

**Checklist**  
Required for  
WinSlate User  
and ATS

# WinSlate Set up Checklist

Videos  
for each of  
these bullets are  
on your dashboard  
under Help  
Videos

- Turn device on/off**  
(Power button located in top left corner of device)
- Adjust volume**  
(Volume buttons located on the top left-hand corner of the device to the right of the power button)
- Place on/off wheelchair mount**
- Generate messages from keyboard**
- Generate message from phrases**
- Save message from keyboard to phrases**  
(Refer to "how to save messages to phrase" handout)
- Navigate between keyboard and phrases**
- Contact technical support**  
(Refer to "how to access remote helpdesk" handout)
- Can calibrate device**  
(For eye gaze users only; refer to "how to calibrate eye tracking" handout)
- Can contact SLP for additional training and practice with device**  
(SLP's name and contact: \_\_\_\_\_)

ATS sign-off \_\_\_\_\_ Date \_\_\_\_\_

Winslate user/caregiver sign-off \_\_\_\_\_ Date \_\_\_\_\_

For more information about Forbes AAC's WinSlate device go to  
[forbesaac.com/winslate-series](http://forbesaac.com/winslate-series) or **consult your ATS.**

**Forbes AAC**  
181 Illinois Ave. South  
Mansfield, OH 44905  
*phone* 419.589.7688  
*fax* 419.589.5146



forbesaac.com

Please keep this information safe and  
DO NOT share. Store in a secure place.

Use this for logins for your WinSlate, gmail, Spotify, Facebook, etc. Make sure this paper is secure!

User name
Password

User name
Password

User name
Password

User name
Password

User name
Password

User name
Password

For more information about Forbes AAC's WinSlate device go to  
**[forbesaac.com/winslate-series](http://forbesaac.com/winslate-series)** or **consult your ATS.**

**Forbes AAC**  
181 Illinois Ave. South  
Mansfield, OH 44905  
*phone* 419.589.7688  
*fax* 419.589.5146



forbesaac.com