

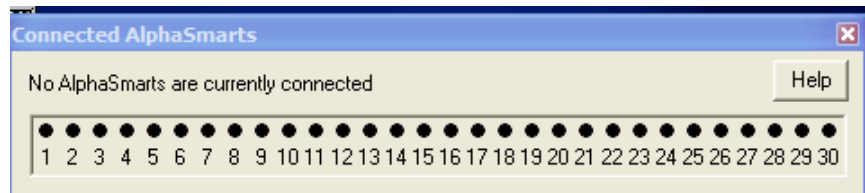
QuickStart for the AlphaSmart Manager

The AlphaHub adds a new dimension to the management and configuration of AlphaSmarts 3000. By allowing you to manage up to 30 3000s simultaneously, AlphaHub streamlines the exchange of files and SmartApplet data between AlphaSmart 3000s and a classroom computer. The AlphaSmart Manager software simplifies configuration of keyboard settings, passwords, text transfer, smartapplet installation, and more.

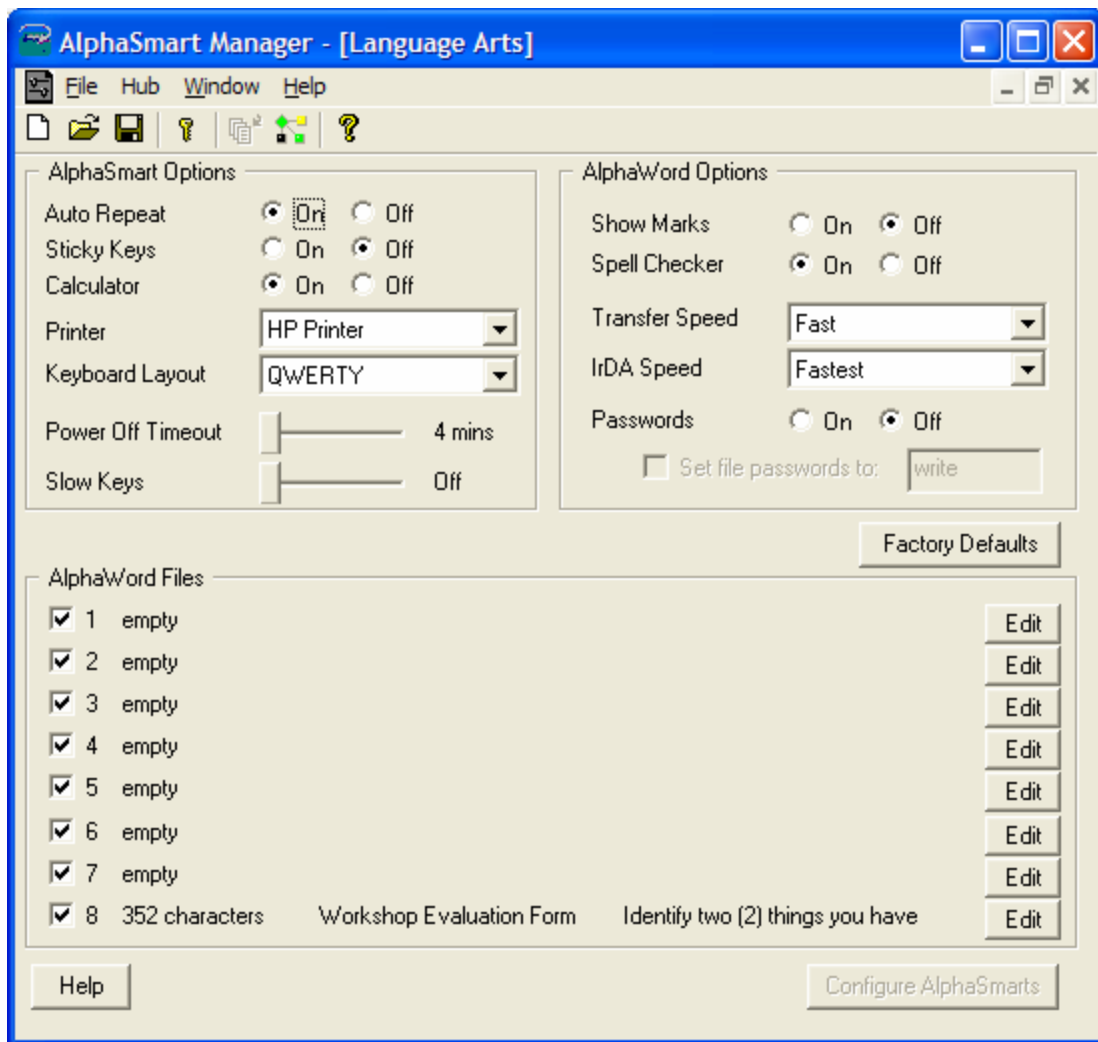
The AlphaHub provides electrical power through the USB connection cables, so an entire classroom set of rechargeable 3000s can be charged simultaneously.

Before you begin:

1. Check to see if the AlphaSmart Manager software is installed on your computer. If not, please install and it will be available in the AlphaSmart program folder.
2. Be sure the AlphaSmart SmartOption is plugged into an electrical outlet for power.
3. Connect the USB cable from the cart to your computer's USB port.
4. Be sure all the AlphaSmart 3000s in the cart are connected to their designated USB cable in the cart.
5. Check to see that the green light on the AlphaSmart Hub is on. (If not, the switch is in the back. Simply reach over the top area of the hub to find the power switch.)
6. Launch the AlphaSmart Manager application and a window should appear on your screen. Before configuring, sending or receiving files, check to see if you have connections to the AlphaSmarts in the cart.
7. Pull down the "Hub" option on the menu bar to "Check Connection", and there will be 30 small numbered circles across the screen. (This represents the 30 AlphaSmarts available in the cart.) The circles should be green if the connection is good! If they are black, something is not connected and if they are red, there may be technical problems. Please refer to the manual for troubleshooting.



You are now ready to work with the AlphaHub and AlphaSmarts.



AlphaSmart Set Up

You have an option of configuring all the AlphaSmarts using the options on the top half of the screen. This is convenient for setting passwords, or turning on or off features like spell check or calculator access. For detailed instructions, please refer to the users guide.

Sending files to the AlphaSmart 3000:

1. Uncheck every file in the list on the left except the one you want to send information. (This will keep you from erasing existing files.) The eight files represent the eight files available on each AlphaSmart.
2. Click on the "Edit" box to the right side of the box. This will open a screen to allow you to enter text.
3. Enter the information you want to appear on the AlphaSmarts 3000s. (Examples might be lists of words, writing prompts or questions.) If you want to send an existing file, instructions follow.*
4. Close the box. The first few lines of text appear on the main screen.

5. Click on "Configure AlphaSmarts" at the lower right corner. You will receive a message that the AlphaSmarts are being configured and how many have successfully received the files.

*To send files from an existing document instead of directly entering text in the AlphaSmart Manager text box, follow these directions:

1. Open the file where the information resides. (It is usually your word processing files such as *Word* or *AppleWorks*., but could also be text from other sources such as the internet.)
2. Copy the text you want to send to the AlphaSmart 3000 by using the command in your word processor. (Control or Command C), or you can select all the text by using the command in your word processor. (It's under the "Edit" menu, called "Select All.")
3. Open the text box in the AlphaSmart Manager for the desired file. (You will see the blank window.)
4. Use the keys on your computer keyboard to *Paste* the text into the window. (Usually Control-V or Command V.)
5. Follow the instructions above to complete the "Configure AlphaSmarts" from above.

Receiving Text from the AlphaSmart 3000s:

1. Open the AlphaSmart Manager and check the AlphaSmart 3000 connections in the cart.
2. Create a master class folder for the incoming files. (The content of each AlphaSmart 3000 will be sent via the Hub into individual folders in the master class folder.)
3. Under the "Hub" menu, select "Retrieve Files"
4. The AlphaManager will quickly retrieve all files from connected AlphaSmart 3000 and there will be box indicating activity.
5. A window will appear with all folders listed. If you click on the "+" sign by the title, you can view all eight files on the screen.
6. If you only want to save one particular file, here is the place to do it.
7. When you click "Save All", you should select the master class
8. folder you have created for these student folders. Each of the eight files will be saved by number in that AlphaSmart folder number.
9. These files may be viewed directly into Notepad or translated into a word processor by choosing "All files" before opening.
10. The files may then be edited, printed or saved.

