



Procer 4 — User manual

Software version 4.6.1.

Contents

1. The device	4
Power on, power off and sleep	4
Ports and connectors	4
Battery	5
2. The controls	6
Layout	6
What each button does, in general	6
3. How to get around	8
Pattern 1 — Lists	8
Pattern 2 — Option menus (the Y button)	8
Pattern 3 — Questions	8
Pattern 4 — Typing a name	9
Shortcuts that always work	9
Quick settings	9
The device sounds	10
4. The main menu	11
4.1 Continue reading or processing	12
4.2 My Content	12
4.3 PROCER assistant	13
4.4 PROCER chat	15
4.5 Read text	15
4.6 Voice notes	16
4.7 Text editor	17
4.8 Magnifier	17
4.9 Smart glasses	18
5. Listening to a document	19
Reading controls	19
Spelling mode	20
Building a summary while you listen	20
Reading options (Y)	20
Go to page or bookmarks	21
Document types	21
Manipulating a document	23

6. Studying with artificial intelligence	24
Adding a document to My material	24
What you can do with a material	24
Flashcards	25
Fact checker	25
Start an adventure	26
Podcast	26
Saved conversations	26
7. Connections and system	27
Wi-Fi networks	27
Bluetooth	27
Linking the device to your account	28
Device information	28
Clock	28
Updating the device	28
8. Settings	29
9. Making it yours	31
Shortcuts	31
Customising the main menu	31
10. Sound glossary	32
11. If something is not working	33
12. Appendix — External keyboard in the editor	34
Moving through the text	34
Hearing what you wrote	34
Selecting	35
Editing	35
Pages	36
Dictating	36
How much the editor speaks	36
Screen and volume	37
13. Contact	38

1. The device

Procer 4 is shaped like a handheld game console: you hold it with both hands and every control falls under your thumbs and index fingers. You do not need to look at the screen to use it: every action is confirmed by speech or by a short sound, and the device always announces which function you are in.

Power on, power off and sleep

The power button is the round one on the top edge, on the left.

POWERING ON, OFF AND SLEEP

ACTION	HOW	WHAT HAPPENS
Power on	Hold for 3 seconds	The device vibrates and starts up. When ready it greets you and announces the main menu.
Power off	Hold for 2 seconds	Starts an orderly shutdown. If a function is in the middle of something that cannot be interrupted, the device says so and will not power off.
Forced power off	Hold for 6 seconds	Cuts power without warning anything. Emergency only: unsaved work can be lost.
Quick settings	A short press while the device is on	Opens quick settings from any function.
Wake up	A short press while asleep	Returns to exactly the function you were in.

After a few minutes without pressing any button the device goes to **sleep** to save battery: it plays a sound and turns off the screen, but it does not power off. How long it waits is set in [Settings](#) (5 minutes by default). The device will not go to sleep while it is reading, recording or processing.

Ports and connectors

PORTS AND CONNECTORS

WHERE	WHAT IT IS
Top edge	Volume – and Volume + , to the right of the power button.

WHERE	WHAT IT IS
Top edge	USB-C. Used to charge the device and to connect accessories: the scanner, the external camera or a USB drive.
Top edge	Reset, a small pinhole to the right of the USB-C port. Restarts the device at the hardware level. Do not press it unless you have to.
Top edge	HDMI. No function at the moment.
Bottom edge	3.5 mm audio output, centred. For headphones or a speaker.
Front	4-inch IPS screen, centred. Shows in large type whatever the device is saying; size and colours are adjustable (see Settings).

Battery

The device plays a sound when the charger is connected and another when it is unplugged, plus a distinct sound when the battery is low. To hear the exact level at any moment, press and hold **SE**.

2. The controls

Every button on the front does the same thing in almost every function. Once you learn this handful of rules, the whole device works the same way.

Layout

- **To the left of the screen:** the **D-pad** (up, down, left, right), below it the **left analog stick**, and below that the **M** button.
- **To the right of the screen:** the four action buttons in a diamond — **X** on top, **Y** on the left, **A** on the right and **B** at the bottom; below them the **right analog stick** and, under it, **SE** and **ST**.
- **Shoulders:** **L1** above **L2** on the left, **R1** above **R2** on the right.

Both **analog sticks** mirror the D-pad exactly, so you can navigate with whichever hand is more comfortable. The only exception is the [magnifier](#), where the sticks pan the image.

What each button does, in general

GENERAL FUNCTION OF EACH BUTTON

BUTTON	SHORT PRESS	LONG PRESS
B	Confirm. Enters the selected function, activates the option, or pauses and resumes a reading.	Restarts the reading from the beginning of the page.
A	Back / cancel. Leaves the current screen and returns to the previous one.	Exits without saving (in readings and editors).
Y	Options. Opens the options menu of whichever function you are in.	—
X	Photo and microphone. Short press: takes a photo. In readings, it marks the start and the end of a summary.	Hold to talk: the device listens while you keep it pressed and sends what you said when you release it. In readings, it toggles between the summary and the full text.

BUTTON	SHORT PRESS	LONG PRESS
D-pad ↑ ↓	Moves through the list: options, files, pages. In a reading, previous and next paragraph.	Depends on the function.
D-pad ← →	Moves through the <i>sub-options</i> of the selected option, or changes the value of a setting. In a reading, previous and next sentence.	In a reading, enters spelling mode .
M	Always returns to the main menu , from wherever you are.	—
L1 R1	In a reading: previous and next page. In a multiple-choice question: they move through the answers. In the main menu: shortcuts .	—
L2 R2	In a reading: jumps to the previous and next bookmark or chapter. In the main menu: shortcuts .	—
SE	—	Information: battery level, time and Wi-Fi connection status. Works from any function.
ST	—	Wi-Fi networks: opens the network configuration from almost any function.
Volume + –	Raises and lowers the volume. If a Bluetooth headset is connected it adjusts the headset; otherwise the speaker.	—

SHORT PRESS AND LONG PRESS

A press counts as

LONG

when you hold the button for about one second. The only faster one is **X**: because it is used to talk, it starts listening barely half a second after you press it.

3. How to get around

Almost the entire device is driven by four patterns. Once you recognise them you already know how to use any function, even one you have never opened.

Pattern 1 — Lists

The main menu, the library, Wi-Fi networks, saved conversations: anything that is a list is browsed the same way.

- **↓** moves to the next item, **↑** to the previous one. The list wraps around: a short beep tells you it went from the last item back to the first.
- **B** enters the selected item.
- **A** goes back to the previous screen.
- **Y** opens the options available for that item.
- **M** abandons everything and returns to the main menu.

Pattern 2 — Option menus (the **Y** button)

Almost every function has its own options menu, opened with **Y**. It is browsed in **two directions**:

- **↑** **↓** move from one option to the next.
- Some options have **variants**. When you reach one of these a submenu sound plays: use **←** **→** to browse the variants. For example, “Export” becomes export to Word, to PDF, to audio or to Procer format.
- **B** runs whichever option is announced at that moment.
- **A** closes the options and returns to the function.

TIP

The submenu sound is your cue that there is more hidden to the sides. If you hear it and never try **←** **→**, you are missing options.

Pattern 3 — Questions

When the device needs a decision (“Do you want to save the changes?”, “Where should I save it?”), it reads the question and then the possible answers. Browse them with **↑** **↓** and choose with **B**. **A** cancels.

Pattern 4 — Typing a name

Whenever something needs a name —a file, a folder, a Wi-Fi password— an on-screen keyboard appears.

ON-SCREEN KEYBOARD CONTROLS

CONTROL	FUNCTION
D-pad	Moves between the letters.
B	Types the selected letter.
X	Confirms the name and continues.
L1 R1	Switches between lowercase, uppercase and symbols.
L2	Deletes the last character.
R2	Deletes the whole word.

You can also connect a **USB or Bluetooth keyboard** and type on it directly; the device detects it automatically.

Shortcuts that always work

SHORTCUTS AVAILABLE FROM ANY FUNCTION

CONTROL	FROM ANY FUNCTION
M	Return to the main menu.
SE ..	Hear battery, time and Wi-Fi status.
ST ..	Open Wi-Fi networks. Not available inside settings, editors, or while the camera is in use.
Power	Short press: quick settings .
Volume	Raise and lower the volume without leaving what you are doing.

Quick settings

A **short press of the power button** opens, from wherever you are, a compact menu with the things you change on the fly. Browse with **↑** **↓**, modify with **←** **→**, activate with **B** and leave with **A**, returning to exactly what you were doing.

- **Turn off the device**

- **Reconnect Bluetooth**
- **Voice speed** — the most used one: speed up on easy text, slow down on dense material.
- **Change size** and **change colors** of the screen
- **Show texts in capital letters**
- **Language** and **voice** for system and reading

It is also the handiest way to **power the device off** without holding the button down.

The device sounds

Procer 4 uses short sounds to confirm things without interrupting you with speech. The three you will hear most are:

- **Action not possible** — what you tried cannot be done here. It is not an error: that option simply does not exist on this screen.
- **Submenu** — the announced option has variants to the sides.
- **Simple beep** — the list wrapped back to the first item.

The full list is in the [sound glossary](#), and also inside the device under **Settings** → **Sound glossary**, where you can listen to each one with its explanation.

4. The main menu

The main menu is the starting point. Browse it with **↑** **↓** and enter with **B**. From anywhere in the device, **M** brings you back here.

MAIN MENU FUNCTIONS

FUNCTION	WHAT IT IS FOR
Continue reading or processing	Pick up whatever you were last doing.
My Content	Your documents: the device library, study material, projects and files on a USB drive.
PROCER assistant	Take a photo and ask out loud what is in front of you.
PROCER chat	Talk by voice, with or without one of your documents as reference.
Read text	Turn paper into speech using the scanner, the external camera or the glasses.
Voice notes	Record reminders and listen to them later.
Text editor	Write documents, by dictation or with a keyboard.
Magnifier	Use the external camera as an electronic magnifier on screen.
Smart glasses	Connect and control the glasses.
Settings	All the device configuration.

THE MENU IS YOURS

You can

HIDE THE FUNCTIONS YOU NEVER USE AND REORDER THE ONES YOU DO

, so the menu holds only what matters to you, in your preferred order. This is done in

SETTINGS → CUSTOMISE MAIN MENU

(see [Customising the menu](#)).

On top of that, in the main menu **L1**, **R1**, **L2** and **R2** are free for you to assign the four functions you use most: these are the [shortcuts](#).

4.1 Continue reading or processing

The fastest way back to whatever you left half-done. It offers four paths; browse them with **↑** **↓** and choose with **B**.

- **Resume last reading** — reopens the last document you were listening to, at exactly the page and paragraph where you left off.
- **Continue multi-page processing** — resumes a batch of scanner pages left half-processed.
- **Continue PDF file processing** — resumes the digitisation of a PDF that was left unfinished.
- **Reprocess last obtained image** — runs recognition again on the last captured image. Useful when the result came out wrong and you want to retry without shooting again.

4.2 My Content

Gathers everything that belongs to you. It contains five entries:

Explore Library

The device internal memory, where everything you saved lives: notes, imported documents, exports, recordings. Folders and files share a single list, browsed with **↑** **↓**. As the device comes out of the box, **→** enters the selected folder and **←** leaves it; **B** opens the selected file, **A** goes back and **Y** opens the options for the selected item.

Pressing **Y** on a file lets you **filter by type** (show only PDF, only Word, only audio, only Procer notes...), **create a folder**, **add it to my study material**, **edit it**, **send it to a USB drive**, **move it to another folder**, **rename it** or **delete it**. On a folder you also get **play the whole folder** and **export it** to Word or PDF.

TWO WAYS TO BROWSE

The device comes with two file browsers and you pick which one to use in

SETTINGS → FILE BROWSER TYPE

. The one it comes with is the

MODERN

one: everything in a single list, **→** enters the folder and **←** leaves it, much like a computer.

The other one is the

CLASSIC

one: **↑** **↓** move through the files while **←** **→** move through the folders at the same level. The options are the same in both.

My material

The documents you uploaded to **study with the help of artificial intelligence**. On each material, **Y** opens what you can do with it: chat, generate flashcards, play “find the false statement”, start an adventure, generate a podcast, or delete it. All of this is explained in [Studying with artificial intelligence](#).

My Projects

Projects group several materials under one topic, so you can ask the artificial intelligence about the whole set instead of a single document. Pressing **Y** on a project offers **Chat with this project**.

Explore external storage

Shows the contents of a USB drive plugged into the USB-C port. Browsed just like the library. With **Y** you can **send the file to the device library** or **filter by type**. If you plug the drive in and nothing appears, check it is properly seated and wait a few seconds: the device announces when it recognises it.

Transfer files via USB

Connects the device to a computer over the USB-C cable and exposes the library as if it were a USB drive: from the computer you can freely copy documents in and out. **A** ends the connection and returns control to the device.

IMPORTANT

While the device is in transfer mode do not use other functions, and eject the drive from the computer before unplugging the cable.

4.3 PROCER assistant

The assistant takes a photograph and answers out loud whatever you ask about it. Use it to find out what is on a package, read a sign, describe a room, identify a banknote or make sense of a picture.

- 1 Enter **PROCER assistant** from the main menu.
- 2 Aim and press **X** once: the photo is taken.
- 3 **Hold X** while you ask your question out loud, and release it when you finish.
- 4 The assistant answers. The reply is read aloud; **B** pauses and resumes it.
- 5 You can keep asking about the same photo, or take another one with **X**.

WHERE THE PHOTO COMES FROM

If your

SMART GLASSES

are connected, the photo is taken with them —the most comfortable option, since you aim with your head. Otherwise the

EXTERNAL CAMERA

plugged into the USB-C port is used. If neither is available, the device tells you it cannot take the photo.

From the

MAIN MENU

you can also press **X** directly: it takes the photo and enters the assistant with that photo already attached, ready for your first question.

PRO CER ASSISTANT CONTROLS

CONTROL	FUNCTION
X	Short press: take a photo.
X =	Hold to talk, release to send the query.
Stick press	Starts and stops the voice query (alternative to holding X).
↑ ↓	Move through the previous queries in this conversation.
← →	Move through the answer sentence by sentence.
B	Pause and resume reading of the answer.
Y	Options: start a new chat, save the conversation as a document, export it to Word, PDF, audio or Procer format, and choose between the device voices or the online voices.
A	Go back.

REQUIRES INTERNET

The assistant, the chat and all study functions need an internet connection. If there is no network, the device says so before taking the photo.

4.4 PROCER chat

You can ask anything. The chat answers from its own general knowledge, searches the internet by itself when it needs something current, and uses the documents you keep in **My material** without you having to choose anything. To narrow it down to a single document, go in through **Chat with this material**.

The query is typed on an **external keyboard**, over USB or Bluetooth, and the device says every key out loud; the keyboard **up** arrow reads the whole query back to you, and **Enter** sends it. You can also dictate it: **hold X** to talk and release to send; **↑** **↓** move through previous queries; **←** **→** move through the answer sentence by sentence; **B** pauses and resumes; **Y** opens the options and **A** goes back.

Conversations are saved: you can reopen them later from the conversation list and continue where you were.

4.5 Read text

This is the function that turns printed paper into speech. On entering, the device **tells you which capture devices are available** at that moment and waits.

- **The Procer scanner**, connected over USB-C.
- **The external camera**, connected over USB-C.
- **The smart glasses**, if paired and switched on.

Use **↑** **↓** to choose which one to use and **B** to activate it. **X** triggers the capture directly with the selected device.

With the scanner

As soon as you connect the scanner —wherever you are in the device— Procer 4 detects it, **tells you how many new pages it found** and offers you:

- **Read last page** — processes and reads only the last image. The fastest way to read a single sheet.
- **Process multiple pages and read** — processes every pending image and builds a single document out of them. It can take a while; the device signals each finished page with a sound and you can start listening while it keeps working.
- **Delete all scanner files** — empties the scanner memory. Worth doing now and then so that “new pages” really means new.

If the scanner does not show up, unplug it and plug it back in, and check the cable: a loose contact is the most common cause.

With the external camera

The camera is used mounted on a stand, with the page underneath. The device shows what the camera sees on screen so you can frame the page, and **X** (or pressing a stick) takes the photo. It then recognises the text and starts reading it.

FOR A GOOD RESULT

LIGHT MATTERS MOST.

In dim light the camera lengthens its exposure, the image comes out blurred and recognition fails. Look for even light, with no shadow from your own hand and no glare on the paper, and lay the sheet flat.

With the smart glasses

The glasses photograph whatever you are looking at and send it to the device, which reads it. This is the most natural way to read a sign, a menu or a sheet in your hand, because you aim with your head and need no third hand.

4.6 Voice notes

Short recordings to remember things. On entering, the device reads out the list of recordings you already have.

VOICE NOTES CONTROLS

CONTROL	FUNCTION
X 	Record: hold it down while you speak and release when you finish. The note is saved automatically.
Stick press	Starts recording without holding anything; press again to stop.
 	Move through the recordings. The device says the name of each one.
B	Play the selected recording; press again to pause and resume.
 	Rewind and fast-forward inside the recording being played.
Y	Options: rename , add to my study material , delete the recording or delete them all , and information (length and date).
A	Exit. If you were recording, it stops the recording first.

If the glasses are connected, recording uses the glasses microphone.

4.7 Text editor

For writing your own documents. You can write in two ways, and mix them:

- **By dictation:** hold **X** while you speak; when you release, the text appears written at the cursor position.
- **With a keyboard**, USB or Bluetooth, typing normally.

The document is organised in **pages**: **L1** goes to the previous page and **R1** to the next, and the device announces the number as it changes.

Press **Y** for the editor options: **save** or **save as**, **insert** or **delete a page**, **bookmark** or **unbookmark** the current page, **go to** a specific page, start a **new document**, **convert dictated punctuation** into symbols, **read** what you have written so far, and document **information**.

When you leave with **A**, the device asks whether you want to save your changes.

4.8 Magnifier

Turns the **external camera** into an electronic magnifier: what the camera sees is shown enlarged on the screen, with high-contrast colour filters. It is the only function where the analog sticks do not mirror the D-pad.

MAGNIFIER CONTROLS

CONTROL	FUNCTION
↑ ↓	Zoom in and out.
← →	Change the colour filter (natural colour, white on black, yellow on blue...).
X	Freeze the image and release it again, so you can look calmly without holding the paper.
B ==	Double the image size.
L2 R2	Cycle through the automatic contrast enhancement modes.
Left stick ↑ ↓	Focus manually, nearer or farther.
Right stick ← →	Adjust the enhancement threshold, to fine-tune how much contrast is applied.
Stick press	Return to automatic focus.
A	Leave the magnifier.

REQUIRES THE EXTERNAL CAMERA

If no compatible camera is connected, the device says so and returns to the menu. The magnifier will not go to sleep on its own while it is in use.

4.9 Smart glasses

The glasses add a camera and a microphone that point wherever you look, and optionally headphones. Once paired, they connect on their own every time you switch them on.

This menu entry is for **controlling them**. With **Y**:

- **Battery information** — how much charge is left.
- **Activate** or **reconnect the audio output** — so the device sound comes out of the glasses.
- **Disable the audio output** — sound returns to the device speaker.
- **Disconnect smart glasses**.

Initial **pairing** (choosing which glasses are yours) and updating their firmware are done in **Settings** → **Smart glasses**.

With the glasses connected several functions change by themselves: the assistant and “Read text” take the photo with them, and voice notes and dictation use their microphone.

5. Listening to a document

No matter where the text comes from —the scanner, a PDF, a book, a page you wrote yourself, the camera — **the reading screen is always the same**. Learn it once and it works everywhere.

Reading controls

READING CONTROLS

CONTROL	FUNCTION
	Pause and resume the reading.
	Start the page again from the beginning.
 	Previous and next sentence. This is how you re-hear a phrase you missed.
 	Previous and next paragraph.
 	Previous and next page.
 	Jump to the previous and next bookmarked page .
	Mark the start and the end of a passage for the summary.
	Switch between reading only the summary and reading the full text.
 	Enter spelling mode .
	Open the reading options.
	Leave the reading. If the document is new, it first asks whether to save.
	Return to the main menu.

The **speech rate** can be changed at any moment from the [quick settings](#), with a short press of the power button.

THE DEVICE REMEMBERS WHERE YOU WERE

When you leave a reading, Procer 4 saves the page, paragraph and sentence. Next time,

CONTINUE → RESUME LAST READING

takes you exactly back there. The same happens with your study material: each document remembers its own position.

Spelling mode

When you want to know **how a word is spelled** —a proper name, an acronym, an email address— hold **←** or **→**. The reading pauses and the device enters spelling mode on the current word.

- **→** moves to the next word, **←** to the previous one.
- **B** spells the word letter by letter.
- To go back to normal reading, hold **←** or **→** again.

Building a summary while you listen

One of the most useful study features. While the document is being read:

- 1 When something you want to keep begins, press **X**: the **summary start** tone plays.
- 2 When it ends, press **X** again: the **summary end** tone plays.
- 3 Repeat as many times as you like throughout the document.
- 4 To hear only what you marked, hold **X**. Hold it again to return to the full text.
- 5 Save it as its own document from **Y** → **Save summary**.

Reading options (**Y**)

Remember that options with **variants** are browsed with **←** **→**; the submenu sound tells you when there are any.

READING OPTIONS

OPTION	WHAT IT DOES
Go to page or bookmarks	Opens the document index. See below.
Mark / Unmark page	Adds or removes a bookmark on the current page, so you can jump later with L2 R2 .
Save document · Save summary · Save at the end of another document	Saves to the library: the whole document, only the summary you built, or appended to the end of a document you already had.
Export document · to Word · to PDF · to audio · to PROCER format	Produces a copy in another format. “To audio” creates a sound file you can play in any player.

OPTION	WHAT IT DOES
Export page · to Word · to PDF · to audio	The same, but only for the page you are on.
Edit document	Opens the text in the editor to correct it. Very handy when scanner recognition left a mistake behind.
Read tables / Export tables to spreadsheet	Appears when the document contains tables. See Tables .
Insert page from scanner	Adds a new page to the document, captured right then with the scanner.
Delete page / Delete summary	Remove the current page or all summary marks. The device asks for confirmation.
Information	Document name, number of pages and which one you are on.

Go to page or bookmarks

This is the document index. Open it from **Y** → **Go to page or bookmarks**.

- **↑** **↓** browse **all** pages.
- **←** **→** jump only between **bookmarked** pages.
- **B** starts reading from the selected page.
- **Y** opens the index options: **mark** or **unmark** the page, **rename it** (calling it “Chapter 3” instead of “Page 47”), **delete that name**, **unmark all** or **remove all names**.
- **A** leaves the index without changing page.

Naming pages turns any document into a book with navigable chapters, and is what makes studying from long notes genuinely comfortable.

Document types

They all sound the same; only a few details change.

Procer notes, Word, text and EPUB

Open straight from the library with **B** and behave exactly as described above.

PDF

A PDF may contain real text or just a pile of scanned images. On opening it, the device offers:

- **Extract full text** — fast; works when the PDF already contains text.
- **Process entire PDF** — recognises page by page with OCR. It takes a while on long documents, but works on scanned PDFs.
- **Select range of pages to process** — so you do not process a whole book when you only care about ten pages.

If processing is interrupted, resume it from **Continue** → **Continue PDF file processing**.

DAISY books

DAISY books come with their own chapter structure. The controls are the same, with two differences:

- **L1** **R1** move back and forward according to the chosen navigation mode: **by chapter** or **by page**. Switch it from **Y**.
- With **Y** you can also **play** or **not play optional elements** (footnotes, captions, secondary content), and open the chapter index.

In a DAISY index, **←** **→** change the navigation **depth**: chapters, sections, subsections.

Tables

When a document has tables, **Y** offers **Read tables**. Pick the table from a list and you enter a screen where you move across the grid:

- **↑** **↓** move by row, **←** **→** by column. The device reads each cell.
- **Hold** **↑** reads the header of the current column, and **hold** **←** that of the row. This way you always know which figure you are listening to.
- **Hold** **↓** reads the whole column and **hold** **→** the whole row.
- **B** repeats the current cell.

With **Export tables to spreadsheet** you turn them into a file that opens in Excel or similar.

Spreadsheets

Spreadsheets stored in the library open with the same cell navigation as tables, and you can move between the different sheets of the file.

Audio and playlists

Sound files in the library play on their own screen:

AUDIO PLAYBACK CONTROLS

CONTROL	FUNCTION
B	Pause and resume.
← →	Rewind and fast-forward 5 seconds.
↑ ↓	Previous and next audio in the list.
X	Drop a timestamp at the current point. Hold it to delete one.
L1 R1	Jump to the previous and next timestamp.
Y	Options: save the playlist , add audio from the library or from a USB drive, move an audio to another position , delete timestamps , information and delete the audio .

Manipulating a document

On a Procer note in the library, **Y** → **Manipulate file** opens a page-by-page screen with operations you would not perform while reading:

- **Merge document** — append another document to the end of this one.
- **Reverse page order** — flip the order. Useful when you scanned a stack backwards.
- **Delete page, unmark all pages, remove names from all pages.**
- **Delete resume reading logs** — the document will start again from page one next time.
- Export the whole document or a single page to Word, PDF, audio or Procer format.

6. Studying with artificial intelligence

Procer 4 can take one of your documents and turn it into study material: you can ask it questions, have it quiz you with flashcards, play a spot-the-false-statement game, live an adventure based on the content, or listen to it as a podcast.

REQUIREMENTS

Everything in this chapter needs an

INTERNET CONNECTION

and an

ACCOUNT LINKED

to the device (see [Linking the device](#)).

Adding a document to My material

Any document in the library —a note you scanned, a PDF you imported, a text you wrote, even a voice note— can be turned into study material:

- 1 Go to **My Content** → **Explore Library** and find the document.
- 2 Press **Y** and choose **Add to my materials**.
- 3 The upload runs in the background: you can keep using the device meanwhile. The document appears under **My Content** → **My material** once processing finishes.

It works the same for **voice notes**: **Y** → **Add to my materials** on the recording.

What you can do with a material

In **My Content** → **My material**, select a document and press **Y**:

ACTIONS AVAILABLE ON A STUDY MATERIAL

OPTION	WHAT IT DOES
Chat with this material	A voice conversation whose answers come from this document.
Flashcards	Quizzes you: it asks, you answer, it grades you.
Fact checker	A game: three statements, one is false.

OPTION	WHAT IT DOES
Start an adventure	An interactive story built on the content.
Podcast	Generates a radio-show style audio about the document.
Delete material	Removes it from your study material. The original document in the library is left untouched.

Flashcards

The device generates a deck of questions from the document and quizzes you. The first time takes a moment to build; after that the cards are ready.

- 1 The device reads the question.
- 2 You answer either way you prefer: **holding** **X** and speaking, or **typing** the answer in the on-screen box.
- 3 The device tells you whether you got it right, and why.
- 4 **B** moves on to the next card.

While the device reads the question or the correction, **←** **→** move sentence by sentence, **↑** **↓** repeat what was last said and **B** pauses. With **Y** you can **generate more cards**. When no cards are due, the device says so.

Fact checker

A game of several rounds. In each round the device reads three statements taken from the document; **one of the three is false** and you have to find it.

FACT CHECKER GAME CONTROLS

CONTROL	FUNCTION
B	Start the game; afterwards, confirm the chosen answer. During reading, pause and resume.
L1 R1	Move through the three options before confirming.
↑ ↓	Previous and next round. If you already answered that round the device reminds you what you chose; you can change it.
← →	Move through the text sentence by sentence.
Y	Grade (once you answered them all) or start a new game .

CONTROL	FUNCTION
A	Exit.

When you have answered every round the device tells you; then **Y** → **Grade** gives you the result with the explanation for each round.

Start an adventure

An interactive story built from the document content: the device narrates a scene and at the end offers you choices for how it continues.

- 1 First comes the setup screen: **L1** **R1** choose the **adventure type**.
- 2 **B** creates the adventure and starts the narration.
- 3 When the scene ends, **L1** **R1** move through the choices and **B** selects one. One of the choices is always to **go back** and hear the scene again.
- 4 **↑** **↓** move through earlier scenes, **←** **→** move sentence by sentence, and **holding B** restarts the scene.

With **Y** you can start a new adventure on the same material.

Podcast

Turns the document into an audio you can listen to like a show. Before generating it you choose two things, using **↑** **↓** to move between them and **←** **→** to change the value:

- **Length:** 3, 5, 8 or 15 minutes.
- **Style:** conversational (two voices talking) or narrative (one voice explaining).

B generates it. It takes a few minutes; the device announces when it is ready and plays it. Afterwards **B** pauses and resumes, **←** **→** rewind and fast-forward, and **holding B** restarts it. The podcast is saved: next time it plays straight away. With **Y** you can delete it to generate a different one.

Saved conversations

Every chat you open is saved with its history. From the conversation list you can reopen any of them and continue where you left off, or delete one with **Y** → **Delete chat**.

7. Connections and system

Wi-Fi networks

There are two ways in: holding **ST** from almost any function, or from **Settings** → **Configure Wi-Fi networks**. **Y** opens the options:

WI-FI NETWORK OPTIONS

OPTION	WHAT IT DOES
Connect using QR code	The easiest way if somebody can show you the code on a screen or on paper: point the camera and the device connects on its own, with no password to type.
Saved networks	Networks you already used. B connects; Y offers information , disconnect and delete network .
Scan available networks	Scans for nearby networks and reads them out from strongest to weakest. B asks for the password and connects.
Connect to hidden network	For networks that do not broadcast their name: you type it in, then the password.
Turn Wi-Fi on / off	Turning it off saves battery when you do not need internet.
Information	Which network you are connected to and how strong the signal is.

A successful connection plays the *successful connection* tone; a failure plays the *connection error* one. The most common cause of a failure is a mistyped password.

Bluetooth

In **Settings** → **Configure Bluetooth** you pair headphones, speakers and keyboards. With **Y**:

- **List my devices** — the ones you already paired. **B** connects the selected one; **Y** lets you **disconnect** or **forget** it.
- **Search for new devices** — put the accessory in pairing mode and wait for it to appear in the list. **B** pairs it.
- **Turn the Bluetooth adapter on / off** and **information**.

With a Bluetooth headset connected, the volume buttons adjust the headset rather than the speaker. If sound drops after waking from sleep, use **Reconnect Bluetooth** from the [quick settings](#).

Linking the device to your account

The functions that use artificial intelligence —the assistant, the chat and all study material— require the device to be linked to a PROCER account. This is done once, in **Settings** → **Configure user**:

- **Link device to a PROCER account** — you type your username and password.
- **Link by reading a QR code** — much faster: point the camera at the code you were given and that is it.
- **Unlink device** — breaks the association with the account.
- **Information** — which account it is linked to.

When the device is linked, it greets you by name at start-up.

Device information

Holding **SE** from any function, the device interrupts what it is doing and tells you the **battery level**, the **time** and the **Wi-Fi connection status**. When it finishes it returns to where you were on its own.

Clock

In **Settings** → **Clock** you set the date and time. **↑** **↓** move between fields (day, month, year, hour, minutes) and **←** **→** change the value. **A** confirms and returns to settings.

If the device has internet, the time sets itself at start-up, so you will rarely need to touch this.

Updating the device

When a new version is available the device tells you when you return to the main menu. To install it, go to **Settings** → **Update**:

- **Check for updates automatically** — downloads it over the internet. This is the normal option.
- **Search for update from USB port** — installs from a USB drive, for when there is no good connection.

BEFORE UPDATING

Plug in the charger and do not switch the device off during installation. The process can take several minutes and the device restarts when it finishes.

8. Settings

Reached from **Main menu** → **Settings**. It is a long list browsed with  . There are two kinds of setting:

- Those that **hold a value**: change them with   without leaving the list, and the device announces the new value.
- Those that **open another screen**: enter them with .

 returns to the main menu. Changes are saved automatically.

LIST OF DEVICE SETTINGS

SETTING	WHAT IT IS FOR
Voice and language settings	Choose the language and voice for the system (menus) and for reading (documents), separately. You can keep the menus in Spanish and read an English text with an English voice.   change field and   the value.
Descriptive message detail	How much the device talks. A high level helps at first, explaining every screen; once you know your way around, lowering it makes everything much faster.
Online OCR processing	When enabled, text recognition runs over the internet: more accurate, especially on difficult documents. When disabled, everything is processed inside the device, offline.
Automatic page turning	Move to the next page automatically when one ends. Enabled is the natural setting for listening to a whole book; disabled, the device stops at the end of each page.
Configure Wi-Fi networks	See Wi-Fi networks .
Configure user	See Linking the device .
Configure Bluetooth	See Bluetooth .
Set up glasses	Find and configure the glasses (pair them for the first time), remove them , check their driver version and upgrade it.
Change size	On-screen text size, in ten steps.

SETTING	WHAT IT IS FOR
Change colors	Twelve high-contrast combinations: white on blue, yellow on black, white on dark red, and so on. Pick whichever you read best.
Show texts in capital letters	For those who read more comfortably in all caps.
Suspend timeout	How many idle minutes the device waits before going to sleep.
Count down to take a photo	Countdown seconds before the shot is taken, giving you time to position the page.
File browser type	Choose between the two library browsing modes described in My Content .
Configure Main menu shortcuts	See Shortcuts .
Customize Main menu	See Customising the menu .
Clock	See Clock .
Used storage	How much free space is left in the device memory and on a connected USB drive.
Format Library	Erases everything in the library. The device asks for confirmation; there is no undo.
Sound glossary	Listen to every device sound with its explanation.   browse the list,   replay the sound and  explains it.
Delete log files	Frees space by deleting the internal logs: the configuration ones or the reading ones (the saved position of each document).
Update	See Updating the device .
Software version	Which version you have installed. Keep it handy if you ask for support.
Online corrections	Applies targeted fixes published by PROCER without needing a full update.

9. Making it yours

Shortcuts

In the main menu, four buttons are free for you to assign your favourite functions: **L1**, **R1**, **L2** and **R2**. One button press takes you straight in, with no menu to browse.

They are set in **Settings** → **Configure Main menu shortcuts**: **↑** **↓** pick the button and **←** **→** pick the function to assign. **Y** → **Remove all assigned shortcuts** clears them all at once.

Functions available as shortcuts: resume last reading, explore the library, explore a USB drive, read with the mounted camera, the text editor, the chat, the assistant, the magnifier and voice notes.

Customising the main menu

In **Settings** → **Customize Main menu** you decide which functions appear and in what order.

- **↑** **↓** browse the functions.
- **←** **→** enable and disable the selected function.
- **B** moves it, so what you use most sits at the top.
- **Y** → **Reset Main menu** returns everything to how it came from the factory.

Settings cannot be hidden: it always stays available so you can undo things.

10. Sound glossary

Procer 4 uses short sounds to confirm things without interrupting you with speech: they tell you that an action could not be performed, that a page was bookmarked, that the scanner finished processing, that the battery is low. Learning them makes the device far quicker to use, because you stop waiting for it to say things out loud.

A printed glossary would be of little use: sounds have to be heard. The device carries its own in **Settings** → **Sound glossary**, where you browse them with  , replay them with   and hear the explanation of each with . The HTML version of this manual includes them all, playable.

11. If something is not working

COMMON PROBLEMS AND WHAT TO TRY

SYMPTOM	WHAT TO TRY
I press a button and hear “action not possible”.	Not a fault: that button has no function on that screen. Try Y to see which options exist.
I plugged in the scanner and it is not detected.	Check that it is switched on: that comes first, because a scanner that is off never announces itself. Then unplug it and plug it back in, waiting a few seconds, and check the cable and adapter: a loose contact makes the device see it appear and disappear.
The camera reads the text badly.	It is almost always the light. Look for even lighting, no shadows or glare, and lay the sheet flat. If you have internet, enable Online OCR processing in Settings.
The assistant says there is no internet.	Hold SE to hear the Wi-Fi status, and ST to reconnect.
Sound is gone after waking from sleep, with Bluetooth headphones.	Short-press the power button and choose Reconnect Bluetooth .
The device talks too much (or too little).	Settings → Descriptive message detail .
I cannot find a function in the menu.	It may be hidden: Settings → Customize Main menu , or Reset Main menu .
The device responds to nothing.	Hold the power button for 6 seconds to force a shutdown. Last resort only: anything unsaved is lost.

12. Appendix — External keyboard in the editor

The [text editor](#) is designed for writing with an ordinary keyboard, connected over USB or Bluetooth. As soon as the editor opens, the keyboard is handed over to it: you type normally and the device reads back what appears.

THE DEVICE BUTTONS STILL WORK

Having a keyboard connected does not disable the buttons: **L1** **R1** still change page, **Y** opens the options, **HOLDING X** dictates and **A** exits. The shortcuts in these tables are an alternative route, faster when your hands are already on the keyboard.

Moving through the text

Every time the cursor moves, the device reads what is now under it: a character, a word or a whole line, depending on how far you jumped.

KEYS FOR MOVING THROUGH TEXT IN THE EDITOR

KEYS	WHAT IT DOES
← →	Previous and next character. Reads the character.
Ctrl + ← →	Previous and next word. Reads the word.
↑ ↓	Previous and next line. Reads the line.
Ctrl + ↑ ↓	Previous and next paragraph. Reads the paragraph.
Home / End	Start and end of the line.
Ctrl + Home / End	Start and end of the document.

Hearing what you wrote

KEYS FOR HEARING WHAT YOU WROTE IN THE EDITOR

KEYS	WHAT IT DOES
Insert + ↑	Reads the line the cursor is on, without moving it.

KEYS	WHAT IT DOES
Insert + ↓	Reads from the cursor to the end of the page.
Insert + A	Reads the whole page from the beginning.
Insert + Mayús + ↑	Repeats the last selection you made.
Ctrl	On its own, with no other key: silences the device . This is how you cut a long reading short and carry on typing.

Selecting

Every movement shortcut also works with **Shift** to extend a selection. The device reads out what is selected as the selection grows.

KEYS FOR SELECTING TEXT IN THE EDITOR

KEYS	SELECTS
Mayús + ← →	One character at a time.
Mayús + Ctrl + ← →	One word at a time.
Mayús + ↑ ↓	One line at a time.
Mayús + Ctrl + ↑ ↓	One paragraph at a time.
Shift + Home / End	To the start or the end of the line.
Shift + Ctrl + Home / End	To the start or the end of the document.
Ctrl + A	All the text on the page.

Editing

EDITING KEYS IN THE EDITOR

KEYS	WHAT IT DOES
Ctrl + C	Copy the selection.
Ctrl + X	Cut the selection.
Ctrl + V	Paste.
Ctrl + Z	Undo.

KEYS	WHAT IT DOES
Ctrl + Mayús + Z	Redo.
Backspace	Deletes the character to the left and says it, so you know what you removed.
Delete	Deletes the character to the right and reads whichever takes its place.

Pages

PAGE KEYS IN THE EDITOR

KEYS	WHAT IT DOES
Ctrl + Page Up / Page Down	Previous and next page. Same as L1 R1 .
Ctrl + N	Insert a new blank page.
Ctrl + Enter	Page break: cuts the text at the cursor and moves everything that was to the right onto a new page.

Dictating

Ctrl + **R** starts dictation and **Ctrl** + **R** again ends it. The dictated text is inserted at the cursor position. It is the equivalent of holding **X** on the device, but without having to keep anything pressed while you speak.

How much the editor speaks

Three switches to tailor the speech to the way you work. Each one is toggled with the same shortcut, and the device tells you which way it ended up.

EDITOR SPEECH SWITCHES

KEYS	WHAT IT DOES
Insert + S	Speech on or off. Silences the editor completely, so you can type with no reading at all.
Insert + 2	Read each character as you type it. Handy for passwords or proper names; a nuisance when writing prose.
Insert + 3	Read each word when you press the space bar. The middle ground: it does not read letter by letter, but confirms every finished word.

KEYS	WHAT IT DOES
Caps Lock	Announces whether it ended up on or off.
Num Lock	Announces whether it ended up on or off.

Screen and volume

SCREEN AND VOLUME KEYS IN THE EDITOR

KEYS	WHAT IT DOES
Ctrl + + / -	Enlarge and shrink the on-screen text. It tells you when you hit the largest or smallest size.
Ctrl + F	Change the typeface.
Ctrl + M	Show all text in capitals, or back to normal.
Vol + / Vol -	If the keyboard has volume keys, they adjust the device volume.

TO EXIT AND FOR THE OPTIONS, USE THE DEVICE BUTTONS

Esc does not close the editor, and there is no keyboard shortcut that opens the options menu. To leave, press **A** on the device; for the options, **Y**.

13. Contact



PROCER Tecnologías S.A.S — Inclusive technology.

If anything in this manual is unclear, or the device does not behave as described here, get in touch: we reply within 24 business hours.

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