



PowerCom for Office2007 Reply Plus / Mini + Quick Setup Guide

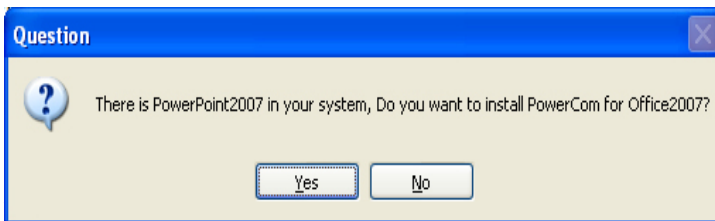


Install PowerCom for office 2007

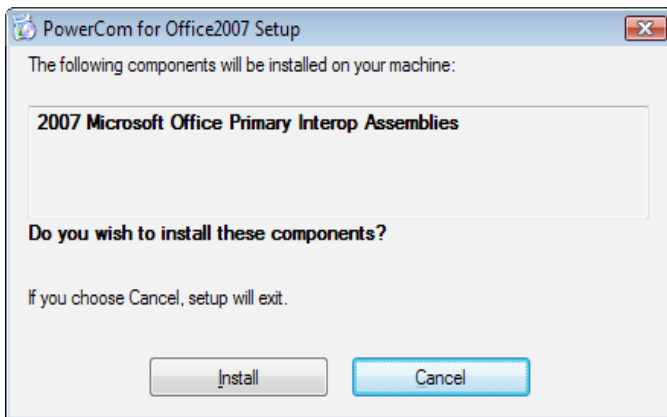
Run setup.exe

Name	Size	Type
Office2007PIA		File Folder
PowerComforOffice20...	21,099 KB	Windows Installer ...
setup.exe	706 KB	Application

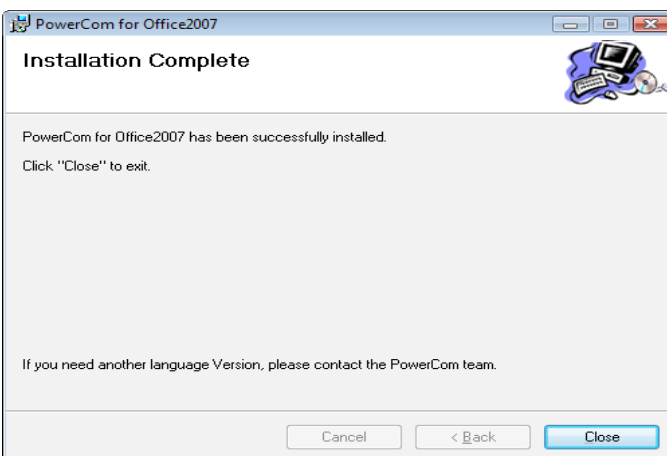
Select 'Yes'



Assemblies".



At the end of the installation click "Close" "Close" PowerCom Installation. go to "start" > Programs > PowerCom for office2007 > PowerCom for Office2007 Sample.pptx and open sample.pptx



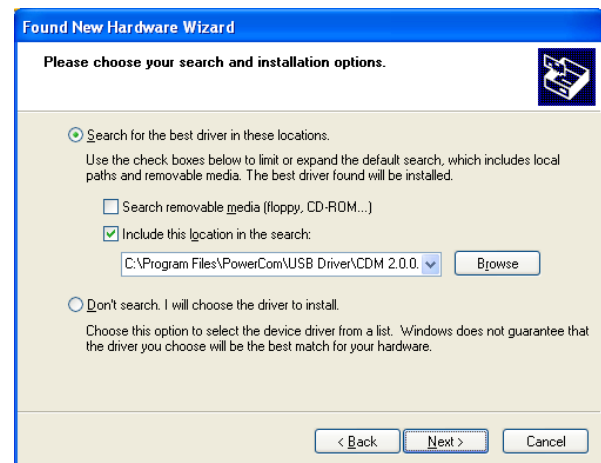
Install Base station USB driver

1. Plug in the base station USB cable to the computer that has PowerCom installed.



If the internet connection is available, Select "Install the software automatically (Recommended)" In case internet is not available PowerCom provides USB driver on installation CD.

2. When Windows prompts install driver, Click **Next** to proceed with the installation. After installing the serial converter driver, Windows will popup the message "Your new hardware is installed and ready to use."



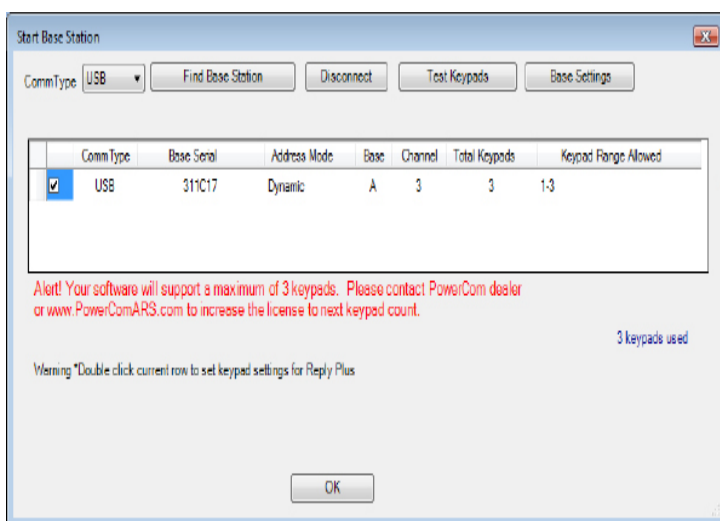


Connect base station and test keypad

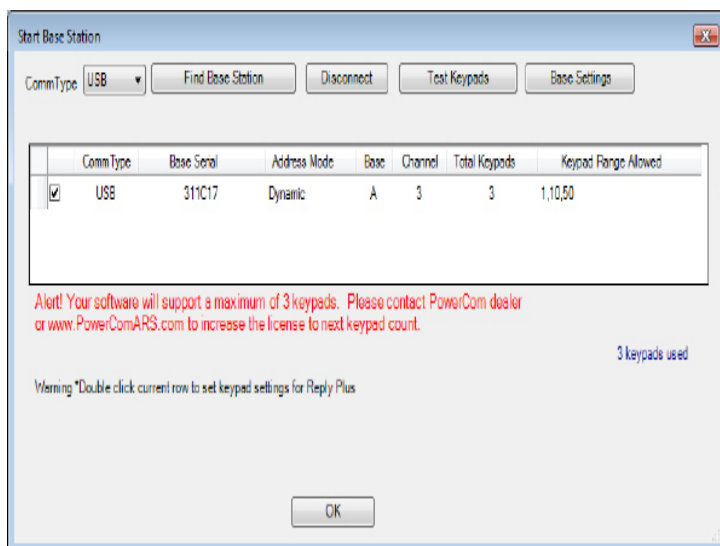
1. If you want to connect base station, please click **PowerCom ribbon -> Hardware group -> Start Base** to Start Base Station screen



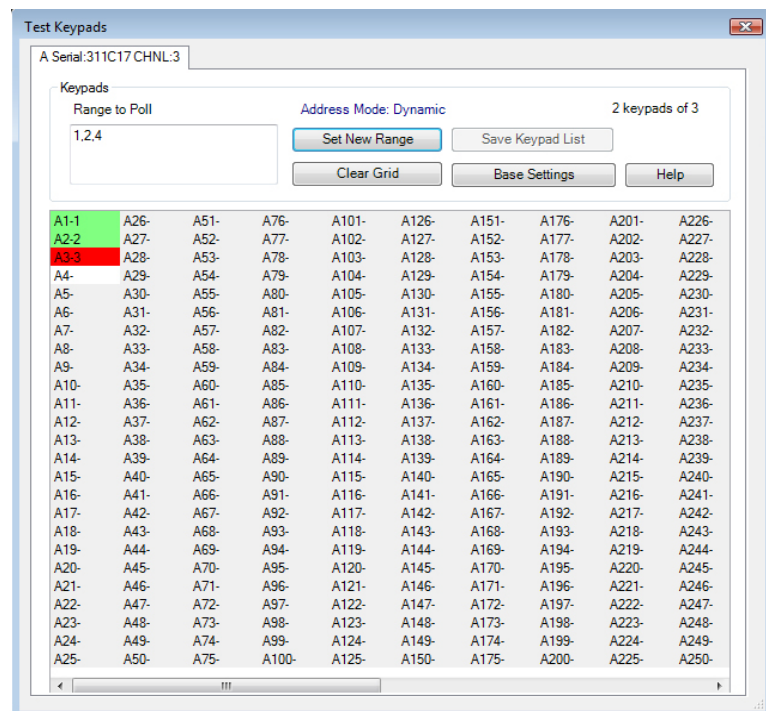
Go to "Start a base Station" and click "Find Base Station"



2. PowerCom performs base station connection, assigns Com port and displays the channel number.



3. You can change the **channel number** here and set the proper keypad range.



- White - Inactive
- Green - Active
- Grey - Unset
- Red - Active outside of defined group
- Yellow - Low battery

4. Test keypad to ensure that all the keys are working properly.

5. Major difference between Reply Plus and Mini:

a) Reply Plus can show the voting result in keypad's LED screen.

b) Reply Mini Plus without LED screen to show the voting status, it has a green LED light blink to show voting is OK.

c) Reply Plus need to hold Base Key (the button has earth map on it) and DEL Key, then use the left and right soft keys to check or change the Keypad ID and the base channel ID you want to connect to.

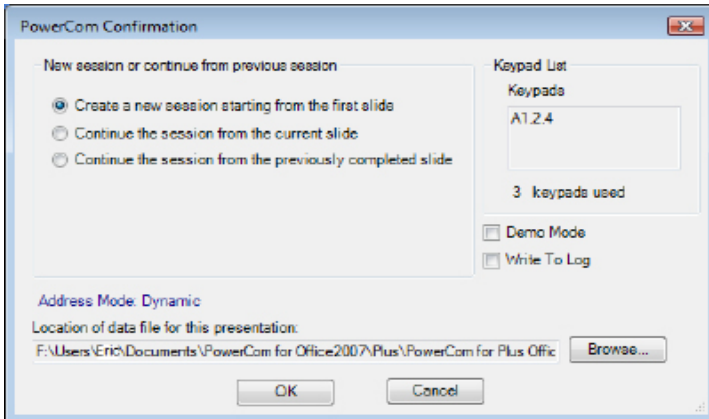
d) For Mini Plus need to press the 1 and LINK key simultaneously for 3 seconds. A green LED flash represents the numerical values separated by the red LED indicator.

IV

Run slide show on sample.ppt by Pressing F5

When the PowerCom confirmation screen pops up, you are shown 3 choices:

1. Create a new session starting from the first slide.
2. Continue the session from the current slide (when you start slide show by pressing Shift + F5).
3. Continue the session from the previously completed slide.



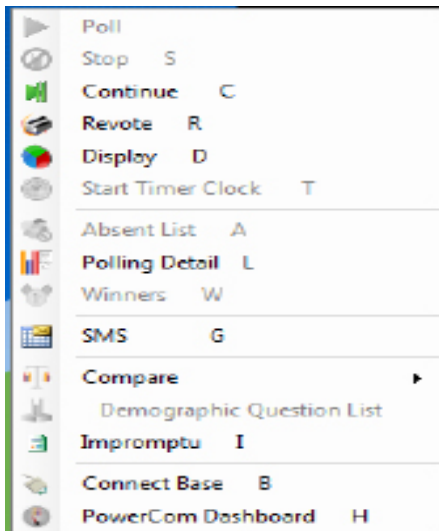
V

Question slide polling

1. Use **spacebar** to advance to the normal polling procedure (from voting to Stop to Display result, and then going to next slide)

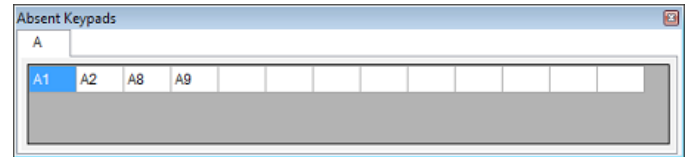
- 2** : base is connected
- 2** : lost base connection (use short cut B to reconnect)
- Stop** **Display** : base is connected, but no voting is permit.

2. Right Click poller box to display all available polling options.



3. Or use **short cut keys** to navigate:

A: Absent List

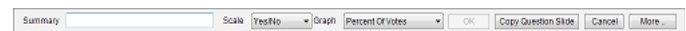


B: Connect Base: When **2**

C: Continue

D: Display

I : Impromptu

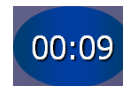


M: Music

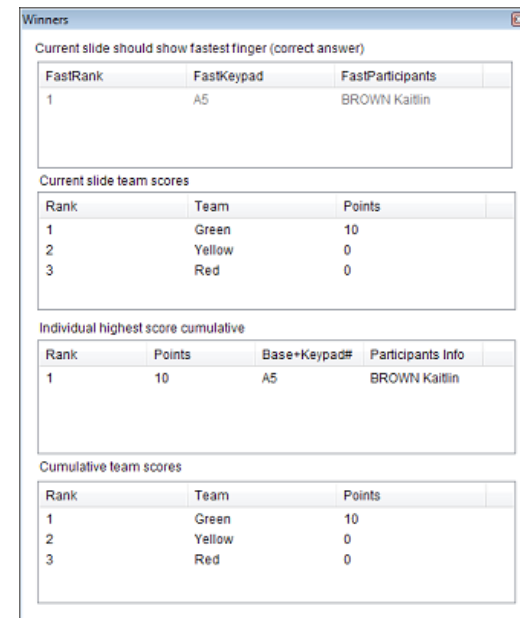
R: Re-vote

S : Stop

T : Start/Stop Time Clock



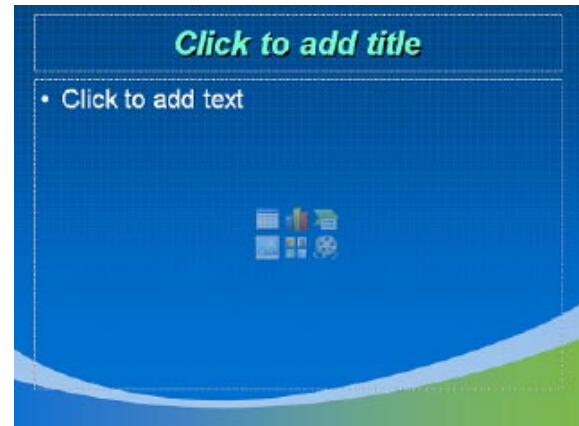
W: Winners



Alt + Numeric key to display Demographic Cut

Shift + Numeric key to display Import Demographic Cut.

H: Dashboard



2. Insert your question in the Title and answer choices listing in the Text area.

QUESTION TITLE

1. answer choice 1
2. answer choice 2
3. answer choice 3
4. answer choice 4

VI Run Reports

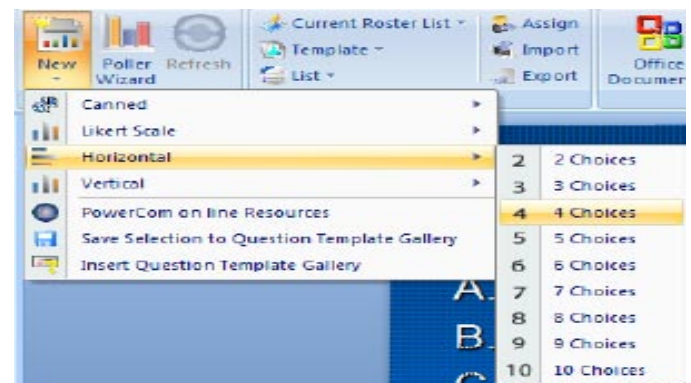
At the end of the slide show, go to the **PowerCom** ribbon, click **Reports**, **Office Document**, Select all reports or check the reports you like to review. Finally Click "Create" button to generate report.

To open report go to the same folder as your PowerPoint file.

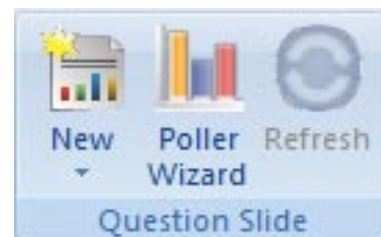
VII Question slide poller design

1. Try to use **Title and Text slide**. PowerCom will capture answer choices from slide to create Poller for you.

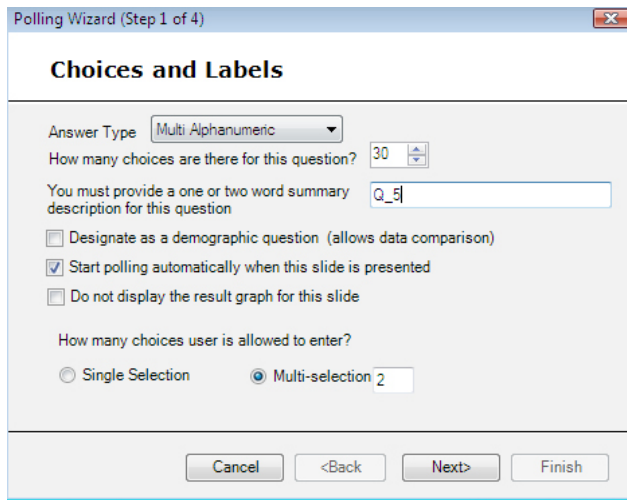
3. Go to **PowerCom** ribbon -> **Question** slide group -> open **New** -> open **Horizontal** -> click **4 Choices**



Or Click **Poller wizard** either by clicking **Poller** Icon



4. Wizard step 1



Choices and Labels

Answer Type:

How many choices are there for this question?

You must provide a one or two word summary description for this question

☐ Designate as a demographic question (allows data comparison)

☒ Start polling automatically when this slide is presented

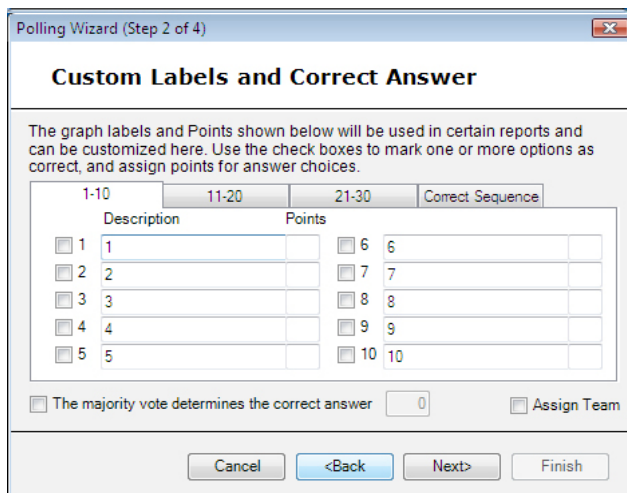
☐ Do not display the result graph for this slide

How many choices user is allowed to enter?

☐ Single Selection ☒ Multi-selection 2

Buttons: Cancel, <Back, Next>, Finish

5. Wizard step 2



Custom Labels and Correct Answer

The graph labels and Points shown below will be used in certain reports and can be customized here. Use the check boxes to mark one or more options as correct, and assign points for answer choices.

1-10		11-20		21-30		Correct Sequence	
Description	Points	Description	Points	Description	Points	Description	Points
☐ 1	1	☐ 6	6				
☐ 2	2	☐ 7	7				
☐ 3	3	☐ 8	8				
☐ 4	4	☐ 9	9				
☐ 5	5	☐ 10	10				

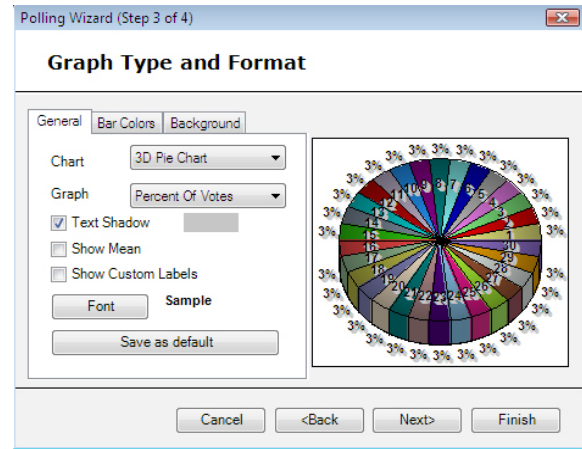
☐ The majority vote determines the correct answer ☐ Assign Team

Buttons: Cancel, <Back, Next>, Finish

6. Wizard step 3

By clicking on **Save as default**, the Font and graph style default will apply to all your new Graph display from now on. However, you can always override the type and format later or save a new default Font and Style.

Note: Windows Vista requires additional configuration to enable Default to be saved on the computer.



Graph Type and Format

General | Bar Colors | Background

Chart:

Graph:

☒ Text Shadow

☐ Show Mean

☐ Show Custom Labels

Font | Sample

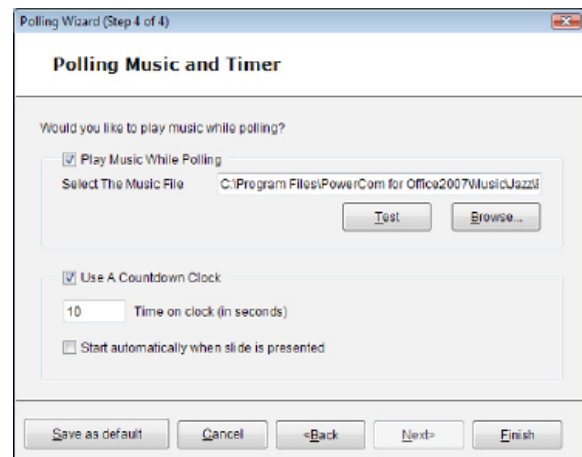
Save as default

Buttons: Cancel, <Back, Next>, Finish

7. Wizard step 4 (Music & timer)

Click **Browse** to select the music file to be played during voting. Uncheck the **"Play Music While Polling"**, and use short cut key M to start/stop the music.

Click **"Save as default"**, If you wish to use this music file for all of your voting music.



Polling Music and Timer

Would you like to play music while polling?

☒ Play Music While Polling

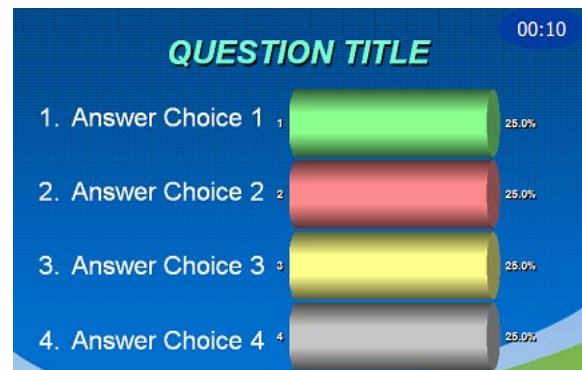
Select The Music File: **Test** **Browse...**

☒ Use A Countdown Clock

Time on clock (in seconds)

☐ Start automatically when slide is presented

Buttons: Save as default, Cancel, <Back, Next>, Finish



VIII

license activation

Go to "PowerCom" ribbon -> Configuration group -> open System
->click Activate


Note:

1. You can use up to 3 keypads on the PowerCom trial version. You can also design question slide poller with trial version of PowerCom.
2. You can activate PowerCom license on 3 different computers. You can activate license on the same computer for unlimited time, however, only one meeting can be conducted at a given time.
3. Purchase a dongle license if you are sharing the license within your organization on more than one computer.

Tip: Always create a new folder for the PPT file. Do not place the file(s) on the desktop.