

Getting Started with the SmartPalate System in 7 Easy Steps

STEP **Membership Documents**

1

Talk to a CompleteSpeech representative about the best membership for you & it's benefits. Review the Membership documents & any other documents or videos that your CompleteSpeech representative may send you. Ask any questions you may have.

 *Time Frame: 30 Minutes*



STEP **Membership Order Form**

2

Once you have reviewed the membership document & are ready to proceed, fill out the last page of the Membership Document which is the Membership Order Form. This can be printed, filled out, scanned & emailed or faxed back or can be filled out & signed electronically by downloading the electronic PDF, typing in the information, saving the changes, & sending it back through fax or email. See contact information below. The day your order form is received & your initial payment is processed is your Activation Date. The SmartPalate system, including the DataLink(s), Lanyard(s), USB Cord(s) & Software download link, will be shipped within 1 business day from your Activation Date.

 *Time Frame: 10 Minutes Or Less*



STEP **Schedule An Appointment**

3

Your SmartPalate will not be shipped with the System shipment. To create the SmartPalate we will need a Dental Mold of the Upper Palate taken from an Upper Palate Impression made by your local dentist or orthodontist. Simply call to make an appointment for an upper palate impression. This should not be over \$50 depending on your location. (If you know you are signing up for a membership you can actually set your appointment before the Order Form is submitted & even send us the Dental Mold before as well saving yourself startup time)

 *Time Frame: A Few Days Depending On Your Dentist/Orthodontist*



STEP

4

Ship The Dental Mold

Once the Dental Mold of the Upper Palate is done you can mail it back to CompleteSpeech in the Dental Packet you will receive as part of your Membership. This is a small box with prepaid shipping, instructions for the dental mold & bubble wrap to put the dental mold into. Ship the complete Dental Packet through USPS. Some people give the dental packet to the person making their dental mold so they can ship it when it's done. Shipment address found at the bottom of this document.

 *Time Frame: The Dental Mold Should Be Ready Within 1-3 Days To Ship. Shipment Then Takes 4-7 Days*



STEP

5

SmartPalate Software 2.5

When you receive your SmartPalate system, install the software on your desired PC laptop(s) &/or desktop(s). This allows you to learn the software as you're waiting through the setup process. During this process any issues with the software can be resolved without wasting any time when you have your SmartPalate. Contact us if there are any issues & we will help you resolve them.

 *Time Frame: Software Installation takes minutes*



STEP

6

SmartPalate Customization

Once we receive your Dental Mold, we will begin the customization & creation process of your SmartPalate. This can take up to 7 business days to complete. Once it is completed it will be sent out that same day.

 *Time Frame: Up To 7 Business Days for SmartPalate Creation & 4-7 days For Shipping*



STEP

7

Learn While You Wait

Throughout the startup process you should take advantage of the time to do the following:

- Schedule your free software training
- Schedule your free marketing training (Professional Memberships Only)
- Watch as many videos as you can from our YouTube channel under our name "CompleteSpeech"
- Join our Facebook group "Speech Therapy Tools & Techniques for Parents & SLP's by CompleteSpeech"
- Visit www.completespeech.com & Register a new account with Membership status. You will then have access to exclusive content including the Downloads page where you can find dozens of useful documents to both learn & teach clients
- Review the SmartPalate Manual

