

After a LENA Day

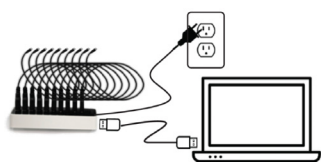
Process LENA devices with LENA Hub

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 screen message.

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.



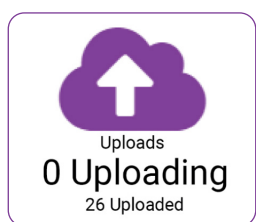
4. Connect, confirm, repeat.

- 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.