



Accessibility Stories Table: Operator Card (1 of 1)

Staffing:

Facilitator Required: This table should be manned by a facilitator with a lived disability.

Inventory List & Table Prep:

You will find these materials within the Deque crate:

- 1 Laminated Accessibility Stories Exercise card
 - 1 Station sign
 - 1 Accessibility Stories Passport Stamp
1. Set up the table by placing the sign in clear view with the passport stamp nearby. Place the attendee exercise card on the attendee-side of the table.
 2. Make yourself familiar with the attendee's document: Accessibility Stories Exercise card (<https://www.deque.com/awareness-lab-online>)
 3. Consider that the purpose of "Accessibility Stories" is for everyone to learn how important it is to talk directly to People with Disabilities (PwD), include PwD in all phases of projects (from definition to design, to development, to testing, and finally on to production release release), and really listen to lived experiences and respect what PwD say they need.
 4. Everyone that visits this table and talks to you will remember this experience as they work to make digital accessibility a reality. Be encouraging but also be real about barriers that must be fixed.

Job to be done at this station:

1. Engage people to get to know you and ask questions.
2. Emphasis at this station: "It is especially important that awareness does not replace the need to engage with real people with disabilities. Listen closely to PwD as they explain their needs, challenges, and ideas. Ask questions. Never assume that you fully understand the perspective of what it is like to have a disability just because you spent some time going through the lab."



AI Table: Operator Card (1 of 2)

Staffing:

Facilitator Optional: This table can be run without a facilitator.

Inventory List & Table Prep:

You will find these materials within the Deque crate unless otherwise noted:

- 1 Laptop
 - 1 Laptop Power cord
 - 1 Laminated axe DevTools Pro Exercise card
 - 1 Laminated axe Assistant Exercise card
 - 1 Station sign
 - 1 AI Passport stamp
 - CLIENT PROVIDED: Requires client provided Wi-Fi.
 - REQUIRES: Deque University access via either a Deque employee or a client provided login.
1. Setup the laptop:
 - a. Power on the laptop and wait for logon screen to appear.
 - b. Use the local account and PW found on the bottom of the laptop to login.
 - c. On the desktop, click on the All About Me icon to continue the setup process for axe Assistant and axe DevTools Pro.
 2. Set up the table by placing the sign in clear view with the passport stamp nearby. Complete the attendee station setup (with the laptop) on the attendee-side of the table.
 3. Make yourself familiar with the attendee's document. Read the printed laminated AI Exercise cards (<https://www.deque.com/awareness-lab-online>) at the table. Experience both activities (Android and iOS) yourself as an attendee would.



AI Table:

Operator Card (2 of 2)

Job to be done at this station:

1. Welcome each participant to the table.
2. Encourage them to complete all the activities at this station:
 - Seeing AI and Be My Eyes tools revolutionized how blind and low vision people can see the world through AI based descriptions. Just point, take a picture and get a description.
IMPORTANT: Keep in mind that downloading these apps onto their personal phones could take some time.
 - axe Assistant is the easy way to get all your digital accessibility questions answered from a trusted source.
 - axe DevTools Pro is the easy and quick way to test a web page efficiently and with no false positives.



Blind & Low Vision Table: Operator Card (1 of 2)

Staffing:

Facilitator Optional: This table can be run without a facilitator.

Inventory List & Table Prep:

You will find these materials within the Deque crate unless otherwise noted:

- 4 Vision Distortion Goggles
- 2 Optometric Association Vision Simulation Cards
- 4 Laminated "Quotes" pages
- 1 Laminated Exercise Low Vision Simulation card
- 1 Laminated NVDA Keystroke sheet
- 1 Laminated Exercise Using a Screen reader card
- 1 Laptop with Power cord
- 1 Noise canceling headphone
- 1 Station sign
- 1 Blind & Low Vision Passport Stamp

1. Setup the laptop:
 - a. Power on the laptop and wait for login screen to appear.
 - b. Use the local account and PW found on the bottom of the laptop to login.
 - c. Ensure the two clickable items (Firefox and NVDA) launch properly. Close each when check is complete.
2. Set up the table by placing the sign in clear view with the passport stamp nearby.
3. Set up the attendee stations on the attendee-side of the table.
4. Make yourself familiar with the attendee's documents. Read the Blind & Low Vision Exercise card (<https://www.deque.com/awareness-lab-online>) at the table.
5. Experience each activity for yourself.



Blind & Low Vision Table:

Operator Card (2 of 2)

Job to be done at this station:

1. Welcome each participant to the table.
2. Ask the participant if they would like to try using a screen reader and/or explore a low vision simulation.
3. Encourage them to complete all the activities on the laminated cards.



Braille Table: Operator Card (1 of 2)

Staffing:

Facilitator Required: This table should be manned by a facilitator.

Inventory List & Table Prep:

You will find these materials within the Deque crate:

- 6 Braille Slates with 6 Styluses
 - 6 Laminated Braille Your Name Exercise Cards
 - 6 Laminated Braille Alphabet in Reverse Cards
 - 1 Station sign
 - Note: There is purposefully NO stamp at this station. Brailing your name onto your passport IS your stamp!
1. Set up the table by placing the sign in clear view with the passport stamp nearby. Set up six (6) unique stations for attendees by placing the Braille Your Name Exercise card and additional materials on the attendee-side of the table.
NOTE: Each attendee setup should be the same.
 2. Make yourself familiar with the attendee's document. Read the printed laminated Braille Your Name Exercise card (<https://www.deque.com/awareness-lab-online>) at the table. Experience the full activity yourself as an attendee would.



Braille Table:

Operator Card (2 of 2)

Job to be done at this station:

1. Welcome each participant to the table and ask them to take a seat. Ask them if they would like to try to write their name in braille.
2. Emphasize to them that because they will be using a braille slate, they will need to write the braille in reverse.
 - Share that a person writing braille with a slate and stylus must **write from right to left and must form the Braille characters in reverse**. The raised dots appear on the back side of the paper. When the paper is turned over, the dots face upward and can be felt with the fingers.
3. If needed, help them follow the instructions on the printed table materials.
4. If the person working the Accessibility Stories table reads braille, then encourage the participant to go ask them if they wrote their name in braille correctly. Or if there is no one in the lab that can read braille, then check it using a braille translator like <https://twoblindbrothers.com/pages/braille>
5. Insights You Might Want to Share with Participants (as time allows)
 - Presenting visual information in a tactile manner can provide access to many users.
 - This station is not just about braille for blind people, but rather how tactile and haptic feedback can provide access for many people.
 - Reliance upon just one sense to convey info (for instance, assuming a user can see text or perceive color/shape) can exclude many people.
 - Braille literacy rates worldwide are alarmingly low, with only 10% of the visually impaired population in North America being braille-educated and much less in other areas. Do not assume that all people who are blind know braille.



Cognitive Table: Operator Card (1 of 2)

Staffing:

Facilitator Required: This table should be manned by a facilitator.

Inventory List & Table Prep:

You will find these materials within the Deque crate:

- 2 Mirrors
- 2 Stopwatches
- 2 Laminated Cognitive Exercise cards
- 2 paper folders (to block vision)
- 2 clipboards
- 2 pens
- 1 Station sign
- 1 Cognitive Passport stamp

1. Set up the table by placing the sign in clear view with the passport stamp nearby. Set up two (2) attendee stations on the attendee-side of the table.
2. Make yourself familiar with the attendee's document. Read the printed laminated Cognitive Exercise card (<https://www.deque.com/awareness-lab-online>) at the table. Experience the full activity yourself as an attendee would.
3. When people say they need more time to do a task, believe them!



Cognitive Table:

Operator Card(2 of 2)

Job to be done at this station:

1. Explain that this activity lets them explore what happens when your eyes see one thing, but your brain tells you the opposite. Further explain that this exercise allows you to experience a high cognitive load and simulates learning a motor skill; the exercise is not a replica of dyslexia, but rather a simple exercise that requires extra cognitive load to complete the task.
2. When people say they need more time to do a task, believe them!
3. Insights You May Want to Share with Participants (as time allows):
 - This cognitive load activity simulates how people with cognitive disabilities such as ADHD, autism, dyslexia, dysgraphia, traumatic brain injury, memory loss, etc. may have difficulty with tasks that seems simple to people who do not have cognitive disabilities.
 - Lesson to Learn Here: Do what we can to improve the design of our websites/apps to reduce cognitive load!



Deaf & Hard of Hearing Table: Operator Card (1 of 2)

Staffing:

Facilitator Optional: This table can be run without a facilitator.

Inventory List & Table Prep:

You will find these materials within the Deque crate unless otherwise noted:

- Laptop Setup
 - » 1 Laptop with Power cord
 - » 1 headphone for use with the laptop
 - » 1 Laminated Exercise Hearing Loss card
 - » 1 Laminated Exercise Captions card
 - » 1 Laminated "Hope" quote card
 - Android Tablet Setup
 - » 1 Android tablet
 - » 1 Laminated Exercise Live Transcribe card
 - 1 Station sign
 - 1 Deaf & Hard of Hearing Passport stamp
 - CLIENT PROVIDED: Tablet requires client provided Wi-Fi; laptop does not.
1. Setup the laptop:
 - a. Power on the laptop and wait for login screen to appear.
 - b. Use the local account and PW found on the bottom of the laptop to login.
 - c. Ensure the four clickable items the attendee will use launch properly. Close each when check is complete.
 2. Setup tablet:
 - a. Power on the tablet. NOTE: there is no login screen.
 - b. In settings, connect to the appropriate Wi-Fi.
NOTE: This might require logging into the client's network with the client provided credentials.
 - c. Launch Live Transcribe from the application(s) on the tablet.



Deaf & Hard of Hearing Table:

Operator Card (2 of 2)

3. Set up the table by placing the sign in clear view with the passport stamp nearby. Set up the two attendee stations on the attendee-side of the table – one laptop station and one tablet station.
4. Make yourself familiar with the attendee's document. Read the printed laminated Deaf & Hard of Hearing Exercise cards (<https://www.deque.com/awareness-lab-online>) at the table. Experience the full activity yourself as an attendee would.

Job to be done at this station:

1. Welcome each participant to the table.
2. Encourage them to complete all the activities on the laminated cards.



Innovative Solutions Table:

Operator Card (1 of 2)

Staffing:

Facilitator Optional: This table can be run without a facilitator.

Inventory List & Table Prep:

You will find these materials within the Deque crate:

- Deck Large Print Playing Cards
- Deck Braille Playing Cards
- Braille UNO card deck
- 2 plastic Braille rulers
- Hot Wheels Braille racing car
- Hot Wheels Wheelie Chair Car
- 20-sided Braille Dice
- 3 Stylus (different thicknesses)
- Liftware Spoon, charging base & cable (do not charge with spoon attached)
- Teaspoon & Neon Rocks
- 3-D Braille alphabet unit
- 3-PC flatware set (fork, spoon, knife)
- drinking cup
- Laminated Exercise Stylus Comparison card
- Laminated Exercise Arthritis Products for Everyday Living card
- Station sign
- Innovative Solutions Passport stamp
- Zipper assist tool
- Minimum 2 heavy-duty rubber-bands
- LEGO Star Wars building kit
- Laminated Exercise Playing Cards & Dice card
- Laminated Exercise Liftware Steady Spoon card
- Key wing aid
- Gardening tool

1. Set up the table by placing the sign in clear view with the passport stamp nearby. Set up the attendee station in logical groupings (see Jobs to be Done) on the attendee-side of the table.
2. Make yourself familiar with the attendee's documents. Read and experience as many of the Innovative Solutions Exercise cards (<https://www.deque.com/awareness-lab-online>) at the table as possible.



Innovative Solutions Table:

Operator Card (2 of 2)

Job to be done at this station:

1. Welcome each participant to the table.
2. Encourage them to complete all the activities on the laminated cards and interact with the materials on the table.
3. **Spoon:**
 - Demonstrate how hard it would be to eat soup or cereal if you had a hand tremor (using the regular spoon and the bowl of small pebbles).
 - Now demonstrate how the Liftware Steady Spoon counterbalances the tremor (allowing a person with a tremor to have more control eating something like soup).
 - Hand them the regular spoon and encourage them to try the full activity.
4. **Arthritis Products for Everyday Living**
 - Encourage them to try these products.
5. **Cards, Dice & Toys:**
 - **LEGOS:** show how written instead of pictorial instructions can help the blind to build LEGO models.
 - **Toys:** Point out how Hot Wheels cars with Braille promote inclusion. Please remind them not to remove the toys from the packaging.
 - **Braille Cards:** Point out the braille on the playing cards (making it possible for a person who is blind to play cards).
 - **Large Print Cards:** Show the large print cards and how easy it is to make content more saccessible (including games) by having larger print with good color contrast.
6. **Stylus Comparison:**
 - Think about how hard it might be to use a slender stylus if you have arthritis. Which of the



Mobile Table: Operator Card (1 of 1)

Staffing:

Facilitator Optional: This table can be run without a facilitator.

Inventory List & Table Prep:

You will find these materials within the Deque crate:

- iPhone Setup
 - » 1 iOS iPhone
 - » 1 iPhone charger cable
 - » 1 iPhone Accessibility Exercise card
 - Android Setup
 - » 1 Android phone
 - » 1 Android charger cable
 - » 1 Android Accessibility Exercise card
 - 1 Station sign
 - 1 Mobile Accessibility Passport stamp
1. Set up the table by placing the sign in clear view with the passport stamp nearby. Set up the attendee stations on the attendee-side of the table – one station dedicated to Android and one station dedicated to iPhone.
 2. Make yourself familiar with the attendee's documents. Read and experience both Android and iOS Mobile Exercise cards (<https://www.deque.com/awareness-lab-online>) at the table.

Job to be done at this station:

1. Welcome each participant to the table.
2. Ask the participant if they prefer iPhone or Android. Direct them to the appropriate station. Encourage them to complete all the activities on the laminated cards.
3. Encourage them to try the activity for the other device.



Motor Disabilities Table: Operator Card (1 of 4)

Staffing:

Facilitator Required: This table should be manned by a facilitator.

Inventory List & Table Prep:

You will find these materials within the Deque crate:

- 2 iPads
- 2 iPad charging cords
- 2 Switch Input devices
- 2 Switch charging cords
- 2 Laminated Motor Exercise card
- 1 Station sign
- 1 motor Input Passport stamp

1. Set up the table by placing the sign in clear view with the passport stamp nearby. Set up two (2) attendee stations on the attendee-side of the table.

NOTE: Set up the switch device using the included AbleNet Blue2 Switch Setup instructions found on page 3 of this operator card.

IMPORTANT: When configuring switches, ensure the switch located on the side of the unit is NOT in the "Learn" mode position.

2. Make yourself familiar with the attendee's document. Read the printed laminated Cognitive Exercise card (<https://www.deque.com/awareness-lab-online>) at the table. Experience the full activity yourself as an attendee would.



Motor Disabilities Table:

Operator Card (2 of 4)

Job to be done at this station:

1. Explain that this activity lets them experience how people with limited fine motor skills can control any piece of tech with just 2 buttons. People with motor disabilities may use tech via keyboard/switches. Keyboard accessibility is crucial for people with fine motor disabilities. People use keyboards, switches, mouth sticks, one-handed keyboards, puff and sip devices, eye blinking etc. to control their computer.
2. **Just make it keyboard accessible:** As a developer or designer, you do not need to know how to use a switch, because IF you can use the digital screen/page with JUST a keyboard, it will be accessible to all these other switch-like devices.

Keyboard accessibility needs:

- Visible Focus Indicator
- Logical Focus order
- Everything can be done using a keyboard alone (no mouse, no trackpad)

3. Insights You May Want to Share with Participants (as time allows)

- Examples of fine motor disabilities: tremors, lack of fine motor control, no hands/feet and simply do not want to use their nose to touch the screen.
- Switch buttons come in all shapes and sizes. So, they do NOT have to be connected like this Able2 Switch white/orange button.
- Hawking/Switch Control: Did you know of Stephen Hawking, the world-famous physicist. He had very little motor control at all, but he could share his brilliant ideas via a switch control, very similar to this one, by simply twitching his cheek. Imagine a person in a wheelchair who does not have use of their hands or feet. But they do have control of their core/abs.
 - They could control any computer by attaching two big switch buttons on the back headrest of their wheelchair. Tab button on left side of headrest. Enter button on right side of headrest.
 - They could press one button by moving their body/head to the left (until their head presses the big white "Tab" button). Then they could press the other button by moving their body/head to the right until their head pressed the big orange "Enter" button.



Motor Disabilities Table:

Operator Card (3 of 4)

AbleNet Blue2 Switch Setup Instructions:

Pairing Switch Control with iPad

1. Identification: Each Blue2 Switch Control and iPad will have a unique sticker for identification.
2. Matching: Match the Blue2 Switch Control with the corresponding iPad based on the sticker. The sticker is on the front of the switch and on the back of the iPad.

Bluetooth Connection

1. On the iPad, go to Settings > Bluetooth and enable Bluetooth.
2. Turn on the Blue2 Switch Control by moving the on switch to the left. A brief light signal shows the switch is on, even if the lights turn off quickly.
3. Verify on the iPad that the Blue2 device is connected under Bluetooth settings.

Troubleshooting Guide

The switch should already be configured for iPad use. You only need to use the following instructions if you are having trouble with the switch operating.

Initial Setup

1. Quick Start: Begin by charging your AbleNet Blue2 Switch. The device's setup guide has all the instructions you need to charge, turn on, and connect it to an iOS device (like the Awareness Lab iPad) - For pairing instructions, see the provided video link.
 - » AbleNet Tech Tips: Pairing Blue2 to iPad - <https://youtu.be/Sm1DdMsnS5E?feature=shared>

Initial Setup

Orange Switch Setup

AbleNet Technology Tidbits: Blue2 Bluetooth Switch - https://youtu.be/_xeTaW2_vjs?feature=shared

IMPORTANT:

When configuring switches ensure switch on side of unit is NOT in the "Learn" mode position

1. Ensure the AbleNet Blue2 Switch is turned on and paired with the iPad via Bluetooth.
2. On the iPad, navigate to Settings > General > Accessibility > Switch Control.
3. Activate Switch Control and set the scanning style to manual.
4. Tap on Switches > Add New Switch > External.
5. When prompted, name the switch (e.g., "Orange") and select "Select Item" as its function, suitable for Awareness Lab use.



Motor Disabilities Table: Operator Card (4 of 4)

AbleNet Blue2 Switch Setup Instructions (Continued):

White Switch Setup

1. Repeat the steps for adding a new switch, but name it “White” this time.
2. Assign the function “Move to Next Item” to this switch.

Usage: You can now navigate through the iPad using the AbleNet Blue2 Switch with the orange switch to select items and the white switch to move to the next item.

Enabling Switch Control on iPad

1. Go to Settings > Accessibility > Switch Control and toggle it to the ON position.
2. Use the iPad’s Home button to return to the main screen.
3. Use the white button on the switch control to navigate to the next item.
4. Use the orange button to select or trigger the highlighted item.

Help! The Switch Control is Not Working Right!

The AbleNet Blue2 Switch Control device can sometimes get stuck in “Point Scanning Mode.”



In Point Scanning Mode, the crosshairs move automatically. Time your click based on their position.

To turn off point scanning:

1. Use point scanning to select an item.
2. Wait for the menu to appear.
3. Select Item Mode.

Original source of this info: <https://support.apple.com/en-us/HT201370>

Welcome Table:

Operator Card (1 of 3)

Staffing:

Facilitator Required: This table should be manned by a facilitator. Consider your number of guests as many organizations find that staffing two (2) people at this table is extremely helpful.

Inventory List & Table Prep:

You will find some of these materials within the Deque crate unless otherwise specified:

- Deque event banner (frame and banner in bag within the crate)
- CLIENT PROVIDED: 200 pre-folded Awareness Lab Book (Passports, single page, double sided)
- If applicable, list of approved attendees for check-in purposes.
- Needed at end of event for packing up:
 - » Clear Packing Tape
 - » Return shipping label
 - » Four (4) Package zip ties

Prior to the Event starting:

1. Now that you have opened the Deque crate, please task people to set up individual tables with the materials from the crate.
NOTE: If you have blind or have low vision facilitators, have them use the QR code on the paper passport to access all the printed facilitator materials in the lab. This QR code will take them to <https://www.deque.com/awareness-lab-online>.
2. While the tables are being setup, familiarize yourself with the Awareness Lab Book – also known as the Passport. The paper version of the passport has a place on the back where participants can stamp their passport when they have completed a station. Stamps are available at each station.
3. Read the 'Job to be done at this station' section of these instructions. Consider how you will welcome each attendee, how you will process their check-in, and what is needed to process them to enter the space, e.g., validate their event registration, etc.
4. Contemplate the intended outcome of hosting this awareness lab:
 - » **This awareness lab is about what is possible!** People with disabilities can do

Welcome Table:

Operator Card (2 of 3)

anything a person without disabilities can do, when given the right accessibility technology and content. So welcome to the lab where you will experience how people with disabilities CAN do anything if we do not build barriers!

- » **Empathy! (Not pity. Not sympathy):** An especially important part of this experience is to recognize that this lab is NOT about pity or sympathy. This lab is about respecting people with disabilities as valuable members of our community. The focus here is on building awareness and compassion.

5. When the room and tables are fully set up you are ready to receive your attendees. Welcome your guests!

Job to be done at this station:

1. Welcome each person to the lab.
2. Hand them a paper passport.
3. Show them where they can stamp their passport when they finish a station. Remind them that they can use the QR code post event to access all the materials and “Learn More” content.
NOTE: If they are blind or have low vision, have them use the QR code on the paper passport to access all the printed materials in the lab. This QR code will take them to <https://www.deque.com/awareness-lab-online>
4. Give them a brief introduction to the purpose of the lab. You can highlight a few key sentences in the passport or a few key ideas from above in the “Things to keep in mind” section.
5. Encourage them to:
 - Spend as much or as little time as they would like in the lab.
 - Tell them to “not miss” your favorite table: For example: “A good place to start is Innovative Solutions. There is a spoon that is amazing! You have to try it!” Or “Do not miss the cognitive station and the motor station. Those two experiences are always extremely popular.”

Welcome Table:

Operator Card (3 of 3)

Steps Post Event:

1. Do not place anything additional into the crate that is not on the inventory, e.g., unused swag, passports, printed star papers, etc. Leave anything that is not approved to be in the crate at the site.
2. Report any missing or damaged materials or equipment to the Deque employee assigned to the event prior to packing & sealing the crate.
3. Use the table instructions when packing up the crate to ensure all materials and products are accounted for.
4. Before closing the crate lid: ensure you have 4 zip ties and the return shipping label to be applied and that you have taken a photo of how the crate was packed.
5. After closing the crate lid: Zip tie the crate closed. Add the return shipping label. Take the following photos of crate: 1) shipping label as it appears on the crate, 2) condition of the crate from all sides and top, and if possible 3) a wide shot showing where the crate was left for your shipping team and note where it was left at client site before leaving.
6. Schedule the return shipment of crate.
7. Email all the photos and return shipment details to Deque's point of contact. If you have any attendee feedback such as quotes or photos of the event, please also share them. We appreciate it.