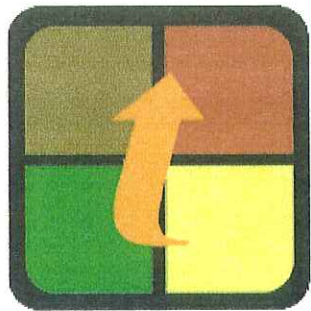


Quick Start Guide

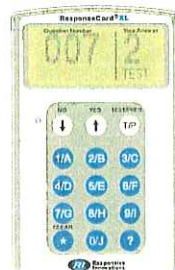


TurningPoint®
2006

Section 1	Installing TurningPoint® 2006 Software
Section 2	Activating/Updating your TurningPoint® 2006 License
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Section 5	Simulating a Group Response Session
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Required Hardware

1. ResponseCard®



ResponseCard XL



ResponseCard RF



ResponseCard IR

2. ResponseCard® Receiver

XL & IR Receiver
(USB)



RF Receiver
(USB)



3. USB Serial Port



Look for the Standardized
USB Symbol



241 Federal Plaza West
Youngstown, OH 44503
Toll-Free: 866-746-3015
Fax: 330-746-6863
www.turningtechnologies.com

Section 1 - Installing TurningPoint® 2006 Software

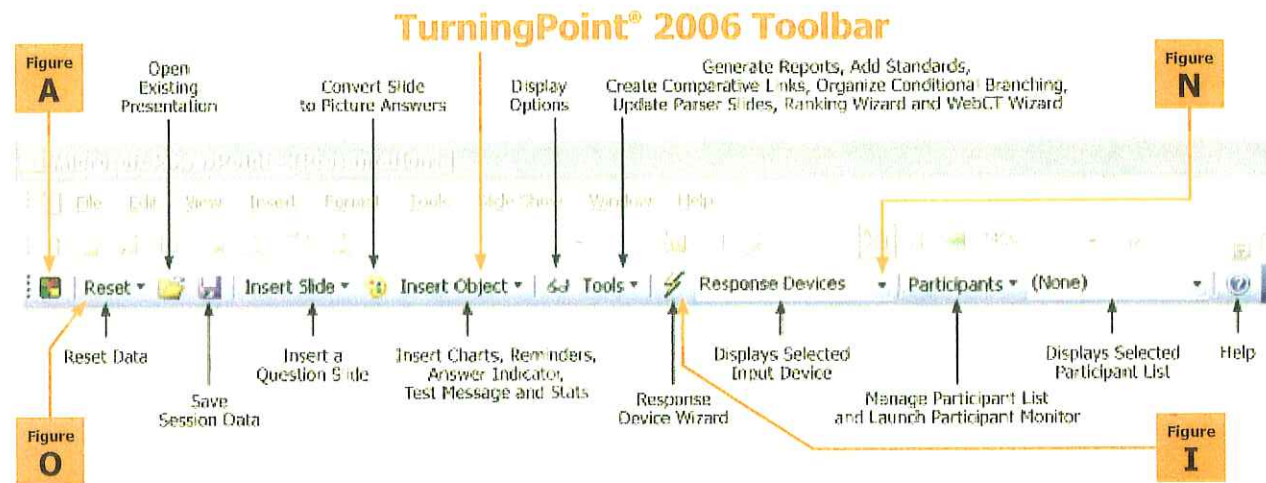
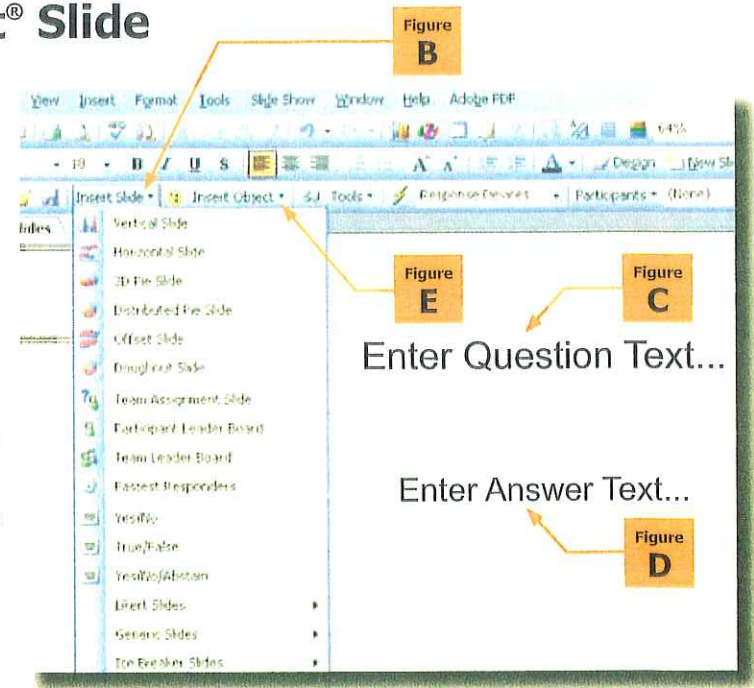
1. You must be logged into your computer as a local computer administrator.
2. Install TurningPoint in one of two ways:
 - a. Download TurningPoint 2006 by going to the “Downloads” section on the www.turningtechnologies.com website. Save the “*setup.exe*” file to your desktop. After a successful download, double-click the “*setup*” icon to open the file. The Installation Wizard will appear.
 - b. Insert your TurningPoint 2006 CD into your computer’s CD-ROM drive. Follow the on screen instructions to begin the installation process.
3. During installation, the TurningPoint 2006 Installation Wizard will check your computer’s configuration. If you receive a request to run the TurningPoint Update Utility, you must run this utility to ensure a successful installation. Follow all on-screen instructions. After running the Update Utility, click “OK” to close and continue to Step 4.
4. Select the “Next” button to continue with the installation.
5. If you accept the terms of the License Agreement, select the button labeled “*I accept the terms in the license agreement*” and then select “Next.”
6. Type in your information and select “Next.”
7. Specify a location to install TurningPoint and select “Next.” Unless otherwise instructed by your IT Department, leave the location at the default.
8. Select “Install” and TurningPoint will now begin installing. Click “Finish” when the process is complete.
9. Select “Launch TurningPoint” if you would like to immediately open the program. To open TurningPoint at a later time, you will need to double click on the TurningPoint Icon on the desktop or open the program through your Start Menu.

Section 2 - Activating/Updating your TurningPoint® 2006 License

1. Click on the “*Activate/Update TurningPoint Icon*” on the TurningPoint Toolbar ([See Back Page - TurningPoint Toolbar - Figure A](#)). There are two methods for activating/updating your TurningPoint 2006 License.
 - a. Activate License over the Web.
 - b. Activate License by Phone.
2. Activating the software allows you to enter your license information. You can activate your computer with a 16 digit alphanumeric code that will be located on an index card in your TurningPoint Binder, or your license will be programmed into the USB Receiver. When using the USB Receiver method, be sure that the USB Receiver is unplugged, and then activate TurningPoint in Evaluation Mode. After you are finished activating TurningPoint, plug in the USB Receiver and your license will override Evaluation Mode.
3. Follow the on-screen instructions for activating/updating TurningPoint. If you chose Activate License by Phone, you will need to call Turning Technologies, LLC to activate the software. (1-866-746-3015)

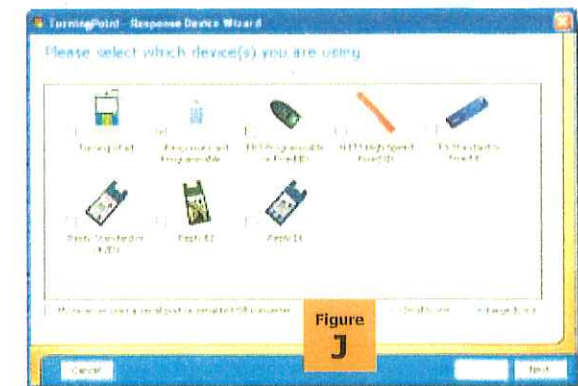
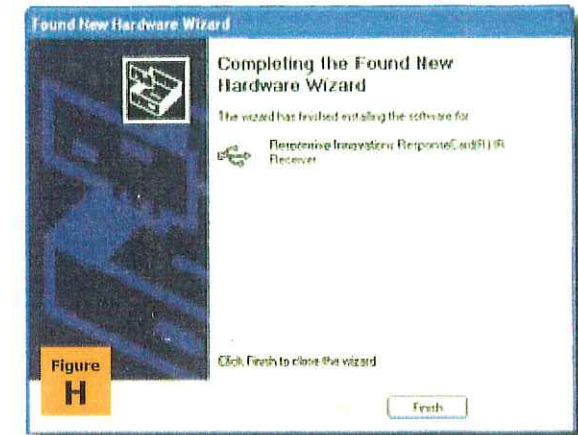
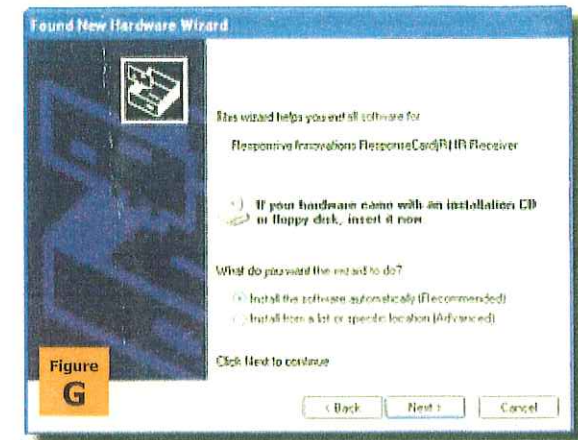
Section 3 - Creating an Interactive PowerPoint® Slide

1. When TurningPoint 2006 is opened, a non-interactive slide is displayed.
2. To create an interactive slide: Locate the TurningPoint Toolbar. It is located on the top portion of your PowerPoint screen. All the functionality of TurningPoint can be accessed through the toolbar.
3. From the TurningPoint Toolbar left click "Insert Slide" (Figure B) to access the drop down menu.
4. Scroll down the list with your mouse and left click a slide type from the list.
5. Directly on the slide: Enter your question into the text box entitled "Enter Question Text..." (Figure C).
6. Directly on the slide: Enter correct and incorrect responses into the text box entitled "Enter answer text..." (Figure D). Press "Enter" after each potential response. Each response requires a unique identifier (unique identifier will be either a number or a letter depending on keypad type).
7. This step is optional, however, it does add a level of control to your slide. Left click "Insert Objects" (Figure E) to access the drop down menu. 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...
8. Congratulations! You have just created an interactive slide.



Section 4 - Hardware Installation

1. Close all applications.
2. Locate your ResponseCard Receiver and connect the receiver to a USB port.
Tip: Always plug your USB receiver in to the same USB port.
3. The first time you install your receiver, the Found New Hardware Wizard will appear (Figure F). On the first screen, select “No not at this time” and click “Next.” Then choose to automatically install the drivers by clicking “Install the software automatically (Recommended)” (Figure G) and click “Next.” On the next screen, select “Continue Anyway.” You should now be on a screen that will allow you to click “Finish” (Figure H). Your drivers are now installed, and your receiver is ready to be used.
4. Open TurningPoint 2006.
5. Click the “Response Device Wizard” (Lightning Bolt - Figure I) on the TurningPoint Toolbar. In the “Response Device Wizard” select the device that you are using (Figure J). Click “Next” to then bring up the “Search for Response Device” screen.
6. At first, you will notice a red arrow at the top right corner of the screen. If your Receiver is a USB receiver, the arrow will automatically go green (Figure K) acknowledging that the receiver was found. When you are done searching, click “Next.”
7. The next screen allows you to set your keypad range (Figure L). If you are using more than one receiver, you will need to click on each receiver to set the keypad range. If you are using a Radio Frequency receiver, this is the screen where you change the channel on the receiver. (All of your keypads will need to be set to the same channel as the receiver. Unless you are using multiple receivers in a building, we recommend that you leave the receiver at its default channel.)
8. Run a Polling Test by clicking “Start Test.” Press any key on your keypad. Information will then validate a successful connection (Figure M). Make sure all of your keypads respond and click “End Test.”
9. Click “Finish” and you are ready to use the hardware. When using Response Devices, make sure “Response Devices” is selected in the drop down box on the TurningPoint Toolbar (Figure N).



Section 5 - Simulating a Group Response Session

1. Left click on the down arrow next to word “Response Devices” on the TurningPoint Toolbar (Figure N).
2. Highlight the word “Simulated Data,” and left click your mouse. Your system will now simulate responses during “Slide Show” mode. The number of response simulated will be associated with the number of Response Devices you have set up in the “Response Device Wizard.”
3. From the PowerPoint toolbar select “Slide Show” and then select “View Show.”
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).
5. After polling concludes for that slide, make an advance (by left-clicking your mouse) in PowerPoint and your graph will appear revealing the audience’s response.
6. 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 “Reset” on the TurningPoint Toolbar (Figure O). Select “Session” or “Current Slide.” Click “Yes” to save and follow on-screen instructions. All data will be saved in a session file, and all slide data will be reset to zero. You can also click the Save Icon on the TurningPoint Toolbar to save your session.

Section 6 - Polling with Response Devices

1. Open TurningPoint 2006 and then open an Interactive Presentation that you have created using TurningPoint or follow Section 3 on Creating an Interactive PowerPoint Slide.
2. When using Response Devices, make sure “Response Devices” is selected in the drop down box on the TurningPoint Toolbar (Figure N).
3. Reset your Session by clicking on “Reset” on the TurningPoint Toolbar (Figure O), which will display a drop down menu. Left click “Session.” This will ensure all of your slides are ready for polling.
4. If you are using an Infrared Receiver, make sure you have a clear line of sight between the keypads and the receiver.
5. From the PowerPoint toolbar, launch your presentation in “Slide Show” mode and use your left mouse click to advance through the presentation.
6. Audience participants can select a response from your slide. Polling is open until results are displayed.



Correct: Receiver set on horizontal surface with tinted lens facing audience



Incorrect: Receiver is never to be mounted on a wall or other vertical surface.

