Using the AlphaSmart 3000

Turning on the AlphaSmart
Press the On/Off key - first key at the top of the AlphaSmart keyboard.
- The first time the AlphaSmart is turned on, it will display the message *Opening file 1*. On subsequent startups, it will automatically open the last file used.
- The AlphaSmart supports eight files which are 12.5 pages in length. To open different files, press the *file #* key (i.e. *file 1, file 2*, etc.)

Entering Text
Begin typing as you would on any other keyboard.
- Use the backspace key to erase.
- There is no Save command; rather each character typed is automatically saved.
- The arrow keys allow you to move your cursor through the text.

Editing Text
The AlphaSmart has cut, copy and paste functions for editing text.
- Move the cursor under the first letter of the first word in the text you want to select.
- Hold the shift key along with any of the arrow keys to select text that you want to cut or copy.
- Use the following functions once the text is selected:
  Cut (delete)=⌘+X   Copy=⌘+C   Paste=⌘+V

Finding Text
The AlphaSmart has a Find feature to locate the occurrence of text.
- Press the find key on the AlphaSmart keyboard.
- Type up to 16 characters. (the search is not case sensitive)
- Press the **enter** key to search in the current file only. Press **option-enter** to search all eight files.
- Pressing ⌘+G will continue the search to the next occurrence.

Spell Check
The AlphaSmart offers a spell checker with correction/suggestion capability.
- Press the spell check key on the AlphaSmart.
- The Spell Checker will check each word in the file.
- If a word is spelled incorrectly, or if it is not in the spell check dictionary, you will be offered several options.
  - ❖ Use the arrow keys to select the correct work from the list of suggested spellings.
  - ❖ Press **enter**.
  - ❖ Press I to ignore, E to edit (where you can re-type the word), C to see the word in context, esc to Exit spell checking.

Transferring Text to a Computer
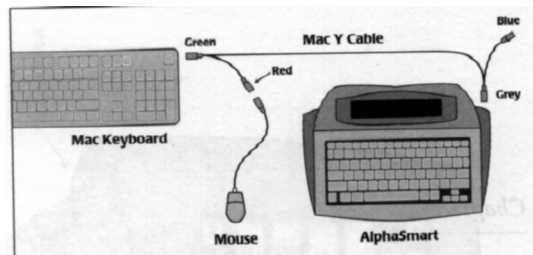Infrared (cableless)
- Launch the AlphaBeam program.
- Launch wordprocessing program.
- Power on the AlphaSmart and open the file you want to transfer.
- Point the AlphaSmart at the infrared adapter.
- Press the Send key on the AlphaSmart.

The screen on the AlphaSmart should display the message:
Connecting to IR Get Utility. Press esc to exit. Sending File x.

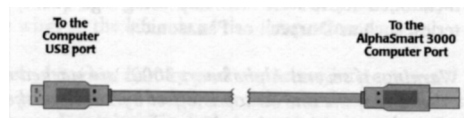Transmitting from the AlphaSmart to the Mac via the Mac Y Cable
1. Unplug the mouse from your keyboard.
2. Insert the **green** end of the Mac Y cable into the empty port on your keyboard where you just unplugged your mouse.
3. Plug your mouse into the **red** end of the Mac Y cable.
4. The **grey** end should be plugged into the computer port on the **right** side of your AlphaSmart.
5. Press the **send** key on the AlphaSmart.

Transmitting from the AlphaSmart to the Mac via the USB Cable
Macs and PCs use the same USB cable. Macs that have USB ports are iMacs, G3s, or G4s.
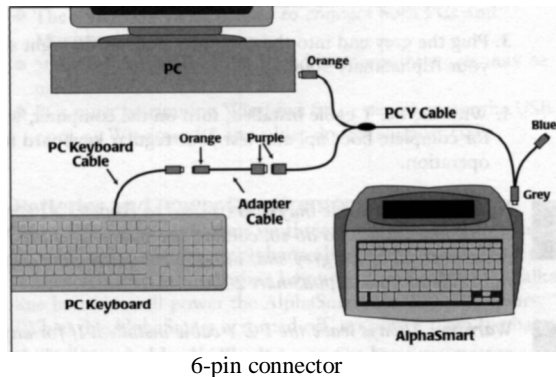1. Plug the rectangular end of the USB cable into the computer's USB port.
2. Connect the smaller, semi-square end of the USB cable to the AlphaSmart port.
3. Press the **send** key on the AlphaSmart.

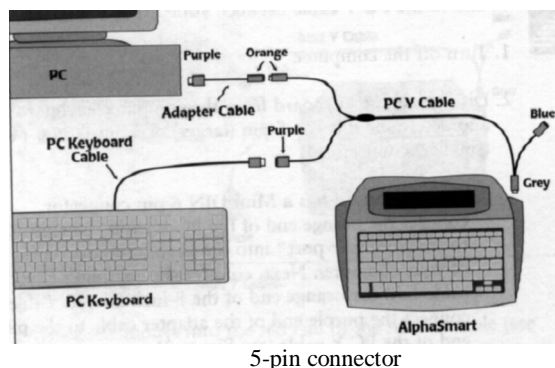Transmitting from the AlphaSmart to the PC via the PC Y Cable
1. Disconnect the keyboard from the port on the computer. Determine if it is a 5-pin or 6-pin connector.
2. If the keyboard has a 6-pin connector:

- connect the **orange** end of the PC Y Cable labeled "*Connect to PC computer port*" into the keyboard port on the computer.
- Connect the computer keyboard cable into the **orange** end of the 8-inch adapter cable.
- Connect the **purple** end of the adapter cable to the **purple** end of the PC Y Cable.
- Plug the **grey** end into the computer port on the **right** side of your AlphaSmart.
- Press the send key on the AlphaSmart keyboard.

6-pin connector

If the keyboard has a 5-pin connector:
- Connect the **orange** end of the adapter cable to the **orange** end of the PC Y Cable.
- Connect the **purple** end of the PC Y cable into the keyboard port on the computer.
- Connect the computer keyboard cable into the **purple** end of the PC Y Cable labeled "*Connect to PC keyboard cable*".
- The <u>**grey**</u> end should be plugged into the computer port on the <u>**right**</u> side of your AlphaSmart.
- Press the **send** key on the AlphaSmart.

5-pin connector

Printing from the AlphaSmart

The AlphaSmart 3000 can print directly to a large number of printers by using a printer cable. Visit *www.alphasmart.com* Support Section to see a list of currently supported printers.

<u>To print:</u>
1. Press **option-print** to access the printer setup menu.
2. Use the arrow keys to select the appropriate printer from the list.
3. Press **enter** to leave the menu.
4. Connect the printer cable from the AlphaSmart serial port marked "printer" to the printer's port.
5. Make sure the printer is powered on.
6. Press the print key on the AlphaSmart keyboard.

Note: the AlphaSmart will remember your selected printer, so you only have to do step 1 once or whenever you change printers.

SmartApplets
SmartApplets are mini-software applications that extend the AlphaSmart's functionality for keyboarding, templates, email and more.
- Connect the serial cable to the computer's serial port and the AlphaSmart's port marked "Printer".
- Power on the AlphaSmart.
- After the version screen has been cleared, press the ⌘+ctrl+U keys.
  The AlphaSmart's screen should display the message:
  Attempting to enter the Updater Mode. Attach an Updater
  cable. Start the Updater Application. Press esc key to exit…
- Launch the SmartApplet program (look in your Macintosh HD for it)
- Select the AlphaSmart connection type - serial or USB
- Press the **Update** button. This will take 2-4 minutes.
- After successfully loaded, quit the SmartApplet program.
- Disconnect the cable.
- Press the **SmartApplets** key on the AlphaSmart keyboard to switch between SmartApplets.