



## Registering Your Activotes

1. Open your Activotes case and turn all of the devices the same direction (preferably with the buttons facing the front of the case).
2. Take out each device and remove the battery protector paper carefully. (If the paper breaks as you attempt to remove it, use the device screwdriver to unscrew the bottom of the device. The screwdriver is located in the cushion at the top of the case.)



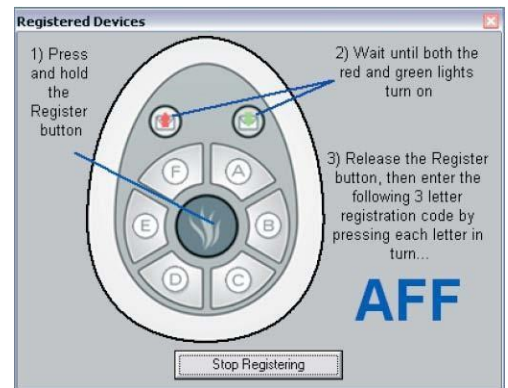
3. Test each device to make sure each one is working properly by pressing one of the lettered buttons. The red light on the left should turn on. If a device is not working properly, unscrew the button of the device and rotate the batteries. Then, test the device again. (The batteries may need to be replaced if the device is still not working. Each device requires 3AAA batteries.)
4. Number all working devices with a permanent marker (i.e. sharpie) either on the top or the bottom of the device.
5. Insert the Activhub into a USB socket on your computer. Use the 6 ft. USB extension cable is necessary. Raise the antenna to 90 degrees from the ground. The Activhub and the Activote devices should be no more than 98feet apart. Keep the Activote devices in clear view of the Activhub.



**Function indicator:**  
Red = powered  
Flashing green – working

6. Open the Activstudio software. On the dashboard, select the **Configure** tab.
7. Under the heading **Setup Activote:** heading, select Register devices.

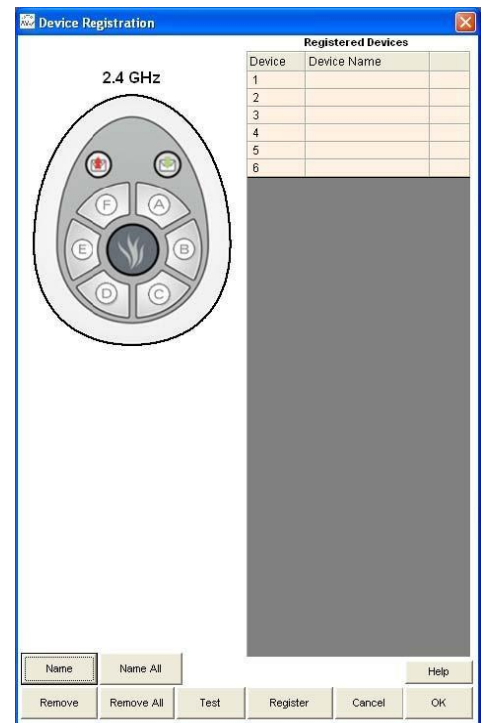
8. In the device registration window, select **Register**.
9. Enter the number of devices to be registered.



10. A three-letter PIN code will appear.
11. On each Activote device, press the register button (the middle flame button) until the green and red lights turn on. Then, enter the pin code using the buttons on the device.

12. Each device registered will appear in the Registered Devices list.

13. The registration process will automatically stop once you have registered the number of devices you indicated at the beginning of the registration process.



14. In the device registration window, select **Test** to test each device before moving on to the next step.

15. On a device, press on a letter (A – F) to test each device while watching the device registration box.

16. In the device registration window, select **Name All** to name each device.

17. In the Registered Devices window, type a prefix (up to three letters or numbers). All the device names will be highlighted in yellow.

18. On a device, press on a letter (A – F) to assign the name electronically to the device.

Registered Devices	
Device	Device Name
1	A1
2	A2
3	AA12
4	A3
5	A4
6	A5

19. After naming is complete choose “OK” to exit the Device Registration process.
20. Be sure that the Activote icon is on your main toolbox. If it is not there, go to the Toolstore to find it. (Main menu – Customize – Toolstore)
21. Click on the Activote icon on the main toolbox to begin an Activote session.
22. The Activote Session dialog box will appear. Be sure to choose Anonymous Mode.
23. Then, select the number of devices you want to use.
24. If once you select the down arrow to choose the number of devices you want to use and there are no numbers available, you may require a driver update. (Contact Tech Support Services)

