How to Use LENA Technology

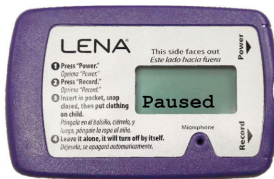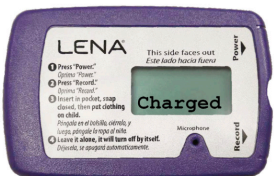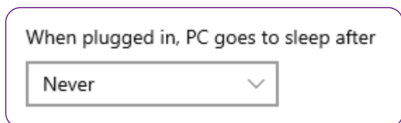## What do I need for a LENA Day?

☐ LENA clothing, labeled.
☐ LENA devices, charged and assigned.
☐ LENA Hub, installed on a Windows computer.
☐ Multi Dock with cords.

Coach Tip
Schedule an extra adult to join the room at the start of the day to help put vests on children, turn on devices, and troubleshoot any issues.

Before LENA Day 1

1. **Download and install LENA Hub.**
   Use a Windows computer (not a Mac).
   learn.lena.org/library/GetLENAHub

When plugged in, PC goes to sleep after — Never

2. **Set computer's sleep setting to "never."**

Charged

3. **Charge LENA devices.**
   Plug Multi Dock into power outlet. Connect LENA devices using cords. Device is ready for a LENA Day when screen says Charged.

Paused

4. **Check device status.**
   Disconnect device from charging. When powered on, device should say Paused.

Device Message	What to Do
Paused *(no time shown)*	Device is ready! Power off, assign, label, and use!
Paused xx:xx:xx or **Memory Full** or **Error 09 Set Clock**	Connect to LENA Hub to resolve.

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5. **Assign devices.**
   Use serial number to assign devices to children in LENA Online.

Lakshmi

6. **Label device and LENA clothing with each child's name.**
   Pack it all up and deliver it to the classroom.
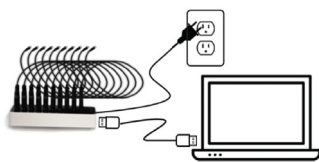
After a LENA Day

Process LENA devices with LENA Hub

Watch a video of this process or get help: learn.lena.org/library/process

1. Open LENA Hub.

If prompted, log on with your LENA username and password.

2. Set up one Multi Dock.

- Start with one empty Multi Dock and cords — no LENA devices attached.
- Connect the Multi Dock to a power outlet.
- Connect the Multi Dock to the LENA Hub.

3. Turn on all LENA devices and check message on screen.

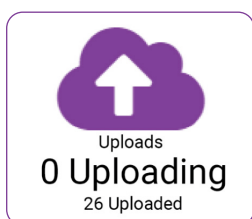| Device Message		What it Means	What to Do
Paused xx:xx:xx	or Memory Full	Device contains data.	Process in Step 4.
Paused *(no time shown)*		Device is empty.	Set aside for next LENA Day.

4. Connect, confirm, repeat.

- Connect ONE device with data to the Multi Dock.
- Confirm the name or serial number in Hub.
- Repeat, one device at a time, until the Multi Dock is full.

5. Let connected devices transfer to Hub.

- Wait for all devices to show a battery icon.
- Disconnect the full Multi Dock from the computer, and leave it plugged into the power outlet to charge devices.
- Repeat steps 2-5 with another Multi Dock as needed.

6. Leave Hub open until all LENA files upload to the cloud.

- Computer must be on, laptop lid open, connected to internet, and not sleeping until Hub shows 0 Uploading.
- See a gear icon instead of a cloud? Wait for Hub to show 0 Processing.