

# MEMOplanner Large 3

## Handbook

Art. No. 462885

Program version 3.8 or later

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# 1. Introduction

MEMOplanner is a digital calendar that provides cognitive support in day-to-day life.

MEMOplanner has been developed for people who require specific support with time, planning and graphic clarity.

MEMOplanner provides you with:

- Easy-to-understand overview of the day, week and month
- Help to keep track of the time of day
- Time presented in a simple manner
- Clear and personal reminders

To a large degree, MEMOplanner can be adapted to the user's needs and abilities. You can use your own images or the images included in MEMOplanner. You can select which functions the user will have access to.

Via the *myAbilia* web service, support persons are able to provide remote assistance to the MEMOplanner.

To receive increased support, you can install MEMOplanner on an Android-based smartphone and, in that way, receive reminders even when you do not have the MEMOplanner near to you. Please see the instructions in Chapter 11. *Install MEMOplanner Go on the telephone.*

This handbook describes how you can begin to use **MEMOplanner Large**, and how to manage the device.

The *MEMOplanner manual* describes, in detail, how the application functions. Additional documentation can be downloaded from <https://www.abilia.com/intl/manuals>.


## 1.1 Intended purpose

MEMOplanner Large is a digital calendar for people who need extended cognitive support in terms of time, structure, planning and graphic clarity.

MEMOplanner Large is intended for use in indoor environments such as at home, at school or at work.

## 1.2 Terminology

This handbook uses the following terminology.

Device	The hardware on which MEMOplanner is installed.
<i>Home</i> button	A softkey  is used to get to the home screen.
Home screen	The device's start menu. You always arrive at the start screen when you press the <i>Home</i> button. The MEMOplanner application is always the home screen on MEMOplanner Large.
Installation files	The files that constitute the MEMOplanner installation.
myAbilia	The web service for MEMOplanner and other products from Abilia. There are different types of accounts: for users, support persons and account administrators.
Settings menu	A list of the settings that can be started via the <i>Settings</i> icon in the Menu function. The settings menu can be hidden. Operating instructions for the settings functions are described in for example, <b>Settings Calendar General</b> .
Starter set	Image archive, basic activities, basic timers and checklists that can be added during your first log in.
User	The person who has received MEMOplanner as an assistive device.

## 1.3 myAbilia

*MyAbilia* is a web service for MEMOplanner and other products from Abilia.

By using myAbilia, you can:

- Manage the calendar, checklists and image archive from the computer and/or tablet, etc.
- Select support persons who will be able to add or edit, for example, reminders via the Internet.

You must have a user account on myAbilia in order to use MEMOplanner. However, you are not required to use the actual web service, or to have your device connected to the Internet (except during log in).

### 1.3.1 Roles in myAbilia

You can have different types of accounts in myAbilia depending on their purpose. The **user**, the person using the assistive device, is always in focus. The user may require help from a support person in order to use their calendar, etc. Depending on the operation, an **account administrator** may be required. This is a person who manages the account and licenses without having access to the user's personal data.

Depending on your role, you will receive different login details for myAbilia, and you will be able to perform different tasks on the web service.

<b>Role</b>	<b>Description</b>	<b>Functions</b>
User	The person using the assistive device. Does not need to be active on the web service but must have an account that is connected to the assistive device.	Calendar, Basic activities, Basic Timers, Image Archive, Checklist, Profile, Licenses, Support Persons, Account Administrators
Support Person	One or more people who help the user with the assistive device.	Same as above
Administrator	The person who creates and/or manages the user account and licenses. May also be a support person.	User accounts: Profile, Support Persons, Account Administrators

### 1.3.2 Adapt myAbilia

Under **My profile|Modules** in myAbilia, you are able to select which modules should be displayed in myAbilia. If you use the same myAbilia account for different devices (for example, both MEMOplanner and Handi), you can select which calendar should be displayed.

### 1.3.3 Share myAbilia calendar

By creating a subscription link (ICS) for the myAbilia calendar, it can be displayed in other calendar applications such as Outlook and Google. Instructions are available on myAbilia.

## 1.4 Support

Abilia provides support on the MEMOplanner application and settings in MEMOplanner Large and myAbilia.

You are welcome to contact Abilia Support. Please write to [support@abilia.uk](mailto:support@abilia.uk) or call 01954 281 222.

## 2. User account and license

You must have a user account on myAbilia, as well as a valid license, in order to use MEMOplanner.

### 2.1 User account in myAbilia

A user account in myAbilia can be created at [www.myabilia.com](http://www.myabilia.com). The User account has the following function:

- MyAbilia saves all user data (activities, basic activities, basic timers, image archive, checklists)
- Log out of the device -> all data will disappear from this device
- Log in to additional device (such as your own smartphone) -> all data is synched to this device

### 2.2 MEMOplanner license

A license is pre-installed on MEMOplanner Large. **The license and the license end date are available on the voucher that is delivered together with the product.**

When you log into MEMOplanner Large, the license is tied to the user account.

The license provides 3 years of free updates and free access to myAbilia. Once the license has expired, MEMOplanner will be “offline”, i.e. it will not synchronise with myAbilia.

A warning that the license is about to expire will be shown in MEMOplanner in good time beforehand (3 months, 3 weeks and 3 days). Support persons and administrators will receive an email reminder that the license is about to expire and needs to be extended.

An extension of the license can be ordered from Abilia. When ordering, enter the license key and e-mail address to which a new voucher is to be sent. When the license is extended by Abilia and the device has an Internet connection, the license period is updated in MEMOplanner.

View the license end date in **Settings|System|About MEMOplanner**.

### 2.3 Create a user account (via MEMOplanner)

Follow these steps to create a myAbilia user account:

1. Go to the Login page, either by starting up an unused MEMOplanner, or by logging out existing MEMOplanner users. For more information, see the User Manual.
2. Click *Create account*.
3. Enter *Username* or *email address* and *Password*. Confirm the password.  
**NOTE:** The password must consist of at least 8 characters.
4. Check the checkboxes stating that you have read and agree to Abilia's Terms of Service and Privacy Policy.
5. Click *Create account*.

The account can be used right away.

### 2.4 Create a user account (via myAbilia)

#### 2.4.1 Freestanding account, with email address

This is the procedure for creating a user account that is not linked to an account administrator:

1. Go to [www.myabilia.com](http://www.myabilia.com) and click on *Create account*.
2. Enter name, active email address and select “User”. Click on *Create account*.

Then myAbilia will send a welcome email to the email address provided. Select a password by clicking on the link in the welcome email.

### **2.4.2 Account linked to an account administrator, with a username**

This is the procedure if you are an account administrator and want to create a user account:

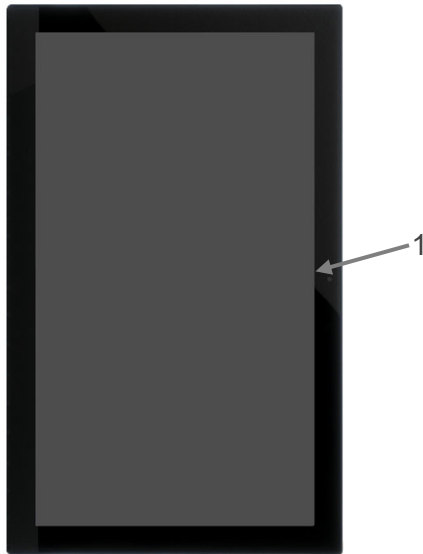
1. Log in as an account administrator on [www.myabilia.com](http://www.myabilia.com).
2. Go to *My users* in the menu and select *Add user*.
3. Enter name and select "Account with username". Enter username and password. Tick the box, including if you are to be a support person and require access to all of the user's data.
4. Click *Create*. Done!

### **2.5 Remove a user account (myAbilia)**

To remove a user account, contact Abilia's support.

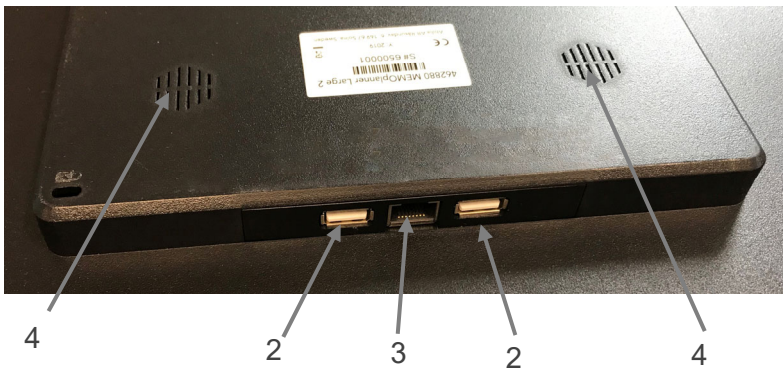
### 3. Product overview

Front



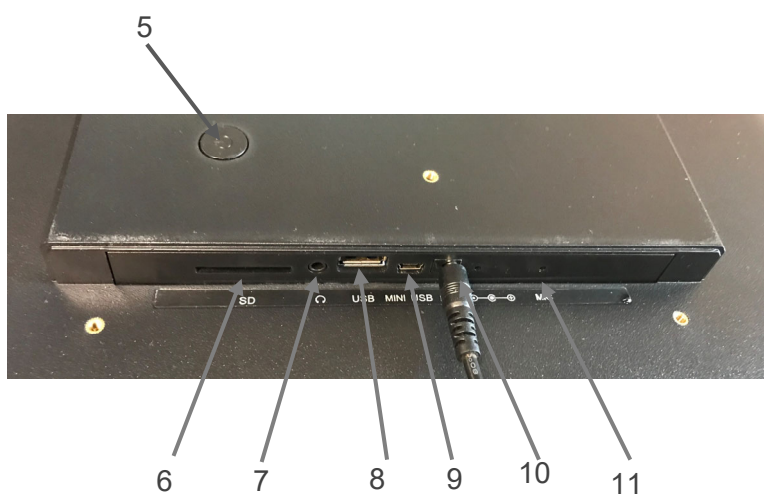
1. Camera

Top



- 2. USB port
- 3. Ethernet port
- 4. Speaker

Bottom



- 5. Power button
- 6. Place for SD card
- 7. Speaker/headphone jack
- 8. USB port
- 9. Mini USB port
- 10. Power Adapter jack
- 11. Microphone

The references in this manual have the format "(X)", where X refers to a point in the list above.



## 4. Start up MEMOplanner

### 4.1 What's in the box

The box should contain:

1. MEMOplanner Large
2. Power Adapter
3. Wall mount
4. Abilia cloth
5. Handbook MEMOplanner Large (this document)
6. Manual MEMOplanner 3
7. Quick Guide MEMOplanner
8. License voucher with License key
9. Introduction MEMOplanner

### 4.2 Connect the power adapter

MEMOplanner Large must always be connected to the Power Adapter to operate. MEMOplanner Large will not alarm for activities if it has no power supply.

1. Connect the Power Adapter to the Power Adapter jack (10) on the MEMOplanner.
2. Plug the power cord into the Power Adapter and plug it into a wall outlet.

### 4.3 Start the device

1. Start the **MEMOplanner Large** by pressing on the *Power* button (5) until the screen flashes.
2. Wait a moment while **MEMOplanner Large** starts. After a while, a "Welcome" view will be displayed together with the first page of a configuration guide.

MEMOplanner is pre-installed on the device on delivery, but you need to log in using your myAbilia account and the settings need to be adapted.

### 4.4 Configure the device

A configuration guide starts where you can make settings for the device.

#### 4.4.1 Connect to the Internet

An Internet connection is required to log in. Thereafter, the device does not require an Internet connection, provided that remote assistance is not necessary.

Select which wireless network (Wi-Fi) to connect to the device. (If there is no Wi-Fi, you can set up a temporary hotspot using your mobile phone.)

MEMOplanner Large can also be connected to the Internet by connecting a network cable to the Ethernet port (3).

Press *Next* to continue.

#### 4.4.2 Updating (mandatory)

The next step is to check whether MEMOplanner needs to be updated. If you already have the correct version, press *Next* to continue. If MEMOplanner needs to be updated, follow the instructions on the screen.

#### 4.4.3 Set date and time

Date and time are usually automatically set up via the network but, if necessary, they can be set up manually here. Date and time can also be changed at a later stage, see [6.9 Date and time](#).

#### 4.4.4 Select speech synthesis voices to install

Choose whether one or more speech synthesis voices should be installed. The voices can be downloaded at a later stage, see 6.3.3 *Speech support*.

### 4.5 Log in / Create a user account

Enter the username and password for the user's myAbilia account and click on *Log in*.

If the account, license or Internet connection experiences an error, an error message will be shown.

You can also create a completely new user account here.

### 4.6 Add the starter set

When the user account is completely new, one can add a starter set containing an image archive, basic activities, basic timers and checklists.

#### 4.6.1 Image archive

The following images are included in the starter set:

- **Handi images.** Approx. 160 images that were originally produced by the resource unit AIR at the Psychiatry Department at The Sahlgrenska University Hospital in Gothenburg. The image base was supplemented in 2014 by the illustrator Andreas Högberg.
- **Rolltalk images.** Approx. 60 images from the image base that belongs to the Rolltalk communication aid.
- **Smileys.** 20 smiley images that have been developed especially for Handi.
- **Basic images.** 84 Pictogram and PCS images.

Via *myAbilia* you can customise the image archive at a later time.

#### 4.6.2 Basic Activities

"Basic Activity" refers to a pre-defined activity that is used when you add new activities. In the basic activity a name, picture, checklist, reminder, etc., can be added. Using basic activities makes it easier to add new activities.

The starter set contains a smaller number of basic activities as examples. The basic activities can be changed using myAbilia at a later time.

#### 4.6.3 Basic timers

"Basic timer" refers to a pre-defined timer that has a picture and/or name and pre-set time. Basic timers are displayed in the list by name and a possible symbol. Using basic timers makes it easier to start timers.

The starter set contains a smaller number of basic timers as examples. The basic timers can be changed in MEMOplanner's settings mode, or by using myAbilia at a later stage.

#### 4.6.4 Checklists

You can connect a checklist to an activity. This may be a good idea if you need to divide an activity into several time periods or tasks, for example, morning routines or to-do lists. The checklist can be created directly in the activity, but you can also choose from completed checklists. Completed checklists can be changed using myAbilia.

The starter set contains a smaller number of checklists as examples. The checklists can be changed using myAbilia at a later time.

## 5. Get started with MEMOplanner


Below are some examples of what the user needs to keep in mind to get started with MEMOplanner:

### 5.1 Decide on MEMOplanner's placement

The placement of the device can be a determining factor in allowing the user to reap the greatest benefits from MEMOplanner.

- **MEMOplanner must have a fixed location and should be rarely moved.** Use the accompanying wall mount. Refer to *5.1.1 Assemble the wall mount*.
- **MEMOplanner must have a fixed location but must be easy to move.** Use the accessory *Table stand* and place MEMOplanner in a suitable location.

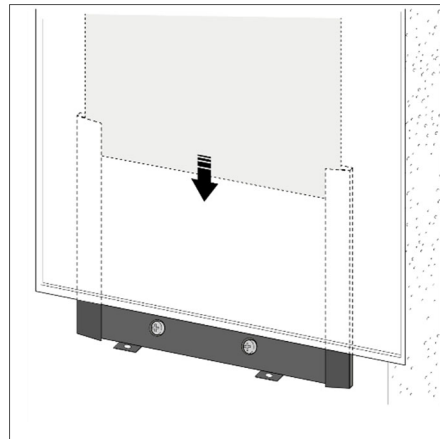
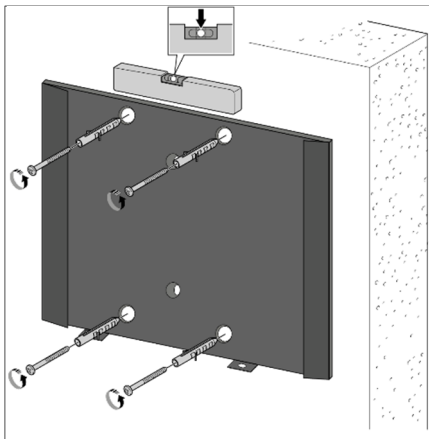
#### 5.1.1 Assemble the wall mount

 **WARNING:** Mount MEMOplanner correctly. Incorrect mounting can cause injuries or damage to the device.

MEMOplanner can be assembled on a wall with the accompanying wall mount. Assemble the wall mount using an appropriate screw. It is recommended that you assemble and use MEMOplanner with a standing screen.

This is the procedure to assemble the wall mount.

1. Use a spirit level to ensure that MEMOplanner is straight. Screw on the wall mount.
2. Attach MEMOplanner to the wall mount from the top.



### 5.2 Decide whether you require extra speakers

It is very important that the MEMOplanner alarm can always be heard properly. Depending on the placement of the device, etc. external speakers may be required, see *6.3.5 External speakers*.

### 5.3 Prepare for remote assistance (myAbilia)

Remote assistance means that a support person can help you to use MEMOplanner remotely, for example, adding activities or adapting the image archive. The support persons are then able to log in to myAbilia, at any time, from their own smartphone, tablet or computer, and make the desired changes.

For MEMOplanner to access the changes, the device must be connected to the Internet.

Procedure for adding *support persons* to the user account:

1. Open a web browser on any smartphone, tablet or computer. Log in to your user account on [www.myabilia.com](http://www.myabilia.com).

2. Click on the tab with cog wheels and select the *Support person's* function.
3. Click on *Invite support person*.
4. Enter the email address of the support person. Click on *Invite*.
5. Then myAbilia will send an email to the support person.

Read more about myAbilia in chapter 1.3 *myAbilia*.

## 5.4 Adapt the starter set (myAbilia)

In connection with the start up of MEMOplanner, you can choose to add the starter set, see 4.6 *Add the starter set*.

Much of the content in the starter set is just an example and may need to be adapted for the user. This is done via myAbilia.

Procedure for adapting the starter set:

1. Open a web browser on any smartphone, tablet or computer. Log in to your user account on [www.abilia.com](http://www.abilia.com).
2. Click on the *Image Archive* icon to adapt the image archive.
3. Click on the *Calendar* icon to adapt the basic activities and basic timers. You can select which function to edit in the menu.
4. Click on the *Checklist* icon to adapt the checklists that need to be connected to the activities in MEMOplanner.

## 5.5 Make settings for MEMOplanner

MEMOplanner can, to a large degree, be adapted according to the user's needs and abilities. All settings are created via the settings menu. You arrive at the settings menu by selecting *Menu* in the button row, and then selecting the *Settings* icon.

Below are some examples of what the user should consider when setting up MEMOplanner:

- Which start page do you want (day, week, month, menu, image calendar)?
- How should the day calendar look (timeline, list)?
- How much of the day should be shown in the day calendar?
- Should the user be able to delete or edit activities?
- What alarm sound should the device have?
- Does the user want weekday colours?
- Which functions should be shown in the menu?

*Manual MEMOplanner* describes how you can create the different settings.

## 5.6 Decide whether the settings menu should be available

Sometimes it may be appropriate to prevent the user's access to the settings menu. You can do this in several ways:

1. **Hide the Settings icon in the Menu.** (Go to **Settings|Menu** and remove the Settings tick.) Now Settings can only be opened by pressing the category symbols in the day calendar; left – right – left. If they are missing, please press on the corresponding surface.
2. **Protect the settings menu with a code.** (Go to **Settings|System|Code protect**, activate code protection and select an optional four digit code.)

## 5.7 Reminders on your telephone

As a complement to MEMOplanner Large, the user is also able to receive reminders from MEMOplanner on their own telephone.

You will need an iPhone or Android-based smartphone in order to download the app *MEMOplanner Go*. See chapter 11. *Install MEMOplanner Go on the telephone*.

Logging into the same account on the telephone will allow it to synchronise the calendar and image archive with MEMOplanner Large. The app is set up with the same settings as MEMOplanner.

## 6. Managing the device

### 6.1 Switching the device on and off



**CAUTION:** Do not use sharp objects on the product.

In normal use, MEMOplanner Large should always be on.

**MEMOplanner Large** is switched on and off by pressing the *Power* button (5). Pressing the power button switches off the screen and allows the device to continue working in sleep mode.

When the device is in sleep mode, it will automatically switch back on if an alarm is activated.

To **completely shut down the device**, you need to push and hold the *Power* button until the options menu appears. If you press *Power off*, the device will completely shut down.

**NOTE:** In this case, **MEMOplanner** will not sound any alarms.

To restart **MEMOplanner** again, hold the *Power* button pressed until the screen flashes and the unit reboots.

### 6.2 Power supply



**CAUTION:** Use only the original battery charger that is supplied with the product to charge the battery.

**MEMOplanner Large** must have power supply all the time to work. MEMOplanner Large will not alarm for activities if it has no power supply.

1. Connect the Power Adapter to the socket for the power adapter (10) on MEMOplanner.
2. Connect the power cable to the power adapter and connect it to a wall socket.



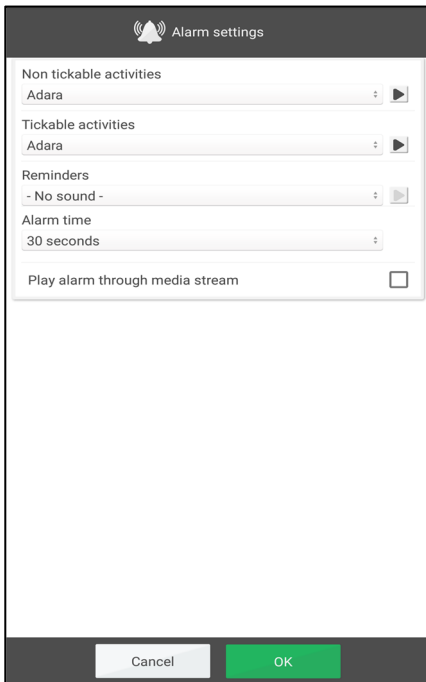
### 6.3 Sound

#### 6.3.1 Volume

The volume is changed via the *Quick settings* function, see chapter 7. *Quick settings*.

#### 6.3.2 Alarm settings

Via **Settings|Calendar|Alarm settings** you can select an alarm sound for various types of activities, as well as the duration of the alarm before any spoken messages are played.



You can select alarm sounds from the device’s built-in signals for the following types of activities:

- *Non checkable activities*
- *Checkable activities*
- *Reminders*
- *Alarm time.* (Signal, 15 sec, 30 sec, 1 min, 2 min, 5 min.) The alarm will sound for the selected amount of time unless you actively switch it off.
- *Play alarm through media stream.* Select this alternative if you will be using external wired speakers. The alarm will then sound on both the device and via the speakers. Do not select this alternative if you will be using external wireless speakers near the device, as they will emit an echo.
- *Show ongoing activity in full screen.* If you have several activities at the same time, they appear as thumbnails at the bottom.



Listen to the alarm sound that you have selected.

Switch off the playback.

### 6.3.3 Speech support

Setting for speech support are made via **Settings|System|Speech support**. Here you can also download voices for speech synthesis.

### 6.3.4 Touch sounds

Via *Quick settings*, you can choose whether you would like sound feedback when you press buttons, etc. see chapter 7. *Quick settings*.

Keyboard touch sounds are set via **Settings|System| Android Settings|Sound|Advanced|Other sounds and vibrations|Touch sounds**. Choose if touch sounds should be on or off.

### 6.3.5 External speakers

It is very important that the MEMOplanner alarm can always be heard properly. Depending on the placement, etc. of the device, external speakers may be required. There are different types to choose from:

#### 6.3.5.1 Wired speakers

Wired speakers are connected via the device’s headphone jack (7). They will require their own power supply.

For the alarm to sound via the speakers, a special setting will be required. Go to **Settings|Calendar|Alarm settings** and select “Play alarm through media stream”.

#### 6.3.5.2 Wireless speakers (Bluetooth)

For the alarm to sound via the speakers, a special setting will be required. Go to **Settings|Calendar|Alarm settings** and select “Play alarm through media stream”.

See chapter 6.8 *Bluetooth* to find out how you can connect a Bluetooth speaker to the device.

## 6.4 Screen timeout

MEMOplanner Large is default set that the screen is always on. We recommend that this setting is not changed as it is difficult to access the Power button on the back to turn on the display. If necessary, this setting can be changed in the Android settings.



## 6.5 Screensaver

You can select whether you would like a screensaver. When the screensaver has been selected, the time and date will be displayed against a dark background after 1, 5 or 10 minutes. Press the screen to show the screen without the screensaver. Screensaver is selected in **Settings|Functions|Timeout|Activate screensaver**.

## 6.6 Screen brightness

Via *Quick settings*, you can adjust the brightness of the screen. The brightness automatically dims at night.

## 6.7 Internet connection

Via *Quick settings*, you see whether MEMOplanner is connected to the Internet, see chapter 7. *Quick settings*. Here you can also connect to a new wireless network.

The wireless networks available will be shown in a list. You may then select your network and (usually) enter the password. Information stating that the device is connected to the selected network will soon be displayed.

## 6.8 Bluetooth

To connect a Bluetooth speaker (or headset), you need to go to **Settings|System|Android Settings|Connected Devices|Connection Preferences|Bluetooth** and activate **Bluetooth**.

1. Set the Bluetooth speaker to “pairing mode” (see the speaker’s instructions). The devices found will be shown in a list.
2. Press on the name of the device you wish to connect to, and the device and speaker will connect.

The speaker will now work together with MEMOplanner, for example, when an alarm sounds.

The next time that you turn on the speaker and tick Bluetooth, the devices will automatically find one another.

When you use Bluetooth speakers, you may need to turn off the sound on the device to avoid an echo during playback.

Please remember that Bluetooth increases the amount of power the device uses.

## 6.9 Date and time

You can set the date, time and timezone via **Settings|System|Android Settings|System|Date & time**.

It is best to keep the setting on *Automatic date & time*, which allows the information regarding date, time and time zone to update automatically via the network. The clock will then always display the correct time, and you can be sure that the change between daylight savings/wintertime works.

Normally, the *Automatic date & time* is chosen. However, if this does not work properly, then you will need to deselect this setting. Then you will be able to enter the date and time manually.

The time zone for England is GMT+1:00 Central European Time.

## 6.10 Language

Language settings are made via **Settings|System|Android-settings|System|Languages & input**.

To set a language:

1. Select *Add language* and then choose the desired language.
2. Drag and drop the new language to the top of the list.

MEMOplanner supports the following language: Swedish, Norwegian, Danish, Finnish, English, German, and Dutch.

**NOTE:** If a language that is not supported is selected MEMOplanner will default to English.

## 6.11 Automatic crash report

MEMOplanner has a built-in, automatic crash report. If an error occurs in the application, an error message will be displayed, and information about the error will automatically be sent to Abilia's Development Department. No personal information will be sent. This is a great help in developing stable and functional software.

If a crash occurs, an error message is shown stating that "MEMOplanner has been stopped." Press *OK* to restart MEMOplanner.

If you experience several crashes, please check whether there is a newer version of the program, see chapter 9. *Update*.

## 6.12 Skype

In MEMOplanner, you can connect Skype contacts to an activity. This makes it possible to call people directly from the calendar. It is also possible to have Skype in the menu.

To use Skype, the Skype app must be installed. Procedure:

1. Go to **Settings|System|Update Skype** and install/update the Skype application. You will be redirected to Google Play Store.
2. Log in with your Google account.
3. Download and install Skype.
4. Start Skype (Video call) and log in with the users Skype account. If the user does not have Skype account, it can be created at [www.skype.com](http://www.skype.com) from another device.

For more information on how Skype can be used, see *Manual MEMOplanner*.

## 6.13 Add images to MEMOplanner

There are various methods available to use images other than the ones taken with the built-in camera in MEMOplanner. Two choices are described here:

### 6.13.1 Transfer images via myAbilia

If the images are to be used for activities, the simplest way is to add them to the image archive in myAbilia. Log in to [myabilia.com](http://myabilia.com) as a user or support person and add the desired images.

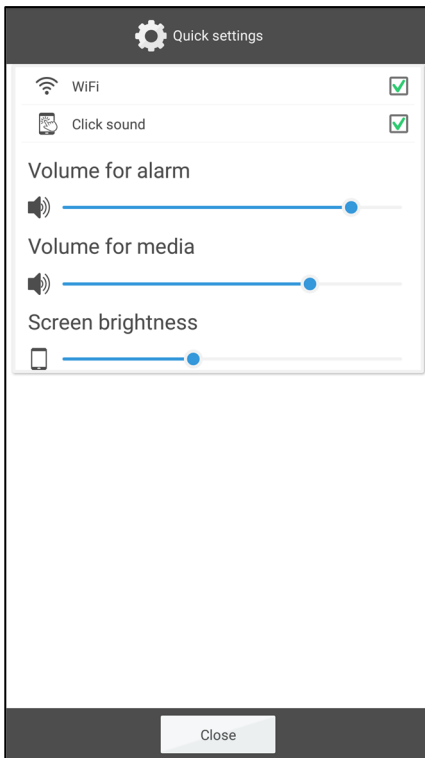
### 6.13.2 Transfer images via USB memory stick or an SD card

1. Connect a USB memory stick or a micro-SD card with images to MEMOplanner Large (see 3. *Product overview*).
2. Open the file manager in MEMOplanner, go to **Settings|System|File Manager** and copy the desired images to the DCIM folder.  
  
Go to USB (or SD) and copy by long time pressing on the entire folder or selected image in the folder, then select *Copy*.  
  
Go to **Home|Internal memory|DCIM**. When in the folder DCIM, press on *Editor* in the upper menu.  
  
Select *Paste* from the menu that is shown to paste the picture(s) in the folder.
3. The images will now be shown in "My photos" in MEMOplanner and can then be used when adding new activities.



## 7. Quick settings


From *Quick settings*, you can select simple settings for the device.



- *WiFi*. Here you can see if MEMOplanner is connected to Wi-Fi or not. Here you can also choose from other available networks.
- *Click sound*. On/Off. A distinct sound is made when pressing on clickable areas on the screen.
- *Volume for alarm*. Volume level for alarms.
- *Volume for media*. Volume level for speech support. If you have selected to sound alarms via media mode (external speakers), then alarms will sound via media.
- *Screen brightness*.
- *Show Disable alarms*. Whether or not the button *Disable alarms* should be shown on all calendar views. When you press the button, all alarms will be disabled and then automatically be enabled again at 23:59.

## 8. Camera

The built-in camera allows you to take your own pictures, which you can then use to symbolise various activities, or to add as pictures of people.

When you switch on *Camera*, the search view will be displayed. It can be held horizontally or vertically. To take a picture, press . Zoom by dragging apart two of your fingers on the screen.

Three choices will be available once a picture has been taken:

- *Back*, if the picture was not to your liking, press back to take a new picture.
- *Save*, saves the picture in "My photos".
- *Close*, closes the Camera without saving the picture.



## 9. Update

In **Settings|System|About MEMOplanner** the program version, device ID and device information are displayed.

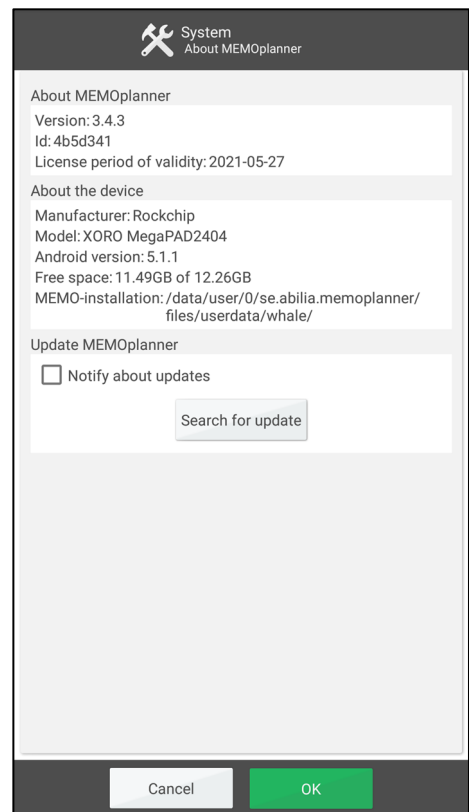
Via the *Search for update* button, you can find out whether there is a newer version of the software available.

If “Search for update” says that there is a newer version available, the automatic function “Update MEMOplanner” will start, see chapter 9.1 *Update MEMOplanner*.

If you tick the “Notify about updates” box, MEMOplanner will check whether there is a newer version available during its nightly backup.

A message stating “There is a new version of MEMOplanner available” will be displayed. You will then be able to update MEMOplanner, in accordance with chapter 9.1 *Update MEMOplanner*.

If a new version of MEMOplanner is available, the button will show *Update available*.



### 9.1 Update MEMOplanner

The software in MEMOplanner is updated on an ongoing basis. This involves both small errors, so called bugs, and new or improved functions. It is therefore a good idea to update the software regularly.




Below is a description of how to update your software.

1. Press the button *Search for update*.
2. Wait and see if there is a newer version available.
3. Press *Download*.
4. Press *Install* when the update is downloaded.
5. The message “Replace app” is shown, press *OK*.
6. Press *Install* in the view “Do you want to install this program?”
7. Press the *Home* button when the last view is shown (other views can be shown).


## 10. Reset MEMOplanner Large

More information on step 1 and 2 in the following instructions can be found in *Manual MEMOplanner*.

To clear MEMOplanner Large from all personal information:

1. Remove any password protected settings.
2. Log out the user.
3. Select the **username**, delete the text and press **OK**.
4. Tap  in the login view to access the **Android-settings**.
5. Go to **Accounts** and remove any Google-accounts.
6. Go to **Applications and notifications** and search for *Skype*. If the application is found, select **Uninstall**.
7. Tap  to access the MEMOplanner login view.
8. Tap  to open the file manager.
9. Delete all pictures and downloaded files. These are located under **Home|Internal Memory|Android|data|se.abilia.memoplanner|files**.

Delete all folders under /files for example, pictures.

- a. Select the folder you want to delete by long pressing on the folder until a menu appears.
- b. Select Delete.
- c. Select and delete any other folders.
- d. Tap  to return to the MEMOplanner login view.

MEMOplanner is now cleared from personal information and is ready for a new user.

## 11. Install *MEMOplanner Go* on the telephone

This chapter describes how to install the app *MEMOplanner Go* on an iPhone or Android-based smartphone.

1. Download the app *MEMOplanner Go* for free on App Store or Google play.
2. Log in with the User account from *MEMOplanner*.

The app is setup with the same settings as *MEMOplanner*.

## 12. Cleaning

Before cleaning, disconnect all cables and turn off the *MEMOplanner*. Clean with a soft cloth dampened with water. Do not use liquid or aerosol-based cleaners that may contain flammable substances.

## 13 Storage and disposal

### 13.1 Storage

Keep the product indoors at room temperature and away from moisture.

### 13.2 Disposal

This product contains electrical components that must be recycled at the end of the product's service life. Take it to an electrical waste recycling centre.



## 14. Product specifications

### 14.1 Items supplied with MEMOplanner Large

Article number			Quantity
	MEMOplanner	Android based tablet, KA248-B	1 pcs
	Power Adapter incl power cable		1 pcs
462866	Wall mount		1 pcs
	License voucher	With license key	1 pcs
980362	Abilia cloth		1 pcs
	Manuals	Handbook MEMOplanner Large (this document), Manual MEMOplanner, Quick guide MEMOplanner Introduction MEMOplanner	4 pcs

For more information about MEMOplanner Large and the accessories, go to <https://www.abilia.com/en/our-products/cognition/memory-and-calendars/memoplanner-large> or scan the QR code.



### 14.2 Technical data KA248-B

Headphone:	3.5 mm
Power Adapter:	Input: AC 100-240V; Output: DC 12 V/3A
Camera:	5 Megapixel
Screen:	23.6 inches, 1920 x 1080 resolution
Android version:	9.0
Size (H × B × D):	595 × 363 × 43 mm
Weight:	4.66 kg
Area of use:	Indoors, 0 to 40° C
Ports:	3 USB, 1 mini-USB, 1 headphone, 1 SD card, 1 Ethernet, 1 power.
Network	802.11b/g/n 2.4GHz
Estimated lifetime	5 years

## 15 Important information

Before you use the product, read and understand the contents of this user manual.

### 15.1 Safety definitions



**WARNING:** Risk of injury or death if the instructions are not followed.



**CAUTION:** Risk of damage to the product if the instructions are not followed.

**NOTE:** Information that is necessary in a given situation.

**TIP:** Additional information that can improve the use of the product.

### 15.2 Safety instructions for use



**WARNING:** Read the warning instructions that follow before you use the product.

- Do not use the product as the only support for medication, medical treatment or other important activities.
- Use only the original battery charger that is supplied with the product to charge the battery.
- Do not use sharp objects on the product.

### 15.3 Serious incidents

If a serious incident related to the product occurs, report this to the manufacturer and the competent authority of your country. A serious incident directly or indirectly led, might have led or might lead to the death of a patient, user or other person; the temporary or permanent serious deterioration of a patient's, user's or other person's state of health; or a serious public health threat.

### 15.4 Conformance with requirements for medical devices

MEMOplanner Large is marketed as a technical aid for people with disabilities. It complies with all necessary requirements, regulations and directives for medical devices.

### 15.5 Product liability

The product is developed and risk-assessed according to ISO 14971. The manual and the technical specifications are made according to the safety assessments in the risk analysis. Always consider the safety when using the product. Abilia AB does not take responsibility for any consequences following incorrect use or installation of the product. Any form of damage or tampering with the product invalidates the warranty and disclaims the manufacturer's liability. The estimated lifetime of the product applies when used in accordance with its intended use and maintenance instructions.

## Contact Information

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