

## Solo Quick Guide.

The Solo set consists of.

- One Solo Base Station
- Twenty Mini Keypads
- One Reply USB Memory Stick with lanyard.
- One hard case
- One Hexagonal Alan Key (for removing Solo battery cover)



## Developing and Loading Your Own Questions.

The Solo manual and the question writing software utility is stored on the USB memory drive, install them onto your computer and follow the instructions.

## To Ask Impromptu Questions.

An Impromptu Question is a question that has been permanently loaded onto the Solo by Fleetwood (9 in total).

Press the “ON” button (underneath the 9 button).

Press the “Query” button.

Press 1 for “Impromptu Question” and press the relevant number to make your choice of response options from the 9 available.

Press the number that corresponds with a Correct Answer (if any). If there is not a Correct Answer press “0”. Once you have set any a correct answer you will see the number on the bottom left hand corner of the screen change to Ixx.0 – I stands for Impromptu and the xx refers to the number of the question that you are about to ask.

Press the green Start button and THEN read your statement or question and ask people to make their choice by pressing a button on the keypad – you will see in the bottom left hand corner a black box appear with an increasing number in it – this box shows the number of votes that have been received.

Once everyone has voted, or sufficient votes have been received, press the red STOP button (during operation pressing any button on the Solo other than the STOP or ON/OFF button will switch the Solo back light on).

Once the red STOP button has been pressed you can press the “Graph” button to see the results (correct answers show a Bold graph line), or the “Grid” button to see what which keypads voted which choice (keypads that answered correctly will show a tick). When viewing the Graph or the Grid you will see 2 arrows on the screen above the red buttons, use these buttons to scroll back and forwards through the results.

## **To Ask Previously Loaded Questions.**

A Previously Loaded Question is a question that has been prepared by the user who has used the Reply Solo Utility to prepare a Questionnaire and loaded it via the supplied USB drive onto the Solo.

Press the “ON” button (underneath the 9 button).

Press the “Query” button.

Press 2 for “Previously Loaded Question”.

Choose your question

Once you have set any a correct answer you will see the number on the bottom left hand corner of the screen change to Qxx.0 – I stands for Impromptu and the xx refers to the number of the question that you are about to ask.

Press the green Start button and THEN ask people to make their choice by pressing a button on the keypad – you will see in the bottom left hand corner a black box appear with increasing number in it – this box shows the number of votes that have been received. As participants vote, they will see a green light on the Mini Keypad appear (to show they are voting) and disappear (to show that the vote has been collected and registered by the Solo). If a red light comes on it means that there is a problem with the registration of the vote, either the participant has chosen a higher number than that allowed

Once everyone has voted, or sufficient votes have been received, press the red Stop button (during operation pressing any button on the Solo other than the Stop or ON/OFF button will switch the Solo back light on).

Once the red STOP button has been pressed you can press the “Graph” button to see the results (correct answers show a Bold graph line), or the “Grid” button to see what which keypads voted which choice (keypads that answered correctly will show a tick). When viewing the Graph or the Grid you will see 2 arrows on the screen above the red buttons, use these buttons to scroll back and forwards through the results.

## **Mini Keypad Operation**

As participants vote, they will see a green light on the Mini Keypad appear (to show they are voting) and disappear (to show that the vote has been collected and registered by the Solo). If a red light comes on it means that there is a problem with the registration of the vote, usually the participant has chosen a higher number than that allowed.

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