

Rental Event Best Practices - TurningPoint 2006

Installation

The following conditions must be met in order to successfully install TurningPoint 2006.

Minimum System Requirements:

- Intel or AMD 600Mhz class processor (1 GHz or higher recommended)
- 256MB RAM (256MB or more of “available” RAM recommended)
- 60MB hard disk space
- Microsoft Windows 2000 SP4, or Windows XP
- Microsoft Office 2000, XP, or 2003
- Microsoft .NET Framework 2.0 (requires additional 32MB of hard disk space)
- 800x600 @ 24bit color (1024x768 @ 32bit color or higher recommended)

Other Requirements:

- Standard USB 1.1 / 2.0 port (for USB based hardware devices or USB-serial Adapters)
- 9pin Serial port (for use with Serial based hardware)
- Ethernet or 802.11 compatible wireless network card (for vPad and vPad Presenter use)

Recommendations:

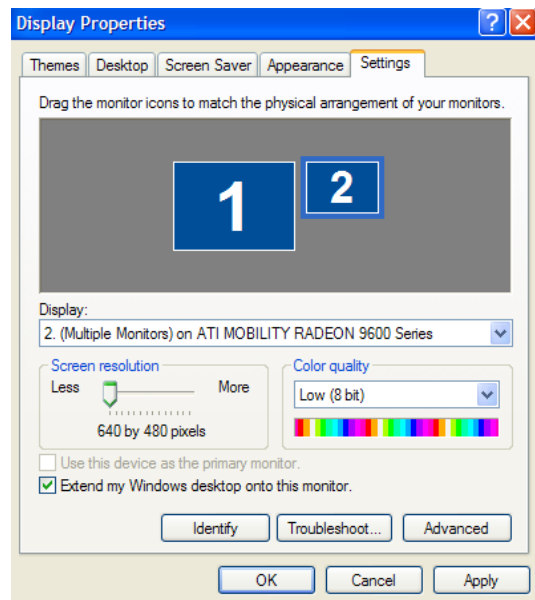
1. When using video or graphic intensive presentations, 512 MB of RAM or higher is recommended.
2. There are some computers that need to be updated in order for TurningPoint 2006 to run successfully. If the computer is a Dell Latitude D600 series, the bios and graphics drivers should be updated to allow TurningPoint to operate correctly when plugged into a projector. If the computer is a Dell Optiplex desktop, an update to the bios and the graphics adapter may be required to allow graphical images to appear correctly in PowerPoint. If the computer has an ATI graphics card, we recommend ensuring the graphics card has the latest updated drivers.
3. TurningPoint 2006 must be installed under an administrative account that is local to the computer.
4. If installing TurningPoint 2006 on a computer that is logged into a domain, check for network policies that prohibit users from installing software and writing files to certain directories.
5. The computer must have a full/complete installation of Microsoft Office 2000, XP, or 2003 that includes PowerPoint. TurningPoint uses Microsoft Office features that are not installed on typical installations. MS graph.exe is required.
Note: Office 97 is not supported.

6. Set the Microsoft Office Security Level to Medium, or Low.
7. The computer must be checked for .NET Framework 2.0. If the .NET Framework 2.0 is not installed on the end-user's computer, download TurningPoint w/.NET 2.0 from the link below.
<http://www.turningtechnologies.com/groupresponsesystems/support/downloads/software/downloadsregistration.cfm?type=1>

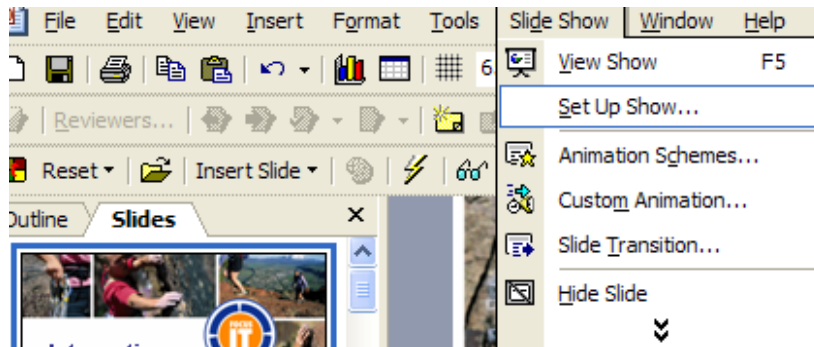
Settings

To view the TurningPoint Showbar on the PC running the presentation and not on the projected screen, you will need to setup PowerPoint to run the presentation as an extension of the desktop.

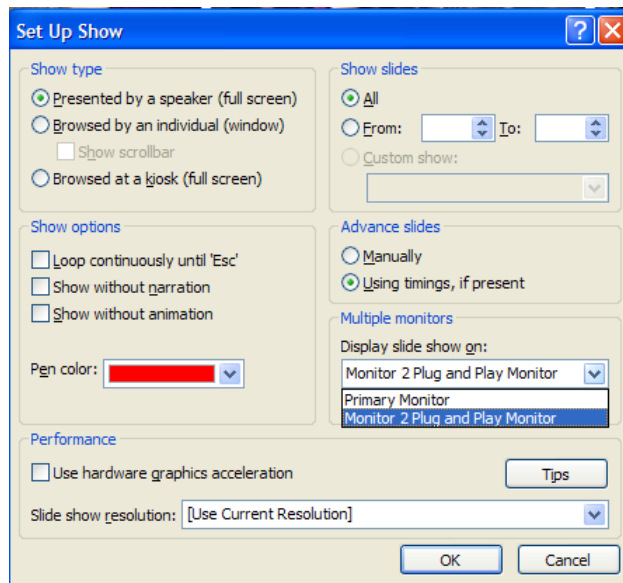
1. Right click on the **Desktop** and go to **Properties**.
2. Click on the **Settings Tab**.
3. Click on the box that contains the 2.
4. Check the box next to **Extend my Windows desktop onto this monitor**.
5. Click **Apply**.
6. Click **OK** and close the **Display Properties Screen**.



7. Open your presentation.
8. On the PowerPoint® toolbar go to **Slide Show**.
9. Click on **Set Up Show**.
10. Look for Multiple Monitors.



11. Click the drop down arrow and **Select Monitor 2 Plug and Play Monitor** or the **Secondary Monitor**.
12. Click **OK**.
13. Now you are ready to run the presentation as an extension of the desktop.



Dragging a Presentation Over to the Extended Desktop

1. Right click on the **Desktop** and go to **Properties**.
2. Click on the **Settings Tab**.
3. Click on the box that contains the 2.
4. Check the box next to **Extend my Windows desktop onto this monitor**.
5. Click **Apply**.

6. Click **OK** and close the **Display Properties Screen**.
7. Open the presentation.
8. Double-click on the Title Bar of the presentation.
9. Drag the presentation off of the computer's desktop onto the projection screen.
10. Go to **Slide Show** on the PowerPoint® Toolbar.
11. Select **View Show**.

Including a Participant List

1. The end-user must remember to load the participant list before running a presentation. If the end-user does not load or forgets to load the participant list, individual responses can not be recorded.
2. The number of participants in the Participant List being used by the end-user can not be greater than the device range set in the Response Device Wizard. If the Participant List includes more participants than the device range, the end-user must adjust the device range in the Response Device Wizard so it is equal to or greater than the number of participants in the Participant List.

Testing the ResponseCards

It is recommended that if you are placing the ResponseCards on a chair or table that you press a button on each ResponseCard to verify it's programmed to the correct channel. This will also help you keep an accurate count of how many ResponseCards you've passed out if you keep the polling test open. If the ResponseCards will be placed at a Registration table, you will still need to test each ResponseCard to verify it's communicating with the receiver.

You will also need to check the room for "dead spots." Dead spots are areas where the RF frequency from the ResponseCard does not reach the receiver. To check the room, walk the entire area with a ResponseCard. Press a button on the ResponseCard to verify that you're getting a green light from every corner, every aisle, and every table. This will help to insure the data integrity of your presentation.

Channel Assignments

If there are breakouts or multiple receivers plugged in, you will need to assign different channels to different receivers. It is recommended to space the channels in multiples of five. For example, if your general session is on channel 41, and you have two breakouts running across the hall you may want to set one room on channel 46 and the other on 51. If the participant's are traveling between rooms all day and taking the ResponseCards with them, they will need to program their ResponseCards to the appropriate channel.

Multiple Receivers

If the presentation is being given to over 1,000 participants, you will need multiple receivers. Each receiver will accept 1,000 responses. You can not have multiple receivers plugged into the same machine on the same channel. Each receiver will need to be on a separate channel. This will mean that the ResponseCards will be on different channels as well. Typically for audiences this large you will need USB Boosters with Cat-5 cable and microphone stands. You will want to place a receiver on each end of the room and as high in the air as possible (that's where the mic stands and USB Boosters with Cat-5 come in handy).

Checklist

Plug in ResponseCard RF Receiver and make sure the drivers are installed properly.	
Properties are set to display presentation as an extension of the desktop.	
Open TurningPoint and set up PowerPoint to display the presentation on the secondary monitor.	
Open Presentation. (Make sure the presentation is stored on the local computer and not removable media.)	
Check for correct TurningPoint Presentation Settings. (Found under the eyeglasses on the TurningPoint toolbar.)	
Run the Response Device Wizard and configure the hardware. (Make sure you Restart the Wizard.)	
Check that Response Devices is selected as the Input Device and you are not running in Simulated Mode.	
Select the Participant List you will be using.	
Reset the Session.	
Run the Slide Show.	
Save the Session.	