

Step-by-Step: How To

Big or little step-by steps are sequential communication devices, meaning you can record a series of messages and it will play back each message in the sequence with each activation or “hit” of the device.



To Record One Message:

(Example: “That’s the one!”)

1. Turn the device on by turning the dial on the back (Picture below). This also controls the volume.



2. Press and hold the record button until the light turns red, then release.



3. Press and hold the circle button on the top of the device and say your message. Release the button when you are done with the message.



4. Hit the record button again. Your message is ready to go!



5. After you are finished with the device, turn it off by turning the dial all the way until it clicks (this saves battery life).

To Record Multiple Messages:

(Example: “1, 2, 3, 4, 5” counting)

1. Turn the device on by turning the dial on the back (Picture below). This also controls the volume.



2. Press and hold the record button until the light turns red, then release.



3. Press and hold the circle button on the top of the device and say your message. Release the button when you are done with the message.



4. Press and hold the circle button on the top of the device again and say your second message. Release the button when you are done with the message. Repeat this step with the multiple messages you have.



4. Hit the record button again when you are finished. Your messages are ready!



5. After you are finished with the device, turn it off by turning the dial all the way until it clicks (this saves battery life). *If it is a sequential message and you accidentally activate before the child is ready, just turn it on and off again and the messages will start from the beginning.

6. After you are finished with the device, turn it off by turning the dial all the way until it clicks (this saves battery life).

***If your child uses a switch located at their head to activate a step-by-step, plug in the switch at the location highlighted in the picture below:**



*Additional Assistance: search “little step by step” on youtube or click one and/or both of the following links
[Step-by-Step Youtube Video \(click here\)](#) ; [Additional Step-by-step Youtube Video \(click here\)](#)

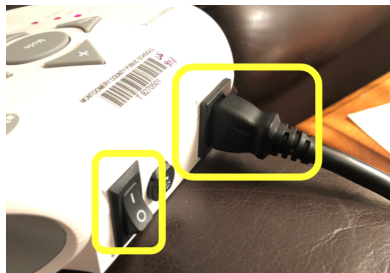
*Step-by-steps require a 9V battery

Powerlink: How To

A powerlink is a type of assistive technology that allows you to plug in any appliance and control how it can be accessed (i.e. switch) and for how long (i.e. seconds/minutes).



1. Plug in 3 prong cord into the back of the powerlink and the other side into an outlet. Switch the powerlink on so the side with the (|) symbol is pushed in.



3. Plug in the switch in the aux hole on either side of the powerlink. Then plug the appliance into the powerlink through the black extension cord on the same side as the switch is plugged in.



*It won't operate properly if the switch and appliance are not plugged in on the same side of the powerlink.

4. There are several different modes of control that can allow the student to determine how long an appliance will be turned on: **(A) Direct**, **(B) Timed seconds**, **(C) Timed minutes**, and **(D) Latch**. Press the mode button until the appropriate mode selection becomes lit.



(A) Direct: Behaves like a traditional switch. The appliance will turn on when the switch is pressed, but will turn off immediately upon release of the switch.

(B) **Timed Seconds:** Hitting the switch will run the appliance from 1-99 seconds. You can adjust the timed seconds with the (+) and (-) buttons in the middle of the powerlink.



(C) **Timed Minutes:** Hitting the switch will run the appliance from 1-99 minutes. You can adjust the time minutes with the (+) and (-) buttons in the middle of the powerlink.



(D) **Latch:** Hitting the switch the first time will activate the appliance to turn on, and hitting the switch a second time will turn the appliance off.

5. Activate the appliance using the switch!

Feel free to change the mode selection at any point

*Additional Assistance: [PowerLink Youtube Video](#)

*How to use PowerLink: [Mrs. Starr's Video of Powerlink Examples](#)

***Ideas for Use In the Home:**

- Blending food
- Turn on and off lights
- Listening to music
- Listening to read aloud
- Help blow dry hair
- Shredding old documents
- Etc.

Modular Hose: How To

Modular Hose: is most commonly used to hold or position a switch. This can also move a switch closer to the student to reduce area they need to reach.



Examples of Places to Put the Modular Hose: wheel chair arm rest, wheel chair head rest, nearby table, back of the wheel chair.