PRC

Message Banking
Quick Reference Guide

for Accent® devices with Empower™ software

The PRC-Saltillo Message Banking Website

PRC-Saltillo Message Banking is a FREE web-based service that allows someone to quickly and easily record messages and then use them for communication in Empower. First, record then download messages at https://messagebanking.prc-saltillo.com/. Then import them into Empower for communication.

The PRC-Saltillo Message Banking website should be used in the Chrome™ browser or Safari®. Other web browsers are not supported at this time. Recording is supported on iPhone® iOS® 13 or later via Safari. You will need to make sure these web browsers have permission to use your microphone on your computer or phone. You will be prompted to Allow Microphone permission when you begin recording messages.

STEP 1: CREATE A PRC ACCOUNT

To use the PRC-Saltillo Message Banking website, you must have an *Everything PRC!* account. The email and password that you use for your *Everything PRC!* account will be the same one that you use to login to https://messagebanking.prc-saltillo.com/.

If you already have an account, go to STEP 2.

1. Go to https://messagebanking.prc-saltillo.com/. and select **Create Account**.
2. Enter your details into the various boxes on the **Create Account** page.
3. You have now created your *Everything PRC!* account and can use the email/password for the PRC-Saltillo Message Banking website.

STEP 2: RECORD MESSAGES

1. Login to https://messagebanking.prc-saltillo.com/ using your *Everything PRC!* account credentials.
2. If this is first time you have logged in, your My Messages list will be empty.
3. Select **Record**. You will have to allow permission to use the microphone on your device (computer or phone). When you are ready to record a message, tap the **green Record** button. When you are done recording your message, tap the **red** button to stop recording.
4. To listen to your recording, tap the **green Play** button. If you are satisfied with your recording, select **Save**. If not, you can **Retry** or **Cancel**.
5. Once you have saved a recording, do the following:
   a. **Give it a Title**, such as *How are you?*
   b. **Transcribe your recording**. Type exactly what you said in your recorded message. For example, the title might be *How are you?* and the transcription "Thanks for coming. How are you?" The transcribed words will appear in the Message Window of your Empower software. If you do not provide a transcription, the Title will be used as the message.
   c. **Add a Tag for your recording**. Be sure to select the **Add** button after you have entered a tag. The tag will be the name of the page where the recording will exist. For example, tag your *How are you?* recording as GREETINGS. Then this recording will be placed on a Greetings page. Another example is you might tag an "I want some coffee." recording as WANTS. Then your "I want some coffee." message will be placed on a Wants page. If you do not provide a tag for the recording, it will be placed on a page called Other Messages. If you want a message on more than one page, you can use multiple tags; for example, tagging "I want some coffee" as WANTS and DRINKS will place it on two pages.
6. Use the **Back arrow** next to the Title of your recording to return to your My Messages list of recordings.
7. Continue recording, titling, transcribing, and tagging recordings until you are finished.
8. If you need to edit an existing recording, select the **three dots (…)** next to the play button.
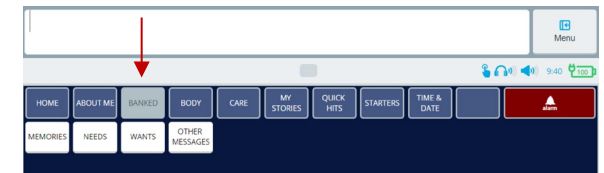
STEP 3: DOWNLOAD YOUR MESSAGES

1. From the My Message list, **select each message you would like to download**. A check mark will appear next to each recording you want to download.
2. Select **Download** at the bottom. A zip file will be downloaded. Place this zip file onto a USB flash drive.

STEP 4: IMPORT YOUR MESSAGES INTO EMPOWER

1. Plug your USB flash drive with zip file into your Accent that is running Empower communication software.
2. Make sure you are using either the **Essence 60** or **Essence 84** vocabulary.
3. Select **Menu, Toolbox, System Settings, Export & Import**. Select **Import,** then **Import Message Banking Zip File**.
4. Navigate to the zip file on your USB flash drive and then select the zip file. Select **Close**, then **Exit**.

STEP 5: COMMUNICATE USING YOUR RECORDINGS

1. In **Essence 60** or **Essence 84**, in the top row of the vocabulary select the **BANKED** button.
2. You will then see a page that contains your tags. These tags will lead to pages with your recorded messages on them.

COMPATABILITY WITH MYMESSAGEBANKING.COM

If you are using mymessagebanking.com for message banking, you can import the zip file downloaded from there into Empower. Follow the instructions in Steps 4 and 5 to complete the import.

ADDING A SINGLE RECORDING TO A BUTTON

1. Plug your USB flash drive with the audio recording file into the Accent device. Select **Menu**, and then **Editor**.
2. Navigate to where you can see the button you want to edit, then select **Edit**. Select the button you want to edit.
3. Add a **Label**.
4. Select **Actions**, then **Add Action**. Select **Audio**. Choose **Play Audio**, then **Import Audio**. Navigate to the USB flash drive and select your audio file. *You can also directly record a message using the **Record Audio** tab.* Select **Finished**, then **Save**.