

## ClassPad - Data transfer between a handheld and PC



Please note that this guide is for users with a **Windows** platform. Users with an **Apple** platform running a Windows interface should proceed with caution - the steps below have not been tested in such an environment.

### PART A - GETTING READY

**Step 1** - Make sure you have already installed either the Casio FA-CP1 or ClassPad Manager software on your computer.

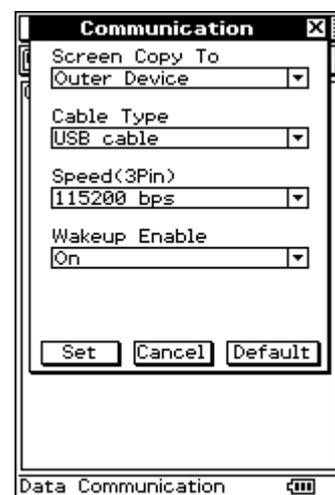
- FA-CP1 is software found on the disc which was supplied in the box with your ClassPad.
- ClassPad Manager software is purchased separately and has the additional facility of a ClassPad emulator which you can display on your PC.

In either case, you may need to visit [edu.casio.com](http://edu.casio.com) to download the latest version of the required software, especially if you have a 64-bit version of Windows. You can also download the Casio software guides from this site to assist with software installation.

**Step 2** - After installing the software on your PC, close all programs.

Turn on your handheld ClassPad and enter the communication app  tap **Setup** and **Open Setup Menu**, tap **Default** and then tap **Set**. Now turn your handheld off again. Connect it to a spare USB port on your computer using the cable which was supplied in the box with your ClassPad. This will automatically cause your ClassPad to turn on again and enter data communication standby.

At this point your computer may indicate that it needs to install software for newly found hardware. If this is the case, follow instructions found in the FA-CP1 manual or, if you are an experienced user, follow the on screen prompts.

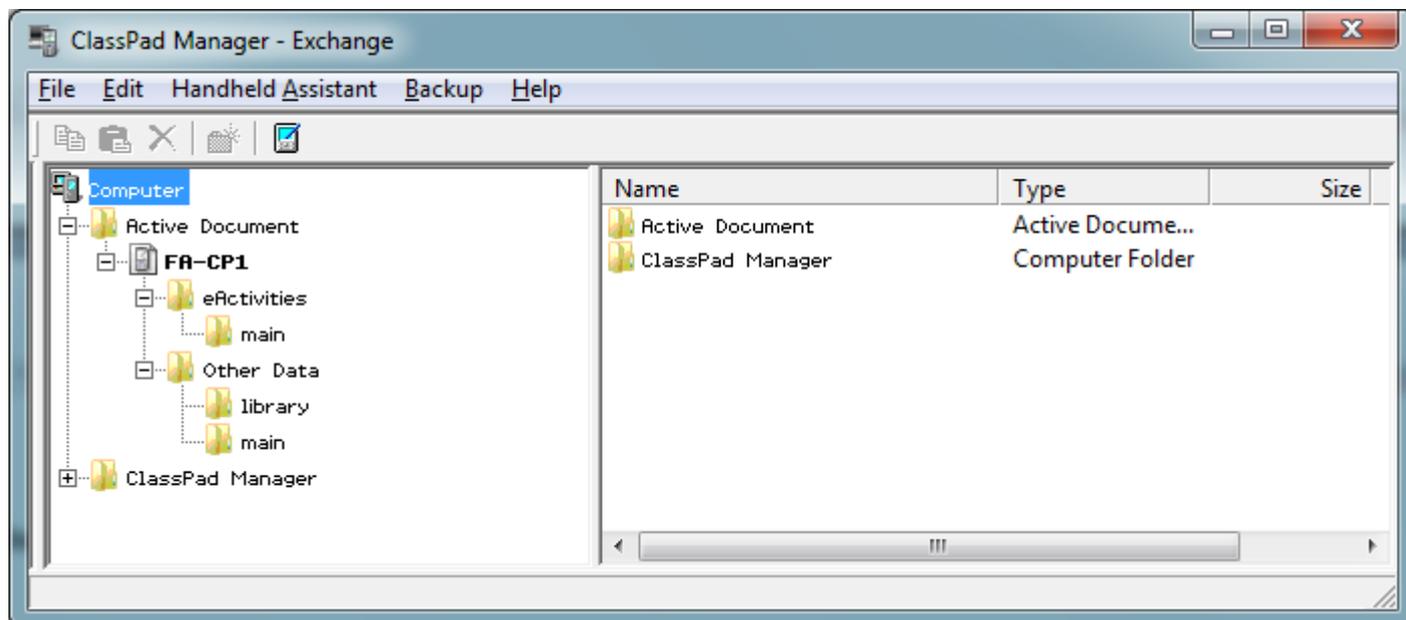


Once your computer has indicated that your new hardware (ClassPad handheld) is ready for use, press the Clear button on the handheld and disconnect the cable. You have successfully set up your PC so that you can transfer data from it to a handheld ClassPad and are now ready to proceed.

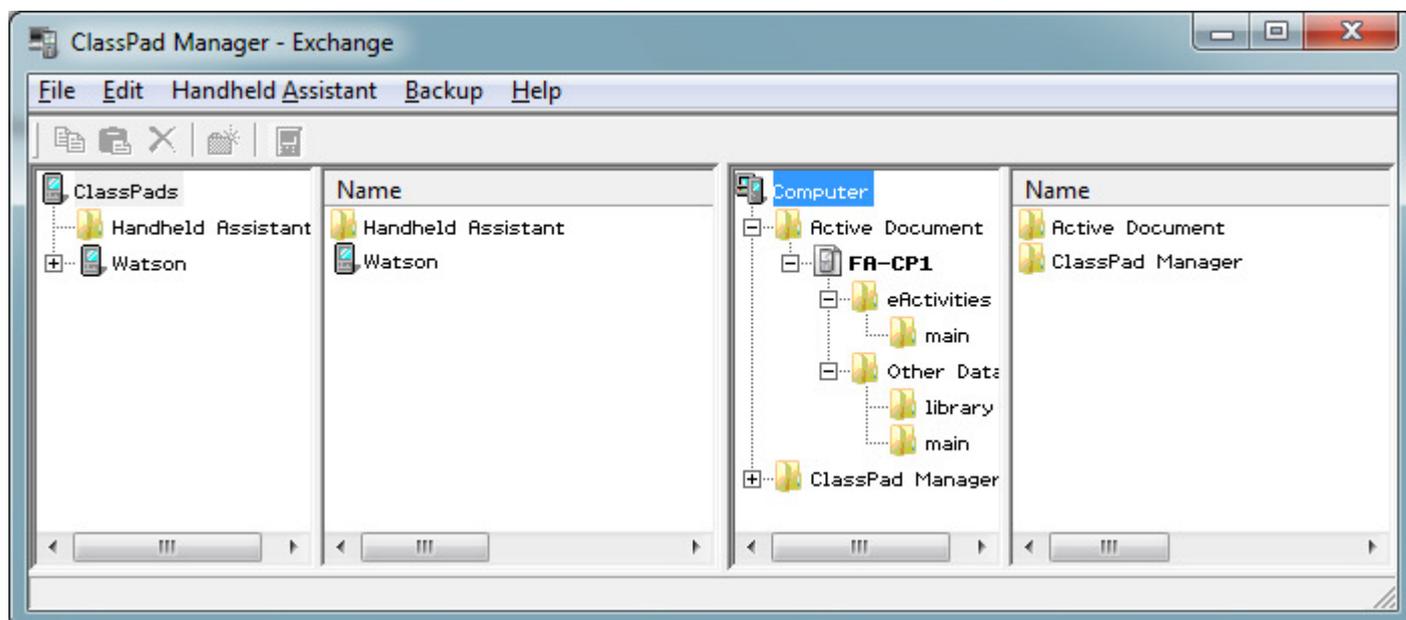
*For the rest of these instructions we will assume you are using the FA-CP1 software. If you are using the ClassPad Manager, once you have started the program you will need to right-click with your mouse and choose the Exchange Window option.*

## PART B - TRANSFERRING FILES

**Step 1** - Start up the FA-CP1 software. With no ClassPad connected, you will see just two panes showing in the FA-CP1 window, which we will refer to as Pane 3 and Pane 4.



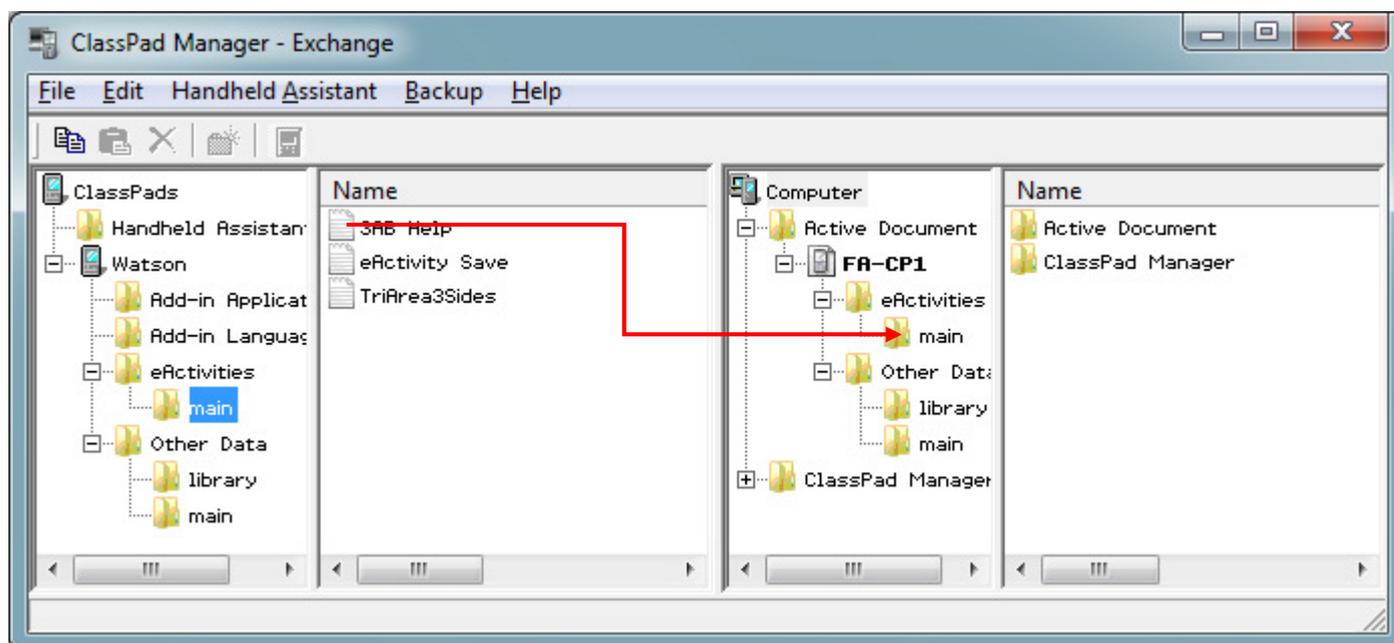
**Step 2** - Connect your ClassPad to the same USB port as in Part A. You should now see an additional two panes appear on the left, Pane 1 and Pane 2, making four panes altogether. The two left hand panes show handheld ClassPad data files and folders and the right two panes show files and folders on your computer.



In the screen above, the handheld ClassPad has the name 'Watson'.

Expand the display to examine the folder structure by clicking on the  icons. Drag the vertical pane dividers to re-size the panes. Click on folder  icons to examine folder contents.

**Step 3** - Locate the file that you wish to transfer, in either Pane 2 (ClassPad) or Pane 4 (Computer)\*. Drag the icon of this file onto the icon of the folder to which you want to transfer it.



In the screen above, an eActivity '3AB Help' is being transferred from the ClassPad to the eActivities sub-folder 'main' on the computer.

\* A file downloaded from external sources, such as the internet, can be dragged from your desktop directly onto the ClassPad icon  in Pane 1 or into a folder on your computer in Pane 3 or 4. This is a simple way to transfer files onto your ClassPad.

You cannot transfer files to the eActivities folder or to the Other Data folder. You should drag to a folder inside the eActivities folder or Other Data folder.

A file in the eActivities folder cannot be transferred to the Other Data folder and vice-versa.

You can also choose to transfer complete folders or multiple files at once.

This is intended as a very brief guide on the use of the FA-CP1 software. We recommend that you download and read the ClassPad Manager and/or FA-CP1 manuals to fully utilise this software and troubleshoot problems that you experience. The manual also explains how to use the Handheld Assistant, the Backup and Restore tools, installing Add-Ins and the use of virtual ClassPads.