

getting started

This is a quick guide to get you up and running. Full manuals are available from the *UK Software and Manuals CD* or from the downloads pages detailed later.

Installing the batteries

1. Make sure you have three new AA batteries (usually included with your purchase)
2. Turn your NEO 2 over and locate the battery compartment
3. Open the battery door by placing your thumbs in the depressions on the ends of the latch, then gently press down and slide the latch to the left.
4. Insert the three batteries with the (+) terminals pointing to the right, refer to the diagram in the battery compartment
5. Replace the latch and slide it gently to the right
6. As an optional extra, you can use the Phillips screw provided to secure the battery door.

Did you know..?

-Your NEO 2 will have a battery life of over 700 hours using non-rechargeable alkaline batteries.

-A rechargeable battery pack and mains adapter is also available separately, and provides 200 hours usage between charges.

To print to a USB printer

Before printing please check the Supported Printer List at http://www.alphasmart.com/pdf/PrinterLists/Neo_Printer_Compact_7_12_07.pdf to ensure that your printer is fully compatible with NEO 2.

NB NEO 2 is compatible with most printers supporting PCL3 and PCL 3 Enhanced printer protocols, but not PCL3GUI.

1. Plug a USB cable into NEO 2's USB printer port, located along the top edge with a printer symbol to its right
 2. Plug the other end of the USB cable into the printer.
 3. Make sure the printer is turned on
 4. Press **print** on NEO 2 to print the current file
- Note:** NEO 2 doesn't control print settings such as font, print quality, margins, etc. These settings are determined by the printer's default settings.

To beam text to an Infrared (IR) enabled printer:

1. Make sure your NEO 2 is turned on and that you're in the file you want to print
 2. Point your NEO 2 at the printer's IR transceiver and press **print**.
- Note:** IR beaming range is about 1 metre.

NEO 2 wireless printing

After installing the latest NEO Manager to your computer and attaching a Renaissance Receiver you will be able to print from your NEO 2 to the computers default printer by pressing the **print** key. Please refer to page 15 of the NEO 1 and NEO 2 User Manual.

Essential Software

To keep your NEO 2 updated with the very latest SmartApplets as well as ensuring you are up to date with NEO Manager, 2 Know!, Acceltest, NEO Share and other Renaissance Learning software you can visit our download pages.

If you have a NEO 2 you will need to download NEO Manager, the 2 Know! Toolbar, AccelTest and NEO Share here:

<http://www.alphasmart.co.uk/neo2/downloads/>

You can also download a range of manuals and guides which help you to make the very best use of your NEO 2 from here (they are also included in their respective software downloads and on the Software and Manual CD):

http://www.renlearn.co.uk/support_userguides.html

All downloads are free and are the best way to ensure you are working with the latest software we have to offer.

A *UK Software and Manual CD* comes with your NEO 2 and will include the latest software at the time of purchase.

Remember - To unlock your NEO 2's wireless features you will need a *Renaissance Receiver* attached to a computer and the relevant NEO 2 software installed on it.

Useful shortcut keystrokes

Moving the cursor

← →	One character to the left or right
↑ ↓	One line up or down
⌘-↑ or ↓	Up/down one screen (scrolling)
⌘-← or →	Beginning/end of line
alt-← or →	Previous word or next word
ctrl-← or →	Previous sentence or next sentence
ctrl-↑ or ↓	Previous paragraph or next paragraph
home	Beginning of file
end	End of file

To select/highlight text in a file hold the **shift** key down whilst using the above cursor navigation functions, or press **ctrl-A** to select all text. To deselect a selection, press **esc** or an arrow key. (Cutting, copying, and pasting also deselects a selection.)

Other useful functions

ctrl-A	Select all (select entire file)
ctrl-X	Cut selected text to clipboard
ctrl-C	Copy selected text to clipboard
ctrl-V	Paste text from clipboard
clear file	Clear the entire contents of a file
shift-ctrl-alt-⌘-clear file	Clear the content of all 8 files

Entering text into your NEO 2

It's easy to enter text into your NEO 2. To enter text:

1. Turn on NEO 2 by pressing **on/off**. A message appears briefly that tells you what file-space you're in
2. Begin typing. Your text appears on the screen
3. Use the **arrow keys** to move your cursor in the text
4. Press **backspace** to erase the character to the left of the cursor; press **delete** to erase the character to the right of the cursor
5. There is no need to save your text. It's automatically saved in the current file-space while you type
6. To begin another document, press one of the other **file keys (1 to 8)** along the top edge of the keyboard.

When you have completed your writing on the NEO 2 you'll probably want to send the text either to a computer or a printer.

More Useful Shortcut Keystrokes

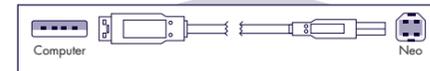
spell check	Spell check file
⌘-spell check	Spell check one word
option-⌘-spell check	Spell check on/off
ctrl-T	Thesaurus
ctrl-W	Word count
⌘-find	Typing timer
ctrl-S	Save and name a file
ctrl-send	Send current file to another NEO via Beamer SmartApplet
ctrl-B	Receive a file from another NEO via Beamer SmartApplet
ctrl-option-⌘-F	Select display font size
option-⌘-S	Change cable transfer speed
ctrl-⌘-B	Check battery status
ctrl-H	Access help menu

Don't forget to check the back of the pdf manual "NEO 1 and NEO 2 User Manual" for more shortcut keys and international characters.

Connecting your NEO 2 to a computer

NEO 2 connects easily to any USB compatible computer (PC or Macintosh) using a standard USB cable.

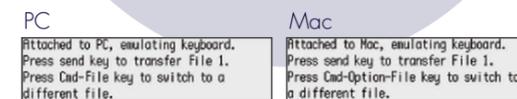
To connect your NEO 2 to a USB computer:



1. Plug the thin rectangular end of the USB cable into the computer's USB port
2. Connect the square end of the cable into the computer port along NEO 2's top edge. (NEO 2's computer port has a small computer icon to its left.)

Successfully attaching your NEO

When you connect your NEO 2 to a computer, it automatically changes modes and prepares to transfer data. The NEO 2 screen displays one of the following messages:



As soon as you've successfully connected your NEO 2 to the computer you can send your text.

NEO 2 wireless functionality

Please refer to the Classroom Quick Guide included the *Software and Manuals CD* or download with your NEO 2 software download.

Note: Don't forget, you'll need a Renaissance Receiver and have installed NEO 2 software to use NEO 2's wireless functionality.

NEO 2 Wireless functionality includes:

- NEO Share - For wireless text transfer from a class set of NEO 2s to a class computer and interactive whiteboard.
- GoogleDocs compatibility - Transfer text wirelessly a GoogleDocs account
- Maths Facts in a Flash* - Essential Mental Maths practice
- Accelerated Reader Compatibility*
(*Renaissance Learning software licences available)
- 2Know! Toolbar - Interactive anonymous voting system.
- AccelTest - Integrated class assessment system

Did you know..?

- KAZ Typing Tutor is installed on the NEO 2 to help you learn how to touch type. Simply press the **applet** key and scroll down to KAZ Typing Tutor and press **enter** to select then follow the on screen instructions.

To send text to a computer

1. On your computer, open any text editor such as a word processor or email to which you want to send the text (it can be a new file or a file that already has text), and place your cursor where you want the text to begin

Note: The NEO Manager desktop software must be closed. Otherwise, you won't be able to send text to the application on the computer.

2. Turn on your NEO 2 and make sure you're in the file you want to send
3. Connect your NEO 2 to the computer as previously described
4. Press **send**. NEO 2 displays a progress bar and a percentage of how much text has transferred, your text will begin to appear where the cursor is flashing on the computer
5. When the transfer is complete, simply unplug NEO 2 from the computer
6. On the computer, save the file and format as you see fit
7. If you don't want to keep the file on your NEO 2, press **clear file**, then press **Y** for yes. If you do want to keep the file on NEO 2, do nothing. You can send additional files from NEO 2 while still attached to the computer.

Did you know..?

- Brief user instructions are also included on the reverse of the NEO 2.

- Want to find out your typing speed? Press **cmd-find**, then start typing, you can't delete your mistakes so you can see how accurate you are, then when you're finished press the **caps lock** key to stop and find out your speed.

- You can beam files by infrared between NEOs by using Beamer. Press **ctrl-send** to beam a file and **ctrl-b** to receive one. The beaming range of a NEO is around 1 metre.

- Look at the help menu by pressing **ctrl-h**. This will give you an idea of more functions on your NEO 2 and a character map for other special characters.

- The Control Panel applet will help you change settings on your NEO 2. Select the ControlPanel applet by pressing the **applet** key and scrolling down.

Note: Changing settings in the control panel could effect the functionality of your NEO so take care. Some actions require a master password that you can get by contacting our technical support.

Visit www.NEO2.co.uk for the latest NEO news.

Got stuck?

Our friendly technical support can be reached on (UK Number) 0870 120 0718 or email UK-Help@alphasmart.com.