



TurningPoint®

Quick Start Guide

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Section 3	Creating an Interactive PowerPoint® Slide
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Required Hardware:

1. Response Card



3. High Speed Keyspan USB Adapter



5. USB Serial Port



USB connector as seen on a PC Desktop Tower

2. Response Card Receiver



9 pin RS-232 (Com) port/serial port

Receiver

4. Dongle



Parallel Dongle



USB Dongle

6. 9 pin RS-232 Serial Port

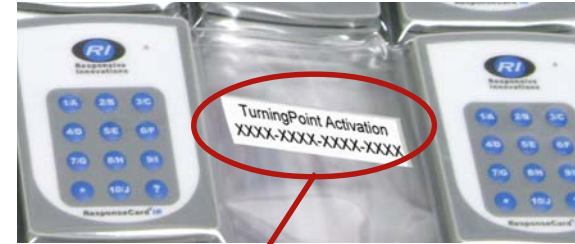


USB connector as seen on a laptop

9 pin RS-232 (Com) serial port

Section 1 Installing TurningPoint Software

1. Insert CD and follow on screen instructions to complete your TurningPoint Software installation.
2. During installation you will be asked to select your hardware type. If you are unsure of your hardware type select Response Card (Note: your hardware selection can be changed at a later date should you wish to use another supported hardware device).
3. You will also be prompted to activate your TurningPoint software via the Internet or by telephone. Follow the provided instructions to complete activation. **Please refer to the picture at right to locate your activation code - skip Section 2 if you have an activation code.** (Note: If you have an activation code you do not select to run the program in demonstration mode. If you are using a dongle, you do not need an activation code. See Section 2 for dongle info).
4. Important: After successful installation, if your PC does not reboot automatically do a manual reboot of your PC.
5. Congratulations! You are now ready to create an interactive PowerPoint® presentation.



Product Activation Code

Section 2 USB and Parallel Dongle If your Dongle is plugged in please unplug before starting this section!

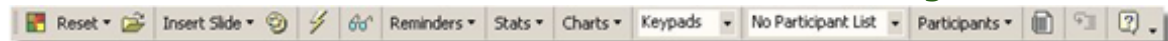
1. If you have an internet connection, choose to Activate over the Internet.
2. Choose your type of organization.
3. Check the box that states “I want to run this in demonstration mode.”
4. Continue following the instructions on the screen until it says “Thank You for Activating TurningPoint.”
5. After you finish activating, plug in your dongle. This will override demonstration mode.
6. Plug your Dongle into the appropriate port. Depending on the type of dongle you have it will plug into a USB or Parallel port on your computer.

Section 3 Creating an Interactive PowerPoint Slide

1. Open Microsoft PowerPoint. (Note: If the “Run Hardware Wizard” message box pops up, select “No”, you can run the Hardware Wizard at a later time).

7. TurningPoint Toolbar

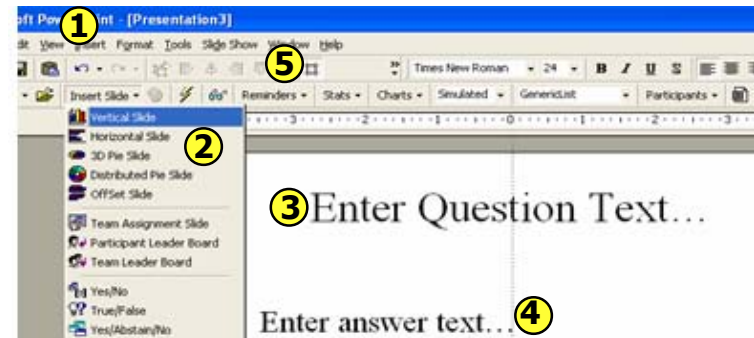
2. Create a new PowerPoint presentation file.
3. PowerPoint will ask you to select an auto layout slide type for your first slide. Select any type of PowerPoint slide layout to begin working on your file. At this point the slide is not an interactive PowerPoint slide.



4. To create an interactive slide: Locate the TurningPoint toolbar (See picture 7. TurningPoint Toolbar). It is located on the top portion of your PowerPoint screen. The TurningPoint toolbar is your command line for creating interactive slides.

8. Screen Shot

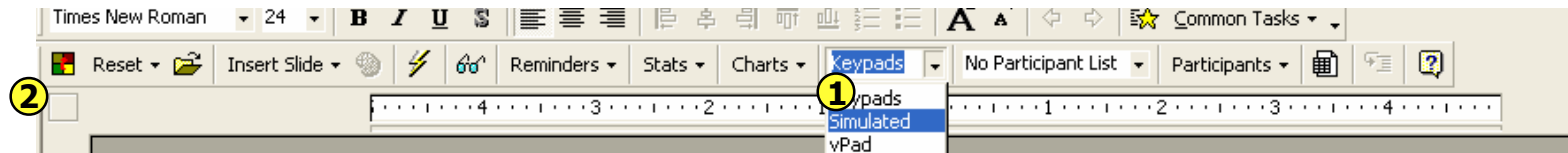
5. From the TurningPoint toolbar left click the “Insert Slide” drop down menu (See 8. Screen Shot: # 1).
6. Scroll down the list with your mouse and left click a slide type from the list (See 8. Screen Shot: # 2).
7. Directly on the slide: Enter your question into the text box entitled “Enter Question Text...” (See 8. Screen Shot: # 3).



8. Directly on the slide: Enter correct and incorrect responses into the text box entitled “Enter answer text”. Each potential response must be separated by a hard return and each response requires a unique identifier (unique identifier will be either a number or a letter depending on keypad type) (See 8. Screen Shot: # 4).
9. *This step is optional, however, it does add a level of control to your slide.* Left click the “reminders” drop down menu See 8. Screen Shot: # 5). You can select from one of each of the reminder types — countdowns, response counters, response tables and or answer now keys to add additional control to your slide...
10. Congratulations! You have just created an interactive slide.

Section 4 Simulating a Group Response Session

9. Screen Shot



1. Left click on the down arrow next to word “Keypads” as displayed on the TurningPoint toolbar. (See 9. Screen Shot: # 1)
2. Highlight the word “Simulated”, and left click your mouse. Your system will now simulate responses during Slide Show mode.
3. From the PowerPoint toolbar select “Slide Show” and then select “View Show.” Note: If a “Demonstration Mode” window pops up — simply left click “OK.” You can now advance through slides with a left mouse click.
4. Animation settings (the order in which text appear on your slide) for interactive slides were automatically set during the creation of your interactive slide. As a result, you will need to left click your mouse to advance text and reminders (response tables, countdowns, etc). The grid at the bottom of your screen is simulating the collection of responses. A green box indicates a response has been collected from a simulated participant.
5. Immediately following the last simulated response or the elapse of allotted time, polling results will automatically display.
6. After polling concludes for that slide you can advance to your next slide or press “esc” key to quit show.
7. If you wish to save session data or reset your values to zero then re-poll the same slide set, left click the “reset” drop down screen (See 8. Screen Shot: # 4). Select “Session” or “Current Slide”. Click “yes” to save and follow on screen instructions. All data will be saved within that session file and all slide data will be reset to zero.

Section 5 Hardware Installation

Note: Prior to starting setup see required hardware list at top of the first page.

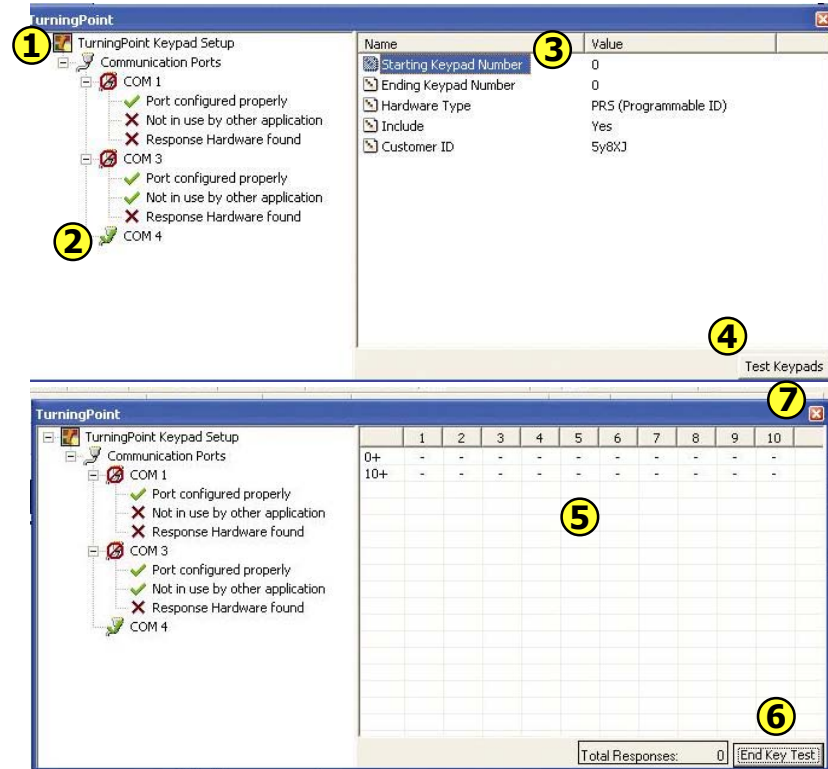
10. Screen Shot



1. Close all applications.
2. If you do not have a serial port (see pictures # 5 and 6) available on your computer you must complete Step 3 and install the USB Adapter software.
3. Install the Keyspan High Speed USB Adapter software (find CD driver enclosed in keypad case). Keyspan is the only supported USB adapter.
4. Turn off your computer (after initial installation you will not need to start from the off position).
5. Locate the Response Card receiver — connect the cable of the receiver to an available 9 pin RS-232 (Com) port on your PC. If you do not have an available port, connect the 9 pin connector into the High Speed USB adapter.
6. Plug the USB adapter into an available USB port on your computer (See Picture: USB Adapter and 9 Pin Serial Port).
7. Turn your computer on.
8. System Check: The High Speed USB Adapter should be displaying a green flashing light.
9. Open the PowerPoint application.
10. From the TurningPoint toolbar. Left click on the down arrow next to word “Keypads”, as displayed on the TurningPoint toolbar. Select “Keypads” (See 9. Screen Shot: # 1).
11. From the TurningPoint toolbar. Locate the “Lightening Bolt” (See 10. Screen Shot). and left click. This will launch the hardware configuration process.
12. On-screen instructions require you to press a number on the keypad or press the “esc” key to advance. Each time you see this screen, press a number on the keypad. If the screen does not advance, press the “esc” key. Repeat the process until your hardware is identified. When the hardware is recognized you will see the com port screen (See 11. Screen Shot: # 1).
13. Your keypads are active on the COM port number corresponding with the green check mark. Left click this COM number (See 11. Screen Shot: # 2).

14. Setting your starting and ending keypad numbers. This can be done by right clicking on the words “Starting Keypad Number” (See 11. Screen Shot: # 3). In the pop up window enter the lowest number found in your keypad set. Keypad numbers are located on the back of each keypad. If your keypad number is “000001” you enter “1”. Repeat the same steps to define your “ending keypad number”. If your ending keypad number is “000020” you enter “20”. Note: If your keypad number is greater than “999” you are working with fixed ID keypads. In this case you can enter in “1” as your starting keypad and set your ending keypad number to equal the total number of keypads you wish to use during that session.
15. Testing your keypads. Left click on the “test keypads” button (See 11. Screen Shot: # 4).
16. Select a keypad with a number that fits into the range defined in step 15.
17. Turn the keypad on by pressing the red button on the front of the keypad. When the keypad is on, a green light located on the top of the keypad will illuminate. Press any number on the keypad. This number will display on the grid (See 11. Screen Shot: # 5).
18. When you have completed the keypad test left click the “End Key Test” button (See 11. Screen Shot: # 6).
19. Close the window by left clicking on the red x in the upper right corner of the test screen window (See 11. Screen Shot: # 7).
20. Congratulations! You are now ready to use keypads to poll a live audience!

11. Screen Shot



Section 6 Polling With Response Cards

1. Complete Section 5 of this guide. If you have already done this you can move on to Step 2.
2. Attach the Response Card hardware to your computer. See Section 5, steps five through eleven.
3. Create an Interactive PowerPoint presentation. Complete Section 3 of this Quick Start Guide. If you have already done this, simply open the PowerPoint file that contains the interactive slides.
4. Ensure that there is a clear line of site between your receiver and the point at which participants will use the Response Cards.
5. From the PowerPoint toolbar launch your slide set in “Slide Show” mode and use your left mouse click to advance through slide text.
6. Audience participants can select a response from your slide. When your “Countdown” timer reaches zero, polling results will automatically display. If you did not use a countdown timer, you will need to left click your mouse to show polling results.