

Automatically Define the Hardware Setup

1. Connect the receiver to the computer.
2. In PowerPoint, click **Hardware** on the *OptionPower* ribbon.
3. Select **Auto Detect Hardware**.
4. OptionPower will search all of the ports on your computer for connected receivers.
5. When connections are found, the model name will appear and the status will change to green and *Found*.
6. Enter a number for the receiver.
7. Enter the low and high keypad numbers.
8. Remove all unused receivers.
9. Click **Test Hardware**.
10. Press a number on each keypad. The number you pressed will appear to the right of the keypad address if the hardware is properly configured.
11. Click **Close**.
12. Select **OK**.

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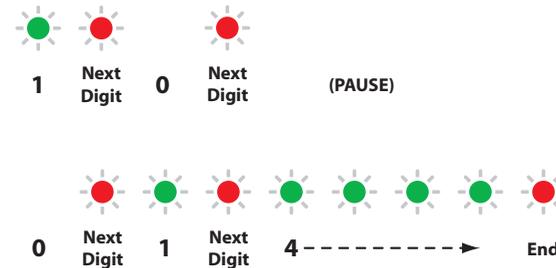
1. Connect the receiver to the computer.
2. In PowerPoint, click **Hardware** on the *OptionPower* ribbon.
3. You may either modify the settings for an existing receiver or add a new receiver:
 - To modify the settings for an existing receiver, click the **Model** drop down menu and select your hardware platform.
 - To add a new receiver choose **Add New Base Station**, click the **Model** drop down menu and select your hardware platform.
4. Enter a number for the receiver.
5. Enter the low and high keypad numbers.
6. Click **Base Station Settings** and select the port for the receiver.
7. Click **Verify Hardware**. If a connection is found, the status will change to green and *Found*. If it changes to red and *Not Found*, check the cables for the receiver or try another COM port if one is available.

8. Click **Test Hardware**.
9. Press a number on each keypad. The number you pressed will appear to the right of the keypad address if the hardware is properly configured.
10. Click **Close**.
11. Select **OK** to save the changes and close the *OptionPower Hardware Setup* dialog.

CHANGING THE KEYPAD ADDRESS

Verify the Keypad Address and Channel

1. Simultaneously press and hold the **1** and **5** keys for three seconds.
2. A series of red or green lights will appear in the display, followed by a pause and then a second series of lights. The first series represents the two-digit address of the channel. The second series represents the three-digit address.
3. The green lights represent numbers for the address or channel. The red lights delineate the digits in each numbering sequence. No green light will flash for zeros. For example, if your keypad is set to channel 10 and address 14 the light sequence will be as follows:



USING THE KEYPAD DIRECTOR

Programming for the keypads is done with an additional device called a Director.

Turn the Director On/Off

- Press the Power button to turn the Director on.
- Press and hold the Power button to turn the Director off.

Program the Keypads

Use the five context-sensitive settings buttons just below the LCD screen on the Director to access the programming menus and make selections.

1. Press the fourth settings button to access the *Setup* menu.
2. Press **1** to select the keypad type.
3. Make sure *Reply Mini* is selected.
4. Press the **Exit** button.
5. Press **2** to set the channel number.
6. Use the settings buttons for the left and right arrows to select the channel number you wish to use.
7. Press the **Exit** button.
8. Press **3** to verify auto-incrementing status.
9. Make sure **Yes** is highlighted and then press the **Exit** button.
10. Press the **Exit** button again to return to the main menu.
11. Press the first settings button to access the *Start* menu.
12. Use the buttons for the left and right arrows if you want the numbering for the keypad addresses to start at a number other than 1.
13. Hold the keypad over the designated space on the Director. The LED on the keypad will flash red and then green when programming is complete.
14. Press the **Exit** button when programming for all keypads is complete.
15. Press the third settings button for the *Delete Data* menu.
16. Press **1** to clear the keypad addressing results.
17. Disconnect the Director or press and hold the power button to turn the Director off.



Using the OptionFinder® Micro Keypad with OptionPower®

HOW THE MICRO KEYPAD SYSTEM WORKS

- The Micro keypad works with both OptionFinder Micro and OptionFinder G2 receivers.
- Each keypad has a unique address. The software uses the address to identify a signal from a specific keypad.
- The keypads work with questions having up to five response choices.
- If polling is open participants may change their responses to a question. To change a response they simply press a new number. The last number pressed is the number that is saved.
- The keypads and receiver use radio frequency technology to communicate. Micro keypads work on fifteen different channels. The receiver and the keypads must be set to the same channel.
- The keypads and receiver operate in the 2.4 GHz range.
- The keypads have a range of 300 feet.
- One receiver will support up to 250 keypads.
- Each keypad uses one CR2032 lithium coin cell battery.
- The keypads automatically turn off after 12 seconds to conserve battery life.
- An additional device called a Director is used to program the keypad address or channel.
- If the keypad battery is low the LED will flash red four times after a vote is sent.
- When a participant enters a response the LED will display a green light. The light will disappear when the response is received. The keypad will transmit a response for nine seconds. If the response is not received within that time, a red light will appear in the display.



SETUP THE KEYPAD SYSTEM

Step 1 - Install the Drivers

The first time you connect the receiver to your computer you will receive a "New Hardware Found" message. You must install drivers for the receiver before using it.

1. Insert your OptionPower Installation CD into your CD-ROM drive and exit the Installation Wizard.
2. Connect the receiver to your computer via a USB port.
3. Click **No, not at this time** on the Windows *New Hardware Found* dialog and then click **Next**.
4. Select **Install software automatically** and click **Next**.
5. Click **Continue Anyway** to proceed.
6. Repeat steps 3 - 5 when the *New Hardware Found* dialog appears a second time.

If you do not have the OptionPower CD:

1. Click **Install from a list or specific location**, and then click **Next**.
2. Click **Include this location in the search** and then browse for the folder *C:\Program Files\OptionPower\Drivers\FTDI WHQL G3-G2 Universal Driver*.
3. Click **Next**.
4. Click **Continue Anyway**.
5. Repeat steps 1 - 4 if the *New Hardware Found* dialog appears a second time.

If the New Hardware Found dialog does not appear:

1. On the Windows Start menu, or on your desktop, right-click **My Computer** and then click **Properties**.
2. Select **Hardware**.
3. Click **Device Manager**.
4. Click the plus sign next to **Ports**.
5. Right-click the USB port, and then choose **Update Driver**.
6. If you have the OptionPower CD insert it now and then click **No, not at this time**. Select **Install software automatically** and

click **Continue Anyway** to install the driver. Repeat this step when prompted to *Install New Hardware* a second time.

7. If you do not have the OptionPower CD, click **Install from a list or specific location** and then click **Next**.
8. Click **Include this location in the search** and then browse for the folder *C:\Program Files\OptionPower\Drivers\FTDI WHQL G3-G2 Universal Driver*.
9. Click **Next**.
10. Click **Continue Anyway**.
11. Repeat steps 6 - 8 if the *New Hardware Found* dialog appears a second time.

Step 2 - Place the Receiver

- Place the receiver in a central location within 300 feet of the keypads.
- Position the receiver 5 to 6 feet off the ground.
- Position the receiver away from other electronic devices such as projectors, speakers and computers.
- If you are using multiple receivers, place them at least 3 feet apart.

Step 3 - Define and Test the Key pads

OptionPower 3.2 for Office 2003/Office XP

Automatically Define the Hardware Setup

1. In PowerPoint, go to the OptionPower menu and click **Keypad Setup Wizard**.
2. Click **Next**.
3. Select **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 receiver. If the receiver is found, **OK** will appear in the *COM Port* column of the Search results page and **OptionFinder G2** will appear in the column next to the COM Port. If no receiver is found, follow the instructions to manually define the hardware setup.
4. Once your receiver has been detected, enter the lowest and highest numbered addresses of the keypads you will use with the receiver.
5. Remove keypad addresses entered for other ports.

6. Click **Next**.
7. Click **Next** again.
8. A table will display addresses for all the keypads in your keypad universe.
9. Press a number key on a keypad. The number you pressed will appear to the right of the keypad address if the hardware is properly configured.
10. Test all the keypads.
11. Click **Close** and then select **Finish**.

Manually Define the Hardware Setup

1. On the Windows Start menu or your desktop, right-click **My Computer** and select **Properties**.
2. Click **Hardware**.
3. Choose **Device Manager**.
4. Click the plus sign next to **Ports** and note the USB port number.
5. In PowerPoint, go to the OptionPower menu and click **Keypad Setup Wizard**.
6. Select **My ports**.
7. Click **I need to change my keypad settings. I would like to manually select my ports**, and then click **Next**.
8. Double click the **Serial/Brand** column next to the USB port number you noted above and select **OptionFinder G2**.
9. Enter the low and high keypad addresses.
10. Remove keypad addresses entered for other ports.
11. Click **Verify**. If the receiver is found, **OK** will appear in the *COM Port* column. If the receiver is not found, click the port and then select **Diagnose** to troubleshoot the error.
12. Once the receiver is found, click **Next**.
13. Click **Next** again.
14. A table will display addresses for all of the keypads in your keypad universe.
15. Press a number key on a keypad. The number you pressed will appear to the right of the keypad address if the hardware is properly configured.
16. Test all the keypads.
17. Click **Close** and then select **Finish**.