

SmartOption™ Bundle Setup for **NEO2**™

Your SmartOption trolley comes with AlphaHub™ and all cables already installed. Follow these steps to set up the SmartOption bundle. Do not connect the trolley to your computer until you have installed NEO Manager™ software on the computer.

For the computer's system requirements, go to www.renlearn.co.uk or contact Renaissance Learning™.

Before You Begin...

Find these items, which came with your SmartOption Bundle:

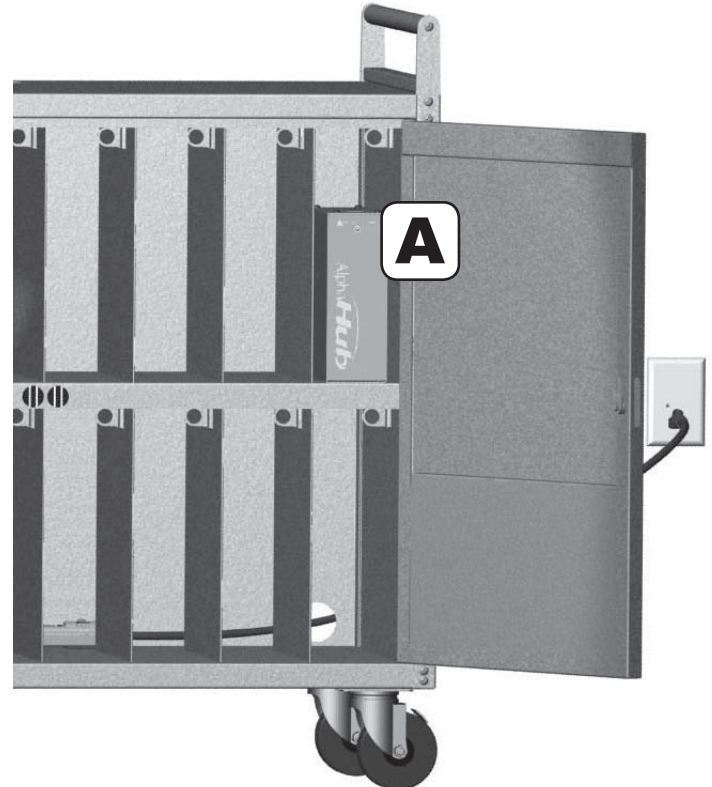
- 1 SmartOption trolley (includes AlphaHub and cabling)
- 15 or 30 NEO 2™s with batteries installed
- 6 USB cables
- 1 Renaissance Receiver™ with USB cable
- 1 UK Software and Manuals CD (with NEO Manager software, 2Know!™ Toolbar software and AccelTest™ software)
- 1 USB IR Pod
- User guides

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Set Up the NEO 2s and SmartOption Trolley

1. **Remove the tab on the back of each NEO 2.** Pull the tab with the red arrow out of the battery compartment on each NEO 2 so the batteries are connected and the NEO 2s are ready to use.
2. **Connect each NEO 2 to the trolley.** Make sure the keyboard is facing to the left and the light on the right side of the NEO™ is facing out. Two NEOs fit in each bay.
3. **Plug in the trolley.**
 - Always plug the trolley directly into a matching outlet.
 - Do not use an extension cord or power strip.
4. **Turn on the AlphaHub.** Find the AlphaHub **A** and turn the switch to on (I). The green light on the front of the AlphaHub **B** will turn on. Make sure the NEO lights are on as well.
5. **Leave the trolley plugged in if the NEOs have rechargeable batteries.** Rechargeable batteries are charged whenever the NEOs are connected to the trolley and it is plugged in. Let them charge 16 hours the first time. (Wait until the NEO lights turn green. This shows you the NEOs are charged.)

If your NEOs have AA batteries, you can unplug the trolley to save energy. Plug it in when teachers use NEO Manager software to send files and settings to your NEOs.



Benefits of having the NEO lights facing out:

- You can see whether the light comes on when each NEO is connected. If it does not, the AlphaHub is not on, or the trolley is not plugged in.
- You can see the colour of the light for each NEO. Green means it is plugged in properly and has batteries installed or charged. Amber or orange means the NEO is recharging (if it is rechargeable), or it does not have batteries installed.

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Install Software on Your Computer

You can install the following software from the UK Software and Manuals CD provided with your purchase; you can also download the software at www.renlearn.co.uk/renaissance-zone/productinfodownloads/neo2crsdownloads. You will find manuals on the CD or at www.renlearn.co.uk/userguides.

- **NEO Manager:** This software lets you quickly send files to NEOs and retrieve them from NEOs, change settings, view and synchronise KeyWords™ data and update or reset NEOs as needed through the AlphaHub in the SmartOption trolley. For instructions, see the *NEO User Manual*.
- **NEO Share™:** You can copy or drag text into NEO Share and quickly send it to your NEOs through the Renaissance Receiver. You can also make text files available for your NEO 2 users to pick up, and you can open or save files that are sent back to you from NEOs. To find out more about the software after installing it, open the **Using NEO Share.pdf** file included with the program.
- **2Know! Toolbar:** This simple program lets you get real-time responses from pupils. You can ask multiple-choice, true/false, numeric-response, pulse or short-answer questions. This can help you immediately assess whether your pupils understand the concepts you have been discussing.
- **AccelTest software:** This software allows you to create your own quizzes, tests and assignments for any subject and mark pupil responses quickly. Pupils can complete some types of assignments using either a Renaissance Responder™ or NEO 2. The scores are entered automatically in the AccelTest Record Book. To find out how to install AccelTest, see the *AccelTest Installation Guide*.

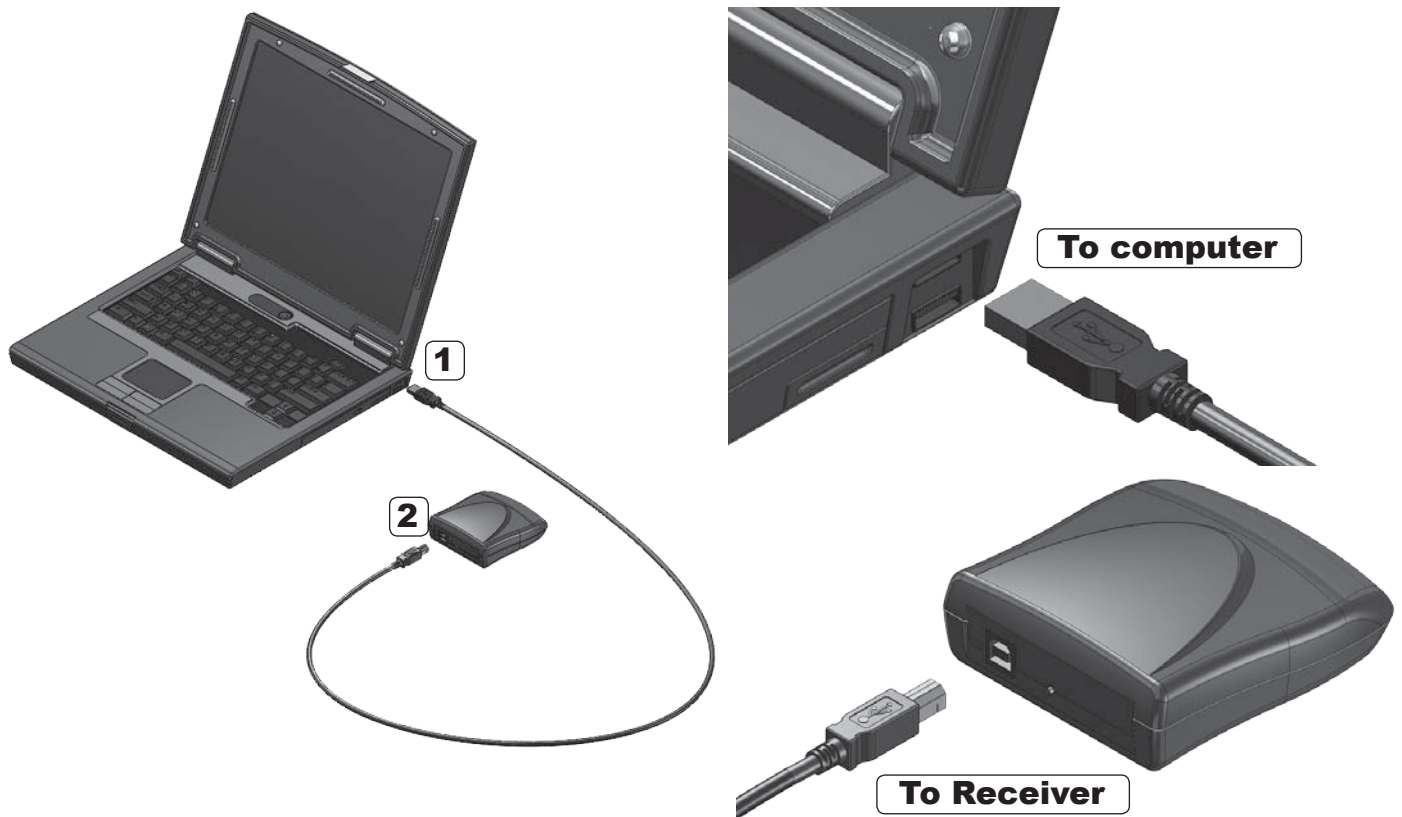
3

Connect the Trolley to Your Computer and Load the Drivers

1. At the computer, make sure you have full administrator access, and close NEO Manager if it is running.
2. Find the USB cable labeled “Computer” coming out of the SmartOption trolley. Connect it to a USB port on your computer.
3. The first time you connect the trolley, your computer will load the required drivers. Follow the instructions in the wizard or assistant that appears. On Windows computers, if the computer notifies you that the driver is not certified, click **Continue Anyway**.
4. When you have finished, disconnect the trolley from your computer.
5. Start NEO Manager on the computer.
6. Connect a single NEO to your computer using one of the USB cables you received to load the rest of the required drivers.
7. Once again, you will see a hardware wizard or assistant. Follow the instructions.
8. When you have finished, disconnect the NEO 2 from your computer.

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Set Up Your Renaissance Wireless Network



With your computer and the Renaissance Receiver, you can set up a radio frequency wireless network in your classroom. This is necessary if you are going to use NEO Share, the 2Know! Toolbar or AccelTest or if your pupils are going to take Accelerated Reader™ quizzes, use KeyWords Wireless, complete Accelerated Maths™ assignments or do MathsFacts in a Flash™ practice on their NEOs.

1. Connect the square end of the cable to your Receiver, and connect the flat end to your computer as shown.
2. Start the Renaissance™ Wireless Server Utility, which is installed with NEO Manager:
 - *Windows:* Click **Start** ▶ **All Programs** ▶ **Renaissance Wireless Server** ▶ **Renaissance Wireless Server Utility**.
 - *Macintosh:* Open the Applications folder, then the Renaissance Wireless Server folder. Double-click **Renaissance Wireless Server Utility**.
3. Type **1234** and click **OK** to log in. If necessary, click **Start**.
4. Click the **Server Settings** tab.
5. Change the Network Name from “Renaissance Receiver” to your name or classroom number or another unique name.
6. Click **Update Network Settings**.
7. Click **OK**. Make sure that your pupils know the Receiver name you have assigned.
8. If you are a Renaissance Place subscriber, click **Renaissance Place Settings**.
9. Enter the web address for the Renaissance Place™ server with Accelerated Reader RP, KeyWords RP and/or MathsFacts in a Flash RP. After entering the address, click **Verify** to make sure the utility recognises it as a valid address. Then, click **OK**.

Teacher Tips for Using the SmartOption Bundle

Getting Started

1. To learn more about how to write using a NEO:
 - Go to www.renlearn.co.uk/renaissance-zone/coachingprofdev/videotutorials.
 - Refer to your user guides and your *NEO User Manual*.
2. Tell pupils to turn on NEO 2 and press **file 1**.
3. Ask pupils to enter their names, then turn off NEO 2. Ask them to turn NEO 2 on again and ask them what they notice.
4. Engage pupils in a simple writing exercise.
5. Collect pupil responses using the NEO Share software and save them on your computer.
6. To learn about the other SmartApplets on NEO, refer to your user guides and your *NEO User Manual*.

Class Management Tips

- Number each NEO 2 with a permanent marker or paint pen. Write the number on the right side under the light. Assign the same NEO 2 to each pupil for all work in every class.
- Teach pupils to enter a heading on each one of their files as they begin to write.
- Teach pupils to press **ctrl-S** to save files.
- Teach pupils to press **clear file** to remove a file's contents.
- If the SmartOption Bundle is shared, use a central calendar program or paper calendar to schedule time to use the SmartOption Bundle.

Routine Management Tips

- Use NEO Share to collect pupils' work on your computer.
- Delete unneeded files regularly to keep NEO 2's file system easy to navigate.
- Check www.renlearn.co.uk/renaissance-zone/productinfodownloads/neo2crsdownloads regularly for software updates. Any updates to the NEO system or SmartApplets are included in newer versions of NEO Manager. To find out how to update NEOs, see the *NEO User Manual*.
- Use NEO Manager to delete all KeyWords pupils at the end of the school year or the end of touch typing instructions.
- Use NEO Manager to reset all NEO 2s at the end of the school year.
(For details, see the *NEO User Manual*.)

ALPHAHUB WARRANTY

Renaissance Learning, Inc. warrants the AlphaHub to be free from defects in materials and workmanship for a period of three years from the date of original purchase. The AlphaHub is not covered by extended warranty. During this period, if a defect occurs, Renaissance Learning, Inc., will, at its option, repair or replace the AlphaHub at no charge to you, provided that it is returned during the warranty period to Renaissance Learning, Inc., or one of its authorised resellers. This warranty does not apply if the AlphaHub has been damaged by accident or abuse, modified without the written permission of Renaissance Learning, or if identifying marks (including serial numbers) or seals have been removed or defaced. There are no other warranties, expressed or implied. Renaissance Learning, Inc., accepts no responsibility for consequential damages, including, but not limited to, loss of profit or benefits.



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