NEUROPTIMAL®
Advanced Brain Training Systems

NeurOptimal®
GETTING STARTED
MANUAL

SCAN ME
(using your phone)
for the full
New User
experience!

Creator of **NeurOptimal**®
Zengar
Institute Inc.

MANUAL

Running NeurOptimal® Sessions:

Welcome to the Getting Started Manual for NeurOptimal® Sessions. This guide, along with our video tutorials found in the Tools menu, will provide you with all the necessary information to begin running Sessions. Although there is much more to explore in NeurOptimal®, this manual covers the essentials to get you started.

Resources Guide:

Video Tutorials in the NeurOptimal® VAULT

Facebook NeurOptimal® Community Group

Facebook NeurOptimal® PASS Support

PASS Tools & Resources

New User Webinars

PASS Webinars

Certification Courses

Business Building Webinars

ZenConnect

NeurOptimal® YouTube Channel

Table of Contents:

↳ **A** Connecting the Hardware

1 Find the zAmp.
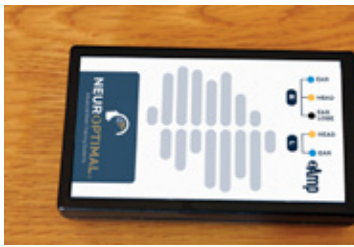
2 Find the USB cable.

3 Connect the USB cable into zAmp.

4a For tablets, connect the other end of the USB cable to the provided USB-A to USB-C adapter. Then connect the adapter to the system.

4b For laptops, connect the other end of the USB cable directly to the system.

5 Find and remove colored wire sensors from packaging.

6 Firmly connect the colored sensors to the zAmp by plugging them into the color coded inputs (note the right side has three wires).

7 Find and remove the earbuds from their packaging and connect them to the system.
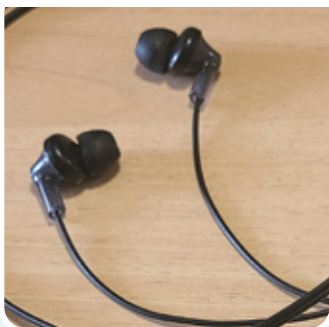
NOTE: For video tutorials, please right click or tap and hold the Tools icon in the VAULT.

B Connecting to Wi-Fi

1 Click or tap on the Wi-Fi icon found at the bottom right of your screen.

11:31 AM
2/17/2022
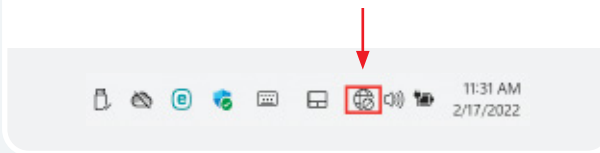
2 Select available networks.

Available   Not connected   Airplane mode

Battery saver   Night light   Mobile hotspot
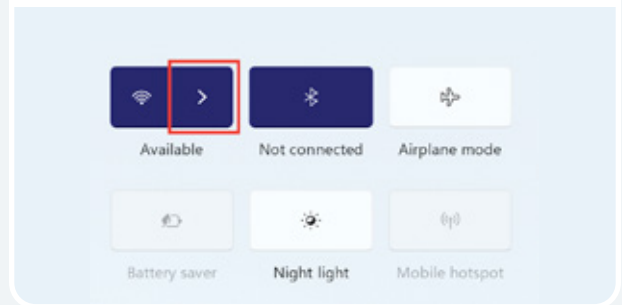
IMPORTANT!

NeurOptimal® requires an initial internet connection. Thereafter, connecting every 7 days is sufficient. If you fail to connect after 7 days, an error message will appear. Reconnect to the Internet to continue using NeurOptimal®.

3 Choose your Wi-Fi network from the list and tap on it.

←   Wi-Fi

Zengar_Config

Zengar

ARLO_VMB_1586973468

DecorAuVent

BELL728

DIRECT-24-HP M28 LaserJet

HP-Print-56-LaserJet 1102
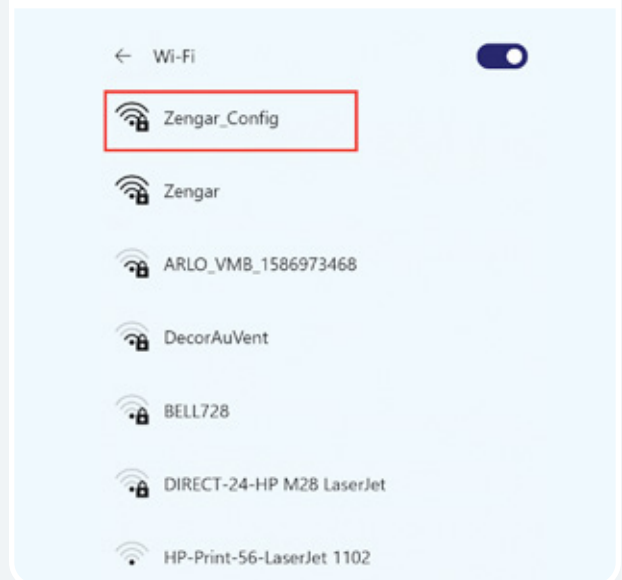
4 Select **Connect Automatically** so it connects each time the system is on and in range.

Zengar_Config
Secured
☐ Connect automatically
Connect

5 Tap **Connect.**
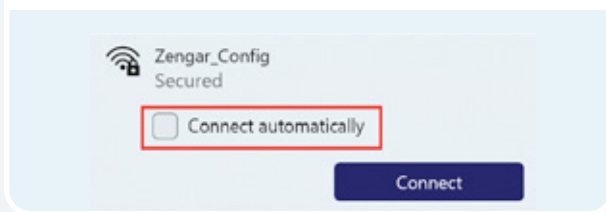
Zengar_Config
Secured
☑ Connect automatically
Connect
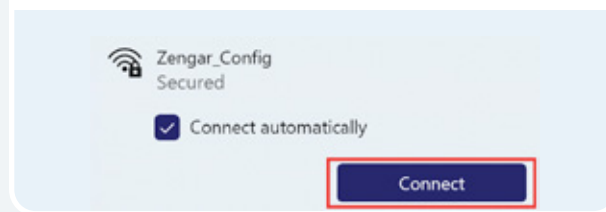
6 Enter the Wi-Fi password, tap **Next** and wait for the connection to establish.

Zengar_Config
Secured
Enter the network security key

Next   Cancel
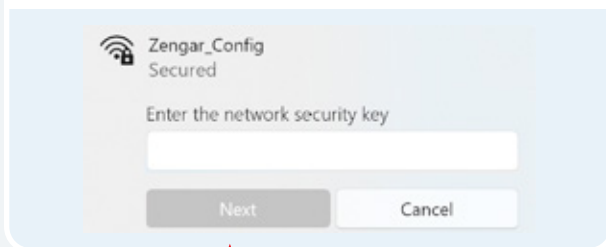
7 When it says **Connected**, you are successfully online.

Zengar_Config
Connected, secured

Disconnect
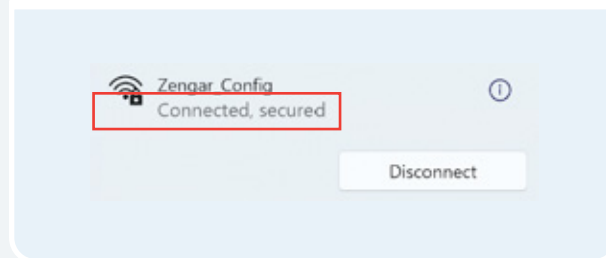
PART ② Applying the Sensors

1 Before starting, have the following items handy: paste, tissues, and/or wipes.

2 Find the zAmp and separate the right and left sensors.

3 Place the zAmp in a comfortable spot. Hooked onto the front or back of a shirt or the chair is common. Drape the left and right side sensors over the corresponding shoulders.

4 First, apply the right side. Press open the right blue clip.

5 Scoop or squeeze paste onto sensors so the paste resembles an ice cream scoop on both sides.

6 Press the clip onto the top of the right ear (some paste should ooze out, forming a ring).

7 Apply paste in the same way to the black sensor clip, and gently press onto the ear lobe. No need to remove earrings, just make sure the paste is not touching them. It is ok to adjust clip positioning to work around them.

8 Pick up the yellow sensor and fill it with an ice cream scoopful of paste (be generous).

9a If you slide your fingers over the scalp at the halfway point between the top of the ear and the top of the head, you will feel a bump with a dip right above it.
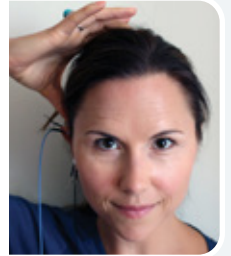
9b That dip is your spot. If you can't find a bump/dip, apply the sensor to the halfway point between the top of the ear and the top of the head.

10 Cleanly part the hair exposing the scalp and press the sensor down firmly so a ring of paste forms. A good way to know it is attached correctly is if it feels cool on the scalp.

11 Now apply the left side similarly, attaching the blue clip to the top of the ear (the same way you did on the right side).

12 Find the dip above the midpoint between the top of the ear and the top of the head on the left side ...

13 ... and place the yellow sensor on the left side of the head (mirroring what you did on the right).

14 Well done! You are now ready to start your Session.

PART ③ Running a Session

⤷ A Launching NeurOptimal®

1 NeurOptimal® requires an initial internet connection. If it is not connected, follow instructions on p.6.

2 Launch NeurOptimal® by tapping the NeurOptimal® icon in the taskbar at the bottom of the screen.

Shortly afterwards, you will see a blue line under the NeurOptimal® icon which indicates that the program is opening. Once it is fully launched, you will see three icons on your taskbar.

3 There are four main windows in NeurOptimal®:

WINDOW ①

VAULT:
The VAULT is the command center for NeurOptimal® where you have control over everything when you're not actively running a Session.

WINDOW 2

G-Force for NeurOptimal®:
This is the window that is pulled to the external monitor (optional) during the Session and is what the client can watch throughout their Session if they choose.

WINDOW 3

NeurOptimal® Media Player (NOMP):
This is the window you use to control the media during the Session.

WINDOW 4

Media Center:
This window comes into play when using non-default audiovisual sources like movie files or DVDs.

B Navigating NeurOptimal®
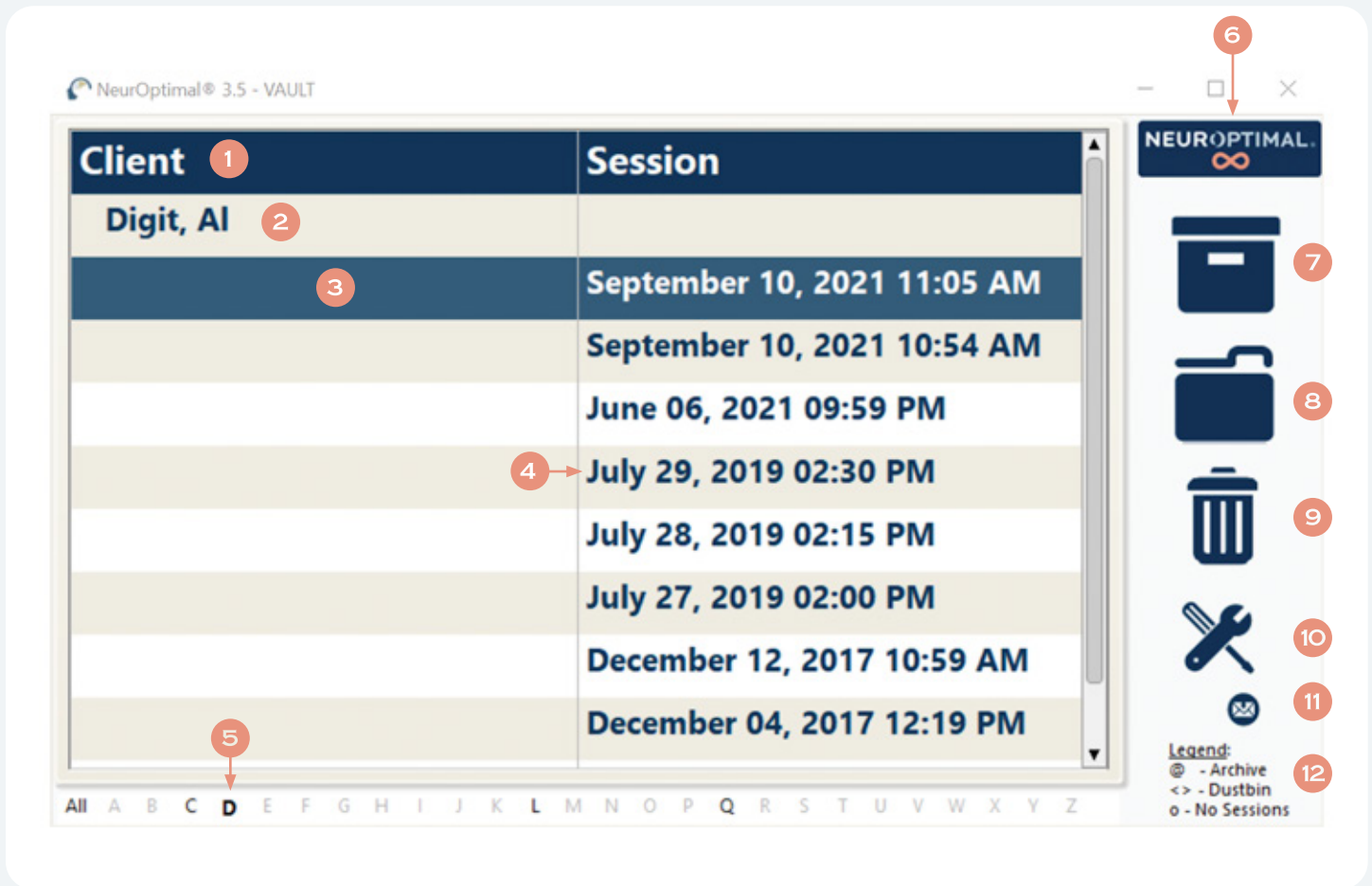
	① Header Line		⑤ Active Client Index		⑨ Dustbin
	② Client Name		⑥ NeurOptimal® License Type		⑩ Tools
	③ Highlighted Session		⑦ Archive		⑪ Message
	④ Session Date & Time		⑧ Move To		⑫ Legend

Navigating NeurOptimal® is easy. You can invoke responses in the VAULT two ways.

1

Touch and Hold:

Touch the screen, leave your finger on it for a moment and then release. This will bring up a menu of actions that can be taken from there. This is the equivalent of a right click on a mouse.
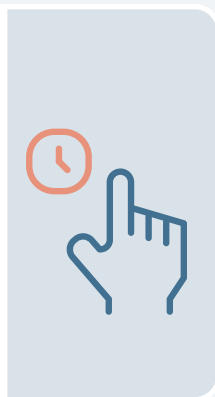
2

**Double Tap
(tap an item twice):**

Double tapping anywhere in the VAULT will result in the most popular use immediately being invoked:

Double Tap Cheat Sheet:

IF YOU DOUBLE TAP:	THIS IS WHAT HAPPENS:
"Client" in Header	*Add a Client* window appears
"Client Name"	Session begins for that Client
"Session" in Header	Client list appears, asking you to select who you would like to start a Session for
Session Date	Session information appears for that Session
Tools Icon	*Preferences* window opens
IN 4 COLUMN VIEW:	
"Trainer" in Header	*Add a Trainer* window appears
"Location" in Header	*Add a Location* window appears

③ Running a Session

↳ C Starting a Session

1 First we will add the new Client. To do this, touch and hold (or right click) the word **Client** in the header and select **Add a Client** from the context menu OR simply double click on **Client** in the header.
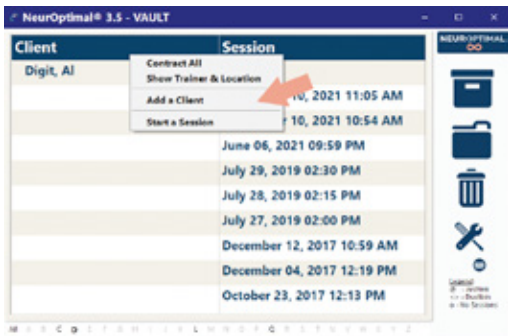
2 The **Client Information** window will appear.
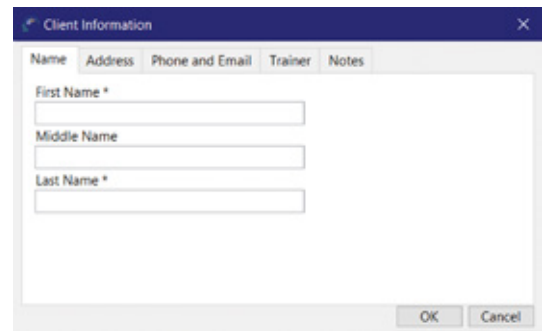
3 Enter as much or as little client information as you would like. The only required fields are the first and last name.

4 Select the **Trainer** tab. This is where you will assign a Trainer to the new Client you are adding.
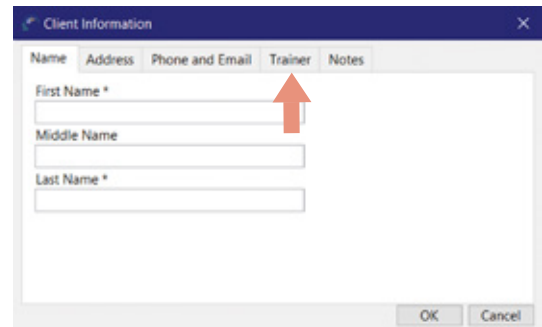
a Make sure the diamond is next to the Trainer you wish to be the Default Trainer for this Client.
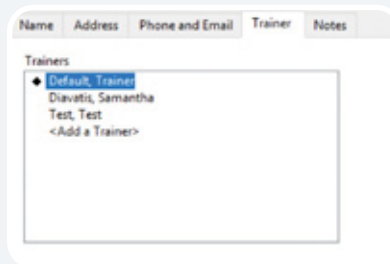
b To change the Trainer that is selected, tap on the diamond so it disappears from the current selection.
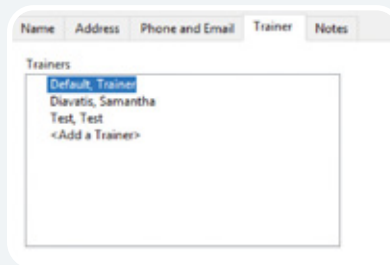
c Tap on the Trainer name you wish to assign to the new Client. Tap OK to save.
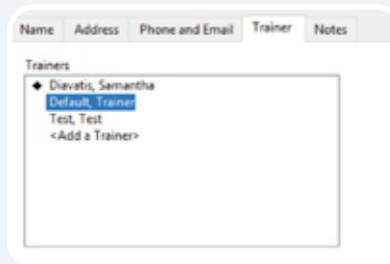
d You should now see the new Client listed. In this example, the new Client is *Doe, John.*

5 Double Tap or Double Click on the Client name to start a Session.

You will know the Session properly started when...

The VAULT disappears, the Matrix Mirror appears (unless deactivated in preferences), the music has begun, G-Force is invoked and the timers on the NOMP window have begun.

IMPORTANT!
Feedback is provided via "clicks" in the sound (music), making it imperative to keep the sound turned on.

CONGRATULATIONS! You have successfully started a Session! To learn more about NeurOptimal®'s features, please view our video tutorials. To access, right click or tap and hold the Tools icon in the VAULT.

Removing the Sensors

1 Remove each sensor, trying to keep the paste clear of the hair as best you can. Be sure to clean the sensors of all paste with a tissue or wipe.

2 Clean the ears and hair as best you can with a tissue or wipe. If working with a client, offer them a wipe to remove any remaining paste. The paste removes easily with water.

3 To close NeurOptimal®, tap the *x* at the top right of the VAULT. To shut down the system, tap the Windows icon on the lower left of your screen and **shut down** from there.

NOTE: It might seem challenging at first, but soon you will be able to do a hook up (on yourself or someone else) in less than a couple of minutes. You can have clients doing Sessions with time for a break in between, comfortably in hourly slots. NeurOptimal® allows you to run multiple clients concurrently if you wish, with each client at their own NeurOptimal® station.

TIPS on preserving the integrity of the sensors:

1 Make sure you clean the sensors gently yet thoroughly, immediately after you have finished each Session. Any lingering paste can cause corrosion and will reduce the lifespan of the sensors. We recommend cleaning with a damp cloth or wipe. Be sure to thoroughly dry once clean.

2 When scooping paste, put your forefinger on the back of the sensor for support, preventing bending and possible sensor damage.

3 Do not kink, braid or wind the sensor wires tightly.

4 Inspect the sensors regularly. If they are damaged in any way, replace them. It is good practice to have a backup set of sensors on hand.

5 These sensors are malleable by design, so misalignment and/or bending is normal. It's ok to gently work them for better alignment or comfort.

PART 5 · Tracking Tools

↳ A What Are They?

Journaling using our tracking tools are a great way to keep track of your NeurOptimal® journey.

↳ B Why Use Them?

It can be very interesting to globally track what's going on in your life as you embark on your NeurOptimal® training journey. These tools can help memorialize certain aspects in a way that can be exciting to look at later on.

↳ C How Should They Be Used?

Fill out a printed or digital set before the first Session and continue to track as you go.

My Journal: Checklist

NEUROPTIMAL
Advanced Brain Training Systems

MY JOURNAL: CHECKLIST

NAME:

DATE: PRE/ONGOING/POST:

Please check off any item that represents how you are feeling using the past week as your guide.
Add comments if you wish.

- Itchy or irritated nose, sneezing
- Wheezing
- Catch cold too often
- Run down
- Tired
- Awake too long when you go to bed
- Waking up during the night
- Waking up before you want to
- Difficult to wake up in the morning
- Bad dreams
- Difficulty breathing at night
- Out of bed but not knowing how you got there
- Skin difficult to manage
- Hair weaker or less lustrous than you'd like
- Nails weak, flaking or tearing
- Blurry vision at times
- Areas where you can't see anything
- Spots floating in front of you
- Difficult to hear
- Ringing in your ears
- Ears hurt inside
- Smells seem different or lost
- Nose gets blocked
- Grinding your teeth
- Things taste different
- Voice hoarse or sore
- Can't get enough air
- Heart too fast or jumpy
- Pulsing or throbbing in your head
- Heart skips a beat
- World spinning around you
- Might throw up
- Tummy hurts
- Gassy, bloated
- Sensitive digestion
- Upset stomach
- Difficulty going to the bathroom
- Eat when not hungry, or not feeling hungry

- Trouble eating sweets
- Urges to eat sweet things
- Sensitive to heat or cold
- Slowed down or speeded up
- Moody at certain times of the month
- Hot flashes
- Problems from being of a "certain age"
- Not interested in your partner
- Too interested in your partner or other people?
- Stiff and sore
- Areas that really hurt when touched
- Muscles hurt
- Fatigued
- Pains in your head
- Going to pass out
- Lose consciousness
- Difficult to remember things
- Difficult to find your words
- Difficulty reading
- Difficult to speak sometimes
- Shaky
- Weak
- Too active
- Can't balance on one leg
- Moving your head or saying words you don't intend
- Difficulty paying attention
- Easily distracted
- Make a lot of mistakes
- Disorganized
- Difficult to complete tasks
- Lose your train of thought
- Difficult to complete studies or work
- Get into trouble at school or work
- Mix up numbers or letters sometimes
- Difficult to know how things fit together
- Difficulty with some subjects

- Need to go to the bathroom but hard to start
- Lose your urine sometimes
- Difficult to control going to the toilet
- Stinging sensations when going to the bathroom
- Drink too much sometimes
- Smoke cigarettes
- Concerns about eating
- Need caffeine to get going
- Enjoy marijuana
- Habits that concern you
- Moody
- Feeling low or flat
- Feel sad
- Concerned about things
- Feel terrified sometimes
- Mull about things
- Thoughts you'd like to stop but can't
- Need to do things over and over
- Eat more food than you can comfortably eat
- Careful to never eat too much
- Make yourself throw up
- Difficult to do things you'd like to do
- Others are against you
- Get into trouble for your behavior
- Feeling angry
- Overwhelmed

_____
_____
_____
_____
_____
_____
_____
_____
_____

Note: Any concerns mentioned are intended as examples only and not meant to suggest that NeurOptimal® treats, mitigates, cures, or diagnoses any listed concern. Instead, identified concerns and medication use are one of many ways to measure shifts in brain functioning and perception.

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My Journal: Tracker

NEUROPTIMAL
Advanced Brain Training Systems

MY JOURNAL: TRACKER
Start your journey here and track as you go.

NAME: DATE:

SESSION #:   MY QUALITY OF LIFE ON A SCALE OF 0-10 IS:

ITEM Pick the items that you would most like to see shift	DURATION How long did it last? Do not count when you were sleeping	INTENSITY How strong was it 0-10	FREQUENCY How many times did you feel this way in the past week, or how many days out of 7?
1.			
2.			
3.			
4.			
5.			

Note: Any concerns mentioned are intended as examples only and not meant to suggest that NeurOptimal® treats, mitigates, cures, or diagnoses any listed concern. Instead, identified concerns and medication use are one of many ways to measure shifts in brain functioning and perception.

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Additional Information

↳ A Important Tips

1 **Internet Connection:** NeurOptimal® requires an initial internet connection. Thereafter, connecting every 7 days is sufficient. If you fail to connect after 7 days, an error message will appear. Reconnect to the Internet to continue using NeurOptimal®.

2 **Hardware Registration:** In the unlikely event that your system requires warranty service, your computer hardware must be registered with Microsoft.

    1. Go to **account.microsoft.com/devices** and sign in with your Microsoft account (or create your Microsoft account).

    2. Click on *Devices*.

    3. Click on *Register your device*.

3 **zAmp Warranty:** Your zAmp EEG amplifier is warranted by Zengar Institute Inc. to be free of defects in componentry, materials and workmanship throughout the warranty period. This warranty excludes zAmp failure due to abuse, misuse and/or breakage, damage by liquid and normal wear and tear relating to the electrode input jacks, belt clip and the USB connectors and cable. This warranty is transferable once, the official transfer must be made through Zengar®. See our Terms & Conditions for more details: **https://neuroptimal.com/terms-and-conditions/.**

4 **Windows Updates:** Keeping the operating system updated is imperative to keeping it running optimally. We recommend checking for Windows updates daily, because having them pending in the background can cause the system to behave oddly. Sometimes Windows updates can take a while so be sure to leave enough time for them to finish if updating prior to a client or, do them at the end of the day. Keep checking for updates until it says *there are no updates left for this system*.

5 **Operating System (OS) Language:** We understand that it can be nice to customize the Windows OS. However, changing the language, date and/or time format can result in erratic behavior and/or disabling NeurOptimal® entirely. The system has been configured in a very specific way. Please do not make any changes.

(6) Additional Information

↳ B Key Contacts

Hours:

Offices	9am-5pm EST
ZenConnect	7am-7pm EST

General Inquiry:

Toll Free (USA & Canada)	1-866-990-OPTIMAL (6784)
Email	PASS@neuroptimal.com

Product Inquiry:

Toll Free (USA & Canada)	1-866-990-OPTIMAL (6784) x742
Direct	1-514-312-5799
Email	info@neuroptimal.com

Order Status Inquiry:

Toll Free (USA & Canada)	1-866-990-OPTIMAL (6784)
Direct	1-514-312-3727
Email	orders@neuroptimal.com

Tech Support / ZenConnect:

Facebook Page	NeurOptimal® PASS Support
Website	www.neuroptimal.com/technical-support-faqs
Toll Free (USA & Canada)	1-866-990-OPTIMAL (6784)
Email	support@neuroptimal.com

CE

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures: 1. Reorient or relocate the receiving antenna. 2. Increase the separation between the equipment and receiver. 3. Connect the equipment into an outlet on a circuit different from that to which the receiver is connected. 4. Consult an experienced radio/TV technician for help.

NEUROPTIMAL ®
Advanced Brain Training Systems

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Creator of **NeurOptimal**®
Zengar
Institute Inc.
Founded 1996