### The Hub

Begin by plugging the ActivHub into the USB port of your computer. Each ActiVote’s name is stored on the hub. A green light will blink.

### Device Registration

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

**Important!**

- Be sure to register your ActiVotes one at a time and in order. Begin by registering your last ActiVote first. Then register your first ActiVote, followed by your second and so on.
- The Device Registration window will automatically close when you have completed registering the number of ActiVotes indicated in the previous window. You may also end device registration early by clicking “Finish.”
- ActiVotes will now be listed in the third column of the Device Registration window *in the order in which they were registered.*

### Batch Renaming

Type any prefix into the text box and click “Apply Prefix.”

Wake each ActiVote by pushing any letter key. This will allow the ActiVote to accept its name. Click “Finish.”

In the third column of the Device Registration window select the ActiVote and click “Rename.” Enter a unique name. Click “ok” and wake the ActiVote by pushing any letter key. This will allow the ActiVote to accept its name.

### Renaming an Individual ActiVote

On the ActiVote button in the center column click “Rename.”

Type any prefix into the text box and click “Apply Prefix.”

Wake each ActiVote by pushing any letter key. This will allow the ActiVote to accept its name. Click “Finish.”

**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.

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

**Device Registration**

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