

Kurzweil 3000[®] for Windows
Standalone Installation and
Administration Guide
Version 22

Kurzweil 3000® for Windows Standalone Edition

© Kurzweil Education, a Cambium Learning Company. All rights reserved. Kurzweil Education, Kurzweil 3000, License-to-Go, KESI Virtual Printer, are registered trademarks of Kurzweil Education.

Microsoft, Windows, Windows 2003, Windows Server 2008, Windows Server 2012, and Windows 8 are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Other product or brand names are trademarks or registered trademarks of their respective holders.

Component Acknowledgments:

The American Heritage® Dictionary of the English Language, Fifth Edition. Copyright © 2011 by Houghton Mifflin Harcourt Company. Published by the Houghton Mifflin Harcourt Company. No part of this database may be reproduced or otherwise used without prior written permission from the publisher unless such use is expressly permitted by applicable law.

Words are included in this Dictionary on the basis of their usage. Words that are known to have current trademark registration are shown with an initial capital and are also identified as trademarks. No investigation has been made of common-law trademark rights in any word. The inclusion of any word in this dictionary is not, however, an expression of the Publisher's opinion as to whether or not it is subject to proprietary rights, nor is it to be regarded as affecting the validity of any trademark.

The American Heritage® Children's Dictionary by the Editors of the American Heritage® Dictionaries. Copyright © 2009 by Houghton Mifflin Harcourt Company. Published by the Houghton Mifflin Harcourt Company. No part of this database may be reproduced or otherwise used without prior written permission from the publisher unless such use is expressly permitted by applicable law.

The American Heritage® College Writer's Dictionary by the Editors of the American Heritage® Dictionaries. Copyright © 2013 by Houghton Mifflin Harcourt Company.

Rogers II: The New Thesaurus, Third Edition by the Editors of the American Heritage® Dictionaries. Copyright © 2005 by Houghton Mifflin Harcourt Company. Published by Houghton Mifflin Harcourt Company. No part of this database may be reproduced or otherwise used without prior written permission from the publisher unless such use is expressly permitted by applicable law.

No investigation has been made of common-law trademark rights in any word. Words that are known to have current trademark registration are shown with an initial capital and are also identified as trademarks. The inclusion or exclusion of any word, or its capitalization in this dictionary is not, however, an expression of the Publisher's opinion as to whether or not it is subject to proprietary rights, nor is it to be regarded as affecting the validity of any trademark.

RealSpeak™ © Nuance Communications, Inc. All rights reserved.

Vocalizer Automotive™ © Nuance Communications, Inc. All rights reserved

Acapela Text-to-Speech from Acapela Group.

OpenDyslexic font. © OpenDyslexic.

Homophones and confusables word lists from WordSpring™ software. © 2002 Lexia Institute.

Additional product components are licensed from ABBYY™; Bennet-Tec Information Systems, Inc.; Nuance Communications, Inc.; and Vantage Technologies.

MPEG Layer-3 audio coding technology licensed from Fraunhofer IIS and Thomson.

The Picture Communication Symbols samples © 1981-2004 Mayer-Johnson, Inc., Solata Beach, CA. USA. All rights reserved worldwide.

Widgit Picture Dictionary. © Widgit Software.

NIMAS Sample files created by the AIM and NIMAS Centers at CAST, Inc. with support from the Office of Special Education, US Department of Education.

Note About Copyrighted Material

If you upload or install source materials or any other materials on any computer, including, without limitation, your computer, a local area network, or a web-based computer hosted by Kurzweil Education, Inc., you hereby acknowledge that you have all of the necessary ownership or licensed rights to load such materials and shall fully indemnify Kurzweil Education, Inc. from any claims that may arise relating to such actions.

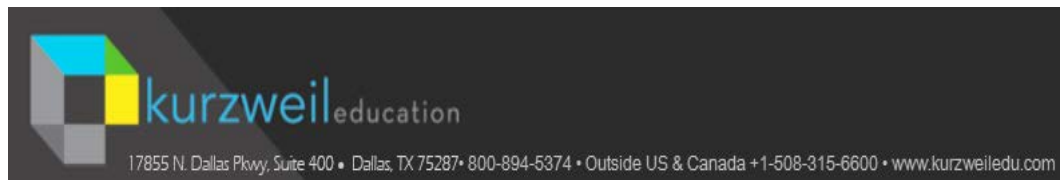


Table of Contents

Minimum Hardware and Software Requirements	1
Before You Install Kurzweil 3000	2
Installing the Scanning Device	2
Uninstalling Older Versions of Kurzweil 3000	2
Installing Kurzweil 3000	3
Install the Software from Kurzweiledu.com Download	3
Install from the Kurzweil 3000 DVD	3
Installing Kurzweil 3000 Using the Silent Install Option	4
Acapela Voice Sets	5
Installing Additional Acapela Voice Sets	5
Downloading and Installing from the Kurzweil 3000 Website ...	6
Installing from the DVD	7
Microsoft Speech Platform	8
Registering Kurzweil 3000	8
The Registration/Activation Process	8
Registering Online	8
Registering Copies of Kurzweil 3000 Online	9
Registering by Telephone	10
The System Code Worksheet	10
Updating Registration Information	10
Locking the Registration Process	10
Using Kurzweil 3000 with Multiple Users	11
Setting Up Kurzweil 3000 User Accounts for the First Time	12

Uninstalling Kurzweil 3000	13
Installing and Using the Read the Web Feature	14
Using the Kurzweil 3000 Universal Library	14
About the Kurzweil 3000 Taskbar	18
To show or hide the Kurzweil Taskbar:	19
To use Kurzweil 3000 Taskbar:	19
Automatic Software Updates	19
Firewall Settings for Receiving updates	20
Index	24

Kurzweil 3000[®] for Windows[®] Standalone Installation and Administration Guide

Kurzweil 3000 for Windows Standalone includes Kurzweil 3000 product DVD, containing the **Kurzweil 3000** setup file; **Documentation** folder; and the **Software** folder with various folders, such as Utilities, Extras, and Classic Literature, along with documents, such as the Readme file.

Minimum Hardware and Software Requirements

Ensure that your system meets or exceeds these requirements:

Processor: 1.3 GHz Pentium[®] 4 or better.

System Memory: 2 GB.

Hard Disk Space: 2 GB free space.

Operating System: Windows 8, Windows 8.1, Windows 10.

Screen Resolution: 1024x768 24-bit color or better.

Keyboard, mouse, SoundBlaster 16-bit compatible sound card, speakers, microphone, internet connection (for activation).

TWAIN-compatible scanner or Document camera (HoverCam or SCEye).

Mozilla Firefox v50 or later or Google Chrome for Read the Web functionality.

Internet connection required for some features (Google Translate, Online Book Search, Read the Web, etc.).

For Audio File Creation: MP3 encoder and/or media player.

Note: For the latest system requirements, please visit our web site:
<https://www.kurzweiledu.com/products/software-updates.html>.

Note: For use with a high-speed scanning device, contact Technical Support at 800-894-5374 or +1-508-315-6600 Outside US and Canada: if you find a device that doesn't work.

Before You Install Kurzweil 3000

Before installing Kurzweil 3000, you should do the following:

- Use the scanner manufacturer's instructions to install the scanner, software, and the scanner itself.
- Uninstall any previous versions of Kurzweil 3000.
- Uninstall previous versions of VoiceText.
- Have your Serial Number ready.
- Depending on the Windows operating system, you may have to run setup.

Installing the Scanning Device

Kurzweil 3000 does not install scanners and cameras. Use the manufacturer's instructions to install the device, software, and the scanner or camera itself. Test the device using software provided with the devices to ensure that the installation was successful. If you already have Kurzweil 3000 installed and you are installing a new scanner, it is not necessary to re-install Kurzweil 3000.

Uninstalling Older Versions of Kurzweil 3000

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

Note: If you install the new version along with a previous version of Kurzweil 3000, both versions are visible in **Programs** in the Control Panel. If, at some point you remove the older version, you will disable the current version. If this happens, Kurzweil 3000 prompts you to repair the current version, which you can do by inserting the product DVD and clicking the **Repair** option.

To uninstall an older version of Kurzweil 3000:

1. Depending on your Windows operating system, you may have to have Administrator privileges to perform the uninstall.
2. From the Windows Control Panel, select **Add/Remove Programs** or **Uninstall a Program**.
3. Find and **Remove** Kurzweil 3000.
4. Follow the prompts.

Installing Kurzweil 3000

You may need Administrator privilege. You can download the Kurzweil 3000 Standalone edition from www.kurzweiledu.com/k3win or use the Kurzweil 3000 DVD.

Install the Software from Kurzweiledu.com Download

1. Go to www.kurzweiledu.com/k3win and select the Kurzweil 3000 Standalone link.
2. Choose **Save** to save the file. This will take some time.
3. When the download has completed, double-click the **.exe** file to continue. An Installation dialog pops up.
4. Choose a destination folder for installation files to be extracted to and click **Install**.
5. When the extraction has completed, select **Install Standalone Software** in the window that displays and follow the prompts to finish installing the software.
6. **Restart** if prompted to do so.

Install from the Kurzweil 3000 DVD

1. Place the Kurzweil 3000 DVD in the computer's DVD drive.
2. Double-click the **Setup** file.

3. Select **Install Standalone Software** in the window that displays and follow the prompts to finish installing the software.
4. **Restart** if prompted to do so.

Notes:

- The installation automatically installs the Acapela Speaking Voices and American Heritage Human Pronunciation files.
- The system checks for any software updates. If an update is found, you can opt to do one of the following:

Choose **No** to not install the update and have Kurzweil 3000 launch normally.

Choose **Don't Ask Me Again** to not have the system check.

Choose **Yes** to install the update now. Once the install is complete, you can restart Kurzweil 3000.

Installing Kurzweil 3000 Using the Silent Install Option

This option installs the Standalone Client computers across your Local Area Network from a central location. It is provided for network administrators who are knowledgeable about MSI packages and have the necessary tools to operate directly on an MSI package.

The following must be installed before doing the MSI install:

- Microsoft .Net Framework 4.8 Full
- Microsoft Visual C++ 2013 Redistributable Package x86 (all operating systems)
- Microsoft Visual C++ 2019 Redistributable Package x86 (all operating systems)
- Microsoft Visual C++ 2019 Redistributable Package x64 (64 bit OS only, AFTER installing the x86 packages)

You will need to specify the following arguments as properties to the Kurzweil 3000 msi package. You must also use the Reduced UI option.

AUTO=1 (should be a numeric value of 1, with no spaces before or after the '=')

EDITION="standalone"

AUTOUPDATE=0 (Zero, with no spaces before or after the '=', sets the automatic software update to no updates; using 1, with no spaces before or after the '=', sets the automatic software update to yes)

An example to launch Version 20 through command line is as follows:

```
msiexec.exe /i "Kurzweil 3000 v.20.msi" AUTO=1 EDITION="standalone"  
AUTOUPDATE=0 /qn
```

where /i is the install switch and /qn is the No UI switch.

Acapela Voice Sets

The Default Voice set of five Acapela voices is installed automatically during the Kurzweil 3000 installation. The Default Voices included with Kurzweil 3000 are:

English USA: Heather

English USA: Will

English USA: Tracy

French Canadian: Louise

Spanish North America: Rosa

Installing Additional Acapela Voice Sets

The additional Acapela Voice sets include access to more than a dozen voices in a variety of languages. All except the Acapela European Voices Three* are available on a DVD. All voice sets can be downloaded from the Kurzweil 3000 website. Following are the additional voice sets and the voices contained in each set.

Acapela English Non US Voices	Acapela European Voices One	Acapela European Voices Two
English Australian – Lisa	Dutch – Femke	German – Klaus
English Australian – Tyler	Dutch Belgian – Jeroen	German – Claudia

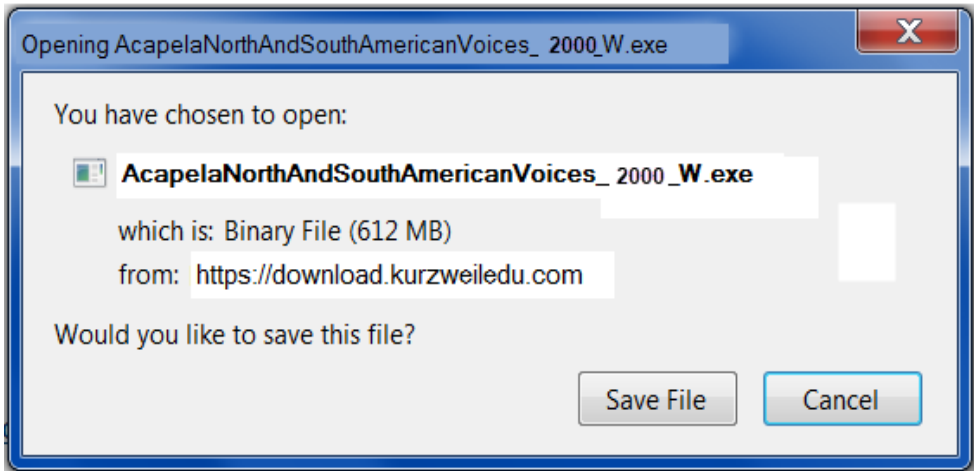
Acapela English Non US Voices	Acapela European Voices One	Acapela European Voices Two
English Indian – Deepa	Dutch Belgian – Sofie	Portuguese – Celia
English UK – Lucy	French – Manon	Italian – Fabiana
English UK – Peter	French - Antoine	Italian – Vittorio

Acapela European Voices Three	Acapela North and South American Voices
Swedish – Emma	English USA – Sharon
Swedish – Erik	English USA – Rod
Danish – Rasmus	English USA – Ryan
Norwegian – Kari	Spanish North America – Rodrigo
Finnish – Sanna	Portuguese Brazil – Marcia

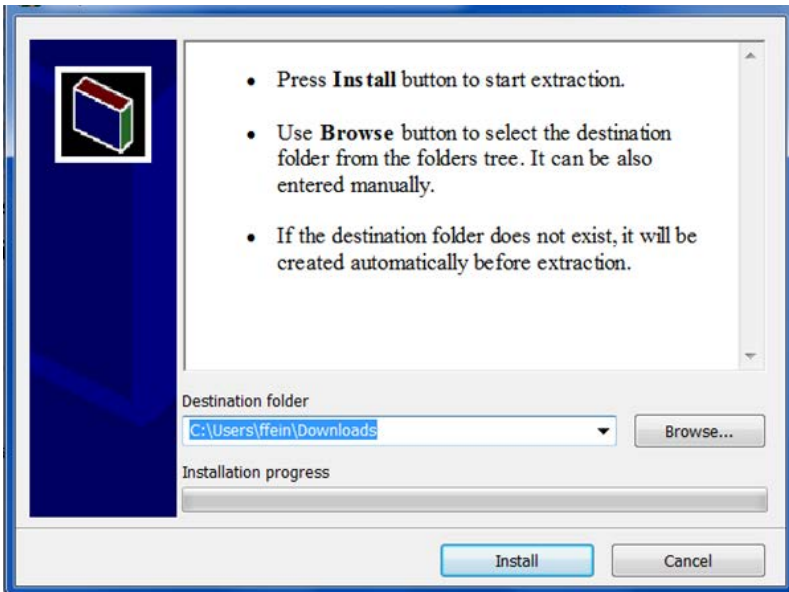
**The Acapela European Voices Three is available only by downloading from the Kurzweil 3000 website. It is not included on the DVD.*

Downloading and Installing from the Kurzweil 3000 Website

1. Go to <https://www.kurzweiledu.com/k3win>. Use the information shown in the tables above to determine the voice set to download.
2. In the list of Acapela voices, click the link next to the voice set to download (for example Acapela North and South American Voices). A dialog pops up.



3. Choose **Save File** to save the file. This will take some time. When it has finished downloading, the **.exe** file will appear in the download folder, for example: **AcapelaNorthAndSouthAmericanVoices_2000_W.exe**.
4. Double-click the **.exe** file to continue. An Installation dialog pops up.



5. Choose a destination folder to extract the installation files to and click **Install**.
6. When the extraction has completed, follow the prompts in the InstallShield Wizard to complete the installation.

Installing from the DVD

1. Open the folder containing the voice set that you want to install.
2. Double-click the **.exe** installation file to start the installation.
3. Follow the instructions to complete the installation.

Microsoft Speech Platform

The Microsoft Speech Platform Runtime 11 delivers access to more than a dozen additional voices in a variety of languages. You can choose and adjust the many voice options to suit your individual preference.

The Microsoft Speech Platform is included on the Kurzweil 3000 DVD in a folder named "MicrosoftSpeech." A setup program is provided by Microsoft which handles the installation.

Note: These voices can be used with Windows 8, 8.1 and 10.

Registering Kurzweil 3000

Registration is required for product activation. If you are a new customer or an existing one, you should register. If you are upgrading, you must re-register. If you purchased multiple site licenses, register each user account.

The Registration/Activation Process

Before you start, you should have available the Serial Number of each copy of Kurzweil 3000 that you want to register. You can find the Serial Number on the product box.

When you start Kurzweil 3000 for Windows for the first time, you are prompted to register the product. A dialog box appears, displaying the methods for registration.

Registering Online

After you click the **Online** button, you are prompted for the following information from a series of dialog boxes:

1. **Account Type:** If this is a new registration, choose **Create a New Account** (if it is not already selected). If you have previously registered a different copy of Kurzweil 3000, click **Use an Existing Account**; it will reduce the amount of information you'll need to enter.

- 2. Account Name and Password:** This information is used to create an account at Kurzweil Education that contains standard registration information (company, address, e-mail, etc.). You should write down your Account Name and Password and keep it in a secure place.
Note: Once you have submitted an Account Name and Password, an account is created at Kurzweil Education. If for some reason you stop the registration process before completion, when you resume the process, click the **Use an Existing Account** button to finish the registration process.
- 3. Registration Information:** Enter the standard registration information.
- 4. Serial Number and Optional Purchasing Questions:** Enter the Serial Number for the copy of Kurzweil 3000 you are registering. You can find the Serial Number on the product box.

Registering Copies of Kurzweil 3000 Online

If you are registering multiple copies of Kurzweil 3000, **you must first fully register one copy** as detailed in the previous section.

For subsequent registrations, do the following:

1. Start the registration process by launching Kurzweil 3000. Or, if you are currently in Kurzweil 3000, choose **Update Registration Information** from the **Help** menu.
2. In the first registration dialog box, click **Online**.
3. Choose **Use an Existing Account**, and enter the *same* **Username** and **Password** that you entered for the first copy for each additional copy. This causes the registration information to be filled in automatically. You will need to provide the Serial Number of each additional copy.

Note: If you've previously registered a copy but have forgotten your account information, choose **I Forgot My Username or Password**, and press **ENTER**. A dialog box appears. Enter the Serial Number for the copy you previously registered, and click the arrow **>>** button in the dialog box to initiate the information request.

When Kurzweil 3000 finds your information, it sends the details to your e-mail account. Check your e-mail for your Username and Password.

Registering by Telephone

After you click the **Phone** button, a dialog opens, displaying the telephone number for Kurzweil Education Customer Service, the **System Code** for this installation and a space to enter the Serial Number. Call the telephone number and give the representative the Serial Number and System Code.

Note: For phone registration, call **800-894-5374** within the United States, or **+1-508-315-6600** from outside the United States.

The System Code Worksheet

If you are installing and registering Kurzweil 3000 on multiple machines, using the System Code Worksheet included at the end of this book to note the System Codes, Serial Numbers and Unlock Codes can greatly expedite the registration process.

Updating Registration Information

After you have successfully registered a copy of Kurzweil 3000, you may need to update your registration if for example, you move, or change your e-mail address, or if you are reinstalling Kurzweil 3000 for some reason. To update your registration information, call Customer Service at (800) 894-5374 within the U.S. or Canada, or +1-508-315-6600 from outside the United States.

Locking the Registration Process

If security is an issue at your site, consider locking the ability to update the registration information. You can do this in the **Lock Features** dialog box. For detailed information on locking the update process and other Kurzweil 3000 features, see online Help.

Using Kurzweil 3000 with Multiple Users

This section explains the use of Kurzweil 3000 with multiple users. If you use Kurzweil 3000 in a single-user (standalone) setting—that is, Kurzweil 3000 is installed on a computer and is only used by one person—you can skip this section.

In many instances, a single copy of Kurzweil 3000 is used by more than one user (that is, at different times). If you will be using Kurzweil 3000 with multiple users, keep the following points in mind:

- **Document Organization:** where documents are stored.
- **User Settings (reading speed, custom toolbars):** how Kurzweil 3000 keeps track of them.
- **Document Security:** who can access individual users' documents.

Kurzweil 3000 provides two methods for administering multiple users:

Method 1 — Using Windows user accounts.

Using this method, each user logs on to the computer using a Windows user name and password.

Kurzweil 3000 keeps track of each user's settings, from session to session, based on the Windows logon information.

With this method, each user's documents are secure and are not accessible to other users. However, to ensure document security, users must remember to log on and log off of the computer, so that one person's documents are not confused with another person's documents.

Method 2 — Using Kurzweil 3000 multiple user accounts.

Using this method, there is usually a single Windows user account that corresponds to a group of users, for example a classroom. Under this classroom account, there are accounts for each Kurzweil 3000 user. The Kurzweil 3000 users access their individual accounts through the **Kurzweil 3000 Welcome** dialog box.

Kurzweil 3000 keeps track of each user's Kurzweil 3000 preferences, from session to session, based on the user name.

Since access to the program is through the Kurzweil 3000-specific dialog box, this may provide a more intuitive experience for certain users. Also, users are likely to quit Kurzweil 3000 after a session, thereby minimizing the chance of one person's files being confused with another person's files.

However, because there is no password protection, this method provides no security for individual users' documents. Without password protection, it is easy for one user to log in as different user and access that person's personal files.

Setting Up Kurzweil 3000 User Accounts for the First Time

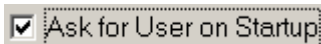
This section shows you how to set up Kurzweil 3000 for multiple users. This scheme is explained in **Method 2** on page [11](#).

To set up Kurzweil 3000 for access by multiple users:

1. Log on to the computer.
2. Double-click the Kurzweil 3000 shortcut icon on the desktop.



3. In the **Kurzweil 3000** window, from the **Tools** menu, choose **Options**.
4. In the **Options** dialog box, click the **General** icon to display the **General Options** pane.
5. In the **Miscellaneous** area, select the **Ask for User on Startup** checkbox.

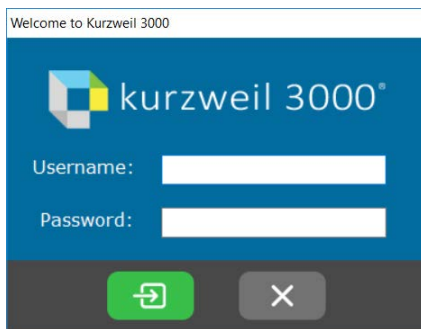


A message appears, explaining where files will be saved if you choose this option.

Note: If you upgraded from a previous version of Kurzweil 3000, the **Ask for User on Startup** option will be selected and dimmed if there is more than one existing Kurzweil 3000 user folder.

6. Click **Yes** to apply the selection.
7. Click **OK** to close the **Options** dialog box.
8. From the **File** menu, choose **Exit**.
9. Double-click the **Kurzweil 3000** shortcut icon to restart Kurzweil 3000.

When Kurzweil 3000 restarts, the Kurzweil 3000 Welcome window appears.



New user: type a Username in the text box. The next time you login, your username will be in the Username list. Usernames are not case-sensitive.

Returning users: select your Username from the Username list.

10. Click **OK** to begin working with Kurzweil 3000.

Uninstalling Kurzweil 3000

There may be instances where you need to uninstall Kurzweil 3000, for example, you might need to install it on a different computer. Uninstalling Kurzweil 3000 does not affect user settings or any existing Kurzweil 3000 documents or files.

Be sure to review the **Note** on page 2 before you start to uninstall the previous version of Kurzweil 3000.

To uninstall Kurzweil 3000:

1. Depending on your Windows operating system, you may have to have Administrator privileges to perform the uninstall.
2. From the Windows Control Panel, select **Add/Remove Programs** or **Uninstall a Program**.
3. Find and **Remove** Kurzweil 3000.
4. Follow the remaining prompts.

Installing and Using the Read the Web Feature

Kurzweil 3000 **Read the Web** feature lets you use the Kurzweil 3000 reading and reference tools with content you view in a Web browser. Refer to the Kurzweil 3000 online help for details on installing and using Read the Web.

Using the Kurzweil 3000 Universal Library

The Universal Library functions as a shared folder on your network where all users have full access. Through the Kurzweil 3000 software, users can save files to and open files from this shared folder.

This feature is mainly used in enterprise environments (such as schools) and is not recommended for home use. The Universal Library should be set up and maintained by Information Technology professionals.

Before you can set the Kurzweil 3000 software to access a Universal Library, you must first create a shared folder on your network.

Creating the Universal Library Folder

You can install a **Universal Library** folder in either of the following locations:

- A local, non-networked computer that has multiple users.

- A networked computer allowing users to access the library from other networked computers.

Identify a Windows file sharing server to host a shared network folder. The shared network folder does **not** require its own dedicated server. On the server, create a shared folder that the **Everyone** user group has **Full Control** of. In the example below **Universal Library** is the folder's name.

Note: If you want to hide the **Universal Library** folder from network browsing, add a **\$** to the end of the share name in the **Share name** field. For example, **Universal Library\$**. If you hide your **Universal Library** by adding a **\$** at the end of its share name, the **Configure Universal Library** function in the Kurzweil 3000 **File** menu will not see it. Kurzweil 3000 client can be set to access a hidden Universal Library folder by changing the value of a registry string on a computer. See below for more details.

1. Create a folder, for example **Universal Library**, at a location on a file-sharing server of your choice.
2. Right-click the **Universal Library** folder, choose **Properties**, and then click the **Sharing** tab.
3. Click the **Advanced Sharing...** button at the bottom of the Sharing window.
4. In the Advanced Sharing window that displays, check the **Share this folder** box and click the **Permissions** button. The Permissions window opens.
5. In the Permissions window select the **Everyone** user group, check the **Allow** box for Full Control, and click **OK**. The Permissions window closes. Click **OK** to close the Advanced Sharing window.
6. In the Properties window, click the **Security** tab.
7. In the Security tab, click the **Edit...** button and in the Permissions window that pops up, click the **Add** button to open the Select Users, Computers, Service Accounts, or Groups window.
8. In the **Enter the object names to select** field, type the word **Everyone**, and then click the **Check Names** button to resolve the user group name.

9. Click **OK** to add the Everyone user group and return to the Permissions window.
10. Select the **Everyone** user group, check the **Allow** box for Full Control, and click **OK** to save the settings and close the Permissions window.
11. Click **OK** to close the Properties window.
12. You are ready to Configure Access to a Universal Library Folder for each computer or user that should have access to the library.

Note: It may be possible to limit permissions of certain user groups to the Universal Library folder; however, using modified permissions may result in errors opening files from or saving files to a Universal Library.

Configuring Access to a Universal Library Folder

Once you have created the Universal Library folder, you need to provide access to it from each computer that will use it where Kurzweil 3000 is installed. There are two ways to do this: through the Kurzweil 3000 User Interface or through editing the registry.

To set up access to a Universal Library folder through the Kurzweil 3000 GUI:

1. Start Kurzweil 3000 on a 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.
5. Click **OK**.

You should now see that the commands **Open from Library** and **Save to Library** have been added to the **File** menu in Kurzweil 3000.

To set up access to a Universal Library folder by editing the registry:

Kurzweil 3000 must be installed on a computer before attempting these steps.

1. Open the **Registry Editor** by typing **regedit** in your Start menu's **Search programs and files** field. If User Account Control (UAC) is enabled, it is recommended to right-click **regedit.exe** and choose **Run as Administrator**.
2. Find the string:
 - Windows x64:
HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\KESI\Kurzweil 3000\Installed\UniversalLibPath
 - Windows x86:
HKEY_LOCAL_MACHINE\SOFTWARE\KESI\Kurzweil 3000\Installed\UniversalLibPath
3. Modify the data value of the **UniversalLibPath** so it's the UNC path for the Universal Library network shared folder. For example,
\\<servername>\Universal Library\$

You should now see that the commands **Open from Library** and **Save to Library** have been added to the **File** menu in Kurzweil 3000.

Note: Registry values can be changed on a group of computers through the Group Policy Management Console of your domain controller. Refer to this Microsoft TechNet article for more details:

<http://technet.microsoft.com/en-us/library/cc753092.aspx>

Using the Universal Library

To open documents from the Universal Library:

Do one of the following:

- From the **File** menu, choose **Open from Library**.
- From the **Kurzweil 3000** tab, click on **Open Existing File**. This opens a flyout menu. Select **Open from Universal Library**.

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

To save a document in the Universal Library:

1. Click the **Save** button on the Ribbon. This opens a flyout menu with **Save**, **Save As**, or **Save to Library** choices. You can also choose the **Save** or **Save As** command from the **File** menu, or press **CTRL+S** on your keyboard..

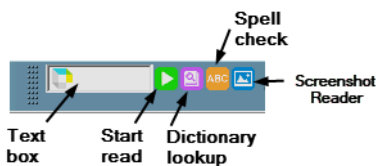
The **Save As** dialog box appears with the **Kurzweil 3000 Universal Library** folder as its starting point.

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*.

About the Kurzweil 3000 Taskbar

The Kurzweil 3000 Taskbar, seen below, is an application that automatically installs with Kurzweil 3000 and appears as a small bar in the Windows Taskbar.



You must show the Taskbar. See “To show or hide the Kurzweil Taskbar” below.

The Kurzweil 3000 Taskbar offers fingertip access to a subset of Kurzweil 3000 features: Read, Look Up, Spell Check, and Screenshot Reader. You can use it for a single word or for a large selection of text from any

application, including e-mail and Web browsers, that you may have on your system. Simply drag and drop the text directly 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 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 Taskbar automatically reads the text to you. You can also display a dictionary entry for a word and perform a spell check on text.

Automatic Software Updates

Whenever you install or launch Kurzweil 3000, the system checks for available software updates. To automatically have the updates installed, check "Turn on Automatic Update" in the General Options dialog. After the installation has completed, you can restart Kurzweil 3000.

If you don't have "**Turn on Automatic Update**" checked and updates are found, you will be prompted whether to install the update. You can opt to do one of the following:

- Choose **No** to not install the update and have Kurzweil 3000 launch normally.
- Choose **Don't Ask Me Again** to disable future auto update system checks.

- Choose **Yes** to install the update now. Once the install is complete, You can restart Kurzweil 3000.

Notes:

- Automatic software updates are only enabled for users with Windows administrative privileges. This option is grayed out for users who do not have Windows administrative privileges
- To receive Kurzweil 3000 updates, you may need to customize your Windows Firewall settings to allow Kurzweil 3000 to receive updates through the Firewall.
- Restart the Kurzweil 3000 Taskbar, if desired (it is not automatically restarted after an update).

Firewall Settings for Receiving updates

For Windows 8, 8.1, and 10:

1. Go to the Windows Control Panel.
2. In the search box, type firewall.
3. From the search results, select Windows Firewall and allow an app or feature through Windows Firewall.
4. In Allowed apps and features, select Kurzweil 3000.

System Code Worksheet

If you are installing and registering Kurzweil 3000 on multiple machines, and are using the phone registration option, completing the worksheet provided on the next page before calling Customer Service can help to expedite the process.

As you go through the installation process note the Kurzweil 3000 product **Serial Number** and **System Code** for each machine. They are necessary for obtaining a corresponding **Unlock Code**, which you will then need to activate each installation of the software.

Space is also provided on the worksheet for the location of each machine, and for the corresponding Unlock Code which the Customer Service representative will provide to you.

Note: You can display a machine's System Code by clicking the **Phone** button in the initial registration dialog box.

For complete details and instructions on product registration, and specifically, Registering by Phone, see [Registering Kurzweil 3000](#) on page 8.

Index

A

Acapela voice sets
 default 4
 installing additional 4
accessing
 Universal Library 20
activating Kurzweil 3000 8, 10
Ask for User on Startup option 12
Automatic Software Updates 22

C

configuring
 Read the Web 14

D

Document camera 1
documents
 accessing from Universal Library
 20
 default save location 17
 saving to Universal Library 21

F

Firewall Settings for Receiving updates
 23

H

hardware, requirements 1
https

[//www.kurzweiledu.com/k3win](http://www.kurzweiledu.com/k3win) 6

I

installation
 silent 4
installing
 additional Acapela voice sets 4
 Kurzweil 3000 2
 Kurzweil 3000 prerequisites 2

K

Kurzweil 3000, uninstalling 13
Kurzweil Taskbar 21

L

locking the registration process 10

M

Microsoft Speech Platform Runtime 11
 Voices
 Installing 8
multiple users, using Kurzweil 3000
 with 11

O

opening
 documents from Universal Library
 20

P

- phone registration
 - system code in 10
 - System Code Worksheet 10
- product activation 8, 10
- product registration
 - by phone 10
 - online 8
 - process 8

R

- registering
 - online 8
- registering Kurzweil 3000 8, 10
- requirements
 - hardware 1
 - software 1

S

- sharing
 - documents through Universal Library 21
- software, requirements 1
- system code
 - in phone registration 10
- System Code Worksheet
 - in phone registration 10

T

- Taskbar, Kurzweil 3000 21

U

- uninstalling
 - Kurzweil 3000 13, 14
 - old versions of Kurzweil 3000 2
- Universal Library
 - accessing shared documents 20
 - configuring access to 19
 - creating the folder 17
 - saving
 - documents for sharing 21
 - using 17, 20
- Universal Library folder
 - Set up access to via Kurzweil GUI 19
 - Set up access to via registry 20
- updating
 - registration information 10
- user accounts, setting up 12

A

Acapela voice sets

default 4

installing additional 4

accessing

Universal Library 17

activating Kurzweil 3000 8, 10

Ask for User on Startup option 12

Automatic Software Updates 19

C

configuring

Read the Web 14

D

Document camera 1

documents

accessing from Universal Library 17

default save location 14

saving to Universal Library 18

F

Firewall Settings for Receiving updates 20

H

hardware, requirements 1

https

//www.kurzweiledu.com/k3win 6

I

installation

silent 4

installing

additional Acapela voice sets 4

Kurzweil 3000 2

Kurzweil 3000 prerequisites 2

K

Kurzweil 3000, uninstalling 13
Kurzweil Taskbar 18

L

locking the registration process 10

M

Microsoft Speech Platform Runtime 11 Voices
 Installing 8
multiple users, using Kurzweil 3000 with 11

O

opening
 documents from Universal Library 17

P

phone registration
 system code in 10
 System Code Worksheet 10
product activation 8, 10
product registration
 by phone 10
 online 8
 process 8

R

Read the Web, configuring 14
registering
 online 8
registering Kurzweil 3000 8, 10
requirements
 hardware 1
 software 1

S

sharing

- documents through Universal Library 18
- software, requirements 1
- system code
 - in phone registration 10
- System Code Worksheet
 - in phone registration 10

T

- Taskbar, Kurzweil 3000 18

U

- uninstalling
 - Kurzweil 3000 13, 14
 - old versions of Kurzweil 3000 2
- Universal Library
 - accessing shared documents 17
 - configuring access to 16
 - creating the folder 14
 - saving
 - documents for sharing 18
 - using 14, 17
- Universal Library folder
 - Set up access to via Kurzweil GUI 16
 - Set up access to via registry 17
- updating
 - registration information 10
- user accounts, setting up 12