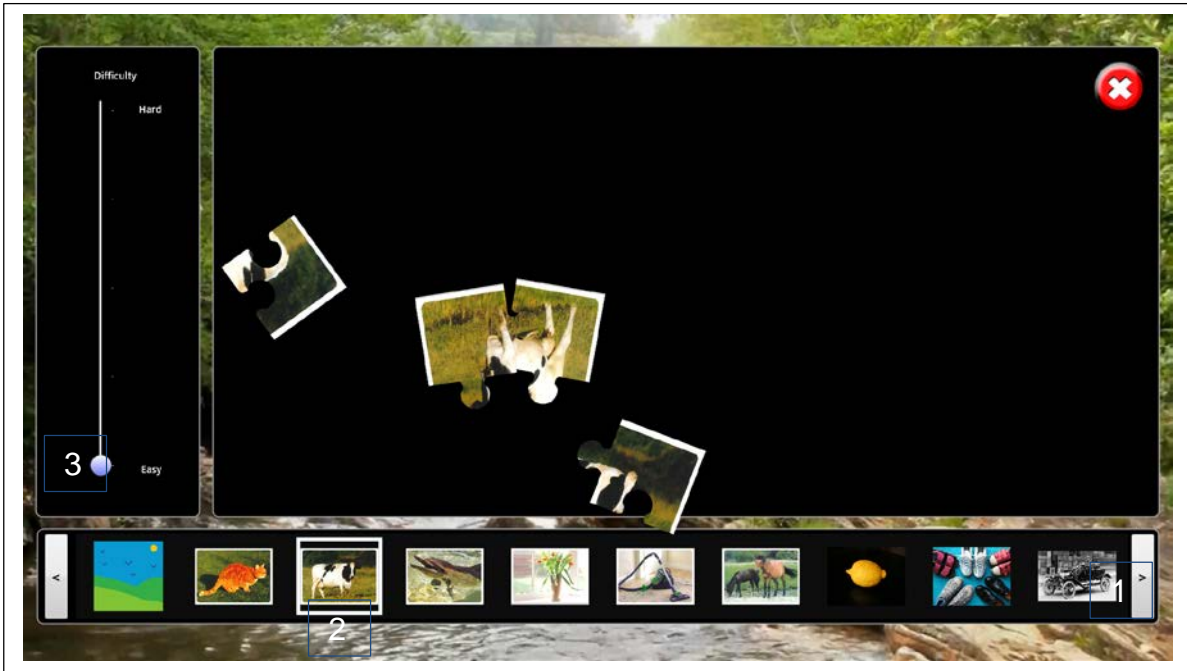
Press this button to play a selection of games and activities. You will then see this screen:



Press this button to complete jigsaw puzzles.

All pictures in the Picture Library are available as a jigsaw puzzle. Thumbnails of these pictures are shown along the bottom of the screen.

1. Use the arrow buttons to scroll through the library pictures.
2. Press on a thumbnail picture to select that picture as a jigsaw puzzle. The picture will then be highlighted.
3. You can change the level of difficulty by adjusting the slider in the left-hand column. Choose between Easy (4 pieces), 6 pieces, 9 pieces, 16 pieces and Hard (25 pieces).
4. To move the jigsaw pieces about, simply touch the piece and drag it across the screen to the desired location. Pieces can be rotated by touching one corner of the piece and turning the piece around.
5. A fanfare reward sounds when a puzzle is complete!



Press the **Cancel** button to quit **Jigsaws** and return to the Games opening screen.



Press this button to play Sudoku. You will then see this screen:



## How to Play Sudoku

Sudoku is a logic game played on a 9x9 grid using the digits 1-9. The grid is further subdivided into nine 3x3 boxes. The goal is to fill in the grid with digits such that one and only one of each digit 1-9 appear in every row, column, and box.

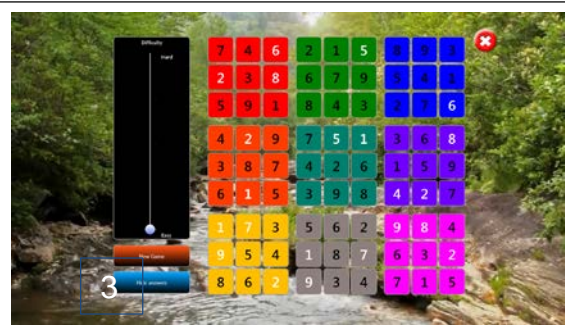
Enter a digit in a Sudoku grid cell by pressing on the cell. The number 1 will appear after 1 finger press, for the number 2, press twice, etc. To erase the cell, continue pressing, and a blank cell appears directly after number 9.

1. To select the level of difficulty, adjust the slider in the left-hand column.
2. To load a new game, press the New Game button.
3. If you get stuck, you can reveal the answers by pressing the Show / Hide Answers button. Press Hide Answers to continue with the game.
4. A congratulatory "Well Done!" is displayed and a fanfare reward sounds when the Sudoku game is complete.

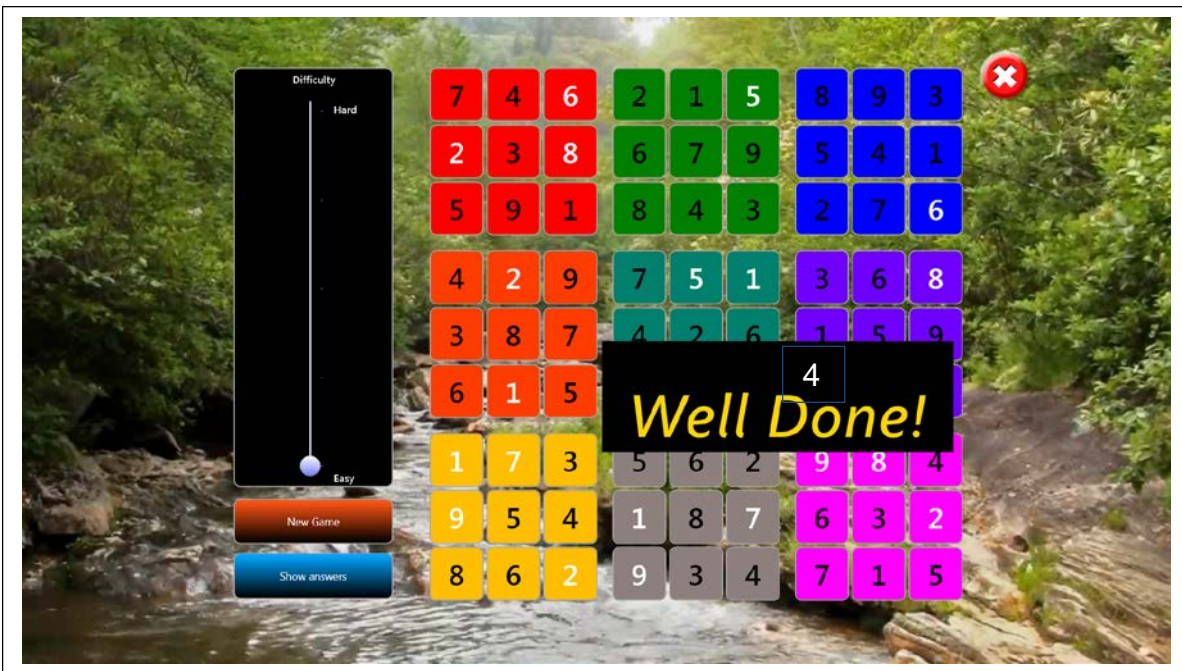




Playing the game...



Using a little help...



Finished!

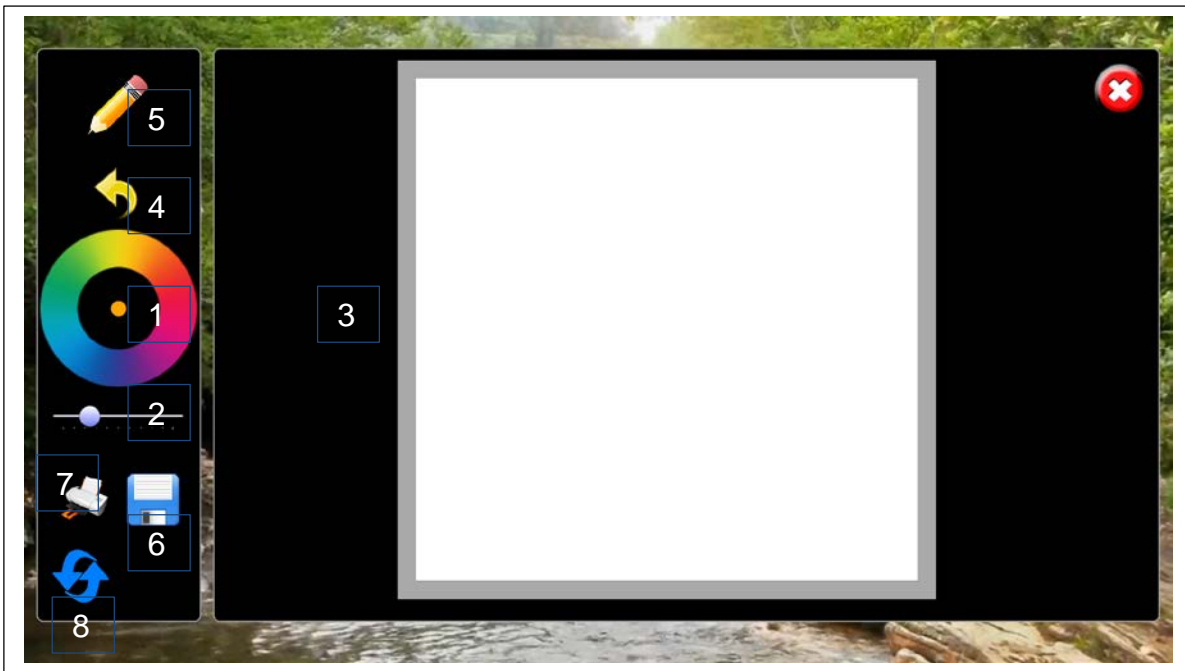


Press the **Cancel** button to quit **Sudoku** and return to the Games opening screen.

## Paint



Press this button to create your own artwork. You will then see this screen:



1. Select a colour of your choice using the colour wheel. The chosen colour is displayed in the centre of the colour wheel.
2. Select nib size (line thickness) using the slider bar – choose from very fine to very thick lines.
3. Draw your picture! Draw using your fingers.
4. If you make a mistake, press the Undo button to undo the last command.
5. To erase parts of your picture, select the eraser (Pencil / Eraser button).
6. You can save your picture to the Picture Library. Simply press Save, enter a picture name in the pop-up box and then press the green tick (✓) button.
7. You can also print your picture to PDF or to attached printers.
8. Press the Reset button to open a new page.

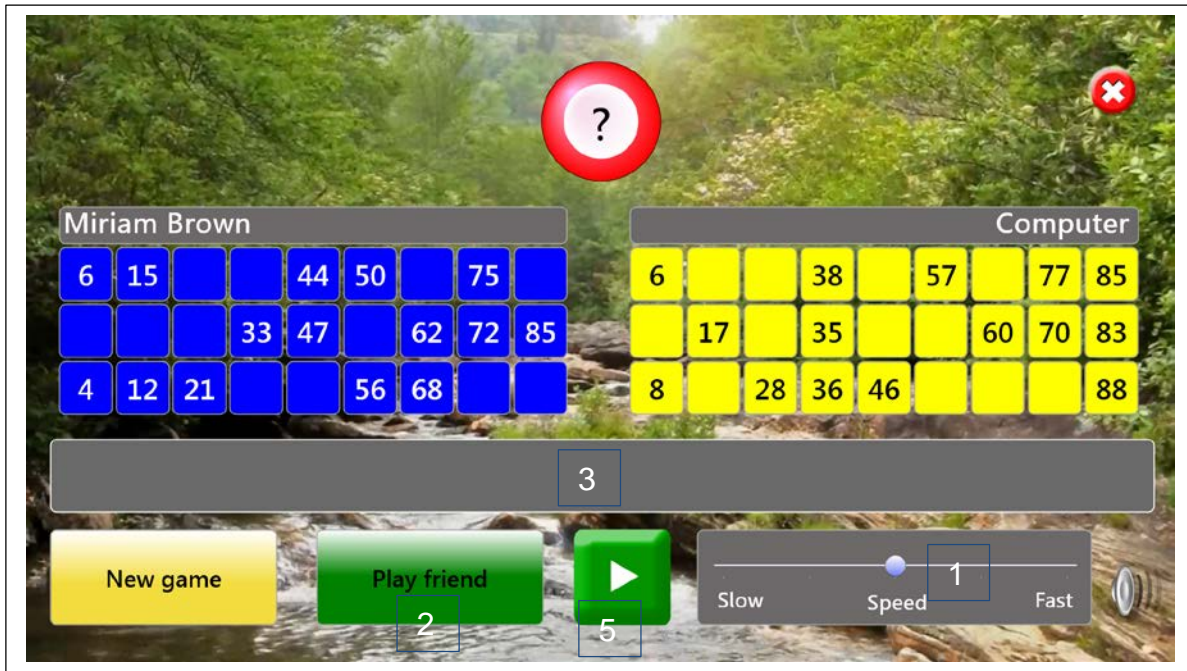


Press the **Cancel** button to quit **Paint** and return to the Games opening screen.

## Bingo



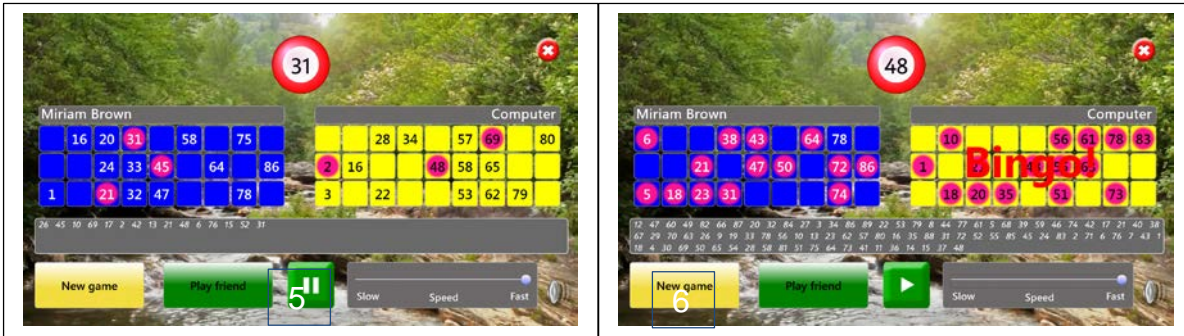
Press this button to play Bingo. You will then see this screen:



### How to Play Bingo

Bingo is a game based entirely on luck. Each player has a bingo card with numbers on. As bingo balls are called, they are displayed at the top of the screen. Players dab their bingo cards to mark the numbers as they are called. The winner is the player who dabs all of their bingo card numbers first.

1. Choose the speed at which bingo balls will be called. Press and drag the slider.
2. You can play bingo against the computer or against a friend. To play against the computer, press Play to start. To play against a friend, press Play Friend, and then press Play.
3. A list of bingo balls called is displayed in the central grey box, for reference.
4. When a number on your bingo card is called, dab the number with your finger. The dabled number will then be highlighted in pink. If you make a mistake, press the number again to remove the highlighting.
5. You can pause the game if necessary and resume when ready, using the Play / Pause button.



**Bingo cards with numbers dabbed. Winner reward screen.**

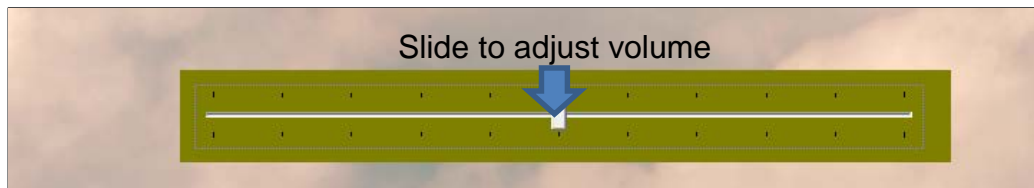
A drumroll sounds as each bingo ball is called. The winner is rewarded with the word “Bingo!” flashing across their bingo card.

Bingo balls continue to be called. This facility allows the other player to complete their bingo card, if desired.

6. To start a new game, press the New Game button.



Volume control – click to reveal the volume slider. Click and drag the volume button up or down to increase or decrease sound volume. Care™ will automatically save the desired volume level.



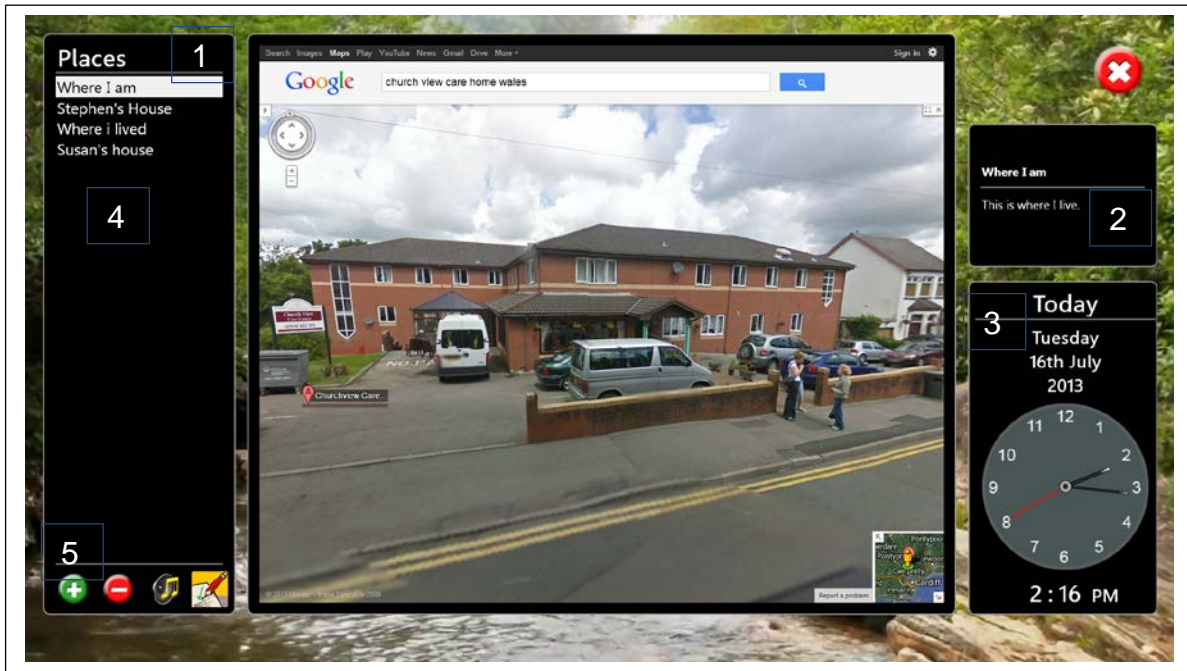
Press the **Cancel** button to quit **Bingo** and return to the Games opening screen.

Press the **Cancel** button again to quit **Games** and return to the Care™ opening screen.

## Orientation



Press this button for assistance with orientation to time, day, date and place. You will then see this screen:



1. Care™ will automatically announce the details of the first Google maps location stored under Places in the left-hand column.
2. Care™ will announce the place name and any written comments stored to that location.
3. Care™ will then announce:

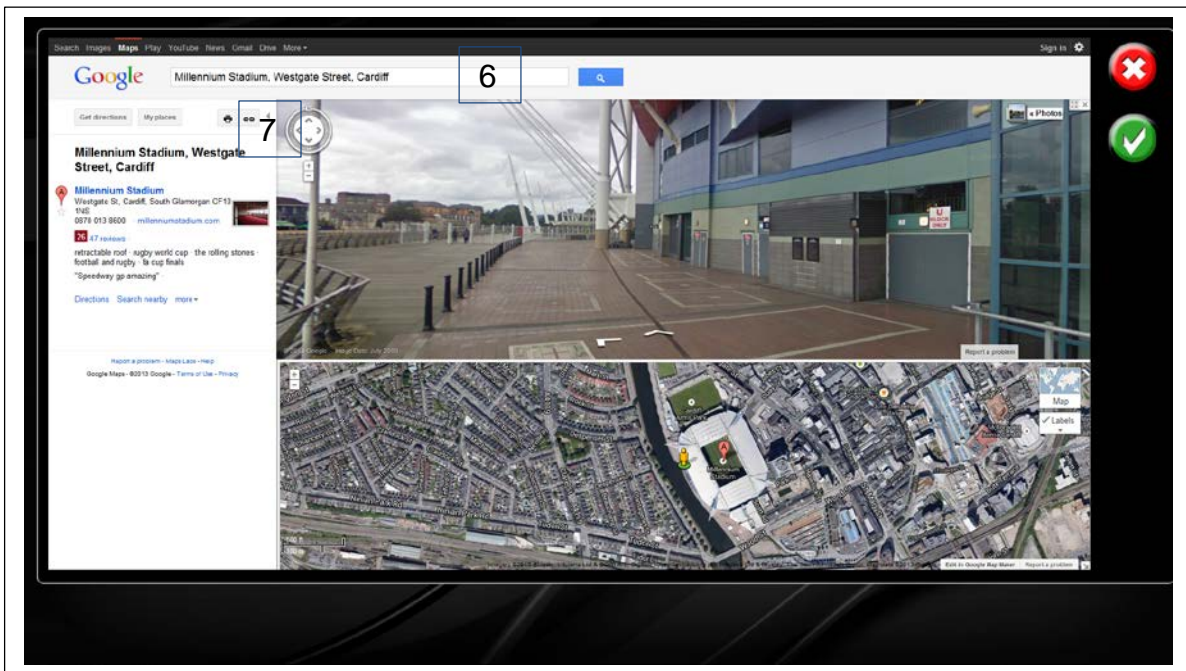
**“Today is (DAY OF WEEK), (DATE – day / month / year).  
The time is (TIME in 12 hour clock).”**

To encourage orientation to time, day and date, these details are highlighted in red whilst the announcement is being made. The background colour then reverts to black. For convenience, an analogue and digital clock are provided.

4. View different stored locations by simply pressing on the place name under Places.

### Adding and editing Places

- To add a new location to the list of Places, press the green plus (+) button in the left-hand column. A pop-up box will then invite you to enter a new place name. Enter the place name (e.g. Millennium Stadium, Cardiff) and then press the green tick (✓) button to save it.
- Google maps will then automatically load. Search in Google for your desired location, using the location name and / or postcode:

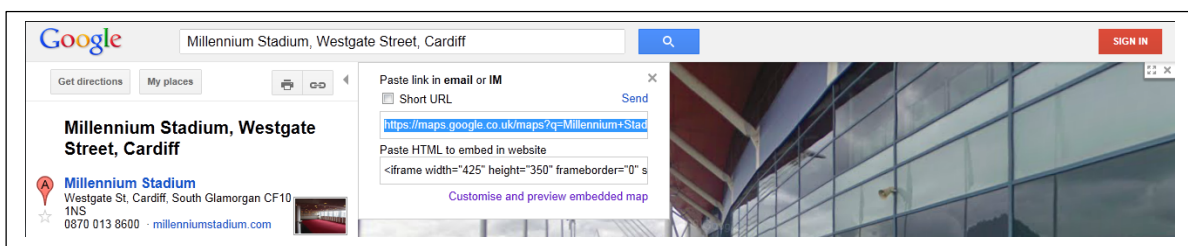


- Zoom in to the desired view, e.g. Street View, and then press the Link button to obtain the Google maps link.



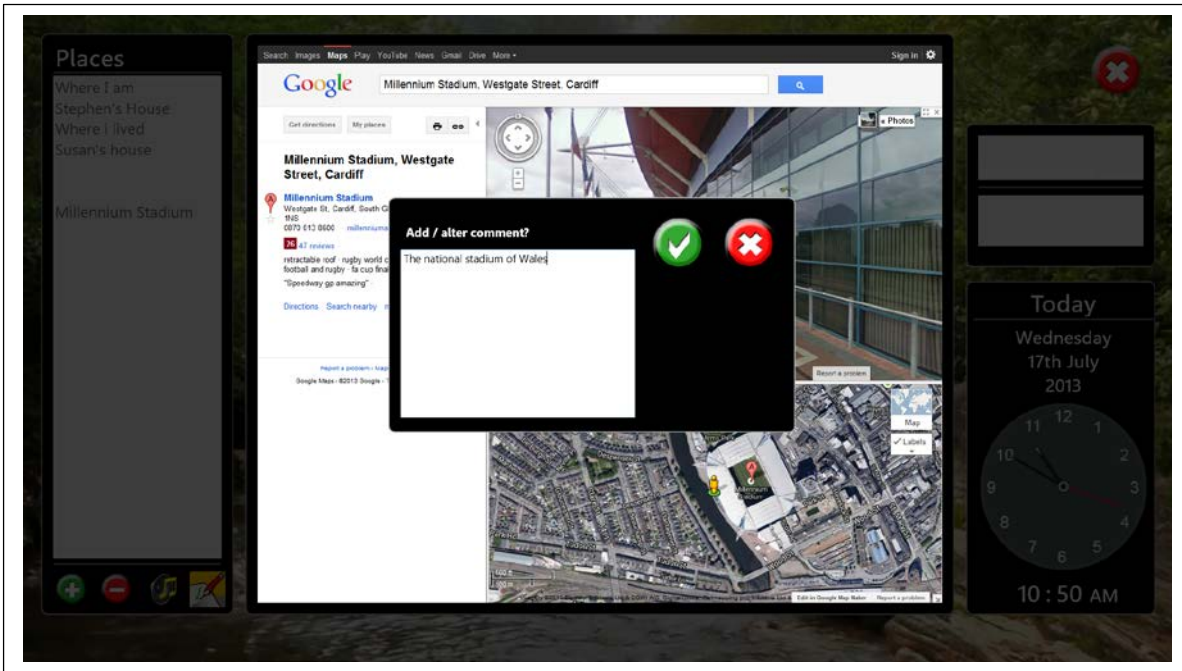
Google maps Link button

The link will be highlighted in blue:



Press Ctrl+C to copy the link to the clipboard, then press the green tick (✓) button.

- A pop-up box will then invite you to add / alter comments relevant to the location chosen. Enter any comments and then press the green tick (✓) button to save the comments.



- The new location, place name and comments are then listed under Places in the left-hand column. Simply press on the place name to see and hear all details saved.
- To edit place names, locations and / or comments, select the place name in the left-hand column and then press the edit button:



A pop-up box will then invite you to enter a new place name. Enter the place name and then press the green tick (✓) button.

The saved Google maps location will then appear. Edit as desired, press Ctrl+C, and then press the green tick (✓) button.

A pop-up box will then invite you to add / alter the written comments. Edit as desired, and then press the green tick (✓) button.

- Care™ will automatically announce the place name and any written comments stored to that location every time the place name is selected. To turn the announcements off, select the Sound Off button:



Sound Off button



12. To remove a Place from the list in the left-hand column, simply press on the Place name and then press the red minus (-) button:



At the prompt, press the green tick (✓) button to delete the Place.



Press the **Cancel** button to quit **Orientation** and return to the Care™ opening screen.

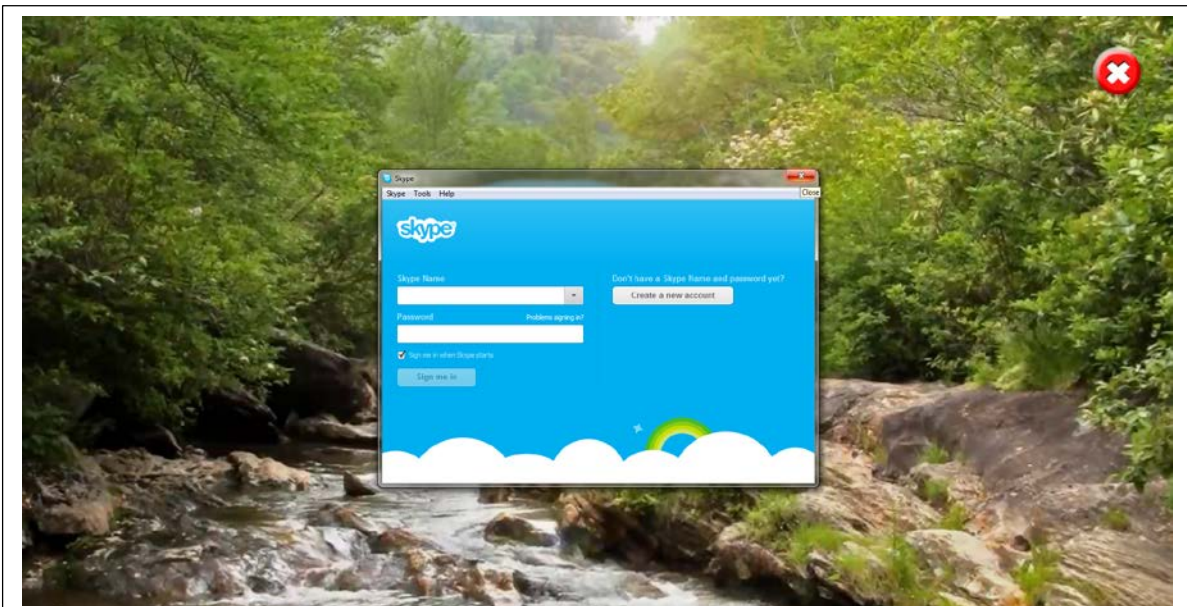
## Skype™



Press this button to communicate with family and friends over Skype™. You will then see this screen:



The Skype™ log in screen will then appear:



Enter your Skype™ Name and Password to sign in, or select “Create a new account” if you do not already have one.

Your Skype™ Contacts screen will then appear. Choose which Contact you wish to communicate with by selecting their name in the left-hand column. Then press the green Call button to start Skype™.

Please see [www.skype.com](http://www.skype.com) for further information.



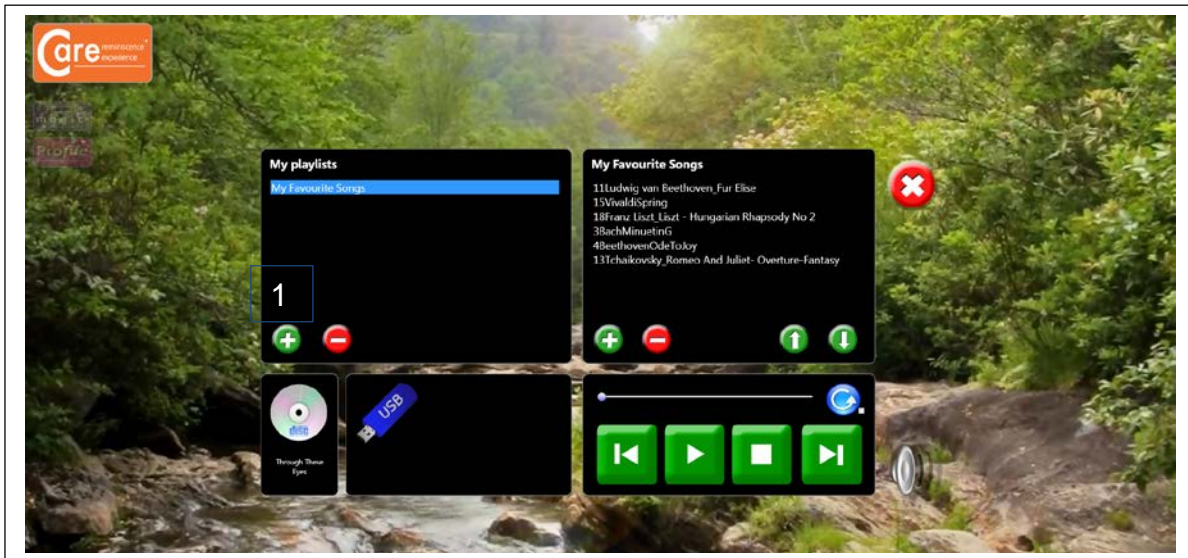
Press the **Cancel** button to quit **Skype** and return to the Care™ opening screen.

## Sound



Press this button to choose and play sound files stored on the computer / USB memory stick / CD.

The system supports many popular audio formats, including 3GP, AAC, WAV, WMA and MP3.



## Playlists

### Playing tracks in a playlist

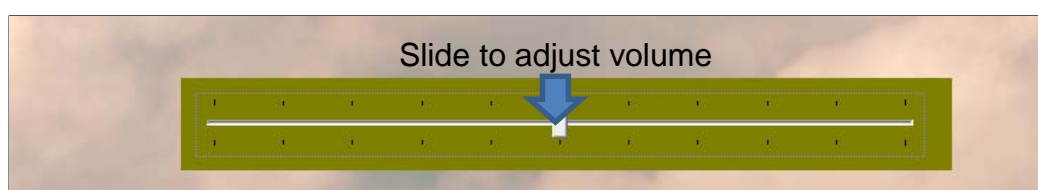
Saved playlists are shown in the left-hand column. Click on the playlist title to show all tracks in the chosen playlist. Click on any track to play the track automatically. You can also pause tracks, stop tracks, skip backwards or skip forwards to other tracks in the playlist.



Play all – press this button to play all tracks in a playlist automatically.



Volume control – click to reveal the volume slider. Click and drag the volume button up or down to increase or decrease sound volume. Care™ will automatically save the desired volume level.

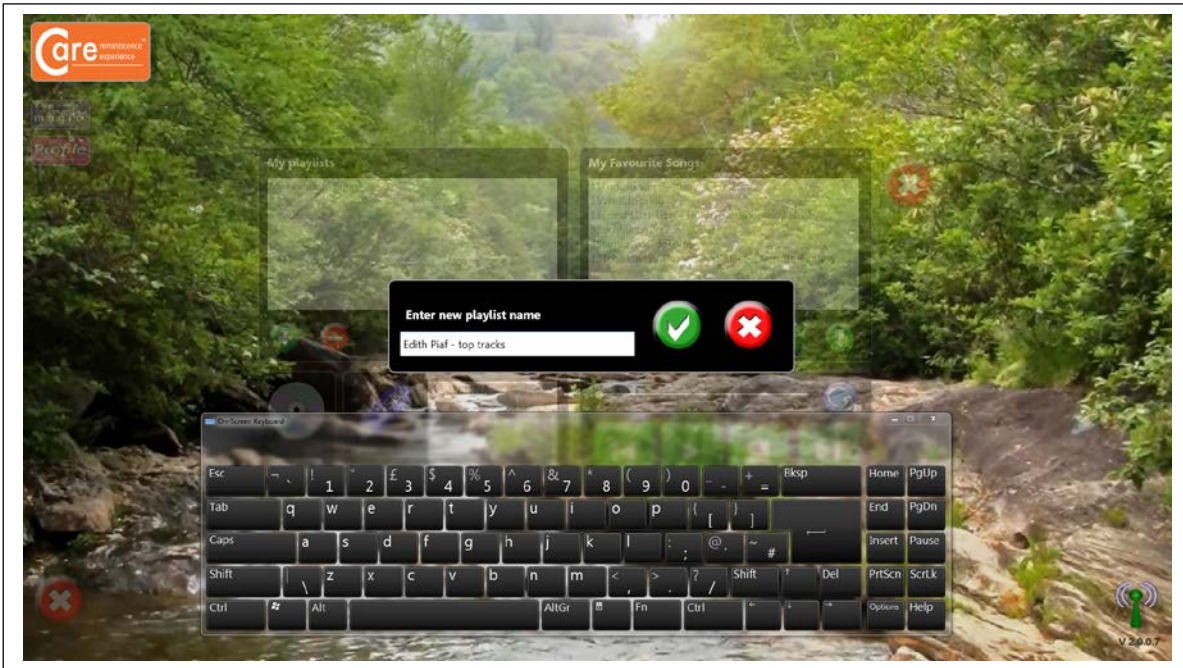


## Creating new playlists

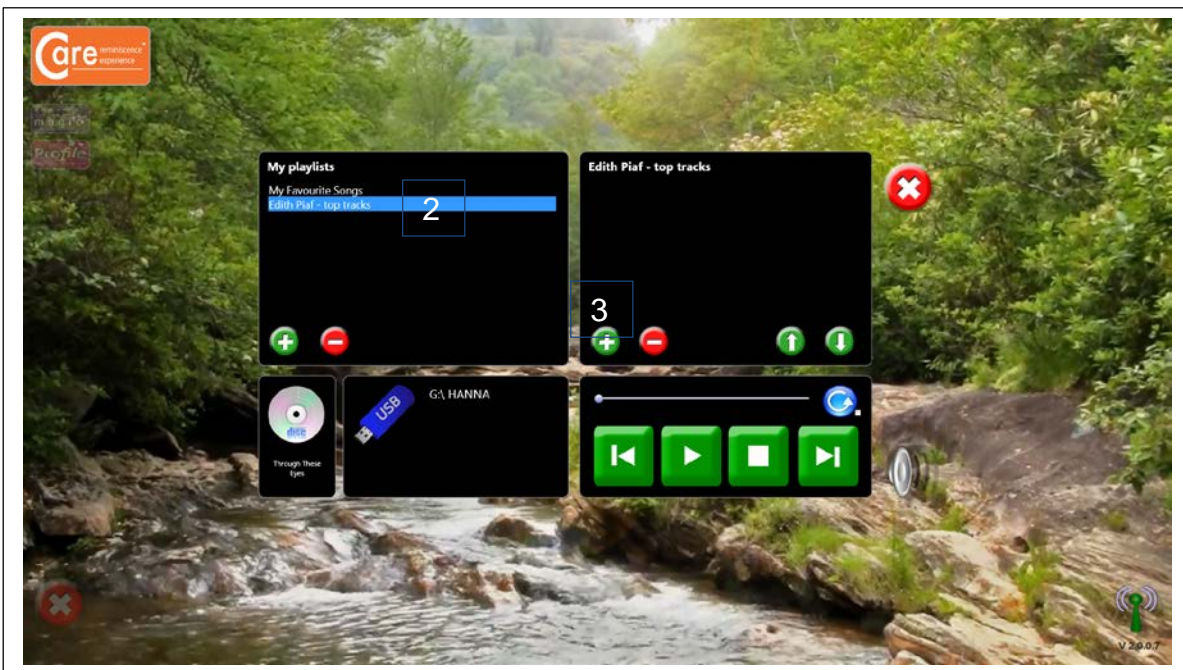
1. To create a new playlist, click on the green plus button under “My playlists”.



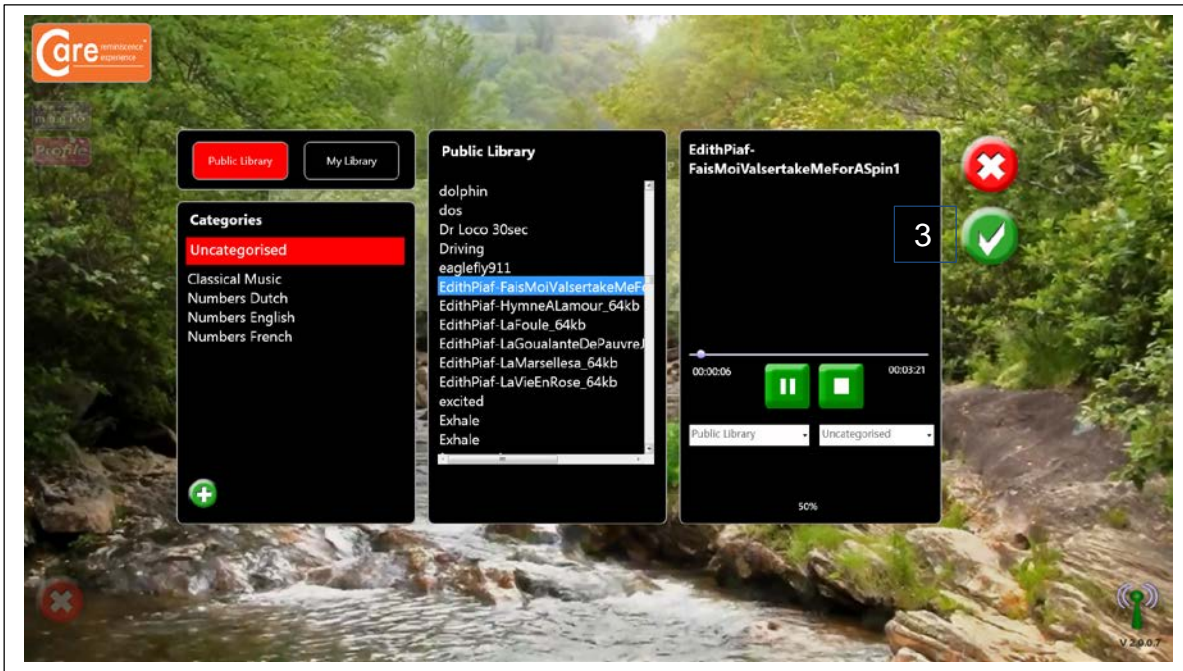
A pop up box will then invite you to name your new playlist. Enter a playlist name, e.g. “Edith Piaf – top tracks”, then click the green tick button (✓):



2. To select your new playlist, click on the playlist name. The playlist will then be highlighted in blue:



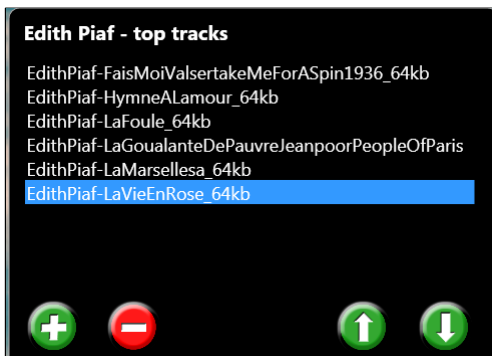
3. To add a music track, click on the green plus button in the right-hand column, under the playlist name. This will call up the music libraries. Select a music track and click on the green tick button (✓) to add the track to your playlist:



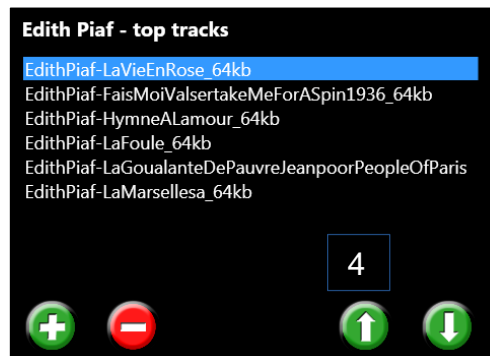
Continue to add music tracks as desired.

4. Tracks can be moved up or down in the playlist simply by selecting the music track and clicking on the up or down arrow buttons.

Example: Moving a music track to the top of the playlist



Original



After up arrow pressed 5 times



Click to move a music track up in the playlist.



Click to move a music track down in the playlist.



To remove a music track from a playlist, simply click on the track and then click the red minus button. At the prompt, click on the green tick button (✓) to delete the track.

To delete an entire playlist, simply click on the playlist name and then click the red minus button in the left-hand column. At the prompt, click on the green tick button (✓) to delete the playlist.



The system is supplied with a basic music/sound library. You can add your own music/sounds to the library. See the Library section for more details.



Press this button to play CDs. Simply insert your CD into the disc drive. The CD will play automatically.



To play music tracks from a memory stick, simply insert the memory stick into a USB port and click on the name of the memory stick once this is displayed. The music tracks on the memory stick will then be listed in the right-hand column. Simply click on the track name to play a track.



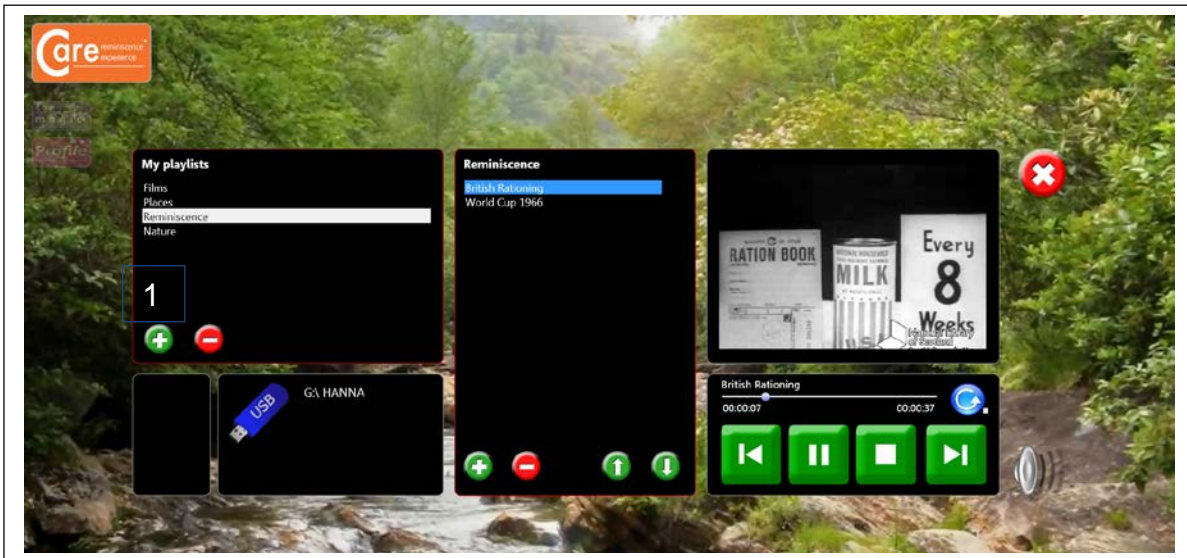
Click on the **Cancel** button to quit **Sound** and return to the Care™ opening screen.

## Video



Press this button to choose and play video files stored on the computer / USB memory stick.

The system supports many popular video formats, including 3GP, AVCHD, MPEG-4, WMV, AVI, DivX, MOV and Xvid.



## Playlists

### Playing videos in a playlist

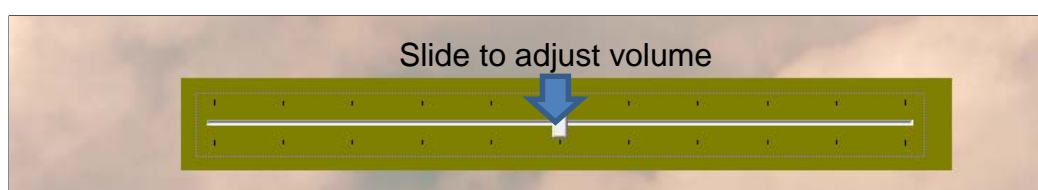
Saved playlists are shown in the left-hand column. Click on the playlist title to show all videos in the chosen playlist. Click on any track to play the track automatically. You can also pause tracks, stop tracks, skip backwards or skip forwards to other tracks in the playlist.



Play all – press this button to play all tracks in a playlist automatically.



Volume control – click to reveal the volume slider. Click and drag the volume button up or down to increase or decrease sound volume. Care™ will automatically save the desired volume level.



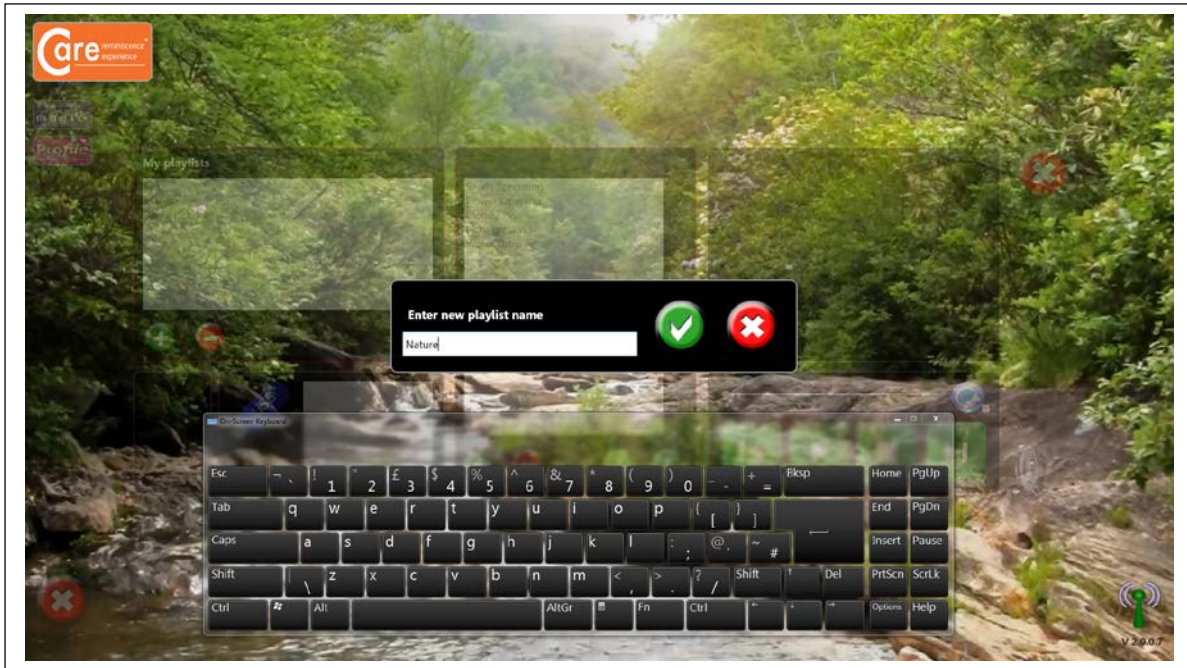


## Creating new video playlists

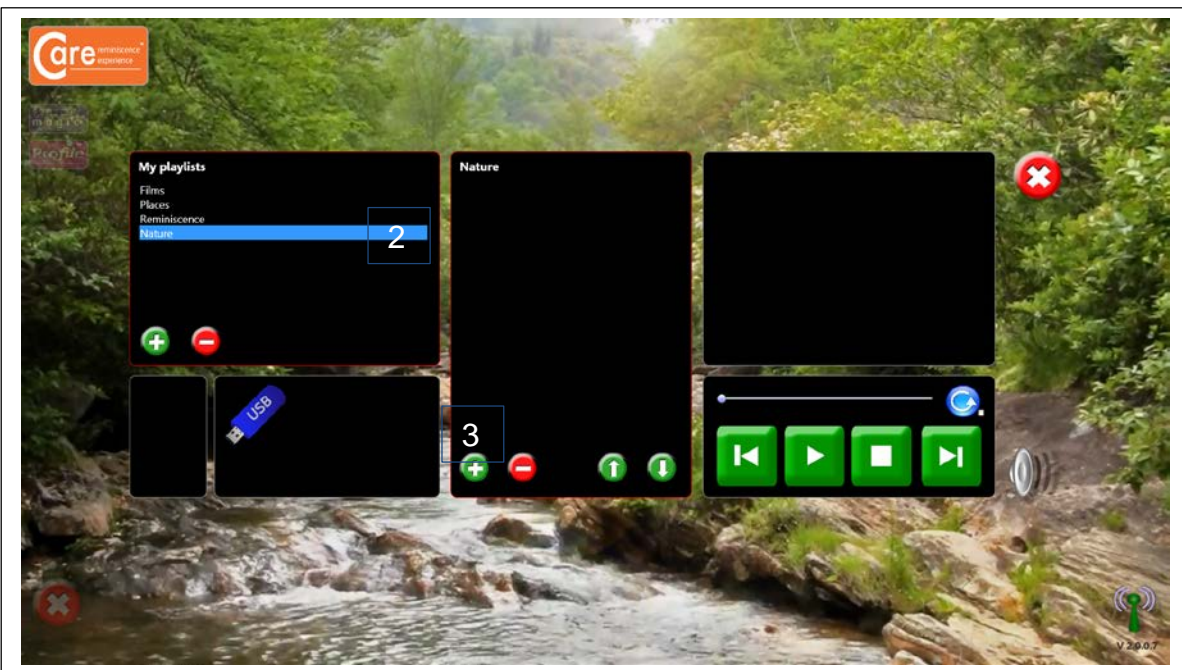
1. To create a new video playlist, click on the green plus button under “My playlists”.



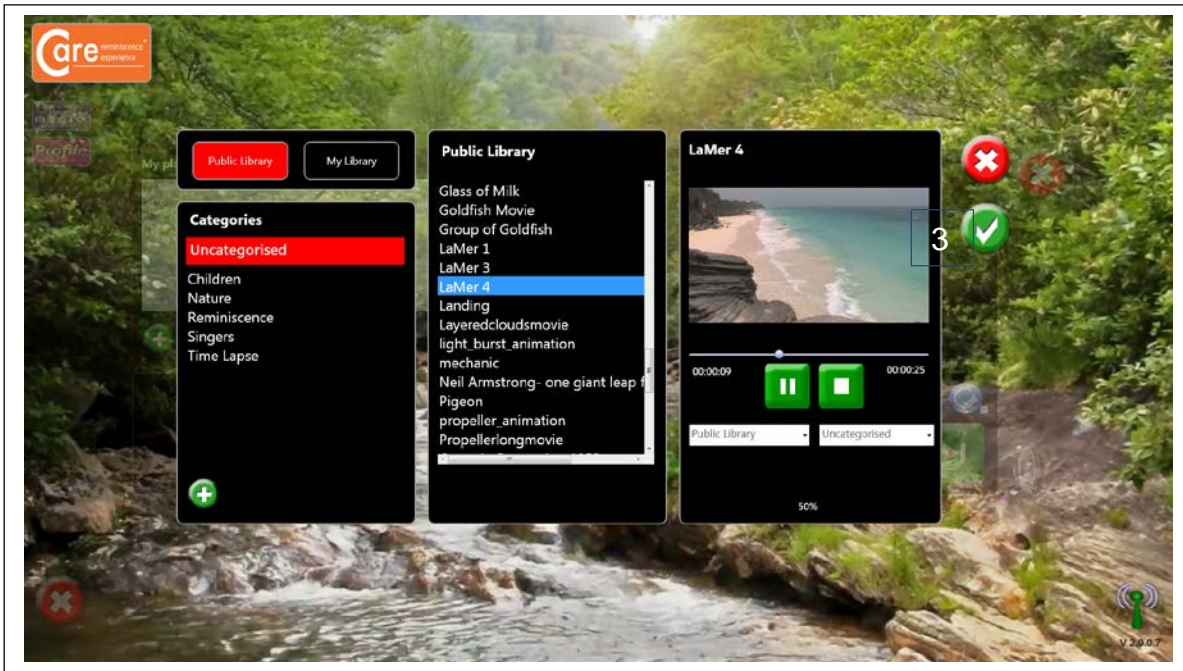
A pop up box will then invite you to name your new playlist. Enter a playlist name, e.g. “Nature”, then click the green tick button (✓):



2. To select your new video playlist, click on the playlist name. The playlist will then be highlighted in blue:



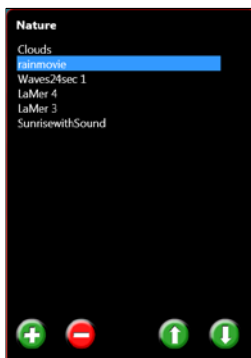
3. To add a video track, click on the green plus button in the middle column, under the playlist name. This will call up the video libraries. Select a video track and click on the green tick button (✓) to add the track to your playlist:



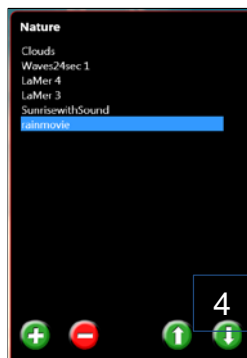
Continue to add video tracks as desired.

4. Tracks can be moved up or down in the playlist simply by selecting the video track and clicking on the up or down arrow buttons.

Example: Moving a video track to the bottom of the playlist



Original



After down arrow pressed 4 times



Click to move a video track up in the playlist.



Click to move a video track down in the playlist.



To remove a video track from a playlist, simply click on the track and then click the red minus button. At the prompt, click on the green tick button (✓) to delete the track.

To delete an entire playlist, simply click on the playlist name and then click the red minus button in the left-hand column. At the prompt, click on the green tick button (✓) to delete the playlist.



The system is supplied with a basic video library. You can add your own videos to the library. See the Library section for more details.



To play video tracks from a memory stick, simply insert the memory stick into a USB port and click on the name of the memory stick once this is displayed. The video tracks on the memory stick will then be listed in the right-hand column. Simply click on the track name to play a track.



Click on the **Cancel** button to quit **Video** and return to the Care™ opening screen.

## Radio



Press this button to listen to online radio. You will then see this screen:



You can now navigate the BBC Radio 2 website at leisure.

The picture can be magnified to suit individual needs. To magnify and stretch the picture, touch the picture with two fingers or two hands and simply stretch it to increase it in size:



Click on the **Cancel** button to quit **Radio** and return to the Care™ opening screen.

# News

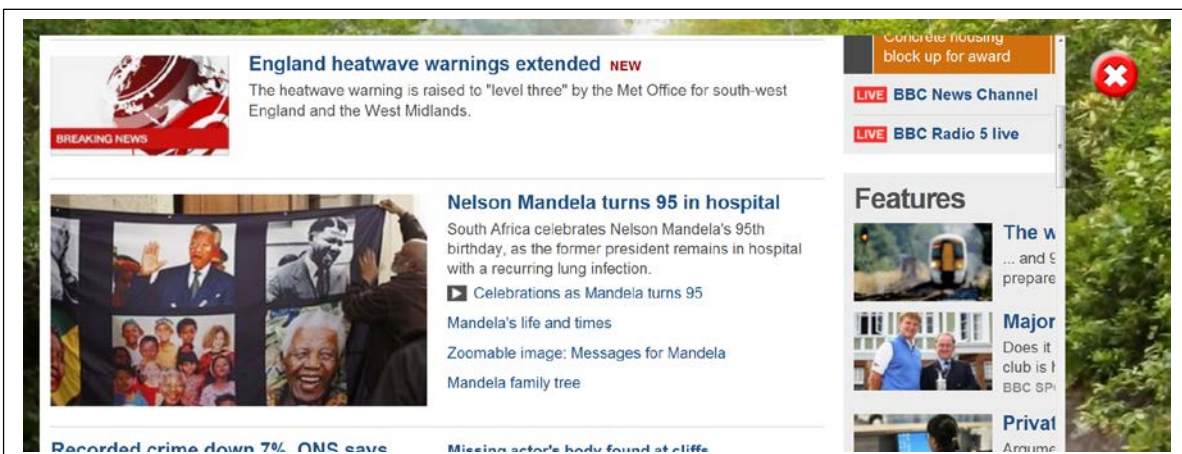


Press this button to listen to and read online news. You will then see this screen:



You can now navigate the BBC News website at leisure.

The picture can be magnified to suit individual needs. To magnify and stretch the picture, touch the picture with two fingers or two hands and simply stretch it to increase it in size:



Click on the **Cancel** button to quit **News** and return to the Care™ opening screen.

## Library



Press this button to add files to the libraries. You will then see this screen:



Click this button to add sound/music files.



Click this button to add video files.




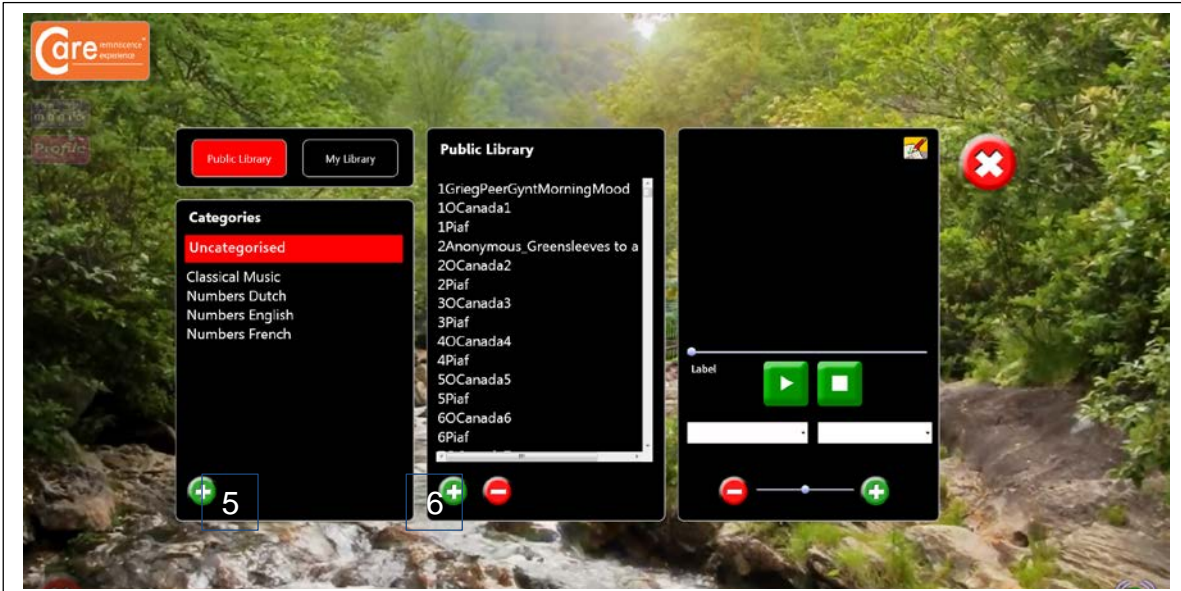
Click this button to add still picture / photo files.



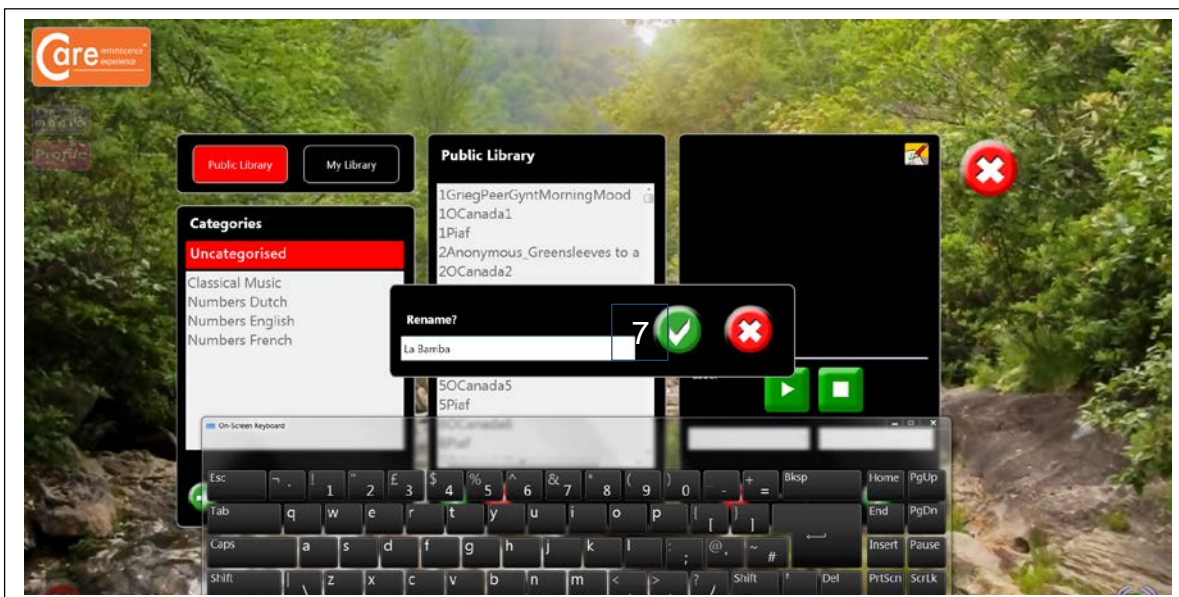
Click this button to add karaoke files.

**Example: Adding a music file:**

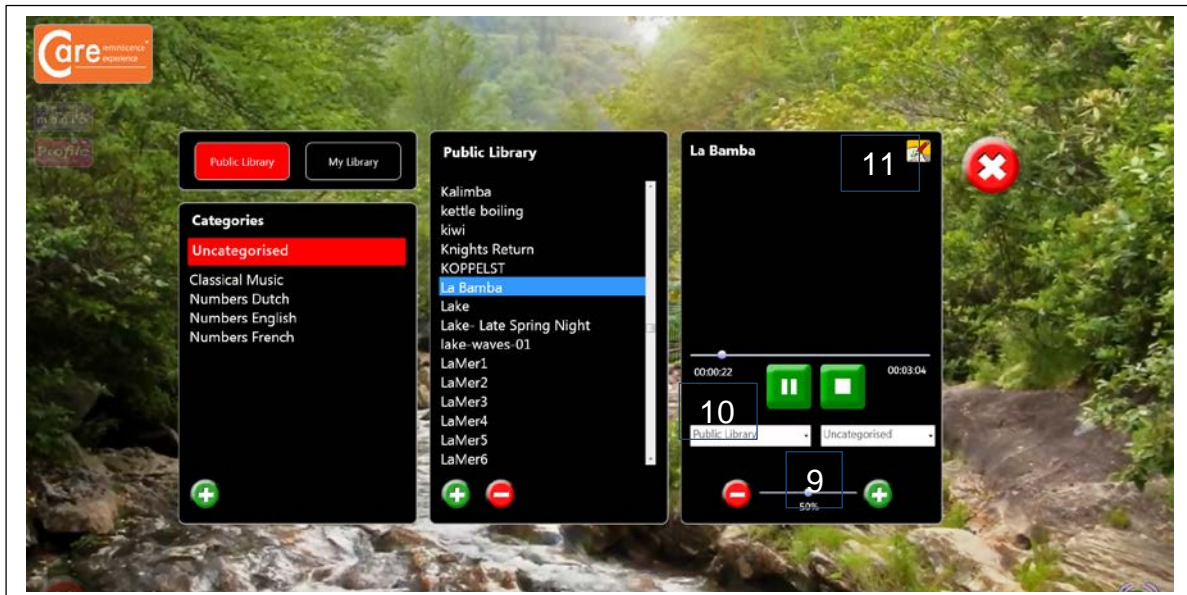
1. Transfer your chosen music file onto a memory stick.
2. Insert the memory stick into a USB drive.
3. Click on the music file icon: 
4. The relevant library screen will then appear:



5. To categorise the music, select a category from the left-hand column, or to create a new category, click on the green plus (+) button in the left-hand column, enter the new category name and then click on the green tick (✓) button.
6. To add the music file to the library, click on the green plus (+) button in the middle column. Locate the file on your computer. Select the file and click Open.
7. A pop-up box will then prompt you to rename the file (if required). Choose a file name and then click on the green tick (✓) button to save the file:



8. The file will then appear in the sound / music library:



9. You can adjust the sound volume of the file by using the slider at the bottom of the right-hand column. The volume will be saved automatically. This feature is useful for adjusting the volume of especially quiet or loud sound files.
10. You can change the way in which the file is categorised by choosing between Public Library or Private Library from the drop-down list. You can also change the file category using the drop-down list on the right.
11. You can rename the file (if desired) using the edit button in the top-right hand corner.

**The same process is used to add video files and / or still pictures / photographs.**



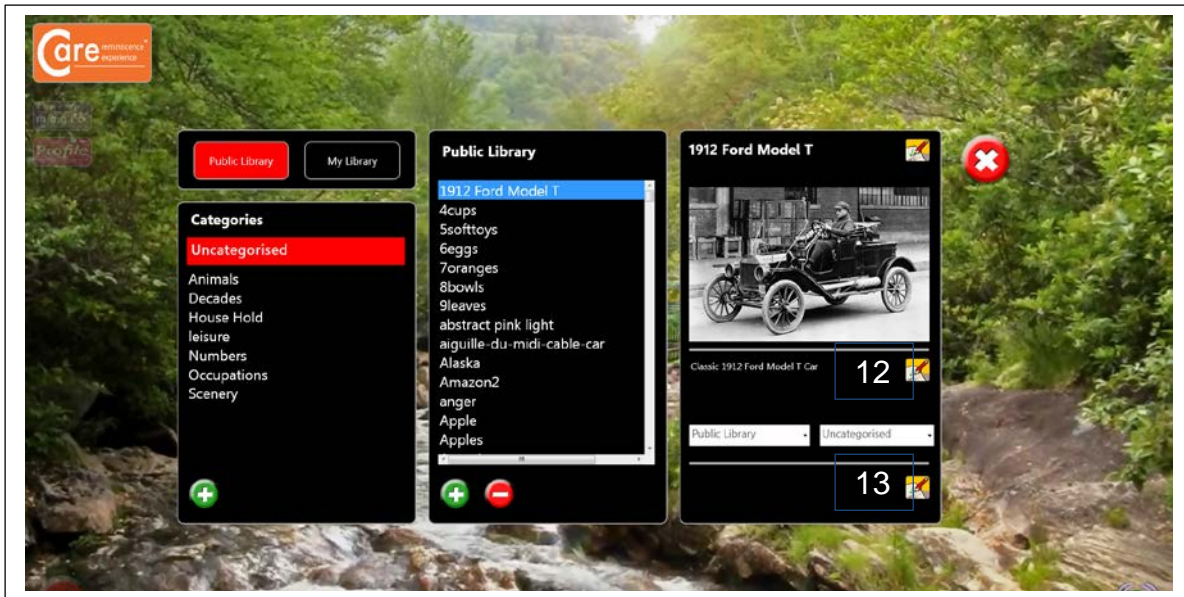
Click this button to add video files.



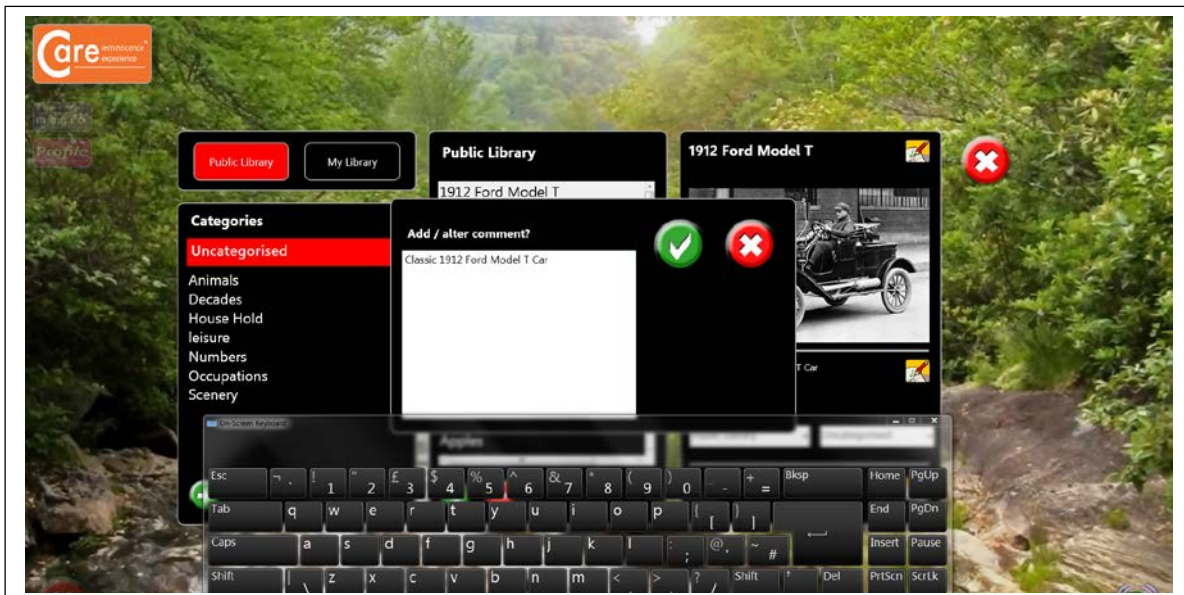
Click this button to add still picture / photo files.

There are two additional edit buttons displayed in the picture library. Use these buttons to add comments and captions to pictures, and to add a Google maps location, if desired:



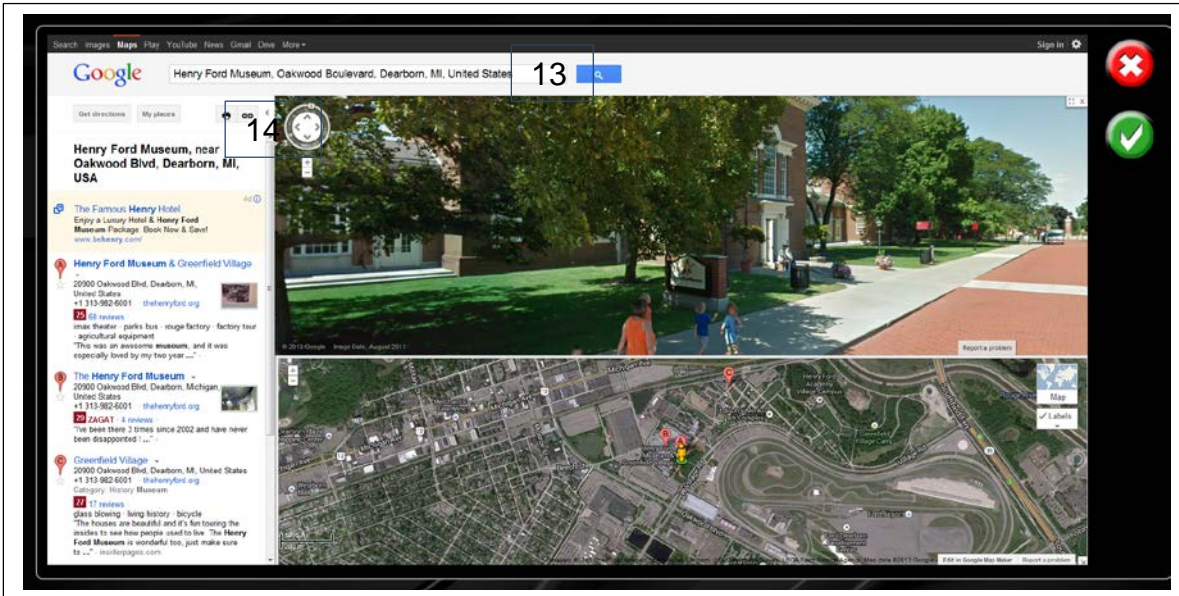


12. Press this edit button to add or alter a comment/caption:



Enter the comment/caption in the pop-up box and then press the green tick (✓) button to save it.

13. Press this edit button to add a Google maps location relevant to the picture. Google maps will then automatically load. Search in Google for your desired location, using the location name and / or postcode:

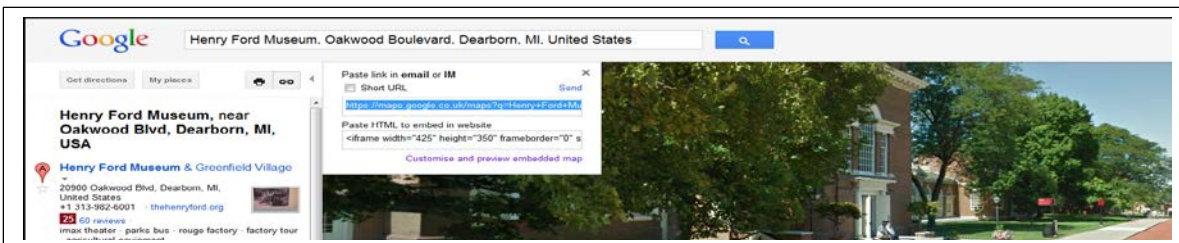


14. Zoom in to the desired view, e.g. Street View, and then press the Link button to obtain the Google maps link.



Google maps Link button

The link will be highlighted in blue:



Press Ctrl+C to copy the link to the clipboard, then press the green tick (✓) button.

15. The new Google maps location is now saved in the picture library




16. The picture title, caption / comments and Google maps location can now be viewed in a picture album, under Pictures:



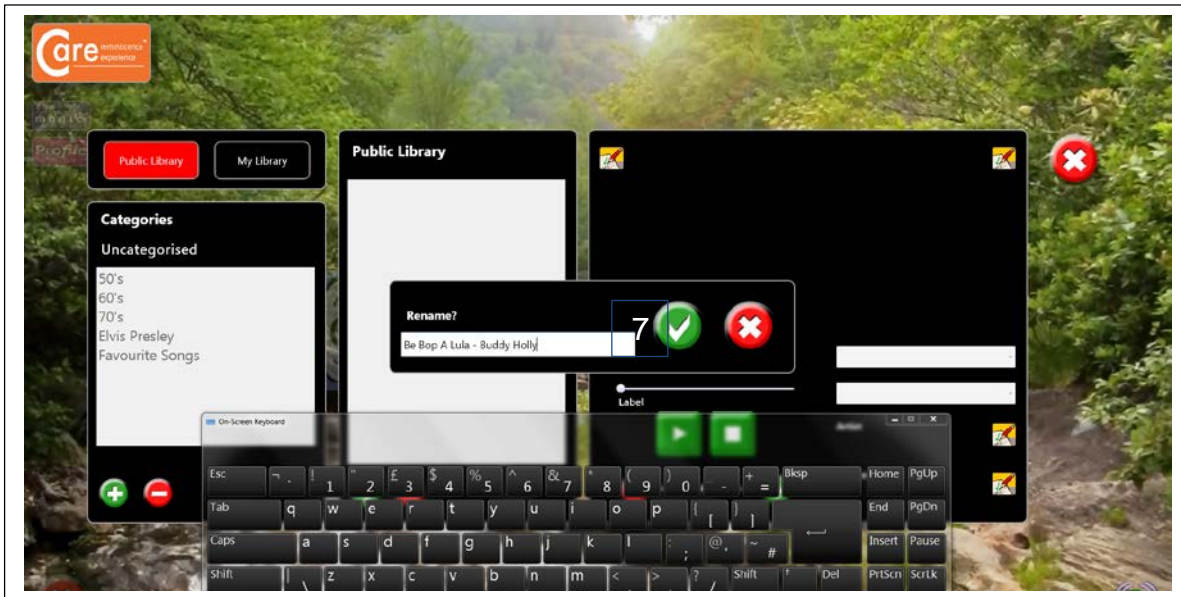
Press on the globe to see the Google maps location stored with the picture.

**Example: Adding a karaoke file:**

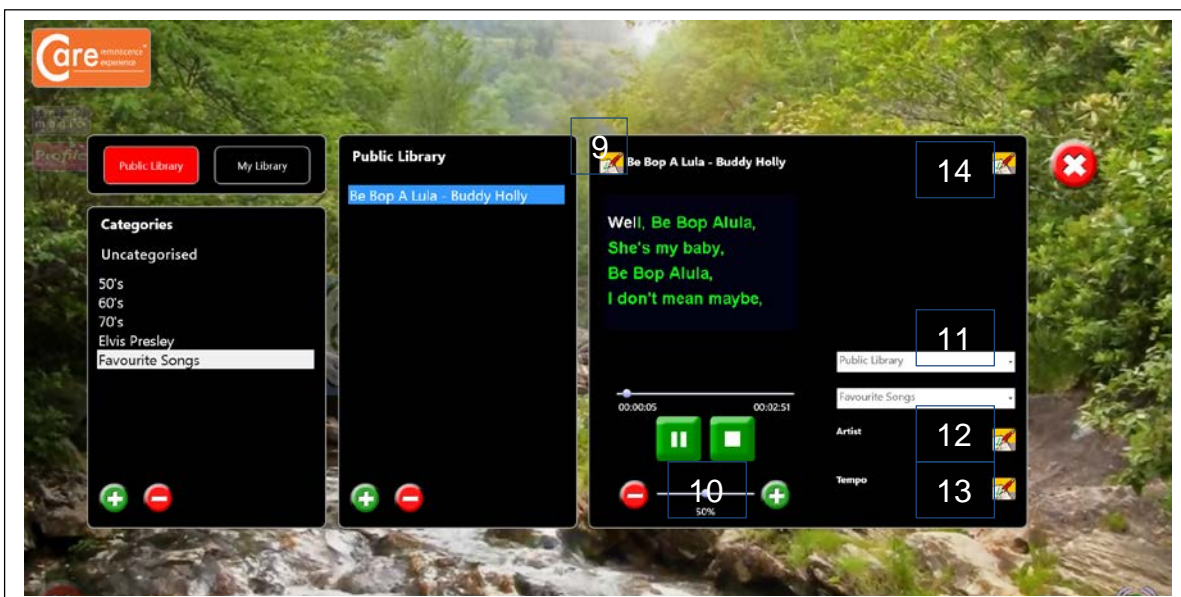
1. Transfer your chosen karaoke file onto a memory stick.
2. Insert the memory stick into a USB drive.
3. Click on the karaoke file icon: 
4. The relevant library screen will then appear:



5. To categorise the karaoke track, select a category from the left-hand column, or to create a new category, click on the green plus (+) button in the left-hand column, enter the new category name and then click on the green tick (✓) button.
6. To add the karaoke file to the library, click on the green plus (+) button in the middle column. Locate the file on your computer (mp4). Select the file and click Open.
7. A pop-up box will then prompt you to rename the file (if required). Choose a file name and then click on the green tick (✓) button to save the file:

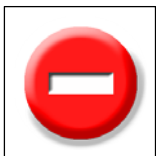
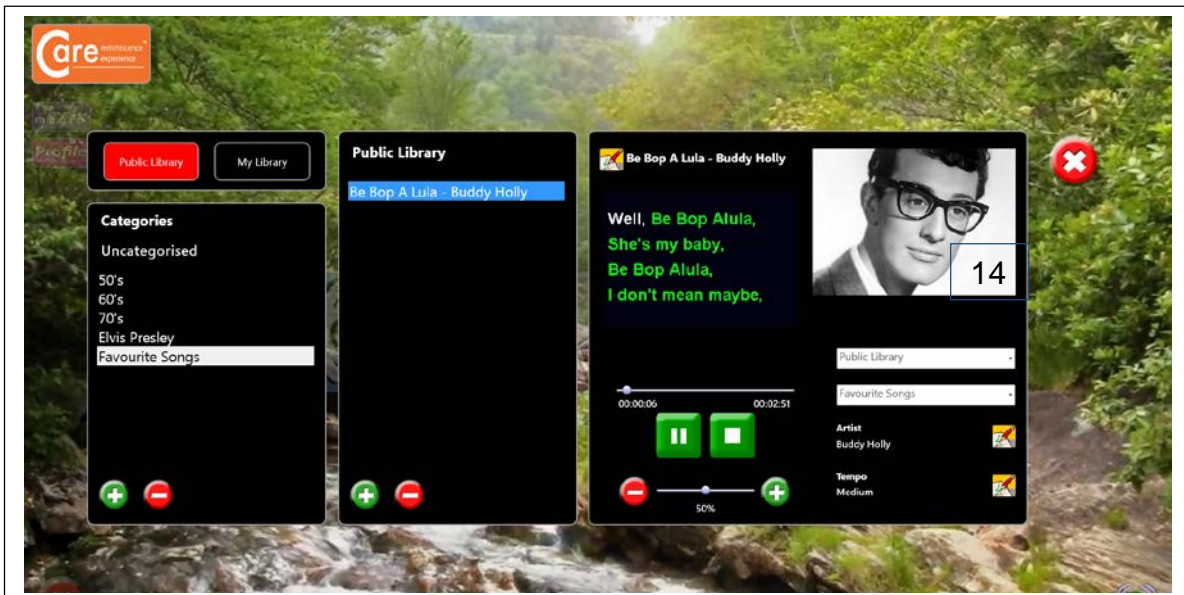


8. The file will then appear in the karaoke library:



9. You can rename the file (if desired) using the edit button at the top left-hand corner of the right column.

10. You can adjust the sound volume of the file by using the slider at the bottom of the right-hand column. The volume will be saved automatically. This feature is useful for adjusting the volume of especially quiet or loud karaoke files.
11. You can change the way in which the file is categorised by choosing between Public Library or Private Library from the drop-down list. You can also change the file category using the second drop-down list.
12. Add the artist's name to allow sorting by artist.
13. Add a description of the song tempo (e.g. Slow, Medium, Fast), to allow sorting by tempo.
14. To add a photograph of the artist, to act as a visual memory cue, press the edit button at the top right-hand corner of the right column. Locate the file on your computer (Jpeg, Bitmap or Tiff). Select the file and click Open. The image will then be displayed:



To remove a file from the library, simply click on the file name and then click the red minus button in the middle column. At the prompt, click on the green tick button (✓) to delete the file.

To delete an entire library category, simply click on the category name and then click the red minus button in the left-hand column. The system will not allow you to delete categories which are not empty.



Click on the **Cancel** button to quit **Library** and return to the Care™ opening screen.



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