



**Network Version**



# **Setting Up the Typing Instructor Network Guide**

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## CHAPTER 1

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# Service and Support

Welcome to Typing Instructor - Network Version. This guide covers service and support, how the Typing Instructor Network is organized, and step-by-step instructions for installing and configuring your network.

At Individual Software, we are dedicated to supporting you during the entire process, from installation to usage, to ensure the best user experience possible.

### **Contacting Corporate Support**

Technical support is available through a toll-free telephone number, e-mail, and the Internet. If have any questions during setup or are experiencing technical difficulties using the program, please contact our Corporate Support department:

**Corporate Support Phone Number:**

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## CHAPTER 2

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# Step-By-Step Installation and Configuration

## Introduction

With the Typing Instructor Network, you'll be able to manage multiple typists and settings from a single location. Your network will allow several computers to access shared resources and use the Typing Instructor program.

## Typing Instructor Network Organization

There are three components to the Typing Instructor Network:

- 1. The File Server**

The File Server is the computer where the shared Typing Instructor files are stored. The data needed by the Typing Instructor program and typist data are stored here.

- 2. The Administrator Console**

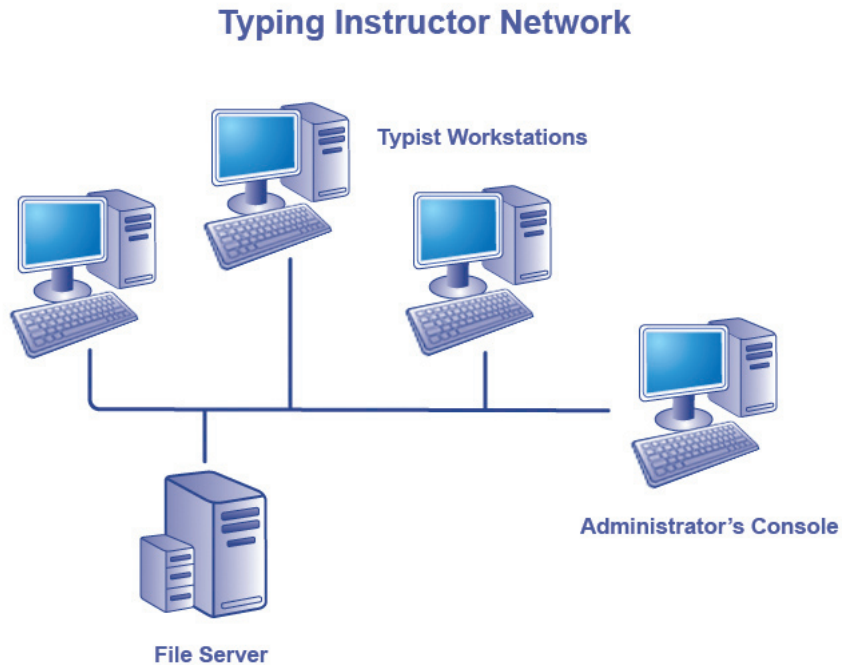
The Administrator Console is the workstation from which the network administrator manages the typists.

**Note:** *A Windows machine must be used for the Administrator's Console.*

- 3. The Typist Workstations**

The Typist Workstations are the computers from which the network typists run the Typing Instructor program. *Note: Mac computers run the application from the Install directory.*

The following diagram shows the relationship between the three components:



The installation and configuration of each of these components must be performed correctly to ensure that your Typing Instructor Network will run properly.

## File Server Organization

The following diagram shows how the File Server is organized:



## **File Server Definitions:**

### **Shared Folder:**

A Shared Folder is a protected location on the File Server that will store the Typing Instructor program files and typist data.

**Note:** A Windows PC can be used as a File Server and contain a Shared Folder.

### **File Server UNC Path:**

File Server UNC (Universal Naming Convention) Path is the full name of the File Server/Shared Folder Combination (example: \\ComputerLab\Typing).

The following steps will ensure a successful installation and configuration.

## ***Step 1*** **Before You Begin**

Please take a moment to make sure your Typist Workstations, Administrator's Console, and File Server all meet the minimum Typing Instructor Network System Requirements.

## Typist Workstations Minimum System Requirements

Pentium 133 PC or Higher	16-bit Sound Card
Microsoft Windows 7, Vista, XP, 2000	Speakers or Headphones
Minimum 120 MB Hard Drive available	Mouse
800 x 600 16 Bit or higher display	DirectX 8 and compatible video card for games

## Administrator Console Minimum System Requirements

Pentium 133 PC or Higher	800 x 600 16 Bit or higher display
Microsoft Windows 7, Vista, XP, 2000	Mouse
Minimum 2 MB Hard Drive available	

## File Server Minimum System Requirements

- 420 MB of available disk space
- Typists need read access to the Shared Folder on the File Server
- Typists need Full Control to the Data folder on the File Server

# Installing Typing Instructor Network

## *Step 2*

### Installing Typing Instructor Network to the File Server

The File Server Setup is a full install (420 MB) to the hard drive of your server. All Typing Instructor Network content, media, and user information is stored on the server.

To Install from Autoplay:

1. Insert the Typing Instructor Network CD into your computer's CD-ROM drive. If you have **Autoplay** enabled, choose File Server Setup.

To Install and Run on the File Server (WIndows machine):

1. Choose **Run** from the **Start** menu.
2. In the **Run** box, type: D:\File Server.exe (This example uses D as the drive letter of your CD-ROM. Change the letter if your CD-ROM letter is different.)
3. Click **OK** or press **Enter** to start the installation.
4. Enter your License Key in the text field, or leave blank for a 30-Day, five workstation trial.

**Note:** Entering your License Key Code provides you access based on the conditions of your license agreement. If you do not have or know your License Key, leave the field blank and click **Next**. You can update your License Key later using the Administrator's Console.

5. Enter the File Server UNC Path directly in the text field or click Browse to find the location.

**Note:** The text field will displays the first mapped drive on this machine. Browse to, or type in the correct UNC Path.

6. By default, the data location is already selected. To change the default location, enter a new path or name for the Data.

**Note:** If you're installing on a Mac, make sure the the check box is selected.

The following step does not apply to Mac installation.

7. When you see the Ready to Install screen, click the **Next** button to begin the installation.

When the installation is complete, you will see a dialog box with the message "Typing Instructor Network has been successfully installed."

8. Click the Finish button to complete the installation.

When the File Server Setup is successful, you are ready to install the typist workstations.

**Note:** When the File Server Setup has successfully completed, the File Server UNC Path will be indicated in the dialog box. You will need this path for Step 3.

## **Step 3**

### **Installing Typing Instructor to the Typist Workstations for Windows**

The Client Setup installs the components you select on each typist workstation. Typist information and shared content are always stored on the File Server. You must run the Workstation setup on each typist workstation to install the Typing Instructor program.

To Install the Typing Instructor program to the Typist Workstation:

1. Choose **Run** from the **Start** menu on each workstation.
2. In the **Run** box, enter the File Server UNC Path (e.g. "\\ComputerLab\Typing").
3. Click **OK** or press **Enter** to start the installation.
4. In the shared folder, find the Workstation Setup.exe and double-click.
5. Select the type of installation you want. The installation option you choose, Standard Install (98 MB), Better Performance/More Drive Space(186 MB) or Best Performance/Largest Drive Space (411 MB), determines which components will be installed to the typist workstation, including media and theme data.



The installation selection trades off storage space on the typist workstation for better speed of typing interactions. If Hard Disk space is available on the typist workstation, it is recommended that you use the Best Performance/Largest Drive Space (411 MB) option.

6. Click the **Next** button to begin the installation.
7. Choose the option to include a desktop icon, a Start Menu icon, or neither. Click the Finish button to complete to installation.

You can continue to install more typist workstations in Step 4, or skip to Step 5 to install the Administrator's Console.

## **Step 4**

### **Installing all Typist Workstations (Windows)**

Repeat the Step 3 procedure on each typist workstation. Each workstation can independently select from one of the three install options. The workstations do not all have to use the same install option.

**Note:** After the initial Workstation Setup.exe installation on the first workstation, the specific install selections, such as the install option, Start menu, and desktop icon, become the default for any subsequent workstations. To apply the same install choices to the other workstations, click the Start menu, click Run, and enter "File Server UNC Path\Workstation Setup.exe" /S to run a silent install. By using the silent installation process, no interaction is required from the Administrator during installation.

It is recommended that you install Typing Instructor to several typist workstations and perform a Typing Instructor Network test before setting up all of the workstations.

## **Step 5**

### **Installing Typing Instructor Network Administrator's Console (Windows)**

The Administrator's Console Setup installs the Typing Instructor Network Administrator's Console program to the administrator's PC. The Administrator's Console program allows the network administrator to monitor typists, create and manage groups of typists and individuals, compile reports of typist progress, and manage the configuration and settings of Typing Instructor Network.

To Install with Autoplay:

1. Insert the Typing Instructor Network CD into your computer's CD-ROM drive. If you have **Autoplay** enabled, choose Install Administrator Console from the menu.

To Install from Run using AdCon Setup:

1. Choose **Run** from the **Start** button.
2. In the **Run** box, type: D:\AdCon\AdCon Setup.exe (This example uses D as the drive letter of your CD-ROM. Change the letter if your CD-ROM letter is different.)

To manage your network's Typist Workstations, you must point the Administrator's Console to the Typing Instructor Network's shared folder on the File Server.

3. Click **OK** or press **Enter** to start the installation.

When the installation is complete, you will see a dialog box with the message "Administrator Console has been successfully installed." You are ready to configure the Administrator's Console.

## **Step 6**

### **Configuring Typing Instructor Network Using the Administrator Console**

To Run:

1. Click the **Start** button, highlight **Programs**, highlight **Typing Instructor Network**, and then click **Administrator Console**.
2. If the Administrator Console is installed on a separate machine, other than from where the server was installed, you will need to browse to the folder where the Typing Instructor configuration file is located. Click TypingInstructor.cfg, and then click the Open button.
3. Enter the default password: **TIAdmin**

This password is case-sensitive. Enter the Super Password to login as any student.

**Note:** To change the password, click Configuration, click Change Administrator Password, and then type the current password. Then, type the new password and confirmation and click Change.

4. If the File Server UNC path (FileServer\SharedFolder) in the AdCon Settings panel is correct you are done configuring the Administrator's Console. Continue to Step 7.
5. If the File Server UNC path is incorrect or the text box is empty, enter the correct File Server UNC path or drive letter, or click the Browse button.

**Note:** The Administrator's Console program needs to know the location of the typist data on the shared folder on the File Server.

## ***Step 7***

### **Starting Typing Instructor on the Typist Workstation**

To Run on Windows:

1. Click the **Start** button, highlight **Programs**, highlight **Typing Instructor Network**, and then click **Typing Instructor**.

To Run on a Mac:

1. Browse to the location of the **File Server** and run the **Typing Instructor** application from there.

## ***Step 8***

### **Using Your Network**

You are now ready to use your Typing Instructor Network. You now have options as to where to proceed next.

You can use the Administrator's Console Guide to setup the typist settings. See the *Administrator's Console Guide*.

You can also test the system with several typists to ensure that the network is working properly, then proceed to the Administrator's Console to setup your typist settings.

If you have performed a test, you may want to delete the initial test typists using the Administrator's Console.

For assistance using the Administrator's Console, please refer to the Administrator's Console Guide. To learn about all of Typing Instructor's features, see the Typing Instructor Network Version User's Guide.

## Contact

For assistance with your installation, please contact Individual Software.

**Corporate Support Phone Number:**

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