

Quick Start Guide: Turning vPad for PC

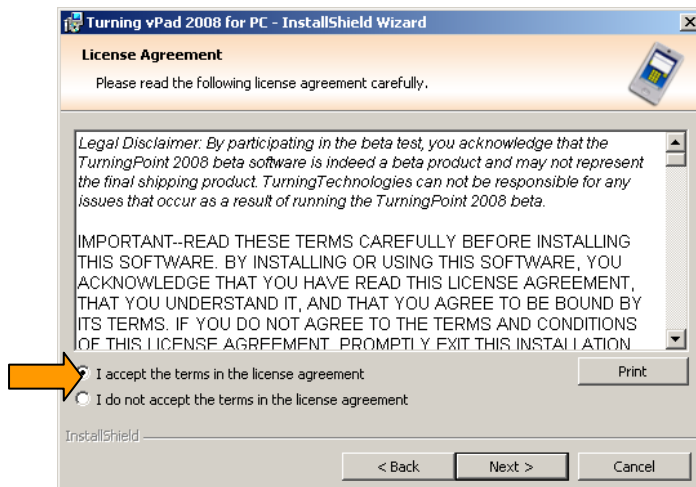
September 2007

Installing vPad

1. Request the vPad download from the **Downloads** section of www.turningtechnologies.com.
1. You will receive an email with a link to download the setup.exe.
2. Click the link to download the software.
3. **Save** this file to your desktop.
4. Once saved to your desktop **double click** the **setup.exe**.

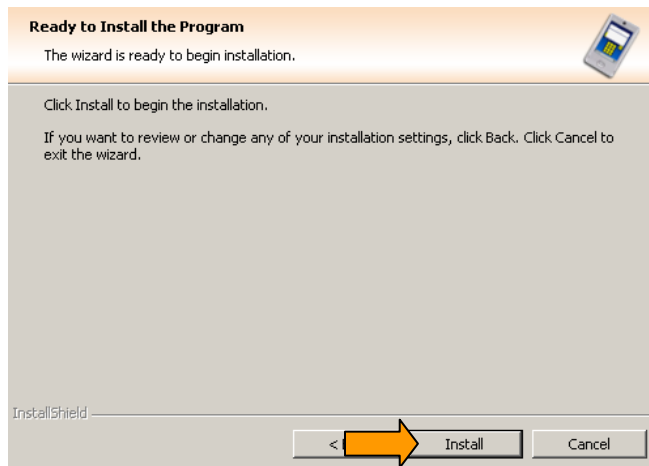


5. Click **Next**.

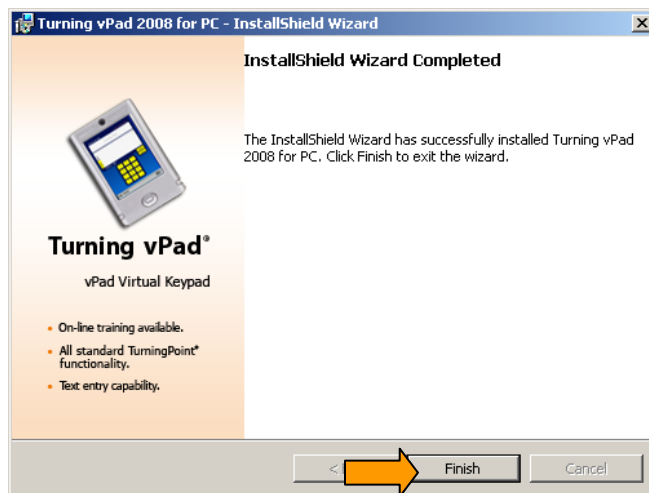


6. Select **“I accept the terms in the license agreement”** and click **Next**.

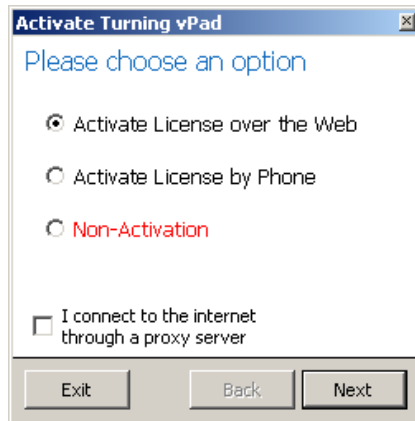
7. Click Install.



8. Click Finish.



Activating Turning vPad

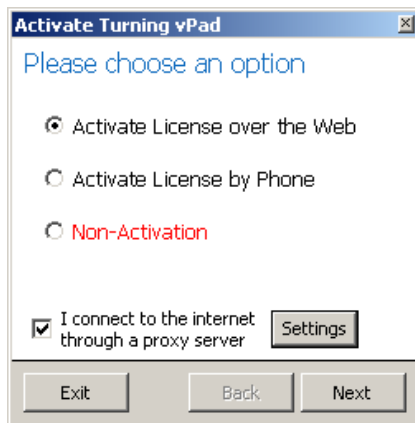


If you have an Internet connection, you can activate Turning vPad using the “Activate License over the Web” option.

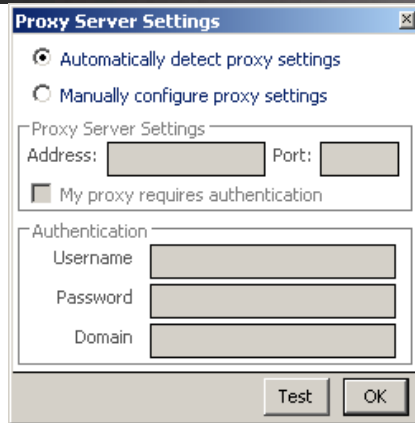
If you do not have an Internet connection, choose the “Activate License by Phone” option and call Turning Technologies Customer Service at 1-866-746-3015.

If you are connecting to a computer running TurningPoint with a non-activated vPad license choose the “Non-Activation” option.

The presenter’s computer must be running TurningPoint activated with a special non-activated license code in order to connect non-activated vPads.



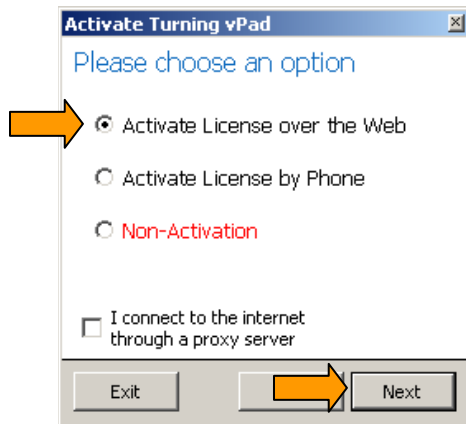
If you connect to the Internet through a proxy server, select the “I connect to the Internet through a proxy server” option.



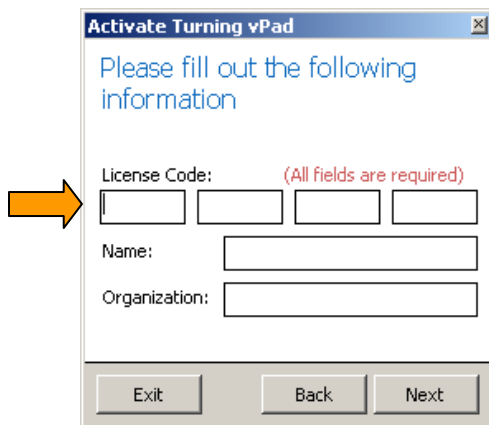
The image shows a 'Proxy Server Settings' dialog box. It has a title bar with the text 'Proxy Server Settings' and a close button. Inside the dialog, there are two radio buttons: 'Automatically detect proxy settings' (which is selected) and 'Manually configure proxy settings'. Below these is a section titled 'Proxy Server Settings' containing two text input fields labeled 'Address:' and 'Port:'. There is also a checkbox labeled 'My proxy requires authentication'. Below that is an 'Authentication' section with three text input fields labeled 'Username', 'Password', and 'Domain'. At the bottom of the dialog are two buttons: 'Test' and 'OK'.

Click the **Settings** button to automatically detect or manually configure the settings for the server.

Activating Over the Web



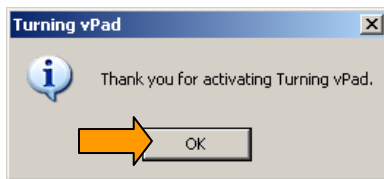
1. Choose **Activate License over the Web**.
2. Click **Next**.



3. Enter your **16 Character License Code** and your **Name & Organization**.
4. All fields are required.
5. Click **Next**.
6. Click **Finish**.



7. Click **OK**.

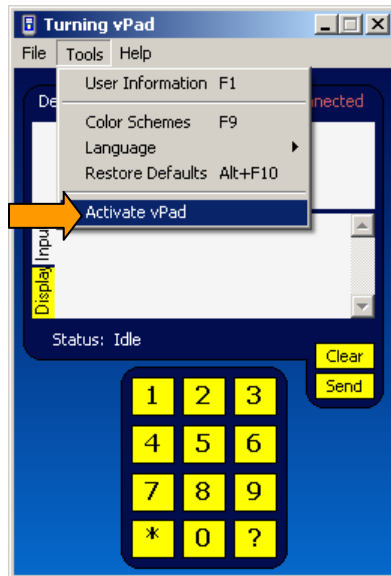


8. The Turning vPad will display on-screen.



Reactivating the vPad Software

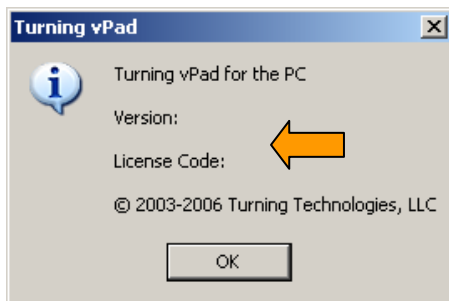
1. Click the **Tools** button on the menu bar
2. Choose **Activate vPad**.



3. This gives you the activation dialog box shown in the steps above.

vPad Information

1. Click the **Help** button on the menu bar
2. Choose **About**. (Pressing the F12 key on the keyboard will also show the Help dialog.)

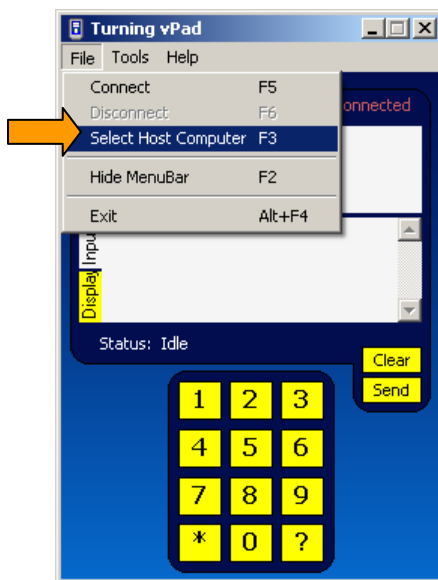


3. This will show the version number and the license code that was used to activate the vPad.

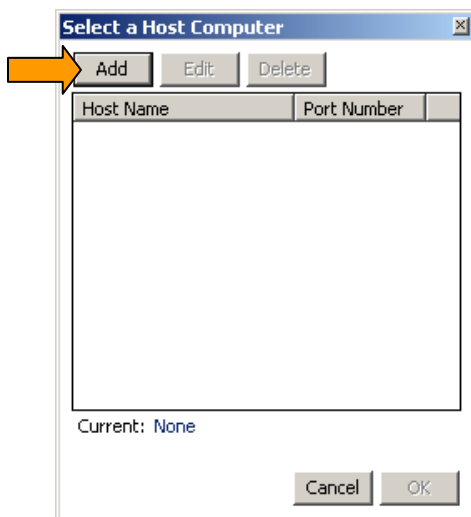
Selecting a Host Computer

In order to connect to a host computer you must enter the IP Address or computer's friendly name into the vPad with the port number you plan on using to send the response data.

1. Click **File** on the menu bar.
2. Choose **Select Host Computer**. (Pressing F3 on your keyboard will also allow you to select a host computer.)

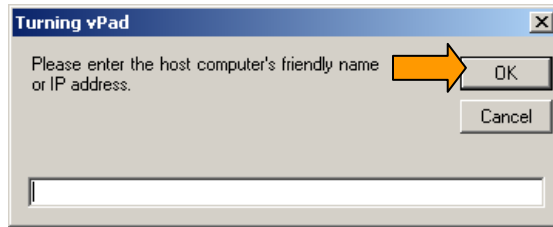


3. Click the **Add** button to enter a host computer.



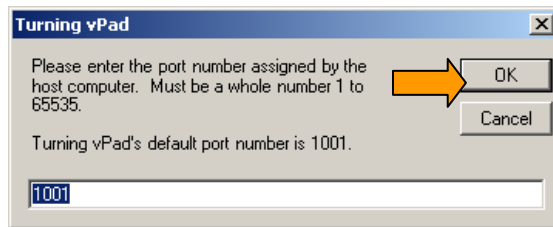
4. Enter the **Computer's Friendly Name or IP Address** into the field.

5. Click **OK**.

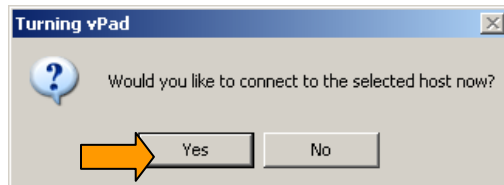


6. Enter in the **Port Number** you wish to use (1-65535). (The Default port number is 1001.)

7. Click **OK**.

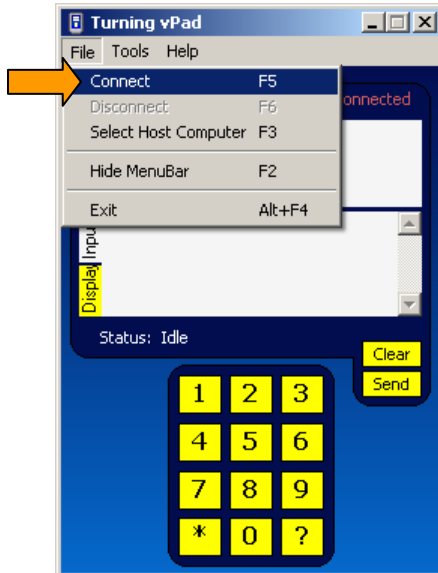


8. Click **Yes** to connect to the host computer.

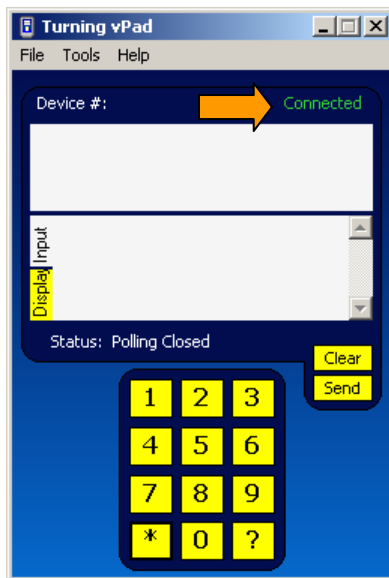


To connect to the host computer from the vPad

1. Click **File** and choose **Connect**. (Pressing the F5 key on your keyboard will also connect the vPad to the current host computer.)



2. The vPad will display **Connected**.



You can use the command line or the TurningPoint software loaded on the host computer to determine the IP address and friendly name the host computer is using.

Determining the IP address or friendly name through the command line:

1. Click the **Start** button on the host computer.
2. Choose the **Run** option in the menu.

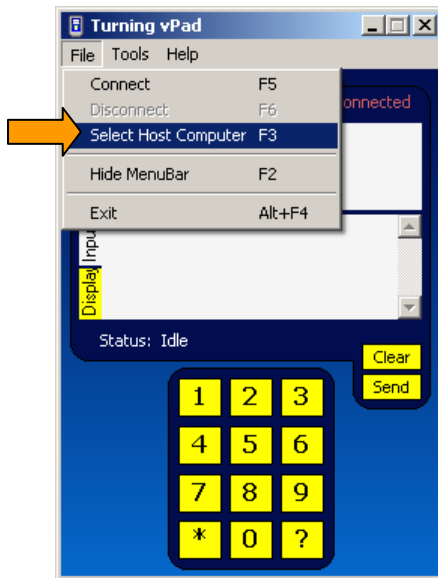
3. In the field that is displayed in the dialog box **type in “cmd”**.
4. At the prompt type in **“ipconfig /all”**.
5. The host computer’s IP Address and friendly name will be displayed on the screen.

Determining the IP address or friendly name through the TurningPoint software:

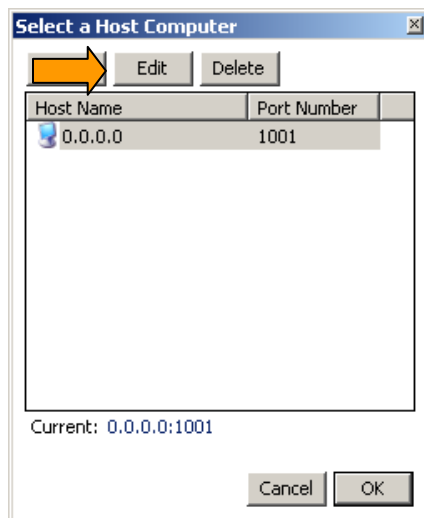
1. You can also use the TurningPoint software to determine this information.
2. **Open TurningPoint 2008** on the host computer.
3. Click **Insert Slide** on the TurningPoint toolbar.
4. Choose to insert the **vPad / Web vPad Log-In** slide.
5. This will insert a slide that displays the IP address, friendly name and the port number the host computer is using.

Editing a Host Computer Entry

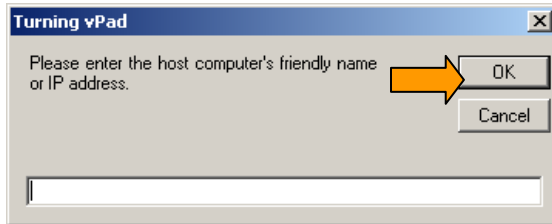
1. Click **File** on the menu bar.
2. Choose **Select Host Computer**. (Pressing F3 on your keyboard will also allow you to select a host computer.)



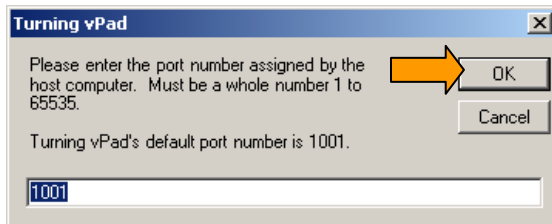
3. **Highlight the host computer** that you wish to edit.
4. Click **Edit**.



5. Enter the **Computer's Friendly Name or IP Address** into the field.
6. Click **OK**.

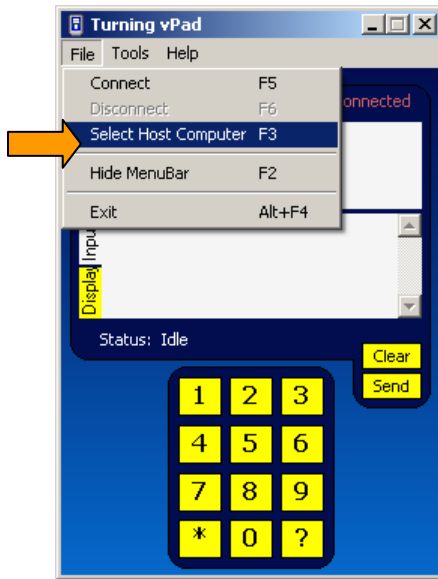


7. Enter in the **Port Number** you wish to use (1-65535). (The Default port number is 1001.)
8. Click **OK**.

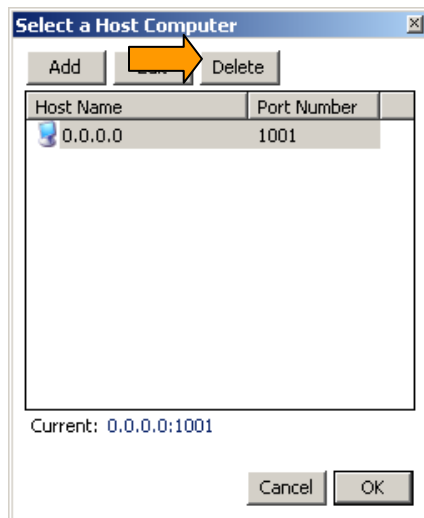


Deleting a Host Computer Entry

1. Click File on the menu bar.
2. Choose **Select Host Computer**. (Or press the F3 key on the keyboard.)



3. Highlight the **Host Computer** that you wish to edit.
4. Click **Delete**.



Determining the Device ID for the vPad

There are 3 options for determining Device IDs for vPads.

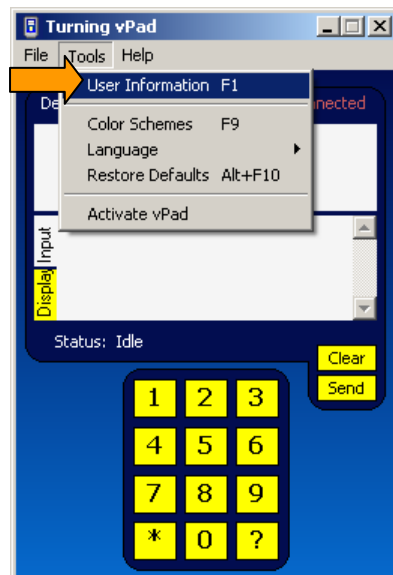
- The unique Device ID assigned to each vPad.
- The User Name of the person who installed the vPad.
- A custom Device ID that is specified by the user.

The Device ID is a unique string of characters that is used to associate a vPad with a particular user.

If a presenter wishes to track the responses of participants using a Participant List in TurningPoint, the Device ID needs to be added to the Device ID field in the Participant List for each participant.

Change User Information

1. Click the **Tools** button on the menu bar
2. Choose **User Information**. (You can also press the F1 key on your keyboard.)



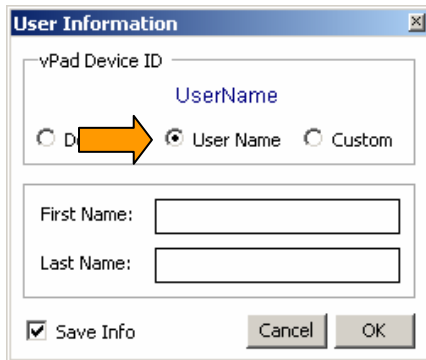
3. This will bring up the dialog box below.

The Device ID option is the ID assigned to the vPad.



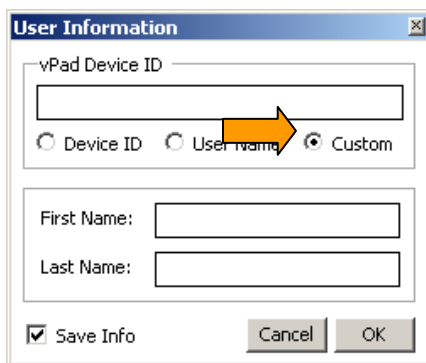
The dialog box titled "User Information" has a "vPad Device ID" field containing the text "66EEA17905D24703". Below this field are three radio buttons: "Device ID" (selected), "User Name", and "Custom". An orange arrow points to the "Device ID" radio button. Below the radio buttons are two text input fields for "First Name:" and "Last Name:". At the bottom, there is a checked "Save Info" checkbox and "Cancel" and "OK" buttons.

The User Name option uses the log-in name of the person who installed the vPad as the Device ID.



The dialog box titled "User Information" has a "vPad Device ID" field containing the text "UserName". Below this field are three radio buttons: "Device ID", "User Name" (selected), and "Custom". An orange arrow points to the "User Name" radio button. Below the radio buttons are two text input fields for "First Name:" and "Last Name:". At the bottom, there is a checked "Save Info" checkbox and "Cancel" and "OK" buttons.

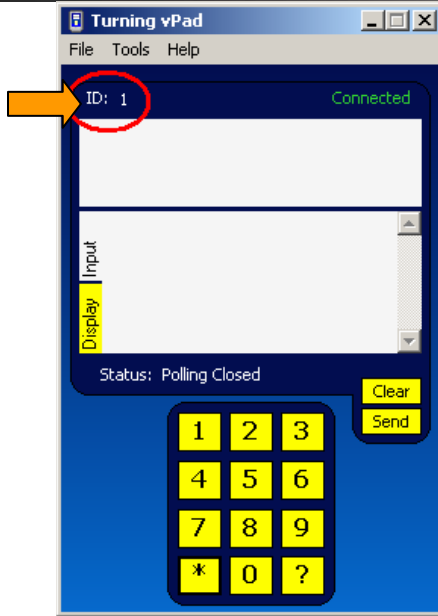
The Custom option lets the user type in a custom Device ID.



The dialog box titled "User Information" has an empty "vPad Device ID" text input field. Below this field are three radio buttons: "Device ID", "User Name", and "Custom" (selected). An orange arrow points to the "Custom" radio button. Below the radio buttons are two text input fields for "First Name:" and "Last Name:". At the bottom, there is a checked "Save Info" checkbox and "Cancel" and "OK" buttons.

The user can also type their First and Last Name into the fields. In order to save the information, check the **Save Info** checkbox.

Once you've entered a Device ID into the User Information dialog box it will be displayed on the vPad.



Responding to TurningPoint Slides

There are 3 types of responses that a vPad can send during a presentation depending on the type of slide. The type of response that is being accepted by the slide is shown in the status area of the vPad.

1. Single Response will only accept a single valid number 0-9.



Submitting a Single Response answer to TurningPoint requires pushing a button 0-9 on the vPad.

When you make a response to a question, a message appears on the display screen to show it was received and accepted.

Only valid responses will be accepted by the TurningPoint software.

2. Multi-Response is multiple number responses (ex. 1 2 3)



Multi-Responses are displayed and stored in the top window until they are submitted by the participant.

If only 3 answers are being accepted by the slide being polled, only 3 responses will show on the display screen.

For example:

If you enter 1 – 2 – 4 as your response, and then enter the number 5, your screen will then display 2 – 4 – 5

However, any responses made after the third response will be added to the end of the list and the first response will be removed.

When the responses are ready to be submitted, push the **Send** button on the vPad.

- Text Input Response is used for “fill in the blank” or “essay” slides that require the participant to enter a word or essay response.



The “Input” window is used to send a Text Input response to a Fill in the Blank or Essay slide that is being polled.

Push the **Send** button on the vPad to submit the response to the host computer.

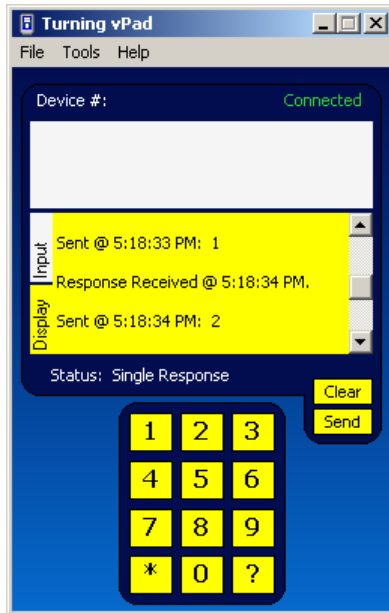
The presenter may want to show a text message to the participants of a presentation.

When the slide is displayed and polling is opened, it will display in the top display window of the vPad.



The session activity of the vPad can be viewed by the participant by clicking the Display window tab on the vPad.

It contains information about the session such as when the vPad was connected and/or disconnected from the host computer, when responses were sent and received as well as what responses were sent, and displays any User Feedback responses sent from the vPad to the host.



The data displayed in the Display or Input screen can be erased by clicking the **Clear** button on the vPad.

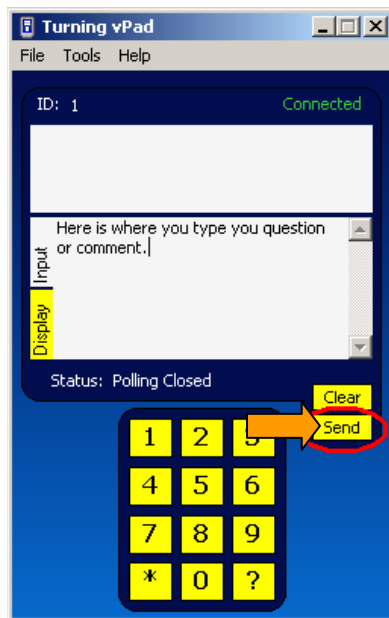
User Feedback

The ‘?’ button on the vPad sends user feedback to the presenter during the presentation.

The information sent to the presenter is stored and displayed in a report that can be generated using the Turning Reports feature.

To send a comment or question to the presenter

1. **Type in your question or comment** in the Input section of the vPad.
2. Click the “?” button to send your feedback. (You can also press the “Alt+?” keyboard combination to send the response.)



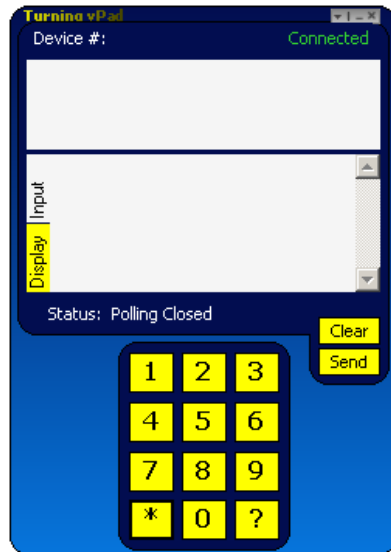
The top window on the vPad will inform you that the response was received and the User Feedback box on the showbar will increment by 1.



Customizing the vPad

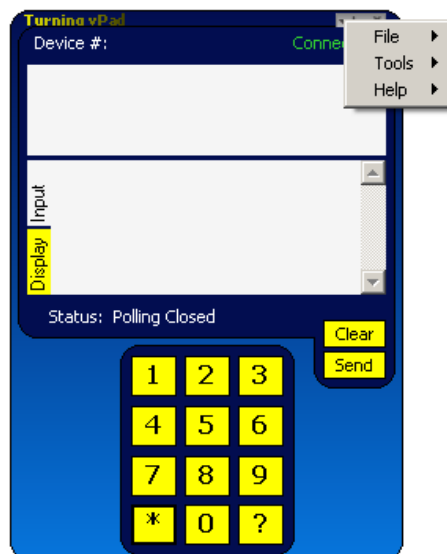
If you do not wish to display the menu bar on the vPad, you can choose to hide it.

1. Click **File**.
2. Choose **Hide MenuBar**. (You can also press the F2 button on your keyboard.)



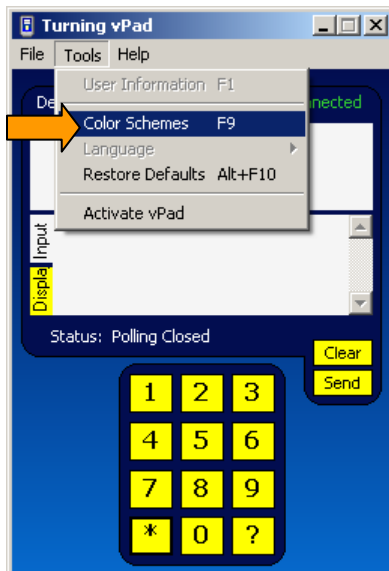
To display your menu options

1. Click the **down arrow** on the top of the vPad.



To change the color of your vPad

1. Click **Tools** on the menu bar
2. Choose **Color Schemes**. (You can also press F9 on your keyboard.) This brings up a menu of all the color schemes that are available.



3. Choose one and click **OK**



To restore to your default settings

1. Click **Tools** on the menu bar
2. Choose **Restore Defaults**. (You can also hold the "Alt" key and press F10 on your keyboard.)

