Activote

2.4Ghz

Quick Start Guide

PROMETHEAN
LIGHTING THE FLAME OF LEARNING

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NOTE: All utility and driver software provided to operate Activ products is the property of Promethean. Use of this software is granted for the purpose of installation, set up and operation of Activ products and the standard feature set outlined in this guide. Promethean does not encourage or authorise any other use.

Additional application software is provided from time to time as a service to our customers. This software is licensed to the end user by the supplier. Use, possession and upgrades are the responsibility of that supplier. Registered owners of Promethean product should contact those suppliers directly for support.

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Compliance Statements for the Activhub and Activote (United States of America, Canada and Europe)

United States of America

This device complies with Part 15 of the FCC rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications to this equipment not expressly approved by Promethean may void the user's authority to operate this equipment.

For non-intentional radio parts, this equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Canada

This device complies with RSS-210 of Industry Canada and is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications to this equipment not expressly approved by Promethean may void the user's authority to operate this equipment.

This Class B digital apparatus complies with Canadian ICES-003.

Europe

The radio interface on this product is intended for use with other Promethean radio devices for operation in the following Countries:

Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, United Kingdom

For more information about Activ products, consult the documentation which can be found on the Product CD.

About this Guide

This Quick Start Guide takes you through the process of setting up and using the Activote devices and their associated programs. If you are using Activote VR, refer instead to its separate Quick Start Guide.

Promethean recommends that you read the User Guides supplied on the CD for full information about using Activote.

If you experience any difficulties with using Activote, contact our Technical Support team using the contact details below:-

Americas
T: 1-888-652-2848
E: support@us.prometheanworld.com
W: http://us.prometheankb.com

UK & Europe
T: +44 (0) 870 165 2210
E: support@prometheanworld.com
W: http://uk.prometheankb.com

User Group Forum

This is an online forum and we would like to invite new users to join and contribute to our growing online community.

www.prometheanworld.com/common/html/vb_forum/index.php

Updates

Please visit the Promethean website frequently to check for updated drivers, software, user guides and flipchart resources

www.prometheanworld.com

1. Installing the Software

Existing customers need the v4 Activdriver. This can be identified by the logo in the system tray. Users with an earlier Activdriver with this logo, need to uninstall this through the Control Panel & Add & Remove Programs.
Install the driver before connecting the Activhub to the computer.

On a Windows Based Computer

a. Place the application CD into the CD ROM drive

   If Auto Play is enabled, the main menu screen will automatically appear. If Auto Play is not enabled, choose Start > Run. In the Run dialog box, type the drive letter that contains the CD and type \menu.exe. For example d:\menu.exe. Then click OK.

b. Select your preferred language then press the button.

c. Remove the application CD and insert the Resources CD in the CD ROM drive when prompted.

   If the CD does not autorun, follow the instructions in step a. 'If Auto Play is not enabled'. Then follow the on-screen instructions to install the Resources.

d. If you have not previously used Promethean hardware and software, click on the button again. Otherwise, click on the Activdriver button and follow the on-screen instructions, having uninstalled the previous driver.

e. Click on the View User Manuals button and click on Activote & Activ Hub User Guide.pdf to view the User Guide menu.

On a Macintosh™ Based Computer

a. Place the application CD into the CD ROM drive. Shortly you will see a CD icon appear on your Mac Desktop.

b. Double click on the CD icon.

c. Double click on the Software Installer icon and follow the on screen instructions to install the software.

d. Double click on the Activ board Installer icon and follow the on screen instructions to install the drivers.

e. Place the Resources CD into the CD ROM drive. A CD icon will appear on your Mac Desktop.

f. Double click on the CD icon.

g. Double click on the Promethean Resources Installer icon and follow the on screen instructions to install the resources.

2. Access the Activote programs

Connecting the Activhub

There are two ways to connect your USB Activhub:

Connect the USB Activhub directly to an available USB A-type connector on your desktop or notebook computer.

Or

Connect the USB Activhub directly to the 1.8m USB cable, and then connect the other end of the cable to an available USB A-type connector on your desktop or notebook computer.

On a Windows Based Computer

a. Click on **Start > Programs > Activ Software > Activstudio 2 > Activote** and click on one of the options available from the flyout menu. This method allows you to use Activote without having to open Activstudio2.

Or

a. Open Activstudio2.

b. Enter your information and serial number, which is located on your Installation CD case (required first time only).

c. From the toolbox menu, select **Toolbox Customise... > Tool Store...**.

d. Select the Activote tool, then drag and drop it into your toolbox. Click **Finish**.

e. Click on **Menu > Activote** and click on one of the menu options.

On a Macintosh Based Computer

a. Open System Preferences, select **Activboard**. When the Activboard Preference Panel is displayed, select the **Activote** tab. This method allows you to register your Activote devices without having to open Activstudio.

Or

a. Open Activstudio.

b. Enter your information and serial number, which is located on your Installation CD case (required first time only).

c. Open the Activstudio toolbox menu, select **Preferences...**

d. Click on the Activote tool button to add it to your toolbox. Click **OK**.

e. Select Menu > Activote > then choose an item from the menu.

Select Menu > Activote > Devices....

Choose an Activote Program:

Session	Select a type of voting session: • **Named** Requires devices to be registered and allocated to a specific user, providing more feedback for individual user response. • **Anonymous** Physical devices are registered and can be used by any user. • **Demo** Uses simulated devices to demonstrate use of Activote. The Session can also be accessed by clicking on the Activote tool button.
Devices	Register your Activote devices in the Device Registration program.
Users	Allocate your devices to individual users in the User Registration program.
Question Master	Compile a set of questions for your voting session.
User Database	Prepare and categorise a list of users.
(Windows) Settings (Mac) Preferences	Access the Activote settings.
Export Results to Excel*	Output results in a spreadsheet format.
Export Results to Notepad*	Output results in a textual format.
Activote Help...*	Open the separate Activote Help file.

* These menu options are not available for Activstudio users on the Mac.

3. Register Devices

You are required to register your Activote devices in order to use Activote in Anonymous and Named modes.

a. Windows users, select the **Devices** option to open the Device Registration program.
Mac users, select the Activote tab from the Activ board Preference Panel.

b. Windows users only, you cannot register the Activote device until the hardware and software combination is approved for use in your country. Click on the drop down arrow and select the Country in which you are using Activote.

If permitted, you can then continue with registering your Activote devices. If your hardware and software combination is not permitted, a warning will be displayed and you will be blocked from using the Activote. In this case, or if your country does not appear in the list, contact Technical Support for advice.

c. Enter the number of devices to be registered. Then on the **Register** button in the Device Registration program.

d. The application will display a three letter **PIN code**.

e. Press and hold the **Flame** Button on your first Activote device until the Green LED comes on then enter the **PIN code**. When Registered the Green LED will turn off and the device will appear in the Registered Devices list.

f. Repeat the above procedure for every device. When all devices are registered, the application will close and the votes are ready.

g. Windows users, close the Device Registration program.
Mac users, close the Preference Panel. The registration information will be saved.

You are now ready to use Activote in Anonymous mode.

4.Allocate Devices

You are required to allocate a user to each Activote device in order to use Activote in Named mode.

The 2.4GHz Activote has the facility to accommodate four alphanumeric characters within a window on the base of the unit. This is used to uniquely identify each device. A pre-printed card is supplied with a range of letters and numbers i.e. AA1….AA32, together with blank inserts for more personal identification.

(Note this methodology is entirely consistent with future products i.e. Activpad whereby users would be able to enter a user friendly name on the individual device to uniquely identify it.)

On the application enter the seed character(s), e.g. LN. The application will then produce an incremental list i.e. LN1 to LN32 assuming 32 devices selected.

There are two ways to allocate devices:

- Press the key on all the votes then test each one individually to determine which name each vote was given. The four characters can then be added to each vote in turn.
- Add the four characters to the base unit window By physically labelling each device, within a window in the base of the unit.

Press the key on the votes one at a time to determine the name given to each vote.

Once named, a class list can be allocated by the application using drag and drop.

The naming of the Activote would normally be a once only operation. During naming, the unique electronic serial number of the Activote is paired with the four alphanumeric characters on the base of the unit. Therefore all future references to a device are via the four characters.

5. Vote with Adhoc Questions

a. Click on the Activote tool button to start a session.

b. Select **Anonymous Mode** or **Named Mode**. If you selected Anonymous Mode, you will need to select the number of devices you are using. If you selected Named Mode, the user names for your current group will appear.

c. Click **OK**.

d. Ask your Adhoc question, or write the question and possible answers onto your flipchart.

e. When ready to accept user response, click on the Activote tool button.

f. The countdown bar will appear, prompting users to vote.

g. When all responses have been received, click on the Activote tool button to display the results graphs. The results will be recorded to the current flipchart page.

h. Select the correct answer by clicking on the appropriate letter above the graph. The correct answer will be displayed in green.

i. Turn to a new flipchart page and ask another question.

j. Vote with Prepared questions

6. Vote with Prepared Questions

Prepare your questions:

a. Open the Question Master program.

b. Type in a title and description for your set of questions.

c. Click on **Next>** button.

d. Type in your question, select a question type from the drop down list and type in the possible answers.

e. Select the correct answer from the drop down list.

f. Click on the **Add Question** button to add further questions.

g. Click on **Next>** and select a style from the preview window.

h. Click on **Next>** and enter a filename for the question flipchart.

i. Click on the **Save** button to save your question flipchart

j. Click on **File > Save**. Type in a suitable filename and click on the **Save** button to save your Question Master source file.

Start voting with prepared questions:

a. Open your question flipchart, click on **Menu > Flipchart** and choose an Open option.

b. Click on the flipchart name and click on the **Open** button.

c. Choose **Anonymous Mode** or **Named Mode** from the Session window

d. Introduce the questions to the users, then turn to the first question page. When you are ready to start voting, click on the Activote tool button.

e. The countdown bar will appear, prompting users to vote.

f. The results graph will automatically appear, and will be recorded to the current flipchart page.

g. Turn to a new flipchart page and ask another question.