

*p.i.a.f.*

pictures in a flash

*Training Guide*

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*p.i.a.f*  
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## BACKGROUND

- Device that produces tactile graphics
- Creates raised images from photocopied materials
- Allows student to access graphics via touch

## SETUP

- **Components:**

- piaf unit
- 2 paper feed trays (Infeed & Outfeed)
- Power cord

1. Hang Infeed Tray from bolts on side of *piaf* unit labeled “Infeed”
2. Hang Outfeed Tray from bolts on other side of *piaf* unit labeled “Outfeed”
3. Plug power cord into *piaf* unit and wall outlet  
*CAUTION: DO NOT USE WITH EXTENSION CORD*

## PREPARING MATERIALS

1. Photocopy image onto rough surface of *piaf* paper  
Best results obtained when using clearly-defined black and white images, rather than shades of gray.
2. Freehand drawing option: You can draw onto rough side of *piaf* paper using carbon paper
3. Labels:
  - a. For use with *low vision individuals*, mark original photocopy with clear symbols (e.g., shapes or large numbers). Append separate sheet with key to symbols written in large print (i.e., 18 pt font or larger).
  - b. For use with *blind individuals*, mark original photocopy with clear symbols or Braille labels. Appended key to symbols can be offered on disk, audiocassette or in Braille.

## USING *piaf*

1. Turn on power (switch is near power cord)
2. Set heater thermostat to desired setting  
(Recommendation: Begin with setting between Medium and High)
3. Before beginning large project (i.e., several pages), put index card through *piaf* a few times to create more consistent results.
4. Run *piaf* paper through *piaf* machine picture side up.  
A beep indicates *piaf* is ready for next page, even though paper is still exiting the machine.

## MISCELLANEOUS INFORMATION

1. Adjusting temperature
  - a. If image is unclear (not raised much) → increase temperature
  - b. If image is overly crisp or has bubbles → decrease temperature
  - c. Machine is subject to environmental temperatures and amount of use. If machine is in use for long periods of time, it may be necessary to decrease heat gradually.
2. Paper jam
  - a. Paper may jam if it is curled prior to use or if heat is too high.
  - b. If paper jams, notify Technical Support staff.