Kurzweil 3000® for Windows

Network Installation and Administration Guide

Version 15

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Kurzweil 3000® for Windows Network Edition

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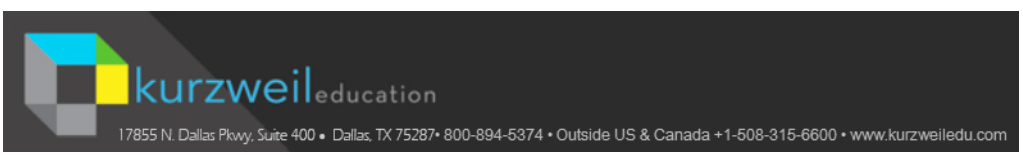

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Preface

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 information for installing and administering 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 Kurzweil 3000 Network*, provides instructions on setting up a Kurzweil 3000 Network.
- *Chapter 3, Administering the Kurzweil 3000 Network,* provides 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 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: Setting Up Read the Web*, provides information for setting up the Read the Web default Web browser.
- *Appendix C: Setting Up the Kurzweil 3000 Taskbar*, provides a brief overview of the Kurzweil 3000 Taskbar application.
- *Appendix D: Setting Up the Universal Library*, provides instructions for setting up file sharing through the Universal Library.

1 Understanding the Kurzweil 3000 Network

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

- *Kurzweil 3000 Network Overview* on page 4.
- *Basic Kurzweil 3000 Network Setup* on page 6.
- *Floating Licenses and How They Work* on page 8.

Kurzweil 3000 Network Overview

The Kurzweil 3000 local area 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 6.

About the Kurzweil 3000 Network Administrator

The Kurzweil 3000 Network Administrator (Administrator) program allows you to control many Kurzweil 3000 Network tasks. It makes it easy 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 48.

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 users to use Kurzweil 3000 even if they are not connected to the Network. For details, see *About License-to-Go™* on page 9.

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 87.

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.

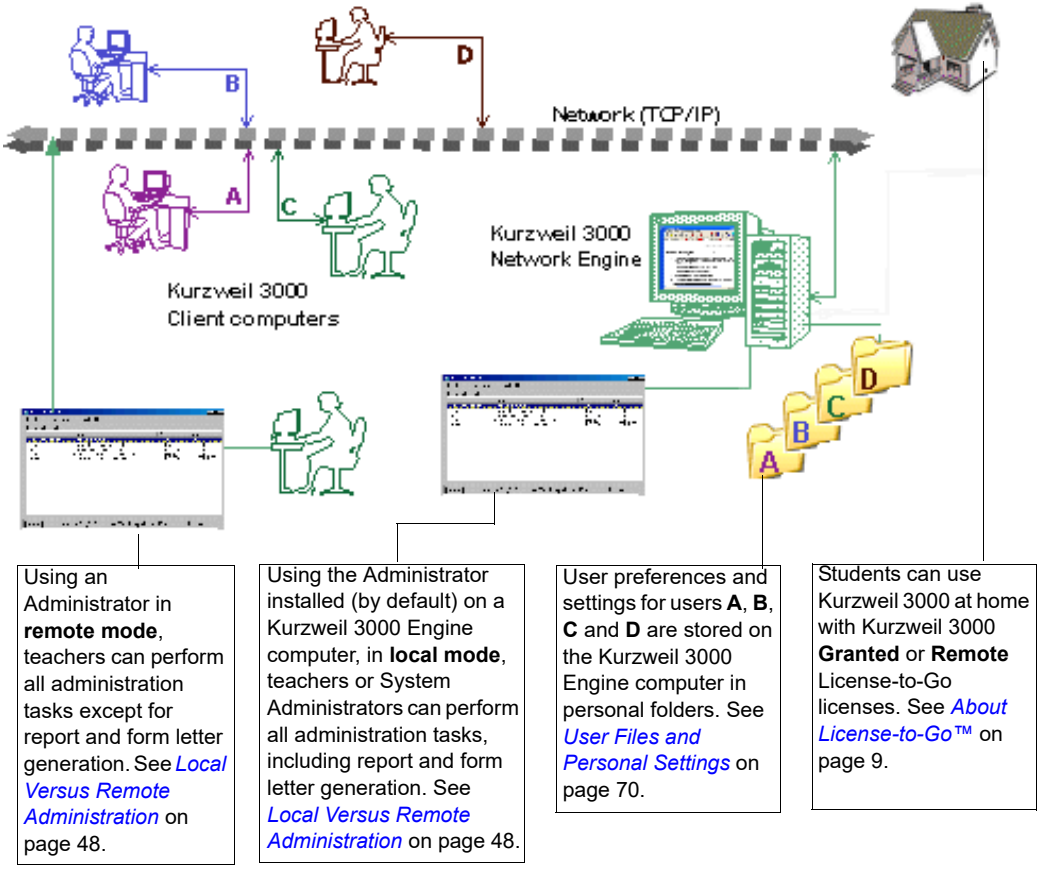
  Note: A Kurzweil 3000 Network Engine can be installed on *any* computer on the LAN as long as it has a static IP address and is running Kurzweil 3000-supported Windows operating system.

- 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 Kurzweil 3000 software.

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 71.

License Management Using License Keys

When your organization purchases a Kurzweil 3000 product, the floating licenses for the product come on one or more License Keys included with the product package. License Keys are on 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 84.

Important Information

Do Not Move or Copy Files in the Engine Folder

The **Kurzweil 3000 Engine** folder, located in the Kurzweil 3000 Application Data folder on your hard drive, 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.

Do Not Alter the System Clock and Calendar

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 Kurzweil 3000 Network

The chapter includes the following main topics:

- *The Kurzweil 3000 Network Product Package* on page 12.
- *Hardware and Software Requirements* on page 12.
- *Installation Overview* on page 15.
- *Network Prerequisites* on page 18.
- *Installing and Configuring the Kurzweil 3000 Network Engine* on page 21.
- *Setting User Logon and Client Options* on page 25.
- *Installing Floating Licenses* on page 29.
- *Installing and Configuring the Client Software* on page 32.
- *Acapela Voice Sets* on page 34
- *Microsoft Speech Platform* on page 37
- *Installing Remote Copies of the Administrator* on page 44.
- Automatic Software Updates on page 45.

The Kurzweil 3000 Network Product Package

The Kurzweil 3000 Network Edition product package includes:

- A product DVD with installation files for the following:

  Kurzweil 3000 Network Engine program.

  Network Administrator (local and remote) software.

  Client (local and remote) software.

  Note: Client software installation includes Acapela English-speaking, French Canadian, and Spanish-speaking voices.

  Note: Microsoft Speech Runtime 11 Voices is available for installation in *MicrosoftSpeech* folder (see page 37). (**Note**: A setup program is provided by Microsoft which handles the installation. These voices are are supported by Windows 7, Windows 8, Windows 8.1, and Windows 10).

- License Key(s) (USB drive(s)) containing the licenses for the Kurzweil 3000 product(s) your organization purchased.
- Serial Number.

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. For the latest system requirements for both Network (Client) and Network (Engine and Administration), please visit our web site https://www.kurzweiledu.com/includes/new-windows-system-requirements.html.

Network (Client)

Processor	1.3 GHz Pentium 4 or better.
System Memory	2 GMB.
Hard Disk Space	2 GB of free space.

Operating System Windows 10, 8.1, 8, 7. Windows 10 is supported in Kurzweil 3000 version 14.12 and later, and version 13.33 and later.

Video Memory 4MB or better.

Screen Resolutions 1024x768 24-bit color or better.

Additional Requirements

DVD drive, keyboard, mouse, SoundBlaster 16-bit compatible sound card, speakers, microphone, internet connection (unless using "Remote License-to-Go" functionality).

TWAIN-compatible scanner.

Mozilla Firefox V50 or later or Chrome for Read the Web functionality.

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

Network and Remote License-to-Go clients must be activated and run with administrator rights enabled.

Network (Engine and Administration)

Processor 1 GHz Pentium 4 or better.

System Memory 256 MB.

Hard Disk Space 50MB of free space for installation, additional space required as the system is used.

Operating System Microsoft® Windows 10, 8.1, 8, 7. Windows 2008 Server and Windows 2012 Server.

Video Memory 2MB or better.

Screen Resolutions 800x600 or better.

Additional Requirements

DVD drive, USB 2.0 port, keyboard, mouse, SoundBlaster 16-bit compatible sound card, speakers, microphone, internet connection (for activation), DVD drive, USB 2.0 port, keyboard, mouse, Windows-compatible LAN running the

TCP/IP protocol, static IP address for the Network Engine host (for activation).

TWAIN-compatible scanner.

Mozilla Firefox V50 or later or Chrome for Read the Web functionality.

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

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 16. You might want to review *Designating the Kurzweil 3000 Network Engine* on page 18 if you plan on installing the Engine software on new computers.

New Installations

Use the following general steps as a guide for setting up a new Kurzweil 3000 Network. Steps 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 18.

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 a Kurzweil 3000-supported operating system, and that they are set up with static IP addresses. For more information, see *Network Prerequisites* on page 18.
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 21.
3. Optionally, install the Universal Library. See *Setting Up the Universal Library* on page 113.

For Kurzweil 3000 Network Client computers:

1. 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 32.
2. 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 32.
3. Test the Client's connection to the Engine. See *Testing Your Network Setup: Logging On* on page 42.
4. Optionally, enable Clients to access the **Universal Library** folder on the Engine computer. See *Configuring Access to a Universal Library Folder* on page 115.
5. Optionally, install additional instances of the Administrator. See *Installing Remote Copies of the Administrator* on page 44.

   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 cannot 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 48.
- 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 guide 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 82.
2. Uninstall the previous version of the Kurzweil 3000 Engine. See *Uninstalling the Kurzweil 3000 Client and Engine Software* on page 85.
3. 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 21.

For Kurzweil 3000 Client computers:

1. Optionally, uninstall previous versions of Kurzweil 3000 (Network Client and/or Standalone). See *Uninstalling Previous Versions of Kurzweil 3000* on page 32.
2. 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.
3. Test the Client's connection to the Engine. See *Testing Your Network Setup: Logging On* on page 42.
4. Optionally, install additional copies of the Kurzweil 3000 Administrator. See *Installing Remote Copies of the Administrator* on page 44.

   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 48.
- 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 21.

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 Kurzweil 3000-supported Windows operating systems to have system 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 Kurzweil 3000-supported Windows operating systems. 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. **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 7, 8, 8.1, or 10:

1. From the **Control Panel**, go to **Network and Internet**, and then **Network and Sharing Center**.
2. Find **View Network Status** for your **Local Area Connection**.
3. In the Local Area Connection **Properties** dialog, ensure that the desired **Internet Protocol** is selected.

On Windows 2008:

Find **Internet Protocol Properties** for the network area connection you want, and ensure that the desired **Internet Protocol** is selected.

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 7, 8, 8.1, or 10:

1. From the Control Panel, go to Network and Internet, and then Network and Sharing Center.
2. Find **View Network Status** for your **Local Area Connection**.

3. In the Local Area Connection **Properties** dialog, find **Details**.
4. Write down the number—this is the static IP address you need during the Client installation.

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

On Windows 2008:

Find Internet Protocol Properties for the network area connection you want, note the IP address.

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.
- Install the Kurzweil 3000 Network Engine software.
- Set **User Logon** and **Client** options.
- Install licenses.
- 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. From the Windows **Start** menu, go to **Control Panel**.**Add/Remove Programs**.
2. Select **Kurzweil 3000** from the list of programs.
3. Click **Remove**.
4. 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.
5. 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.

6. **Restart** Windows.

Notes:

For uninstalling on Windows 7, Windows 8, Windows 8.1, or Windows 10:

- 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 Client and Engine Software* on page 85

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:

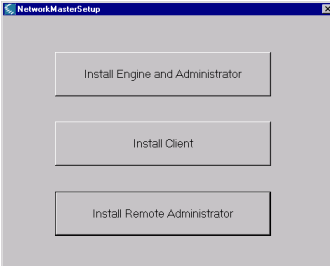
- TCP/IP enabled.
- A static IP address.

If you are not certain of these prerequisites, review *Network Prerequisites* on page 18.

Note: You can install additional copies of the Administrator on other computers using the **Install Remote Administrator** option. See *Installing Remote Copies of the Administrator* on page 44.

To install the Engine software:

1. Log in as **Administrator**.
2. Place the Kurzweil 3000 DVD in the DVD drive.
3. Double-click the **Setup** file.
4. In the **Master Installation** dialog, select **Network Software**.



5. In the **Network Software** window, select **Install Engine and Administrator**.
6. Follow the prompts until the installation process is **Finished**.

   The installation process installs the Engine software and a copy of the Kurzweil 3000 Network Engine Administrator.

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

7. Remove the Kurzweil 3000 DVD.
8. **Restart** Windows.
9. Enter the TCPIP address by doing the following:

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

   Enter the IP address. See *Network Prerequisites* on page 18.

   Restart Windows.

10. If your network firewall is “On,” set Kurzweil 3000 as an exception.

11. Set user logon and Client options. See *Setting User Logon and Client Options* on page 25.

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, Windows has a software firewall enabled. This firewall blocks the port that 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.

On Windows 7, 8, 8.1, 10 or Windows 2008:

1. From the Windows **Start Control Panel**, select **Windows Firewall**, then click **Allow a Program through Firewall**.
2. Change Settings to Allow Another Program.
3. Add Program using Browse. On your hard drive, find Program Files/ KESI.
4. Select Kurzweil 3000 Network Administrator.
5. Click **Add**.
6. Click **OK**, and close the **Control Panel**.

Setting User Logon and Client Options

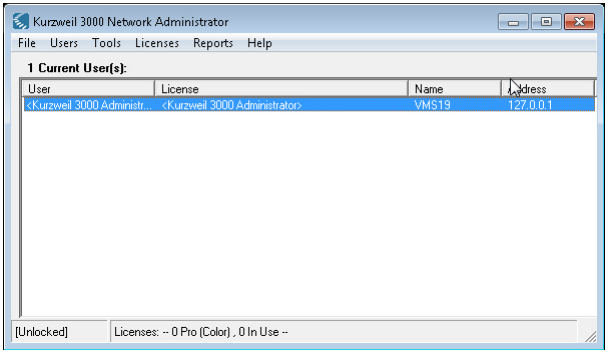
After you have successfully installed the Engine, you should set the Engine options that control how Kurzweil 3000 creates user accounts and how users log on to the Network.

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.

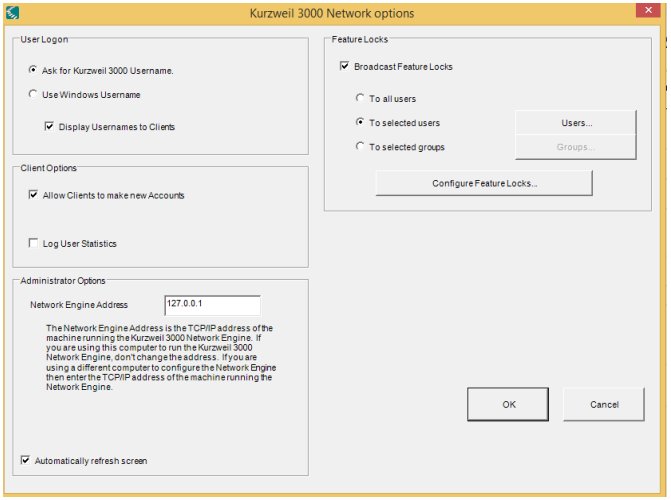
To specify the user logon and Client options:

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

The **Kurzweil 3000 Network Administrator** window opens.

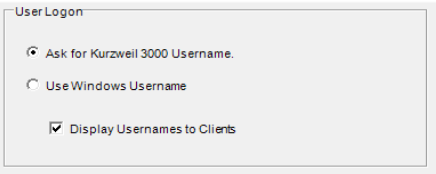


2. From the **Tools** menu, choose **Options** to open the **Network Options** dialog.



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

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



Choose among the following options for your site:

- **Ask for Kurzweil 3000 Username** (the default) to direct Kurzweil 3000 to prompt users for a username when they start Kurzweil 3000 on a Client computer.

  If a user is not currently on the **Username** 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 make 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 username, 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 Username** option was selected, all student files would be saved inside a single folder named *Mrs. Heath's Classroom*.

- **Use Windows Username** to direct the Engine to automatically log users on using their Windows usernames.

  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 make New Accounts** option is enabled) using the Windows username. This selection is recommended in situations where each user has a unique Windows account.

- **Display Usernames to Clients**. You have the choice of displaying **Usernames** to Clients (the default) or hiding them.

  The **Usernames** list is a menu Kurzweil 3000 displays on a Client during login. The list contains the usernames of all accounts currently

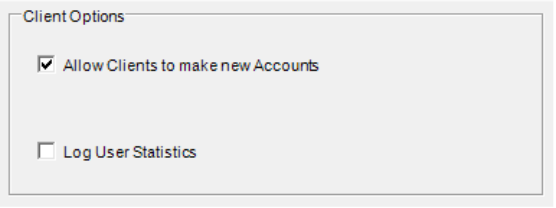
recognized by the Engine. A current user needs only to choose his or her name from the list to log on to the Network and use Kurzweil 3000.

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 **Username** list.

This option only applies if you are using the **Ask for Kurzweil 3000 Username** option. See *Step 3* on page 26.

4. Set the **Client Options**.



Choose **Allow Clients to make new Accounts** enables new user accounts to be created from any Kurzweil 3000 Client computer. This option is enabled by default. See the **Notes** section for information on the consequences of enabling or disabling this option.

See *Enabling Activity Logging* on page 87 for more information about the **Log User Statistics** option and its use with the Activity database.

See *Broadcasting Feature Locks* on page 67 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 make 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 61.

- If you deselect **Allow Clients to make new Accounts** and you choose **Use Windows Username** in the **User Logon** area, you must create accounts with the Administrator using each user's Windows account username. See *Adding Users from the Engine Computer* on page 61 or *Adding Users from a Kurzweil 3000 Client Computer* on page 63.
- 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 62.

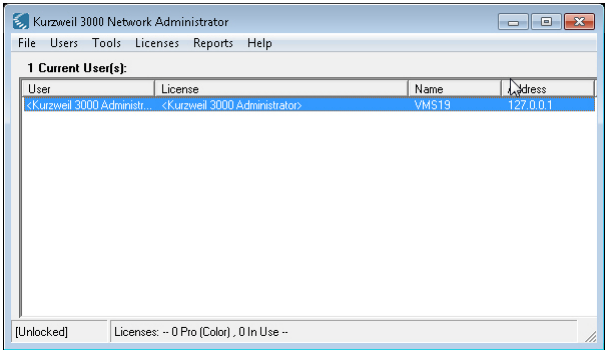
Installing Floating Licenses

Ensure that you have the USB license key before installing floating licenses.

To install a floating license:

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

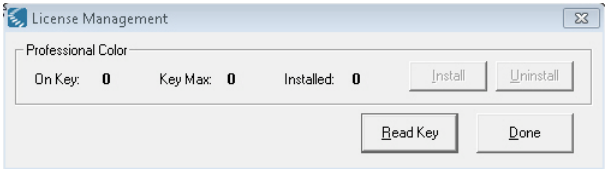
   The **Network Administrator** appears.



   <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.

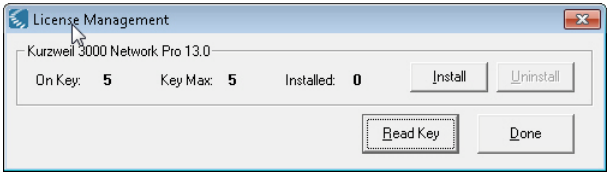
2. From the **Licenses** menu, choose **License Management**.

The **License Management** window appears.



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

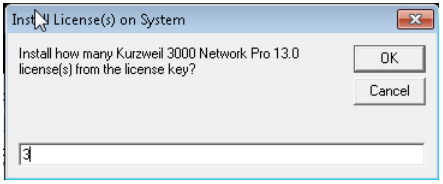
   The **License Management** window displays the product name, the number of licenses this key can store (**Key Max**) and the number of licenses currently stored (**On Key**).



4. Click **Install**.

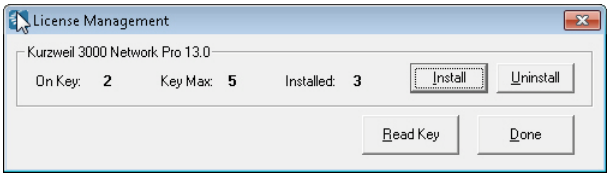
   The **Install License(s) on System** dialog box appears.

5. Type the number of licenses you want to install; 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. Safely remove the **License Key** USB device.

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. 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 previous versions of Kurzweil 3000 Client or Standalone software.

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

- If you installed the Universal Library, you must configure each Client to access it. See *Configuring Access to a Universal Library Folder* on page 115.

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 10 or 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 the current version, 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 Kurzweil 3000 product key disk 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. Login as Administrator.

2. From Windows **Start** menu, go to **Control Panel Add/Remove Programs**.
3. Find, select and **Remove Kurzweil 3000**.

   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.
4. At the prompt, click **Yes to all** to remove all program-related files.
5. If you have the Key Disk in the disk drive, remove it now.
6. Reboot the computer after uninstalling each old version of Kurzweil 3000 before installing a new version.

Important Note: If you decide to install the new version 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 the current version. If this happens, when you launch Kurzweil 3000, it prompts you to repair the current version, which you can do by inserting the Kurzweil 3000 DVD and clicking the **Repair** option in the **Installation** dialog.

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..

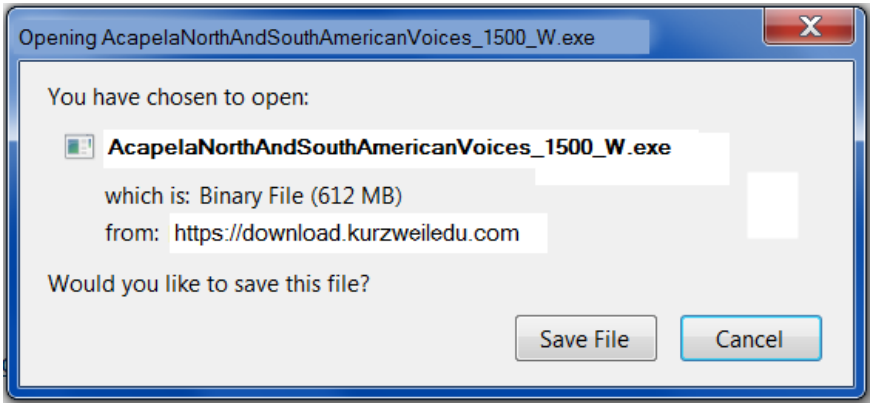
Acapela English Non US Voices	**Acapela European Voices One**	**Acapela European Voices Two**
English Australian – Lisa	Dutch – Femke	German – Klaus
English Australian – Tyler	Dutch Belgian – Jeroen	German – Claudia
English Indian – Deepa	Dutch Belgian – Sofie	Portuguese – Celia
English UK – Lucy	French – 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

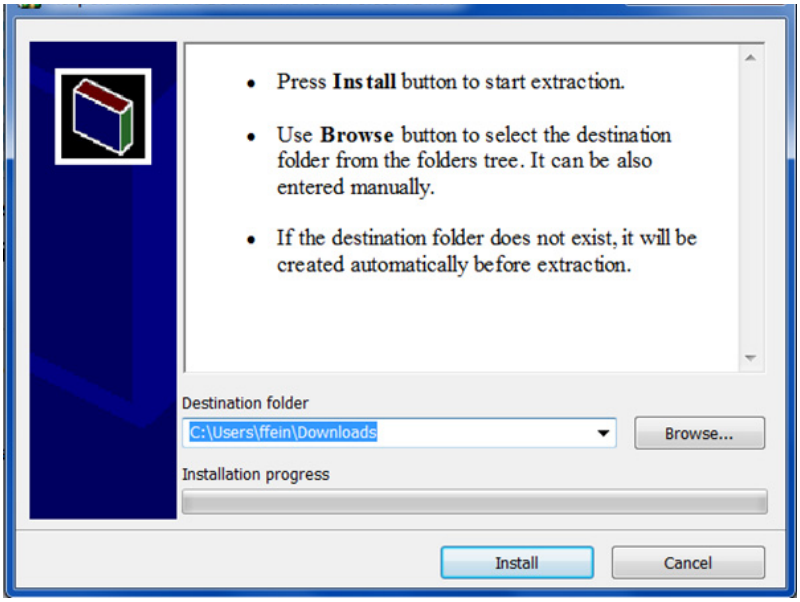
1. Go to https://www.kurzweiledu.com/k3win.Use the information shown in the tables above to determine the voice set to download.
2. In the list of Acapela voices, click the link next to the voice set to download (for example Acapela North and South American Voices). A dialog pops up:



.,

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_1500_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.

Installation

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.

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 two Client installation options:

- Install on a computer-by-computer basis. You can use the Kurzweil 3000 DVD or download the Kurzweil 3000 Web License edition from https://www.kurzweiledu.com/k3win.
- Install using “ghosting.” See *Installing Kurzweil 3000 Using the Silent Install Option* on page 41. **Note:** *this method should be performed only by experienced System Administrators*.

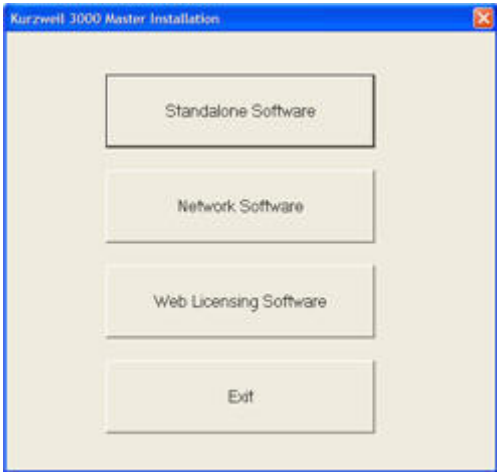
Before you start the installation:

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 19.
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 32.
3. Open **Network Neighborhood** to check if the Kurzweil 3000 Network Engine computer is accessible. If it isn’t listed, check the network setup.

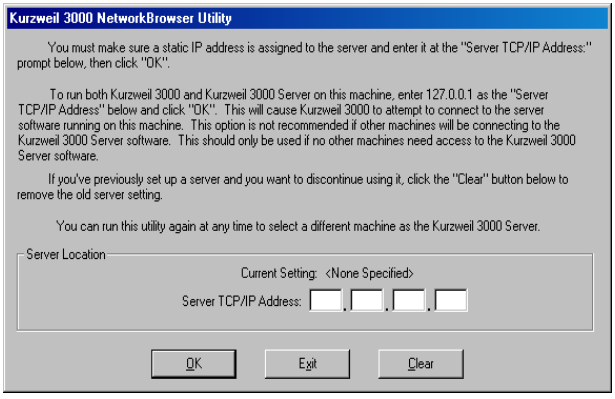
Installing Kurzweil 3000 from the Kurzweil 3000 DVD

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

3. In the **Master Installation** dialog, select **Network Software**.



4. In the **Network Software** dialog, select **Install Network Client Software**.
5. In the **NetworkBrowser Utility** window, type in the Kurzweil 3000 Network Engine computer's static IP address.



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

The Kurzweil 3000 program shortcut appears on the desktop.

The next time a user starts Kurzweil 3000 at this Client computer, it automatically connects to the Engine.

9. The system may prompt you to **Restart**.
10. Remove the DVD.
11. Repeat this procedure for each Client computer on the Network.

Installing the Software from Kurzweiledu.com Download

1. Go to https://www.kurzweiledu.com/k3win and select the Kurzweil 3000 Network 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 Network Software** in the window that displays and follow the prompts to finish installing the software.
6. **Restart** if prompted to do so.

Installation 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 100.
- If, for some reason, you need to uninstall the Kurzweil 3000 Network software, see *Uninstalling the Kurzweil 3000 Client and Engine Software* on page 85.
- If you are an Administrator user, whenever you launch Kurzweil 3000, the system checks for the latest software update. If one 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 disable future auto update system checks.

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

- Restart the Kurzweil 3000 Taskbar, if desired (it is not automatically restarted after an update).

Installing Kurzweil 3000 Using the Silent Install Option

This option installs the Network License 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 4.0 Full
- Microsoft .Net Framework 4.0 Full Update KB2468871
- Microsoft Visual C++ 2013 Redistributable Package x86 (all operating systems)
- Microsoft Visual C++ 2013 Redistributable Package x64 (64 bit OS only, AFTER installing the x86 package)

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= "netpro"

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 15 through command line is as follows:

msiexec.exe /i "Kurzweil 3000 v.15.msi" AUTO=1 EDITION="netpro" AUTOUPDATE=0 /qn

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

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.

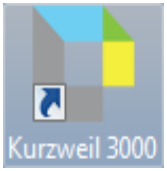
Note: Installation using ghosting should be performed only by advanced users or experienced IT personnel.

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 or a **Log On** dialog box appears.

3. Enter log in information:

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:

Username: As you are adding a new user, type a name in the **Username** box, and click **OK**. Kurzweil 3000 adds the name to the **Username** list. Subsequently, each time you want to log on, you can just select the name from the list.

Remember, the **Username** list is available only if **Display Usernames 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.

4. Click **OK**.

   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 25.

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

Conversely, if you selected the **Ask for Kurzweil 3000 Username** and **Allow Clients to make 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 Client and Engine Software* on page 85.

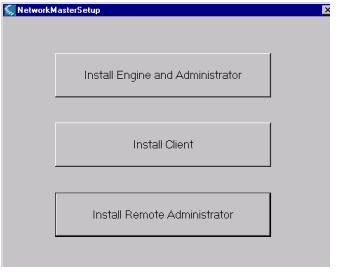
Installing Remote Copies of the Administrator

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 48.

To install only the Administrator:

1. Place the Kurzweil 3000 DVD in the DVD drive.
2. Double-click the **Setup** file.
3. In the **Master Installation** dialog, select **Network Software**.



4. In the **Network Software** window, select **Install Network Remote Administrator**.
5. Follow the prompts until the installation process is **Finished**.

For more information on using the Administrator, see *About the Kurzweil 3000 Network Administrator* on page 48.

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 start 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 start 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 7, 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.

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 47 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.

In addition, the appendices provide information for setting up Read the Web, Kurzweil 3000 Taskbar and Universal Library for users.

3 Administering the Kurzweil 3000 Network

This chapter includes the following topics:

- *About the Kurzweil 3000 Network Administrator* on page 48.
- *About the Network Options Dialog Box* on page 56.
- *Administration Procedures* on page 58.
- *Using License-to-Go* on page 71.
- *Returning a License-to-Go License to the Engine* on page 78.
- *Ensuring License Availability* on page 80.
- *Uninstalling Floating Licenses* on page 82.
- *Administering the Activity Database* on page 87.
- *Creating Database Reports and Form Letters* on page 91.
- *Kurzweil 3000 Network Engine Service* on page 99.
- *Changing the Engine IP Address for Clients* on page 100.
- *Uninstalling the Kurzweil 3000 Client and Engine Software* on page 85.

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 *Hardware and Software Requirements* on page 12.

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 49.

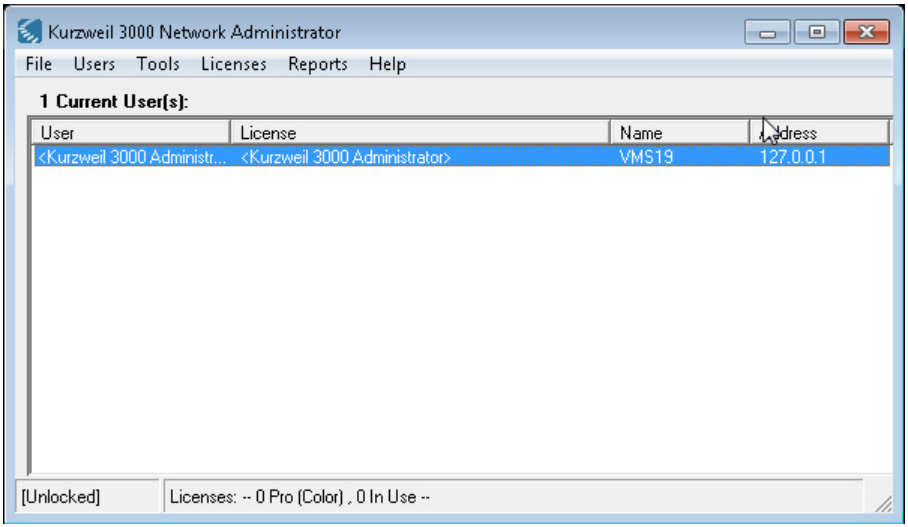
You can perform all Network tasks with the Administrator running in local mode. However, if you are running in remote mode, you cannot use the reporting and form letter features. See *Generating Reports* on page 91 and *Creating and Generating Form Letters from the Database* on page 94.

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:

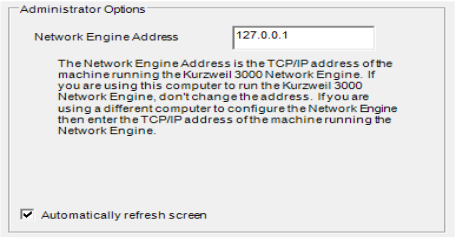
- **Menu** bar along the top includes the **File**, **Users**, **Tools**, **Licenses**, **Reports** and **Help** menus. See *About the Administrator Menus* on page 50.
- **Users** area lists the name of each user currently logged on to the Kurzweil 3000 Network, along with the name of the Client computer.
- The **Status** bar at the bottom displays the current lock status and shows the number of licenses 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 49.

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 64.
Leave Message	Send a message to any Network user, whether they are logged on or not.	See *Leaving Messages* on page 65.
Force Toolbar Set	Load a selected toolbar set for selected users.	See *Forcing a Toolbar Set* on page 66.
Disconnect	Disconnect users selected in the **Users** area window.	See *Disconnecting Users from the Engine* on page 60.
Add New	Add new users.	See *Adding Users from the Engine Computer* on page 61 and *Adding Users from a Kurzweil 3000 Client Computer* on page 63.
Delete	Delete users.	This function is not available when the Engine is unlocked. See *Deleting Users from the Engine* on page 69.

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 59.
Lock/Unlock Engine	Lock or unlock the Engine.	See *Locking and Unlocking the Engine* on page 60.
Options	Open the **Network Options** dialog box.	See *About the Network Options Dialog Box* on page 56.

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 82.
License Overruns	Display Client connection refusal information (date, time, user) due to license unavailability.	See *Determining License Requirements* on page 84.
Grant a License-to-Go	Provide Kurzweil 3000 access to users after they disconnect from the Network.	See *Using License-to-Go* on page 71.
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 74.
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 80.

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 90.
Run Report	Generate student activity reports.	See *Generating Reports* on page 91.
Database Cleanup	Delete database records.	See *Cleaning Up the Database* on page 90.
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 91.
Generate Form Letters	Generate form letters from a form letter template.	See *Creating Database Reports and Form Letters* on page 91.

Help Menu

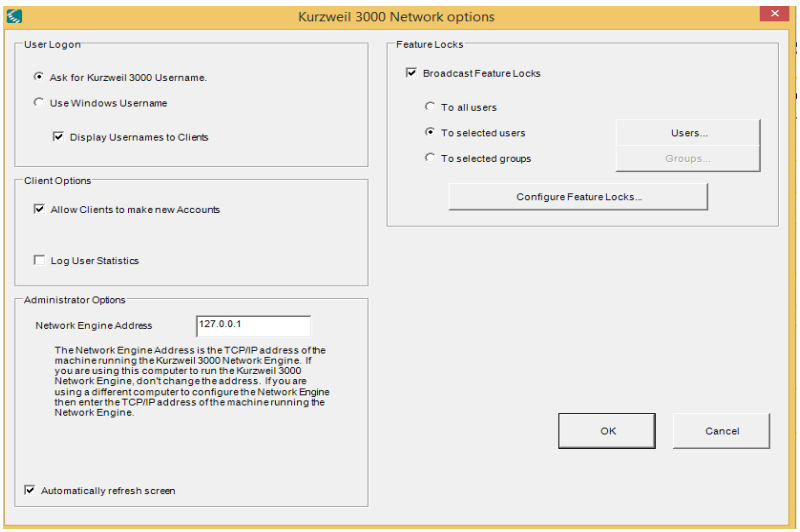
The **Help** menu provides the following functions:

Help Menu Item	Used to	Notes
Help Topics	Launch the Kurzweil 3000 Network online Help.	
Online Registration	Connect to the Kurzweil Education 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 Education 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 Username.
- Use Windows Username.
- Display Usernames to Clients.
- Allow Clients to make new Accounts.
- Log User Statistics.

See *Setting User Logon and Client Options* on page 25 for information about the above options.

- **Administrator Options**. See *To run the Administrator in remote mode:* on page 49.
- **Broadcast Lock Features Settings**. See *Broadcasting Feature Locks* on page 67.

- **Log User Statistics**. See *Administering the Activity Database* on page 87.

Administration Procedures

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

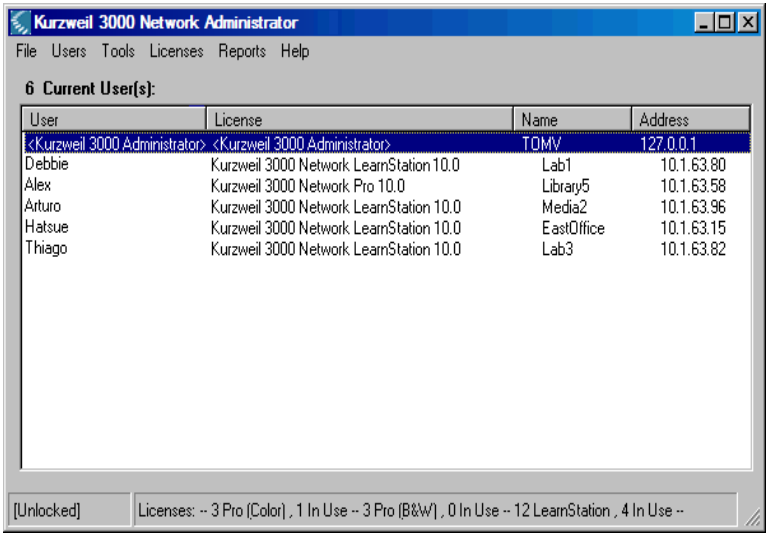
Use the following general steps when you need to perform system administration and reporting tasks:

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

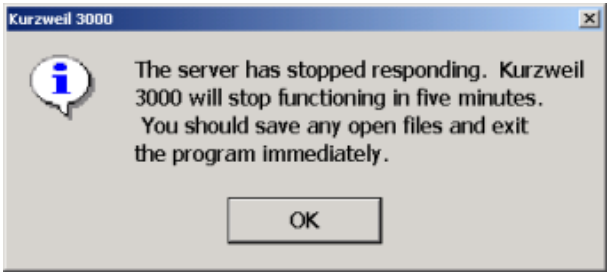
When you need to perform administration tasks such as deleting users or updating the student database, you must disconnect all users currently logged on to the Kurzweil 3000 Network. However, you may also disconnect selected users if necessary.

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 63.

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

Generating Multiple User Accounts from a Master File

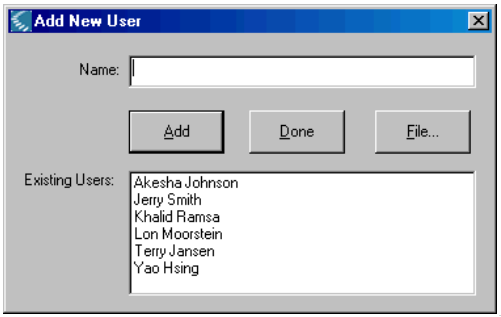
If your Network has a large number of users, it may be preferable to create their accounts by loading a master user name file to the Engine.

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 make new Accounts** option in the **Network Options** dialog box. See *Setting User Logon and Client Options* on page 25.
- If the **Use Windows Username** option is selected in the **Network Options** dialog box, the Engine automatically creates the new account as long as the **Allow Clients to make new Accounts** option is enabled. See *Setting User Logon and Client Options* on page 25.

Sending Messages

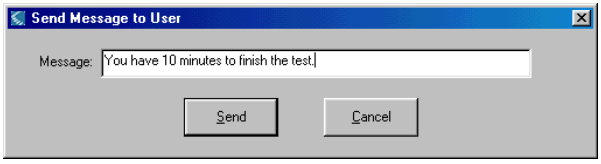
The **Send Message** feature allows you to send a message to any user who is currently logged on to the Network. You do not have to lock the Engine to send messages.

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.

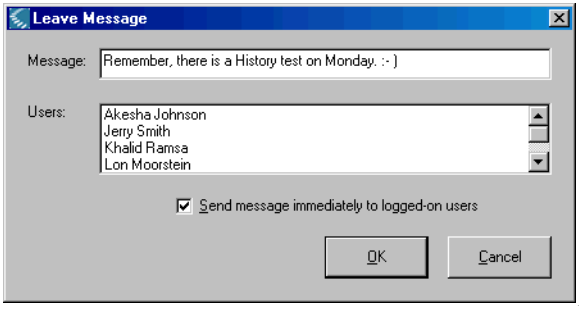
Leaving Messages

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

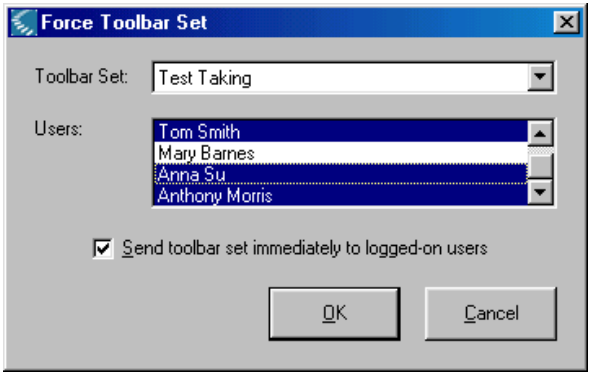
The **Force Toolbar Set** feature enables you to select a toolbar set and one or more Network users, and then cause (force) that toolbar set to be displayed in the Kurzweil 3000 window of each of the selected users.

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 the users specified in the Kurzweil 3000 Network Options dialog (all users, selected users, or selected groups).

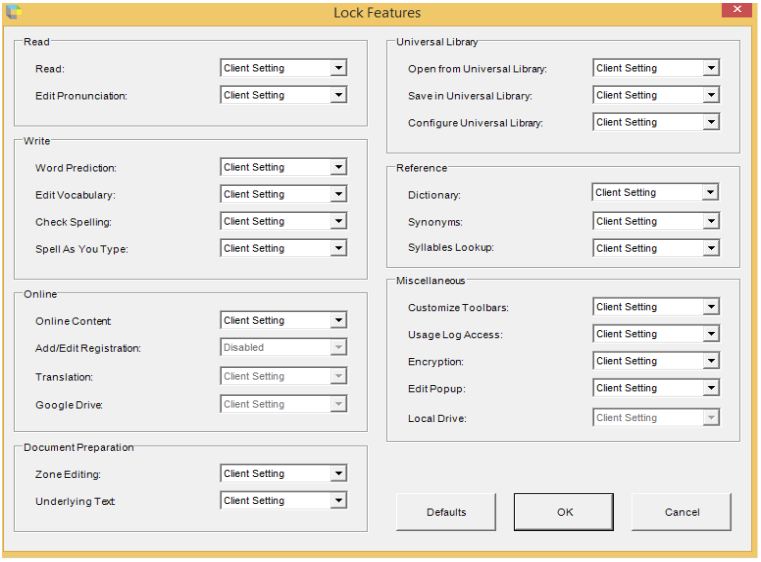
Note: To display the **Lock Features** dialog box in a Kurzweil 3000 Client, choose **Lock Features** from the **Tools** menu.

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.



Note: These locks that are grayed out in the Network Lock Features window are not available for use or selection: **Translation**, **Google Drive**, **Local Drive**, **Add/Edit Registration**.

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

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 selected Kurzweil 3000 Client (all users, selected users, or selected groups).

Enabled to unlock the feature in the **Lock Features** dialog box on each selected Kurzweil 3000 Client (all users, selected users, or selected groups).

Disabled to lock the feature in the **Lock Features** dialog box on each selected Kurzweil 3000 Client (all users, selected users, or selected groups).

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

   The Administrator will apply the locks to the selected Clients 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.

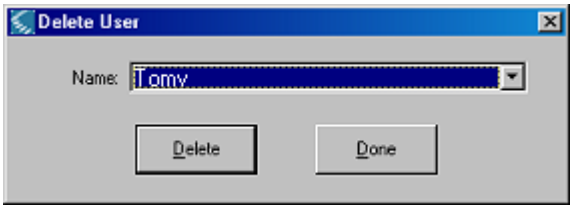
Deleting Users from the Engine

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 71.

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:

For and Windows 7, 8, 8.1, and 10:
C:\Users\username\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

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 9.

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

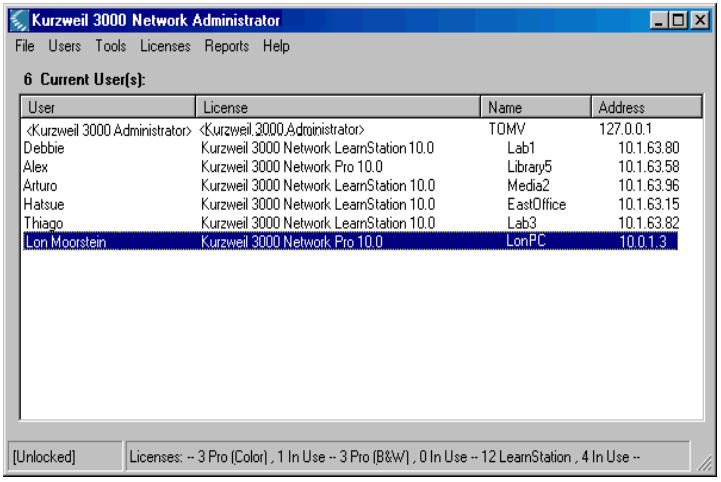
The process of **Granting** a license lets you transfer a license to a Kurzweil 3000 Client computer that is connected to a Kurzweil 3000 Network.

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 74.

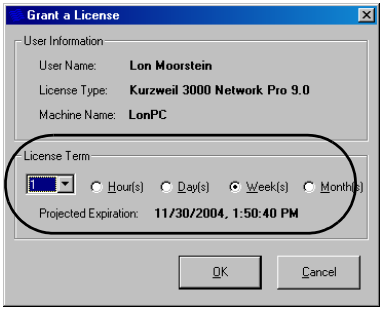
To grant a license:

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.

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 71.

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 the Kurzweil 3000 Install DVD and a copy of the Client installation instructions**.

   Note: Consider making copies of the **Kurzweil 3000 Install DVD**.

   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 DVD 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

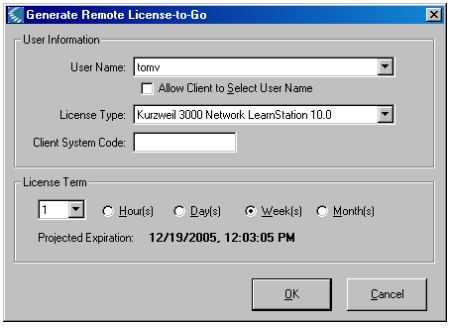
After a student installs the Client software (Step 2), determines the System Code of his or her computer (Step 3) and provides you with that System Code (Step 4), you can generate a **Remote License-to-Go Code**.

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 80.

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 104.

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 106 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 78.

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 10 licenses, you won’t be able to do so to a License Key that originally stored five. It is possible, however, to uninstall three licenses onto a License Key that is designed to store 10 but that is currently holding seven.

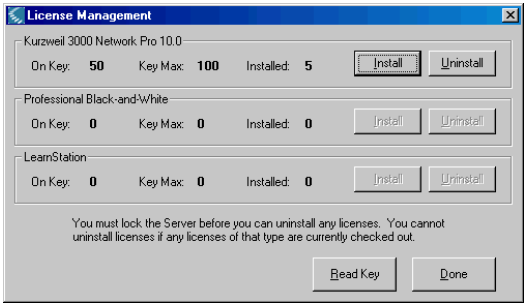
For instructions on installing floating licenses, see *Installing Floating Licenses* on page 29.

To uninstall floating licenses:

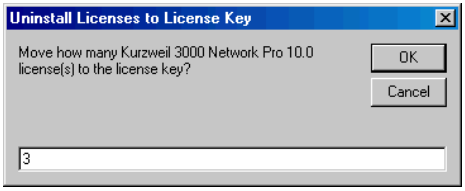
1. Have ready the correct Kurzweil 3000 product License Key to which you want to uninstall. Product information is on the License Key.
2. Double-click the **Kurzweil 3000 Network Administrator** shortcut icon.
3. In the **Network Administrator**, choose **Select All** from the **Users** menu.
4. From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

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

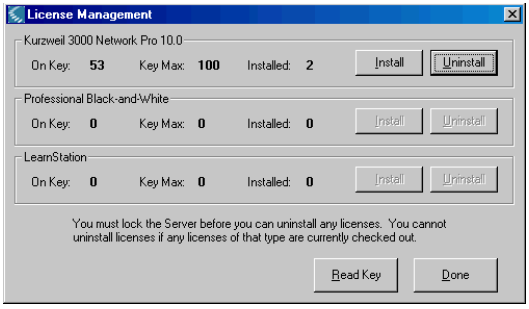
   The **License Management** window displays the Kurzweil 3000 product that's on the License Key, the number of licenses that are currently on the License Key (**On Key**), the maximum number of licenses that the License Key can store (**Key Max**) and the number of licenses that are installed on the Kurzweil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

Use the following procedures to uninstall the Kurzweil 3000 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 82. 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 the current version of Kurzweil 3000 along with a previous version, both versions are visible in the **Add or Remove Programs** Control Panel. If you remove the older version, you will also disable the current version. If this happens, when you launch Kurzweil 3000, it prompts you to repair the current version, which you can do by inserting the Kurzweil 3000 DVD 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. From the Windows **Start** menu, go to **Control Panel Add/Remove** programs.
3. Find, select and **Remove Kurzweil 3000** from the list of programs.
4. Follow the prompts.

Notes for uninstalling on Windows 7 and Windows 8:

- 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.

To uninstall the Engine software:

1. From the Windows **Start** menu, go to **Control Panel Add/Remove** programs.
2. Find, select and **Remove Kurzweil 3000** from the list of programs.
3. 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.
4. 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.
5. **Restart** Windows.

Notes for uninstalling on Windows 7, Windows 8 and 8.1:

- 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.

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 89 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 91.

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 48.

Enabling Activity Logging

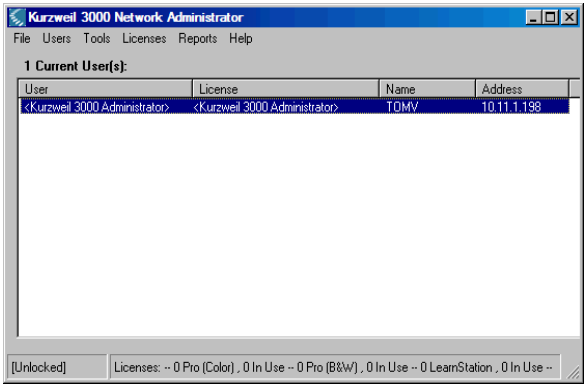
By default, the Engine *does not* log user activity; you enable this function. Be aware that activity logging can require large amounts of disk space since the activity of *all* users is recorded. Therefore, you need to ensure that there is adequate free disk space available on the Kurzweil 3000 Engine 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.

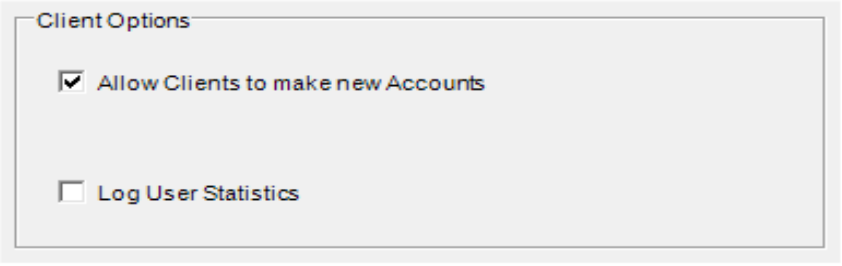
To enable activity logging:

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 Network Options 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.

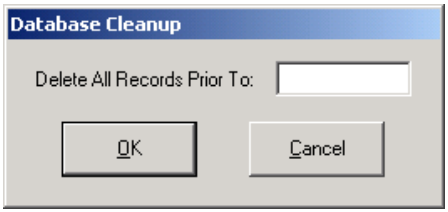
Cleaning Up the Database

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 94.

Generating Reports

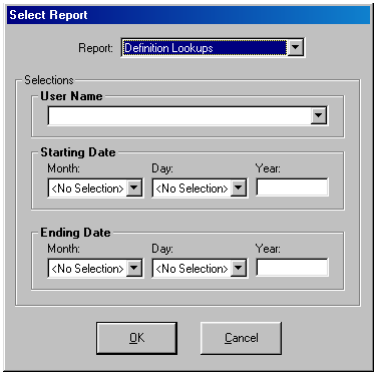
The Kurzweil 3000 Network Engine includes several predefined reports that you can use to chart student progress. You can generate reports for individual students or for all students in the database.

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:

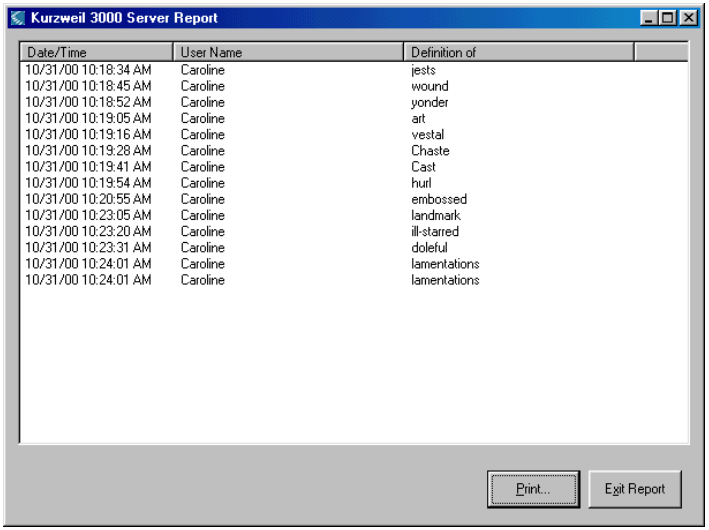
1. Double-click the **Kurzweil 3000 Network Administrator** shortcut icon.
2. From the **Reports** menu, choose **Run Report**.
3. In the **Select Report** dialog box, choose the report you want from the **Report** menu.

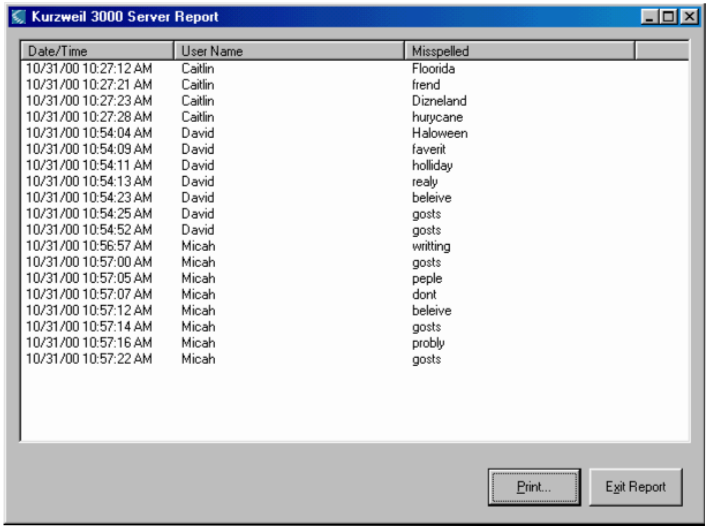


4. For a report on a single student, type the name in the **User Name** box. For a report on all students, leave the **User Name** box blank.
5. For a report covering a specific time period, scroll to select month and day, then type in the year for both **Starting Date** and **Ending Date**. For a report 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:

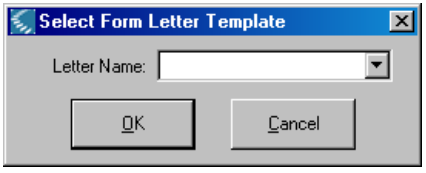
The general method for creating a letter is to type “boilerplate” text that is appropriate for everyone who will receive the letter, insert database field tags, type labels for the inserted fields and type any desired explanatory text.

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

   The **Network Administrator** appears.

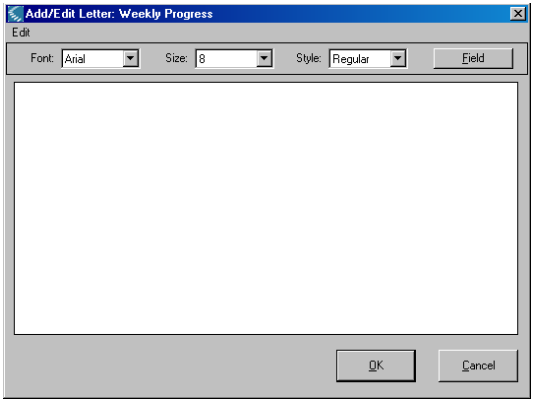
2. From the **Reports** menu, choose **Create/Edit Form Letter Template**.

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



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

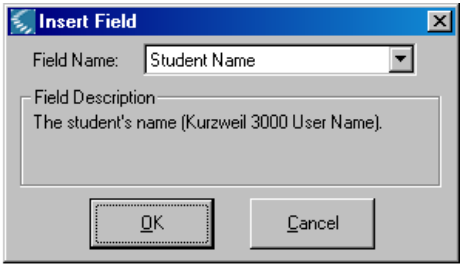
The Engine creates the new form letter template and adds the template's name to the **Letter Name** list for future use, and the **Add/Edit Letter: *Template Name*** dialog box appears.

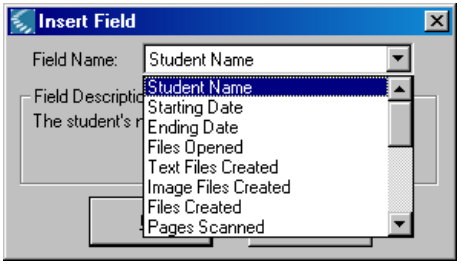


The **Add/Edit Letter: *Template Name*** dialog box provides simple **Font**, [Font] **Size** and [Font] **Style** formatting tools. The **Fields** button provides access to the **Insert Field** dialog box.

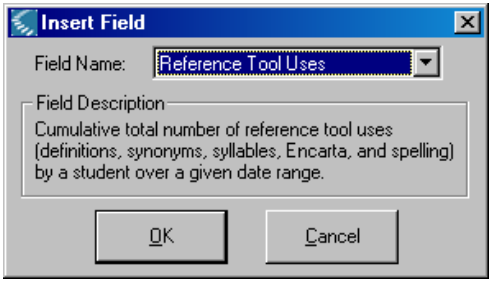
4. Click **Fields**.

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





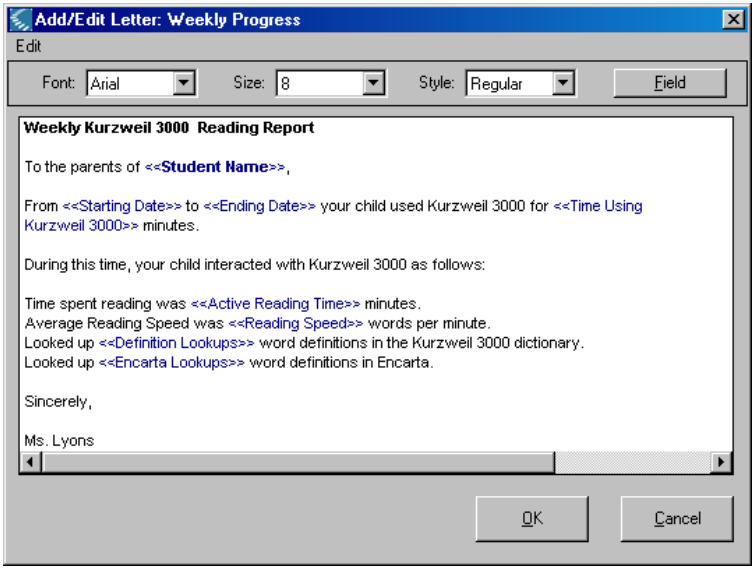
When you choose a field name, a description of the information it contains appears in the **Field Description** area.



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.



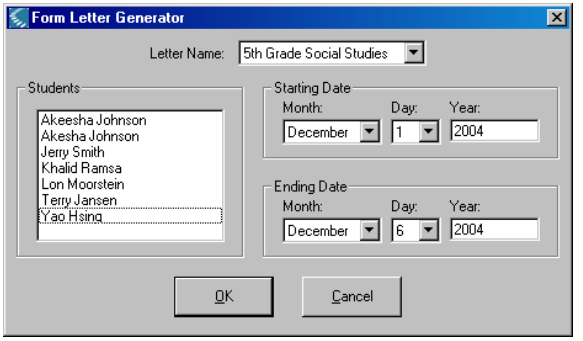
Generating a Form Letter

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.

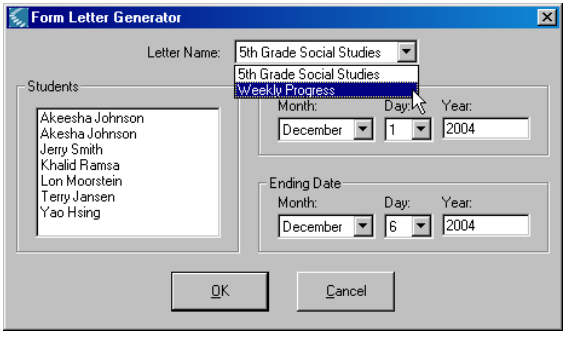
To generate a form letter:

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

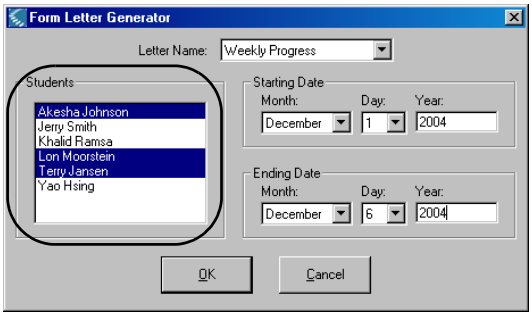
   The **Form Letter Generator** dialog box appears.



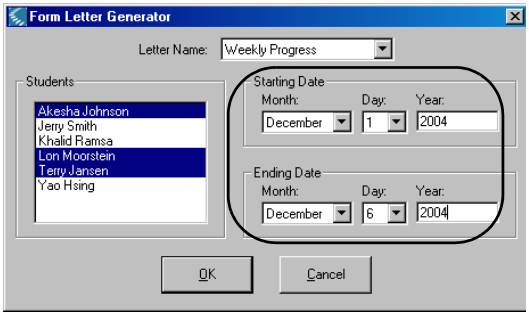
2. Choose a letter from the **Letter Name** menu.



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 DVD into the Client computer.
2. Navigate to the **Utilities** folder on the DVD.
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\Network**
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 106.

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 DVD provided by your teacher or System Administrator to install Kurzweil 3000 on your computer.

   See page 103 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 104 for instructions.

3. **(Student/Client User) Activate the Kurzweil 3000 Client software**.

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

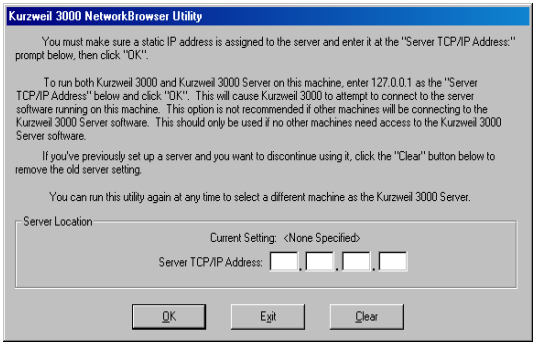
   See page 105 for instructions.

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.

To install the Client software:

1. Place the Kurzweil 3000 DVD in the DVD drive.
2. Double-click the **Setup** file.
3. In the **Master Installation** dialog, select **Network Software**.
4. In the **Network Software** window, select **Install Network Remote Client Software**.
5. Follow the prompts.
6. In the **Network Browser Utility** window, click **Clear**, then click **Yes** in the dialog box that appears.



7. Click **Finish**.
8. **Restart** the computer.
9. Remove the DVD.

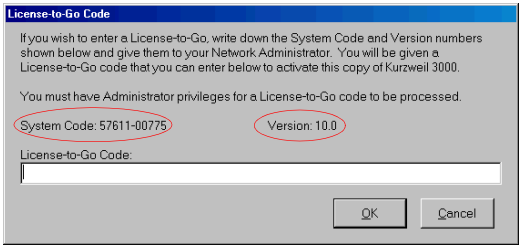
Determining the System Code of Your Computer

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.

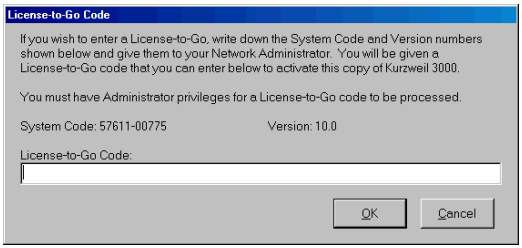
Activating the Kurzweil 3000 Client Software

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 Setting Up Read the Web

Kurzweil 3000 **Read the Web** feature lets you use the Kurzweil 3000 reading and reference tools with content you view in a Web browser.

The Kurzweil 3000 Read the Web extension enables the Kurzweil 3000 Read the Web application to work with Firefox and Chrome. This extension works with Kurzweil 3000 Standalone, Network, and Web License Editions, version 15.08 or greater. When you select **Read the Web** from Kurzweil 3000, your default browser is launched (Firefox or Chrome). Additionally, the **Read the Web** feature is always available whenever you open your Chrome or Firefox browser.

If you have the older Classic KESI Reader installed, when you select **Read the Web**, Firefox is launched. You must be logged in to Kurzweil 3000 to use this version of Read the Web.

Adding Kurzweil 3000 Read the Web as an Extension on Firefox

1. Open Firefox (Version 50 or greater).
2. Open Kurzweiledu.com download page (https://www.kurzweiledu.com/news-resources/software-updates/misc-updates_v15.html). The Other Tools for Version 15 page opens.
3. Click the link at the bottom of the Read the Web instructions. **Note**: You may get a warning about Firefox blocking installation.
4. Click **Allow**. A message appears about installing an add-on.

5. Click **Install**. You will get a message that it has been installed successfully.
6. Close the message. Open a web page (e.g., https://www.kurzweiledu.com)

You should see the Read the Web icon in the upper right of your Firefox browser.

After you have installed The Read The Web extension you can open and use the Read the Web feature. It works the same on Firefox as it does on Chrome.

Adding Kurzweil 3000 Read the Web as an Extension on Chrome

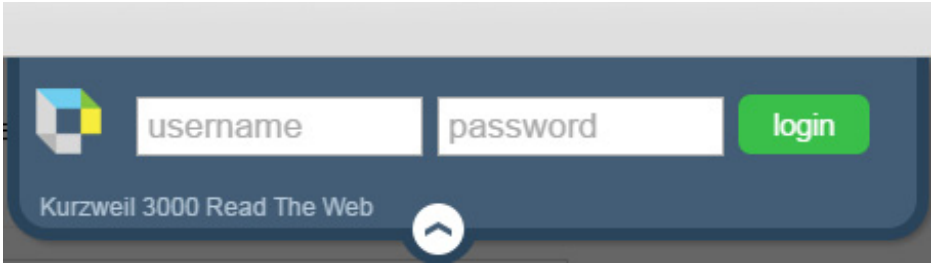
1. Be sure you have the Chrome browser installed.
2. Locate the Google Search field on the Chrome browser and search for Chrome Web Store.
3. Click the Chrome Web Store link. The Web Store is displayed.
4. Click **Extensions**. In the **Search** box type **Kurzweil 3000**. The results window displays Kurzweil 3000 Read the Web.
5. Click the blue +ADD TO CHROME button. A confirmation window is displayed.
6. Click the Add extension button. An instruction window is displayed.

Using the Kurzweil 3000 Read the Web Extension

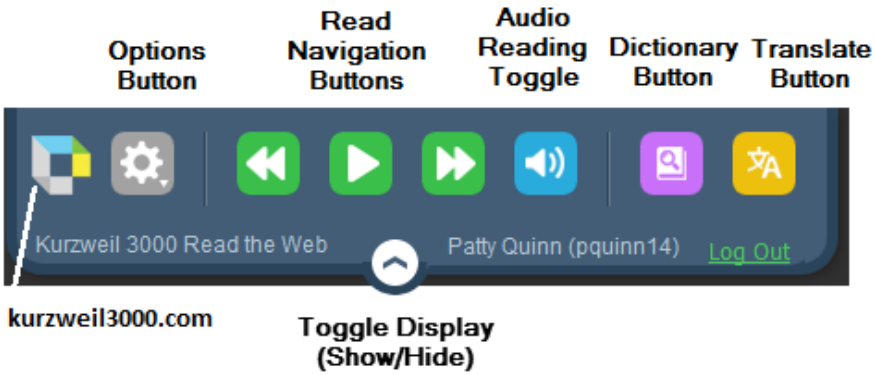
After you have installed The Read The Web extension you can open and use the Read the Web feature. It works the same on Firefox as it does on Chrome.

To Open and Use the Read the Web Extension

1. Open a web page, then click the Kurzweil 3000 icon in the top right corner of the Firefox or Chrome browser. The Read the Web extension is displayed.



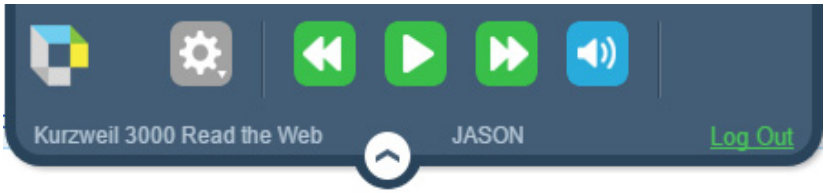
2. Log in with your Kurzweil 3000 login credentials.
3. The Read the Web Toolbar is opened and ready for you to use.



4. To open kurzweil3000.com, click the Kurzweil logo.
5. Click the **Options** button to view or change the settings. Note that these options are in effect for the current session only and will need to be re-selected the next time you log in. The options you select here do not change any audio options in Kurzweil 3000. The reading voice that you are using in Kurzweil 3000 will also be used in RTW.

   You can change the position of the Read the Web window using the Position choices at the bottom of the Options window. You can position the window to be displayed at the Left, Center, or Right side at the top of the Firefox Browser.

6. Use the **Read Navigation** buttons just as you do in Kurzweil 3000.
7. Use the **Audio Reading** Toggle button to turn sound on or off.
8. Use the **Dictionary** button to look up a selected word. **Note**: when the **Dictionary** button is locked from use, it is not shown on the Read the Web Toolbar.



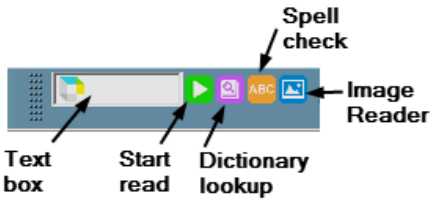
9. Use the **Translate** button to translate selected text. Use the drop-down menu to select a language. **Note**: The Translate button is only available in the Web License Edition.
10. To shrink the Read the Web window hiding the windows, click the **Toggle Display** button at the bottom. Click it again to expand the Read the Web window.

Installing the Kurzweil 3000 Read the Web KESI Reader Toolbar

If you still want to use this older version of Read the Web, follow the instructions in the September 8, 2016 section of https://www.kurzweiledu.com/news-resources/software-updates/misc-updates_v15.html to download and install the KESIreader extension for Firefox.

C Setting Up 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.



The Kurzweil 3000 Taskbar

The Kurzweil 3000 Taskbar offers fingertip access to Read, Dictionary Look Up, Check Spelling, and the Image Reader. You can use it for a single word or for a large selection of text from any application, including the e-mail program and Web browser, that's on your system.

Note: 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**.

Showing or Hiding 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.

Using the Kurzweil 3000 Taskbar

There are two ways to use the Kurzweil 3000 Taskbar:

1. Click the Kurzweil icon, type a word or phrase in the box, and click the Read, Lookup word, or Spell Check icon; or
2. Simply drag and drop text directly into the Read, Lookup word, or Spell Check icon in the Kurzweil 3000 Taskbar.

Kurzweil 3000 will automatically begin reading the text, dictionary entry, or correct spelling.

The Taskbar also contains a shortcut icon for the Image Reader. When you click it, you will be able to select an image to read.

D Setting Up the 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.

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 settings file.

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**.

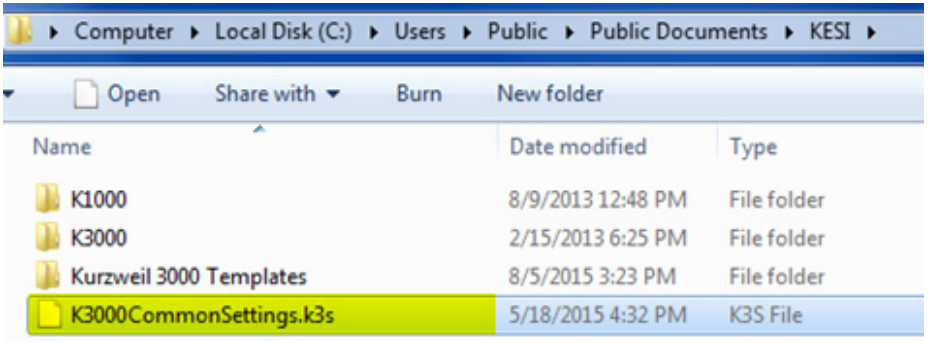
You should now see that the commands **Open from Library** and **Save to Library** have been added to the **File** menu in Kurzweil 3000.

To change access to a Universal Library folder by editing the settings file:

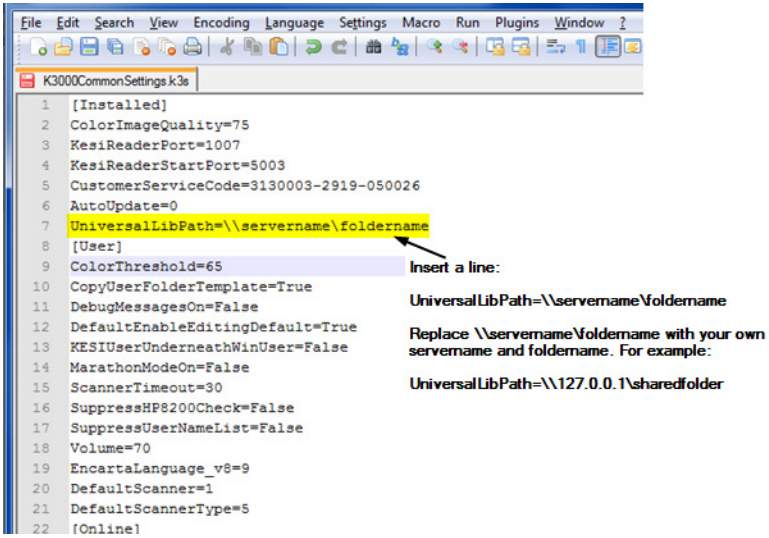
Kurzweil 3000 must be installed on a computer before attempting these steps.

To change the Universal Library Path, modify the *C:\Users\Public\Public Documents\KESI\K3000CommonSettings.k3s* file.

1. Navigate to C:\Users\Public\Public Documents\KESI\ and locate the *K3000CommonSettings.k3s* file.



2. Open the *K3000CommonSettings.k3s* file in a text editor (e.g., notepad).
3. Insert a "UniversalLibPath=\\servername\foldername" line under the [Installed] section near the top.



4. Replace \\servername\foldername with your own path and folder name, for example: UniversalLibPath=\\127.0.0.1\sharedfolder.
5. Save the *K3000CommonSettings.k3s* and close the text editor.

Using the Universal Library

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 the desired document as usual.

To save a document 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*.

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