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**SOS 2008 User Manual**

# **Installation & Setup Basics**

**Alpha Omega Publications**

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# Table of Contents

Welcome .....	4
NEW Switched-On Schoolhouse 2008 Features .....	6
Recommended System Requirements .....	7
Installing Switched-On Schoolhouse 2008.....	8
Types of Installs .....	8
Home Edition Full Install .....	8
Home Edition Client Install.....	10
Upgrading to 2008.....	13
2007 to 2008 .....	13
2006 to 2008 .....	14
Upgrading From Earlier Versions.....	15
Removing (Uninstalling) SOS 2008 .....	16
Making the Most of Your SOS Setup .....	17
Logging In .....	18
Product Registration.....	19
Setup Wizard.....	22
Ready to Begin?.....	22
Creating a Calendar .....	23
Customizing a Calendar.....	23
Viewing a Calendar.....	24
Adding Students.....	24
Installing Subjects .....	25
Assigning Subjects.....	25
Sample Lesson .....	26
Activities Away from the Computer .....	27
Help Resources.....	28
Exiting SOS.....	29
Tutorials .....	30
Overview Presentation.....	31
EULA.....	32
Resource List .....	38



# Switched-On Schoolhouse® 2008

## Welcome

Welcome to Switched-On Schoolhouse® Home Edition 2008!

Switched-On Schoolhouse® (SOS) is a powerful educational tool designed to engage students in learning and enhance the educational experience. It combines a traditional approach with multimedia, allowing students to build a solid educational foundation while interacting with the curriculum in a dynamic, hands-on way. It also uses a Christian curriculum that integrates Scripture and a Biblical worldview throughout the activities and assignments.

As a teacher, you'll find that SOS designed to be your lesson book, resource center, and teaching assistant all rolled into one. With a grading system that automatically grades and records most scores, it greatly reduces your administrative workload, giving you more time with your students. It also offers you the ability to customize SOS to best fit your students' needs—you can create new units, design your own projects, rearrange the order of assignments, and even set different grading scales.

### How to Use This Guide

This electronic reference guide was designed to help you quickly and easily find what you need as you help students succeed in Switched-On Schoolhouse®. As you move from topic to topic, you see graphics and buttons accompanied by quick explanations and handy tips. You can also walk through step-by-step instructions that show you how to accomplish different tasks.

There are two major sections in this online help guide:

SOS TEACHER—A tour through SOS Teacher

SOS ASSIGNMENTS—Learn about your student's assignments and how you can help them when they need assistance

### Additional Help

SOS has a number of on-line tutorials that walk you through many of the functions that maximize SOS performance. They



are accessible to you using several methods. They were installed on your computer with SOS 2008. An icon ( ) should be on your desktop. Simply double-click it to open the tutorials. They are also available at <http://www.sostutorials.com/>. Finally, you can access them on your computer by following these steps:

Click **Start** on the task bar of your computer.

Next, click **All Programs**.

Select **AOP**.

Select **Switched-On Schoolhouse 2008**.

Select **Tutorials**.

AOP offers an overview of how to use the application. You can watch the SOS Overview by clicking the **Help** button on your **Home** screen and selecting **SOS Overview** from the sub-menu that appears.



## SOS 2008 Installation and Setup Guide

If you need additional help, you can contact Alpha Omega Publications:

Visit [www.aophomeschooling.com/support/](http://www.aophomeschooling.com/support/) to view our extensive database of solutions to problems you might encounter with SOS or other AOP products. The database is updated regularly as new issues and solutions are identified. You can also locate software patches and revisions as well at this site.

Call toll-free 1-866-444-4498 for Technical Support.

Call toll-free 1-800-622-3070 for Customer Service.

If you need to speak to a Technical Support team member, determine the following information before calling:

The version of Windows you are currently using:

Click **Start**, then **Run** (Vista users, type **Run** in the **Start Search** box and press **Enter**.)

Type in **SYSDM.CPL** and click **OK**.

A window appears with the version of Windows running on your computer and the amount of RAM available.

The available disc space on your computer:

Click **Start**.

Select **My Computer** (Vista users, select **Computer**).

Right-click the **(C:)** drive and select **Properties**.

The version of Switched-On Schoolhouse® you are using:

Click the **SOS logo** on your **Home** page.



## SOS 2008 Installation and Setup Guide

### **NEW Switched-On Schoolhouse 2008 Features**

What's new for 2008? SOS offers you several new features to enhance your teaching and learning experience.

Feature	NEW Switched-On Schoolhouse® 2008	Benefit
Quiz Bowl Game	A fun and interactive game for 1 or 2 players that helps students practice what they learn.	Allows your students another way to reinforce what they have learned.
Customizable Grade Reports and Report Cards	You may select specific date ranges for Grade Reports and Report Cards.	Lets you create Grade Reports or Report Cards for the specific range of dates you want.
New Subject Report	You can view time spent on each subject by each student.	Allows you to monitor the amount of time a student is spending on each subject.
Expanded Answer Key	Displays all acceptable answers for problems and questions.	Makes grading simpler for you and fairer for your students.
Centralized Help Feature	Includes the user manual, SOS overview, tutorials, and important support links.	Access to all available help for SOS in one central location that is easily accessible from your SOS <b>Home</b> page.
Simplified Data Backup Process	Provides a streamlined method for backing up student schoolwork.	Assists you to more easily save records of your student(s) work
Options for Custom Assignments	You choose if a custom assignment is a lesson, project, quiz, or test.	Lets you decide the weighting factor as to how a custom assignment is graded.
Color-Coded Message Alert	An easy, always visible method for you to know that "you have mail".	Alerts you that you have a new message no matter where you are in SOS. It also tells you the number of new messages in your Inbox.



## SOS 2008 Installation and Setup Guide

### Getting Started

Switched-On Schoolhouse® (SOS) is easy to install on your home computer. Before putting in the installation CD, double-check to make sure your computer meets the recommended minimum system requirements, ensuring that the program is able to run at its best.

**Note:** The requirements in the first row of the table below are *minimal*. Depending on the configuration of your computer, you may find that you need to run SOS on a computer that exceeds these requirements, giving you more memory and a faster processing speed.

*Vista Aero Users:* We strongly recommend that you use a computer meeting the requirements for optimal performance.

**Note:** We do *not* support 64bit operating systems.

### Recommended Minimum System Requirements

The recommended minimum system requirements for running SOS on your computer are:

REQUIREMENTS	
XP Service Pack 2	Vista (all versions)
<b>Minimum Requirements</b> <ul style="list-style-type: none"><li>• Microsoft IE 6 or higher</li><li>• 500 MHz or higher processor</li><li>• 512 MB Memory (RAM)</li><li>• 600 MB hard drive space</li><li>• 1024 X 768 or higher resolution monitor, 16 bit color</li><li>• CD-ROM drive</li><li>• Adobe Acrobat Reader</li><li>• Printer recommended</li></ul>	<b>Minimum Requirements</b> <ul style="list-style-type: none"><li>• Microsoft IE 7 or higher</li><li>• 1 GHz or higher processor</li><li>• 1 GB Memory (RAM)</li><li>• 600 MB hard drive space</li><li>• 1024 X 768 or higher resolution monitor, 16 bit color</li><li>• CD-ROM drive</li><li>• Adobe Acrobat Reader</li><li>• Printer recommended</li></ul>
<b>For optimal performance:</b> <ul style="list-style-type: none"><li>• Microsoft IE 6 or higher</li><li>• 1 GHz or higher processor</li><li>• 512 MB Memory (RAM)</li><li>• 600 MB hard drive space</li><li>• 1024 X 768 or higher resolution monitor, 16 bit color</li><li>• CD-ROM drive</li><li>• Adobe Acrobat Reader</li><li>• Printer recommended</li></ul>	<b>For optimal performance:</b> <ul style="list-style-type: none"><li>• Microsoft IE 7 or higher</li><li>• 1.5 GHz or higher processor</li><li>• 2 GB Memory (RAM)</li><li>• 600 MB hard drive space</li><li>• 1024 X 768 or higher resolution monitor, 16 bit color</li><li>• CD-ROM drive</li><li>• Adobe Acrobat Reader</li><li>• Printer recommended</li></ul>



## SOS 2008 Installation and Setup Guide

### Installing Switched-On Schoolhouse®

SOS is easy to install because most of the components install themselves! But before you begin, there are a few things you should do to ensure that the program will run at its best:

1. Your computer operating system needs to be either Microsoft XP Service Pack 2 (or higher) or any version of Microsoft Windows Vista.
2. Check to make sure your computer meets the recommended minimum system requirements. Your computer *must* meet or exceed the minimum requirements to receive technical support. (See the requirements table on the previous page.)
3. Make sure you are logged onto your computer as an administrator.

### Before You Install

If you are installing SOS for the *first* time on your computer, continue with the [Types of Installs](#) section immediately below.

If you already have a version of SOS installed on your computer, please go to [Ungrading to SOS 2008 Home Edition](#) beginning on page 13 of this guide BEFORE continuing.

### Types of Installs

SOS Home Edition offers two different installs; a full install and a client install. If this is the first time you are installing SOS, you *must* do a full install on the main computer before you can do a client install.

- **Full Install** – SOS Teacher, SOS Student and the database all reside on the same computer.
- **Client Install** – SOS Student and SOS Teacher reside on a computer which is part of a home network linked to the main SOS computer, which contains the full install. For SOS to function properly, the client computer requires a constant connection to the main computer with the full install.

**Note:** If you currently have an earlier version of SOS installed on your computer, see the Upgrade section (starting on page 13) of this guide before proceeding.

### SOS Home Edition – Full Install

To perform a full install:

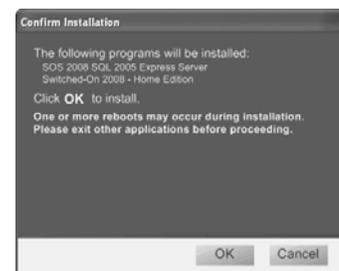
1. Insert the SOS 2008 installation disc into your CD-ROM or DVD drive. The **SOS 2008 Setup** window displays. Select **SOS 2008 Home Edition** (top button).
2. A new window opens with a list of the applications SOS must install. Programs with a checkmark are already installed on your computer. Any unchecked applications will be installed automatically when you click **Install**.
3. After you click **Install**, the **Confirm Installation** window pops up with a list of the programs to be installed. Click **OK**. The SOS Installer begins installing the needed programs.

The installation of applications not already on your computer begins when you click **OK**.

**NOTE:** This process may take some time depending on the applications that must be installed.

Below is a list of all applications needed to run SOS:

- Microsoft Internet Explorer 6 or higher
- Microsoft Windows® Installer 2.0
- Microsoft® .NET Framework 2.0
- Microsoft® .NET Framework 3.0
- Macromedia Flash™ Player 9/Shockwave™ 10
- SQL Express 2005
- Crystal Reports for .NET Framework 2.0





## SOS 2008 Installation and Setup Guide

Microsoft Internet Explorer (IE) is not included in the SOS install. It should have been installed when you purchased your computer. Please contact the seller if you do not have IE.

After some components are successfully installed, you may be prompted to restart your computer. If you are, click **OK** to restart.

The **SOS 2008 Setup** window displays again, with the last application to be installed, Switched-On Schoolhouse®. While this application does not install automatically, it does walk you through the installation process step-by-step.

4. Click **Install** on the **Setup** window to begin installing SOS 2008. The **Welcome** screen displays. Click **Next**.

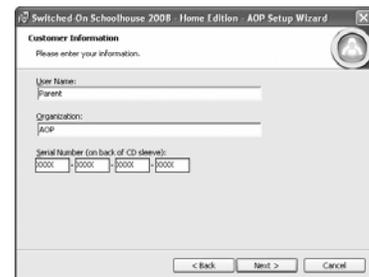


5. The **End User License Agreement (EULA)** displays. Read this agreement carefully. If you agree to the terms of the agreement, proceed by clicking the circle next to the **"I agree..."** statement and then click **Next**.



6. On the **Customer Information** screen, enter:

- **User Name** (Only letters and numbers are allowed. Punctuation marks and other special characters are not permitted.)
- **Organization**, (This might be your last name or something like "Home".)
- **Serial Number** (The 16 digit serial number is on the inside front cover of this guide.)



7. The **Destination Folder & Desktop Icons** screen displays.

To retain the location where the application is automatically placed and put the shortcut icons for SOS Teacher and SOS Student on your desktop, click **Next**.

If you must change this default location, click **Change**, enter the path to the folder you want to use. Click **OK** when finished.

*We recommend you leave SOS in the default location.*

To remove the shortcut icons on your desktop, remove the check beside **Add application icons to desktop**, then click **Next**.

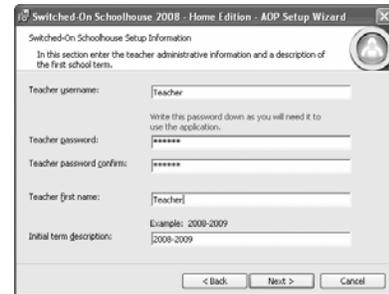




## SOS 2008 Installation and Setup Guide

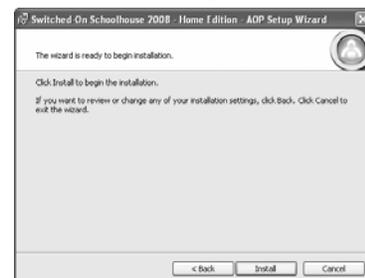
8. The **Setup Information** screen displays. Enter the following information:

- **Teacher username** (Must be no longer than 12 characters. Only letters and numbers are permitted)
- **Teacher password** – Type in your password.
  - Passwords maybe 1-12 characters long. They are case sensitive and may not contain blank spaces or special characters.
  - Be sure to write down your password. You need it to access SOS Teacher after your installation is complete.
  - See page 18 of this guide for instructions on how to change your teacher password if necessary.
- **Teacher password confirm** – Enter your password again.
- **Teacher first name** - This is what displays on your Home screen. It cannot be changed after SOS is installed.
- **Initial term description** (i.e. the name of your school year) – the current school year is the default, you may change it.

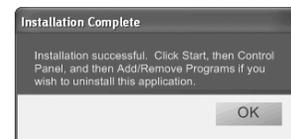


9. Click **Next** when you are ready to continue.

10. The **Ready to Install the Program** screen displays. Click **Install** to begin the actual installation of the application. This may take several minutes. After it is finished installing a completion screen displays.



11. Click **Finish**. A confirmation box appears. Click **OK**.



12. You should now see the list of all programs needed by SOS. Each should have a checkmark next to it indicating that all were successfully installed. Click **Close**. You can remove the disc from your CD-ROM or DVD drive. Your full installation of SOS is now complete.



### SOS Home Edition – Client Install

The client install allows you to access the SOS database located on another computer on your home network. To complete a client install, you must have already performed a full install on the other computer on your home network.

Be aware, there are some limitations to the client install:

1. The client install requires a connection to the network at all times to function. Since the client version does not have its own copy of the database; it depends on the computer with the full installation to provide the database. If your home network is down or either computer is removed from the network, SOS will not be able to open.
2. The client install does not support copying subjects to the hard drive as does the full install. If you use the client install, each student must have his/her own copy of subject discs to access the curriculum.



## SOS 2008 Installation and Setup Guide

For example, you might perform a full install on the computer in your office or family room and the client install on the computer in your child's room. We recommend you do the full install on a computer where you can access both SOS Teacher and SOS Student and do the client install on a computer where only SOS Student needs to be accessed.

To begin:

1. Insert the SOS application disc into the CD-ROM drive. The **SOS Setup** window displays. Click **SOS 2008 Home Edition – Client**.
2. A new window opens with a list of the applications SOS needs to install. Programs with a checkmark are already installed on your computer. Any unchecked applications will be installed automatically when you click **Install**.
3. After you click **Install**, the **Confirm Installation** window pops up with a list of the programs to be installed. Click **OK**. The SOS Installer begins installing the needed programs.
4. The installation of applications not already on your computer begins when you click **OK**.

**NOTE:** This process may take some time depending on the applications that must be installed.

Below is a list of all applications needed to run SOS:

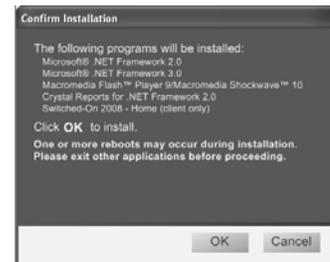
- Microsoft Internet Explorer 6 or higher
- Microsoft Windows® Installer 2.0
- Microsoft® .NET Framework 2.0
- Microsoft® .NET Framework 3.0
- Macromedia Flash™ Player 9/Shockwave™ 10
- Crystal Reports for .NET Framework 2.0

Microsoft Internet Explorer (IE) is not included in the SOS install. It should have been installed when you purchased your computer. Please contact the seller if you do not have IE.

As some components are successfully installed, you may be prompted to restart your computer. If you are, click **OK** to restart.

The **SOS 2008 Setup** window displays again, showing that the last application to be installed is Switched-On Schoolhouse®. While it does not install automatically, it does walk you through the installation process step-by-step.

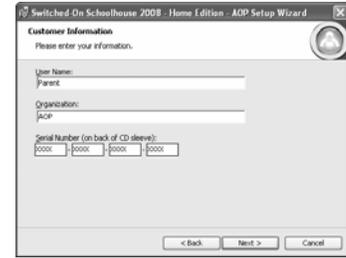
5. Click **Install** on the **Setup** window to begin. The **Welcome** screen displays. Click **Next**.
6. The End User License Agreement (EULA) displays. Read this agreement carefully. If you agree to the terms of the agreement click the circle beside the “**I agree...**” statement and then click **Next**.





## SOS 2008 Installation and Setup Guide

- On the **Customer Information** screen, enter
  - User Name** (Only letters and numbers are allowed. Special characters are not permitted.)
  - Organization**, (This might be your last name or something like "Home".)
  - Serial Number** (The 16 digit serial number is on the inside front cover of this guide.)



- The **Custom Setup Screen** displays. If you want only the SOS Student features installed:
  - Select **Teacher** and highlight: **X this feature will not be available**
  - If you want only SOS Teacher features installed:
  - Select **Student** and highlight: **X this feature will not be available**



- The **Destination Folder & Desktop Icons** screen displays. If you do not want to change the location where the application is automatically placed and you want the shortcut icons for SOS Teacher and SOS Student on your desktop, click **Next**.

*We recommend you leave SOS in the default location.*

If you must change the default location of the application, click **Change** and enter the pathname to the folder to be used, and then click **OK**.



To remove the shortcut icons on your desktop, remove the check beside **Add application icons to desktop**, then click **Next**.

- On the **Database Selection** window, locate the computer where your full install resides, either by using the dropdown menu or typing in the computer name followed by: \SOSHOME22 in the blank textbox. Click **Next** when location has been selected.



When you click **Next**, the application tries to connect to the database on the computer with the full install. If one is found, continue with Step 11. If a connection cannot be made, a message displays that it could not connect to a valid database. Repeat Step 10 until you have a valid connection.

**NOTE:** On the website: [www.aophomeschooling.com/support/](http://www.aophomeschooling.com/support/), locate the procedure "Client Installation Troubleshooting" for further assistance.



- Once you have successfully located the database connection, the **Ready to Install the Program** screen displays. Click **Install**.

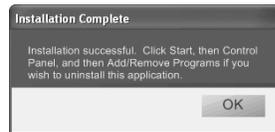




## SOS 2008 Installation and Setup Guide

12. After all of your new files are copied, you see the completion confirmation screen. Click **Finish** and **OK**.
13. An updated list of the installed applications displays with all of the application names checked. Click **Close**, and then **Close** again.
14. Click **OK** on the **Installation Complete** message box and don't forget to remove the application disc from your CD-ROM or DVD drive!

You now have a successful Client Install ready to use.



### Upgrading to SOS 2008 Home Edition

If you have an older version of SOS (prior to the 2006 version that you need to remove):

- Go to the **Start** button on your computer's taskbar.
- Select **Control Panel**.
- Select **Add/Remove Programs**.
- Select the program to be removed. (If you need to remove SOS 2008, see the section beginning on page 16 for instructions *before* proceeding.)
- Click **Remove**.

### Upgrading from 2007 to 2008

If you are currently running the 2007 version of SOS, you can upgrade directly to the SOS 2008 edition. Your upgrade makes your 2007 data available in the new program, letting you take full advantage of SOS 2008.

If you have the client version installed, you need to upgrade the Full Install BEFORE doing anything with the client installation. After the Full Install has been upgraded, you need to uninstall the 2007 client, and then install the 2008 client application.

If you plan to use 2008 curriculum, you *must* upgrade your application.

The 2007 to 2008 upgrade process automatically backs up your database and restores it for use with the 2008 version of SOS. As a precaution, you should always perform a backup from your existing installation before you install the new version.

Need help doing a backup? Open your existing installation of SOS Teacher, click **Help?** > select **SOS Teacher > Application > Backing Up Files**.

If you are upgrading from 2007 to 2008, do NOT uninstall your 2007 version of SOS. The upgrade process automatically migrates your data and uninstalls the old version for you. You may notice there are duplicate icons for both SOS Teacher and SOS Student for a very brief time during the upgrade process; this is expected. There will only be one set when the upgrade is done.

To complete your upgrade from 2007:

Go to page 10 of this guide and follow the instructions in the SOS Home Edition - Full install section. If you also need to perform a Client Install (page 10), do this after you finish the Full Install on your primary computer.



## SOS 2008 Installation and Setup Guide

### Upgrading from 2006 to 2008

Upgrading is necessary if you plan to use either SOS 2008 or the 2008 curriculum. If you have the client version of SOS 2006 installed, you need to upgrade the full install of 2008 BEFORE you perform any upgrade activity on the client. After the full version install has been upgraded, you need to uninstall the 2006 client, and then reinstall the client using the 2008 installation disc.

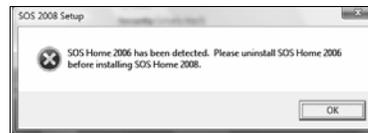
The upgrade process automatically backs up your database and restores it for use with the 2008 version of SOS. As a precaution, you should always create a backup of your existing database before you install the new version.

For help creating a backup, open your existing installation of SOS Teacher, click **Help** > select **User Manual** > select **SOS Teacher** > **Application** > **Backing Up Files**.

1. When you put the **SOS 2008 application disc** in your CD-ROM drive, the first screen you see advises you that a backup of your database has been created and that you must manually uninstall SOS 2006. Click **OK** and remove the application disc.



If you have completed your full install and are now installing the Client, you see a message similar to the one on the next page if you have not already removed SOS 2006.



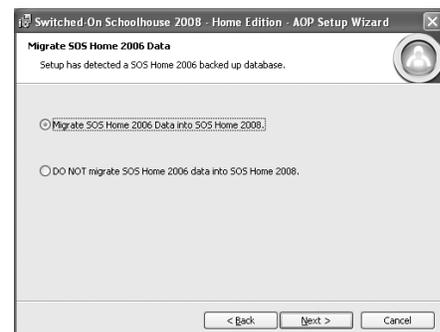
2. To uninstall SOS 2006, click the **Start** button on your computer's taskbar, then select the **Control Panel**.
3. Open **Add or Remove Programs**. (Vista users, click **Programs** > **Programs and Features**.)
4. Remove **Switched-On Schoolhouse® 2006**.
5. Remove **Microsoft® SQL Desktop Engine (SOSHOME22)**.
6. Return the SOS 2008 application disc into your CD-ROM drive. Follow the instructions in the SOS Home Edition - Full install section beginning on page 8.

When you reach Step 4 (of the Full Install), return to this page and continue with **Step 7** below for instructions on migrating your 2006 database to your 2008 application.

7. Click **Next** on the **Migrate SOS Home 2006 Data** screen and then return to Step 4 of the Full Install on page 9.

If you do NOT want to migrate your database to SOS 2008, click the circle next to "**Do NOT migrate Home 2006 data...**", click **Next** to enter database setup information, click **Next** again, and then return to Step 4 on page 9 to finish your upgrade.

**NOTE:** If you do not migrate your database, the information it contains will not be available to you or your students in SOS 2008.





## SOS 2008 Installation and Setup Guide

### ***Upgrading from Earlier (than 2006) Versions***

If you have a version of SOS older than 2006 installed, you need to uninstall it. SOS 2008 cannot be installed over those older versions. Again, please create a backup of your database.

**NOTE:** You will *not* be able to migrate a 2005 or earlier database to SOS 2008.

For help doing this, open your existing installation of SOS Teacher, click **Help?** > select **SOS Teacher** > **Application** > **Backing Up Files**.

To uninstall:

1. To uninstall your old version of SOS, click the **Start** button on your computer's taskbar, then select the **Control Panel**.
2. Open **Add or Remove Programs**. (Vista users, click **Programs** > **Programs and Features**.)
3. Remove **Switched-On Schoolhouse® 200X**. (X being the year of your presently installed version.)
4. Remove **Microsoft® SQL Desktop Engine (SOSHOME22)**.



## SOS 2008 Installation and Setup Guide

### Removing (Uninstalling) Switched-On Schoolhouse® (SOS) 2008

**WARNING:** It is *critical* when removing (uninstalling) the 2008 version of SOS you follow the steps below exactly as written.

1. Open **Add/Remove Programs** in the **Control Panel**.
2. Remove **Switched-On Schoolhouse 2008 – Home Edition**.
3. Remove **Microsoft SQL Server 2005**.
4. On the **Uninstall** dialog window, select the instance of **SOSHOME22** and **Workstation Components**, and then click **Next**.

**XP Users:** Continue with Step 5 below.

#### Attention Vista Users:

At this point in the uninstall process, you will see a dialog box similar to the one below. When you do, click the **Ignore** button to proceed with your uninstall. Do not click **Retry** or press your **Enter** key. You will just continue to loop back to this dialog box.



5. Click **Finish** to proceed with the removal process.
6. Once the **SQL Server 2005** uninstall is finished, four SQL components remain in your installed programs list. Remove **Microsoft SQL Server Native Client** next.
7. Remove **Microsoft SQL Server Setup Support Files**. When the warning box appears telling you "This action is only valid for products that are currently installed", click **OK**.
8. Repeat Step 7 for **Microsoft SQL Server VSS Writer** and **MSXML 6.0 Parser**.

**NOTE:** You MUST remove Microsoft SQL Server 2005 before any of its components are removed or it will not be properly uninstalled and any subsequent installation attempts will fail. If you try to uninstall one of the components first, you will get a warning that the server should be removed first.



## SOS 2008 Installation and Setup Guide

### Making the Most of Your SOS Setup

SOS lets you decide how your students:

- Process new information
- Are graded for their work
- Progress through the curriculum

So, you need to understand what the options do and how they connect with one another.

SOS is designed so that you set up options for assignments, grades, terms; and quizzes and tests at the *School* level first, the *Student* level second, and the *Subject* level third. Each level gets more specific, enabling you to customize the learning experience for your students according to their needs. For example, if you want all students in your school to be able to play the **Spelling Bee**, leave the checkmark in the checkbox beside **Spelling Bee** in the **Games Access** section of the **School Setup** screen.

Removing the checkmark prevents the students from accessing the game.

Consider this scenario for example. One of your students, Andrew, tends to play **Spelling Bee** repetitively. You want him to spend more time studying his lessons. You go to Andrew's **Student Setup** screen (specific to him only). You remove the checkmark beside **Spelling Bee** in the **Games Access** section of that screen. Finally, you decide that Andrew needs the repetition of the words in **Spelling Bee** in *Science* and you want him to practice as much as possible. To give him access to **Spelling Bee** in *Science*, you put a checkmark in the box beside **Spelling Bee** on Andrew's *Science Subject* screen. You have now set up your school so that:

- At the *School* level all students have access to Spelling Bee
- At the *Student* level, Andrew does not have access to Spelling Bee
- At the *Subject* level, Andrew does have access to Spelling Bee

Every time you go to a more specific level of setup you override the setting on the levels above. Keep in mind: it is very important to know the options you chose at the most specific levels of setup. That way you know what options apply.

When you are deciding between options during the setup process, remember that you can choose to set up options at the *School* level and leave it at that. Setup need be only as specific as you decide.

The information in this guide is for *School* level setup only. You can find instruction on *Student* and *Subject* level setup in the **Help** files in SOS Teacher by pressing the **F1** key.



## SOS 2008 Installation and Setup Guide

### Logging In

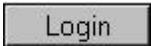
As a teacher, you use a single account to perform all your administrative functions, including grading your students' work. For this reason, you are asked to login each time you start work in SOS Teacher. The teacher password you enter protects your account, including answer keys, student grades, and teacher controls.



**Step 1:** In the **Password** textbox, type in the teacher **Password** you entered during SOS installation. It appears as a series of dots rather than text. If you accidentally type it incorrectly, don't worry—SOS gives you as many chances as you need to try again.

**Remember:**

1. Your password is case sensitive, so check to see if your **Caps Lock** key is on.
2. If your password is longer than 12 characters, you will get an error.

**Step 2:** Click  to finish logging in. You are automatically taken to your teacher **Home** screen.

### Resetting Your Teacher Password

SOS does not limit the number of times you can try entering your password if you can't remember it exactly, but if you have completely forgotten it and can't open SOS, you can reset your password.

- Put the SOS application disc into the CD-ROM or DVD drive of your pc.
- If the **Install** window opens, click **Close**.
- Click **Start** on your computer taskbar, and select **My Computer** (**Computer** if using Vista).
- Right-click the drive containing the SOS application disc, and click **Open**.
- Double-click the **Tools** folder, and then double-click the **DataUtility.exe**.
- When you are prompted to select a database, choose **SOS Home 2008** and click **OK**.
- Click the circle beside the **Change Password** option and click **Execute Command**.
- You are prompted to enter your new **Password** twice. Click **Save** after doing that. When the window closes, notice the "Successfully Changed Password" message below the **Execute Command** button.
- Click **X** in the upper right corner to close the **Data Utility** window.
- Remove the disc from the CD-ROM or DVD drive.

Be sure to write your password down and put it somewhere safe. Protect your teacher password by keeping the SOS installation CD in a secure location.



## SOS 2008 Installation and Setup Guide

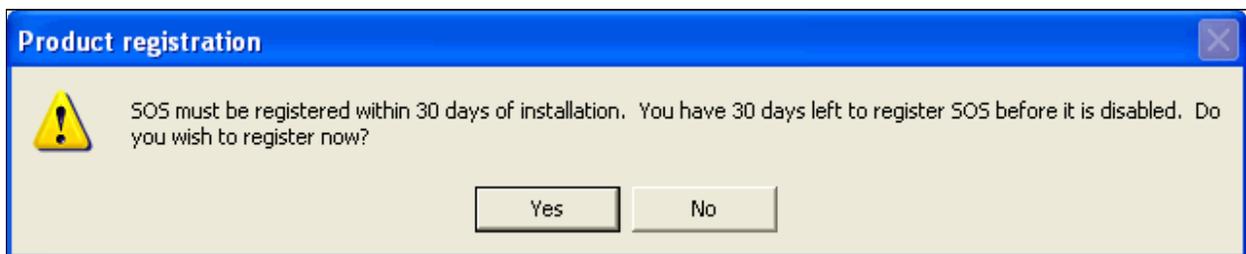
### Unable to Login?

SOS 2008 requires you to register your software installation. You have 30 days from the time you install the software to either register online, electronically or by calling AOP Customer Service. The toll-free telephone number is on the telephone product registration screen. If you have not registered the software within this 30 day time period, you and your student will not be able to login to SOS. Instructions for Product Registration are included in this Help file and in your Quick Start Guide.

To run product registration after you have already logged onto the application, close SOS 2008 Teacher and restart it, then follow the instructions to register your application.

### Product Registration

SOS 2008 requires you to register your application installation. You have 30 days from the time you install the software to do this. You can register either electronically or by calling AOP Customer Service. The first time you try to login to SOS, you see a message like the one below:



Click **Yes** to register now. SOS checks for a valid network connection. If one is found, you are automatically connected to the AOP Registration website to complete your registration. If a valid connection is not detected, you get a message similar to the one to the right.

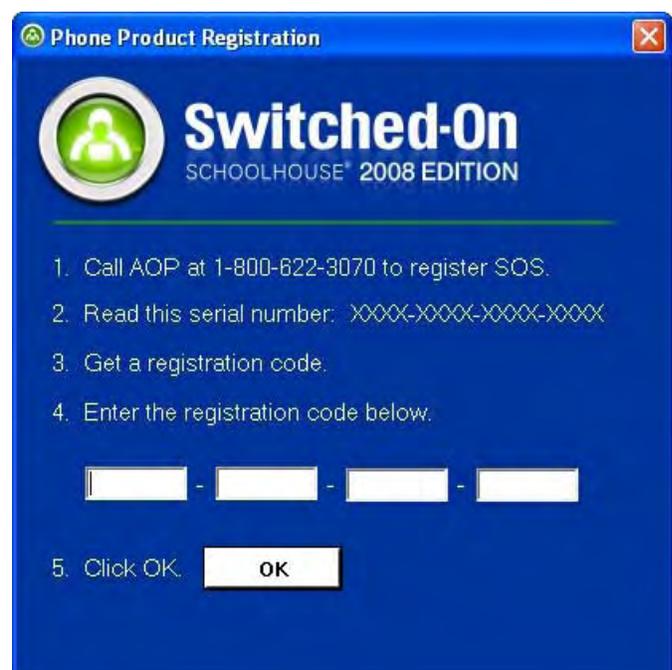
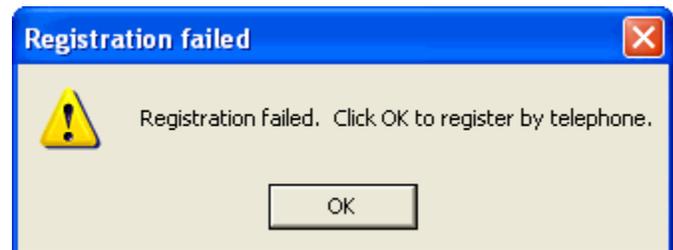
Click **OK** to obtain the toll-free Customer Service Registration number. Please call this number and a representative will assist you in completing your registration.

The customer service representative will need the following information from you:

- Product Name and Serial Number (displayed on the screen with the toll-free number and printed on the sticker located on the inside front cover of your Quick Start Guide, next to the installation disk.)
- Your name and address including country
- Your telephone number
- Your email address

The customer service representative will give you a registration license number. *Enter it in the boxes on the screen below #4 (as shown to the right) exactly as the representative gives it to you.* Please make note of it and keep it with your SOS serial number.

If a network connection was successfully detected and you are able to complete the process online, a screen like the one on the following page appears.





## SOS 2008 Installation and Setup Guide

Enter the required information as detailed below.

**Product Registration**

### SOS Online Registration

Please complete your online registration of Switched-On Schoolhouse with the form below. It's brief and only takes a few moments to complete. (Note: You will have to scroll down the page to complete it fully and then click the **Submit** button to finish.)

First Name

Last Name

Address 1

Address 2

City

State / Province

Zip / Postal

Country

Email Address

Phone Number

Serial Number

SOS TechUpdate - a free email alert with the latest information on Switched-On Schoolhouse product updates and upgrade information.

Homeschool View - a free monthly eNewsletter containing tips, stories, and information about AOP products, special offers, events, homeschooling best practice, and more!

You must enter all of the fields that are starred (\*):

- First and Last Names
- Address
- Street
- City
- State or Province
- E-Mail address
- Phone number
- Zip or Postal Code
- Country
- Serial Number is pre-filled by the application

Scroll to the bottom of the window and click **Submit** to finish your registration.

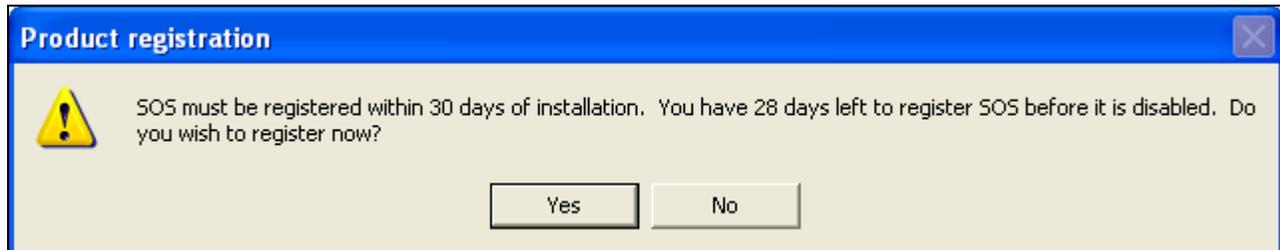
**NOTE:** Click **Submit** only once. It may take a few minutes to complete processing.



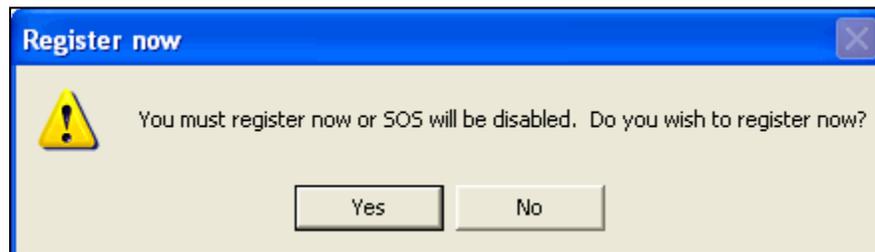
## SOS 2008 Installation and Setup Guide

You then see a message confirming the successful registration of your SOS installation. This message includes your registration license number. Please print this screen or write the number down and keep it with your SOS Serial Number. Click **OK** on this message box when you have done this.

If you choose not to register immediately, whenever you open SOS Teacher a message appears reminding you of the number of days left to register. To register at another time, you must open SOS Teacher. When you see a message like this, simply click **Yes**.



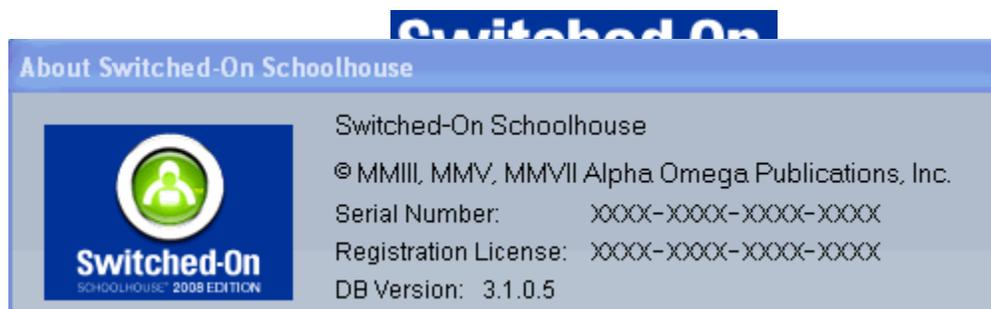
If you do not register by the end of the 30 day grace period, on day 30 a message appears advising you that SOS will be disabled if you do not register. To register now, click **Yes**.



If you have not registered beyond the 30 day grace period, a message appears advising you that SOS has been disabled and cannot be opened until the product has been registered. Your student(s) also sees a message advising them that SOS has been disabled until the product is registered. Click **OK** to register the product at this time.



**NOTE:** If you should lose your registration license number or serial number, you can locate them by clicking the **SOS icon** (shown below), on your **Home** page. The serial number and the registration number are displayed near the top of the **About** page.





# SOS 2008 Installation and Setup Guide

## Setup Wizard

The first time you log on to SOS Teacher 2008, the **Setup Wizard** appears and walks you through the initial setup of your school. You can:

- Add a School Term - (You need to add a new school term for each new school year and you can always use the **Setup Wizard** to do this. Access it using the **Application** button on your **Home** Screen.)
- Use the already created term or create a new school term
- Add New Students
- Install Subjects
- Assign Subjects

See the **Setup Wizard tutorial** for additional help with the **Setup Wizard**.

When you click the **Finish** button, the basic setup for SOS is complete. You and your students can begin working immediately. You can modify school or student settings at any time. You can also go to your school calendar to make changes as needed.

**NOTE:** *You can use the Setup Wizard at any time.*

To access it later, click the **Application** button on your **Home** screen. Select the **Setup Wizard** from the menu that pops up to the right of the button.

## Ready to Begin?

Click **Next** to begin your setup process or click **Cancel** to exit the **Setup Wizard**.

### Setting Up a School Term

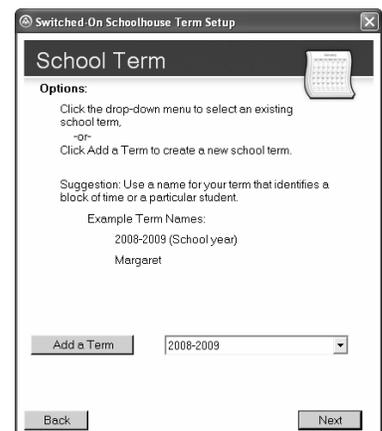
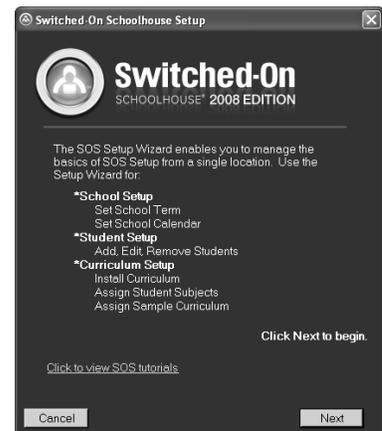
School terms are important because you cannot assign schoolwork to your students without them. There are a couple of important points to keep in mind as you work with terms:

- A student can only work in ONE term at a time. If you assign work to a student in more than one term, **you** must switch their active term each time they need to work on an assignment from the non-active term. Though there is a **View Other Term** button in SOS Student on the **Schoolwork** screen, it does not allow students to work in other terms. This button only allows them to see what work is assigned to them in any other school term. They cannot perform any work on assignments in other terms until you change their active term using the SOS Teacher program.
- Terms help you keep SOS School records organized. You should create a new term for each new school year.

If you want to use the school term you created when you installed Switched-On Schoolhouse® 2008, click **Next** at the bottom of the **School Term** screen and skip to the *Customizing a Calendar* section of this guide on page 23.

If you do need to create a new term:

1. Click **Add a Term** on the **School Term** screen.
2. Type in the name you want to assign to the school term.
3. Click **Save Term**.
4. Click **Next** to see the **Calendar** screen appear.





## SOS 2008 Installation and Setup Guide

### Creating a Calendar

Creating a calendar allows you to assign due dates to student assignments. Due dates help students know how much work must be done each day so they can complete their assigned work by the end of the school year. When due dates are turned off, students must pace their schoolwork. Determine if you want to assign due dates:

- Select **Yes** if you want to assign due dates to student assignments.
  - Select **No** if you do not want to assign due dates to student assignments.
1. Click **Next** to continue.
  2. Click the circle next to the type of calendar you want to use:
    - **I want to use a Traditional calendar** - this calendar begins the day after Labor Day and lasts 180 school days, excluding time taken off for holidays. You can change the pre-set holidays or school days as necessary for your school.
    - **I want to use a Custom calendar** – this calendar allows you to choose the start and end days of the term as well as assigning any holidays to be included. It is useful if you need to start a term at a time not usually associated with the start of the school year or if you want to compress a school year.
  3. Click **Next** to continue.
  4. If you chose a traditional calendar, select the school year using the up and down arrows, and then click **Next** to continue.  
  
If you chose a custom calendar, you need to select start and end dates for your calendar. To do this:
    - Select the **End Date** for your school year, and then select the **Start Date** for the school year.
    - Click **Next** to continue.

**Note:** You must select the **End Date** first. If you try to enter the **Start Date** before you enter the **End Date**, SOS will *not* allow you to select a date beyond today's date.

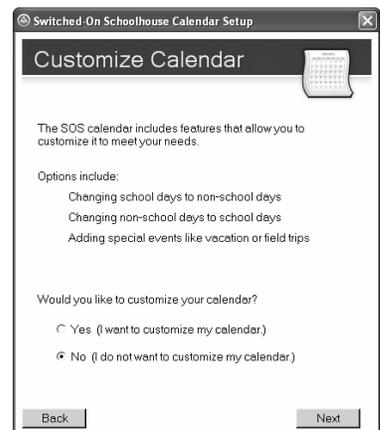
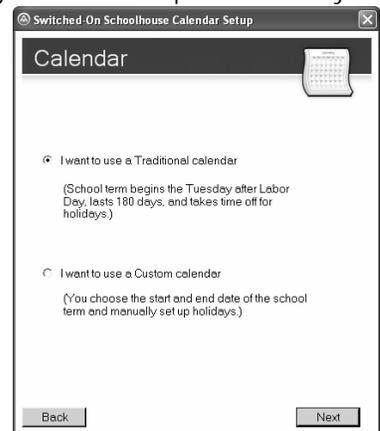
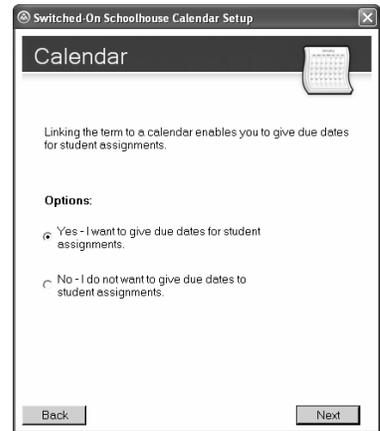
### Customizing Your Calendar

After you have determined the type of calendar you want to use, you are ready to customize the calendar. This means you can change school days to non-school days and vice-versa. You can choose to change individual days or a series of days. You may do this now or at any time during the school term. Just press **F1** to access the electronic **Help** file for step-by-step instructions or watch the tutorial for a video demonstration.

1. Click **No** if you do not want to customize your calendar, or if you would rather customize it later.

Click **Next** to continue. Skip to the *Viewing the Calendar* section below.

Click **Yes** if you want to customize your calendar now, and then click **Next** to continue.





## SOS 2008 Installation and Setup Guide

- Set each date or range of dates individually. To choose specific dates for things like holidays and vacation:
  - Select the **Start Date** and **End Date** of the period you want to customize.
    - (Remember, select the **End Date** first!)
  - Enter the **Description** for the date range, for example, "Family Reunion" or "Weather Catch-up Days".
  - Select **Yes** to designate these days as school days or select **No** if these days are not to be considered school days.
- Click **Customize more days** if you want to add more custom dates and return to Step 2.
- Click **Finished** when you have entered the last date you want to customize. A confirmation box appears asking you to select **Yes** if you are finished customizing calendar dates.

### Viewing the Calendar

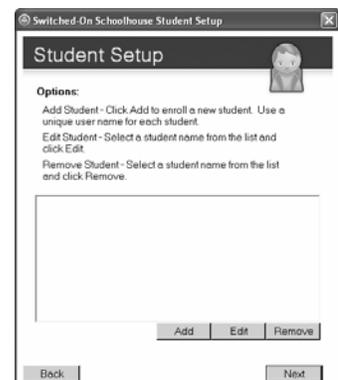
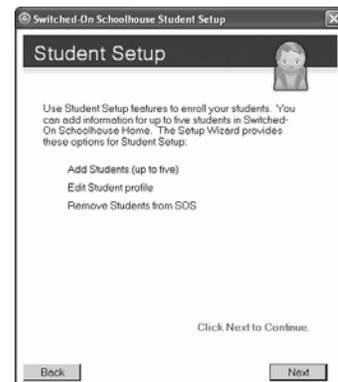
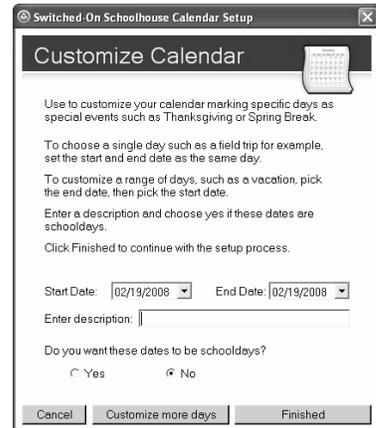
- Click **View Calendar** to see your selected school term.
 

After you view the calendar, click **Save** to retain the changes you made to the calendar or **Cancel Changes** to start over customizing dates.
- Click **Next** to continue or  
Click **Back** to return to **Custom Dates** to make additional changes.

### Adding Students

Before students can get started in SOS Student, you need to "enroll" them in your school. SOS allows you to have up to five students working in SOS at once. If you want students to use a password to login, you need to set this up after you complete the **Setup Wizard**. You can press the **F1** key to access the electronic Help file for instructions on setting up a student password. The Student Setup function allows you to add students, edit student profiles or remove students from SOS. For now we are going to add students.

- To add students, click **Next** on the first **Student Setup** screen to begin.
- If your student's name is not already displayed on the screen, click **Add** to open a small window where you can enter the student name and username. (See an example on the next page.)





## SOS 2008 Installation and Setup Guide

3. Enter the **Username**. (This is the name SOS uses for the student, just like your teacher name. Use only letters and/or numbers. No periods or other special characters are accepted.)
  - Enter the student's **First name** and then **Last name**.
  - Click **OK** to see the student information appear in the large white box at the bottom of the **Student Setup** screen.
  - Click **Add** to add any additional students, **Edit** to make changes to a selected student, **Remove** to delete a selected student, or **Next** if you are done and ready to continue.

Student

Username

First name

Last name

OK Cancel

### Installing Subjects

Before students can begin work in SOS Student, you need to install curriculum and assign it to them. Make sure you have your curriculum disc(s) handy before you begin.

1. Click **Next** on the **Curriculum Setup** screen to begin.
2. Put the **A** disc for one of your subjects in the CD-ROM or DVD drive and click **Install**.
3. Select the **contents.sosx** file and click **Open**.
4. Select **Leave on CD-ROM** if you want your student(s) to access the subject using the disc(s)

or

Select **Copy to Drive** if you want to install the subject onto your computer hard drive.

Switched-On Schoolhouse Curriculum Setup

Curriculum Setup

Use Curriculum Setup features to add curriculum and assign subjects to students. The Setup Wizard provides these options for Curriculum Setup:

- Install Curriculum - requires subject CDs
- Assign Student Subjects
- Assign Sample Curriculum

Click Next to Continue.

Back Next

5. Click **OK**.

Install Bible.1000.2008

Leave on CD-ROM

Copy to Drive  
(Requires > 1250 megabytes)

OK Cancel

6. If you chose **Leave on CD-ROM**, go to Step 7.

If you chose **Copy to Drive**, a window opens asking you to **Browse to folder**. Select the **(C:)** drive and click **OK**. (You may choose another location provided there is enough free space on that drive.)

**NOTE:** We suggest putting your entire curriculum for a school year in one common folder on the drive.

7. SOS begins copying the subject to the selected drive. If the subject has more than one disc, SOS prompts you when to put in the next disc.

Perform Steps 2 – 7 until you have installed all of the subjects you intend to assign, and then click **Next**.

Switched-On Schoolhouse Curriculum Setup

Curriculum Setup

**Install Curriculum\***

1. Insert subject CD in CD/DVD-ROM drive.
2. Click Install.
3. Choose CD or Hard Drive. (CD requires subject CDs in the drive whenever students are doing schoolwork.)
4. Click Next

\*Note: Subjects already installed appear in the window above.

Install Back Next

**Remember:** If you do NOT load the subject onto your hard drive, the student must have the disc in the CD-ROM or DVD drive when working on the subject.

**Note:** Please see the **Setup Wizard** tutorial "How to Install a Subject" for additional assistance.



## SOS 2008 Installation and Setup Guide

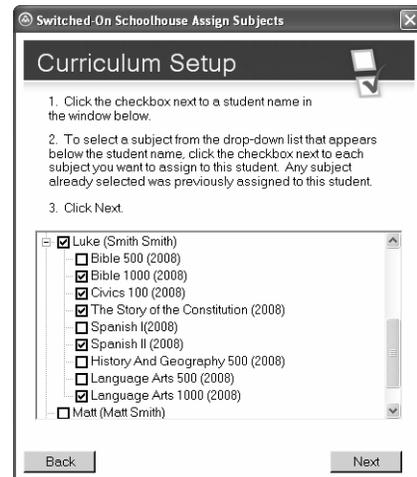
### Assigning Subjects

Now that you have installed your subjects, they can be assigned to your students. Assign each subject to the students who will be taking the course before you click **Next**. SOS allows you to assign multiple subjects to each student before you move on to the next screen.

1. On the bottom half of the **Curriculum Setup** window, you see a list of your students, click the checkbox next to a student name. A list with all of the subjects you installed appears below each student's name.
2. Below each student's name, click the checkbox beside each subject you want to assign to the student.

Repeat Steps 1 – 2 to assign subjects to additional students.

3. Click **Next** when you are finished.
4. Click **OK** on the **Assignment Complete Confirmation** box that appears.



### Sample Lesson

While you are installing subjects, you have the option to assign a sample lesson to your students. There are two versions of this lesson, one for grades 3-5 and one for grades 6-12. Each lesson walks students (and you) through the various screen elements and the different problem types. It is a chance to see how lessons and problems are structured and try them out, without impact to grades.

The sample lesson contains each problem type, including teacher graded problems. These do not hinder student progress in the sample lesson if you do not get them graded. They are there to provide the student with an opportunity to practice with each problem type and you, as the teacher, an opportunity to see how the grading function works. The student may continue with the sample lesson, just as they continue in their regular lessons. In regular lessons though, teacher graded problems must be graded by you so they can complete a unit.

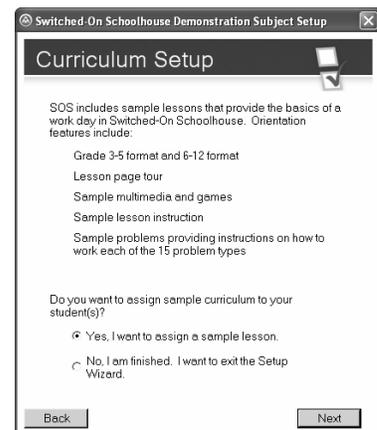
The sample lesson installs in the same folder where the application is installed. We recommend that you not move them. If you need to find them for any reason, look in the folder where your application is located. For example, if you installed SOS to the default location on the C drive, look for the sample lesson for grade 3-5 at: **C:\Program Files\AOP\Switched-On Schoolhouse 2008\Home Demo\Demonstration3**  
The sample lesson for 6-12 can be found at: **C:\Program Files\AOP\Switched-On Schoolhouse 2008\Home Demo\Demonstration6**.

1. If you do not want to assign a sample lesson, click the circle beside **No, I am finished. I want to exit the Setup Wizard**; and click **Next** at the bottom of the screen to exit the **Setup Wizard**.

If you do want to assign the sample lesson to a student, click the circle beside **Yes, I want to assign a sample lesson** and continue with Step 2.

2. Click the checkbox beside the **Sample Lesson** you want to assign under each student's name (just as you did to assign the regular subjects).
3. Click **Finish** on the **Assignment Complete Confirmation** box when you have selected the sample lesson(s) for each student.

**NOTE:** The sample lesson was modified slightly for 2008. If you uninstalled the 2007 or earlier version of SOS, you will not be able to access the previous sample lesson and any prior work, even though the lesson appears in the student's course list with a grade if any work was completed. If you want your student to have access to the sample lesson, you must reassign it. You will be able to access any work done on a sample lesson from SOS 2008.





## SOS 2008 Installation and Setup Guide

### SOS Setup Completion

Click **OK** when the **How to Run the Setup Wizard** box appears. (You only see this the first time the **Setup Wizard** runs.)

You now see your **Teacher Home** screen (as shown below). You can use any of the functions of SOS Teacher from this location. Press **F1** or click the **Help** button, then select **User Manual** to access the electronic Help files for additional assistance.



### Activities Away from the Computer

Switched-On Schoolhouse® also offers student activities that encourage learning away from the computer. Below are suggestions for off-computer tasks:

#### Special Projects

Each unit contains an assignment called "Special Project." This is a blank assignment available to teachers who want to create their own assignments and incorporate them into the grading system. Teachers can encourage artwork, model-building, map work, etc.

#### Experiments

Although science experiments are demonstrated for students through video clips, there's nothing like hands-on learning. Students will find a listing of the materials and procedures required for various experiments, enabling them to actually do the experiments at home.

#### Novels

Language Arts 900-1200 come with paperback novels. Students can find unit lessons in Switched-On Schoolhouse® to guide them as they read the novels.



## SOS 2008 Installation and Setup Guide

### Research

Students often need to go on field trips or make visits to a library or museum. They may also need to access other reference sources outside of Switched-On Schoolhouse® for their research. Teachers can use the adjustable calendar and lesson planning to schedule time for students to do research away from the computer.

### Lesson Printouts

Printing out Switched-On Schoolhouse® assignments can be useful if there are several students sharing only one computer, or if students want to work where there's no access to a computer. Students can go through lessons on paper or even use the printed sheets to review for quizzes or tests. Printing vocabulary or spelling list words also allows students to study definitions and practice spelling away from the computer.

### Handwritten Notes

To keep their skills up for non-computer-based courses, students, especially high school students, should regularly practice taking notes by hand while completing assignments on the computer. They can also use their notes to study from while they are away from the computer.

### Hands-On Experience

Teachers can take advantage of opportunities to make practical application of what students are studying. If students are studying about measurement, for example, teachers can move the "classroom" into the kitchen and teach students how to bake cookies. If students are studying plants, growing an indoor or outdoor garden can help them to tangibly see the scientific principles. Teachers who are creative and involved in what their students are learning can come up with almost anything to effectively supplement learning on Switched-on Schoolhouse®.

## Help Resources

The **Help** button (displayed on the next page) provides access to several Switched-On Schoolhouse's (SOS) products and services. You can use it for any of the following:

**User Manual**—immediately opens the SOS **Help** files. You can still press **F1** from anywhere in the application to access **Help** also.

**SOS Tutorials**—enables you to open the SOS tutorials from within the application for a quick example of how to perform many functions within SOS.

**SOS Overview**—offers you a high level presentation of the many features available in SOS.

**Content Feedback**—provides a quick and easy access method to send AOP feedback about curriculum concerns.

**Tech Support**—lets you access the SOS Tech Support website directly.



### User Manual

The first option opens the online (electronic) **Help** file. Basically, it includes most of the SOS printable user manuals, such as this one. Installation information is not included, however. It does include instructions on how to use the three views available in the **Help** file, *Contents*, using the *Search* capability, and the *Index*.

### Tutorials

The next option is the tutorials that show you a demonstration how to perform some of the functions you use in SOS. A list of them and your options for locating them are detailed on page 30 of this guide.



## SOS 2008 Installation and Setup Guide

### SOS Overview

Next, is a presentation series of videos providing an overview of the functions available in SOS and an opportunity to view sample pages of the SOS curriculum. See page 31 of this guide for an alternative means of locating them.

### Content Feedback

Click **Content Feedback** to open the Tech Support page of the AOP Homeschool website. There you find a link to open a form to let the SOS team know you have comments or an issue with something in the curriculum.

### Tech Support

Select this option to open the Tech Support page of the AOP Homeschool website where you will find a number of options to assist you as you use Switched-On Schoolhouse®.

## Exiting SOS Teacher

From your **Home** screen, you have three options for exiting SOS:

Click the **Close** button () in the upper right-hand corner.

Click the **SOS icon** () in the upper left-hand corner and select **Close** from the small menu that appears.

Press **Alt+F4** on your keyboard.



## SOS 2008 Installation and Setup Guide

### Tutorials

Before you get too far along in using SOS, you might want to spend a little time reviewing the tutorials. They walk you through a number of functions you perform as a teacher. All of these tutorials are available on your computer after you install SOS 2008. To view them on your computer, double-click the desktop **Tutorials** icon or:

1. Click **Start** on your computer's taskbar.
2. Click **All Programs**.
3. Select **AOP**.
4. Select **Switched-On Schoolhouse 2008**.
5. Select **Tutorials**.



### Switched-On Schoolhouse 2008 Edition Tutorials

Click any link below to view an animated SOS tutorial:

[How to Use the Setup Wizard](#)

[How to Add a New Term](#)

[How to Change Between School Days and Non-School Days](#)

[How to Exclude a Range of Days](#)

[How to Add Events to Student Calendars](#)

[How to Install a Subject](#)

[How to Assign a Subject](#)

[How to Install Curriculum Revisions](#)

[How to Clear an Assignment](#)

[How to Remove an Assignment](#)

[How to Create Custom Subjects and Assignments](#)

[How to Remove Duplicate Subjects](#)

[How to Create a Lesson Plan](#)

[How to Update Lesson Plans \(Regenerate Due Dates\)](#)

[How to Block and Unblock Individual Assignments](#)

[How to Globally Block and Unblock Quizzes and/or Tests](#)

[How to Record in Spanish](#)



## SOS 2008 Installation and Setup Guide

### ***SOS Overview Presentation***

Switched-On Schoolhouse also offers another view of the program. It is called the SOS Overview Presentation. It includes:

1. Introduction to Alpha Omega Publications
2. Teacher Home Page Overview
3. Administration Area
4. Quiz and Test Settings
5. Grading and Term Settings
6. Student Setup
7. Curriculum Setup
8. Lesson Book
9. Student Application
10. Schoolwork
11. Student Lesson

You can access this presentation by clicking the **Help** button on your **Home** screen and selecting **SOS Overview** from the menu.

You can also access them by going to [www.aophomeschooling.com](http://www.aophomeschooling.com), then:

1. Click **Curriculum Options**
2. Select **Grades**
3. Click the **grade level** or **subject** folder
4. Click the **SOS box** or specific **subject** CD
5. Click the **Resources** tab in the middle of the page



## SOS 2008 Installation and Setup Guide

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## SOS 2008 Installation and Setup Guide

### Resource List

#### SOS User Manual (Help File)

Click the **Help** button on the left side of your **Home** screen or press the **F1** key on the top row of your keyboard from anywhere in the application.

Students, click the **Help?** button, below the green **SOS logo** in the center of your **Home** screen, or press the **F1** key anywhere in the application.

#### SOS Tutorials:

**Start > All Programs > AOP > Switched-On Schoolhouse 2008 > Tutorials**, or click the **Tutorials** icon on your desktop, or

<http://www.sostutorials.com>

#### SOS Overview Presentation

[www.aophomeschooling.com](http://www.aophomeschooling.com)

(See page 31 for navigation steps.)

#### Online Support

[www.aophomeschooling.com/support/](http://www.aophomeschooling.com/support/)

#### SOS Application and Curriculum Updates:

<http://www.sosupdates.com>

#### Toll-Free Phone Assistance:

##### Customer Service:

1-800-622-3070

##### Technical Support:

1-866-444-4498