



Quick Start Guide for Presenters

RemotePoll™ with TurningPoint®

RemotePoll

Technical Requirements

- Requires a 2008 licensed RF or IR Receiver.
- Office XP, 2003, or 2007
- Intel or AMD 600 MHz class processor (1 GHz or higher recommended)
- 256 MB RAM
- 10 MB hard disk space (an additional 32 MB is required if you do not have Microsoft)
- .NET Framework 2.0 installed)
- 1024x768 resolution at 32-bit colour or higher
- Standard USB 1.1/2.0 port
- Ethernet or 802.11 compatible wireless network card
- Internet connection
- An established ResponseWare account
- ResponseWare Session ID

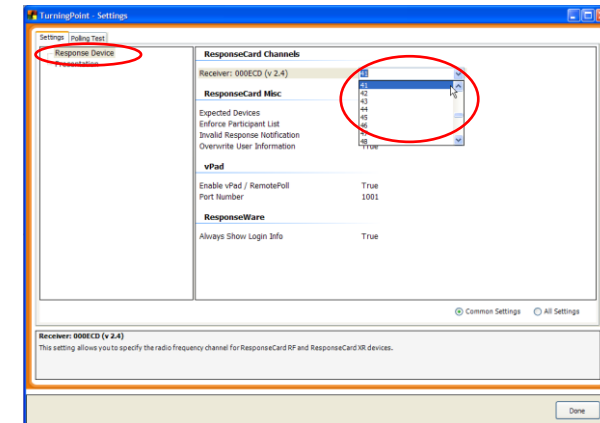
Installing TurningPoint 2008

TurningPoint 2008 is required to present the interactive questions. Below are the instructions for how to install TurningPoint.

1. Navigate to the downloads page on www.keepad.com (Support/Downloads/TurningPoint).
2. Select **TurningPoint 2008**.
3. Complete the software download registration form then click on **Download**.
4. Click on the link to start downloading **TurningPoint**.
5. A file download window will appear, click on **Save** then browse to a suitable location on your computer and click **Save** to start the download.
6. When the download is complete, double-click the **“setup”** icon to start the installation.
7. Select **“Run”** to start the InstallShield Wizard.
8. A welcome screen will appear on the InstallShield wizard, click **Next** to continue.
9. If you accept the terms of the License Agreement, select the button labelled **I accept the terms in the license agreement**, then click **Next**.
10. Enter your User Name and Organisation in the customer information window and click **Next** to continue.
11. Click **Install**, to complete the installation.
12. When the installation is complete click **Finish** to exit the wizard.

Hardware Setup (for Presenter’s computer)

1. **Connect** your TurningPoint 2008 licensed RF or IR Receiver.
2. Open TurningPoint from the TurningPoint icon on the desktop.
3. Click **“Tools”** on the TurningPoint 2008 Toolbar.
4. Select **“Settings”** from the drop down menu.
5. From the **“TurningPoint Settings”** window, select **“Response Device”** at the top of the left pane.
6. For RF receivers, select the **Radio Frequency channel** number from the drop-down menu in the right panel (next to the receiver with the serial number listed).
 - For IR receivers, verify that the receiver serial number is listed.
7. Select the **Polling Test** tab from the top of the Settings Window.
8. Select the **Start Test** button.
9. Press a key on each ResponseCard and verify the response is received in the polling test window.
10. Select the **End Test** button.
11. Click **Done** to close the Settings Window.



Opening your Presentation in TurningPoint

1. Open your TurningPoint Presentation as you would normally open a PowerPoint presentation by selecting **File** from the PowerPoint toolbar then browsing to where the presentation has been saved.
2. If using a participant list, select the list from the Participant List drop down menu.
 - * If you do not have a custom participant list, you can set it to **Auto** to track the Device IDs.
3. Make sure **Response Devices** is selected in the drop down menu on the TurningPoint toolbar.
4. Prepare slides for polling by selecting **Reset > Session** from the TurningPoint Toolbar. (Re-setting the session clears all previously polled data that is stored in memory).

NOTE: The session **must** be reset **BEFORE** the session ID is created. If it is reset afterwards the participants will be disconnected from the session.





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Configuring TurningPoint for RemotePoll

RemotePoll uses ResponseWare to communicate all responses from the remote locations back to the Host/Presenter. Therefore the Presenter must establish a ResponseWare session before they start the TurningPoint presentation. (Please contact Keepad Interactive if you do not have an established ResponseWare account).

1. Click **Tools** on the TurningPoint Toolbar and select **ResponseWare**.
2. Enter your ResponseWare username and password.
3. If you have reserved a Session ID you will need to enter it into the **Event Code** box.
4. Click **Login** to open the session.
5. Once connected, the window will change to display your **Session ID** as well as other connection information.
6. Click **Close** to exit the ResponseWare connections window.
7. The ResponseWare session is now established and you are ready to connect to the remote site/s.

NOTE: You will need to provide the **Session ID** to the remote sites that are connecting to your session.

Running the Presentation

1. Launch the presentation by pressing the **F5** key or selecting **Slide Show > View Show** from the PowerPoint toolbar and click to advance through the presentation. Polling will open automatically when a TurningPoint slide is displayed.
2. Give the participants time to respond the question. (You will need to allow extra time for the participants at the remote site/s).
3. Polling will remain close when you advance to display the display the results. (The control of each slide will vary slightly depending on the objects on each slide).
4. At the conclusion of the presentation, click once to exit the Slide Show (or press Esc).

NOTE: A video conferencing system or desktop sharing application is required to display the presentation at the remote site/s. Without this the participants at the remote site/s will not be able to view the TurningPoint questions.

Saving the Results

If you want to review the results or generate reports at a later time you must **save** the session file when you have finished polling the questions.

1. From the TurningPoint toolbar, select the **Save Session** button.
2. Name the session file and click **Save**. (The file will save as a .tpz file).

Generating a Report

1. Click the **Tools** tab on the TurningPoint tool bar.
2. Select **Reports**.
3. **Select** the session file you saved.
4. From the Available Reports menu, select the desired report by ticking the check box.
5. A Microsoft **Excel**® or **Word**® document will open.
6. Click **Save** to save the report or **Print** to print a hard copy.

Contact Us

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