

reply[®] // Worldwide

Quick Set-Up Guide



Thank you for choosing the Reply[®] brand of Wireless Group Response Systems. We appreciate your business, and we value you as a customer. In an effort to make your first experience with our products an enjoyable one, please use this Quick Setup Guide to: (1) familiarize yourself with our system and its components and (2) walk you through the system set-up so that you can quickly get started using it.

FLEETWOOD

There are three components to the Reply® system: wireless keypads (CRS5200), base station (CRS940), and audience response software. To begin, please install the base station drivers first as specified below:

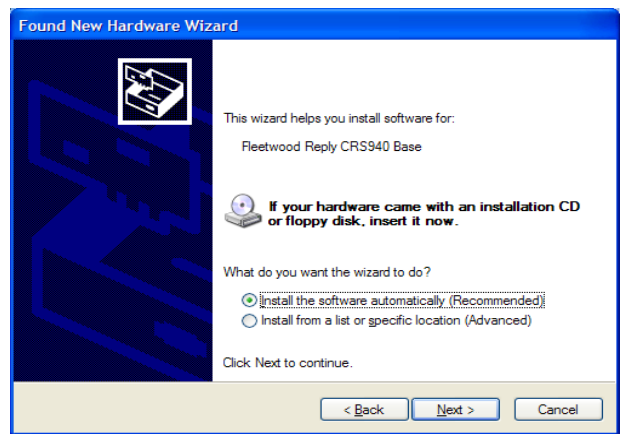
I. Installing Your New Hardware

- **IMPORTANT!** First, Go to **Control Panel > Add/Remove Programs** and remove any previously installed “Fleetwood (FTDI) USB Serial Converter Drivers” program **before** connecting the base station to your PC. Next:
- Insert the enclosed CD titled “Hardware Technical Manual” into your disk drive.
 - If your CD player is set to Auto Run: After the CD’s menu comes up, close the menu, exit the CD, and follow the steps below to install the two (2) required drivers.
 - If your CD player is not set to Auto Run: Follow the steps below to install the two (2) required drivers.

1) Connect the USB cable provided with the base station into both the base station and a spare USB port on your PC. If the following dialog box appears, select “No, not this time.” and Click “Next” to proceed.



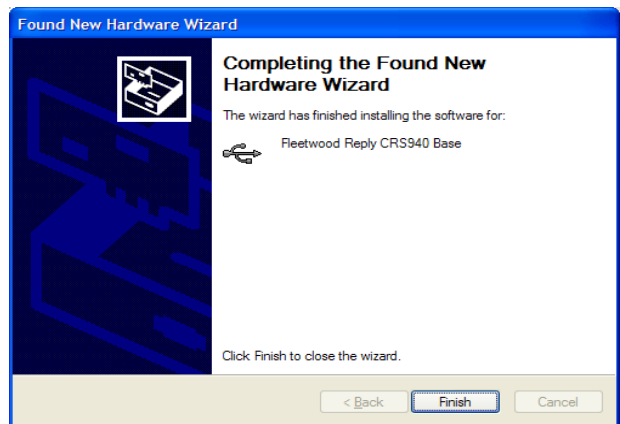
2) Choose “Install the software automatically (Recommended)” Click Next.



3) Click “Continue Anyway” on the following warning:



4) Click “Finish” to complete the install



5) **IMPORTANT! You are NOT done!** Windows will now report that the driver has finished installing. However, only the **FIRST** of **TWO** drivers you need have been installed. **You need to install the second driver!** After clicking “Finish”, the Windows Found New Hardware Wizard will display again to install the **USB Serial Port** driver. Follow steps 1-5 again.

- At the completion of this installation, only the specific USB port that the base station connected to is properly configured with drivers. We recommend repeating the above procedure for all additional USB ports. To do so, unplug the base station and connect it to another USB port and repeat Steps 1 – 4 above for each USB port.

II. Installing Your Audience Response Software

There are two software applications you will need to install: 1) Reply Utility software, 2) audience presentation/polling software.

1. Utility Software: While you still have the “Hardware Technical Manual” disc in your Disc drive click on the menu tab “Reply Worldwide Hardware Manual” and then “Configuration & Diagnostic Utility Software”. The installation program will prompt you as you download the software to your computer. This diagnostic utility program will allow you to change the base station channel, configure keypad settings, test the base station connection, and test the operation of keypads during a polling cycle. *(Please Note: You do not need to run this utility program if your presentation/polling software includes similar features that allow you to verify/change base station channels, test keypads, etc. This utility program only supplements your presentation software. In rare cases, the utility program may be used to verify hardware operation if you are having difficulty operating your presentation/polling software. However, the utility program is not meant to replace or be used as presentation/polling software.)*
2. Presentation/Polling Software: Eject the “Hardware Technical Manual” CD from your disc drive and insert the presentation software that came with your system. Please follow the steps accompanying that CD to install the software. This software should also include help files and/or manuals. Please contact the developer of your software with questions on its use or for technical support.

III. Authoring Questions

There are numerous companies that write software for Reply® systems. Some are purpose-built for special uses like decision making, focus group research, delegate voting, classroom testing, gaming, and more. Others are designed with broader features for use in multiple applications. Please refer to the software manual for instructions on authoring questions and running the presentation.

IV. Running the System

Begin by attaching the base station to your USB port. If your drivers were properly installed, you will see notices on the taskbar that new hardware was found and that the hardware is ready to use.

Note: You should NOT see the “Found New Hardware Wizard”. If you see the wizard, STOP and repeat Steps 1 through 5 above. The likely problem is the USB port you connected the base station to was not properly configured initially with the drivers.

Open up the Reply® Utility software and begin by selecting the port your base is plugged into and entering the channel the base station is set to. **Note: At this point you may also want to confirm that the keypads and base station are set to the same channel and that the keypads are configured using the appropriate addresses (see Reply Worldwide hardware manual for instructions on changing channel and addresses).**

Click on the “Connect” button to connect to the base station. If the identifier turns from red to green the connection was a success. If the identifier did not change color, check the security of the USB cable connection and verify the power light is illuminated on the base station.

You can then click on the “Start Polling” button and push a single button on each keypad. The response number pressed on each keypad will register next to the corresponding keypad address number on your software utility screen. Once you have confirmed receipt of all responses click on the “Stop Polling” button and close the utility program.

You do not need to use the utility software again unless you are having problems running the presentation software. This procedure was only to verify that both drivers were properly installed and the hardware was functioning properly. You are now ready to use your system!

Open your presentation software and the presentation file that you authored. Then test and connect to the base station using this software. Once you have successfully connected using this software you may run your presentation and collect your responses.

V. Address and Channel Programming

A useful feature of Reply systems is the ability to change RF channels and keypad identities (or “addresses”).

1. Change/Check Keypad Address



Model CRS5200 keypads have a mode that allows the user to change or recall the current keypad address. There are two methods for accessing this mode:

- Enter code 951 (See Appendix A in User Manual for how to enter 9XX codes).
- Press and hold “Clr” and press “1”. Then release both keys. This feature may be disabled from a previous base command. If it is disabled, use the 951 code listed above.

Once one of the above actions has been performed, the two lower horizontal segments will light on the keypad. At this point, you have 5 seconds to do one of the following actions:

- To recall the current address, press the “*” key. The address will blink out on the display (001 – 250).
- To set a new address, simply type in the new 3-digit address (i.e. “0”-”0”-”1” = address 1, and “2”-”5”-”0” = address 250).

If the address was changed, the keypad will use this new address on the next key press.

2. Change/Check Keypad Channel Number



The CRS5200 keypads contain a mode that allows the user to recall or change the current channel. There are two different methods of accessing this mode:

- Enter code 973 (See Appendix A in User Manual for how to enter 9XX codes).
- Press and hold “Clr” and press “2”. Then release both keys. This feature may be disabled from a previous base command. If it is disabled, use the 973 code listed above.

Once one of the above actions has been performed, the two lower horizontal segments will light on the keypad. At this point, you have 5 seconds to do one of the following actions:

- To recall the current channel, press the “*” key. The channel will blink out on the display (01 – 15).
- To set a new channel, simply type in the new 2-digit address (i.e. “0”-”1” = channel 1, and “1”-”5” = channel 15).

If the channel was changed, the keypad will use this new channel on the next key press.



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