

## ALPHASMART INSTRUCTIONS

To begin:

- Press Grey ON/OFF key located at top of key board far left hand side to switch machine on.
- Choose file (Your DLO may allocate a file number to you otherwise choose one not in use)
  - FILE 1 Lee Touzeau
  - FILE 2 John Smith
- This way that File will be yours only to use. Your data will be saved automatically. (File will only be deleted if Grey CLEAR FILES key is pressed).
- To check spelling  
Press Grey key SPELL CHECK
- When class has finished return ALPHALINK to DLO who will print out work for student. This will be done quickly as we only have to plug it into our printer.

ALPHALINK MUST BE BOOKED BY STUDENT

ALPHALINK MUST BE COLLECTED BY STUDENT

ALPHALINK MUST BE RETURNED BY STUDENT on same day as booking.

ALPHALINK MUST NOT BE TAKEN OFF CAMPUS