Kurzweil 3000™ for Windows

Network Installation and Administration Guide

Version 11

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Network Installation and Administration Guide

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Preface

Welcome to Kurzweil 3000 networking. A Kurzweil 3000 Network provides all of the features and benefits of the single-user Kurzweil 3000 product, but with the following added advantages:

- The Kurzweil 3000 Network Engine (Engine) stores each student's Kurzweil 3000 settings, preferences and activity. This allows students to access customized settings from any Kurzweil 3000 Client computer (Client) connected to the Kurzweil 3000 Network (Network).
- System Administrators and/or teachers can manage large and changing numbers of Kurzweil 3000 users and Kurzweil 3000 licenses using the Kurzweil 3000 Network Administrator.
- Using the License-to-Go™ feature, System Administrators and/or teachers can transfer licenses to Network users, allowing them to use Kurzweil 3000 even when they are not connected to the Network.
- Using the Remote License-to-Go feature, System Administrators and/or teachers can transfer licenses to users without requiring them to connect to the Network to perform the transfer.
- Using the Kurzweil 3000 Network Administrators Broadcast Feature Locks option, System Administrators and/or teachers can lock selected Kurzweil 3000 features on multiple Client computers.
- Teachers can track each student's progress and daily interaction with Kurzweil 3000 with easy-to-use reporting features.
- Teachers can provide timely student activity information to parents and other interested parties using the Generate Form Letters feature.

About This Guide

This guide provides all the information you need to install and administer a Kurzweil 3000 Network. However, it assumes a knowledge of networking typically possessed by System Administrators.

Besides this Preface, this guide contains the following chapters:

- *Chapter 1, Understanding the Kurzweil 3000 Network*, provides an overview of how the Kurzweil 3000 Network works and its benefits.
- *Chapter 2, Installing a Kurzweil 3000 Network*, provides detailed instructions on setting up a Kurzweil 3000 Network.
- *Chapter 3, Administering the Kurzweil 3000 Network,* provides detailed instructions on Network administration tasks, including adding and deleting user accounts, managing floating licenses, granting licenses, using the Activity database to generate reports and letters and administering the Kurzweil 3000 Engine service.
- *Appendix A: Installing and Activating a Kurzweil 3000 Remote Client*, provides detailed instructions that you can copy and distribute to students, teachers or trainers who need to install and activate Kurzweil 3000 using the Remote License-to-Go feature.
- *Appendix B: The Kurzweil 3000 Taskbar*, provides a brief overview of the Kurzweil 3000 Taskbar application.

1 Understanding the Kurzweil 3000 Network

The information in this chapter is arranged into the following main topics:

- *Kurzweil 3000 Network Overview* on page 6.
- *Basic Kurzweil 3000 Network Setup* on page 8.
- *Floating Licenses and How They Work* on page 10.

Kurzweil 3000 Network Overview

The Kurzweil 3000 Network consists of one or more (usually many more) computers running Kurzweil 3000 Client software and a smaller number of computers running the Kurzweil 3000 Network Engine software. The Client computers access the computer(s) running the Network Engine software over a TCP/IP network. For details, see *Basic Kurzweil 3000 Network Setup* on page 8.

About the Kurzweil 3000 Network Administrator

The Kurzweil 3000 Network Administrator (Administrator) allows you to control many Kurzweil 3000 Network tasks. It makes it easier to add and remove users, to provide different levels of access and functionality to individual users or groups of users and to track and report on various aspects of the Network Engine's activity and usage.

You can install and use the Administrator on any supported computer, regardless of whether that computer also has a Kurzweil 3000 Network Engine installed on it. This makes it easy for teachers to manage users and licenses and to use other Network features right from their desks, while allowing the Network Engine to be installed on a computer in a secure area with other network resources.

For details, see *About the Kurzweil 3000 Network Administrator* on page 58.

About Kurzweil 3000 Floating Licenses

A Kurzweil 3000 Network uses a system of floating licenses to support large numbers of users. You can install and uninstall licenses as needed using the Administrator.

You can also transfer licenses to Network users using the **License-to-Go** feature. A transferred license allows a person to use Kurzweil 3000 even if they are not connected to the Network. For details, see *About License-to-Go™* on page 11.

About the Kurzweil 3000 Activity Database

The Kurzweil 3000 Network includes a database that you can use to produce reports on student interaction with Kurzweil 3000. You can monitor such activities as definition, synonym, and syllable lookups, changes to reading speed, and spell check errors. You can also incorporate this data into form letters similar to a mail merge, allowing you, for example, to create weekly student progress letters that can be sent home to parents. For details, see *Administering the Activity Database* on page 98.

Basic Kurzweil 3000 Network Setup

A typical Kurzweil 3000 Network setup is constructed as follows:

- One or more computers on the local area network (LAN) running the Kurzweil 3000 Network Engine software.

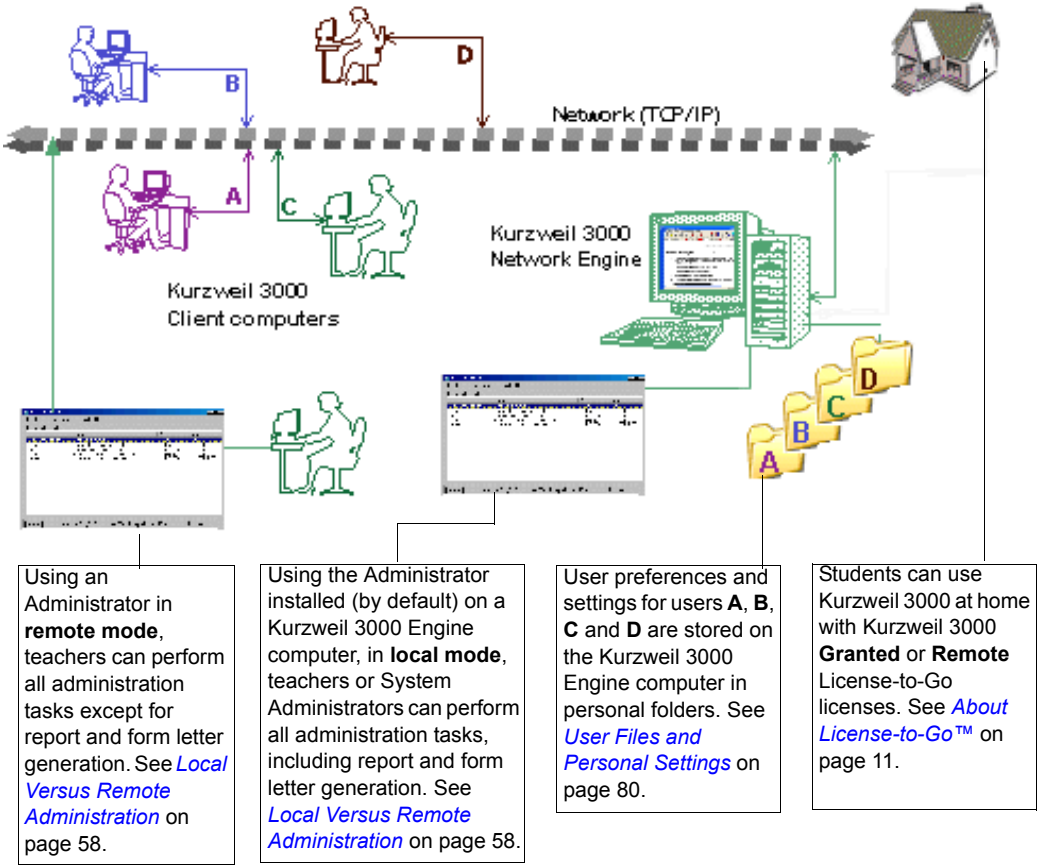
  Note: A Kurzweil 3000 Network Engine can be installed on *any* computer on the LAN as long as it has a static IP address and is running either Windows 2000, Windows 2003 or 2008 Server, Windows XP, or Windows Vista.

- One or more computers on the LAN running the Kurzweil 3000 Network Administrator. Teachers and/or System Administrators use the Administrator to manage the Kurzweil 3000 Network.

  Note: In order to generate reports or form letters, you must run a copy of the Administrator that is installed on the same computer as the Kurzweil 3000 Network Engine.

- Multiple LAN-connected computers, called *Client* computers, each of which has a copy of Kurzweil 3000 installed on it. Each Client computer runs a version of Kurzweil 3000 software, either Kurzweil 3000 Professional Color, Kurzweil 3000 Professional Black and White or Kurzweil 3000 LearnStation™.

Kurzweil 3000 Network diagram



When students want to use Kurzweil 3000, they log on to the Kurzweil 3000 Network from any computer on which the Client software is installed.

While on the Kurzweil 3000 Network, they can work with their personal documents using their preferred Kurzweil 3000 settings, which are saved on a Kurzweil 3000 Network Engine.

Floating Licenses and How They Work

Kurzweil 3000 Network uses *floating licenses* to help you support multiple users—from five to 500 or more—across a LAN.

The Benefits of Floating Licenses

Kurzweil 3000 floating licenses are licenses that are associated with users, not machines. The main benefits of floating licenses are:

- Multiple users can access Kurzweil 3000 simultaneously, as long as there are enough licenses.
- Teachers and System Administrators can manage software licenses using the Administrator.
- Users can access Kurzweil 3000 from any computer on the Kurzweil 3000 Network while maintaining their personal user settings.

Floating Licenses and the Kurzweil 3000 Network Engine

Think of floating licenses as passes that let users access Kurzweil 3000 software over a network. When users log on to Kurzweil 3000 Client computers, they are essentially borrowing licenses to use the software.

The Kurzweil 3000 Network Engine:

- Acts as an electronic librarian, tracking all the floating licenses that are in use.
- Maintains information about what Kurzweil 3000 products are on the Network.
- Provides users with appropriate access to those products and manages the use of the licenses.

About License-to-Go™

The Kurzweil 3000 **License-to-Go** feature allows students to use Kurzweil 3000 Client software without having to be connected to the Network.

You can provide a License-to-Go using the following methods:

***Granting* a License-to-Go**. Use this method to transfer a license from the Kurzweil 3000 Engine to a Kurzweil 3000 Client computer connected to the Kurzweil 3000 Network. After you grant the license, the Client can then be disconnected from the Network and used outside of the Network.

This method is useful for students with laptops who need to use Kurzweil 3000 both in school and at home. It also allows students to use Kurzweil 3000 in areas of the school that do not have access to the Kurzweil 3000 Network.

***Generating* a Remote License-to-Go Code**. Use this method to create a Remote License-to-Go Code, which a student can use to activate Kurzweil 3000 Client software installed on a computer that is not connected to a Kurzweil 3000 Network.

This method is useful for students, teachers or trainers who need to use Kurzweil 3000 on a home computer that cannot be transported to school.

Both granted and generated licenses are valid for a specified period of time. When the time expires, the license automatically becomes available again on the Engine, and unavailable to the user to whom the license was transferred. For details, see *Using License-to-Go* on page 81.

License Management Using License Keys

When your organization purchases a Kurzweil 3000 Version 10 product—Kurzweil 3000 Professional Color, Kurzweil 3000 Professional Black and White, or Kurzweil 3000 LearnStation—the floating licenses for the product come on one or more License Keys included with the product package. License Keys may be either 3.5-inch floppy disks or USB “thumb” drives.

You install the desired number of floating licenses onto the Kurzweil 3000 Network Engine (this can be a good way to “ration” the licenses) and uninstall or “return” them back to the License Key until you need them again. See *Determining License Requirements* on page 94.

The Kurzweil 3000 Network Folder and Files

The **Kurzweil 3000 Engine** folder, located in ***drive*:\Documents and Settings\All Users\Application Data\KESI**, contains files that are critical to the tracking of your Kurzweil 3000 floating licenses. Any attempt to modify, move or copy the files in this folder may invalidate your valuable licenses.

Also, as license granting is date and time dependent, it is imperative that you do not alter the clock and calendar settings on the Engine. Furthermore, you should warn users to whom you have granted licenses that they should not change these settings on the machine to which the license has been granted.

2 Installing a Kurzweil 3000 Network

The chapter includes the following main topics:

- *The Kurzweil 3000 Network Product Package* on page 14.
- *Hardware and Software Requirements* on page 14.
- *Installation Overview* on page 16.
- *Network Prerequisites* on page 20.
- *Installing and Configuring the Kurzweil 3000 Network Engine* on page 24.
- *Setting User Logon and Client Options* on page 28.
- *Installing Floating Licenses* on page 32.
- *Installing and Configuring the Client Software* on page 35.
- *Choosing a Default Browser for Read the Web* on page 49.
- *Installing Additional Copies of the Administrator* on page 55.
- *What's Next?* on page 56.

The Kurzweil 3000 Network Product Package

The Kurzweil 3000 Version 11 Network edition product package includes:

- The Kurzweil 3000 Version 11 Network CD-ROM containing Kurzweil 3000 Network Engine and Client software.
- The Kurzweil 3000 Remote Client CD-ROM containing only Kurzweil 3000 Client software.
- License Key(s) (USB drive(s) or floppy disk(s)) containing the licenses for the Kurzweil 3000 product(s) your organization purchased.
- Two NeoSpeech VoiceText™ CD-ROMs, one for English-speaking voices, the other for Spanish-speaking voices.
- Nuance RealSpeak™ Spanish CD-ROM.

Hardware and Software Requirements

This section details the minimum hardware and software requirements for the Kurzweil 3000 Network Engine, Kurzweil 3000 Network Administrator and Kurzweil 3000 Client software.

Network Engine Requirements

- 300 MHz Pentium III or faster.
- 128MB of RAM.
- Minimum 25MB of hard disk space available. This is for the Kurzweil 3000 Network software only.
- CD-ROM drive.
- 3.5-inch disk drive or USB connector.
- Microsoft Windows 2000, Windows XP or Vista Home or Professional, or Windows Server 2003 or 2008 operating system.
- Microsoft Windows-compatible LAN with TCP/IP protocol.
- Static IP address.

Kurzweil 3000 Network Administrator Requirements

- 300 MHz Pentium III or faster.
- 128 MB of RAM.
- Minimum 25 MB of hard disk space available. This is for the Kurzweil 3000 Administrator software only.
- CD-ROM drive.
- Microsoft Windows 2000, Windows Server 2003 or 2008, Windows XP or Windows Vista.
- Microsoft Windows-compatible LAN with TCP/IP protocol.

Client Requirements

- Processor: 1 GHz or faster.
- Memory: 512 MB.
- Hard Disk Space: Minimum 600MB of hard disk space available, with an additional 100MB reserved as swap space for virtual memory.
- Operating System: Microsoft Windows 2000, Windows Server 2008, Windows XP, or Windows Vista.
- Sound card: Creative Labs Sound Blaster® 16-bit or higher with speakers and microphone.
- Video RAM: 2MB or better.
- Screen Resolution: 800x 600 pixels.
- Color Palette: 16-bit.
- CD-ROM drive.
- Keyboard and mouse.
- Scanner (TWAIN-compatible). Download a list of compatible scanners from http://www.kurzweiledu.com/downloads.asp or call Kurzweil Educational Systems Technical Support: (800) 894-5374.
- For Audio File Creation: MP3 encoder and/or media player.

Installation Overview

As you prepare to install Kurzweil 3000 Network, you will either be upgrading from a previous version of Kurzweil 3000 Network or installing it for the first time (this includes upgrading from Kurzweil 3000 Standalone).

If you are installing a Kurzweil 3000 Network for the first time, go to the next section, *New Installations*.

If you are upgrading from a previous version of Kurzweil 3000 Network, go to *Upgrading from Previous Network Versions* on page 18. You might want to review *Designating the Kurzweil 3000 Network Engine* on page 20 if you plan on installing the Engine software on new computers.

New Installations

Use the following general steps as a guideline for setting up a new Kurzweil 3000 Network. They should be performed in the following sequence:

General Network:

Make sure that all the Kurzweil 3000 Engine and Client computers that will be part of the Kurzweil 3000 Network have TCP/IP enabled. See *Network Prerequisites* on page 20.

For Kurzweil 3000 Engine computers:

1. Make sure that all the computers that you choose to be Kurzweil 3000 Network Engines are accessible over the network, that they are running Windows 2000, Windows Server 2003 or 2008, Windows XP or Windows Vista, and that they are set up with static IP addresses. For more information, see *Network Prerequisites* on page 20.
2. Install and configure the Network Engine software and floating licenses on computers that are designated to be the Kurzweil 3000 Network Engines. For more information, see *Installing and Configuring the Kurzweil 3000 Network Engine* on page 24.
3. Optionally, install the Universal Library. See *Installing the Kurzweil 3000 Universal Library* on page 46.

For Kurzweil 3000 Network Client computers:

1. If necessary, uninstall previous versions of **VoiceText** speaking voices. See *Uninstalling Previous Versions of VoiceText* on page 37.
2. Optionally, uninstall previous versions of Kurzweil 3000 (Standalone) from computers on which you will install Kurzweil 3000 Client software. See *Uninstalling Previous Versions of Kurzweil 3000* on page 35.
3. Install the Client software on each computer that you want to run Kurzweil 3000. For more information, see *Installing and Configuring the Client Software* on page 35.
4. Test the Client's connection to the Engine. See *Testing Your Network Setup: Logging On* on page 43.
5. Review the *Additional Client Configuration Procedures* on page 45, and perform as necessary.
6. Optionally, enable Clients to access the **Universal Library** folder on the Engine computer. See *Configuring Access to a Universal Library Folder* on page 47.
7. Optionally, install additional instances of the Administrator. See *Installing Additional Copies of the Administrator* on page 55.

   Additional Administrators should be installed for use by teachers, who can then manage licenses and use other Network features.

Notes:

- When the Administrator is run on a computer that does not also have the Kurzweil 3000 Engine software installed, you can't use the **Reporting** and **Form Letter** features. These functions can only be initiated from a Kurzweil 3000 Engine computer. See *Local Versus Remote Administration* on page 58.
- The Administrator does not have to be installed on a computer that also has the Kurzweil 3000 Client software installed. You can install it on any computer that is on the same LAN as the Kurzweil 3000 Engine.

Upgrading from Previous Network Versions

Use the following general steps as a guideline for upgrading from a previous version of Kurzweil 3000 Network.

The upgrade steps should be performed in the following sequence:

For Kurzweil 3000 Engine computers:

1. Uninstall floating licenses back to the appropriate License Key. See *Uninstalling Floating Licenses* on page 92.
2. Uninstall the previous version of the Kurzweil 3000 Engine. See *Uninstalling the Kurzweil 3000 Version 11 Client and Engine Software* on page 95.
3. For Engines installed on computers running Windows XP with Service Pack 2, you must specify an exception for the port that the Engine uses to connect to its Clients. See *Installing and Configuring the Client Software* on page 35.

   Note: If you specified the exception for the previous version of the Engine, you do not have to do it again.
4. Install the Engine software and floating licenses onto computers on the LAN that are designated as Kurzweil 3000 Network Engines. See *Installing and Configuring the Kurzweil 3000 Network Engine* on page 24.

For Kurzweil 3000 Client computers:

1. If necessary, uninstall previous versions of **VoiceText** speaking voices. See *Uninstalling Previous Versions of VoiceText* on page 37.
2. Optionally, uninstall previous versions of Kurzweil 3000 (Network Client and/or Standalone). See *Uninstalling Previous Versions of Kurzweil 3000* on page 35.
3. Install the Client software on each computer that you want to run Kurzweil 3000. For more information, see *Installing Kurzweil 3000 on Client Computers* on page 38.
4. Test the Client's connection to the Engine. See *Testing Your Network Setup: Logging On* on page 43.

5. Review the *Additional Client Configuration Procedures* on page 45, and perform as necessary.
6. Optionally, install additional copies of the Kurzweil 3000 Administrator. See *Installing Additional Copies of the Administrator* on page 55.

   Additional Administrators should be installed for use by teachers, who can then manage licenses and use other Network features (Send and Leave Messages, Force Toolbars, etc.).

Notes:

- When the Administrator is run on a computer that does not also have a Kurzweil 3000 Engine installed, you cannot use the **Reporting** and **Form Letter** features. These functions can be initiated only from a computer running a Kurzweil 3000 Engine computer. See *Local Versus Remote Administration* on page 58.
- The Administrator does not have to be installed on a computer that also has the Kurzweil 3000 Client software installed. You can install it on any computer that is on the same LAN as the Kurzweil 3000 Engine.

Network Prerequisites

This section provides important information and assistance for persons who are responsible for installing a Kurzweil 3000 Network. If you have previously installed a Kurzweil 3000 Network, you might want to skip this section and go to *Installing and Configuring the Kurzweil 3000 Network Engine* on page 24.

Designating the Kurzweil 3000 Network Engine

Any computer running a supported Windows operating system on the LAN can be a Kurzweil 3000 Network Engine; you just have to install the Kurzweil 3000 Network Engine software on it, and keep it up and running and connected to the LAN.

It is important that both the computer on which you install the Engine and the Kurzweil 3000 Engine service itself are up and running most of the time. This is especially important if you use the license granting feature, as the ability for the Engine to regenerate expired licenses is directly affected by the amount of time an Engine is continuously running.

You must install Kurzweil 3000 Engines on computers running Windows 2000, Windows Server 2003 or 2008, Windows XP, or Windows Vista. These operating systems provide excellent stability and remote administration capabilities.

Although it is possible to install the Engine software on the same computer as the Client software, we don't recommend that you do it.

In addition, you can have multiple Kurzweil 3000 Network Engine computers, each one serving different clusters of Kurzweil 3000 Client computers.

Novell Networks

Kurzweil 3000 can be used over Novell networks (version 4.x or later), but the Engine software must be installed on a computer running Windows 2000, Windows Server 2003 or 2008, Windows XP, or Windows Vista. The software cannot be installed on the Novell server computer.

Ensuring TCP/IP Is Enabled

In setting up any network, you have to ensure that the Engine and Client computers can share resources, communicate with one another and if desired. **TCP/IP** is a set of industry-standard protocols that facilitates network tasks and requests such as file transfers, and remote computing.

To determine if TCP/IP is enabled...

On Windows 2000 computers:

1. From the Windows **Start** menu, select **Settings**, then select **Control Panel**.
2. Double-click **Network and Dial-up Connections**.
3. Double-click **Local Area Network Connection**, then open its **Properties** dialog.
4. Make sure **TCP/IP** is one of the items listed in the **General** tab.
5. Close the dialog box.

On Windows XP or Windows 2003 computers:

1. From the Windows **Start** menu, select **Control Panel**, then click **Network and Internet Connections**.
2. Double-click **Network Connections**.
3. Double-click **Local Area Connection**, then open its **Properties** dialog.
4. Make sure that **TCP/IP** is on the list, and that it is selected.
5. Close the dialog box.

On Windows Vista or Windows 2008 computers:

1. From the Windows **Start** menu, select **Control Panel**, then click **Network and Sharing Center**.
2. Click **Manage Network Connections** in the **Task** list.
3. Click **LAN Connection**, then open its **Properties** dialog.
4. Double-click **Internet Protocol Version 4** in the list.
5. Close the dialog box.

Determining the Static IP Address of an Engine Computer

Networks require *addresses* for each computer to properly route information, commands and requests to the correct recipient.

TCP/IP assigns an *IP address*—a unique number string—to every computer that is configured for network use. There are two types of IP addresses that can be assigned to your computer: **static** or **dynamic**. The Kurzweil 3000 Network Engine *must* be set up with a **static** IP address.

Depending on the Engine computer's operating system, use one of the following procedures to determine the computer's static IP address.

To determine the static IP address...

On Windows 2000 computers:

1. On the designated Kurzweil 3000 Network Engine computer, select **Settings** from the Windows **Start** menu, then select **Control Panel**.
2. Double-click **Network and Dial-up Connections**.
3. Double-click **Local Area Network Connection**, then open its **Properties** dialog.
4. Select **TCP/IP** from the list and click the **Properties** button.
5. Select **Use the following IP address**. If the area is active, write down the number—this is the static IP address you need during the Client installation.

   If the **Use the IP address** area is not active, you must request a static IP address from your IT manager.

On Windows XP or Windows 2003 computers:

1. On the designated Kurzweil 3000 Network Engine computer, select **Control Panel** from the Windows **Start** menu.
2. Double-click **Network Connections**.
3. Right-click **Local Area Network** and select **Properties** from the menu.
4. Select **TCP/IP** in the list and click the **Properties** button.

5. Select **Use the following IP address**. If the area is active, write down the number—this is the static IP address you need during the Client installation.

   If the **Use the IP address** area is not active, you must request a static IP address from your IT manager.

On Windows Vista or Windows 2008 computers:

1. From the Windows **Start** menu, select **Control Panel**, then click **Network and Sharing Center**.
2. Click **Manage Network Connections** in the **Task** list.
3. Click **LAN Connection**, then open its **Properties** dialog.
4. Double-click **Internet Protocol Version 4** in the list.
5. Select **Use the following IP address**. If the area is active, write down the number—this is the static IP address you need during the Client installation.

   If the **Use the IP address** area is not active, you must request a static IP address from your IT manager.

Installing and Configuring the Kurzweil 3000 Network Engine

The recommended installation and configuration steps are as follows:

- If necessary, uninstall previous versions of the Kurzweil 3000 Network Engine software. **Note:** Previous to Version 10, the Kurzweil 3000 Network Engine was called the Kurzweil 3000 Server (Server).
- Install the Kurzweil 3000 Version 11 Network Engine software.
- Set **User Logon** and **Client** options.
- Install licenses.
- Configure the Windows firewall if you installed the Engine on a computer running Windows XP with Service Pack 2.
- Install the Universal Library (optional).

Uninstalling Previous Versions of the Engine Software

You must uninstall previous versions of the Kurzweil 3000 Network Engine software before installing a new version.

Note: Previous to Version 10, the Kurzweil 3000 Network Engine was called the Kurzweil 3000 Server (Server).

To uninstall the Engine software:

1. Open the Windows **Start** menu and go to the **Control Panel**.
2. Double-click **Add/Remove Programs**.
3. Select **Kurzweil 3000** from the list of programs.
4. Click **Remove**.
5. In the message box that appears, click **Yes** to confirm that you want to uninstall the software.

   The uninstall process begins.

If there are any licenses installed, a message appears warning you to either quit the uninstall program and uninstall the licenses back to the License Key, or proceed with the knowledge that you will lose the licenses.

6. Click **OK** to exit from the uninstall program so that you can uninstall the licenses, or click **Destroy Licenses** to continue the uninstall process.

   When the process is complete, a message appears prompting you to restart Windows.

7. **Restart** Windows.

Notes:

For uninstalling on Vista:

- From the control Panel, use **Programs Uninstall**.
- Monitor the uninstall process; when you see the **User Account Control** dialog, click **Allow** to allow the program to be uninstalled.

For uninstalling Kurzweil 3000 Network software:

- If, for some reason, you need to uninstall the Kurzweil 3000 Network software, see *Uninstalling the Kurzweil 3000 Version 11 Client and Engine Software* on page 95

Installing the Kurzweil 3000 Network Engine

You can install the Engine software after you have ensured that your designated Kurzweil 3000 Network Engine computer has:

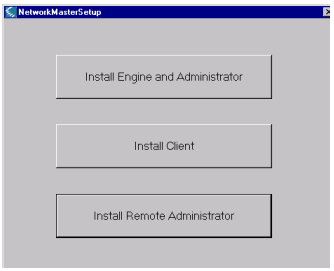
- TCP/IP enabled.
- A static IP address.

If you are not certain of these prerequisites, review *Network Prerequisites* on page 20.

To install the Engine software:

1. Log in as **Administrator**.
2. Place the Kurzweil 3000 Network CD-ROM in the CD-ROM drive.

3. In the **NetworkMasterSetup** window that appears, click **Install Engine and Administrator**.



   A series of Preparing to Install messages appears.

4. In the **Welcome** window, click **Next**.
5. In the **Software License** window, choose **I Accept**, then click **Next**.
6. In the **Customer Information** window, type in the desired user and organization names.
7. In the **Setup Type** window, choose **Complete**, then click **Next**.
8. Click **Install** in the next window.

   A series of installation status messages display. The installation process installs the Engine software and a copy of the Kurzweil 3000 Network Engine Administrator.

   Note: You can install additional copies of the Administrator on other computers using the **Install Remote Administrator** option. See *Installing Additional Copies of the Administrator* on page 55.

9. When installation is complete, click **Finish**.

   You should now see the **Kurzweil 3000 Network Administrator** shortcut icon on the desktop.

10. Remove the Kurzweil 3000 CD.

11. **Restart** Windows.
12. If your network firewall is “On,” set Kurzweil 3000 as an exception. See *Configuring the Firewall* on page 27.
13. Set user logon and Client options. See *Setting User Logon and Client Options* on page 28.

Note: Keep the Kurzweil 3000 Network Engine computer turned on and connected to the LAN at all times. The Kurzweil 3000 Network Engine computer must be running for Client users to be able to access and work with the software. Also, failure to keep the Engine running may result in the temporary loss of granted licenses.

Configuring the Firewall

By default, computers running Windows Server 2003 and 2008, Windows XP with Service Pack 2 (SP2) and Windows Vista have a software firewall enabled. This firewall blocks the port the Engine uses to connect to its Clients. In order to restore the connection, you must specify a port exception for the firewall.

Notes:

- If you disable the firewall, you do not need to specify the port exception.
- You only need to perform this procedure on computers running the Network Engine. You do not need to do it on Kurzweil 3000 Client computers or on computers running a Remote Administrator.

1. From the Windows **Start Control Panel**, select **Windows Firewall**, then click **Allow a Program through Firewall**.
2. The **Windows Firewall Settings** dialog opens to the Exceptions tab.

   In the **Name** field, type *Kurzweil 3000 Network Engine*.

   In the **Port** field, type *1006*.

   For the **Protocol**, select **TCP**.
3. Click **OK**, and close the **Control Panel**.

Setting User Logon and Client Options

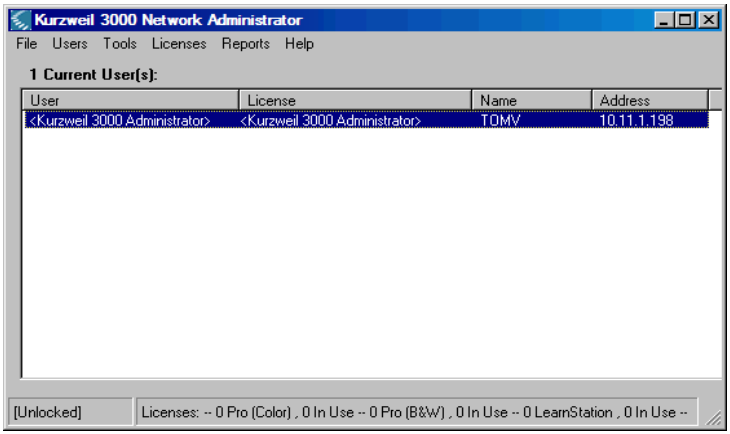
After you have successfully installed the Engine, you should set the Engine options that control how Kurzweil 3000 creates user accounts and how users log on to the Network.

Although it is not required that you set these options now, doing so can simplify your ongoing Network administration tasks. You can change the options at any time if necessary.

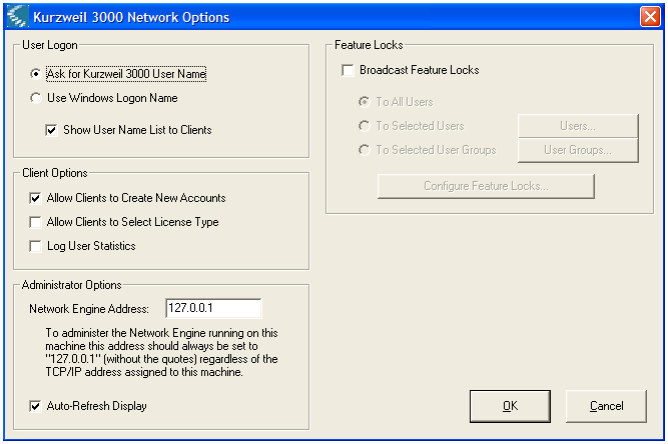
To specify the user logon and Client options:

1. Double-click the **Kurzweil 3000 Network Administrator** desktop shortcut icon.

   The Kurzweil 3000 Network Administrator window opens.

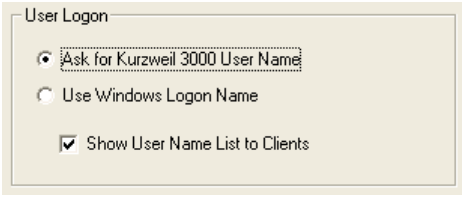


2. From the **Tools** menu, choose **Options** to open the **Network Options** dialog.



3. Set the **User Logon** options.

   The options in the **User Logon** area of the **Network Options** dialog determine how users specify their user name when they log on to the Kurzweil 3000 Network.



   Choose among the following options for your site:

   - **Ask for Kurzweil 3000 User Name** (the default) to direct Kurzweil 3000 to prompt users for a user name when they start Kurzweil 3000 on a Client computer.

     If a user is not currently on the **User Name** list displayed in the **Log On** dialog box, he or she enters a new name, and the Engine creates a new account (if the **Allow Clients to Create New Accounts** option is enabled) using that name.

This option is recommended in situations where individual users do not have unique Windows accounts but instead use same Windows logon name/account, for example *Mrs. Heath's Classroom*. With this option enabled, the Engine creates individual user folders inside a folder named *Mrs. Heath's Classroom*. Otherwise, if the **Use Windows Logon Name** option was selected, all student files would be saved inside a single folder named *Mrs. Heath's Classroom*.

- **Use Windows Logon Name** to direct the Engine to automatically log users on using their Windows user names.

  With this option enabled, if a new user tries to log on to the Kurzweil 3000 Network, the Engine automatically creates a new user account (if the **Allow Clients to Create New Accounts** option is enabled) using the Windows logon name. This selection is recommended in situations where each user has a unique Windows account.

- **Show User Name List to Clients**. You have the choice of displaying a **User Name** list on Clients (the default) or hiding it.

  The **User Name** list is a menu Kurzweil 3000 displays on a Client during login. The list contains the user names of all accounts currently recognized by the Engine. A current user needs only to choose his or her name from the list to log on to the Network and use Kurzweil 3000.

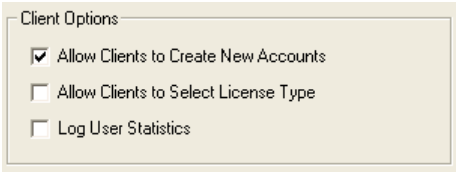
  If you choose to hide the list, users must type their user names into the **Log On** dialog box each time they want to access Kurzweil 3000.

  Hiding the list provides slightly better security in that users can keep their user names secret, and they can't easily log on under another account by simply choosing a name from the **User Name** list.

  This option only applies if you are using the **Ask for Kurzweil 3000 User Name** option. See *Step 3* on page 29.

4. Set the **Client Options**.

   The options in the **Client Options** area of the **Network Options** dialog box determine whether new users can be added from a Client computer and whether users can select a Kurzweil 3000 product type when they log on to the Network.



Choose any of the following options:

- **Allow Clients to Create New Accounts** allows new user accounts to be created from any Kurzweil 3000 Client computer. This option is enabled by default. See the **Notes** section on the next page for information on the consequences of enabling or disabling this option.
- **Allow Clients to Select License Types** allows users to choose the product type (Kurzweil 3000 Professional Color or Black and White or Kurzweil 3000 LearnStation) that they want to use when logging on from a Kurzweil 3000 Client computer.

See *Enabling Activity Logging* on page 98 for more information about the **Log User Statistics** option and its use with the Activity database.

See *Broadcasting Feature Locks* on page 77 for more information on locking Kurzweil 3000 Client features from the Administrator.

Notes:

- For either of the **User Logon** options, you can disable automatic/manual account creation by deselecting **Allow Clients to Create New Accounts**. This may be preferable in situations where there are a limited number of licenses available. In this case you would create accounts using the Administrator's **Add User** function. See *Adding Users from the Engine Computer* on page 71.
- If you deselect **Allow Clients to Create New Accounts** and you choose **Use Windows Logon Name** in the **User Logon** area, you must create accounts with the Administrator using each user's Windows account user name. See *Adding Users from the Engine Computer* on page 71 or *Adding Users from a Kurzweil 3000 Client Computer* on page 73.

- If you have a large number of users, you can bulk load a user name file to the Engine. See *Generating Multiple User Accounts from a Master File* on page 72.

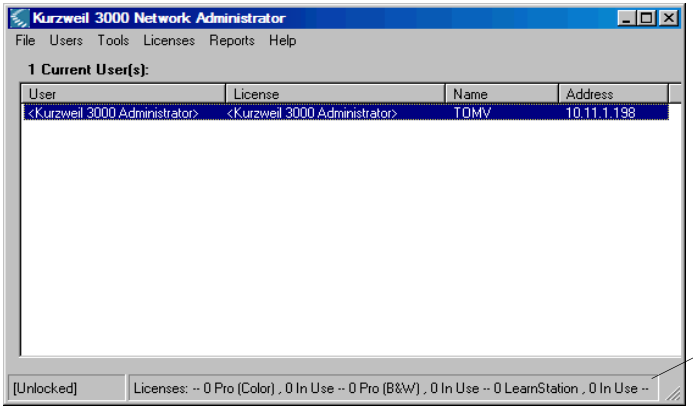
Installing Floating Licenses

Use the following procedure to install floating licenses.

To install a floating license:

1. Double-click the **Kurzweil 3000 Network Administrator** desktop shortcut icon.

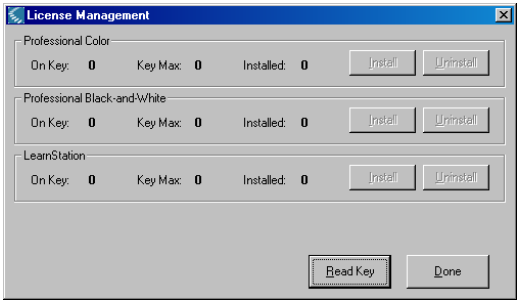
   The **Network Administrator** appears.



   <Kurzweil 3000 Administrator> is on the list because you are logged on as the Administrator. The **Status Bar** shows that there are no licenses installed.

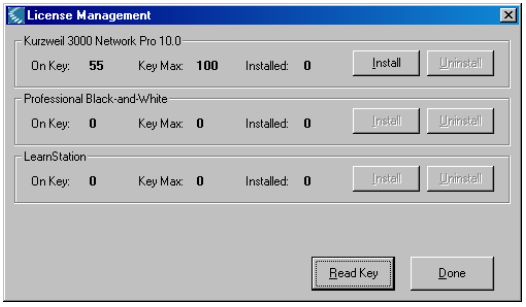
2. From the **Licenses** menu, choose **License Management**.

   The **License Management** window appears.



3. Insert the **License Key** and click **Read Key**.

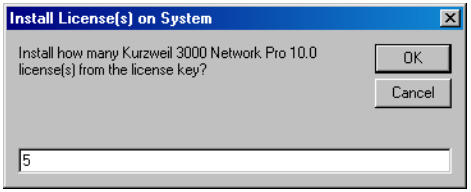
   The **License Management** window displays the product name, the number of licenses this key can store (**Key Max**) and the number of licenses currently stored (**On Key**).



4. Click **Install**.

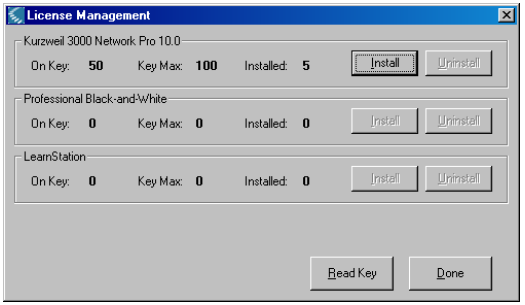
   The **Install License(s) on System** dialog box appears.

5. Type the number of licenses you want to install from the disk; click **OK**.



6. In the next window, verify the number of licenses to install, then click **Yes**.

7. A message appears indicating that the license installation is complete; click **OK**.
8. The **License Management** window now displays the number of installed licenses and the number of licenses left on the key.



9. Click **Done** to close the **License Management** window.
10. Remove the **License Key**.

Users can access Kurzweil 3000 as long as there are available floating licenses. If all the licenses are in use, new users trying to access the software will not be able to do so; Kurzweil 3000 prompts them to try again later.

Notes:

- Your License Keys contain the number of licenses you purchased for a particular Kurzweil 3000 product—Kurzweil 3000 Professional Color, Kurzweil 3000 Professional Black and White, or Kurzweil 3000 LearnStation. Subsequent product licenses you purchase come with their own License Key.
- Do not reformat Kurzweil 3000 Network License Keys. Keep License Keys in a safe place as they are an important part of managing and controlling floating licenses. You'll need them for uninstalling and adding floating licenses as the user community requirements dictate.

Installing and Configuring the Client Software

You must install and configure the Client software on each computer that will connect to a Kurzweil 3000 Network Engine.

Before installing the Client software, you might need to uninstall the following:

- Previous versions of Kurzweil 3000 Client or Standalone software.
- Previous versions of VoiceText speaking voices.

Besides installing the Client software on each computer, you should also perform these additional installations:

- *Installing the VoiceText and/or RealSpeak Voices* on page 44.
- *Choosing a Default Browser for Read the Web* on page 49.

You might also need to perform one or more of the following configurations:

- If you have Client computers running Windows 2000 and you have users with Restricted access, review *Ensuring Access for Windows 2000 Restricted Users* on page 45.
- If you installed the Universal Library, you must configure each Client to access it. See *Configuring Access to a Universal Library Folder* on page 47.
- You might also need to specify a port exception for Read the Web access. See *Configuring Clients for Read the Web Access* on page 45.

Uninstalling Previous Versions of Kurzweil 3000

After you have completed installing and configuring the Engine software, you can begin setting up the Client software. The first step is to decide whether you want to uninstall previous versions of Kurzweil 3000 software.

If you have Version 10or earlier of either Kurzweil 3000 Client or Standalone on any computer that is or will be a Client computer, we recommend that you uninstall it before installing Version 11, although it's not necessary to uninstall

it. In fact, if you have Version 8, or earlier you should not uninstall in the following situations:

- If you want to use RealSpeak English (voices Jennifer and Jane).
- If you want to use RTK (Expervison OCR engine).

Both of the above Kurzweil 3000 components are not included with Kurzweil 3000.

If you are uninstalling a Kurzweil 3000 Standalone, you should have available the Key Disk appropriate to the Kurzweil 3000 product (Kurzweil 3000 Professional or Kurzweil 3000 LearnStation) that you are going to uninstall.

Note: Uninstalling older versions of Kurzweil 3000 does not affect user settings or any existing Kurzweil 3000 user files or documents.

To uninstall older versions of Kurzweil 3000:

1. Ensure that you have Administrator privileges to perform the uninstall procedure.
2. Go to the **Control Panel** from Windows **Start** menu.
3. Double-click **Add/Remove Programs**.
4. Scroll to and select **Kurzweil 3000**; click **Remove**, then **OK**.

   If you are uninstalling a Kurzweil 3000 Standalone version, a message displays asking if you want to save your license in case you want to re-install the old version of Kurzweil 3000. If yes, insert that version's Key Disk.
5. At the prompt, click **Yes to all** to remove all program-related files.
6. If you have the Key Disk in the disk drive, remove it now.
7. Reboot the computer after uninstalling each old version of Kurzweil 3000 before installing Version 11.

Important Note: If you decide to install Version 11 along with a previous version of Kurzweil 3000, both versions are visible in the **Add or Remove Programs** Control Panel. If, at some point you remove the older version, you will also disable Version 11. If this happens, when you launch Kurzweil 3000, it prompts you to repair Version 11, which you can do by inserting the

Kurzweil 3000 CD-ROM and clicking the **Repair** option in the **Installation** dialog.

Uninstalling Previous Versions of VoiceText

If you previously installed VoiceText, which was included with Kurzweil 1000 or with the **VoiceText** add-on CD (first available as a separate purchase with Kurzweil 3000 Version 8), you must uninstall it before installing the version of VoiceText that came with Kurzweil 3000 Version 11.

Note: After you install the new version of VoiceText, it will be available with Kurzweil 1000 without any additional reconfiguration.

To uninstall an older version of VoiceText:

1. Ensure that you have Administrator privileges.
2. Go to the **Control Panel** from the Windows **Start** menu.
3. Double-click **Add/Remove Programs**.
4. Scroll to and choose **Neospeech of VoiceText.msl**.
5. Click **Remove**, then **OK**.

Installing Kurzweil 3000 on Client Computers

Use one of the following installation options to install Kurzweil 3000 on each Client computer that you want to have access to a designated Kurzweil 3000 Network Engine.

There are three Client installation options:

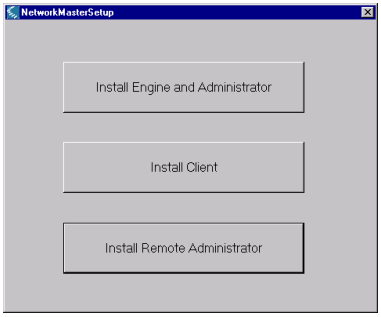
- Install on a computer-by-computer basis.
- Install using silent installation. See *Installing Kurzweil 3000 Using the Silent Install Options* on page 41.
- Install using “ghosting.” See *Installing Clients Using Ghosting* on page 43.

This guide only provides detailed instructions for installing the Client software using the computer-by-computer method. The other methods should be performed only by experienced System Administrators.

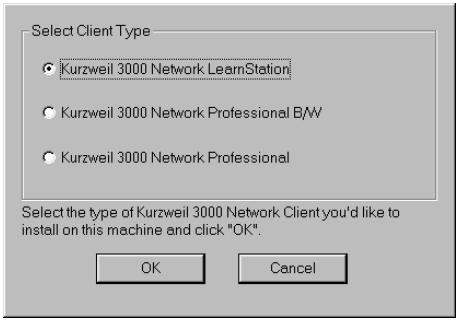
To install Kurzweil 3000 on a Client computer:

1. Obtain the static IP address of the Kurzweil 3000 Network Engine computer for this procedure. See *Determining the Static IP Address of an Engine Computer* on page 22.
2. Ensure that there is no previous version of Kurzweil 3000 installed on this Client computer. If there is, see *Uninstalling Previous Versions of Kurzweil 3000* on page 35.
3. Open **Network Neighborhood** to check if the Kurzweil 3000 Network Engine computer is accessible. If it isn’t listed, check the network setup.
4. Place the Kurzweil 3000 Version 11 Network CD-ROM in the Client computer’s CD-ROM drive.

5. In the **NetworkMasterSetup** dialog box that appears, click **Install Client**.



6. In the **Select Client Type** dialog box, choose the product you want to install, then click **OK**.



- The installation program allows you to install Client types without regard to the number of Kurzweil 3000 Professional Color, Kurzweil 3000 Professional Black and White, or Kurzweil 3000 LearnStation licenses you have available at your site.
- It is a natural inclination to install Kurzweil 3000 Professional Color or Kurzweil 3000 Professional Black and White stations since they provide both scan and read functionality. However, if students who need only read functionality use Kurzweil 3000 Professional stations, you run the risk of running out of Kurzweil 3000 Professional licenses. Try to estimate and install only the number of Kurzweil 3000 Professional stations you will actually need. You want to make sure that students who need only read functionality will use Kurzweil 3000 LearnStation licenses and not Kurzweil 3000 Professional licenses unnecessarily.

- You can change the Client type by either uninstalling the current type and re-installing the type you want, or by selecting the **Allow Clients to Select Product Type** option in the **Network Options** dialog box. See page 31.

7. In the **Welcome** window, click **Next** to continue.
8. In the **Software License** window that appears, choose **I Accept**, then click **Next**.
9. In the **Customer Information** window, type the user and organization names and click **Next**.
10. In the **Setup Type** window, choose **Complete** to install all files.

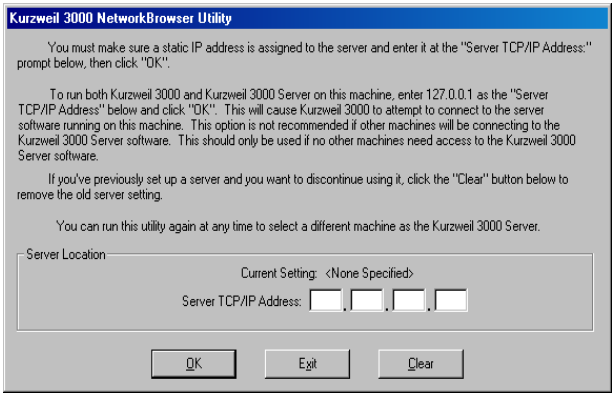
    Choose **Custom** to install just the files that you leave selected. Click the icon next to a file to see a list of install options. Click **Help** to get information about the Custom install options.

    Note: The **Main Files** are required and cannot be deselected.

11. Click **Next** to continue.
12. Click **Install** in the next window.

    A series of messages appears telling you where the system is in the installation process. This process may take several minutes.

13. In the **NetworkBrowser Utility** window, type in the Kurzweil 3000 Network Engine computer's static IP address.



14. Click **OK** when you are done.
15. In the next window, click **Yes** to confirm the selected computer.
16. When the process is complete, click **Finish**.

    The next time a user starts Kurzweil 3000 at this Client computer, it automatically connects to the Engine.
17. The system may prompt you to **Restart**.
18. Remove the CD-ROM.
19. Repeat this procedure for each Client computer on the Network.

Notes:

- If at some time you need to point a Client at a different Engine, see *Changing the Engine IP Address for Clients* on page 111.
- If, for some reason, you need to uninstall the Kurzweil 3000 Network software, see *Uninstalling the Kurzweil 3000 Version 11 Client and Engine Software* on page 95.

Installing Kurzweil 3000 Using the Silent Install Options

There are two silent install modes available that provide a “hands-free” method for installing Kurzweil 3000 on Client computers: **local** and **remote**.

Using the **local** method, you provide all the necessary installation information on a command line, bypassing the standard installation wizard dialog boxes. You must do this on each computer on which you want to install Kurzweil 3000.

To install Kurzweil 3000 using the local silent install option:

1. Put the Kurzweil 3000 Network CD in the drive.
2. Close the **Setup** dialog box if it launches automatically.
3. From a command-line prompt, type at the `C:\>` prompt:

   ```
   setup -p [edition] -s [engine]
   ```

Where **[edition]** is the Kurzweil 3000 product type: **pro**, **probw** or **learn**, and **[engine]** is the IP address of the computer running the Network Engine.

The following command-line example installs a Kurzweil 3000 Professional Color product on a Client computer with access to a Kurzweil 3000 Network server at the IP address 10.11.1.187.

```
C:\>setup -p pro -s 10.11.1.187
```

The install proceeds without any further intervention.

To install Kurzweil 3000 using the remote silent install option:

The remote silent install option enables you to install Kurzweil 3000 to Client computers across your LAN from a central location.

The remote option is provided for network administrators who are knowledgeable about MSI packages and have the necessary tools to operate directly on an MSI package.

Notes: Microsoft .Net Framework 2.0 must already be installed before using MSI. Windows 2000 additionally requires Windows Installer 3.1 already installed.

You will need to specify the following arguments as properties to the **Kurzweil 3000 v.11.msi** package:

AUTO= **1** (should be a numeric value)

PRODUCT= use

scan for Kurzweil 3000 Professional Color

bw for Kurzweil 3000 Professional Black and White

read for Kurzweil 3000 LearnStation

SERVER= the IP address of a computer running a Kurzweil 3000 Network Engine, for example **127.0.0.1**.

You must also use the reduced UI option when deploying the MSI.

Installing Clients Using Ghosting

You can also use “ghosting” to install Clients, eliminating computer-by-computer installation. Using this method, you would install the Client software on one computer, then copy the entire contents of that computer’s hard drive to subsequent computers on the network.

Note: Installation using ghosting should be performed only by advanced users or experienced IT personnel.

Testing Your Network Setup: Logging On

Once you install the Kurzweil 3000 Network Engine and at least one Client, you can test your setup by trying to log on to the Network from a Client computer.

To log on to a Kurzweil 3000 Network:

1. Go to a Kurzweil 3000 Client computer.
2. On the Client desktop, double-click the **Kurzweil 3000** shortcut icon.

Depending on the options selected in the **Network Options** dialog box, Kurzweil 3000 either starts up, a **Log On** dialog box appears or the **Choose Product Type** dialog box appears.

3. Enter logon information:

If the **Select Product Type** dialog box appears, choose a product type. Now go to step 4.

If the **Log On** dialog appears, depending on the options selected in the **Network Options** dialog box, you will need to supply user name and/or product type information:

User Name: As you are adding a new user, type a name in the **User Name** box, and click **OK**. Kurzweil 3000 adds the name to the **User**

Name list. Subsequently, each time you want to log on, you can just select the name from the list.

Remember, the **User Name** list is available only if **Show User Name List to Clients** is selected in the **Network Options** dialog box. Otherwise, you must type in your user name each time you log on to the Network.

Product Type: Choose a Kurzweil 3000 product from the **Product Type** menu.

Remember, this menu appears only if **Allow Clients to Change Product Types** is selected in the **Network Options** dialog box.

4. Click **OK**.

   The selected Kurzweil 3000 product type launches. If you now check the Administrator, you will see the new user in the **User** list.

To review Network options, see the information starting with *Setting User Logon and Client Options* on page 28.

Note: Kurzweil 3000 Clients include the **Change User** command in the **File** menu. This command is unavailable if you selected the **Use Windows Logon Name** option in the **Network Options** dialog box.

Conversely, if you selected the **Ask for Kurzweil 3000 User Name** and **Allow Clients to Create New Accounts** options in the **Network Options** dialog box, you can use the **Change User** command to create a new account.

Note: If, for some reason, you need to uninstall the Kurzweil 3000 Network software, see *Uninstalling the Kurzweil 3000 Version 11 Client and Engine Software* on page 95.

Installing the VoiceText and/or RealSpeak Voices

The VoiceText CD-ROM contains the additional VW Paul and VW Kate English-speaking voices from NeoSpeech. The RealSpeak Spanish voices include Javier and Paulina. Although it is optional, we recommend that you install these voices on each Client as they produce excellent results.

Note: Voices can be both processor and memory intensive. We recommend a minimum processor speed of 700 MHz and 256MB of RAM for any Client computer that will use these voices.

To install the additional speaking voices:

Important: You must install the Kurzweil 3000 Client software prior to installing the speaking voices.

1. Insert the CD-ROM into the computer's CD-ROM drive.
2. Follow the prompts to install the voices.

Note: Kurzweil 3000 uses VW Kate as the default speaking voice if it is present.

Additional Client Configuration Procedures

Perform the following procedures where appropriate to your site.

Configuring Clients for Read the Web Access

You must specify a **Port Exception** on Client computers running Windows XP with Service Pack 2 if your user community will use the Kurzweil 3000 Read the Web feature. See the procedure in *Installing and Configuring the Client Software* on page 35.

Ensuring Access for Windows 2000 Restricted Users

In order for Windows 2000 Limited users to be able to use the Kurzweil 3000 **License-to-Go** and/or **audio file creation** features, they must have full access to ***drive_name:*Documents and Settings\All Users\Application Data\KESI**.

Therefore, you must change the Security Properties so that the User (Everyone) can write to **Documents and Settings\All Users\Application Data\KESI**.

Installing the Kurzweil 3000 Universal Library

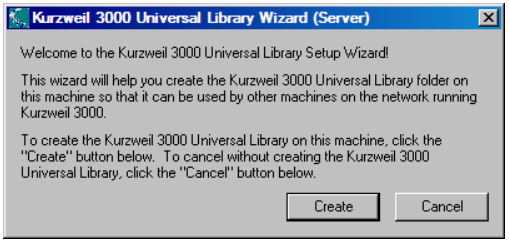
The **Universal Library** is a folder that enables you to store documents that multiple users can share. This feature is ideal for distributing test or classroom material. If you are a teacher, once the Universal Library is set up, you can simply place the test or class assignment material in it and have the students open the document(s) from Kurzweil 3000.

Students who wish to access their own documents from any computer in the network should be sure to save documents to the **Universal Library** folder.

To create the Universal Library folder:

To use the Universal Library, you must first create the **Universal Library** folder on a computer.

1. Insert the Kurzweil 3000 Network Master CD-ROM into the CD-ROM drive.
2. Open the **K3000Client** folder, then open the **Utilities** folder.
3. Double-click the **HostLibraryWizard** icon.
4. In the **Universal Library Wizard** screen, click **Create**.



5. In the **Universal Library Created** screen, click **OK**.

Refer to *Configuring Access to a Universal Library Folder* on page 47, for information on giving Client computers access to the **Universal Library** folder.

Configuring Access to a Universal Library Folder

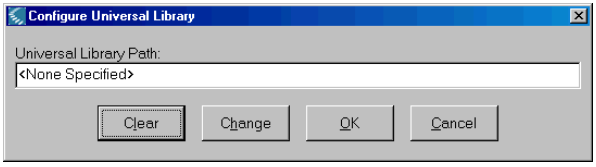
Once you have installed the Universal Library folder, you need to provide access to it from each computer that will use it. See *Installing the Kurzweil 3000 Universal Library* on page 46.

By default, the folder is named **Kurzweil 3000 Universal Library,** and it is installed at the top level of the C drive during the Universal Library installation process.

To set up access to a Universal Library folder:

1. Start Kurzweil 3000 on the computer on which you want to set up Library access.
2. From the **File** menu, select **Configure Library**.

   The **Configure Universal Library** dialog box appears.



3. Click **Change**.
4. In the **Browse for Folder** dialog box, navigate to and select the **Kurzweil 3000 Universal Library** folder, and click **OK**.
5. You should now see that the commands **Open from Library** and **Save to Library** have been added to the **File** menu.

To open documents from the Universal Library:

From the **File** menu, choose **Open from Library**.

The **Open** dialog box appears with the **Universal Library** folder as its starting point. Open any document as usual.

To save documents in the Universal Library:

1. From the **File** menu, choose **Save to Library**.

   The **Save As** dialog box appears with the **Kurzweil 3000 Universal Library** folder as its starting point.

2. Either navigate to the location where you want to save the document or click **Save** to save the document in the **Universal Library** folder.

   If you are saving the document in the **Universal Library** folder and the document that you are saving is one that already exists in the folder, for example *science worksheet*, be sure to rename the document so you don't overwrite this public copy. For example, you might save the document as *jerry smith's science worksheet*.

Choosing a Default Browser for Read the Web

When you first install Kurzweil 3000, there is no default browser selected to use with the **Read the Web** feature. You have the choice of using either Microsoft Internet Explorer or Mozilla Firefox (Firefox).

We recommend that you use Firefox. Our testing has found that Firefox provides all-around better performance when reading Web-based content with Kurzweil 3000.

Additionally, Firefox lets you choose to read alternate text for Web-based graphics, which can be important for users with visual challenges.

Use one of the following scenarios to select a default browser:

- If you have only Internet Explorer on the Client computer and you don't want to use Firefox, go to *Selecting Internet Explorer as the Default Browser* on page 49.
- If you have both Internet Explorer and Firefox already installed on the Client computer and you want to use Firefox, go to *Installing or Updating the KESIReader Firefox Add-on* on page 51.
- If you don't have Firefox on the Client computer but want to use it, go to *Selecting Firefox as the Default Browser* on page 50.

Note: Kurzweil 3000 always favors the use of Firefox. If it detects Firefox on your computer, and you choose **Read the Web** from the **Read** menu before following one of the selection scenarios above, Kurzweil 3000 will prompt you to install the **KESIReader** Add-on as detailed in *Installing or Updating the KESIReader Firefox Add-on* on page 51.

Selecting Internet Explorer as the Default Browser

If you want to specify Internet Explorer as the default browser used by Read the Web, do the following:

1. From the **Tools** menu, select **Options**.
2. In the **Options** dialog box, click the **Reading** icon on the left to display the **Reading Options** panel.

3. In the **Read the Web** area, select Internet Explorer.

Note: If Firefox is also installed on your computer both radio buttons are available, and the **Get Firefox** button is not visible.

4. Click **OK** to close the **Options** dialog box.

Selecting Firefox as the Default Browser

To select Firefox as the default browser for Read the Web, you must first install it. After you install Firefox, you must then install the **KESIReader Firefox Add-on**. Both procedures can be done from within Kurzweil 3000.

Installing the Firefox Browser

If you do not have Firefox, you can install it from the Firefox.com Web site.

If you already have Firefox on your computer, go to *Installing or Updating the KESIReader Firefox Add-on* on page 51.

Note: If you are installing/updating Firefox for use with Limited/Restricted or Guest accounts, Firefox must be run once *outside of Kurzweil 3000* for each account, in order for Read the Web to operate properly with a given account.

To install Firefox:

1. Log in as an Administrator.
2. From the **Tools** menu, select **Options**.
3. Click the **Reading** icon on the left to display the **Reading Options** panel.

4. In the **Read the Web** area, click the **Get Firefox** button.

   Internet Explorer launches and opens the Firefox download page.

5. Click the **Download Firefox** link.
6. In the **File Download** dialog box, click **Run**.

   The download starts, and the setup files are copied to your computer. When the download is complete, the **Security** dialog box appears.

7. Click **Run**.
8. Follow the instructions in the **Setup** wizard.
9. Click **Finish** to exit from the wizard, and launch Firefox.

   If this is the very first time you have ever installed Firefox, you are asked some questions related to making Firefox your default system browser. How you answer these questions has no effect on the functionality of the **Read the Web** feature.

10. Exit Firefox.
11. Exit Internet Explorer.
12. In Kurzweil 3000, click **OK** to close the **Options** dialog box.

Now go to *Installing or Updating the KESIReader Firefox Add-on* on page 51.

Installing or Updating the KESIReader Firefox Add-on

The **KESIReader** Add-on enables Read the Web to work with Firefox.

If you are updating Kurzweil 3000, you must first uninstall any previous versions of the KESIReader Add-on. See *Uninstalling the KESIReader Firefox Add-on* on page 53.

To install or update the KESIReader Add-on:

1. From the **Tools** menu, select **Options**.

   The **Options** dialog box appears.

2. Click the **Reading** icon on the left to display the **Reading Options** pane.

   If you installed Firefox successfully, the **Read the Web** area should look as follows:

3. Select **Mozilla Firefox**.

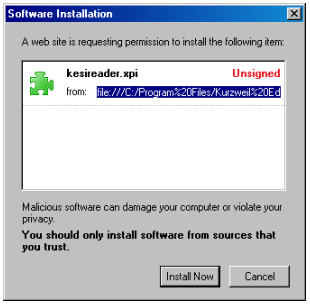
   A message appears asking for permission to install the **KESIReader** Add-on.

4. Click **Yes**.

   A second, similar install message appears.

5. Click **OK**.

   Firefox launches and displays the **Software Installation** dialog box.



6. Click **Install Now**.

   The **Add-ons** dialog appears, displaying the **KESIReader** Add-on, confirming a successful installation.

7. Select **Restart Firefox**.
8. Exit **Firefox**.
9. Click **OK** to close the Kurzweil 3000 **Options** dialog box.

Uninstalling the KESIReader Firefox Add-on

If you are updating Kurzweil 3000, you must uninstall any older version of the **KESIReader** Add-on.

To uninstall the KESIReader Add-on:

1. Start Kurzweil 3000 and choose **Read the Web** from the **Read** menu. Alternatively, you can launch **Firefox**.

   If you chose **Read the Web** in Step 1, Kurzweil 3000 displays a message informing you that you must upgrade the **KESIReader** Add-on. Click **OK**. Kurzweil 3000 launches Firefox.

2. In Firefox, choose **Add-ons** from the **Tools** menu.
3. Select **Extensions** tab.
4. Click on the **KESIReader** Add-on to select it.

   The **Uninstall** button becomes active.

5. Click **Uninstall**.
6. In the message box that appears, click **Yes** to confirm the operation.

   Firefox marks the Add-ons for removal.

7. Exit from Firefox, restart it, then exit it again to complete the removal of the Add-ons.

   Now go to *Installing or Updating the KESIReader Firefox Add-on* on page 51.

Updating the Firefox Add-on

As with most applications, the Mozilla Foundation will update Firefox from time to time.

When you update Firefox, you should also update the **KESIReade**r Add-on.

To update Firefox for use with Read the Web:

1. Install the new version of Firefox.
2. Launch **Firefox**.
3. From the **Tools** menu, choose **Add-ons**.
4. In the **Add-ons** dialog box, select **Extensions**, then select the **KESIReader** Add-on.
5. Click **Uninstall**.
6. Exit and restart Firefox. Then exit it again.
7. Start Kurzweil 3000.
8. From the **Online** menu, choose **Updates**.
9. Download and install the latest update(s).
10. Perform the **KESIReader** installation procedure detailed on page 52.

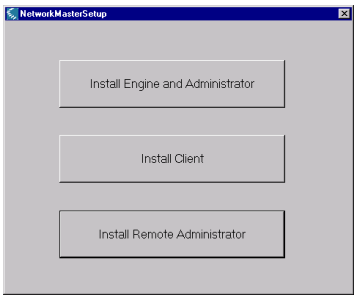
Installing Additional Copies of the Administrator

You can install additional copies of the Administrator on any computers that can access the Kurzweil 3000 Engine over your LAN. This allows teachers to manage licenses and use other Network features, such as Send and Leave Messages and Force Toolbars.

Note: When the Administrator is run on a computer that does not also have the Kurzweil 3000 Engine software installed (**remote mode**), the **Reports** menu is unavailable. These functions can be initiated only from an Administrator running on a Kurzweil 3000 Engine computer (**local mode**). See *Local Versus Remote Administration* on page 58.

To install only the Administrator:

1. Place the Kurzweil 3000 Version 11 Network CD-ROM in the drive.
2. In the **NetworkMasterSetup** window that appears, click **Install Remote Administrator**.



3. When installation is complete, click **Finish**. For more information on using the Administrator, see *About the Kurzweil 3000 Network Administrator* on page 58.

What's Next?

After you have installed the Kurzweil 3000 Network Engine and Clients and verified that you can access the Engine from your Client computer(s), go to *Administering the Kurzweil 3000 Network* on page 57 to learn how to add Kurzweil 3000 Network users, how to change logon options and how to use the administration and reporting functions available to you with the Kurzweil 3000 Network Administrator tool.

3 Administering the Kurzweil 3000 Network

This chapter includes the following topics:

- *About the Kurzweil 3000 Network Administrator* on page 58.
- *About the Network Options Dialog Box* on page 67.
- *Administration Procedures* on page 68.
- *Using License-to-Go* on page 81.
- *Returning a License-to-Go License to the Engine* on page 88.
- *Ensuring License Availability* on page 90.
- *Uninstalling Floating Licenses* on page 92.
- *Administering the Activity Database* on page 98.
- *Creating Database Reports and Form Letters* on page 102.
- *Kurzweil 3000 Network Engine Service* on page 110.
- *Changing the Engine IP Address for Clients* on page 111.
- *Uninstalling the Kurzweil 3000 Version 11 Client and Engine Software* on page 95.

About the Kurzweil 3000 Network Administrator

The Kurzweil 3000 Network Administrator (Administrator) is a tool that lets you accomplish Network administration and license management tasks.

Additionally, you can configure the Kurzweil 3000 Network Engine to track students' activities as they use different Kurzweil 3000 features, letting you provide teachers with reports and individualized letters on students' progress.

Local Versus Remote Administration

You can install the Administrator on any supported computer on your network. See *Kurzweil 3000 Network Administrator Requirements* on page 15.

If you use the Administrator to administer an Engine that is installed on the same computer, the Administrator is said to be running in **local mode**. If you use the Administrator to administer an Engine that is installed on another computer, the Administrator is said to be running in **remote mode**. See *To run the Administrator in remote mode:* on page 60.

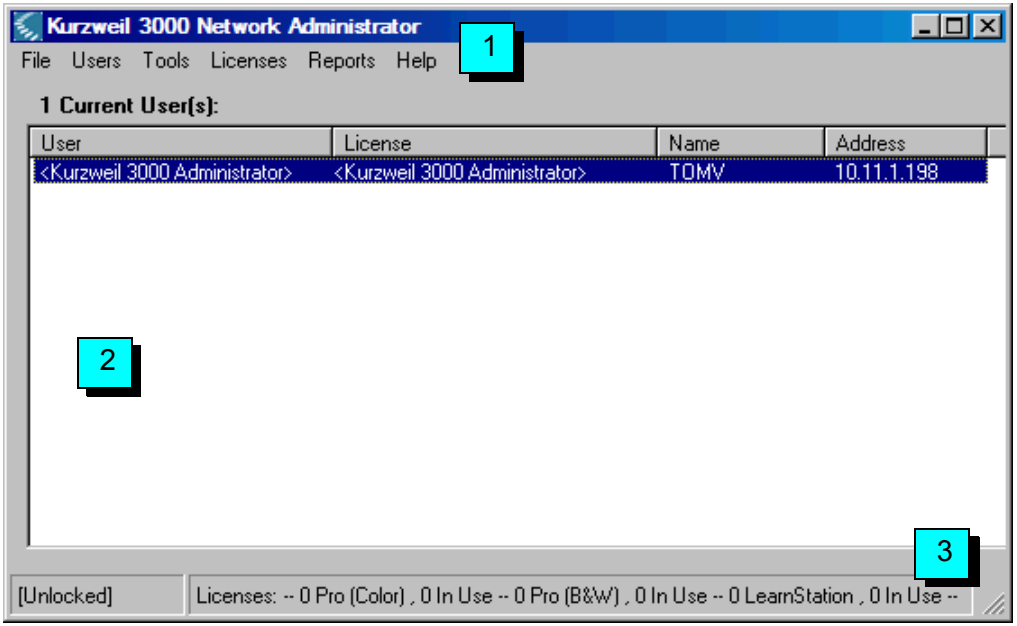
You can perform all Network tasks with the Administrator running in local mode. However, if you are running in remote mode, you cannot use the reporting and form letter features. See *Generating Reports* on page 102 and *Creating and Generating Form Letters from the Database* on page 105.

To launch the Administrator (local mode):

On a computer running the Engine software, double-click the Kurzweil 3000 Administrator desktop shortcut icon.

By default, the Administrator connects to the Engine installed on the local computer.

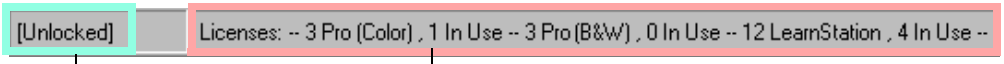
The **Administrator** appears:



The **Administrator** interface consists of the following functional areas:

- **Menu** bar (**1**), which includes the **File**, **Users**, **Tools**, **Licenses**, **Reports** and **Help** menus. See *About the Administrator Menus* on page 61.
- **Users** area (**2**), which lists the name of each user currently logged on to the Kurzweil 3000 Network, along with the product (Kurzweil 3000 Professional Color, Kurzweil 3000 Black and White or Kurzweil 3000 LearnStation) that's in use, and the name of the Client computer.

- The **Status** bar (**3**) at the bottom of the Network Administrator window.



The current lock status [Locked] or [Unlocked].

The **Licenses** section displays the number, type and current usage of each license that is installed on the Engine.

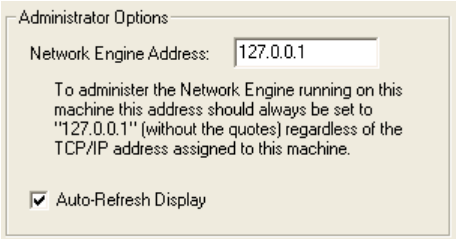
For example, in the picture above, there are three Pro (Color) licenses installed, and one is in use; there are three Pro (B&W) installed, and none are in use; and there are 12 LearnStation licenses installed, and four are in use.

To run the Administrator in remote mode:

1. Launch the **Administrator**.
2. From the **Tools** menu, choose **Options**.

   The **Network Options** dialog box appears and prompts you to enter an IP address for a Kurzweil 3000 Engine computer.

3. In the **Administrator Options** area, type the IP address of the computer on which the Kurzweil 3000 Engine you want to administer is installed.



By default, the **Auto-Refresh Display** option is selected, causing Kurzweil 3000 to refresh the user list every 15 seconds. If you are administering an Engine that has more than 100 connected users, you might want to disable this option, as the refresh period can take a few seconds, and this will increase with more connections.

Even if **Auto-Refresh Display** is disabled, you can always refresh the display manually by selecting **Refresh View** from the **Tools** menu.

4. Click **OK**.
5. **Exit** and **Restart** the Administrator, as prompted.

   After restarting the Administrator, you will see that the IP address of the **<Kurzweil 3000 Administrator Console>** user changes from that of the local computer to the IP address of the remote computer, and that the **Reports** menu's commands are now unavailable. Other than that, the Administrator's interface is identical to that shown on page 59.

About the Administrator Menus

The Administrator has six menus: **File**, **Users**, **Tools**, **Licenses**, **Reports** and **Help**.

File Menu

Use the **File** menu to exit from the Administrator.

Users Menu

The **Users** menu provides the following functions:

Users Menu Item	Used to	Notes
Select All	Select all of the users displayed in the **Users** area window.	
Unselect All	Deselect all of the users displayed in the **Users** area window.	
Send Message	Send messages to currently logged-on Network users.	See *Sending Messages* on page 74.
Leave Message	Send a message to any Network user, whether they are logged on or not.	See *Leaving Messages* on page 75.
Force Toolbar Set	Load a selected toolbar set for selected users.	See *Forcing a Toolbar Set* on page 76.

Users Menu Item	Used to	Notes
Disconnect	Disconnect users selected in the **Users** area window.	See *Disconnecting Users from the Engine* on page 70.
Add New	Add new users.	See *Adding Users from the Engine Computer* on page 71 and *Adding Users from a Kurzweil 3000 Client Computer* on page 73.
Delete	Delete users.	This function is not available when the Engine is unlocked. See *Deleting Users from the Engine* on page 79.

Tools Menu

The **Tools** menu provides the following functions:

Tools Menu Item	Used to	Notes
Refresh View	Update the **Users** list.	The Administrator automatically updates the **User** list every 10 seconds. You can also update the list manually; see *Displaying Current Users* on page 69.
Lock/Unlock Engine	Lock or unlock the Engine.	See *Locking and Unlocking the Engine* on page 70.
Options	Open the **Network Options** dialog box.	See *About the Network Options Dialog Box* on page 67.

Licenses Menu

The **Licenses** menu provides the following functions:

Licenses Menu Item	Used to	Notes
License Management	Install and uninstall floating licenses.	See *Uninstalling Floating Licenses* on page 92.
License Overruns	Display Client connection refusal information (date, time, user) due to license unavailability.	See *Determining License Requirements* on page 94.
Grant a License-to-Go	Provide Kurzweil 3000 access to users after they disconnect from the Network.	See *Using License-to-Go* on page 81.
Generate Remote License-to-Go	Create a Remote License-to-Go code used to activate a Remote Kurzweil 3000 Client.	See *Transferring Licenses Using Remote Code Generation* on page 84.
Return Remote License-to-Go	Used to return a Remote License back to the Engine.	
License-to-Go Status	Display a list of currently checked-out licenses and the users to whom they are issued.	See *Displaying Information About License-to-Go Licenses* on page 90.

Reports Menu

The **Reports** menu provides the following functions:

Reports Menu Item	Used to	Notes
Update Database	Save the temporary student activity log into the activity database.	See *Updating the Database* on page 101.
Run Report	Generate student activity reports.	See *Generating Reports* on page 102.
Database Cleanup	Delete database records.	See *Cleaning Up the Database* on page 101.
Add/Edit Form Letter Template	Create a form letter template that includes information merged from the student database.	See *Creating Database Reports and Form Letters* on page 102.
Generate Form Letters	Generate form letters from a form letter template.	See *Creating Database Reports and Form Letters* on page 102.

Help Menu

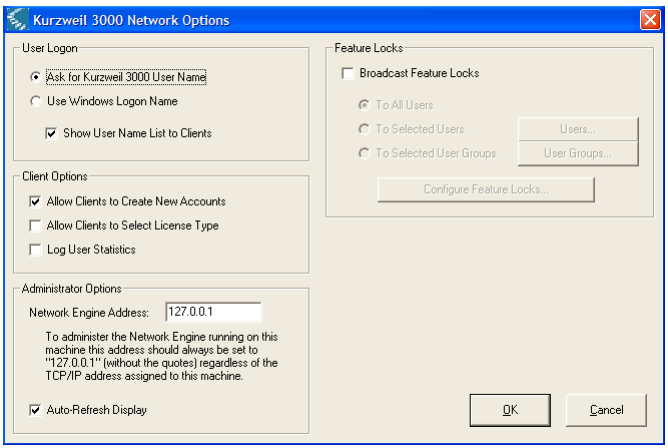
The **Help** menu provides the following functions:

Help Menu Item	Used to	Notes
Help Topics	Launch the Kurzweil 3000 Network online Help.	
Online Registration	Connect to the Kurzweil Educational Systems registration website over the Internet.	Requires Internet access. Use this to update contact information so that we can inform you of important product updates and other news.

Help Menu Item	Used to	Notes
About Kurzweil 3000 Engine	Provide version and Kurzweil Educational Systems contact information.	

About the Network Options Dialog Box

The **Network Options** dialog box provides settings that allow you to tailor the way users log on to the Kurzweil 3000 Network, to selectively lock features on Kurzweil 3000 Clients and to enable user activity logging.



The **Network Options** dialog contains the following options:

- Ask for Kurzweil 3000 User Name.
- Use Windows Logon Name.
- Show User Name List.
- Allow Clients to Create New Accounts.
- Allow Clients to Select License Type.

See *Setting User Logon and Client Options* on page 28 for information about the above options.

- **Administrator Options**. See *To run the Administrator in remote mode:* on page 60.
- **Broadcast Lock Features Settings**. See *Broadcasting Feature Locks* on page 77.
- **Log User Statistics**. See *Administering the Activity Database* on page 98.

Administration Procedures

This section details the administration procedures that you can perform using the Administrator.

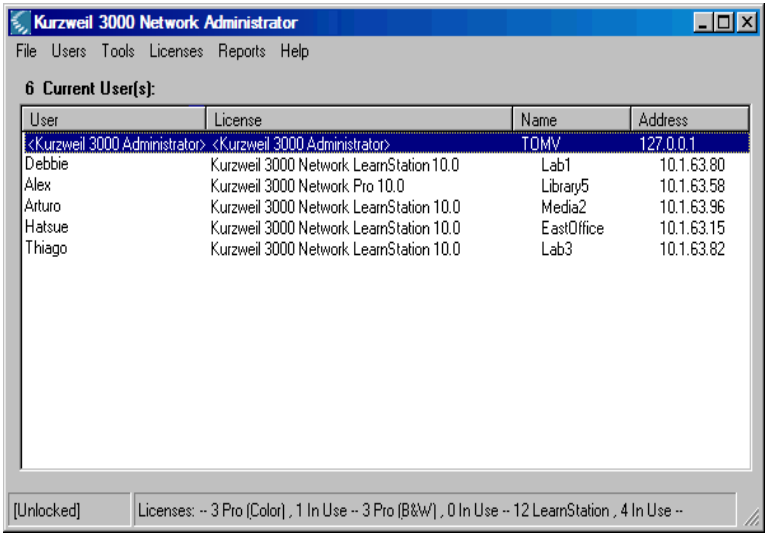
Use the following general steps when you need to perform system administration and reporting tasks:

1. Launch the Administrator.
2. Refresh user list.
3. Disconnect users from the Engine (if required).
4. Lock the Engine (if required).
5. Perform administration and/or reporting task(s).
6. If it is locked, unlock the Engine.

Displaying Current Users

It is always a good idea to refresh the user list before beginning system administration tasks. This provides you with the most up-to-date list of users and insight into whether it is a good time to perform administration tasks.

From the Tools menu, choose **Refresh** to see a list of users who are currently logged on to the Kurzweil 3000 Network.



By default, the User(s) area always displays the **Kurzweil 3000 Administrator** account.

The Kurzweil 3000 Administrator Account

The Kurzweil 3000 Administrator account always appears as logged on, enabling you to perform system administration tasks. You cannot disconnect the Kurzweil 3000 Administrator.

Note: The person designated to administer the Kurzweil 3000 Network should have Windows Administrator privileges. Administrator privileges are required for performing such tasks as installing and uninstalling licences.

Disconnecting Users from the Engine

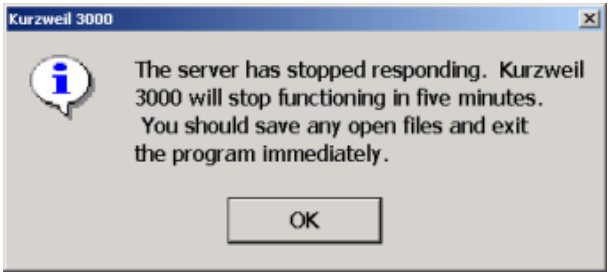
When you need to perform administration tasks such as deleting users or updating the student database, you must disconnect all users currently logged on to the Kurzweil 3000 Network. However, you may also disconnect selected users if necessary.

You might also want to disconnect users when you need to do maintenance on software or hardware that is located on the same computer as the Kurzweil 3000 Network Engine.

To disconnect users from the Engine:

1. Double-click the **Kurzweil 3000 Network Administrator** desktop shortcut icon.
2. In the **Administrator**, select the names of the users in the **Current Users** box. If you want to disconnect all users, choose **Select All** from the **Users** menu.
3. From the **Users** menu, choose **Disconnect**.

   The selected users are disconnected and the Engine displays the following message on each user's computer monitor:



4. You can now lock the Engine.

Locking and Unlocking the Engine

When the Engine is unlocked, you can perform the following tasks:

- Disconnect currently logged-on users.

- Send messages to currently logged-on users.
- Leave messages for Network users, whether they are logged on or not.
- Install Licenses and uninstall Licenses.
- Force a Toolbar Set.

The Engine must be locked to perform the following tasks:

- Update the database.
- Delete users.

To lock and unlock the Engine:

1. From the **Users** menu, choose **Select All**.

   All of the currently logged-on users are selected in the **User(s)** area of the **Administrator**.

2. From the **Users** menu, choose **Disconnect**.
3. From the **Tools** menu, choose **Lock Engine**.
4. Perform the desired task(s).
5. When you are finished, choose **Unlock Engine** from the **Tools** menu to allow users to access the Network again.

Adding Users from the Engine Computer

Use the following procedure to add users with the Administrator on a Kurzweil 3000 Engine computer.

You can also add users from Clients. See *Adding Users from a Kurzweil 3000 Client Computer* on page 73.

Note: A Network Engine can support up to 32,000 user accounts.

Generating Multiple User Accounts from a Master File

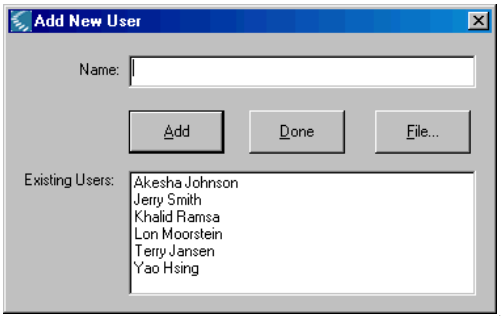
If your Network has a large number of users, it may be preferable to create their accounts by loading a master user name file to the Engine.

The file should be plain ASCII text and contain one Kurzweil 3000 user name per line. The Engine will then take this file, validate each user name, and create an account with that name if it is a valid name and not already in use.

To add user(s) from the Engine:

1. Double-click the **Kurzweil 3000 Network Administrator** desktop shortcut icon.
2. From the **Users** menu, choose **Add New**.

   The **Add New Users** window appears



3. Type the user's name and click **Add**, then **Yes** to confirm.

   Alternatively, click the **File** button to bulk load a previously prepared master list of user names to the Engine.

4. Continue adding users, then click **Done**.

Adding Users from a Kurzweil 3000 Client Computer

By default, you can create new user accounts from Client computers as well as from an Engine computer. You can delete users only with an Administrator running on the same computer as the Engine.

To add a user from a Client:

1. Double-click the **Kurzweil 3000** shortcut icon on the desktop.

2. In the **Log On** window, type the desired user name, then click **Yes** to confirm.

   Kurzweil 3000 launches.

3. Click **OK** to close the **Options** dialog box.

Notes:

- You can disable the ability to create new accounts from Clients by deselecting the **Allow Clients to Create New Accounts** option in the **Network Options** dialog box. See *Setting User Logon and Client Options* on page 28.
- If the **Use Windows Logon Name** option is selected in the **Network Options** dialog box, the Engine automatically creates the new account as long as the **Allow Clients to Create New Accounts** option is enabled. See *Setting User Logon and Client Options* on page 28.

Sending Messages

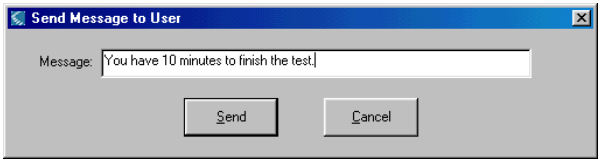
The **Send Message** feature allows you to send a message to any user who is currently logged on to the Network. You do not have to lock the Engine to send messages.

To send a message:

1. Double-click the **Kurzweil 3000 Network Administrator** shortcut icon on the desktop.
2. In the **Network Administrator**, choose the names of the users in the **Current Users** box to whom you want to send a message. You can do this in one of two ways:

- Hold down the **CTRL** key and click the desired names.
- Or choose **Select All** from the **Users** menu.

3. From the **Users** menu, choose **Send Message**.
4. In the **Send Message to User** box, type your message, then click **Send**.



The message appears at the recipients' workstations. Users can close the message box by clicking **OK**.

Note: You do not have to send out a message to inform users that you are going to disconnect them from the Network; a disconnect warning message is sent automatically. The message informs users that they can keep working for five minutes. After five minutes, they can only save their documents.

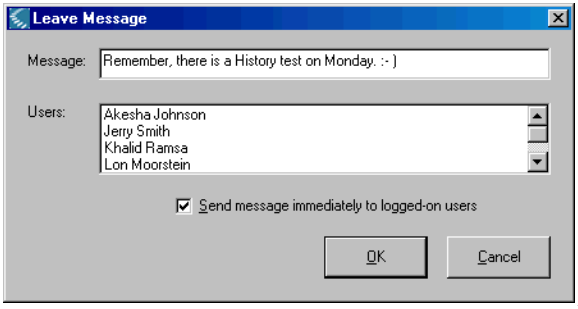
Leaving Messages

The **Leave Message** feature allows you to send messages to selected Network users, whether they are currently logged on to the Network or not. The message appears on each user's computer monitor.

Message recipients who are not currently logged on receive the message the next time they log on to the Network. For message recipients who are currently logged on, you have the option of sending the message immediately or delaying delivery until the next time they log on.

To leave a message:

1. Double-click the **Kurzweil 3000 Network Administrator** shortcut icon.
2. In the **Network Administrator**, choose **Leave Message** from the **Users** menu.
3. In the **Leave Message** dialog box, type a message in the **Message** area.



4. In the **Users** area, choose the names of the users to whom you want to leave the message. To choose multiple names, hold down the **CTRL** key and click the desired names.
5. Choose **Send message immediately to logged-on users** (this option is selected by default) if you want selected users who are currently logged on to receive the message immediately. Deselect this option to delay message delivery until the next logon for each of the selected recipients.
6. Click **OK** to send and/or leave the message.

Forcing a Toolbar Set

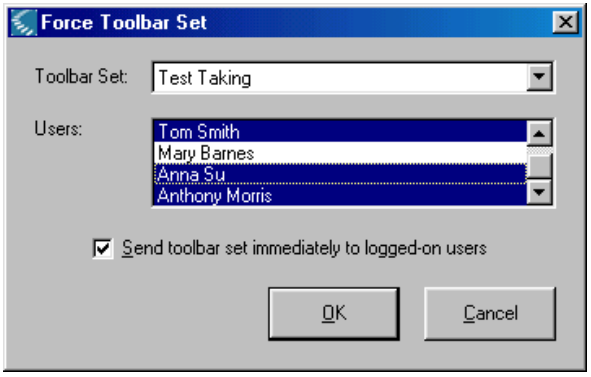
The **Force Toolbar Set** feature enables you to select a toolbar set and one or more Network users, and then cause (force) that toolbar set to be displayed in the Kurzweil 3000 window of each of the selected users.

This feature can help reduce setup time for a test or other controlled classroom exercise that will be taken on multiple Kurzweil 3000 Clients.

To force a toolbar set:

1. Double-click the **Kurzweil 3000 Network Administrator** shortcut icon.
2. In the **Administrator**, choose **Force Toolbar Set** from the **Users** menu.
3. In the **Force Toolbar Set** dialog box, choose the toolbar set that you want to force from the **Toolbar Set** list.

   The list displays all of the toolbars that are available to the Engine. This includes any toolbar created by a Network user.



4. In the **Users** area, choose the names of the users who will receive the selected toolbar set. To select multiple names, hold down the **CTRL** key and click the desired names.
5. Choose **Send toolbar set immediately to logged-on users** (this option is selected by default) if you want the toolbar set to be displayed immediately for users who are currently logged on. Deselect this option to delay display of the toolbar set until the next logon for each of the selected users.

6. Click **OK** to force the toolbar set.

Notes:

- Before you force a toolbar set in a testing situation, we recommend that you deselect the **Customization Enabled** option on the **Lock Features** dialog box on each Client computer on which the test will be taken. This prevents users from altering the forced toolbar.
- If **Customization Enabled** is deselected, the forced toolbar remains the only toolbar available to each of the selected users until you either force a new toolbar or re-select **Customization Enabled**, allowing users to choose a new toolbar.
- For more information about test preparation and administration, see Kurzweil 3000 online Help.

Broadcasting Feature Locks

The **Broadcast Feature Locks** function lets you use the Administrator to disable, enable or leave “as is” selected Kurzweil 3000 features on multiple Client computers. The broadcast process overrides the current settings in the **Lock Features** dialog box of each Client computer.

Also, when you enable **Broadcast Feature Locks**, the **Lock Features** dialog boxes of Kurzweil 3000 Clients can be displayed, but the settings cannot be changed.

Some scenarios where you might find this feature useful are as follows:

Testing	Lock features such as **Spell Check**, **Dictionary** and **Online** lookup.
Document Protection	Lock features such as **Zone Editing**, **File Encryption** and **Save to Universal Library**.
Data Security	Lock access to the **Usage Log**.
User Interface Consistency	Lock **Customization**. **Tip:** You might want to use this in conjunction with the Kurzweil 3000 **Save Toolbars in Document** feature. See online Help.

It is important to remember that when you lock Kurzweil 3000 features, the broadcast locks apply to *all* users on *all* Client computers.

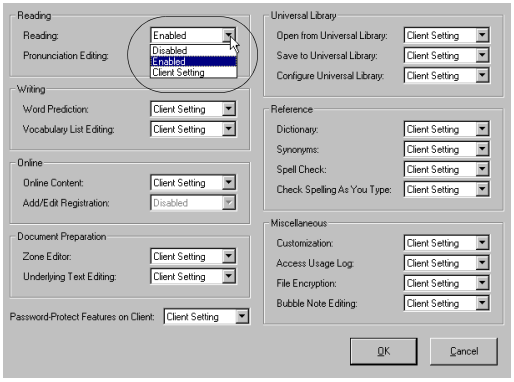
Note: To display the **Lock Features** dialog box in a Kurzweil 3000 Client, choose **Lock Features** from the **Tools** menu.

To broadcast feature locks:

1. From the **Tools** menu, choose **Options**.
2. In the **Options** dialog box, select **Broadcast Lock Features**.

   This activates the **Configure Features Locks** button.
3. Click **Configure Features Locks**.

   The **Lock Features** dialog box appears.



Each feature has an associated menu, which lets you select how the feature is handled on each Kurzweil 3000 Client computer.

Select:

Client Setting (the default) to direct the Engine not to broadcast a value for this feature. Selecting this option preserves the current setting for this feature, either enabled or disabled, in the **Lock Features** dialog box on each Kurzweil 3000 Client.

Enabled to unlock the feature in the **Lock Features** dialog box on each Kurzweil 3000 Client.

Disabled to lock the feature in the **Lock Features** dialog box on each Kurzweil 3000 Client.

4. After selecting the desired settings, click **OK**.

   The Administrator will apply the locks to each Client during its next login. Clients that are currently logged in are not affected.

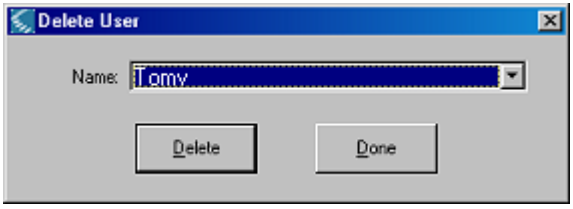
Important Note: If a user opens a document containing embedded locks (set using the Kurzweil 3000 **Save Feature Locks with Document** feature), these locks override Broadcast locks. In order to restore the Broadcast Locks, you must restart Kurzweil 3000.

Deleting Users from the Engine

To delete a user from the Engine:

Note: Deleting a user deletes the user's personal preference settings that are stored on the Kurzweil 3000 Network Engine but does not affect the user's working files.

1. Double-click the **Kurzweil 3000 Network Administrator** shortcut icon.
2. In the **Administrator**, disconnect any currently logged-on users.
3. From the **Tools** menu, choose **Lock**, to lock the Engine.
4. From the **Users** menu, choose **Delete**.
5. In the **Delete User** dialog box, choose the desired user name from the **Name** menu, click **Delete**, then **Done**.



6. From the **Tools** menu, choose **Unlock Engine** to allow users to access the Network again.

Note: You cannot delete a user who has a License-to-Go. You must wait until either the license expires or the user checks the license back into the Engine. See *Using License-to-Go* on page 81.

User Files and Personal Settings

When you add a new user, the Engine creates a folder with the user's name in:

C:\Documents and Settings\All Users\Application Data\KESI\Kurzweil 3000 Engine\Users

Inside the folder, it creates files to store and track user preference settings.

Files the user creates, imports and works with in Kurzweil 3000 are stored at the Client computer in the following directory:

C:\Documents and Settings\yourusername\My Documents\KESI\Kurzweil 3000

Files users created in older versions of Kurzweil 3000 may be in:

C:\My Documents\Kurzweil Educational Systems\Kurzweil 3000\username

Files created on Windows 2000, Windows Server 2003, XP or Vista may be in:

C:\Documents and Settings\All Users\Application Data\KESI\Kurzweil 3000 Engine\Users

Using License-to-Go

When you use the **License-to-Go** feature, you essentially let a student borrow a Kurzweil 3000 Network license so that he or she can work with Kurzweil 3000 without having to be connected to the Network.

You can transfer a License-to-Go to any computer on which the Kurzweil 3000 Client software is already installed. There are two transfer methods: **Granting** and **Remote Code Generation**. The method you use depends on whether the computer on which the Client software is installed can access a Kurzweil 3000 Network Engine. For a short overview of the two methods, see *About License-to-Go™* on page 11.

License-to-Go licenses are counted against the total number of available Network licenses. If you don't have a large number of licenses, you must manage them carefully so that you don't run short.

For example, suppose you issue licenses to students with laptops so they can use Kurzweil 3000 at home. If one or more of these students leaves his or her laptop at home and then logs on to the Network at school, each one is essentially using two licenses (until the License-to-Go expires), which might be a problem if you are working with a small number of licenses.

Transferring Licenses Using the Granting Method

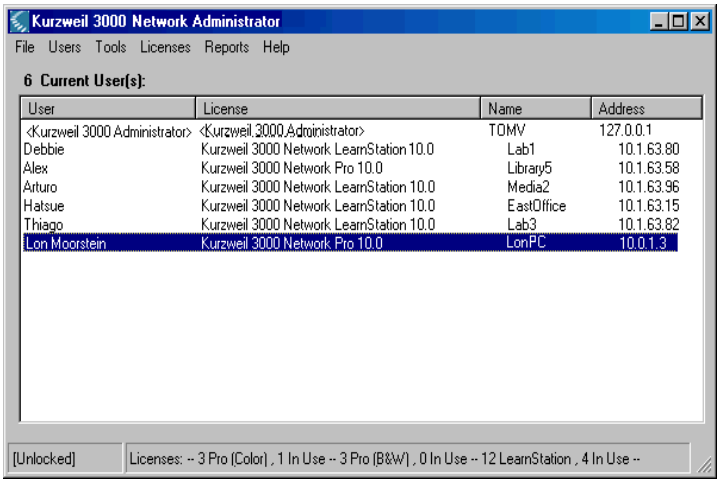
The process of **Granting** a license lets you transfer a license to a Kurzweil 3000 Client computer that is connected to a Kurzweil 3000 Network.

If you want to transfer a license to a Kurzweil 3000 Client computer that is not connected to a Kurzweil 3000 Network, see *Transferring Licenses Using Remote Code Generation* on page 84.

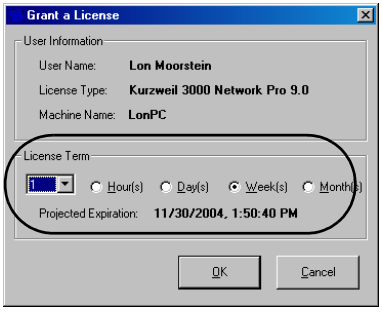
To grant a license:

Important Note: the system clocks on the computer running the Engine and the Client machine to which a license is being granted must be within five minutes of each other or else the Engine will not grant the license. Use the **Date and Time Control Panel** to synchronize the times of the computers.

1. Double-click the **Kurzweil 3000 Network Administrator** shortcut icon.
2. In the **Current User(s)** area, click on the user to whom you want to grant the license.



3. From the **Tools** menu, choose **Grant a License-to-Go**.
4. In the **License Term** area of the **Grant a License** dialog box, specify the length of time for which the license will be active.



First click either the **Hour**, **Day**, **Week**, or **Month** button. Then choose the number of days, weeks or months from the menu list.

The **Projected Expiration** date changes in response to the term length you select.

5. Click **OK**.

Messages appear on both the Engine and Client verifying that a license was successfully granted. The Engine automatically disconnects the Client from the Network, and the Client is now in Standalone mode. The user can continue to work without any interruption.

The user can view the time remaining on the granted license by choosing **About Kurzweil 3000** from the **Help** menu.

Note: If the computer receiving the granted license is running Windows 2000 or XP Home and the user has **Limited User** permissions, the license transfer may not take place. In this event, the receiving computer displays an error message. To fix this problem, you must edit the user's Security Properties so that **User (Everyone)** can write to **Documents and Settings\All Users\Application Data\KESI**.

Transferring Licenses Using Remote Code Generation

Use the **Generate Remote License-to-Go Code** option to transfer a license to a Kurzweil 3000 Client computer that does not have access to a Kurzweil 3000 Network. Although you can use this method to transfer a license to a computer that is connected to a Kurzweil 3000 Network, it is much easier to use the **Granting** method. See *Transferring Licenses Using the Granting Method* on page 81.

As the System Administrator, you or the student(s) to whom you will transfer licenses will perform the following general steps. Steps are identified by who performs them, either you, the System Administrator **[SA]**, or the student **[Student]**:

1. **[SA] gives the student a Kurzweil 3000 Client install CD and a copy of the Client installation instructions**.

   The Client software can be installed using either the **Network Master** CD or the **Remote Client** CD.

   There is no difference in the software that gets installed. However, installing from the Network Master CD is slightly more involved, and if the software is going to be installed on a computer offsite in a situation where you will need to provide an install CD to a student, it is highly recommended that you use the **Remote Client** CD. This is recommended because the Network Master CD contains utilities that should not, for security reasons, be available to typical users.

   Note: You should make copies of the **Remote Client** CD.

   The Client installation instructions are detailed in *Appendix A: Installing and Activating a Kurzweil 3000 Remote Client*. These instructions cover **Steps 2**, **3**, **4** and **7**.

2. **[Student] installs the Kurzweil 3000 Client software.**

   The student uses the supplied Client installation CD to install Kurzweil 3000. See *Appendix A: Installing and Activating a Kurzweil 3000 Remote Client*.

3. **[Student] determines the System Code of the Client computer.**

   The student determines his or her computer's System Code.

4. **[Student] provides a System Code to the System Administrator**.

   The student supplies the System Code, either by e-mail or telephone.

5. **[SA] generates a Remote License-to-Go Code**.

   Use the Administrator to generate a **Remote License-to-Go Code** based on the supplied System Code.

6. **[SA] supplies the student with the Remote License-to-Go Code.**

   Contact the student, either by e-mail or telephone, and supply them with the code.

7. **[Student] activates the Kurzweil 3000 Client software**.

   The student uses the **Remote License-to-Go Code** to activate Kurzweil 3000.

Generating a Remote License-to-Go Code

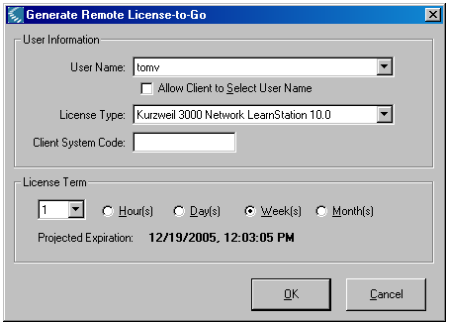
After a student installs the Client software (Step 2), determines the System Code of his or her computer (Step 3) and provides you with that System Code (Step 4), you can generate a **Remote License-to-Go Code**.

To generate a Remote License-to-Go Code:

Use the Kurzweil 3000 Administrator to generate a License-to-Go Code from the provided System Code.

1. Start the **Administrator**.
2. From the **Licenses** menu, choose **Generate Remote License-to-Go**.

The **Generate Remote License-to-Go** dialog box appears.



3. Select a **User Name**.

   The **User Name** menu contains user names for all of the accounts currently registered by the Kurzweil 3000 Engine.

   - Select a name from the list that the Administrator will associate with the Remote Code it generates.

     If you want to issue a Remote Code for a user who is not on the list, exit this dialog box and create a new account in the **Add New User** dialog box available from the **Users** menu. Then return to this dialog box and choose the new user name from the menu.

   - You also have the option of creating a Remote Code without specifying a user. If you want to generate this type of Remote Code, select the **Allow Client to Select User Name** checkbox.

     When you generate a license with this option selected, it causes the Kurzweil 3000 Client to display the logon dialog box each time it is launched. This allows anyone to type a user name, create a Kurzweil 3000 account and use the Kurzweil 3000 Remote Client.

   Note: It is recommended that you specify a user name as it will make it easier to keep track of who you've issued Remote Codes to when you view the **License-to-Go Status** dialog box. See *Displaying Information About License-to-Go Licenses* on page 90.

4. In the **License Type** area of the **Generate Remote License-to-Go** dialog box, choose a **License Type**.

   You can choose any license type as long as there is one available on the Engine. Otherwise, the Administrator will not be able to generate a Remote Code.

5. Type in a **System Code**.

   Type in a **System Code** obtained from a student who installed the Kurzweil 3000 Client software on a remote computer. See *Determining the System Code of Your Computer* on page 117.

6. In the **License Term** area of the **Generate Remote License-to-Go** dialog box, specify the length of time for which the license will be active.

   First click either the **Hour**, **Day**, **Week** or **Month** button. Then choose the number of days, weeks or months from the menu list.

   The **Projected Expiration** date changes in response to the term length you select.

Returning a License-to-Go License to the Engine

Normally, a License-to-Go license returns to the Engine automatically when it reaches its expiration date and time.

However, there might be times when license shortages on your Kurzweil 3000 Network require you to retrieve one or more remote licenses before they expire.

There are two ways to retrieve a License-to-Go License before it expires:

- Have the owner of the granted License-to-Go connect the computer on which the granted license resides back to the Network, and check the license back into the Engine.
- Have the owner of a Remote License-to-Go generate a Return Code which you can use to return the license to the Engine.

To return a granted License-to-Go to the Engine:

1. Have the student connect the computer on which the granted license resides to the Kurzweil 3000 Network.
2. Start **Kurzweil 3000**.
3. From the **File** menu, choose **Check In License-to-Go**.

   A dialog box appears, prompting you to verify that you want to return the license.
4. Click **Yes**.

   Another dialog box appears, notifying you that the license was returned successfully.
5. Click **OK**.

Returning a Remote License-to-Go Before It Expires

Returning a Remote License-to-Go consists of the following general procedures:

1. A student generates a **Return Code** on the Kurzweil 3000 Client computer, and provides the code to his or her teacher or System Administrator.

   The procedure for generating a Return Code is included on page 119 of *Appendix A: Installing and Activating a Kurzweil 3000 Remote Client*.

2. The teacher or System Administrator uses the Administrator to return the license by inputting the **Return Code**.

To return a Remote License-to-Go to the Engine:

1. Obtain a **Return Code** from the owner of a Remote License-to-Go.
2. Start the **Administrator**.
3. From the **Licenses** menu, choose **Return Remote License-to-Go**.

   The **Return Remote License-to-Go** dialog box appears.

4. Type the **Return Code** into the **License-to-Go Return Code** text box, and click **OK**.

   The Administrator verifies the code and returns the license to the Engine, where it is immediately available for reuse.

Ensuring License Availability

To ensure license availability on both the Engine and Clients, it is highly recommended that no one tamper with the clocks on either the Engine or Client computers while licenses are granted.

Tampering with a Client's clock will cause a granted license to be deactivated (not lost) and Kurzweil 3000 to become inaccessible. A deactivated license can still be checked back into the Engine using the **Check In License-to-Go** command in the **File** menu.

Tampering with the clock of the Engine computer can result in expired licenses not regenerating as scheduled and becoming inaccessible for a period of time dictated by the Engine's internal license security monitoring system.

Displaying Information About License-to-Go Licenses

You can display information about checked-out licenses. This is helpful if you find that you are running low on Network licenses and need to contact users who have License-to-Go licenses, to tell them to return their licenses to the Engine. See *Returning a License-to-Go License to the Engine* on page 88.

To display information about checked-out licenses:

1. From the **Licenses** menu, choose **License-to-Go Status**.

   The **License-to-Go Status** dialog box appears. It displays the name of each user to which a License-to-Go has been issued, when it was issued and when it will expire.

2. Click **Print** to print a copy of the log.

License Management and License-to-Go

Keep the following things in mind when using License-to-Go licenses:

- If a granted or generated license is lost, for example due to a hard drive failure on the Client machine, you cannot restore it to the Engine prior to its pre-assigned expiration date. The Engine automatically regenerates the “lost” license after its expiration date has been reached.
- You cannot uninstall the Engine if there are any licenses checked out.
- You cannot issue more than one License-to-Go to a user.
- You cannot uninstall *any* licenses of a product type if one or more licenses of that product type are currently checked out.

Uninstalling Floating Licenses

When uninstalling or “returning” floating licenses from the Engine to License Keys, keep in mind the following:

- The License Keys must be able to hold the number of licenses you want to return. For instance, if you want to uninstall 12 licenses, you won’t be able to do so to a License Key that originally stored five. It is possible, however, to uninstall five licenses onto a License Key that is designed to store 12 but that is currently holding seven.
- You can mix and match license types on License Keys.

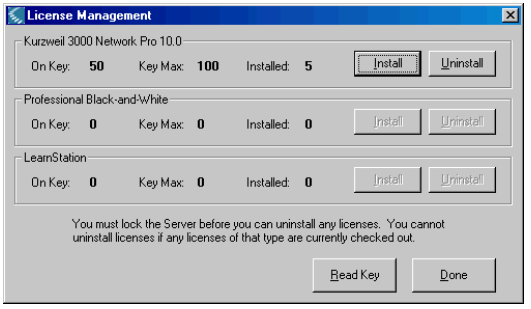
For instructions on installing floating licenses, see *Installing Floating Licenses* on page 32.

To uninstall floating licenses:

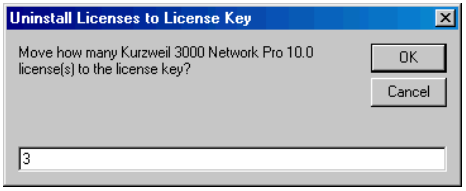
1. Have ready the correct Kurzweil 3000 product License Key to which you want to uninstall. Product information is on the License Key.
2. Double-click the **Kurzweil 3000 Network Administrator** shortcut icon.
3. In the **Network Administrator**, choose **Select All** from the **Users** menu.
4. From the **Users** menu, choose **Disconnect**.
5. From the **Licenses** menu, choose **License Management**.

6. Insert the **License Key** and click **Read Key**.

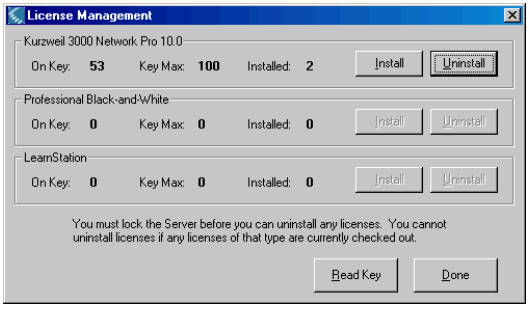
   The **License Management** window displays the Kurzweil 3000 product that's on the License Key, the number of licenses that are currently on the License Key (**On Key**), the maximum number of licenses that the License Key can store (**Key Max**) and the number of licenses per product type that are installed on the Kurzweil 3000 Network Engine.



7. Look at the **Key Max** field to determine that the License Key can accommodate the number of licenses you're returning. You might need more than one License Key.
8. Click the **Uninstall** button that corresponds to the product licenses you want to uninstall.
9. In the **Uninstall Licenses to License Key** dialog box, type in the number of licenses to uninstall, click **OK**, then click **Yes** to confirm.



The **License Management** window updates and now displays the number of licenses that you uninstalled to the License Key.



10. Click **Done** to exit the **License Management** window.

Determining License Requirements

You may want to check on your license usage in the following situations to help you determine if and when your organization needs to purchase additional licenses:

- Periodically.
- When users begin to receive a message indicating that the system has reached capacity.
- When you launch the Kurzweil 3000 Network Administrator and receive a message indicating that there is a license overrun. This message window provides the option to view the overrun report.

To check on license overruns:

1. From the **Licenses** menu, choose **License Overruns**.

The **License Overruns** window appears. It lists when license overruns occurred and the license type involved.

2. Click:

Save To File to preserve this list to a file for your records.

Clear Data to remove the data.

Uninstalling the Kurzweil 3000 Version 11 Client and Engine Software

Use the following procedures to uninstall the Kurzweil 3000 Version 11 Client and Engine software.

Always uninstall the Client software first. Once you uninstall the Engine software, the Network is unavailable to all Clients.

Uninstalling Kurzweil 3000 Client software does not affect any existing user documents or Kurzweil 3000 preferences files.

Before uninstalling the Engine software, you must uninstall any licenses that are currently installed unless you want to permanently discard these licenses. See *Uninstalling Floating Licenses* on page 92. Uninstalling the Engine software removes all user preferences files.

Uninstalling Kurzweil 3000 Client Software

You uninstall the Client software from each computer on which it is installed.

Note: If your configuration has both a Client and an Engine installed on the same computer and you want to uninstall this Client, you must uninstall all licenses before you uninstall this Client.

Important Note: If you installed Version 11 along with a previous version of Kurzweil 3000, both versions are visible in the **Add or Remove Programs** Control Panel. If you remove the older version, you will also disable Version 11. If this happens, when you launch Kurzweil 3000, it prompts you to repair Version 11, which you can do by inserting the Kurzweil 3000 CD-ROM and clicking the **Repair** option in the **Install** dialog box.

To uninstall the Kurzweil 3000 Client software:

1. Go to the Client computer from which you want to uninstall the software.
2. Open the Windows **Start** menu and go to the **Control Panel**.
3. Double-click **Add/Remove** programs.
4. Select **Kurzweil 3000** from the list of programs.

5. Click **Add/Remove**.
6. Click **Next**.
7. In the **Program Maintenance** window, choose **Remove** and click **Next**.
8. In the **Remove Program** window, click **Remove**.
9. When the process is complete, click **Finish**.
10. Click **OK** in the **Add/Remove Programs** window.

Notes for uninstalling on Vista:

- From the control Panel, use **Programs Uninstall**.
- Monitor the uninstall process; when you see the **User Account Control** dialog, click **Allow** to allow the program to be uninstalled.Uninstalling the Kurzweil 3000 Version 11 Engine Software.

To uninstall the Engine software:

1. Open the Windows **Start** menu and go to the **Control Panel**.
2. Double-click **Add/Remove** programs.
3. Select **Kurzweil 3000** from the list of programs.
4. Click **Remove**.
5. In the message box that appears, click **Yes** to confirm that you want to uninstall the Engine software.

   The uninstall process begins. If there are any licenses installed, a message appears warning you to either quit the uninstall program and uninstall the licenses back to the License Key, or proceed with the knowledge that the licenses will be destroyed.

6. Click **OK** to exit from the uninstall program so that you can uninstall the licenses, or click **Destroy Licenses** to continue the uninstall process.

   When the process is complete, a message appears prompting you to restart Windows.

7. **Restart** Windows.

Notes for uninstalling on Vista:

- From the control Panel, use **Programs Uninstall**.
- Monitor the uninstall process; when you see the **User Account Control** dialog, click **Allow** to allow the program to be uninstalled.Uninstalling the Kurzweil 3000 Version 11 Engine Software.

Administering the Activity Database

Important: The following sections contain valuable information for teachers. It is important that you as the System or Network Administrator inform teachers of the availability of the **Reporting** and **Form Letter** tools so that they can make use of them. To learn more about Reports and Form Letters, teachers can go to the online Help system.

You can configure the Kurzweil 3000 Engine to keep a record of students' activities as they work. The Engine can record such actions as definition lookups, spell checking and reading speed changes. See *What Activities Get Logged?* on page 100 for a complete list of logged activities.

Using the Network Administrator, you or a teacher can perform the following database administration tasks:

- Update the database.
- Clean up the database.

After you have collected user activity data, you use it to generate reports and form letters that incorporate selected data, similar to a mail merge. See *Creating Database Reports and Form Letters* on page 102.

Note: If you are running the Administrator in **remote mode**, none of the **Reports** menu functions are available. The only database-related function you can initiate is to enable or disable activity logging. See *Local Versus Remote Administration* on page 58.

Enabling Activity Logging

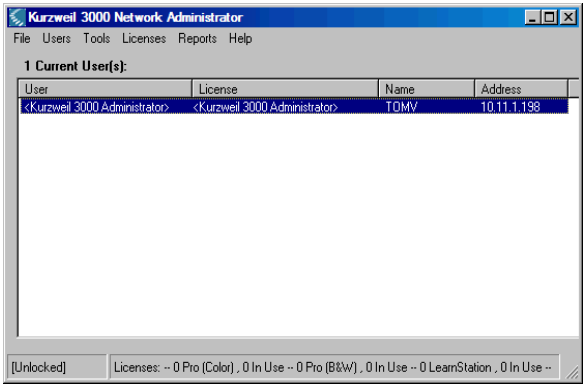
By default, the Engine *does not* log user activity; you enable this function. Be aware that activity logging can require large amounts of disk space since the activity of *all* users is recorded. Therefore, you need to ensure that there is adequate free disk space available on the Kurzweil 3000 Engine computer. It is not possible to provide specific disk space requirements because of the variability of individual Kurzweil 3000 Network installations. However, space on the order of tens of megabytes is a suggested starting point.

Note: Statistics are not logged for users who are using Kurzweil 3000 with granted licenses.

To enable activity logging:

1. Double-click the **Kurzweil 3000 Network Administrator** shortcut icon.

   The **Network Administrator** appears.



2. From the **Tools** menu, choose **Options**.
3. In the **Network Options** dialog, in the **Client Options** area, select **Log User Statistics**.
4. Click **OK** to close the dialog box.

What Activities Get Logged?

The following is a list of Kurzweil 3000 activities and/or events that are logged in the activity database:

- File opened
- File saved
- File closed
- Page scanned
- Reading started
- Reading stopped
- Look up definition
- Look up synonyms
- Look up syllables
- Spell a word
- Spell check a document
- Word Prediction enabled
- Word Prediction disabled
- Word inserted from Word Prediction
- Reading Speed changed
- Read Mode changed
- Read Unit changed
- User logged in
- User logged out
- New Text File created
- New Image File created
- File "Saved As"
- Definition not found
- Look Up in Encarta
- Synonym not found
- Spell Check error replaced
- Spell Check error skipped
- Spell Check no suggestions for word
- Spell Check report
- Highlighter used on text
- Highlight words in Word List
- Search for words in Word List
- Word inserted from Word List

Updating the Database

Student activity is saved in real-time to a log file named **EventLog.log**. To generate a report on this activity, you must move this information into the activity database using the **Update Database** command.

To update the database:

1. In the **Kurzweil 3000 Network Administrator**, disconnect all users and choose **Lock Engine** from the **Tools** menu.
2. From the **Reports** menu, choose **Update Database**.

   The Engine updates the database
3. From the **Tools** menu, choose **Unlock** to let users access the Network again.

After you move the activity information to the database, the log file is deleted. A fresh log file is created when users are again allowed to log on to the Network. You can run reports with the Engine unlocked.

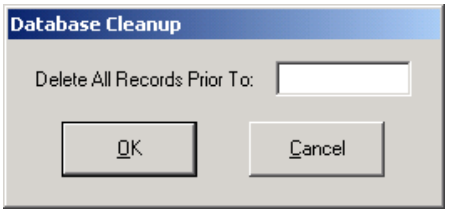
Cleaning Up the Database

As the student database grows larger, you might want to delete outdated or unneeded activity information in order to conserve disk space. You can delete database information based on date.

To delete activity information from the database:

1. From the **Reports** menu, choose **Database Cleanup**.

   The **Database Cleanup** dialog box appears.



2. Type in a date. Use the format MM/DD/YY.

3. Click **OK**.

   All information saved with a date previous to the input date is deleted.

Creating Database Reports and Form Letters

You can output the activity data you collect as either a report or as form letters. You generate form letters from a form letter template. Form letter templates consist of text that you type in manually and predefined database field tags that you embed inside the text.

See *Creating and Generating Form Letters from the Database* on page 105.

Generating Reports

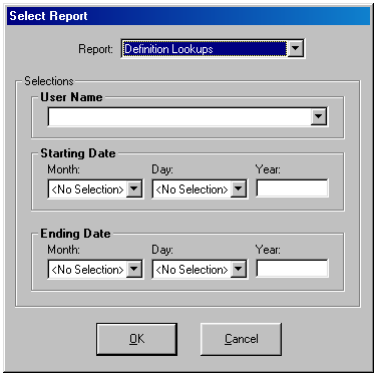
The Kurzweil 3000 Network Engine includes several predefined reports that you can use to chart student progress. You can generate reports for individual students or for all students in the database.

Report	Contents
Definition Lookups	Specific words looked up.
Synonym Lookups	Specific words for which synonyms were found.
Syllable Lookups	Specific words broken into syllables.
Spell Check Errors	Specific words misspelled.
Reading Speed by User	Changes to reading speed.
Student Summary	Average reading speed, number of words looked up.
Full Database	All activity.

Also, if your school has Microsoft Access 97 or another database management application that is compatible with the Microsoft Jet database format, you can create your own customized reports. Consult your database software documentation for instructions.

To generate a Kurzweil 3000 report:

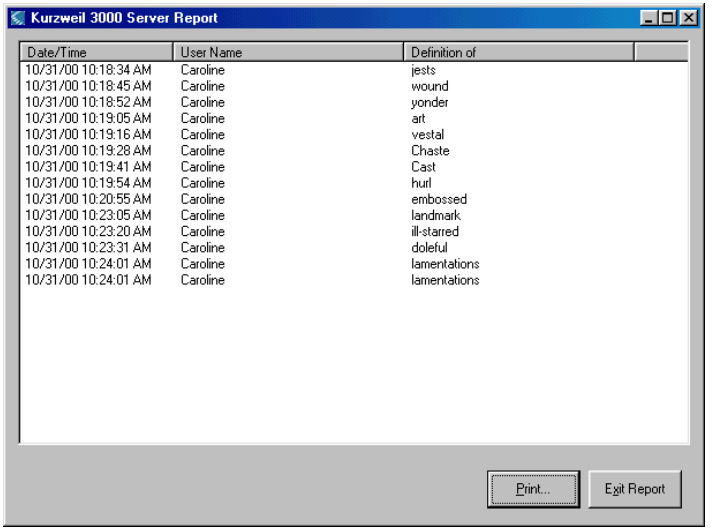
1. Double-click the **Kurzweil 3000 Network Administrator** shortcut icon.
2. From the **Reports** menu, choose **Run Report**.
3. In the **Select Report** dialog box, choose the report you want from the **Report** menu.

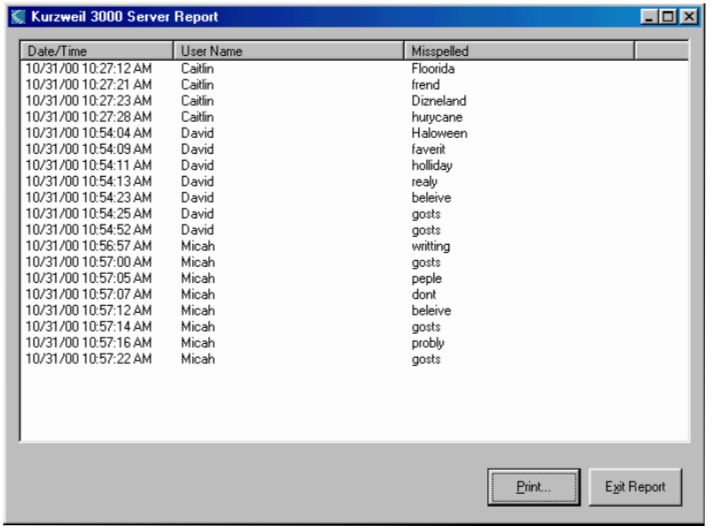


4. For a report on a single student, type the name in the **User Name** box. For a report on all students, leave the **User Name** box blank.
5. For a report covering a specific time period, scroll to select month and day, then type in the year for both **Starting Date** and **Ending Date**. For a report covering the entire time span in the database, leave these boxes blank.
6. Click **OK**.
7. When the report appears, click **Print** to send it to your printer or **Exit Report** to return to the **Select Report** window.

   By default, the data in a report is in ascending chronological order (earliest to latest). To reverse the order, click the **Date/Time** column head. To resize the columns, click and drag the dividers between column heads.

Below are examples of a **Definitions Lookup** report for one student and a **Spell Check** report for a group of students:





Creating and Generating Form Letters from the Database

The **Generate Form Letters** feature gives you the ability to produce form letters from a form letter template that you have previously created.

A form letter template consists of manually entered “boilerplate” text merged with numeric data from the activity database, viewed over a specified time period. The numeric data corresponds to the number of times students used Kurzweil 3000 features such as Definition lookup or Word Prediction, and in the case of Reading Speed, the average reading speed.

This feature, which is similar to a mail merge, allows you to create, for example, weekly parent letters that detail a student’s interactions with Kurzweil 3000.

To create a form letter template:

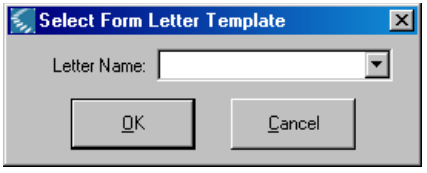
The general method for creating a letter is to type “boilerplate” text that is appropriate for everyone who will receive the letter, insert database field tags, type labels for the inserted fields and type any desired explanatory text.

1. Double-click the **Kurzweil 3000 Network Administrator** shortcut icon.

   The **Network Administrator** appears.

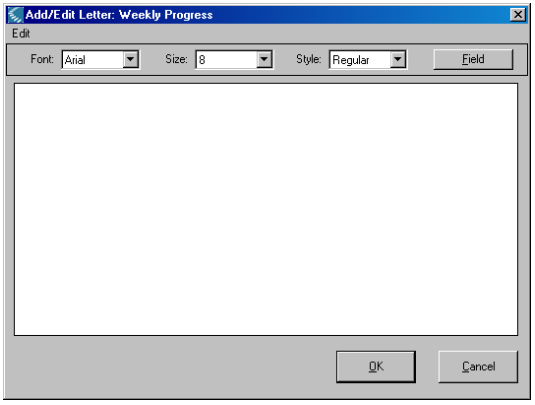
2. From the **Reports** menu, choose **Create/Edit Form Letter Template**.

   The **Select Form Letter Template** dialog box appears.



3. Type a name for the template in the **Letter Name** box and click **OK**.

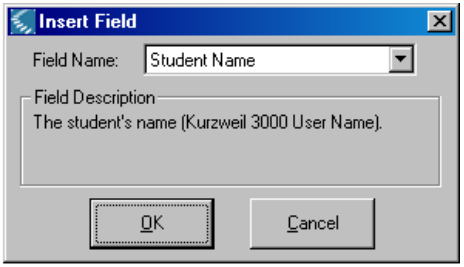
The Engine creates the new form letter template and adds the template's name to the **Letter Name** list for future use, and the **Add/Edit Letter: *Template Name*** dialog box appears.

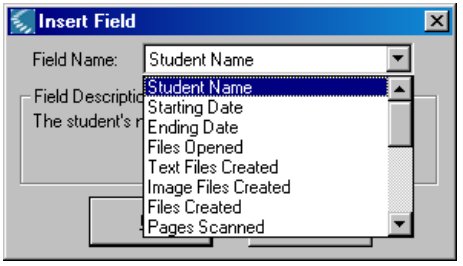


The **Add/Edit Letter: *Template Name*** dialog box provides simple **Font**, [Font] **Size** and [Font] **Style** formatting tools. The **Fields** button provides access to the **Insert Field** dialog box.

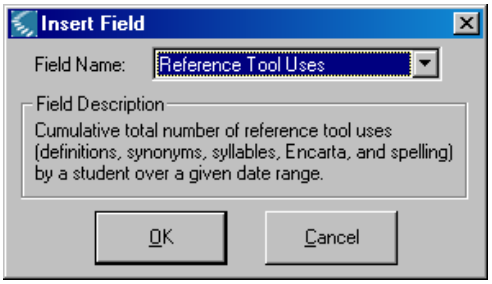
4. Click **Fields**.

   The **Insert Field** dialog box appears. The **Field Name** list contains a list of all the interactions stored by the database.





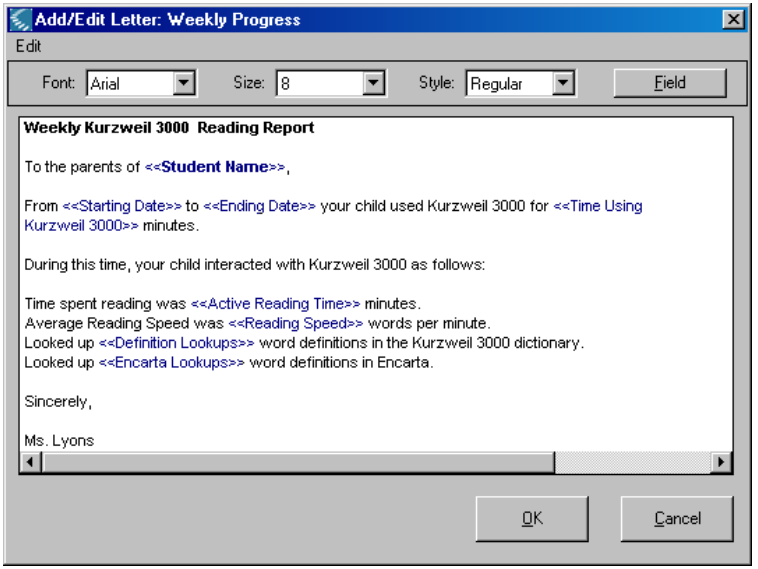
When you choose a field name, a description of the information it contains appears in the **Field Description** area.



5. Add field labels and any other desired text.
6. Click **Close**.

Form letter template sample.

Inserted database fields are enclosed by double angle brackets (<< >>), all other text is typed in manually.



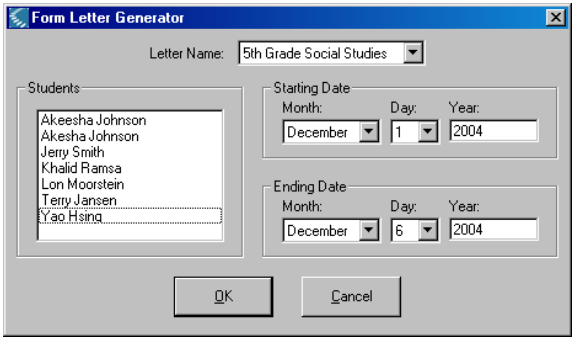
Generating a Form Letter

After you have created a form letter template, you can direct the Engine to generate one or more form letters each of which will contain the selected user's individual usage information.

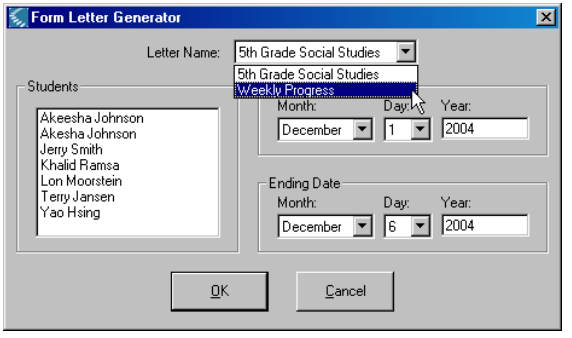
To generate a form letter:

1. From the **Reports** menu, choose **Generate Letters**.

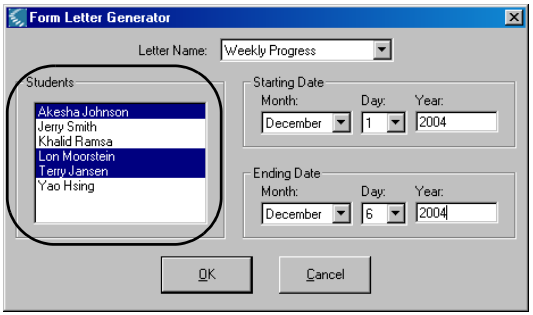
   The **Form Letter Generator** dialog box appears.



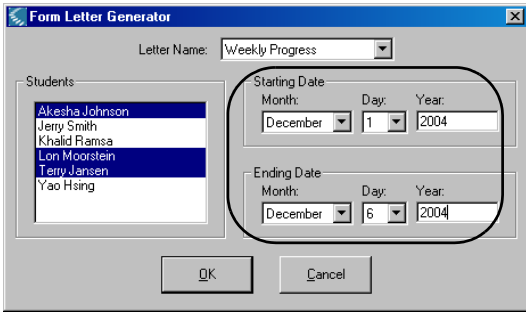
2. Choose a letter from the **Letter Name** menu.



3. In the **Students** area, choose the name of each student for whom you want to generate a letter. To choose multiple names, hold down the **CTRL** key and click the desired names.



4. Specify a **Starting Date** and an **Ending Date**. This range will appear on the cover sheet when you print the generated letters, and, within the letters themselves, if they contain the **<<Starting Date>>** and **<<Ending Date>>** database fields.



5. Click **OK**.

   The **Form Letter Display** dialog box appears. The dialog box contains the header, which displays the name of the form letter followed by the specified date range. Following the header, the form letter is reproduced, now with the specified data replacing the field tags, one letter for each student you selected. A red line indicates the end of one letter and the beginning of the next.

6. Click **Print** to print all of the letters.

Kurzweil 3000 Network Engine Service

Kurzweil 3000 Network Engines are implemented as *services* to provide greater system stability and the ability to control certain administration tasks from a remote computer.

The Engine activities that you can administer include starting, stopping and restarting the Engine, and setting the *service start-up type* and s*ervice recovery action.* All of these activities must be accomplished using the Microsoft Management Console (MMC).

By default, the Kurzweil 3000 Network Engine Service is set for “normal” use. You don’t need to alter the service unless you want to for greater convenience and flexibility.

The Kurzweil 3000 Engine service default settings are as follows:

- The service is set to **Started**.
- The startup type is **Automatic**.
- The service recovery action is set to **Take No Action**.

For complete details about service administration, consult your Windows operating system documentation.

Changing the Engine IP Address for Clients

There might be a time when you need to install the Engine on a different computer that has a different IP address. If you do, you will need to register this change on each Kurzweil 3000 Client.

There are two methods for making the change:

- Use the **NetworkBrowser** utility application.
- Edit the Registry of each Client computer.

To change the IP Address with the NetworkBrowser utility:

1. Insert the Kurzweil 3000 Version 11 CD-ROM into the Client computer.
2. Navigate to the **Utilities** folder on the CD-ROM.
3. In the **Utilities** folder, double-click **NetworkBrowser.exe**.

   The **NetworkBrowser** window appears.
4. Type in the new IP Address, then click **OK**. Then click **Yes** to confirm the change.
5. Repeat this procedure on each Client computer on which you need to change the IP Address.

To change the IP Address by editing the Registry:

Note: Always backup your current registry settings before making any changes.

1. Run **regedit.exe**.
2. Navigate to **HKEY_LOCAL_MACHINE\SOFTWARE\KESI\Kurzweil 3000\Installed**
3. Double-click the **ServerName** entry on the right.
4. In the **Edit String** dialog box, type the new IP Address in the **Value Data** box.
5. Click **OK**.
6. Exit the **Registry Editor**.

A Installing and Activating a Kurzweil 3000 Remote Client

The purpose of this appendix is to guide students through installing and activating Kurzweil 3000 Client software using a **Remote License-to-Go Code**.

The appendix also includes instructions for returning a Remote-License-to-Go Code before it reaches its expiration date. See *Returning a Remote License-to-Go Before It Expires* on page 119.

Installation and Activation Overview

The installation and activation procedures include the following steps:

1. **Install the Kurzweil 3000 Client software on your computer.**

   Use the installation disk provided by your teacher or System Administrator to install Kurzweil 3000 on your computer.

   See page 115 for instructions.

2. **Provide a System Code to your System Administrator**.

   After you install the software, Kurzweil 3000 displays a System Code. Give this code to your teacher or System Administrator so that he or she can generate a Remote License-to-Go Code for you.

   See page 117 for instructions.

3. **Activate the Kurzweil 3000 Client software**.

   Using the **Remote License-to-Go Code** provided by your teacher or System Administrator, activate Kurzweil 3000.

   See page 118 for instructions.

Installing the Kurzweil 3000 Client Software

Use the following procedure to install the Kurzweil 3000 Client software on a computer that is not connected to the Kurzweil 3000 Network.

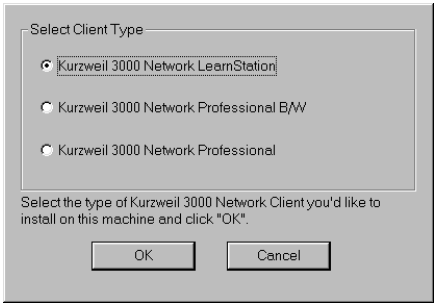
This procedure covers installations using either the **Remote Client** CD (recommended) or the **Network Master** CD. Steps labeled **[Master]** are only applicable for installs using the Network Master CD.

To install the Client software:

1. Insert the Kurzweil 3000 installation CD.

   If you're using the **Remote Client**, CD the installation begins.

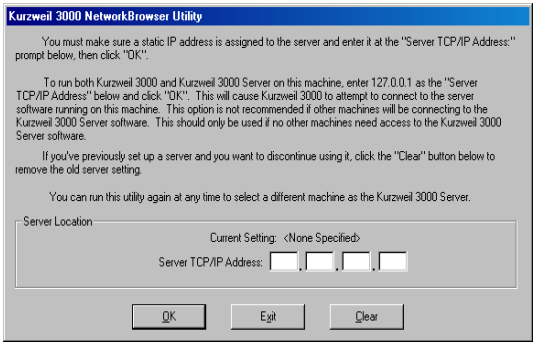
2. **[Master]** In the **Network Master Setup** dialog box, click **Install Client**.
3. **[Master]** In the **Select Client Type** window, click **OK** as the selection here does not matter.



4. In the **Welcome** window, click **Next** to continue.
5. In the **Software License** window, choose **I Accept**, then click **Next**.
6. In the **Customer Information** window fill, in the requested information, and then click **Next**.
7. In the **Setup Type** window, choose **Complete** to install all files, and then click **Next**.
8. Click **Install**.

   A series of messages appears, informing you about the progress of the installation process. This process may take several minutes.

9. **[Master]** In the **Network Browser Utility** window, click **Clear**, then click **Yes** in the dialog box that appears.



10. Click **Finish**.
11. **Restart** the computer.
12. Remove the CD.

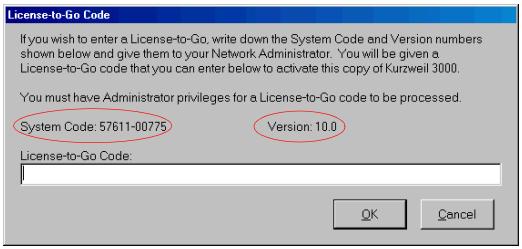
Determining the System Code of Your Computer

To obtain a System Code:

A **System Code** is required by your teacher or System Administrator to generate a **Remote License-to-Go Code**, which you will use to activate the Kurzweil 3000 Client software.

1. After installing the Kurzweil 3000 Client software, click the **Kurzweil 3000** shortcut icon on the desktop.

2. In the **License-to-Go Code** dialog box that appears, write down the System Code and the Version Number.



3. Using either e-mail or telephone, supply the **System Code** and **Version Number** to your teacher or System Administrator.
4. Click **Cancel** to exit the dialog box.

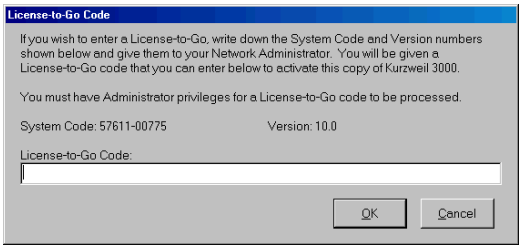
Activating the Kurzweil 3000 Client Software

To activate the Client software:

Once you have communicated the System Code to you System Administrator, he or she will use it to generate a License-to-Go Code. Your System Administrator will then supply you with the License-to-Go Code so that you can activate your copy of Kurzweil 3000.

1. Click the **Kurzweil 3000** shortcut icon on the desktop.

   The **License-to-Go Code** dialog box appears.

2. Type the **License-to-Go Code** into the **License-to-Go Code** text box.
3. Click **OK**.

   Kurzweil 3000 starts. Depending on the login option selected by your System Administrator, either the Kurzweil 3000 interface or the **Login** dialog box appears.

   If the **Login** dialog box appears, type in a user name and click **OK**.

Note: When Kurzweil 3000 first starts, it displays the expiration date and time for the License-to-Go in the **Status Bar** at the bottom of the Kurzweil 3000 window.

Returning a Remote License-to-Go Before It Expires

There might be a time when your teacher or System Administrator will ask you to return your License-to-Go before it is due to expire.

To generate a Remote License-to-Go Return Code:

1. Start **Kurzweil 3000**.
2. From the **File** menu, choose **Check In License-to-Go**.

   A dialog box appears, prompting you to confirm that you want to check in the license.
3. Click **Yes** to continue.

   Another dialog box appears, informing you that there is no Kurzweil 3000 Engine available and asking if you want to generate a **Return Code**.
4. If you are sure you want to continue, click **Yes**. Once you click Yes, your copy of Kurzweil 3000 will be deactivated.

   Kurzweil 3000 generates a **Return Code** and displays it to you.
5. Contact your teacher or System Administrator and supply him or her with the **Return Code**.

B The Kurzweil 3000 Taskbar

The Kurzweil 3000 Taskbar, an application that appears as a small bar in the Windows Taskbar, automatically installs with Kurzweil 3000. (For Vista systems, you must Show the Taskbar, see *To show or hide the Kurzweil 3000 Taskbar:* on page 122.)

The Kurzweil 3000 Taskbar in the Windows Taskbar

The Kurzweil 3000 Taskbar offers fingertip access to a subset of Kurzweil 3000 features: Read, Look Up and Spell Check. You can use it for a single word or for a large selection of text from any application, including e-mail and Web browsers. Simply drag and drop the text into the Kurzweil 3000 Taskbar.

Note: In Kurzweil 3000 Standalone edition, you can use Kurzweil 3000 Taskbar without having to run Kurzweil 3000. For the Network edition, you must have a valid user license or Kurzweil 3000 must be running.

For complete and detailed information on using Kurzweil 3000 Taskbar, place your cursor anywhere on the Kurzweil 3000 Taskbar and right-click to display its shortcut menu, and select **Help**.

To show or hide the Kurzweil 3000 Taskbar:

1. Click the right mouse button in an empty area of the Windows Taskbar to display the **Windows Taskbar Shortcut** menu.
2. From the **Toolbars** menu, click the **Kurzweil 3000 Taskbar** item.

To use Kurzweil 3000 Taskbar, type a word or phrase in the box or drag and drop or copy and paste text into the box from any program; Kurzweil 3000 Taskbar automatically reads the text to you. You can also display a dictionary entry for a word and perform a spell check on text.

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