INTRODUCTION AND USER GUIDE

C·PEN™ SECURE READER 2™

SECURE, INDEPENDENT LEARNING SUPPORT

PROMOTES INDEPENDENT KNOWLEDGE AND CONFIDENCE

CONFIRMS READING AND SUPPORTS UNDERSTANDING

TIPS, HELP & FAQS

HMPPS CUSTODY/PRISONER/PROBATION SERVICES

WELCOME

Thank you for choosing to support your prisoner learners reading needs with a C-Pen Secure Reader 2™. This is a step towards creating independent readers and helping the process of rehabilitation by supporting self-esteem and confidence for reading. By providing C-Pen Secure Reader 2™ in your education departments, in hobby boxes or as part of an agreed personal loan, you are helping to change lives by facilitating independent reading skills. C-Pen Secure Reader 2™ can be programmed with a pin code to lock down it's functionality. When locked it can be used in examinations and tests giving valuable support and incentive to attempt questions or even tests that may not have been accessible before. The C-Pen Secure Reader 2™ is a great little equaliser for anyone with a reading difficulty.

We have designed this guide for teachers and trainers in education departments and also peer mentors who may be helping others to use the Secure Reader 2™. You can find ideas to help ESOL, people who are dyslexic or those who struggle with their literacy skills while in prison, in custody or on probation. This guide will support you to do a great job of introducing the Secure Reader 2™ and it will also signpost you to online resources including how-to video tutorials.

Your commitment to learning how to use Secure Reader 2™ at this stage is very important. Understanding the basic operation and the potential problems that might occur is the key to successful use of the pen. If you understand barriers that might need to be overcome you have got it sussed. To do a great job you need to choose to become familiar, confident and an advocate of using the Secure Reader 2™. Familiarisation, practice and a positive approach will go a long way to help you to feel confident in using this assistive technology and helping others to use it successfully too.

Scanning Pens
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BASIC INFORMATION

PROVIDING SUPPORT TO LEARNERS

C·PEN™
SECURE READER 2™

The C-Pen Secure Reader 2™ is all about inclusivity and giving independent access to printed text. It has no built-in storage function, so it is safe and supports GDPR compliance. It can help give independent access to private correspondence. For prisoners with low levels of literacy, Secure Reader 2™ can be a lifeline to privacy and safety.

✓ Supports GDPR compliance due to having no storage capabilities

✓ AI-based text recognition provides fast and effective scanning of documents

✓ Instantly scan & hear printed words. Includes multiple dictionaries

✓ Perfect for helping prisoners with learning difficulties and those where English is an additional language

✓ Portable & lightweight for scanning wherever you go

✓ Discreet design to empower productivity and efficiency

You might like to watch this training support video. It gives great advice on how to scan confidently. You will learn how to get started with Secure Reader 2™.

Get Started for HHMPS
YouTube: Search Term: Great advice on how to scan confidently. Learn how to get started with Secure Reader 2™

Case Study Training Video
Search Term: Bear's Inside exam pen Review
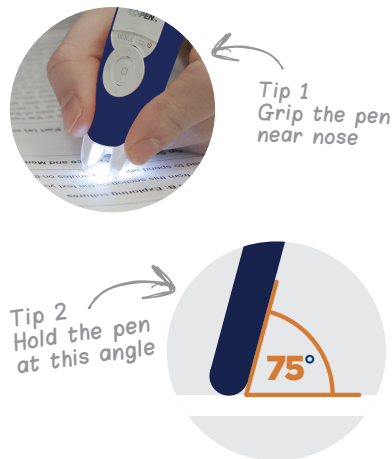
FOR A QUICK START, YOU WILL NEED:

A SECURE READER 2™

EARPHONES	CARRY CASE
USB CABLE	QUICK START GUIDE

HOLDING THE PEN

Tip 1
Grip the pen
near nose

Tip 2
Hold the pen
at this angle

75°

Start scanning a little before a word and finish just after.

Place your index finger along the top of the pen, resting comfortably, place your thumb along the bottom of the pen, the rest of your finger should fall comfortably behind the pen. Wave it around, got a good grip? Excellent, not too tight and if too loose it will fly across the room (not a good idea).

Now pop the front of the pen onto your paper or page, did a light come on? If so, excellent, because that is what needs to stay on!

Left Handed? Go to the main menu/ settings and select Left Handed.

THE PRINTED WORD

Reading pens can read font size 7 to 22. Open fonts like Arial scan very well and are dyslexia friendly. The Secure Reader 2™ will not read handwriting and can struggle with italics.

If you are producing learning resources it is helpful to double space between lines and to use open fonts. Font size 12 and above is more accessible and better supports low vision and reading comprehension.

STRATEGIES FOR USING THE PEN

Adult Learners: Encourage all to explore the available technology. Take an inclusive approach.

Avoid singling out learners. Introduce the pen as a tool that anyone can use.

The pen can be plugged into an external speaker. This is a great way for teachers to demonstrate a key word definition to larger groups. It also breaks down barriers to understanding how the tech works.

Say: This pen can help you to learn how to read. All you need to do is watch the highlighted word as you listen back to what you have scanned. Go back and learn the shape of the words you are interested in. You can scan and listen as many times as you want to.
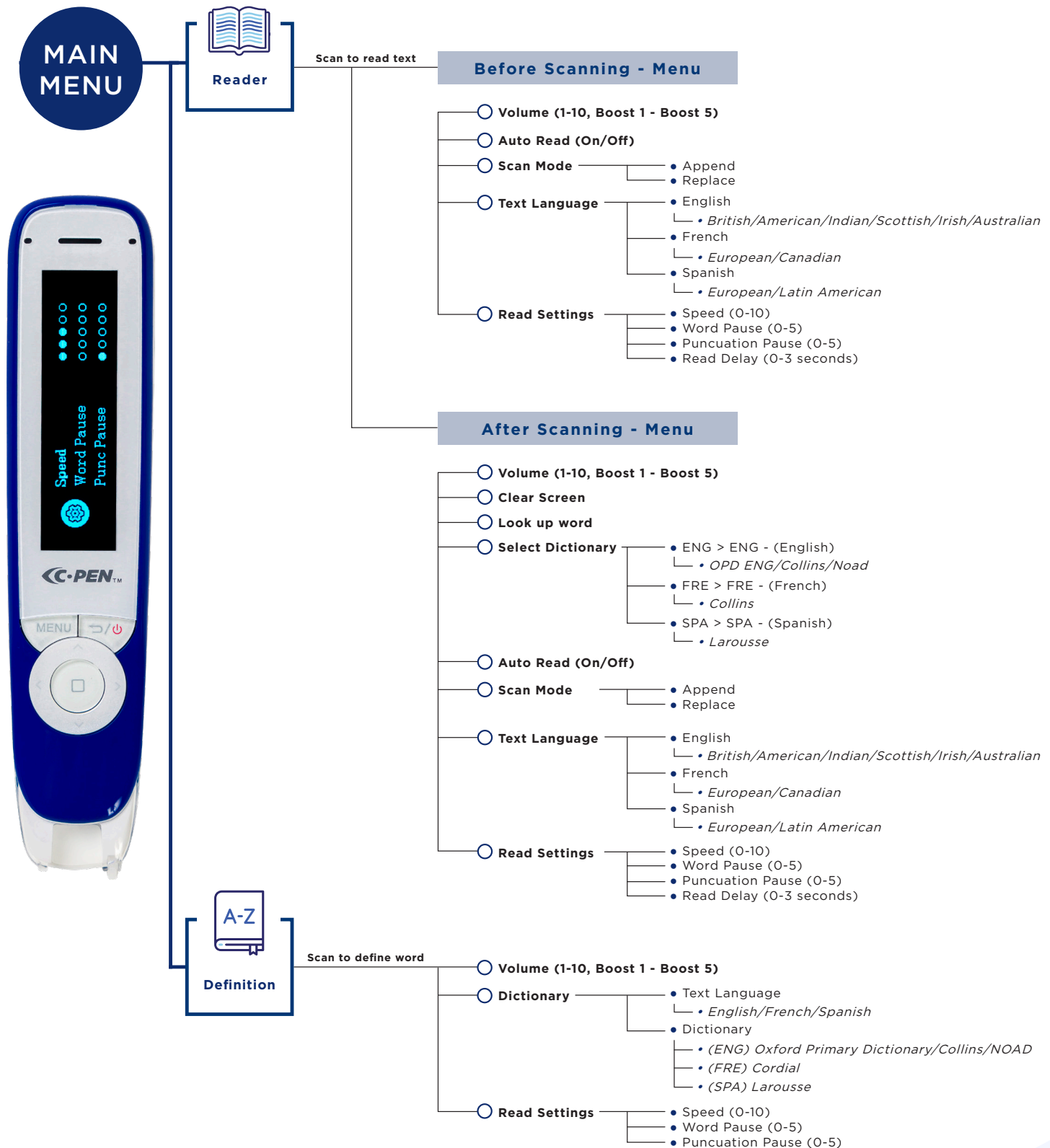
Be aware that some learners will not want to reveal that they have a learning difficulty.
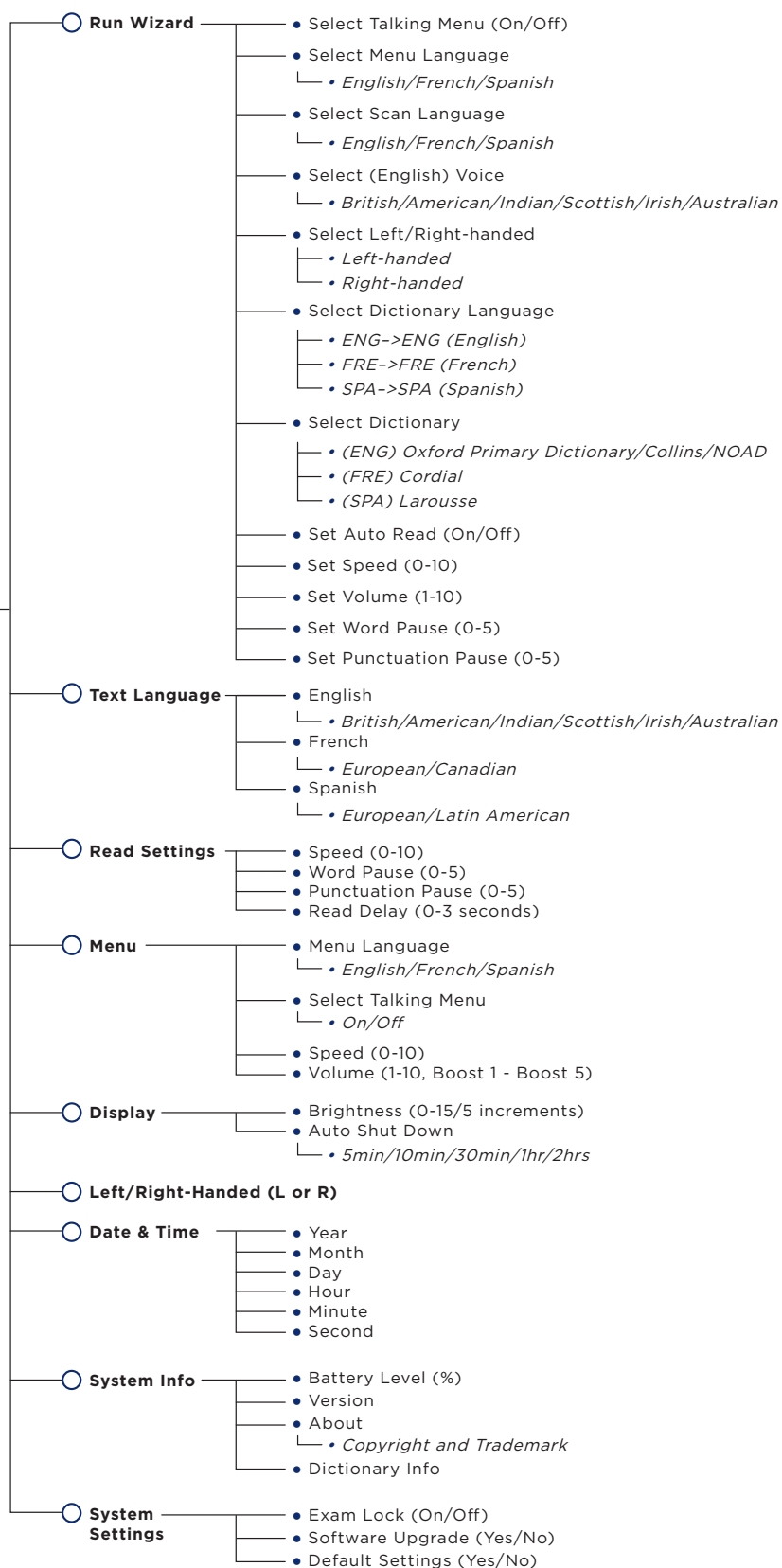
Support emotional wellbeing. Keep all responses to learning needs professional and positive.

SECURE READER 2™ Set-UP Menu Guide

MAIN MENU

Reader

Scan to read text

Before Scanning - Menu

- ○ **Volume (1-10, Boost 1 - Boost 5)**
- ○ **Auto Read (On/Off)**
- ○ **Scan Mode**
  - • Append
  - • Replace
- ○ **Text Language**
  - • English
    - • *British/American/Indian/Scottish/Irish/Australian*
  - • French
    - • *European/Canadian*
  - • Spanish
    - • *European/Latin American*
- ○ **Read Settings**
  - • Speed (0-10)
  - • Word Pause (0-5)
  - • Puncuation Pause (0-5)
  - • Read Delay (0-3 seconds)

After Scanning - Menu

- ○ **Volume (1-10, Boost 1 - Boost 5)**
- ○ **Clear Screen**
- ○ **Look up word**
- ○ **Select Dictionary**
  - • ENG > ENG - (English)
    - • *OPD ENG/Collins/Noad*
  - • FRE > FRE - (French)
    - • *Collins*
  - • SPA > SPA - (Spanish)
    - • *Larousse*
- ○ **Auto Read (On/Off)**
- ○ **Scan Mode**
  - • Append
  - • Replace
- ○ **Text Language**
  - • English
    - • *British/American/Indian/Scottish/Irish/Australian*
  - • French
    - • *European/Canadian*
  - • Spanish
    - • *European/Latin American*
- ○ **Read Settings**
  - • Speed (0-10)
  - • Word Pause (0-5)
  - • Puncuation Pause (0-5)
  - • Read Delay (0-3 seconds)

A-Z

Definition

Scan to define word

- ○ **Volume (1-10, Boost 1 - Boost 5)**
- ○ **Dictionary**
  - • Text Language
    - • *English/French/Spanish*
  - • Dictionary
    - • *(ENG) Oxford Primary Dictionary/Collins/NOAD*
    - • *(FRE) Cordial*
    - • *(SPA) Larousse*
- ○ **Read Settings**
  - • Speed (0-10)
  - • Word Pause (0-5)
  - • Puncuation Pause (0-5)

⟨C·PEN™ SECURE READER 2™ Set-UP Menu Guide

Settings

Run Wizard
- Select Talking Menu (On/Off)
- Select Menu Language
  - • English/French/Spanish
- Select Scan Language
  - • English/French/Spanish
- Select (English) Voice
  - • British/American/Indian/Scottish/Irish/Australian
- Select Left/Right-handed
  - • Left-handed
  - • Right-handed
- Select Dictionary Language
  - • ENG–>ENG (English)
  - • FRE–>FRE (French)
  - • SPA–>SPA (Spanish)
- Select Dictionary
  - • (ENG) Oxford Primary Dictionary/Collins/NOAD
  - • (FRE) Cordial
  - • (SPA) Larousse
- Set Auto Read (On/Off)
- Set Speed (0-10)
- Set Volume (1-10)
- Set Word Pause (0-5)
- Set Punctuation Pause (0-5)

Text Language
- English
  - • British/American/Indian/Scottish/Irish/Australian
- French
  - • European/Canadian
- Spanish
  - • European/Latin American

Read Settings
- Speed (0-10)
- Word Pause (0-5)
- Punctuation Pause (0-5)
- Read Delay (0-3 seconds)

Menu
- Menu Language
  - • English/French/Spanish
- Select Talking Menu
  - • On/Off
- Speed (0-10)
- Volume (1-10, Boost 1 - Boost 5)

Display
- Brightness (0-15/5 increments)
- Auto Shut Down
  - • 5min/10min/30min/1hr/2hrs

Left/Right-Handed (L or R)

Date & Time
- Year
- Month
- Day
- Hour
- Minute
- Second

System Info
- Battery Level (%)
- Version
- About
  - • Copyright and Trademark
- Dictionary Info

System Settings
- Exam Lock (On/Off)
- Software Upgrade (Yes/No)
- Default Settings (Yes/No)

C·PEN™
SECURE READER 2™

 Supports independent reading and efficient working

 Portable and discreet

 Can use in everyday tasks

 No internet access needed

 Increases independence & boosts self-confidence

 Access to transferable skills

WHAT OTHER FEATURES ARE AVAILABLE?

Dictionary Functions:

Without need for WIFI or any connection to the internet, the Secure Reader 2™ can show definitions of scanned words instantly. Dictionaries include EN-EN: Collins 30th Anniversary Edition 10th Edition, Oxford Primary Dictionary, New American Oxford Dictionary, FR-FR: La Dictionnaire Français Cordial ES-ES: Larousse Editorial S.L.

Text to Speech settings include a number of voices. This gives scope for a learner to listen in a familiar or comfortable dialect. Text can be scanned in English Voice (British, American and Indian) Scottish, Irish and Australian, Spanish Voice, Spanish and Latin Spanish

Languages and dialects:
- English - American, British, Indian, Australian, (Scottish and Irish)
- French - European French, Canadian French
- Spanish - European Spanish, Latin American Spanish

HOW CAN I CHARGE MY PEN?

Plug it in for 2 hours and you should gain enough charge for about 10 hours of use.
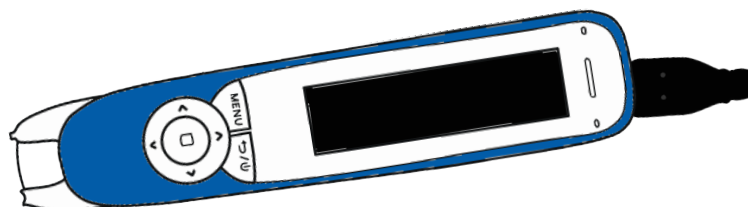
THE PEN IS NOT SCANNING WORDS CORRECTLY, WHAT IS WRONG?

Make sure that the pen is scanning at the correct angle refer to page 5 of this guide.

Check that the pen is set correctly for left/right handed user.

Check to make sure that the scan language is set to the correct one.

Refer to the Menu Guides (pages 6-7) for setting changes.

Turn on and off again as this will do a soft reset.

Some other things to consider:
Consider the font and size of text, consider increasing the format of the text, larger space between words, double line spacing.

Consider the paper being used, is the page shiny or glossy as opposed to matte. Is the reader using a book, is the page flat?

75-degree angle
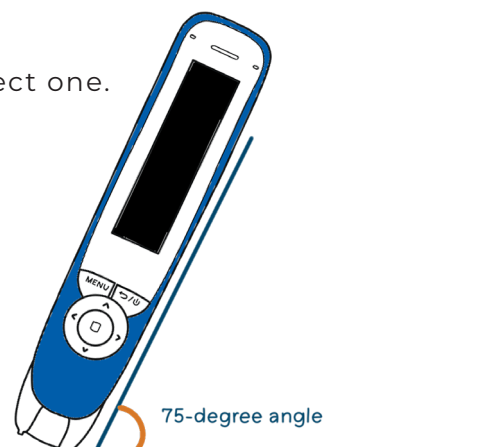
IT IS NOT READING CLOSELY PRINTED TEXT

Secure Reader 2™ achieves best results from font 12+. Enlarge photocopy materials or reprint resources with a larger font.
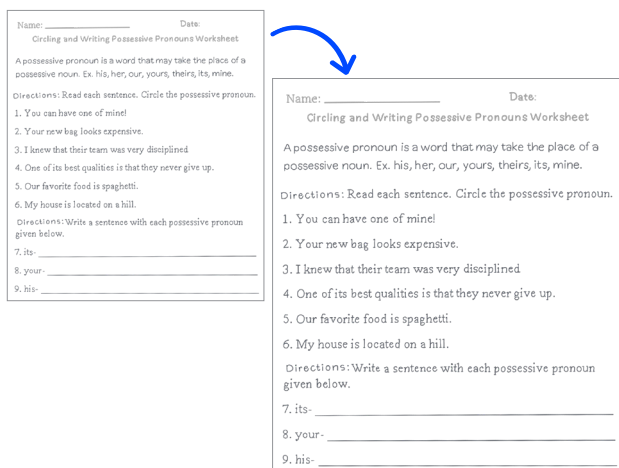
CAN I USE THE SECURE READER 2™ IN EXAMS?

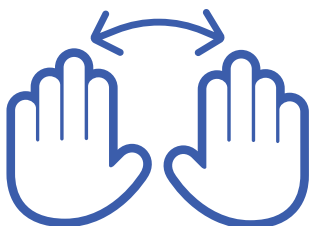For internal tests, the Secure Reader 2™ can be used to deactivate pen functions.

For JCQ exams, the C-Pen Exam Reader 2™ is approved for use without Access Arrangements.
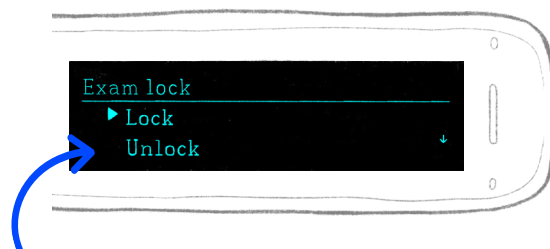
Use the Exam Lock function within the pen, for use in internal exams

I AM LEFT HANDED, HOW CAN I MAKE USING THE PEN MORE COMFORTABLE?

You can switch to left hand mode. The pen will also scan from right to left.

WHAT DO I DO IF THE PEN ISN'T WORKING?

Check to make sure that the pen is charged. If it is still not responding then do a hard reset by pressing the reset button on the back of the pen for a few seconds.

Check to see if the off button has been accidentally touched or if the automatic shut down is set to a short period. Practice holding and setting the automatic shut down to a longer period can alleviate some teething issues. Refer to the menu guides for additional information.
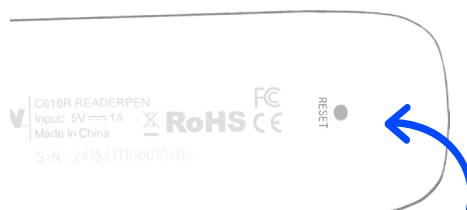
Press this RESET button if your pen is not responding

By working with HMPPS in a number of academic studies, we understand that each environment has different security measures in place. These findings may support you to make decisions on how you create access to Secure Reader 2™ in your Prison or secure setting.

Reading pens have been used in studies in Category A, B and C prisons successfully and a range of security strategies have been used. Please refer to the Fire and Compliance document and additional research on the Scanning Pens website if you would like more information on these studies.

Use of Shadow Boards or boxes. This provides an immediately visible reference. When using up to five pens in an education room or workshop the use of a clear and transportable box may be an option for storage of both pens and chargers. By placing the items on a photocopier it is possible to create a template or shadow insert for the box.

Pens on the wing: In September 2020 a governor in a Category C prison gave a dyslexic inmate permission to purchase a Secure Reader 2™ with his own money. This was done following a conversation with the SENCo. It was decided that the prisoner would be inclined to keep his pen safe if it was his own property. This is a significant breakthrough for learners who are functionally illiterate but would like the opportunity to access printed materials or even potentially learn how to read independently in their cells.

POSITIVE IMPACT ON WELLBEING

Reading independence has a significant impact on self-esteem and wellbeing.

Many of the inmates are scared of education, they've had negative experiences of being in classroom and of formal learning. There's also a huge amount of stigma about not being able to read. The Secure Reader 2™ opens doors to independent learning.

FEEDBACK FROM PRISON RESIDENTS WHO USED THE READER 2™ FOR COURSES AND EXAMINATIONS DURING A STUDY SAID:

"The education is not just helping me, it is helping my children too. I encourage them to learn."

Participant from the Storybook Dad project

"It's a great pen, it's helping us a lot, it teaches us a lot. The teachers don't have to sit next to us because we can do it ourselves."

INITIAL PHASE

- Introduce the pen to by sharing how it can help – give examples like being able to read a menu or personal correspondence.

- If introducing in a group setting encourage people to be respectful of each others learning differences. Encourage discussion about barriers to learning.

- Demonstrate how to use the pen but remember to practice first so that you will be confident in your demonstration. Some text sizes and fonts scan less well. Choose the material to scan with care.

- If demonstrating to a larger group you may want to plug the pen into a speaker.

EMBEDDED PHASE

- Identify any issues or barriers experienced.

- Explore the personalized settings in the pen and make sure set-up is right. If you are left – handed and using a right-handed set up the pen will not scan well. If the pen is reading back gibberish look carefully at scanning angle and check R/L hand settings.

- Are there any other problems accessing Secure Reader 2™? Are systems adequate for storage and charging?

FEEDBACK

- Encourage feedback and make sure that it is shared with the SENCo or Learning Support team.

- Consider widening your support to more learners. ESOL learners 'hear' English better than 'Reading' English. Foreign National learners who use the Pen become better at hearing and understanding the English language.

GUIDANCE FOR TUTORS, MENTORS, AND LSAs

When supporting learners with reading difficulties, it is helpful to unpick the problems being experienced. For example, by using a ruler or card edge to support scanning the line accurately. If the trainee has an unsteady grip, wrapping an elastic band around the pen helps to hold it steady. Empower your learner by demonstrating the scanning technique and by helping to adjust the pen's set up.

REMIND USERS WHEN THERE ARE GOOD OPPORTUNITIES FOR PEN USE

E.g. as a way to read together with a child or family member. To read probation documents or personal correspondence.

MAKE SURE STUDENTS ARE RECOGNISED FOR VERBAL CONTRIBUTIONS

Encourage sharing of educational experiences and validate them. 50% of prisoners are functionally illiterate. Many have dyslexia.

ENCOURAGE PEER SUPPORT AND ACCEPTANCE

Our research shows that ESOL inmates who had been isolated, became more sociable and became more accepted because they had built language skills using a Secure Reader 2™.

ENCOURAGE AND PRAISE EFFORT

Learners quickly improve their understanding and are able to build self-esteem by contributing well in education.

CREATE A POSITIVE ASSISTIVE TECHNOLOGY ETHOS

When using a Secure Reader 2™ in education, issues like waiting for an LSA or having to stop the progress of the course to teach reading, writing, spelling and comprehension is eliminated.

CREATE A CULTURE OF SUPPORT AND SCAFFOLDING

Workshops although practical also have courses that involve tests. Exam Lock can be used to restrict access.