



Start MEMOplanner for the first time

Congratulations on your new MEMOplanner – this is how you get started!

Generation 4

Art. nr: 4628XX

1. Connect the power adapter

Plug in the power adapter between MEMOplanner and a wall socket.

2. Start MEMOplanner

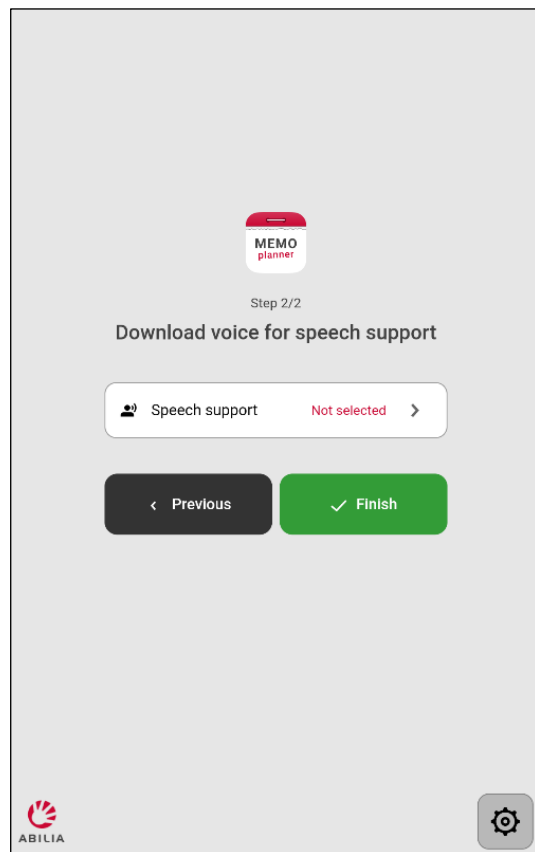
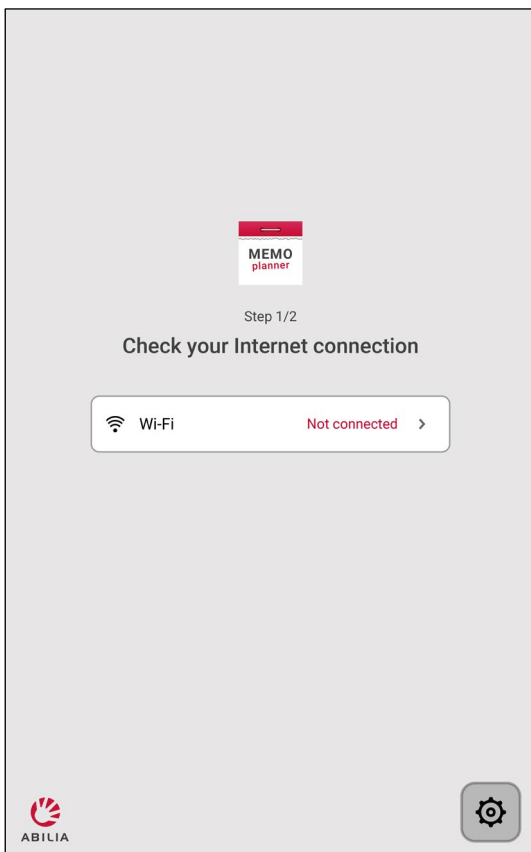
Press and hold the *Power* button to start.

3. Follow the instructions in the configuration guide

The configuration guide will help you to set up MEMOplanner, through:

Connecting to the internet

Selecting speech support voice



4. Log in with myAbilia account

To be able to use MEMOplanner, you need a myAbilia account.

If you have a myAbilia account, enter your Username and Password and log in

If you want to create a myAbilia account, tap **Create Account** and follow the instructions.

- If you enter your email address as Username, you can easily change your password, if you forget it.
- If you enter your phone number as Username, we can help you at Abilia to change your password, if you forget it.

5. Remember your account information

Please write down your account information here to remember it.
Store the paper in a safe place.

My account information for MEMOplanner and the web service myAbilia
Username: _____
Password: _____

6. Add starter set

If the myAbilia account is brand new, you have the option to add a starter set with image archive, activity templates, timer templates and checklists.



7. Now MEMOplanner is ready to use!



8. Remote help with the web service myAbilia

Start a web browser on a computer, smart phone, or tablet. Enter *myabilia.com* and log in with your myAbilia account. Now you can invite support persons, who, using their own myAbilia account, can help with activities, images etc in MEMOplanner.



9. Help on your phone with the MEMOplanner Go app

Download MEMOplanner Go app from the app stores for free. Log in with the same username and password as for MEMOplanner.

To be able to download MEMOplanner Go app or use myAbilia web service, you need an internet connection.

A valid license is also required.

In the *User manual* you can see how to find out the end date of the license.

Keep in mind that if MEMOplanner is moved to a new location, it needs to be connected to the internet again.

If there is no internet, MEMOplanner can still be used.



We will help you!

Email: support@abilia.uk

Phone: +44 (0)1954 281 222

Monday - Friday 9 am – 5 pm

Scan the QR code with your mobile phone camera to find the latest manuals.

