**The Hub**

- Begin by plugging the ActivHub into the USB port of your computer.

**Begin Registration**

- Open ActivInspire software and click the following buttons on the browser window. If your browser window is closed, use the Control + B keys to open it.

**Device Registration**

- In the Device Registration window click anywhere on the ActivHub button to make it active. Then click “Register” on the ActivExpression button.

**Device Registration**

Enter the number of ActivExpressions that you would like to register and click “Next.” Then follow the directions as they are written on the next window.

- Click “Rename” on the ActivExpression button in the center column.

**Batch Renaming**

Click “Rename” on the ActivExpression button in the center column.

**Rename by Teacher**

- Enter and apply a standard Prefix.
- ActivInspire will automatically assign a number to each device beginning with zero.
- Wake each device by turning it on. This will enable the device to accept its name.

**Rename by Student**

- Select Character Type, and Max Name Length.
- Click Next.
- Students may then text in a new name on the keypad of their device.
- Click Finish

**Individual Renaming**

- In the third column of the device registration window, select a device and click Rename.
- Enter a unique name for the device.

- Click OK and Wake the ActivExpression by turning on the power. This will allow the device to accept its name.

**Important!**

- Be sure to register your ActivExpressions one at a time and in order. Begin by registering your last ActivExpression first. Then register your first ActivExpression, followed by your second and so on.
- ActivExpressions will now be listed in the third column of the Device Registration window in the order in which they were registered.

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**Open ActivInspire software and click the following buttons on the browser window. If your browser window is closed, use the Control + B keys to open it.**