



Quick Start Guide

Revised 9/13/07

TurningPoint

Section 1.....Installing TurningPoint 2008 Software
 Section 2.....Upgrading your TurningPoint USB Receiver to TurningPoint 2008
 Section 3.....Creating an Interactive PowerPoint Slide
 Section 4.....Hardware Setup
 Section 5.....Simulating a Group Response Session
 Section 6.....Polling with Response Devices

Required Hardware:

- ResponseCard®
 - ResponseCard XL
 - ResponseCard XR
 - ResponseCard RF
 - ResponseCard IR
- ResponseCard® Receiver
 - RF Receiver (USB)
 - XL & IR Receiver (USB)
- USB Port
 - Look for the Standardized USB Symbol

SECTION 2 – Upgrading your TurningPoint USB Receiver to TurningPoint 2008

Note: If you do not know your license code, please email Support at support@turningtechnologies.com.

- Plug in your USB Infrared or Radio Frequency Receiver. A message will appear stating that your receiver is not licensed to work with TurningPoint 2008. Click "OK."
- Click "Tools" on the TurningPoint Toolbar. Scroll down to select "Upgrade TurningPoint Receiver". There are two methods for upgrading your TurningPoint 2008 License
 - Upgrade License over the Web
 - Make sure your receiver is selected in the drop down menu.
 - Select an upgrade method. Click "Next."
 - Enter your 16-digit alpha numeric TurningPoint 2008 License Code.
 - Fill in the remaining fields with your information. Click "Next."
 - You will receive a Thank You message letting you know that your upgrade was successful.
 - Upgrade License by Phone
 - Please call Turning Technologies, LLC to upgrade your hardware. (1-866-746-3015)

SECTION 3 – Creating an Interactive PowerPoint Slide

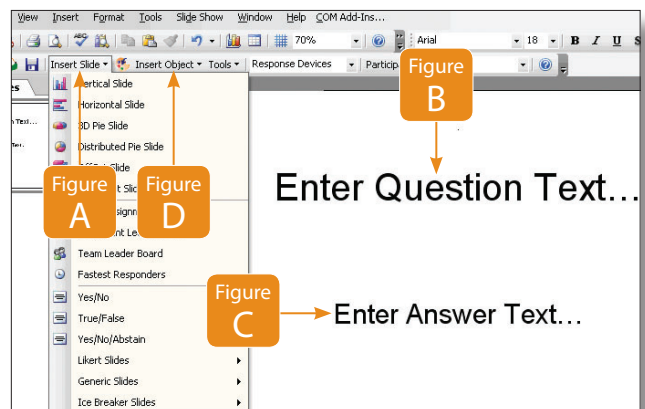
- When TurningPoint 2008 is opened, a non-interactive slide is displayed.
- Locate the TurningPoint Toolbar on the top portion of your PowerPoint screen.
- From the TurningPoint Toolbar, click "Insert Slide" (Figure A).
- Select a Slide Type from the drop down list. An interactive slide is inserted in your presentation.
- Enter your question into the text box entitled "Enter Question text..." (Figure B)
- Enter appropriate responses into the text box entitled "Enter answer text..." (Figure C). Press "Enter/Return" after each potential response.
- **Optional**
Click "Insert Object" (Figure D) to access the drop down menu. Select a reminder type – countdowns, response counters, response tables, and/or answer now keys to add additional control to your slide.
- Congratulations! You have just created an interactive slide.

SECTION 1 – Installing TurningPoint 2008 Software

If you have an old version of TurningPoint installed on your computer, you must first remove it before installing TurningPoint 2008.

Note: You must be logged into your computer as the local administrator before installation.

- Install TurningPoint in one of two ways:
 - Download TurningPoint 2008 by going to the "Download TurningPoint" section on the www.turningtechnologies.com website.
 - Insert your TurningPoint 2008 CD into your computer's CD-ROM drive. Follow the on screen instructions to begin the installation wizard.
- Click "Next" to continue with the installation.
- If you accept the terms of the License Agreement, select "I accept the terms in the license agreement" and click "Next."
- Complete the customer information form and click "Next."
- Click "Install" to begin installing TurningPoint.
- Once TurningPoint has been installed, select "Launch TurningPoint." To open TurningPoint at a later time, double click on the TurningPoint desktop icon, or open the program through your Start Menu.
- Click "Finish" when the process is complete.



SECTION 4 – Hardware Setup

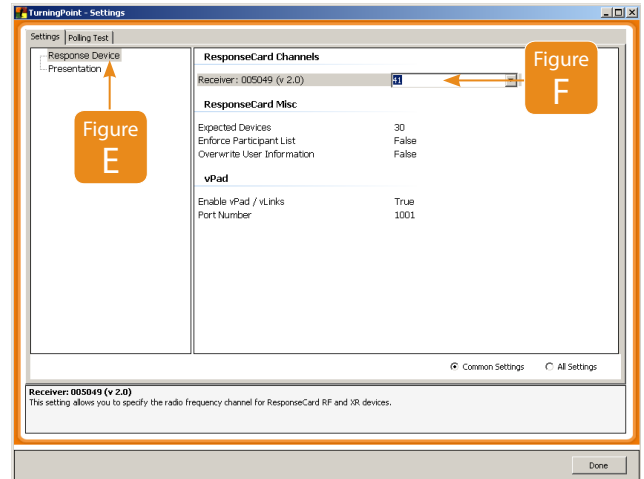
1. Plug in the Upgraded, TurningPoint 2008 Receiver from *section 2*.
2. Click **"Tools"** on the TurningPoint 2008 Toolbar.
3. Select **"Settings"** from the drop down menu.
4. From the **"TurningPoint Settings"** window, select **"Response Device"** at the top of the left pane. (Figure E)
5. The Response Device settings will be displayed. Select your Receiver Channel from the drop down next to your receiver's serial number. (Figure F)
6. Click **"Done"**.

SECTION 5 – Simulating a Group Response Session

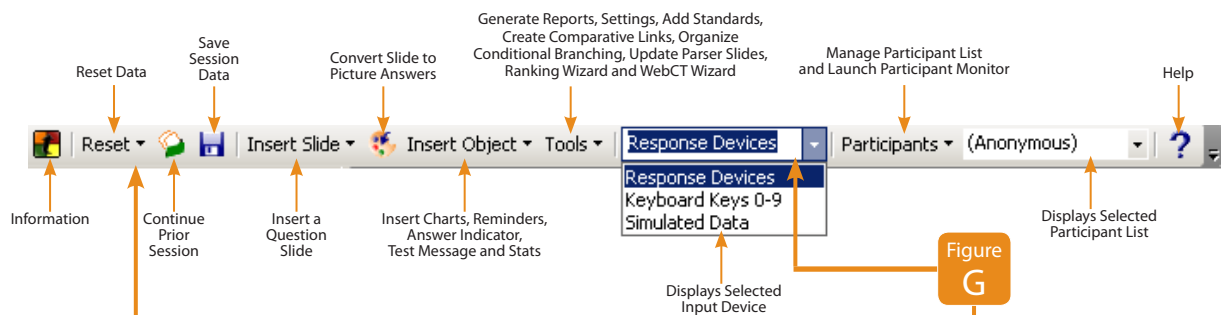
1. Click on the down arrow next to word **"Response Devices"** on the TurningPoint Toolbar. (Figure G)
2. Highlight and click **"Simulated Data."** Your system will now simulate responses during **"Slide Show"** mode. The number of responses simulated will be associated with the number of Response Devices you have set in the **"Expected Devices"** settings (Section 4).
3. From the PowerPoint toolbar, select **"Slide Show"** and then select **"View Show."**
4. Left click your mouse to advance text and reminders (response tables, countdowns, etc).
5. To close polling, left click your mouse and your graph will appear, revealing the audience's response.
6. You can advance to your next slide or press **"esc"** key to quit show.
7. If you wish to reset your slide values to zero in order to re-poll the same slide set and/or to save session data, click **"Reset"** on the TurningPoint Toolbar (Figure H). Choose to reset either the **"Session," "Current Slide,"** or **"All Slides."** Click **"Yes"** to save and follow on-screen instructions. All data will be saved in a session file, and all slide data will be reset to zero.

SECTION 6 – Polling with Response Devices

1. Open TurningPoint 2008 and open an Interactive Presentation - see *Section 3* on Creating an Interactive PowerPoint Slide.
2. Make sure **"Response Devices"** is selected in the drop down menu on the TurningPoint Toolbar (Figure G).
3. To prep slides for polling, reset your Session by clicking **"Reset"** on the TurningPoint Toolbar (Figure H), which will display a drop down menu. Click **"Session."**
4. If you are using an Infrared Receiver, make sure you have a clear line of sight between the ResponseCards and the receiver.
5. From the PowerPoint toolbar, launch your presentation in **"Slide Show"** mode and click to advance through the presentation.
6. Once the interactive slide appears, participants can answer the question. Polling will remain open until you advance to display the graphical results.



TurningPoint® 2008
Toolbar for Office XP
& 2003



TurningPoint® 2008
Ribbon for Office 2007

