



HP Accessibility Assistant User Guide

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1 Introduction

The HP Accessibility Assistant helps end users, who may be limited by visual or dexterity impairments, operate HP printers.

This document will guide users through the product's operating processes.

 **IMPORTANT:** The HP Accessibility Assistant only recognizes English. The front control panel must be set to English. All voice commands must be spoken in English.

2 Using the HP Accessibility Assistant

Product diagram

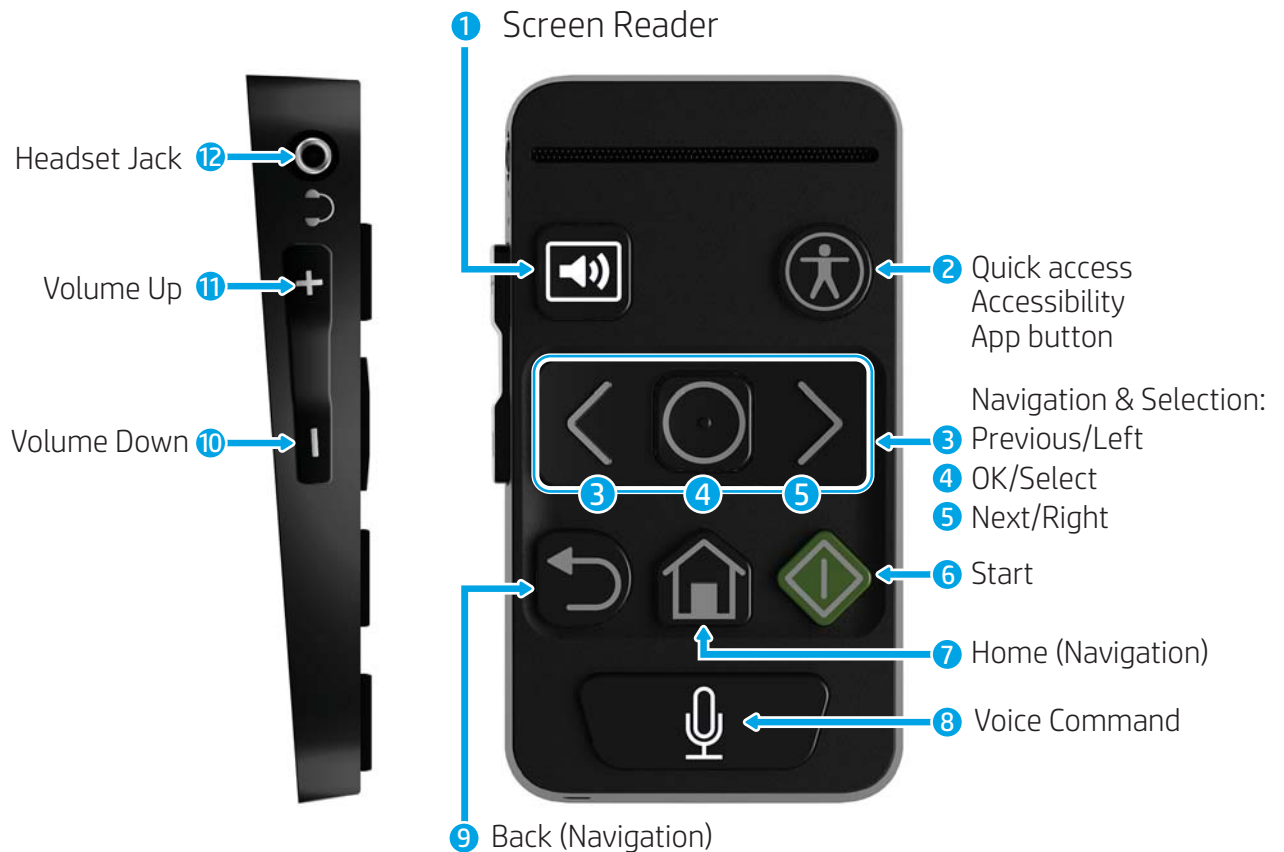


Table 2-1 Product Functions and Orientation

Number	Function	Orientation (starting from top-left, moving clockwise)
1	Screen Reader	Top left
2	Quick Access Accessibility	Top right
3	Previous/Left (Navigation)	Left, upper-middle
4	OK/Select (Selection)	Center, upper-middle
5	Next/Right (Navigation)	Right, upper-middle
6	Start	Right, lower middle

Table 2-1 Product Functions and Orientation (continued)

Number	Function	Orientation (starting from top-left, moving clockwise)
7	Home	Center, lower-middle
8	Voice Command	Center, bottom
9	Back	Left, lower middle
10	Volume Down	Left side, lowest button
11	Volume Up	Left side, top button
12	3.5mm Headset Jack	Left side, top of unit

Command functions

The HP Accessibility Assistant offers users the option of navigating through the printer’s control panel using its buttons, or users can issue voice commands to perform printer functions.

The HP Accessibility Assistant also offers users the option of narrating the printer/scanner control panel contents aloud, via the speaker on the unit, or to a headset connected through the unit’s 3.5mm headset jack.

Command	Function
Screen Reader	<p>Press this button to enter Screen Reader mode to hear the content and options on the control panel screen, as well as any navigation or selections made.</p> <p>The screen reader will also narrate what the user types on the MFP keyboard (if available).</p> <p>NOTE: The HP Accessibility Assistant only reads content in English.</p> <p>The Control Panel must be set to English.</p> <p>Pressing any button will wake the unit from Sleep Mode.</p> <p>IMPORTANT: Not all printer screens are optimized for Screen Reader. When attempting to navigate to unsupported screens, a pop-up will appear or content will be hidden and Screen Reader will announce that the screen or application is not supported.</p>
Quick Access Accessibility	<p>Provides quick access to printer Accessibility features, such as:</p> <ul style="list-style-type: none"> ● High Contrast <ul style="list-style-type: none"> – High Contrast mode increases the contrast of the control panel’s color scheme to assist users in identifying items more easily. ● Invert UI <ul style="list-style-type: none"> – Inverting colors on the control panel can assist vision-impaired users in identifying control panel content more easily. ● Screen Zoom

Command	Function
	<ul style="list-style-type: none"> – Screen Zoom allows users to adjust the screen zoom (125%, 150%, 200% or off). • Screen Reader (via HP Accessibility Assistant) • Sound Volume (via HP Accessibility Assistant) <p>NOTE: Users can add an accessibility icon to a printer control panel through the Embedded Web Server (EWS).</p>
Previous/Left (Navigation)	<p>Moves focus to the previous item.</p> <p>NOTE: A long press (2+ seconds) will make the focus jump to the first element on the current screen.</p>
OK/Select	Press to select the currently focused element.
Right/Next (Navigation)	<p>Moves focus to the next item.</p> <p>NOTE: A long press (2+ seconds) will make the focus jump to the last element on the current screen.</p>
Start	Pressing Start will activate Copy, Start, or Send, if present on the current screen.
Home	Returns user to the beginning of the main menu (Home screen).
Voice Command	Engages voice command functionality. Press button and speak command into the unit.
Back	<p>The Back button functions differently, depending on what the control panel screen is displaying. The Back button functions similarly to the way an “Escape” functions on a computer keyboard.</p> <p>Back button functions include:</p> <ul style="list-style-type: none"> • If the keyboard is on the control panel screen, pressing the Back button closes it. • If a panel is slides out on the right side, pressing the Back button collapses it. • If the control panel screen is on an application’s home page, pressing the Back button returns the control panel to the printer’s home screen. • If the control panel is displaying the home screen, pressing the Back button returns the control panel to page 1 and focuses on the default control.
Volume Down	Decrease the unit volume.
Volume Up	Increase the unit volume.
3.5mm Headset jack	<p>Accepts standard headset/headphone styles with 3.5mm inputs. Plugging in a headset disables the unit’s exterior speaker and allows the user to hear control panel navigation privately.</p> <p>NOTE: When plugged in, standard headphones (without a built-in microphone) disable the unit’s external speaker. Users will still need to speak voice commands into the unit’s microphone.</p> <p>Headsets with built in microphones disable the unit’s external speaker and allow users to communicate voice commands through the headset microphone.</p>

Auto Quicksets

Auto Quickset is a feature that allows a user or administrator to create a quick set via the printer's Embedded Web Server (EWS) or the control panel and initiate that QuickSet without use of the printer touch screen. Instead, the QuickSet is initiated at the control panel by pressing the keyboard ALT button + [number key] or via Voice command.

For example: a user can create a function that scans to email, at 600dpi, in JPEG format, to a predetermined email address without the need for selecting all of these options every time.

Creating the QuickSet in the EWS

1. Log into the EWS.
2. Select the General tab, then select QuickSets from the list.
3. Select Add to create a new QuickSet.
4. Follow the steps in wizard to complete the QuickSet configuration.



NOTE: For the QuickSet to become an Auto Quickset, it must be named exactly in the following format:

- QuickSet Name: **Auto Quickset <number>** (Up to 10 auto QuickSets are allowed, numbered 0-9).
- Start instantly when selected from the Home Screen Quick Set Start option must be selected.

Initiating the Auto Quickset

After the QuickSet has been saved, initiate the Auto Quickset using these options:

- Via the "Quick Sets" icon on the touch screen
- Hard pull-out keyboard on flow models
- Supported USB plug-in keyboard
- Voice command

3 Voice Commands

Voice commands may be used to initiate copy jobs or to activate pre-defined Auto Quicksets. Voice command is started by pressing the Voice Command button on the HP Accessibility Assistant.

Here are some examples of common voice commands:

- "Auto Quickset 2"
- "Make 3 copies, duplex, color, tray 6"
- "Color copy, edge to edge"



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Initiating Voice Command functionality

The following sequence demonstrates using Voice Command functionality for copy, auto QuickSets and setting accessibility options. All supported voice commands are listed in the [Voice command glossary on page 8](#).

Auto Quicksets

1. Load original into the document feeder or onto glass.
2. Press the Voice Command button and wait for the audible “ding” to finish.
3. Say “Auto Quickset <number>”.
4. The HP Accessibility Assistant will repeat the request, reading the Auto QuickSet description and “ding”. The job will begin processing.


 **NOTE:** This “ding” sounds different from the first one.

Accessibility options

1. Press the voice command button and wait for the audible “ding”.
2. Speak the command for the desired function.
3. The HP Accessibility Assistant will repeat the request and “ding”. Accessibility option is set.

Copy

1. Load original into ADF or onto glass.
2. Press the voice command button and wait for the audible “ding”.
3. Speak the command for desired function.
4. The HP Accessibility Assistant will repeat the request and ask for confirmation. Wait for the confirmation “ding.”
5. If correct, say “YES” or “CORRECT”. If not, repeat the command or make desired changes to the command and wait for confirmation from HP Accessibility Assistant. To cancel the command, say “CANCEL.”
6. HP Accessibility Assistant will speak “Preparing job”, and the copy job will process.

 **IMPORTANT:** The HP Accessibility Assistant only recognizes English. All voice commands must be spoken in English.

 **NOTE:** The Control Panel must be set to English.

It may be helpful to activate Screen Reader mode before starting a Voice Command session in case there are pop-ups or errors that require the user to intervene. These will only be announced in Screen Reader mode.

Users must speak a Voice Command within five seconds of activating the functionality.

Since printer noise can affect the unit’s ability to recognize voice commands, please allow the printer to fully initialize before navigating through functions or before issuing a Voice Command.

Auto Quicksets must be set up to start automatically. No confirmation will be requested and the job will start immediately after the HP Accessibility Assistant repeats the command.

Voice command glossary

The HP Accessibility Assistant has been programmed to recognize a number of pre-determined phrases for common printer functions. The list below contains a collection of those phrases.



NOTE: The HP Accessibility Assistant only recognizes English. All voice commands must be spoken in English.

Table 3-1 Accessibility commands

Description	Command	Function
High Contrast	"High contrast on", "High contrast off"	Allows users to adjust the Control Panel screen contrast for easier viewing.
Invert colors	"Invert colors on", "Invert colors off"	Allows users to invert the Control Panel screen colors for easier viewing.
Sound volume	"Volume to <1-10>", "Volume <1-10>"	Allows users to adjust the unit's volume with a voice command.
Screen Zoom	"screen zoom off", "screen zoom <one hundred twenty five one hundred fifty two hundred> percent"	Increase control panel zoom for ease of reading. NOTE: Users must say "one hundred twenty five percent", etc.
Screen Reader	"Screen reader on", "Screen reader off"	Allows user to activate the screen reader mode.

Table 3-2 Copy commands

Description	Command	Function
Auto Quicksets	"QuickSet <0 — 9>"	Initiates an Auto QuickSet
Confirmation commands (used to confirm or cancel a voice command)	"Yes", "Correct", "No", "Cancel"	Confirms or terminates selected functions.
<number>	"<number> copies", "Copies <number>", "Copy <number>"	Indicates the number of copies required. NOTE: Maximum number is 99.
Sides	"Two-sided", "Double-sided", Duplex", "One sided", "Single-sided", "Simplex"	Indicates how many sides to a single sheet output.
Original sides	"Two sided original", "Duplex original", "Double-sided original", "One-sided original", "Simplex original", "Single-sided original"	Indicates how many sides to each original sheet input.
Edge to Edge	"Edge to Edge", "Edge to Edge off"	Indicates the original and copy are to be edge to edge on the page.
Paper Size	"Match original size", "Automatic size", "Letter", "Legal", "11 by 17", "Tabloid", "Envelope"	Allows users to indicate the desired paper size for a output.
Paper Type	"Plain", "Letterhead"	Set the type of paper for the copy to be produced on, if desired. NOTE: This requires that a tray be configured for a specific type of media. If not set, "Plain" is the default paper type.

Table 3-2 Copy commands (continued)

Description	Command	Function
Tray <1-6>	"Tray 1," "Tray 2"	Indicate a specific tray to pull media from for the copy job. NOTE: The number of trays varies, depending on the printer.
Original Size	"Original Letter", "Original Legal", "Original Any size", "Original 11 by 17", "Original Tabloid", "Original Envelope"	Indicate the size of the original document.
Staple	"Staple", "Staple Off"	If the printer is equipped with a stapler, users may request the copy to be finished with a staple. NOTE: If stapling is a default finish for copies and not desired, say "Staple Off."
Collate	"Collate", "Collated", "Collate off", "Collated off"	If there are multiple pages to the document and multiple copies are being made, this command will ensure collation of the pages. NOTE: Users can disable Collate if it is set as a default by saying "Collate off" or "Collated off".
Optimize Text, Optimize Picture	"Optimize Text", "Optimize Picture"	When making a copy of a text document, say "Optimize Text" to sharpen the font on the output. When making a copy of a printed image, say "Optimize Picture" to sharpen the image on the output.
Reduce/Enlarge	"Scale <1 - 999> percent"	Allows users to adjust the output's image size with a voice command.
Color/Black	"Color", "Black", "Automatically detect color", "Automatic color"	Indicates the original is color or gray scale.