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| **Information Technology User Support Services** | | |
| Name: **Accessibility Testing Product Instructions - 1194.25 Self-Contained, Closed Products** | | |
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| Description: This document provides basic accessible functionality testing for Self-Contained, Closed Products. Additional testing might be required. | | |

Equipment, hardware and software to be used:

* Wheelchair or chair.

Instructions:

Use the following steps to test Self-Contained, Closed products (ex. copiers, printers, fax machines, calculators, and information kiosks) for accessibility. Please record all of your results and comments in the Accessibility Testing Product Results document.

1. If controls or keys are used:
   1. Touch and feel the controls or keys. Are controls/keys large and tactilely discernible?
   2. Perform basic functions with one hand.
   3. If product has key repeat function, change the repeat rate.
   4. Lock or toggle any controls or keys.
   5. If touch-screen or contact sensitive controls are used, can you select or activate any of the functions or controls other than using your fingers?
   6. Do locking or toggle controls/keys have either an audible or tactile indicator for status?
   7. Are buttons label?
2. If auditory information or output is used:
   1. Can you find and see the same information anywhere?
   2. Is there a standard audio connection point?
   3. Are there controls for audio interrupt, pause, and restart?
   4. Does the volume automatically reset to the default level after every use?
3. If visual information is used, can you hear the same information?
4. If color is used to convey information:
   1. Is there another way the same information is being provided?
5. If color and contrast adjustments are available, change settings to full-color and monochrome.
6. If product has a visual display screen, verify that the flicker on the screen is nonexistent or very slow.
7. If the product is freestanding, non-portable and intended to be used in one location and which has operable control:
   1. Sit in front of the product in a wheelchair or in a chair with a seat height of approximately 23.75 inches.
   2. Verify that all controls can be reach and operated easily from the seating position.

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