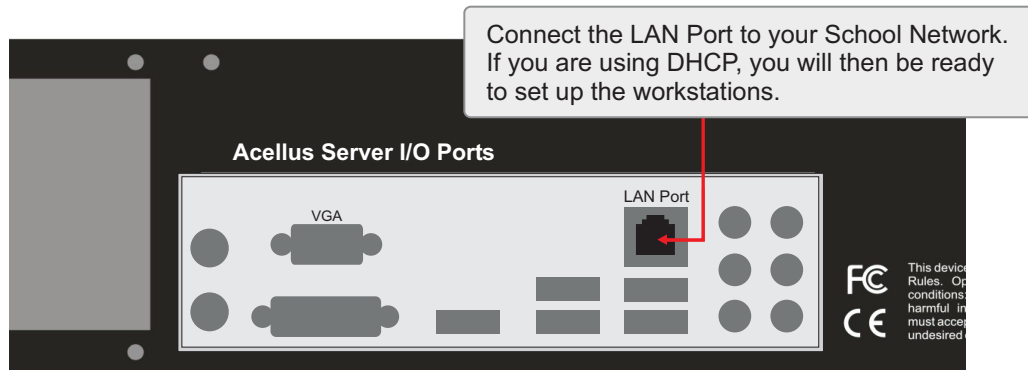




Quick Start for Acellus® 4B

Setting Up The Server On The Network

The Acellus Educational Server has one 1000 Base-T RJ45 port for network connection (see diagram below):



Method 1. Plug It In and Start Using It

Most school networks are using a DHCP server. If your network is using DHCP, connect the Acellus server to your network before booting the Acellus server.

Plug a monitor into the VGA connector on the Acellus server and turn the server on. When the server is finished booting, its IP address will be displayed on the monitor. Use that address to continue installation.

Instructions For Administrator's First-Time Login:

1. Open a browser at the workstation. In the browser's address bar, enter 'http://XXX.XXX.XXX.XXX' where 'XXX.XXX.XXX.XXX' is your server's IP address.
2. The first screen that appears provides you with the opportunity to set an Administrator ID and password. Enter the ID and password that will be used by the primary administrator(s) of the Acellus server. Be sure to keep this on record.
3. This screen will also ask you for information about your school that will enable the Acellus Support Center to provide you with better support. Please complete the form and submit the information. (When you open Acellus again, the Student Interface will be displayed instead of the configuration screen.)
4. Once the Administrator ID and password have been set, click on the Login to Administration button.
5. Continue with Instructions for Installing Acellus at the Workstation.

Method 2. Set a Static IP Address

If you are not running a DHCP server on your network, connect the Acellus server to your network and turn it on. It will default to this static IP address: **192.168.199.254**

You will need to give the Acellus server a static IP address that is compatible with your network. To do so, follow these steps:

1. Change the IP address of a workstation to one that is compatible with the address of the server (above). Before doing so, record the current setting to allow proper reconfiguration when you are finished.



2. Set up a workstation with an IP address in which the first three groups of numbers are the same as that of the server. Example: 192.168.199.XXX where 'XXX' is a number between 1 and 253.
3. Connect the workstation you have just set up to the same switch as the Acellus server.
4. Open a browser at the workstation and enter 'http://192.168.199.254' in the address bar.
5. The first screen that appears provides you with the opportunity to set an Administrator ID and password. Enter the ID and password that will be used by the primary administrator(s) of the Acellus server. Be sure to keep this on record.
6. This screen will also ask you for information about your school that will enable the Acellus Support Center to provide you with better support. Please complete the form and submit the information. (When you open Acellus again, the Student Interface will be displayed instead of the configuration screen.)
7. Once the Administrator ID and password have been set, click on the Login to Administration button.
8. Click on Network Configuration and log in.
9. From there, change the network configuration settings to be compatible with your network.
10. Click on Save Settings, and then reboot the Acellus server. To access this server, you will now need to use the new IP address.
11. Reset the network settings of the computer you used.
12. When the server has restarted, return to Acellus by typing your server's new IP address into your browser's address bar.
13. The browser should open the Acellus Student Console. If it does not, empty the cache on your browser and retype the IP address in the address bar.
14. Continue with Instructions for Installing Acellus at the Workstation (see below).

Instructions for Installing Acellus at the Workstation

Before Acellus can be used, the workstations must have the proper software installed. After installing the following software, you will be able to use all of the features of Acellus.

- Flash Player
- RealPlayer or Real Alternative
- A Desktop Icon (optional, but recommended)

From a workstation that is on the same network as your Acellus server, access the Installation page from one of the following places:

1. The Internet: <http://www.acellus.com/DesktopInstall>
2. Your Acellus server: With the Acellus Student Console on the screen, click on the Teacher Login link (located in the lower left corner), then click on Desktop Installation.



Windows

We recommend that you download either RealPlayer or Real Alternative, and the Acellus Icon builder from one of the installation pages to a place where they are easily accessible for installation on your workstations. You will need to be logged in with a user having sufficient privileges to install programs.

1. Adobe Flash Player Installation

After verifying that a compatible browser is installed on each student workstation, install the Flash Player. This player is available from Adobe free of charge.

To install the Adobe Flash Player, please proceed as follows:

- a. Click on the third option in the Windows section of the Installation page. This link will lead to:
<http://www.adobe.com/products/flashplayer>
- b. Select “Download now”.
- c. You will be taken to the appropriate download page for your operating system.
- d. Close all other browser windows.
- e. Select “Agree and install now”.
- f. Your browser may ask you if you want to install the add-on “Adobe Flash Player Installer”. Indicate that you do by clicking on the question bar and selecting “Install ActiveX Control”.
- g. The Installer will run automatically, and Adobe will play a video to verify that the installation was successful.

2. Video Player Installation

The recommended player for Acellus is Real Alternative. However, you may want to use a different video player. RealPlayer is also supported.

– Real Alternative

To install RealAlternative, please follow these steps:

- i. Click on Windows Option 1 on the Installation page and save this file to an easily accessible location (please see above for installation page locations).
- ii. Run the RealAlternative installation file.
- iii. Respond to the prompts as the installation proceeds (the default values are recommended).

– RealPlayer

While installing RealPlayer, you may be asked whether you wish to install the free version of RealPlayer or the Plus version, for which there is a fee. The free version includes all that is required for running Acellus successfully.

To install RealPlayer, please follow these steps:

- i. Click on Windows Option 2 of the installation page. This link will lead to <http://www.real.com> where you can download the RealPlayer installation file to an easily accessible location (please see above for installation page locations).
- ii. Run the RealPlayer installation file.
- iii. Respond to the prompts as the installation proceeds.



Note: When installing RealPlayer, you will be required to register with Real. This may result in unwanted email correspondence. In addition, RealPlayer has the ability to become your default media player for many media file types. Select your options with care to ensure that your RealPlayer installation reflects your preferences.

3. Acellus Icon Installation

To install an icon on the desktop, please follow these steps:

- a. Click on the fourth option in the Windows section of the Acellus Desktop Installation page and save this file to an easily accessible location.
- b. Run the Icon Builder.
- c. Enter the IP address for your Acellus server.
- d. Modify the Icon Label field (if desired).
- e. Select Build Icon to place the icon on your desktop.

Customer Support

If you need additional assistance or installation instructions for another operating system, please consult the online Administration manual or call the Acellus Support Center at 888-220-4020.

Thank you for choosing Acellus!

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