

How to Process LENA Devices with LENA Hub

- 1 Open LENA Hub.**
Log on with your LENA username and password.
- 2 Set up a Multi Dock.**

 1. Start with an empty Multi Dock and USB cables - no LENA devices attached.
 2. Connect the Multi Dock to a power outlet.
 3. Connect the Multi Dock to the LENA Hub.
- 3 Turn on all LENA devices and check for contents.**

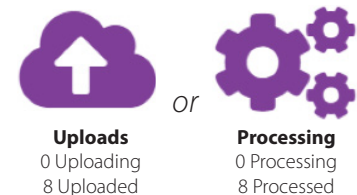
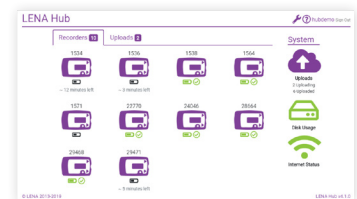
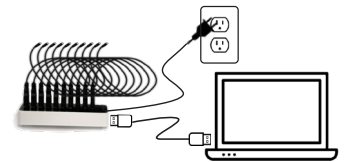
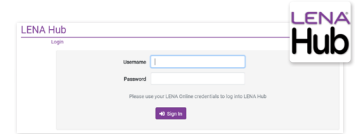
Paused + No elapsed time = Empty

Paused 12:01:23 + Elapsed time = Paused

Memory Full = Full capacity LENA Day
- 4 Connect, confirm, repeat.**

 1. **Connect ONE** device to the Multi Dock.
 2. **Confirm** that the name shown matches the name on the device.
 3. **Repeat** until the Multi Dock is full.
- 5 Let LENA files transfer to Hub.**
After transfer, the charging status is displayed. The LENA Device will be empty, and the data will be uploading/processing. You can:

 - Keep the Multi Dock connected to LENA Hub and power to see charging progress.
 - or
 - Disconnect the Multi Dock from Hub, but leave it plugged in to power until charging completes.
- 6 Leave Hub open* until all LENA files upload to the cloud (or finish processing locally).**
Your computer must be **on**, connected to **internet**, and **not sleeping** until Hub shows **0 Uploading** or **0 Processing**.



**If your Hub is set for deferred processing, you may close the program now. Hub will hold the unprocessed data. You must reopen Hub and process the held files as soon as is practical, and at least one day before reports are needed.*