

PEN PEL[®]

EXAM READER PEN

Every word. Every chance. Every child can. 



READS ALOUD
PRINTED TEXT



BLUETOOTH
LISTENING



PHOTO
RECOGNITION



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PENPEL EXAM READER PEN

User Guide

1. Before the assessment or examination

- Fully charge the PenPel before use.
- Use the supplied USB Type-C cable and a compatible 5V charger. Do not use a fast charger.
- Make sure the pen is working before the assessment begins.
- If private listening is required, pair compatible Bluetooth earphones/headphones before the assessment.
- For online reading, make sure a suitable 2.4 GHz Wi-Fi connection is available.
- For supported offline reading, Wi-Fi is not required.

2. Switch the PenPel on

1. Press and hold the Power button for approximately 2 seconds.
2. Release the button when the screen lights up.
3. Wait for the PenPel to start.

3. Connect to Wi-Fi

1. Open Settings.
2. Select Wi-Fi.
3. Turn Wi-Fi on.
4. Select the required network.
5. Enter the password if requested.

4. Connect Bluetooth earphones/headphones

1. Turn on compatible Bluetooth earphones/headphones.
 2. Open Settings.
 3. Open Bluetooth on the PenPel.
 4. Search for available Bluetooth devices.
 5. Select the required earphones/headphones.
 6. Complete pairing.
- Bluetooth allows private listening.
 - Earphones/headphones are not supplied as standard.

5. Choose the reading language

1. Open offline or online reading.
2. Select the required language.
3. Choose the language from the available options.
4. Check that the selected language is displayed.
 - English: online and offline.
 - Afrikaans: online and offline.
 - isiZulu: online.
 - For practical use, Online Afrikaans is recommended for fast reading speed.
 - Offline Afrikaans is significantly slower and is mainly a backup when internet access is unavailable.
5. Check that the Wi-Fi symbol appears in the status bar.
 - Online reading functions require an internet connection.
 - PenPel supports 2.4 GHz Wi-Fi networks.

Offline reading

Online reading



6. Scan and read printed text

1. Select Scan & Read.
2. Make sure multi-line scanning is on (top right corner).
3. Place the PenPel a few millimeters before the beginning of the printed text.
4. Hold the pen at approximately a 60° angle to the page.
5. Apply gentle pressure until the light of the scan bar shows.
6. Keep the pen parallel to the line of text – the black marker must be in the middle for the words.
7. Slide the pen steadily across the text.
8. Keep the scanning window and black marker aligned with the line being scanned.
9. The recognized text will be displayed on the screen and read aloud.
 - Use the single guide/marker line to help stay on the correct line.
 - The large transparent scanning window provides a broad scanning area.
 - Clear, well-printed text gives the best recognition results.
 - Poor focus, poor lighting, unusual layouts or unclear print may affect recognition.



7. Photo Recognition

1. Select Photo Recognition.
2. Check that the camera lens on the back is clean.
3. Position the text clearly in the photo/camera area.
4. Press on the screen to focus the photo/ camera.
5. Capture the text as directed on the screen.
6. If needed drag the arrows in the corner to crop the screen / paragraph.
7. Allow PenPel to recognize the printed text.
8. Press the sound button on the screen twice to read the paragraph.
 - Photo Recognition is useful for longer passages where scanning line by line is impractical.
 - Good lighting, clear print and a steady image improve recognition.
 - Images are not saved after Photo Recognition.



8. Adjust reading/speech speed

1. Open Settings.
2. Select Speed.
3. Select Slow / normal / Fast.
4. Choose a comfortable listening speed.

9. Adjust volume

1. Open Settings.
2. Select Sound.
3. Increase or decrease the volume.

10. Adjust screen brightness

4. Open Settings.
 5. Select Brightness.
 6. Increase or decrease the brightness for the environment.
- Lower brightness may help conserve battery power.

11. Left- or right-handed use

7. Open Settings.
 8. Select Direction.
 9. Choose the setting that matches the learner's preferred hand.
- PenPel can be configured for left- or right-handed use.

12. Other available settings

- Standby time (autolock)– adjust how long the device remains active.
- Power-off – set the automatic shut-down option.
- Portrait orientation – adjust the screen/scanning orientation.
- Pronunciation mode – adjust pronunciation settings (American / British).
- Languages – select the system language of the pen (not the reading language).
- Clean data – clear device data where required.
- Storage space / storage path – view storage information.
- Update / system upgrade – update the software when available.
- Time zone – select automatically determining time zone.
- Reset – restore device settings if required.

13. Charging

1. Connect the supplied USB Type-C cable to PenPel.
 2. Connect the cable to a compatible 5V charger.
 3. Allow the battery to charge fully when preparing for an assessment.
 4. Disconnect the charger when charging is complete.
- PenPel uses a rechargeable 1050mAh lithium battery.
 - Do not use a fast charger.

14. Restart

1. Press and hold the Power button for approximately 2 seconds.
2. Select Restart when the restart menu appears.
3. Wait for PenPel to restart.

15. Reset

1. Settings.
 2. Open Reset.
 3. Follow the on-screen instructions to confirm the reset.
- Use Reset only when necessary.

16. Switch the PenPel off

4. Press and hold the Power button for approximately 2 seconds.
5. Select Power Off.
6. Wait for the device to switch off completely.

17. Software updates

1. Connect PenPel to a stable Wi-Fi network.
 2. Make sure the battery is sufficiently charged.
 3. Select settings – Update.
 4. Open the update option when an update is available.
 5. Follow the on-screen instructions.
- Do not switch off the device during an update.
 - Do not disconnect Wi-Fi while an update is in progress.
- **Software Updates:**
 - ✓ PenPel software updates are intended **only to maintain and improve the functions already built into the device.**
 - ✓ Updates may be released if there are **software glitches, errors or performance issues** with existing functions.
 - ✓ Software updates **will not add new functions or features** to the PenPel.
 - ✓ An update cannot be used to introduce functions such as **AI, dictionary, translation, spelling assistance or answer generation.**
 - ✓ The functionality of the PenPel therefore remains based on the **existing functions of the device.**
 - ✓ Any software update is intended to improve the **stability, reliability or performance** of those existing functions.
 - **Important for Examination Use**
 - ✓ A software update does **not change PenPel from a reading-access device into a device with additional academic functions.**
 - ✓ The PenPel will continue to perform the same core reading functions after an update.
 - ✓ The purpose of an update is to **fix or improve existing software functions, not to expand the device's functionality.**

18. Assessment and examination use

- PenPel is a reading-access device.
- It reads recognized printed text aloud.
- The learner remains responsible for understanding the question and completing the work.
- PenPel does not generate answers.
- PenPel has no AI answer-generating function.
- PenPel has no dictionary.
- PenPel does not translate text.
- PenPel does not provide spelling or grammar assistance.
- PenPel does not calculate or solve mathematical problems.
- PenPel does not record audio.
- PenPel does not save photographs or provide a photo album.
- PenPel does not read abbreviations, Formulas or mathematical calculations
- Formal use remains subject to the approval and requirements of the relevant examination body and school.
- The device should be checked according to the applicable examination procedures before the examination session.

19. Quick exam-day checklist

- ☐ PenPel fully charged.
- ☐ Correct language selected.
- ☐ Wi-Fi connected.
- ☐ Bluetooth earphones/headphones paired, if permitted and required.
- ☐ Reading speed set.
- ☐ Volume checked.
- ☐ Pen grip/scan direction set correctly.
- ☐ Learner has practiced scanning.
- ☐ PenPel is functioning correctly.
- ☐ PenPel is available for inspection according to the examination procedure.

20. Recognition limitations

- PenPel is designed primarily for clear printed text.
- Poor lighting, poor focus, unclear print or unusual layouts/ font can affect recognition.
- Handwriting is not the primary intended input format.
- Mathematical formulas, equations and specialized symbols should not be relied upon for accurate reading.
- Abbreviations should not be relied upon for accurate recognition.
- PenPel does not calculate, interpret or solve mathematical problems.

21. Key assessment principle

The PenPel reads the text. The learner does the thinking and provides the answers.

- PenPel is designed to provide access to written text without providing additional academic assistance.
- Formal examination use remains subject to the current requirements and approval of the relevant examination body and school.

22. Contact information

- Email: info@penpel.co.za
- Telephone number: 076 834 7844
- Website: www.penpel.co.za

PLEASE NOTE: Videos of how to set up and use PenPel is supplied on the website for easy access and use.