Reply® IQ User Manual

System Setup

1. Unpack the Reply® IQB500 base unit and set it on a table or available surface in the vicinity of where the Reply® IQK1000 Response Keypads will be used.
2. Plug the AC power module into the Reply® IQ base DC input jack.
3. Plug the AC line cord from the power module into a 115 VAC power circuit.
4. Turn on the power switch of the Reply® IQ base unit.
5. Plug either the RJ45 supplied cable into a network port, if Ethernet connection selected (or directly to a PC via a crossover cable), or a standard DB9 to DB9 RS232 cable into a COM port (usually Com1 or Com2) if serial connection selected.
6. Open the carrying case containing the response keypads and distribute them to the participants.
7. Turn on the computer and start the application software to control the base unit to poll for keypad responses. Each application software will have its own instructions for using the system.

Operation

1. Instruct the participants on the usage of the response keypads and procedure for responding.
2. Ask a question and allow enough time (at least 10 seconds) for all participants to respond.
3. Observe the results on the screen and optionally save the results for later analysis if desired.
4. Proceed and repeat the process for the next question.
5. Continue until all questions are completed.
6. Analyze the responses for the period and run printouts if desired.

System Shutdown

1. Turn off the power to the computer.
2. Turn off the power to the Reply® IQ base unit.
3. Unplug the data cable from the computer and store it in its carrying case.
4. Unplug the AC line cord from the power module and store both in the carrying case.
5. Store the Reply® IQ in its carrying case.
6. Collect the keypads and return them to their carrying case.
7. The system is now ready for transporting.

Reply IQ Keypad Operation

The reply IQ keypad has 5 basic modes of operation: Single-Digit Entry, Multi-Digit Entry, Moment to Moment Entry, Speed Scoring, and the Options menu. From a power-off state, simply press any key to turn the keypad power on. The REPLY IQ Logo along with the keypad's address and channel will be displayed briefly and then the keypad will enter normal operation in the mode most recently used.

Single Digit Entry Mode

In this mode, only one key press can be sent at a time. Simply press one of the numeric keys (0-9), and the number will be displayed in the center of the screen. The key shown on the screen will be sent to the base during the next polling interval. When the number clears from the screen, the base has successfully received the data.

Multi Digit Entry Mode

In Multi Digit mode, the user can send a response up to 16 characters. When the base is polling, data is sent from the keypad every time a new key is pressed. There is a maximum of 16 characters that can be sent. If the SEND key is pressed when 15 characters or less have been entered, the display will get "grayed" out and all further keypresses will be locked out except "C" and "←". When the base confirms that it got the data, the entry will be cleared, and data entry will begin again.

Moment to Moment Entry Mode

Moment to Moment mode allows the user to record their opinion of a certain event in the form of Very bad, bad, indifferent, good, or excellent". In this mode a " -- - 0 + ++" appears just above the 5 softkeys. Now press the key that corresponds to the desired opinion, and the display will be highlighted above the softkey to indicate a keypress happened. Information on when the key was pressed, and what value was entered gets stored in a buffer and sent to the base on the next polling interval.

The keypad is able to store up to 128 different keypresses without ever hearing a polling command from the base station. However, since opinion based data can be entered quickly, measures must be taken to prevent this 128 entry buffer from filling up completely. The base can set the keypad to several different "resolution" settings to prevent too much data from being stored. If multiple keys are pressed during the set resolution time, the keypresses are averaged into one response. Using a ¼ second resolution will provide the greatest accuracy, but also generates the most data from a keypad. This should only be used with small groups of keypads. Resolutions of up to 10 seconds are reserved for very large numbers of keypads, where the time between polling messages is longer.

Speed Scoring Mode

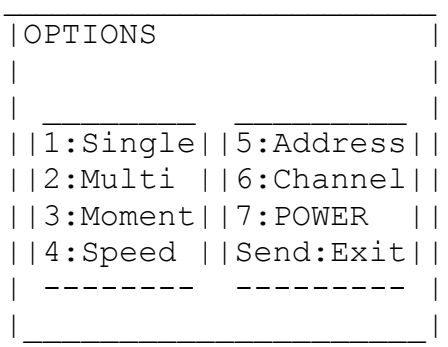
Speed scoring mode operates similar to multi digit mode with the exception of a time-stamped response. The group being polled will attempt to answer a question at the same time. Based on the time-stamped responses from each keypad, it is possible to determine which keypad was pressed first down to the nearest 1/20 second.

Speed Scoring is set up by the base station. Unlike Multi Digit mode, the maximum number of characters is selectable from 1-16. There is also the option of whether to

record the time stamp on either the last key pressed or time stamp on the SEND key only.

Options Menu

To access the Reply IQ keypad configuration menu, press "←" and "1" at the same time when the keypad is any of the modes listed above. The following menu will appear:



The menu keys perform the following functions:

KEYS 1-4: Manually switch the keypads into Single, Multi, Speedscoring, or Moment to moment entry modes. Any special options such as maximum number of characters will have to be set by the base.

KEY 5: Set the keypad address. Another screen will appear asking you to enter the new keypad number. Enter a number from 1 to 1500 followed by the SEND key. If a 4 digit number (ex: 1500) is entered, the address will be updated automatically without pressing the SEND key.

KEY 6: Use the 1 and 3 keys to lower and raise the channel number. When the channel you want is displayed, press 0 to restart the keypad on the new channel.

KEY 7: Completely turn off the power to the keypad. When the keypad is off, press any key to turn the keypad on again.

SEND KEY: Exit back to regular operation mode.