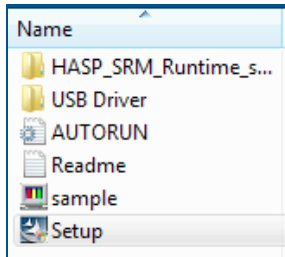




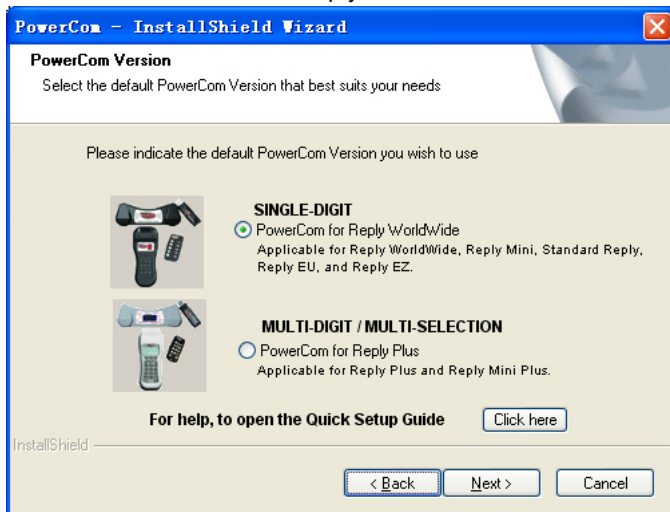
## PowerCom for Reply Worldwide and Reply Mini Quick Setup Guide

### I Install PowerCom

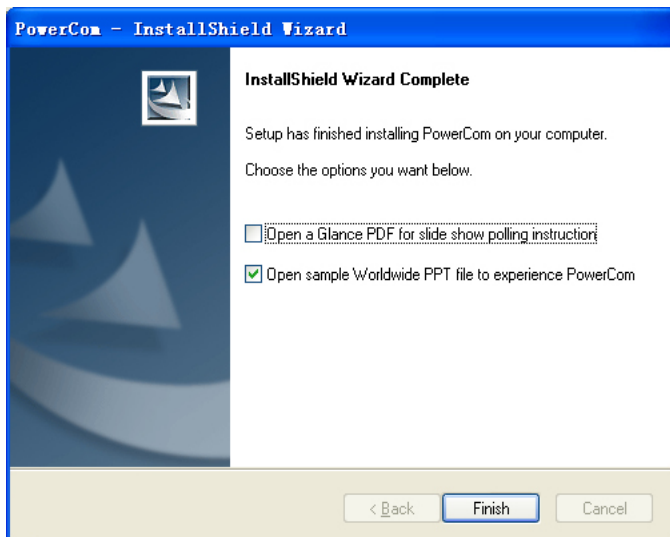
Run setup.exe



Select "PowerCom for Reply WorldWide".



At the end of the installation check "Open sample.ppt file to experience PowerCom"



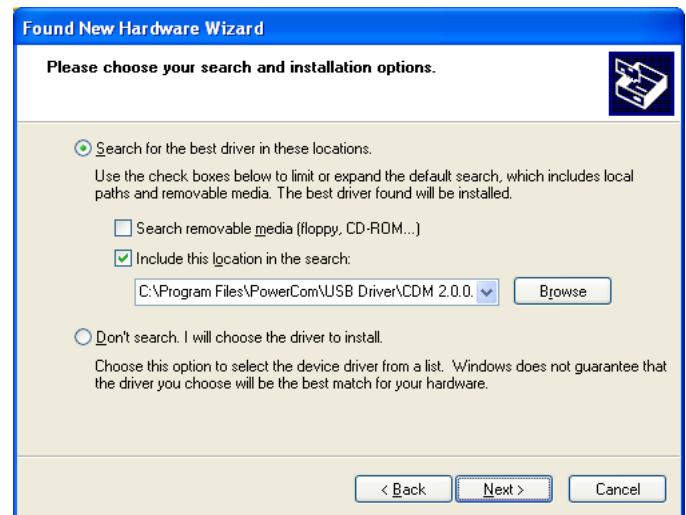
### II Install Base Station USB Driver

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



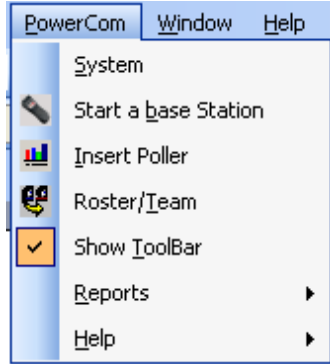
If the internet connection is available, select "Install the software automatically (Recommended)" in case internet is not available PowerCom provides a USB driver on an installation CD.

2. When Windows prompts the installation 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."

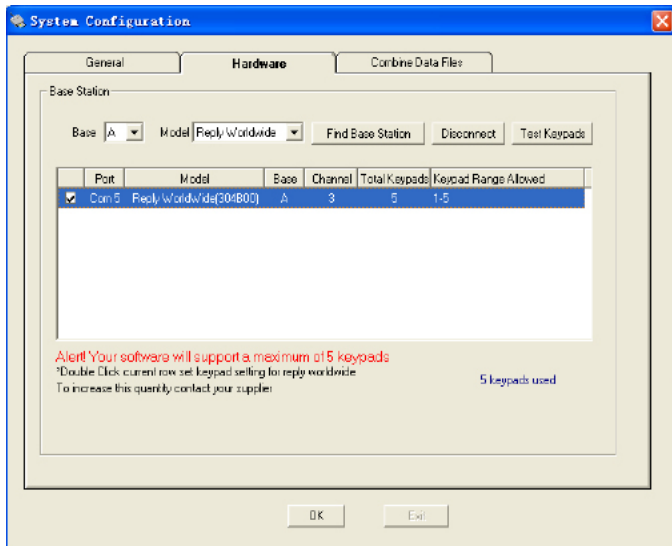


### Connect Base Station and Test Keypad

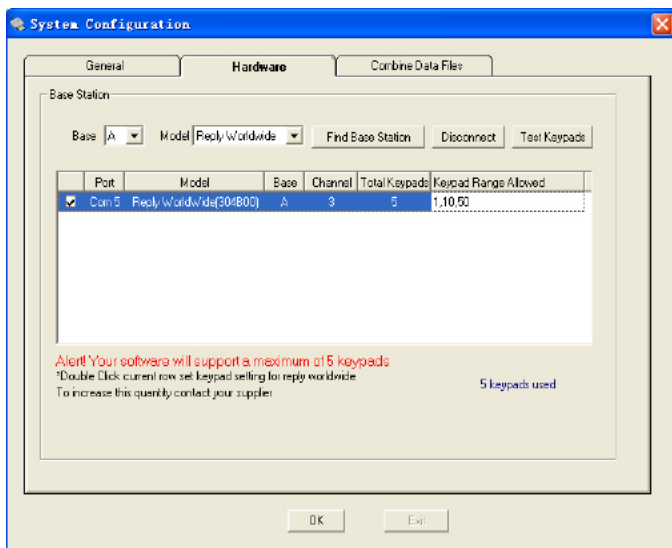
1. In PowerPoint menu, open the PowerCom sub-menu



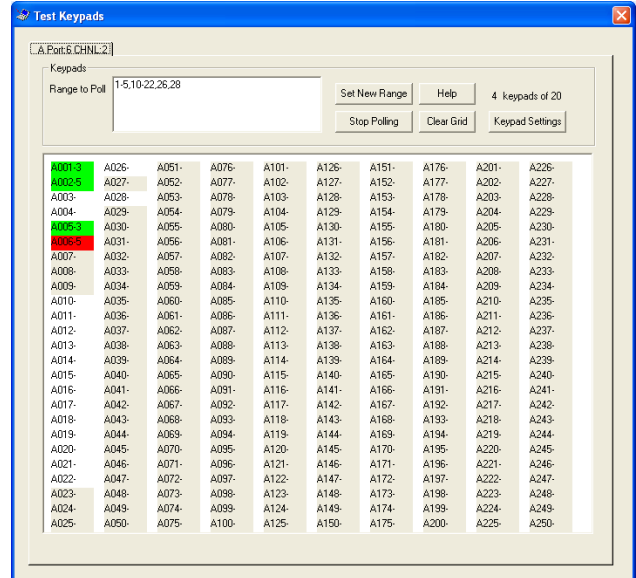
Go to "Start a base Station" and click "Find Base Station"



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.

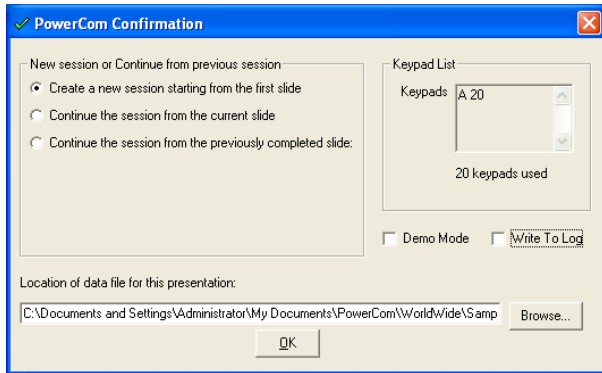
5. Major difference between Reply Worldwide and Mini:

- a) Mini can vote up to 5 answer choices, Worldwide can vote up to 10 answer choices.
- b) Mini has no LED to echo voting result, instead it uses a green LED light to acknowledge vote.
- c) Need to hold key 1 & 5 simultaneously for 3 seconds to view channel and keypad ID settings.
- d) Need to use the WRS960X-T trainer to change Reply Mini Channel ID, and keypad Address.

**IV**
**Run slide show on sample.ppt by Pressing F5**

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

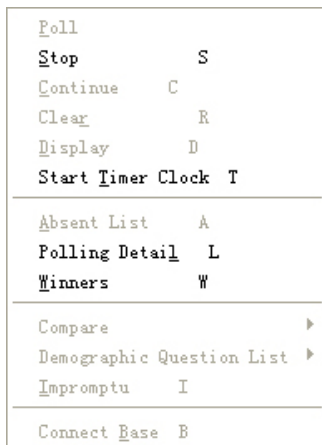
1. Create a new session starting from the first slide.
2. Continue the session from the current slide (when you start slide show by pressing Shift + F5).
3. Continue the session from the previously completed slide.


**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)

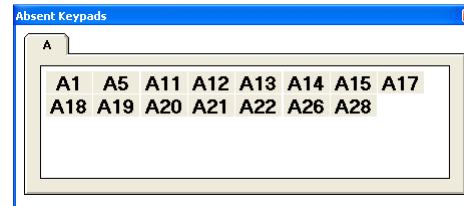
- 5 : base is connected
- 5 : lost base connection (use short cut B to reconnect)
- Stop Display : base is connected, but no voting is permit.

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



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

**A:** Absent List

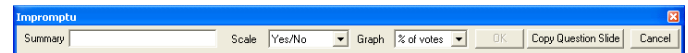


**B:** Connect Base: when 5

**C:** Continue

**D:** Display

**I :** Impromptu

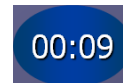


**M:** Music

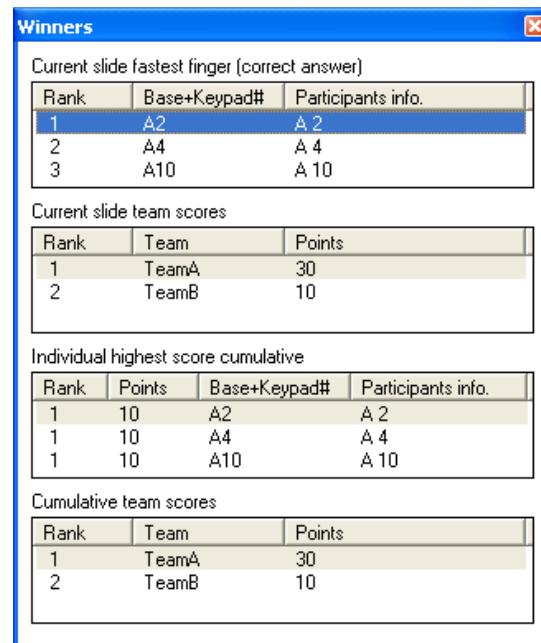
**R:** Re-vote

**S :** Stop

**T :** Start/Stop Time Clock



**W:** Winners



Use **Alt + numeric key** to display Demographic Cut

## L: Polling Detail

Seq	Title	Participants info	Number	Percent
1	< 3	A3,A12,A16,A26,A27,A32,A36,A46,A60,A63,A64,A70,A80,A96	35	14.0%
2	3 - 9	A1,A4,A7,A14,A18,A19,A20,A25,A28,A29,A43,A44,A48,A49,A5	69	27.6%
3	9 - 15	A5,A9,A10,A13,A15,A21,A22,A24,A30,A31,A34,A35,A40,A42,A	85	38.0%
4	> 15	A2,A5,A6,A11,A17,A23,A33,A37,A38,A39,A41,A45,A47,A51,A5	81	32.4%
Total:			250	100%

Keypad	years with company
A1	2
A2	4
A3	1
A4	2
A5	4
A6	4
A7	2
A8	3

## VI Run Reports

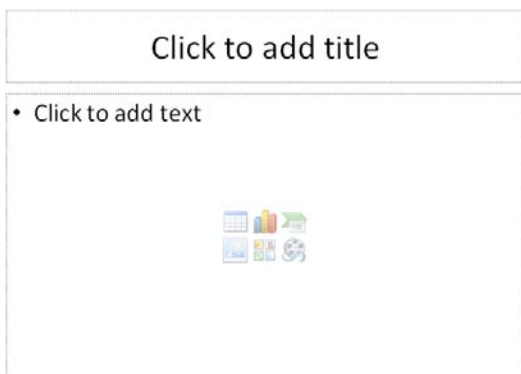
At the end of the slide show, go to the PowerCom menu, click Reports, Office Document, Select all reports or check the reports you would like to review. Click "Create" button to generate report.

Report Name	File Name	Description
<input checked="" type="checkbox"/> 01 PowerPoint all slides	01_Sample_PowerPoint_All_Slides.ppt	Creates a copy of your PowerPoint file
<input checked="" type="checkbox"/> 02 PowerPoint Polling slides only	02_Sample_PowerPoint_Polling_slides_Only.ppt	Creates a copy of your PowerPoint file
<input checked="" type="checkbox"/> 03 Excel Summary Report	03_Sample_Excel_Summary.xls	Creates an Excel document that shows
<input checked="" type="checkbox"/> 04 Excel Summary Report with Charts	04_Sample_Excel_Summary_with_Charts.xls	Creates an Excel document that shows
<input checked="" type="checkbox"/> 05 Word Summary Report with Charts	05_Sample_Word_Summary_with_Charts.doc	Creates a Word document using a stanc
<input checked="" type="checkbox"/> 06 Word Summary Report	06_Sample_Word_Summary.doc	Creates a Word document using a stanc
<input checked="" type="checkbox"/> 07 Word Detail Report with Charts	07_Sample_Word_Detail_with_Charts.doc	Creates a report like the Word Summary
<input checked="" type="checkbox"/> 08 HTML Report	08_Sample_HTML_Report.htm	Creates a standard HTML document lik
<input checked="" type="checkbox"/> 09 Excel Detail Report	09_Sample_Excel_Detail_Report.xls	Creates an Excel document showing ho
<input checked="" type="checkbox"/> 10 Team Comparison	10_Sample_Excel_Team_Comparison.xls	Creates an Excel document showing ho

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

## VII Question Slide Poller Design

1. Use the Title and Text slide to create voting questions. PowerCom will capture answer choices from slide to create Poller for you.

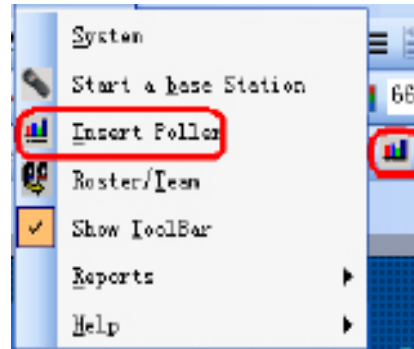


2. Insert your question in the Title and answer choices listing in the Text area.

## QUESTION TITLE

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

3. Click Poller wizard either by clicking Poller Icon or by going to the PowerCom menu, and then clicking "Insert Poller" sub menu.



## 4. Wizard step 1

How many choices are there to this question?

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

Designate as a demographic question (allows data comparison)

Start polling automatically when this slide is presented

Do not display the results graph for this slide

What label format would you like to use for this graph?

Numerical (1, 2, 3...)  Alphabetical (A, B, C...)

Yes/No  True/False

Buttons: Cancel, < Back, Next >, Finish

## 5. Wizard step 2

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.

<input type="checkbox"/>	1	Answer choice 1	<input type="text" value="0"/>	<input type="checkbox"/>	6	<input type="text" value="0"/>
<input type="checkbox"/>	2	Answer choice 2	<input type="text" value="0"/>	<input type="checkbox"/>	7	<input type="text" value="0"/>
<input type="checkbox"/>	3	Answer choice 3	<input type="text" value="0"/>	<input type="checkbox"/>	8	<input type="text" value="0"/>
<input type="checkbox"/>	4	Answer choice 4	<input type="text" value="0"/>	<input type="checkbox"/>	9	<input type="text" value="0"/>
<input type="checkbox"/>	5		<input type="text" value="0"/>	<input type="checkbox"/>	10	<input type="text" value="0"/>

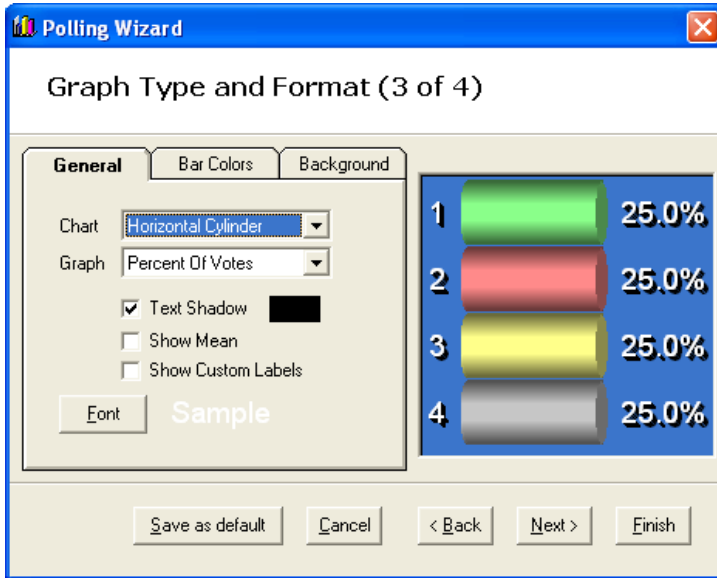
The majority vote is the correct answer

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 displays from now on. However, you can always override the type and format later or save a new default Font and Style.

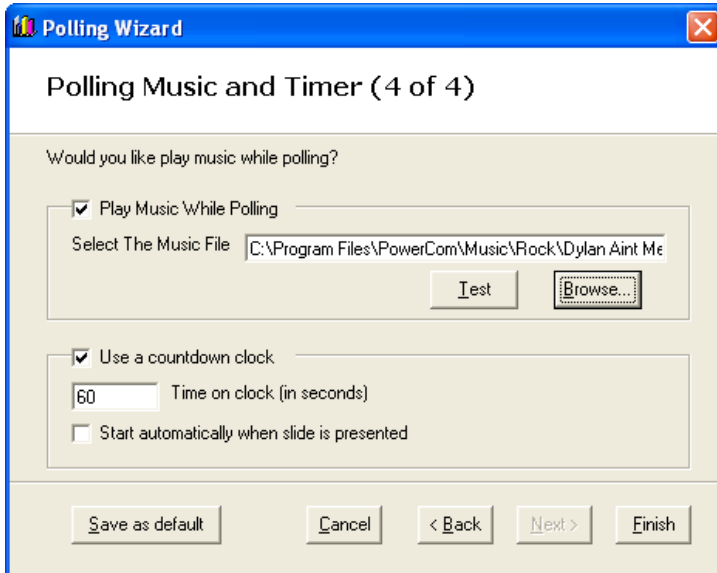
**Note:** Windows Vista requires additional configuration to enable Default to be saved on the computer.



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.



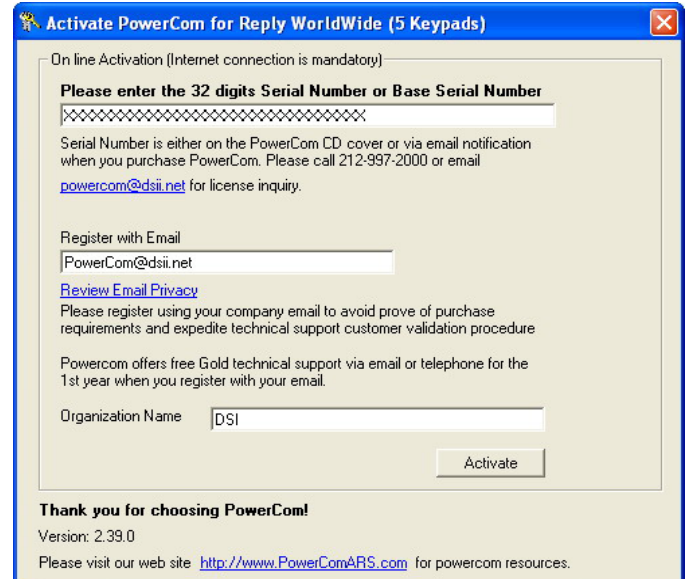
QUESTION TITLE

01:00

- 1. answer choice 1 25.0%
- 2. answer choice 2 25.0%
- 3. answer choice 3 25.0%
- 4. answer choice 4 25.0%

VIII

Open: PowerCom->Help->Activate



**Note:**

1. You can activate a PowerCom license on 3 different computers. You can activate a license on the same computer for unlimited time, however, only one meeting can be conducted at a given time.
2. You can use up to 3 keypads on the PowerCom trial version. You can also design question slide poller with trial version of PowerCom.
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.