

Add a Password

A three-digit password can be programmed into each keypad to prevent audience members from tampering with the keypad properties. You will know a keypad has a password if a "P" flashes in the display when you are trying to change a keypad address or channel.

1. Press and hold the **Reset** key for about 20 seconds until the **C** in the display blinks twice.
2. A "P" followed by the three digit password will flash in the display.
3. Enter a new three-digit password.

Remove a Password

1. Press and hold the **Reset** key for about 20 seconds until the **C** in the display blinks twice.
2. A "P" followed by the three-digit password will flash in the display.
3. Press 10-10-10.



Change Keypad Channels

1. Hold down the **Reset** key and press **9-7-3**.
2. Release the **Reset** key. Three numbers will flash in the LED. These numbers indicate the keypad channel.
3. Enter the new channel number.

Note: You must enter a three-digit number. Use the 10 key to enter a "0".

Change Base Station Channel

1. Plug in the base station.
2. Flip the power switch to on and immediately press the recessed **Chan Sel** button on the back of the base station.
3. The display on the front of the base station will read C 1, press the button again to change to channel 5.

Troubleshooting

The number pressed appears in the display but software does not receive the response

Cause: The keypad address is outside of the defined keypad universe.

Solution: Change the keypad address or change the keypad universe.

Cause: The keypad is too far away from the base station.

Solution: Move the keypad to within 75 feet of the base station.

Cause: The participant pressed an invalid response.

Solution: If polling is still open, the participant can enter a new number.

Cause: The keypad and base station are set to different channels.

Solution: Check the channel settings on the base station and the keypad.

Problem: A participant presses a number, but the number does not appear in the display.

Cause: The keypad battery is dead.

Solution: Replace the 9-volt battery inside of the keypad.

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OptionFinder® EZ Hardware Guide For OptionPower®

Makes PowerPoint® Interactive



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Using the OptionFinder® EZ Keypad System with OptionPower®

About this Guide

The purpose of this guide is to provide you with instructions for setting up and configuring your keypad system. Please refer to the on-line help (OptionPower/Help) for additional troubleshooting tips and information about the software.

How the EZ Keypad System Works

Each keypad has a unique address. The software uses the address to identify a signal from a specific keypad.

During polling, participants press the number on the keypad that corresponds with their response choice. The keypad address and the participant's response are transmitted to the base station and then to the software. The number pressed remains in the display for about 4 seconds.

If a participant presses an invalid number, the number will transmit but the software will exclude it from the responses.



If polling is open participants may change their response to a question. To change a response, press a new number. The last number pressed is the number that is saved.

The keypads and base station use radio frequency technology to communicate. EZ systems work on channel (frequency) 1 or channel 5. The base station and the keypads must be set to the same channel.

One base station will support up to 50 keypads.

9-volt batteries power the keypads.

Set Up the Keypad System

Connect the Base Station

1. Attach the RJ45 cable to the base station and to the serial port on your computer.
2. Plug the power cord into the RJ45 cable and a power source.
3. Flip the power switch to "on".

Place the Base Station

1. Place the base station within 75 feet of the keypads.
2. Position the base station 5 to 6 feet off the ground.
3. Position the base station away from other electronic devices, i.e. projectors, speakers, computers, etc.

Define and Test the Keypads

1. On the OptionPower menu, click **Keypad Setup Wizard**.
2. Click **Next**.
3. Click **I need to change my keypad settings. I would like OptionPower to detect my ports**, and then click **Next**. The wizard will search for the connected base station. If no base station is found, click **Diagnose** and then click the Help button for further instructions.
4. Once your base station has been found, enter the lowest and highest numbered addresses of the keypads you will be using with the base station.
5. Click **Next**.
6. Click **Next** again.
7. The table displays addresses for all of the keypads in your keypad universe.
8. Press a number key on a keypad.
9. The number you pressed should appear to the right of the keypad address.
10. Test all keypads.
11. Click Close and then click Finish.

Verify and Change Keypad Addresses

1. Hold down the **Reset** key until the display blinks once.
2. Three numbers will flash in the display. These numbers indicate the current address for the keypad. For example, 0...0...5 means the keypad has an address of 5. If the number is followed by a "P" then a password is required ... If a password is required, then a "P" will flash after the address. Immediately enter the password and then make changes to the address.
3. Enter the three digits of the new address.

Note Use the "10" key to enter a "0" (for example, to enter an address of "1," enter 10-10-1 for 001).

