

Helpful Hints When Using Your CCTV

Location

When choosing a place to set up your CCTV consider:

- Placing it where it would be most useful to you. Choose a place where it can remain set up and is convenient
- Make sure there is enough room around the CCTV to move the x/y table left and right, and for your reading/writing materials.
- If you would benefit from using the CCTV in more than one location, consider placing it on a sturdy table with wheels to move into different rooms

Lighting

Some people see better with less lighting and some with more lighting:

- Choose a space where room lighting can be adjusted and compare using the CCTV with more and less light to see what will work best for you.
- Avoid direct sunlight on the monitor because it will cause glare
- Consider drawing the drapes/blinds if your CCTV is in a room with windows.

Positioning/Set up

- To sit comfortably when using your CCTV, table and chair height is important.
- Choose a chair that allows your legs from hip to knee to be parallel with the floor, your feet should be flat on the ground. An adjustable chair works well for this.
- Choose a desk that allows you to be eye level with the middle to upper 1/3rd of the screen.
- If your table is too tall, here are some suggestions: Obtain a lower table such as a sturdy card table. Check with Office Supply Retailers; sometimes they have small but sturdy typing or machine stands, often on casters that could be used for your CCTV.
- Cut down the legs of an existing table to the correct height.
- If the table is still on the high side, read in the lower half of the screen. Looking up to the top half of the screen can cause neck strain.

Reading

It's important to make your reading material as flat as possible for best viewing

- Begin with simple reading tasks to become comfortable using the CCTV
- Choose a print size that's comfortable to see
- Move the x/y table to read the material instead of moving the material itself

- For best control of the x/y table, use two hands, one on either side.
- If reading material (book, letter) is not flat, consider placing a sheet of plexi-glass on top or use your thumbs to clamp the material flat.
- For book reading, consider leveling the pages by propping up the low side using small magazines (e.g. Readers Digest)
- For detailed material (e.g. bills) it might help to reduce the magnification (zoom out) to the area you want to read and then increase magnification (zoom in) to read it.

Writing

- The key to proper writing is to view the screen instead of the actual paper
- Try reducing the magnification slightly when writing
- Consider using a black medium ballpoint or felt pen when writing
- Get in the habit of keeping your eyes on the screen as you begin to write
- Practice with lined paper when learning to write with the CCTV. Bold lined paper can be purchased from the CNIB, or photocopied from your personal master copy.
- Most right-handed writers write upwards and to the right. Here are two suggestions in or to stay on the lines when writing: For short writing tasks (e.g. signatures) angle the page so that the lines slant up to the right on the screen. You may need to experiment with the paper angle for best results and you may need to change the alignment if you are left-handed.

- For extended writing tasks position your body to the left of the center of the screen and adjust the page so that the lines run straight across the screen. (You may use the rear edge of the x/y table to align material. Using this technique also helps you write straight across blank paper (e.g. when addressing envelopes))
- Use your free hand to stabilize the x/y table when writing, using it to move the table when you have written to the right edge of the screen.

Objects & Pictures

- Experimentation with image setting and object positioning are key to viewing the items clearly.
- Experiment with the different image modes on your CCTV for best object/picture viewing. Check the product manual or consult with your authorizer.
- If you are seeing glare on the screen when viewing an object, change the angle of the object & reduce the lighting
- To read directions on the side of a box, remove contents and flatten
- To create more stability when viewing an object/picture, lock the x/y table

Things to Remember

- Becoming comfortable and effective at using your CCTV takes patience, motivation and practice.
- Discuss with your CCTV authorizer if there is an optimal eye position ("eccentric viewing position") that you should use when working with your CCTV.

seepac.com

- If you are unsure what each button does, try it to find out. You will not break the CCTV by exploring the controls available.
- Start out with simple tasks to build skill
- Begin using your CCTV for short sessions, gradually increasing the length of each session over time
- Take short breaks periodically when using your CCTV
- If your CCTV appears to be working well, but is no longer meeting your needs, please contact your CCTV authorizer to discuss what options are available to you.