Intelligent Peripheral Devices

AlphaSmart 2000

User Manual

© 1997 Intelligent Peripheral Devices

Three Year Limited Warranty

Intelligent Peripheral Devices, Inc. warrants the AlphaSmart 2000 keyboard and display to be free from defects in materials and workmanship for a period of three years from the date of original retail purchase. During this period, if a defect should occur, Intelligent Peripheral Devices will, at its option, repair or replace the AlphaSmart 2000 at no charge to you, provided that it is returned during the warranty period to Intelligent Peripheral Devices or one of its authorized dealers. This warranty does not apply if the AlphaSmart 2000 has been damaged by accident or abuse, or modified without the written permission of Intelligent Peripheral Devices, or if the serial number has been removed or defaced. There are no other warranties, express or implied. Intelligent Peripheral Devices accepts no responsibility for consequential damages, including but not limited to loss of profit or benefits.

To return a unit, please see the Return Procedures section.

AlphaSmart 2000 Loaner Program & Technical Service

Please contact our Technical Service Center toll-free at (888) 274-2720 for technical questions, or for more information on getting an AlphaSmart 2000 loaner (including a lab. pack of loaners). You may also contact us by e-mail at support@alphasmart.com.

Nothing in this manual may be reproduced in any manner, either wholly or in part, for any purpose whatsoever without written permission from Intelligent Peripheral Devices, Inc.

Copyright ©1999 Intelligent Peripheral Devices, Inc. All rights reserved.

Apple, the Apple logo, Apple IIGS, and Macintosh are registered trademarks of Apple Computer, Inc. Classic is a registered trademark licensed to Apple Computer, Inc. Apple Desktop Bus, Performa, and PowerBook are trademarks of Apple Computer, Inc. MacWrite is a registered trademark of Claris Corporation. Microsoft is a registered trademark of Microsoft Corporation. IBM is a registered trademark of International Business Machines. HyperStudio is a trademark of Roger Wagner Publishing, Inc. Digital Chisel is a trademark of Pierian Spring Software.

Revised May 1999

AlphaSmart Command List

Option-⌘-Clear File	Permanently clear file
Option-⌘-ctrl-shift-Clear File	Clear all eight files
⌘-Delete	Delete from cursor to the end of file.
⌘-F or Find	Find Text
⌘-Find	Keyboarding Timer
⌘-F1	Changes files when attached to the PC (F1 for File 1, etc.)
Option-⌘-F1	Changes files when attached to the Mac (F1 for File 1, etc.)
⌘-G	Continue the Find Text search while in the Find screen
Option-⌘-K	Sticky Keys, Auto Repeat, and Show Marks
Option-⌘-L	Layout options: QWERTY, Dvorak, right and left
⌘-P or Print	Print command
Option-Print	Printer selection menu
Option-⌘-P	Change password
Option-⌘-ctrl-P	Password enable/disable
Option-⌘-S	Transfer speed menu
⌘-Spell Check	Spell check a word
Option-⌘-Spell Check	Disable/enable Spell Check
Option-⌘-R	Recover file from last deletion
Option-⌘-ctrl-R	Recover 40 lines of text
Option-⌘-ctrl-shift-R	Recover entire file
Option-⌘-V	System status, current file number, version number, etc.

See also page 30 for a list of insertion commands for international characters.

Downloaded from www.Manualslib.com manuals search engine

TABLE OF CONTENTS

Warranty . . . . . **Inside Cover**

System Requirements **3**

Quick Start **3**
Using the AlphaSmart • Transferring Text to a Computer • Auto Power Off

Safety, Care, and Maintenance **5**
Caring for Batteries

Entering Text **5**
Text Formatting • Caps Lock Indicator

Working with Files **7**
File Capacity • Erasing Files • Clear All Files Command

Data Recovery **8**

Spell Check **8**
Disabling Spell Check

Installing the Mac Y Cable **9**
Concerns about ADB Live Connect/Disconnect

Sending Text to a Macintosh **11**

Installing the PC Y Cable **12**

Sending Text to a PC **14**
Keyboard Command Differences • Transferring Text to a PC • Tips for Connecting to PC-compatible Laptops

Transferring Text Using Infrared **16**
AlphaBeam for Mac v1.0 • AlphaBeam for PC v1.0

Tips for Downloading to Spreadsheets, Databases, Multimedia, E-mail, and Other Applications **20**
Downloading into Alternate Applications • Spreadsheets • Databases

Changing the Transfer Speed **23**
Send Speed for Mac • Send Speed for PC

AlphaSmart Find Feature **24**

Keyboard Layouts **25**

Special Education Needs **27**
Auto Repeat • Sticky Keys

Downloaded from www.Manualslib.com manuals search engine

International Character Support 29
List of AlphaSmart International & Special Characters

Printing from Your AlphaSmart 31

Keyboard Timer 32

Show Marks 33

Status Screen 33

AlphaSmart Password Protection 34
Enabling the Password Option • Setting a Password • Changing a Password

Get Utility Software 36
Get Utility for Mac v2.0 • Get Utility for PC v2.1

TurboTransfer Software 46
Installation • Tips for Using TurboTransfer with Different Applications
• Compatible Applications • Troubleshooting Notes • TurboTransfer Times

Batteries and Power Requirements 49
Batteries • Battery Life—Using AA Alkaline Batteries • Rechargeable NiCAD
Battery Pack • Use of Other Rechargeable Batteries • Low Battery Indication
• Lithium Battery • Power • Radio and Television Interference

AlphaSmart Accessories 55
AC Adapter • Carrying Case • Mac Y Cable • PC Y Cable • NiCAD
Rechargeable Battery Pack • Parallel Printer Cable • Serial Printer Cable
• AlphaSmart Training Video • IR Module • Infrared Pods

Troubleshooting 56

Frequently Asked Questions 59

Return Procedures & Restrictions and Money Back Guarantee 61

Safety Guidelines 63
Work Environment • Positioning of the AlphaSmart 2000 • Furniture and Posture
• Hand and Arm Position and Motion • Lighting • Vision Care • Work Habits
• Health Habits and Exercise • Conclusion • For Further Information

AlphaSmart Command List . . . . . .Inside Back Cover

■ SYSTEM REQUIREMENTS

The AlphaSmart 2000 works with any desktop or laptop computer with an external keyboard port, whether IBM compatible, Apple Macintosh, or Apple IIGS.

The AlphaSmart 2000 works with IBM compatible computers including PC AT, PS/2, 286, 386, 486, and Pentium.[1] AlphaSmart 2000 is compatible with all versions of DOS, Windows and OS/2.

The AlphaSmart 2000 works with any Apple® computer (or Mac clone) equipped with an Apple Desktop Bus™ (ADB) port, which includes the Apple IIGS®, all Macintosh® models, all PowerBook™ models, the Performa™, Centris™, and Quadra™ series, Mac clones, and all Power Macintosh models.[2] AlphaSmart is compatible with all Apple system software versions 6.0.x and later, including System 7.x and 8.x.

Note for Macintosh Users: *For the sake of simplicity, the term "Macintosh" is used generically throughout this manual. The procedures are the same regardless of the particular Macintosh model being used.*

Note for PC Users: *For the sake of simplicity, the term "PC" is used generically throughout this manual when referring to an IBM-compatible DOS, Windows or OS/2 personal computer. The procedures are the same regardless of the particular IBM compatible model being used.*

■ QUICK START

For those of you who don't like to read manuals, here's a quick guide to working with the AlphaSmart 2000 keyboard and display.

Note: *It is important to follow these steps completely in the order they are given.*

[1] AlphaSmart is not compatible with the older XT model PCs and with laptops without an external keyboard port.

[2] AlphaSmart does not work with older, non-ADB–based Macs, including the Mac 128, Mac 512, Mac 512E, Mac Plus, and the PowerBook 190. It is also incompatible with the Apple IIe and Apple IIc. It is compatible with the Mac SE and all Macs produced after the Mac SE.

Downloaded from www.Manualslib.com manuals search engine

Step One—Using the AlphaSmart

- Turn on the AlphaSmart by pressing the **On/Off** key and start typing. Your text will appear in the window.
- Use the arrow keys to move your cursor in the text.
- Use the **Delete** key to erase.

Step Two—Transferring Text to a Computer

- Turn on the Macintosh or PC
- Start up any application that accepts text and open a new file. You must have a file open in this application in order to transfer files from the AlphaSmart.
- **Mac:** Connect your AlphaSmart to the Macintosh using a Mac Y Cable.[3]
- **PC:** Connect your AlphaSmart to the PC using a PC Y Cable.[4]
- **IR:** Launch AlphaBeam on your Mac or PC. Point the IR lens of the AlphaSmart towards the IrDA transceiver or pod.[5]
- Press the **Send** key on the AlphaSmart. Make sure you are in any application that accepts text input before pressing the Send key. If you press Send while in the Finder, you will rename the files on your desktop to the text that is in your AlphaSmart.
- Your text will appear on the Macintosh or PC screen.

Step Three—Finishing the Process

- At the Macintosh or PC, save the new file.
- At the AlphaSmart, press the **Clear File** key to erase the text.

AlphaSmart supports eight different files. To go to file 1, press the **F1** key, **F2** for file 2, and so on up to **F8** for file 8.

Auto Power Off

The AlphaSmart will automatically power off after 3–4 minutes of non-use.

[3]See *Installing the Mac Y Cable* for more information.
[4]See *Sending Text to a PC* for more information.
[5]If your AlphaSmart is equipped with an IR module , you can send text to a computer via infrared.

■ SAFETY, CARE & MAINTENANCE

With proper care and maintenance, your AlphaSmart will give you years of worry-free service.

- Your AlphaSmart will turn off automatically when it is idle for more than three minutes.
- Always turn off your AlphaSmart before changing the batteries or connecting to an AC adapter.
- Take care not to break the LCD screen. Don't drop the AlphaSmart or subject it to strong impact. Do not place an AC adapter or other heavy object over the LCD screen.
- Keep your AlphaSmart away from extreme heat. Don't leave it on the dashboard or in the trunk of a car, or near a heater.
- Don't leave your AlphaSmart in a place that is extremely dusty or damp.
- Do not use frayed or damaged cables.
- Never force a connector into a port if the connector and port do not join easily.
- Clean the screen only with a soft dry cloth. Do not use solvents.

Caring For Batteries

- To avoid battery leakage, change the batteries as soon as they become weak.
- Do not drop, puncture, disassemble, mutilate or incinerate the batteries.
- Recharge only rechargeable batteries, and then only as directed in the manual.
- Do not leave batteries in hot locations.
- When storing the AlphaSmart for several months (like over the summer), remove the AA batteries.

■ ENTERING TEXT

When you first turn on your AlphaSmart, you will see the start-up screen for a few seconds, which gives your AlphaSmart 2000 version number (for example, v3.x) and the number of the file it is opening. Then the screen will display

Downloaded from www.Manualslib.com manuals search engine

the first page of your file. To enter text, simply begin typing as you would on any other keyboard. Use the **Delete** key to erase. As soon as you type each character it is automatically saved. There is no Save command. The arrow keys allow you to move your cursor through the text. Additionally, the following keyboard combinations will also move your cursor as specified:

⌘↑ moves the cursor up 4 lines (one displayed page)
⌘↓ moves the cursor down 4 lines (one displayed page)
⌘→ moves the cursor to the end of the line
⌘← moves the cursor to the beginning of the line

As with any word processing application, the text will automatically wrap at the end of each line, so you should use the Return key only to separate paragraphs.

Text Formatting

All text formatting, including margins, tab stops, font, size, and other styling attributes, are done on the desktop computer after the file has been transferred from the AlphaSmart. Only the characters themselves (ASCII key codes) are transferred from the AlphaSmart to the computer. However, the Tab key can be used on the AlphaSmart to create columns or paragraph indentations which will transfer to the Macintosh with the file. When the tab key is used, it will appear as a right arrow on the AlphaSmart screen when Show Marks is activated.

The AlphaSmart does not have cut, copy, or paste functions included. These advanced editing features are more easily performed when using a larger screen and mouse, and therefore should be performed once a file has been transferred to the desktop computer.

When an AlphaSmart file is full, a message will be displayed which reads:

File is full. Use another file or send data to your computer.

Caps Lock Indicator

When Caps Lock is active, the lower right character of the screen will be solid black. Pressing the Caps Lock key toggles the Caps Lock on and off.

■ WORKING WITH FILES

The first time that the AlphaSmart is turned on, it will display the message *Opening file 1*. On subsequent startups, it will automatically open the last file used.

File Capacity

The AlphaSmart 2000 supports eight files, which are fixed in length. File 1 is 16 pages long, files 2–5 are 8 pages each, files 6 and 7 are 6 pages each, and file 8 is 4 pages in length. This provides a total storage capacity of 64 pages of single-spaced text or 128,000 characters.

This file structure is intended to support multiple users or to enable a single user to organize his or her work into chapters or sections. To move between files, press the **F1/file 1** key to go to file 1, the **F2/file 2** key to go to file 2 and so forth, up to F8.

Erasing Files

Text entered into each file will remain there until you explicitly erase it by pressing the **Clear File** key when the AlphaSmart is not attached to a desktop computer. Note that when you press the Clear File key, you are clearing only the file in which you are currently working; other files will remain unchanged.

Once the Clear File key is pressed and the file is deleted, information may still be recovered using the Data Recovery command described below. However, for confidential files which you wish to erase without the ability to recover, you may press **Option-⌘-Clear File**. This command writes 0 (zeros) to the entire file. Use this command with care.

Clear All Files Command

Press **Option-⌘-control-shift-Clear File** to erase all eight files simultaneously. You will be asked if you are sure—pressing the **Y** key at this point will clear files 1 through 8. However, this deletion is not permanent, and you can still recover any of the files using the Data Recovery command described below *as long as you have not typed over the files*.

Downloaded from www.Manualslib.com manuals search engine

DATA RECOVERY

If you accidentally clear a file, it can still be recovered as long as no text has been entered into that file yet. Open the file you wish to recover by pressing one of the F1–F8 keys. Press **Option-⌘-R** to activate the AlphaSmart Data Recovery command.

The Data Recovery command restores the end-of-file marker to the same position it was when the file was last cleared (by pressing the Clear File key). So if you accidentally clear a file, **Option-⌘-R** will restore it.

If, however, the Data Recovery command fails to recover the data, try pressing **Ctrl-Option-⌘-R**. This is the Recover 40 Characters command. Each time you press this command it will move the end-of-file marker back 40 characters. Press this command repeatedly until you see all of your text, plus some garbage. Then hold the delete key down until the garbage characters are deleted.

You may also try pressing **Shift-Ctrl-Option-⌘-R** to recover the entire file. Scroll down to the end of your text where the garbage characters start and press **⌘-Delete** to erase from the cursor to the end of the file.

Note: *If the file was deleted using the Option-⌘-Clear File command, the data is not recoverable.*

SPELL CHECK

To spell check the current file, press the **Spell Check** key. Your file will be checked from the top to the bottom. When it finds a word not contained in its dictionary, the AlphaSmart will provide a list of alternate words that are spelled similarly.

For example, if the word "runn" is checked, a list of suggestions (run, runs, rune, rung, runt, ruin) will be displayed. If one of the suggestions is the correct spelling, use the arrow keys to select it and press **Return** to replace the incorrect word with the correct one.

If your intended word is not displayed, or the message "No suggestions found" appears, then press the spacebar to skip over that word and continue checking the other words in the document.

If the word is spelled correctly, but isn't in the AlphaSmart dictionary, just press the spacebar to skip over the word and leave it unchanged in your file.

To spell check a single word in a document, put the cursor anywhere within the word you wish to check and press **⌘-Spell Check**. That word alone will be checked and if it is not in the dictionary, replacement suggestions for the word will be offered.

Disabling Spell Check

To disable the spell check feature (for example, to give the class a spelling test), press **⌘-Option-Spell Check**. You will be prompted to enter the master password to disable spell checking. To enable the spell check feature, once again press **⌘-Option-spell check** and enter the master password.

Note: *The master password can be obtained by calling our technical support office (888) 274-2720.*

There is no "user dictionary" as well as no way of adding words to the existing dictionary.

INSTALLING THE MAC Y CABLE

You may use any Apple Desktop Bus (ADB) cable to transfer data from the AlphaSmart to the Macintosh—no special cable is usually needed.[6] For convenience, however, we offer an optional Y cable that makes connecting and disconnecting an AlphaSmart even easier. We suggest installing the Y cable between your keyboard and its ADB cable, as shown in Figure 1.

To install the Y cable, first disconnect your Macintosh keyboard from the computer (at the keyboard end). Insert the trunk of the Y cable into the empty ADB port on the keyboard.

[6]The Mac Y cable is required when connecting to a Macintosh with an "Apple Design Keyboard," model #M2980, since this keyboard has an attached ADB cable and only one ADB connector.

Downloaded from www.Manualslib.com manuals search engine

Plug the short leg of the Y cable into your original keyboard cable. The remaining cable leg should be plugged into the connector port on the right side of your AlphaSmart, which is the Macintosh ADB port.

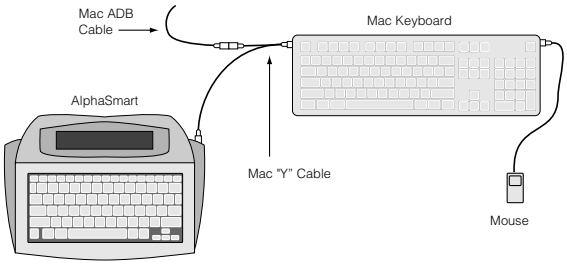


Figure 1. Installing the Mac Y Cable

To install the Y cable with a M2980 keyboard (which has a permanently attached ADB cable), first unplug your mouse from your keyboard. Insert the trunk of the Y cable into the empty ADB port in the middle back of the keyboard. Plug your mouse into the short leg of the Y cable (see Figure 2). The remaining cable leg will be used to connect your AlphaSmart to the Macintosh when you want to transfer text.

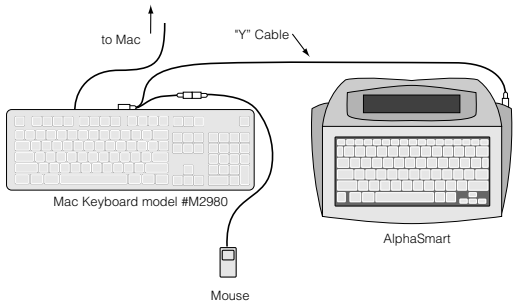


Figure 2. Installing the Mac Y Cable with Mac Keyboard model #M2980

Warning: *DO NOT attach the AlphaSmart to both a PC and the Mac at the same time. It won't work and possible damage may occur to the Mac or the PC.*

Concerns about ADB Live Connect/Disconnect

The AlphaSmart keyboard is designed to be connected to and disconnected from Macintosh ADB ports while the Mac is running.

Some people may be concerned with this, since Apple recommends not unplugging or attaching an ADB device while the computer is running. This is recommended by Apple because certain ADB devices change modes when they are unplugged, causing confusion to the system when the devices are reattached.[7]

However, the AlphaSmart has been designed so that it does not change modes when unplugged. More importantly, it does not confuse the Mac when unplugged and reconnected.

■ SENDING TEXT TO A MACINTOSH

When you attach your AlphaSmart to a Macintosh, the AlphaSmart changes modes and the screen displays the following message: *Attached to Macintosh, emulating keyboard. Press Send key to transfer file.*

If you do not see this message, check your cable and make sure it is attached properly to the Macintosh.

When the AlphaSmart is attached to a Macintosh, all of the keys except the Send and On/Off keys behave as standard Macintosh keyboard keys. Any characters that are typed will appear on the Macintosh screen, and the Clear File key acts as a Macintosh clear key. Although the Control, and Option keys have no function when the AlphaSmart is used in standalone mode, they function as normal Macintosh keys when the AlphaSmart is plugged into a Macintosh.

[7] As stated on page 290 of *The Guide to Macintosh Family Hardware* by Apple Computer (published by Addison-Wesley): "Do not unplug and reattach an ADB device while the computer is running—if you do, the device reverts to its default address while the computer continues trying to reach the device at the address assigned at startup time."

Downloaded from www.Manualslib.com manuals search engine

To change files when attached to the Macintosh, press **Option-⌘-F1** to go to file 1, **Option-⌘-F2** to go to file 2, and so on.

Pressing the **Send** key (at the extreme upper right of the keyboard) initiates the transfer of the current file from the AlphaSmart to the Macintosh. If you want to abort a file transfer, just press any other key. *You must have an application that accepts text (such as a word processing or multimedia application) already open on the Macinstosh, and have the cursor placed in the file where you wish to insert the text before pressing the Send key. Be sure to be within the application and not the Finder or Desktop when you press the Send key, or you may rename your files to the text in your AlphaSmart.*

When the transfer is complete, disconnect the AlphaSmart. (You may also leave the AlphaSmart connected to the Macintosh for use as a normal keyboard.)

To finish the transfer process, save the word processing file on the Macintosh. Once the text is saved on your Macintosh, you can style, format, and spell check the file as you would any other file in your word processing application.

To erase the transferred file from the AlphaSmart, press the **Clear File** key on the AlphaSmart. The currently displayed file will be deleted.

■ INSTALLING THE PC Y CABLE

To install your AlphaSmart PC Y Cable:

1. Turn off the computer

2. Disconnect the keyboard from the computer keyboard port and determine if it is a 5-pin or Mini-DIN 6-pin connector. If you have a Mini-DIN 6-pin connector, use the PC Y Cable and AlphaSmart Connector Cable alone. You will not need the 2 adapters. If it is a 5-pin connector, you need to connect one of the included "5-pin to Mini-DIN 6-pin" connectors to the tail of the PC Y Cable and the other to the port that says PC Keyboard.

3. Plug the cable end of the AlphaSmart PC Y Cable labeled Computer's Keyboard Port into the computer's keyboard port. Replug your computer keyboard cable into the PC keyboard port on the PC Y Cable (see Figure 3).

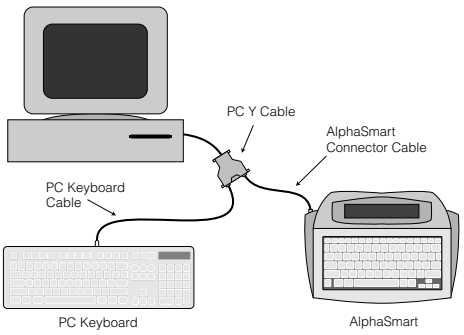


Figure 3. Connecting the PC Y cable between a PC, a regular keyboard and an AlphaSmart

4. With the PC Y Cable installed and your normal PC keyboard plugged in, turn on the computer, wait for complete boot up and test your keyboard for operation. Open any application that accepts text input and create a new document or file.

5. Plug one end of your AlphaSmart Connector Cable into the port labeled AlphaSmart on the Y cable and the other end to the PC port on the AlphaSmart (on the left side).

6. Now, with your computer running and a file open in an application, send your data to the PC. When the transfer is complete, you may disconnect the AlphaSmart or you may leave the AlphaSmart cable connected to the PC Y Cable and use it whenever you want to transfer text.

Note: *Always leave the PC Y Cable installed. If for any reason you need to remove the PC Y Cable from the PC, do so when your computer is turned off.*

Downloaded from www.Manualslib.com manuals search engine

SENDING TEXT TO A PC

When your AlphaSmart is attached to a PC, it changes modes and the screen displays the following message: *Attached to PC, emulating keyboard. Press Send key to transfer file.* If you do not see this message, check your cable and make sure it is attached properly to the PC.

Transferring Text to a PC

1. Pressing the **Send** key (at the extreme upper right of the keyboard) initiates the transfer of the current file from the AlphaSmart to the PC. If you want to abort a file transfer, just press any other key. *You must have a file open in an application that accepts text and your cursor placed where you want the text inserted in the file before sending text to a PC.*

2. When the transfer is complete, disconnect the AlphaSmart. (You may also leave the AlphaSmart connected to the PC for use as a normal keyboard.)

3. To finish the transfer process, save the word processing file on the PC. Once the text is saved on your PC, you can style and format the file as you would with any other file in your word processing application.

4. To erase the transferred file from the AlphaSmart, press the **Clear File** key on the AlphaSmart. The currently displayed file will be deleted.

Note: *If you only get the first one or two characters transferred when sending from the AlphaSmart, be sure your normal PC keyboard is not connected. Disconnect your keyboard and try sending the text again.*

Keyboard Command Differences

When the AlphaSmart is attached to a PC, all of the keys except the Send key behave as standard PC keyboard keys. Any characters that are typed will appear on the PC screen. Although the Escape, Enter, Control, and Alt keys have no function when the AlphaSmart is used in standalone mode, they function as normal PC keys when the AlphaSmart is plugged into a PC.

When the AlphaSmart is attached to a PC:

Print is the same as PrtScrn
Shift-Print is the same as Pause
Spell Check is the same as ScrLk
Shift-Spell Check is the same as NumLk
Find is the same as del
Shift-Find is the same as ins
⌘-Print is the same as F9
⌘-Spell Check is the same as F10
⌘-Find is the same as F11
⌘-Clear File is the same as F12

To change files when attached to the PC, only press the ⌘ key and the **F*x*** key (F1 for file 1, F2 for file 2, etc). Do not press the alt/option key. Pressing the alt key puts some word processing programs into command mode and the file won't transfer correctly.

Tips for Connecting to PC-compatible Laptops

To get an AlphaSmart to download to a PC-compatible laptop computer, you must connect the AlphaSmart the exact same way you would attach an external keyboard to your laptop. Unfortunately, each different PC compatible laptop computer seems to have its own different, often non-obvious, way to connect to an external keyboard.

For example, some IBM Thinkpad laptops have a Mini-DIN 6 port with a mouse and keyboard icon near it. One might logically think that one could plug in a mouse or Mini-DIN 6 (PS/2 style) keyboard and expect it to work. Even though it fits, it won't work. To overcome this problem, you need a special adapter cable that plugs in the port.

Another example is a particular Hitachi laptop model that has a tiny switch that must be turned on in order to get an external keyboard to work.

Some laptops (reported with some Compaq models), when attached to the PC, require pressing the **Enter** key on the AlphaSmart before pressing the **Send** key. *Tech note: Pressing the Enter key causes the laptop to switch from listening to the internal keyboard to listening to an external one, e.g. the AlphaSmart.*

Since there are so many different types of laptops and differing ways that they each handle external keyboards, you must in look in your laptop's user manual for instructions on connecting an external keyboard. It is best if you can test it with an external PC keyboard first before trying it with an AlphaSmart. If an external keyboard can type into your laptop,

Downloaded from www.Manualslib.com manuals search engine

then the AlphaSmart should also be able to connect, type, and send information to your laptop.

TRANSFERRING TEXT USING INFRARED

If your AlphaSmart 2000 has a built-in IR module, then you can send text via infrared to a Mac, PC or printer. Since the AlphaSmart uses the industry standard for infrared (IrDA), it will transfer text to any computer or printer with a built-in IrDA transceiver

It's easy to use. Point the AlphaSmart towards the computer's IR transceiver and hit the **Send** key. Text will be transferred to the document or file that is open on the computer. To print, hit the **Print** key on the AlphaSmart while pointing it towards the printer's IR transceiver or IR module. The AlphaSmart can be up to three feet (1 meter) away to transfer text to and from a computer.

There is a new version of the Get Utility which allows text to be sent from a Mac or PC to an AlphaSmart via infrared.

Note: *If the computer or printer does not have a built-in IrDA transceiver, you need to purchase an IrDA wireless pod for Mac or PC from IPD, Inc. For a list of companies that make the printer pods, please see our web site www.alphasmart.com.*

AlphaBeam for Mac v1.0

AlphaBeam for Mac v1.0 is a software program that allows the user to send text to a Mac, that is equipped with a built-in IrDA transceiver or a wireless pod, from an AlphaSmart 2000 equipped with the optional IR module. The program can insert the text from the AlphaSmart into any Mac program that allows text input.

You can download the most current version of AlphaBeam (at no cost) from the Support Section of our home page at http://www.alphasmart.com.

Some of the Macs that are equipped with a built-in IrDA transceiver are iMacs, Powerbook 3400C, Powerbook G3, etc.

Note: *If the Mac does not have a built-in IrDA transceiver, you need to purchase an IR wireless pod for Mac from IPD, Inc.*

Installation Instructions

If the computer has a built-in IrDA transceiver, then go directly to Step 3.

1. Plug the IR wireless pod for Mac into a serial port (Modem or Printer) on the Mac.
2. Be sure and note which serial port the wireless pod for Mac is plugged into.
3. Insert the disk into drive, and start the Installer by double clicking on it.
4. The Installer will place the program in the folder that you select.
5. Once the installation is finished, double click on the program.
6. The Preferences window will be displayed the first time that you select the program.
7. In the Preferences dialog click on the **Receive text using IrDA Wireless** checkbox and then select the correct port (modem, printer or built-in IrDA) that you plugged the IR wireless pod for Mac into. The frequency at which to look for IR AlphaSmarts can be adjusted, but the default selection of 3 seconds is adequate. Select **OK** and then the program will look for IR AlphaSmarts. These settings will be saved so that the next time you start the program you will not need to go into the Preferences.

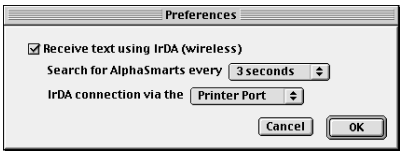


Figure 4. IrDA Preferences for AlphaBeam

Sending text from an AlphaSmart to a Mac

1. Open the program that you want to transfer the AlphaSmart file into.

Downloaded from www.Manualslib.com manuals search engine

2. Turn on the AlphaSmart and open the file you want to transfer to the Mac.

3. Point the AlphaSmart at the IR wireless pod for Mac and press the **Send** key on the AlphaSmart. The screen on the AlphaSmart should display the message "Connecting to IR Get Utility. Press **esc** to exit. Sending File x".

4. No text will show up in the program window until the file transfer is complete then the entire text will be pasted into the active program.

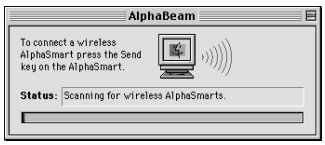


Figure 5. AlphaBeam for Mac

To send another AlphaSmart file to the Mac, it is not necessary to quit AlphaBeam and rerun it, just return to Step 3.

Tips on using AlphaBeam

For Macs that have a built-in IrDA transceiver, make sure that the Infrared Control Panel has been set to IrDA.

The text from the AlphaSmart will be pasted in the active program or application on the computer. If AlphaBeam is the front most program then the text from the AlphaSmart will be placed in the Clipboard. In order to see the text, you must open another program and do a Paste which will place the Clipboard contents into your program.

You can arrange your windows so that when AlphaBeam is in the background (not the active program) you can watch the progress indicator show how the transfer is progressing.

AlphaBeam™ for PC v1.0

AlphaBeam™ for PC v1.0 is a software program that allows the user to send text to a PC, that is equipped with a built-in IrDA transceiver or a wireless pod, from an AlphaSmart 2000 equipped with the optional IR module. Your PC must be running Windows 95 or Windows 98. The program transfers the contents of the open file on the AlphaSmart into the Windows Clipboard and to the user's word processor if it is running.

This version of the program does not support DOS, Windows 3.1 or Windows NT.

Installing AlphaBeam for PC

1. Plug IR wireless pod for PC into a COM port on the PC. A COM port is either a 9 pin or 25 pin male DB connector. Be sure and note which COM port the wireless pod for PC is plugged into. (ie. COM1 COM2 etc.)

2. Insert CD or floppy disk into drive.

3. Select **Run**, from the Windows File menu or the Start Menu in Windows 95.

4. In the command line box enter: **a:\SETUP** where "a" is the drive letter of the floppy drive.

5. During the setup you will be asked which COM port the IR wireless pod for PC is plugged into. You will also be asked to set up a simulated COM port. The program selects a valid COM port and all you have to do is press the **Next** button.

Sending text from an AlphaSmart to a PC

1. Run AlphaBeam for PC (double click on its icon). At this point AlphaBeam will begin scanning for IR enabled AlphaSmarts.

2. Point the AlphaSmart at the IrDA wireless pod for PC and press the **Send** button.

3. The AlphaSmart will display the message "Connecting to computer (wireless mode). Press **esc** to exit. Sending File x."

4. After a few seconds, AlphaBeam will show that an AlphaSmart has been found (Figure 6).

5. At this point the AlphaSmart will begin sending its file to the PC. After the send is completed, AlphaBeam will put

Downloaded from www.Manualslib.com manuals search engine

the contents of the file onto the Clipboard and issue a paste command. If a word processor is open and is the top window, the contents of the file will be pasted into it.

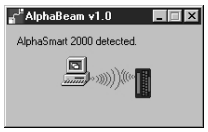


Figure 6. AlphaBeam for PC

6. After the send the AlphaSmart will be disconnected from the PC. You may then resend the same file by pressing the **Send** key again or you may open up a new file and send it, or bring up another AlphaSmart and send its file.

■ TIPS FOR DOWNLOADING TO SPREADSHEETS, DATABASES, MULTIMEDIA, E-MAIL AND OTHER APPLICATIONS

Because AlphaSmart simply retypes the data from your files, you may transfer the text in your AlphaSmart to any application that you can type into—not just word processing applications.

Downloading into Applications

When in another application, simply put the cursor where you want the text to go and press **Send**. This can be in a HyperStudio text field, or when using the text tool of a page layout program, or when using an e-mail program. Wherever you would normally type in the information, you can easily download information from your AlphaSmart by placing your cursor in the new application and pressing **Send**.

Spreadsheets

If you are using TurboTransfer Software or Infrared, you can transfer text to a spreadsheet. For some spreadsheets, you need to do a special trick to get things to work the way you want. If you want to download the following data that's already typed in your AlphaSmart (separated by tabs) into a spreadsheet program:

98→46→78←
75→89→100

If you put the cursor in the upper left cell of a new spreadsheet file and press **Send** on your AlphaSmart, this is what your spreadsheet may look like:

	A	B	C	D	E
1	98	46	78		
2			75	89	100

The reason for this is that the **Return** causes most spreadsheets to drop straight down a row, instead of going back to the left-most column of the spreadsheet.

An easy trick to fix this is to send your text to a word processor application first, then copy it and paste it into your spreadsheet. The paste command will fix the problem and your spreadsheet will look like this:

	A	B	C
1	98	46	78
2	75	89	100

***Note:** If you are using TurboTransfer or Infrared Transfer, there is no need to use the spreadsheet trick above. Both transfer methods will paste your text into the spreadsheet correctly.*

Databases

The steps below work for transferring text to an AppleWorks (formerly ClarisWorks) database document on a Macintosh. Database programs differ substantially, so transferring to other databases may require experimentation

1. Create your database in AppleWorks if you haven't already done so, and set up your fields.

2. Create a tab-delimited record on the AlphaSmart by entering the data in the tab order of the database, entering a return at the end of each record. The tabs separate the fields and the return indicates the end of the previous

Downloaded from www.Manualslib.com manuals search engine

record and the beginning of the next one. Enter as many records as you want in a single AlphaSmart file—you do not need to save each record into a separate file.

3. Open the database on the Macintosh in AppleWorks.

4. Open a new empty word processing file.

5. Connect the AlphaSmart to the Mac keyboard cable.

6. Download the data file from the AlphaSmart to the empty AppleWorks word processing document by pressing the **Send** key on the AlphaSmart.

7. Select all the downloaded text by choosing **Select All** from the Mac Edit menu. (**⌘-A**).

8. Copy the data to the clipboard by choosing **Copy** from the Edit menu (**⌘-C**).

9. Make the database the active AppleWorks document either by choosing the database file in the View menu or by clicking once in the database window (Do not click on an individual field in the document to make it the active field or **all** the data will be put into the one field).

10. Paste the data from the clipboard by selecting **Paste** from the Edit menu or by pressing **⌘-P**. The data will be transferred to the database, beginning with the second record if there was already a record in the database (a newly-created database will have an empty record as the first record).

11. Delete the empty record if needed. Save and close the database. Reopen to verify that the data is there and transmitted correctly. When you wish, you may discard the data in the unnamed text file. Subsequent transmission of new data will be appended to the end of the database and will not create a new blank record.

If the database contains calculated fields, you may simply skip the field by entering a tab. When the data is pasted it will make the calculations automatically in the database.

If you find errors in the way the data appears in the database after it has been transferred, you can make the corrections in the original AlphaSmart file and then retransmit the data to the word processing file.

■ CHANGING THE TRANSFER SPEED

The AlphaSmart can send text faster than some older computers can accept it. If you notice missing characters or jumbled text, then you need to slow down the transfer speed. Even on newer, faster computers, some programs like Microsoft Word, KidWorks™, and Student Writing Center are slow to accept text and you must slow down the AlphaSmart to transfer text into these programs.

The AlphaSmart file transfer speed menu is accessed by the keyboard command **Option-⌘-S** (this command works in stand-alone mode **only**, not when the AlphaSmart is attached to a computer). The speed command affects both the Mac sending speed and the PC sending speed.

The AlphaSmart has four file transfer speeds:

1. *Very Slow* is the slowest speed setting and is compatible with all machines and applications. It is recommended especially when you are using KidWorks or Student Writing Center. If you still lose data sending to KidWorks 2, turn Sound Effects off by deselecting "Sound Effects" under the KidWorks 2 Options menu.

2. *Slow*, which is compatible with all machines and most applications. It is recommended especially if you are using a Mac Classic, an Apple IIGS or a PC AT (286).

3. *Faster* (the default speed), which is a little faster and is recommended for the Mac LC or for 386- and 486-based PCs.

4. *Fastest* is the fastest speed setting. However, some word processing programs may experience a loss of data when files are transferred using this mode, so you may wish to experiment to see which speed works best for you.

***Note:** The keyboard control panel in your Macintosh system may also need to be adjusted to a faster setting.*

Downloaded from www.Manualslib.com manuals search engine

If you are using a Mac, you can significantly speed up the transfer of data (approximately 6 times faster) by using TurboTransfer software (see details under *TurboTransfer software*).

Send speed for Mac

- 1.25 pages per minute (set at speed 4, sending to AppleWorks on a Power Mac).
- With TurboTransfer, 8 pages per minute.

Send speed for PC

- 3 pages per minute (set at speed 4, sending to Windows Write, on a 486).

■ ALPHASMART FIND FEATURE

To access the AlphaSmart Find feature, press the **Find** key or **⌘-F**. You will see a screen that says:

```
Find:_________
Press Return to search in file 1,
option-Return to search in all files,
CMD-G to Find again, Esc to exit.
```

At the cursor, you may enter up to 16 characters. The search is **not** case sensitive, so if you are looking for "CAT" and type in "cat", the search will find **cat**, **CAT**, **Cat**, or **caT**. It will also find partial words or characters embedded in other words. For example, if you searched for "cat", it will also show you "catalog."

If you press **Return** after entering your search text, it will search in the current file only. If you press **Option-Return**, it will search in all eight files. However, if password protection is activated, the Option-Return command cannot be used and you can only search in the current file. When a string is found in a different file than the one currently displayed, it will open that file and put a cursor at the end of the string it found.

After the text is found once, you may continue the search by pressing **⌘-G**. The next occurrence will be displayed or the message *String NOT found* will be displayed. (⌘-G does not bring up the Find dialog screen—unless you haven't ever entered search text.)

■ KEYBOARD LAYOUTS

To change the keyboard layout, press **Option-⌘-L** (this command works in stand-alone mode **only**, not when the AlphaSmart is attached to a computer). You will see four choices:

- Pressing **1** chooses *QWERTY*—the standard default layout of most keyboards and typewriters (see Figure 7).
- Pressing **2** sets the keyboard to *Dvorak*. Dvorak is a scientifically-designed key layout which requires much less finger reaching and stretching for the most commonly used keys, and results in faster and easier typing (see Figure 8).



Figure 7. QWERTY keyboard layout.



Figure 8. Dvorak keyboard layout.

Downloaded from www.Manualslib.com manuals search engine

- Choosing **3** sets the keyboard layout for *right-hand only*, and selecting **4** sets the keyboard for *left-hand only*. Right and left one-handed layouts enable faster typing for people with disabilities (see Figures 9 and 10).

When the AlphaSmart is turned on, a message is displayed stating the current layout option—if other than the default QWERTY layout.

Note: *When key layout changes, all command keystrokes use the default QWERTY location for the key. For example, if the layout is currently set to Dvorak, you still press* **Option-⌘-L**, *where* **L** *is the QWERTY location of L, not the Dvorak location. (Note: this command works in stand-alone mode* ***only****, not when the AlphaSmart is attached to a computer.)*



Figure 9. Right one-handed keyboard layout.



Figure 10. Left one-handed keyboard layout.

Also, international characters use the QWERTY location for the letters and their accents. For example, to generate an **é** *you press* **Option-e**, *using the QWERTY location for e, regardless of the current keypad setting.*

Note: *AlphaSmart keys are removable and may be popped off and repositioned to match the new layout you choose.*

KEYTIME® has effective training materials for learning to type on the standard, Dvorak, right-handed, left-handed, and single-digit keyboards. In addition, KEYTIME® has clear stickers to relabel keyboards and key-cap pullers to rearrange keys for alternative keyboard users. Contact KEYTIME®, Inc. at (206) 522-TYPE for more information and prices.

■ SPECIAL EDUCATION NEEDS

AutoRepeat/Key Repeat Control

With Key Repeat Control enabled, only one character prints per keystroke. For example, if you hold down the letter "a" key for an extended period of time, you would expect to see the letter continually repeat itself on your screen ("aaaaaaa"). However, with Key Repeat Control enabled, you would obtain just one "a", regardless of how long the key was held.

The AutoRepeat function can be disabled or enabled by pressing **Option-⌘-K** to get to the AutoRepeat/Sticky Keys control screen, and then pressing **1** (this command works in stand-alone mode **only**, not when the AlphaSmart is attached to a computer).

Sticky Keys

To enable the Sticky Key function, press **Option-⌘-K** and then **2** to either enable or disable Sticky Keys(this command works in stand-alone mode **only**, not when the AlphaSmart is attached to a computer).

With Sticky Keys enabled, you can type combination keystrokes without actually pressing the keys simultaneously. For example, you could press **Option-⌘-S** individually in order (instead of as a group) to get to the AlphaSmart Transfer Speed menu.

Downloaded from www.Manualslib.com manuals search engine

Sticky Keys affect the four modifier keys: shift, option, command (⌘), and control. When Sticky keys are enabled, pressing a modifier key effectively keeps that key "pressed down" for the next normal key press.

The current state of the shift, option, command, control, and caps lock keys are shown in the lower right of the AlphaSmart screen. The last five characters in the lower right corner of the display show which keys are "down" and which keys are "up."

- The right-most character is the *caps lock* indicator, and is solid black if the caps lock key has been pressed. Caps lock is not affected by Sticky key settings.
- The second character from the bottom right corner is the *command* (⌘) key indicator. If the command key is down, a **C** will be displayed here.
- The third character from the bottom right corner of the screen is the *option* key indicator. If the option key is down, an **O** will be displayed.
- The fourth character from the lower right corner of the screen is the *control* key indicator. If the control key is down, a **C** will be displayed here.
- The fifth character from the lower right corner of the screen is the *shift* key indicator. If the shift key is down, an "S" will be displayed here.

Figure 11 shows an example of what the screen would look like if all the modifier keys (shift, control, option, command, and caps lock) were in the "down" position.

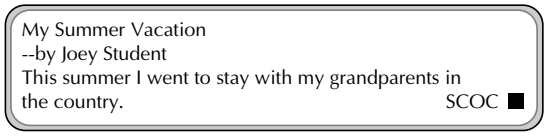


Figure 11. Example shows modify indicators in the lower right corner of the screen

Figure 12 shows just the control and shift keys down.

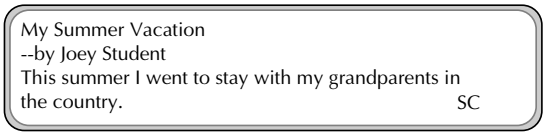


Figure 12. Example shows the control and shift modify indicators in the lower right corner of the screen

INTERNATIONAL CHARACTER SUPPORT

See the chart on the following page for international character key equivalences. International characters can be sent to Macintosh or Windows machines. They work with all Macintosh applications. If sent to a machine running Windows, international characters are sent using the codes defined in the Character Map Accessory.

International characters work directly with the following Windows applications:

- Write
- Paintbrush
- Notepad
- Microsoft Works for Windows

International characters do ***not*** directly transfer correctly to the following Window applications:

- Word Perfect 5.2, 6.0

To transfer international characters to these applications,

1. Transfer your file to Windows Write or Notepad (or another application that does accept international characters directly),
2. Select your text, then **Copy** the text (so that it is in the Windows clipboard),
3. Open a file in one of the above applications, and
4. **Paste** the text into your document.

Downloaded from www.Manualslib.com manuals search engine

AlphaSmart International and Special Characters

option-A = **á**
option-E = **é**
option-I = **í**
option-O = **ó**
option-U = **ú**

option-shift-A = **Á**
option-shift-E = **É**
option-shift-O = **Ó**
option-shift-U = **Ú**

ctrl-A = **à**
ctrl-E = **è**
ctrl-I = **ì**
ctrl-O = **ò**
ctrl-U = **ù**

ctrl-shift-A = **À**
ctrl-shift-E = **È**
ctrl-shift-O = **Ò**
ctrl-shift-U = **Ù**

ctrl-option-A = **â**
ctrl-option-E = **ê**
ctrl-option-I = **î**
ctrl-option-O = **ô**
ctrl-option-U = **û**

ctrl-option-shift-E = **Ê**
ctrl-option-shift-O = **Ô**
ctrl-option-shift-U = **Û**

option-⌘-A = **ä**
option-⌘-E = **ë**
option-⌘-I = **ï**
option-⌘-O = **ö**
option-⌘-U = **ü**

option-⌘-shift-A = **Ä**
option-⌘-shift-E = **Ë**
option-⌘-shift-O = **Ö**
option-⌘-shift-U = **Ü**

option-? = **¿**
option-! = **¡**
ctrl-2=**å**
shift-ctrl-2=**Å**
option-0 = **º**
option-shift-1 = ½
option-2 = **™**
option-3 = **£**
option-4 = **¢**
option-6 = ¨(double dot)
option-shift-7 = **¤**
option-8 = **•**
option-9 = **ª**
option-' = **æ**
option-shift-' = **Æ**
ctrl-option-⌘-A=**ã**
shift-ctrl-option-⌘-A=**Ã**
option-B = **ß**
option-C = **ç**
option-shift-C = **Ç**
option-D = ° (degree symbol)
option-G = **©**
option-N = **ñ**
option-shift-N = **Ñ**
option-M = **µ**
ctrl-option-⌘-O=**õ**
shift-ctrl-option-⌘-O=**Õ**
option-P = **¶**
option-R = **®**
option-S = **§**
option-Q = **œ**
option-shift-Q = **Œ**
option-Y = **¥**
ctrl-/ = **ø**
ctrl-shift-/ = **Ø**

The following characters are not supported: **Â**, **Î**, **Ï**, **Ì**, **Í**

Note: *The reason that the international characters don't directly transfer into these applications is that these applications don't support the Microsoft international character set. Fortunately, by copying and pasting through the clipboard, the clipboard performs the appropriate translations.*

All non-international characters transfer correctly to all Windows and DOS applications.

■ PRINTING FROM YOUR ALPHASMART

The AlphaSmart 2000 can print directly to a large number of printers by using a specially designed serial or parallel printer cable. Printers currently supported by the AlphaSmart 2000 are:

- Apple ImageWriters
- Hewlett-Packard DeskJets and DeskWriters
- Apple StyleWriter I, II, and 1200
- Parallel printers (requires AlphaSmart Parallel Printer Cable)

To print from an AlphaSmart 2000 to a printer:

1. Press **Option-Print** to access the printer setup menu. Use the arrow keys to select either ImageWriter, HP DeskJet or Writer, Stylewriter, or Parallel. Press **Return** to leave the menu.
2. Connect the special AlphaSmart-to-Printer cable from the AlphaSmart PC port to the printer serial or parallel port. This cable is specially made and is not available from computer stores (it has some electronic components built directly into the cable).
3. Make sure the printer is turned on and, for the ImageWriter II, make sure the Select LED is green (printer is selected to print).
4. Press **⌘-P** or **Print** on the AlphaSmart to print the current file. The printer should start to print.

The AlphaSmart will remember your selected printer, so you only have to do Step 1 once, or whenever you change printers.

Downloaded from www.Manualslib.com manuals search engine

***Note:** Font, print quality, line spacing, and margins are fixed and not changeable by the user. The line spacing is set for double spacing for easy manual editing.*

The AlphaSmart 2000 supports draft printing to most older direct connect printers. If your printer is already connected to a computer or a network, most users find it easier and faster to leave the printer connected to the computer or network, and download the text to the computer for printing.

Direct draft printing from the AlphaSmart works best when tabs are not used in the text. For most consistent direct printing, use spaces for separation instead of tabs.

Printers with DIP switch settings. If the AlphaSmart fails to print and your printer has DIP switches for different option settings, consult your printer user manual and set the DIP switches to the following settings:

- 9600 baud
- 1 stop bit
- no parity
- hardware handshake (DTR)
- LF on CR (line feed on carriage return)

KEYBOARDING TIMER

To access the Keyboarding Timer:

1. Press **⌘-Find** (this command works in stand-alone mode only, not when the AlphaSmart is attached to a computer). A message will be displayed that says:

   ```
   TYPING TIMER, BEGIN TYPING TO START TIMER.
   ```

2. Start typing. The elapsed time will be shown as you type. Press **CTRL** to stop.

3. When **CTRL** is pressed the screen will give the elapsed time and the words per minute (wpm).

4. To start the timer again press **Return**.

5. To exit the Keyboarding Timer, hit **esc**.

When typing in the Keyboarding Timer, the delete key is disabled.

The text typed in the Keyboarding Timer is appended to the end of the current file so that the text can be reviewed for accuracy, if desired.

If you don't wish to keep the text, simply press **Clear File** after you exit the Keyboarding Timer. You may also wish to change to an unused file, or press **Clear File** before starting the Keyboarding Timer.

SHOW MARKS

The Show Marks function can be disabled or enabled by pressing **Option-⌘-K**, and then pressing **3** (this command works in stand-alone mode only, not when the AlphaSmart is attached to a computer).

When Show Marks is enabled, tabs show up as "→" and returns show up as "↩". When Show Marks is disabled, tabs and returns show up as spaces on the AlphaSmart screen. Regardless of the Show Marks setting, tabs and returns are transferred to the computer as tabs and returns.

STATUS SCREEN

Press **Option-⌘-V** to get to the system status screen (this command works in stand-alone mode **only**, not when the AlphaSmart is attached to a computer). This screen tells you the AlphaSmart version number, what the current file number is, AutoRepeat and StickyKeys status, Password Protection, and which keypad layout option is currently in use.

Downloaded from www.Manualslib.com manuals search engine

ALPHASMART PASSWORD PROTECTION

When multiple people share one AlphaSmart, it is sometimes useful to password protect each file to keep the contents private and protected from accidental loss.

AlphaSmart 2000s are shipped with password protection disabled. To enable AlphaSmart's password protection feature for the first time, you will need to contact IPD to obtain the master password encoded into each AlphaSmart. To obtain the master password, call toll-free 1-888-274-2720. You may also fax your request (including your fax number) to (408)252-9409.

Enabling the Password Option

Follow these steps to enable passwords on your AlphaSmart.

1. Turn the AlphaSmart on and make sure it is **NOT** connected to a computer.

2. Press the **Control-Option-⌘-P** keys simultaneously to show the Password Enable/Disable screen. The AlphaSmart will display the message:

```
Password protection is OFF.
Type master password to turn on:_____
```

3. Type in the five-letter master password you obtained from IPD to turn password protection on (to turn it off, follow the same steps). As you type the old password, the password will appear as Xs on your screen. When the password has been entered correctly, the AlphaSmart will display:

```
Password protection is ON.
Type master password to turn off:_____
```

4. Passwords are now enabled. Press the **esc** key to exit the password screen.

Setting an Individual Password

Each of the eight files can have their own unique password. When the password feature is enabled, each individual file password is initially set to "smart".

If eight different students are to share an AlphaSmart, instruct each student to set their own private password for their own file. Tell them to use "smart" as the old password.

Changing a Password

1. Turn the AlphaSmart on and make sure it is **NOT** connected to a computer. Open file x (you might need to enter the password if password protection is on).

2. Press **Option-⌘-P** to show the Change Password Dialog screen. If pressed in file 4, you will see:

```
Change password for file 4
Old password: _____
New password: _____
Press esc key to exit.
```

3. First type the old password, which is "smart" if this is the first time. (If you have forgotten the old password, the master password may be entered by the teacher). As you type the old password, Xs will appear for each character. If you type the password incorrectly, the message `Invalid password, please try again` will appear, and you can try again. When you correctly type the old password, your screen will say:

```
Change password for file 4
Old password: XXXXX
New password: _______
Press esc key to exit.
```

4. The cursor will now be in the third row, waiting for you to type in the new password. Any letters or numbers can be used for the password. Unlike the old password, each character of the new password will be displayed as it is typed. *If you don't want anyone to see your password, be sure to type your password in a private location.*

```
Change password for file 4
Old password: XXXXX
New password: abcde
Press esc key to exit.
```


Downloaded from www.Manualslib.com manuals search engine

As soon as you type the 5th letter of the new password, you will see the message *Your password has been changed* for a second, and then you will return to the file which you were editing. (Passwords are all lowercase; pressing shift or caps lock has no effect.)

When password protection is enabled, anytime you change files you will be asked for that file's password before being allowed to edit that file. All individual file passwords can be overridden by typing the master password.

If, when turning on the AlphaSmart, you are prompted for the password for a file that isn't yours, simply press the appropriate file number to get your own file and enter the password.

Note: *This password system was designed to protect against accidental or casual mischievous data loss and to provide a minimum level of data privacy. It is NOT designed to prevent concerted malicious efforts at data destruction. All security systems have ways of being "broken" if you try hard enough. As the old saying goes, "Locks are to keep honest people honest."*

■ GET UTILITY SOFTWARE

Get Utility for Mac v2.0

The Get Utility for Mac v2.0 is a software utility program that allows the user to send text between a Mac and an AlphaSmart, AlphaSmart Pro, or AlphaSmart 2000.

You can send text to an AlphaSmart from your Mac either by using an ADB "Y" cable, or by wireless infrared transfer if your AlphaSmart is equipped with an IR module. You can download the upgrades (at no cost) from the Support Section of our home page at http://www.alphasmart.com.

Note: *For the sake of simplicity, the term "IR" is used to represent infrared transfer.*

Installation Instructions for Get Utility for Mac
Using Cable Transfers

1. Insert the CD or floppy disk into the drive, and start the Installer by double clicking on **Get Utility Installer**.



Figure 13. Get Utility Installer icon

2. The Installer will place the program in the folder that you select.

3. Once the installation is finished, double click on the program icon.

4. The Preferences window will be displayed the first time that you select the program.

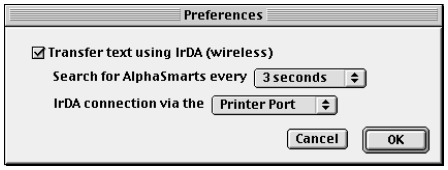


Figure 14. Preferences window

Important Notes:

1. If you are using the iMac, Powerbook or a Mac with an internal IrDA transceiver select IrDA connection via the built-in IrDA transceiver.

2. If you are not using wireless infrared transfer press **Cancel**.

Installation Instructions for Get Utility for Mac
Using IR Transfers

If your computer has a built-in IrDA transceiver, then go to Step 3 of the instructions.

1. Plug IR wireless pod for Mac into a serial port (Modem or Printer) on the Mac.

2. Be sure and note which serial port the wireless pod for Mac is plugged into.

Downloaded from www.Manualslib.com manuals search engine

3. Insert the CD or floppy disk into the drive and start the Installer by double clicking on it.

4. The Installer will place the program in the folder that you select.

5. Once the installation is finished, double click on the program icon.

6. The Preferences window will be displayed the first time that you select the program.

7. In the Preferences dialog, click on the Transfer checkbox and then select the correct port (modem, printer or built-in IrDA) that you plugged the IR wireless pod for Mac into. The frequency at which to look for an IR AlphaSmart can be adjusted, but the default selection of **3 seconds** is adequate. Select **OK** and then the program will look for an IR AlphaSmart. These settings will be saved, so that the next time you start the program you will not need to go into the Preferences.

Keep in mind that even though you have enabled IR transfers you can still transfer text using the ADB cable connection. You do not need to turn off IR transfers before using the Mac "Y" cable.

Sending text to an AlphaSmart using an ADB "Y" Cable

To send text to an AlphaSmart from your Mac via the ADB Y cable:

1. Open your file or text you wish to send on the Mac, highlight the text with the mouse and select **Copy** from the Edit Menu.

2. Turn on the AlphaSmart and select the file where you would like the text transferred. There is a pop-up file menu in Get Utility that can also be used to select the AlphaSmart file.

3. Attach the AlphaSmart to your Mac via the ADB port using the ADB Y cable (either plug in the AlphaSmart instead of your keyboard or attach to the ADB Y cable).

4. Run Get Utility by double clicking on its icon on the Mac. You should see the text you copied displayed in the "Clipboard Contents" window.

5. Press the **Scan** or **Scan for Cable Connected AlphaSmart** button so that the Mac verifies that an AlphaSmart is attached.

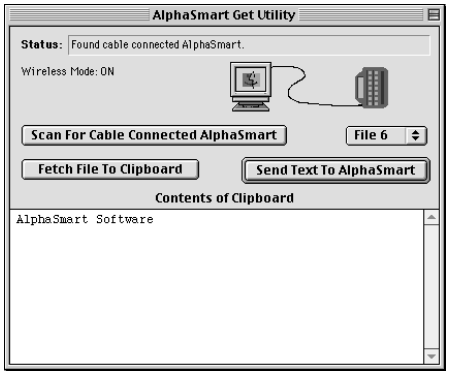


Figure 15. Verifying that the AlphaSmart is attached by cable

6. Press the **Send Text to AlphaSmart** button to send the text from the Mac to the AlphaSmart. The Clipboard text is sent to the current file on the AlphaSmart. If you are using a newer AlphaSmart (AlphaSmart 2000, AlphaSmart with ROM v1.08 or newer, or an AlphaSmart Pro with ROM v2.05 or newer), you can change to a new AlphaSmart file with a pop-up menu on the computer screen. If you are downloading to an older AlphaSmart, you will need to press ⌘**-option-F2** to go to File 2, ⌘**-option-F3** to go to File 3, and so forth.

7. Disconnect your AlphaSmart when the transfer is finished.

8. To download to other AlphaSmarts, it is not necessary to quit Get Utility and rerun it. Simply attach the new AlphaSmart and press the **Scan** or **Scan for Cable Connected AlphaSmart** button before downloading.

Downloaded from www.Manualslib.com manuals search engine

Explanation of Controls

- ***Scan for Cable Connected AlphaSmart:*** This button initiates a search for ADB connected AlphaSmarts.

- ***Send Text To AlphaSmart:*** This button initiates the sending of data to the AlphaSmart using either ADB or IrDA.

- ***Fetch File To Clipboard:*** This button initiates the fetching of data to go from an AlphaSmart to a Mac using either ADB or IrDA.

- ***AlphaSmart file #:*** This pop-up menu allows the user to change the current file on the AlphaSmart.

Sending text to an AlphaSmart using IR Transfer

1. Copy the text into the Clipboard. To do this, open your file or text you wish to send, select it with the mouse, and select **Copy** from the Edit menu.

2. Switch back to the Get Utility and you should see the text you copied displayed in the " Contents of Clipboard " window.

3. Now you need to have the AlphaSmart communicate with the Mac. Point the AlphaSmart at the IR pod for Mac and press the **Send** key on the AlphaSmart. The screen on the AlphaSmart should display the message "Connecting to computer (wireless mode). Press **esc** to exit. Sending File x".

4. You should see the picture in the program's window change to a picture that shows how your AlphaSmart is "attached" (Figure 16).

5. Using the pop-up menu, select the file on the AlphaSmart where you want to send the text.

6. Press the **Send Text To AlphaSmart** button to send the text from the Mac to the AlphaSmart. The Clipboard text is sent to the current file on the AlphaSmart.

7. You may now disconnect your AlphaSmart either by pressing the **esc** key on the AlphaSmart or by simply taking it away from the Mac.

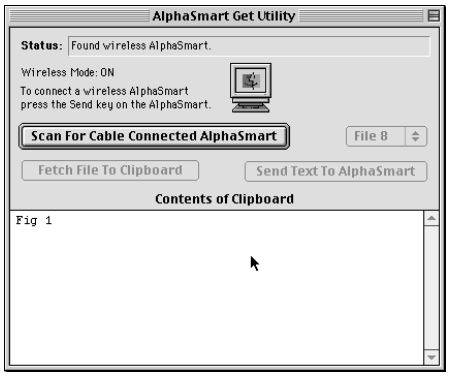


Figure 16. Wireless attachment of AlphaSmart

To download to other AlphaSmarts, it is not necessary to quit Get Utility and rerun it, just return to Step 4.

If you want to Fetch text from the AlphaSmart to send to a Mac, just select the file using the pop-up menu and then press the "Fetch To Clipboard" button on the program's window.

Tips on Using IR Get Utility for Mac

For Macs that have a built-in IrDA transceiver, make sure that the infrared control panel has been set to IrDA.

Explanation of Controls

- ***Scan for Cable Connected AlphaSmart:*** This button initiates a search for ADB connected AlphaSmarts.

- ***Send Text To AlphaSmart:*** This button initiates the sending of data to the AlphaSmart using either ADB or IR.

- ***Fetch File To Clipboard:*** This button initiates the fetching of data to go from an AlphaSmart to a Mac using either ADB or IR.
- ***AlphaSmart file:*** This pop-up menu allows the user to change the current file on the AlphaSmart.

Downloaded from www.Manualslib.com manuals search engine

Get Utility for PC v2.1

Get Utility for PC v2.1 is a software utility application that allows the user to send text from a PC to an AlphaSmart 2000 or an AlphaSmart Pro version 2.09, or version 2.1.3 or newer (not to version 2.1 or 2.1.2).

The program transfers the current contents of the Windows Clipboard to an attached AlphaSmart.(The Clipboard is a memory buffer that allows transfer of information between different programs.)

Cable Transfer
You can send text to an AlphaSmart from your PC, either via a PC Y cable or a PC Dual cable. You must be running Windows 3.1, Windows 95, Windows 98 or Windows NT on your PC.

Infrared Transfer
You can send text to an AlphaSmart from your PC via infrared transfer(if your AlphaSmart is equipped with a built-in IrDA transceiver or an IR module). You must be running Windows 95 or Windows 98 on your PC.

Note: *For the sake of simplicity, the term "IR" is used to represent infrared transfer.*

Installation Instructions for Get Utility for PC

1. Insert CD or floppy disk into the drive.

2. From the Windows Start or File menu, select **Run**.

3. In the command line box enter: **d:\setup** where d is the drive letter of the CD-ROM drive or **a:\setup** where a is the drive letter of the floppy drive.

4. When the install dialog comes up, select a location for the Get Utility and press the **Install** button. The default directory is usually OK.

5. When the install is complete, the following box will show up (except on Windows 3.x or NT). If you do not wish to install IR (infrared) Get Utility, then select **No**. If you wish install IR Get Utility, then select **Yes** and go on to the "Installation Instructions for IR Get Utility" which follow.



Figure 17. Installation question for IR Get Utility

Installation Instructions for IR Get Utility

If your PC has a built-in IrDA transceiver, then skip Step 1.

1. Plug IR wireless pod for PC into a COM port on the PC. A COM port is either a 9 pin or 25 pin male DB connector. Be sure and note which COM port the wireless pod for PC is plugged into. (i.e. COM1, COM2 etc.)

2. Insert the CD or floppy disk into the drive.

3. Select **Run**, from the Windows File menu or the Start Menu in Windows 95.

4. In the command line box enter: **d:\setup** where d is the drive letter of the CD-ROM drive or **a:\setup** where a is the drive letter of the floppy drive.

5. During the setup you will be asked into which COM port the wireless pod for PC is plugged. You will also be asked to set up a simulated COM port. The program selects a valid COM port and all you have to do is press the **Next** button (see Figure 18).

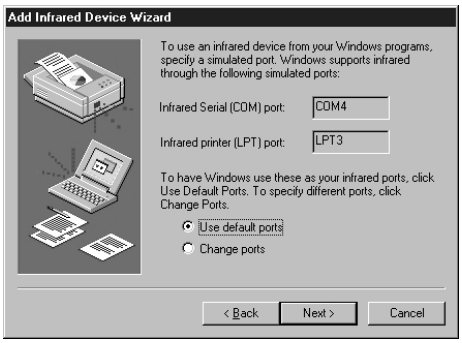


Figure 18. IR setup for Windows

Downloaded from www.Manualslib.com manuals search engine

Sending text to an AlphaSmart from a PC Using the PC Y or Dual Cable

1. Copy the text into the PC Clipboard. To do this, open the file or text you wish to send, highlight it with the mouse, and select **Copy** (Ctrl-C) from the Edit menu.

2. Attach the AlphaSmart to your PC via the keyboard port. If using a PC Dual cable, unplug your normal keyboard, then connect your AlphaSmart. If using the PC Y cable, you do not need to disconnect your keyboard.

3. Run Get Utility (double click on its icon). You should see the text you copied displayed in the "Clipboard Contents" window.

4. Press the **Scan** button so that the PC verifies that an AlphaSmart is attached.

5. Press the **Send Text To AlphaSmart** button to send the text from the PC to the AlphaSmart. The Clipboard text is sent to the current file on the AlphaSmart. You may change the AlphaSmart file by selecting a file on the file pop-up menu.

6. You may now disconnect your AlphaSmart, and if using the PC Dual cable then reconnect your normal PC keyboard.

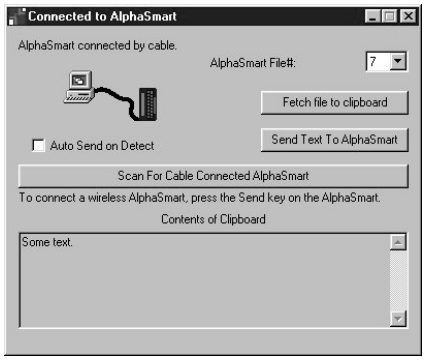


Figure 19. Verification of an AlphaSmart connected to a PC by cable

To download to other AlphaSmarts, it is not necessary to quit Get Utility and rerun it. Simply attach the new AlphaSmart and press the **Scan** button before downloading.

Sending text to an AlphaSmart from a PC Using IR

1. Copy the text into the PC Clipboard. To do this, open the file or text you wish to send, highlight it with the mouse, and select **Copy** (Ctrl-C) from the Edit menu. (The Clipboard is a memory buffer that allows you to transfer information between different programs. Most Windows applications support copying to the Clipboard)

2. **Run** IR Get Utility for PC (double click on its icon). You should see the text you copied displayed in the "Clipboard Contents" window. At this point the IR Get Utility will begin scanning for IR enabled AlphaSmarts. Point the AlphaSmart at the IR wireless pod or built-in transceiver and press the **Send** key. (This allows the pod to recognize the IR enabled AlphaSmart.)

3. Point the AlphaSmart at the IR wireless pod for PC and press the **Send** button. The AlphaSmart will display the message "Connecting to IR Get Utility. Press **esc** to exit. Sending File x". After a few seconds, the IR Get Utility will show that an AlphaSmart has been found.

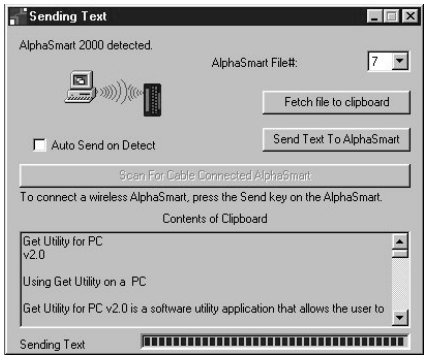


Figure 20. Connecting to IR Get Utility

Downloaded from www.Manualslib.com manuals search engine

4. From the pop-up menu, select the file on the AlphaSmart where you would like to send the text. Press the **Send Text To AlphaSmart** button to transfer the text from the PC to the AlphaSmart. The Clipboard text is sent to the file that you selected on the AlphaSmart. You may now disconnect your AlphaSmart by either pressing the **esc** key on the AlphaSmart or simply taking it away from the PC.

To download to other AlphaSmarts, it is not necessary to quit Get Utility and rerun it—just return to Step 3.

IR Get Utility Controls

- ***Send text to AlphaSmart:*** This button initiates the sending of data to the AlphaSmart.
- ***Fetch file to Clipboard:*** This button initiates the sending of data from the AlphaSmart to the PC.
- ***AlphaSmart file #: _:*** This pop-up menu allows the user to change the current file on the AlphaSmart.
- ***Auto Send on Detect:*** If this check box is checked, the AlphaSmart will automatically send its current file to the PC when it is detected by the PC. If your word processor is running in the foreground the file will also be automatically pasted into it.

■ TURBOTRANSFER SOFTWARE

For the Macintosh, Version 1.2

TurboTransfer Software provides a simple way to speed up the data transfer rate between your AlphaSmart and your Macintosh. Typically, you should notice your transfer speed increase by six times when using TurboTransfer Software.

You can download the upgrades (at no cost) from the Support Section of our home page at http://www.alphasmart.com.

Installation

1. Drag the Extension titled "TurboTransfer 1.2" from the TurboTransfer software disk into the System folder on your Macintosh.

2. System 7 users will see the following message:

   Extensions need to be stored in the Extensions folder in order to be available to the Macintosh. Put "TurboTransfer 1.x" into the Extensions folder?

   Click the "OK" button. If you are a System 6.x user, treat this as an INIT file and place it in your System folder.

3. **Restart the Macintosh** with the AlphaSmart disconnected in order to load the extension. Now you are ready to download at turbo speeds!

To deactivate this extension, simply drag it out of the Extensions folder (within the System folder) onto the desktop and **restart the computer**.

Tips for Using TurboTransfer with Different Applications

TurboTransfer works by reading the file into the Macintosh Clipboard and then issuing a paste command. Wherever the cursor is when the **Send** key is pressed is where the file will be pasted. (Since the Macintosh Clipboard can only have one item residing at a time, whatever was in the Clipboard before the transfer will be lost, and the last transferred file will now reside in the Clipboard.)

Word Processors

Try sending to different applications. Some applications will transfer faster than others. For example: Sending a 10K or five-page file to MacWrite II, AppleWorks or SimpleText takes only 55 seconds. But transferring the same file to MSWorks takes five minutes (one minute to transfer, four minutes to paste into the application).

Spreadsheets

TurboTransfer lets you directly transfer columns and rows of numbers into spreadsheet applications. Simply put the cursor in the upper left-most cell in the file (or wherever you would like to start) and press the **Send** key. Make sure your numbers or other items are separated by tabs (shown by a right arrow) on the AlphaSmart.

Note: *Without TurboTransfer installed on the Mac, you may need to transfer the data to a word processing application first, then cut and paste the information into a spreadsheet program.*

Downloaded from www.Manualslib.com manuals search engine

Compatible Applications

- AppleWorks (ClarisWorks) v4.0.4
- MacWrite II v1.1.3 (see Note A)
- MS Works v2.0 (see Note B)
- MS Word v6.0 (see Note C)
- TeachText v7.1
- MacDraw II v1.1
- SimpleText v1.0
- Excel v5.0
- Canvas v2.1
- HyperStudio
- AppleLink v6.1
- HyperCard v2.2

TurboTransfer is NOT compatible with NotePad (found under the Apple menu).

Troubleshooting Notes

- If you observe the previous contents of the Clipboard showing up in your document instead of the AlphaSmart file, try one of these solutions:

  1. Press ⌘-**Z** twice, or
  2. Press ⌘-**P** to paste the AlphaSmart file, or
  3. Press **Send** again on your AlphaSmart.

- Transferring files to MSWorks takes longer than with other programs like AppleWorks. This is a problem with MSWorks—all pastes take longer, regardless of whether it is TurboTransfer or the user doing the paste.

- If the Clipboard is empty when MSWord starts up—such as when you first start your Macintosh—all you will get is a "Beep" when you try to transfer from the AlphaSmart. This happens when the Paste command is disabled—a bug in how MSWord handles the Clipboard when it is empty. To solve this, copy something into the Clipboard before you launch MSWord. An easy fix is to go to the Scrapbook under the Apple menu and **Copy** (⌘-C) anything there.

  You can also try the transfer (nothing happens), quit out of MSWord, then relaunch the application. The transfer will now work!

TurboTransfer Times

16 pages (32K) or entire contents of File 1: 2 minutes and 5 seconds (Without TurboTransfer, 13 minutes).

8 page file, or Files 2–6: 1 minute and 5 seconds.

With TurboTransfer: 8 pages per minute; Without TurboTransfer: 1.25 pages per minute.

Notes

1. Installing TurboTransfer in your System Folder increases the amount of RAM used by your System by 32K.

2. If you do not want the Extension/INIT to install, hold down the mouse button while restarting your Mac. This is especially useful if your Macintosh is crashing while the INIT/Extension is installed.

3. If you press the Send key and hear one or two beeps, then the transfer has failed. In this case, while the AlphaSmart is attached to the Macintosh, turn the AlphaSmart off and then on, and try the transfer again. Please note the circumstances that caused the beeps and see if you can easily reproduce it.

■ BATTERIES AND POWER REQUIREMENTS

Batteries

The AlphaSmart 2000 runs on three AA batteries of the same type (alkaline, carbon, or NiCAD). The longest battery life will be achieved with alkaline batteries. Good quality AA alkaline batteries will power the AlphaSmart for 120–300 hours. (When the AlphaSmart is turned off, no power from the AA batteries is used.)

Battery Life—Using AA Alkaline Batteries

One of the ways the AlphaSmart obtains such good battery life is by entering a low power Sleep mode that uses much less power when nothing is being typed. When something is typed, the AlphaSmart wakes up, displays and saves the character, and then goes back to sleep—all transparent to the user. If a user is a slow typist or pauses while composing text, that user will get much longer battery life than a user who types 120 wpm all the time. A very slow typist can get over 300 hours of use. The fastest typist with constant use will see 50 hours or more of use. A "typical" user typing at 20 wpm constantly with no breaks will get over 100 hours of use. (The battery life hours mentioned above were measured using high quality Alkaline batteries, Duracell or Panasonic.)

Downloaded from www.Manualslib.com manuals search engine

Battery Life and AlphaSmart 2000 Stacking Note: *If AlphaSmart 2000s are stacked on top of each other, AND if the one on top is offset by 1 inch to the front and 1/2 inch to the right, the rubber foot of the one on top may depress the on/off key of the AlphaSmart 2000 on the bottom. Constant depression of the on/off key by the rubber foot of the unit on top will cause a small but constant battery power drain even though nothing is displayed on the screen. Solution: Stack your AlphaSmart 2000s on edge or make sure they are stacked vertically and not offset.*

When replacing batteries all 3 batteries must be changed. If one discharged AA battery is used with 2 new batteries, the user will see a marked reduction in the battery life—4-5 hours will be common—even though 2 out of the 3 are new batteries.

Rechargeable NiCAD Battery Pack

For convenience, you may purchase an AlphaSmart rechargeable NiCAD battery pack (see the AlphaSmart Accessories section for a complete description). When the rechargeable NiCAD battery pack is installed into your AlphaSmart, it is automatically recharged whenever the AC adapter is plugged in, or when your AlphaSmart is attached to a Macintosh or PC. The NiCAD battery pack is charged regardless of whether the AlphaSmart is turned on or off.

Installing a NiCAD Battery Pack

Equipment needed: 1 small phillips screwdriver

To install the NiCAD battery pack:

1. Remove the eight phillips case screws on the back of the AlphaSmart 2000.

2. Turn the unit right side up and lift open the front case.

3. Remove the AA batteries, if any are installed.

4. Place the NiCAD pack in the battery compartment with the wires to the left side of the compartment.

5. Insert the white NiCAD connector into connector J7 on the printed circuit board, just below and to the left of the **tab** key (see Figure 21). The little bump on the connector will be **up**. The connector only goes in one way, so you can't install it wrong. (Connector J7 is partially covered by the keypad; if you can't squeeze your finger under and insert the connector, remove the six screws holding the keypad in place and move the keypad while you insert the connector. Then replace the keypad and its screws.)

6. Replace the top case, turn over, and replace the eight screws.

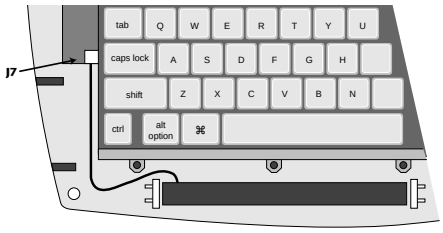


Figure 21. Installing the NiCAD Battery Pack

Charging/Discharging a NiCAD Battery Pack

The NiCAD pack is recharged whenever the AC adapter is plugged into the AlphaSmart 2000. The NiCAD will charge whether the AlphaSmart is turned on or off. An overnight charge of 16 hours will fully charge a discharged pack.

You will get the longest life from your NiCAD battery pack if you do shallow discharge/charge cycles. (NiCAD cells have a 500–cycle lifetime if fully discharged and charged, but have over a 1,000–cycle lifetime if the discharge/charge cycles are less than 50% of capacity.) The memory effect will also be avoided if the length of the discharges is somewhat random.

Complete charging of a discharged battery pack takes 16 hours. The best charging strategy is to recharge the NiCAD pack overnight after 8–15 hours (1–3 days) of use. A fully charged NiCAD pack will power the AlphaSmart for 20–50 hours, depending on use.

Conditioning a NiCAD Battery Pack

New NiCAD batteries require 3–5 charge/discharge cycles before reaching their full rated capacity. For the longest run time, charge and fully discharge your new battery pack three times to achieve the full rated capacity.

Downloaded from www.Manualslib.com manuals search engine

Fully discharge your NiCAD battery pack by leaving the AlphaSmart turned on until the screen is so dim you can't read it anymore. Do not leave the AlphaSmart turned on past this point, as it may damage the NiCAD cells.

Re-conditioning a NiCAD Battery Pack
After about 30 charge/discharge cycles, fully discharge your NiCAD battery pack before charging to avoid the ugly memory effect.

Storing a NiCAD Battery Pack
NiCAD batteries which are not used over time lose their charge and should be recharged before use. Always fully charge your battery before you use it after it has been stored for more than one week at a time.

Lifetime of NiCAD Battery Pack
Don't expect rechargeable batteries to last forever. Well maintained NiCAD batteries last about 500 charges or about 3 years. If your battery used to last 40 hours but now only lasts 1 hour, it's time for a new battery.

Note: *If your batteries are dead and you have no AC adapter, you can still send your data to your Macintosh or PC. Simply attach the AlphaSmart to the Macintosh or PC and turn it on. The keyboard cable supplies power to run the AlphaSmart while attached. You can't do any editing, but you can transfer the data in your files.*

Toxic Elements Statement
Each cell is a sealed container enclosing a nickel electrode, a cadmium electrode and potassium hydroxide electrolyte. The electrolyte is caustic. Avoid contact with skin or eyes. If accidentally exposed, flush eyes with water immediately.

Do not incinerate or mutilate the battery, as this may cause it to burst or release toxic materials. Do not short circuit, as this may cause burns. Please dispose in accordance with local, state, and federal regulations.

Use of Other Rechargeable Batteries
Rechargeable NiCAD AA batteries and rechargeable Alkaline AA batteries may be used with the AlphaSmart. However, these batteries must be recharged **outside** the AlphaSmart. Plugging in the AlphaSmart to an AC adapter will not recharge your removable AA batteries—only the AlphaSmart rechargeable pack is recharged by the AC adapter.

Note: *Many schools have reported better success with rechargeable Alkaline batteries than the NiCAD batteries. The rechargeable Alkaline batteries have 2–3 times the battery life of the NiCAD cell and experience no "memory" problem.*

Low Battery Indication
When your AA batteries or NiCAD battery pack is getting low, a message will flash on your screen:

Low Battery!!

The Low Battery message will appear 15 minutes to 1 hour before the batteries are dead.

Lithium Battery
AlphaSmart also uses a secondary backup battery that is not user-accessible. This 3V lithium coin cell battery (CR2032) powers the memory, preventing data loss when the unit is turned off and the primary AA or NiCAD batteries are dead. This lithium battery should be good for approximately 5–10 years. It is mounted in a socket and is replaceable. To determine if the 3V lithium battery has been discharged:

1. Enter some text into the AlphaSmart.
2. Turn the unit off.
3. Remove the AA batteries and make sure the unit is not plugged into the AC adapter or attached to a Macintosh.
4. Wait two minutes.
5. Replace AA batteries or plug into an AC adapter.
6. Turn the unit back on. If the text you entered is still there, then the lithium battery is still good. If the text has disappeared and the screen is blank, then the lithium battery has been discharged and should be replaced.

To replace the lithium battery, you must take the case apart. See the Troubleshooting section for instructions. Please dispose of the discharged lithium battery properly.

Power
When connecting the AlphaSmart to a computer, do not connect the AC adapter. Using the AC adapter is not necessary as the AlphaSmart will use the power available in the keyboard cable, even if no batteries are installed.

Downloaded from www.Manualslib.com manuals search engine

The DC jack input will accept 9V DC with a minimum current rating of 200mA. Off-the-shelf AC adapters may be used at your own risk and should be marked with the ratings as shown in Figure 22. The DC jack polarity is negative (grounded) on the outside and positive in the middle.



9V DC 200mA

Figure 22. DC Jack Polarity

Full testing was done with the AC adapter from Intelligent Peripheral Devices and use with any other AC adapter is not guaranteed. If damage occurs because of use with another AC/DC adapter, repair is not covered under the warranty.

Radio and Television Interference

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communication. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna
- Increase the separation between the equipment and the receiver
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected
- Consult the dealer or an experienced radio/TV technician for help.

Note: *Use of shielded power and interface cables with this equipment is required in order to ensure compliance with FCC specifications.*

Caution: *Changes or modifications to this equipment not expressly approved by the manufacturer responsible for compliance could void the user's authority to operate the equipment.*

■ ALPHASMART ACCESSORIES

To make your AlphaSmart even more useful and convenient to use, Intelligent Peripheral Devices, Inc. offers several accessories, some of which you may have received with your AlphaSmart. See your dealer for information on pricing and bundling.

AC Adapter

This allows the AlphaSmart to be used when its batteries are either discharged or not available. It is also used to charge the NiCAD Rechargeable Battery Pack, when it is installed in an AlphaSmart.

Carrying Case

This black denier polyester carrying case protects the AlphaSmart from damage during moving or storage. It has a shoulder strap and a small handle for carrying convenience.

Mac Y Cable

This cable streamlines the process of connecting the AlphaSmart to your Macintosh by making it unnecessary to disconnect the Macintosh keyboard every time you want to transfer a file. See the section "Installing the Mac Y Cable" for more information.

The Mac Y cable is required when connecting to a Macintosh with an "Apple Design Keyboard," model #M2980, since this keyboard has an attached ADB cable and only one ADB connector.

PC Y Cable

A special cable that allows you to connect an AlphaSmart and a PC keyboard to a PC at the same time. See the section "Installing the PC Y Cable" for more information.

Downloaded from www.Manualslib.com manuals search engine

NiCAD Rechargeable Battery Pack
This pack eliminates the need to buy batteries. It is installed in the battery compartment and replaces the three AA batteries. With normal use, you will need to recharge the battery pack only once a week, using the AC adapter described above. When the AlphaSmart is either plugged into the AC adapter or attached to the Macintosh, it is recharging the battery pack.

Parallel Printer Cable
A special cable that allows you to connect an AlphaSmart to a printer with parallel interface.

Serial Printer Cable
A special cable that allows you to connect an AlphaSmart to a printer with serial interface.

AlphaSmart Training Video
A specially designed video to show you how to use the AlphaSmart and Classroom applications.

IR Module
This infrared module, when installed in your AlphaSmart, allows you to transfer text via infrared from the AlphaSmart to a Mac or PC which has a built-in transceiver.

Infrared Pods
If the Mac or PC does not have a built-in transceiver, the infrared pods are required to send text from an IR-enabled AlphaSmart to the computer or printer.

■ TROUBLESHOOTING

The following is a list of difficulties you may encounter while using AlphaSmart, and the solutions to these common problems.

When a file is transferred to the Macintosh, some of the characters do not show up or appear not to have transferred.

- Disconnect the AlphaSmart from the Macintosh and check the file transfer speed by pressing **Option-⌘-S**. Reset the AlphaSmart to a slower setting (speed 1 is the slowest).

- Try using a different word processing program. Some programs allow the AlphaSmart to transfer data faster than others. (AppleWorks allows faster sends than MS Works and MS Word.)
- Adjust the keyboard control panel in the Macintosh system to a faster speed to maximize the file transfer speed.

My PC beeps at me when I send text to it.

- Make sure you have a word processor file open on the PC.
- Try changing to a lower send speed by disconnecting the AlphaSmart and pressing **Option-⌘-S**.

When I transfer text to my PC, only the first one or two characters of my text show up.

- Make sure your regular PC keyboard isn't connected. Disconnect your keyboard and try resending your text.

Nothing appears on the AlphaSmart screen when I turn it on.

- Check your batteries. Plug your AlphaSmart into the AC adapter—if it turns on, your batteries are discharged or have been improperly inserted. Make sure the batteries are oriented as indicated in the battery cavity.

- If the screen is blank, except for a flashing cursor in the upper left corner of the screen, then you are simply in an empty file. Start typing and characters should appear on your screen.

When I attach my AlphaSmart to my computer, I can't send any data and my AlphaSmart screen shows my file instead of the "Attached to..." message.

- Check the cable connections. One may be loose.
- Check each end of the cable for bent or broken pins.

  Note: *We suggest having a few spare cables on hand. Schools have told us that the younger the student, the more often the pins will get bent.*

Downloaded from www.Manualslib.com manuals search engine

When I start up the AlphaSmart, I see something other than the file that I expected.

- Make sure you are in the correct file. AlphaSmart supports eight different files. To change files, press **F1** to go to file 1, **F2** to go to file 2, and so on.

I try to type into a file, but no characters show up.

- If the file looks empty, press the **Clear File** key to make sure the file is erased. Then try typing again. (Sometimes the file recovery command **Option-⌘-R** gets hit by mistake, filling up the file so that you can't type any more into it. See the Data Recovery section for more details.)
- If you can't see the cursor on the screen, then your batteries may be too low. Check your batteries or plug in your AC adapter.

My file is full of garbage/The end of my file is full of garbage.

- If you have no useful text in the file, just press the **Clear File** key to erase the entire file.
- If you have some data you would like to save, go to where the garbage characters start and press **⌘-Delete** to delete from the cursor to the end of the file.
- Send the file, abort when garbage shows up.

When I transfer text to my PC, the case of the characters is reversed; all the lowercase characters show up as uppercase, and the uppercase characters show up as lowercase.

The caps lock key was probably pressed when the PC keyboard was disconnected. The computer remembers that the caps lock is on and does the case reversal. To fix it, simply press the caps lock key once either on the normal PC keyboard or on the AlphaSmart when it is attached to the PC (when the AlphaSmart is attached to the PC, it functions as a normal keyboard). Before sending from the AlphaSmart, it is often a good idea to try typing a few characters from the AlphaSmart keyboard to see if it transfers correctly to the PC screen. If not, press the AlphaSmart caps lock key once to fix it, and then type a few keys to verify that it is now correct.

It doesn't save when I turn it off or I see a "Signature not found" and "Testing RAM" message when I turn it on.

The internal Lithium battery has probably become dislodged. If the AlphaSmart rattles when you shake it, then this is definitely the problem. To fix it:

1. Turn the AlphaSmart off.
2. Take the 8 screws off the back with a Phillips screwdriver.
3. Flip the unit over and carefully open the case by lifting the front of the top case, taking care not to disconnect the LCD cable.
4. With the unit open, the top case laying back, prevent static discharge damage by touching one of the metal connector cubes on the upper right side of the keyboard with your bare finger.
5. Locate the Lithium battery, it's a silver-colored coin cell battery about the size of a nickel. The socket for the battery is in the upper-right corner of the printed circuit board when the keyboard is in front of you.
6. Replace the Lithium battery, making sure the flat, plus (+) side is up, slipping the battery under the metal clip.
7. Flip the lid closed and test to see if it saves data now by turning the AlphaSmart on (you should see a Testing RAM message the first time you turn it back on). Type something in the file, then turn the AlphaSmart off for more than 60 seconds. Turn the AlphaSmart on and it's fixed, your data should still be there and you shouldn't see the *Testing RAM* message.
8. Replace the screws. (Check and make sure the two keyboard cables are not pinched between the case and the keyboard when you replace the lid.)

■ FREQUENTLY ASKED QUESTIONS

How can I change the transfer speed?
When disconnected from the computer, press **Option-⌘-S** and change the speed as desired. For details, please see the section "Changing the Transfer Speed". For Macs, there is another option, TurboTransfer Software, that speeds up the

Downloaded from www.Manualslib.com manuals search engine

transfer speed by a factor of six. Please see the "TurboTransfer Software" section for more details.

If my AlphaSmart does not work properly, what should I do?
See the "Return Procedures" section for details.

If I accidentally erased or cleared my file, can I recover it?
Yes! Press **Option-⌘-R**. For details, please see the "Data Recovery" section.

Is there a way for me to send text from my computer back down to the AlphaSmart?
Yes, this is the function of the AlphaSmart Get Utility software. It is available for both Mac and Windows machines. It is not available for DOS.

Can I have my questions answered by e-mail?
Yes! Actually, e-mail is the fastest and most reliable way to get questions answered. Simply send your questions to **support@alphasmart.com**. You may also be interested in browsing our home page, **http://www.alphasmart.com**, where we have a complete service manual and technical guide published, as well as the current price sheet and troubleshooting tips.

Does the AlphaSmart 2000 (and the AlphaSmart) work with the Apple IIGS?
Yes.

When the AlphaSmart is connected to the computer, how can I change files without having to disconnect the cable?
For the Mac, press **Option-⌘-F1** to go to file 1, **Option-⌘-F2** to got to file 2, and so on. For the PC, press just **⌘-F1** to go to file 1, **⌘-F2** to got to file 2, and so on.

Is it OK to connect/disconnect the keyboard cable when the computer is ON?
Macintosh: Yes—we have specifically tested this. For details, please see the section "Concerns About ADB Live Connect/Disconnect".

PC: Yes—most PCs allow connecting/disconnecting the keyboard while the computer is on. Some PCs, however, have a security feature where they detect a keyboard being swapped and then lock up, preventing any unauthorized access. To regain use of this type of PC, it must be rebooted. However,

physical damage will not occur on any machine because the keyboard interface is an open-collector type.

What is TurboTransfer Software?
It is an extension that is available for Macs only (loaded into the Mac system), that speeds up the transfer speed by a factor of six. For more details, please see the TurboTransfer section.

Is there a Y cable for PCs?
Yes. Please refer to page 12 for more information.

How do I order an AlphaSmart or other products?
AlphaSmarts may be ordered from one of our distributors or through your local representative. See our web page at **http://www.alphasmart.com** for a list of local distributors and representatives and 1-800 catalog phone numbers.

You may also order directly from us. IPD accepts school purchase orders by fax or mail. You may also order by telephone or online at **http://www.alphasmart.com** using VISA/MasterCard, or by sending a personal check. The product will usually be delivered within four weeks after we have received your order. Our address is:

Intelligent Peripheral Devices, Inc.
20380 Town Center Lane, #270
Cupertino, CA 95014
Phone: (888) 274-0680 (inside U.S.)
(408) 252-9400 (international)
Fax: (408) 252-9409
E-mail: info@alphasmart.com
http://www.alphasmart.com

■ RETURN PROCEDURES & RESTRICTIONS AND MONEY BACK GUARANTEE

When you have a problem with your AlphaSmart, first read the Troubleshooting and Frequently Asked Questions sections in this manual. If this doesn't solve your problems, then:

1. Call the business which sold you the AlphaSmart, e-mail IPD at **support@alphasmart.com**, or call AlphaSmart Service toll-free at **(888) 274-2720**. 80 percent of all problems can be solved by e-mail or over the phone.

Downloaded from www.Manualslib.com manuals search engine

2. If the unit does need to be returned to the factory for repair, ***it MUST be assigned an RMA (Return Material Authorization) number before it is returned.*** To receive an RMA number, call IPD at 888-274-2720 or e-mail **support@alphasmart.com** with the following information:

    a. a detailed description of the problem.

    b. the serial number of the unit.

    c. your name and the address to which the unit should be returned.

    If you don't have e-mail, you may fax the above information to (530) 528-3906—and be sure to include your fax number. You may also call (888) 274-2720.

    This information is put into IPD's RMA database used to track returns. **Only the IPD office can assign RMA numbers.**

    If an AlphaSmart is returned without an RMA number, it will delay the repair and increase the chance that it can become "lost." Please ensure that you ship the AlphaSmart with a reliable shipper. IPD will not be held responsible for units that are lost (in shipment from a customer), or that are returned without an RMA number.

3. **Write the RMA number on the outside of the box**, and on the inside—tape a short, detailed note to the AlphaSmart explaining the problem (include the RMA number on each note).

4. Ship the damaged AlphaSmart to the address given when you receive your RMA number. **You will be sending the AlphaSmart to a repair center, not the IPD office.**

Your repaired AlphaSmart will be returned to you within two weeks of receipt.

If damages are due to accident or abuse, then you will be charged for the parts replaced and repair handling fee.

IPD will refund your money in full **(less original shipping charges)** if the items are returned in original condition within 30 days of customer receipt of items.

■ SAFETY GUIDELINES

Warning: *Please be aware that there may be a risk of physical injury due to improper use of your AlphaSmart 2000. In order to help reduce this risk of physical injury, read and follow the instructions contained in this section.*

Although a matter of some debate, there are studies that suggest the following may be responsible for certain physical injuries: Typing for extended periods, improper positioning of your body while using your AlphaSmart 2000, poor work habits, and/or individual health problems. Physical injuries could include carpal tunnel syndrome, tendonitis, and tenosynovitis. The warning signs of these injuries often occur after some injury has been suffered.

The following may be symptomatic of this type of physical injury:

- Lack of feeling in the area
- A hot, burning feeling inside the area
- Tingling
- Throbbing
- Stiffness and/or aching

In particular, watch for these symptoms in the hands, wrists, arms or neck. These symptoms may not occur during your use of the AlphaSmart 2000, or occur during times when work has not been performed for some time. In the event that these symptoms occur or you experience any other physical difficulties (including pain, stiffness or aching) that you think may be related, you should promptly contact your doctor.

The remainder of this section provides further safety information and advice about setting up your workstation, using proper posture, and using proper work habits.

Work Environment

Several factors may affect your ability to work in a comfortable and productive environment. By following the recommendations described below, it should help you achieve such an environment and minimize the risk of physical stress that may cause injury.

Downloaded from www.Manualslib.com manuals search engine

Positioning of the AlphaSmart 2000

The AlphaSmart 2000 should be located in front of you and at a comfortable distance so that your arms and hands are resting in a relaxed and ready position at your sides. Choose a work area that can accommodate your AlphaSmart 2000 and any additional materials.

Furniture and Posture

Adjust your workstation to be physically comfortable and to allow your body to work in a relaxed and efficient manner. If your table and/or chair is adjustable, adjust the height and angle so that your forearms and wrists are straight and parallel to the floor, and your feet are flat on the floor (use a footrest if necessary). The back of your chair should be adjusted to support your lower back while working. Position your chair to avoid undue pressure on the underside of your thighs near your knee and the backs of your lower legs.

In working, you should use a comfortable, upright position. Try not to lean forward, backward, or to the side while working. Materials should be within reach and frequently needed materials should not be located in an area where a twisting motion is required.

Hand and Arm Position and Motion

In using your AlphaSmart 2000, you should keep a relaxed, comfortable position that follows the suggestions discussed in this section. While working , your elbows may lightly touch your sides, but should not exert pressure against your body. Your wrists should be in a comfortable, straight position. Try not to arch or bend your wrists while typing as this may place strain on your wrists. Rest your hands on a palm rest or on the table (if you do not have a palm rest). When typing, use a minimum degree of force and avoid hitting the keys with more force than necessary.

Lighting

Like your workstation and posture, your lighting should be adjusted to accommodate your use of the AlphaSmart 2000. Adjust the lighting sources, shades, drapes, or blinds so that glare on the screen is minimal, while still allowing comfortable viewing of the materials around you. You should use several lighting sources to accommodate different tasks, such as overhead lighting for viewing your AlphaSmart 2000 and the overall workstation area, and more focused lighting for closer desktop tasks.

Vision Care

Vision care is important, particularly if you are working for extended periods of time. Your eyes may become irritated and fatigued. Resting your eyes at regular intervals and keeping your glasses, lenses, and display clean should reduce the strain on your eyes. Also, it is advisable to have regular eye check-ups by a vision care specialist.

Work Habits

General work habits are an important part of working in a comfortable, relaxed, and efficient manner. Take note of your work habits and positions during the day. Try not to work for extended periods of time on a single task. By shifting between several tasks you change the physical demands placed upon you. In changing tasks, adjust your posture somewhat to avoid extended strain on certain muscles. Try to take several breaks during the day to stretch and exercise.

Health Habits and Exercise

Your existing health conditions can affect your ability to work in a comfortable manner. Health conditions which may make it difficult to work and may place undue stress upon your body include: Diabetes, excessive weight, hypertension, smoking, stress, arthritis or other inflammatory disease, and conditions affecting hormone levels (including pregnancy and menopause).

Each individual has a threshold level of physical stress that they can comfortable and efficiently work under without harm. However, it is important to keep track of your physical well-being and to avoid exceeding your threshold. If you have any of the above mentioned physical conditions, you should regularly and carefully keep track of how you feel as you work.

Conclusion

By following the above recommendations and taking care of your overall physical condition through regular exercise, the use of your AlphaSmart 2000 should be more enjoyable and productive.

Note: *The above recommendations are to help you use your AlphaSmart 2000 in a more enjoyable and productive manner. However, you need to determine the best work conditions and environment for your work, as each situation is specific to that individual.*

Downloaded from www.Manualslib.com manuals search engine

For Further Information

If you would like to learn more about adjusting to work environment and equipment or safety standards, we recommend you write to:

Occupational Safety and Health Administration (OSHA)
U.S. Department of Labor
Technical Data Center, Room N2439
200 Constitution Avenue, NW
Washington, D.C. 20210

U.S. Department of Health and Human Service
Public Health Service/Center of Disease Control
National Institute for Occupational Safety and Health (NIOSH)
Robert H. Taft Laboratories
4676 Columbia Parkway
Cincinnati, Ohio 45226-1998

American National Standards Institute
11 West 42nd Street
New York, New York 10036

Downloaded from www.Manualslib.com manuals search engine