



Installation and Setup

Installation and Set Up Procedure

Installation and setup are quick and easy. All remote units with styluses, the base and antenna, and the USB cable are contained in the carrying case provided. The remote unit battery charging system, power adapter with cords, and charging cables are packed in a separate box within the shipping container. Remove all components and follow the procedures as described and illustrated on the following pages.

Setup Procedure

- ❖ Unpack the iRespond Touch system
- ❖ Charge Remote Units
- ❖ Setup the iRespond System
- ❖ Install the iRespond Software (Refer to the separate Quick Guide for Software Installation.
- ❖ Perform Session Setup (Refer to the separate Quick Guide for Session Setup.

Remote Unit Battery Pack Charging

Each remote unit must be charged prior to use. Unpack the battery charging system from the carton. Included are 8V charging adapters.



Connect the AC plug to a wall receptacle. Plug the connector into a remote unit. Each remote will take three to four hours to fully charge.

Continue this process until all remotes have been charged. Under normal use, a remote will run for approximately two weeks before recharging is required.

iRespond System Setup

Linksys USB Hub Setup

- Attach USB cable to hub. Locate an available USB port on the computer and attach the other end of the USB cable to this port. Attach the power adapter into the hub. Plug the adapter into a standard electrical outlet. The hub will be automatically detected by the computer and is now ready for use.

Base Unit Setup

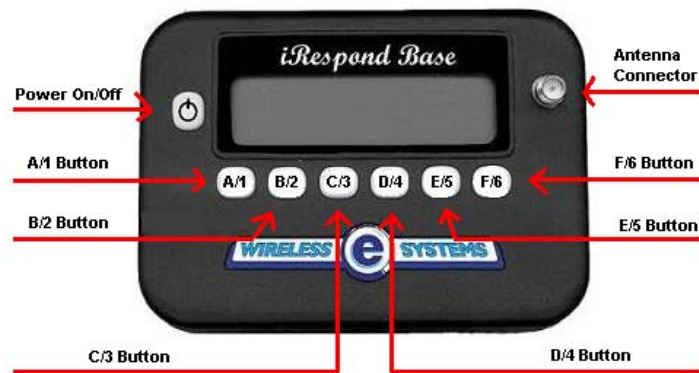
- Screw in the base unit antenna on the top of the unit. To maximize transmission, orient the antenna so that it sticks straight up from the unit.
- Using the USB cable provided with the system, connect the end with the mini USB connector to the base unit. Locate an available USB port on the Linksys hub. Connect the other end of the USB cable to the port.
- Apply power to the base unit by pressing the Power On/Off button in the upper-left of the unit.
- Setup for the base unit is now complete.

Remote Unit Setup

- Apply power to the remote units by pressing the Power On/Off button in the upper-left of each unit. Take note of the UID number that appears on the bottom of the LCD. This UID number also appears on the back of the remote unit on a separate label below the FCC Label.

The iRespond hardware setup is complete.

Using the Base and Remote Units



Key	Function
Power On/Off	This key, located top-left, turns power on and off the unit. Once a session is established the key is disabled. Pressing this key simultaneously with the up-arrow cursor key will force a remote unit to power off.
F1 Function	This multipurpose key is used in combination with other keys. Also used to save settings in Configuration Mode.
F2 Function	The user may use this key to activate the soft keys in a session. The F2 key may also be used to access the Configure and Diagnostics screen.
Backspace	This key is useful for editing a User ID, a password, or a fill-in response. The Backspace key will erase the last character entered.
Flag	This key allows the user to mark items for later review in a session.
Cursors	These keys are used to scroll, navigate and highlight items on the LCD. A user may use these keys to scroll through the question when it is displayed on the LCD. If a remote unit fails to respond to the Power On/Off key, press the up-arrow and the Power On/Off keys simultaneously to force the unit to power off.
Enter	This key submits the user's input to the base unit for recording or scoring.
Soft Keys	A user will use these keys to select responses in a session. The Soft Keys are an alternative to selecting responses directly on the touch panel with the stylus.

FCC Compliance

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 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.

Receivers associated with the operation of a licensed radio service, e.g., FM broadcast under part 73 of this chapter, land mobile operation under part 90, etc., shall bear the following statement in a conspicuous location on the device:

This device complies with part 15 of the FCC Rules. Operation is subject to the condition that this device does not cause harmful interference.

Changes or modifications not expressly approved by Wireless e Systems, Inc. could void the user's authority to operate this equipment.



Software Installation and Setup

System Requirements

The iRespond System runs on customer supplied Windows™-based desktop PCs and laptops. Please verify system compliance before proceeding.

The Windows™-based system requirements:

- 400 MHz or higher Pentium II processor
- Windows™ 95/98/ME/2000/NT/XP
- CD ROM drive
- 1 free USB port
- 10 MB available disk space
- 128 MB RAM

Installation and Set Up Procedure

Software installation and setup is quick and easy. Locate the iRespond installation CD shipped with the system, and then follow the procedures as described.

Procedure:

- ❖ Install the software,
- ❖ Set up the software to run sessions;
 - ◆ Log In and Account Administration
 - ◆ Set Up your Class Rosters
 - ◆ Set Up your Test Banks
 - ◆ Set Up your Remote Units

Installation

To ensure compatibility, please review the system requirements before installing the software, and then follow the steps below.

- Insert the iRespond software installation disc in your CD-ROM drive.
- The iRespond Software will automatically launch the installation program. During this process, be sure to answer the items that appear on the screen.
- If your computer is not configured to auto-start, select Run from the Start Menu and browse the installation CD for "Setup.exe." Select that file and click OK to start the installation procedure.

Sun's Java™ JRE file system is required to run the iRespond software. If the JRE files are not already installed on your computer, setup will automatically load the requisite files.

**Before proceeding with session setup, become familiar with the
iRespond toolbar buttons and terms.**

Introduction

After installing the software, it is necessary for you to set up user accounts, enter your class rosters, enter your test banks, and set up the remote units before a session can be started. This guide is a step-by-step procedure through those set up dialogs. Toolbar menu selection names and dialog names described in this guide are shown in green. Text entries and toolbar button clicks required by you are shown in bright blue.

NOTE: All standard Windows™ conventions apply to iRespond.

Log In and Account Administration

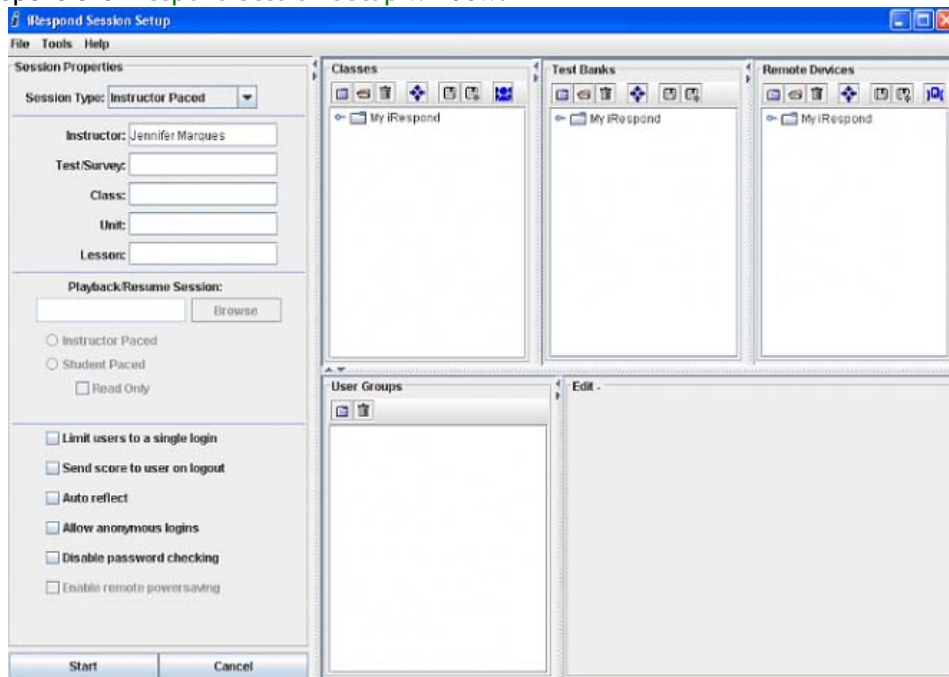


Launch the iRespond software and the iRespond Login dialog appears.

This dialog prompts you for your user name and password. First-time log in is done as administrator. Enter the default user name **admin**, and the default password **changeme**, and click the **Login** button.

NOTE: Username and Password are case sensitive.

Successful login opens the iRespond Session Setup window.



From the iRespond Session Setup screen, change the administrator password by selecting **Tools/Change Password** from the toolbar.

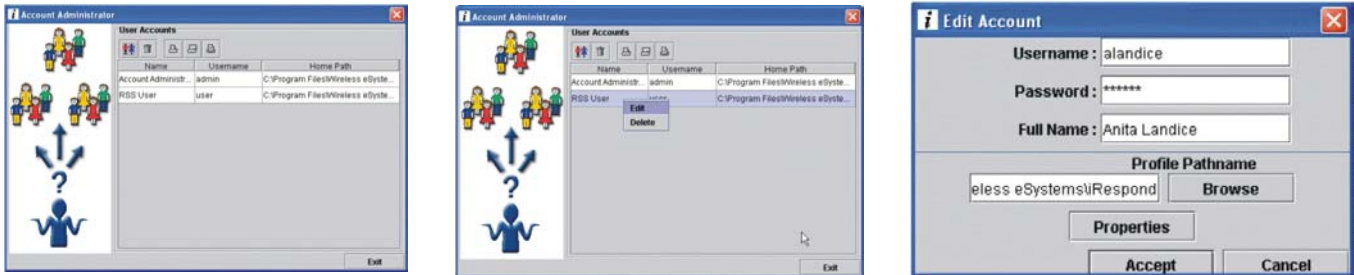
The **Change Password** dialog will appear. Enter the old and new passwords, confirm the new password, and click **Change**.



Account Administrator Dialog

The sole function of logging in as administrator is to create or edit your user accounts. When your user account has been set up, log out as administrator and then log back in using your user name. Then you can set up your Classes, Test Banks, and Remote Devices.

From the main toolbar menu, select **Tools/Accounts**, and the **Account Administrator** dialog will pop up. This dialog displays a table of all user accounts. You may add, edit, and delete user accounts. To edit the **Name**, **Username**, and **Home Path** fields in the accounts table, right-click on the name of the account you would like to edit. Click **Edit** from the drop-down menu and the Edit Account dialog appears. Complete the required fields and click **Accept**.



Create a New Instructor User Account

To create a new instructor user account, click the **New User** button on the Account Administrator toolbar. When selected, the **New Account** dialog appears. This dialog prompts the user to enter a **Username**, **Password**, **Full Name**, and a **Profile Pathname**. The path name entered specifies the folder in which iRespond stores the account information for the new user. Unless you wish to specify a different directory for your files, accept the default entry in **Profile Pathname**.

Note: If a nonexistent path is entered in the text box, iRespond will create the folder(s) specified in the path, provided the path is free of syntax errors.

Alternatively, clicking on the **Browse** button launches an **Open** dialog (not shown) in which an existing folder may be selected for your files. A new folder can be created in this dialog by clicking the **Create New Folder** button on the dialog's toolbar. New folders can also be created in your operating system, then browse to them when setting up your accounts. The **Properties** button near the bottom of the **New Account** dialog brings up the **User Account Properties** dialog (not shown), which allows you to export session results automatically to Edmastery™, GradeQuick™, and GradeBook2™. For more detailed information on account properties, refer to the User Manual in the **Help** files.

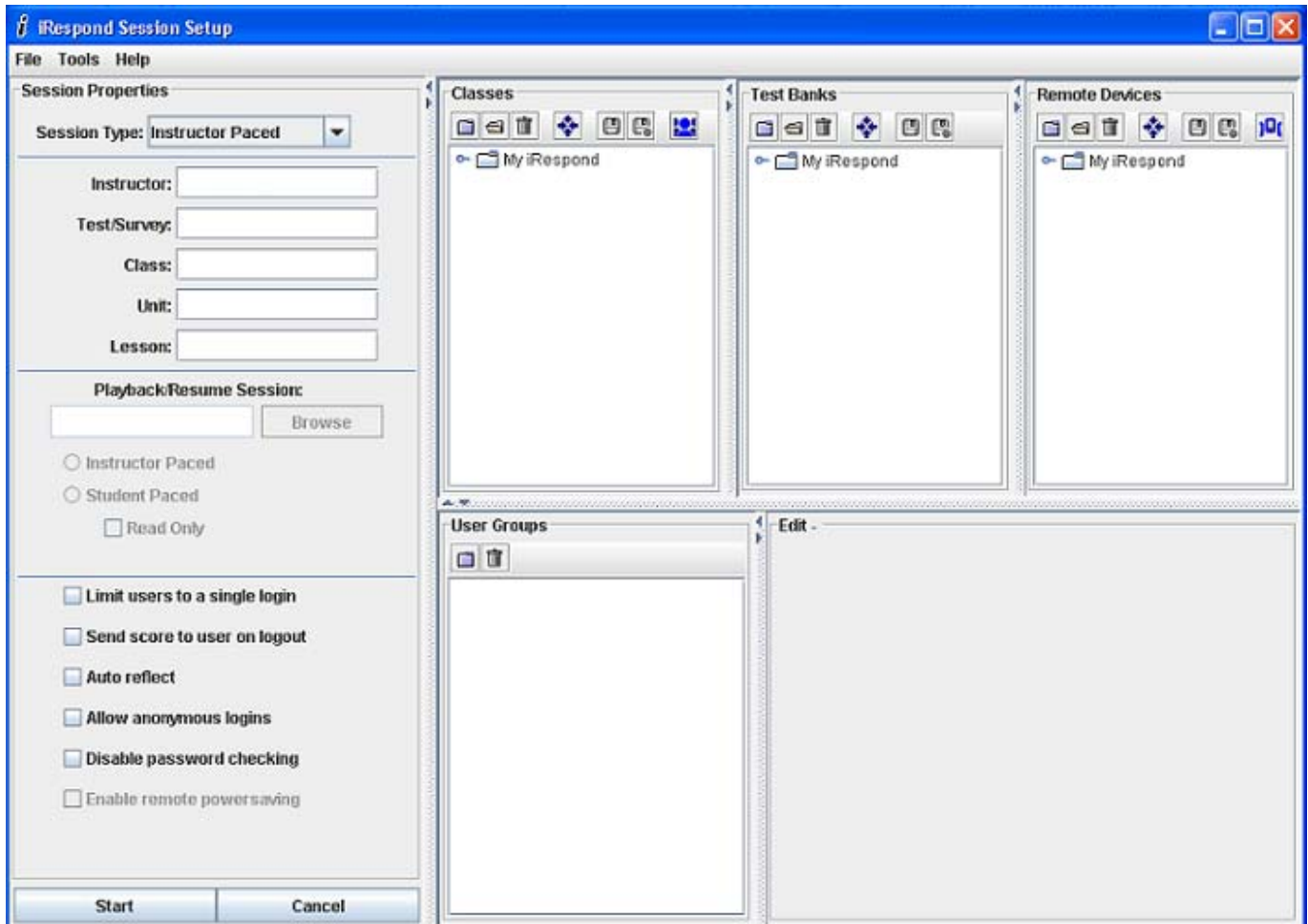


When all information has been entered and accepted, the Account Administrator dialog appears as above. If all information is correct, click **Exit**.

Now that the account administration is complete, proceed to setting up a class. To do this, logout as administrator and then log back in as a user. From the **File** drop-down menu on the **Session Setup** screen toolbar select **Logout** and click **Yes** in the **Logout Confirmation** dialog. The iRespond Login dialog appears. Enter your new user name and password and then click **Login**. When the **Session Setup** screen re-appears, your user name automatically appears in the **Session Properties** pane as **Instructor**.

Set Up Classes

Classes are set up in the **Session Setup** window after logging in as a new user (shown below). The **Classes** pane is located to the right of **Session Properties**, and **Edit Classes** is located in the lower right of the window. In these two panes new classes can be created and deleted, or an existing class can be edited. A step-by-step guide for entering and editing classes follows. Position the mouse pointer over a toolbar button to display its function.



Procedure to Create a New Class:

Click the **New** button on the **Classes** pane toolbar. **Select Login Type** dialog box appears with **By PIN** or **By Username and Password**. Selecting **By PIN** creates a class where student users log in via PIN number, where **By Username and Password** creates a class where student users log in via Username and Password. The **My iRespond** folder appears, and a blank checkbox with a highlighted file entitled **New Class Roster*** appears below the folder. Notice in the **User Groups** and **Edit Classes** panes the new file name also appears, each with an asterisk (*). The asterisk indicates the file has not been saved.

Right click on the new file name and select **Rename** from the drop-down dialog. Edit the file name as desired and then enter. The new file name appears in all three panes (**Classes**, **User Groups**, and **Edit Classes**).

- Set up a Class Roster using the Roster Builder

Note: In order to use the Roster Builder, Remote Devices must be set up. If you wish to use the Roster Builder to set up your class roster, please skip ahead to: Set up Remote Devices.

- In the Remote Devices pane, click the checkbox to the left of the remote device group you wish to user.
- In the Classes pane, click the checkbox to the left of the class roster you wish to build. Turn on the Base Unit and click the Build Roster button on the toolbar.
- The Finding Base Unit dialog appears. When the dialog displays Found 1 iRespond Base Unit, click the Done button.
- The Roster Builder dialog appears. At this time, instruct the users to power on their Remotes.

Username	First Name	Middle Name	Last Name	Student ID

Done

- If the class type selected was By PIN, the user will be prompted to enter their PIN number on the Remote. If By Username and Password was selected, users will be prompted to enter their username and password. This information is entered on the Remote using the stylus or the soft keys. When the username is entered, press the soft key under END to advance to the password. Enter password and press the soft key under END. Once this has been entered, the Remote's screen will ask the user to press the Enter key to begin entering their profile information.
- If By Username / Password was selected, the user will be prompted to re-enter their password.
- To enter the First Name, press the soft key under the F. The user will then be able to enter their last name using the stylus provided or using the soft keys on the remote. When the First Name is entered, press the soft key under END on the display. If the First Name was entered correctly, press the Enter key to submit the First Name.
- The remote will now prompt for the user's MI (middle initial). Press the soft key under M and enter the MI in the same manner as the First Name was entered.
- The Last Name is entered by pressing the soft key under L for Last Name, then entering the Last Name in the same manner as the First Name and MI.
- The Remote will now prompt the user to enter their Student ID. Student ID's must be numeric. Press the soft key under the S on the display, then press the soft key under 123 to switch to numbers. Enter the Student ID, press the soft key button under END when done, and then press the Enter key if the Student ID was entered correctly.
- Remotes will power off automatically once the profile has been entered.
- As the users enter their profile, the information they enter will display in the Roster Builder dialog. When all user profiles are showing in this dialog, click the Done button. The Base Unit will now power off automatically.

Username	First Name	Middle Name	Last Name	Student ID
sam	sam	d	phiips	96853

Done

- **Set up a Class Roster using Instructor Software**

- In the **Classes** pane, select the name of then Class you wish to create.
- In the **Edit Classes** pane, click the **New User** button, or right click on the class name and select **New User** from the drop-down dialog to add a new student user to the class. In either case the **New User** dialog appears.

Setting up Class Roster By PIN

This dialog lets you enter the PIN, Last Name, First Name, MI (middle initial) and Student ID of a new student user. The **Login Enabled** checkbox gives the user permission to log into the session. This information will appear in various reports.

- Enter a **PIN number** for the user
- Ensure **Login Enabled** is checked
- Complete the **Last Name**, **First Name**, **MI**, and **Student ID** of the user.
- If **Next User** is selected the **New User** dialog re-appears for entry of another user. If **Finished** is selected, the **Session Setup** screen appears.
- After all users have been entered, return to the **Classes** pane, ensure the class name is still highlighted, and click the **Save** button. Notice after saving that the asterisk (*) disappears from the file name.

The 'New User' dialog box has a blue title bar with a close button. It contains the following fields and controls:

- PIN:** A text input field.
- Login Enabled:** A checked checkbox.
- Last Name:** A text input field.
- First Name:** A text input field.
- MI:** A text input field.
- Student ID:** A text input field.
- Buttons:** 'Finished', 'Next User', and 'Cancel' at the bottom.

Setting up Class Roster By Username and Password

This dialog lets you enter the **Username**, **Password**, **Password Required**, **Login Enabled**, **Last Name**, **First Name**, **MI** (middle initial), and **Student ID** of a new student user. The **Password Required** checkbox exempts a user from having to enter a password during login. The **Login Enabled** checkbox gives the user permission to log into the session. The information will appear in various reports.

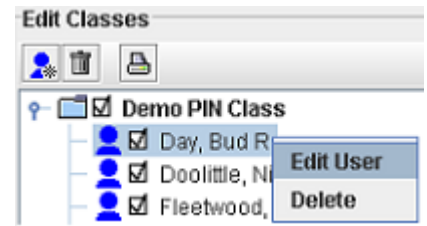
- In the **Username** box, enter a username, such as the three initials of the user's name. Usernames must be in lowercase.
- In the **Password** box, type a user-specific password. The password may contain letters, numbers, and spaces. If the session does not require passwords, leave the password blank and uncheck the option "**Password Required**".
- Ensure **Login Enabled** is checked.
- Complete the **Last Name**, **First Name**, **MI**, and **Student ID** of the user.
- If **Next User** is selected the **New User** dialog re-appears for entry of another user. If **Finished** is selected, the **Session Setup** screen appears.
- After all users have been entered, return to the **Classes** pane, ensure the class name is still highlighted, and click the **Save** button. Notice after saving that the asterisk (*) disappears from the file name.

The 'New User' dialog box has a blue title bar with a close button. It contains the following fields and controls:

- Username:** A text input field.
- Password:** A text input field.
- Password Required:** A checked checkbox.
- Login Enabled:** A checked checkbox.
- Last Name:** A text input field.
- First Name:** A text input field.
- MI:** A text input field.
- Student ID:** A text input field.
- Buttons:** 'Finished', 'Next User', and 'Cancel' at the bottom.

- **Editing a Class Roster**

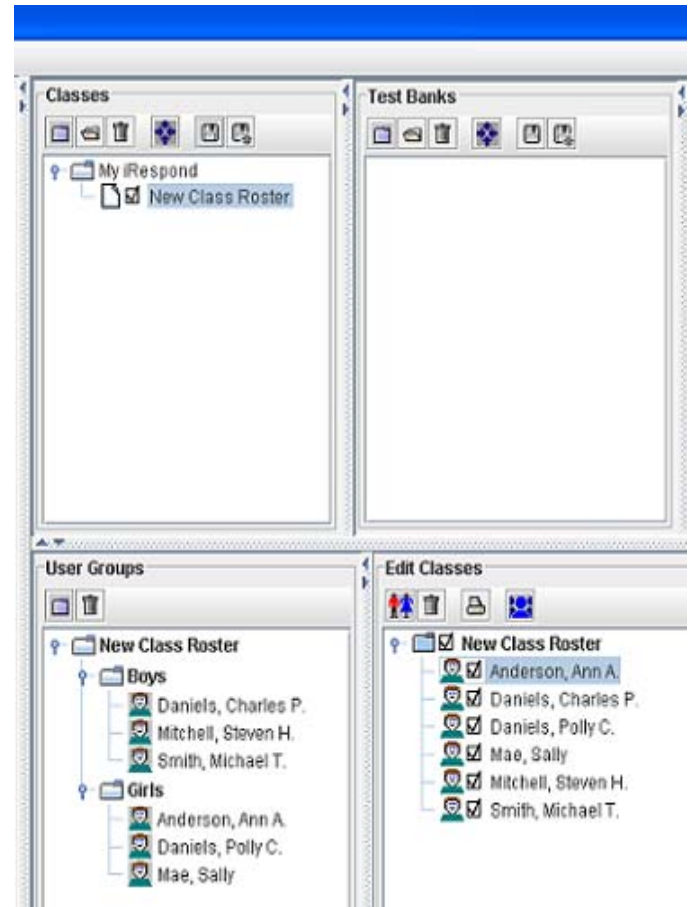
- To edit an existing username, right click on the name and select **Edit User** from the drop-down dialog. When the **New User** dialog appears, make the desired corrections and click **OK** to close the dialog.
- To delete a user, right click on the name and select **Delete** from the drop-down dialog.
- After all changes have been made, return to the **Classes** pane, ensure the class name is still highlighted, and click the **Save** button. Notice after saving that the asterisk (*) disappears from the file name.



- **Create User Groups**

Initially, when a class is first entered, there are no groups. However, it may be desirable to track class progress by predefined groups. In the **User Groups** pane, groups can be created, and then students can be added to a group. The **User Groups** pane, located to the left of the **Edit Classes** pane, displays all user groups for classes selected in the **Classes** pane. This process is discussed below.

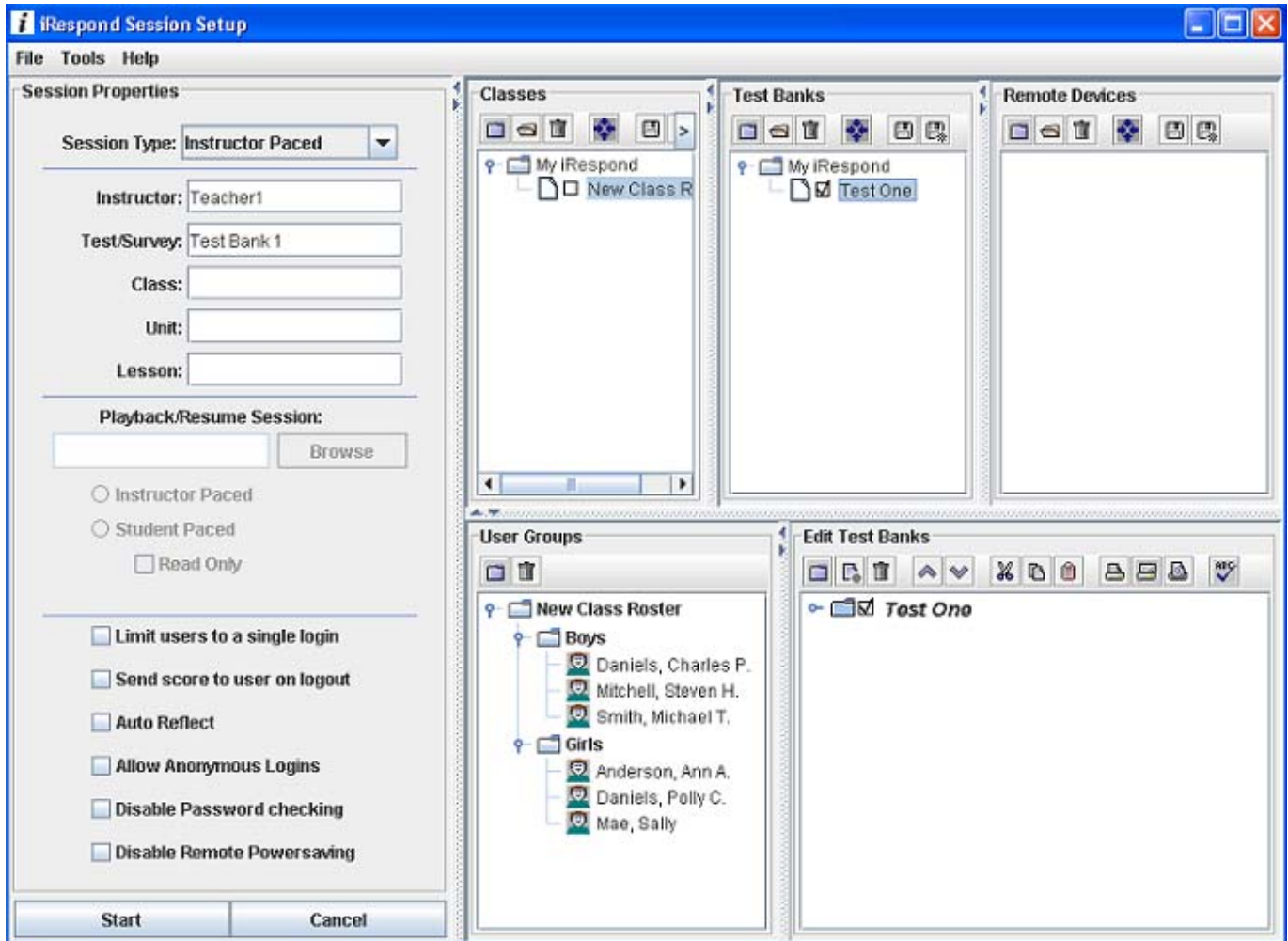
- To create initial **User Groups**, select a class in the **Classes** pane. In the **User Groups** pane, click the file lever to the left of the class name. The file will open and show there are no groups in the class.
- To create a group, select **New** from the **User Groups** toolbar. **New User Group 1** opens in a box, ready to be renamed. Change group name and press enter.
- Click the file lever in the **Edit Classes** pane to show the student names.
- To add a student user to the group, select the name of a user in the **Edit Classes** pane, hold the left mouse button down and drag it to the folder of the group in the **User Groups** pane. Add more users in the same manner until the group is completed.
- To change the name of a group, right click on the group name and select **Rename** from the dialog.
- To delete a user group from a class, highlight the group name and click the **Delete** button. Classes are not deleted by using this button - only the selected group.



- To remove a student user from a group, right click on the user's name and select **Remove** from the dialog.
- When groups have been set up as desired, ensure the class is highlighted in the **Classes** pane and click on the **Save** or **Save As** button on the **Classes** pane toolbar.

Set Up Test Banks

Test Bank creation is accomplished using the **Test Banks** and **Edit Test Banks** panes in the **Session Setup** window. Together these panes provide an interface to author tests. These test banks contain the questions to be administered in a session. Questions can be edited and new questions added to an existing test bank. Additionally, each item can be augmented with an **Objective** and **Remediation**. Before conducting a session, one or more test banks should be constructed.



The **Test Banks** pane contains toolbar buttons for **New**, **Open**, **Delete**, **Uncheck All**, **Save**, and **Save As**. Once a Test Bank has been created, it is edited in the **Edit Test Banks** pane.

In the **Edit Test Banks** pane, tests may be added or edited to an existing test bank. This pane contains toolbar buttons to facilitate the editing of one or more banks. All test banks selected in the **Test Banks** pane appear in the **Edit Test Banks** pane.

A step-by-step guide to creating and editing Test Banks follows.

Procedure to Create a New Test Bank:

- **Set up a Test Bank**

- Click on the **New** button on the Test Banks toolbar. A blank checkbox and a highlighted file entitled **New Test Bank*** appear. Notice the **Edit** pane has changed from **Edit Classes** to **Edit Test Banks** and in that pane the new file name also appears with an asterisk (*). The asterisk indicates the file has not been saved.
- Right click on the new file name and select **Rename** from the drop-down dialog. Edit the file name as desired and then press enter. The new file name appears in both panes. At this point, the **Session Setup** screen looks similar to the one on the previous page.
- Proceed to the **Edit Test Banks** pane to enter a test.

- **Enter / Edit a Test Bank**

In the **Edit Test Banks** pane, ensure the file name is highlighted and then click the **New Question** button, or right click on the test bank name and select **New Question** from the dialog. In either case, the **New Question** dialog appears. This dialog lets you define question **Type**, **Template** (True/False) enter the **Question**, associated **Responses** (mark correct response), **Objective**, and **Remediation**.

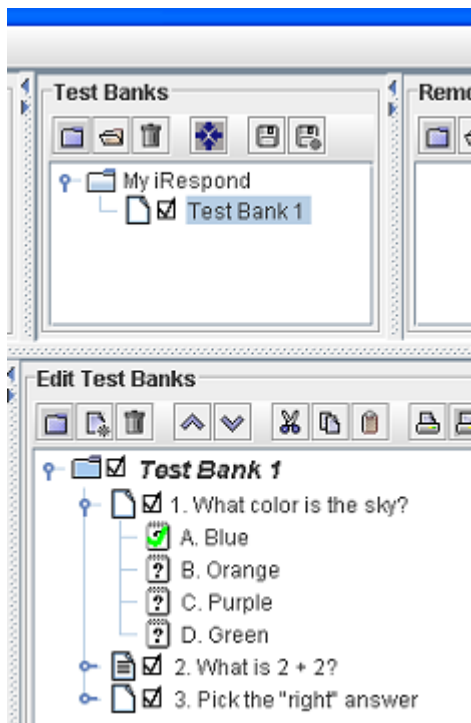
Responses		
☐ A.		S
☐ B.		S
☐ C.		S
☐ D.		S
☐ E.		S
☐ F.		S
☐ G.		S
☐ H.		S
☐ I.		S
☐ J.		S

- **Properties.** Select the question **Type** from the drop-down menu. Choices are Multiple Choice, Multiple Answer, and Fill - In. The **Template** drop-down choice will only need to be changed if a True/False question is desired.
- **Question.** In the Question box, left click the mouse and a cursor appears. Enter a question.
- **Responses.**
 - For multiple choice questions, click the checkbox to the left of response **A** and enter the response in the area provided. To enter the remaining responses, follow the same procedure. To indicate which response is correct, click the corresponding checkbox again and the checkmark changes to green.

- For True/False questions, select **True/False** from the **Template** drop-down list. Responses **A** and **B** automatically fill in with True and False. Click on the checkbox for **A** or **B** to indicate which response is correct (checkmark changes to green).
- Fill In questions are answered in the same manner, leaving an underscore line where the information is to be supplied by the student. After entry of the Fill In question, enter the sentence (**Select response A to fill in the blank**). Click the checkbox to the left of response **A**, then click the **S** box to the right of the grayed entry area, and a **Correct Responses** dialog appears. Enter up to three acceptable responses for the question. Indicate whether the answer is case sensitive by clicking the checkbox, then click **OK** to close the dialog.

The image shows two windows from a software application. The main window is titled 'New Question' and has a 'Properties' section with 'Type' set to 'Fill-In' and 'Template' set to a blank. The 'Question' section contains the text 'Exhaled air has ____% of its oxygen left?' followed by '(Select Response A to fill in the blank)'. Below this is a 'Responses' section with a table of checkboxes and 'S' boxes. The first row has 'A' checked and its 'S' box active. To the right of the 'Responses' section are 'Objective' and 'Remediation' text areas. At the bottom are 'Finished', 'Next Question', and 'Cancel' buttons. A smaller 'Correct Responses' dialog is open in the foreground, showing three options: '77', 'seventy seven', and 'seventy-seven'. It has a 'Case Sensitive' checkbox and 'OK'/'Cancel' buttons.

- **Objective and Remediation.** Enter the appropriate objective and remediation for the question in the areas provided.
- **Spell Check.** This button is located in the upper left of the **New Question** window. When clicked, it launches the **Spell Check** dialog. **Spell Check** operates like any other Windows™ based program that performs the capability. Correct any errors found. If another question is to be entered into the Test Bank click **Next Question** and the **New Question** window appears again. If all questions have been entered click **Finished** button to return to the **Session Setup** screen.
- Continue until all questions have been entered. To keep the questions in the desired order in the **Edit Test Banks** pane, highlight the last question entered before clicking the **New Question** button. Question order can be changed by highlighting the individual questions and using the **Move Up** and **Move Down** buttons on the toolbar.



- After all test questions have been entered, go to the **Test Banks** pane of the **Session Setup** window. Ensure the **Test Bank** file name is highlighted and then click either the **Save** or **Save As** button on the toolbar. Once the file is saved, the asterisk disappears from the file name.

Set Up Remote Devices

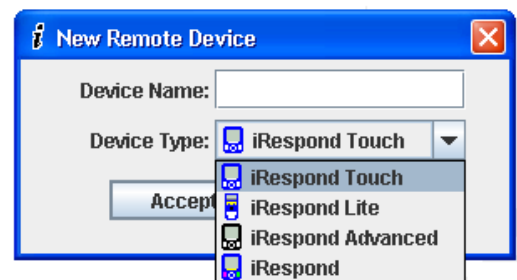
The **Remote Devices** pane allows you to select the remote units to be used in a session. Each group of remotes can be named reflecting a classroom set, carrying case set, or any other useful identifying name. The **Remote Devices** pane contains the toolbar buttons **New**, **Open**, **Delete**, **Uncheck All**, **Save**, **Save As**, and **Find Remotes**.

Procedure to Set up Remote Devices:

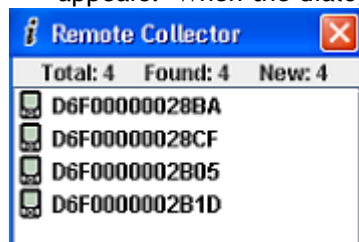
Remote Devices can be set up automatically using the **Find Remotes** utility, or manually set up in the **Edit Remote Devices** pane.

- **Set up Remote Devices using the Find Remotes utility.**

- In the **Remote Devices** pane, click the **New** button. The **New Remote Device** dialog appears. In the **Device Name** box, enter the name for the Remote Device group. In the **Device Type** drop-down dialog select the type of system you have and click the **Accept** button. This Quick Guide is designed for the iRespond Advanced device type.



- Check the checkbox to the left of the Remote Device, and power on the Base Unit.
- Click the **Find Remotes** button on the **Remote Devices** toolbar. The **Finding Base Unit** dialog appears. When the dialog displays **Found 1 iRespond Base Unit**, click the **Done** button.



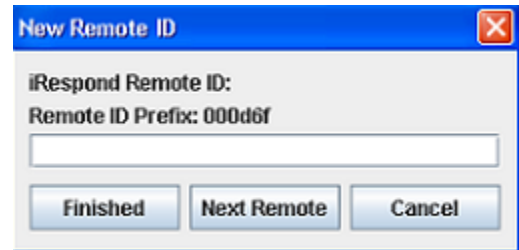
a remote icon appears along with the Remote's UID in the **Remote Collector** dialog.

- The **Remote Collector** dialog appears. Power on all remotes to be added. As each Remote Device is found and collected,
- When all Remotes are showing in the **Remote Collector** dialog, click the **Done** button. The Base Unit and remotes will power off automatically.

Click either the **Save** or **Save As** button in the **Remote Devices** pane to save the remote device file.

- **Set up Remote Devices Manually using Edit Remote Devices.**

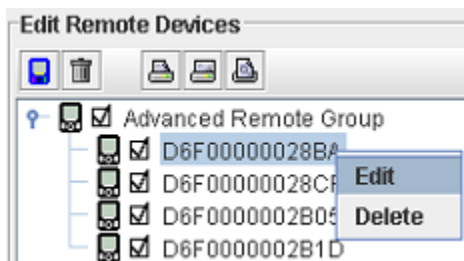
- In the **Remote Devices** pane, click the **New** Button. The **New Remote Device** dialog appears. In the **Device Name** box, enter the name for the Remote Device group. In the **Device Type** drop-down dialog select the type and click the **Accept** button (this Quick Guide is designed for the iRespond Advanced device type).
- In the **Edit Remote Devices** pane, click the **New** button to launch the **New Remote ID** dialog. You can find the remote unit ID number in two places; on the remote unit splash screen after power on, and below the equipment ID label located on the back of each unit. Enter the last 4 digits (may contain number and/or letters) of the ID and click **Next Remote** to enter another Remote or **Finished** if you are done.



Click either the **Save** or **Save As** button in the **Remote Devices** pane to save the remote device file.

- **Editing and Deleting Remote Devices.**

- To edit or delete an existing remote ID number, right click on the appropriate ID number in the **Edit Remote Devices** pane and select either **Edit** or **Delete** from the drop-down menu.



Click either the **Save** or **Save As** button in the **Remote Devices** pane to save the remote device file.