

California State University
NORTHRIDGE
Department of Police Services
University Police Division



LESSON PLAN

SUBJECT: UbiDuo Communication Device

LENGTH: 30 minutes

PREPARED BY: Detective Mark Benavidez

DATE PREPARED: June 28, 2010

APPROVED BY: *Mark Benavidez, Chief*

DATE APPROVED: *6/29/10*

I. Performance Objectives/Job-Related Objectives:

The purpose of this training is to enable officers to become familiar with the use of the UbiDuo Communications Device that will be primarily used to communicate with the deaf and hard-of-hearing community. Officer will be instructed on the setup of the device, usage in conducting an interview, and the proper transfer of the interview file from the device to a RIMS report.

II. Type of Instruction:

The instructor will review the device program features and user interface controls with the student. The student will set-up the device and interview the instructor based on a call for service scenario provided by the instructor. Once the interview is complete, the student will save the interview file and transfer the interview file to a RIMS report.

III. Course Outline:

A. The User Interface

1. Menu Bar
2. Top Toolbar
3. Folder Area
4. Viewer Area
5. Features Area
6. Selection Area
7. File Menu Commands
8. Edit Menu Commands
9. View Menu Commands
10. Quick Key Definitions

IV. Practical Exercise

A. Complete two preliminary investigations.

1. Exercise #1

- a. Residential burglary with a witness being deaf and/or hard of hearing.

2. Exercise #2

- a. Sexual assault incident with a victim being deaf and/or hard of hearing.

B. Evaluate interview and upon acceptance, complete file transfer procedure from the device to a RIMS report.

V. Closing

A. Questions & Comments

UbiDuo Quick Start Guide for Field Usage

1. Turn on the UbiDuo

To turn on the UbiDuo, press the green Power (PWR) button located on the right-hand side of each unit.

2. Wait for Main Menu to Appear

The Home screen will appear, showing the Main Menu and other features:

Main Menu Icons

(Replace with Main Menu Pic file)

- 1 – Split screen chat. Start a chat session by pressing Enter when this icon is highlighted.
- 2 - Call (using Ubi4Call feature). Connect the UbiDuo to a telephone line and place a call.
- 3 – In Range. See whether other Ubiduos are within range to start a conversation.
- 4 - Auto-Link. Use Auto-Link to automatically connect to other UbiDuos within range or to keep others from automatically linking to you.
- 5 – Settings. Check your settings or change your default settings.
- 6 – Saved conversations. Save a conversation or view saved conversations.

3. Begin Split Screen Chat

When the UniDuo is first turned on, the Split Screen option is the default. To open the Split Screen and start a chat session, wait until the Auto-Link indicator appears (a buckled seatbelt icon), and press Enter.

When both units are on and ready to chat, the Split Screen looks like the screen to the right (add icon pic file to right). The text you type will appear at the top of the screen. The text your person you will be interviewing types will appear in the bottom half of the screen.

UbiDuo Quick Reference Guide Function Key Definitions and Other Useful Tips

<Shift>F1	Show Shift function key definitions. <i>This action is available in any mode.</i>
<Shift>F2	Show or hide the chat toolbar on the Split Screen. <i>This action is only available when you are chatting.</i>
<Shift>F3	View all potential chat partners (units, wireless connections) in range. <i>This action is available in any mode.</i>
<Shift>F4	Return to Home screen/Main Menu. <i>This action is only available when you are chatting.</i>
<Shift>F5	Change your font sizes. <i>This action is only available when you are chatting, and you can only change the font on the half of the UbiDuo you are using.</i>
<Shift>F6	End an active chat session. <i>Your conversation is not affected when you end the chat. This will allow you to save the conversation after a chat session has ended. This key is only active when you are chatting and only ends the conversation on your half of the UbiDuo.</i>
<Shift>F7	Clear the Split Screen. <i>This action clears the conversation from the Split Screen but does not close the chat session. This is only active when you are chatting, and it only clears the screen on your half of the UbiDuo.</i>
<Shift>F8	View or set the Unit's ID. <i>This action is available in any mode.</i>
<Shift>F9	View or set the Unit's Designated Chat Partner. <i>This action is available in any mode.</i>
<Shift>F10	Turn the Auto-Link feature on or off. <i>This action is available in any mode.</i>
<Shift>F11	Access the Dial Out Mode to make a phone call. <i>This action is available in any mode.</i>
<Shift>F12	There is no functionality assigned to this action.
<Ctrl>F1	Show Ctrl function key definitions. <i>This action is available in any mode.</i>
<Ctrl>F2	Show or hide the Chat Toolbar on the other half of the UbiDuo (the remote DCP). <i>Your own toolbar on your half of the UbiDuo will not be affected when you use <Ctrl>F2. This action is only available when you are chatting.</i>
<Ctrl>F3	Save the chat log file. <i>This action is only available when you are chatting.</i>
<Ctrl>F4	Access the Settings Main Menu. <i>Go to Setting window containing all the settings icons. This key active in any mode.</i>
<Ctrl>F5	Change the font sizes on the other half of the UbiDuo (the remote DCP). <i>This will not affect the size of the font on your half of the UbiDuo. This action is only available when you are chatting.</i>
<Ctrl>F6	End the active chat session on the other half of the UbiDuo (the remote DCP). <i>This action is available only when you are chatting. The conversation on the screen will not disappear. You are just ending the connection with the other half.</i>
<Ctrl>F7	Clear screen on the other half of the UbiDuo (the remote DCP). <i>This action is available only when you are chatting. The conversation will remain on your half of the UbiDuo. This lets you start a new conversation with another person without shutting down the chat session and starting a new one.</i>
<Ctrl>F8	Set chat prompt = No Prompt <i>This action is only available when you are chatting.</i>

<Ctrl>F9	Set chat prompt = ">" <i>This action is only available when you are chatting.</i>
<Ctrl>F10	Set chat prompt = "UNIT ID >" <i>This action is only available when you are chatting.</i>
<Ctrl>F11	Enter the standard professional greeting into the conversation. <i>This action is only available when you are chatting. If you are starting a new conversation with someone in a professional setting, press <Ctrl>F11 to begin the chat with the professional greeting you saved.</i>
<Ctrl>F12	Enter the standard social greeting into the conversation. <i>This action is only available when you are chatting. If you are starting a new conversation with someone in a social setting, press <Ctrl>F12 to begin the chat with the social greeting you saved.</i>
<Alt>F1	Show Alt function key definitions. This action is available in any mode.
<Alt>F2	Format the drive. Use this function if: - The screen turns white while attempting to save. - You want to delete every saved file. Press <Alt>F2. Wait until all files have been deleted and the UbiDuo resumes normal operations. This should take three to five minutes. Resets the Persistent Settings to factory standards. NOTE: Most users will never need to use this function. - Agencies that loan UbiDuos to others may want to use this function to be certain that no settings have been changed. NOTE: Using this function will require the Designated Chat Partner to be reset also. See the Setting the Designated Chat Partner (DCP) section of this manual.
<Alt>F3	There is no functionality assigned to this action.
<Alt>F4	Change the screen to show either - Black text on white background - White text on black background This action is available in any mode.
<Alt>F5	Set the keyboard Key Repeat Rate. To learn more about the Key Repeat Rate, see the Features for People with Low Vision section. This action is only available when you are chatting, and you can only change the Key Repeat Rate on the half of the UbiDuo you are using.
<Alt>F6	There is no functionality assigned to this action.
<Alt>F7	Enable/disable sleep mode if you want to: - test battery life - keep the backlight on all the time Hold ALT F8 to enable sleep mode or to disable sleep mode. NOTE: Each time the UbiDuo is turned on and off, the sleep mode will default to "ON."
<Alt>F8	Calibrate the battery. NOTE: See the Troubleshooting section of this manual.
<Alt>F9	Hang up the phone line. This action is only available when using the phone line connection.
<Alt>F10	Set the standard greeting for use in a professional setting. If you are using the UbiDuo in an office, hotel, government office, etc., where you want to automatically start the conversation, use this greeting. For example, press <Alt>F11 and type "Welcome to Dr. Smith's office. May I help you?"
<Alt>F11	Set the standard greeting for use in a social setting. If you are using the UbiDuo in a social setting like a party, use this greeting. For example, press <Alt>F12 and type "Hi, I'm Bob. We can talk on my UbiDuo."
<Alt>F12	