



Winter 2020 e-Newsletter edition

STARCON19 - President Jim Connor's Speech to the Members



First, I and the board thank you for entrusting the future of STAR to us for the next year. We will try to do you proud.

Also, I'd like to personally thank Jan Ballman and Merilee Johnson, your STARCON co-chairs, for putting on this fabulous conference. Lots of work is involved to put on a conference of this magnitude and I say this is a job well done!

As I begin, I have a disclaimer: I am speaking to you today as an individual practicing reporter and former firm owner. I am speaking today on behalf of myself only. And I am speaking from my heart in sharing my opinions of what I see as a positive future for our industry.

We all have a passion about something, whether it's sports, travel, work, whatever. Oftentimes, that passion builds as a result of the people around us, the camaraderie we share in doing what we love. And that camaraderie will inevitably translate into teamwork. The key elements to successful teamwork are trust, communication, and effective leadership; a focus on common goals with a collective responsibility for success (or failure). Tying into and building on Susie Ingraham's "Relationships" theme of this past year of her presidency is my theme of "Teamwork"; teamwork between individual reporters, videographers, agencies, and vendors (most notably Stenograph).

We, as a profession, seem to be currently a bit fragmented and lacking that teamwork mentality. We have become more of an isolated group, reporters working from home on their own as independents, no longer seeking the assistance or mentoring from agencies for whom they primarily work regarding their "how to" questions. Camaraderie and the sense of belonging to something greater than themselves is lacking. The technology has helped us grow and modernize, but at the same time unintentionally has separated us from what was our team. Instead, our daily check-ins have evolved into searching for answers through various social media pages, putting our questions out in cyberspace, only to receive any number of answers by the so-called "experts" on whatever forum versus checking with the firm/agency for whom we are performing the work. "How would they like it done?" That question is rarely being asked of our team.

Through this process, realizing it or not, our passion and teamwork is being diminished by the negativity that is an everyday part of social media. It's easy for the "teamwork" to quickly turn negative. We must remember that Teamwork is the ability to focus different minds on the same problem and the mutual support. When a team is able to work well together, they accomplish so much more than individuals can do alone.

We must get back to working together—firms, reporters, and videographers—to discuss not only our own daily dilemmas in our personal microcosms but also to have the much broader discussion of our profession and where it is headed globally. This entails touching on the tough topics facing our industry today: Are we going to coexist with reporters who employ different methodologies or are we not? Are we going to help out the firm that is struggling to cover the calendar, by saying



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yes and taking that two-hour deposition without anything more than a “thank you”? Will the firm respect us, treat us fairly, and have our backs? How can the firm support us to be better reporters and ambassadors of the profession? Firms need to step up to mentor reporters, encouraging reporters to respect their chosen profession by maintaining their skills through certification, maintaining their software support contracts, upgrading their equipment to stay at the top of their game. And reporters must realize that we must pay to play.

Respect and appreciation for our work and being fairly treated does not always translate to a monetary gain, and nor should it. I, for one, love going the extra mile for the client even though I’m not going to see one cent more in my paycheck. I’m helping the client and at the same time making the company look good. That will come back to me. When we play for the team with the name on the front of the jersey, everybody will remember the name on the back of the jersey when you hit that homerun... Teamwork!

In the current climate, there are lots of “hot-button topics” to be discussed and those discussions must be driven by our passion for a better profession, not the fear and negativity that seem to always bubble to the top on Facebook, Twitter, Instagram, etc. With firm owners, videographers, reporters (be they stenographic, voice writers, digitals—our team members) working in concert for the betterment of the record and the clients, we can move forward to preserving and building this profession.

Today there are greater expectations and demands on all of us from the clients, and together our team must manage those expectations. Let’s have each other’s backs as we meet those challenges.

As a team, we will raise awareness of the profession with our positive collaboration and thereby attract more prospective students who will want to be part of this wonderful career. After all, positivity is infectious.

“The world as we have created it is a process of our thinking. It cannot be changed without changing our thinking.” (Albert Einstein).

And let’s remember: “If you don’t like change, you will like irrelevance even less.” (General Eric Shinseki)

With that being said, let’s move forward together as a Team, working together towards our future successes.

Thank you.

(A Note from President Jim Connor: I hope everyone has an enjoyable holiday season with family and friends.)



Just for the Health of It - Healing Help for Court Reporting Professionals

By: Kimberley Neeson



Court Reporting is a tough job, particularly on our bodies. But with these self-care options, captioners and court reporters might just feel better at the end of a long day. Kim Neeson (she of the very long neck and torso!) shares her experience.

Exercise First

For years, exercise with weights (and a trainer from time to time) helped me stave off my neck problems for long periods of time. By getting stronger physically, I was able to carry myself better during the day - be it sitting straighter, shoulders back, doing subtle neck and shoulder exercises during the day, even while sitting and writing steno for long periods of time. Exercise alone worked for me quite a long time and bought me many pain-free days.

Massage

Getting regular massages from a Registered Massage Therapist (RMT) or Licensed Massage Therapist (LMT) is a must for court reporters and captioners. First and foremost, make sure you go to someone who knows what they’re doing. Like court reporters, there are good and bad in this profession too. When I want a serious (not a relaxation spa) massage, I go to my chiropractor’s office as they offer this service. My chiropractor will recommend which therapist to see and will speak to him/her to ensure they are working on the muscles correctly for maximum effect.

Having said that, there is nothing like a totally relaxing massage where nothing is really “worked” on, just to destress, and the spa is just the place! I take advantage of both options.

Chiropractor’s Magic

There came a point in my life, however, when I kind of got stuck - literally. I couldn’t move my neck hardly at all, and certainly not without any pain. A friend of mine suggested I see her chiropractor. Now, I’m going to be the first one to say I was extremely reluctant to see a chiropractor...but I was desperate.

Dr. Sid Lisser saved me. It was a very long process and involved no “cracking” at all, but muscle stretching, particularly

of those nasty, not-my-friend scalenes! I would venture to say that most captioners or court reporters suffer from scalene issues, and finding someone who can help loosen them is critical.

Physiotherapist's Charm

Recently, I have availed myself of a physiotherapist, after an MRI confirmed that indeed I had some significant neck issues going on. Lucky for me, my husband was seeing an amazing fellow, Phil Edwards, who specializes in soft tissue injuries. I've linked to Phil [here](#) so you can read about his qualifications as I'd highly suggest you find someone of his calibre in your area (having experienced a few others who were not nearly as talented, it was like having nothing done at all). Phil's approach is very much focused on the scalenes and other soft tissues areas of the neck, shoulders and even my head at its base. After a session with him, I feel so much better and more "loose."

A Special Pillow

Yep, those funky, weird-shaped pillows are a must for us steno machine writers. I use the Muscle Care Pillow which has served me very, very well for many years, and I have friends who are using it with the same success. However, another pillow that's worked for a number of people is the Purple Pillow. Beware, though, the Purple Pillow weighs A LOT. I even travel with my full pillow because one night on a bad pillow throws my neck and shoulders into a tailspin!

TENS Machine - THE BOMB!

Phil Edwards, my physiotherapist, suggested I purchase a TENS machine. For a mere \$70 Canadian, I now have a device that is amazing at taking away my daily aches and pains about 80% of the time. I purchased this device on Amazon, plus some extra pads as you will need to replace them from time to time.

What does the TENS machine do? According to Pain and Injury Doctor (YouTube):

"A TENS unit (Trans-cutaneous Electrical Nerve Stimulator) is a small device about the size of a deck of cards that can be used for managing subacute or chronic pain. It works by 'interfering' with pain signals to the brain, by flooding the pain-generating tissues with small, electrical currents that are thought to 'compete' with the pain signals traveling to the brain, resulting in reduced perception of pain. It does not do anything to cure the injured site."

This little device can go anywhere, and I bring it with me wherever I go. When my neck and shoulders start acting up, often by applying the TENS machine for a mere 10 minutes, I can break the pain pattern and feel a whole lot better. This little device can also be used on your arms and back, where we court reporters also feel a lot of tension.



The Life-Saving Power of Social Media

By: Angie Ballman Punton

Social media has a bad reputation, and rightly so. There is definitely a dark side to it. We live in a world where, unfortunately, people use it to judge, criticize, humiliate, and incite others who are not like-minded with virtually zero consequence. And yet we're so addicted to knowing what's up and what's going down (also known as FOMO—Fear Of Missing Out) that we just can't help ourselves. We continue to go back to this often-poisonous well over and over again. Myself included. The massive negativity, occasionally interspersed with a happy moment of an engagement photo or a cute kid or a playful pup, had me asking myself once again just the other day, "Why on Earth are you wasting your time on something with so few redeeming qualities?"

And then Ethan and Remie went missing.

It was a cold late-October afternoon in Becker, Minnesota (about 75 minutes NW of the Twin Cities). My in-laws are residents of Becker, a small town in Sherburne County, Minnesota.

"Send Prayers!" was the text we received from my mother-in-law that fateful Tuesday night. "Little Ethan from our church, who is five years old, and his dog Remington have been missing since 4:00 this afternoon. He got off the bus with his two brothers, started playing with his dog...and just disappeared."

At this point, it was 9:20 p.m. The sun on October 15 set at 6:27 p.m. Temperatures were hovering around freezing. Ethan and Remie had been missing for five hours already.

The Sherburne County authorities issued a call for help to all Becker residents to check their properties and turn the lights on for Ethan. Meanwhile, a search party was being organized.

Ironically, I had just finished a podcast on the most famous child kidnapping case in Minnesota history that also occurred in Sherburne County, almost 30 years to-the-day earlier. It took a deep dive into how the tragic outcome of that kidnapping victim, Jacob Wetterling, might have turned out differently if it happened today.

While the circumstances differed (11-year-old Jacob was taken by a masked gunman in view of two friends), I must say that the circumstances of two young boys going missing in small-town Sherburne County, Minnesota, precisely 30 years apart was quite chilling for everyone.

In instances of child disappearances, time is the greatest enemy. Back to Ethan and Remie.

Within just a few hours of Ethan and Remie straying from the bus stop, word had spread quickly, in large part due to the real-time updates and instructions from the sheriff's office going viral over social media. Everything put out by the sheriff was being re-tweeted and re-shared immediately by individuals, by schools and by organizations, creating rapid and widespread dissemination of critical details. For instance, the road Ethan was last seen on was a two-lane highway and the number of people traversing it looking for Ethan was causing traffic jams that were impeding the search efforts. Thus, a social media blast went out directing over 700 search volunteers to go to a nearby park where buses and off-duty drivers were waiting to take them in large groups over to various search areas, orchestrating a quick efficiency when time was of the essence.

A man named Steve Hinds happened to be scrolling Twitter that evening when he noticed the trending activity about Ethan's disappearance. Steve is a commercial drone photographer who owns a \$30,000 drone with a thermal camera. He packed it up and met at Palmer Park around 8 p.m., per the Sherburne County Sheriff's instructions.

The community of volunteers searched by foot in the heavily wooded areas with farmland, bogs, and lakes within a few miles of Ethan's last known location. Helicopters searched by air, as did Steve's heat-sensing drone. As the hours passed, the urgency and uneasiness grew. Finally, around 1:00 a.m., Steve's drone picked up two figures in the middle of a cornfield. It was Ethan and Remie! They were lying motionless, side by side. Ethan was rushed to a local hospital where, other than being very cold, he was thankfully found to be perfectly okay. Ethan was released to his grateful family later that morning.

There is no doubt in my mind that social media saved Ethan's life. The speed at which critical information was disseminated to large groups of people was the key. And most fortunately of all, social media's reach found its way to a neighbor—one whom Ethan's family had never met—who ultimately helped authorities win the race against time.

As with most things, there's bad within good and good within bad. That's certainly true of social media. I only hope we can someday leverage the power of social media MOSTLY for good!



Talk Steno to Me

By: Donna Urlaub



One-strokers for words frequently used in medical testimony (A-B):

abdomen	ABD	arthritis	
abnormal	NAORL	THRAOITS	
abnormality	NAORLT	aspirin	SPRIN
abortion	BORGS	assess	SES
abrupt	BRAUPT	assessment	SEFMT
abruption	BRAUPGS	asthma	SMA
academy	KAEMD	bacteria	BRA
acid	SID	bacterial	BRAL
addict	DAIKT	belly	BLAOE
addiction	DAIKS	beneficial	BIRBL
aggressive	GRIF	benign	BAOIN
alcohol	KHOL	bilateral	BLARL
alcoholic	KHOK	biology	BAOLG
allergy	LERG	biopsy	BAOP
allergic	LERJ	bladder	BLAERD
ambulance	BLANS	blood clot	BLAOT
ambulatory	BLAT	blood flow	BLUFL
anaphylaxis	NAFLS	blood pressure	BLAOP
anaphylactic	NAFK	blood sugar	BLAOUG
ankle	KEL	blood vessel	BLEFL
antibiotic	AEBT	bloodstream	BLAOEM
anti	AENT	breast cancer	BRER
anti-depressant	AED	brisk	BRIFK
anti-inflammatory	AEFM		
artery	RAERT		



Top 5 Takeaways from STARCON19 CLVS Track

By: Camille Schmitt Harrington



This past October, STAR hosted their second conference for legal videographers. The first speakers were Kathie Grove and Derek Letellier, who spoke about how to start a legal video department. This was followed by two sessions of Kyle Peterson speaking about trial technology. All three sessions were informative and helped me grow and learn as a videographer.

Here are my top five takeaways from STARCON19:

1. Listen, Discuss, and You Will Learn – One of the greatest parts of this conference was meeting some of the newer videographers that are just starting to dip their toes into the legal videography field. What surprised me the most was not how much they had to learn, but how much they had to teach us. As these new videographers are coming into the trade, they are being taught about the newest technology. From discussions with some of these newer videographers, I was able to purchase a piece of technology that

allows me to give clients a digital file immediately after a deposition without any lag time. This is another service I can provide to clients to make sure I am staying at the top of my field.

2. How to Find the Right Trial Tech – Kyle Peterson from Paradigm Reporting gave two amazing presentations on trial technology. One of the points I found the most interesting from his first session was when he discussed what to look for in a good trial tech. I had always assumed that the person with the most technological knowledge would be best for the job, but I learned that you truly want someone who does well under pressure. Of course, the person does need to be good at problem solving technical issues, but even more importantly you want someone who will always do well when put under pressure.

3. How to Sell Trial Technology – In Kyle Peterson's second session, it was fascinating to learn how he started, marketed, and executed the trial technology department of Paradigm Reporting. Marketing is something that everyone in the court reporting and videography field is aware needs to happen. However, through Kyle's presentation, I became aware that traditional marketing techniques generally do not work when marketing trial technology. When Kyle started out, he tried to market trial technology in every way possible, including by offering discounts, giving presentations to potential clients, and, of course, by distributing promotional material. What he found was ultimately none of these tactics worked as well as establishing a relationship through his legal videography and then recruiting clients and showing them the benefit that trial technology could provide to them. This gave me such an insight into the field of trial technology, because it isn't about the cost, it is about the relationship and trust you have gained from a client.

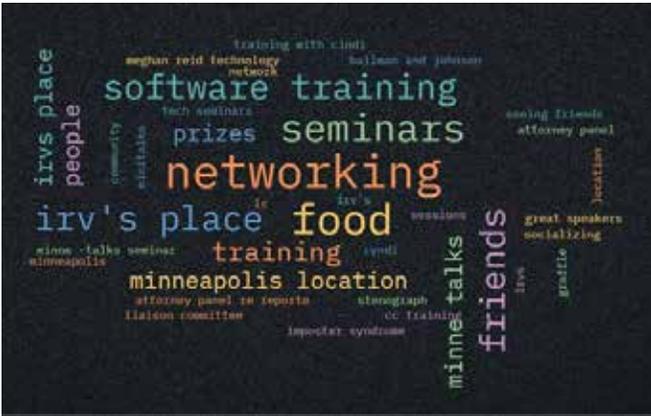
4. Tools of One Trade May Work for Your Trade Too – Trial technology does not directly correlate to court reporting generally, but through listening to Kyle Peterson's presentation I was able to take a piece of technology he uses for his trial technology preparation and implement it in our court reporting office. While teaching us more about the program he uses for trial presentation, Kyle showed us how he renames exhibits in bulk for use during trial. Using a download named [Bulk Rename Utility](#), Kyle is able to rename the exhibits in bulk instead of individually. We are now using this in our office when naming exhibits and it has greatly increased our productivity in this area.

5. Videographers Want to Learn about More than Video – I was lucky to attend not just the three videographer sessions offered at STARCON, but also the entire STAR conference. I was able to learn a lot through attending the Minne-Talks sessions. It was through these sessions that I became more aware of the changes that are constantly occurring in the court reporting and legal videography fields. I was enlightened by a phenomenal board of attorneys who spoke about what they liked and disliked in our profession, and I was able to learn a couple of tricks on how to make Windows 10 help me become even more efficient in my work. It was through attending these discussions that I came to realize that though our jobs may be very different, court reporters and videographers have a lot to learn from each other. The next time I attend a future conference, I will make sure that I am attending all sessions and not just those that I think will relate to me.



Minne-Talks a Big Hit in the Minne-Apple

By: Jan Ballman



Teed up as “a cross between TedTalks and Facebook For Court Reporters” and “where Minnesota-Nice (it’s a real thing!) meets muy caliente,” Minne-Talks lit up the Minneapolis Loews when 10 Industry Notables were invited to the microphone and given a maximum of five minutes each to share their views on a host of the hottest topics in the court reporting profession today.

The invited speakers were Mark Renzi, Trenton, NJ; Christine Randall, Bakersfield, CA; Rick Levy, Miami, FL; Jennifer Sati, Minneapolis, MN; Donna and Dayna Urlaub, Chicago, IL; Susan Perry Miller, Houston, TX; Tori Pittman, Wake Forest, NC; Janet Harris, Sonoma, CA; and Debbie Dibble, Salt Lake City, UT.

The “hot topics”? Consolidation in the freelance industry, where we heard from a firm owner who recently sold and from one who does not plan to anytime soon. Each gave their unique perspectives as to why their decisions were right for them. Next

we heard about how the court reporter shortage is impacting both firm owners and freelancers. Staying on the subject of the reporter shortage, we then invited speakers from both Project Steno and A to Z to please explain the differences between their programs, since they were both the brainchild of industry icon Nancy Varallo. We also asked them to help us understand whether or not they are in competition or working in conjunction with one another. Minne-Talks closed out with speakers who took the mic to provide information, updates, and perspectives on the state of the stenographic, voice writing, and digital reporting capture methodologies at work in the industry today. Audience members were then invited to the mic to give their perspectives either on a topic already discussed or a brand new one. The Moderator, Mike Miller, asked that audience comments be kept to two minutes or less.

The Rules of Engagement of Minne-Talks were clearly laid out upfront: “STAR is the place where The Movers & The Shakers live, and we strive to provide STAR Members and Conference Attendees with important and interesting content on topics that are current and relevant. To that end, we will not shy away from the very topics being most discussed within our profession in group chats and in the JCR, on listservs, and on Facebook, and at bar stools near court reporting conventions everywhere. Let’s bring these topics into the light. Let’s show the world that we can, in fact, discuss hot industry topics in a professional and respectful manner...and still be friends afterwards. Let’s give each Presenter their voice and our respect. There is no right or wrong perspective. There will be no debating any of the Presenters’ merits. Let’s listen and learn. Let’s take these conversations into the weekend and keep them going.”

“Research has shown that in order to gain new perspectives, one must engage in discussion with someone who does not share your opinion. This allows one to see the world through different eyes...and that can go a long way toward helping a divided world rethink itself.” This statement was followed by showing the audience this video of a [Heineken beer commercial](#) entitled “Worlds Apart.” The entire ballroom went completely silent for the full duration of the video. It set the tone for Minne-Talks. The audience followed suit.

Minne-Talks started with a group toast, was followed by 90 minutes of snap-crackle-pop, and ended with participants gathering at a bar...with no assembly required.



Learning by Giving Back

By: Jan Schmitt

How much could you learn by teaching potential court reporting students how to write the alphabet in Steno?

Personally, I learned how to use a number bar. During the early ‘80s, students’ machines were equipped with a number bar, but for some reason the school I attended did not use it. In fact, the number bar was removed from our steno machines. Through teaching the A to Z Program, I was exposed to the benefit of using the number bar in my everyday writing. For me, the benefit was twofold. First, it’s conflict-free from my written numbers, like 95 (knife), 93 (knee), 72 (view), 63 (ski)...and the list goes on. Second, the Brief It function in the Case CATalyst software often suggests briefs that include using the number bar, which is simply awesome.



There currently are two introductory court reporting courses in which you teach students to write the alphabet and write numbers: [Project Steno Basic Training](#) and the [NCRA A to Z Program](#). Both programs offer online and in-person courses and are virtually identical, as they were created by the same person, Nancy Varallo.

As an instructor, you can expect to spend around 24 hours teaching a class. Realistically, you could spend additional time locating your students, preparing for class, communicating with your future class, and doing some minor machine maintenance. Future reporters enjoy hearing the stories court reporters share about their careers, as well as the incalculable knowledge they have gained from covering depositions, trials, and broadcast captioning.

There are a couple of ways I have had success with finding potential students. First is by looking for people that are currently working in banks, law offices, or as transcriptionists. People in these types of professions already have the typing speed down. Second is to look for people who already possess the ability to read and play music. There is a similarity between writing and reading steno and reading and playing music.

As far as the machines, the best machine for this class is the old manual machine. It's a dinosaur, but it's the one that works well for learning to write Steno. You will need paper and ink, and perhaps some plastic gloves for working on the ribbons as it can get messy. As far as finding the machines, our state association, [Oregon Court Reporters Association](#), put the word out that we needed machines, and court reporters, court reporting schools, and steno machine repair businesses kindly donated their old machines. We also share those machines with another A to Z leader in Oregon.

The last class, we had four seasoned court reporter instructors co-teach the class, which made it easy and a lot of fun. So please consider giving it a try. You never know, you might learn something new along the way.



The End of Windows 7 As We Know It

By: Justin Sieger, Stenograph Support Technical Advisor

Next to Windows XP, Windows 7 is Microsoft's most popular operating system. Released in July 2009, this new version was a welcome replacement to Windows Vista which was panned by critics for poor performance, bad driver management, and the introduction of User Account Control which required users to click "Allow" every time they wanted to use their programs.

Windows 7 improved on many of Vista's faults. An easier user interface, compatibility with older software, and overall stability made it a hit with businesses and home users alike, quickly becoming the standard operating system for new computers. It was so popular customers preferred Windows 7 over Windows 8 and even Windows 10 when they were released and is still popular today. In fact, as of October 2019, ten

years after its initial release, Windows 7 is used on 30% of computers in the world.

But alas, all good things must come to an end. On January 14, 2020, Microsoft will end support on Windows 7. This means Microsoft will no longer provide any security updates or patches after this date. An update released in March, displays a notification about this end date along with a link to an article on what users can do. Thankfully, Microsoft has allowed users to dismiss this message, so it doesn't become bothersome.

What does this mean for current Windows 7 users? Your computer will still function normally but without security updates and patches, Windows 7 will become vulnerable to viruses, malware, and hacking attempts. Microsoft will also end phone support so if there is a bug or potential issue, they will be unable to help fix the problem. Furthermore, third-party software developers may no longer support their products on Windows 7, requiring an upgrade to a more current version of Windows.

So what can we do about it? According to Microsoft, upgrading to a supported version of Windows like Windows 10 is the best option. Unfortunately, the free upgrade to Windows 10 expired in 2016 so you would need to purchase a Windows 10 license. If your computer is older, say 4-5 years, it might be time to consider an upgrade. The holidays are fast approaching and retailers will put computers on sale so you could find a new computer inexpensively.

If you plan on getting a new computer to use with Case CATalyst, here is a link to our System Requirements. <http://www.stenographsolutions.com/solution/index.php?View=entry&EntryID=83>. You could also contact Technical Support if you have further questions.



Understanding the Luminex and Luminex II Tension Toggle

By: James Kuta, Stenograph QA & Documentation Manager



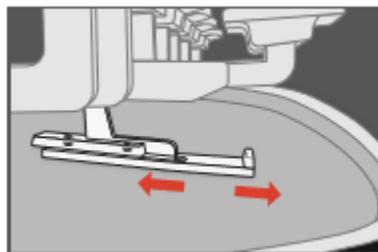
The introduction and popularity of the Luminex II writing machine has brought renewed attention to the Tension Toggle. The Tension Toggle was introduced with the original Luminex writing machine as an optional accessory. Now that the Tension Toggle is a standard fixture with the Luminex II writing machine, there seems to be some confusion among reporters about what the Tension Toggle is used for, and how to use the Tension Toggle. This article will explain what the Tension Toggle is and how to use the Tension Toggle.

What is the Tension Toggle?

To best answer the question, let's first begin with an understanding how keyboard tension works. The Luminex II, and every other Stenograph writer, has a small amount of natural keyboard tension. After all, the keys do need to come back up on their own after you press them down. However, you can adjust the amount of tension, or said another way, the amount the keyboard will resist being pressed down. To adjust the amount of tension, you use the Tension Thumbwheel. The Tension Thumbwheel is the wheel on the right side of the Luminex and Luminex II when you're sitting at the writer in front of the keys as if you are going to begin writing. Spinning the Tension Thumbwheel away from you when you are sitting in front of the keys will increase the amount of keyboard tension. Meaning, you will feel more resistance when you push down on a key. To decrease the amount of keyboard tension, spin the wheel towards you.

When you adjust the Tension Thumbwheel, what you're adjusting is the Universal Bar. The Universal Bar is the long bar with the green felt on top of it that's located underneath the keyboard. If you are facing the keyboard as if you are going to begin writing and you look underneath the keyboard, you should be able to see the Universal Bar. When you push down on a key, the Universal Bar is what applies the resistance to the downward movement of the key. Adjusting the Tension Thumbwheel adjusts how much resistance the Universal Bar gives.

You are probably thinking that knowing about the Universal Bar is very nice, but what does it have to do with the Tension Toggle? When you "engage" the Tension Toggle, what you are doing is stopping the Universal Bar from giving any resistance to the keyboard. The Tension Toggle holds the Universal Bar down so that the Universal Bar is not making any contact with the keys when you begin pressing a key down. This renders the Universal Bar inert and any Tension Wheel setting will no longer apply.



Engaging the Tension Toggle

Now that you know what the Tension Toggle does, the term "Engaging the Tension Toggle" should make more sense. When you "engage" the Tension Toggle, you slide it so that it holds down the Universal Bar. To engage the Tension Toggle, push the Tension Toggle towards the back of the Luminex II (away from you when sitting at the writer as if you are going to begin writing) until it stops. This action will cause the Tension Toggle to slide on top of the Universal Bar. Remember, with the Tension Toggle engaged, the Universal Bar provides no resistance to the downward motion of the keyboard and the Keyboard Tension Thumbwheel setting has no influence on the keyboard tension.

Disengaging the Tension Toggle

Pull the Tension Toggle towards the front of the Luminex II (towards you when sitting at the writer as if you are going to begin writing) until it stops. This action causes the Tension Toggle to slide away from the Universal Bar. With the Tension Toggle disengaged, the Universal Bar is free to provide resistance to the downward motion of the keyboard and the Keyboard Tension Thumbwheel setting will have influence on the keyboard tension.

It is important to note that there is not an in-between setting with the Tension Toggle. You need to make sure it is either fully engaged or fully disengaged. A clicking noise may occur when writing if the Tension Toggle is somewhere between fully engaged or fully disengaged. When using the Tension Toggle, it is important to make sure it is pushed into the engaged position as far as it will go. When not using the Tension Toggle, it is important to make sure it is pulled into the disengaged position as far as it will go.

The Tension Toggle can be engaged and disengaged at any time. No special keyboard setting adjustments are needed and you don't need to access any special menus. If you have a Luminex II, you have the Tension Toggle already. If you have a Luminex and would like to have a Tension Toggle installed or would like to learn more about the Luminex II, visit Stenograph.com or call Stenograph at (800) 323-4247.